**Village Business**

* **Hall rentals**
	+ Scheduling of the Hall
	+ Invoices for rentals were made and payments were given to Jennifer.
	+ Receipts were mailed out if requested.
	+ Communication with the cleaner for the Village Hall.
* **Crossing Guards**
	+ Communications
	+ Paychecks
* **Cemetery**
	+ Communication with Brad
	+ Communication with funeral homes as well as stone companies for foundations.
	+ Communication with people for VA stones.
	+ When the ground freezes are when foundations will be put on hold.
* **Payments of the bills** –
	+ Bills have been paid and all mailed out.
	+ Or paid Via ACH
* **Filling of all paperwork that comes in the Village Hall.**
	+ Water sample reports
	+ DPW Receipts
	+ Paid bills and invoices we receive
	+ Etc...
* **DPW**-
	+ Pay checks.
* **Preparation for Village** **meeting**
	+ Minutes – Draft and will type current minutes
	+ Bills Paid
	+ Clerk Report
	+ Trustees pay checks.
	+ All additional paperwork was needed.
* **Phone calls and Emails**
	+ Communication with the public
	+ Communication with the township
* **Payroll**
	+ Was completed.
* Village Of Dansville
	+ I am still working with the with insurance company on getting our light pole taken care of.
	+ Took in building permits for Mike and communication with him.
	+ I am updating filing forms – Please fill out the following form and leave for me.
	+ The gift for the DPW and the crossing guards- I spoke with CC embroidery and we came up with an embroidered hate for the men and an embroidered blanket for the woman.

**DDA**

* **DDA meeting prep**
	+ Bills
	+ All additional paperwork was created and printed, and packets were put together for the meeting.
	+ Helped plan the Christmas event – looking forward to hearing how it went.
	+ A few community clubs did decorate the fences around the Village for the Holiday.