

**Town Clerk Monthly Report
January 2022**

- Prepared meeting packets for **December**
- Prepared agenda for December meetings
- Attended Town Board zoom meeting
- Prepared and completed abstracts for meeting
- Bookkeeper prepared checks from abstract.
- Call Supervisor to come sign Checks from the Abstracts.
- Typed draft minutes from meetings
- Take deposits to bank as needed.
- Issued dog licenses
- Issued handicapped permits.
- Issued hunting Licenses
- Sold garbage bags
- Notarized paperwork for a few residences
- Clerk Rogers prepared notice for meetings and had them posted them on the website and in the paper.
- Gather hours for payroll from justice clerk, assessor clerk, PB clerk, ZBA clerk and ZC Clerk.
- Send Hours for the General and Highway to Payroll Company for the 15th and 30th.
- 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.
- Posted notices for Public Hearings
- CDPHP renewal
- Blue Shield for new members
- Attending TB/ZC draft zoning meeting via zoom or in person
- Preparing Resolutions for the Town Board
- Teamster insurance Monthly
- Ordered supplies
- Working with LOSAP auditor for the 2019 and 2020 audit
- Preparing new hand books for new positions
- Preparing employee files for new positions
- Year-end reports for State and County
- Property Tax prepped and mailed
- ETC.