

Supervisor's Report

January 2019

1. Prepped and facilitated 2 Town Board meetings
2. Attended Fire Banquet with Councilperson Mehaffey
3. Quarterly meeting with Enfield Volunteer Fire Dept.
4. Developed letter to NYSERDA regarding grant payment timeline and negotiated contract terms
5. Addressed Community Building maintenance concerns
6. Coordinated more painting in the Community Center space, worked with Norm Smith to purchase supplies and oversaw installation of the accessible bathroom, picked up and put together the 8 picnic tables purchased for the space with Darren McGee.
7. Cleaned the Community Building spaces up and downstairs twice, and the utility room
8. Met with bookkeeper for special meeting concerns
9. Finalized insert for tax bills and coordinated mail prep
10. Met with Andy Sprague regarding insurance renewal
11. Took down lighted wreathes along 327 with Darren McGee
12. Coordinated lantern streetlight LED conversion
13. Coordinated insurance changes for retirees – lengthy communications with Excellus and TC Consortium
14. Resolved CHIPS payment problems with OSC and DOT
15. Held a Finance Committee meeting
16. Researched Salt Storage grant award
17. Facilitated a second Workplace Violence Training
18. Researched fuel prices with other providers for 2019
19. Prepared a Beautification Grant
20. Prepared Comp Plan for Board review
21. Worked with ECC to facilitate their Winter event (Bonfire/Games/Dish to Pass February 23rd)
22. Aside from the items above, the Town Supervisor completes the following tasks throughout each month: review all bills and prepare vouchers for board review and payment, correspondence, payroll and abstract review, budget monitoring and modifications, deposits and transfers, documentation for all meetings, resolves legal issues, trainings, attendance at County level meetings, communication with employees and department heads regarding daily town operation and budget concerns, building maintenance and upgrades, purchases, resident complaints and concerns, employment and benefits administration, all actions dictated by the Town Board for the Supervisor, all other tasks that arise daily.