

**NEW YORK STATE ASSOCIATION OF CITY AND VILLAGE CLERKS  
ANNUAL MEETING  
SARATOGA HILTON, SARATOGA SPRINGS, NEW YORK  
TUESDAY SEPTEMBER 13, 2022**

**Executive Committee Members Present:**

President Elizabeth Dreaper, Village of Dobbs Ferry  
1<sup>st</sup> Vice President Amanda Detschner, Village of Barker  
2<sup>nd</sup> Vice President Kerriann Harrington, City of Oneonta  
Director, Corine Bump, Village of Cuba  
Director, Liz Gaynor, Village of Sands Point  
Secretary Megan Bay, Village of Naples  
Treasurer Daniel Borchert, Village of Fishkill  
Immediate Past President, Paula DiSanto, Village of Croton-on Hudson

**Call to Order:**

President Dreaper called the 2022 Annual meeting of the New York State Association of City and Village Clerks to order at 12:30 p.m.

**Pledge of Allegiance:**

1<sup>st</sup> Vice President Amanda Detschner, Clerk of the year 2021, led the membership in the Pledge of Allegiance.

**Introductions:**

President Dreaper welcomed and introduced the NYSACVC Executive Committee and Past Presidents, New York Conference of Mayors Executive Director Peter Baynes and his staff; the Deputy Comptroller Elliot Auerbach and his staff; the New York State Society of Municipal Finance Officers President Marianne Lobaccaro and the Board of Directors and further welcomed all the first-time attendees asking for a show of hands of first time attendees.

**Approval of Minutes:**

Secretary Bay submitted the minutes of the September 23, 2021 Annual meeting to the membership for review and approval. A motion was made by Kathy Montigelli/Honorary Member, to approve the minutes of the September 23, 2021 Annual meeting minutes as presented. The motion was seconded by Kathryn Kruger/City of Corning, and carried unanimously.

## **Reports:**

### **Treasurer's Report:**

Treasurer Borchert presented the Treasurer's report for review and approval. He informed the members that the fiscal year is from October 1, 2021 to September 30, 2022. He asked for any comments on the report. Hearing none, a motion was made by, Marianne Lobaccaro/Village of North Hills, to accept and approve the Treasurer's report as presented. The motion was seconded by, Maryanne Henderson/Village of Hamilton and carried unanimously.

Treasurer Borchert presented the proposed 2022-2023 budget for approval. He asked for any comments on the report. Hearing none, a motion was made by Shirley Sanfilippo/Village of Celeron. The motion was seconded by Aprile Mack/Village of Geneseo.

### **Audit Report:**

Audit Chairperson Chrissy Kiernan/Village of Westbury, presented the Audit report. She conveyed that she reviewed the fiscal records of the New York State Association of City and Village Clerks for the 2021 fiscal year and found them to be complete and in compliance with generally accepted accounting principles. A motion was made by 1<sup>st</sup> Vice President Detschner, to approve the audit report. The motion was seconded by Nancy Niswender/Village of Groton and carried unanimously.

### **Education Report:**

Education Chairperson Liz Gaynor/Village of Sands Point, reported that the NYS Municipal Clerks Institute was held as a hybrid program this year and that there were 20 in person attendees, and 23 online participants. The NYS Town Clerks Association is working on developing a variety of online classes available to clerks from cities/towns/villages that will be IIMC approved. She informed the members that the Education Committee has already begun working on the education program for July 2023. The Education/Planning Committee:

Chair, Liz Gaynor/Village of Sands Point  
Susan Haag/Town of Austerlitz  
Kerri Harrington/City of Oneonta  
Megan Bay/Village of Naples  
Allison Vento/Town of Pomfret  
Carol Chase/Town of Summerhill

**Scholarships:** Treasurer Borchert reports that the Association awarded two scholarships for the NYMCI. Diana Franckowiak/Village of Margaretville and Maureen Jerackas/Village of East Aurora were awarded scholarships for the NYMCI in the amount of \$500 each.

**Registered Municipal Clerk Program (RMC) Report:**

RMC Chairperson, 1<sup>st</sup> Vice President Amanda Detschner presented the following new certifications:

Gina Langowsky/ Village of Wurtsburo, Kerriann Harrington/City of Oneonta, Leroy Wood/Village of Nunda, Paula McCarthy/Village of Sleepy Hollow, Fran Acker/Village of Wolcott.

Additionally, Chairperson/1<sup>st</sup> Vice President Detschner recognized the following Re-certifications:

Jennifer Obert/Village of Mayvale, Linda Tuminello/Village of Massapequa Park, Heidi Park/City of Batavia, Camille Guido-Downey/Village of Wesley Hills, Maureen Jerackas/Village of East Aurora, Liz Gaynor/Village of Sands Point, Jacqueline Sullivan/Village of Spencerport, Ronnie Schatzkamer/Village of Flower Hill, Suzanne Tandgredi/Village of Flower Hill, Ann Sauders/City of Watertown, Aprile Mack/Village of Geneseo, Chrissy Kiernan/Village of Westbury, and Dorothea Ciccarelli/Village of Pittsford

**Honorary/Life Membership:**

Secretary Bay 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: Tammy Bonomo/Village of Camden. Additionally, upon recommendation of the Executive Committee, she asked for consideration of the membership for the following eligible retired members of the New York State Association of City and Village Clerks for designations as Honorary Memberships: Tammy Bonomo/Village of Camden. She further asked for any recommendations for honorary and/or life membership from the floor. Director Bump nominates Diane Wilson/Village of Cuba Clerk-Treasurer 1988-2017. A motion was made by 2<sup>nd</sup> Vice President Harrington/City of Oneonta, to approve the aforementioned Life and Honorary Members. The motion was seconded by Paula DiSanto/Village of Croton-on-Hudson and carried unanimously.

**Unfinished Business:** President Dreaper asks if there is any unfinished business to be brought before the membership. Hearing none, she proceeds to the next item on the agenda.

## **Presentations:**

### **Distinguished Service Award:**

President Dreaper acknowledged that the Distinguished Service Award this year will be bestowed upon Civic Plus, who has agreed to design, host, and maintain the Association's website free of charge since 2020. The Distinguished service award is presented to those who have put forth extraordinary effort to assist the association, promote the goals of the Association, and provide support and help to clerks and similar positions. President Dreaper asks for Mr. McCann of Civic Plus to come forward to accept the 2022 Distinguished Service Award.

### **Clerk of the Year:**

President Dreaper informed the membership that this year's recipient for Clerk of the Year will soon be celebrating her 23<sup>rd</sup> anniversary with her municipality. She served as Clerk since 2010 and prior to that served as Deputy Village Clerk for seven years, Clerk to the Village Justice and Assistant to the Village Administrator. During her tenure she has continued her professional development and has earned RMC & IIMC designations. She is a member of the IIMC, the NYSACVC, the Long Island Village Clerks and Treasurers Association – serving as their Secretary in 2003, and the Nassau County Village Officials Association. She was also a member of both the Nassau/Suffolk and NYS Association of Magistrates Court Clerks. Additionally, she was President, 1<sup>st</sup> Vice President and Treasurer of the Floral Park Southside Civic Association, a member of the Floral Park American Legion Ladies Auxiliary Post 334, and a certified second responder for the Nassau County Community Emergency Response Team. Her Mayor described her as "being the living definition of an outstanding public servant and role model for all who serve the public good." Saying it is an Honor, President Dreaper presents the 2022 Clerk of the Year award to Village Clerk Susan Walsh/Village of Floral Park. Congratulations!

### **Nomination and Election of the 2022-2023 Officers:**

Association Counsel Shawn Cullinane presented the following slate of officers as submitted by the Nominating Committee:

President Elizabeth Dreaper/Village of Dobbs Ferry  
1<sup>st</sup> Vice President Amanda Detschner/Village of Barker  
2<sup>nd</sup> Vice Kerriann Harrington/City of Oneonta  
Director Corine Bump/Village of Cuba  
Director Liz Gaynor/Village of Sands Point  
Secretary Megan Bay/Village of Naples  
Treasurer Daniel Borchert/Village of Fishkill  
Immediate Past President Paula DiSanto/Village of Croton-on-Hudson

Association Counsel Shawn Cullinane asked for a motion to close nominations and that Secretary Bay cast one ballot for the proposed slate for the 2022-2023 year. A motion was made by Tammy Bonomo/Village of Camden to accept and approve the 2022-2023 slate of officers and that Secretary Bay cast one ballot for the slate. The motion was seconded by Lisa Neary/City of Batavia and carried unanimously.

**Oath of Office:**

Peter Baynes/NYCOM Executive Director administered the oath of office to the newly elected officials.

**President's Remarks:**

President Dreaper thanked Mr. Baynes and continued expressing gratitude for the help and support the Association receives from NYCOM and the NYS Society of Municipal Finance Officers. President Dreaper stresses that education is the key to the municipal official positions and that the NYCOM Fall Training School continues to provide such opportunities.

President Dreaper tells the membership of the Association's changes over the year, and what an honor it has been to have served as President, and that she is looking forward to making positive changes and moving forward in a positive manner. President Dreaper thanked the membership for attending.

There being no further business to discuss, a motion was made by Treasurer Borchert to adjourn the 2022 annual meeting of the New York State Association of City and Village Clerks. The motion was seconded by Chrissy Kiernan/Village of Westbury and carried unanimously.

Respectfully Submitted,  
Megan L Bay  
Secretary  
NYS Association of City and Village Clerks