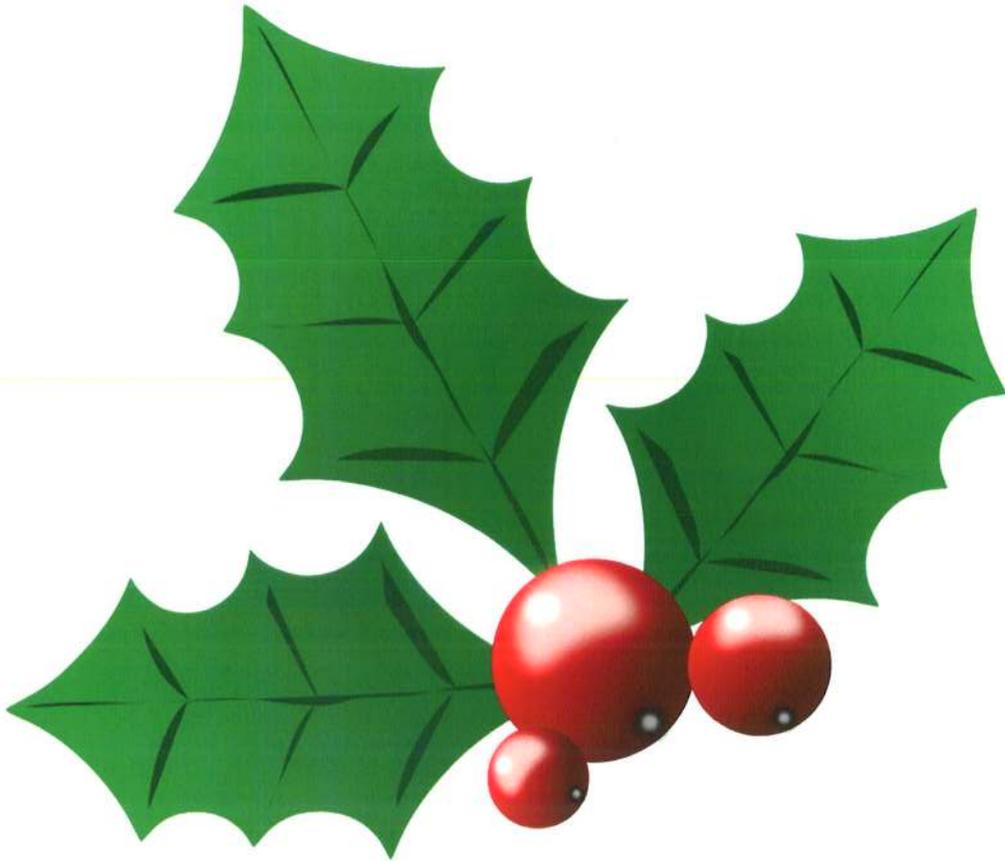


**TOWN CLERK/FRONT OFFICE REPORT
NOVEMBER 2015 UPDATE
DECEMBER 2015 WORKSESSION**



TOWN CLERK/FRONT OFFICE REPORT

Meetings

Ms. Griffin met with Mrs. Hoffman concerning logistics for Veterans' Day.

Ms. McAuley worked with the Mayor on logistics for the Ward II Community input meeting for Strategic Planning.

Ms. McAuley met with Council Member Hall on preliminary plans for the Yule Log party.

Yule Log

The Front Office and Ms. Duncan arranged for Food, decorations and entertainment. Karaoke was brought back by popular demand. Catering is Famous Dave's with hot caramel cider from Starbucks (always a crowd favorite).

Bostwick

Mozer Works is completing repairs to window sills and frames. Next step will be to paint the outside of the windows. Colossal Contractors will be performing this task.

Ms. McAuley met with Mr. Sam Parker to discuss Aman Trust's future role/partnership with Bostwick. This will be presented at the December Worksession.

A Staff Member from AWS continues to live in the main house and gives the Town a better sense of security against vandalism and other ill intended incidents.

Notes of Interest

The Town has just upgraded its office phone system. Be patient with us as we learn its quirks.

A Food Bank is distributing food at Town Hall the first and third Mondays of the month from 3-5 p.m.

STRATEGIC PLANNING

Mayor and Council held a second Community Input meeting on November 18th, targeting the residents of Ward II. The meeting was held in the Elizabeth Seton Library and was considered a success!

CDBG Funding

Ms. McAuley made application for PY 42 to PGCDHCD. The request was for street improvements on 53rd Place from Taylor to Shepherd Streets.

PY 39 and 39R are moving forward now that the environmental reviews are complete.

Ms. McAuley met with Town Engineer Wei Wu concerning these projects.

Town Administrator Search

Ms. McAuley distributed all resumes received by the October 31 deadline to Mayor, Council, and Mr. Moss who assisting in the hiring process.

2016 Calendar

The new Town space use calendar is up and running. Please check with Ms. Griffin and Ms. McAuley to reserve space in Town Hall.

The Town reserves the right to cancel an event if it necessary for Mayor, Council, or staff to need the space for any emergency. We will do everything we can to accommodate people in alternative space.

Remember that, with some exceptions, we do allow parties as it interferes with the Police Dispatchers.

Use is generally for Town Civic group, HOA, committee meetings.

We do not allow for profit persons to use the space for selling goods or services.