



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 August 2025 Report to Town Board

Town Board Meeting Date, 09.05.2025

Submitted by Niels Tygesen, 09.09.2025

Planning Board

The Planning Board held a meeting on August 5 to discuss the following items:

- The Board conducted final site plan review and approved a proposal for a renovation and addition to an existing dwelling unit located at 99 Maplewood Road.
- The Board conducted sketch plan review for a renovation and addition to an existing detached accessory structure located at 123 Maplewood Road.
- The Board discussed the following three draft chapter elements of the Comp Plan: Housing, Built Environment, and Economic Development.
- [Draft minutes link](#); [recorded meeting video link](#).

The Planning Board held a meeting on August 19 to discuss the following items:

- The Board conducted sketch plat review for a minor two lot subdivision located at 4131 Reynolds Road.
- The Board conducted sketch plan review for a proposed tram down a steep slope to the lakefront located at 1587 Taughannock Boulevard, and scheduled final site plan review for September 16, 2025.
- The Board conducted site plan review and approved proposed signage located at 1708 Trumansburg Road.
- The Board discussed the following two draft chapter elements of the Comp Plan: Environment and Natural Resources, and Climate Change and Resiliency.
- The Board discussed comments for recommendation to the Town Board related to stream regulations.
- [Draft minutes link](#); [recorded meeting video link](#).

Comp Plan Steering Committee

The Committee held a meeting on August 6 to discuss the following items:

- Review of the following revised draft Elements: Transportation, and Community Well-Being.
- Reviewed a draft of the Capital Facilities and Utilities Element.
- Prepared for review of the Land Use Element and Future Land Use Map workshop for September.
- Continued discussion of the planning process & preparation for the 2nd public open house and hearings.
- [Draft minutes link](#); [recorded meeting video link](#).



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Board of Zoning Appeals

The BZA held a meeting on August 20 to discuss the following items:

- The Board conducted a public hearing and approved a variance to exceed lot coverage for a proposed minor two lot subdivision located at 319 Pennsylvania Avenue.
- The Board reviewed requested variances related to a site plan under review by the Planning Board for a proposed renovation and addition to an existing detached accessory structure located at 123 Maplewood Road and requested additional information and revised materials from the applicant.
- [Draft minutes link](#); [recorded meeting video link](#).

Planning Projects

- 2025-45 Comp Plan Update
 - 2025 3Q report 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.

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

Balance Sheet

As detailed in the Supervisor's Report, total cash balances as of 8/31/2025 were \$1,192,015.60, a decrease of \$15,298.17 from the end of July. A few notable items to comment on for this month:

- There have been several investment transactions this month – two investment maturities from Tompkins Financial totaling \$450,000 and a reinvestment of \$300,000 in NYCLASS.
- Sales Tax payments are current through July and EMS payments are current through June.
- Cash outlays for operating expenses included normal operational expenditures, plus a higher-than-normal payroll due to our summer recreation and youth programs. Additionally, there was a large cash outlay for road improvements in the amount of approximately \$112,000.

In addition to cash balances, the Town had investments valued at a total of \$2,614,848.62 as of August 31, 2025. Of the total investments, \$1,400,493.05 were held at Tompkins Financial and \$1,214,355.57 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 August 31, \$57,864.70 was recorded in interest and earnings across funds, representing the first and second quarters of 2025 realized and unrealized earnings on investments.

Income Statement

Revenues through August 2025 are mostly as expected. Sales Tax, Court Fees and Fines, EMS Fees and Mortgage Tax revenue are coming in ahead of budget thus far. Sales tax is expected to be about 10% ahead of budget, and Court revenue has already 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. I am anticipating that EMS revenue will exceed budget by about \$10,000.

In the B Fund, Building Permit revenue has now exceeded the budget for the year, with revenues recorded through July 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, plus the investment in road improvements.

Bookkeeper/Budget Officer Activities

Below are some highlights of May activities:

- 2026 Budget: I have been working to create a draft of the Towns's budget based on information received from Department Heads, Committee Chairs, ongoing conversations with staff, and other outside sources. I will be reviewing the draft Tentative Budget with the Town Supervisor in anticipation of our line-by-line review meetings planned for the Board over the next couple of weeks.

I have also been working to update projections for 2025, which impact the calculations of fund balance available for appropriation in 2026.

- Personnel: I continue to support employees and retirees with benefit administration, employment, and civil services functions.
- Finance Committee: The Finance Committee met this month, and the notes from our meeting accompany my report. Notable from the August meeting - the Committee made recommendations regarding the community fund requests.
- Cash Flow: I continue to analyze cash flow needs and make determinations about re-investment of funds as the bonds at Tompkins Financial mature.