Town Clerk Monthly Report
SEPTEMBER 2026

- Prepared meeting packets for **AUGUST**
- Prepared agenda for **AUGUST** meeting
- Attended Town Board meetings
- 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
- Issued dog licenses
- Issued handicapped permits.
- Issued hunting Licenses
- Issue Death Certificates
- Issue Marriage Licenses
- Search death and birth records for genealogy purposes
- Sold garbage tickets and recycle permits
- Send out renewal notices for dog licenses
- Notarized paperwork for a few residences
- Clerk Rogers prepared notice for meetings and had them posted them on the website and in the paper.
- Check Retirement online for any updates for loan collection for payroll
- Monthly reporting to NYSLR (new)
- Teamsters Union dues and insurance
- Approve payroll from time clock.
- Send Hours for the General and Highway to Payroll Company.
- Reporting to deferred comp (new)
- Received Payroll, 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 and new Accountant.
- Prepared Letters for Supervisor.
- Received call concerning health insurance.
- Posted notices for Public Hearings
- Take deposits to bank as needed.
- Checking Positive Pay daily
- Preparing for Zoning Review Meetings
- FOIL REQUEST
- 2027 Budget request sent out
- Preparing for Budget workshop 2027
- ETC.