



TOWN OF ELIZABETH

CLERK'S/FINANCE OFFICE MANAGER'S REPORT

September 10, 2024

The Clerk's / Finance report reflects updates provided by individual Staff members.

Hannah

- I will be attending the 2024 Caselle Annual Summit Conference in October. Invoice Cloud has asked that I help present to other municipalities on the best reconciliation processes. I look forward to attending the sessions that are out of my normal day-to-day schedule!
- The budget is still on track to meet all our state and local deadlines.

Allison

- Vince and I have been working with new residents in Legacy Village to get their irrigation usage at an optimal level. Lennar has been setting their systems to water quite a bit more than is necessary causing them to have high usage and bills. We are trying to educate new homeowners about how irrigation works and what their usage numbers should be.
- I am starting to go into Mayor's Tree Lighting mode. I have designed and Dianna ordered our banner for the Elizabeth Core Express train. My next step will be to design our table toppers and flyers. I am also working on the map for this year's event. I plan to have that ready for the Board to look over by next meeting. I have also purchased some more trees for our "forest" and am looking for another light-up animal or two to go with our deer and moose.

Harmony

- I finally had a little time to work on some more files that were damaged in the basement flood. They are being scanned into an electronic format and the originals destroyed as many of the documents have water and mold damage.
- I refreshed my training in passports and various aspects of water billing as I covered for Allison while she was out. It is always good to get a refresher from time to time so the clerk's office can cover for each other when needed.

Michelle

- September is a busy month in our little town.
 - 9-7-24 – 5K & Family Color Run
 - 9-14-24 – Protectors Event
 - 9-16-24 – Estate Planning Class (42 people have already signed up)



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- 9-21-24 – Elizabeth Birthday Bash and Movie Night
- 9-23-24 – Senior Luncheon
- 9-28-24- Historic Walk and Talk
- DAR will ring bells for **Bells Across America** in front of the Town Hall on 9-17-24 at 4 p.m.
- Make sure to mark your calendars for the October 5th – Budget Workshop from 9 a.m. – 12 p.m.
- Employee health, vision, dental, and life insurance enrollment period will be from October 28th to November 18th.
- The Board of Trustees has a booth space for the October 26th Boo-Bash (Harvest Festival).