

Town of Ulysses Clerk's Office
MONTHLY REPORT for June 2026

Submitted by Carissa Parlato

<u>LICENSES/PERMITS issued:</u>	<u>#</u>
Sporting licenses	7
Disabled parking permits	11
Dog licenses and renewals	59
Marriage licenses	6
Notarizations	8

<u>FINANCIAL REPORT:</u>	
\$37,756.89	TOTAL fees collected
\$37,425.35	stays in the town
\$331.54	goes to the state

<u>FOIL requests</u>	<u>completed</u>
Property records	6/11

CLERK's OFFICE TASKS:

Water:

- Collected payments

Public engagement projects and tasks:

- Weekly newsletter, Facebook updates, press releases on:
 - Town Board vacancy
 - Comp Plan public hearings
 - Primary/election updates

IT:

- Checked spam filter weekly
- Corresponded with Computer Room & Advance 2000 for assistance as needed
- Collected information & had meetings on contract renewal

Health & Safety Committee:

- Met on 6/18 to continue work on Emergency Plan

TC Public Information Advisory Board:

- Was not able to attend mtg due to Records training

Records Management:

- Weekly meetings with Lori on planning for disposal of scanned building plans and scanning of new plans
- Attend NYs conference 6/7-6/9

Facilities

- Search for landscapers
- Coordinate projects with DPW-mostly HVAC

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, monthly solar meter reads



TOWN OF ULYSSES

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

Planning & Zoning June 2026 Report to Town Board

Town Board Meeting Date, 07.28.2026

Submitted by Niels Tygesen, 07.20.2026

Planning Board

The Planning Board held a meeting on June 16 to discuss the following items:

- The Board conducted a public hearing for final plat review and approved a two-lot minor subdivision located at 6237 Podunk Road.
- The Board continued sketch plan review for a proposed new dwelling unit and detached garage located at 1457 Taughannock Boulevard.
- [Minutes link](#); [recorded meeting video link](#).

Board of Zoning Appeals

The BZA held a meeting on June 17 to discuss the following item:

- The Board conducted a public hearing and granted an area variance to reduce the side yard setback for a building addition located at 6018 Podunk Road.
- [Draft minutes link](#); [recorded meeting video link](#).

Planning Projects

- 2025-45 Comp Plan Update
 - 2026 2Q report tracking for CSC grant.
 - Coordination ongoing work with Consultant.
 - Town Board meeting for final hearing and adoption of 2045 Comp Plan

Zoning Enforcement

- Ongoing research on code enforcement cases.

Miscellaneous

- Building, Planning, and Zoning permit reviews.
- Annual mandatory Town training.



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- Tompkins County Hazard Mitigation Plan Update
 - [ITCTC 06.16.2026 Planning Committee Meeting](#) – [Director's Report](#) – [County Transportation Snapshot](#)
 - Meeting with County Planning and Local elected for the Comp Plan's 239 review.
 - Customer support pertaining zoning information and permitting process.

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

Balance Sheet

As detailed in the Supervisor's Report, total cash balances as of 6/30/2026 amounted to \$542,186.57, an increase of 39,623.84 from the end of May. A few notable items to comment on for this month, and the first quarter of the year:

- We redeemed \$150,000 in investments - \$50,000 in the A Fund and \$100,000 in the in the DB fund to cover June expenditures.
- Sales tax payments are coming on a timely basis, having received payments through April as of the end of May. Sales tax revenue is currently running over 10% ahead of budget based on trends thus far in 2026.
- EMS Payments are also now current through May and ambulance charges are currently earned at 50% of the budget.
- We have not yet received our first Mortgage Tax payment from the County. I have inquired about it but not yet heard back.
- Cash outlays were as expected, with a couple of large expenditures for capital items. In the A fund, we paid for the overhead door replacement in the highway garage in the amount of \$16,651, and in the DB fund we had a payment to Seneca Stone for Mayo Road in the amount of \$74,816.30.

In addition to cash balances, the Town had investments valued at a total of \$3,649,463.20 as of June 30, 2026. Of the total investments, \$1,725,122.46 represents reserve funds, and \$1,924,340.74 represents a combination of fund balance and property tax revenue. As of June 30, a total of \$56,748.59 was recorded in interest and earnings from investments.

Income Statement

Revenues through June 2026 are mostly as expected. I have included for your reference a summary of all major revenue accounts that represent 96% - 100% of total revenues for each fund. Also, please note that interest income recorded includes investment income from reserve funds and therefore will exceed the amounts budgeted for operational purposes. Below I have pointed out some highlights:

- Sales tax revenues through the end of May are running at about 13% over budget. It is too early to know whether this trend will continue through the year.
- EMS revenues as of May are just about 50% of the budgeted revenue.
- Court revenue is finally recorded through May, as NYS only recently billed us for February-May. Payment was included in the July abstract.
- As noted earlier, the Town has not yet received the first Mortgage tax payment, which is usually received in April or May.
- WD3 reflects the second quarter billing, with slightly under 50% of the budget earned.

Expenditures through June 2026 are also as expected, with some spending being front loaded (such as payments for Fire and Ambulance services, community organizations, and some insurance costs). I have included a summary for each major fund by function of expense showing the budgeted amount and spending thus far. Below are a few observations I have about the summary of expenditures through June 30, 2026:

- Employee benefits show spending at a rate slightly greater than the personnel spending for the second quarter – this is due to the upfront payment for worker’s compensation insurance and the advance payment for July health insurance. Benefit spending also can vary from Fund to Fund due to seasonality of certain activities – such as summer camp.
- Transportation spending in the DB fund occurs primarily between May and October depending on weather conditions – as these funds are for road maintenance and repair. So far this year, we have disbursed funds for one planned road repaving project (Mayo Rd).
- As noted previously, spending in the SF and SM funds are complete for the year.

Bookkeeper/Budget Officer Activities

Below are some highlights of my activities for the Month:

- Personnel: I continue to support employees and retirees with benefit administration, employment, and civil services functions. I have also been very busy with YEP and Camp employees, most of whom started work in early July.
- Finance Committee: The Finance Committee did not meet as originally scheduled on July 6th due to the change in the Board meeting date. The next meeting has not yet been scheduled.
- Budget Modifications: I will be presenting a few budget modifications for the Boards review and approval at the July 28th meeting. They will be distributed to the Board once the impact of the July abstract has been factored in.
- 2027 Budget Planning: I have begun work on budget planning tasks for 2027. Budget request forms have been distributed to budget managers and Committee Chairs – with a due date back to me of August 7th. As discussed at the June board meeting, our detailed budget review with the Board will take place on September 21st from 9:30am until 2:00pm. More details will be distributed as we approach that date.