

**NEW YORK STATE ASSOCIATION OF CITY AND VILLAGE CLERKS  
ANNUAL MEETING  
CONFERENCE CENTER AT LAKE PLACID, LAKE PLACID, NEW YORK  
THURSDAY SEPTEMBER 21, 2023**

**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 2023 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 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 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 13, 2022, Annual meeting to the membership for review and approval. A motion was made by Marianne Lobaccaro/Village of North Hills, to approve the minutes of the September 13, 2022, Annual meeting minutes as presented. The motion was seconded by Director Liz Gaynor/ Village of Sands Point 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, 2022, to September 30, 2023. He asked for any comments on the report. Hearing none, a motion was made by Shirley Sanfilippo/Village of Celeron, to accept and approve the Treasurer's report as presented. The motion was seconded by Gwen Benners/Village of Candor and carried unanimously.

Treasurer Borchert presented the proposed 2023-2024 budget for approval. He asked for any comments on the report. Hearing none, a motion was made by 1<sup>st</sup> Vice President Detschner, seconded by Chrissy Kiernan/Village of Westbury.

### **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 2022 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 Kerriann Harrington/City of Oneonta and carried unanimously.

### **Education Report:**

Education Chairperson Liz Gaynor/Village of Sands Point reported that the NYS Municipal Clerks Institute had a third successful hybrid program at Rockefeller College this summer. The Education Planning Committee members are in active discussion over changes for the July 2024 program. Director Gaynor reminds the membership that there are online classes available for IIMC approved credits in the meantime. The IIMC Region 1 meeting is scheduled for March 24-26, 2024, in Springfield MA.

The Education/Planning Committee:

Chair, Liz Gaynor/Village of Sands Point  
Susan Haag/Town Clerk/Town of Austerlitz  
Kerri Harrington, City Clerk/City of Oneonta  
Megan Bay, Clerk-Treasurer/Village of Naples  
Allison Webber, Town Clerk/Town of Manlius  
Carol Chase, Town Clerk/Town of Summerhill

**Scholarships:** Treasurer Borchert reports that the association awarded three \$500 scholarships for the NYMCI to Corine Bump, Village of Cuba, Barbara Krizen, Village of Brockport and Diana Frankowiak, Margaretville, and one scholarship for \$300 to Dannielle Pennise, Incorporated Village of Russel Gardens.

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

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

Melissa Luft/Village of Honeoye Falls, Jayne DeTine/Village of Akron, Cynthia Miller/Village of Cobleskill, Corine Bump/Village of Cuba, Megan Bay/Village of Naples

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

Paula DiSanto/Village of Croton-on-Hudson, Sharon Abramski, Wendy Brown/Village of Youngstown, Mary Farmer/City of Corning, Nancy Swartwood/Village of Interlaken, Margaret O'Keefe/Incorporated Village of Head of Harbor, Marianne Lobaccaro/Village of North Hills, Ann Marie Rocco/Village of Ardsley, Wendy Reu/Village of Northville

**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: Nancy Elia Powell, Retired City Clerk/City of Oneonta. A motion is made approving the designation by Janet Plarr/Village of Blasdell. The motion was seconded by Kerriann Harrington/City of Oneonta and carried unanimously. There were no Lifetime or Honorary membership recommendations from the floor.

**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 would be given this year to two individuals:

### **1. Peter Baynes, NYCOM Executive Director:**

Peter A. Baynes is Executive Director of the New York State Conference of Mayors and Municipal Officials (NYCOM), the membership association that since 1910 has represented New York's city and village governments.

Mr. Baynes has been employed by NYCOM since 1985, having previously served as Legislative Analyst, Director of Intergovernmental Finance, and Deputy Director. He was promoted to Executive Director in 2005. He received a B.A. in History from Siena College and has taken Masters-level courses in History and Public Policy from the State University of New York at Albany.

Prior to his employment with NYCOM, Mr. Baynes worked for United University Professions in Albany, New York, and the Close Up Foundation, a government studies program based in Washington, D.C.

Mr. Baynes has informed the NYCOM Executive Committee that he will be retiring from NYCOM in the fall of 2023.

We all know and respect the work that Mr. Baynes does and has done for NYCOM and for municipal officials/municipalities throughout the State and he will be sorely missed.

### **2. Lisa Earing, NYCOM Administrative Services Manager:**

Lisa Earing is the Administrative Services Manager of the New York State Conference of Mayors and Municipal Officials (NYCOM). In her position Ms. Earing is the Executive Assistant to the Executive Director and coordinates NYCOM's administrative functions and is also responsible for membership dues and receivable payments.

Ms. Earing has always gone above and beyond in a kind and courteous manner, to assist you with any issues that you need help with.

Ms. Earing will be retiring in April of 2024 after 30 years of dedicated service with NYCOM.

For those of you who have had the opportunity to spend time with Ms. Earing, you are aware of her positive attitude and helpful nature.

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

President Dreaper announces that the Village of Sands Point Village Clerk Liz Gaynor is the recipient of the NYSACVC 2023 Clerk of the Year Award.

Ms. Gaynor has obtained the prestigious Master Municipal Clerk, (MMC), Registered Municipal Clerk, (RMC) and Certified Municipal Finance Officer, (CMFO) designations.

Ms. Gaynor currently serves as Director on the NYSACVC's Executive Committee, as a Director on the New York State Society of Municipal Finance Officers Executive Committee and is Past President of the Long Island Village Clerks and Treasurers Association.

The NYSACVC is honored to bestow this award on Liz and the Village of Sands Point for all that she has accomplished. Congratulations!

### **Nomination and Election of the 2023-2024 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 2023-2024 year. A motion was made by Chrissy Kiernen/Village of Westbury to accept and approve the 2023-2024 slate of officers 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 in the association's website updates and email blasts for a couple of things, and will continue to work hard to keep the association moving forward.

President Dreaper would like to congratulate Otto Fred Miller for holding his office as Village Clerk in West Haverstraw for 60 years. Congratulations!

There being no further business to discuss, a motion was made by Treasurer Borchert to adjourn the 2023 annual meeting of the New York State Association of City and Village Clerks. The motion was seconded by Director Bump and carried unanimously.

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