



# THE BULLETIN

VOLUME 65, ISSUE #1

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## President's Message

Paula DiSanto, President

Greetings and Happy Spring!!

What a beautiful time of the year! I hope all is well with each of you!

We have been getting many inquiries about the status and registration for the 2018 New York Municipal Clerks Institute (NYMCI) at the Rockefeller Institute. Due to a transition in the position of program director, the NYMCI Planning Committee meeting with Rockefeller Institute leadership was delayed until the first week of April. An email will be sent following the April meeting with registration information as well as confirmation of dates for this summer's Institute. Thank you for your patience. A special thank you to the Education Committee for all their hard work in helping to organize and promote this exceptional program. The NYMCI program offered at the Rockefeller Institute is a three year educational program affording Clerks the opportunity to gain knowledge and skills to enhance their abilities both professionally and personally. I encourage you all to participate.

The IIMC Region I meeting was held in Manchester, Vermont in March. Unfortunately, I was unable to attend but several of the Executive Committee members who were able to be there stated that it was well attended and informational. I look forward to the IIMC 72nd Annual Conference in Norfolk, Virginia, May 20-23. I believe there is still time to register. I hope to see you there!

May is a busy time of the year, not only will I be attending the IIMC Annual Conference, but I will also be attending NYCOM's Annual Meeting and NYCOM's Fall School planning meeting. Tammy Bonomo and I will join the NYCOM staff to discuss the agenda for Fall School which will be held in Lake Placid, NY this year from September 24-28.

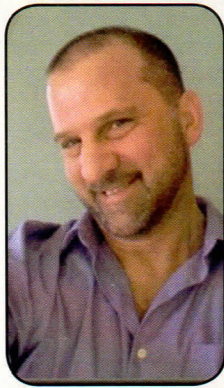
Our Association works with NYCOM and the Office of the State Comptroller for a selection of training sessions on current and relevant topics pertaining to Local Government. The training school also provides networking opportunities that are invaluable. I encourage all of you to consider attending Fall School, you will not be disappointed in the education you will receive and the bonds that you will make with others. If you have any

President's Message - Con't on page 3

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

*"Knowing others is wisdom, knowing yourself is Enlightenment."*

-- Lao Tzu



## Editor's Message

**James R. Koury, Bulletin Editor**

Welcome to the first issue of The Bulletin for 2018! Although Mother Nature has not deemed it appropriate to give us the warm April weather we deserve, I hope your spring has been a good one so far. Let's hope for better weather days SOON!

There are some great features in this issue. There is a recap of the IIMC Region I Meeting held in Manchester Center, VT. I always loved attending the regional meetings, as it was a great opportunity to network with other clerks from neighboring states. It always was reassuring to know that even though the issues were somewhat different, the basic tasks of the clerk job were the same no matter where one lived. There was always an opportunity to commiserate, as well as to celebrate and commune with like minds. LOL.

David Lowry of the State Archives has joined us in this issue to give us an update on what is going on at

the State Archives. Welcome Dave!

The issue's spotlight is on the Village of Fishkill. Thanks very much Angela Arasim for submitting the feature. The next issue's spotlight has been submitted by Bob Juliano. So stay tuned ...

The NYALGRO School is coming up in June, so mark your calendars. This year's school is going to be in beautiful Lake Placid. You don't want to miss that.

Ok, so enjoy your spring, and we'll see you again 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.

## 2017 - 2018 NYSACVC Officers

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(518) 483-4570 [cheryldouglas@westelcom.com](mailto:cheryldouglas@westelcom.com)

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(315) 782-7650, [bville@nnyemail.com](mailto:bville@nnyemail.com)

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Village of Fishkill  
(845) 897-4430 [angiea@vofishkill.com](mailto:angiea@vofishkill.com)

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

Director: Bob Juliano, CMC, RMC  
Village of Port Jefferson  
(845) 897-4430 [clerk@portjeff.com](mailto:clerk@portjeff.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!

President's Message - Con't from page 1

suggestions for this year's Fall School, please contact me before May 18.

The Executive Committee and the By-Laws Committee have been working on updating our By-Laws and hope to have them completed soon and put to our members this year for a vote. I will keep you updated on our progress.

As always, if you have any concerns or suggestions, please contact me or anyone on the committee.

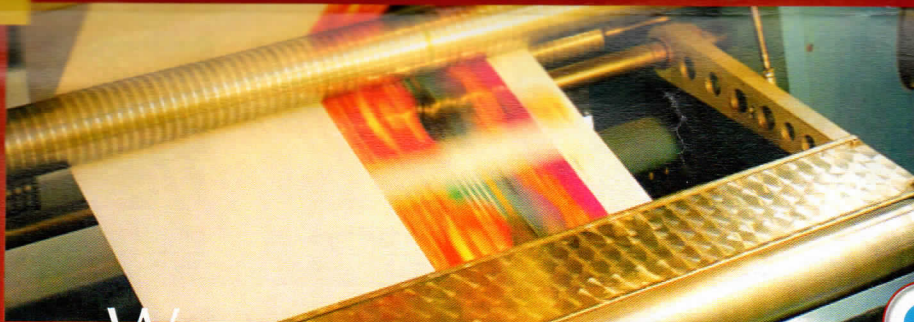
Hopefully Mother Nature will wake up soon and start sending us some warm weather with sunny blue skies, green grass and budding trees and plants. Be Happy and Healthy!!!

### **NYMCI Coming Soon! Mark Your Calendars and Register!**

The Municipal Clerks Institute enhances the skills, professional growth, and performance of municipal clerks in New York State to improve local governance and better serve citizens.

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.

This year's institute will be held Sunday, July 15th to Wednesday, July 18th. Satisfy your professional development requirements and stay up to date with the latest practices in government administration and attend the NYMCI!



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# Region 1 Annual Meeting – Manchester Center, VT

Held March 20 - 23, 2018

By Cheryl Douglas, VC, Village of Malone

Region 1 was well represented this year with attendees from all seven states, total attendees was about 65. New York had eight representatives, five from the



Executive Board of NYSACVC. Carol Anderson's term as Region 1 Director was up and she was given a gift in which someone from all seven states and five of her graduating class members at

NEMCI presented this to her. Dr. Chris Pudlinski, Professor and Chair of Communication at Central Connecticut State University did a fantastic job on his presentations: Clerks as Leaders, Clerks as Communicators and Orators and Clerks as

Strategists. We also got to meet Anne Uecker, Clerk/Treasurer for the City of St. Francis, Wisconsin, who is running for Vice President of IIMC. She did the Athenian Dialogue on Abraham Lincoln. The meeting wrapped up with breakfast on Friday and a guest speaker from the Hildene (Robert Todd Lincoln's summer home). Anyone that wanted to could tour the home which is set in beautiful Manchester Center on 392 acres.



Register for NYMCI  
Details on how on page 7!



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[NYSgroup497.com](http://NYSgroup497.com)



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## Update From The State Archives

By David Lowry



Happy Spring All!

Good news: The Archives' has updated its popular Records Management Database, designed in Microsoft Access, and used by many New York State local governments and state agencies to track and manage paper records, especially inactive paper records. Up until now the database was in Access2003, making

it difficult to use in more recent versions of Access. If you'd like the updated Access2016 version, please contact [recmgmt@nysed.gov](mailto:recmgmt@nysed.gov) or you can download it here [http://www.archives.nysed.gov/records/mr\\_use.shtml](http://www.archives.nysed.gov/records/mr_use.shtml)

Early this year the Archives introduced the Winter Webinar Series. This series of online training events was designed for local officials to obtain records management training without having to travel in the cold and snow to a workshop. Each has been recorded and you can watch them through the Archives' YouTube channel available at <http://www.archives.nysed.gov/workshops/recordings>. The following sessions were scheduled between January and March:

- January 3: Disaster Recovery for Records Managers
- January 24: Records Appraisal for Records Managers
- February 14: Introduction to Information Technology for Records Managers
- March 7: Introduction to Historical Records for Local Governments
- March 20: Developing or Renewing a Records Management Plan

Look for the series again next winter!

The Archives will introduce some new webinars in 2018 on such topics as managing infrastructure records, information governance, and change management for the records manager. In addition, we

have made some significant updates to our popular workshops, The Legal Aspects of Records Management and The Electronic Records Bootcamp. Keep an eye out for some new advisories too.

Finally, work continues on the updates to the Archives' records retention schedules for local governments. Archives staff are combining all four local government schedules – the MU-1 for municipalities (including towns), the CO-2 for counties, the ED-1 for school districts, and the MI-1 for miscellaneous governments - into one General Schedule for Local Governments. We can't say yet when the new schedule will be completed, but staff is working hard on the updates.

**Register for NYMCI  
See how on page 7!**

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## News the from LIVCTA

By Liz Gaynor, RMC CMC – VC, Village of Sands Point

President Lobaccaro and the executive board launched the new website for the LIVCTA. We encourage you to visit the site at [www.LIVCTA.com](http://www.LIVCTA.com) for all the latest information from the association.

In the fall, the Association hosted the annual golf outing fundraiser to support scholarships for continuing education. The outing was a huge success and we thank everyone for participating. The next two meetings were our vendor appreciation day and the first insurance roundtable. Both meetings were well attended with members from both Nassau and Suffolk counties.



Our March on Hunger Food Drive was very successful; thank you to everyone who participated. This was our best year in the past 6 years. We would like to thank Peter Baynes and Barbara Van Epps from NY-COM for bringing us the latest Albany updates.



In December, we held our annual Toys for Tots Drive. The Association has been participating in this worthy cause since 2012, with collection from our membership totaling over 6,000 toys. We would like to thank everyone for participating and bringing bags of toys for the U.S. Marines to distribute.

January, we were very fortunate to have representatives from the NY-COM staff here on Long Island to present the NY-COM Election Workshop

for Nassau and Suffolk Clerks. These workshops are always informative and well attended.

The Executive Board continues to work on upcoming meetings, speakers and new membership!

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## Spotlight On The Village Of Fishkill

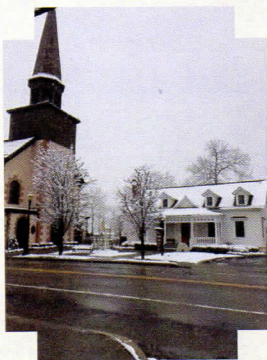
By Angela Arasim, CMC, RMC, Village Clerk

The Village of Fishkill is located in Dutchess County, N.Y. and is 0.88 square miles. The name Fishkill evolved from two Dutch words, "vis" (fish), and "kil" (stream or creek). In 1714 Dutch immigrants, searching for an acceptable location to settle and prosper, chose the area in and around the Village of Fishkill. Fishkill Creek, today, forms the southern boundary of the part of the Village that lies west of Route 9. Prior to the eighteenth century the Creek was known as the Matteawan, the name of the Native American tribe that hunted, fished and populated the area.



History has recorded the importance and involvement of the Village of Fishkill during the American Revolution and the Fight for Independence, and became part of one of the largest Colonial military encampments during the Revolutionary War. General Washington's aide-de-camp, Alexander Hamilton, took residence at an Inn right here in the Village. In 1778, the Fishkill military complex served as headquarters for the Northern Department of the Continental Army.

Many historic buildings are preserved here. The more renowned of these buildings are Van Wyck Hall, The First Dutch Reformed Church, and the Trinity Church.



The Village of Fishkill was incorporated on May 1, 1899 and became a municipality. Henry Dubois Van Wyck was elected as the Village's President, a title preceding that of Mayor. He built what is now the Van Wyck Hall in 1896 as a theater, but in the latter part of 1901 (after his passing) his relatives deeded the Hall to the Village with a request that the Declaration of Independence be read every July 4th on the front steps. This year will be the 117th

consecutive reading. The Village Hall is now used for the administrative offices of the Mayor, Trustees, Clerk, Treasurer and Village Court

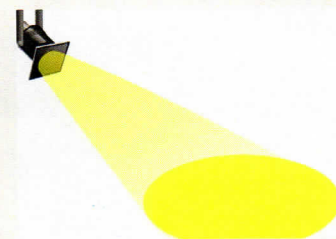


Today, the Village of Fishkill remains a classic historic village, with shops and restaurants

on and around Main Street. The Village has a variety of events throughout the year including, block parties, farmers market, family fun days, village wide yard sales, holiday party and tree lighting, parades and fireworks. Visit the Village facebook page for events and local happenings, and also our official website at [vofishkill.us](http://vofishkill.us).



## In The Spotlight



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Contact the Editor at:

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(607) 435.1587

## NYALGRO School Coming Up In June!

By Angela Arasim, Village Clerk/Assistant to the Mayor, Village of Fishkill

New York Association of Local Government Records Officers (NYALGRO) will hold its annual Records Management School from Sunday, June 3rd to Tuesday, June 5th at the lovely High Peaks Resort in Lake Placid, New York in the beautiful Adirondacks region.

The school will feature a number of educational sessions covering such topics as Making an office retention schedule, cloud computing, electronic records bootcamp, citizen preparedness training, and many more. Also, after registration we'll be having a wine glass painting session where you'll get a chance to meet and network with others attending the conference.

For those of you unaware of NYALGRO, this is a great organization for all RMO's to be a part of; to learn how to make the most of records management through networking with others from Villages, Cities, Towns, Counties, Fire Districts, and School Districts, along with all the workshops offered at the annual School. Membership fee is minimal and every year



scholarships are given to attend the Annual School for those whose budget does not allow for the expense.

For information about NYALGRO and the conference registration, please visit the NYALGRO website at: <http://www.nyalgro.org>. The website also has information from last year's school, including presentations given and handouts.

Please spread the word! Hope to see you there!



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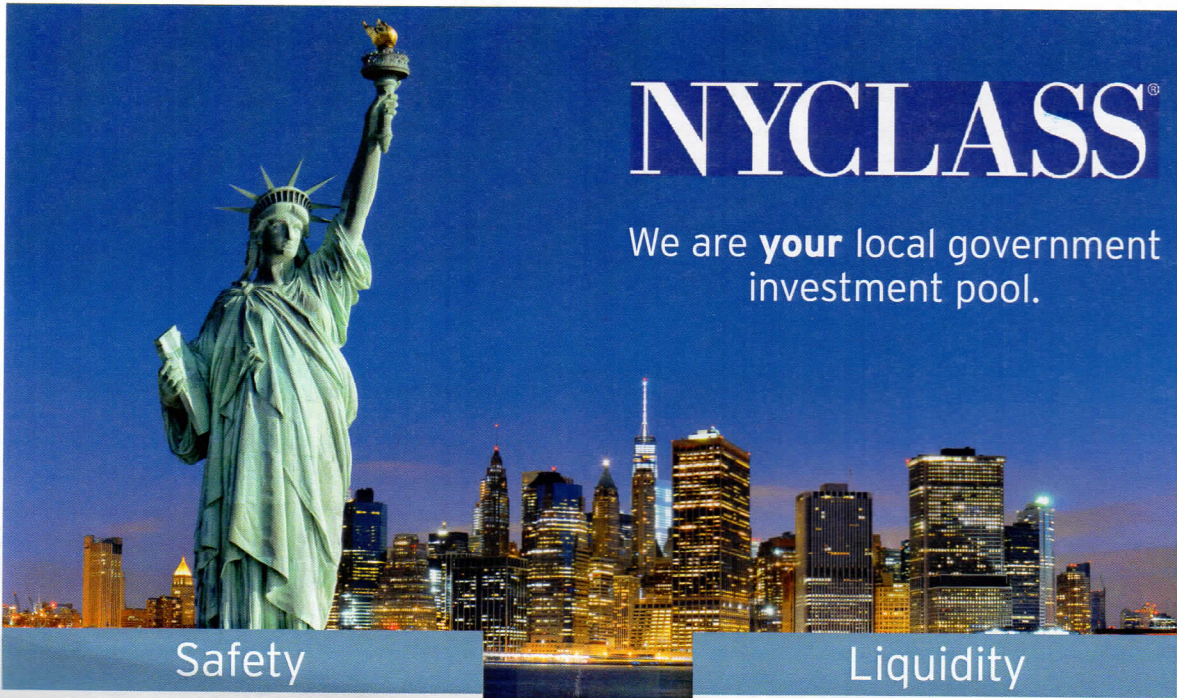
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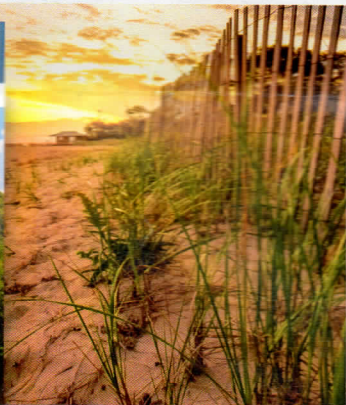
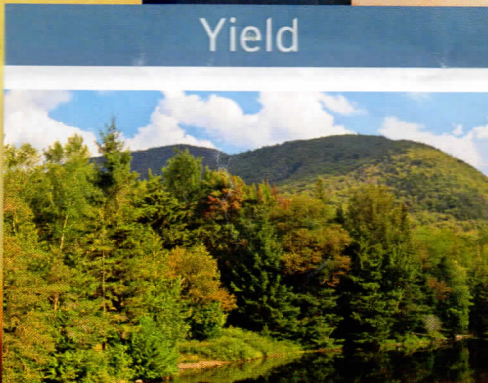


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## 2018 IIMC Conference To Be Held In Norfolk, VA

May 20 - 23, 2018

Each year, through its Annual Conference, IIMC continues its tradition of offering an abundance of educational, information programs, and networking opportunities to help you manage your municipality in today's complex environment. The 2018 IIMC Conference and Annual Meeting will be held in beautiful Norfolk, VA from May 20 - 23, 2018.



Norfolk was named one of the top travel destinations in 2017 by Travel + Leisure.

With 144 miles of shoreline, there's so much to do while visiting Norfolk. Take a tour of the Elizabeth River harbor with lots of things-to-do on-the-water such as kayaking, fishing, crabbing, swimming, harbor cruising or sail on a majestic tall ship. There are plenty of Arts & Entertainment, sip on some of the best wines around at Mermaid Winery, Virginia's very first urban winery, or watch world-renowned artists blow glass at the Chrysler Museum Glass Studio.



If history is your thing, sign up for a boat or land tour of the world's largest Naval Base, stop by the MacArthur Memorial, or walk the Hampton Roads' Cannonball Trail and the Underground Railroad. There are antique shops, and coffee houses galore in the hip, historic Ghent district just a few minutes from downtown.

There is truly something for everyone here!

The Conference will feature premier education programs, outstanding speakers and events.

So Make Your Plans to be on Deck in Norfolk!

### Happy Retirement!

Weintraub Retires After 25 Years of Service

The Westchester County Municipal Clerks and Treasurers Association wish Judy Weintraub a Happy and Healthy Retirement! Judy served as Village Clerk for the Village of Pleasantville for the past 25 years and held the positions of Secretary and President of the Westchester Association and was in charge of membership for the past 15 years. Thank you Judy for all that you have contributed! We will miss you!



**Register for NYMCI**

**Go to: [rockinst.org](http://rockinst.org)**

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## About IIMC

Taken from [www.IIMC.com](http://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](mailto:treasurer@villageofclayton.org)

### Municipal Administrative Officers - Erie County

(Meets 2nd Tuesday Each Month)

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

### Association of Monroe County Village Clerks

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

### Westchester County Mun. Clerks/Treas. Association

(Meets 4th Thursday Each Month)

President: Sara DiGiacomo, Village of Sleepy Hollow  
(914) 366-5106

### Central New York Association

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

### Long Island Vil. Clerks/Treas. Association

President: Marianne Rogers Lobaccaro, Village of North Hills, [villageadministrator@villageofnorthhills.com](mailto:villageadministrator@villageofnorthhills.com)

### Capital District Chapter

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

**Your local association needs  
YOU! Please consider joining!**

## Calendar of Events

May 16 - 18, 2018: NYCOM Annual Meeting, Saratoga.

May 22-24, 2018: OGS Advanced Accounting School, Town of Big Flats

June 3-5, 2018: NYALGRO School, Lake Placid.

June 5-7, 2018: OGS Basic Accounting Training, Watertown.

July 15-18, 2018: NYMCI, Rockefeller Institute, Albany.

September 12-14, 2018: OGS Advanced Accounting School, Village of Montgomery

September 24-28, 2018: NYCOM/OSC Fall Training School, Lake Placid.

October 10-12, 2018: OGS Advanced Accounting

School, Town of Ellenville

October 15-17, 2018: NYCOM Public Works Training School, Lake Placid.

October 23-25, 2018: OGS Basic Accounting Training, SUNY Oneonta.

November 14-16, 2018: OGS Advanced Accounting School, Watertown

February 10-12, 2019: NYCOM Winter Legislative Meeting, Albany.

If you have an event you would like to have publicized, contact the Editor at [clerkbulletineditor@gmail.com](mailto:clerkbulletineditor@gmail.com) or call 607.435.1587.

**Register for NYMCI  
See how on page 7!**

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## NYSACVC Committee Assignments 2017-2018

**Audit:** Robin Mitchell, Chairperson, Village of Camden (315) 245-0560 camdengov@yahoo.com; Catherine E. Williams, Village of Canastota (315) 697-7559 cathi.williams@canastota.com

**Awards:** Donna Harris, Chairperson, Village of Mill Neck (516) 922-6722 millneckvillage@optonline.net Angela Arasim, Village of Fishkill (845) 897-4430 Angiea@vofishkill.com; Bob Juliano, Village of Port Jefferson (631) 473-4724 clerk@PortJeff.com Jill Mattison, Village of Sandy Creek (315) 387-5781 jill@tcenet.net; Tara Leeson, Village of Theresa (315) 628-4425 tleeson@villageoftheresany.com

**Budget:** Joseph Scalero, Village of Mineola (516) 746-0750 JScalero@mineola-nv.gov; Bonnie J. Page, Village of Speculator (518) 548-7354 speculat@frontiemet.net; Bob Juliano, Village of Port Jefferson (631) 473-4724 clerk@PortJeff.com

**Bulletin:** James R. Koury, Chair, (607) 435-1587 clerkbulletineditor@gmail.com

**By-Laws:** Donna Harris, Chairperson, Village of Mill Neck (516) 922-6722 millneckvillage@optonline.net Ronnie Shatzkamer, Village of Flower Hill (516) 627-5000 vclerk@villageflowerhill.org Kristy O'Shaughnessy, Village of Carthage (315) 493-1060 carthagect@westel-com.com

**Education Development/CMCI/Scholarship:** Tammy Bonomo, Chairperson, Village of Camden (315) 245-0560 camdengov@vahoo.com; Scholarship Chairperson, Vacant; Brenda McConnell, Village of Brownville (315) 782-7650 bville@nnyemail.com; Cheryl Douglas, Village of Malone (518) 483-4570 cdouglas@villageofmalone-ny.com Meghan Lodge, Village of Churchville (585) 293-3720 meghan@churchville.net

**Fall Training School - Hospitality:** Marianne Lobacaro, Chairperson, Village of North Hills (516) 627-4832 villageadministrator@villagenorthhills.com; Paula DiSanto, Village of Croton-On-Hudson (914) 271-4781 pdisanto@crotononhudson-ny.gov Beth Kamper, Village of Sag Harbor (631) 725-0222 clerk@sagharbomy.gov; Karen Buccheri, Village of Irvington (914) 591-4356 kbuccheri@irvingtonny.gov; Liz Dreaper, Village of Dobbs Ferry (914) 231-8504 ldreaper@dobbsferry.com

**Fall Training School - Registration:** Cheryl Douglas, Chairperson, Village of Malone (518) 483-4570; cdouglas@villageofmalone-ny.com; Paula DiSanto, Village of Croton-On-Hudson (914) 271-4781 pdisanto@crotononhudson-ny.gov; Annette West, Village of

Brownville (315) 782-7650 bville@nnyemail.com; Cara Adams, Village of Canton (315) 386-2871 cadams@cantony.us

**IIMC Liaison/Region I Director:** Cheryl Douglas, Village of Malone (518) 483-4570 cdouglas@villageofmalone-ny.com

**Legislative:** Paula DiSanto, Chairperson, Village of Croton-On-Hudson (914) 271-4781 pdisanto@crotononhudson-ny.gov; Joseph Scalero, Village of Mineola (516) 746-0750 JScalero@mineola-ny.gov

**Membership:** Bonnie J. Page, Chair, Village of Speculator (518) 548-7354 speculat@frontiemet.net

**Nominating:** Angela Arasim, Chairperson, Village of Fishkill, (845) 897-4430 Angiea@vofishkill.com Tammy Bonomo, Village of Camden (315) 245-0560 camdengov@yahoo.com Bonnie J. Page, Village of Speculator (518) 548-7354 speculatafrontiemet.net Donna Harris, Village of Mill Neck (516) 922-6722 millneckvillage@optonline.net; Daniel Borchert, Village of Fishkill, (845)-897-4430 Dan@vofishkill.com

**RMC Program:** Bonnie J. Page, Chairperson, Village of Speculator (518) 548-7354 speculat@frontiemet.net Brenda McConnell, Village of Brownville (315) 782-7650 bvilleannymail.com; Paula DiSanto, Village of Croton-On-Hudson (914) 271-4781 pdisanto@crotononhudson-ny.gov

**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 NYCOM schools and conferences.

Make plans to register and attend NYALGRO School in June.

Make plans to register and attend NYMCI in July.

Do good things in life that make people smile.



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