

**New York State Association of City and Village Clerks
Executive Committee Meeting
(Zoom Virtual Meeting)
Friday, May 29, 2020**

Executive Committee Members Present:

President Joseph Scalero
1st Vice President Angela Arasim
2nd Vice President Elizabeth Dreaper
Director Amanda Detschner
Director Robert Juliano
Secretary Tamara Bonomo
Treasurer Daniel Borchert
Immediate Past President Paula DiSanto

Excused Committee Members:

Invited Members/Past President(s) ex-officio:

Advisor Kathie Montigelli
Advisor Brenda McConnell
Advisor/Counsel Shawn Cullinane

President Scalero called the meeting to order at 2:00 p.m

President Scalero informed the Board that Bob Juliano has been appointed as the Village Clerk in Westbury. In that light, President Scalero reported that he has appointed him to the vacant Director position. He explained that Bob was a previous member of the Executive Committee and had to resign for reasons not in his control and therefore carries experience and knowledge when returning to the Executive Committee.

Secretary's Report:

Secretary Bonomo submitted the minutes of the February 9, 2020 Executive Committee meeting to the Board for review and approval. A motion was made by 1st Vice President Arasim to approve the minutes of the above stated meeting as written. The motion was seconded by Immediate Past President DiSanto and carried unanimously.

Treasurer's Report:

Treasurer Borchert submitted the Association's financial report(s) for review and approval. A motion was made by Director Detschner to approve the submitted financial report(s), subject to further audit. The

motion was seconded by Immediate Past President DiSanto and carried unanimously.

Advisor Montigelli took a moment to clarify that there will be a \$1,000 initial contribution and a \$2,000 annual contribution, every year thereafter, toward the New York Municipal Clerks Institute. Treasurer Borchert affirmed that the contribution amount(s) are indeed in the budget.

1st Vice President Arasim informed the Board that, due to personal reasons, she will be resigning from the Executive Committee, effective June 1, 2020. There were many words of appreciation and gratitude from her and toward her. She was always willing to step up and lend a helping hand in whatever the Executive Committee needed to accomplish and will be greatly missed.

President Scalero mentioned that the Executive Board members should be thinking of a replacement and asked that when considering an individual, to try to keep a balance regionally, so as to represent the entire state.

As 1st Vice President Arasim also serves as the Registered Municipal Clerk Program Chairperson, Director Detschner agreed to take her place and serve as the Chairperson.

Committee Reports:

Education:

Ms. Montigelli informed the Board that the New York Municipal Clerks Institute was in the final stretch of completing all necessary means in order to hold a traditional on-campus Institute available for July 2020. However, the Coronavirus pandemic halted the on-site training aspect.

(*for historic purposes* The 2019-2020 Coronavirus pandemic is a pandemic of coronavirus disease (COVID-19) caused by severe acute respiratory syndrome coronavirus 2 (SARS-Co-2). This disease was first identified in Wuhan, China in December 2019.)

She noted that there have been two zoom meetings in order to continue discussions and to continue to plan an on-campus Institute event in July 2021. In the meantime, the college, along with the Institute Education Committee have suggested the idea of offering four hours of IIMC approved on-line courses this fall and possibly four hours in the spring, to be prepared and presented by Rockefeller College staff. These courses would be stand alone training events not directly connected to the 2021 on-campus Institute. The College and the majority of the Education

Committee felt this is a way to offer IIMC/Rockefeller College approved course work in light of the current circumstances. Credits from this course work could be applied toward either CMC or MMC designations. It would help individuals that are unable to attend an on-campus event and are working toward their designations piecemeal and need IIMC approved courses. The cost of the on-line training would be \$200 for each four-hour session. She noted that it has been asked by Rockefeller College whether the NYS Association of City and Village Clerks would be offering scholarships to offset the cost. In addition, as previously stated, each Association (Town and City/Village) will be required to contribute \$1,000 this year and \$2,000 each year thereafter as the annual contribution. The next step in the process is the finalization of the contracts, noting that it has been a cumbersome and tedious process. It was noted that Advisor/Counsel Cullinane will review the final contract prior to execution by President Scalero. Advisor Montigelli stated that going forward, the Education Committee will continue to work on the details for the anticipated 2021 on-campus Institute.

In further regard to the Education Committee, Advisor Montigelli conveyed that, due to IIMC requirements, it shall consist of a six member board with three from the NYS Association of City & Village Clerks and three from the NYS Town Clerks Association. She further conveyed that the Town Clerks Association has satisfied the requirement of having (2) MMC applicants sit on the Board and the City and Village Clerks have satisfied the requirement of having (2) CMC applicants. In that light, Oneonta Deputy City Clerk Kerriann Harrington and Naples Village Clerk/Treasurer Megan Bay agreed to serve on the Committee. In addition, Sands Point Village Clerk Liz Gaynor agreed to serve as Co-Chairperson of the Committee, along with Austerlitz Town Clerk Sue Haag.

Scholarships:

A discussion was held in regard to scholarships toward the online training events. A motion was made by Secretary Bonomo to offer \$100 toward each \$200 four-hour session. The motion was seconded by Director Detschner and carried.

Registered Municipal Clerks Program:

As previously stated, Director Detschner will take over the position of Chairperson. 1st Vice President Arasim, however, will be sending out reminder letters to those individuals whose certification is expiring.

President Scalero informed the Board that he attended a zoom meeting with the New York Conference of Mayors regarding the 2020 Fall Training School. At this point, they are trying to make it happen but do not know how exactly. NYCOM sent a brief survey out to its members in this regard to ascertain if officials would be willing to attend in person, with social distancing guidelines in place, or would rather attend a virtual on-line conference. President Scalero asked the Board to forward any suggestions to NYCOM.

As there was no further business to discuss, a motion was made by Director Detschner to adjourn the meeting at 3:00 p.m. The motion was seconded by Immediate Past President DiSanto and carried unanimously.