**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
	+ We are still looking for a crossing guard for the front of the school.
* **Cemetery**
	+ Communication with Brad
	+ Communication with funeral homes as well as stone companies for foundations.
* **Payments of the bills** –
	+ Bills have been paid and all mailed out.
* **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**
	+ Voice mail – I did purchase a new land line – as the old one was not working.
	+ Communication with the public
	+ Communication with the township
* **Payroll**
	+ Was completed.
* Village Of Dansville
	+ We did have a car accindent that caused some damage to our property, I am working with insurance to see what steps we need to take.
	+ I called the bug man to come take a look at the village hall as we are having some issues.
	+ Took in building permits for Mike and communication with him.

**DDA**

* **DDA meeting prep**
	+ Bills
	+ All additional paperwork was created and printed, and packets were put together.
	+ I will be taking on the projecting of putting on the DDA/Village Halloween event. This will be a raffle and treat style. We would love for this to be a big event if you could help promote it.