

## Town Clerk

Office Hours: We are open Monday – Thursday, 9-4:30 and are closed from 1-2 for lunch. We are open on Fridays from 9-1

Millie Newcomb, Town Clerk

Julie Peterson, Deputy Town Clerk

**E-mail:** townclerk.townofrichland@gmail.com

**Telephone:** 315-298-5174 ext. 1022

**Fax:** 315-298-7348

### Town Clerk Services

Public Relations Officer

Recording Secretary

1. Author of the Town Minute Book
2. Coordinator of all Town related minutes

Records Management Officer

1. FOIL Administrator (form\*)
2. Custodian of all Town records
3. Maintenance clerk for active files, inactive files, storage, disposition and archival records.

Filing Officer

1. Maintains records of adopted Town Ordinances, Town Oaths of Office, resignations, petitions, proof of publications, annual budgets, assessment rolls, all fiscal reports, notices of liens, subpoenas, court actions against the Town, bond and note registers, zoning ordinances and maps.
2. Advertise and receive bids for Town purchases, receive and file burial permits, update cemetery documents within Town owned cemeteries.

License Sales

1. Dog Licenses
  - a. Rabies Certificates
  - b. Spay/Neuter Certificates
  - c. Fees: Spayed or Neutered \$6/Unspayed or Unneutered \$13

2. Marriage Licenses – Can be obtained at ANY Town/City Clerks Office in NYS

a. Documents required to Apply

Original Birth Certificate w/Seal

Social Security Card

Driver's License

Divorce Papers – any and all

Death Certificates – any and all

b. There is a 24 waiting period and is valid for 59 days from date of issue

c. There is a \$40 fee and takes about 30 minutes

d. **BOTH** parties must be present to sign the application

**\*\*\* It is recommended to obtain your marriage affidavit 1 week in advance \*\*\***

3. Bingo/Games of Chance Licenses (regulated by NYS Race and Wagering Board)

4. Handicap Parking Permits – Must be a residence of the Town of Richland and requires a valid NYS Driver's License or ID. We are unable to issue to residents of any other municipal entity other than the Town of Richland

5. Issuance of Licenses which are mandated by Local Law

a. Fish Cleaning Stations

b. Junkyard Licenses

c. Peddlers/Transient Vendor

#### Cemetery Sexton

The Town Clerk sells lots for all Town owned cemeteries

a. Richland Cemetery

b. Daysville Cemetery

c. Riverside Cemetery

We also maintain all records pertaining to these cemeteries

#### Cash Control Officer

1. Is considered as the "Cash Control Officer." Responsible for incoming cash and disbursements from Town accounts.

2. Manager of Petty Cash systems

3. Assists with State Audit requirements.

4. Acts as the Town's internal auditor.

### Registrar of Vital Statistics

1. Accept and file “Live Births” that occur within the Town of Richland boundaries. Maintain original affidavits and keeps the registration books on file in the Town Offices.
2. Accept and file “Death Certificates” to the NYS Department of Health and Burial Permits for deaths that are pronounced within the Town of Richland boundaries.
3. Issue Marriage Licenses from affidavits filed with the Town of Richland. The Town Clerk maintains this register upon filing with the state.
4. The Town Clerk is the Registrar for the entire Township, which includes the Village of Pulaski.
5. All Vital Statistics are on file for the purpose of genealogical searches.

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### **Tax Collector**

1. The Town Clerk acts as the Tax Collector for Town and County tax collections annually. Tax Collection year runs from January 1<sup>st</sup> thru March 31<sup>st</sup> of any given tax year.
2. The Town Clerk interacts with the Oswego County Treasurer’s Office to collect and distribute all collected funds.
3. Tax Collections cease on or before April 1<sup>st</sup> and are turned over to the Oswego County Treasurer’s Office by April 15<sup>th</sup> of and given tax year.