**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.
	+ There was a discussion at the DDA level – New policy changes for the hall rental will be coming into effect in the new year. Will update once they are approved.
* **Crossing Guards**
	+ Communications
	+ Paychecks
	+ We are still looking for a crossing guard for the front of the school.
	+ I did purchase a small mailbox that we can place outside for paychecks – I will get with Brad to get this set up.
* **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
	+ We did have a car accident that caused some damage to our property, I have filed a claim, and we are working on getting this fixed.
	+ I have had a meeting with our insurance company and got everything up to date.
	+ Took in building permits for Mike and communication with him.
	+ Attended the strategic planning meeting with Rod – This was great.
	+ I spent a lot of time in the office this month – getting some stuff organized on my end!
	+ I am updating filing forms – I will be requesting everyone fill out a contact form at the Dec meeting to have in your employee files.
	+ Last year we had discussed – but didn’t execute a gift for the DPW and the crossing guards. Is this something we would like to do this year?

**DDA**

* **DDA meeting prep**
	+ Bills
	+ All additional paperwork was created and printed, and packets were put together for the meeting.
	+ The Halloween event in the Village was awesome! We are hoping to make this a yearly thing along with a few other things. We are currently working on a Christmas one – details to come.