

## LEGAL NOTICE

Pursuant to Section 1660 of the Vehicle and Traffic Law, any and all Town of Eaton Highways may be closed to any vehicle with a weight in excess of 4 tons per axle. Such closing becomes effective upon posting of signs and terminates when signs are removed per order of the Town Board, Town of Eaton.

Dated: March 12<sup>th</sup>, 2024

Dean Curtis

Town of Eaton/Town Clerk

# TOWN CLERK'S MONTHLY REPORT

TOWN OF EATON, NEW YORK

FEBRUARY, 2024

TO THE SUPERVISOR:

PAGE 1

Pursuant to Section 27, Subd 1 of the Town Law, I hereby make the following statement of all fees and moneys received by me in connection with my office during the month stated above, excepting only such fees and moneys the application and payment of which are otherwise provided for by Law:

**A1255**

<u>3</u>	DECALS	<u>4.98</u>
<u>7</u>	LANDFILL TICKETS	<u>5.25</u>
<u>3</u>	MARRIAGE CERTIFIED CPY	<u>30.00</u>

**TOTAL TOWN CLERK FEES 40.23**

**A1550**

<u>2</u>	DOG REDEMPTION	<u>30.00</u>
----------	----------------	--------------

**TOTAL A1550 30.00**

**A1603**

<u>24</u>	DEATH CERTIFIED COPIES	<u>240.00</u>
-----------	------------------------	---------------

**TOTAL A1603 240.00**

**A2544**

<u>7</u>	DOG LICENSES	<u>60.00</u>
----------	--------------	--------------

**TOTAL A2544 60.00**

**B2110**

<u>3</u>	VARIANCE	<u>525.00</u>
----------	----------	---------------

**TOTAL B2110 525.00**

**B2115**

<u>1</u>	BOUNDRY LINE CHANGE	<u>50.00</u>
----------	---------------------	--------------

**TOTAL B2115 50.00**

**B2555**

<u>3</u>	BUILDING PERMIT	<u>2,021.35</u>
----------	-----------------	-----------------

**TOTAL B2555 2,021.35**

**TOWN CLERK'S MONTHLY REPORT**

FEBRUARY, 2024

page 2

---

---

**DISBURSEMENTS**

PAID TO SUPERVISOR FOR GENERAL FUND	<u>370.23</u>
PAID TO SUPERVISOR FOR PART TOWN FUND	<u>2,596.35</u>
PAID TO NYS DEC FOR DECALS	<u>85.02</u>
PAID TO NYS ANIMAL POPULATION CONTROL PROGRAM	<u>11.00</u>
PAID TO DEPT OF SOLID WASTE & SANITATION FOR LANDFILL	<u>134.75</u>
<b>TOTAL DISBURSEMENTS</b>	<b><u>3,197.35</u></b>

---

MARCH 1, 2024

\_\_\_\_\_, SUPERVISOR  
JOSEPH WICKS

**STATE OF NEW YORK, COUNTY OF MADISON, TOWN OF EATON**

I, DEAN CURTIS \_\_\_\_\_, being duly sworn, says that I am the Clerk of the TOWN OF EATON that the foregoing is a full and true statement of all Fees and moneys received by me during the month above stated, excepting only such Fees the application and payment of which are otherwise provided for by law.



\_\_\_\_\_  
Town Clerk

03/06/2024  
11:40:36

**TOWN OF EATON** *CODES Office Report.*

**B2115 - B2590 Transaction Report**  
For the period 02/01/2024 through 02/29/2024

Type	Date	Comment	Name	Quantity	Fee
<b>B2115</b>					
1.BLC	02/27/2024	TANNER/MAHAR #23-137	CHAPIN LAND SURVEYORS	1	50.00
				<b>1</b>	<b>50.00</b>
<b>B2555</b>					
2.BP	02/01/2024	#01-24 24'X24' GARAGE 3085 RT	GATES, KEITH	1	316.40
3.BP	02/13/2024	#02-24 GENERATOR	CATANIA CHIROPRACTICE, PC	1	110.00
4.BP	02/21/2024	#48-23 6126 RT 20, 70 X 36 OFF	ERIE ENTERPRISES LLC	1	1,594.95
				<b>3</b>	<b>2,021.35</b>
			<b>Total for B Fund:</b>	<b>4</b>	<b>2,071.35</b>
			<b>Total Sales</b>	<b>4</b>	<b>2,071.35</b>

**TOWN OF EATON SUPERVISOR'S REPORT - MARCH 2024**  
**GENERAL A FUND REVENUE**  
**(TOWNWIDE)**

ACCOUNT	DESCRIPTION	2024 ADOPTED BUDGET	YTD AS OF 3/12/24
	<i>TAXES/FEES REVENUE</i>		
A1001	REAL PROPERTY TAX	174,620.00	174,620.00
A1090	INTEREST & PENALTIES	5,000.00	0.00
A1025	PILOT-WILCOX APARTMENTS	2,632.00	0.00
A1120	NON PROP TAX DISTRIBUTION	0.00	0.00
A1255	TOWN CLERK FEES	1,000.00	35.22
A1289	OTHER GENERAL GOV'T INCOME	0.00	282.75
A1550	DOG REDEMPTION	0.00	0.00
A1603	VITAL STATISTICS FEES	5,000.00	440.00
	<i>STATE REVENUE</i>		
A3001	PER CAPITA AID	38,771.00	0.00
A3005	MORTGAGE TAX AID	30,000.00	0.00
	<i>OTHER MISC. REVENUE</i>		
A2401	INTEREST & EARNINGS	100.00	4.56
A2412	RENTAL FEES/GOVERNMENT	6,400.00	0.00
A2544	DOG LICENSES	3,000.00	56.50
A2590	PERMITS, OTHER	0.00	0.00
A2610	FINES & FORFEITURE OF BAIL	20,000.00	2,600.50
A2701	REFUND PRIOR YR EXPENDITURE	0.00	0.00
A2770	UNCLASSIFIED REVENUE	200.00	0.00
A2680	INSURANCE RECOVERIES	0.00	0.00
A2725	VLT/TRIBAL COMPACT MONEYS	55,000.00	0.00
	TRANSFER FROM OTHER FUND	0.00	0.00
	FUND BALANCE	67,980.00	
	<b>TOTAL</b>	<b>409,703.00</b>	<b>178,039.53</b>

**GENERAL A FUND APPROPRIATIONS  
(TOWNWIDE)**

ACCOUNT	DESCRIPTION	2024 ADOPTED BUDGET	YTD AS OF 3/12/24
<i>GOVERNMENT SUPPORT</i>			
A1010.1	TOWN BOARD PERSONAL SVC	9,340.00	0.00
A1110.1	JUSTICE PERSONAL SVC	14,497.00	2,771.97
A1110.102	COURT CLERK PERSONAL SVC	8,464.00	1,618.69
A1110.4	JUSTICE CONTRACTUAL	1,500.00	232.22
A1220.1	SUPERVISOR PERSONAL SVC	9,120.00	1,753.80
A1220.102	DEPUTY SUPERVISOR PERSONAL SVC	140.00	140.00
A1220.101	SUPERVISOR CLERK PERSONAL SVC	14,390.00	2,751.48
A1220.4	SUPERVISOR CONTRACTUAL EXP	5,500.00	2,485.00
A1330.4	TAX COLLECTOR CONTRACTUAL EXP	1,800.00	1,795.13
A1340.1	BUDGET OFFICER PERSONAL SVC	1,354.00	260.35
A1355.1	ASSESSOR PERSONAL SVC	27,851.00	5,340.14
A1355.4	ASSESSOR CONTRACTUAL EXP	2,000.00	73.26
A1410.1	TOWN CLERK PERSONAL SVC	39,848.00	7,619.57
A1410.101	DEPUTY CLERK PERSONAL SVC	9,143.00	1,752.97
A1410.2	TOWN CLERK EQUIPMENT	0.00	0.00
A1410.4	TOWN CLERK CONTRACTUAL EXP	2,200.00	1,142.35
A1420.4	ATTORNEY CONTRACTUAL EXP	6,000.00	508.75
A1620.1	BUILDINGS PERSONAL SVC	3,973.00	761.72
A1620.2	BUILDINGS EQUIPMENT	0.00	0.00
A1620.4	BUILDINGS CONTRACTUAL EXP	17,500.00	3,236.53
A1620.3	BUILDINGS CAPITAL IMPROVEMENT	0.00	0.00
A1910.4	UNALLOCATED INSURANCE CONT EXP	32,000.00	0.00
A1920.4	MUNICIPAL ASSOC DUES CONTRACTUAL	900.00	899.00
A1989.4	OTHER GENERAL GOV'T SUPPORT	9,500.00	1,250.00
A1990.4	CONTINGENCY	10,000.00	0.00
A3310.2	TRAFFIC CONTROL EQUIPMENT	2,000.00	159.76
<i>PUBLIC SAFETY</i>			
A3510.1	DOG CONTROL PERSONAL SVC	4,481.00	859.19
A3510.2	DOG CONTROL EQUIPMENT	0.00	0.00
A3510.4	DOG CONTROL CONTRACTUAL EXP	750.00	0.00
<i>TRANSPORTATION</i>			
A5010.1	SUPERINTENDENT PERSONAL SVC	71,037.00	13,583.57
A5010.4	SUPERINTENDENT CONTRACTUAL	1,200.00	322.75
A5132.2	GARAGE EQUIPMENT	5,000.00	0.00
A5132.4	GARAGE CONTRACTUAL EXP	20,000.00	5,411.52
<i>CULTURE/RECREATION</i>			
A6510.4	VETERAN SERVICES CONTRACTUAL	400.00	0.00
A7510.4	HISTORIAN CONTRACTUAL EXP	200.00	45.00
A7110.4	PARKS CONTRACTUAL	634.75	1,071.75
A8510.4	COMMUNITY BEAUTIFICATION	0.00	0.00
<i>SANITATION</i>			
A8160.4	REFUSE & GARBAGE	6,000.00	0.00
<i>CEMETERIES</i>			
A8810.4	CEMETERIES CONTRACTUAL EXP	800.00	0.00
<i>EMPLOYEE BENEFITS</i>			
A9010.8	NYS EMPLOYEES RETIREMENT	21,500.00	19,997.00
A9030.8	SOCIAL SECURITY/MEDICARE	16,750.00	2,999.83
A9040.8	WORKERS COMP INS	5,000.00	3,486.87
A9050.8	UNEMPLOYMENT INS	2,500.00	800.72
A9055.8	DISABILITY	900.00	579.50
A9060.8	HEALTH INSURANCE	14,305.00	3,056.49
<i>INTERFUND TRANSFERS/PROVISION FOR OTHER USE</i>			
A9901.9	BUILDING CAPITAL IMPROVEMENT	10,000.00	0.00
A9901.9	INTERFUND TRANSFER		
	<b>TOTAL</b>	<b>410,477.75</b>	<b>88,766.88</b>

**GENERAL B BUDGET  
(TOWN OUTSIDE VILLAGE)**

<b>GENERAL B REVENUE</b>			
ACCOUNT	DESCRIPTION	2024 ADOPTED BUDGET	YTD AS OF 3/12/24
B1001	REAL PROPERTY TAX	0.00	0.00
B1081-1	PILOT- Cedar Street	1,317.00	1,317.47
B1170	FRANCHISE FEE (TIME WARNER)	15,000.00	0.00
B1081-2	PILOT - AIRTRICITY	65,000.00	0.00
B2110	ZONING FEES	500.00	0.00
B2115	PLANNING BOARD FEES	250.00	0.00
B2401	INTEREST	0.00	2.04
B2555	BLDG PERMITS	12,000.00	234.00
B2590	CODE INSPECTIONS	0.00	0.00
	FUND BALANCE	6,500.00	0.00
	TOTAL	100,567.00	1,553.51
<b>GENERAL B APPROPRIATIONS</b>			
ACCOUNT	DESCRIPTION	2024 ADOPTED BUDGET	YTD AS OF 3/12/24
	<i>CONTINGENT ACCOUNT</i>		
B1990.4	CONTINGENT	4,645.00	0.00
B1989.4	OTHER GENERAL GOV'T SUPPORT	2,500.00	450.00
B1420.4	ATTORNEY CONT. EXP.	10,000.00	0.00
B1620.4	BUILDING CONTRACTUAL EXP	2,600.00	0.00
	<i>BUILDING INSPECTOR</i>		
B3620.1	PERSONAL SERVICE	24,761.00	4,747.83
B3620.12	PERSONAL SERVICE (ASSISTANT)	6,500.00	0.00
B3620.101	SECRETARY PERSONAL SERVICE	3,701.00	707.61
B3620.2	EQUIPMENT	0.00	0.00
B3620.4	CONTRACTUAL EXPENSE	2,500.00	161.89
	<i>PLANNING BOARD</i>		
B8020.1	PERSONAL SERVICE	5,185.00	991.45
B8020.4	CONTRACTUAL EXPENSE	2,000.00	0.00
B8030.4	CODIFICATION T/LAW	5,000.00	1,195.00
	<i>EMPLOYEE BENEFITS</i>		
B9010.8	STATE RETIREMENT	1,250.00	797.00
B9030.8	SOCIAL SECURITY/MEDICARE	2,725.00	493.24
B9040.8	WORKERS COMP.	1,700.00	894.44
B9050.8	UNEMPLOYMENT INSURANCE	500.00	135.40
	<i>INTERFUND TRANSFERS/PROVISION FOR OTHER USE</i>		
B9901.9	TRANSFER TO OTHER FUND (DB)	25,000.00	0.00
	TOTAL GEN B APPROPRIATIONS	100,567.00	10,573.86

**DA HIGHWAY BUDGET  
(TOWNWIDE)**

DA HIGHWAY REVENUE			
ACCOUNT	DESCRIPTION	2024 ADOPTED BUDGET	YTD AS OF 3/12/24
	<i>TAXES</i>		
DA1001	REAL PROPERTY TAX	464,202.00	464,202.00
	<i>OTHER MISC.</i>		
DA2302	SNOW REMOVAL	25,000.00	0.00
DA2401	INTEREST & EARNINGS	125.00	1.81
DA2650	SALE OF SCRAP & EXCESS MATERIAL	0.00	0.00
DA2665	SALES OF EQUIPMENT	180,000.00	0.00
DA2680	INSURANCE RECOVERIES	0.00	0.00
DA2701	REFUND OF PRIOR YEAR EXPENDITURE	0.00	0.00
	UNEXPENDED FUND BALANCE	33,852.00	0.00
	<b>TOTAL</b>	<b>703,179.00</b>	<b>464,203.81</b>
DA HIGHWAY APPROPRIATIONS			
ACCOUNT	DESCRIPTION	2024 ADOPTED BUDGET	YTD AS OF 3/12/24
DA5010.4	ADMINISTRATION CONTRACTUAL	0.00	0.00
DA1989.4	OTHER GENERAL GOV'T SUPPORT	1,725.00	400.00
	<i>MACHINERY</i>		
DA5130.2	EQUIPMENT	180,000.00	22,600.00
DA5130.4	CONTRACTUAL EXPENSE	50,000.00	3,524.37
DA1420.4	ATTORNEY CONTRACTUAL	2,500.00	0.00
	<i>LEASE-KEY BANK</i>		
DA9785.6	2021 WESTERN STAR - PRINCIPAL	23,450.00	0.00
DA9785.7	2021 WESTERN STAR - INTEREST	922.00	0.00
	2023 WESTERN STAR - PRINCIPAL	24,629.00	0.00
	2023 WESTERN STAR - INTEREST	4,119.00	0.00
	2024 WESTERN STAR - PRINCIPAL	30,000.00	0.00
	2024 WESTERN STAR - INTEREST	0.00	0.00
	<i>SNOW REMOVAL</i>		
DA5142.1	PERSONAL SERVICES	148,390.00	53,794.12
DA5142.4	CONTRACTUAL EXPENSE	100,000.00	0.00
DA5142.44	FUEL	32,500.00	3,841.24
	<i>CAPITAL EQUIPMENT FUND</i>		
DA9950.01	EQUIPMENT RESERVE	0.00	0.00
	<i>EMPLOYEE BENEFITS</i>		
DA9010.8	STATE RETIREMENT	16,000.00	15,435.00
DA9030.8	SOCIAL SECURITY/MEDICARE	12,000.00	4,115.27
DA9040.8	WORKERS COMPENSATION	18,000.00	12,813.00
DA9050.8	UNEMPLOYMENT INSURANCE	1,500.00	1,050.00
DA9060.8	MEDICAL INSURANCE	55,000.00	17,845.67
	<i>CONTINGENCY</i>		
DA1990.4	CONTINGENCY	2,444.00	0.00
	<b>TOTAL HIGHWAY DA APPROPRIATIONS</b>	<b>703,179.00</b>	<b>135,418.67</b>



**DB HIGHWAY BUDGET  
(TOWN OUTSIDE VILLAGE)**

<b>DB HIGHWAY REVENUE</b>			
ACCOUNT	DESCRIPTION	2024 ADOPTED BUDGET	YTD AS OF 3/12/24
	<i>TAXES</i>		
DB1001	REAL PROPERTY TAX	54,975.00	54,975.00
DB1120	SALES TAX CREDIT	625,309.00	625,309.00
	<i>OTHER MISC.</i>		
DB2401	INTEREST AND EARNINGS	100.00	3.76
DB2665	SALES OF EQUIPMENT	0.00	0.00
DB3501	CHIPS STATE	303,200.00	0.00
DB2801	INTERFUND REVENUE	25,000.00	0.00
DB2690	OTHER COMPENSATION FOR LOSS	0.00	0.00
BD2701	REFUND OF PRIOR YEAR EXPENDITURE	0.00	0.00
	FUND BALANCE	28,722.00	0.00
	<b>TOTAL</b>	<b>1,037,306.00</b>	<b>680,287.76</b>
<b>DB HIGHWAY APPROPRIATIONS</b>			
ACCOUNT	DESCRIPTION	2024 ADOPTED BUDGET	YTD AS OF 3/12/24
<b>GENERAL REPAIRS</b>			
DB1420.4	ATTORNEY CONTRACTUAL	2,000.00	0.00
DB1989.4	OTHER GENERAL GOV'T SUPPORT	3,500.00	0.00
DB1990	CONTINGENCY	10,000.00	0.00
DB5110.1	PERSONAL SERVICE	178,300.00	0.00
DB5110.4	CONTRACTUAL EXPENSE	275,000.00	1,067.50
DB5110.44	FUEL	35,000.00	0.00
DB5130.2	EQUIPMENT	35,000.00	24,399.00
DB9785.6	2019 WESTERN STAR - PRINCIPAL	27,154.00	0.00
DB9785.7	2019 WESTERN STAR - INTEREST	2,476.00	0.00
DB9785.6	2020 WESTERN STAR - PRINCIPAL	26,592.00	0.00
DB9785.7	2020 WESTERN STAR - INTEREST	1,054.00	0.00
<b>IMPROVEMENTS</b>			
DB5112.2	CHIPS OUTLAY-Reimbursed	303,200.00	0.00
<b>EMPLOYEE BENEFITS</b>			
DB9010.8	STATE RETIREMENT	24,200.00	21,314.00
DB9030.8	SOCIAL SECURITY/MEDICARE	16,385.00	0.00
DB9040.8	WORKERS COMPENSATION	24,600.00	17,693.00
DB9050.8	UNEMPLOYMENT INSURANCE	245.00	0.00
DB9060.8	MEDICAL INSURANCE	72,600.00	0.00
<b>INTERFUND TRANSFERS/PROVISION FOR OTHER USE</b>			
DB9901.9	TRANSFER TO OTHER FUND (H)	0.00	0.00
	<b>TOTAL</b>	<b>1,037,306.00</b>	<b>64,473.50</b>



## Budget Transfers for March 2024

### To allocate American Rescue Plan Act funds

Account	Subsidiary Account	Debit	Credit
A522 Expenditures		\$437.00	
A7110.4 Parks Contractual	\$437.00		
A200 Cash			\$437.00
Account	Subsidiary Account	Debit	Credit
A688 Other Liabilities		\$437.00	
A980 Revenues			\$437.00
A4089 Federal Aid, Other	\$437.00		

**RESOLUTION NO. \_\_\_\_\_  
OF THE TOWN OF EATON COUNCIL**

BE IT RESOLVED, that the Town of Eaton, Location code 30083, hereby establishes the following as standard work days for these titles and will report the officials to the New York State and Local Employees' Retirement System based on their record of activities:

Name	Social Security Number	NYSLRS ID	Title	Current Term Begin & End Dates	Standard Work Day	Record of Activities Result	Not Submitted	Pay Frequency	Tier
<i>Elected Officials</i>									
JEAN HILTS	XXX	RXXXXXX	COUNCILPERSON	1/1/2024 – 12/31/2027	6	0.54		SEMIANNUALLY	1

Dated: March 12, 2024



## Record of Activities

**Name** Jean H. Hilts

**Title** Councilperson

**Employer** Town of Eaton, NY

### Activity Log

- Use a new row for each activity. You must include the start and end times for each activity.
- Enter the date, activity, start and end times, and the number of hours. In the Hours column, only enter numbers (i.e. 2.75).
- To add a new row, click the "Add New Row" button.
- To total the number of hours, click the "Update Total" button.

Date	Activity	Start Time	End Time	Hours
12/04/2023	Review of November minutes	6:30	6:55	.41 hrs
12/07/2023	December Agenda Pack Review	8:00	8:35	.58 hrs
12/12/2023	Work Session Meeting	5:00	5:45	.75 hrs
12/12/2023	December Board Meeting	6:00	7:04	1.06 hrs
12/16/2023	Review of Draft Dec. Minutes	1:30	1:50	.33 hrs

Add New Row

Update Total

3.13

To ensure three full months of active working days are reflected on the ROA, extend the period of the ROA by the amount of time used for vacations, illness, holidays or other reasons not worked during the three-month period. Once you have completed recording activities for a three-month period, print this worksheet and sign and date below.

With my signature, I attest to the accuracy of the record provided above.



Signature



Date

## Record of Activities

**Name** Jean H. Hillis

**Title** Councilperson

**Employer** Town of Eaton, NY

### Activity Log

- Use a new row for each activity. You must include the start and end times for each activity.
- Enter the date, activity, start and end times, and the number of hours. In the Hours column, only enter numbers (i.e. 2.75).
- To add a new row, click the "Add New Row" button.
- To total the number of hours, click the "Update Total" button.

Date	Activity	Start Time	End Time	Hours
01/04/2024	Review 30+ pages of Solar Energy Law	1:40	3:30	1.83 hrs
01/06/2024	Review of January Agenda Pack	10:30	11:20	.83 hrs
01/09/2024	January Town Board Meeting	6:00	6:47	.78 hrs

Add New Row

Update Total

3.44

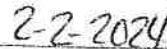


To ensure three full months of active working days are reflected on the ROA, extend the period of the ROA by the amount of time used for vacations, illness, holidays or other reasons not worked during the three-month period. Once you have completed recording activities for a three-month period, print this worksheet and sign and date below.

With my signature, I attest to the accuracy of the record provided above.



Signature



Date

# Record of Activities

## Activity Log

- Use a new row for each activity. You must include the start and end times for each activity.
- Enter the date, activity, start and end times, and the number of hours. In the Hours column, only enter numbers (i.e. 2.75).
- To add a new row, click the "Add New Row" button.
- To total the number of hours, click the "Update Total" button.

Date	Activity	Start Time	End Time	Hours
02/07/2024	Review of 35 page Solar Law (revised) and Jan. Board Mtg Minutes	3:05	4:40	1.58 hrs
02/07/2024	Review of Mad Co. Shared Services Info	4:40	4:55	.25 hrs
02/13/2024	February Town Board Meeting	6:00	7:12	1.2 hrs

Add New Row

Update Total

3.03

To ensure three full months of active working days are reflected on the ROA, extend the period of the ROA by the amount of time used for vacations, illness, holidays or other reasons not worked during the three-month period. Once you have completed recording activities for a three-month period, print this worksheet and sign and date below.

With my signature, I attest to the accuracy of the record provided above.

Jason A. Hill

Signature

3-4-2024

Date

42nd Annual

New York State

Town Clerks Conference

April 21 - 24, 2024

Crowne Plaza, The Desmond - Albany



“ Ticket to Learn ”

ADMIT ONE

NYSTCA

TAKE ME TO THE FAIR

**NYSTCA**

GATE	ROW	SEAT
04	21	24

The Desmond, Albany, NY

Registration is Open

Register by: April 15, 2024

# Conference At A Glance

**Athenian Dialogue** – Sunday 10:00 A.M. to 4:00 P.M.  
*Perfect Strangers* – Roseann Sdoia – Pg. 11

**Vendor Area** – The vendor area officially opens Sunday afternoon at 3:00 P.M. with a Vendor Blender. Vendors will be available during conference through Tuesday at 4:00 P.M.– Pg. 6

**First Time Attendee** – Orientation Class Sunday at 3:30 P.M. – Pg. 10

**Notary Prep Class** – Sunday at 1:30 P.M. – Pg. 6

**Sunday Night Mixer** – Kick off NYSTCA's 42nd Annual Conference with an evening of festivities. The 2024 Mixer theme is "Take Me To the Fair" – Pg. 4

**Opening Ceremony & Annual Meeting** – Monday at 8:30 A.M.

**Monday Night Event** – Trivia Night! – Pg. 8.

**County Association Lunch** – Tuesday at 12:00 P.M.

**Annual Reception, Banquet, & After Party** – Tuesday Evening. The Annual Reception starts at 6:00 PM followed by Dinner at 7:00 P.M. Get your County Association photograph taken along with candid shots. The night would not be complete without dancing the night away at the after party!

**Executive Committee Meeting** – All Officers and District Directors will gather for the conference wrap up meeting on Wednesday after lunch.

## Registration

**NYSTCA Clerks, Deputies, Guests  
Registration Fee**

**Members..... \$125**

**One Day Registration..... \$90**

**Non-Member..... \$225**

**Registration Deadline**

**April 15, 2024**

**On-line Registration** at [www.NYSTCA.Com](http://www.NYSTCA.Com), click the "[NYSTCA 2024 Annual Conference](#)" link on the home page or look under the "Continuing Education" tab.

**OR**

You can complete the conference registration form and mail with your check payable to "NYSTCA" and mail to :

**Patricia Kalba,  
Registration Chair,  
335 Route 202,  
Somers, NY 10589.**

Registration forms will not be accepted without payment. A confirmation email will be mailed to you when your registration is received.

## ACCOMMODATIONS

Crowne Plaza, The Desmond  
660 Albany Shaker Road  
Albany, NY 12211  
(518) 869-8100

**NEW YORK STATE TOWN CLERKS ASSOCIATION  
2024 CONFERENCE REGISTRATION FORM  
The Desmond Hotel – Albany, NY  
April 21-24, 2024**

**INSTRUCTIONS:**

1. **COMPLETE ALL AREAS – please include your email address**
2. **ONLY ONE REGISTRANT PER FORM**
3. **SUBMIT REGISTRATION FORM AND CHECK (payable to NYSTCA) TOGETHER before 4/15/24**

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ NY, ZIP \_\_\_\_\_

TOWN \_\_\_\_\_ COUNTY \_\_\_\_\_ PHONE \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_ (confirmation of receipt of registration will be emailed to you)

YOUR TITLE: CLERK \_\_\_\_\_ DEPUTY \_\_\_\_\_ GUEST \_\_\_\_\_

CHECK ALL THAT APPLY: NEW CLERK \_\_\_\_\_ NEW DEPUTY \_\_\_\_\_ FIRST CONFERENCE \_\_\_\_\_

My payment is enclosed: \_\_\_\_\_ or My payment was previously submitted: \_\_\_\_\_

**HOTEL GUEST** (must register separately with hotel before 04/21/24) or **COMMUTER**. CHECK ONE:

HOTEL GUEST \_\_\_\_\_ OR COMMUTER \_\_\_\_\_  
(meals included in hotel package) (\*\*purchase meals through NYSTCA)

PLEASE SPECIFY: ARRIVAL DATE: \_\_\_\_\_ DEPARTURE DATE: \_\_\_\_\_  
(Sun 4/21, Mon 4/22, Tues 4/23, Wed 4/24) CHECK IN TIME IS 4:00 PM CHECK OUT TIME IS NOON

**ALL REGISTRANTS MUST CHOOSE ONE:**

MEMBER CLERK/DEPUTY \$125.00 (Non-Member \$225)..... \$ \_\_\_\_\_

ONE DAY REGISTRATION MEMBER \$90.00 NON-MEMBER \$165.00..... \$ \_\_\_\_\_

COMPLIMENTARY REGISTRATION: Spouses/Guest..... \$ NC

---

**EXTRAS AND MEALS:** REGISTRATION SUBTOTAL..... \$ \_\_\_\_\_

Monday Night Trivia Night \$50.00 ..... \$ \_\_\_\_\_

Athenian Class (\$50.00) ..... \$ \_\_\_\_\_

Notary Class (\$85.00)..... \$ \_\_\_\_\_

**\*\*COMMUTERS AND ANYONE WISHING TO PURCHASE ADDITIONAL MEALS NOT INCLUDED IN HOTEL PACKAGE:**

Sun. Kick-off Dinner Buffet/Mixer \_\_\_\_\_ @ \$51.00 each..... \$ \_\_\_\_\_

Mon. Breakfast \_\_\_\_\_ @ \$33.00 each Lunch \_\_\_\_\_ @ \$43.00 each..... \$ \_\_\_\_\_

Tues. Breakfast \_\_\_\_\_ @ \$33.00 each Lunch \_\_\_\_\_ @ \$43.00 each Banquet \_\_\_\_\_ @ \$63.00 each..... \$ \_\_\_\_\_

Wed. Breakfast \_\_\_\_\_ @ \$33.00 each Lunch \_\_\_\_\_ @ \$43.00 each..... \$ \_\_\_\_\_

**(All applicable lines) REMIT CHECK PAYABLE TO NYSTCA**..... \$ \_\_\_\_\_

PLEASE NOTE ANY SPECIAL DIETARY REQUIREMENTS OR SPECIFIC ALLERGIES:

**MAIL CONFERENCE REGISTRATION FORM AND CHECK PAYABLE TO NYSTCA to:**  
Patricia Kalba, Town of Somers, 335 Route 202, Somers, New York 10589  
Email questions to: [registration@nystca.com](mailto:registration@nystca.com) – a response will be returned to you within 72 hours, or  
call 914-277-3323(office) or cell 914-447-6143 (voice or text)



# NEW YORK STATE TOWN CLERKS ASSOCIATION



**April 21-24, 2024**

To make your conference reservation please mail or email (not both) this form to the address below:

**ONE FORM PER PERSON**

Crowne Plaza Albany – The Desmond Hotel

Attention: Francine Johnson Group Rooms Reservationist

Email: [fjohnson@desmondhotels.com](mailto:fjohnson@desmondhotels.com)

660 Albany Shaker Road, Albany, New York 12211

**FORMS MUST BE RECEIVED NO LATER THAN April 18, 2024**

Check In Time: 4:00PM

Check Out Time: 12:00PM

<u>THREE NIGHT PACKAGE 4/21/24:</u>	<u>TWO NIGHT PACKAGE – 4/21/24:</u>	<u>TWO NIGHT PACKAGE – 4/22/24:</u>
Sunday 4/21/24 – Wednesday 4/24/24 Includes Deluxe Overnight Accommodations for (3) nights (Sunday, Monday, and Tuesday) and Sunday Dinner Buffet, Monday, Tuesday and Wednesday Breakfasts, Monday, Tuesday and Wednesday Lunches and Tuesday Banquet Dinner Package is Tax Exempt and includes service charge.	Sunday 4/21/24 – Tuesday 4/23/24 Includes Deluxe Overnight Accommodations for (2) nights (Sunday and Monday) and Sunday Dinner Buffet, Monday and Tuesday Breakfasts, Monday, and Tuesday Lunches Package is Tax Exempt and includes service charge.	Monday 4/22/24 – Wednesday 4/24/24 Includes Deluxe Overnight Accommodations for (2) nights (Monday and Tuesday) Tuesday and Wednesday Breakfasts, Tuesday and Wednesday Lunches and Tuesday Banquet Dinner Package is Tax Exempt and includes service charge.
<input type="checkbox"/> \$765.00 per person Single Occupancy	<input type="checkbox"/> \$488.00 per person Single Occupancy	<input type="checkbox"/> \$500.00 per person Single Occupancy
<input type="checkbox"/> \$560.00 per person Double Occupancy	<input type="checkbox"/> \$351.00 per person Double Occupancy	<input type="checkbox"/> \$363.00 per person Double Occupancy
<input type="checkbox"/> \$501.00 per person Triple Occupancy	<input type="checkbox"/> \$312.00 per person Triple Occupancy	<input type="checkbox"/> \$324.00 per person Triple Occupancy
<input type="checkbox"/> \$472.00 per person Quad Occupancy	<input type="checkbox"/> \$292.00 per person Quad Occupancy	<input type="checkbox"/> \$304.00 per person Quad Occupancy

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

ROOMMATES NAME: \_\_\_\_\_

ROOMMATES NAME: \_\_\_\_\_

**Method of Guarantee & Payment**

All Reservations Must Be Guaranteed For Arrival For This Reservation To Be Accepted. Valid Purchase Orders, Checks (Received At Least 14 Days Prior To Arrival) And Major Credit Cards Are Accepted. **Reservations Must Be Cancelled Without Charge No Later Than Thursday, April 18, 2024.** Should You Fail To Arrive Or Cancel After **April 18, 2024**, You Will Be Charged For The Entire Package.

**\*Prevailing Taxes Will Apply To Packages Without A Valid NYS Tax Exempt Form Accompanied with Reservation Form\***

CREDIT CARD# \_\_\_\_\_ EXP: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

Make Checks Or Purchase Orders Payable to the Crowne Plaza Albany – The Desmond Hotel **DO NOT SEND CURRENCY**

## REGISTRATION OVERVIEW

### Register online OR by mail:

**On-line Registration!** Open the NYSTCA website, [www.nystca.com](http://www.nystca.com) and click "Continuing Education" in the blue banner, then the "NYSTCA Annual Conference," which will have a link for the 2024 Conference Registration. A registration form needs to be completed for each person attending the conference.

You will be asked a series of questions as you move through the registration process for each person registering. Before you know it, you will be prompted to "SUBMIT REGISTRATION"! You will be given the opportunity to choose to "PAY NOW" with a credit card or "PAY LATER" with a check. Either way, the Registration Program will generate an email and send confirmation of your registration and a copy of your registration so you can print it for your records. Online registrations will be considered pending until payment is received.

You can complete and **mail a paper Conference Registration Form** with payment made payable to the "NYSTCA" to Patricia Kalba, Registration Chair, 335 Route 202, Somers, N.Y. 10589. A confirmation email will be mailed to you when your registration is received with payment.

### Pay by credit card or pay by check:

Credit card payments are accepted online only. A service fee of 2.45% or a minimum of \$1.95, whichever is greater, will be charged by our provider to the cardholder.

Payments by check are to be mailed with a copy of the Conference Registration Form OR a copy of the online registration form.

A Registration will not be considered complete until payment is received.

As always, receipts will be distributed in the Conference Packets.

### **Hotel Guests must book rooms directly with Crown Plaza Albany - The Desmond Hotel:**

Refer to page "Hotel Registration Sheet" for information on reserving one of the listed hotel/meal packages.

#### Three Night Conference Package (Sunday-Tuesday) includes:

**Sunday: Dinner**

**Monday: Breakfast, Lunch**

**Tuesday: Breakfast, Lunch, Banquet**

**Wednesday: Breakfast, Lunch**

#### Two Night Conference Package (Sunday-Tuesday) includes:

**Sunday: Dinner**

**Monday: Breakfast, Lunch**

**Tuesday: Breakfast, Lunch**

#### Two Night Conference Package (Monday-Tuesday) includes:

**Tuesday: Breakfast, Lunch, Banquet**

**Wednesday: Breakfast, lunch**

Hotel guests may order additional meals when registering online or by mailing the Conference Registration form.

Please direct any hotel-related questions to Crown Plaza Albany - The Desmond Hotel at 518-869-8100

Conference Registration questions can be directed to Patricia Kalba, Registration Chair, at [registration@nystca.com](mailto:registration@nystca.com) or by phone at 914-277-3323 (office) or cell at 914-447-6143 (voice or text).

### **Registration Deadlines/Cancellation/Refunds:**

Conference registration forms and payment must be received by April 15, 2024. A late registration fee of \$35.00 will be imposed after April 15, 2024.

All requests for conference cancellation must be received via email to [registration@nystca.com](mailto:registration@nystca.com) before April 15th to receive a full refund. A \$50.00 cancellation charge will be imposed after April 15, 2024. Refunds will be processed within 30 days following the end of the Conference.

Contact Crown Plaza Albany - The Desmond Hotel directly for guidelines in canceling hotel accommodations.





Department of Taxation and Finance  
 New York State and Local Sales and Use Tax  
**Exemption Certificate**  
 Tax on occupancy of hotel or motel rooms

**ST-129**  
 (2/18)

This form may only be used by government employees of the United States, New York State, or political subdivisions of New York State.

Name of hotel or motel		Dates of occupancy		
Address (number and street)		City	State	ZIP code
				Country
		From:	To:	

Certification: I certify that I am an employee of the department, agency, or instrumentality of New York State, the United States government, or the political subdivision of New York State indicated below; that the charges for the occupancy of the above business on the dates listed have been or will be paid for by that governmental entity; and that these charges are incurred in the performance of my official duties as an employee of that governmental entity. I certify that the above statements are true, complete, and correct, and that no material information has been omitted. I make these statements and issue this exemption certificate with the knowledge that this document provides evidence that state and local sales or use taxes do not apply to a transaction or transactions for which I tendered this document, and that willfully issuing this document with the intent to evade any such tax may constitute a felony or other crime under New York State Law, punishable by a substantial fine and a possible jail sentence. I understand that the vendor is a trustee for, and on account of, New York State and any locality with respect to any state or local sales or use tax the vendor is required to collect from me; that the vendor is required to collect such taxes from me unless I properly furnish this certificate to the vendor; and that the vendor must retain this certificate and make it available to the Tax Department upon request. I also understand that the Tax Department is authorized to investigate the validity of tax exemptions claimed and the accuracy of any information entered on this document.

Governmental entity (federal, state, or local)		Agency, department, or division	
Employee name (print or type)	Employee title	Employee signature	Date prepared

### Instructions

#### Who may use this certificate

If you are an employee of an entity of New York State or the United States government and you are on official New York State or federal government business and staying in a hotel or motel, you may use this form to certify the exemption from paying state-administered New York State and local sales taxes (including the \$1.50 hotel unit fee in New York City).

New York State governmental entities include any of its agencies, instrumentalities, public corporations, or political subdivisions. Agencies and instrumentalities include any authority, commission, or independent board created by an act of the New York State Legislature for a public purpose. Examples include:

- New York State Department of Taxation and Finance
- New York State Department of Education

Public corporations include municipal, district, or public benefit corporations chartered by the New York State Legislature for a public purpose or in accordance with an agreement or compact with another state. Examples include:

- Empire State Development Corporation
- New York State Canal Corporation
- Industrial Development Agencies and Authorities

Political subdivisions include counties, cities, towns, villages, and school districts.

The United States of America and its agencies and instrumentalities are also exempt from paying New York State sales tax. Examples include:

- United States Department of State
- Internal Revenue Service

Other states of the United States and their agencies and political subdivisions do not qualify for sales tax exemption. Examples include:

- the city of Boston
- the state of Vermont

#### To the government representative or employee renting the room

Complete all information requested on the form. Give the completed Form ST-129 to the operator of the hotel or motel upon check in or when you are checking out. You must also provide the operator with proper identification. Sign and date the exemption certificate. You may pay your bill with cash, a personal check or credit/debit card, or a government-issued voucher or credit card.

Note: If you stay at more than one location while on official business, you must complete an exemption certificate for each location. If you are in a group traveling on official business, each person must complete a separate exemption certificate and give it to the hotel or motel operator.

#### To the hotel or motel operator

Keep the completed Form ST-129 as evidence of exempt occupancy by New York State and federal government employees who are on official business and staying at your place of business. The certificate should be presented to you when the occupant checks in or upon checkout. The certificate must be presented no later than 90 days after the last day of the first period of occupancy. If you accept this certificate after 90 days, you have the burden of proving the occupancy was exempt. You must keep this certificate for at least three years after the later of:

- the due date of the last sales tax return to which this exemption certificate applies; or
- the date when you filed the return.

This exemption certificate is valid if the government employee is paying with one of the following:

- cash
- personal check or credit/debit card
- government-issued voucher or credit card

Do not accept this certificate unless the employee presenting it shows appropriate and satisfactory identification.

Note: New York State and the United States government are not subject to locally imposed and administered hotel occupancy taxes, also known as *local bed taxes*.

Substantial penalties will result from misuse of this certificate.

# Town Finance Schools

Cosponsored with the Office of the State Comptroller



## Registration form

Name AMY WILL Title BOOKKEEPER  
Town EATONS County MADISON  
Address PO BOX 66 MORNISVILLE NY 13408  
(Street No., PO Box, City, State & Zip)  
Primary Phone (35) 750 8283 E-mail: AMYLWILL@GMAIL.COM

Please choose the location you will be attending:

- May 7-8, 2024 – 41 Lakefront Hotel, Geneva (Deadline to pre-register: April 30)  
 May 14-15, 2024 – Albany Marriott, Albany (Deadline to pre-register: April 30)

Registration Rates	Member	Non-Member
Pre-registration (before April 28)	\$200	\$250
On-Site registration	\$225	\$275

### What do you get for your registration?

All-conference access, including admittance to all presentations, as well as our exhibitor hallway, and breakfast, lunch, refreshment breaks and materials.

### Payment Information

Checks can be made payable to Association of Towns and returned along with this form to:  
*Association of Towns, 150 State Street, Albany, NY 12207 or fax copies to (518)465-0724.*

### Cancellation Policy

Cancellations received 10 days prior to event will be refunded, less a \$10 processing fee. NO REFUNDS WILL BE GRANTED AFTER THAT DEADLINE.

### Accommodation Information

Please make your hotel reservation with your location's hotel.

#### Lakefront Hotel

41 Lake Drive, Geneva, NY 14456  
\$107/night  
315-789-0400 (mention Association of Towns)  
Cut-off is April 16.

#### Albany Marriott

189 Wolf Road, Albany, NY 12205  
\$114/night  
518-458-8444 (mention Association of Towns)  
Cut-off is May 1.

### Save Time - Register Online!

You may also register online for either school at [www.nytowns.org](http://www.nytowns.org) beginning March 15. Both Visa and Mastercard accepted.

### Questions?

For additional information, check [www.nytowns.org](http://www.nytowns.org). For specific questions, call Executive Meeting Coordinator Patty Kebea at (518)465-7933 or via e-mail at [pkebea@nytowns.org](mailto:pkebea@nytowns.org).



# 2024 Town Finance School Schedule of Events

41 Lakefront Hotel | 41 Lakefront Drive | Geneva, NY | May 7-8

Marriott Albany | 189 Wolf Road | Albany, NY | May 14-15



Co-sponsored by the Association of Towns of the State of New York (AOT) and the Office of the State Comptroller (OSC), Division of Local Government and School Accountability.

## Tuesday

8:00 a.m. **Breakfast and Registration**

8:50 a.m. **Welcoming Remarks from the Office of the State Comptroller and Association of Towns**

9:00 a.m. **A Living, Breathing Document: Developing and Managing the Town Budget**

(75 minutes)

*Sarah Brancatella, Counsel and Legislative Director and Katie Hodgdon, Counsel, Association of Towns*  
While certain factors like workforce availability and prevailing wage rates may fluctuate, the need for government to function and provide essential services remains steadfast. As the next budget cycle approaches, join two AOT attorneys as they provide a thorough overview and analysis of the cornerstone of these services – the town budget. Discussion will range from the basic (by when does the budget have to be adopted?) to the not-so-basic (our ARPA funding has to be obligated by when?), while offering tips and insights into how town boards can effectively manage the budget. This course is designed for both the seasoned official and those new to the office. Bring questions.

10:15 a.m. **Break**

10:30 a.m. **Common Town Audit Findings — What went wrong?**

(75 minutes)

*William Naylor, Auditor 2, Division of Local Government and School Accountability, OSC (Geneva, May 7) / Leslie Richard, Auditor 2, Division of Local Government and School Accountability, OSC (Albany, May 14)*

While OSC auditors may review financial activities, our audits often focus on whether a local government is performing activities in line with established criteria. In this session, we will discuss several examples of OSC audits to illustrate the various scope areas auditors may review, some specific audit findings, and our recommendations.

11:45 a.m. **Lunch**

12:30 p.m. **NYSLRS: Reporting Elected and Appointed Officials**

(75 minutes)

*TBA, Employees' Retirement System Examiner 4, Pension Integrity Bureau, New York State and Local Retirement System, OSC*

This session will explain how the New York State and Local Retirement System (NYSLRS) calculates service credit for elected and appointed officials who are members of NYSLRS. We will cover the requirements for elected and appointed officials (a record of activities) and employers (a standard workday and reporting resolution and adjustments to days reported).

1:45 p.m. **Break**

Online registration opens March 15 at [www.nytowns.org](http://www.nytowns.org)

# 2024 Town Finance Schools

## Agenda and Schedule

- 2:00 p.m.  
(75 minutes) **Establishing and Accounting for Reserves**  
*Ingrid Otto, Auditor 2, Division of Local Government and School Accountability, OSC (Geneva, May 7) / Joseph Testa, Auditor 1, Division of Local Government and School Accountability, OSC (Albany, May 14)*  
Properly established reserves can provide many benefits to municipalities. This session will assist local officials in understanding the purpose, benefits and proper use of reserves. We will discuss several commonly used reserves, the distinction between accounting and legal reserves, and the accounting treatment for reserves.
- 3:15 p.m. **Break**
- 3:30 p.m.  
(60 minutes) **Ask the Auditor, Ask the Attorney**  
*William Naylor, Auditor 2, Division of Local Government and School Accountability, OSC (Geneva, May 7) / Dan Acquilano, Manager of Local Official Training, Division of Local Government and School Accountability, OSC (Albany, May 14)*  
*Katie Hodgdon, Counsel, Association of Towns*  
OSC auditors and AOT attorneys will answer questions in an open forum.
- 4:30 p.m. **Reception Sponsored by NYMIR and Comp Alliance**  
Enjoy some hors d'oeuvres and network with other town officials and the staff from OSC and AOT.
- Wednesday**
- 8:00 a.m. **Breakfast**
- 9:00 a.m.  
(75 minutes) **Which Fund is it Anyway? Navigating the Alphabet Soup of Town-wide and Part-town Charges**  
*Dan Acquilano, Manager of Local Official Training, Division of Local Government and School Accountability, OSC and Katie Hodgdon, Counsel, Association of Towns*  
A, B, DA, DB – to the casual observer, these are just a random assortment of letters, but local government officials know differently. This course will provide an overview of the funds with which town officials must be familiar, as well as an analysis of the appropriate charges to each fund. This course is suitable for all town officials and will be especially helpful for towns containing villages. Questions are encouraged!
- 10:15 a.m. **Break**
- 10:30 a.m.  
(75 minutes) **Common Pitfalls in Budgeting**  
*Ingrid Otto, Auditor 2, Division of Local Government and School Accountability, Office of the State Comptroller (Geneva, May 8) / Leslie Richard, Auditor 2, Division of Local Government and School Accountability, Office of the State Comptroller (Albany, May 15)*  
OSC audits often reveal problems with municipal budgeting practices, including the use of unrealistic estimates; improper use of fund balance; and failure to monitor the budget. We'll discuss several common areas of concern and provide best practice suggestions and resources to help the town board, the town supervisor, and other department heads avoid these pitfalls.
- 11:45 A.M. **End**

Online registration opens March 15 at [www.nytowns.org](http://www.nytowns.org)

## Recommended Dog Control Equipment

- **Catch Pole** \* \$ 159.95
- **Leashes** \*
- **Animal Handling Gloves** \* \$ 32.99
- Identification
- **Transport Cages/Crates/Barrier** \$ 105.99
- Tie Downs & Tarps for Pickup Truck
- Muzzles or Muzzling Supplies (ie. rolled gauze)
- Latex Gloves (or similar)
- Parvocidal Disinfectant (ie. Bleach)
- Cleaning Equipment and Supplies
- Paperwork (seizure & disposition forms, dangerous dog forms, map, Art 7 & DCO guide, local law, tickets & info forms, contact list)

\*These items must be presented at the state inspection in working condition