

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

Submitted by Carissa Parlato

<u>LICENSES/PERMITS issued:</u>	<u>#</u>
Sporting licenses	18
Disabled parking permits	10
Dog licenses and renewals	55
Marriage licenses	4
Notarizations	5
FOIL requests-received	0
FOIL requests-completed	0

<u>FINANCIAL REPORT:</u>	
\$14,790.84	TOTAL fees collected
\$14,290.85	stays in the town
\$499.99	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:
 - Coordinate requests for final reads with DPW
- Public engagement
 - Updated website
 - Continued to share town updates on FaceBook
 - Send press releases
 - Sent weekly e-newsletters
 - Join Tompkins County Public Information Advisory Board and attend monthly meeting
- Habitat Nature Preserve:
 - *No updates*
- IT:
 - Checked spam filter weekly
 - Correspond with Computer Room
- Health & Safety Committee
 - Gathered info for AED
 - Coordinated installation of new cameras on light pole
 - Next mtg 8/14



TOWN OF ULYSSES

10 Elm Street, Trumansburg, NY 14886
townofulyssesny.gov

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

Planning & Zoning July 2025 Report to Town Board

Town Board Meeting Date, 08.12.2025

Submitted by Niels Tygesen, 08.04.2025

Planning Board

The Planning Board held a meeting on July 1 to discuss the following items:

- The Board conducted sketch plat review for a proposed two lot subdivision located at 4296 Krums Corners Road and scheduled a public hearing for final plat review on July 15.
- The Board conducted sketch plan review for a renovation and addition to an existing dwelling unit located at 99 Maplewood Road and requested more information from the applicant.
- [Draft minutes link](#); [recorded meeting video link](#).

The Planning Board held a meeting on July 15 to discuss the following items:

- The Board conducted a public hearing for final plat review and approved a two lot subdivision located at 4296 Krums Corners Road.
- The Board assessed the SEAQ SEAF Part 1 for a proposed two lot subdivision located at 319 Pennsylvania Avenue and determined the project would not require an EIS.
- [Draft minutes link](#); [recorded meeting video link](#).

Comp Plan Steering Committee

The Committee held a meeting on July 2 to discuss the following items:

- Review of the following draft Elements: Housing, Historic Preservation & Built Environment, Economic Development Environment & Natural Resources, Climate Change & Resiliency, Transportation, and Community Well-Being.
- 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.



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Planning Projects

- 2025-45 Comp Plan Update
 - 2025 2Q and 3Q reports tracking for CSC grant.
 - Coordination and ongoing work with Consultant.

Zoning Enforcement

- Ongoing research on code enforcement cases.

Miscellaneous

- Town pre-budget planning.
- 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.

2025-7 Recreation Monthly Report

August 6, 2025

Created by: Will Glennon, Recreation Director

Adult Recreation Programming

- Fall adult recreation programs have opened for registration on August 4th. Six programs are offered to the community.
 - Basketball
 - Pickleball (two programs)
 - Volleyball (three programs)
 - Soccer

Summer youth programming

- Summer camp will come to an end on August 8th.
 - 180 individual campers for the advanced camper and summer camp programs
 - 548 total registrations for the advanced camper and summer camp programs
 - Three field trips completed
 - Participated in the Roots in Schools program by having a Grassroots festival performer perform at the summer camp during week 3.
 - The advanced camper program enrolled 35/36 spots for the summer.
 - Summer camp and pre-camp surpassed revenue projections.
 - The advanced camper program and post camp fell just short of revenue projections.
- Drivers Education Program
 - The program concluded on July 30th.
 - 15 student drivers/Four driving sessions
 - One student dropped out on the first day.

Fall youth programming

- Registration for youth programs will open up August 11th.
 - Youth tennis
 - Youth cross-country
 - Youth soccer clinic

General Administration

- Recruited and hired a new cross-country coach.

- Passed the unannounced county health inspection
- Weekly parent communication for camps, roster formation, announcements, individual parent communication.
- Creating changes for programming for next summer.
 - Changing the format for driver's education registration.
 - Changing field trips for 2026 summer camp
 - Updating training topics for summer camp staff
- Creating recreation budget for 2026
- Creating EOY estimates for the recreation department.
- United Way funding amount dropped from \$3,000 to \$2,400.

Greetings Board Members: I have finalized the July 2025 financial statements, which accompany this report for your review. The following are highlights from the July 2025 financial statements, along with a summary of my activities for July.

Balance Sheet

As detailed in the Supervisor's Report, total cash balances as of 7/31/2025 were \$1,207,313.77, an increase of \$284,164.02 from the end of June. A few notable items to comment on for this month:

- The increase in cash is due to the maturity of one Treasury notes totaling \$250,000 deposited into our savings account. As of August 4th, I have reinvested \$300,000 of cash in NYCLASS.
- Sales Tax payments are current through June - we received both May and June payments in July. EMS payments received to date are only from Medex, the billing company used prior to 2025. Receipts from the new billing company from January – April are expected from the Village in August.
- Cash outlays for operating expenses included normal operational expenditures, plus a significantly increased payroll due to our summer recreation and youth programs.

In addition to cash balances, the Town had investments valued at a total of \$2,759,410.01 as of July 31, 2025. Of the total investments, \$1,849,139.44 were held at Tompkins Financial and \$910,270.57 were invested in NYCLASS. As securities mature in the Tompkins Financial portfolio, proceeds will be reinvested in NYCLASS, net of any cash needed to cover expenditures. As of July 31, \$57,864.70 was recorded in interest and earnings across funds, representing the first and second quarter 2025 realized and unrealized earnings on investments.

Income Statement

Revenues through July 2025 are mostly as expected. Of note, Sales Tax, Court Fees and Fines and Mortgage Tax revenue are coming in ahead of budget through the first six months of the year. Sales tax is slightly ahead of budget, with 52.6% of the budget earned through June. Court revenue has exceeded the budget for the year. The first of our two Mortgage Tax payments were received, and the budget is almost fully earned for the year.

In the B Fund, Building Permit revenue has now exceeded the budget for the year, with revenues recorded through June 2025. This is due to some larger permits, including a one-time permit renewal related to the CARS project.

Expenditures are also as expected for the month. As mentioned previously, the most notable change from the prior month is an increase in spending related to the summer camp and youth development in July.

Bookkeeper/Budget Officer Activities

Below are some highlights of May activities:

- 2026 Budget: I distributed the 2026 budget request forms on July 7, as planned. Teresa Naylor distributed/publicized the community funding request application on July 7th as well. All requests are due by August 8th. I will then work on compiling a draft of the tentative budget and meet with departments as needed to clarify their requests.

I have also been working to update the budget document for 2026, including the development of current year projections and 2026 estimates for Town-wide budget items such as employee benefits, insurance, and reserve funds.

- Personnel: I continue to support employees and retirees with benefit administration, employment, and civil services functions. We have hired our summer camp and youth employment program employees for the summer.
- Finance Committee: The Finance Committee did not meet in July.
- Cash Flow: I continue to analyze cash flow needs and make determinations about re-investment of funds as the bonds at Tompkins Financial mature.