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## Building & Code Updates

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Mark Washburn, NYS CEO, Certification No. 1020-0364 September 1 -September 30, 2025

### Plan Reviews

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- 12 discussions about upcoming projects
- 12 permit review
- 5 pre permit site visit

### Site Visits

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- 15 Site visits, Updates by contractors ongoing projects
- Multiple Site visit for the CARS project, Engineer meetings x3 On hold, conversations w/contractor and engineers regarding wall design
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### CEO Activity

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- 3 Permits issued/ Projects Cost= \$851,320.00. / Fees collected= \$3,203.35.
- 5 Foundation/Footer inspections/ 1 Slab / Backfill 2 reinspection's
- 6 Framing inspections/ 1 Issue resolved during inspection
- 4 Plumbing inspections/ 0 reinspection
- 4 Final inspection/0 Reinspection
- Code research for 15 different issues approximately 12 hours
- Fire code research regarding change of occupancy ongoing
- Fire code research regarding Fire alarm requirements for different building use/ occupancy class
- Outreach regarding Fire inspections ongoing and multiple appointments scheduled
- 24 hrs Code training regarding new building codes to be in effect Dec.31, 2025
- Multiple site visits on open projects for job status (follow up on going)
- Follow up with ongoing enforcement actions Multiple site visits
- Multiple fire inspections Operating permit issued New business
- Condemnation investigation with condemnation actions taken. Owner is working on demolition permits.
- Conversation regarding demolition of burned out house on Podunk Rd. Demo permit applied for



**Town of Ulysses Clerk's Office**  
**MONTHLY REPORT for September 2025**

*Submitted by Carissa Parlato*

| <b><u>LICENSES/PERMITS issued:</u></b> | <b><u>#</u></b> |
|--|-----------------|
| Sporting licenses                      | 40              |
| Disabled parking permits               | 18              |
| Dog licenses and renewals              | 43              |
| Marriage licenses                      | 3               |
| Notarizations                          | 8               |
| FOIL requests-received                 | 2               |
| FOIL requests-completed                | 1               |

| <b><u>FINANCIAL REPORT:</u></b> |                      |
|---------------------------------|----------------------|
| \$5922.70                       | TOTAL fees collected |
| \$3710.95                       | stays in the town    |
| \$2211.75                       | 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 board meetings & videos on web and Youtube
- Assist with BCPZ/DPW clerk position recruitment and interviewing
- Clerk extra meetings for budget, planning, zoning meetings
- 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
- Research new websites
- Habitat Nature Preserve:
  - *No updates*
- IT:
  - Checked spam filter weekly
  - Correspond with Computer Room for assistance as needed
- Health & Safety Committee
  - Gathered info for AED
  - Coordinated installation of new cameras on light pole

Greetings Board Members: I have finalized the September 2025 financial statements, which accompany this report for your review. The following are highlights from the September 2025 financial statements, along with a summary of my activities for September. In addition, I have provided a detailed analytical review as of September 30, 2025, which accompanies my report.

#### Balance Sheet

As detailed in the Supervisor's Report, total cash balances as of 9/30/2025 were \$841,685.50, a decrease of \$350,330.10 from the end of August. A few notable items to comment on for this month:

- There have been several investment transactions this month – investment maturities from Tompkins Financial totaling \$300,000 and investments of \$645,000 in NYCLASS. The additional net investment accounts for most of our cash decrease from month to month.
- Sales Tax payments are current through August and EMS payments are current through June.
- Cash outlays for operating expenses included normal operational expenditure. Additionally, we made our third quarter payment for water purchases from the Town of Ithaca.

In addition to cash balances, the Town had investments valued at a total of \$2,979,592.75 as of September 30, 2025. Of the total investments, \$1,15,635.77 were held at Tompkins Financial and \$1,863,956.98 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 September 30, \$90,339.92 was recorded in interest and earnings across funds, representing realized and unrealized earnings on investments through the third quarter of 2025.

#### Income Statement

Apart from the DB Fund – revenues across the Town are on target or ahead of budget as of 9/30/25. In the DB Fund, revenues for CHIPS will not be received until the end of the year. Sales Tax, Court Fees and Fines, EMS Fees and Mortgage Tax revenue are coming in ahead of budget.

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 August 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. The analytical review shows us on target or slightly below target for spending in each area of the budget. Note that our annual payment to the retirement system does not occur until December, which is reflected in the lower employee benefit spending rates.

Town of Ulysses  
October 2025, Bookkeeper Board Report  
October 14, 2025, Town Board Meeting  
Prepared by Blixxy Taetzsch, 10/6/2025

Bookkeeper/Budget Officer Activities

Below are some highlights of September activities:

- 2026 Budget: We began our line-by-line budget meetings in early September, concluding on September 17<sup>th</sup>. At the September 23<sup>rd</sup> regular Board meeting, the tentative budget was reviewed again with the Board. I anticipate approval of the preliminary budget at the October 14<sup>th</sup> regular Board meeting.
- Personnel: I continue to support employees and retirees with benefit administration, employment, and civil services functions. Soon we will begin our open enrollment period for employee benefits, where staff and retirees have the option to change their benefit enrollment.
- Finance Committee: The Finance Committee did not meet in September due to the many budget meetings. The next meeting is scheduled for October 16<sup>th</sup>.
- Cash Flow: I continue to analyze cash flow needs and make determinations about re-investment of funds as the bonds at Tompkins Financial mature. This month, as noted earlier in my narrative, I reinvested a total of \$645,000 in NYCLASS.