

**New York State Association of City and Village Clerks
Executive Committee Meeting
Albany Marriott, Albany, New York
Sunday, February 9, 2020**

Executive Committee Members Present:

President Joseph Scalero
2nd Vice President Angela Arasim
Director Amanda Detschner
Secretary Tamara Bonomo
Immediate Past President Paula DiSanto

Excused Committee Members:

Director Elizabeth Dreaper
Treasurer Daniel Borchert

Invited Members/Past Presidents:

Advisor Kathie Montigelli
Advisor Brenda McConnell
Advisor Bonnie Page

President Scalero called the meeting to order at 12:10 p.m.

Secretary's Report:

Secretary Bonomo submitted the minutes of the November 17, 2019 Executive Committee meeting to the Board for review and approval. A motion was made by Director Detschner to approve the minutes of the above stated meeting as written. The motion was seconded by Director Arasim and carried unanimously.

Treasurer's Report:

The Association's financial report(s) were submitted for review and approval. A motion was made by Director Arasim to approve the submitted financial report(s), subject to further audit. The motion was seconded by Immediate Past President DiSanto and carried unanimously.

Committee Reports:

Education:

Ms. Montigelli informed the Board that the "Save the Date" notice in regard to the NY Municipal Clerks Institute has been sent out to the Association members. She noted that there are a few unresolved issues

but that there is a meeting of the Planning Committee set for the following day to address the issues, as well as curriculum and other items in preparation for the Institute. She explained that the issues mainly revolve around documentation that the SUNY system requires but that cannot be provided by our Association, as they are nonexistent, such as proof of workers compensation, general liability and disability insurance. She conveyed that it is likely that these matters will be resolved. She noted that Rockefeller College is utilizing the 2014 Cornell curriculum as a model for the upcoming Institute. She stated, however, that since Rockefeller Institute attendees gave excellent reviews of the classes, she would look into obtaining that curriculum as well.

In addition, Ms. Montigelli informed the Board that President Scalero appointed herself, Tammy Bonomo, Liz Gaynor and Karen Finnessey to the Planning Committee.

Ms. Montigelli requested that she have Association Advisor/Counsel Shawn Cullinane conduct an additional review of the proposed three-year contract. President Scalero agreed that it would be prudent that Mr. Cullinane do so.

Scholarships:

It was decided to send out another “Save the Date” announcement to the members and include the scholarship information so they are aware of the various sources available to obtain funds to attend the Institute.

A discussion was held in regard to the possibility of awarding scholarships to certain NYCOM fall training school attendees. The discussion involved who would be eligible, how to chose and how much. The idea was tabled at this time so as not to compete with scholarships for the NY Municipal Clerks Institute.

Registered Municipal Clerks Program:

Ms. Page informed the Board that she had six re-certifications. Additionally, she had three new certifications namely Jennifer Obert, Village of Mayville; Maureen Jerackas, Village of East Aurora and Suzanne Tangredi, Village of Flower Hill.

Ms. Page reviewed the requirements with Director Arasim, who was willing to accept the Registered Municipal Clerks Program Chairmanship. There was some discussion on how to handle the particulars of the sign-in sheets and verification of attendance at fall training school.

President Scalero informed the Board of his 2019–2020 Committee assignments.

President Scalero asked for a motion to accept the resignation of 1st Vice President Cheryl Cook. Therefore, Director Arasim made the motion to accept 1st President Cook's resignation, with regret. The motion was seconded by Secretary Bonomo and carried unanimously.

In that light, President Scalero appointed Angela Arasim as 1st Vice President and Elizabeth Dreaper as 2nd Vice President. He noted that there is currently a vacancy in a Director position.

A discussion was held in regard to member gifts for fall training school.

President Scalero informed the Board that the next Executive Committee meeting will be held on April 24th at the Indigo in Albany.

President Scalero informed the Board that he received a thank you card from NYS Municipal Finance Officers President Mary Ann Henderson in regard to the Association donating a gift basket to raffle off during their annual meeting at fall training school.

The 2019 Clerk of the Year, Lori Queor, Village of Potsdam, was not in attendance at the annual meeting. Therefore, President Scalero informed the Board that he traveled to her office to honor her with the plaque.

Ms. Montigelli informed the Board that the NY Municipal Clerks agreement requires that both the NYS Town Clerks Association and the NYS Association of City and Village Clerks market, promote and inform their respective officials of the Institute. Therefore, a motion was made by 1st Vice President Arasim to authorize payment for Planning Committee members Montigelli and Bonomo to attend the NYCOM annual meeting in May and staff a booth in this regard.

As there was no further business to discuss, a motion was made by Director Detschner to adjourn the meeting at 2:10 p.m. The motion was seconded by 1st Vice President Arasim and carried unanimously.