



TOWN OF ELIZABETH

CLERK'S/FINANCE OFFICE MANAGER'S REPORT

September 24, 2024

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

Hannah

- I attended a webinar put on by DOLA regarding property taxes and the budgeting process. Even though DOLA was unsure about some things due to how recent this is, we are able to start thinking about the changes and procedures that will need to be implemented for the new house bills.
- I have been familiarizing myself with accessibility within Adobe to help Harmony and Allison spend less time formatting documents that need to be uploaded to the website.

Allison

- We have confirmation for all our participants in the Mayor's Tree Lighting. A map of the layout for the Gesin Lot and for Main Street are attached. A copy of the 2-sided flyer is also attached.
- I attended a webinar on taking meeting minutes and the roles of a Clerk in a meeting. It was very informative. It went into greater detail than other courses I have taken including the different types of motions and points of order.
- We have been able to collect some of past due amounts on water accounts through tax liens on corresponding properties. We will continue to use this method as it has proven much more effective than filing regular liens against the properties and waiting for the property to be sold.

Harmony

- Harmony was on vacation, so does not have a report for this packet.

Michelle

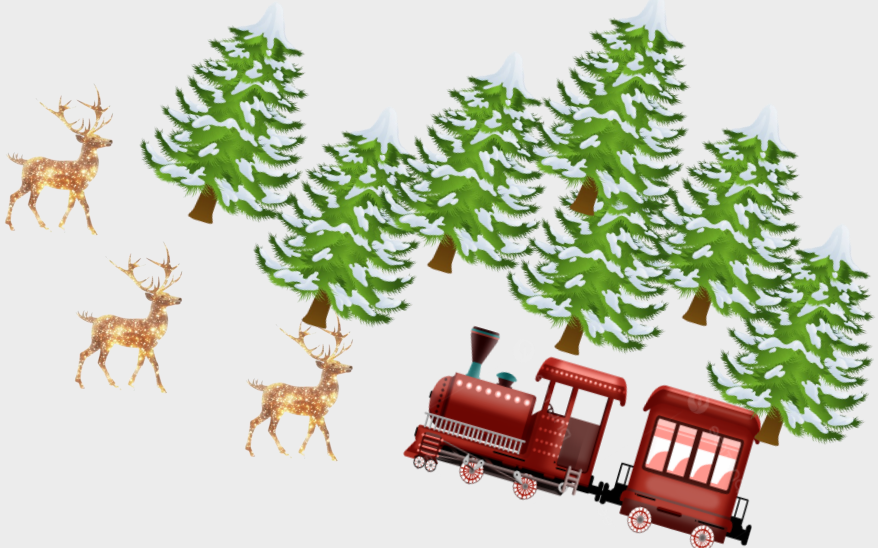
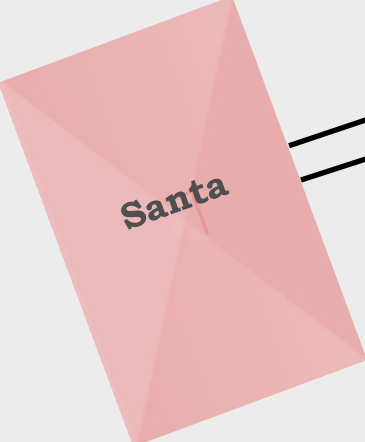
- The Mayor and I met to discuss plans for this year's Senior Basket Project. Collection boxes will go out on or around November 14th and 15th. Boxes will be picked up the week of December 9th. Assembly will happen on December 17th with delivery starting on the 18th.
- The Town hosted an Estate Planning Class on September 16th. 64 people signed up and about 50 in attendance. attended this class.
- On the Calendar provided to the Board at the start of the year we scheduled an October 5th workshop. Staff feel this can be canceled due to the number of workshops you have already had.

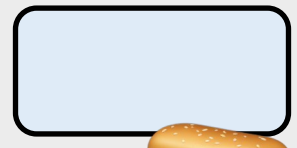
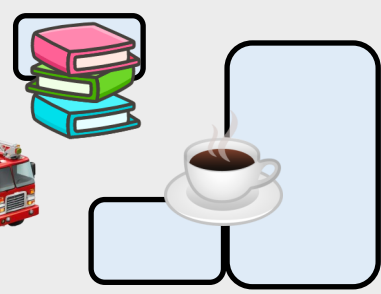
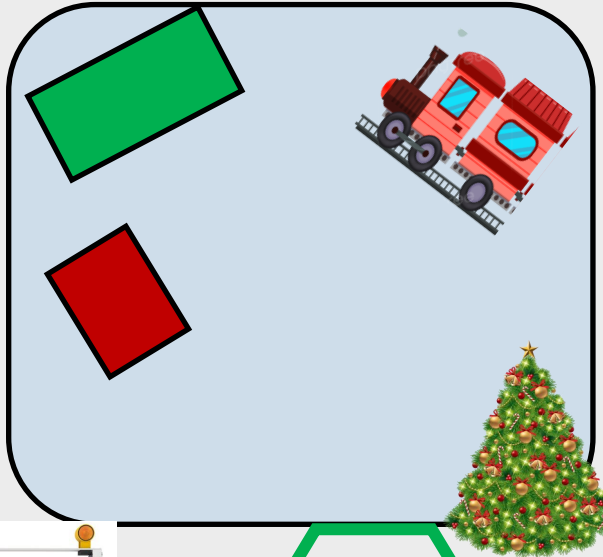


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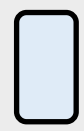
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- On the same calendar November 21st is listed as a tentative Board Meeting. This meeting would be in place of the November 26th meeting. Is this something the Board would like to do instead of having a meeting during the Thanksgiving Holiday week? There will need to be a second meeting in November for budget final Resolution approvals.





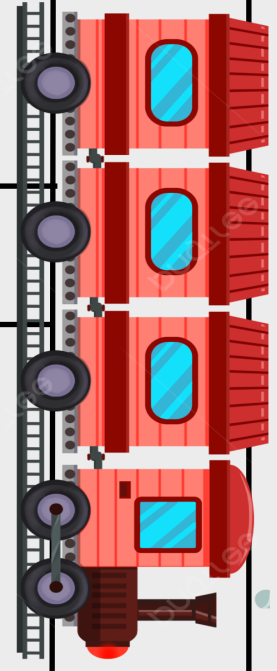
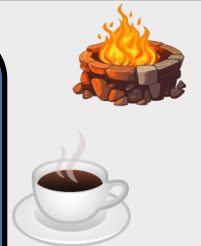
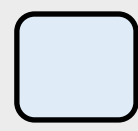
- 1 – Liz's Crafts
- 2 – Ag Alliance
- 3 – Face Painter
- 4 – Parker Arts



Elm St



Elm St



Mayor's Tree Lighting

Saturday

December 7th

3:00-6:00pm

**Festivities on the
Gesin Lot and along Main
Street**



Lighting Ceremony
at 5:00 pm
Main St & Broadway

Santa's Crossing

Activities:

See Santa

Craft with Elves

Mail your letter to Santa

Ride the Train Up and Down Main St.

Face Painting

Pinecone Reindeer Crafts

Cookie Decorating

Photo Booth with Parker Arts

Elizabeth HS Band

Ugly Sweater Contest

Crafts with the Library

Hot Cocoa/Hot Cider

Food Trucks

Photo ops along Main Street

Shopping all along Main Street

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