

Town Clerk Reports - June 13, 2011 to November 9, 2015

November 9, 2015 Report

Paid to the Supervisor for October fees was \$675.95, which included a \$20.00 overpayment, total for the month \$1731.50

Theresa Cooper
Oswego Town Clerk

October 12, 2015 Report

I would like to thank my Deputy Carol Todd for filling in for me while I was at a court clerk conference on September 28th.

Theresa Cooper
Town Clerk

August 10, 2015 Report

July fees paid to the Supervisor was \$5,011.74 total for the month \$5,375.16.

Hunting license sales started today.

Theresa A. Cooper
Oswego Town Clerk

June 8, 2015 Report

May fees paid to Supervisor \$2,063.57, total for month \$2,592.48.

Final tax payment to Supervisor for 2nd notice and overpayments \$10.19. on 5/15/15.

I would like to take this time to announce my retirement as town clerk/tax collector.

Theresa A. Cooper
Oswego Town Clerk

May 11, 2015 Report

March fees paid to Supervisor \$950.05, total for month \$1,062.95

April fees paid to Supervisor \$1,757.44, total for month \$2,200.83.

Tax fees paid to Supervisor bank interest for Jan-April \$37.15

Respectfully submitted

Theresa A. Cooper
Town Clerk

April 13, 2015 Report

Paid to the County Treasurer on 4/9/15 \$1,586,348.71, total unpaid \$266,796.35 189 parcels.

Respectfully submitted

Theresa A. Cooper
Town Clerk

March 9, 2015 Report

Fees paid to the Supervisor for February were \$351.79 total for month \$416.41.

Taxes collected to date: \$2,812,883.08, outstanding \$415,060.73. The second notices are going out this week on Thursday.

Tax checks paid to the Supervisor from the warrant were:

Fire Department ?\$245, 007.00

Light District 1?\$ 1,700.00

Light District 2?\$ 1, 000.00

Sewer District 1?\$ 27,400.00

Sewer District 2?\$ 16,130.00

Unpaid Sewer??\$ 16,458.48

Town residents are taking advantage of the credit card system we have in place.

Respectfully submitted

Theresa A. Cooper

February 9, 2015 Report

Fees paid to the Supervisor were \$691.98 total for the month of January \$828.10. Taxes collected to date \$2,491,972.06.

Theresa A. Cooper
Oswego Town Clerk

December 8, 2014 Report

Fees paid to the Supervisor for November were \$716.62, total for the month \$1539.28.

I have received information from one company that offers a dog census mailer but would like to wait until spring to start another dog census. To date we had 15 dogs picked up with 9 being rescued, 4 adopted and 2 were put down.

Respectfully submitted

Theresa Cooper
Town Clerk

November 10, 2014 Report

Fees paid to the Supervisor were \$4065.40, total for the month \$5,659.50.

Theresa A. Cooper
Town Clerk

October 14, 2014 Report

The fees paid to the Supervisor for September were \$1,988.20, total for the month \$11,863.00.

Credit card use is going well we had \$1,150.00 used, cash & checks \$10,713.00.

As of Oct 8, 2014 we have 184 new dogs licensed, 405 renewals.

Theresa A. Cooper

August 11, 2014 Report

July fees paid to the Supervisor were \$1,609.98, total for the month \$2,666.85.

I have information regarding new credit card system from Williamson Law, also information from a company who does mailings for dog census.

June 9, 2014 Report

Fees paid to the Supervisor for May were \$1398.85, total for the month \$2191.05.

Dog census still going on new dogs have come in. Trailer Park residents have been coming in. If we find out a resident has not licensed their dogs, a letter is being sent to them.

Love is in the air as I had 4 bride & grooms come in on Saturday for their marriage license.

May 12, 2014 Report

Money paid to the Supervisor for April was \$1249.69, total for month \$1,416.00.

Dog census still on going, I ordered 500 new dog tags. I sent letters to all three trailer park owners asking for the names of dog owners in their parks.

The County Treasurer sent confirmation that the town taxes were for the 2014 levy is fully paid and submitted. On May 2, 2014 the tax bank interest was paid to the Supervisor for Jan-April for \$295.50.

At the recent town clerk's conference in Saratoga Springs I attended classes for taxes, picked up zba/planning handbook and gave to the zba secretary, I picked up a 2013 law booklet on laws affecting towns.

April 14, 2014 Report

Fees paid to the Supervisor for March were \$1,232.01, total \$1393.60. To date 95 new dog licensed, census going very well. Tax collection is closed \$1,561,219.55 was paid to the County Treasurer on 4/7/14. Tax checks paid to the Supervisor were \$1.06 working tax, \$4,266.70 penalties, \$156.00 second notice fees, \$338.00 second notice fee from county.

March 10, 2014 Report

February payment to Supervisor was \$349.56, total for month \$805.00.

The dog census is going well.

The 2nd notices for taxes will be mailed on 3/14/14 also included will be a dog census notice and rabies clinic notice.

The year to date taxes collected is \$2,637,080.27.

November 12, 2013 Report

The October fees paid to the Supervisor were \$1,106.07, total for the month \$2,910.40.

I attended an all day workshop November 5th, for Department of Conservation training. The DEC is changing vendors to Accela and we had hands on training with the new system. On December 9, 10, 11 these are black out days for the system to be put into place. No one will be able to buy a hunting or fishing license. New fees will go into effect February 1, 2014, not all fees will change.

October 15, 2013 Report

Fees paid to the Supervisor for Sept. \$2,317.02 total \$10,734.65

Fees paid to the Supervisor for Aug. \$2,222.25, total \$7,906.65

Thank you to my deputy Carol Todd for taking minutes in September.

Went to Corning for DEC workshop regarding the upcoming changes to the program.

DEC going with new contract Accelles and all day training for all clerks will be Nov. 4th in Oswego. All old DEC equipment can then be disposed of and my old computer will be loaded with new software. I will need the old one zapped, would like it to have nothing on but DEC.

Also at the workshop I heard about an indexing program ISYS which is useful and used by many clerks. I have asked other clerks in this county if they would be interested so the cost to purchase would be cheaper.

Tax Glance is ready for the website and I have sent the link to the webmaster. This program will allow attorneys, escrow companies and banks to look up and print out current tax bills.

August 12, 2013 Report

I will be gone to Boston and unavailable to be at the September meeting, my deputy Carol Todd will be filling in. My answering machine will reflect any change in hours while I am away.

Hunting licenses went on sale today.

The final tax interest for April was paid to the Supervisor on 8/5/13 in the amount of \$22.99.

All tax accounts are now closed.

July 8, 2013 Report

June fees paid to the Supervisor were \$878.42, total for the month \$1,295.50.

I attended a town clerk meeting in Scriba this month, we shared information and I obtained information regarding the use of credit cards. The towns of Scriba, Hastings and Granby all use a system. There is no cost to the town to use this service, the cost is directly paid by the user. All are happy with the systems they are using.

June 10, 2013 Report

May fees paid to the Supervisor were \$1,521.27 total for the month \$\$2,069.48.
Tax bank interest \$22.99, will be transferring this amount next month.

I have a new format for my town clerk minutes which I learned at my May town clerk conference.

May 13, 2013 Report

April fees paid to the supervisor were \$1642.90, total \$1978.10.
check #1397 cash box/petty cash \$250.00
check #1398 Jan-Feb-Mar bank int. \$509.24
check #1399 2nd Notice Fee \$490.00 (Co. \$352.00, Town \$138.00)
check #1400 Penalties \$4090.10
Total \$5,339.34

Final Payment to County Treasurer was made on 4/08/2013 check #1396 for \$1,402,051.47.

At my town clerk conference in Buffalo I attended classes regarding the following:

Many towns have done successful dog census through the mail. We currently have around 650 licensed dogs.

The DEC is operating a new computer system and will be taking back their computer equipment. I hope to use my old computer. I will be attending training when they schedule it.

NYS thruway has a program for clerks to sell easy pass, towns could make \$4.00 per sold tag but tags had to be pre-paid, not a good idea not knowing how well sales would go.

NYMIR was there and discussed official undertaking, a copy of insurance policy would be a good idea to keep with our official undertaking on file. Some towns file with their county clerk.

Retirement class had information and handouts which I will be sharing with the bookkeeper, Terry Botting. They also said they could come and do a presentation for a minimum of 30 people.

I have hand outs and more detailed information if any of the town board would like to see more information.

April 8, 2013 Report

Fees paid to the Supervisor for March were \$2,101.70, total for month \$2,259.00.

Final tax payment to the County Treasurer was made today in the amount of \$1,402,051.47.

There were 198 returned unpaid tax bills. Total outstanding taxes \$258,959.09.

March 11, 2013 Report

The total taxes collected to date is \$2,586,639.53, the second notices for anyone who has not paid their taxes will be sent out March 14th.

Fees paid to the Supervisor for February were \$380.00, total for the month \$493.40.

February 11, 2013 Report

Taxes collected to date \$2,303,328.27, tax payments to the Supervisor were made February 6, 2013.

Town Clerk fees for January paid to the Supervisor were \$ 968.27, total for the month \$1218.00.

January 7, 2013 Report

January fees paid to the Supervisor \$968.27, total for the month \$1,218.00.

Taxes collected to date: \$2,023,058.50.

The following is my annual report.

Town Clerk's 2012 Annual Report

Receipts

76	Certified Copies	805.00
11	Copies	2.75
6	Geneological Services	132.00
8	Miscellaneous Revenue	9.00
35	Marriage Licenses	1,400.00
	Decals	20,740.00
7	Dog Control Fees	200.00
1	Dog Late Fee	2.00
5	Pool Permit	175.00
1	Demolition	35.00
2	Fence Permit	60.00
60	Building Application Fee	600.00
52	Building Permit	5,675.35
1	Junkyard Permit	25.00
3	Special Permits	600.00
1	Sign Variance	10.00
1	Variance Public Hearing	200.00
581	Dog Licenses	4,252.00
	Total Receipts	\$34,923.10

Disbursements

Paid to Supervisor for General Fund	13,647.28
Paid to NYS Dec. for Decals	19,740.32
Paid to NYS Animal Population Control Program	748.00
Paid to NYS Health Dept. for Marriage Licenses	787.50
Total Receipts	\$34,923.10

August 13, 2012 Report

The fees paid to the Supervisor for July were \$1215.07 and a total for the month \$1630.30. I would like to thank Councilor Tesoriero for donating a ladder for the vault, it has a platform to retrieve boxes from the top shelf. Also to the highway department especially Lynn Cooper for painting and fixing the ladder like new.

June 11, 2012 Report

The fees paid to the Supervisor for May were \$1172.34, total for the month \$2218.65.

I attended a records management conference, saw about 10 vendors with useful items for records management. A Canon scanner was an excellent item which can scan 6 or more pages per minute, also a ladder for retrieving boxes on high shelving.

I am in the process of having an inventory, marking and putting on a spread sheet all the house plans and maps we have in the building inspector's room. Then I plan on color coding the maps for easy sight retrieval by tax map number series. I would like if the budget allows to put money into our records management line for need items, grants are very far and few between.

March 12, 2012 Report

Total taxes collected to date: \$2,526,182.34, over 200 2nd notices will be sent out by March 15th. Fees paid to the Supervisor for February were \$404.47 total for the month \$1,081.70. Congratulations to some of our highway workers who will be in a benefit run this Saturday March 17th.

February 13, 2012 Report

Town Clerk's Report: Taxes collected to date \$2,240,640.86, January fees paid to the Supervisor were \$812.95, total for the month \$957.85.

January 9, 2012 Report

December fees paid to the Supervisor were \$503.41, the total for the month \$670.60. The following is my annual report.

Town Clerk's 2011 Annual Report

Receipts

95	Certified Copies	950.00
33	Copies	10.00
4	Geneological Revenue	88.00

55	Miscellaneous Revenue	23.71
59	Marriage Licenses Decals	2,360.00
	Decals	19,132.00
3	Passport	75.00
5	Dog Control Fees	102.00
28	Dog Late Fee	56.00
9	Pool Permit	315.00
1	Wood Stoves, Chimineys	35.00
7	Demolition	210.00
86	Building Application Fee	860.00
75	Building Permit	8,509.54
6	Special Permits	1,200.00
1	Sign Variance	200.00
578	Dog Licenses	4,134.00
	Total Receipts	\$38,260.25

Disbursements

Paid to Supervisor for General Fund	18,111.16
Paid to NYS Dec. for Decals	18,079.59
Paid to NYS Animal Population Control Program	742.00
Paid to NYS Health Dept. for Marriage Licenses	1,327.50
Total Receipts	\$38,260.25

August 8, 2011 Report

The July fees paid to the Supervisor were \$1625.10, total for the month \$1866.75.

July 11, 2011 Report

Total fees collected and paid to supervisor for June were \$2,470.94, total for the month \$3,056.85.

From 1-1-11 to 6-30-11 the dog fees collected were \$1,905.00, late fees \$80.00 and \$427.00 went to the state for spay/neuter program.

I attended a county town clerk meeting in Sandy Creek and we all shared information on dog census and the rabies clinics.

I started the subject matter list and need from each office their items to be added to this list. My office has been shredding, re-boxing and organizing the records in storage.

June 13, 2011 Report

The May fees paid to the supervisor for May were \$2010.85 this total reflects a correction of \$4.44 which was an overpay from the April fees paid to the supervisor. Total for May was \$2872.35. The April fees paid to the supervisor were \$1488.11 total for the month were \$1813.50. I attended the NYSTCA conference in Buffalo May 1-4, I attended classes on open government, financial accountability for town clerks, birth, death and marriage, Association of towns legal questions and answers and documents, policies, and answers. I need to formulate a subject matter list which we currently do not have on file.

I received my Registered Municipal Clerk's recertification. I will be attending a workshop on historical photographs and records tomorrow in Dewitt. I had my first passport customers who were children and the process went well. The parents have already heard that the passports would be on the way, it was a quick turn around.