

Supervisor's Report

November 2019

- Finalized the 2020 Budget, Capital Plan and Fund Balance Policy
- Met with Jean Owens regarding use of the Community meeting space and smoking concerns
- Met with Sprague Insurance representative, Councilperson Meheffey and Superintendent Rollins to assess insurance needs
- Coordinated annual heating equipment maintenance
- Coordinated pumping of septics for all three buildings- Highway assisted with Town Hall
- Met with Brown Security regarding security camera options
- Prepped and facilitated a Public Hearing, Town Board regular meeting and two Special Meetings
- Interviewed with Matt Butler with Ithaca Times and Matthew Steecker of Ithaca Journal regarding Sheriff Substation proposal
- Met with a resident regarding tree concerns
- Met with Kirk Smith of Tompkins County Amateur Radio Association to watch 911 signal testing operations
- Participated in a renewable energy forum at Cornell Cooperative Extension
- Met with KJ's Property Care and Thompson Tree and Crane for estimates on cemetery tree removal
- Met with Norm Smith regarding Town Hall garage and office upgrades and bulletin board installation, food pantry space inquiries
- Attended Tompkins County Public Safety Committee meeting
- Held a Finance Committee meeting
- Communicated with auditors- planned audit for December 9-13
- Met with Bookkeeper, Debby Kelley, regarding budget and audit
- Purchased and set up Highway office computer and printer
- Began Generic EIS documentation for Comprehensive Plan, Coordinated with designer for formatted version
- Coordinated Wind Law SEQR documents
- 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.