

# TOWN CLERK'S MONTHLY REPORT

TOWN OF ROMULUS, NEW YORK

OCTOBER, 2023

TO THE SUPERVISOR:

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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:

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<b>A1255</b>				
	<u>6</u>	MARRIAGE LICENSES	NO. 23015 TO 23016	<u>105.00</u>
	<u>5</u>	CERTIFIED COPIES		<u>50.00</u>
			<b>TOTAL TOWN CLERK FEES</b>	<b>155.00</b>
<hr/>				
<b>A2544</b>				
	<u>7</u>	DOG LICENSES		<u>90.00</u>
			<b>TOTAL A2544</b>	<b>90.00</b>
<hr/>				
<b>B2115</b>				
	<u>3</u>	BUILDING PERMIT		<u>120.00</u>
			<b>TOTAL B2115</b>	<b>120.00</b>
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**TOWN CLERK'S MONTHLY REPORT**

OCTOBER, 2023

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**DISBURSEMENTS**

PAID TO SUPERVISOR FOR GENERAL FUND	<u>245.00</u>
PAID TO SUPERVISOR FOR PART TOWN FUND	<u>120.00</u>
PAID TO NYS ANIMAL POPULATION CONTROL PROGRAM	<u>13.00</u>
PAID TO NYS HEALTH DEPT FOR MARRIAGE LICENSES	<u>135.00</u>
<b>TOTAL DISBURSEMENTS</b>	<b>513.00</b>

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NOVEMBER 8, 2023

\_\_\_\_\_, SUPERVISOR  
David Hayes

**STATE OF NEW YORK, COUNTY OF SENECA, TOWN OF ROMULUS**

I, Jane Braunig, being duly sworn, says that I am the Clerk of the Town of Romulus 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

11/08/23  
12:47:16

**Town of Romulus**  
**Cash Book Financial Report**  
For the period 10/01/23 through 10/31/23

Date	Name	Description	Trans #	Amount	Cash	Check	CC	CC type/ Check #	Change
10/02/23	HANLEY-THUBBRON	MARRIAGE LICENSE 23015	000036	40.00	40.00				
10/04/23	HEICHEL, LINDSEY	0001093/MN ORIGINAL	000021	10.00	10.00				
10/05/23	POTH, JOE	0001094/MU ORIGINAL	000022	21.00	21.00				
10/11/23	DORAN FUNERAL HOME	CERTIFIED COPIES DEATH FOR KOTYK	000023	20.00	20.00				
10/11/23	STOLTZFUS, TOBIAS &	DOGS LICENSE 0001095	000024	Void 10/11/23					
10/11/23	BIBBINS III-DANIELS	MARRIAGE LICENSE 23-13	000029	40.00	40.00				
10/11/23	RAMIREZ-JACKSON	MARRIAGE LICENSE 23014	000033	40.00	40.00				
10/11/23	GREENHILL-SHARP	MARRIAGE LICENSE 23017	000039	40.00	40.00				
10/12/23	TOBIAS B STOLTZFUS	0001095/MU ORIGINAL	000025	21.00	21.00				
10/12/23	HERTZLER-HERTZLER	MARRIAGE LICENSE 23018	000040	40.00	40.00				
10/17/23	DAVID HERNDON JR	BUILDING PERMIT MOBILE HOME 14 X	000026	40.00	40.00				
10/17/23	SEAN & AMANDA MARI	BUILDING PERMIT 5807 E. LAKE RD	000027	40.00		40.00		1886	
10/18/23	HYNING, MARJORIE (LOLLY)	0001013/FS RENEWAL 0000009	000028	10.00	10.00				
10/18/23	JONES-RIOS	MARRIAGE LICENSE 23016	000038	40.00	40.00				
10/24/23	RYAN, PATTY	0001096/FS ORIGINAL	000030	10.00	10.00				
10/24/23	RYAN PATTY	0001097/FS ORIGINAL	000031	10.00	10.00				
10/24/23	YODER, STEVIE	0001098/FU ORIGINAL	000032	21.00	21.00				
10/26/23	CAROL A JOHNSON	CERTIFIED COPIES BIRTH RECORD 1907	000034	10.00	10.00				
10/26/23	JUDI RIZZUTO	CERTIFIED COPIES BIRTH CERT FROM	000035	20.00	20.00				
10/26/23	ENOS HERTZLER	BUILDING PERMIT STORAGE BARN 2198	000037	40.00	40.00				
<b>TOTAL:</b>				513.00	473.00	40.00			

# Monthly Report of Marriage Licenses Issued

SEE INSTRUCTIONS AT BOTTOM OF PAGE

Report for the month of <u>    OCTOBER    </u> <u>    2023    </u> City or Town of <u>                    ROMULUS                    </u> County of <u>                                    Seneca                                    </u>	<b>Do not write in this area</b> DEP. NO. _____ \$ _____ CHECK # _____
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Licenses numbered from <u>    23    </u> to <u>    018    </u> inclusive. *If only ONE license was issued, place license number in both spaces. *If NO licenses were issued, write "NONE" in both spaces.	# of Military Exemptions: _____ # of Skipped Licenses: _____ # of Voided Licenses: _____
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Pursuant to the provisions of Section 15 of the Domestic Relations Law, I herewith transmit to the State Commissioner of Health a fee of twenty-two dollars and fifty cents for each marriage license issued by me during the month covered by this report.

Make remittance by CHECK or MONEY ORDER payable to the State Department of Health  DO NOT SEND CASH  Amount of remittance with this report \$ <u>          135.00          </u>	Name of City or Town Clerk (Please type or print) <u>          Jane Braunig          </u> <hr/> <table style="width:100%;"> <tr> <td style="width:70%;">Signature of City or Town Clerk</td> <td style="width:30%;">Date</td> </tr> <tr> <td>_____</td> <td><u>          11/08/2023          </u></td> </tr> </table> <hr/> Mailing Address <u>          1435 Prospect St, PO Box 177          </u> <hr/> <table style="width:100%;"> <tr> <td style="width:60%;">Willard NY</td> <td style="width:40%;">Zip <u>    14588    </u></td> </tr> <tr> <td>E-mail Address</td> <td>Phone</td> </tr> <tr> <td><u>          town.clerk@romulustown.com          </u></td> <td><u>          (607) 869-9326          </u></td> </tr> </table>	Signature of City or Town Clerk	Date	_____	<u>          11/08/2023          </u>	Willard NY	Zip <u>    14588    </u>	E-mail Address	Phone	<u>          town.clerk@romulustown.com          </u>	<u>          (607) 869-9326          </u>
Signature of City or Town Clerk	Date										
_____	<u>          11/08/2023          </u>										
Willard NY	Zip <u>    14588    </u>										
E-mail Address	Phone										
<u>          town.clerk@romulustown.com          </u>	<u>          (607) 869-9326          </u>										

### INSTRUCTIONS

This Monthly Report of Marriage Licenses issued must be submitted to the New York State Department of Health at the above address for each month whether or not any licenses were issued. If no licenses were issued, indicate NONE in the spaces provided for license numbers.

The issuance of a marriage license makes you responsible for the remittance fee of \$22.50 whether or not the marriage ceremony is ever performed. An exception to the mandatory remittance is when either of the parties applying for such license is a member of the armed forces of the U.S. on active duty.

Marriage licenses must be numbered and reported consecutively throughout the year starting with number 1 at the beginning of EACH calendar year.

Pursuant to the authority of Section 19 of the New York State Domestic Relations Law, the Commissioner of Health has directed that this report, together with any fee, be transmitted to the State Department of Health by the 15th of the month following the month which the report covers.

New York State Domestic Relations Law Section 22 provides that any Town or City Clerk who violates or fails to comply with any of the above mentioned reporting requirements, shall be deemed guilty of a misdemeanor and shall pay a fine not exceeding the sum of one hundred dollars on a conviction thereof.

NYS Department of Agriculture and Markets  
Spay and Neuter  
PO Box 975  
Albany, NY 12201-0975

Month of Submission: OCTOBER, 2023  
County: Seneca            Town of Romulus  
TCV Code: 4506            Seneca Romulus  
Prepared by: Jane Braunig, Town Clerk  
Date Prepared: NOVEMBER 8, 2023

State of New York  
Department of Agriculture and Markets  
Spay and Neuter  
PO Box 975, Albany, NY 12201-0975

**ANIMAL POPULATION CONTROL PROGRAM SUBMISSION**

Submit by the 5th of the month covering activities  
of the preceding month.

<b>LICENSE TYPES AND FEES COLLECTED</b>	<b>Unspayed/Unneutered - Four months of age or older</b>
Spayed and Neutered Dogs	\$1.00 ea =            \$4.00
Unspayed and Unneutered Dogs	\$3.00 ea =            \$9.00
<b>TOTAL AMOUNT REMITTED</b>	<b>\$13.00</b>
<b>Check Number:</b>	

Month Reported: OCTOBER, 2023

County: Seneca

Code: 45

Town of Romulus

Code: 06

Prepared by: Jane Braunig, TOWN CLERK

Date Prepared: NOVEMBER 8, 2023

## Dog License Monthly Report

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Original ID Dog Licenses sold	<u>6</u>
Original Purebred License sold	<u>0</u>
Dog License Renewals sold	<u>1</u>
Purebred License Renewals sold	<u>0</u>
<b>Total sold</b>	<u>7</u>

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<b>LICENSE TYPES AND FEES COLLECTED</b>	<u>Quantity</u>	<u>Local Fees</u>	<u>Surcharge Fees</u>
Spayed and Neutered Dogs	<u>4</u> \$9.00 ea	<u>36.00</u>	\$1.00 ea <u>4.00</u>
Unspayed and Unneutered Dogs	<u>3</u> \$18.00 ea	<u>54.00</u>	\$3.00 ea <u>9.00</u>
Exempt - Seeing Eye, War, Police	<u>0</u>	<u>No Fee</u>	<u>0.00</u>
Purebred License (1-10 dogs) Spayed & Neutered	<u>0</u>	<u>0.00</u>	<u>0.00</u>
Purebred License (1-10 dogs) Unspayed & Unneutered	<u>0</u>	<u>0.00</u>	<u>0.00</u>
Purebred License (11-25 dogs) Spayed & Neutered	<u>0</u>	<u>0.00</u>	<u>0.00</u>
Purebred License (11-25 dogs) Unspayed & Unneutered	<u>0</u>	<u>0.00</u>	<u>0.00</u>
Purebred License (26+ dogs) Spayed & Neutered	<u>0</u>	<u>0.00</u>	<u>0.00</u>
Purebred License (26+ dogs) Unspayed & Unneutered	<u>0</u>	<u>0.00</u>	<u>0.00</u>
<b>Total licenses sold</b>	<u>7</u>	<u>90.00</u>	<u>13.00</u>

### **REPLACEMENT AND PUREBRED TAG ORDERS**

Replacement Tags	<u>0</u>	<u>0.00</u>
Purebred Tags	<u>0</u>	<u>0.00</u>
<b>Total tags sold</b>	<u>0</u>	<u>0.00</u>

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### **DISBURSEMENTS**

Paid to Supervisor \$90.00

Paid to NYS Animal Population Control Program \$13.00