Memorandum

Date: **December 14, 2018**

To: **Mayor Pugh and Board of Trustees**

From: **Paula DiSanto, Village Clerk/Deputy Manager**

RE: **Quarterly Report – Clerk's Office**

The Village Clerk's office is considered to be the gateway to village government. This office issues many different kinds of permits to both residents and non-residents.

For the period between September 1 and November 30, the following were issued by my office:

- Freedom of Information Law: 20 requests processed
- Block Party Requests: 1 approved.
- Alarm Permit Applications: 3 processed.
- Dog Licenses: 72 newly issued or renewed.
- Dog Park Permits: 12 issued.
- E-ZPass Sales: 9 tags sold.
- Handicap Parking Permit Applications: 25 permanent & 12 temporary permits issued.
- Film Permits: 1 issued
- Peddler's Permits: 0 issued
- Weekend Parking Permits: 42 issued.

There were also numerous personnel cases handled and new employees onboarded. As personnel officer for the village, onboarding of an employee consists of filling out all required forms for the New York State Local Retirement System, Westchester County Dept. of Human Resources and the New York State Health Insurance Program, as well as getting the new employee any necessary training and/or equipment required for the job.

As clerk to the Board of Trustees, the clerk ensures that all adopted legislation is received in Albany and updated in the village code. During the second quarter of 2018-19, three local laws were passed. Additionally, the clerk is responsible for noticing all public notices including public hearings held by the Board. Four public notices were issued including 1 public hearing which was held by the Board during this time period.

The Clerk processes all workers compensation claims and follows up to conclusion. There were 2 new claims filed: 1 injury and 1 notification.

The Clerk handles all insurance needs for the Village including Notices of Claim, additions and deletions of property and vehicles and reporting of vehicle accidents or property claims to the insurance company. There were 4 Notice of Claims filed with the Village: 2 property damage claims, 1 vehicle accident claim and 1 third party claim.

As registrar of vital statistics, the clerk is responsible for maintaining and producing the vital records of all births and deaths which occur in the Village and filing them with New York State. During the second quarter of 2018-19, 10 deaths and zero births were recorded in the Village.