

Town of Ulysses Clerk's Office
MONTHLY REPORT for June 2025

Submitted by Carissa Parlato

<u>LICENSES/PERMITS issued:</u>	<u>#</u>
Sporting licenses	13
Disabled parking permits	9
Dog licenses and renewals	67
Marriage licenses	3
Notarizations	6
FOIL requests-received	2
FOIL requests-completed	2

<u>FINANCIAL REPORT:</u>	
\$28,907.22	TOTAL fees collected
\$28,614.72	stays in the town
\$292.50	goes to the state

CLERK's OFFICE TASKS:

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 meetings & videos
- Assist with planning & coordination of food, AV, etc. for staff, board, committee annual training
- Meet with constituent to discuss parking lot
- Water:
 - Water billing
 - Coordinate requests for final reads with DPW
- Social media & website
 - Continued to share town updates on FB
 - Sent weekly e-newsletters
- Habitat Nature Preserve:
 - Coordinate with DPW on TC grant for bridges/walkways- completed 6/30
 - Joint mtg on 6/9 with Tree Committee to share information
- IT:
 - Checked spam filter weekly
- Health & Safety Committee
 - No updates



TOWN OF ULYSSES

10 Elm Street, Trumansburg, NY 14886
townofulyssesny.gov

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Planning & Zoning June 2025 Report to Town Board

Town Board Meeting Date, 07.08.2025

Submitted by Niels Tygesen, 07.02.2025

Planning Board

The Planning Board held a meeting on June 3 to discuss the following items:

- The Board continued sketch plat review for a proposed detached garage located at 1457 Taughannock Boulevard.
- The Board conducted a public hearing and approved the final site plan for a change of use of an existing building from a church to a community center located at 319 Pennsylvania Avenue.
- The Board continued sketch plat review for a proposed two-lot minor subdivision at 319 Pennsylvania Avenue.
- [Draft minutes link](#); [recorded meeting video link](#).

Comp Plan Steering Committee

The Committee held a meeting on June 4 to discuss the following items:

- Review of draft vision statements.
- Review of the following draft Elements: Housing, Historic Preservation & Built Environment, Economic Development Environment & Natural Resources, Climate Change & Resiliency.
- Continued discussion of the planning process & preparation for the 2nd public open house.
- [Draft 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
 - 2025 2Q report tracking for CSC grant.
 - Coordination and ongoing work with Consultant.



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Zoning Enforcement

- Ongoing research on code enforcement cases.

Miscellaneous

- Town pre-budget planning.
- Town team building activity.
- Building, Planning, and Zoning permit reviews.
- Customer support pertaining zoning information and permitting process.
- Updates to webpages and applications.
- Continued training with Office Project Assistant.



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Finance Committee Meeting Notes

6/26/2025

8:00 am, Town Hall

Members Present: Mary Bouchard, Mollie Duell, Rich Goldman, Blixxy Taetzsch

1. Highway Equipment Capital Plan - The Committee reviewed the recently revised Highway Equipment Capital Plan, which addresses the anticipated costs of equipment replacement needs through 2036 under current conditions. The 2003 Volvo VHD is overdue for replacement, and an order can be made following Town Board approval.
2. Garrett Road Project - Blixxy reviewed the grant amount of ~\$520k, noting the Town will need to contribute ~\$130k, and recommended using bridge reserve funds.

Teresa Naylor, 7/2/25

2nd Deputy Supervisor update

- MRB/Agard Road culvert grant app
 - Sent them confirmation of being on July 8 board meeting agenda — update on hydraulic study and application status
 - Requested estimated impact of study results on project cost (I'll pass on that info as soon as I hear back)
 - Writing up notes from last week's planning meeting with them and will send once I get clarification on a few items
- EV acquisition — 50k NYSERDA grant
 - Reviewing next steps to initiate purchase and request initial \$12,500
 - Will contact Terry Carroll to request assistance with OGS system
- Community Org Funding application — outreach
 - Editing docs Michelle sent out last year
 - Working with Blix and Carissa/Casey on distribution
- Training follow-up
 - Updating tracking doc to document completion of mandatory topics for staff and required board/committee members
 - Need to ask Carissa again for recordings to send to those who didn't attend
 - Will set up Google poll to schedule CliftonStrengths teambuilding session once we know Khaki's availability
- Solar array — 100k NYSERDA grant
 - Reviewing next steps to initiate bidding process
 - Will contact Bennett/Tatem to inquire about possible assistance with RFP/bid process
- Maplewood Rd culvert project
 - Waiting for acceptance of signed contracts at DOT to determine next steps
- Garrett Rd culvert project
 - Reviewing documentation/instructions and online forms to complete contract
 - Meeting with Blix on 7/14 to distribute tasks for completion

For future truck purchase projections

Financing Interest Calculation - first payment up front

Present Value	\$300,000.00	\$ 400,000.00	Payment Amt	(\$84,603.55)
Principal Amount	\$ 164,598.40			
Document Fee	\$ 395.00			
Payment Amount	\$ 84,603.55			
Number of Payments	4			
First Payment Date	1/1/2022			
Date of Acquisition	1/1/2022			
Interest Rate	5.00%			

Amorization

					Principle
Beg Bal	\$ 300,000.00	Principle		Interest	Balance
Payment #1	1/1/2022				\$ 300,000.00
Payment #2	1/1/2023	\$ 69,603.55	\$ 15,000.00		\$ 230,396.45
Payment #3	1/1/2024	\$ 73,083.73	\$ 11,519.82		\$ 157,312.72
Payment #4	1/1/2025	\$ 76,737.91	\$ 7,865.64		\$ 80,574.81
Payment #5	1/1/2026	\$ 80,574.81	\$ 4,028.74		\$ (0.00) rounding
Total Payments		\$ 300,000.00	\$ 38,414.20		

Ulysses Highway Capital Plan - 2025 Update

Transitioning to a multi-year financing model allows for a more even annual cash flow and allows for:

- > Strategic, systematic equipment replacement
- > Reserve funding to account for unforeseen emergencies (i.e. setting aside \$90k for emergency truck repair or replacement)

Actual

Make	Category	Year		Optimal Usable Life Replacement	Year Purchased	Replacement	Purchase Price	2024 Purchase Price	Resale value	2025 Purchase Price	Resale value	2026 Purchase Price	Resale value	2027 Purchase Price	Resale value	2028 Purchase Price	Resale value	2029 Purchase Price	Resale value	2030 Purchase Price	Resale value
Chevrolet Silverado Water Truck	Light Truck	2016	2025 replacement with RAV 4; split SW3/DA	10	2016	2025	\$27,323			\$25,000											
Ford 350 [T-3] dump - 1 ton	Medium Truck	2016	Replace 2026	10	2016	2026	\$35,833					\$100,000	10,000								
Scott's Ford 350 [T-1] Superintendent	Medium Truck	2020	Replace in 2030	10	2020	2030	\$41,000													\$ 90,000	15,000
Ford 550 [T-5] w/ plow 1 ton	Medium Truck	2022	Replace in 2032	10	2022	2032	\$67,912														
Volvo VHD [T-21]	Heavy Truck	2003	Replace in 2027; past useful life	12	2016	2027	\$270,000							\$100,000	15,000	\$84,605		\$84,605		\$84,605	
Mack 2020 [T22] plus Viking Plow	Heavy Truck	2020	Replace in 2032	12	2020	2032	\$230,000														
Mack '23 [T-23]	Heavy Truck	2023	Replace in 2035	12	2023	2035	\$274,842														
International [T-10]---> not being replaced	Heavy Truck	2007	Should sell	n/a	2007	n/a	\$136,514														
Mack 1998 [T-20] ---> not being replaced	Heavy Truck	1998	Haul Truck - will keep and use indefinitely	n/a	1998	n/a	\$92,839														
Volvo L90H Loader	Heavy Equip	2024	Trade -in 2034	10	2024	2034	\$233,678	\$233,678	\$92,247												
John Deere Backhoe ---> not being replaced	Heavy Equip	2003	Keep, still in use	n/a	2013	n/a	\$47,000														
Mini Excavator Volvo EC88	Heavy Equip	2022	Replace 2037	12	2025	2037	\$126,651			150,000	60,000										
Trailer for Mini Excavator	Medium Equip	2022	Replace 2027	5	2022	2027	\$19,201							25,000	2,500						
John Deere Tractor 5100E	Mowing	2018	keep - in good condition	12	2018	2030	\$53,138														
Tiger Flail Mower	Mowing	2018	Replace in 2029	10	2018	2029	\$25,420											30,000			
JohnDeere 390 flail mower	Mowing	2017	Replace in 2029	10	2019	2029	\$5,200											10,000			
Toro Zero Turn Mower	Mowing	2021	Replace in 2031	10	2021	2031	\$5,250														
Brush chipper	Medium Equip	1994	keep - in good condition	n/a	1994	n/a	\$13,131														
Skid Steer with attachments	Medium Equip	n/a	Possible new equipment	12												150,000					
5420 John Deere Tractor	Broom	2002	Sell if can purchase a skid steer	n/a	2002	n/a	\$34,000										10,000				
TOTAL + and -								\$233,678	\$92,247	\$175,000	\$60,000	\$100,000	\$10,000	\$125,000	\$17,500	\$234,605	\$10,000	\$124,605	\$0	\$174,605	\$15,000
TOTAL overall								\$141,431		\$115,000		\$90,000		\$107,500		\$224,605		\$124,605		\$159,605	
Net new equipment purchases																					
								2024		2025		2026		2027		2028		2029		2030	
Operating Budget Equipment Purchases								\$59,474		\$115,000		\$90,000		\$107,500		\$224,605		\$124,605		\$159,605	
Addition (use of) Reserves								-\$82,044		\$6,500		\$35,145		\$21,399		-\$91,839		\$12,144		-\$18,753	
Total Tax Impact - 3% increase each year								-\$22,570		\$121,500		\$125,145		\$128,899		\$132,766		\$136,749		\$140,852	
Net affect on reserves								-\$82,044		\$6,500		\$35,145		\$21,399		-\$91,839		\$12,144		-\$18,753	
Income on Reserves								\$6,741		\$4,142		\$4,462		\$5,650		\$6,461		\$3,900		\$4,381	
Equipment reserve balance (low mark of \$100k required in order to have adequate onhand for emergency replacement)								\$138,083		\$148,725		\$188,332		\$215,382		\$130,004		\$146,049		\$131,677	

Key
Multi-year financing
Equipment sale estimate

Ulysses Highway Capital Plan - 2025 Update

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TOTAL + and - TOTAL overall								\$94,605	\$0	\$210,000	\$30,000	\$84,605	\$0	\$354,605	\$95,000	\$184,605	\$15,000	\$169,210	\$0
Net new equipment purchases								\$94,605		\$180,000		\$84,605		\$259,605		\$169,605		\$169,210	
								2031	2032	2033	2034	2035	2036						
Operating Budget Equipment Purchases								\$94,605	\$180,000	\$84,605	\$259,605	\$169,605.00	\$169,210						
Addition (use of) Reserves								\$50,472	-\$30,570	\$69,308	-\$101,075	-\$6,319	-\$1,026						
Total Tax Impact - 3% increase each year								\$145,077	\$149,430	\$153,913	\$158,530	\$163,286	\$168,184						
Net affect on reserves								\$50,472	-\$30,570	\$69,308	-\$101,075	-\$6,319	-\$1,026						
Income on Reserves								\$3,950	\$5,583	\$4,833	\$7,058	\$4,237.08	\$4,175						
Equipment reserve balance (low mark of \$100k required in order to have adequate onhand for emergency replacement)								\$186,100	\$161,112	\$235,253	\$141,236	\$139,154	\$142,303						