



# COMMUNITY CONNECTIONS

*...keeping residents informed of important town news*

**DEPUTY TOWN CLERK** - Shawn Dingman,  
8102 Dock Street, Montezuma, NY 13117  
**Phone:** (315) 776-8844. Ext. 1  
**Fax:** (315) 776-9943  
**Email:** [montezumaclerk@tds.net](mailto:montezumaclerk@tds.net)  
**OFFICE HOURS:** Mon -Thurs., 8-11 AM;  
4:30-5:30 PM & Fri 4:30-5:30 PM

**TOWN BOARD MEMBERS** - Deputy Town Supervisor: Lee Brew, Councilmen: Thomas Fitzsimmons, Joel Glimpse, Thomas Hitchcock Jr.

**BOARD MEETING** - Third Tues.-6:00 PM

**TOWN HIGHWAY DEPT** - Dustin Roach,  
Supt., Chapman Road Phone & Fax:  
315-776-4315; Email:  
[montezumahighway@yahoo.com](mailto:montezumahighway@yahoo.com)

**HIGHWAY WINTER HOURS: BEGINNING NOV 8TH** - Mon.-Thurs. 5 AM-3:30 PM; on duty as needed for weather conditions

**TOWN ASSESSOR** - Jeff Lowe Office:  
315-776-8844; **Cell** :315-783-4104 - Hours:  
Wed. 5:00-8:00 PM or by appointment

**CODE ENFORCEMENT OFFICER** - John E. Greer; Office: 315-776-8844; Cell  
315-730-2408. Hours: Tues., 4-6 PM

**PLANNING BOARD CLERK/HISTORIAN**-  
Cheryl Longyear; Call for appointment:  
315-776-4656

**PLANNING BOARD MEETING** - 2ND TUES -  
7 PM as required.

**TAX COLLECTOR** - Donna Burleton; Phone:  
Office: 315-776-8844, Extension 4; Home  
315-776-8583

**COURT CLERK** - Kathy Smith; Clerk Hours:  
Mon. & Thurs.-10 AM-1 PM Phone:  
315-776-9163; Fax: 315-776-9908

**COURT HOURS:** First, Second & Third Wed, -  
7 PM; Fourth Wed. - 6 PM; Fifth Wed. - No  
Court.

## *Notice of Elected & Appointed Position Openings in Montezuma to fill Vacancies due to Resignations*

The Montezuma Town Board will review and interview the applicants to appoint a Town Supervisor and Town Clerk for the remainder of 2022.

### **Requirements for both Supervisor & Town Clerk candidates:**

- MUST BE a resident of the Town of Montezuma
- MUST BE 21 years of age
- MUST BE a Citizen of the United States
- MUST stand for election on Election Day on **Tuesday, November 8, 2022**, to fill out the remainder of a 2-year term position from 1/1/2023 to 12/31/2023. (usual term is for 2 years)

### **Town Clerk Duties:**

- Records all minutes for Town Board meetings
- Maintains records in accordance with NYS Records Retention standards
- Issues wedding, death certificates, and dog licenses, etc.
- MUST HAVE good communication skills and computer literate.

**Salary Part-Time** \$14,500/year (sets his or her hours)

### **Town Supervisor:**

- Presides over Town Board meetings
- Prepares town budget, oversees financial duties of salaries, payments, reports, etc.
- Represents the Town on Health MA Board, etc.

**Salary Part-Time:** \$14,000/year (sets his or her hours)

**Two Planning Board Member** positions are open which will be appointed by the Town Board. Four-hour training is required either online or at scheduled classes at BOCES in Auburn. A description of duties may be found on the town website below.

**Salary:** \$25 per meeting attended.

<https://townofmontezuma.org/announcements-position-vacancies/>

Resumes should be submitted by **Tuesday, Feb. 8, 2022**

Mail to: Montezuma Town Clerk  
PO Box 357  
Montezuma, NY 13117

## Water Department

### Water Billing Clerk

#### Heather Tanner

Office Hours:

Mondays 4 - 5:30 PM

Thursdays 9 - 11 AM

Phone: 315-776-8844

Email:

[montezumawaterclerk@yahoo.com](mailto:montezumawaterclerk@yahoo.com)

### Payments:

Please mail or use the drop box outside the Town Hall for the safety of our customers.

#### Montezuma Water District #1

PO Box 357

Montezuma, NY 13117

#### Billing Information:

Water Meters are read quarterly. Bills are due 30 days from billing date; 10% penalty added to bill after thirty (30) days. Water bills **not paid after 60 days**, the water will be shut off. Full payments (ONLY)

### Emergency Water Contacts

#### Water Operator: Stan Longyear

315-406-6572 (cell); 315-776-4656 (home); if not available, call:

#### Highway Supt.: Dustin Roach

Highway 315-776-4315 (garage); 607-221-2208 (cell)

#### Water Committee: Councilman Tom

**Fitzsimmons** 315-776-5222 (home)

Water Committee meetings are held monthly. Please contact the Water Clerk during office hours for date & time of the next meeting.

Let us know if you have a community event to promote. It can be placed in this newsletter, on Facebook and the Town website. Cheryl Longyear, Editor  
315-776-4656  
[cml115@tds.net](mailto:cml115@tds.net)

## Upcoming Town Meetings

Meetings are open to the public and held at the Town Hall, 8102 Dock Street unless otherwise specified. Masks are Required. Please sign-in when entering the meeting room.

- Tuesday, Feb 3, 2022, 6 PM Special Town Board Meeting
- Tuesday, Feb. 15, 2022, 6 PM Regular Town Board Meeting

### \*\*\* ANNOUNCEMENTS \*\*\*

#### TAX COLLECTION NOTICE:

##### Scheduled Town Hall Hours:

- Jan. 1st through Mar. 31st, 2022
- Mon. thru Fri., 11 AM until 2 PM

Due to the ongoing COVID pandemic taxpayers are encouraged to pay by check, money order, or official check and mail payments to P.O. Box 357, Montezuma NY 13117. When paying with cash please bring the exact amount if possible.

**Please call** 315-776-8844, Ext. 4, during office hours or 315-776-8583 to schedule an appointment if you are unable to make your payment during the scheduled tax collection office hours.

##### By Mail:

- Montezuma Town Hall  
8102 Dock Street, PO Box 357  
Montezuma, NY 13117

#### TOWN CLERK OFFICE HOURS:

Shawn Dingman, Deputy Town Clerk, will be holding the following office hours at the Town Hall, 8102 Dock Street:

- Mon. - Thurs.: 8 - 11 AM, and 4:30-5:30 PM
- Fri. - 4:30 - 5:30 PM

#### HIGHWAY DEPARTMENT WINTER REMINDERS:

- **Winter Hours Effective Nov 8, 2021:** Mon. - Thurs., 5 AM to 3:30 PM
- The staff remains on call for snow plowing duty 24 hours a day/ 7 days a week as needed.
- It is requested, please there be no street parking during the winter season as it hinders snow removal.

*Thanks, Montezuma Highway Department*

#### WATER CLERK WINTER HOURS:

- Mon.: 4 - 5:30 PM and Thurs.: 9 - 11 AM

## Free N95 Masks and At-Home COVID-19 Tests

- The Town Clerk's office has a limited supply of free N95 Masks available to residents. One bag of four per household may be picked up at the Town Hall during the clerk's regular office hours.
- Residential households in the U.S. may order one set of 4 free at home tests from: <https://special.usps.com/testkits>

<http://townofmontezuma.org>