**Village Business**

* **Hall rentals** 
  + Scheduling of the Hall
  + Invoices for rentals were made and payments were given to Jennifer.
  + Receipts were mailed out if requested.
  + Communication with the cleaner for the Village Hall.
* **Crossing Guards**
  + Communications
  + Paychecks
* **Cemetery** 
  + Communication with Brad
  + Communication with funeral homes as well as stone companies for foundations.
  + Communication with people for VA stones.
  + When the ground freezes are when foundations will be put on hold.
* **Payments of the bills** –
  + Bills have been paid and all mailed out.
  + Or paid Via ACH
* **Filling of all paperwork that comes in the Village Hall.**
  + Water sample reports
  + DPW Receipts
  + Paid bills and invoices we receive
  + Etc...
* **DPW**-
  + Pay checks.
* **Preparation for Village** **meeting**
  + Minutes – Draft and will type current minutes
  + Bills Paid
  + Clerk Report
  + Trustees pay checks.
  + All additional paperwork was needed.
* **Phone calls and Emails**
  + Communication with the public
  + Communication with the township
* **Payroll** 
  + Was completed.
* Village Of Dansville
  + I am still working with the with insurance company on getting our light pole taken care of.
  + Took in building permits for Mike and communication with him.
  + I am updating filing forms – Please fill out the following form and leave for me.
  + The gift for the DPW and the crossing guards- I spoke with CC embroidery and we came up with an embroidered hate for the men and an embroidered blanket for the woman.

**DDA**

* **DDA meeting prep**
  + Bills
  + All additional paperwork was created and printed, and packets were put together for the meeting.
  + Helped plan the Christmas event – looking forward to hearing how it went.
  + A few community clubs did decorate the fences around the Village for the Holiday.