

## **TOWN CLERK AUGUST 2025**

### **FOIL Requests**

The Deputy Town Clerk spent a considerable amount of time fulfilling several FOIL requests over the past month.

### **2026 Budget**

Our department submitted the first draft of our budget sheets to the Budget Officers in preparation for the Special Town Board Meeting on August 26<sup>th</sup>.

### **Office Restructure**

Due to the resolutions presented to the Town Board for approval tonight related to Civil Service positions and the updated Office Staff Classification System, our office will be structurally reorganizing for purposes of efficiency.

Currently the Clerk's Office has one full-time Information Aide, and one part-time Information Aide. Both positions will be updated to an appropriate Administrative Assistant level classification. There is a resolution before the Town Board tonight that will be updating the full-time Information Aide to an Administrative Assistant III classification.

The part-time Information Aide position will be eliminated and replaced with a part-time Administrative Assistant I classification which more accurately reflects the duties and responsibilities required in our office. The Administrative Assistant I position will be part-time year-round, 20 hours per week, with additional hours at tax time. This position will be posted following the normal hiring procedure as required through Tompkins County Human Resources.

### **Water and Sewer Payments**

August is very busy collecting water and sewer payments. Total bills: 1896 of which 413 were emailed. Payments are due by August 25<sup>th</sup>.

### **Hunting Licenses**

Hunting license sales began on August 1st. This year there is a \$1.00 printing fee for those who choose to have their license printed in our office. Purchasers may choose to have it emailed at no additional fee. Our office has copies of the 2025-26 Hunting and Trapping Regulations Guide available for pick up in our office. To our knowledge, both Dicks and Walmart in Ithaca are NOT selling hunting and fishing licenses.

The NYS DEC mailed lifetime licenses so they should be received no later than September 1, 2025. Lifetime license holders can now sign up to receive their licenses electronically through the NYS DEC.

## **Training/Webinars**

### **NYS Office State Comptroller Webinar – August 6th**

Deputy Town Clerk Jessie Hall attended a webinar provided by the NYS Comptroller's Office. It covered Budgeting and Multiyear Planning for Department Heads and Managers.

### **New York State Town Clerk's Association Webinar – August 7th**

Deputy Town Clerk Jessie Hall attended a webinar that reviewed the NYS Judicial Security Act and suggested procedures if the Town receives an 859 notification where a judge may request their personal information be removed from public view.