

**Supervisor Report  
June 2019**

- Attended Country Faire and coordinated with Suit Kote to stop paving during the hours of the event.
- Attended the Food Pantry with Councilperson Mimi Mehaffey to hear from volunteers and Jean Owens regarding the adjoining space and bringing additional services to the space during Food Pantry hours.
- Researched reported concerns regarding organizations using town space.
- Followed up on insurance compliance for Food Pantry.
- Procured estimates and details on salt barn construction.
- Communicated with fellow Supervisor regarding Fund Balance policies and Capital Plans
- Attended TCCOG
- Repaired the town website- subscription issues and updates
- Communicated with Derek Osborne regarding the Highway building break-in in October
- Prepped and facilitated May 29 Special Meeting
- Phone meeting with Planning Chair, Dan Walker, regarding salt storage building order of work
- Met with Town Clerk and Deputy Clerk regarding Building Use, Cemetery, and Swift911 policies
- Worked with Code Officer regarding unsafe structures recommendations and public health and safety issues
- Held a Finance Committee meeting
- 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.