

## **Town Clerk Monthly Report February 2015**

- Prepared meeting packets for February.
- Prepared agenda for February meetings
- Attended one Town Board meetings
- Prepared and completed abstracts for February meeting
- Bookkeeper prepared checks from abstract.
- Call Supervisor to come sign Checks from the Abstracts.
- Typed draft minutes from February meetings
- Processed tax payments daily.
- Take deposits to bank daily
- Issued dog licenses
- Issued handicapped permits.
- Issued hunting Licenses
- Sold garbage bags
- Notarized paperwork for a few residences
- Clerk Rogers prepared notice for February meetings and posted them on the website and in the paper.
- Gather hours for payroll from justice clerk, assessor clerk, PB clerk, ZBA clerk
- Send Hours for the General and Highway to Payroll Company for the 15<sup>th</sup> and 30<sup>th</sup>.
- Receive Payroll, have Supervisor sign checks and report.
- Contact Highway Superintendent payroll is in have him pickup payroll up and sign report.
- Keep Supervisor financial file for bookkeeper.
- Copied financial records for the Financial Committee.
- Received and answered a FOIL request.
- Prepared Letters for Supervisor.
- Received call concerning health insurance.
- Went to a training on Train the Trainer for Workplace Violence and Sexual Harassment
- Pulled records for FEMA from 2011 for Carlos Varon, Program Administrator, Match Program
- Dealt will Susan Blodgett, OSHA PESH violations on training.
- ETC.