

**NEW YORK STATE ASSOCIATION OF CITY AND VILLAGE CLERKS
ANNUAL MEETING
CROWN PLAZA, LAKE PLACID, NEW YORK
TUESDAY, SEPTEMBER 25, 2018**

Executive Committee Members Present:

President Paula DiSanto, Village of Croton-on-Hudson
1st Vice President Joseph Scalero, Village of Mineola
2nd Vice President Cheryl Douglas, Village of Malone
Director Angela Arasim, Village of Fishkill
Director Robert Juliano, Village of Port Jefferson
Secretary Tamara Bonomo, Village of Camden
Treasurer Bonnie Page, Village of Speculator
Immediate Past President Brenda McConnell, Village of Brownville

Call to Order:

President DiSanto called the 2018 Annual meeting of the New York State Association of City and Village Clerks to order at 12:08 p.m.

Pledge of Allegiance:

President DiSanto introduced Liz Dreaper, Village Clerk, Village of Dobbs Ferry to lead the membership in the Pledge of Allegiance. She conveyed that Ms. Dreaper served in the Marine Corp from 1979 to 1983, achieving the rank of corporal.

Introductions:

President DiSanto introduced the New York State Association of City and Village Clerks Executive Committee; the New York Conference of Mayors Executive Director Peter Baynes and his staff; the Executive Deputy Comptroller Andy Sanfilippo and his staff; New York State Society of Municipal Finance Officers President Meg Hungerford and the Board of Directors and further welcomed all the first time attendees.

Approval of Minutes:

Secretary Bonomo submitted the minutes of the September 14, 2017 Annual meeting to the membership for review and approval. A motion was made by Patricia Coon, Village of Rhinebeck, to approve the minutes of the September 14, 2017 Annual meeting as presented. The motion was seconded by Ann Fenton, Village of Clyde, and carried.

Reports:

Treasurer's Report:

Treasurer Page presented the Treasurer's report for the period of August 31, 2018 and the proposed 2018-2019 budget for approval. She asked for any comments on the report and /or budget. Hearing none, a motion was made by Liz Gaynor, Village of Sands Point, to accept and approve the Treasurer's report and the 2018-2019 budget as presented. The motion was seconded by Robin Mitchell, Village of Camden, and carried.

Audit Report:

Audit Chairperson Robin Mitchell, Village of Camden, presented the Audit report. She conveyed that she and Catherine Williams, Village of Canastota, reviewed the fiscal records of the New York State Association of City and Village Clerks for the 2017-2018 fiscal year and found them to be complete and in compliance with general accepted accounting principles. A motion was made by Marianne Lobaccaro, Village of North Hills, to approve and accept the Audit Report as presented. The motion was seconded by Catherine Williams, Village of Canastota, and carried.

Education Report:

Education Chairperson Cheryl Douglas informed the membership that at the 2018 New York Municipal Clerks Institute held in July there were thirteen graduates, seven of whom were members of the New York State Association of City and Village Clerks. They are as follows: Megan Bay, Village of Naples; Jamie Blot, Village of Colonie; Patricia Coon, Village of Rhinebeck; Chrissy Kiernan, Village of Baxter Estate; Gina Langowsky, Village of Wurtsboro; Rosaleen Shea, Village of Bellerose and Annette West, Village of Brownville.

Ms. Douglas also conveyed that Amanda Detschner, Village of Barker and Mary White, Village of Nyack earned their Certified Municipal Clerk designations. In addition, she conveyed that Liz Gaynor, Village of Sands Point and (herself) Cheryl Douglas, Village of Malone earned their Master Municipal Clerk designations.

She informed the membership that she, Immediate Past President Brenda McConnell, Secretary Tamara Bonomo, NY Municipal Clerks Institute Liaison Kathie Montigelli and Planning Committee member Karen Finnessey, along with other members of the Education Planning Committee met at the Rockefeller Institute of Government to review the overall progress of the second year of the Clerks Institute. She noted that Doctor Greg Raab, Institute Director, felt that the Institute was a huge success this year and that a lot of positive comments were received from attendees. It was stressed that working on building the curriculum for the Master Municipal Clerk program is of utmost importance.

Ms. Douglas noted that, as of August 2018, there are 87 CMC's and 21 MMC's throughout New York State.

Scholarship Report:

Scholarship Chairperson Daniel Borchert, Village of Fishkill, reminded the membership that the scholarship applications are available on the website and are due to him by June 1st. He will then notify those that are eligible to receive scholarships around the 15th of June.

Mr. Borchert informed the membership that the following individuals received scholarships for 2018: Cheryl Douglas, Village of Malone; Liz Gaynor, Village of Sands Point; Anne Harman, Village of Scottsville; Sara Wood McGowan, Village of Marathon; Annette West, Village of Brownville and Lens Martial, City of Olean.

Registered Municipal Clerk Program (RMC) Report:

RMC Chairperson Bonnie Page presented the following new certifications: Karen Cline, Village of Sodus and Elizabeth Dreaper, Village of Dobbs Ferry

Additionally, Chairperson Page recognized the following re-certifications: Daniel Borchert, Village of Fishkill; Peggy Caltabiano, Village of Massapequa Park; Susan Walsh, Village of Floral Park; Susan Saylor, Village of Red Creek and Brenda Knoeller, Village of Waterville.

Honorary/Life Membership:

Secretary Bonomo asked for consideration of the membership for the following eligible retired members of the New York State Association of City and Village Clerks that have been recommended to the Executive Committee for designations as Life Members: Teresa Thurston, Village of Green; Karen Navin, Village of Laurel Hollow; Judy Weintraub, Village of Pleasantville and Patricia Derby, Village of East Syracuse. She further asked for any recommendations for honorary and/or life membership from the floor. Hearing none, a motion was made by Director Douglas to approve the aforementioned Life Members. The motion was seconded by Tammy Morse, Village of Trumansburg, and carried.

Unfinished Business:

Presentations:

Distinguished Service Award:

Awards Chairperson Donna Harris, Village of Millneck, presented the 2018 Distinguished Service Award to Shawn Cullinane. She expressed that he qualifies for the award due to his unique and special contributions as an advisor to the Association and also for his continued support and assistance to promote the goals of the Association. She stated that he served on the Associations Executive Board, was President from 2000 to 2001 and currently serves as Association Counsel. Additionally, he received his designation as Master Municipal Clerk and earned the esteem IIMC Quill award. She further stated that his experience, knowledge and professionalism exceed the criteria for the award and that he remain's a valuable asset. Congratulations Shawn!

Clerk of the Year:

Awards Chairperson Donna Harris, Village of Millneck, presented the 2018 Clerk of the Year award to Patricia Seal, Village Clerk, Village of Patchogue. She stated that Ms. Seal is very dedicated professionally and her commitment, dedication and work ethic has been an asset to the community, committees and associations that she has been a member of. She noted that Ms. Seal has been a member of the Long Island Village Clerks and Treasurers Association and has served on the Board of that Association as Suffolk Director and moved up the ranks to the Presidency from 2012-2014. In addition, she organized the annual “Toys for Tots” drive and has been instrumental in facilitating the annual “March on Hunger” drive to benefit Island Harvest. Congratulations Patricia!

New Business:

Association Counsel Shawn Cullinane explained to the membership that Article 9 of the by-laws denotes the process that the Executive Committee is required to follow in order to amend the by-laws. He conveyed that they had done just that and sent the proposed draft to the membership for review well in advance of the annual meeting. He noted some minor graphical type changes that were suggested at that time. He reviewed changes and furthermore asked for a motion of the membership to adopt the by-laws as amended. Therefore, a motion was made by Patricia Coon, Village of Rhinebeck to adopt the by-laws as amended. The motion was seconded by Ann Fenton, Village of Clyde, and carried.

Nomination and Election of the 2018-2019 Officers:

Nominating Chairperson Angela Arasim presented the following slate of officers as submitted by the Nominating Committee:

President Paula DiSanto, Village of Croton-on-Hudson
1st Vice President Joseph Scalero, Village of Mineola
2nd Vice President Cheryl Douglas, Village of Malone
Director Angela Arasim, Village of Fishkill
Director Robert Juliano, Village of Port Jefferson
Secretary Tamara Bonomo, Village of Camden
Treasurer Bonnie Page, Village of Speculator
Immediate Past President, Brenda McConnell, Village of Brownville

Nominating Chairperson Arasim asked for nominations from the floor. Hearing none, she asked for a motion to close nominations and that Secretary Bonomo cast one ballot for the proposed slate for the 2018-2019 year. A motion was made by Donna Harris, Village of Mill Neck to accept and approve the 2018-2019 slate of officers and that Secretary Bonomo cast one ballot for the slate. The motion was seconded by Jan Hutchinson, Village of North Collins, and carried.

Oath of Office:

Peter Baynes, Executive Director of the New York State Conference of Mayors, administered the Oath of Office to the newly elected officials.

President's Remarks:

President DiSanto thanked the Executive Committee and the by-laws committee for their commitment and dedication in updating the by-laws. She also thanked the committee chairs and members for their work throughout the year. She thanked Director Arasim for working on obtaining the t-shirts to sell this year with the NYSACVC emblem.

President DiSanto informed the membership that she and Director Juliano have been working on a new website for NYSACVC and that it should be available to the membership sometime at the end of November. She noted that a mass email will be sent out with the new site information. She thanked General Code for hosting the current website for many years and Lou DiDomenico for keeping the website updated.

President DiSanto thanked IIMC Liaison Kathie Monigelli, Immediate Past President Brenda McConnell, Secretary Tammy Bonomo and Education Chairperson Cheryl Douglas for the time and effort put in over the last two years to get the new New York Municipal Clerks Institute up and running at the Rockefeller Institute of Govt., following Cornell's decision to no longer host it.

President DiSanto thanked Jim Koury for his continued hard work at keeping the Bulletin going for the membership. She reminded the membership to please submit articles and/or "spotlights" on their municipalities.

President DiSanto informed the members that she attended the International Institute of Municipal Clerks annual conference at Norfolk, Virginia in May this year. She found it to be quite educational. She also conveyed that she was honored to carry the New York State flag in the flag ceremony. She noted that next years conference will be held in Birmingham, Alabama.

President DiSanto informed the members that it was the 110th annual meeting for the Association, as it was established in 1908. She briefly gave a history of the Clerk, noting that it is the oldest of public servants in local government and traces back to before biblical times. Further conveying that the Village Clerk has become the hub of government and the direct link between the inhabitants of their community and their government.

President DiSanto asked the membership to take a moment and thank Immediate Past President Brenda McConnell for her dedicated service to the Association. She has been attending fall school for 30 of the 110 years and will be retiring this year. She expressed how much Brenda's warm smile and personality will be missed.

There being no further business to discuss, a motion was made by Treasurer Page to adjourn the 2018 Annual meeting of the New York State Association of City and Village Clerks at p.m. The motion was seconded by Lori Cashel, Village of Adams, and carried.

Respectfully Submitted,
Tamara L. Bonomo, CMC, RMC
Village Clerk