

---

## Building & Code Updates

---

Mark Washburn, NYS CEO, Certification No. 1020-0364 APRIL 1 -April 30, 2026

### Plan Reviews

---

- 14 discussions about upcoming projects
- 14 permit review
- 14 pre permit site visit

### Site Visits

---

- 7 Site visits, Updates by contractors ongoing projects
- 4 Erosion control site visits (heavy rains)
- Ongoing Multiple Site visit for the CARS project, Meetings with contractor.
- Meeting onsite of CARS with Fire dept. Representatives Referred to State agencies for review

### CEO Activity

---

- 14 Permits issued/ Projects Cost= \$344,257.00. / Fees collected= \$3,739.00
- 4 Foundation/Footer inspections/ Slab / Backfill 0 reinspection's
  - 5 Framing inspections/ 0
  - 6 Plumbing inspections/ 2 reinspection
  - 7 Final inspection/0 Reinspection
  - Code research different issues approximately 14 hours
  - Fire code research regarding window Fire shutter requirements with in 5' of line
  - Outreach regarding Fire inspections ongoing and multiple appointments scheduled (Attached)
  - Multiple site visits on open projects for job status (follow up on going)
  - Follow up with ongoing enforcement actions Multiple site visits
  - Research on Wetland, Stream buffer, and Flood plain violations. (ongoing dumping after being told to stop)
  - Multiple fire inspections Operating permit issued



**Town of Ulysses Clerk's Office**  
**MONTHLY REPORT for May 2026**

*Submitted by Carissa Parlato*

<b>LICENSES/PERMITS issued:</b>	<b>#</b>
Sporting licenses	21
Disabled parking permits	13
Dog licenses and renewals	29
Marriage licenses	4
Notarizations	5

<b>FINANCIAL REPORT:</b>	
\$7869.13	TOTAL fees collected
\$7389.68	stays in the town
\$479.45	goes to the state

<b>FOIL requests</b>	<b>completed</b>
<i>none</i>	

**CLERK'S OFFICE TASKS:**

State of the Town 2026:

- Program planning
- Publicity
- Meeting logistics, & set-up

Town & County Tax Collection

- Collected \$5.6 million December-March
- successfully reconciled with Tompkins County

Water:

- Collected payments
- Coordinated final & disputed meter reads with DPW
- Create report of inactive district residents for audit by DPW

Public engagement projects and tasks:

- Weekly newsletter, Facebook updates, press releases to media

Habitat Nature Preserve:

- Spring Guided Bird & Plant walk held on rainy 4/25- 4 members of the public attended
- Committee meeting on 4/29
  - Fall Guided Walk scheduled for 10/3 at 10am
  - Made list of maintenance needs

IT:

- Checked spam filter weekly
- Correspond with Computer Room & Advance 2000 for assistance as needed

Health & Safety Committee

- Met on 4/9 to discuss Emergency Plan -continuing on 5/14

TC Public Information Advisory Board

- Attended monthly mtg
  - Advised on how to allocate funding for 250<sup>th</sup> celebration; plans for a local media networking event

Facilities

- Search for landscapers
- Coordinate projects with DPW

General/routine tasks:

- mail, answered inquiries on various topics, attended town board meetings and took minutes, 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 board meetings & videos on web and Youtube



## TOWN OF ULYSSES

10 Elm Street, Trumansburg, NY 14886  
townofulyssesny.gov

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

---

### Planning & Zoning April 2026 Report to Town Board

Town Board Meeting Date, 05.12.2026

Submitted by Niels Tygesen, 05.06.2026

#### Planning Board

The Planning Board held a meeting on April 7 to discuss the following items:

- The Board conducted a public hearing for final plat review and approved a four-lot major subdivision located at 2012 Trumansburg Road.
- The Board continued discussions of a code amendment related to 'Open Development Areas' (ODA) and approved a resolution recommending the Town Board amend the Town's zoning code to establish regulations pertaining to ODAs.
- The Board discussed proposed draft definitions related to 'Data Centers' as presented by the Town Supervisor as passed a motion agreeing the definitions were good as-is.
- [Minutes link](#); [recorded meeting video link](#).

The Planning Board held a meeting on April 21 to discuss the following items:

- The Board continued sketch plat review for proposed site work located at 1191 Taughannock Blvd and scheduled a public hearing for final site plan review on May 5 pending ODA decision from the Town Board.
- The Board continued site plan review for proposed site plan amendment located at 1513 Taughannock Blvd and scheduled a public hearing for final site plan review on May 5.
- [Minutes link](#); [recorded meeting video link](#).

#### Board of Zoning Appeals

The BZA held a meeting on April 15 to discuss the following items:

- The Board conducted a public hearing and approved an area variance for a lot line adjustment located at 1349 Taughannock Blvd.
- The Board discussed proposed draft definitions related to 'Data Centers' as presented by the Town Supervisor and supports the addition of definitions related to Data Centers, but requested the Town Board do additional work to improve the draft definitions.
- The Board nominated Cheryl Thompson to be the Vice Chair for 2026 who agreed.



## TOWN OF ULYSSES

10 Elm Street, Trumansburg, NY 14886  
townofulyssesny.gov

### Planning Projects

- 2025-45 Comp Plan Update
  - 2026 1Q report tracking for CSC grant.
  - Coordination and ongoing work with Consultant.

### Zoning Enforcement

- Ongoing research on code enforcement cases.
- Town Court on April 14 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. Town Staff, Legal, and Court are pleased with the progress and good faith effort Mr. Allen made last year and look forward to continue working with him in 2026 to resolve the matter.
- 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. Neither Dodge nor his attorney appeared before Court. A Pre-Trial Conference has been set for May 26 with Bench Trial set for July 15.

### Miscellaneous

- Building, Planning, and Zoning permit reviews.
- Administrative Safety Committee meeting.
- Tompkins County Hazard Mitigation meeting discussing funding updates and update to the Hazard Mitigation Plan.
- BCPZ meetings.
- Customer support pertaining zoning information and permitting process.

## 2026-4 Recreation Monthly Report

May 6, 2026

Created by: Will Glennon, Recreation Director

### Adult Recreation Programming

- Adult recreation programs will conclude on June 7th.
- Adult recreation will offer a summer program.
- Potentially offering a summer pickleball program.

### Current youth programming

- Spring youth sports programs have started as of April 20th.
- The spring Tball program format has changed from a volunteer led program to a director led clinic. This change may continue for future years with volunteer coaches becoming more difficult to secure.
- Summer camp update
  - Camp staff recruitment is currently ongoing.
  - 22 staff have committed to returning for this summer
    - Two previously employed staff prior to 2025 are also returning in administrative roles.
  - Currently interviewing new applicants.
    - Expecting to hire four new employees.
  - Initial permit application has been submitted.
    - Part two of the application was submitted in early May.
  - CPR/AED training and summer camp training dates are being scheduled.
  - Camp opens on July 6th and ends August 8th.
    - Only two field trips will be scheduled for the summer (weeks 5 and 6).
- Spring program updates
  - Spring track has been delayed one week due to weather.
  - Spring coach pitch baseball has two teams of 13 players for 2026.
  - The hybrid pitch program has been canceled.
  - Coach pitch numbers are similar to years past (26 in 2026; 27 in 2025; 25 in 2024)
  - T-Ball numbers are lower than in years past ( 20 in 2026; 32 in 2025; 34 in 2024)
  - The tennis program numbers are similar to years past (22 in 2026; 26 in 2025; 16 in 2024)

### General administration

- Mid-term grant funding report is due May 31st for the 2-year UWTC grant cycle.

- A director for Tball program has been hired along with an assistant.
- Target date of May 31st for hiring all camp staff. Most likely all staff will be hired by May 15th.

Town of Ulysses  
April 2026 Bookkeeper Board Report  
May 12, 2026, Town Board Meeting  
Prepared by Blixxy Taetzsch, 5/6/26

Greetings Board Members: We have now completed the first quarter of the year, and I have included financial highlights from the April 2026 financial statements for my April board report.

#### Balance Sheet

As detailed in the Supervisor's Report, total cash balances as of 4/30/2026 were \$560,697.63, an increase of \$41,712.68 from the end of March. A few notable items to comment on for this month, and the first quarter of the year:

- \$125,000 was liquidated from investments to provide cash flow for the month.
- Sales tax payments are coming on a timely basis, having received payments through March as of the end of April. Also received in April were the first three months' revenue for EMS services.
- We have received our annual franchise tax payments.
- Cash outlays were higher in April due to 3 pay periods occurring during the month.

In addition to cash balances, the Town had investments valued at a total of \$3,777,513.25 as of April, 2026. Of the total investments, \$1,715,156.22 represents reserve funds, and \$2,062,357.03 represents a combination of fund balance and property tax revenue. As of April 30, a total of \$34,798.61 was recorded in interest and earnings from investments.

#### Income Statement

Revenues through April 2026 are mostly as expected. Below are some highlights:

- Sales tax revenues through the end of March are running about 10% over budget, with March revenues being 23% higher than last year. It is too early to know whether this trend will continue through the year.
- EMS revenues for the first quarter are just slightly over 25% of the budgeted revenue.
- Court revenue is only recorded through January, as NYS has not yet billed us for February or March. When I pay NYS and the Village their share of the fees and fines collected, I also record the amount retained by the Town as revenue.

Expenditures through April 2026 are also as expected. However, there were three payrolls in April, making our personnel spending compared to budget a little higher than the 1/3 of the year we have reached. As mentioned last month, some spending is front loaded (fire and ambulance services, community organizations, and some insurance costs). And some costs, such as health insurance, are paid a month in advance.

Town of Ulysses  
April 2026 Bookkeeper Board Report  
May 12, 2026, Town Board Meeting  
Prepared by Blixy Taetzsch, 5/6/26

Bookkeeper/Budget Officer Activities

Below are some highlights of my activities for the Month:

- Audit: The independent audit is now complete, with a presentation to the Board by Duane Shoen at the end of April. There were no findings or concerns as a result of the audit.
- 2025 Annual Financial Review: In conjunction with
- Personnel: I continue to support employees and retirees with benefit administration, employment, and civil services functions. Not a significant amount of hiring has happened so far this year, other than our new Cleaner position. However, I expect to be very busy with hiring activities over the next couple of months for summer camp and YEP program employees.
- Finance Committee: The Finance Committee met on April 20<sup>th</sup>, primarily reviewing the materials for the 2025 financial review and the updated capital equipment plan. Meeting notes have been posted in the SharePoint portal and accompany this report.
- Capital Equipment Plan: I have worked with Scott and Lori to update the capital equipment plan. We plan to present this plan to the Board in the near future.