



# THE BULLETIN

VOLUME 61, ISSUE #2

## Inside This Issue

Editor's Message .....	Page 2
Cyber Security .....	Page 4
What's Coming .....	Page 6
Robert Freeman .....	Page 7 (NYS COOG)
IIMC Message .....	Page 9
RMC Program .....	Page 12
IIMC Information .....	Page 13
Calendar of Events .....	Page 14
Committee Listing .....	Page 15



## President's Message

Patrick Farrell, President

I hope you are all enjoying your summer and are looking forward to this year's Fall Training School to be held in Lake Placid from Sept 15-18. This year is going to be a great year with a wonderful line up of educational and informative classes. In addition to our curriculum, we had many people request the revival of the "Theme Party" which we have scheduled for Wednesday night with an overwhelming recommendation for a "Beach Party" theme. In addition to the Beach Party, Deanna was able to secure a great new location for our "Hospitality" in the Veranda restaurant next to the Crowne Plaza. We are hoping to have some live entertainment and an "open mic" set up for all attendees who would like to show off their talent by playing an instrument or just singing along.

At this year's NYCOM Annual Meeting held in Saratoga, we thanked outgoing President Mayor Richard J. Donovan for all his hard work and welcomed our new NYCOM President Mayor Ann Thane who gave an inspirational acceptance speech. We welcome our new Voting Affiliate Representative Patricia Couch, incoming President of the NYS Society of Municipal Financial Officers Association and wish her great success in her new position.

Congratulation to all our Village Clerks who attended this year's Cornell CMCI School. Terri DiGregorio, Cheryl Douglas, , Martha Dygert, Karen Finnessey, Liz Gaynor, Hinda Goldman, Kristen Haremza, Amber Jordan, Maryjane Kenny, Shirley Klose, Mary McKee, Nancy Milea, Ronnie Shatzkammer, Kelly Stressinger, Suzanne Tangredi, Kathy Wade and a special congratulations to Margaret O'Keefe who completed her 3rd year towards her MMC. The Cornell School is a great experience and extremely educational with full scholarship coverage for our first year attendees. Take advantage of it, it is an experience you will never forget!...Just ask "Joe."

This year's IIMC Annual Conference was held in Milwaukee WI with our very own IIMC Director Shawn Cullinane representing Region I. Our Region I booth was well attended as we promoted 2015 IIMC Hartford CT Annual Conference and all the exciting activities planned including excursions to Boston and New York City. The IIMC Conference is a great educational experience and an opportunity to meet Clerks from all around the world and really understand that people and communities around this great big

(President's Message con't on page 3)



## Editor's Message

**James R. Koury, Bulletin Editor**

Welcome to the second issue of The Bulletin! I don't call them by seasonal names any longer, as my timetable for getting them done doesn't seem to mesh with the seasons much. HA. It's easier to just give them a number instead. Anyway.....

This issue is full of great information. There is a bunch of stuff about IIMC, our international parent organization that offers a number of certification programs; the Certified Municipal Clerk (CMC) and Master Municipal Clerk (MMC). If you have not embarked upon a certification path you should give it some consideration.

The Certified Municipal Clerks Institute (CMCI) is available to anyone who wants to start the CMC. It is held every July at Cornell University. It is an INTENSE educational experience but well worth it. The NYSACVC is also offering FREE FULL SCHOLARSHIPS for first timers to go the Insitute. NO ONE applied for the freebies this year which is really a shame, as the Institute is a premier educational opportunity and how can you argue over FREE!

The NYSACVC also has its own certification program, the

Registered Municipal Clerk (RMC). Details about the state program are also included in this issue of The Bulletin.

The NYCOM/OSC Fall School was recently held in beautiful Lake Placid. I attended this year for a couple days in my new role with Camden Group. It was nice to see a lot of folks and be able to hang out with you. My shoulder still didn't feel all that bad either Lori Cashel .... HA... Inside joke. There will be pics and other stuff from the Fall School included in the last issue of The Bulletin, expected sometime in December.

I attended the NYSACVC Annual Meeting at the Fall School as well. It was great seeing the excitement folks have for our Assocation. I congratulate the incoming officers and welcome the new folks to the Executive Committee. It is a rewarding experience to serve the Association. I do miss it, but doing The Bullein keeps me in tune with the profession.

I am always looking for content for The Bulletin. I very rarely seem to get articles, pictures or inforatmational material from out in the "field." The Bulletin is for the membership to highlight cool stuff that is going on in your communities. I would highly encourage you to submit some stuff to me for inclusion in the next issue. The Bulletin belongs to YOU, so why not make it YOURS! Ok enough of that bully pulpit.....

So with that read on and enjoy the newest issue!

## 2014 - 2015 NYSACVC Officers

President: Patrick Farrell, CMC/RMC  
Village of Lake Success  
(516) 482-4411, vlsadmin@optonline.com

Treasurer: Bonnie Page, CMC  
Village of Speculator  
(518) 548-7354, speculat@frontiernet.net

1st Vice President: Brenda McConnell, CMC/RMC  
Village of Brownville  
(516) 354-0022, bville@nnymail.com

Secretary: Kathie Montigelli, CMC/RMC  
Village of Black River  
(315) 773-5721, villofbr@gisco.net

2nd Vice President: Rosanne Warner  
Village of Wampsville  
(315) 363-5810, wampsvillen@verizon.net

Immediate Past President: Tamara Bonomo  
Village of Camden  
(716) 542-9636, camdengov@yahoo.com

Director: Joe Scalero  
Village of Mineola  
info@mineola-ny.gov

Association Counsel: Shawn Cullinane  
Village of Lindenhurst  
(631) 957-7504, voladmin@optonline.net

Director: Pauline DeSanto  
Village of Croton On Hudson  
pdisanto@crotononhudson-ny.gov

The Executive Committee wants to hear from you! Let us know what your thoughts are about our Association and things it can do for you to make you a better clerk!

## President's Message (Con't from page 1)

planet of ours are very similar. I encourage everyone to attend next year's IIMC Conference as it is in Region I in Hartford, CT in May 17-20th for the first time since it was hosted in Buffalo, NY in 1987.

Congratulations to Randy Bond on her retirement and our appreciation for her 6 years of service on our Executive Board. Also my sincere thanks to Mike Stegmeier and Dave Smollet for their service on our Board and their continued support in our Association and Jim Koury as Editor of our Newsletter.

Thank you.

If you are interested in getting involved in the New York State Association of City and Village Clerks as a Committee member or Executive Board Member please call me with your interest and any questions you may have regarding time commitments and obligations. We are always looking for new blood,

ideas and positive attitudes for our Association in an effort to help one another.

A special thanks to NYCOM for all their support in helping educate and guide all local municipalities to help us serve our communities.

This year's Fall School was a remarkable educational experience. I look forward to seeing you all at next year's school. Don't miss it!

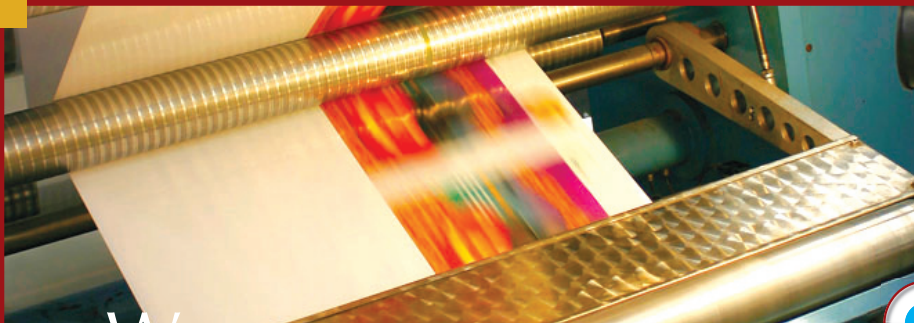
**2015 NYCOM/OSC Fall School**

**Lake Placid, NY**

**September 28 - October 2**

**Mark your calendars!**

**BE THERE!**



**W**e are proud of our reputation for quality comprehensive commercial design and print services based on today's latest printing technology. Whatever our customers' requirements, large or small, we are committed to providing the best for them and developing long-term relationships with them.

**O**ur extensive in-house commercial print facilities include full color printing of everything from newspapers and brochures to newsletters and business cards, as well as:

### **CUSTOM MUNICIPAL**

- Carbonless Receipt Books
- Self-Inking Stamps
- Water Bills
- Envelopes
- Permits
- Door Hangers
- And Much More!

**W**e also offer color copy services, full mailing capabilities, scheduled printing of weekly publications, flyer insertion, high-volume mailing address labels, insert printing and more.

**Wayuga**  
printing & publishing

6784 Main St., Red Creek, NY 13143

(315) 754-6229

printing@wayuga.com

www.wayuga.com

**Excellent printing  
and service for  
maximum  
attention!**

# Cyber Security Awareness Month

Submitted By Office of Information and Technology Services

Get involved in National Cyber Security Awareness Month (NCSAM)!

In its 11th year, Cyber Security Awareness Month is a nationally recognized effort sponsored by the U.S. Department of Homeland Security in cooperation with the National Cyber Security Alliance and Multi-State Information Sharing and Analysis Center, to raise awareness about the importance of cyber security. The Internet plays an integral part in our daily lives and being constantly connected at work and at home brings increased risk of theft, fraud and abuse. Government, law enforcement, the private sector, and most importantly, members of the public, must work together to create a safer cyber environment.

Each week in October is dedicated to a specific cyber security theme with corresponding messaging. The themes listed below offer the opportunity for everyone to get involved in cyber security activities most relevant to them. Details on the weekly themes are as follows:

- Week 1 (October 1 - 3): Promoting Online Safety with Stop.Think.Connect.™ Campaign
- Week 2 (October 6 - 10): Secure Development of IT Products
- Week 3 (October 13 - 17): Critical Infrastructure and the Internet of Things
- Week 4 (October 20 - 24): Cyber security for Small and Medium-Sized Businesses and Entrepreneurs
- Week 5 (October 27 - 31): Cyber Crime and Law Enforcement

Join others across New York State and the country in celebrating NCSAM by:

- Visiting the NYS Office of Information Technology Services, Enterprise Information Security Office (NYS ITS EISO) web page at [www.its.ny.gov/eiso](http://www.its.ny.gov/eiso) to download and distribute the Cyber Security Awareness Toolkit filled with posters, calendars, informational sheets, and other materials
- Encouraging employees and citizens to sign the

Cyber Pledge at [www.its.ny.gov/eiso](http://www.its.ny.gov/eiso)

- Branding and distributing the Cyber Tips Newsletter available at [www.its.ny.gov/eiso](http://www.its.ny.gov/eiso)
- Hanging Cyber Security Awareness posters from the Awareness Toolkit in common areas
- Planning an activity in your community
- Including a Cyber Security Awareness article in your organization's newsletter
- Following @Cyber, #NCSAM, and #NysCyber on Twitter

Visit the following sites for more ideas and to learn more:

- NYS ITS EISO: [www.its.ny.gov/eiso](http://www.its.ny.gov/eiso)
- StaySafeOnline.org: [www.staysafeonline.org/ncsam](http://www.staysafeonline.org/ncsam)
- U.S. Department of Homeland Security: [www.dhs.gov/national-cyber-security-awareness-month-2014](http://www.dhs.gov/national-cyber-security-awareness-month-2014)
- Stop.Think.Connect.™ Campaign: [www.stophinkconnect.org](http://www.stophinkconnect.org)

**Make sure you visit the website of the New York State Office of Information Technology Services!**

**They are an invaluable resource for municipal officials.**

**Look for the next article from the NYS OITS in the next issue of The Bulletin!**



## IS YOUR PUBLIC ENTITY EARNING A DIVIDEND?\*

With a proven dividend history averaging 30% over the past 15 years\*, New York State Public Entities **Safety Group 497** rewards public entity insureds with a financially sound Workers' Compensation program. **Safety Group 497** continues to provide fully insured, first dollar coverage to New York towns, counties, cities, villages, libraries, volunteer fire departments, water & sewer authorities and other public entities like it has for the past 30 years.

### Additional Advantages:

- Upfront discounts for qualified risks
- Non-assessable - no joint and several liability
- Reduced NYS Assessment charge
- Ability to use an Experience Rating Credit from a self-insured trust or pool\*\*
- Unlimited Employers Liability coverage
- Group operations directed by an executive committee elected from the membership at large
- Group Manager provides claims, underwriting & audit support



To learn more about our Workers' Compensation program for public entities, contact our Safety Group Sales Executive at Glatfelter Brokerage Services **800-833-8822, ext. 6983**.

*\* By law, dividends cannot be guaranteed. Please review Group's Dividend History. Past performance is not a guarantee of future success.*

*\*\* Restrictions apply*

52 Corporate Circle, Suite 210 • Albany, NY 12203 • 800-833-8822  
www.nysgroup497.com • www.GlatfelterPublicPractice.com



# What's Coming and Are You Prepared?

By Patricia C Scalera, CEO for the New York Rural Water Association

Currently New York has approximately 2660 certified wastewater operators running approximately 610 municipal wastewater treatment plants across our state. There are also 285 private/commercial/institutional facilities treating sanitary wastewater with treatment systems that require a certified operator. These facilities will be in competition with municipal facilities to retain certified operators. Approximately one third of the operators obtained their initial certification prior to the regulation changes in 1994. By a best estimate, a third of those operators today are 50 years of age or older. It is safe to assume that a third or more of the operators currently certified will retire in the next five to ten years.

We have a growing concern with this issue due to a combination of operator retirement, difficulty in passing the national test for certification in this field, and the lack of interest from our youths in pursuing a career in the wastewater (and water) industry. We hope after you read this article you will have the same concerns.

One industry professional stated, "It will not take another 10 years for things to reach a crisis. Five years at the most. The operators will command very large salaries and be mobile. Can you imagine an operator in the north country worth \$100,000/year?" Are you prepared, are you thinking succession planning? If no, you should be. Your water and wastewater facilities are your biggest asset to your towns, villages and cities.

One small village in upstate New York just recently advertised to fill a position when their certified operator retired. The village ended up hiring a college graduate with some experience for \$20.00/hr., with no certifications. They now need to pay for the professional training school in hopes that this person will successfully pass the difficult national test for certification.

Combine this crisis with the issue confronting the municipalities to upgrade their treatment facilities to meet new permit requirements. The upgrades and new permit requirements raise the plant score of many facilities, resulting in a need for a higher grade chief and assistant operators. For example, the municipalities in the Chesapeake Bay drainage basin recently had phosphorus and total nitrogen limits added to their permits. These changes alone may increase the classification of many facilities from Grade 2 or 2A to Grade 3 or 3A. These municipalities will now need to obtain the services of a contractor to serve the role of Chief Operator until the current staff can become certified at the Grade 3 or 3A level. This will take 2 years, increasing the demand for Grade 3 or 3A operators. Are you prepared to pay higher wages for a professional operator? Have you considered that the current professional you have on staff may be

enticed by a neighboring facility who can offer more? If you aren't already thinking about this, you should be. There is going to be a competitive market for these certified professionals and as elected officials, you should be paying a fair wage and succession planning. Don't wait until the position is vacant and then look to backfill the position.

Pursuant to New York State regulations, 6NYCRR Part 650, the majority of the wastewater treatment plants are required to have a Chief and an Assistant/Shift Operator, so that they are appropriately staffed. Complicating the Part 650 requirements are the Civil Service requirements. Many municipalities have Civil Service requirements that all staff in an operator title must be certified at the plant grade level. This is the area where the biggest future need will occur. Many facilities want to hire currently certified operators to meet their Part 650 and Civil Service requirements. The reason is that it is expensive to train a new operator. For example, a Grade 2A operator must complete the 60 hour Basic Operation, 30 hour Basic Laboratory, and 24 hour Activated Sludge courses

(Rural Water - Continued on page 11)

**Proven Value**  
Through Best-in-Class Codification Services

Toll Free: 855.GEN.CODE  
www.generalcode.com

**GENERAL CODE**  
Codification Division

## How Much Can We Charge?

By Robert Freeman, Committee on Open Government



We receive questions nearly every day concerning fees that may be charged under the Freedom of Information Law (FOIL).

When records are available under FOIL in their entirety and an applicant wants to inspect the records, inspection is free.

But what if the applicant wants copies? What can you charge?

Briefly, as background, although compliance with FOIL involves the use of public employees' time and perhaps other costs, shortly after FOIL was enacted, the Court of Appeals found that the law is not intended to be given effect "on a cost-accounting basis," but rather that "Meeting the public's legitimate right of access to information concerning government is fulfillment of a governmental obligation, not the gift of, or waste of, public funds" [Doolan v. BOCES, 48 NY 2d 341, 347 (1979)].

Section 87(1) of FOIL requires agencies to adopt rules and regulations concerning the procedural implementation of that statute, and paragraph (b)(iii) of that provision refers to fees for copies. That provision includes two standards, the first of which pertains to photocopies, and the second to "other" records. Specifically, an agency's rules and regulations are required to include reference to "the fees for copies of records which shall not exceed twenty-five cents per photocopy not in excess of nine inches by fourteen inches, or the actual cost of reproducing any other record in accordance with the provisions of paragraph (c) of this subdivision..."(emphasis added).

Based on the language of the statute, it is clear that the only fee that may be charged when a request involves photocopies of paper records up to nine by fourteen inches is a maximum of twenty-five cents per photocopy; no additional fee may be charged for employee time, for search, redactions, etc. Employee time may be charged only when the request involves "other" records, those that are larger than nine by fourteen inches or which are maintained electronically, and even then, only in circumstances in which at least two hours of employee time are needed to prepare the records.

Paragraph(c) provides as follows:

"In determining the actual cost of reproducing a record, an agency may include only:

i. an amount equal to the hourly salary attributed to the lowest paid agency employee who has the necessary skill

required to prepare a copy of the requested record;  
ii. the actual cost of the storage devices or media provided to the person making the request in complying with such request;

iii. the actual cost to the agency of engaging an outside professional service to prepare a copy of a record, but only when an agency's information technology equipment is inadequate to prepare a copy, if such service is used to prepare the copy; and

iv. preparing a copy shall not include search time or administrative costs, and no fee shall be charged unless at least two hours of agency employee time is needed to prepare a copy of the record requested. A person requesting a record shall be informed of the estimated cost of preparing a copy of the record if more than two hours of an agency employee's time is needed, or if an outside professional service would be retained to prepare a copy of the record.

In sum, paragraph (c) now sets forth parameters for determining the actual cost of reproducing records other than paper records not in excess of nine by fourteen inches. When it takes an agency employee more than 2 hours to prepare such record, the agency is permitted to pass on either the hourly wage of the lowest paid employee capable of preparing the record, multiplied by the number of hours the employee spent preparing the record, and the cost of the storage device or media provided to the applicant, or, when the agency does not have adequate information technology equipment to prepare a copy, the actual cost of engaging an outside professional service. In the event that more than 2 hours of employee time is necessary to prepare a record, or if it is necessary to retain an outside professional, the agency is required to inform the applicant prior to incurring the cost of preparing the record.

Often an issue involves the term "prepare." It has been advised that the effort needed to extract records or data involves the preparation of records. If redaction is accomplished electronically, that, too would likely be found by a court to reflect the preparation of a record. However, if, for example, records are extracted and exist in paper form, and if redactions are made manually, the process of redacting would not, in our opinion, constitute the preparation of records; the records would already have been prepared, and the agency would redact or delete portions of those records already prepared in order to disclose the remainder.

(Freeman - Con't on page 10)



# *PERMA* partners...

*...with organizations large and small to provide workers' comp solutions in financially trying times.*

Our new partnership with the New York State Association of Counties (NYSAC) is helping PERMA reach a wider marketplace for our superior workers' compensation coverage. We offer:

**THE MOST CHOICES:**

tailoring workers' compensation programs to suit the budgetary needs of our municipal members

**THE BEST TRAINING:**

bringing costs down by preventing losses in the first place

**FINANCIAL TRANSPARENCY:**

publicly disclosing our financial statements after review and approval

**Interested in a PERMA partnership?**



P E R M A™

Contact Mariella Frush,  
Senior Account Manager  
at [mfrush@PERMA.org](mailto:mfrush@PERMA.org) or  
visit [www.PERMA.org](http://www.PERMA.org)

**Public Employer Risk Management Association, Inc.**

9 Cornell Road, Latham, NY 12110

NEW YORK'S PREMIER PROVIDER OF WORKERS' COMPENSATION FOR PUBLIC ENTITIES





## IIMC President's Message

By Brenda Young, IIMC President

Wow! What an amazing Organization we as members of IIMC represent. Since becoming IIMC President in Milwaukee in May, I have had the sincere pleasure of traveling to the Israeli Association of Managers (IAM) Conference in Nazareth, Israel and the first ever joint IIMC/Udite Region XI Symposium in Brussels, Belgium.

Since my first IIMC Conference in Albuquerque in 1996, I have been honored to be a member of an Organization that covers this vast globe. As IIMC members, you and I have the distinct opportunity to network and learn best practices from our colleagues throughout the world. To me, the "I" in IIMC has always been very dear to my heart and now I am even more aware of its magnitude.

In this article I am going to share a few of my thoughts on my first trip as IIMC President - IAM Conference in Nazareth, Israel June 10-12, 2014 (Next month I will highlight the second trip of my presidency to the Region XI Symposium in Brussels, Belgium)

It is hard to explain in words the level of gratitude that I have for the hospitality shown to me and the other international guests during our recent trip to Israel. Our dear friend and IAM President, Gil Litov, and the entire Host Committee assured that we were well taken care of and felt right at home. The guests represented their respective homelands from France, Spain, Belgium, South Africa and the United States.

The level of inclusion and respect shown to the international community at this conference was phenomenal. Even though most of our host colleagues spoke English, a translator was provided during one full day of the con-

ference so that we had the capacity to participate and learn from the presenters.

All of the international guests found it helpful to be placed together at the tables so we could network with our Israeli colleagues and with each other, sharing best practices from our respective countries. Together, with my global colleagues, we learned firsthand the similarities of the issues that we deal with as municipal leaders in our own communities. When you get right down to the basics of being a Municipal Clerk or a City Manager, we all strive to do our best to serve our citizens. We realize the importance of protecting and managing the records of our communities to assure continuity and accessibility. Our communities around the world address similar needs such as: infrastructure, budgeting, legislation, policy making, utility services, transportation, technology, education, personnel, citizen involvement and the importance of planning for the future. These were some of the topics discussed by esteemed professionals. We were also treated to an enlightening discussion led by the Israeli Transportation Minister Israel Katz.

Since my first IIMC Conference, I have jumped at the chance to network with our international colleagues, but I have now gained a new perspective in our goal of extending and growing our Regions X and XI membership. Should an opportunity arise that will allow you to experience an international conference, please partake and enlighten yourself on the benefits as they go far beyond the immediate experience.

The world is pretty small when you have a connection with your colleagues who are in the same esteemed profession and, like yourself, are trying to do the best for their communities. We, as professionals, are so much alike even with our language, geographical and cultural differences. With the advances in technology, our world has become an even smaller place as we find more ways to span the distance.

As we move our great Organization into the future, may we keep our focus on raising the awareness of the Municipal Clerk and explore every opportunity to grow our network of colleagues throughout the world.

I have always known that IIMC is comprised of many dedicated, passionate professionals who are continually striving to learn best practices to serve their communities. However, after my past two experiences, I am overwhelmed with gratitude and pride to be one of IIMC's 10,000 members.

From the bottom of my heart, I thank the Israeli Association of Managers (IAM) for their hospitality and friendship extended to me on IIMC's behalf.

**Make sure you visit the IIMC website for more information about IIMC and what is offered to its membership.**

**They are an invaluable resource for municipal clerks.**

**Look for more from IIMC in the next issue of The Bulletin!**

(Freeman - Con't from page 7)

When paper records are accessible in their entirety, an applicant may inspect them at no charge. But what if there

is something on a record that may properly be deleted or redacted? In that situation, the applicant loses the right to inspect. The applicant has the right to gain access to the remainder of the record. However, to do so, the agency would prepare a photocopy from which the appropriate deletions or redactions would be made, and it may charge up to twenty-five cents for the photocopy. Further, it has been advised that an agency may charge a fee in advance of making copies or preparing records.

There will always be issues and questions regarding the fees that can be charged, and it is likely that, over the course of time, the courts will provide additional guidance. For now, most important is the distinction between the fee for photocopies up to nine by fourteen inches, in which case, the fee is limited to twenty-five cents per photocopy, regardless of the volume or time needed to comply, as opposed to the fee for "other" records, in which case the fee is based on the actual cost of reproduction and the time needed to "prepare" the records.

**Make sure you visit the website of the Committee on Open Government. The Committee is an invaluable resource for municipal clerks.**

**Thank you Bob Freeman for your dedicated efforts on behalf of all municipal officials. Your guidance is priceless!**

**Look for more from the COOG in the next issue of The Bulletin!**

*archival*  
**PRESERVATION**

- ☞ BOOKS
- ☞ PAPER
- ☞ MAPS
- ☞ IMAGE
- ☞ INDEX

**KOFILE**  
PRESERVATION

1-800-639-3027      **WWW.KOFILE.US**

*new name... familiar face*  
*formerly Brown's River Marlett Co.*

**JOE DEGNAN**  
[joe.degnan@kofile.us](mailto:joe.degnan@kofile.us)

(Rural Water - Continued from page 6)

before applying to take the Grade 2A ABC exam. This is four weeks of training that may not be available regionally and the operator in training will need to travel, increasing the costs of training to several thousand dollars.

Back in 2011, the Water Environmental Federation (WEF) hosted the Operator Certification and Training Summit with over 40 participants including representatives from EPA, National Rural Water Association, Association of State and Interstate Water Pollution Control Administrators, the Association of Boards of Certification and many others. They were asked to participate as individuals reflective of their expertise and broad understanding of operator needs and interests. Similar concerns were raised at this summit.

Finally, to summarize this article in short, the pool of certified operators is shrinking, are you prepared?

New York Rural Water Association will be hosting several workshops in the near future across our state on Sustainable Management of Rural and Small Systems/Sustainable Utility Management. We encourage all certified operators to sign up for this class and bring your clerks and elected officials to these sessions. You will participate in a self-evaluation of your system and discuss the ten key management areas including product quality, customer satisfaction, employee & leadership development, operational optimization, financial viability, infrastructure stability, operational resiliency, community sustainability & economic development, water resource adequacy, and finally, stakeholder understanding and support. Under the management area of Employee and Leadership Development, we will cover the system recruiting and retaining a workforce that is competent, motivated, and safe-working. Discussion will cover opportunities for employee skill development and career enhancement, training programs in place and available to retain and improve their technical knowledge, as well as, job descriptions and performance expectations, etc. Our first session was held in Coxsackie this past August and those present were glad they had participated and strongly agreed the information and exercises were very beneficial to them. When asked what did they like best about the workshop – many replied being able to hear what other municipalities had in common, the open discussions on putting priorities in order in moving forward with asset management planning.

In addition to the workshops, the Water and Wastewater Education and Outreach Committee, a partnership of public and private organizations formed to protect public health and the environment by ensuring that water and wastewater systems in New York State are operated and maintained to be viable and self-sustaining, have de-

veloped two brochures that may be of use to you. “The Value of Water – What’s it worth to you and your community?” and the “Environmental Careers – Water & Wastewater Operators” are both available for download at <http://efc.syracusecoe.org/WWEOC> The career brochure was developed to encourage individuals to consider careers in the water and wastewater industry and have been distributed to high school guidance offices, unemployment offices, and job fairs. Also we encourage others to attend career days at their local high schools and distribute the brochure. The Value of Water brochure is to help educate the public on the importance of water and wastewater services. Be sure to check out these tools available to you.

Next time, we will discuss Asset Management Plans, which is just around the corner. If you are going to be applying for any financial assistance from our funding agencies, you will need to be prepared.

Much of this background information was provided by Robert Wither, P.E., Section Chief, Compliance Information Section, Bureau of Water Compliance for the NYS Department of Environmental Conservation.

## **Local Clerks Associations**

### **Contact Your Local Organization and Join!**

#### **North Country Association**

President: Geneva Phelps Miller, Village of Clayton  
(315) 686-5552 / [ClerkTreasurer@villageofclayton.org](mailto:ClerkTreasurer@villageofclayton.org)

#### **Municipal Administrative Officers - Erie County**

President: Daniel Borchert, Village of Akron  
(716) 542-9636 / [borchert@akronvillage.us](mailto:borchert@akronvillage.us)

#### **Association of Monroe County Village Clerks**

President: Meghan Lodge, Village of Churchville  
(585) 293-3720 ext 115 / [meghan@churchville.net](mailto:meghan@churchville.net)

#### **Westchester County Association**

President: Christine Dennett, Village of Briarcliff Manor  
(914) 941-4801 / [cdennett@briarcliffmanor.org](mailto:cdennett@briarcliffmanor.org)

#### **Central New York Association**

President: Deborah Barron, Village of Groton  
(607) 898-3966

#### **Long Island Association**

President: Patricia Seal, Village of Patchogue  
(631) 475-4300 / [pseal@patchoguevillage.org](mailto:pseal@patchoguevillage.org)

## NYSACVC Registered Municipal Clerk (RMC) Program

The RMC Program is administered by the NYSACVC and by the New York State Town Clerks Association. The program was established to recognize educational and professional accomplishments in preparation for a municipal clerk career. The program serves to promote the continued education of municipal clerks to enable clerks to better serve their boards and community.

The RMC Program was designed to be consistent with numerous certification programs currently established in other states. The program's standards have been developed to strike a balance that allows all clerks to attain certification while meeting standards that support the integrity and credibility of a statewide professional accreditation program. The program has also been developed so that Town, Village, City and County clerks can all participate.

The benefits of the RMC Program include but is are not limited to the following:

- \* Elevate the skill level of clerks;
- \* Promote the image of the clerk's profession;
- \* Enhance performance and status of the clerk;
- \* Ensure the public that a clerk who has obtained the

RMC designation possesses a minimal level of competence;

- \* Enable clerks to make their skills more marketable;
- \* Promote the formation of a professional identity;
- \* Foster agreement on basic values, ethics and norms of conduct.

The RMC Program requires that all applicants achieve a total of 50 points in each of two categories - education and experience. Applicants must also endorse the Code of Ethics for clerks and fulfill other requirements for certification. In order to satisfy the education and experience requirements, all applicants must demonstrate that they have completed a number of continuing education criteria. In service courses are training sessions, home study programs, videos, audiotapes, teleconferences, personal and professional development seminars and workshops, and other educational training programs designed to improve performance as a clerk.

RMC certification expires 3 years from the date of issuance. Recertification may be obtained upon completion of 18 hours of clerk in service education courses.

Applications for the RMC Program may be obtained from the RMC Committee Chair or from any of the Executive Committee members.

**Municipal Solutions, Inc.**  
Municipal Financial Advisors

**CERTIFIED INDEPENDENT PUBLIC FINANCIAL ADVISORS**

BANs/Bonds • Loan and Grant Administration  
Competitive Bids and Sales • Secondary Market Disclosure  
Multi-Year Budgeting & Capital Planning  
Rate Studies • Refunding Bonds • Municipal Leases  
Credit Analysis • Accounting & Bookkeeping Services  
USDA Rural Development Funding  
EFC Revolving Loan Funds

**Jeffrey R. Smith, President, CIPFA**

83 Myrtle Street, LeRoy, NY 14482  
Phone (585)768-2136 / Fax (585) 768-2133  
  
2528 State Route 21, Canandaigua, NY 14424  
Phone (585)394-4090 / Fax (585) 394-4092  
www.municipalsolution.com



**CAMDEN**  
Group

- OPERATIONS & MAINTENANCE WATER & WASTEWATER TREATMENT PLANTS
- MANHOLE REHABILITATION
- CONCRETE RESTORATION
- SOLAR ARRAY AND DESIGN & INSTALLATION
- DESIGN & INSTALLATION OF LED LIGHTING
- PIPELINE SERVICES – INFLOW & INFILTRATION

9008 State Route 13  
Camden, NY 13316

315-245-4444  
camdengroupusa.com

## IIMC Conferences - Secrets Revealed to Networking Success

By Chris Shalby, IIMC Executive Director

IIMC Conferences and networking go hand-in-hand. The more colleagues you connect with, the more resources you develop; thus, growing your professional world.

Over the years, I've witnessed IIMC members become network stars. They know building relationships is utmost and nothing can replace human interaction. Looking a person in the eye, shaking their hand and witnessing body language allows them to build rapport and connect in a manner that electronic, social and other non face-to-face networking cannot provide.

And, whether you're networking to make business connections, learn or volunteer, networking functions have different tenors and purposes. However, you can't network, unless you're around your colleagues. And, the only way that happens is by being in the one place where all networking happens – IIMC's Annual Conference.

The 2013 Annual Conference will feature one host hotel, making networking inherent. The Hotel will accommodate all Delegates and Guests, Exhibit Hall, General Sessions, Opening Ceremony, Opening Reception and the All Conference Event.

IIMC's Host Hotel features the lowest overall average room costs in many, many years:

- \$225.00 on Friday, May 17 and Saturday, May 18 – per night

- \$90.00 Sunday, May 19, through Thursday, 23 – per night

The total average cost (plus taxes) depending on your duration:

- Seven days: Friday, May 17 through Thursday, May 23 -- \$128.00 per night

- Six days: Saturday, May 18 through Thursday, May 23 -- \$112.00 per night

- Five days: Sunday, May 19 through Thursday, May 23 – \$90.00

These costs are incredibly low thanks to the discounts that IIMC and the Municipal Clerks Association of New Jersey have been able to negotiate.

By staying at the Host Hotel, you are right in the heart of the activities taking place at the conference. You will be able to interact more easily in after-hours networking with your colleagues. Remember, successful networking goes on all day, and long after the education programs have concluded.

## IIMC Certification Programs

Edicatopm os the Key to Success

The International Institute of Municipal Clerks (IIMC) promotes continuing education and certification, professional development programs, networking solutions and other opportunities and benefits for its members. IIMC realizes how vital continuing education is to its membership, and that educational needs are diverse throughout the world.

IIMC supports extensive educational programs and courses through a variety of methods, including IIMC-approved University and College based Institutes, State/Provincial/National associations, International study and exchange programs, on-line courses, publications, and annual conferences. IIMC promotes life-long learning, skill development, public service and fosters a spirit of mutual assistance and goodwill among Municipal Clerks around the globe. We continually work to advance leading practices in professional and personal development, create opportunities for its diverse membership to engage in training and development activities and programs, and support education programs that enrich knowledge.

IIMC provides members with two certifications, earned through participation in educational programs and involvement in a variety of professional development activities. These certifications are the Certified Municipal Clerk (CMC) designation and the Master Municipal Clerk (MMC) designation. The certifications and educational programs offered through IIMC empower its members to achieve academic and professional success.

IIMC offers two professional certifications:

**Certified Municipal Clerk Designation** - The Certified Municipal Clerk program is designed to enhance the job performance of the Clerk in small and large municipalities. To earn the CMC designation, a Municipal Clerk must attend extensive education programs.

**Master Municipal Clerk Designation** - The MMC program is an advanced continuing education program that prepares participants to perform complex municipal

(Con't on page 14)

## Calendar of Events

October 7-9, 2014: NYSOSC Basic Accounting School, Village of Manlius (Onondaga County)

October 20-22, 2014: NYCOM Public Works Training School, Holiday Inn, Saratoga Springs

October 21-23, 2014: NYSOSC Advanced Accounting School, Town of Brookhaven (Suffolk County)

October 28, 2014: NYSOSC Advanced Accounting School, Town of Ogden (Monroe County)

February 8 - 9, 2015: NYCOM Winter Legislative Meeting, Albany, NY

September 28 - October 2, 2015: NYCOM/OSC Fall Training School, Lake Placid, NY.

If you have an event you would like to have publicized, contact the Editor at [clerkbulletineditor@gmail.com](mailto:clerkbulletineditor@gmail.com) or call 607.432.1179.

## Certification Programs

Con't from page 13)

duties. The program has an extensive and rigorous educational component and a professional and social contribution component. The MMC applicant must demonstrate that they have actively pursued education and professional activities.

**Make sure you visit the IIMC website for additional information on its certification programs.**

**Look for more information on IIMC and what it has to offer in the next issue of The Bulletin!**

“TRANSFORMING THE WAY GOVERNMENT WORKS”



**SOFTWARE SOLUTIONS  
FOR  
MUNICIPAL GOVERNMENT**



| Clerk Licensing | Tax Collection | Utility Billing | Building Permits/Code Enforcement |

**Now introducing our new software & services:**

- Accounting   - Online Dog Licensing   - Internet Tax   - Website Design

**What do our customers think?**

“We’ve had the BAS Clerk’s software package for 10+ years and have been extremely pleased with the software program. Most of the Clerks in Westchester County have the BAS system and we all are in agreement that their software has made our jobs easier and more efficient.”

-Pamela Beach, City Clerk, City of Peekskill

Contact us today & find out why 700+ cities, towns & villages have chosen BAS!

BUSINESS AUTOMATION SERVICES, INC. | P: 518.371.6869 | W: [WWW.BASNY.COM](http://WWW.BASNY.COM) | E: [SALES@BASNY.COM](mailto:SALES@BASNY.COM)

## NYSACVC Committee Assignments 2014-2015

**Audit:** L. Kay Wharmby, Chair, Village of Fairport (585) 421-3202 lkw@fairportny.com; Robin L. Mitchell, Village of Camden (315) 245-0560 camdengov@yahoo.com; Karen McLaughlin, Village of Millerton (518) 789-4489

**Awards:** Donna Harris, Chair, Village of Mill Neck (516) 922-6722 millneckvillage@optonline.net; Brenda McConnell, Village of Brownville, (315) 782-7650, bville@nny-mail.com; Karen McLaughlin, Village of Millerton (518) 789-4489; Jill Matteson, Village of Sandy Creek (315) 387-5781, jill@tccenet.net; Melinda Westcott, Village of Walton (607) 865-4385, vclerk@stny.rr.com

**Budget:** Daniel P. Borchert, Chair, Village of Akron (716) 542-9636 borchert@akronvillage.us; Bonnie J. Page, Village of Speculator (518) 548-7354 speculat@frontiernet.net; Patrick Farrell, Village of Lake Success (516) 482-4411 vlsadmin@optonline.net

**Bulletin:** James R. Koury, Chair, (607) 432-1179 clerk-bulletineditor@gmail.com

**By-Laws:** Donna Harris, Chair, Village of Mill Neck (516) 922-6722 millneckvillage@optonline.net; Maureen Kemmet, Village of Victory (518) 695-3808 kemmetmaureen@yahoo.com

**Education Development/CMCI:** Daniel P. Borchert, Chair, Village of Akron (716) 542-9636 borchert@akronvillage.us; Randy Bond, Village of Sands Point (516) 883-3044 randy@sandspoint.org; Patrick Farrell, Village of Lake Success (516) 482-4411 vlsadmin@optonline.net

**Fall Training School:** Brenda McConnell, Chair, Village of Brownville, (315) 782-7650, bville@nnymail.com; Karen P. McLaughlin, Village of Millerton (518) 789-4489 clerk@villageofmillerton.com; Amber Jordan, Village of Millerton (518) 789-4489; Joanne Fleming, Village of Union Springs (315) 889-7341 usclerk@verizon.net

**HMC Liaison/Region I Director:** Shawn Cullinane, Village of Lindenhurst (631) 957-7504 voladmin@optonline.net

**Legislative:** Tamara Bonomo, Village of Camden (315) 245-0560 camdengov@yahoo.com

**Membership:** Tamara Bonomo, Chair, Village of Camden (315) 245-0560 camdengov@yahoo.com; Jennifer Lamora, Village of Philadelphia (315) 642-3452, vphil@centralny@twbc.com; Brenda McConnell, Village of Brownville (315) 782-7650, bville@nnymail.com

**Nominating:** Kathie Montigelli, Chair, Village of Black River (315) 773-5721, villofbr@gisco.net; Brian S. Ridgway, Village of Garden City (516) 465-4053 bridgway@gardencityny.net; Suzette Parker, Village of Copenhagen (315) 688-4229 smparker1964@yahoo.com; Donna Harris, Village of Mill Neck (516) 922-6722 millneckvillage@optonline.net, Daniel P. Borchert, Village of Akron (716) 542-9636 borchert@akronvillage.us

**RMC Program:** Bonnie J. Page, Chair, Village of Speculator (518) 548-7354 speculat@frontiernet.net; Daniel P. Borchert, Village of Akron (716) 542-9636 borchert@akronvillage.us; Patrick Farrell, Village of Lake Success (516) 482-4411 vlsadmin@optonline.net

**RMC Appeals Committee:** All Executive Committee Members

**Scholarship:** Michael E. Stegmeier, Chair, Village of Lancaster (716) 683-2105 mstegmeier@lancastervillage.org; Meghan Lodge, Village of Churchville (585) 293-3720 meghan@churchville.net.

**Web-site:** Louis DiDomenico, LMDDPW@aol.com

### REMINDERS!

Contact the President about serving on a committee or if you have any other question about the NYSACVC.

Submit any articles of interest or pictures to the Bulletin Editor at clerkbulletineditor@gmail.com.

Plan on going to the upcoming CMCI to be held at Cornell University in July 2015. Stay tuned for details. First timers can go FREE!!!!!!!

Encourage your Public Works Officials to register for the NYCOM Public Works Training School to be held October 20 - 22, 2014 at the Holiday Inn, Saratoga Springs.

Have a great Fall!



NYSACVC  
PO Box 64  
Speculator, NY 12164

[www.nysclerks.com](http://www.nysclerks.com)

Presort Standard Mail  
US Postage PAID  
Permit No. 2  
Wayuga News, Inc.

## **Advertise in The Bulletin! Reach over 600 municipalites!**

### **Ad Rates (per issue rate)**

**\$150.00 Full Page (8 x 10)**

**\$90.00 Half Page (8 x 5)**

**\$60.00 Quarter Page (4 x 5)**

**\$35.00 Eighth Page (4 x 2.5)**

**Receive a 10 percent discount if pay for three consecutive issues!**

Contact the Editor, Jim Koury at:

607.432.1179

[clerkbulletineditor@gmail.com](mailto:clerkbulletineditor@gmail.com)