



Town Recorder

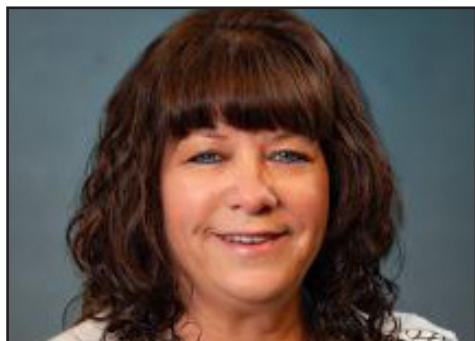
the official publication of the
New York State Town Clerks Association

Winter 2021



PRESIDENT'S MESSAGE

What a year it has been! I'm sure everyone can agree with that statement! I thought I would be giving an update of our Association at our annual conference in April, but since we were unable to meet due to COVID, the *Recorder* is the best opportunity to reach as many of New York Town Clerks as



Susan Haag, RMC MMC
Town of Austerlitz Town Clerk
NYSTCA President

possible!

In August of last year, the Officers traveled out to Buffalo to look at the Buffalo Hyatt for the 2023 and 2025 conferences. Along with this hotel, the Rochester Hyatt and the Syracuse Downtown Marriott were other possibilities. After sending out an RFP and reviewing the bids, contracts for our 2023 and 2025 were signed with the Syracuse Downtown Marriott.

Past President Christian Sampson retired last November after 24 years of service. Chris was such an asset to our Association and we hope he visits us at banquet each year! Thank you, Chris, for your hard work, dedication and friendship.

Unfortunately, Past President Patricia Favreau passed away this December. Pat was loved for her gigantic smile that was always present and for her welcoming presence whenever you saw her. She spent many long years in service to

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Plus, District Reports,
Member news and more!

New York State Archives

New Consolidated Retention and Disposition Schedule for 2021

On August 1, 2020, the State Archives released a revised and consolidated local government records retention and disposition schedule for all types of local governments. The new schedule, *Retention and Disposition Schedule for New York Local Government Records or LGS-1*, supersedes and replaces:

- *CO-2* Schedule for use by counties (2006),
- *MU-1* Schedule for use by cities, towns, villages, and fire districts (2003),
- *MI-1* Schedule for use by miscellaneous local governments (2006), and
- *ED-1* Schedule for use by school districts, BOCES, County Vocational Education and Extension Boards, and Teacher Resource and Computer Training Centers (2004)

Local governments must adopt *LGS-1* prior to utilizing it, even if they adopted and have been using the *CO-2*, *MU-1*, *MI-1*, or *ED-1* Schedules. Governing boards of local governments must adopt the *LGS-1* by January 1, 2021 when the four existing schedules expire (A model resolution for adopting the new schedule is available on the State Archives' website). Local government records may not be legally destroyed after the end of 2020 unless the *LGS-1* is formally adopted. There is no need to notify the State Archives of *LGS-1* adoptions, but local governments should keep a record of the date of adoption and maintain the resolution permanently.

The organization and formatting of the *LGS-1* is similar to the existing four schedules. Section heading names have been retained. Because of the consolidation, the *LGS-1* contains more sections. Local government can ignore those that are not applicable. As with previous schedules, items that are new or significantly revised have been indicated. Each schedule item has been assigned a new, unique number; however, the unique numbers of the four existing schedules have been provided allowing cross referencing. In addition, each schedule item contains the record series title and description, retention period, and any notes.

A copy of the *LGS-1* is available on the State Archives website. The *LGS-1* is available as a searchable web database and a printable PDF.




Dave Lowry, CRM
New York State Archives
Manager, Local Government Advisory Services

Find the new schedule and related resources on the State Archives website at
<http://www.archives.nysed.gov/records/local-government-record-schedule/lgs-1-title-page>

Other resources include a downloadable MS Access database and MS Excel spreadsheets.

By consolidating multiple, disparate retention schedules, the *LGS-1* helps to ensure consistent retention and disposition guidance

for records that are common to various local governments. It also makes it easier to apply revisions necessitated by changes to laws, regulations or other mandates that affect retention.


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Jerry Martin
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 845.471.4466 | jmartin3@gosafeguard.com
www.GoSafeguardNY.com

A Steady Resource in Uncertain Times

Gary Martinez

New York State Department of Health

Bureau of Vital Records

Registration Unit

For all of us, 2020 has put us in a situation where we have had to make many adjustments to our day to day lives. We have had to change current methods and processes, and even had to take on completely new responsibilities to adapt to situations brought on by this year.

One of the goals we have in Vital Records is to update our training resources for Town Clerks, and your ability to access these resources. We are in the process of updating our Local Registrar Procedures Manual and working to be able to provide training and information in multiple formats.

We appreciate all the work that you all have done, and continue to do, to be able to serve the public under less than ideal circumstances.

Our hope is that we can continue to be a resource and assist you as we continue to navigate how to keep our offices functioning during these times.

Access EDRS outside of the office

EDRS is a web-based application that can be accessed from any computer with an internet connection. Therefore, the time and location of executing the

registration of the Death Certificate is flexible and could be utilized outside of office hours.

HCS log-in page:

<https://commerce.health.state.ny.us>

Each Registrar's Office will have to determine their policy for handling off-hours processing of Death Certificates. You are welcome to consult with the NYS DOH EDRS Implementation team for assistance when considering off-hours policies.

Off-hours Registrations may be handled off-line using a Working Copy print-out to manually sign and date the Certificate and assign a Register Number. Then on the next business day the Local Registrar or Sub-registrar can go into EDRS, enter the Register Number, Affirm the case, and then edit the Local File Date and

the name of the person who issue the Burial Permit during off-hours.

White Copy Requests (How To)

You can fax or mail a "white copy" request to us. We will search for the record and if one is found, we will send you a copy on plain white paper that you may put on file and use to issue copies.

We can only honor white copy requests in those cases where you have received a request for the record. Unfortunately, we do not have the staffing to research and send white copies in cases where you may have noticed a gap or missing record in your files. To request a white copy, send a note indicating the record needed along with your district number and contact information.

Updated Contacts for Vital Records

EDRS training is available on line at:

https://www.health.ny.gov/vital_records/edrs/registrar.htm

For Clerks & Registrars Only (*please do not give this contact info to the public*):

Registration Unit: (518) 474-8187 (option 1, then option 5)

EDRS Unit: (844) 866-EDRS (3377)

Emails: registrar@health.ny.gov clerks@health.ny.gov edrs@health.ny.gov

Please refer all general public calls to these resources:

Phone: (855) 322-1022

Email: vr@health.ny.gov

Web site: http://www.health.ny.gov/vital_records/

WE NEED YOU!

Have you discovered a "life hack" that would make the lives of your fellow Town Clerks a lot easier?

Are you a budding photographer with a photogenic town?

Then we need you to write an article and take some pictures. Your work could appear in the next issue of the *Town Recorder*.

**Submit your work to
Editor Cindy Goliber at recorder@nystca.com**

You must also include a copy of the application that you received for the record. Without the application, we will be unable to process your request.

Fax to Certification Unit at: 518-486-7525

Or mail to:

New York State Department of Health
Bureau of Vital Records Certification Unit
PO Box 2602

Albany, NY 12220-2602

New York State Committee on Open Government

The Open Meetings Law and Executive Orders Relating to a Declared Disaster Emergency

The fundamental premise of the Open Meetings Law is that any person who is interested in the deliberations of a public body may be present to view and listen to such deliberations as they occur. In March, in recognition of the declared disaster emergency associated with the spread of COVID-19, the disease caused by the novel coronavirus, Governor Andrew M. Cuomo issued an executive order permitting public bodies to meet virtually to prevent the spread of the virus, as long as members of the public who wished to listen in and view the proceedings could do so contemporaneously with the holding of the meeting.

The Governor's Order provides:

Suspension of law allowing the attendance of meetings telephonically or other similar service:

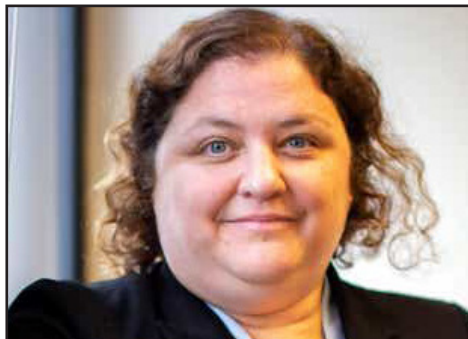
Article 7 of the Public Officers Law, to the extent necessary to permit any public body to meet and take such actions authorized by the law without permitting in public in-person access to meetings and authorizing such meetings to be held remotely by conference call or similar service, provided that the public has the ability to view or listen to such proceeding and that such meetings are recorded and later transcribed.

That executive order, called EO 202.1, has been extended multiple times and is currently in effect through January 26, 2021 (EO 202.79).

On April 15, 2020, the Governor issued another executive order concerning gatherings of people in public places, which provided:

Effective at 8 p.m. on Friday, April 17, 2020 any individual who is over age two and able to medically tolerate a face-covering shall be required to cover their nose and mouth with a mask or cloth face-covering when in a public place and unable to maintain, or when not maintaining, social distance.

That executive order also has been extended



Shoshanah V. Bewlay
Executive Director
Committee on Open Government



Kristin A. O'Neill
Assistant Director
Committee on Open Government

multiple times and is currently in effect through January 1, 2021 (EO 202.79).

Some public bodies may be ready to recommence essential meetings "in person." However, such meetings must comply not only with the requirements of the Open Meetings Law but also with the Governor's executive orders and other public health guidance concerning limitations on physical gatherings. Accordingly, any meeting of a public body covered by the provisions of the Open Meetings Law must permit any member of the public who wishes to attend in person to attend but must also comply with EO 202.17, as amended, and any guidance or regulation promulgated by the Governor's administration or the New York State Department of Health.

What this means, in practical terms, is that if a public body is convening an essential meeting, the body must ensure that it adheres to social distancing, masking, and any other administration requirements, and if there is any question about whether it is able to maintain a safe space in which to hold an

essential open meeting, it must provide a contemporaneous video or audio broadcast such that members of the public who cannot safely attend in person "ha[ve] the ability to view or listen to such proceeding and that such meetings are recorded and later transcribed."

The public body may not artificially limit attendance at its meetings – to do so would not be consistent with the requirements of the Open Meetings Law.

In the opinion of the Committee on Open Government, if a public body can possibly anticipate that any persons who may wish to attend a meeting governed by the provisions of the Open Meetings Law cannot be safely physically accommodated in the proposed meeting location pursuant to legal and regulatory restrictions, that public body is required to simulcast to the public, by either video or audio means, the proceedings of the meeting as they are occurring so that all members of the public who wish to "attend" may do so.

New York State Department of Environmental Conservation

DECALS Update

Kevin Maloney

New York State Department of Environmental Conservation

Environmental Program Specialist 1

Division of Fish & Wildlife/License Sales



At the time of writing this, we are past our busy season and heading into the 2020 holiday season. At this time one year ago, I don't think any of us could have guessed what the new year would have brought us. In the midst of everything that 2020 handed us, we worked on and implemented a new version of DECALS. This was a challenge for all of us and while it was very difficult at times, we would like to say thank you for the patience and perseverance shown by all our agents. With our limited staff

and an understandably huge increase in phone calls it was difficult for us to communicate with you all in the way we wanted. Having said that, as we worked through answering incoming calls and returning messages, we here at DEC were grateful for your supportive comments, constructive criticism and overall understanding. Thank you all very much.

Looking ahead, we are planning on using this slower time of year to not only catch up but to also push forward on our work with Kalkomey to make the improvements to the system that

are needed. Through our experience with the new system and your comments and concerns, we will be prioritizing and addressing as much as we can before another busy season.

In the coming months, we expect to be rolling out various changes to the system. As these changes are put in place, we will communicate with you all through messaging in DECALS and GovDelivery. As needed, we will also utilize the Support Materials section of DECALS to provide you with any documentation that you may need.

Again, thank you for all your patience and support this year. We appreciate it as do all our sporting license customers.

UPCOMING ATHENIAN DIALOGUES

13 Hours: The Inside Account of What Really Happened in Benghazi

*Saturday, February 27, 2021
9:00-3:30 pm*

Unwise Passions: A True Story of a Remarkable Woman and the First Great Scandal of Eighteenth-Century America

*Saturday, March 20, 2021
9:00-3:30 pm*

Register online:
www.NYSTCA.com



in partnership with the
**INTERNATIONAL INSTITUTE
OF MUNICIPAL CLERKS**

Agriculture & Markets Report

Karen M. Sweeting

Town of Sweden Town Clerk

NYSTCA Ag & Markets Chair

The following was provided by David Chico, Veterinarian at New York State Department of Agriculture and Markets:

“Everything has been status quo on our end. An RFP will go out for the Animal Population Control Fund next week to find an administrator for the grant for the next five years. We continue, through the grant administrator (ASPCA) to award grants in the amount of \$870,000 for 2020.”

REMINDER: Please send in your monthly checks with the required form supplied by the department and mail the checks and forms to the address on the form and not to the department. Checks cannot be processed without the required form.

The required form can be found at

<https://agriculture.ny.gov/system/files/documents/2019/11/animalpopulationcontrolfundform.pdf>

OR from the BAS Town Clerk Program under Dog Licensing Module>Reports>APC Submission Form

Address to Mail:

NYS Department of Agriculture and Markets
Spay and Neuter
P.O. Box 975
Albany, NY 12201-0975

38th Annual Conference

April 24, 26 - 28, 2021

Location: **Virtual**

Each year at the Annual Conference, 300+ Town Clerks and their Deputies gather to learn and network.

While we were planning for an in-person conference in Syracuse in April, we understand that given the continuing limitations on travel and sensible considerations for all our members' health and safety, we have made the decision to host our conference virtually this year.

We were especially excited to reunite in person in 2021 given that last year's conference was cancelled, but we are putting together an online experience that will be educational and memorable and will even have tools to facilitate networking and community-building.

More information will be coming your way soon!

DON'T MISS THE PARADE!

Susan Baldwin

Town of Wilton Town Clerk

NYSTCA County Liaison/Banner Chair

As we prepare for a virtual annual NYSTCA Conference, if you have a banner for your County Association, please send a picture to Sue Baldwin-sbaldwin@townofwilton.com in order to be included in our banner "parade." If you don't have a flag, now may be the time to show off your skills! The following is a list of County Association whose flags are missing from our video:

District 2

Orange and Sullivan Town Clerks Association
Rockland County Town Clerks Association

District 3

NYS Town Clerks Association of Albany-Schenectady Counties
Columbia Greene Town Clerks Association
Osteo County Town Clerks Association
Rensselaer County Municipal Clerks Association

District 4

Montgomery Town Clerks Association

District 5

Jefferson County Town Clerks Association
Onondaga County Town Clerks Association
Oswego County Town Clerks Association

District 6

Chenango County Town Clerks Association
Cortland County Town Clerks Association
Madison County Municipal Clerks Association
Tioga County Town Clerks Association
Tompkins County Town Clerks Association

District 7

Ontario County Municipal Clerks Association
Steuben County Clerks Association
(Yates and Seneca Counties have no County Association)

District 8

Allegany County Municipal Clerks/Collectors Association
Genesee County Town Clerks Association
Orleans County Town Clerks Association
Wyoming County Town Clerks and Tax Collectors Association

District 10

Cattaraugus County Municipal Clerks Association
Chautauqua County Municipal Clerks Association
Niagara County Municipal Clerks Association



Banner Proud

St. Lawrence County's banner, proudly displayed in-person.

CONFERENCE SCHOLARSHIPS ARE AVAILABLE!!!

Carol Chase

Town of Summerhill Town Clerk

NYSTCA District 7 Director

NYSTCA Scholarship Committee Chair

What better way to show your Town that you value training and education than going the extra effort of applying for a scholarship?

Please take a chance and apply, it will show your Town Board that you are striving for professionalism and the best for your town. The networking possibilities alone are endless and very valuable.

You will find the application on the following pages and on the website.

Call me at 315-497-3494 for more info.

NEW YORK STATE TOWN CLERKS ASSOCIATION
APPLICATION FOR SCHOLARSHIP GRANT - 2021

The New York State Town Clerks Association is offering scholarships for attendance at the 2021 NYSTCA Virtual Conference on April 24 and 26 - 27, 2021.

Mail, email or fax application to: Carol Chase, Town of Summerhill, 13606 State Route 90, Locke NY 13606, fax 315-497-3495 or email: summerhilltown@gmail.com Questions? Call 315-497-3494 or email summerhilltown@gmail.com

Deadline for applications to be received is February 28, 2021

Scholarship Recipient MUST ATTEND ENTIRE CONFERENCE for the scholarship to be awarded.

Name: _____

Title: _____

Mailing Address: _____

Town _____ Telephone _____ Fax _____

Email _____

County _____ Population _____ Length of time in office _____

Previous offices(s)/service related position(s) held and dates:

Are you a member of NYSTCA? _____ Dates(s) _____

Have you attended prior conferences? _____ Dates (s) _____

Related organizations to which you belong _____

Prior education:

NYSTCA _____ Association of Towns _____

IIMC _____ County Town Clerks Assn. _____

Other _____ Are you an RMC? _____ What year? _____

Dues for organizations paid for by: (List amount and organization)

Town _____ Yourself _____

Other (specify) _____

Does your Town Board currently allow or have previously allowed, educational expenses to you or other Town Officials? _____

Explain actual financial expenses for education for the past 2 years: (List year and amount) i.e. 2016/\$75. Please attach details

NYSTCA _____ IIMC _____

Association of Towns _____ County Town Clerks Assn. _____

Other _____

Current and previous budget allowances for education: Attach details

NYSTCA _____ IIMC _____

Association of Towns _____ County Town Clerks Assn. _____

Other _____

Include itemized travel and educational expenses for the current and two previous years.

NYSTCA _____ IIMC _____

Association of Towns _____ County Town Clerks Assn. _____

Other _____

Have you previously applied? No Yes Award No Yes Yr/yrs _____

Brief description of why you are applying and need this scholarship:

All applicants' sign below. Please have the Supervisor complete the appropriate statement below on behalf of the Town Board indicating whether or not your Town will assume the balance of your costs for attendance at the NYSTCA conference.

I, _____ Supervisor of the Town of _____
and behalf of the _____ Town Board do hereby agree to assume all costs over
and above the amount of the NYSTCA Scholarship Grant related to attendance of the
_____ Town Clerk at the 2021 NYSTCA conference. I also understand
that membership in the NYSTCA is required in order to receive any scholarship.

Or

The Town of _____ will not be paying the cost of attendance of the
_____ Town Clerk at the 2021 NYSTCA conference.

Signature of Applicant _____ Date _____

Signature of Town Supervisor _____ Date _____

Each applicant will be notified no later than April 1st with the results of the Scholarship Committee awards.

Congratulations to our Certified Clerks!

The following clerks have received their RMC certificates through the mail as they submitted or recertified during 2019-2020, after our conference in Syracuse last May. Congratulations to everyone. In the coming weeks we will be sending out renewal notices to those who need to renew their RMC. For those of you who have not received your RMC, and you have questions, please call 315-594-8074 or email tvezzose@townofhuron.org.

Tammy A Vezzose, RMC
Town of Huron Town Clerk
NYSTCA RMC Chair

NEW CERTIFICATIONS FOR 2020

Susan Baldwin

Town Clerk, Town of Wilton

Jennifer Bray

Town Clerk, Town of Sardinia

Debbie Brown

Dep Town Clerk, Town of Perinton

Kimberly Burgess

Town Clerk, Town of Groveland

Susan Cerretani

Town Clerk, Town of Dickinson

Lisa Cope

Town Clerk, Town of North East

Mary Kennedy

Town Clerk, Town of Owego

Heather Kish

Town Clerk, Town of Stockholm

Kimberly Raymond

Dep Town Clerk, Town of Brownville

Cortney Rhinehardt

Town Clerk, Town of West Monroe

Tammy Stein

Town Clerk, Town of Elmira

Diane Terranova

Town Clerk, Town of Lancaster

Tracy Villnave

Town Clerk, Town of Lawrence

Ellen Zapf

Deputy Town Clerk, Town of Avon

RECERTIFICATIONS FOR 2020

Nicole Begin

Town Clerk, Town of Pembroke

Donna Garfinkel

Town Clerk, Town of Lewiston

Lisa Grosser

Deputy Town Clerk, Town of Penfield

Jane Ike

Town Clerk, Town of Hector

Rebecca Jones

Town Clerk, Town of Hampton

Danielle Karlick

Dep Town Clerk, Town of Elbridge

Joanne Nagoda

Town Clerk, Town of Forestburgh

Debra Payne

Town Clerk, Town of Ellisburg

Kelly Reader

Town Clerk, Town of Parish

Beth Ann Rippel

Town Clerk, Town of Chatham

Kristin Rocco-Petrella

Town Clerk, Town of Cortlandville

April Scheffler

Town Clerk, Town of Groton

Gina Schillaci

Town Clerk, Town of Marcy

Becky Jo Summers

Town Clerk, Town of Collins

Tammy Vezzose

Town Clerk, Town of Huron

Tina Ward

Town Clerk, Town of Cobleskill

Allison Weber

Town Clerk, Town of Manlius

Ronda Williams

Town Clerk, Town of Walton

Susan Haag Named Athenian Fellow

Kathleen Newkirk, RMC
Retired Town of Bethlehem Town Clerk
Athenian Fellow and Facilitator

It is with great honor that I announce that NYSTCA President, Susan Haag, has been named an IIMC Athenian Fellow in the Athenian Leadership Society.

The Athenians were leaders who invented the idea of political democracy, philosophy, logic and rhetoric. They left the world enriched with their ideas. The choice of Athenian in the title of the Leadership Society signals the value of this culture from 2,500 years ago. To be an Athenian Fellow is to hold knowledge and the quest for knowledge in high esteem. Municipal

Clerks at their best exemplify Athenian values. You too can become an IIMC Athenian Fellow by completing ten Athenian Dialogues and submitting an application for admittance into the Athenian Leadership Society. NYSTCA has had the opportunity of holding the last four Athenian Dialogues virtually and this has truly enriched the experience. By interacting with clerks from all over the United States, ideas shared truly take us out of our comfort zone as we consider many different and unique ways of doing things. Lessons learned and

implemented take on a new flavor as the environment of where a clerk grew up and now works is taken into consideration.

Want to know how a clerk from Alaska operates? How about from down south? Be sure to join us for our next dialogue on February 27, 2021. See page 5 more more details. Register at www.nystca.com.

Don't worry if you have never participated before, your journey can start anytime! I look forward to seeing many of you then!

PRESIDENT'S MESSAGE

Continued from the Cover

NYSTCA and will be missed by many.

We were able to fit in two regional meetings in September and December of 2019. September's Regional was held in Saranac Lake at the beautifully renovated Hotel Saranac. What a breathtaking ride through the mountains with all the trees adorned in their fall colors! Kristen O'Neill was our Education Speaker and it was wonderful getting to know her as she is the new face of the Committee on Open Government. The Monday morning class was a breath of fresh air and Kristen is a welcomed addition to our NYSTCA family.

December, we headed to Saratoga Springs to the Gideon Putnam. The Christmas decorations at this historic hotel captured the Christmas spirit! New York State Department of Health Field Representative, Gary Martinez, spoke at Monday's Education Session to almost 100 clerks. Gary has proven to be every bit as knowledgeable and helpful as Jim O'Connor and we are glad he has joined our family as well.

We had hoped to meet in Ellenville in March, but COVID had us tucking in and became the start of us weathering the storm to come. At first, so much was up in the air and our Association did not have any idea how long the shutdown would continue. Even at this point, nine months later, and we are still not sure how long our lives will be so dramatically affected.

NYSTCA remains financially strong, with significant reserves, and is poised to weather the current storm.

I never expected my Presidential years to be so far off the norm and I never anticipated all that would have to be changed, handled and accounted for. Not having an annual conference posed challenges that none of us could imagine. The Officers spent many hours in virtual meetings discussing options and deciding how best to move forward.

In order to shore up critical areas, the Executive Board met via a virtual meeting and voted in the 2020-2021 slate of Officers and 8 new District Directors. The original hope was to have the membership ratify this vote in a postponed annual conference that was to be held in August. As time drew near though, we knew our contingency plan was not going to come to fruition and it was with great sadness and disappointment that we cancelled our 2020 Annual Conference all together. So many hours of planning go into each conference and I want to again personally thank each and every committee and committee member for their hard work and super ideas.

During this meeting, the Executive Board also voted to adopt the presented 2020-2021 budget, another piece of the puzzle we had hoped to ratify in August, but as with leadership positions that needed to be voted in, so too did the Association need a budget to function under. Our Treasurer, Linda Laird has this to say concerning the financial state of our Association: "NYSTCA remains financially strong, with significant reserves, and is poised to weather the current storm. In keeping with the conservative budgeting of the past ten years, the 20/21 Budget proposes a decrease in spending compared to the 19/20 Budget."

After our initial Executive Board Meeting in July, the Executive Board

was able to meet virtually again in September. As this meeting was the beginning of our 2020-2021 year, along with tying up many loose ends, the board has begun its planning for the 2021 Annual Conference. At first, we had hoped to have this conference in person, but as December drew near, we once again had to make the difficult decision to change the format and put together a virtual 2021 Conference! Let me tell you though.....this will be the best virtual conference so keep an eye out for our formal announcement and registration packet headed your way in January!

In the short term, the Executive Board decided to hold virtual educational classes to make up for what was lost from not having a conference in April. I hope most of you were able to 'attend' a few classes, if not all of them that our Education Team, Bambi Avery and Lisbeth Fumagalli, set up. Certainly, a different experience than what we are used to, but a super job was done to pull this off.

We have also been able to hold virtual Athenian Dialogues as approved by IIMC. To date, we have held four, our most recent one on November 28th. Having these dialogues held virtually has added a unique twist in that we have hosted clerks from all over the United States, one from Alaska even! To interact with clerks from so far, in such an intimate way, has given our dialogues a special flavor and a time I'm glad to have been a part of. Be sure to keep on the lookout for upcoming Athenian Dialogues. What a great time to begin your journey and at a reduced cost.

During the initial stages of the pandemic, many clerks reached out to the Association for guidance. Unfortunately, giving specific guidance was very difficult to do. Many Town Attorneys had differing thoughts and interpretations on the Governor's Orders as they were handed down. In addition, many Towns were handling operations so drastically different. Some were closing, some were staying open, some were half opened, half closed. Some Town Clerks were working from home, others had to lay off deputies and other office help. There are large towns, small towns and towns in-between. Some Towns, such as those from the Island and Westchester County were hit extremely hard with the virus and took steps that other towns across NYS did not. At the end of the day, how a clerk handled all the confusion depended on where in the state they were, how big of a town they were in, how hard hit with the virus they were and the advice that was given by their particular attorney. All very very different. One constant that I can say for sure though, is that I know New York State Town Clerks rose to the occasion and made sure that their residents were taken care of! Thank you!!!

I did want to share some inspiring news from the year. Our membership numbers are stable. As of November, we have 838 members, 19 Associate members and more are being added all the time. Thank you to all who understand the importance of belonging to this wonderful Association. It really is a family!

Some of you may already know, but for those who do not, Joe Degnan, a long-time representative of Kofile and a NYSTCA Honorary Member, retired. I'd like to thank Joe for his years of service to our Association and the help he has so generously given over the years. Although we won't see Joe amidst the vendors, we hope he continues to join us each year at our annual banquet.

Announcing...the New York Municipal Clerk's Institute

Allison Vento CMC/RMC
Town of Pomfret Town Clerk
NYSTCA IIMC Chair

Committee members Carol Chase(Summerhill Town Clerk), Bambi Avery (Dryden Town Clerk), Susan Haag (Austerlitz Town Clerk) and I are pleased to announce the New York State Town Clerk's Association, the New York State Association of Village & City Clerks, and the University at Albany- Rockefeller College have signed a contract establishing the New York Municipal Clerk's Institute (NYMCI).

NYMCI will be offering four online courses between January and March 2021. Each course will cost \$50.00 and will earn you credit towards your CMC or MMC designations. The courses being offered will be between the hours of 4-6P.M. (to accommodate all time zones). Full course information is on the following page.



The CMC and MMC programs offer advanced professional development courses. The CMC program is designed to help enhance your performance in the office of the Clerk in both small and large communities. The MMC program is an advanced continuing education program which focuses on the professional and social contribution to our offices.

Take advantage of having an IIMC approved institute within our great state to earn these

designations. We promise to make it worth your while and make your municipalities proud of you for your commitment to becoming a better, more efficient municipal clerk. Step by Step guide to apply to either program can be found at the www.iimc.com website under the 'certifications' tab. Scholarships are available through NYSTCA and IIMC to attend an institute, we encourage you to apply to help defray the cost.

Continued from the Previous Page

NYSTCA, the NYS Association of City and Village Clerks and the Rockefeller College signed a contract to hold IIMC Institute and Academy classes in New York State! If you are working on your CMC or your MMC, make sure to take advantage of this wonderful opportunity. Virtual classes are scheduled to be held in January and February of 2021 with hopefully an in-person Institute and Academy in July. Our partnership with this group of professionals has proven to be rewarding and we look forward to many years to come.

Although the program changes to the DECALS system started off extremely rocky, I think it has settled down and evened out. If the NYSDEC took away your right to sell licenses due to the amount of your sales in previous years, remember, you can still appeal this decision and be reappointed.

Thank you to all who understand the importance of belonging to this wonderful Association. It really is a family!

The Association is pleased to welcome Wright Holmes. Don Scott and Luke Vander Linden came on board with NYSTCA over the summer to help us finish our Membership/Registration Program revamp. This project had been in the works for a couple of years and it is great to have it finally up and running smoothly with so many options and capabilities. Thanks to Don and Luke, we have clear sailing ahead!

So, what is in store for the future you ask? So, so many good things! First and foremost, the Executive Board is already taking steps to put on the best virtual conference ever! We are hoping to incorporate as many of the regular pieces of our conference into a virtual format. Be sure to

watch the mail and your email for your registration packet at the end of January 2021!

The Executive Board met in December to discuss issues across the State and to finalize plans for our Annual Conference. We hope to again offer the Regional Monday education program beginning again in March of next year. Whether in-person or via Zoom.

Working with our new friends at Wright Holmes, we will be rolling out a Facebook Group. The group will only be open to NYSTCA members. Have a question or a problem you need help with? Post it in our group and read suggestions from all over the State as your fellow clerks chime in with experiences and best practices. Have a great photo to share? Post it so we too can enjoy. Check the group often for announcements of upcoming events and other happenings across the State.

Look out clerk world, if everything falls into place, you'll have the option to use a phone app for conference!

We have already taken the first step last year in updating our NYSTCA website. Thank you, Tracy Carmer, for your work to freshen things up! Online registration for all educational opportunities, interactive programs, the sky's the limit.

Be sure to become a member in NYSTCA today so you don't miss any eBlasts and announcements! Our Recorder will not only be coming through the mail, but in electronic format as well. Submit articles to our Editor, Cindy Goliber, today!

Finally, thanks for sticking with us as we navigated a very difficult situation. I truly feel that through this, your Association has taken steps that will strengthen us and help us move forward making NYSTCA stronger than ever, with bright plans for an exciting future.



NEW YORK STATE MUNICIPAL CLERKS INSTITUTE

AT THE ROCKEFELLER COLLEGE OF PUBLIC AFFAIRS & POLICY, UNIVERSITY AT ALBANY



Rockefeller College of Public Affairs & Policy will be hosting online courses for the Certified Municipal Clerks (CMC) and the Master Municipal Clerks (MMC) training programs. Clerks seeking professional certification through the International Institute of Municipal Clerks (IIMC) as well as other municipal officials seeking professional development are welcome to participate. Clerks will be able to earn four points in the spring semester. Courses will be offered live via Zoom 4-6pm.

SPRING 2021 ONLINE COURSES

January 27, 2021

KNOWING YOUR NETWORKS: BUILDING RELATIONSHIPS TO FURTHER PERSONAL AND ORGANIZATIONAL GOALS

Instructor: R. Karl Rethemeyer, Dean, Rockefeller College of Public Affairs and Policy

The purpose of this course is to have participants think about the concept of networks and networking in a rigorous fashion using ideas drawn from the study of groups and organizations. Once a common set of ideas and a symbolic language for understanding social networks is introduced, participants will then go through an exercise to draw a visualization of their professional social network. Using these visualizations, participants will complete a set of exercises to think about which professional resources are plentiful and which are scarce in their network and why that might be. Finally, participants will learn how networks can be extended and "improved" through professional networking.

February 10, 2021

CENSUS DATA AND DEMOGRAPHICS

Instructor: David Kraiker, Data Dissemination & GIS Specialist

Course will present the necessary concepts to understand differences between a Decennial (10-year) Census, Population Estimates, and American Community Survey. It will highlight some of the tables and variables that may be drawn from the American Community Survey, as well as show how to use the data.census.gov portal. Course will apply information to New York State scenarios and geographies (town, village, city) and will give take-home assignment (with cheat sheet!) to attendees for further practice.

February 24, 2021

LEADERSHIP

Instructor: Eugene Monaco, Executive Director, Professional Development Program

Today's municipal clerks are implicit leaders who can influence and implement improvements and innovation in day-to-day governmental operations. An understanding of learning styles can enhance working relationships that result in meaningful systemic change. Through the case study exercise, participants will apply new knowledge and understanding of learning styles to a fictional master municipal clerk's goal of implementing a comprehensive electronic records management system.

March 24, 2021

LEVERAGING DIVERSITY AND INCLUSION PRINCIPLES

Instructor: Lakia Green, Professional Development Program

An understanding of diversity and inclusion principles is essential to operating successfully in a municipal environment. In this course, participants will be introduced to essential diversity concepts, including a discussion of the importance of diversity and inclusion principles in the workplace. Participants will then learn about the four diversity perspectives, and practice how to use these perspectives to foster a more inclusive environment. During this course, participants will have opportunities to apply the principles learned in class to real-world scenarios.

REGISTRATION

Online Courses: \$50

Scholarships may be available! Check with your State and Regional Associations for more information.

Registration information and Institute details are forthcoming, pending approval from the IIMC and Office of the New York State Comptroller. If you are interested in participating in online courses, **please click here** for more information.



NEW YORK STATE TOWN CLERKS ASSOCIATION

APPLICATION FOR SCHOLARSHIP GRANT FOR ATTENDANCE AT 2021 ONLINE
NEW YORK MUNICIPAL CLERKS INSTITUTE TOWN CLERKS

The New York State Town Clerks Association (NYSTCA) is offering \$200 scholarships to either program, 2- \$200.00 scholarships for attendance in the CMC program and 2-\$400 scholarships in the MMC program at the 2021 New York Municipal Clerks Institute online classes. You must attend all 4 of the classes taking place 1/27, 2/10, 2/24, and 3/24. **Mail original application and two copies** to: Carol Chase, Scholarship Chair, Town of Summerhill, 13606 State Route 90, Locke, NY 13092 Questions???? Call 315-497-3494, or email summerhilltown@gmail.com

The deadline for applications to be received is January 15, 2021.

Name: _____

Title: _____

Mailing Address: _____

Town _____ Telephone _____ Fax _____

County _____ Population _____ Length of time in office _____

Previous offices(s)/service related position(s) held and dates:

Are you a member of NYSTCA? _____ Dates(s) _____

Have you attended prior NYSTCA conference(s)? _____ Date (s) _____

Are you a member of IIMC? _____ Date (s) _____

Attended prior IIMC conference (s)? _____ Date (s) _____

Attended an approved NYMCI Institute and/or Academy? _____ Date (s) _____

List Name of Institute and/or Academy _____

Attended NYMCI Region I meeting (s)? _____ Date (s) and Location _____

Related organizations to which you belong _____

Prior education:

NYSTCA _____ Association of Towns _____

NYMCI _____ County Town Clerks Assn. _____

Other _____ Are you an RMC? _____ What year? _____

Dues for organizations paid for by: (List amount and organization)

Town _____ Yourself _____

Other (specify) _____

Does your Town Board currently allow or have previously allowed, educational expenses to you

or other Town Officials? _____

Explain actual financial expenses for education for the past 2 years: (List year and amount i.e. 2019/\$75). Attach details

NYSTCA _____ NYMCI _____

Association of Towns _____ County Town Clerks Assn. _____

Other _____

Current and previous budget allowances for education: Attach details

NYSTCA _____ NYMCI _____

Association of Towns _____ County Town Clerks Assn. _____

Other _____

Include itemized travel and educational expenses for the current and two previous years.

NYSTCA _____ NYMCI _____

Association of Towns _____ County Town Clerks Assn. _____

Other _____

Have you previously applied? No Yes Award No Yes Yr/yrs _____

Brief description of why you are applying and need this scholarship:

All applicants' sign below. Please have the Supervisor complete the appropriate statement below on behalf of the Town Board indicating rather or not your Town will assume the balance of your costs for attendance at the New York Municipal Clerks Institute.

I, _____ Supervisor of the Town of _____
 on behalf of the _____ Town Board do hereby agree to assume all cost over and
 above the amount of the NYMCI Scholarship Grant related to attendance of the
 _____ Town Clerk at the 2017 New York Municipal Clerks Institute. I also
 understand that membership in the NYSTCA is required in order to receive any scholarship.

Or

The Town of _____ will not be paying the cost of attendance of the
 _____ Town Clerk at the 2017 New York Municipal Clerks Institute.

Signature of Town Clerk/Deputy _____ Date _____
 (if applicant)

Signature of Town Supervisor _____ Date _____

Each applicant will be notified no later than January 25 with the results of the Scholarship Committee awards.

Gail Wolanin Young: 55 Years of Service

April L. Scheffler, RMC
Town of Groton Town Clerk
NYSTCA Historian

We have recently learned that Gail Wolanin Young has retired after more than 55 years as the Town Clerk of New Hartford, in Oneida County.

One tribute on the Town of New Hartford Facebook page described her as “the heart and soul of the Village and Town of New Hartford.” Another commenter enthused “Gail you have a very large heart and you will be missed by all. What a wonderful woman.”

A dedicated woman, Gail’s constituents unanimously praised her many years of work and will miss her very much as they wish her luck and offer congratulations for a much-deserved retirement.

We at NYSTCA also would like to take this opportunity recognize Gail for her long-term commitment to her community and offer our heartfelt congratulations on her retirement.

Do you have an interesting idea for the NYSTCA Historian? Email townclerk@grotontown.com.

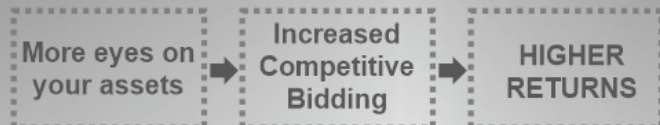


Gail Wolanin Young
Gail will be truly missed by the staff and general public she served.

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Membership Report: The 100% Club

Allison Vento, RMC/CMC
Town of Pomfret Town Clerk
NYSTCA Membership Chair

We finished the 2019-2020 membership year strong.

CONGRATULATIONS to the following Counties for achieving 100% and 99% membership goals.

With 100% membership:

Albany, Erie, Genesee, Nassau, Ontario, Orange, Orleans, Schuyler, Sullivan, Warren, and Wyoming.

With 99% membership:

Broom, Chemung, Clinton, Dutchess, Greene, Montgomery, Niagara, Onondaga, Putnam, Rockland, Schenectady, Schoharie, Suffolk, Tioga, Tompkins, Washington, Wayne, and Yates.

It's not too late for your county to achieve this milestone.

If your town has not yet become a member of the New York State Town Clerks Association, show your support by contacting me (Allison Vento) at 716-672-7496 x1 or townclerk@townofpomfretny.org for a membership application.

Meet Your New District Directors



Flo Santini
Town of Deerpark Town Clerk
NYSTCA District 2 Director

Hello, my name is Florence (Flo) Santini; I have been with the Town of Deerpark for 20 years now. First two years was as Tax Collector and then Town Clerk since 2002.

Many of you may remember that a few times I brought my dog Molly with me to conference. I volunteer with many organizations, especially Hudson Valley Honor Flight which is very close to my heart as is the September 11th Memorial I started in our town. I am active with our seniors in St. Joseph's Place, Catholic

Daughters Court Madonna #114. I enjoy being part of our Republican local and state offices. I am on my 3rd term 9(years) on our local school board.

In 2011 I was District Director in Region #2, I enjoyed this opportunity very much, and I met a lot of great town clerks and traveled the State of New York. Looking forward to seeing you again and being part of the Fun Time Auction.

District 2 serves Dutchess, Orange, Putnam, Rockland, Sullivan, Ulster and Westchester Counties



Deb Curtis
Town of Schodack Town Clerk
NYSTCA District 3 Director

Deb Curtis is a graduate of SUNY Cobleskill with a bachelor's degree in Wildlife Management. She has worked in various positions over the years including Fish & Wildlife Technician for the New York State Department of Environmental Conservation, Veterinary Assistant at the Troy Vet Hospital and Assistant Manager at Nassau Country Value.

She became a Deputy Town Clerk for the Town of Schodack under Donna Conlin in May of

2016 and upon the retirement of Mrs. Conlin, in June of 2017, she was appointed to the position of Town Clerk.

She is currently the President of the Rensselaer County Municipal Clerks Association.

District 3 serves Albany, Columbia, Delaware, Greene, Rensselaer, Schenectady, Schoharie, Otsego Counties



Caroline Barber, RMC
Town of Queensbury Town Clerk
NYSTCA District 4 Director

Caroline began her career on January 1, 1988 as 1st Deputy Town Clerk, Deputy Purchasing Agent and Deputy Registrar for the Town of Queensbury. Caroline became very active in local politics and since 1989 has served as a Committeeperson of the Town's Republican Committee. Caroline continued working for the Town until May of 2006 when the Warren County Family Court Judge and Acting Supreme Court Justice offered her a position in his Chambers staff.

When Caroline learned that her predecessor at the Town of Queensbury was retiring in 2013, she decided to run for the office of Town Clerk. Caroline ran unopposed and took office

in January of 2014. In addition to her duties as Town Clerk, Head Cashier for the Town, Clerk of the Board, Records Management Officer, Records Access Officer and Registrar of Vital Records, Caroline is also the Town's appointed Receiver of Taxes.

Caroline and her husband Richard reside in Queensbury with their sons Andrew (22) and Charles (25). She enjoys gardening, floating in the pool, boating on Lake George and hiking in the beautiful Adirondacks. Caroline's favorite pastime is spending time with her family and watching her sons play ice hockey for their respective college and pro teams.

District 4 serves Fulton, Hamilton, Herkimer, Montgomery, Saratoga, Warren and Washington Counties



Allison Weber, RMC
Town of Manlius Town Clerk
NYSTCA District 5 Director

My name is Allison Webber and I live in my hometown Manlius NY with my 2 sons, husband and 2 loveable rescue pups. I have served as Town Clerk in the Town of Manlius since 2008.

I am a Registered Municipal Clerk, working towards my Certified Municipal Clerk and a member of IIMC. I graduated from LeMoyne College with a Bachelor's Degree in Business Administration.

I love continuing education and recently earned a Web Design and Development professional certificate from Cornell. I currently serve as the President of the Onondaga County Town Clerks Association.

In our spare time my husband and I love to garden, preserve the food we grow by canning and we are hobby beekeepers.

District 5 serves Jefferson, Lewis, Oneida, Onondaga and Oswego Counties



Thomas Glenn Peer
Town of Orange Town Clerk
NYSTCA District 6 Director

Thomas Glenn Peer is a part-time Town Clerk and Tax Collector for the Town of Orange, located in Schuyler County. Orange was founded in February 12, 1813 has a population of about 1,600 people according to the 2010 Census. 51% of the town is made up of four State Forests.

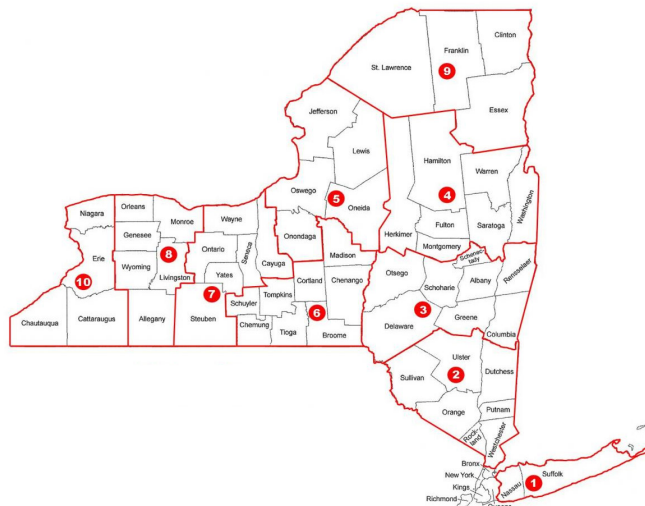
Being a lifelong resident and returning home from college, Thomas has always been very interested in serving his community. He was elected November 2017 at the age of 23 and replaced a 20-year sitting Town Clerk after her retirement, who just so happens to be the Town Supervisor now!

In his first term, Thomas has been committed to reviewing the Town of Orange records and preparing them for one day turned into

a digital copy. He has held the position of acting President for the Chemung-Schuyler Municipal Clerk Association in 2019 serving as the first male to hold that office in 40 years of the creation of the group, and now is serving a two-year term as the group's Vice-President until 2021.

Thomas works a full-time job for a family-owned flooring store in Corning. He enjoys sport shooting, cats, board games, and a night out on the town. With his next reelection coming up in 2021, Thomas is fully committed to serving as District 6 Director until 2023, election pending. Please feel free to reach out to Thomas, as building connections is the only way to truly build our organization.

District 6 serves Broome, Chemung, Chenango, Cortland, Madison, Schuyler, Tioga, and Tompkins Counties



Districts of the New York State Town Clerks Association

For the full list of District Directors and to zoom in on the district map, visit the website at NYSTCA.com.

District News

District 8

Nicole Begin, RMC
Town of Pembroke Town Clerk
NYSTCA District 8 Director

Karen Sweeting, RMC, CMC
Town of Sweden Town Clerk
NYSTCA District 8 Director

COVID – How Are We All Managing?

Town Clerks are resilient, innovative, and dedicated to serving our residents. COVID has thrown several “curve balls”, but we have created modifications to our day-to-day business to maintain excellent service to those in our communities. I have noticed signs along the roadway stating we are “NY Strong”, YES, we are. A few of our District #8 Clerks have shared how they are “doing business as usual” through this most unusual time:

Allegany County:

Shelly Stevens from the Town of Almond shared that due to a recently awarded LGRMIF grant they were able to remove several filing cabinets and a desk from their office to create a handicap accessible open office floor plan. This came just in time to also meet the six feet social distancing requirements due to COVID allowing Shelly to continue business as usual.

Genesee County:

Teressa Morasco from the Town of Batavia shared that they “haven’t skipped a beat” by utilizing their drive-up window for everything from dog licenses to marriage licenses.

Monroe County:

Virginia “Ginny” Ignatowski from the Town of Chili was interviewed by local news media on how she was able to continue issuing marriage licenses. Like many of us, Ginny had the couple wait outside while documents were passed back and forth for verification and signatures. For the collection of school taxes, Ginny set up a drive-thru outside under a tent – with a heater! Good idea, especially considering New York weather in the Fall.

Curbside Service with a Smile

Colleen Rathbun and Veronica Stillman, members of the Queensbury Town Clerk/Tax Receiver’s Office provide curbside service during the current school tax collection due to the COVID Pandemic.

This service has been a huge hit with the taxpayers who seem most happy with the convenience while maintaining their safety



District 4

Sue Baldwin, RMC
Town of Wilton Town Clerk
NYSTCA District 4 Director

Two long-time and very active town clerks retired this year:

Donna Combs, Warrensburg Town Clerk and District 4 Director retired at the beginning of the year. **Pamela Lloyd** was appointed Town Clerk for the Town of Warrensburg.

Rose Farr, Clerk for the Town of Corinth retired in July. **Brenda Peris** was appointed as the new Town Clerk.

We will certainly miss their company, experience and wealth of information.

It has been anything but quiet as we find creative new ways to service our residents with closed buildings.

Wyoming County:

Nicole Begin, Town Clerk from Town of Pembroke shared that she was very impressed by the Sporting License Application that the Town of Sheldon, Wyoming County created for their residents to obtain their hunting licenses. Something she had never even thought of!

UPCOMING SPONSORSHIP OPPORTUNITIES

38th Virtual Annual Conference April 24, 26 - 27, 2021

VIRTUAL EXHIBIT BOOTH
\$800

EXHIBITING & SPONSORING INCLUDES:

- Acknowledgement in the conference program
- Logo, description and link on the event website and event app
- At higher levels, verbal credit at a General Session and more...

SPONSORSHIPS INCLUDE:

SPECIAL EVENTS

OPENING CEREMONY
AND BANNER PARADE
\$2,500

MONDAY NIGHT
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\$2,500

FIRST TIME ATTENDEE
MEET & GREET
\$1,000

EDUCATIONAL GENERAL SESSIONS

MONDAY
\$2,000

TUESDAY
\$2,000

WEDNESDAY
\$2,000

OFFICIAL CONFERENCE PROGRAM

FULL PAGE
\$1,000

HALF PAGE
\$750

QUARTER PAGE
\$600

All vendors and members are invited to place an ad in the Society's official conference program to support NYSTCA's annual educational conference.

BACK THIS YEAR VENDOR SESSIONS!

Because so many vendors have expressed an interest in being placed in the educational line-up, NYSTCA now offers a sponsorship which includes an hour and 15-minute time slot to present.

Submissions will be considered on a first come, first served basis. There are four opportunities available!

VENDOR SESSION \$2,000

Town Recorder & Digital Recorder

PRINT AD UNITS

(Annual)

Full Page	\$1,800
Half Page	\$1,000
Quarter Page	\$600
3.5" x 3"	\$350
3.5" x 2"	\$250
2" x 3"	\$200
3.5" x 1"	\$150

DIGITAL AD UNITS

Full Page	\$1,800
Half Page	\$1,000
Quarter Page	\$600

The *Town Recorder* is published quarterly:

- Spring (mid-March)
- Summer (mid-June)
- Fall (mid-Sept)
- Winter (mid-Dec)

*Plan now to
advertise year-round!*

COMING SOON

The Digital Recorder will be published monthly via email.

Virtual Education

Throughout the year, NYSTCA curates a series of educational webinars to enhance educational opportunities for its members. Virtual sessions include topical and perennial subject matter from certificates and filings to fraud prevention to managing social media.

Vendors can get exclusive sponsorship privileges with these webinars. They can also partner with NYSTCA to create their own webinar on their unique subject of expertise!

WEBINAR SPONSORSHIPS

Exclusive NYSTCA-produced	\$800
Produce Your Own	\$2,000

To become a sponsor, contact Marie Little at sponsorship@nystca.com or 716-772-2431 Ext. 101

Notary News

The State of New York Department of State resumed offering the face-to-face, proctored, written examination necessary for appointment as a Notary Public. However, until further notice, due to COVID-19, the reduced schedule is limited, published only on a month-to-month basis and requires pre-registration for assignment to an examination seat. (See: <https://www.dos.ny.gov/licensing/notary/notary.html>)

To pre-register, an applicant is required to direct a request by email (only) to exams@dos.ny.gov; type "Schedule Notary Public Exam" in the subject line and include the following information in the message body: (1) name, (2) address, (3) telephone number, (4) and the preferred exam site and date from the published schedule on the Department of State website. The Examination Unit will attempt to accommodate requests; however, exams are limited at this time and there is no guarantee of requests being fulfilled. If the requested date is not available, examinees will be scheduled for the next available date and time at the desired site. Examinees will be provided with an assignment confirmation by email only. Only examinees pre-assigned to a particular location, date and time will be admitted to exam rooms. Albany and New York City locations are the most heavily subscribed examination sites; Binghamton, Buffalo, Franklin Square, Hauppauge, Pomona, Rochester, Syracuse, and Utica have better schedule availability.

(Due to COVID-19), as part of Governor

Cuomo's Executive Order 202.7, "electronic notarization" is permitted under the following circumstances:

Any notarial act that is required under New York State law is authorized to be performed utilizing "audio-video" technology provided that the following conditions are met:

- The person seeking the Notary's services, if not personally known to the Notary, must present valid photo ID to the Notary during the video conference, not merely transmit it prior to or after;
- The video conference must allow for direct interaction between the person and the Notary (e.g.: no pre-recorded videos of the person signing);
- The person must affirmatively represent that he or she is physically situated in the State of New York;
- The person must transmit by fax or (other) electronic means a legible copy of the signed document directly to the Notary on the same date it was signed;
- The Notary may notarize the transmitted copy of the document and transmit the same back to the person; and,
- The Notary may repeat the notarization of the original, signed document together with the electronically, notarized copy within thirty days after the date of execution.

The Executive Order has been extended multiple times since it was originally issued in March 2020.



Alfred E. Piombino is the leading notary law and practice expert. As a professional speaker, Piombino's expertise, dynamic style and rare humor help participants navigate through confusing state laws, procedures and concepts.

Over the past 30 years, he has personally prepared tens of thousands of people to pass the official examination. Piombino is the author of nine books, including Notary Public Handbook: A Guide for New York, Fourth Edition, expert witness and is listed in Who's Who in American Law. He has held both elective and appointive public offices, including Register of Probate, Fair Hearing Officer and Civil Service Commissioner. He may be reached by email at Piombino@AlfredPiombino.com or visit AlfredEPiombino.com.



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ANDREW M. CUOMO
GOVERNOR



Department
of State

ROSSANA ROSADO
SECRETARY OF STATE

REVISED: March 31, 2020

GUIDANCE TO NOTARIES CONCERNING EXECUTIVE ORDER 202.7

EXECUTIVE ORDER

In response to the COVID-19 (Novel Coronavirus) public health emergency, on March 19, 2020 Governor Cuomo signed [Executive Order 202.7](#), which authorizes notary publics to officiate documents remotely. Specific procedures must be followed to remotely notarize a document. To help the public and notaries public understand the Executive Order, the Department has prepared this guidance.

WHAT IS ALLOWED?

The Executive Order allows a notary public to witness a document being signed, using audio-video technology, and to then notarize the document.

WHAT IS REQUIRED?

To remotely notarize a document, the following conditions must be satisfied:

1. The person seeking the Notary's services, if not personally known to the Notary, must present a valid photo ID to the Notary during the video conference, not merely transmit it prior to or after;
2. The video conference must allow for direct interaction between the person and the Notary (e.g. no pre-recorded videos of the person signing);
3. The person must affirmatively represent that he or she is physically situated in the State of New York;
4. The person must transmit by fax or electronic means a legible copy of the signed document directly to the Notary on the same date it was signed;
5. The Notary may notarize the transmitted copy of the document and transmit the same back to the person; and
6. The Notary may repeat the notarization of the original signed document as of the date of execution provided the Notary receives such original signed document together with the electronically notarized copy within thirty days after the date of execution.

ADDITIONAL CONSIDERATIONS

- Notary publics using audio-video technology must continue to follow existing requirements for notarizations that were unaltered by the Executive Order. This includes, but is not limited to, placing the notary's expiration date and county where the notary is commissioned upon the document.

- If the notary and signatory are in different counties, the notary should indicate on the document the county where each person is located.
- An electronically transmitted document sent to the notary can be sent in any electronic format (e.g., PDF, JPEG, TIFF), provided it is a legible copy.
- The notary must print and sign the document, in ink, and may not use an electronic signature to officiate the document.
- The signatory may use an electronic signature, provided the document can be signed electronically under the Electronic Signatures and Records Act (Article 3 of the State Technology Law). If the signer uses an electronic signature, the notary must witness the electronic signature being applied to the document, as required under Executive Order 202.7.
- The Executive Order does not authorize other officials to administer oaths or to take acknowledgments, and only applies to notary publics commissioned by the Secretary of State's office.
- Following remote notarization, if the notary receives the original document within 30 days, the notary may notarize the document again (i.e., physically affixing a notary stamp and hand signing the document) using the original remote notary date.
- Additionally, when performing remote notarization pursuant to this Executive Order, the Department recommends the following best practices. (However, not following these two recommendations will not invalidate the act or be cause for discipline):
 - Keep a notary log of each remote notarization;
 - Indicate on the document that the notarization was made pursuant to Executive Order 202.7.

If you have questions regarding notary practices, please email them to the Department at: licensing@dos.ny.gov or contact (518) 474-4429. Call Center Representatives are available from 8:30am to 4:30pm Monday through Friday except on Legal Holidays.

ALBANY OFFICE:

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The Brave New World of Virtual Meetings – ZOOM ZOOM ZOOM!

Allison Weber, RMC
Town of Manlius Town Clerk
NYSTCA District 5 Director

If you had told me in February of 2020 that all of our Town meetings would be taking place virtually, I would have laughed out loud (the actual LOL).

We began holding virtual meetings in April and almost every board in our town has met virtually since then. My Town Supervisor refers to me as the “Queen of ZOOM” and I have spent a great deal of time as a virtual meeting coordinator over the past 6 months. I am seriously considering purchasing a 2020 commemorative coffee mug that says, “YOU’RE ON MUTE!”

After scouring the internet for advice and several hours spent coordinating virtual meetings, I have put together my top tips for virtual meeting success. ZOOM is the platform we use the most but these tried-and-true tips will work for all platforms.

- Never join a meeting without trying the software and testing your video/ audio first. ZOOM hosts a page on their website that will allow you to join a test meeting and use the meeting controls at <https://zoom.us/test>. This will speed up every meeting and most importantly reduce your level of participant anxiety.
- Check your lighting. Lighting should come from above or in front but should not come from behind you.
- Know where your camera is pointed. Try to avoid the up the nose shot or the top of the head barbershop view!
- Keyboard shortcuts can be your best friend. I just learned that holding the spacebar down in a ZOOM meeting allows you to temporarily unmute. Try it...you will not be disappointed!

I miss the old days....I really do... but as Gary from the Department of Health told me “We are just adding more tools to our toolbox.”

Good luck out there clerk friends and be well!



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Living rooms, dining rooms and creative backgrounds on display at a recent virtual NYSTCA Board Meeting.

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On the Cover

Lake Louise reflects fall foliage in Bedford Hills Memorial Park (also pictured above), one of three parks in the Town of Bedford in Westchester County.

Is your town photogenic? Send us a photo and it may be our next cover feature! Details on page 3.

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