**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.