

# THE BULLETIN

VOLUME 57, ISSUE #3 SUMMER/FALL 2010

## Inside This Issue

Editor's Message .....	Page 2
Dog Licensing .....	Page 3
CMCI Recap .....	Page 4
Raffles .....	Page 5
Tidbits .....	Page 9
Robert Freeman .....	Page 10 (Committee on Open Gov't)
James Meany .....	Page 11 (Department of Health)
All About You .....	Page 13
Calendar of Events .....	Page 14
Committee Listing .....	Page 15



## President's Message

Louis DiDomenico, President

It has been a good and productive year for our Association. As many of you are aware, the top priority of the Association has been the Cornell Municipal Clerks Institute (CMCI). I am grateful for having had the opportunity to work with the members of the CMCI joint planning committee, Daniel Borchert and Sheila Gillespie from our Association, NYS Town Clerk's Association, Cornell University staff for the successful efforts of this year's institute. Congratulations to the graduating class of 2010 on their hard work and dedication and for setting an example for their peers to follow. The Cornell Municipal Clerks Institute would not be possible without the commitment, effort and foresight of the Institute Director Rod Howe and Institute Coordinator Susan Smith along with Heidi Mouillesseaux-Kunzman, and I would like to offer them our sincere thanks and gratitude for all they have done to help us provide this unmatched educational opportunity for our Municipal Clerks.

This year our Association, along with New York Conference of Mayors and Municipal Officials and the Office of the State Comptroller Co-Sponsored three regional Retirement System Updates on Elected and Appointed Official Reporting, Tier 5 and Police and Fire Tier 3. I want to thank the Office of the State Comptroller, Retirement System for providing our Association members with the important Retirement System updates.

The IIMC has developed a brand new web site with various educational programs that include CMC/MMC Certification Programs, Online Learning Institute, CD ROM Program, FEMA Courses, Athenian Leadership Society, Scholarship and Grant Information and where all the institutes take place.

This year's Fall Training School for City and Village officials will be held at the Crowne Plaza Hotel, Lake Placid from September 20-24, 2010. Our Association has worked with NYCOM and the Office of the State Comptroller for a variety of innovative training sessions on important topics. The educational experience also provides networking opportunities with other municipal clerks. Also we are planning a session that will provide information on the various certifications available, including Certified Municipal Clerk (CMC), Registered Municipal Clerk (RMC) and Master Municipal Clerk (MMC). Our Annual Luncheon Meeting is scheduled for Tuesday, September 21st and we will welcome 1st Vice President Daniel Borchert as our new President and a new Executive Committee.

In closing, I would like to thank the Executive Committee members for their dedication and support during this past year. Also thank you to all of the committees for your assistance during this past year. Finally, I would like to thank you, the members, for allowing me the privilege of serving as President of this Association this past year – It has been truly an honor!

Look forward to seeing you all at the Fall School!

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*"Great spirits have always encountered violent opposition from mediocre minds."*



## Editor's Message

James R. Koury, Bulletin Editor

Welcome to the Summer/Fall Issue of The Bulletin. Where did summer go? I hope you all had a great summer and did things you wanted to do!

This issue of The Bulletin is packed full of great information. There are some added features along with the usual suspects! Of notable mention and being a hot topic these days, is an article on the impending changes to Ag and Markets Law that will shift the responsibility for dog licensing to local governments. Now that the state budget has been passed, the details of the changes and what it means for clerks who issue dog licenses is finally shaking out. The article outlines some of the basic changes but I would recommend you go to the dog licensing toolkit that is referenced in the article at the Ag and Markets website for more detailed information.

With the advent of fall comes the NYCOM/OSC Fall Training School. This year's school will be held in beau-

tiful Lake Placid. You won't want to miss this one. Lake Placid offers a great setting for this annual gathering of more than 400 municipal officials for a unique educational experience and great networking opportunities with colleagues. I would encourage you to stop and introduce yourself to the Executive Committee. We shall be doing the same! We want to assist you in the best way possible and look forward to meeting many of you as we can. We are all here for you!

The Certified Municipal Clerk's Institute (CMCI) was held at Cornell University in July. By all accounts this year's institute was an outstanding educational experience. The folks at Cornell, Rod Howe and Susan Barry Smith, did a wonderful job compiling a great educational experience for our fellow clerks. Keep watching for details on next year's institute. We also wish Ann Prince well in her new pursuits!

If you want to submit an article or an item of interest, please forward it to me at [jkoury@oneonta.ny.us](mailto:jkoury@oneonta.ny.us). The Bulletin belongs to YOU!

See you in Lake Placid!

## 2009 - 2010 NYSACVC Officers

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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!

# Dogs, Dogs, and More Dogs! Woof, Woof, Woof!

Content taken from Ag and Markets Website and Revised for NYSACVC Bulletin

On June 22, 2010, Governor Paterson signed a measure into law as part of the 2010-2011 State Budget that moves the remainder of the dog licensing function required by Article 7 of the Agriculture and Markets Law to the level of local government. As a result, the existing roles of both county government and the New York State Department of Agriculture and Markets (NYSDAM) in the licensing of dogs will be eliminated on January 1, 2011.

Over the past two years, all state agencies have been required to significantly reduce state operations spending. It is likely that additional operating reductions will be required moving into 2011. Over the same timeframe, staffing at NYSDAM has also been impacted. Without appropriate action to mitigate the costs of non-essential services, these cuts could directly jeopardize public health and safety.

The Department's Division of Animal Industry (which currently oversees the statewide Dog Licensing System) must prioritize highly contagious animal and human diseases like Avian Influenza (Bird Flu), Tuberculosis, Brucellosis and Chronic Wasting Disease. The elimination of the state's role in dog licensing is to ensure that resources for animal disease programs will not be jeopardized. The revised Article 7 provides new revenue and greatly expanded programmatic flexibility to assist localities in managing this transition.

Part T of Chapter 59 of the Laws of 2010 provides for the elimination of NYSDAM's dog licensing functions, including the agency's centralized Dog Licensing System (DLS). You can download a copy of this law on the NYSDAM website at

<http://www.agmkt.state.ny.us/AI/DogLic.html>.

Procurement of new municipal dog tags – as well as the tracking and issuance of license renewals – will be the responsibility of each local government currently authorized to issue licenses.

In order to offset costs associated with this requirement, Part T eliminates the current revenue sharing structure (between localities, counties and NYSDAM) and directs 100% of the revenue associated with dog licensing to the town/city where it is raised. In addition, the new statute builds a great deal of local flexibility into Article 7, which will allow municipalities to enact local laws or ordinances that best suit the unique character of their administrative structure and constituencies.

As a part of this new flexibility, Part T repeals a significant portion of state level mandates in terms of licensing fees, exemptions, enumeration fee caps and penalties. Therefore it is crucially important to recognize that local government action will be necessary to determine local fees and other policies prior to January 1, 2011. Without such action, you will

not be able to ensure the continuity of revenue used to pay for the licensing function. For example, because the new law removes the state's base fees for licenses (\$2.50 and \$7.50), municipalities will need to establish a local dog licensing fee schedule that compensates for the absence of this statutory fee.

For a listing of changes that will be effective on January 1, 2011, go to: [www.agmkt.state.ny.us/AI/Guidance\\_Document-Dog\\_Licensing.pdf](http://www.agmkt.state.ny.us/AI/Guidance_Document-Dog_Licensing.pdf)

Generally, the implications of these pending statutory changes, and actions necessary, will vary depending upon stakeholder type. For example:

**Licensing Municipalities:** Beginning on January 1, 2011, municipal governments currently authorized to issue licenses will assume the remainder of the dog licensing function, and will receive 100 percent of the revenue associated with this function, with the exception of the Animal Population Control Fund (APCF) surcharge. Local municipalities will still be responsible for remitting the applicable surcharges to the fund.

**County Governments:** The new law repeals Section 125 of the Ag and Markets Law which provides indemnity for dog damage claims, and also repeals the existing section, effectively removing current fee disposition structure. Because the new statute directs all dog license revenue to the licensing municipalities, current county responsibility for managing a percentage of this revenue will be eliminated. Counties will no longer play a role in dog licensing activities, unless pro-actively agreeing to assist municipalities.

**Dog Control Officers (DCO's):** The new law repeals provisions in the current Ag and Markets Law that requires the NYSDAM to maintain a central registry of official identification numbers. Each municipality must provide municipal contact information on its licenses for the purposes of returning dogs to owners and establish a data management tool to facilitate dog identification.

**Animal Shelters:** The new law eliminates the requirement that all dogs be licensed prior to adoption. While not expressly prohibiting shelters from doing so, shelters currently authorized to issue dog licenses by NYSDAM will require approval from each municipality served.

If you would like more information on the changes coming beginning January 1, 2011, the NYSDAM has a website with summary documents and other information outlining the information in this article in much more detail:

[www.agmkt.state.ny.us/AI/municipal\\_doglic\\_toolkit.html](http://www.agmkt.state.ny.us/AI/municipal_doglic_toolkit.html)

# Cornell Municipal Clerk's Institute Recap

by Daniel P. Borchert

The 2010 Cornell Municipal Clerks Institute was held from Sunday July 18 – July 22, 2010 at Cornell University in Ithaca, New York. The Institute concluded with 40.5 classroom hours attended by 38 clerks (1st Year = 10; 2nd Year = 7; 3rd Year = 10; Masters = 11) from New York, Maryland and Pennsylvania all working towards their Certified Municipal Clerk (CMC) and Master Municipal Clerk (MMC) designation.

The Second & Third Year Class: Human Resource Management; Running a Meeting; Board Management; Broadband Access; Non-Profits in Communities; Computer Skills; Community Forestry and Your Municipality; Community Capacity Building; Information Access; Public Relations; Local Government's Role in Economic Development; Working with the Media.



Names not available at time of printing. Persons depicted above will be recognized in the Winter Edition of The Bulletin. The editor extends his apologies for this oversight in not obtaining the names to correlate with this picture.



From l to r: Nancy Yoshii, Brenda Riehle, Tina Pemberton, Christie Murphy, Susie Jacobs, Valerie Onorato, Amber Bell, Christina Battalia,

The Cornell Municipal Clerks Institute is a premium educational opportunity provided by a partnership between the New York State Association of City and Village Clerks and the New York State Town Clerks Associations and Cornell University's Community and Rural Development Institute (CaRDI). You will gain new knowledge, skills, enhance the administration of your office, and contribute to the professionalism of your municipal government.



From l to r: Jen Shanks, Chery Kethchum, Linda Palmer, CMCI Mascot Bear, Mike Stegmeier, Darlene Rich, MariLou Harrington, Awilkda Hernandez

The Clerks participated in the following classes over four days:

The First Year Class: Computer Skill Development; Communications; Cultural Competencies; Practical Statistics; Community Forestry and Your Municipality; Behavior Preferences and Implications for the Workplace; Information Access; Demographics and Your Community; Public Administration and Records Management.

The Masters Class: Advanced Communications – Critical Conversation; Leadership Styles; Cultural Competencies; Community Forestry and Your Community; Schools and Communities; Citizens and Performance Based Budgeting; Land Use Leadership Alliance; Community and Energy Issues; Mastering the Art of Presentations; Administrative Law and Social Entrepreneurship.



From l to r: Sharon Knight, Sue Haag, April Vecchiarella, Erik Denk, Charlotte Cowan, Karen DeMay, Leslie Gross, Dan Borchert, Kimberly Fragola

The 2011 Institute is scheduled to run from July 17 – July 21, 2011. If you are interested in attending the 2011 Institute there is scholarship money available through the New York State Association of City & Village Clerks (NYSACVC) and the International Institute of Municipal Clerks (IIMC) to help off set the cost of the Institute.

For more information on the Institute please check out the Cornell Municipal Clerks Institute page <http://devsoc.cals.cornell.edu/cals/devsoc/outreach/cardi/training/cmci/index.cfm>

If anybody has any questions or would like to talk about the Institute, please feel free to contact me at 716-542-9636 ext 203 or at [borchert@akronvillage.us](mailto:borchert@akronvillage.us).

## From the Racing and Wagering Board

Content taken from website and revised for NYSACVC Bulletin

There has been much confusion over raffles, which type of organization can conduct them, and what types of raffles are allowed. There are a number of raffle categories however there are general restrictions that apply to all raffles conducted under a municipality's Games of Chance ordinance.

Generally, the following restrictions apply to the conduct of all raffle categories:



1. Raffle tickets may be sold and drawings conducted on an authorized organization's premises; during its licensed casino nights or carnival games of chance events; and during its licensed bingo occasions, in accordance with Section 5620.22(b)(5) of the Board's Rules and Regulations.

2. Only persons eighteen years of age or older shall purchase raffle tickets, sell raffle tickets, or conduct or assist in the conduct of a raffle drawing.

3. Raffle tickets, as authorized under Section 5620.22(b)(6) of the Board's Rules and Regulations, may also be sold to the public outside the premises of an authorized organization or an authorized games of chance lessor, provided such sales occur in municipalities which have passed a local law, ordinance or resolution in accordance with Sections 187 and 188 of the General Municipal Law that are located in the county in which the municipality in which the authorized organization is located, and in the counties which are contiguous to the county in which the municipality in which the authorized organization is located, provided those municipalities have authorized the licensee, in writing on a Raffle Consent Form, to sell such raffle tickets therein.

4. No sale of raffle tickets shall be made more than one hundred eighty days prior to the date scheduled for the occasion at which the raffle will be conducted.

5. Raffle tickets can be sold by a member of an authorized organization eighteen years of age or older, and may also be sold by any person eighteen years of age or older with a blood relationship or affinity with a member of an authorized organization licensed to conduct a raffle pursuant to

Rule 5620.22(b)(11), or a by any person eighteen years of age or older with a blood relationship or affinity with a member of an authorized organization conducting a raffle.

6. The winner of any raffle prize shall not be required to be present at the time such raffle drawing is conducted.

7. Pursuant to Article I, Section 9 of New York's Constitution, the Games of Chance Licensing Law, and the Board's Rules and Regulations, all proceeds derived from games of chance, including raffles, must be disbursed solely for lawful purposes in accordance with Section 189 of the General Municipal Law and Part 5624 of the Board's Rules and Regulations.

There are three categories of raffles. They are as follows:

Category 1: A raffle in which the cumulative net proceeds for all raffles conducted during the calendar year will meet or exceed \$30,000.

Category 2: A raffle in which the cumulative net proceeds will meet or exceed \$5,000 per drawing or \$20,000 total in a calendar year but will not meet or exceed \$30,000.

Category 3: A raffle in which the net proceeds derived from a single raffle will be less than \$5,000 and the cumulative net proceeds for all raffles conducted during the calendar year will not meet or exceed \$20,000.

For regulations and procedures associated with each particular category of raffle go to:

<http://www.racing.state.ny.us/charitable/char.home3.htm>

For more detailed information on Charitable Gaming and other types of games of chance besides raffles, go to:

<http://www.racing.state.ny.us/charitable/char.home3.htm>

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Lake Placid, NY**

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## Government Employee

A United State Government Employee sits in his office and out of boredom, decides to see what's in his old filing cabinet. He pokes through the contents and comes across an old brass lamp.

"This will look nice on my mantelpiece," he decides, and takes it home with him.

While polishing the lamp, a genie appears and grants him three wishes. "I wish for an ice cold diet Coke right now!" He gets his Coke and drinks it.

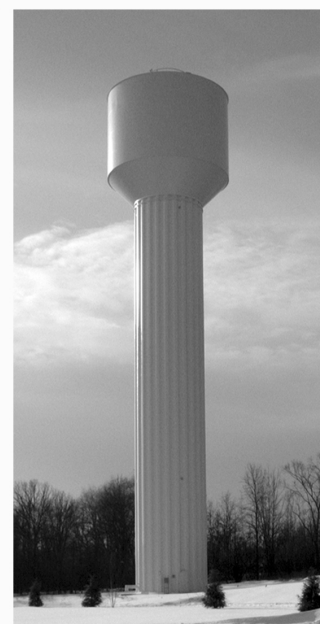
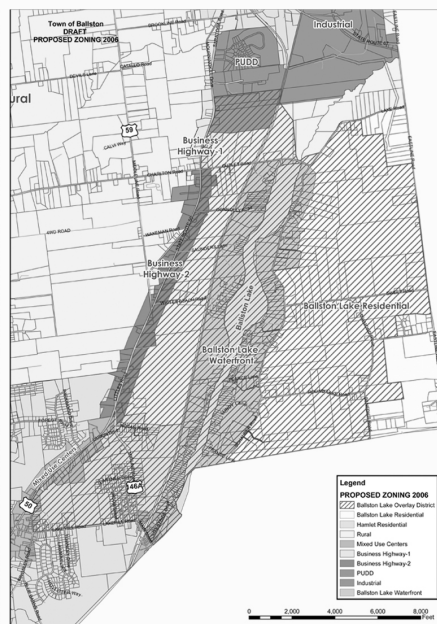
Now that he can think more clearly, he states his second wish. "I wish to be on an island where beautiful nymphomaniacs reside." Suddenly he is on an island with gorgeous females eyeing him lustfully.

He tells the genie his third and last wish. "I wish I'd never have to work ever again."

POOF! He's back in his government office.

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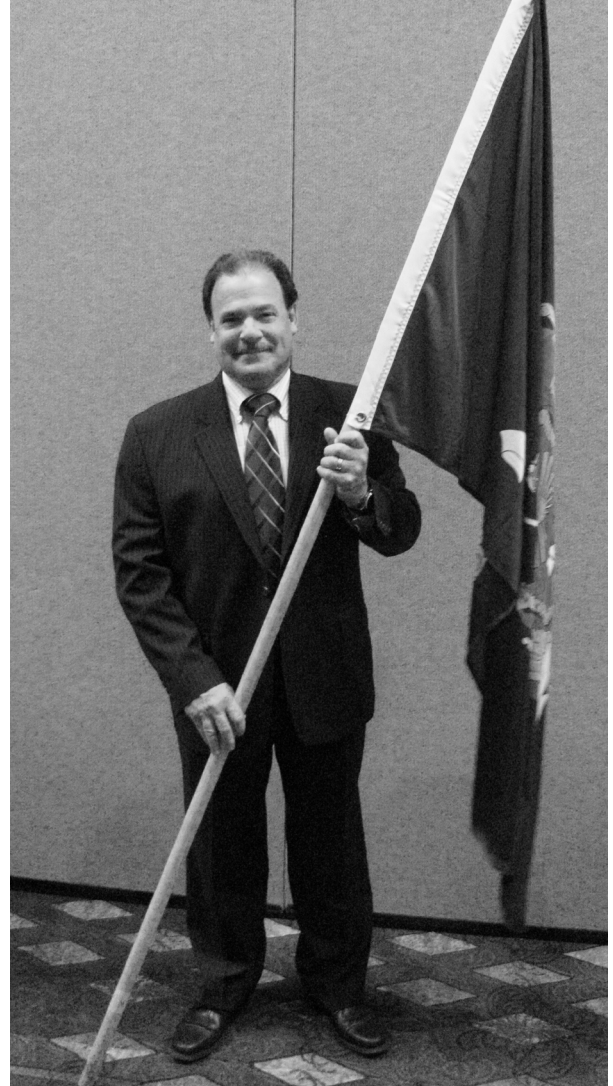
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President DiDomenico holding New York State flag at IIMC Conference, Reno, NV

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## Tidbits From Here and There

### New York State Budget Passed

The following were passed in the recently adopted budget for state fiscal year 2010-2011:

#### Public Protection and General Government

**AIM Funding:** AIM Funding for New York City is eliminated for SFY 2010-11 and reduced to other local governments by either 2% or 5% of the SFY 2009-10 adopted budget levels based on the municipality's reliance on AIM. If AIM funding accounts for 10% or more of the local government's revenues, it will be reduced by 2%; if AIM funding accounts for less than 10% of total revenues, it will be reduced by 5%. AIM funding for specific municipalities is listed in the Legislation Action section of the NYS GFOA web site.

**Procurement Reform:** The competitive bidding limit for purchase contracts is increased from \$10,000 to \$20,000. The competitive bidding threshold for public works contracts was increased from \$20,000 to \$35,000 in November 2009.

**Local Government Efficiency Grants:** Although current grant awards will be honored in full, the amount available for new grants under the Local Government Efficiency Grant Program is reduced from \$10 million to \$5 million in both SFY 2009-10 and 2010-11.

#### Legislature and Judiciary Budget

**Education, Family and Labor Assistance Budget:** This Budget Bill was signed into law by the Governor with a number of line item vetoes, primarily focused on education funding restorations added into the bill by the Legislature.

**Health and Mental Hygiene Budget:** This Budget Bill was signed into law by the Governor with a number of line item vetoes.

#### Transportation, Economic Development and Environmental Conservation

**Transportation Aid:** CHIPS and Marchiselli aid for SFY 2010-11 is held at the same levels as in SFY 2009-10 (\$363 million and \$39.7 million respectively)

**Revenue Bill:** This Budget Bill, which closes the remainder of the projected \$9 billion budget for SFY 2010-11, also includes the following:

**Amortization of State Retirement Contributions:** The Office of the State Comptroller is empowered to institute an amortization program for employers participating in the NYS and Local Employee Retirement System. For SFY 2010-11, participating employers would be permitted to amortize (over a 10-year period) the amount of their bill in excess of 9.5% of

payroll for ERS and 17.5% for PFRS (Police and Fire Retirement System). Future contribution rates would be actuarially determined by the Office of the State Comptroller. If an employer opts to amortize a portion of their retirement contribution, the employer will then become a permanent amortizer. This means that in years when contribution rates fall below certain levels and outstanding amortization amounts have been paid off, that the employer will be required to pay additional monies into a reserve fund (maintained by the Office of the State Comptroller in the name of the employer) that will be used to offset future increases in retirement contribution rates. Effective date is August 11, 2010.

### NYCOM Fall Training School

The NYCOM/OSC Fall Training School will be held in Lake Placid from the week of September 20-24. Join hundreds of other local officials at NYCOM's Fall Training School for a variety of innovative training sessions on these important topics and many more. This educational experience also provides networking opportunities such as the Fall Training School Golf Classic, 5K Fun-Run/Walk around Mirror Lake and the Dine Around in downtown Lake Placid.

The Fall Training School hosts the annual business meetings for the NYS Association of City and Village Clerks and the NYS Society of Municipal Finance Officers. These business meetings also serve as their installation banquet of new officers.

NYCOM's Fall Training School Golf Classic (scramble format), provides a fun opportunity for golfers with any level of experience. The 18-hole "Mountain Course" at the Lake Placid Golf Club takes full advantage of the scenic vistas and will appeal to players of all levels. Requests for pairings/foursomes will be considered but not guaranteed. The tournament is limited to registered conference delegates and their guests only. Tee times begin at 1:00 p.m. on Wednesday, September 22, 2010. Cost is \$65 per person and includes greens fee, golf cart and prizes.

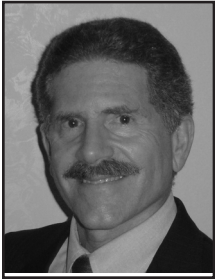
On Wednesday, September 22, 2010 at 7:00 a.m. for NYCOM's First Annual 5K Fun Run/Walk around Mirror Lake, Lake Placid will be held. This 3.1 mile run or 2.7 mile walk will take you past some of the many beautiful homes located along the lake; as well as the Toboggan Chute, a popular winter sport open to the public; the public beach, that is the start location of the USA Ironman Triathlon Swim; and by the shops of Main Street. Proceeds from the day will benefit the American Cancer Society. NYCOM is encouraging runners/walkers to wear something pink to showcase the cause.

For a tentative agenda for the week's events go to:

<http://events.nycom.org/images/stories/falltrainingschool/ftsta716.pdf>

# This and That From Bob

by Bob Freeman, Committee on Open Government



**Personal Privacy Protection Law:** A new provision of the Personal Privacy Protection Law now requires each state agency, "provided such agency has reasonable means available," to receive and respond to requests for records via email. The amendment conforms the Personal Privacy Protection Law to the Freedom of Information Law and is effective immediately. §96(1)(d).

An amendment to the Public Officers Law that becomes effective on January 1, 2010 prohibits agencies from disclosing social security numbers to the public.

Section 96-a will soon provide as follows:

Unless required by state or federal law, state and local government agencies are prohibited from (a) intentionally communicating social security numbers to the public; (b) printing a social security number on any card or tag required to access products, services or benefits; (c) requiring transmission of a social security number over an unsecured line or an unencrypted format; (d) requiring use of a social security number to access an internet webs site without an additional authentication device; (e) including a full social security number on any paper or electronic communication (except in certain circumstances); and (f) encoding a social security number for use as a bar code or other technology.

County clerks are permitted to continue to make records containing social security numbers available if the records were filed prior to January 1, 2010, unless requested by individuals to redact social security numbers from the records.

**Scanning Records in Response to a Request:** It is our view that if an agency has the ability to scan records in order to transmit them via email and doing so will not involve any effort additional to an alternative method of responding, it is required to do so. For example, when copy machines are equipped with scanning technology that can create electronic copies of records as easily as paper copies, and the agency would not be required to perform any additional task in order to create an electronic record as opposed to a paper copy, we believe that the agency is required to do so. In that instance, transferring a paper record into electronic format would eliminate any need to collect and account for money owed or paid for preparing paper copies, as well as tasks that would otherwise be carried out. In addition, when a paper record is converted into a digital image, it remains available in electronic format for future use.

In sum, when an agency has the technology to scan a record without an effort additional to responding to a request in a different manner, and a request is made to supply the record via email, in our opinion, the agency must do so to comply

with the Freedom of Information Law.

On August 16, 2006, Governor Pataki signed into law, effective immediately, legislation that broadens the authority of the courts to award attorney's fees when government agencies fail to comply with the Freedom of Information Law (S. 7011-A, Chapter 492).

**Awarding Attorney's Fees Under FOIL:** While the law has generally been properly implemented, situations arose in which those seeking records faced inordinate delays. The problem was that, if a lawsuit was initiated, a condition precedent to the award of attorney's fees involved the need for a court to find that the records sought were of clearly significant interest to the general public. Often, however, the records at issue might have affected one or perhaps few members of the public, and in those cases, there was no possibility that those persons could recover the cost of going to court, even if an agency failed to comply with law.

Under the amendments, when a person initiates a judicial proceeding under the Freedom of Information Law and substantially prevails, a court has the discretionary authority to award costs and reasonable attorney's fees when the agency had no reasonable basis for denying access to records, or when the agency failed to comply with the time limits for responding to a request.

This legislation, coupled with last year's amendments involving the time for responding to requests (see explanation of new time limits for response below), as well as the legislation involving the use of email to seek and obtain records, will enhance compliance with the Freedom of Information Law and the public's right to know.

**Committee on Open Government  
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Fax : (518) 474-1927**

**The Committee on Open Government is responsible for overseeing and advising with regard to the Freedom of Information, Open Meetings and Personal Privacy Protection Laws (Public Officers Law, Articles 6, 7 and 6-A respectively).**

# From the Department of Health

By Jim Meany



**Fetal Death Certificates:** It is very important for a number of reasons that the fetal death certificate is prepared completely and correctly. One reason is that the strict confidentiality surrounding the certificate and the need for non-identifying patient information make retrieval of the record from the department very difficult, if not impossible, if the certificate is not completed correctly. This may prevent the mother

from obtaining a copy of the record and create further emotional and financial hardships for the family during an already very difficult time. Instructions to complete the Fetal Death Certificate for Spontaneous Termination of Pregnancy (DOH Form - 3547) are now available to help the preparer collect the information necessary to allow the mother to obtain a copy from the Department if she so desires.

The DOH is asking for assistance in notifying health care providers that these instructions are available from the department. A notice announcing the availability of these instructions has been prepared by the DOH and is provided in the gray box. The DOH is asking that registrars please print the notice and include it with outgoing fetal death certificate supply orders or send it directly to those who prepare the fetal death certificate.

Please note that the department will send the instructions directly to the health care provider. This is simply a request that registrars provide the notice to local health care providers.

The dissemination of these instructions to health care providers is also an effort to improve the collection of valuable public health information. The complete, accurate and timely reporting of fetal death is essential in providing health and research data to state and federal public health programs. The information collected is the source for state and national fetal mortality statistics and is critical to studying the causes and factors associated with poor pregnancy outcome. The data is also used to evaluate prenatal care services and obstetrical programs and study the possible consequences of environmental and occupational exposures of parents on the fetus.

**A Reminder to Registrars:** The DOH continues to receive a steady number of vital record certificates improperly marked with handwritten corrections and white out. Please remember that the state copy of the certificate is not to be marked or corrected by funeral directors or registrars. The certificate is an important official State record and its value as a legal document is diminished and compromised by unapproved corrections. We are asking that you please not correct the state copy of the certificate and remind funeral directors of the legal procedure to correct errors. Detailed instructions on corrections are provided in Chapter IX of the Local Reg-

istrar Procedures Manual. If you have any questions on corrections, please do not hesitate to contact the DOH.

Thank you for your cooperation. If you have any questions, please do not hesitate to contact the Registrar Unit, Vital Records Section, NYS Department of Health, 518-474-8187.

August 5, 2010

Dear Health Care Provider,

Instructions for completing the DOH Form-3547 Fetal Death Certificate for Spontaneous Termination of Pregnancy are available from the Office of Vital Records. These instructions will supplement the instructions provided on the first page of the certificate.

If you are interested in receiving these instructions please contact Jim Meany in the Office of Vital Records Registration Unit. The instructions can be sent via e-mail or regular mail. My e-mail address is [jrm10@health.state.ny.us](mailto:jrm10@health.state.ny.us)

If you have any questions, please do not hesitate to contact me at 518-474-8187.

Thank you.

Jim Meany, Field and Security Coordinator  
New York State Department of Health  
Office of Vital Records  
800 North Pearl Street  
Room 205  
Albany NY 12204

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# From the State Archives: It's All About You

by Ann Marie Przybyla

At the State Archives, we are very used to giving advice in various forms and venues. I found early on that the real knack of giving advice is to listen and learn from every site visit, conference, and conversation. Knowledge is not static but molded by every encounter, and the information we give on a certain topic is rarely the same, even twice.

With that thought, I asked my colleagues what they have learned from the municipal clerks they have known. There were some specific answers: from you we've learned about software products and storage equipment designed for local governments; salesmen and consultants who are willing to travel to remote corners of the state; unsatisfactory products and services; complicated access issues associated with birth, death, and marriage records; and, of course, how to turn the most dank and dismal basement (or bat-inhabited attic) into a bright and modern records storage facility. Most of us learned how to use the MU-1, our own retention schedule for municipal records, by fielding questions from you. If there's a new technology, record, business process, or legislation on the horizon, chances are we will hear about it first from you.

In general, clerks are our reality check. When we speak in ideals, you remind us of what is actually possible to accomplish with limited (or non-existent) space and staffing. We hear how you are chronically underappreciated: the times you were not called when records were damaged and then thoughtlessly discarded, or when you could not get the sup-

port you needed to reclaim records that had inexplicably "walked." At the same time, you demonstrate how to negotiate skillfully a highly political work environment, acquiring resources and support in the face of seemingly insurmountable obstacles.

The secret to your success is your dedication to service. As a colleague of mine noted, "clerks never forget they pay taxes, too." You recognize and respect a constituent's right to responsive government, because you are an integral part of the community you serve. You are the public face of your municipality, usually the first person someone sees on entering the village or city hall. Now, with the introduction of social media, you are once again at the forefront, representing your government in a blog or on Facebook in a personal and personable way, and we are scrambling to keep up.

You clearly understand that service relies on the responsible stewardship of the public record. We share this belief, but it's clear not everyone else does. So, finally, from you we've learned the value of persistence, of how programs can blossom over time as the result of constant tending. We've also witnessed all the ways you use records imaginatively, as teaching tools, in exhibitions, on websites, and as the centerpiece of a wide variety of community projects. You may not see it, but we do, almost every time we step into a municipal hall or talk to a clerk we know.

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## On the Lighter Side

Q: How many municipal employees does it take to screw in a light bulb?

A: Seven - two to administer the Civil Service examination for the Light Bulb Administrator position, the Commissioner of Public Works, who ends up hiring his brother for the position anyway, one to plow the mayor's driveway, a Summer Youth student to actually screw it in, and a Union steward to protest that it's the electrician's job to screw in lightbulbs.

I don't make jokes. I just watch the government and report the facts.' -- Will Rogers

"Politics is the art of looking for trouble, finding it everywhere, diagnosing it incorrectly, and applying the wrong remedies." -- Groucho Marx

"Politics, noun. A strife of interests masquerading as a contest of principles. The conduct of public affairs for private advantage." -- Ambrose Bierce, *The Devil's Dictionary*

## Message from IIMC Executive Director Chris Shalby

It doesn't seem that long ago that we wrapped up our conference in Reno, NV. We are now full steam ahead toward the conference in Nashville. The upcoming August News Digest will feature an enticing and attractive article on the city and what you can expect from attending. Like Reno, Nashville will feature an outstanding education program, speakers, Athenian Dialogues, off site venues and the hotel is unique beyond description.

**2010 ANNUAL REPORT:** The 2010 Annual Report represents the continued growth and commitment of this organization. The report depicts that leadership not only comes from your board but also from your colleagues, your Institute Directors and the membership at large. You have a stake in this organization and your efforts, collaboration and enthusiasm this past year have been extremely palpable.

Titled, RESILIENT - an appropriate modifier for this organization. Please take the time and read the report. You'll discover that your organization continues to take the necessary steps toward encompassing its members, committees, Institutes, state, provincial and national associations, ensuring optimum representation and involvement.

As a valued member of IIMC, we extend our gratitude to you for allowing us to be your professional organization. Thank you.

The 2010 IIMC Annual Report 2010 Annual Report is now online at the IIMC website for viewing. The report is available at:

[www.iimc.com/Archive.aspx?ADID=120](http://www.iimc.com/Archive.aspx?ADID=120)

President Cassler's speech from the annual banquet in Reno, Nevada on May 27, 2010 is available at:

[www.iimc.com/index.aspx?NID=238](http://www.iimc.com/index.aspx?NID=238)

The 2010 Strategic Plan is available at:

[www.iimc.com/DocumentView.aspx?DID=472](http://www.iimc.com/DocumentView.aspx?DID=472)

## Calendar of Events

**September 20:** NYSACVC Executive Committee Meeting Crowne Plaza, Lake Placid

**September 21:** NYSACVC Annual Meeting Crowne Plaza, Lake Placid

**September 20-24:** 55th Annual Fall Training School Crowne Plaza, Lake Placid

**October 20, 2010:** Long Island Village Clerks & Treasurers Membership Meeting

**November 17, 2010:** Long Island Village Clerks & Treasurers Membership Meeting

**February 27-28, 2011:** NYCOM Winter Legislative Meeting, Crowne Plaza, Albany

**May 24-26, 2011:** NYCOM Annual Meeting, Saratoga Hilton, Saratoga Springs.

**September 19-22, 2011:** NYCOM Fall Training School, Saratoga Hilton, Saratoga Springs

### Office of the State Comptroller Governmental Accounting Training

**Basic Accounting School: Introduction to Governmental Accounting**

October 13-15: City of Oneonta (Otsego County)

**Advanced Accounting School: Accounting Principles and Procedures**

October 26- 28: Town of Riverhead (Suffolk County)

December 7-9: Village of Cornwall-on-Hudson (Orange County)

**For more information:** [www.osc.state.ny.us](http://www.osc.state.ny.us) or call the Training Unit at 518.473.0005 or by e-mail: [localtraining@osc.state.ny.us](mailto:localtraining@osc.state.ny.us)

## NYSACVC Committee Assignments 2009-2010

**Audit:** L. Kay Wharmby, Chairperson, Village of Fairport  
Robin L. Mitchell, Village of Camden

**Awards:** Donna Harris, Chairperson, Village of Oyster Bay  
Cove, Tamara Bonomo, Village of Camden

**Budget:** Daniel Borchert, Chairperson, Village of Akron  
Bonnie J. Page, Village of Speculator, Sheila Gillespie, Village of Cobleskill

**Bulletin:** James R. Koury, Chairperson, City of Oneonta  
**By-Laws:** Shawn Cullinane, Chairperson, Village of Lindenhurst.  
Maureen Kemmet, Village of Victory

**Education Development/CMCI:** Daniel Borchert, Chairperson, Village of Akron, Louis DiDomenico, Village of Kings Point; Sheila Gillespie, Village of Cobleskill

**Fall Training School:** Daniel Borchert, Chairperson, Village of Akron, Sue A. Davis, Chairperson, Village of Churchville, Darlene Gunther, Village of Lake George

**IIMC Liaison:** Shawn Cullinane, Village of Lindenhurst

**Legislative:** Brian S. Ridgway, Chairperson, Village of Garden City

**Membership:** Sheila Hay-Gillespie, Chairperson, Village of Cobeskill, Patrick E. Farrell, Village of New Hyde Park, Linda M. Margensy, Village of Port Byron

**Nominating:** Shawn Cullinane, Chairperson, Village of Lindenhurst, Brian S. Ridgway, Chairperson, Village of Garden City, Kathie Montigelli, Village of Black River, Suzette Parker, Village of Copenhagen

**RMC Program:** Bonnie J. Page, Chairperson, Louis DiDomenico, Village of Kings Point, Daniel Borchert, Village of Akron

**RMC Appeals Committee:** All Executive Committee Members

**Scholarship:** Sue A. Davis, Chairperson, Village of Churchville; Gloria A. Anderson, Village of Falconer  
Randy Bond, Village of Sands Point, Louis DiDomenico, Village of Kings Point

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