
Building & Code Updates

Mark Washburn, NYS CEO, Certification No. 1020-0364 October 1 -October 31, 2024

Plan Reviews

- 3 discussions about upcoming projects
- 11 permit review
- 11 pre permit site visit

Site Visits

- Ongoing monitoring of Erosion Plan, visited 4 times no issues
- 6 Site meetings with contractors
- Multiple Site visit for the CARS project Site work has begun

CEO Activity

- 11 Permits issued/ Projects Cost= \$199,866/ Fees collected= \$2,420.
- 4 Foundation/Footer inspections/ Slab / 0 reinspection's
- 6 Framing inspections/ 0 Issue resolved during inspection
- 2 Plumbing inspections/ 0 reinspection
- 8 Final inspection/0 Reinspection
- 11 Pre-site inspections
- Code research for 10 different issues approximately 4 hours
- 6 Fire inspections completed (See Attached report)
- Outreach regarding Fire inspections ongoing and multiple appointments scheduled
- 11 Fire inspections and safety walks
- 1 Fireworks Inspections CARS project
- Ongoing monitoring of erosion controls at

Town of Ulysses Clerk's Office
MONTHLY REPORT for Oct. 2024

Submitted by Carissa Parlato

<u>LICENSES/PERMITS issued:</u>	<u>#</u>
Sporting licenses	24
Disabled parking permits	17
Dog licenses and renewals	56
Marriage licenses	2
Notarizations	7
FOIL requests-received	0
FOIL requests-completed	0

<u>FINANCIAL REPORT:</u>	
\$8945.68	TOTAL fees collected
\$8394.39	stays in the town
\$551.29	goes to the state

CLERK's OFFICE TASKS:

General/routine tasks:

- mail, answered inquiries on various topics, attended town board meetings and took minutes, kept website current, notary services, licensing (marriage, dog, sporting) and disabled parking permits, collect building & zoning fees, weekly Supervisor/Clerks office meetings, building use/equipment sign out, FOIL requests, ordered supplies, posted meetings & videos
- Town Hall facilities:
 - o Research for security cameras & knox box
- Water:
 - o Troubleshoot water loss
- Social media & website
 - o Continue to share town updates on FB
 - o Create weekly e-newsletter
- IT:
 - o Check spam filter weekly
 - o Interface with IT consultant
- Records Mgmt
 - o Continue to go through old boxes from past Supervisors to either retain or dispose of records.
 - o Support other staff with retention
- Cross reconciliation of bank statements with Bookkeeper
- Safety Committee
 - o Meeting held on 11/4



TOWN OF ULYSSES

10 Elm Street, Trumansburg, NY 14886
townofulyssesny.gov

Town Supervisor (607) 387-5767, Ext 232 • supervisor@townofulyssesny.gov
Town Clerk (607) 387-5767, Ext 221 • clerk@townofulyssesny.gov

Planning & Zoning October 2024 Report to Town Board

Town Board Meeting Date, 11.12.2024

Submitted by Niels Tygesen, 11.01.2024

Planning Board

The Planning Board held a meeting on October 1 to discuss the following items:

- The Board conducted final plat review with a public hearing and conditionally approved the 'Bennett Subdivision', a proposal to subdivide the existing 1.56 acre lot into two lots.
- Board members continued discussions related to potential zoning code amendments related to streams.
- [Draft minutes link](#); [recorded meeting video link](#).

Comp Plan Steering Committee

The Committee held a meeting on October 2 to discuss the following items:

- Town Board's adoption of the PIP and authorization to establish an independent website and other apps for the project.
- 2009 Comp Plan audit.
- Environmental review process.
- Economic base report on demographic and market data.
- Planning foundations memo cataloguing previous relevant local and regional planning documents.
- Outreach efforts for Focus Group #1: Economic Development, Historic Presentation & Built Environment, and Housing; and Focus Group #2: Environment & Natural Resources and Climate Change & Resilience.
- Local leadership interviews.
- [Draft minutes link](#); [recorded meeting video link](#).

Board of Zoning Appeals

The BZA held a meeting on October 23 to discuss the following items:

- The Board conducted a public hearing and granted all requested area variances related to the 'Bennett Subdivision' noted above.
- Setting the regular meeting schedule for 2025.
- [Draft minutes link](#); [recorded meeting video link](#).



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Planning Projects

- 2025-45 Comp Plan Update
 - Focus Group #1 Economic Development, Historic Presentation & Built Environment, and Housing outreach held at Trumansburg Fire Hall.
 - Local leadership interviews held at Town Hall.
 - Environmental review process planning.
 - 2024 3Q report tracking to DEC for CSC grant.
 - Coordination and ongoing work with Consultant.

Zoning Enforcement

Ongoing research on code enforcement cases.

Miscellaneous

- Stormwater Coalition Meeting:
 - SPDES DEC reporting
 - Ongoing GIS mapping project
- 2024 end of year budget and proposed 2025 budget.
- Building, Planning, and Zoning permit reviews.
- Customer support pertaining zoning information and permitting process.
- Continued outreach for alternate members for the Planning Board and BZA.
- Updates to webpages and applications.
- Continued training with Office Project Assistant.

2024-10 Recreation Monthly Report
November 6, 2024
Created by: Will Glennon, Recreation Director

Adult Recreation Programming

- Total of 178 participants across seven individual programs. Registration for the January-June program will open on December 1st.
- The program will need to recruit a new yoga teacher to continue offering yoga based programming.

Driver's Education

- The 5-hour course occurred on October 17th. Twenty-one participants.
 - Our role is to help with registration, print rosters, and provide the information for the students to the instructor at the school.
- Another program is planned to open for December.

Fall Programming (3 programs)

- **Soccer clinic** for grades K-3 concluded on October 16th. Twenty-two participants.
- **Cross-country running/team program** concluded on October 26th with the final meet. The meet was staffed by the two coaches with the help of the high school and middle school cross-country runners, their coaches, and parents. Total of 17 participants.
- The **tennis clinic** wrapped up on October 19th. There were two sessions with a total of 21 participants.

Winter Programming (4 programs with 7 teams)

- **Two wrestling clinics** have been scheduled for November (11/1-11/2 & 11/8-11/9). These clinics are coordinated and coached by volunteers. The program is offered for free to the community to create interest in wrestling in the community and as a future team program for the recreation department.
- Total of 22 participants for each clinic.
- The **youth basketball clinic** and **youth basketball team programs** opened registration in October and closed registration as of November 3rd.
- The **basketball clinic** will have a new director this winter, Quin Demarest, who is local to Trumansburg/Ulysses and has worked for the recreation department before as a camp counselor. Currently there are 53 players registered for the three levels of the clinic (kindergarten, first grade, and 2nd/3rd grade). The program begins December 7th and will end on February 8th.
- This winter there will be seven **basketball teams** for the local travel basketball program. There will be two 3rd/4th grade boys teams, two 3rd/4th grade girls teams, a 5th grade boys team, a 5th/6th grade boys team, and a 5th/6th grade girls team. This is the most

teams we have had since Covid. A total of 62 participants have registered for the programs this season.

- Currently there are nine coaches that have been recruited for coaching. Three are returning coaches and the remainder will be new basketball coaches. However, some have coached other sports in the past.
- **Winter track** will be offered again in conjunction with the Finger Lakes Runners winter running events. The program currently has 14 runners registered. The program does not begin until January 4th.

General administration

- Coach recruitment and background checks.
- Creation of programs for the winter programming.
- Coordinating with the basketball league for schedules and teams that will be included in the schedule.
- Submission of payment vouchers.

Work Activities

Transition into 2nd Deputy Supervisor position

- Maintaining weekly meeting schedule w/predecessor
 - Delving into more specific information and resources to manage projects
- Supervisor: continued involvement/assistance with taking on management/tracking of active projects, guidance in assessing and prioritizing tasks
- Added weekly meeting with Bookkeeper/Supervisor to assist with changes to job scope for both 2nd DS and Bookkeeper positions
 - Ongoing assessment of which tasks will stay with Bookkeeper and which will revert to 2nd DS, and when
- Continuing efforts to learn technology, reviewing tech/software and determining additional needs

Miscellaneous/General Town Work

- Facilitated Town Hall's first Halloween outreach effort
 - Organized tasks and to-dos for event
 - Created bookmark as give-away for Halloween and beyond
 - Included content from Clerk's Office, Youth Services, and Comp Plan
 - Decorated Town Hall, oversight/staffed table for trick-or-treating
- Performed Exit Interview for resigning Youth Services staff member, along with Liz W.
- Continuing efforts to get "lay of the land"
 - Asking questions, attending meetings, reading source materials, exploring file server, etc.
- Continuing to establish personal work protocols and project management documentation system/structure and tools
 - Set up email filing structure, task list spreadsheet
- Project and general communications
- Standing weekly meetings: Supervisor, Supervisor/Clerk, Supervisor/Bookkeeper

Active Projects Update

Town Hall Parking Lot

- Meetings and ongoing communication w/project engineers, Supervisor, Clerk, Bookkeeper, others to move project forward and keep on fast track
- Continued review of documentation and clarification of issues
- RFQ received/approved; established action plan w/Clerk to broadly advertise to construction contractors and maximize potential bids

Comprehensive Plan/DEC Grant (Climate Smart Communities)

- Preparation/submission of quarterly report and first reimbursement request
- Created Comp Plan-focused bookmark for distribution at Town Hall trick-or-treating and beyond
- Continued review of documentation and clarification of issues

BRIDGE NY Curry Road Culvert Replacement

- Attended/participated in 10/9 public info meeting
- Ongoing communication w/project engineers, Supervisor, others to process paperwork and otherwise move project forward
- Continued review of documentation and clarification of issues

NYSERDA Electric Car Acquisition

- Met w/Terry C. from Tompkins County about procurement process and constraints
- Communications regarding contract and process

2025 Organizational Meeting

- Review of previous document and notes
- Meetings and communication w/Supervisor, Clerk, Bookkeeper to delegate and work on updates

BRIDGE NY Maplewood Road Hairpin Turn Culvert Rehabilitation

- No updates

Upcoming

- Continue to meet w/previous 2nd DS, Supervisor, Clerk, Bookkeeper, others
- Procurement training w/Supervisor and Bookkeeper
- Continue to read through project documentation: contracts, grants, emails, other docs

2024 Town of Ulysses Fire Inspection Schedule

BUSINESS INFORMATION			INSPECTION DATES		NOTICES			CERTIFICATE		
Business Name	Business Address	Inspection Frequency	Last Inspection	Inspection Due	Notice Sent	2nd Notice	3rd Notice	Draft in Folder	Final Sent	OP/COC Date
ATC-NY (Architecture Technology Corporation)	1610 Trumansburg Rd	bi-annual	12/7/2022	12/7/2024	10/23/2024			10/30/2024		12/7/2022
Beauty Barn	7305 Halseyville Rd		7/22/2024	7/22/2026	mailed 7/10/2024			emailed 8/6/2024		
Bet the Farm Winery	4204 Krums Corners Rd	annual	6/26/2024	6/26/2025	mailed 6/13/2024					
Brookside Apartments	6561-6581 Brook Rd	bi-annual	5/23/2024	5/23/2026	emailed 5/15/2024 -			5/30/2024	emailed 8/6/20	1/13/2022
Brownies Produce	1901 Trumansburg Rd	bi-annual	7/11/2024	7/11/2026	mailed 6/13/2024			7/8/2024	8/29/2024	9/30/2020
Cayuga Addiction Recovery	6621 Rt 227	annual	7/29/2024	7/29/2025	mailed 7/10/2024			7/15/2024		12/28/2022
Cayuga Compost/P&S Excavating	3225 Agard Rd	bi-annual		12/31/1901						
Cayuga Nature Center	1420 Taughannock Blvd	annual		12/31/1900	mailed 6/27/2024	mailed 7/10/2024		8/29/2024	needs reinspection	
Church Of The Latter Day Saints	319 Pennsylvania Ave	annual	5/30/2024	5/30/2025	emailed Barbara			5/30/2024	6/13/2024	5/30/2024
Country View Apartments	6042 Mayo Rd	bi-annual	7/1/2024	7/1/2026	emailed 5/14/2024 -	mailed 5/21/2024		5/30/2024	emailed 8/6/20	3/28/2021
7000 Route 227 Apartments	7000 Rt 227	bi-annual	8/28/2024	8/28/2026	MD mailed 6/27	scheduled 7/1 mailed 7/30	mailed 8/14/2	8/29/2024		7/22/2022
Evergreen House	4461 Jacksonville Rd	bi-annual	4/14/2023	4/14/2025						4/14/2023
Finger Lakes Fire and Casualty	6905 Rt. 227	bi-annual	6/13/2024	6/13/2026	mail 5/30/2024			6/12/2024	emailed 8/13	1/13/2022
Flo-Tech	7325 Halseyville Rd	bi-annual	6/13/2024	6/13/2026	emailed 5/23/2024			6/12/2024	emailed 8/13	
Gimme Coffee Roasting	3201 Krums Corners Rd	bi-annual	4/14/2023	4/14/2025						4/14/2023
Glenwood Apartments	1 Maplewood Rd	bi-annual	6/20/2024	6/20/2026	mailed to owner			6/12/2024	emailed 8/6/20	1/13/2022
Glenwood Pines	1213 Taughannock Blvd	annual	12/4/2023	12/4/2024	unit at address 10/23/2024	5/30/2024		10/29/2024		5/20/2022
Grassroots off site - Across the Wa	8669 Falls Rd	annual	7/17/2024	7/17/2025						7/19/2023
Grassroots off site - Agard	7107 Jacksonville Rd	annual	keep for reference. inspections currently not needed- nothing happening at this site							
Grassroots on site - Fairgrounds	2150 Trumansburg Rd	annual	7/17/2024	7/17/2025						7/19/2023
		bi-annual		12/31/1901						
		bi-annual		12/31/1901						
Halsey House B&B	2057 Trumansburg RD	bi-annual		12/31/1901	emailed 5/14/2024 MD			10/30/2024		
Howl Studios	1607a Trumansburg Rd	bi-annual	4/14/2023	4/14/2025	10/23/2024					4/14/2023
Inn at Taughannock - Victorian Inn	2030 Gorge Rd	annual	12/4/2023	12/4/2024	10/23/2024			10/30/2024		12/4/2023
Inn at Taughannock -	2031 Gorge Rd	annual	12/4/2023	12/4/2024	10/23/2024			10/30/2024		12/4/2023
Inn at Taughannock	2051 Gorge Rd	annual	added to list 8/14/2024					10/30/2024		

Ithaca Society of Friends/Hector M	5066 Perry City Rd		6/7/2024	6/7/2025	mailed to 3rd st address 5/14/2024 - emailed	called 5/23/2024 - MD		5/30/2024 mailed 8/5	none
Ithaca Yacht Club	1090 Glenwood Rd	annual	7/10/2024	7/10/2025	6/12/2024			7/8/2024 emailed 8/6/20	6/15/2022
Jacksonville Methodist Church	1869 Trumansburg Rd	annual	6/20/2024	6/20/2025	mailed to PO Box 5/14/2024 -	called 6/5/2024		6/27/2024 emailed 8/20/2	3/28/2021
Jacksonville Mirabito #58	1854 Trumansburg Rd	annual	6/5/2024	6/5/2025	mailed to PO box 5/30/2024			6/12/2024 emailed 8/6/2024	
Kinney Drugs	2100 Trumansburg Rd	bi-annual	4/14/2023	4/14/2025					4/14/2023
Quick Apartments	1860 Trumansburg Rd	bi-annual	6/5/2024	6/5/2026	mailed to owner	called 5/28/2024		5/30/2024 8/29/2024	
Maguire Chevrolet Complex	2073-2071 Trumansburg Rd	bi-annual	4/14/2023	4/14/2025					4/14/2023
Mama Said Hand Pies	1710 Trumansburg Rd	annual	6/11/2024	6/11/2025				6/12/2024 8/6/2024	1/25/2023
Martin Apartments	4346 Cold Springs Rd	bi-annual	11/1/2023	11/1/2025					12/8/2020
Mikes Marine	1616 Trumansburg RD	annual	5/28/2024	5/28/2026	5/23/2024			5/30/2024 8/29/2024	5/28/2024
Moore's Marine Inc	3052 DuBois Rd	bi-annual	3/23/2023	3/23/2025					3/24/2021
Namaste Montessori school	1608 Trumansburg Rd	annual	10/25/2023	10/25/2024				10/30/2024	10/25/2023
Namaste Montessori school	1872 Trumansburg RD	annual	10/25/2023	10/25/2024				10/30/2024	10/25/2023
New Park Event Venue	1500 Taughannock Blvd	annual	5/16/2024	5/16/2025	5/14/2024			6/12/2024 8/6/2024	5/16/2025
Overbaugh Realty	2289 Trumansburg Rd	bi-annual	6/24/2024	6/24/2026	emailed 5/16/2024 -	mailed 6/13/2024		6/27/2024 8/29/2024	
Franziska Racker Center	3226 Wilkins Rd	annual	10/17/2024	10/17/2025	10/1/2024			10/30/2024	10/25/2023
Regional Access	1609 Trumansburg Rd	bi-annual	3/14/2023	3/14/2025					4/14/2023
Renovus Solar	1520 Trumansburg Rd	bi-annual	4/14/2023	4/14/2025	2/26/2023				4/14/2023
Ithaca Pools/Ithaca Wholesale Furr	1575 Trumansburg Rd	bi-annual	7/11/2024	7/11/2026	mailed 6/13/2024	mailed 6/27/2024		7/8/2024 8/29/2024	12/8/2020
Seedway	2059 Trumansburg Rd	bi-annual	7/25/2024	7/25/2026	mailed 6/13/2024	mailed 6/27/2024	mailed 7/10/2024	8/29/2024	11/21/2019
Girl Scouts (Camp Comstock)	1419 Taughannock Blvd	annual	6/24/2024	6/24/2025	mailed 6/13/2024	payment reminder sent 07/11/2024		6/26/2024 emailed 8/6/20	6/15/2022
Smart Start	1966 Trumansburg Rd	annual	8/6/2024	8/6/2025				sent	6/15/2023
Smart Start 2	1954 Trumansburg Rd	annual	8/6/2024	8/6/2025				sent	6/15/2023
Spruce Row	2271 Kraft Rd								
Stover Lumber	1974 Trumansburg Rd	annual		12/31/1900	mailed 6/13/2024	mailed 6/27/2024	mailed 7/10/2024		9/2/2019
Subway	2078 Trumansburg Rd	bi-annual	6/4/2024	6/4/2026	phone 5/28/2024 scheduled 6/4			5/30/2024 mailed 6/13	1/13/2022
FKA Trumansburg Acupuncture	1859 Trumansburg Rd	bi-annual	7/23/2024	7/23/2026	mailed 6/13/2024	mailed 6/27/2024		8/29/2024	
Trumansburg Fair Grounds	2150 Trumansburg Rd	annual	7/17/2023	7/17/2024					7/19/2023
		bi-annual		12/31/1901					

Greetings Board Members: Accompanying my November report are the financial statements for October 2024. The following is a brief overview of the October financials.

Balance Sheet

As detailed in the Supervisor's Report, total cash balances as of 10/31/2024 were \$1,087,481.87 a decrease of \$43,435.10 from the end of September. A few notable items to comment on for this month:

- Sales tax and EMS payments are current, having received payments through September at the end of October.
- Cash receipts were routine, including normal monthly operations.
- The month of October had three payrolls, making the cash outlays higher than typical for the month.

In addition to cash balances, the Town had investments valued at a total of \$2,758,765.91 as of October 31, 2024. Of the total investments, about 40% represents reserve funds and 60% represents a combination of fund balance, property tax revenue, and ARPA funds (about \$285,000). As of September 30, \$107,682.60 was recorded in interest and earnings from investments across funds, representing the first three quarters of 2024 realized and unrealized earnings on investments.

Other than cash, investments, and interfund transactions (due to/due from other funds), there are no significant assets and liabilities in the Town's operational financial statements.

Income Statement

Revenues through October 2024 are as expected. Sales tax and EMS payments have been received through September, as have fees collected through the Clerk's Office. Sales tax revenue is projected to come in about 3% over budget (\$30,000) as of the end of October. On the other hand, EMS revenue is still on track to be under budget by about \$10,000, or 12%. Justice Court Revenue has been recorded through August, totaling \$15,708. We are still awaiting our second mortgage tax payment for the year.

Expenditures through October 2024 are also as expected, with some spending being front loaded for the year (such as payments for Fire and Ambulance services, and some insurance costs). As noted earlier, personnel expenditures for October were a little higher due to three payrolls in the month. This is reflected in most of our personnel lines showing 15.4% budget remaining, while 16.7% of the budget year remains.

Bookkeeper/Budget Officer Activities

Below are some highlights of monthly activities:

- Personnel: I continue to support employees and retirees with benefit administration, human resources support, employment, and civil services functions. I have communicated with eligible staff and retirees regarding the open enrollment period for making changes in benefits and am working with folks who would like to make changes.
- Finance Committee: The Finance Committee has not met since the last meeting in August, due to the many budget meetings in the last couple of months. I expect that the committee will resume meeting later this year to develop a work plan for 2025.
- General Accounting and Budget Support: Maintaining accurate, up to date, financial data is a priority for me. I continue to prepare monthly financial statements on a timely basis, providing detailed reports to the Board and staff to inform their work.
- Budget Officer: I have supported the budget process for 2025 through the adoption of the annual budget. I look forward to hearing any input about ways to improve the budget process in future years.
- Other Administrative Support: I coordinated the completion of our insurance applications for 2025, and will continue to interface with our agent, Tompkins Insurance, on behalf of the Town. I also support various grant administration needs, particularly with financial reporting and recording and cash flow.

October 2024

REPAIR:

T23, T1 and Water Truck Inspected

Bearings, New Chain for T1 Salt Spreader

T21 New Grease Fittings and Shocks

T5 New Brake Pads, Oil Change

Installed spreader in T1

ROADS:

Micro paved Frontenac, Durling and Parke Ln

Cold Patched various areas

Cross Pipe on Cold Springs Road fixed (Partial Collapse of Pipe)

Mowed Back side of ditch on Pine Ridge Road

Roadside mow in various spots

MISC:

Haul Item 4 and Crusher Run for stock

BAC Sample / Water Report to TCHD

2 DPW employees received their class D certification to operate WD3

Attended Town of Ulysses Safety Committee Meeting

SCADA system power adapter replaced

Attended training at Bolton Point for Kennedy Valve and Fire Hydrant Installation, Repair and Maintenance, Kennedy I-Hydrant Installation and Operations