



**Town of Windsor
Windsor Town Clerk**

124 Main Street
Windsor, NY 13865
Telephone (607) 655-5440

Town Clerk / Registrar's Report

Submitted for the May 8, 2024 Town Board Meeting

For the Month of April 2024:

DEC Licenses:

Hunting/Fishing Licenses Total Sales: \$142.00 Commission: \$7.83

Dog Licensing:

Number of New Dog Licenses Issued: 21
Number of Renewals: 67
Number of Purebred Renewals: 1
Number of Dog Letters sent out for May 2024 Renewal: 51 Purebred: 1
Number of Dog Letters sent out for March 2024 Delinquent: 32

Miscellaneous:

Number of Accessible Parking Permits Issued/Renewed: 17-Permanent, 6-Temporary, 1-
Replacement

Vital Statistics:

Number of Marriage Licenses Filed: 1
Number of Death Certificates Filed: 1

Number of Certified Copies Issued:

Birth (From Past Records): 0
Marriage (From Past Records): 0

Death:

At Time of Filing: 5
From Past Records: 0

West Windsor Wastewater Treatment Plant:

Number of Sewer Bill Payments Total Collected: \$11,280.40

Submitted By:

Elizabeth Pfister
Windsor Town Clerk/Registrar

Dear Town Board,

From April 21st – 24th I attended the ‘New York State Town Clerk Association’ (NYSTCA) annual conference in Albany, I was nominated and sworn in as a District Director for the Association. There are 2 District Directors assigned to each district they are a liaison between NYSTCA and the Towns in their district. District 6 is comprised of 6 Counties, with a total of 106 Towns, it is the largest in the state.

NYSTCA is committed to the education and training of Clerk’s across the state, we are able to attend several education sessions while at conferences to update us on a variety of topics such as new procedures and legislation changes. Representatives from State Agencies are there so we are able to ask questions as well as meet vendors that offer services for a variety of municipal functions and we get to have some fun also.

When I began the position as Town Clerk in November of 2019 who would have thought just 5 months later, we would be in the midst of a world pandemic. That is what happened though in March 2020 and I had barely begun to grasp all the tasks and duties that went along with being a Town Clerk. NYSTCA answered the call for education when they were unable to host an in-person conference by hosting a virtual conference along with many other virtual learning sessions during that time. NYSTCA and the Broome County Association of Municipal Clerks, were my guide post in successfully learning the ins and outs of being a Town Clerk. I will be completing my terms as President of the Broome County Association of Municipal Clerks in December of this year, a position that I have been honored to serve in so I could give back to those that helped me. I look forward to this position with NYSTCA so that I can assist new clerks to know they are resources available to help them as they learn to navigate the ins and outs of being a Town Clerk.

There are 933 Town Clerks in New York State, which means there are 933 Towns that are unique in what they may handle day to day. From wind turbines to town owned crematories, no two Town Clerks see the same thing in a given day so that is why this Association is so important and it is an honor to be nominated by my peers to fulfill this role.

Sincerely,

Elizabeth Pfister, Town Clerk
Town of Windsor