

February 2025 TOU Youth Services Report

College Visits:

Suny Cortland- Feb 4

Great visit with a great group. 5 kids – 2 Juniors, 3 Sophomores.

There was a good deal of enthusiasm about Cortland State in general, and one student who has been with me on a number of tours was very excited to have found the courses of study and extracurriculars she wants and decent cafeteria food all in one place.

Civics Internship:

Spring 2025 session to start up Monday, March 10.

14 Teens Registered, a few will participate as volunteers. Marie and I are enthused to start with a new group, a number of whom are returning for a second or even third time.

Middle School:

Stage Combat Workshop, Feb 26

15 kids participated. Fun workshop, from my POV. A few were a little disappointed that they couldn't improvise as much as they preferred- the emphasis was on learning some technique and choreography- but all in all it was great.

Currently planning a cooking/baking workshop series with Sarah Brainard. She is a teacher, and I shared the “Positive Youth Outcomes- 6 C’s” with her- she’ll be using that as she plans.

Youth Employment:

Line-up of employers ready to receive youth employees this summer.

Other:

Job Fair- This will be a simple, no-frills event on Thursday, April 10 during the High-School Lunch/Advisory period, featuring reps from local unions as well as local businesses that hire teens- so an assortment of different opportunities for summer jobs and beyond. It’s coming together, I have confirmation from a few places already.

Building & Code Updates

Mark Washburn, NYS CEO, Certification No. 1020-0364 February 1 -February 28, 2025

Plan Reviews

- 5 discussions about upcoming projects
- 4 permit review
- 3 pre permit site visit

Site Visits

- 8 Site visits, Updates by contractors
- Multiple Site visit for the CARS project,

CEO Activity

- 3 Permits issued/ Projects Cost= \$193,200. / Fees collected= \$1,687.
- 4 Foundation/Footer inspections/ Slab / Backfill 0 reinspection's
- 2 Framing inspections/ 0 Issue resolved during inspection
- 1 Plumbing inspections/ 0 reinspection
- 3 Final inspection/0 Reinspection
- Code research for 13 different issues approximately 8 hours
- Fire code research regarding change of occupancy
- Fire code research regarding Fire alarm requirements for different building use/ occupancy class
- Outreach regarding Fire inspections ongoing and multiple appointments scheduled
- Multiple erosion control inspection site visits to the CARS project
- Meeting with Whole Health and Office of Emergency Management to discuss hazards and Emergency Response Plan for Grassroots
- Multiple site visits on open projects for job status

Town of Ulysses Clerk's Office
MONTHLY REPORT for Feb. 2025

Submitted by Carissa Parlato

<u>LICENSES/PERMITS issued:</u>	<u>#</u>
Sporting licenses	2
Disabled parking permits	8
Dog licenses and renewals	35
Marriage licenses	4
Notarizations	5
FOIL requests-received	0
FOIL requests-completed	0

<u>FINANCIAL REPORT:</u>	
\$4420.32	TOTAL fees collected
\$3385.39	stays in the town
\$1034.93	goes to the state

CLERK's OFFICE TASKS:

General/routine tasks:

- mail, answered inquiries on various topics, attended town board meetings and took minutes, made website updates, notary services, licensing (marriage, dog, sporting), disabled parking permits, collected building & zoning fees, participated in weekly Supervisor/Clerks office meetings, managed building use/equipment sign out, responded to FOIL requests, ordered supplies, posted meetings & videos
- Facilities:
 - Installation of cameras at front and back entrances
 - Replacement of fire/emergency panels
 - Troubleshoot HVAC temperature issues
- Taxes:
 - Collected ~\$5.2 million to date
 - Send weekly pmts to Tompkins County
 - Reconciled accounts
- Water:
 - Implemented new online bill view & pay portal
 - Work with DPW on quarterly readings & billing
 - Work on reconciling with bookkeeper
- Social media & website
 - Continued to share town updates on FB
 - Sent weekly e-newsletters
- IT:
 - Checked spam filter weekly
 - Interfaced with IT consultant on upgrades and issues
- Safety Committee
 - Met on 2/13 and discussed the following:
 - Emergency communications
 - Facilities safety
 - Staff training



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

Planning & Zoning February 2025 Report to Town Board

Town Board Meeting Date, 03.11.2025

Submitted by Niels Tygesen, 03.06.2025

Planning Board

The Planning Board held a meeting on February 4 to discuss the following items:

- The Board conducted final plat review with a public hearing and approved the 'Koskinen Subdivision', a proposal to subdivide the existing 37.9 acre lot into two lots.
- The Board conducted final plat review with a public hearing and approved the 'Smith Subdivision', a proposal to subdivide the existing 117.77 acre lot into two lots.
- The Board discussed training requirements for 2025.
- [Draft minutes link](#); [recorded meeting video link](#).

The Planning Board held a meeting on February 18 to discuss the following item:

- The Board conducted sketch plan review of the 'Crossmore Tram' a proposal to construct a 50' tram, and scheduled final site plan review pending BZA approval.
- [Draft minutes link](#); [recorded meeting video link](#).

Comp Plan Steering Committee

The Committee held a meeting on February 5 to discuss the following items:

- Review of draft visioning statements.
- Planning for Focus Group #4 and associated SWOT analysis for Rural Issues and Land Use, the first public open house workshop, and the second joint visioning exercise with the Town Board.
- [Draft minutes link](#); [recorded meeting video link](#).

Board of Zoning Appeals

The BZA held a meeting on February 19 to discuss the following items:

- The Board conducted a public hearing and approved two area variances associated with the 'Crossmore Tram' project noted above.
- The Board discussed training requirements for 2025.



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- [Draft minutes link](#); [recorded meeting video link](#).

Planning Projects

- 2025-45 Comp Plan Update
 - 2025 1Q report tracking for CSC grant.
 - Coordination and ongoing work with Consultant.
 - [Community Survey](#).
 - [First Public Open House 03.19.2025](#).
 - [External Project Website](#).

Zoning Enforcement

- Ongoing research on code enforcement cases.
- Town Court on February 11 related to two accusatory instruments filed for two code violators:
 - Joseph Allen, 6200 & 6211 Brook Road (parcels 23.-1-12 and 23.-2-4 respectively) and parcels 23.-1-14.4 and 23.-2-5.2. 39 Counts of violations against the Fire Code of New York State, New York State Property Maintenance Code, Ulysses Zoning Code, and breaches of Board of Zoning Appeals Special Permit Determination and Use Variance Determination.
 - Keith Dodge, 1942 Trumansburg Road (parcel 20.-3-9.22). 35 Counts of violations against the Fire Code of New York State, New York State Property Maintenance Code, and Ulysses Zoning Code.

Miscellaneous

- [NYS DEC regulatory amendments to State jurisdictional wetlands](#).
- [FEMA FIRM updates and Flood Damage Prevention Law update review](#).
- Safety Committee Meeting.
- Building, Planning, and Zoning permit reviews.
- Customer support pertaining zoning information and permitting process.
- Continued outreach for members for boards and committees.
- Updates to webpages and applications.
- Continued training with Office Project Assistant.

2025-2 Recreation Monthly Report

March 6, 2025

Created by: Will Glennon, Recreation Director

Adult Recreation Programming

- Pickleball program will begin April 6th
- Nightly timing of adult recreation programs will move up one hour beginning in April.

Current youth programming

- The youth basketball clinic ended on February 15th
- The youth basketball team program will end with a tournament in Newfield the weekend of March 7-9. Only four teams will take part in the tournament with both 3rd/4th boys and girls teams combining rosters respectively.
- Youth track will end March 9th with the final race at Barton Hall, Cornell University.

Future youth programming

- Spring youth sports program registration opened on March 1st.
- Summer camp programming will open on March 15th at 8:00 am. Registration is expected to sell out very quickly for the majority of the camp weeks.
 - The camp director for the past several years will be returning to the same position this summer.
 - The job posting for the camp positions opened the week of March 3rd. The projected timeline for interviews will begin in April.
 - The application for the camp is due at the end of March.

General administration

- Planning has started for summer camp 2025. The camp will begin on June 30th and will operate for six weeks at the Tburg middle school facility.
- A new recreation directors meeting has been set by Kate Shanks-Booth, Director of Tompkins County Youth Development for Rec Directors monthly to come together and discuss current issues in the area. The meetings will be monthly on the second Monday of each month.
- Spring and summer space reservations have been submitted and approved for programming by the school.
- Umpires will need to be recruited for upcoming baseball program.

- Communicated summer camp registration start date (March 15th).
- Recruitment of youth volunteer coaches for spring programs has begun.
- Spring program instructors for the track and tennis program have been secured.

Greetings Board Members: December 2024 Financial Statements and the Annual Financial Report filed with the NYS Comptroller's Office are now available for your review and are included with your Board packet. I plan to attend the March 25th Board meeting to provide a detailed review of the 2024 financial statements. I also plan to have January and February 2025 financial statements available for your review at that time.

Bookkeeper/Budget Officer Activities

Below are some highlights of monthly activities:

- Audit: Staff from Insero were on site February 19th and 20th to conduct their fieldwork. Much of their work also is conducted remotely, with me uploading necessary documents to their portal. I am not aware of any adjustments or findings at this time. There are only a few of outstanding items that I am following up on, and I expect to see a draft of the financial statements in the next couple of weeks.
- Financial Statements and Annual Report: As noted above, I have provided you with the final 2024 financial statements and the Certified Annual Report, which was filed by the 3/1 deadline.
- Finance Committee: The first Finance Committee meeting for 2025 is scheduled for 3/20/25 at 8:00am. As a reminder, members of the Finance Committee include me, Mary Bouchard, Rich Goldman, and Mollie Duell.
- General Accounting and Budget Support: Now that the audit fieldwork is complete, I am working to get caught up with monthly accounting and reconciliations for January and February.
- Personnel: Summer Camp positions (Director, Assistant Director, Counselor, and Recreation Assistant are now posted on the Tompkins County website. These will be open until mid-June. The 2025 payroll certification has been filed with the County.
- Other Administrative Support: I continue to submit claims for reimbursement to DOT for the Curry Road project; I also support a variety of data requests and provide administrative support for Town initiatives.