Town Clerk Report July 2025

# Website updates

Old Peruville Rd. Bridge Closing information, Flood Insurance meeting- zoom or in person for new properties that may need to purchase it, as well as the Tompkins County Recycling new calendar brochure were added.

**.PERMA**

Will be doing an inspection in August and they are asking to see a whole host of documents such as the communicable disease prevention plan, lockout tag out policy, PPE hazard assessment, blood born pathogen program, sexual harassment prevention policy, workplace violence protection policy, respiratory protection policy, confined space permit. We have a couple of these, and I am searching for anymore that didn’t make the policy book.

**Purchasing Policy**

Our policy does not allow purchases at auctions and it was talked about being able to do that. I reached out to Association of Towns and have a couple of samples for you.

**NEW CYBER SECURITY CERTIFICATION**

A new requirement municipal certification, like the harassment prevention training, will be on cyber security. Might as well add that to the list of policies. I have taken some of these training voluntarily from and Denise has taken one so far.

**REGISTERED MUNICIPAL CLERK**

I have once again received the Registered Municipal Clerk’s designation from the New York State Town Clerk’s Association. This recertification requires 25 hours of training in multiple areas of town municipal operations. I was well over the needed hours with 45+