

## **TOWN CLERK**

**MAY 18, 2022**

### **Professional Municipal Clerk's Week – May 1 – 7, 2022**

#### **Assessment (Tax) Grievance Day for the Town of Lansing**

Thursday, May 12<sup>th</sup> was Assessment Grievance Day for the Town of Lansing from 3:30pm – 6:00pm at the Lansing Town Hall. The Board appointed Supervisor Ed LaVigne and Councilperson Andra Benson to serve on the Local Advisory Board at the January 2022 Town Board Meeting. There were 6 residents that came before the Board.

#### **Rabies Clinic**

Enfield Highway Garage, 475 Enfield Main Road – June 9, 2022, 7:00pm – 9:00pm

Contact Tompkins County Health Department for preregistration:

<https://tompkinscountyny.gov/health/eh/rabies> or 607-274-6688

#### **New York State Town Clerks Association Conference – 40<sup>th</sup> Anniversary**

Debbie and Jessie attended the conference in Albany, NY, April 24-27, 2022. There are 932 NYS Town Clerks and over 300 attended the conference.

Charity Events:

- “Build-A Bear” – donated 100 bears to hospitals for children
- Veterans Miracle Center in Syracuse – donated items for personal care, houseware, ambulatory, toys, etc.

Attended informative classes pertaining to Town Clerk work. Association of Towns is always excellent.

Huge thanks to Ashley for taking care of the office while we were at the conference.

Congratulations to Bambi Avery, Dryden Town Clerk, who is now the President of New York State Town Clerks Association.

#### **Records Retention**

We are in the very beginning stages of a Records Retention Policy which, when completed, will need to be adopted by the Town Board.

#### **Municode**

Town Clerk's office is using and still learning the new software for meetings. Agenda now has hyperlinks which will connect to the appropriate document(s).