



THE BULLETIN

VOLUME 60, ISSUE #2

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President's Message

Tamara Bonomo, President

Wow! Hard to believe the year is coming to an end and fall school is just around the corner. This summer held a wonderful opportunity for those who were able to attend. I am talking about the IIMC annual conference in Atlantic City. Not only was the venue interesting and fun, there were a variety of educational sessions and many opportunities to meet fellow Clerks from all over the world. The next conference to be held in our region will be in Hartford, Connecticut in May of 2015. If at all possible, try to partake in and experience this wonderful educational opportunity.

Speaking of educational opportunities, the Cornell Municipal Clerks school will be held next week (over by the time you read this). I am really looking forward to the education and camaraderie. The attendance will certainly be up this year as our Association has approved a total of 22 scholarships, 14 of which were first year full rides. Congratulations to all of those who applied.

I would like to take this opportunity to bid farewell to a long-time friend and colleague, Jim Koury (Oneonta City Clerk). As many of you are already aware, he has left the public sector and is taking on some new ventures. I would like to thank him for his MANY years of service and dedication to our Association. He has served on the Board in all positions (including President). He has currently been serving us in the position of Secretary, a title he has held for 9 years. In addition, he has worked on and completed an impressive facebook page for our Association. Fortunately, he has agreed to continue on as the Editor of the Bulletin. This is greatly appreciated, as he is very talented in this area.

I would also like to take this opportunity to thank another Past-President who continues to serve our Association, Lou DiDomenico. Even in his retirement to the south (and in between golf games), he has played a significant part in keeping our website up-to-date and focused. He additionally sends out to you important updates and information via e-mail.

Thank you to Jim and Lou. Good Luck in your future endeavors!

To all, have a great summer! I look forward to seeing you at the upcoming NYCOM Fall Training School to be held in lovely Saratoga Springs the week of September 9 - 13.



Editor's Message

James R. Koury, Bulletin Editor

Welcome to the second issue of the NYSACVC Bulletin! As usual it is full of great information and has a lot of pictures from the recent CMCI held in Ithaca, NY.

As many of you already know, I recently left my position as City Clerk for the City of Oneonta. My last day was July 12th. It was, needless to say, a heart wrenching decision that took a great deal of thought and deliberation ... 2.5 years worth to be exact. However, the conclusion I arrived at was that I needed to leave after serving the city dutifully for almost 21 years. I needed a major life change and have decided to pursue other interests outside of the public sector. I have no regrets about my decision, as it was the right thing to do at this point in my life. I have agreed to continue as The Bulletin Editor, so I won't be totally away from you all!

Speaking of "you all," I have certainly met countless wonderful people during my 21 years as City Clerk. Meeting clerks from around the state and throughout the United States has been an exhilarating experience. I have cultivated many friendships and acquaintances that will last for many, many years to come. I just want to say "thank you" to all of you for making my life as City Clerk the wonderful experience it was!

I have to say that my most memorable moment during my 21 years was when I was designated as the "Clerk of the Year" in 2004. It was a great feeling to know that I was nominated by my peers and was thought highly enough to be chosen for such a distinguished honor. It was one of my shining moments, among many.

I can't begin to thank everyone that has influenced, guided and mentored me during my tenure as City Clerk and in my capacity as an Executive Committee member for all these years. I will just give a blanket "thanks" to all of those people that have touched my life in some form or fashion and have helped me to succeed as a municipal clerk.

It is my intention to attend the upcoming Fall Training School in Saratoga Springs for for at least a couple nights in order to say goodbye to some of you that I have not had the opportunity to do so with yet, as well as attend the NYSACVC Annual Meeting. And of course ... to have a GOOD TIME as a civilian! I won't have to worry about feeling guilty about missing classes... due to all that grueling and nerve wracking "networking" sessions that are an integral part of the Fall School. I would encourage you to say hello and I will do the same while in Saratoga!

If you would like to submit any articles to The Bulletin, please forward your information to: jkoury@stny.rr.com. If you send it to the city account, you'll get a "bounce" notice!

2012 - 2013 NYSACVC Officers

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Director: Brenda McConnell, CMC/RMC
Village of Brownville
(516) 354-0022, bville@nnyemail.com

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!

The New York State Association of City and Village Clerks (NYSACVC) is now on Facebook!

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Contact the Editor TODAY!

2013 IIMC Annual Conference

Atlantic City, NJ -- May 19-23, 2013

The 2013 IIMC Annual Conference was held in Atlantic City, NJ the week of May 19-23, 2013. There was a good contingent of clerks attending from Region I and New York State!



Not only was the venue interesting and fun, there were a variety of educational sessions and many opportunities to meet fellow Clerks from all over the world.

The next conference to be held in Region I will be in Hartford, Connecticut in May of 2015. If at all possible, try to partake in and experience this wonderful educational opportunity!

The following are some highlights from the conference provided by association members that attended! It appears all had a great time, as usual, and found some relaxation time in between all those grueling sessions that IIMC plans for each conference event.



More pictures on page 9!

Executive Committee Nominations

Contact Nomination Committee Chair if Interested in Serving on Executive Committee

The NYSACVC Nominating Committee is seeking nominations for anyone interested in serving on the NYSACVC Executive Committee for the year 2013-2014. The Executive Committee members are President, 1st Vice President, 2nd Vice President, Directors (2), Treasurer, and Secretary. Anyone interested is encouraged to submit a letter of interest or a nomination to the Nominating Committee as soon as possible.

The Executive Committee is responsible for the management and direction of the Association during the year. An annual budget is proposed by the Executive Committee, as well as any major changes to the Association's rules, regulations and policies and presented to the membership at the Annual Business Meeting during the New York State Conference of Mayors (NYCOM) Fall Training School. The Executive Committee meets three to four times a year, including during the Fall Training School. It is actively involved with NYCOM, the Cornell Municipal Clerks Institute and Academy, the International Institute of Municipal Clerks (IIMC) and IIMC Region I, as well as other municipal organizations.

After reviewing those interested in being an Executive Committee member, the Nominating Committee will rec-

ommend a slate of officers for 2013-2014 at the Annual Business Meeting. Nominations will also be accepted from the floor. The election takes place at the meeting and the new Executive Committee immediately takes office for the following year.

Should you have questions or would like further information, please feel free to contact any member of the Nominating Committee listed below:

Kathie B. Montigelli, Chair, Village of Black River (315) 773-572, villofbr@gisco.net.

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NYCOM/OSC Fall Training School
September 9-12, 2013

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Region I Meeting Held in Amherst, MA

By Brenda Young, MMC

It was my honor and pleasure to be invited to attend the IIMC Region I Annual Meeting in Amherst, MA on February 21st and 22nd, 2013. IIMC President Brenda Cirtin was unable to attend and asked that I go in her place to represent IIMC. I was excited to attend a region meeting as an IIMC representative and to share great news about our organization.

When I arrived in Hartford, CT it was a very easy shuttle drive right to the front door of the beautiful historic Lord Jeffrey Inn in Amherst, MA. When I stepped out of the shuttle I definitely could have been spotted as a tourist because I immediately started taking pictures with my phone. It was easy to see why the historic hotel had been bestowed with the esteemed honor of being listed as one of the prestigious Historic Hotels of America. I snapped a few photos of the white blanket of snow which had been carefully shoveled off the walk ways. Then off to the lobby to enjoy the blazing fire place and the library right off the main entrance. Such charm and a nice welcome from the Front Desk Staff made me feel right at home. Just getting settled and a little nervous about my first "gig" as Vice-President and then I was greeted by our wonderful colleagues Region I Directors Linda Spence, MMC and Shawn Cullinane, MMC and then it was all home base. I have always said that no matter where you travel in this world if you meet up with a Municipal Clerk you will not be alone and will have plenty to talk about.

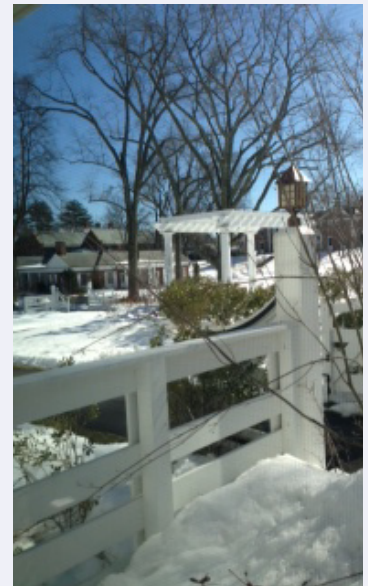


Region I Directors Linda and Shawn are to be congratulated on a very successful annual meeting. The business meeting began on Thursday with a welcome by Amherst, MA Town Clerk Sandra J. Burgess. Incoming Region I Director Paul Bergeron presented a Records Management Session that was very well received by attendees. Region Directors Spence and Cullinane were pleased to welcome and host the New England Association Executive Committee for their winter meeting and the 4th Annual NEMCI & A Benefit Walk. At the evening dinner I had the honor of reading aloud a letter from our IIMC President Brenda



Cirtin about some of the recent successes of IIMC this past year such as the increase in membership and the sense of a new excitement among our current members for the direction IIMC is continuing to go. President Cirtin had advised that once again IIMC ended the fiscal year in the black and that IIMC has taken steps to ensure the financial well-being for many years to come. Dinner was lovely with yours truly trying the New England Scrod for the first time and I absolutely loved it!

Friday morning was a beautiful chilly morning for the NEMCI&A Benefit Walk. Participants enjoyed a brisk walk which included seeing the home and resting site of famed Poet Emily Dickinson. After the walk all were warmed up with a good cup of coffee and a hearty New England breakfast. Region Directors Spence and Cullinane conducted the annual business meeting which was very productive and informative. Former Region Directors Pattie McCoy, Poultney, VT and Tina Ward Shuart, Cobleskill, NY gave the audit report of the Region Director's fund followed by the annual Director's Report by Cullinane and Spence. Director Cullinane thanked Director Linda Spence for her service as Region Director the past three years and welcomed upcoming Region I Director Paul Bergeron. As the IIMC representative I was up next to update the members on recent IIMC happenings and to answer any questions followed by the announcement of the At-



Iantic City 2013 IIMC Annual Conference Grant winners Joseph Powers, Town Clerk, Braintree, MA and Lisa Goodwin, Town Clerk, Onondaga, NY. Once again I was greeted with warmth and I was so encouraged to be with fellow colleagues who embrace our profession with passion and are dedicated to our great IIMC organization.



An invitation and challenge was presented by Kate Wall of Berlin, CT and Joyce Mascena of Gastonbury, CT for the upcoming 2015 IIMC Annual Conference in the historic city of Hartford, CT.

The State and Region Associations of Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island, Vermont and New England gave updates followed by updates from the New England Municipal Clerks Institute and Academy and Cornell Municipal Clerks Institute and Academy respectfully.

The next order of business was the annual Tea Cup Raffle which raises funds to help support the Region One Directors' fund. I was as excited about this raffle as Clerks seem to donate the best raffle gifts.

Region Directors Spence and Cullinane had more in store for the group after the business meeting as they led us on a short walk to tour the Amherst College Mead Art Museum. What a delight for all to see. We were divided into two groups and each group had our own college student give us a personalized tour of their favorite works of art. Before leaving the museum we spotted a glass case full of little relics that had been donated by the Museum Curator for sale at minimal prices with all proceeds going back to the museum. Trinkets were purchased to commemorate our visit and for me to bring a little of New England back with me to Nashville, Indiana.

We were escorted back to the Lord Jeffrey Inn where we were filled with a bountiful lunch and enjoyed networking with our vendors and friends. Many, many heartfelt thanks to Region I Directors Linda and Shawn for two wonderful days of IIMC memories.

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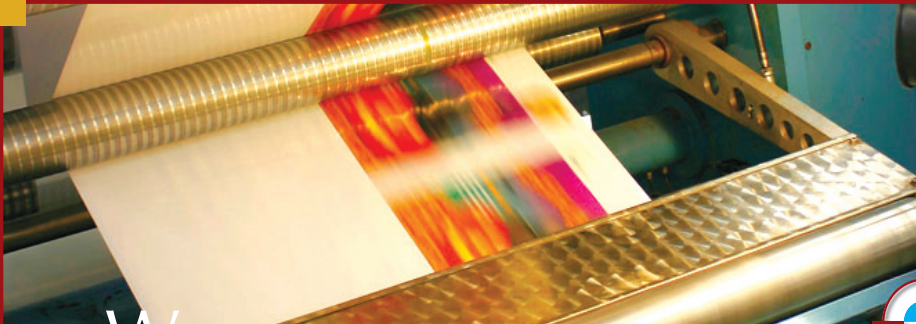
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IIMC Conference Pictures - con't from page 3



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Cornell Municipal Clerks Institute (CMCI)

July 14 - 18, 2013, Cornell University

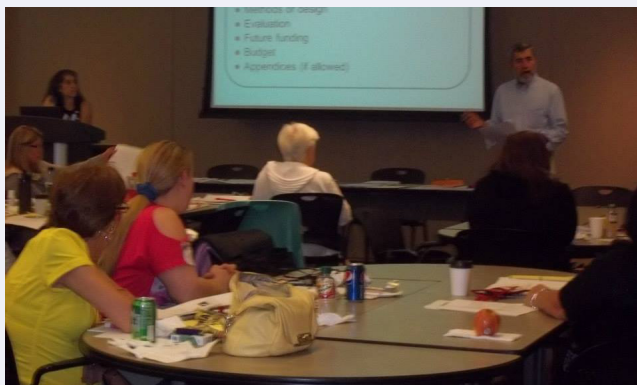
The 2013 Cornell Institute was held the week of July 14 - 18, 2013.

The Cornell Municipal Clerks Institute is a premium educational opportunity provided by a partnership among several professional clerk associations, including the City and Village Clerks, Town Clerks, and Clerks of County Legislative Boards Associations of the State of New York and Cornell University's Community and Regional Development Institute.

Cornell's Institute is approved by the International Institute of Municipal Clerks (IIMC). Founded in 1947, IIMC is the leading professional nonprofit association of Municipal Clerks and officials from cities and towns around the world.

To receive Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC) Designation through Cornell's Municipal Clerks Institute, Clerks must fulfill a two year IIMC membership requirement, fulfill the designation requirements and must sustain membership in order to maintain the designation. Information about applying for IIMC membership and designation requirements can be found at IIMC's website at: www.iimc.com

The following are some highlights from the week!



Cornell Municipal Clerks Institute (CMCI)



NYCOM/OSC Fall Training School September 9-12, 2013, Saratoga Springs, NY



NYCOM and the Office of the State Comptroller (OSC) collaborate each year to create an exciting program designed primarily for Clerks, Finance Officers, Managers, Administrators, Attorneys, Mayors, Trustees and Council Members with more than 60 separate sessions on various

aspects of municipal law, government operations, local finance and professional development. The Fall Training School also hosts the annual business meetings for the NYS Association of City and Village Clerks and the NYS Society of Municipal Finance Officers.

The Saratoga Hilton is the meeting headquarters for the 2013 Fall Training School. All sessions and meals, including breakfast for Courtyard guests, will be at the Saratoga Hilton.

Hotel reservations can be made directly with the Saratoga Hilton at (888) 866-3596 or (518) 584-4000 and use Code: PPJX. For the Courtyard Marriott call (866) 210-9325 or

(518) 226-0538 for a single room reservation and for double room reservations, please call (518) 226-0064. Please identify yourself as NYS Conference of Mayors. NYCOM's room block has been released as of August 17, 2013, but call and register!

Hotel rates include dinner Monday, Tuesday and Thursday evening; lunch Tuesday-Thursday; breakfast Tuesday-Friday; and all breaks. Wednesday evening dinner is on your own, or you may sign up for the dinner cruise on Lake George for an additional cost (\$28 per person).

Coming Soon!

NYCOM/OSC Fall Training School
September 9-12, 2013

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Local Clerks Associations Contact Your Local Organization and Join!

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(315) 686-5552 / ClerkTreasurer@villageofclayton.org

Municipal Administrative Officers - Erie County

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

Westchester County Association

President: Elizabeth Dreaper, Village of Dobbs Ferry,
(914) 693-2303 / ldreaper@dobbsferry.com

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

CMCI Pictures (con't)



From The Department of Health

By Jim Meany, Office of Vital Records Registraion Unit



The Local Registrar Procedures manual describes the appointment of the subregistrar in Chapter 1, "Registration Districts and Local Registrars." This article is intended to augment that information by providing a more detailed understanding of the role of the sub registrar, the appointment process and recommended practices for utilizing the sub registrar.

Local Registrars have statutory authority to appoint sub registrars to insure that burial transit permits can be issued outside of normal business hours when needed. The sub-registrar is intended to facilitate the timely registration of deaths and issuance of burial transit permits and is selected based on geographic accessibility and after hour availability. There are circumstances, particularly in large populated areas, when a permit is needed outside of normal business hours to allow for the expeditious disposition of human remains. Sub registrars are commonly stationed in facilities such as police stations, fire departments or hospitals where there is 24 hour staffing during evenings, weekends and holidays. Funeral directors or others employed in funeral directing, undertaking or embalming are prohibited by law from being appointed as sub registrars.

Sub registrars are agents of the registrar and must be knowledgeable of filing requirements and trained to verify compliance with Department vital record certificate acceptance standards. Sub registrars are accountable for the certificates they accept for filing and under no circumstances, should they be provided with pre-signed burial transit permits. They must sign and date item 24 on the death certificate, "Burial or Removal Permit Issued By" when accepting the certificate for filing and complete, sign and date the burial transit permit.

The sub registrar is not intended to be an employee who works normal business hours in the registrar's office. Employees of the registrar may accept vital record certificates for filing as part of their normal office duties. They may print the registrar's name or use a registrar signature stamp in item 24A, "Burial or Removal Permit Issued By". The initials of the person signing on behalf of the registrar should be placed adjacent to the printed name or stamp.

Practices and Procedures for Appointing a Sub Registrar:

* The registrar works with local municipality officials to identify appropriate sub registrars.

* The registrar completes the Approval of Appointment of Sub Registrar of Vital Statistics Form DOH-2457 (2/12) for each sub registrar candidate and submits the original notarized form to the New York State Department of Health,

Office of Vital Records for approval. A copy of the form is attached.

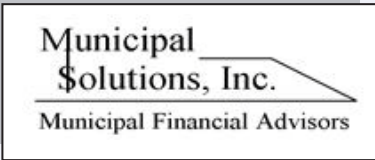
* The DOH-2457 will be reviewed by the Director of Vital Records and, when approved, a copy will be returned to the registrar. By Law, the registrar must forward a copy of the appointment form to the County Clerk.

* Sub registrar training must include a review of responsibilities, procedures and laws governing death registration and the issuance of the burial transit permit. Carefully review appropriate sections of the registrar's procedure manual with the newly appointed subregistrar. Refresher training should be provided as needed.

* Certificates accepted for filing by the sub registrar must be forwarded to the registrar within three (3) days.

* The sub registrar appointment does not expire so you must notify the Office of Vital Records of any subregistrar changes such as termination of appointment, change of address, name, etc. . . .

If you have questions or require additional information, please contact the Registration Unit (518) 474-8187.



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Calendar of Events

September 9-12, 2013: NYCOM/OSC Fall Training School, Saratoga Springs, NY.

September 24-26, 2013: OSC Basic Accounting School: Cayuga Community College (Cayuga County)

October 1-3, 2013: OSC Advanced Accounting School: St. Lawrence-Lewis BOCES (St. Lawrence County).

October 21-23, 2013: NYCOM Public Works Training School, High Peaks Resort, Lake Placid, NY.

October 22-24, 2013: OSC Advanced Accounting School, Village of Arcade (Wyoming County).

February 9-10, 2014: NYCOM Winter Legislative Meeting, Hilton, Albany, NY.

May 4-6, 2014: NYCOM Annual Meeting and Training School, Gideon Putnam Hotel, Saratoga

Springs, NY.

If you have an event you would like to have publicized, contact the Editor at jkoury@stny.rr.com or call 607.432.1179.

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Fall Training School: Brenda McConnell, Chair, Village of Brownville, (315) 782-7650, bville@nny.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

IIMC 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

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Nominating: Kathie Montigelli, Chair, Village of Black River (315) 773-5721, villofbr@gisco.net; Brian S. Ridg-

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REMINDERS!

Mark your calendars for the NYCOM/OSC Fall Training School to be held September 9-12, 2013 in Saratoga Springs, NY.

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

Submit your nomination to serve on the NYSACVC Executive Committee.

Submit any articles of interest or pictures to the Bulletin Editor at jkoury@stny.rr.com.

Register for the NYCOM Public Works School or encourage your public works officials to do so

Have a great FALL!



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