

TOWN CLERK JULY 2025

Training/Webinars

AOT Tax Collecting Officer Collective Webinar - Debbie attended on June 24th.

- Counterfeit Bills:
 - Do not accept as payment and do not return the bill
 - Politely refuse the payment and request an alternative
 - Isolate the suspected bill
 - Document the interaction
 - Notify local law enforcement (Tompkins County Sheriff's office)
 - Notify Town Attorney / Insurance carrier
 - Recommended office protocols:
 - Equip your office with counterfeit detection pens or scanners (Town Clerk's Office has these which may be borrowed).
 - Train staff to spot red flags, especially for large-denomination bills.
 - Post signage stating that counterfeit currency will be reported to law enforcement.
- Whitewashing Checks:

It was discussed that checks are being stolen from mailboxes and drop boxes. The criminals then "whitewash" the check.

Town Clerk's Office may change our drop box to a smaller opening. We suggest that departments post additional signage at any Town drop box stating the Town is not responsible for any lost or missing payments and that in using the after-hours drop box, the person assumes this responsibility.

Water and Sewer Payments

The next quarterly water bill will be coming out August 1, 2025. As a reminder, customers may sign up to receive their bill electronically. Sign up here: <https://www.boltonpoint.org/ebilling>. This service is provided and managed by Bolton Point. There are no additional fees associated with receiving a bill electronically.

2025 Final Assessment Roll

Our office has received the 2025 Final Assessment Roll and Special District report for Lansing.

It is available to view online here:

https://www.tompkinscountyny.gov/files/assets/county/v/1/assessment/32taxroll2025_1.pdf

Tompkins County Town Clerk's Association Meeting

Debbie and Jessie attended a meeting of the Tompkins County Town Clerk's Association on June 30th. Did you know that Jessie is the President of this Association? She coordinates for our group to get together a few times a year to share knowledge with each other. We discussed marriage records, switching municipal websites over to .gov sites, and shared different training seminars attended recently by clerks (NYSTCA, NYALGRO, and NYSATRC).