

## **TOWN CLERK JUNE 2025**

### **Training/Webinars**

Tax Webinar – May 29<sup>th</sup>

Debbie attended another informative tax webinar. They are very helpful and keep tax receivers and collectors up to date on changes.

New York State Archives – Creating File Plans – May 29<sup>th</sup>

Jessie attended this webinar which covered developing a file plan for organizing paper or electronic records. It covered where to get started on creating one. It suggested to determine file arrangements and how are they requested (for easy retrieval). They also stressed the importance of creating naming conventions for files (both electronic and paper).

### **Flags**

The Town Clerk's Office continues to monitor the flags. The Pride flag will be flown all month, and the POW flag was flown Memorial Day Weekend and on June 14<sup>th</sup> for Flag Day.

### **Break Room**

Employees have been enjoying the breakroom space that has been created in the kitchen area. We have ordered a room divider to add a little privacy.

### **Marriage Officiant Licenses**

Marriage Officiant License is a fairly new option for people to use when getting married. The couple may choose to have anyone marry them. The officiant purchases a Marriage Officiant License from the Clerk's office where the couple purchased their marriage license. This allows the person to be the officiant for only the couple on the Marriage Officiant License. The Marriage Officiant License is \$25 and they do not need to do anything online, it is all done through the Clerk's office. We have sold two (2) this month.