

DRAFT- TOWN BOARD MEETING

Town of Ulysses

Dec. 9, 2025

The meeting was held in person at the Town Hall at 10 Elm St., Trumansburg NY as well as via Zoom videoconference. Notice of Town Board meetings are posted on the Town's website and Clerk's board.

Video recordings of meetings are available on Youtube at

<https://www.youtube.com/channel/UCWVIs--q9CpHlxdk9YxZyPw>.

CALL TO ORDER:

Ms. Olson called the meeting to order at 7pm.

ATTENDANCE:

TOWN OFFICIALS:

In person-

Supervisor- Katelin Olson

Board members- Michael Boggs, Liz Weatherby, Mary Bouchard, Rich Goldman

Town Clerk- Carissa Parlato

Via Zoom-

Roxanne Marino (CPSC, CSAC, WSPPC), Blixy Taetzsch (Bookkeeper)

OTHERS:

In person-

Anne Koreman (Tompkins County Legislator)

Via Zoom-

none

APPROVAL OF AGENDA:

Ms. Olson requested to add an agenda item relating to a traffic study on Dubois Road.

Mr. Boggs made a motion to approve the agenda as amended. This was seconded by Ms. Weatherby and passed unanimously.

PRIVILEGE OF THE FLOOR:

None

MUNICIPAL BOARD & STAFF REPORTS & ANNOUNCEMENTS (written reports provided)

Ms. Koreman shared the following updates from the Tompkins County Legislature:

- Processing notices to owners with delinquent property taxes (123 parcels)
- Oct. sales tax better than Sept.
- Passed a local law to add Chief Equity & Diversity Officer to county charter, offering more stability to the position

CSAC (CONSERVATION & SUSTAINABILITY ADVISORY COMMITTEE)

Ms. Marino reported that the group held the last meeting of year, focusing on the comp plan. In the new year, they will work on getting the town re-certified as a Climate Smart Community.

COMP PLAN:

Ms. Weatherby noted that the committee has been extended through March to give both the committee and public more time for feedback.

THREE FALLS:

Ms. Olson shared that they had a meeting and got feedback from state parks on the master plan. A public information session will be held in the next few months.

YOUTH COMMISSION:

Ms. Olson reported that members attended the Cornell Design Connect final presentation on Cold Springs Road future park. This plan is conceptual and still far from being finalized, though having it is a needed step for future fundraising.

WSPPC (WATER SOURCE PROTECTION PLAN COMMITTEE):

Ms. Marino said that they are still waiting to hear comments from DEC.

DISCUSSION OF FUND BALANCE POLICY UPDATE

Ms. Taetzsch noted that the original range for fund balance in the B Fund was 25-35% but they would like to increase it since there are no reserves in that fund.

COMPREHENSIVE PLAN CONSULTING ADDENDUM

Ms. Olson noted that it is a spend as needed contract and the town won't be charged if services aren't used. It will be paid for from the B Fund.

RESOLUTION #156 OF 2025: COMPREHENSIVE PLAN CONSULTING ADDENDUM

WHEREAS, the Comprehensive Plan Steering Committee unanimously supported extending the committee's review of the draft Comprehensive Plan (2025-2045) for up to five additional months, up to March 31, 2026, beyond what was budgeted for in the Town's consulting agreement with MRB Group; and

WHEREAS, the Ulysses Town Board has financial oversight of all contracts; and

WHEREAS, continued consulting services are essential to the preparation of a draft plan that will be sent to the Ulysses Town Board for review and consideration; and

WHEREAS, the Ulysses Town Board appreciates the nearly three years of service of the members of the Comprehensive Plan Steering Committee and understands and supports their request for a brief extension of the contract;

NOW, THEREFORE, BE IT

RESOLVED, that the Ulysses Town Board authorizes the Town Supervisor to enter into the contract extension with MRB Group to provide additional services in the completion of the draft Comprehensive Plan (2025-2045) for costs not to exceed \$12,750.

Moved: Ms. Olson Seconded: Mr. Goldman

Olson aye
Boggs aye
Bouchard aye
Goldman aye
Weatherby aye

Vote: 5-0

Date adopted: 12/9/25

MOTION:

Ms. Olson moved to add the Ambulance Agreement to the agenda. This was seconded by Mr. Goldman and passed unanimously.

2026 FIRE DISTRICT CONTRACT INTRODUCTION; SCHEDULING PUBLIC HEARING

RESOLUTION #157 OF 2025: SCHEDULE A PUBLIC HEARING FOR THE 2026 FIRE CONTRACT

RESOLVED that the Ulysses Town Board schedules the public hearing for the 2026 Fire Contract for January 13, 2026 at 7pm; and be it

FURTHER RESOLVED that the Ulysses Town Board directs the Town Clerk to undertake the necessary public notification processes for the public hearing.

Moved: Ms. Bouchard Seconded: Ms. Weatherby

Olson aye
Boggs aye
Bouchard aye
Goldman aye
Weatherby aye

Vote: 5-0

Date adopted: 12/9/25

APPROVAL OF 2026 AMBULANCE DISTRICT AGREEMENT

RESOLUTION #158 OF 2025: APPROVAL OF THE 2026 AMBULANCE DISTRICT AGREEMENT

WHEREAS, an ambulance district has been duly established in the Ulysses town; and

WHEREAS, the ambulance district the following territory in the Town of Ulysses: All of the Town of Ulysses, excepting the area within the limits of the incorporated Village of Trumansburg; and

WHEREAS, the Village of Trumansburg (hereafter referred to as "the Village") maintains an ambulance department, with adequate and suitable apparatus, equipment and training for the furnishing emergency medical services within ambulance district; and

WHEREAS, Town Law §184 permits a town to contract with a village which maintains adequate and suitable apparatus and appliances for the emergency medical services in such ambulance district; and

WHEREAS, the Town wishes to contract with the Village to provide ambulance services in the ambulance district;

NOW, THEREFORE, BE IT

RESOLVED that the Town Board of the Town of Ulysses hereby approves and authorizes execution of the attached Agreement between the Village and the Town, whereby the Village will provide the Town with ambulance service capable of responding to medical emergencies on an ongoing basis within the ambulance district, for the period from January 1, 2026 until December 31, 2026; and be it further

RESOLVED that, pursuant to the Agreement, the Town shall pay the Village the sum of \$531,306 for such services and the bill will be paid no later than February 15, 2026; and be it further

RESOLVED that, the Supervisor of the Town of Ulysses is hereby authorized to execute the Agreement on behalf of the Town of Ulysses.

Moved: Ms. Bouchard Seconded: Ms. Weatherby

Olson	aye
Boggs	aye
Bouchard	aye
Goldman	aye
Weatherby	aye

Vote: 5-0

Date adopted: 12/9/25

BUDGET MODIFICATIONS:

RESOLUTION #159 of 2025: APPROVAL OF BUDGET MODIFICATIONS

RESOLVED, that the Ulysses Town Board approves the following budget modifications, as amended. (*See Appendix*)

Moved: Ms. Olson Seconded: Ms. Weatherby

Olson	aye
Boggs	aye
Bouchard	aye
Goldman	aye
Weatherby	aye

Vote: 5-0

Date adopted: 12/9/25

APPRECIATION OF MARY BOUCHARD, RICHARD GOLDMAN, AND ANNE KOREMAN

RESOLUTION #160 of 2025: RECOGNIZING AND HONORING TOWN BOARD MEMBERS RICH GOLDMAN, MARY BOUCHARD, AND LEGISLATOR ANNE KOREMAN FOR THEIR DEDICATED SERVICE

WHEREAS, Rich Goldman has served on the Ulysses Town Board with distinction for twelve years, ending December 31, 2025; and

WHEREAS, Rich Goldman has provided invaluable financial guidance to the Town, contributed significantly to planning and zoning matters, and served as an original board member of the Three Falls LDC that resulted in the protection and New York State acquisition of former Camp Barton; and

WHEREAS, Mary Bouchard has served the Ulysses Town Board with dedication for five years, ending December 31, 2025; and

WHEREAS, Mary Bouchard has been a steadfast supporter of parks and recreation, instrumental in the acceptance of land to establish the first publicly owned recreational park in Ulysses, founded the Town's Bee Committee to support local pollinators and encourage environmental stewardship, and significantly contributed to the financial management of the Town; and

WHEREAS, Anne Koreman has served on the Tompkins County Legislature with distinction in the County Legislature for eight years, ending December 31, 2025; and

WHEREAS, Anne Koreman has consistently prioritized the health, safety, and dignity of all residents in Tompkins County, tackled challenging housing needs, advanced equity and diversity, and has been a superb local leader; and

WHEREAS, these individuals have demonstrated exemplary commitment to public service, contributing countless hours to improving the quality of life for residents of the Town of Ulysses and Tompkins County; and

WHEREAS, their leadership, expertise, and dedication have left a lasting positive impact on our community;

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Ulysses hereby recognizes and honors Rich Goldman, Mary Bouchard, and Anne Koreman for their outstanding service and invaluable contributions to our community; and be it further

RESOLVED, that the Town Board extends its sincere gratitude and best wishes to Rich Goldman, Mary Bouchard, and Anne Koreman as their terms conclude on December 31, 2025; and be it further

RESOLVED, that a copy of this resolution be provided to Rich Goldman, Mary Bouchard, and Anne Koreman as a token of appreciation for their dedicated service.

Moved: Ms. Olson

Seconded: Ms. Weatherby

Olson	aye
Boggs	aye
Bouchard	aye
Goldman	aye

Weatherby aye

Vote: 5-0

Date adopted: 12/9/25

CONSENT AGENDA- Resolutions # 161-164

SCHEDULE 2026 ORGANIZATIONAL MEETING

RESOLUTION #161 OF 2025: SCHEDULE THE 2026 ORGANIZATIONAL MEETING

RESOLVED, the Ulysses Town Board schedules the 2026 Organizational Meeting for Wednesday, January 7 at 3:30pm.

ADMINISTRATIVE ASSISTANT 3 PAY RATE AND PROBATIONARY TERM

RESOLUTION #162 OF 2025: ADMINISTRATIVE ASSISTANT 3 PAY RATE AND PROBATIONARY TERM

RESOLVED, that the Ulysses Town Board sets the Administrative 3 pay rate for Lori Asperschlager at \$24/hour and a probationary period to end May 24, 2026.

AUTHORIZE TOWN CLERK TO HIRE CLEANER

RESOLUTION #163 OF 2025: AUTHORIZATION FOR THE TOWN CLERK TO HIRE A CLEANER

RESOLVED, that the Ulysses Town Board authorizes the Town Clerk to hire an individual to fill the civil service Cleaner position at the rate authorized by the Town Board on November 12, 2025, and update the Town Board on that decision.

SURPLUS OLD PLANNING AND ZONING COMPUTER

RESOLUTION #164 OF 2025: SURPLUS OLD PLANNING AND ZONING CLERK/ASSISTANT COMPUTER

RESOLVED, that the Ulysses Town Board declares the old Planning and Zoning Clerk/Assistant computer (Dell Latitude E5470, serial # 3WWTBG2) to be surplus and to be disposed of in accordance with Town policies and procedures.

VOTE ON RESOLUTIONS # 161-164:

Moved: Ms. Weatherby

Seconded: Mr. Goldman

Olson aye

Boggs aye

Bouchard aye

Goldman aye

Weatherby aye

Vote: 5-0

Date adopted: 12/9/25

NEW BUSINESS:

OPEN AREA DEVELOPMENT DESIGNATION REQUEST

Ms. Olson noted that the Attorney for the Town advised that an application process and a fee be developed before approving any Open Development Areas.

RESOLUTION # 165 OF 2025: REFERRING REQUEST FOR OPEN DEVELOPMENT AREA TO PLANNING BOARD

WHEREAS, Scott Weissman, on behalf of property owner Carol Weissman, have requested the Town Board establish an Open Development Area over their property designated as Tax Parcel 30.-3-8 and known as 1195 Taughannock Boulevard pursuant to NYS Town Law 280-a(4); and

WHEREAS, said law requires referral of this matter to the Town Planning Board for its advice regarding such establishment;

NOW, THEREFORE, BE IT

RESOLVED, that Mr. Weissman’s request is hereby referred to the Town Planning Board for advice and recommendation.

Moved: Ms. Weatherby Seconded: Mr. Boggs

Olson	aye
Boggs	aye
Bouchard	aye
Goldman	aye
Weatherby	aye

Vote: 5-0

Date adopted: 12/9/25

REQUESTING A TRAFFIC STUDY TO REDUCE THE SPEED LIMIT ON DUBOIS ROAD

RESOLUTION #166 OF 2025: REQUESTING A TRAFFIC STUDY TO REDUCE THE SPEED LIMIT ON DUBOIS ROAD

WHEREAS, Dubois Road is a Tompkins County road within the Town of Ulysses and

WHEREAS, residents have requested a speed study, and

WHEREAS, the Ulysses Highway Superintendent has reviewed the road conditions and supports a speed study and a speed reduction, contingent on enforcement, and

WHEREAS, §1622 of the New York State Vehicle and Traffic Law establishes the law regarding speed limits on town highways, and

WHEREAS, this law states that the Department of Transportation, upon the request of the county superintendent of highways of a county, and the town board of the town affected with respect to town highways in such town outside of cities or villages, may, by order, rule or regulation: (1) Establish maximum speed limits at which vehicles may proceed on or along such highways higher or lower than the fifty-five miles per hour statutory maximum speed limit. No such limit shall be established at less than twenty-five miles per hour, except that school speed limits may be established at not

less than fifteen miles per hour, (2) Establish maximum speed limits at which vehicles may proceed on or along all such highways lying within an area as designated by a description of the boundaries of such area submitted by the county superintendent of highways of a county and the town board of the town affected lower than fifty-five miles per hour statutory maximum speed limit. No such limit shall be established at less than thirty miles per hour,

NOW, THEREFORE BE IT

RESOLVED that the Town Board of the Town of Ulysses supports the request for a speed control investigation by NYSDOT to determine if the speed limit for Dubois Road from Kraft Road to Woolf Lane for the safety of residents, drivers, bicyclists and pedestrians, and further

RESOLVED that the Town Board directs the Town Clerk to submit a certified copy of this resolution to the Tompkins County Highway Superintendent requesting that they accept and submit our request to the NYSDOT.

Moved: Ms. Olson Seconded: Mr. Goldman

Olson	aye
Boggs	aye
Bouchard	aye
Goldman	aye
Weatherby	aye

Vote: 5-0

Date adopted: 12/9/25

UPCOMING EVENTS

December 24-25, January 1 – Town Hall Closed for Holidays (*hours of different departments may vary*)

January 7 – 2026 Organizational Meeting, 3:30pm @ Town Hall

January 13 – Regular Town Board Meeting, 7pm @ Town Hall

APPROVAL OF MINUTES:

RESOLUTION #167 of 2025: APPROVAL OF MINUTES

RESOLVED, that the Ulysses Town Board approves the minutes as amended from the 11/12 Regular Meeting.

Moved: Ms. Olson Seconded: Ms. Bouchard

Olson	aye
Boggs	aye
Bouchard	aye
Goldman	aye
Weatherby	aye

Vote: 5-0

Date adopted: 12/9/25

PAYMENT OF AUDITED CLAIMS:

RESOLUTION #168 of 2025: PAYMENT OF AUDITED CLAIMS

RESOLVED that the Ulysses Town Board approves payment of the following claims:

- #12 in HA Fund for \$3577.54
- #575-641 in funds A-SW-4 totaling \$166,692.19

RESOLVED that the Ulysses Town Board approves payment of claims #518-574 in the amount of \$195,103.64.

Moved: Ms. Olson

Seconded: Mr. Goldman

Olson	aye
Boggs	aye
Bouchard	aye
Goldman	aye
Weatherby	aye

Vote: 5-0

Date adopted: 11/12/25

AUTHORIZING SUPERVISOR TO PAY 2026 INSURANCE PREMIUM:

Ms. Olson explained that we do not have our insurance bill yet but need to approve payment. Ms. Taetzsch recommended that the board authorize the Town Supervisor to pay the bill for up to 10% above what has been budgeted in case the premium increases.

RESOLUTION #169 of 2025: AUTHORIZING TOWN SUPERVISOR TO PREPAY INSURANCE

Resolves that the Ulysses Town Board approves the Town Supervisor to prepay Tompkins Insurance for our 2026 premiums up to 10% above the \$58,650 budgeted in the approved 2026 town budget.

Moved: Ms. Olson

Seconded: Ms. Weatherby

Olson	aye
Boggs	aye
Bouchard	aye
Goldman	aye
Weatherby	aye

Vote: 5-0

Date adopted: 11/12/25

RECOGNITION OF MARTIN A. LUSTER

Ms. Olson recognized this former Town Supervisor who passed away last week.

PRIVILEGE OF THE FLOOR (3-min limit per person)

Ms. Marino echoed gratitude to Mary, Rich, and Anne for their service.

ADJOURN:

Mr. Goldman made a motion to adjourn at 8pm. This was seconded by Ms. Bouchard and passed unanimously.

Respectfully submitted by Carissa Parlato, Town Clerk, 12/30/25

APPENDIX:

Included:

- Draft resolution to amend Fund Balance Policy
- Budget modifications
- Staff reports

DRAFT RESOLUTION - ADOPTION OF TOWN OF ULYSSES POLICY ON FUND BALANCE AND RESERVE FUNDS

WHEREAS, the Town of Ulysses Finance Committee underwent an analysis of all Town funds to inform the previously adopted fund balance policy; and

WHEREAS, the goal of the analysis was to establish target fund balance levels based on the proportion to the operational expense budget of individual funds; and

WHEREAS, the State of New York and the Governmental Accounting Standards Board has established by Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions for fund balance reporting; and

WHEREAS, reserve funds, essentially a legally authorized savings account for particular specific purposes, are an important component in the Towns financial planning for specific expenses, future projects, acquisitions and other lawful purposes, and

WHEREAS, the Town may establish and maintain fund balances in accordance with New York State laws, and the Town will also consider rules and/or opinions issued by the New York State Comptroller when they are not in conflict with law; and

WHEREAS, the Town of Ulysses Finance Committee has proposed an update to the Town Fund Balance and Reserve Fund policy, in the form attached hereto as Exhibit A; and

NOW, THEREFORE BE IT RESOLVED by the Town Board of the Town Ulysses that the proposed Town Fund Balance and Reserve Fund Policy is hereby adopted as proposed; and be it

FURTHER RESOLVED, that all prior inconsistent policies are hereby repealed.

2025 Budget Modifications Requested at Town Board Meeting 12/09/2025

B Fund Budget Modifications

1	Account #	Account Name	Current Budget	Increase / Decrease	Budget Mod Request	Post Budget Mod.
	B9060.8	Health Insurance	\$ 46,000.00	Increase	\$ 200.00	\$ 46,200.00
	B9010.8	NYS Retirement	\$ 21,000.00	Decrease	\$ 200.00	\$ 20,800.00
<i>This budget adjustment reflects a minor overage in health insurance spending compared to budget, with savings in retirement system costs being used to cover the needed budget adjustment</i>						

DA Fund Budget Modifications

2	Account #	Account Name	Current Budget	Increase / Decrease	Budget Mod Request	Post Budget Mod.
	DA9060.8	Health Insurance	\$ 41,000.00	Increase	\$ 4,850.00	\$ 45,850.00
	DA9010.8	State Retirement	\$ 23,500.00	Decrease	\$ 2,500.00	\$ 21,000.00
	DA9030.8	Social Security	\$ 11,200.00	Decrease	\$ 1,300.00	\$ 9,900.00
	DA9040.8	Workers Compensation	\$ 3,661.00	Decrease	\$ 1,050.00	\$ 2,611.00
<p><i>This budget amendment reflects an increase in spending for health insurance due to the addition of coverage for an employee resulting from a qualifying event. Savings in other employee benefit categories will cover the needed increase.</i></p>						

DB Fund Budget Modifications

1	Account #	Account Name	Current Budget	Increase / Decrease	Budget Mod Request	Post Budget Mod.
	DB9060.8	Health Insurance	\$ 25,000.00	Increase	\$ 2,500.00	\$ 27,500.00
	DB9010.8	State Retirement	\$ 14,000.00	Decrease	\$ 1,400.00	\$ 12,600.00
	DB9040.8	Workers Compensation	\$ 9,745.00	Decrease	\$ 1,100.00	\$ 8,645.00
<p><i>This budget amendment reflects an increase in spending for health insurance due to the addition of coverage for an employee resulting from a qualifying event. Savings in other employee benefit categories will cover the needed increase.</i></p>						

SW1 Fund Budget Modifications

1	Account #	Account Name	Current Budget	Increase / Decrease	Budget Mod Request	Post Budget Mod.
	SW1-2140	Metered Water Sales	\$ 18,000.00	Increase	\$ 3,500.00	\$ 21,500.00
	SW1-8320.4	Water Purchases - Contractual	\$ 18,000.00	Increase	\$ 3,500.00	\$ 21,500.00
<i>This budget adjustment reflects increased activity in water usage for Water District 1.</i>						

SW2 Fund Budget Modifications

1	Account #	Account Name	Current Budget	Increase / Decrease	Budget Mod Request	Post Budget Mod.
	SW2-2140	Metered Water Sales	\$ 500.00	Increase	\$ 150.00	\$ 650.00
	SW2-8320.4	Water Purchases - Contractual	\$ 500.00	Increase	\$ 150.00	\$ 650.00
<i>This budget adjustment reflects increased activity in water usage for Water District 2.</i>						

SW3 Fund Budget Modifications

1	Account #	Account Name	Current Budget	Increase / Decrease	Budget Mod Request	Post Budget Mod.
	SW3-8310.4	Water Administration - Contractual	\$ 4,000.00	Increase	\$ 200.00	\$ 4,200.00
	SW3-8340.42	Bolton Point Services - Contractual	\$ 1,300.00	Increase	\$ 500.00	\$ 1,800.00
	SW3-8340.49	Trans and Dist Engineering - CE	\$ 2,000.00	Decrease	\$ 700.00	\$ 1,300.00
<p><i>This budget adjustment reflects minor overage in costs for administrative fees and Bolton Point services, with savings in the engineering line being used to cover these costs.</i></p>						

Trumansburg/Ulysses Youth Programs Report: November 2025

Total Youth Served this month: ~43

Positive Youth Development:

Cooking classes (10 youth in Middle School) ongoing- Monday afternoons at the Middle School kitchen. Supervised by Lucky Lucas, teen helper Natalie Holcomb. (Teen helper Hurley Carubia supervised the two vegetarian and vegan students on 11/24)



“Brain Break”/After-School Hangout on Weds. afternoons ongoing- at the Episcopal Church. (~10 Youth) Movies, games, coloring, making snacks, hanging out with friends.

Supervised by Lucky Lucas, with teen helper Natalie Holcomb.

Community Action Theatre

(8 Middle School youth- 7 F, 1M) Thursday afternoons October 30-Dec 11

Facilitated by Kerr Mesner, Support facilitation by Rachel Kennedy and Andrew Hertzberg

Teen helpers- Ebba Knapp and (new this month)- Faye Ober

(Program is supported by the Tompkins County Community Arts Partnership Grant, with in kind support from the Town.)

Kerr is a trained facilitator/educator for “Theatre of the Oppressed (TO)” -a form of community-based education that uses theatre as a tool for transformation. The style of TO we’re using in this 6-week workshop is “Image Theatre”- a series of techniques that allow people to communicate through images and spaces, and not through words alone.

In November, we continued developing the workshop community and have been working toward a final “performance” for friends and family Dec. 11, the Episcopal Church.

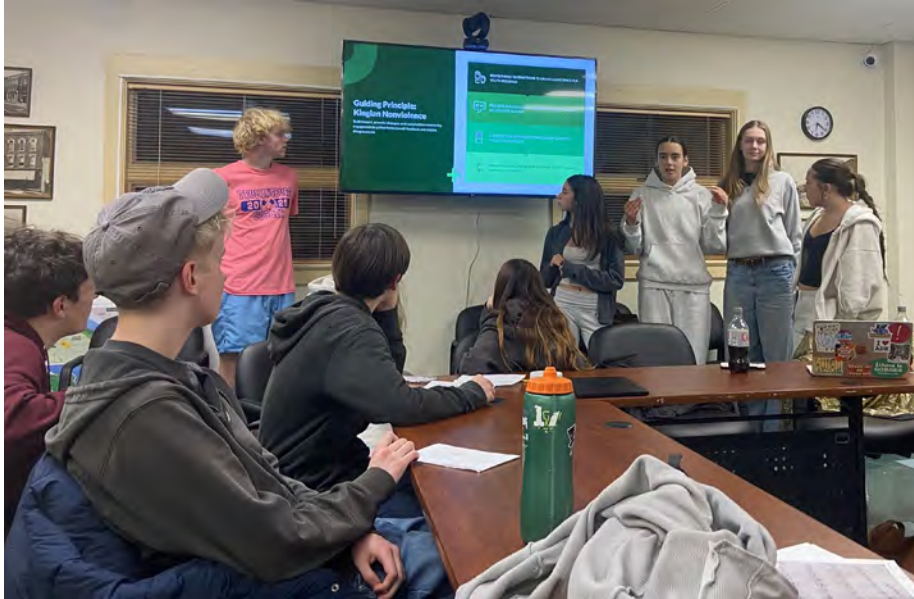


Civics Internship Program

Group of 11 this fall. 7 Juniors, 4 Freshman. 7 F, 4 M.

Project is to develop a body of youth feedback for the new community park.

Particulars this month included visiting the Cornell Design Connect Town Hall open house to preview initial design proposals and preparing for presentations. Presentations given 12/3 at Town Hall for members of the TOU Youth Commission and TC Leg member Annie Koreman. Discussion followed about ways youth can continue to be involved with local government.



Other

Rachel attended zoom workshop "Helping Youth Cope with Sadness and Isolation"

Worthwhile workshop and impressive presenter.

Part of Fall Series Hosted by Tompkins County Youth Services Department, Led by specialist from the Child Mind Institute.

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

Submitted by Carissa Parlato

<u>LICENSES/PERMITS issued:</u>	<u>#</u>
Sporting licenses	32
Disabled parking permits	6
Dog licenses and renewals	37
Marriage licenses	0
Notarizations	8
FOIL requests-received	1
FOIL requests-completed	1

<u>FINANCIAL REPORT:</u>	
\$4722.00	TOTAL fees collected
\$3704.68	stays in the town
\$1017.32	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 training
- Clerk for planning, zoning, comp plan meetings
- Water:
 - Coordinate quarterly meter reads (Nov. 13) with DPW
- Public engagement projects and tasks:
 - Food resources
 - Design Connect Open House for Cold Springs Land
 - Comp Plan Open House
- Habitat Nature Preserve:
 - *No updates*
- IT:
 - Checked spam filter weekly
 - Correspond with Computer Room for assistance as needed
- Health & Safety Committee
 - Work on AED policy
- Meetings
 - TC Public Information Advisory Board
 - Food resources



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 November 2025 Report to Town Board

Town Board Meeting Date, 12.09.2025

Submitted by Niels Tygesen, 12.03.2025

Planning Board

The Planning Board held a meeting on November 4 to discuss the following item:

- The Board discussed the draft Land Use Chapter and Future Land Use Map.
- [Draft minutes link](#); [recorded meeting video link](#).

Comp Plan Steering Committee

The Committee held a meeting on November 5 to discuss the following item:

- The Committee held a public hearing on the draft comp plan.
- [Recorded meeting video link Part 1](#) [Part 2](#).

Board of Zoning Appeals

The BZA did not conduct any business this month.

Planning Projects

- 2025-45 Comp Plan Update
 - A 3rd Public Open House for the draft plan was held at Town Hall on November 19.
 - 2025 4Q report tracking for CSC grant.
 - Coordination and ongoing work with Consultant.

Zoning Enforcement

- Ongoing research on code enforcement cases.

Miscellaneous

- Building, Planning, and Zoning permit reviews.
- [ITCTC 11.18.2025 Planning Committee Meeting](#).
- Planning prep for Administrative Assistant hire.
- Customer support pertaining zoning information and permitting process.

2025-11 Recreation Monthly Report

December 4, 2025

Created by: Will Glennon, Recreation Director

Adult Recreation Programming

- Fall adult recreation programs conclude on 12/18/25.
- Registration for the 2026 winter/spring programs opened on December 1st.
 - Same programs are being offered for the winter: volleyball, basketball, pickleball, and soccer.
 - Current total registrations for 2026 programming are 66 as of Thursday.

Winter youth programming

- The winter youth team basketball programs and youth basketball clinic opened registration on October 31st. The team basketball program closed registration on 11/21/25 and the program will have six teams this winter (3 girls and 3 boys).
 - There are 11 volunteer coaches for the 12 teams this season.
 - There are a total of 60 participants in the team based program.
 - The teams take part in a league that has a total of 64 across both genders, from grades 3-6.
- Practices for team play began on December 1st.
- Schedules for the teams are nearly completed. Teams will begin game play in January and end with tournaments at the end of the season.
- Current registrations for the youth basketball clinic are 44, clinic begins on January 10th.
 - There will be a new director of the youth clinic this winter.
- Current registrations for youth winter track are at 14. The program will begin late December. The program will be run by the same coaches as last year. These coaches are directly affiliated with the Trumansburg district school running programs.

General Administration

- General RecDesk administration of registrations, cancellations, refunds, waitlist management, payment vouchers, equipment orders, and community updates.

Teressa Naylor, 12/4/25

2nd Deputy Supervisor update

- **Admin Assistant 3:**
 - *Lori Asperschlager* started Nov 24 to support DPW/BCPZ
 - Developed orientation and onboarding plan, scheduled meetings and organized training with other Town staff for first few weeks
 - Will provide ongoing organizational supervision of the position and continue to assist with development of the role and workflow responsibilities
- **Culvert projects:**
 - Curry Road Bridge-NY: B&L doing PE/Design – *anticipated 2026/2027 construction*
 - No changes from prior month
 - Maplewood Road Bridge-NY: B&L doing PE/Design – *anticipated 2027 construction*
 - No changes – will inquire whether B&L has scheduled survey for December in order to begin work on DDR (Draft Design Report)
 - Garrett Road WQIP: *estimated 2027 or 2028 construction*
 - Received formal contract execution
 - Reviewing WQIP award contract to determine feasibility of RFQ for PE/Design, rather than RFP; hope to put out RFQ in January to secure engineering/design firm
 - Agard Road WQIP: *estimated 2028 construction, if awarded*
 - No changes
- **Solar array — 100k NYSERDA grant**
 - reviewed final draft, sent to Nate and stakeholders for review
 - Will make minor edits requested and submit to board for resolution in January
 - Upon board approval, will begin bid process to contract with solar provider – anticipate initiating bid solicitation in early March for 2026 spring/summer construction
- **EV acquisition — 50k NYSERDA grant**
 - look into grant process changes, OGS process
 - initiate purchase via OGS before EOY
- **Comprehensive Plan Update**
 - Will submit 2025 Q3 quarterly report ASAP, as well as 2025 Q3 reimb request
- **Community Org Funding**
 - Notified applicants of award/non-award status and amounts, created Word doc to compile responses (attached)
- *Design work* for flyers, postcards, etc. for various projects such as Comp Plan open house, food pantry, cleaner job posting, etc.
- *Misc tasks and smaller projects* associated with prior project follow-up, new initiatives, research, etc.
- **Other current projects:**

- Tax bill -- supplemental communication
- Org Meeting document review
- Staff holiday party planning

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

Balance Sheet

As detailed in the Supervisor's Report, total cash balances as of 11/30/25 were \$650,126.83, a decrease of \$163,887.52 from the end of October. A few notable items to comment on for this month:

- The decrease in cash reflects approximately \$100,000 in normal operating receipts including sales tax, less disbursements which totaled approximately \$260,000.
- Sales Tax payments are current through October, and revenue continues to be on track with projections. EMS revenue for October has not yet been received.
- Cash outlays for operating expenses included normal operational expenditures. In addition, we made our annual payment to the NYS Retirement System in the amount of \$121,397.

In addition to cash balances, the Town had investments valued at a total of \$2,890,441.42 as of November 30, 2025. Of the total investments, \$310,866.88 were held at Tompkins Financial and \$2,579,574.54 were invested in NYCLASS. As securities mature in the Tompkins Financial portfolio, proceeds have been reinvested in NYCLASS, net of any cash needed to cover expenditures. In early December, the final investment held at Tompkins will mature, and the account will be closed out.

Income Statement

Sales Tax, Court Fees and Fines, EMS Fees and Mortgage Tax revenue continue to be ahead of budget, as projected. Sales tax is on track to be 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. EMS revenue has now reached \$80,000 and will exceed projected revenues.

In the B Fund, Building Permit revenue has now exceeded the budget for the year, with revenues recorded through October 2025. This is due to some larger permits, including a one-time permit renewal related to the CARS project. In SW3 – the 4th quarter billing is now reflected in revenue, showing that we have earned all but 1.1% of budgeted revenue.

Expenditures are also as expected for the month. As noted in the balance sheet narrative, we made our annual payment to the NYS Retirement System, which significantly increased our monthly cash outlay. No investments were liquidated in November, as adequate cash was available to cover payments. However, the final investment maturity from Tompkins Financial will likely remain in cash to cover our final expenditures for the year.

Bookkeeper/Budget Officer Activities

Below are some highlights of November activities:

- Budget: I continue to monitor the year-end projections used to inform the 2026 budget. Thus far, nothing large or unusual has been noted. I also have several minor 2025 budget modifications recommended for Board approval in December.
- Personnel: We have completed the open enrollment period, with any benefit changes for January 1, 2026, submitted to our insurance carriers. In addition, renewals of employee benefit insurance coverages are complete, including disability, EAP, dental, and health.
- Finance Committee: The Finance Committee did not meet in November. Recommended changes in the Fund Balance Policy recommended in October have been distributed to the Board for discussion at the December meeting.
- Cash Flow: I continue to analyze cash flow needs and make determinations about re-investment of funds as the bonds at Tompkins Financial mature. As noted in my financial overview, the final maturity in our Tompkins Investment account was made available in December, and will likely be used for cash flow needs.
- Insurance: I have completed the applications for our 2026 General Liability insurance renewal and am awaiting to hear from the carrier regarding our rates for 2026.

DPW Report

Roads:

Paved Cold Springs Road (Between Halseyville rd and Rt 96) New shoulders

Paved and Sealed Willow Point Road, New Shoulders

Sealed Pennsylvania Ave, Hinging Post Road, Maplewood Road and Albrectson road

Fixed Shoulders on Gorge rd and Hinging Post Rd

Have had 4 minor snow events that needed plowing and salt

Repair:

Greased all equipment, Oil and filter change on all our equipment

T23, T22, T1 and T5 all inspected

Equipment has been switched over to winter maintenance

Working on replacing T20 box that has rotted out in places, new tailgate

Received new excavator (replaces old excavator) same model EC88 Volvo

Misc:

Water Meter Reads

Denny Achilles received water License from NYS DOH

Water District 3 passed Sanitary inspection by NYS DOH