



THE BULLETIN

VOLUME 64, ISSUE #2

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President's Message

Brenda McConnell, President

Hello everyone and happy summer,

I can't believe in September my term as President will come to an end. It sure has been a busy two years. In many ways, I will miss it. I can't tell you all how honored I have been to lead this great organization. It has been a pleasure getting to know many of you.

I am so proud to have been a part of getting the New York Municipal Clerks Institute (NYMCI) up and running at the Rockefeller Institute of Government. The first year was held this month (July) and was a great success.

I have attended the NYCOM Executive meetings, NYCOM's Annual Meeting, IIMC's Region I meeting in beautiful Port Jefferson, and IIMC's Annual Conference in Montreal, Canada. What great learning experiences these proved to be.

I and Tammy Bonomo attended the Fall Training School planning meeting at the NYCOM offices in May. We trust Fall School in beautiful Saratoga Springs September 11 - 15th will be as informative and fun as ever. This is the best chance to learn up to date information and above all networking with other clerks. The theme night this year is Country & Western so shine your cowboy boots and I hope everyone will plan on attending. If any new clerks would like more information about Fall Training School please don't hesitate to contact me or anyone on our Executive board.

Thank you all for your love and support these past two years.

Her mouth SPEAKS from that which fills her HEART.....

Luke 6:45

www.nysclerks.com

Be yourself; everyone else is already taken.

-- Oscar Wilde



Editor's Message

James R. Koury, Bulletin Editor

Welcome to the second issue of The Bulletin for 2017. I hope your summer is going well so far. The weather has not been all that spectacular here in upstate New York. Hopefull the fall with bring a bit less "wet" and more dry and sunny conditions.

This issue of The Bulletin has a lot of great information in it. First and foremost being information about the upcoming NYCOM/OSC Fall Training School. There is also the Public Works School as well. You don't want to miss these. The Fall Training School is to be held in Saratoga Springs from September 11th to the 15th. The NYCOM Public Works School is held in October. Both are great events and you should consider registering for these educational opportunities and encourage others to do so. If you have not registered, you can do so on-site. No excuses not to go!

I always get a bit melancholy when September rolls

around. I used to enjoy the FTS and the networking and educational opportunities it accorded. While I am thoroughly enjoying NOT being in the public sector any longer, and working a daily routine, I still do miss going to the school and seeing everyone. Alas, time marches on doesn't it?

IIMC has a great article about the history of the municipal clerk. I ran it again in The Bulletin because there are many new clerks out there. It is a great historical perspective on the job of municipal clerk.

See you soon!

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

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

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

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

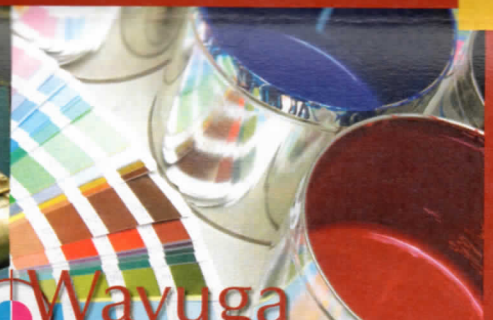
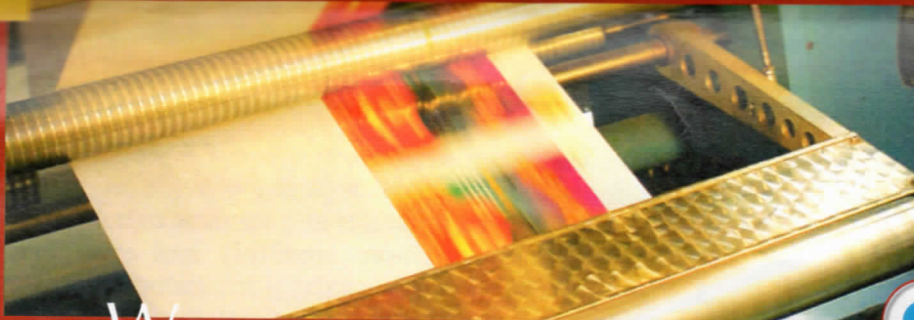
IIMC Region I Meeting Held

By Liz Gaynor, VC, Village of Sands Point

The International Institute of Municipal Clerks Region 1 Annual meeting was held on April 20 & 21, 2017 at Danford's Hotel & Marina in Port Jefferson, Long Island NY. Due to a snow storm in March and rescheduling we had a small group but we all enjoyed the classes that were offered. Classes that were offered included DeStress the Clerkplace, Establishing a Professional and Dynamic office and Communicating with Clarity!

Thank you to Carol Anderson, CMC, MCTC Assistant City Clerk, Torrington CT and Julie Coehlho, CMC, Town Clerk, Warren, Rhode Island for working together to put together a great Region 1 meeting. The raffle prize money we collected totaled \$365 which unanimously was agreed to be donated to the NYMCI program to help the first year program.

Thank you everyone who participated in the raffles and donations.



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NYCOM/OSC Fall Training School

To Be Held September 11 - 15, Saratoga, 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.

NYCOM Fall Training School classes qualify for certification for continuing education credits: CPE, RMC, CMFO, CLE.



Make sure you check the NYCOM website for the tentative agenda. It is packed full of great educational opportunities that will surely provide great information to bring back to your offices and elected officials.

Mark your calendars for future dates and locations:

- 2018: September 24-28, Lake Placid
- 2019: September 16-20, Saratoga Springs
- 2020: September 21-25, Lake Placid
- 2021: September 20-24, Saratoga Springs

PLEASE NOTE that NYCOM is no longer including the cost of meals in the nightly rate at the Hilton Hotel. Instead, it is providing separate meal package options as part of the registration process so registrants may choose the package that best suits their plans for attending the Fall Training School conference.

Lunch meal packages are also available for those registrants that are commuting or do not wish to purchase an overnight meal package.

Also, if you are a member of NYCOM and have previously secured a username and password for the members-only portion of its website, you must go to Member Login (top right) and sign in BEFORE you register. If you do not Login prior to your Check-Out

at Billing - you will be bounced back. If you do not remember your Username and Password (or would like to gain access to the members-only portion of the website), please email Norma Sheehy to assist you. If you are NOT a member of the NYCOM website, then you may simply fill out your Billing information.

NYCOM will also have a number of exhibitors at the school. Exhibitors participating provide registrants with many great products and services to help make their offices run more smoothly and efficiently. Make sure you visit the exhibitor/vendor area at the school and stop by and see what might work for you.

To register for the upcoming NYCOM/OSC School go to the website at:

www.nycom.org

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

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NYSGFOA Conference Held

By Liz Gaynor , VC, Village of Sands Point

NYS GFOA hosted the 38th Annual Conference from Wednesday March 29 – Friday March 31, 2017 at the Albany Marriot Hotel, Albany NY. The conference was attended by over 600 participants and vendors. The annual event is the highpoint of the Association year and includes the Annual Business Meeting; the election of new Officers, Board of Governors and Council members and the start of the new business year. We also celebrate our achievements and aspire to reach new goals. First time attendees and seasoned

sequogue both received their GFI Foundations certifications.

Congratulations to all!!



veterans alike benefit from the conference with the opportunity to learn and network with peers.

This year Arta R. Wintjen, CMFO – Treasurer of the Village of Port Jefferson received her GFI Advanced certification. Marianne C. Lobaccaro, CMC, RMC Village Administrator of the Village of North Hills and Patricia Mulderig, Treasurer of the Village of Nis-



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IIMC President's Message

By Mary Kayser, MMC

Time has flown since we were together in Montréal for the 71st IIMC Conference. What an exciting time, in a beautiful city. Please make your plans now to join us in Norfolk in 2018.

Since the IIMC Conference in Montreal, I have had a chance to return to Canada and attend the Association of Municipal Clerks and Treasurers of Ontario (AMCTO) conference in Huntsville, Ontario. What a great gathering. AMCTO's theme was "Getting Down to Basics." The conference was great and had a lot to offer from legislative updates to leadership and finance (yes, it is universal our cities, all have way more needs than we have funding for). It was great to learn about the governing structure in Ontario and to find out that many things are quite similar. AMCTO is really encouraging lifelong learning and showing the professionalism of the City Clerk and Municipal Managers through their certification programs. President Steph Palmateer and Incoming President Yvonne Robert were most welcoming, and I look forward to seeing them and other AMCTO members in Norfolk.



I joined the Florida Association of City Clerks (FACC) in Orlando for their 45th Anniversary. Another great conference, full of excellent educational opportunities for the Florida Clerks. President Chevelle D. Nubin, MMC, created "Unity: Oneness of Purpose" as her theme for her year. The theme defined as moving in the same direction due to alignment with FACC's vision to achieve our goals. The Florida Association was busy this past year: They were actively involved with the Florida League of Cities on legislative policy issues; they purposefully highlighted the profession of City Clerk and provided lots of educational opportunities for their members. FACC also swore in their new officers and are in good hands with their new president, Gwen Keough-Johns, MMC.

We often hear that the Clerk's Office is where the rubber meets the road in local government. As a matter of fact I heard that sentiment at both AMCTO and FACC. We are often the first person someone comes in contact with at city hall. How do we make sure that our citizens and our fellow workers come away with the best impression and the best service?

First, we can strive to become more involved with our city staff and council members. If we understand what they are working on or concerned about, we are better

able to help our colleagues and be a better resource for our citizens.

Second, we can improve ourselves. One of the tenets of our Code of Ethics states: "To strive constantly to improve the administration of the affairs of my office consistent with applicable laws and through sound management practices to produce continued progress and so fulfill my responsibilities to my community and others." We can do this by looking for opportunities to learn and grow. Take an online class, attend a State Association meeting, or register for that conference. If funding is an issue, be on the lookout for scholarship opportunities from your local association as well as the IIMC Foundation.

Third, we can offer support to our local, State, Provincial, National Association and IIMC. Teach a class in that field in which you are considered a subject matter expert or volunteer on the committee that is putting together your next state or provincial conference or volunteer for a committee in your association or city when that call goes out. You will be pleasantly surprised how much you get out of these experiences. You will hone your leadership skills and that will allow you to serve our citizens, staff and

council with confidence.

My challenge to you is to be the best you can be. What opportunities are out there for you? What can you give to your community and your fellow Clerks?

So, put your roots down deep into learning, spread your wings and try something new and start working on your legacy as the best Municipal Clerk.

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**Tentative schedules as well as
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History of the Municipal Clerk

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The Early Beginnings

The Municipal Clerk is the oldest of public servants in local government, along with the tax collector. The profession traces back before Biblical times. For example, the modern Hebrew translation of Town Clerk is "Mazkir Ha'ir" which literally translated, means city or town "Reminder." The early keepers of archives were often called "Remembrancers," and before writing came into use, their memory served as the public record.

Ancient Greece had a city secretary who read official documents publicly. At the opening of a meeting, one of his first duties was to decree a curse upon anyone who should seek to deceive the people.

St. Paul and his followers during his missionary work in Persia (now Western Turkey) owed their safety to the action of a town clerk. As related in Acts 19:22-41, written in A.D. 58, the artisans of Ephesus who made the idols of the time, feared the effect of Paul's missionary work on their trade. They incited a mob to seize two of Paul's followers. The town clerk, however, spoke out against this action and insisted that charges laid against these men had to be settled in the proper manner and before the proper authorities. There was no justification for riotous conduct. With that, he dispersed the crowd.

Reportedly, the regency line of France descends from the office of the Clerk! According to James Bryce in his book "The Holy Roman Empire," there is a direct link between the position of Mayor of the Palace, a clerical post created by the Merovingian Kings of France, and all subsequent Kings of France.

In the eighth century, the Frankish Kings of France depended on the Mayor of the Palace to perform all manner of clerical and administrative tasks for the King including collecting taxes and fees, publishing documents, keeping state records and assisting in the enforcement of the King's justice.

In 751, the Merovingian King, Childeric, was deposed and his assistant, Pippin, the Mayor of the Palace, became not only the monarch of France but was simultaneously created a Patrician of Rome by Pope Gregory the Third. Pippin was, in turn, father of the great Charlemagne, the first Holy Roman Emperor and founder of the Carolingian Dynasty of Europe on

High, which in successive generations, produced the Kings of France, as well as the Emperors of Germany and Austria.

Development In England

The title "Clerk" as we know it developed from the Latin clericus. During the Middle Ages, when scholarship and writing were limited to the clergy, clerk came to mean a scholar, especially one who could read, write, and thus serve as notary, secretary, accountant and recorder.

In ancient England, the township (surrounded by its hedge or "tun") and the borough (an outpost fortified with a wall) developed a strong system of democratic local government. And one of the first officials these freemen elected was the "Clarke."

The beginning of the office of city clerk in England can be traced back to 1272 A.D. in the history of the Corporation of Old London. The "Remembrancer" was called upon to remind the councilors (members of the council) what had transpired at their previous meetings, since the meeting of the early councils were not recorded in written minutes.

In 1354, the Mayor of Nottingham appointed the Clarke and provided for his remuneration. In 1439, Symkyn Birches was awarded the office of "Toun Clerk" in another community for the rest of his life. In 1477 Thomas Carton, a town clerk, was the first English printer, and served as diplomat for the King. In 1485, Nicholas Lancaster, the Clarke, became Mayor of York.

In the 1500's in England, there were not only the "Town Clarke" but also the "Clerc Comptroller of the King's Honorable Household. In 1603, there was a "Clarke General of the Armie." Indeed, King Henry the Eighth had a "Clarke of the Spicery" and King Charles had his "Clarke of the Robes."

Perhaps the strongest statement of the unique position occupied by the Municipal Clerk is by an English Court in the Middle Ages ruling in the case, Hurle-Hobbs ex parte Riley and another. Concerning this case, Chief Justice Lord Caldecote, observed:

History - Con't on page 10

History - Con't from page 9

“The office of town clerk is an important part of the machinery of local government. He may be said to stand between the local Council and the ratepayers. He is there to assist by his advice and action the conduct of public affairs in the borough and, if there is a disposition on the part of the council, still more on the part of any member of the council, to ride roughshod over his opinions, the question must at once arise as to whether it is not his duty forthwith to resign his office or, at any rate, to do what he thinks right and await the consequences.”

Colonial Development

When the early colonists came to America they set up forms of local government to which they had been accustomed, and the office of clerk was one of the first to be established. When the colonists first settled in Plymouth, Massachusetts, they quickly appointed a person to act as recorder. That person kept all the vital records for birth, marriages and deaths for the church, as well as various other records of appointments, deeds, meetings, and the election of officers at

the annual town meeting.

Indeed, in Massachusetts, the town clerk was one of the earliest offices established in colonial towns. The settlers were well aware of the importance of keeping accurate written records of their agreements and actions including grants of land, regulations governing animals, the collection of taxes and the expenditure of town funds.

The person given the responsibility for recording these orders was also often given other duties, such as sweeping the meeting-house and selling the seats, ringing the bell, and paying the bounty for jays and blackbirds whose heads were presented to him by the citizens. By the middle of the 17th century, the title town clerk appears in town records and this title has continued to the present.

One of the earliest statutory duties imposed by the Massachusetts General Court on town clerks was recording births, deaths and marriages. Since that time, the General Court has formalized by statute many of the duties first delegated by vote of the town and has

History - Con't on page 11

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History - Con't from page 10

added others. By 1692, the town clerk was required to enter and record divisions of land and orders of the selectmen as well as all town votes, orders and grants. Warrants directed to the constable for the collection of taxes were to be signed by the assessors or the town clerk. Between 1742 and 1756, the General Court made the town clerk responsible for maintaining a list showing each inhabitant's property value and for producing it, if necessary, to substantiate a person's voting rights. The town clerk was required to administer and record the oath of office taken by town officials. By 1776, the town clerk was empowered to call town meetings to elect selectmen if a majority of the selectmen had moved from the town or were absent in the service of the country.

The office of town clerk of Wethersfield, Connecticut, was established in 1639 and that person was to "keep a record of every man's house and land," and to present "a fairly written" copy of such to every General Court to be recorded by the secretary of the colony. In the first municipal election in New York City in 1689, the offices of Sheriff, Mayor and City Clerk were on the ballot.

The Puritan town of Woodstock, Massachusetts, appointed a town clerk in 1693 to record deeds and mortgages and to record the books. Because the town's people wanted to keep him on a permanent basis, he was given 20 acres of land and a fee of 12 pence for each town meeting plus 6 pence for each grant filed. The Town Clerk of Middleboro, Mass., on the other hand was compensated with "one load of fish taken at the herring-weir and delivered to his house." Three centuries later, one of his seventh-great-grandchildren is serving as City Recorder of the city of Newport, Oregon.

Summary

Over the years, Municipal Clerks have become the hub of government, the direct link between the inhabitants of their community and their government. The Clerk is the historian of the community, for the entire recorded history of the town (city) and its people is in his or her care.

The eminent political scientist, Professor William Bennett Munro, writing in one of the first textbooks on municipal administration (1934), stated:

"No other office in municipal service has so many contracts. It serves the mayor, the city council, the city manager (when there is one), and all administrative departments without exception. All of them call upon it, almost daily, for some service or information. Its work is not spectacular, but it demands versatility, alertness, accuracy, and no end of patience. The public does not realize how many loose ends of city administration this office pulls together."

These words, written more than 80 years ago, are even more appropriate today.

Fall Training School Hilton Saratoga Saratoga Springs, NY

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Public Works School Fort William Henry Conference Ctr. Lake George, NY

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REGISTER TODAY!!!!

IIMC Annual Conference Held In Montreal

Pictures Submitted by Liz Gaynor, VC, Village of Sands Point

The 71st Annual IIMC Conference was held in Montreal, Quebec, Canada from May 22 - 25, 2017. From all accounts the conference was once again a roaring success filled with educational and networking opportunities.

Next year's conference will be held in Norfolk, VA from May 20 - 23, 2018. If you have never been to an IIMC Conference, you should definitely plan on going to Norfolk!



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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 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 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

September 8, 2017: OGS Procurement Services, Cooperstown.

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

September 14, 2017: Streets and Bikeways Workshop, Albany.

September 15, 2017: OGS Procurement Services, Clayton.

September 29, 2017: OGS Procurement Services, Hyde Park.

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

October 20, 2017: OGS Procurement Services, Buffalo.

February 11 - 13, 2018: NYCOM Winter Legislative

Meeting, Albany.

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

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

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NYSACVC Committee Assignments 2016-2017

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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 NYCOM/OGS Fall Training School

Make plans to register and attend NYCOM Public Works School.

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