

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

Submitted by Carissa Parlato

<u>LICENSES/PERMITS issued:</u>	<u>#</u>
Sporting licenses	6
Disabled parking permits	6
Dog licenses and renewals	47
Marriage licenses	3
Notarizations	5

<u>FINANCIAL REPORT:</u>	
\$17,795.00	TOTAL fees collected
\$17,183.31	stays in the town
\$616.69	goes to the state

<u>FOIL requests</u>	<u>completed</u>
Property records	1

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

Health & Safety Committee:

- Met on 7/23 to continue work on updating our 1993 Emergency Plan. Jessica Verfuss from TC DOER attended to help answer questions

TC Public Information Advisory Board:

- Met on 7/14. Discussed public talk on History of Journalism in TC, held on 7/11 as well as TC Communications Dept. updates

Records Management:

- Weekly meetings with Lori on planning for disposal of scanned building plans and scanning of new plans
- Began disposition of plans scanned in 2018

Facilities

- Landscaping
- Ordered supplies
- Coordinated projects with DPW-mostly HVAC

Other:

- Participated in engineer RFQ screening & interviews
- Attended Tompkins Chamber training: L.E.A.R.N. - Effective Strategies for Business Leadership Success

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, posted board meetings & videos on web and Youtube, monthly solar meter reads



TOWN OF ULYSSES

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Planning & Zoning July 2026 Report to Town Board

Town Board Meeting Date, 08.11.2026

Submitted by Niels Tygesen, 08.05.2026

Planning Board

The Planning Board held a meeting on July 7 to discuss the following item:

- The Board conducted sketch plan review for a proposed accessory structure located at 1282 Taughannock Blvd.
- [Minutes link](#); [recorded meeting video link](#).

Board of Zoning Appeals

The BZA did not conduct any business this month.

Planning Projects

- 2025-45 Comp Plan Update
 - 2026 2Q report tracking for CSC grant.
 - Coordination ongoing work with Consultant.

Zoning Enforcement

- Ongoing research on code enforcement cases.
- 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, continues to make progress and good faith effort to comply with the Court's adjournment in contemplation of dismissal. Next set Court date for review and potential dismissal is 12.20.2026.
- Keith Dodge, 1942 Trumansburg Road (parcel 20.-3-9.22), plead guilty to all violations on July 28, 2026. The plea deal stated that should the defendant resolve all outstanding issues no later than 270 days, prosecution would petition the Court to dismiss all charges.

Miscellaneous

- Building, Planning, and Zoning permit reviews.
- Tompkins County Stormwater Coalition Meeting – stormwater activity and financial report



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- ITCTC 07.21.2026 [Policy/Planning Committee Meeting – Director’s Report](#)
 - Interviews with engineering firms related to RFQ for culvert/bridge projects.
 - Demo-interviews with permit mgmt. software.
 - Customer support pertaining zoning information and permitting process.

Greetings Board Members: Below are financial highlights from the July 2026 financial statements.

Balance Sheet

As detailed in the Supervisor's Report, total cash balances as of 7/31/2026 amounted to \$561,758.19, an increase of 19,574.62 from the end of June. A few notable items to comment on for this month:

- We did not need to redeem and investments.
- Sales tax payments are coming on a timely basis, having received payments through June as of the end of July. 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 June and ambulance charges are currently earned at 60% of the budget.
- We finally received our first Mortgage Tax payment from the County, however it was not deposited until August and is not reflected in the July financials. The amount is \$41,323.49 – approximately 59% of our budget.
- Cash outlays were as expected. Notable is the increase in payroll due to summer camp and youth employment.

In addition to cash balances, the Town had investments valued at a total of \$3,660,509.13 as of July 31, 2026. Of the total investments, \$1,730,343.94 represents reserve funds, and \$1,930,165.19 represents a combination of fund balance and property tax revenue. As of July 31, a total of \$67,794.52 was recorded in interest and earnings from investments.

Income Statement

Revenues through June 2026 are mostly as expected. Below I have pointed out some highlights:

- Sales tax revenues through the end of June are running at about 11% over budget. It is too early to know whether this trend will continue through the year.
- EMS revenues as of June are just about 60% of the budgeted revenue.
- Court revenue is recorded through June, with the annual budget of \$25,000 almost fully earned.
- As noted earlier, the Town finally received its first mortgage tax payment in early August.
- WD3 reflects the second quarter billing, with slightly under 50% of the budget earned.

Expenditures through July 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 don't have anything new to point out from my previous report other than the increase in summer payroll activity.

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 August 11 meeting.
- 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.