



THE BULLETIN

VOLUME 64, ISSUE #1

Inside This Issue

Editor's Message	Page 2
Holiday Party	Page 3
NYMCI	Page 4
NYALGRO	Page 6
NYMCI Schedule	Page 7
In the Spotlight	Page 9
MMC Designation	Page 11
Harvest March	Page 12
About IIMC	Page 13
Calendar of Events	Page 14
Committee Listing	Page 15



President's Message

Brenda McConnell, President

Hello all you very special people,

I hope this message finds you all healthy and happy. We have made it through the winter. Our area sure had its share of snow, but that is now all behind us ... hopefully! Spring has arrived in New York State.

I'm sure everyone is starting your budget work and have the same frustrations; decreased revenue and more expenditures. But, we forge on and try to do our best.

I'm extremely happy to report our New York Municipal Clerks Institute (NYMCI) has been approved by IIMC. I attended a meeting with our Planning Committee Tuesday, February 14th at the Rockefeller Institute of Government. The school is coming together very nicely. We are working out the details. Please take the time to read the article on page 4 promoting the school, as well as page 7 where you will find the tentative class schedules for both the CMC and MMC Institutes. And above all; PLEASE consider attending as it proves to be a great experience both professionally and personally. Also, have your mayors be looking for a booth at the Mayor's conference in May in Saratoga to get any information they would like concerning the Institute to hopefully be supportive of your attending.

I attended the IIMC Region I meeting in Port Jefferson in March and will be attending the IIMC Annual Conference in Montreal, Canada in May. BONJOUR! I hope to see some of you there.

I, along with a couple other Board members will be attending the planning meeting for Fall Training School late spring with NYCOM. If anyone has any specific classes they would like to see or any other concerns please let me know and I will be happy to discuss them. NYCOM staff are always willing to listen to us and do their best to accommodate us.

As always feel free to contact me with any concerns you might have.

*Do what you feel in your heart to be right – for you'll be criticized anyway.
You'll be damned if you do and damned if you don't.*

– Eleanor Roosevelt

www.nysclerks.com

*It is time for parents to teach young people early on
that in diversity there is beauty and there is strength.*

-- Maya Angelou



Editor's Message

James R. Koury, Bulletin Editor

Welcome to the first issue of The Bulletin for 2017. I hope your winter was a good one, and your spring is starting out great! The weather is warming up, the grass is green and soon summer will be upon us!

This issue of The Bulletin has a lot of great information in it. First of all, I want to congratulate Brenda McConnell for her achievement of being designated as an MMC. It is a lot of hard work and is something to be very proud of. Congratulations Brenda!

This issue contains some important information about the NY Municipal Clerks Institute (NYMCI) to be held at the Rockefeller Institute of Government in Albany, NY. Those involved in keeping the institute going after Cornell University pulled out must be commended. It is an important educational opportunity for New York municipal clerks. Please consider taking advantage of this educational ex-

perience, register for this year's institute, and get ready for a great networking and learning experience.

This month's "Spotlight" is on the Village of Brockport. Thanks to Leslie Morelli for volunteering to organize this issue's feature community.

Last, I want to welcome a new advertiser. Please welcome New Horizons Rubber Stamp Company. Check out their ad on page 14 and please consider supporting them with any needs you may have.

Happy spring! See you in August!

The NYSACVC needs YOU!

If you are interested in serving on a committee, helping out at the NYCOM/OSC Fall Training School, or just wanting to participate in a way that you are comfortable, please contact any member of the Executive Committee! They will help you and direct you to the best option to utilize your skills and expertise to the maximum benefit of the association.

For a listing of Executive Committee members please refer to the listing below.

2016 - 2017 NYSACVC Officers

President: Brenda McConnell, CMC/RMC
Village of Brownville
(315) 782-7650, bville@nnyemail.com

1st Vice President: Pauline DiSanto, RMC
Village of Croton On Hudson
(914) 271-2013 pdisanto@crotononhudson-ny.gov

2nd Vice President: Joe Scalero
Village of Mineola
(516) 746-0750, info@mineola-ny.gov

Director: Cheryl Douglas, CMC, RMC
Village of Malone
(518) 483-4570 cheryldouglas@westelcom.com

Director: Angela Arasim, CMC, RMC
Village of Fishkill
(845) 897-4430 angiea@vofishkill.com

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

Secretary: Tamara Bonomo, CMC, RMC
Village of Camden
(315) 245-0560, camdengov@yahoo.com

Immediate Past President: Daniel Borchert MMC, RMC,
Village of Akron
(716) 542-9636, borchert@akronvillage.us

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

LIVCTA Holiday Party And Election Workshop Held

By Liz Gaynor, VC, Village of Sands Point

On December 15, 2016 we held our 4th Annual Toys for Tots Toy Drive and Holiday Party. We would like to thank everyone for participating and bringing bags of toys for the U.S. Marines to distribute.

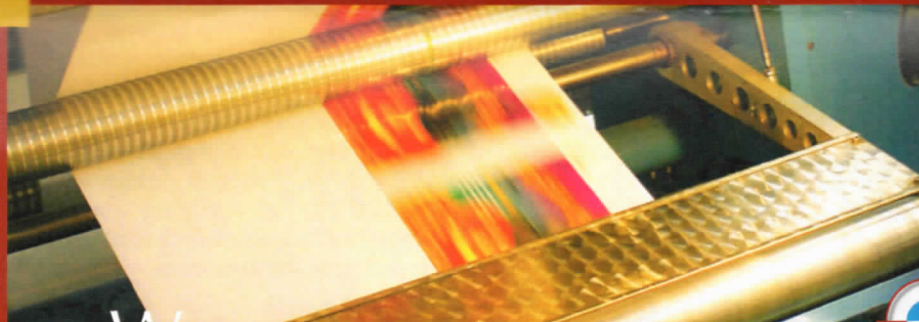
Thanks to all our vendors for their raffle gifts and sponsorships:

Flushing Bank, Hawkins, Delafield and Wood, Edmunds & Associates, PBI Payroll and The Trieber Group.

On January 12, 2017 we had the pleasure of two NYCOM staff members Wade Beltramo and Rebecca Ruscito to present the NYCOM Election Workshop for Nassau and Suffolk clerks. This workshop was very well attended to learn about the latest information on elections!

Our Executive Board has been activity working on

the annual directory, membership and upcoming events. We all are anxious for springtime for our Island Harvest March Beat Hunger Food Drive and our April Golf Outing Fundraiser!



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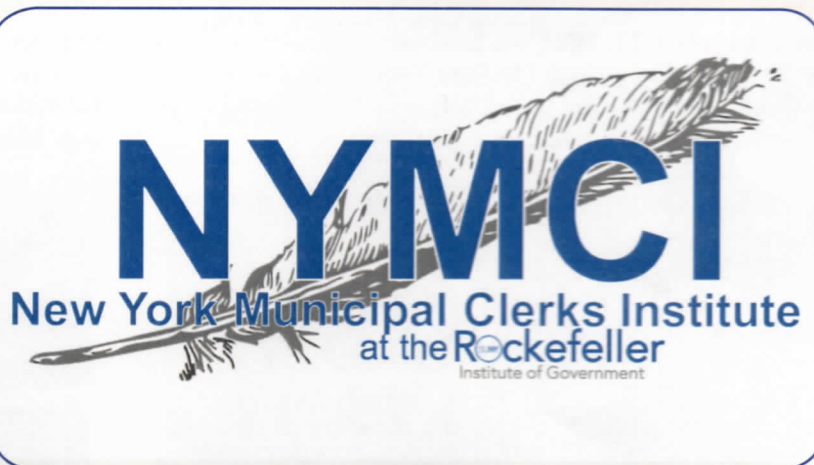
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NYMCI Scheduled For July

To Be Held July 10 - 12, 2017, Albany, NY

The "new" New York Municipal Clerks Institute (NYMCI) represents the opportunity for municipal investment in better, more effective local government. The new Institute has its home in the state capital and draws from a rich coalition of training and educational resources. The Clerks Institute is led by the Rockefeller Institute of Government, located in the heart of the state capital. This location has convenient access to faculty from the Rockefeller College of Public Affairs and Policy of the University at Albany; other local higher education instructors; and a variety of other professionals with municipal expertise from state agencies, organizations, and municipal associations.



NYMCI is a three-year training program offering the 120 credit hours required to become a Certified Municipal Clerk (CMC) from the International Institute of Municipal Clerks. City, town, and village clerks, deputy clerks, and clerks of county legislative boards, as well as other municipal officials who seek professional development may register. Those who want to attend in order to gain needed credits to maintain their CMC status are also welcomed. Certified Municipal Clerks who want to continue working towards the Master Municipal Clerk certification (MMC) are also encouraged to attend.

Professional & Relevant

The curriculum is designed for relevance to the demands faced by New York's municipal clerks and to support their professional development.

Reduced Time Away from the Office

This new Institute will offer a blend of training opportunities for municipal clerks. In addition to the three days of on-campus instruction (July 10-12, 2017) the three-year Institute program will include:

One day of instruction per year to be achieved through distance education.

One day of instruction per year to be achieved through Institute offerings at other municipal association training events.

Cooperative Effort of New York's Municipal Associations

NYMCI has leadership involvement from all three of New York's Municipal Clerks Associations: the New York State Town Clerks Association (NYSTCA), the New York State Association of City and Village Clerks (NYSACVC), and the New York State Association of Clerks of County Legislative Boards (NYSACCLB). The

New York Conference of Mayors (NYCOM) and the Association of Towns of the State of New York (AOT-NY) are also partners in this educational effort.

International Institute of Municipal Clerks

NYMCI was accepted as an approved training institute in January of 2017 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 CMC or MMC designation through NYMCI, 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 the IIMC official website, www.iimc.com.

Contact

For more information on the NYMCI, contact Director Michael Hattery at NYMCI@rockinst.suny.edu

To register for the upcoming NYMCI go to the website at:

www.rockinst.org/lgs/nymci

Tentative schedules as well as information about the host hotel is at the website.

REGISTER TODAY!!!!



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Join NYALGRO And Stay Educated On Records Management

By Angela Arasim

At the request of Angela Aracim, the following, which appeared in the Bulletin Issue #3 of 2016, is being reprinted.

NYALGRO, New York Association of Local Government Records Officers, is a non-profit organization formed to provide a network to all who are responsible for records upkeep and information management for local governments (RMOs), such as Villages, Cities, Towns, Counties, cooperative extensions, fire districts, school districts, and BOCES. NYALGRO is a proven advisory network for the development of sound records and information management programs. Membership is only \$30 per year and applications are available on our website, www.nyalgro.org.

Every June there is an annual educational conference held and the Board is very diligent in keeping the cost below \$500. In 2017 it will be held in Geneva at the beautiful Ramada Inn Lakefront June 4-7, and looking ahead to 2018 it will be held at the High Peaks resort in Lake Placid.

Our annual conference is three days of comprehensive learning for the novice and experienced records manager. A wide array of vendor exhibits and connecting with other local government records officers throughout the State. A list of this year's classes that were held are on the website also. All this provides you with the very latest in records and information management. There are also two scholarships available for a member to attend our annual conference.

As part of your membership you will receive our newsletter "NYALGRO Network". It provides you with technical information, tips, and a look into the future to help you plan and prepare. You can read about the latest from professionals in the records field, updates on new regulations, and practical solutions for today's complex problems.

If you have any questions, I'd be happy help you out: Angela Arasim, Fishkill Village Clerk/RMO at (845)897-4430 or by e-mail at angiea@vofishkill.com. Hope to see you in Geneva in June 2017!!!!

What is NYALGRO?

NYALGRO, New York Association of Local Government Records Officers, is a non-profit organization



formed to provide a network to all who are responsible for records upkeep and information management for local governments, such as, towns, counties, cooperative extensions, cities, fire districts, school districts, villages and BOCES. NYALGRO is a proven advisory network for the development of sound records and information management programs.

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The advertisement features a background image of a suburban residential neighborhood with houses, trees, and streets. The text is overlaid on this image. The 'GENERAL CODE' logo is in a dark green box. The main headline is in a light blue font. The service offerings are in a dark red font. The tagline is in a white, italicized font. The contact information is at the bottom in a white font.

Tentative CMC And MMC NYMCI Course Schedules

www.rockinst.org/lgs/nymci

CMC Schedule

Schedule at a Glance (Tentative)

Monday, July 10, 2017

- 8:00 - 10:00 a.m. *Registration*
- 10:00 - 10:30 a.m. *Welcome and Orientation, LAP*
- 10:30 - 12:10 p.m. *Board Management*
Instructor: Jean McPheeters
- 12:10 - 1:20 p.m. Lunch (on own)
- 1:20 - 3:00 p.m. *How to Run a Meeting*
Instructor: Jean McPheeters
- 3:00 - 3:15 p.m. Break
- 3:15 - 5:00 p.m. *Public Issues and Local Public Policy*
Instructor: David Kay
- 5:00 - 6:00 p.m. Dinner at the Institute
- (6:00 - 7:40 p.m.) *Public Issues and Local Public Policy, cont.*
Instructor: David Kay

Tuesday, July 11, 2017

- 7:30 - 8:00 a.m. Continental Breakfast
- 8:00 - 8:15 a.m. Housekeeping
- 8:15 - 10:15 a.m. *Demographics and Your Community*
Instructor: Bob Scardamalia
- 10:15 - 10:30 a.m. Break
- 10:30 - 12:10 p.m. *Demographics and Your Community*
Instructor: Bob Scardamalia
- 12:10 - 1:20 p.m. Lunch (on own)
- 1:20 - 3:00 p.m. *Making Smart IT Choices: Understanding Value and Risk in Government IT Investments*
Instructor: Donna Canestraro
- 3:00 - 3:15 p.m. Break
- 3:15 - 5:00 p.m. *Making Smart IT Choices: Understanding Value and Risk in Government IT Investments*
Instructor: Donna Canestraro
- 6:00 - 8:00 p.m. Banquet

Wednesday, July 12, 2017

- 7:30 - 8:00 a.m. Continental Breakfast
- 8:00 - 8:15 a.m. Housekeeping
- 8:15 - 10:15 a.m. *Local Government Planning and Development*
Instructor: Staff, Dept. of State
- 10:15 - 10:30 a.m. Break
- 10:30 - 12:10 p.m. *Local Government Planning and Development*
Instructor: Staff, Dept. of State
- 12:10 - 1:20 p.m. Lunch (on own)
- 1:20 - 3:00 p.m. *Understanding Local Governments as Organizations*
Instructor: Tom Sinclair
- 3:00 - 3:15 p.m. Break
- 3:15 - 5:00 p.m. *Understanding Local Governments as Organizations*
Instructor: Tom Sinclair
- 5:00 - 6:00 p.m. Institute Evaluation and LAP Guidance

MMC Schedule

Schedule at a Glance (Tentative)

Thursday July 13, 2017

- 8:00 - 9:00 a.m. Continental Breakfast
- 9:00 - 9:15 a.m. *Welcome and Opening Remarks*
- 9:15 - 10:00 a.m. *The Role of Information and Communication Technologies with Municipalities and Governments Worldwide: Innovation and Risk*
Instructor: Theresa Pardo
- 10:00 - 10:30 a.m. *Plenary Discussion: The Challenges and Complexity of the Role of Municipal Clerks*
Instructor: Theresa Pardo
- 10:30 - 11:00 a.m. *Understanding the Problem and Why Evaluate IT Choices*
Instructor: Donna Canestraro
- 11:00 - 12:15 p.m. *Small Group Exercise and Report Out*
- 12:15 - 1:15 p.m. Lunch (on own)
- 1:15 - 2:00 p.m. *Creating Public Value*
Instructor: Theresa Pardo
- 2:00 - 3:00 p.m. *Small Group Exercise and Report Out*
- 3:00 - 3:15 p.m. Break
- 3:15 - 3:45 p.m. *Data In the Digital Age*
Instructor: Theresa Pardo
- 3:45 - 4:15 p.m. *Small Group Exercise and Report Out*
- 4:15 - 5:00 p.m. *Plenary Discussion: Action Steps Back Home*
Instructors: T. Pardo, D. Canestraro
- 5:00 p.m. Institute Evaluation

To register for the upcoming NYMCI go to the website at:

www.rockinst.org/lgs/nymci

Tentative schedules as well as information about the host hotel is at the website.

REGISTER TODAY for this GREAT educational opportunity!!!!

**Contact: Patricia Cadrette
New York Municipal Clerks Institute
518-443-5440
nymci@rockinst.suny.edu**

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Spotlight on Brockport

By William G. Andrews, Trustee/Deputy Mayor/Historian Emeritus

Brockport, "The Victorian Village on the Erie Canal," was founded in 1822 at the intersection of an Indian trail and the canal. Here the United States became a continental nation and, thus, the most powerful in the world, because here the final section of the canal was opened, making the Midwest and beyond economically viable.



torical interpretive panels and nine indoor museum displays in public venues and has mounted a website. They also organize weekly Summer Serenades, an August Arts Festival, a December Celebration of Lights, a July Street Fair and Independence Day program. Its Walk! Bike! Action Group has sponsored five major works of public art.

Brockport has the finest array of Victorian commercial structures in the area. Its historic preservation program has designated 114 structures historic landmarks and placed 130 structures on the State and National Register of Historic Places.

Brockport truly throbs with today's culture while clinging to its heritage.

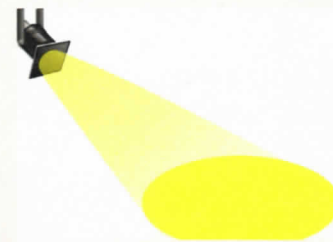


Here the Industrial Revolution came to agriculture, because the first farm machines, McCormick reapers, were manufactured here. Here Mary Jane Holmes wrote 40+ novels featuring strong, independent heroines succeeding on their own without the aid of men and, thus, conditioning American women to accept the ideals of the Suffragettes and feminists.



It features a vibrant volunteer culture. Volunteers staff its canalfront Welcome Center and maintain the grand Italianate Morgan-Manning mansion. Volunteers form the Brockport Symphony Orchestra, the Sweden Senior Singers, the College/Community Chorus, the Brockport Big Band, and the Golden Eagle String Band. Others run the Food Shelf, the Toy Shelf, and the Clothing Closet for the needy and the Emily Knapp Local History Museum and the Brockport Community Museum that has placed ten his-

In The Spotlight



Interested in showcasing your community
"In The Spotlight?"
Contact the Editor at:
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(607) 435.1587

The NYSACVC needs YOU!

If you are interested in serving on a committee, helping out at the NYCOM/OSC Fall Training School, or just wanting to participate in a way that you are comfortable, please contact any member of the Executive Committee! They will help you and direct you to the best option to utilize your skills and expertise to the maximum benefit of the association.

For a listing of Executive Committee members please refer to page 2 of this issue of The Bulletin!



NYSACVC Executive Committee
2016 - 2017

Head on over to the NYSACVC website to keep up-to-date about everything going on with the Association

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Brenda McConnell Receives MMC Designation

IIMC Announces Designation In Press Release From Chris Shalby, Executive Director



The International Institute of Municipal Clerks (IIMC) announced in a press release dated December 20, 2016, that Brenda McConnell has earned the prestigious designation of MMC. McConnell is the Village Clerk and Treasurer of the Village of Brownville.

Warm wishes and heartfelt congratulations are extended to Brenda on this most notable achievement!!! It is a lot of work and most worthwhile!

The MMC program is the second and more advanced of the two professional designations granted by IIMC. The MMC program is an advanced continuing education program that prepares participants to perform complex municipal duties. The program has an extensive and rigorous educational component and a professional contribution component. The MMC applicant must demonstrate that they have actively pursued education and professional activities.

For more information on the MMC Program, as well as IIMC's other educational opportunities, please go to the IIMC website located at:

www.iimc.com

LIVCTA Harvest March On Hunger Food Drive

By Liz Gaynor, Village Clerk, Village of Sands Point

The Long Island Village Clerks and Treasurers Association hosted the annual Island Harvest "March on Hunger" Food Drive at the March 9, 2017 meeting. Since 2012 the LIVCTA has helped support over 35,000 meals here on Long Island. This year collectively we donated 1,212 pounds of food which yields about 9,050 meals for those in need at the Island Harvest Food Bank for Long Island. We want to thank all our attendees for their donations and to the Food

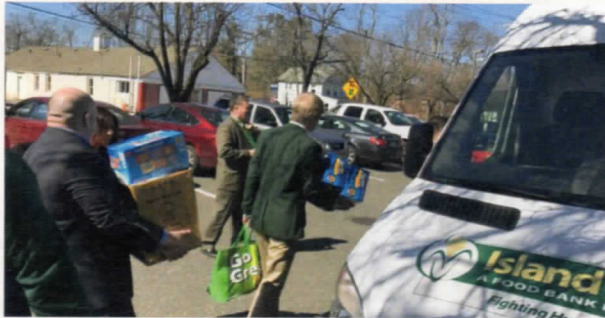
Drive Committee for all their efforts in this program.



Peter A. Baynes, Executive Director of NYCOM was our guest speaker. Peter reported to the Long Island Clerks an Albany update and how these updates are going to impact our Villages. Thank you, Peter, for traveling to Long Island it's always a pleasure for us to have you attend our March meeting.

More Pictures From The Harvest March

Submitted by Liz Gaynor, VC, Village of Sands Point



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About IIMC

Taken from www.IIMC.com

The Mission of IIMC

The International Institute of Municipal Clerks (IIMC) is a professional, nonprofit association that promotes continuing education and certification through university and college-based institutes and provides networking solutions, services and benefits to its members worldwide.

Leading Professional Association Since 1947

Founded in 1947, the International Institute of Municipal Clerks is the leading professional association serving the needs of municipal clerks, secretaries, treasurers, recorders and other allied associations from cities and towns worldwide.

Inspiring Advancement & Development

IIMC's primary goal is to actively promote the continuing education and professional development of municipal clerks through extensive education pro-

grams, certification, publications, networking, annual conferences and research. As an educational catalyst, IIMC inspires clerks to expand and advance beyond their present levels of development.

IIMC also engages in municipal research administration, enhances critical professional skill development and fosters a spirit of mutual assistance and good fellowship among municipal clerks around the globe.

Membership & Board of Directors

IIMC's 9,500-plus members represent municipalities with populations ranging from 250 people to more than 10 million people in North America and 15 other countries. Find out how to join IIMC.

IIMC is governed by a 26-member Board of Directors with 22 directors from IIMC's 11 regions.

Local Clerks Associations

Contact Your Local Organization and Join!

North Country Association

(Meets 2nd Thursday March, May, October, December)

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

Municipal Administrative Officers - Erie County (Meets 2nd Tuesday Each Month)

Mary McKee, Village of Hamburg
(716) 649-0200 / mmckee@villagehamburg.com

Association of Monroe County Village Clerks

President: Gina Hurley, Village of Honeoye Falls
(585) 624-1711 / clerk@villageofhoneoyefalls.org

Westchester County Association

(Meets 4th Tuesday Each Month)

President: Paula McCarthy, Village of Sleepy Hollow
(914) 366-5106

Central New York Association

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

Long Island Association

President: John A. Mirando, P.E, City of Long Beach
jmirando@longbeachny.gov

Capital District Chapter

Contact: Betsy Cothren, Village of Catskill
(518) 943-3830 / bcothren@villageofcatskill.net

Your local association needs
YOU! Please consider joining!

Calendar of Events

May 7 - 9, 2017: NYCOM Annual Meeting and Training School, Saratoga Springs.

May 19, 2017: Powers and Responsibilities of Municipal Officials, Orchard Park

May 22 - 25, 2017: IIMC 71st Annual Conference, Montreal, Canada

June 4 - 7, 2017: NYALGRO School, Geneva, NY.

June 6 - 8, 2017: Intelligent Community Forum "Summit 17," New York City

June 7, 2017: Boot Camp for Municipal Officials, Port Jefferson

June 7 - 8, 2017: Brownfield Redevelopment, Albany Hilton, Albany

September 11 - 15, 2017: NYCOM/OSC Fall Training School, Saratoga Springs.

October 16 - 18, 2017: NYCOM Public Works Training School, Lake George.

If you have an event you would like to have publicized, contact the Editor at clerkbulletineditor@gmail.com or call 607.435.1587.

**Head on over to the
NYSACVC website to keep
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NYSACVC Committee Assignments 2016-2017

Audit: Robin Mitchell, Chair, Village of Camden (315) 245-0560, camdengov@yahoo.com; Paul Ellis, Village of Lake Placid, (518) 523-2597, Treasurer@villageoflakeplacid.ny.gov

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RMC Appeals Committee: All Executive Committee Members

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.

Make plans to register and attend IIMC Region I Meeting.

Make plans to register and attend IIMC Annual Conference in Montreal, Canada.

Do good things in life that make people smile.



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