**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.