



THE BULLETIN

VOLUME 60, ISSUE #3

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President's Message

Patrick Farrell, President

Thank you for the honor and opportunity to serve as President of our Association. I want to thank Bonnie Page for her continued support and service as our Treasurer. Jim Koury for his many years and continued service as our Newsletter Editor. I am comforted to have our Past President Kathie Montigelli step up as Secretary, Tammy Bonomo, our very deserving 2013 Clerk of the Year and Executive Committee member always there lending a helping hand. In addition, I would like to welcome our new Directors, Rosanne Warner from the Village of Wampsville and David Smollett from the Village of Lawrence. They will undoubtedly be a valuable addition to the Executive Committee.

The 2013 Fall School at Saratoga was a great success. A very special thanks to NYCOM and the NYS Comptrollers Office for their efforts in putting together a successful 2013 Fall Training School in beautiful Saratoga. The Fall School is always a great opportunity to educate ourselves on current municipal topics, share ideas with fellow Clerks and enjoy the camaraderie of one another. I encourage everyone to attend. As I said in my welcoming speech, I would not be here if it weren't for the support of our Association members, friendly and supportive NYCOM and Comptrollers staff....Thank you!

For those of you who were unable to attend fall school and the annual meeting of the NYS Association of City and Village Clerks in Saratoga, where our very own Tammy Bonomo was awarded Clerk of the Year which was presented to her by her co-worker of 20 years Robin Mitchell. Our Association was privileged to present the Distinguished Service award to Jennifer Purcell of NYCOM for her great work in documenting all the wonderful events that take place throughout the year. Thank you for all the great pictures Jennifer. The Executive Committee continues to support education and has decided to continue to offer a full-ride scholarship to the first 8 (first-year) applicants that plan to attend the 2014 Cornell Municipal Clerks Institute. This is an amazing opportunity for anyone who is contemplating attending this comprehensive training experience, so please take advantage of it. The application is available on line at our website www.nysclerks.com under the "Program and Awards" tab. Please visit our website for updated information and pictures.

(President's Message continued on Page 3)



Editor's Message

James R. Koury, Bulletin Editor

Welcome to the last issue of The Bulletin for 2013. The year has gone by really fast. It is hard to believe we have whizzed by Thanksgiving and are well on our way to Christmas and New Year's!

This issue of The Bulletin has some great information. It has a recap of a GREAT Fall Training School. It was held in beautiful Saratoga Springs and as usual a great time was had by all attendees. The classes were great and well attended (going by heresay on that one this year ... HA). It proved to be a great learning and networking opportunity for new clerks and seasoned ones as well.

I had the opportunity to attend the Fall Training School for a couple days as a "civilian." I wanted to go to the Annual Meeting and say hello and good bye to some folks since I am no longer the Clerk in Oneonta. It was awesome seeing many of you and I am sure I will cross paths with you again somewhere! I am pretty sure I'll be heading up to Lake Placid for a couple days. Who could resist that wonderful little Mecca?

Many thanks to now Past President Bonomo for the very kind words she said about me in recognition of my depar

ture from city government and the Executive Committee. It was most gratifying to see the outpouring of affection and I especially liked getting that bottle of wine. HA.

I also want to thank the members of the Executive Committee overall for their hard work and dedication to our Association. It would not be the fine organization it is without the tireless volunteer efforts by those on the Executive Committee and the committees generally.

Congratulations to Tami Bonono for her Clerk of the Year award. No one deserved that more than she did. Good job Tami!

Congratulations are also in order for Jennifer Purcell for winning the Distinguished Service Award. Jennifer certainly deserved that honor with all the behind the scenes work she does at all the meetings, taking the photos and just being there with her smiling face. It certainly means a lot for a new person and even a seasoned clerk to see a great personality like Jennifer's making the Fall School the stellar educational opportunity that it is. Good job Jennifer!

This issue also contains a recap of the recent North Country Clerk's Association meeting. What a crew they all are huh? LOL... JOKING.... It has some great information from Bob Freeman and Jim Meany from the Committee on Open Government and the Department of Health, respectively.

2013 - 2014 NYSACVC Officers

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

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Village of Speculator
(518) 548-7354, speculat@frontiernet.net

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Village of Lancaster
(315) 245-0560, mstegmeier@lancastervillage.org

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

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Village of Brownville
(516) 354-0022, bville@nnyemail.com

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

Director: David E. Smollett
Village of Lawrence
(516) 239-4600, dsmollett@villageoflawrence.org

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

Director: Rosanne Warner
Village of Wampsville
(315) 363-5810, wampsvillen@verizon.net

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

As we celebrate our Veterans on this Veterans Day and approach the day we give Thanks to the freedom we share with all our co-workers and loved ones in our lives, lets us continue to serve our constituents with a smile on our face. I believe it is important to smile even when we are dealing with a constituent who is screaming about a parking violation, neighbor disturbance, garbage on the street, smell of a neighboring farms horse manure or the ever popular building violation, then politely and calmly explain the history and rationale of the wonderful Laws we took an Oath to uphold. Of course, with a smile on our face.

In closing, the NYSACVC Executive Committee will be meeting throughout the year starting this weekend in conjunction with the NYCOM Executive Committee meeting. I welcome any ideas, comments and upcoming retirements and/or announcements

from our Regional Associations. If you have an interest or any questions on how to get more involved in our association please contact me at 516-482-4411 or vlsadmin@optonline.net. We are always looking for people to get involved to help support and create additional memorable educational events and programs. I will keep you informed throughout the year as we meet to share and form ideas. I also will make an effort and look forward to seeing all at one of your Regional meetings throughout the year. Best wishes for a safe and happy Holiday Season. Cheers!

Coming Soon!

NYCOM Winter Legislative Meeting
February 9-10, 2014

REGISTER TODAY!

Award Winners - NYSACVC Annual Meeting

Saratoga Springs, NY



Bonomo Clerk of the Year

Tamara Bonomo was named the NYSACVC Clerk of the Year at its Annual Meeting held in Saratoga Springs.

Bonomo has been the Clerk of Camden for almost 23 years. She has been a member of the association since 1991 and is the current Immediate Past President. She has

also over the years been very active in various association committees.

She has exhibited her dedication to her position through her various educational achievements. She is a Certified Municipal Clerk, a Registered Municipal Clerk and a Certified Municipal Finance Officer. She is a recent graduate of the Cornell Municipal Clerks Institute and currently serves on the institute's advisory committee.

In addition to her professional affiliations the NYSACVC and the NYSMFO, she is also a member of IIMC, a past President of the North Country Clerks Association, serves on the Camden area Chamber of Commerce and volunteers with the annual homecoming 5K benefit run.

Congratulations Tami!



Purcell Wins Distinguished Service Award

Jennifer Purcell won the NYSACVC Distinguished Service Award at its Annual Meeting held in Saratoga Springs.

Purcell works tirelessly often behind the scenes to promote NYCOM and all it represents and has been doing it very well since 1999.

She has her hands in almost everything from preparing meeting mailers to preparing membership directories, publications and most recently, a brand new website.

As the photographer for NYCOM she has preserved the many milestones and memories of all meetings. She

Because of her unrelenting hard work and dedication she certainly earned the right to be the NYSACVC's Distinguished Service Award recipient.

Jennifer is a graduate of Marist College.

Congratulations Jennifer!

Hartford, CT Chosen to be Site of 2015 Annual Conference

By John Bazzano, Host Clerk and Co-Chair Kate Wall, MMC

As many of you are aware, Hartford, CT has been awarded the honor of hosting the International Institute of Municipal Clerks (IIMC) Conference for May 2015.

This is a wonderful opportunity for New England and New York to show off our region. We will have appropriately 1,000 representatives from all over the nation and many other countries attending this conference.

Some background –

When a clerk has the designation of CMC or MMC after their name, it is because he/she is a member of IIMC and has successfully completed the criteria to be awarded this designation.

You must be a member of IIMC to use this designation or to apply for your CMC or MMC.

Once a year usually in May, IIMC holds a conference for clerks to come to together to learn, network and just have a good time with people who understand what we do everyday. IIMC uses a scanning system so everyone scans in and out of all the educational sessions. After the conference IIMC issues a statement that shows the sessions you attended and the number of educational points you have earned at the conference. Pretty neat!

Please visit IIMC @ www.iimc.com to learn more about this organization.

Membership fees are population based:

- | | Full Member |
|---------------------|-------------|
| • Up to 20,000 | \$135 |
| • 20,001 to 200,000 | \$175 |
| • Over 200,001 | \$235 |

IIMC has divided the States into different regions.

Region 1 is made up of the following states:

Connecticut
Maine
Massachusetts
New Hampshire
New York
Rhode Island
Vermont

We are fortunate that many members of Region 1 are willing to help us make this conference a success and we will definitely tap into this wonderful resource.

If you are not a member, we would encourage you to visit IIMC site and review the information about the membership benefits and the upcoming conference in

Milwaukee, WI.

Please let us know if you are interested in becoming involved and helping us plan for this conference. The Conference Representatives from New York are: Susan Haag, Austerlitz, NY austerliz@fairpoint.net and Tina Ward Stuart at coby1@nycap.rr.com

The following is a list of host sub-committees and their responsibilities as suggested by IIMC:

BUDGET/FINANCE: Coordinate and oversee all Host Committee finances and fundraising activities.

DOOR PRIZES: Secure door prizes, assign responsibilities for drawings at exhibit breaks or other scheduled times.

EDUCATION: Work with local and state educational institutions, municipal leagues, etc. Recommend instructors with outstanding program content, presentation.

EXHIBIT PROGRAM: Assist IIMC in contacting local exhibitors for Exhibit Hall as needed and collaborate with IIMC on theme ideas for Exhibit Hall.

GUEST/SPOUSE PROGRAMS: Recommend guest and spouse programs and tours. Recommend and work with Transportation Committee.

HOSPITALITY/VOLUNTEERS: Recommend and assist in planning social events, greet Delegates, direct participants to designated areas in the hotel and prepare Conference signs.

PUBLICITY: Acquire promotional material (articles/photos) for News Digest.

REGISTRATION: Assist in registration during Conference, help prepare Delegate packets.

TRANSPORTATION: Coordinate with IIMC all ground transportation pursuant to established policies and arrangements with IIMC HQ. If needed, provide local bus guides if not provided by ground operator.

Thank you and I look forward to seeing you in Hartford for the IIMC Conference in 2015!

See you all in Hartford, CT!
May 2015

Stay tuned for details!



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North Country Clerks Meet

Meeting Held in Sacketts Harbor on October 10, 2013

The North Country Association of Village Clerks and Clerk-Treasurers held its quarterly meeting on October 10th in Sacketts Harbor, New York. The weather was beautiful - a perfect opportunity to take a group photo!



L to R: Danielle Rajner, Theresa; Geneva Phelps Miller, Clayton; Sally Daly, Karen Williams, and Jim Yuhas, Sacketts Harbor; Tara Leeson, Theresa; Marina Cooke and Jennifer LaMora, Philadelphia; Brenda McConnell, Brownville; Kristin Burroughs, Black River; Annette West, Brownville; Darlene Rexford, Adams; Bonnie Paige, Speculator; Tammy Bonomo and Robin Mitchell, Camden; Mary Rupp, Cape Vincent; Kristy Shaughnessy, West Carthage; Debi Pierce, Carthage.

The Association was founded in 1989, following a proposal by Kathie Montigelli, Village Clerk-Treasurer of Black River. Current membership is comprised of 22 Villages and 1 City, with 42 active members. We are proud to have a history of sending a significant number of our membership to serve on various State Association boards over the past several years (see photo below).

The Association meets in March, May, October and December, on the second Thursday of the month. Past speakers have included representatives from the NYS Dept. of Labor, the Development Authority of the North Country, NYCOM, USDA-RD, NYS Retirement System, Digital Towpath (SUNY IT), and Northern Employee Assistance Services. Topics range from professional development to personal development.

The next meeting will be held on December 12, 2013, at 12:00 noon at the Café Mira in Adams, New York. New

members are welcome to join at any time. For more information, contact the Association President, Geneva Phelps Miller, at (315) 686 5552.



L to R: Tammy Bonomo, Village Clerk, Camden; Brenda McConnell, Village Clerk-Treasurer, Brownville; Robin Mitchell, Village Treasurer, Camden; Bonnie Paige, Clerk-Treasurer, Speculator. Absent from the photo: Kathie Montigelli, Clerk-Treasurer, Black River,



FOIL and E-Mail: What Do We Do?

By Robert Freeman, Committee on Open Government



This issue has become important because email has become a significant aspect of our lives and our work. Most often referred to email that may be stored in the cloud or perhaps offsite and to the situation that now comes up all the time - - where board members and others transmit or receive email regarding municipal business from their home computers. And what if

the member uses a personal email address? Does that matter?

The general answer relates to a provision in the New York FOIL that distinguishes our law from many access laws around the country and around the world. I offer just a touch of history....

When we were drafting the essence of the current FOIL in 1977, we couldn't have predicted the future. High tech then was an electric typewriter. We used carbon paper to make copies (Some of you younger clerks may not know what carbon paper is!). There was no internet, and nobody yet heard of email. But it was the beginning of the era of computers, usually computers that took up half a room and could do less than you can do with your I-phones. From my perspective, we got lucky, lucky because of the scope of a provision that has enabled all of us to accommodate and adapt to developments in information technology have changed and become part of our lives.

Since 1978, FOIL has included all government agency records within its coverage, and §86(4) has defined the term "record" to mean "any information kept, held, filed, produced or reproduced by, with or for an agency or the state legislature, in any physical form whatsoever.." The last clause, "in any physical form whatsoever" is important, for it clearly indicates that email constitutes a "record" when it is kept or produced "for" an agency, such as a municipality. Due to the breadth of the definition, if a municipal board member or an employee sits down at his or her pc at home or in that person's private place of business and sends an email message to another municipal board member, to me at the Department of State, or to a resident, and if the communication involves municipal business, the communication is a "record" and FOIL applies. Similarly, if the same person receives email at home or place of business in connection with municipal functions, again, FOIL would apply.

The definition also tells us that if a municipality stores email "in the cloud" or offsite, the location in which the record is kept does not remove it from the coverage of FOIL. Again, if it's kept for the municipality, it's a municipi-

pal record, and FOIL would apply.

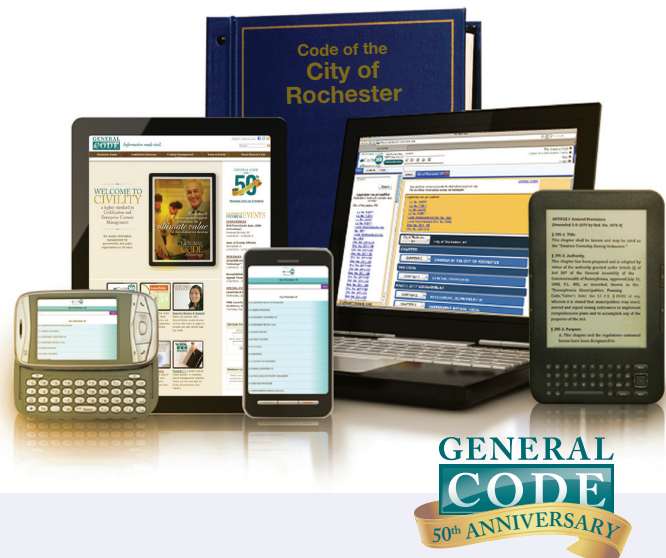
If a board member or other municipal official routinely transmits or receives email at his/her home or private place of business, it has been suggested that he/she be given an email address associated with the municipality. By so doing, that person can readily distinguish the municipal-related communications from others, such as the notification of sales sent by stores, the pictures of the kids, Amazon, etc. Even better, and this can be accomplished automatically, when a board member sends or receives municipal-related email, it should be forwarded to the clerk.

If that is accomplished, there are several positive results. First, if a FOIL request is made for all email communications between or among municipal board members involving a particular issue, you wouldn't have to contact all the members and ask: do you have anything? You, as clerk, as custodian of the records and as freedom of information officer, would have the records. Second, you are also the records management officer under the Arts and

(Con't on page 9)

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(Bob Freeman - Con't from page 8)

Cultural Affairs Law and have familiarity with the records retention schedule. You know how long records have to be kept before they can be discarded; municipal board members generally do not. And third, you know something about FOIL; often board members know little about the law.

None of the preceding remarks are intended to suggest that email must be disclosed in every instance. As is so with respect to all records, their content and the effects of disclosure are the key factors in determining whether or the extent to which they must be disclosed or may be withheld.

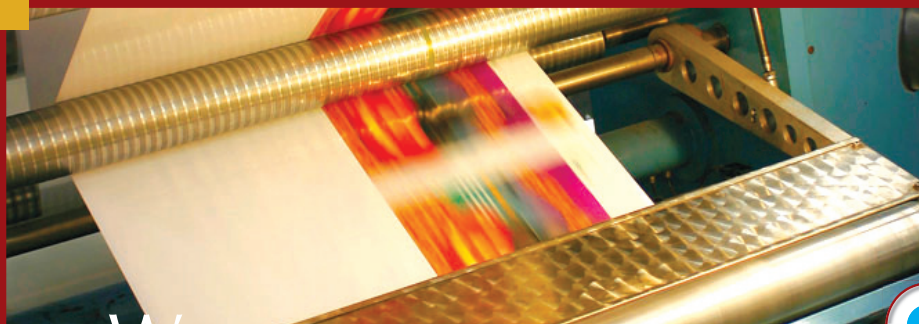
If the issue involves email communications between or among municipal officials, those records would constitute "intra-agency materials." Due to the nature of the exception concerning intra-agency materials, §87(2)(g), often some are accessible under FOIL, while others may be withheld. In short, insofar as they consist of advice, opinions, recommendations and the like, they may be withheld. Other portions of the same records that consist of statistics or facts, for example, must be disclosed. If two board members are emailing back and forth, and one says, "I think we should do this," and the other says, "No, I think we should do that," both of those communications would be in the nature of opinions that may be withheld.

They don't have to be withheld; they may be withheld. But if one of them writes that his/her opinion is based on the following facts or numbers, that portion of the communication would likely be available.

What if email is sent by a resident? In that instance, we consider a different exception, §87(2)(b), concerning the ability to deny access insofar as disclosure would result in "an unwarranted invasion of personal privacy." Many communications from residents or others are general or innocuous and likely must be disclosed. Others, on occasion, include intimate or personal information that may be withheld in consideration of the person's privacy.

The bottom line is simple: for purposes of FOIL, we treat email in the same way that we treat old-fashioned paper records, and it doesn't matter where they're kept or stored. If they involve town business, they are "records" that fall within the coverage of FOIL. From there, like all other records, we review them to determine whether or how much of their content is required to be disclosed.

For more information, go to our website by googling "coog." Under "Freedom of Information Law," click on the drop down box referring to "Advisory Opinions." On the page with the alphabet, click onto "E" and scroll down to "Email." Several opinions relating to the issue will be available in full text for your reading pleasure.



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NYCOM/OSC Fall Training School

Saratoga Springs, NY: September 9-12, 2013

The NYCOM/OSC Fall Training School was held in Saratoga Springs, NY September 9-13.

The following is a pictorial overview of the school and some of the memories created.



(Pictures con't on page 12)

archival
PRESERVATION

- ☞ BOOKS
- ☞ PAPER
- ☞ MAPS
- ☞ IMAGE
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From The Department of Health

By Jim Meany, Office of Vital Records Registraion Unit



Domestic Relation and Public Health Law extend the authority to process marriage license corrections to Town and City Clerks.

The application to correct marriage license information may be submitted by either party to the marriage. In considering the correction, the Town or City Clerk must determine that the error was not the result of any intended

fraud, deception, or attempt to avoid the effects of any valid law, regulation or statute. Further, the applicant must provide an explanation sufficiently detailed to explain the nature of the error and submit documentation, satisfactory to the Clerk, supporting the correct information.

The following instructions will help guide you through the marriage license correction process.

Corrections to Marriage License Affidavit Section by Annotation

The affidavit section of the Affidavit, License and Certificate of Marriage (DOH-98 form) (marriage license) contains information supplied under oath by the marriage license applicants. By signing the affidavit in the presence of the Clerk, each applicant attests to the truthfulness of the supplied information. To request a correction to items 1 through 22 of the affidavit section, the aggrieved party must complete an Affidavit for Correction of Marriage (DOH-1827 form) and submit supporting documentation. Item 23 can be corrected with a letter from the clerk. The law allows either party to the marriage to apply for a correction. However, both parties must sign the completed affidavit, except in cases of divorce or death. The DOH-1827 form will list the error(s) (grieved item) as shown on the license, the exact correct information as it should have been written, the type of documentation that supports the correction and a sufficiently detailed explanation for why the error occurred. If more than one correction is requested, each grieved item listed on the DOH-1827 form must be correctable or the application is rejected. If you are satisfied that the information submitted supports the correction you may “annotate” the marriage license through a process referred to as “ANNOTATION”.

Annotation Process - The annotation process does not remove, change, replace, add to or in any other way change any information in the affidavit section. The information although “erroneous” was provided under oath when the couple completed the license and cannot be corrected by changing information but instead requires the grieved party to supply information to support the request for correction. To annotate the grieved item the Clerk places an asterisk (*) at the site of the grieved item on their license

copy and writes the statement “Annotated by Affidavit” in the upper left hand corner of the marriage license directly below the register number line. An asterisk is placed in front of the statement and after the statement write the date of the annotation and your initials. Number all the documents as page number of total pages (e.g. 1of #) and send the marriage license, DOH-1827 form and all supporting documentation to the Department. Do not check the supplemental file box. An example of an annotation is located below. The annotated marriage license, DOH-1827 form and all supporting documents now represent the annotated marriage record. Henceforth, full copies of the marriage license must include all documents used to annotate the marriage record. If a request to annotate the affidavit section is made prior to filing the original marriage license with the Department, annotate a white copy of the marriage license for your files and submit the original marriage license and all original documents to the Department. Never annotate the original marriage license.

Example of Annotating Age Item 3A and Date of Birth Item 3B:

STATE OF NEW YORK
DEPARTMENT OF HEALTH
AFFIDAVIT, LICENSE and
CERTIFICATE OF
MARRIAGE

STATE FILE NUMBER
(THIS SPACE FOR STATE USE ONLY)

*Annotated by Affidavit 10/17/13 L.O.

BRIDE/GROOM/SPOUSE				BRIDE/GROOM/SPOUSE			
1. A. FULL NAME FIRST MIDDLE CURRENT SURNAME				11. A. FULL NAME FIRST MIDDLE CURRENT SURNAME			
B. BIRTH NAME, IF DIFFERENT				B. BIRTH NAME, IF DIFFERENT			
C. SURNAME AFTER MARRIAGE (OPTIONAL - SEE REVERSE)				C. SURNAME AFTER MARRIAGE (OPTIONAL - SEE REVERSE)			
D. SOCIAL SECURITY NUMBER				D. SOCIAL SECURITY NUMBER			
10. RESIDENCE A. CITY TOWN VILLAGE COUNTY				10. RESIDENCE A. CITY TOWN VILLAGE COUNTY			
C. CHECK ONE AND SPECIFY				C. CHECK ONE AND SPECIFY			
D. STREET ADDRESS ZIP				D. STREET ADDRESS ZIP			
E. IS RESIDENCE WITHIN LIMITS OF CITY OR INCORPORATED VILLAGE? YES NO				E. IS RESIDENCE WITHIN LIMITS OF CITY OR INCORPORATED VILLAGE? YES NO			
13. A. AGE B. DATE OF BIRTH C. SEX (OPTIONAL)				13. A. AGE B. DATE OF BIRTH C. SEX (OPTIONAL)			

Department Review – The Department will review the annotated record for accuracy and completeness. If there is a problem with the annotation you will be notified and the couple may need to return the unapproved annotated record.

Copy Issuance Requirements – The Department recommends that only full copies of the annotated marriage record be issued. The full copy consists of the certified annotated marriage license, the certified copy of the DOH-1827 form and the supporting documentation. When issuing full copies only seal and certify the marriage license and DOH-1827. Do not seal and certify the supporting documents. You may choose to issue a transcript from the corrected record but it will not show that there has been an annotation to the affidavit. All copies should be issued on safety paper. The law entitles you to a fee not exceeding \$10.00 for correction and issuance of the annotated marriage record.

(Con't on page 13)

NYCOM/OSC Fall Training School

September 9-12, 2013, Saratoga Springs, NY



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

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,
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(Dep't of Health - Con't from page 11)

Corrections to License and Certificate Section by Interlineation

Corrections to the section of the license (DOH-98 form) labeled license and certificate are handled differently from the affidavit section. Errors in this section are corrected by the process known as interlineation. The DOH-1827 form is not used. The corrections must be supported by a letter from the officiant or Town or City Clerk on official letterhead or by certified officiant records, (ex. Church Certificate, Court Documents). Notarized statements are also acceptable. The letter must identify the error, the reason for error and the correction needed.

Interlineation Process - If a mistake is found prior to sending the license to the Department, the original license may be interlineated by placing an asterisk (*) at the site of the incorrect item and drawing a single line through the incorrect information. The correct information is written in any available space near the mistake. An asterisk (*) and the statement "Corrected by Clerk" are placed in the upper left hand corner of the marriage license directly below the register number line. Place the date of correction and your initials next to this statement. Please check the supplemental file box, number the documents and send the original license and letter from the clerk or officiant to the Department. If a mistake is found after the license is filed, follow the same interlineation procedures but please do not check the supplemental file box. Send a white copy of the corrected license and original supporting documents to the Department and keep a copy of the corrected license and supporting documents for your records. When issuing a certified copy of an interlineated marriage license, you may issue a certified copy or a Certified Transcript of Marriage. The law entitles you to a fee not exceeding \$10.00 for correction and issuance of the corrected license or transcript. Examples of pre and post interlineation corrections are located below.

Example interlineation correction to solemnization period, place of marriage and officiant title prior to filing with DOH.

The form is a 'STATE OF NEW YORK DEPARTMENT OF HEALTH AFFIDAVIT, LICENSE and CERTIFICATE OF MARRIAGE'. It includes fields for county, city/town, and officiant information. Key corrections are marked with asterisks and lines through the original text:

- 26. TOWN OR CITY CLERK:** Original: 'New York'; Correction: '*New York'.
- 27. TYPE OF CEREMONY:** Original: 'CIVIL'; Correction: '*RELIGIOUS'.
- 28. PLACE WHERE MARRIAGE OCCURRED:** Original: 'NEW YORK'; Correction: '*Kings Westchester'.
- 29. OFFICIANT NAME (PRINT):** Original: 'Friend Reverend'; Correction: '*Friend Reverend'.

The form also shows the solemnization period (02/15/13) and officiant signature.

Example interlineation correction after filing with DOH:

This form is similar to the one above but shows corrections made after filing. Key corrections include:

- 26. TOWN OR CITY CLERK:** Original: 'New York'; Correction: '*New York'.
- 27. TYPE OF CEREMONY:** Original: 'CIVIL'; Correction: '*RELIGIOUS'.
- 28. PLACE WHERE MARRIAGE OCCURRED:** Original: 'NEW YORK'; Correction: '*Kings Westchester'.
- 29. OFFICIANT NAME (PRINT):** Original: 'Friend Reverend'; Correction: '*Friend Reverend'.

The form also shows the solemnization period (02/15/13) and officiant signature.

Department Review – The Department will review the interlineated license for accuracy and completeness. If there is a problem with the correction you will be notified and the couple may need to return the unapproved license or transcript.

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Calendar of Events

January 7, 2014: Village Election Workshop, Bronxville, 10:00 a.m. to 1:00 p.m.

January 8, 2014: Village Election Workshop, Garden City, 1:00 p.m. to 4:00 p.m.

January 10, 2014: City Officials Workshop, Rye Brook, 8:30 a.m. to 3:30 p.m.

January 16, 2014: Village Election Workshop, Fairport, 1:00 p.m. to 4:00 p.m.

January 17, 2014: City Officials Workshop, Fairport,, 8:30 a.m. to 3:30 p.m.

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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Bulletin: James R. Koury, Chair, City of Oneonta (607) 432-6450 jkoury@oneonta.ny.us

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@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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RMC Appeals Committee: All Executive Committee Members

Scholarship: Randy Bond, Chair, Village of Sands Point (516) 883-3044 randy@sandspoint.org; Meghan Lodge, Village of Churchville (585) 293-3720 meghan@churchville.net; Michael E. Stegmeier, Village of Lancaster (716) 683-2105 treasurer@lancastervillage.org

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

REMINDERS!

Mark your calendars for the NYCOM 2014 Village Election Workshops to be held at the following locations: Bronxville - January 7th; Garden City - January 8th; and Fairport - January 16th.

Mark your calendars for the NYCOM Winter Legislative Meeting to be held February 9-10, 2014 in Albany, NY.

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 jkoury@stny.rr.com.

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