

**Sodus Town Board Agenda**  
**Regular Month End-Town Board Meeting**  
**July 27, 2023**  
**4:00 PM**

Roll Call: *(Lori Diver)*

Supervisor Johnson, Councilperson LeRoy, Councilperson Ross, Councilperson Tertinek, Councilperson Willmott

**Agenda:**

1. Resolution authorizing payment of Abstract # 13-2023 for payment.  
First \_\_\_\_\_ Seconded \_\_\_\_\_
2. Sal Vittozzi discussion with the Town Board.
3. Amend/Resolution adopted June 22, 2023 revised Town of Sodus Code Enforcement Fee Schedule (07 06-2023) from *Kilowatt Hours to Kilowatts*.  
*Per Chandra, Issuance of a permit by KWH is predictive. Kilowatts are what solar companies use to describe the size of an array being installed.*  
First \_\_\_\_\_ Seconded \_\_\_\_\_
4. Resolution to hire Frank Gahr, Code Enforcement Officer from parttime to fulltime CEO beginning July 31, 2023. The position will be 35 hours per week, at an hourly rate of \$21.42 and with fulltime benefits.  
First \_\_\_\_\_ Seconded \_\_\_\_\_
5. Resolution to allow Michelle Dolan and Theresa Ryan to attend the NYSAMCC's Annual Conference September 17-September 20 2023. Single Occupancy \$895.00 x 2 = 1,790.00 and it is 168 miles roundtrip = \$110.04.  
First \_\_\_\_\_ Seconded \_\_\_\_\_
6. Motion to allow Lori Diver to advertise for BID one new and unused UTV with dump box and plow for Camp Beechwood. The BID opening will be August 24, 2023 at 4:00 PM.  
First \_\_\_\_\_ Seconded \_\_\_\_\_
7. Motion to surplus HP Laser Jet Printer Make-HP Model-P2055dn Serial# CNB9716413, HP Laser Jet Printer Make-HP Model-P1505 Serial# VNB3J21435, HP Computer Tower Make-HP Model-HP Compaq Serial#2UA947009V  
First \_\_\_\_\_ Seconded \_\_\_\_\_
8. Resolution adopting Wayne County Emergency Medical Services as the primary provider of emergency medical services in areas of the Town of Sodus not included within the operating authority of Silver Waters Community Ambulance Service.  
First \_\_\_\_\_ Seconded \_\_\_\_\_

**EXECUTIVE SESSION:**

- Motion to enter into Executive Session regarding medical, financial, credit or employment history of a particular person or corporation or relating to appointment promotion demotion discipline or removal.  
Time \_\_\_\_\_
- Motion to exit out of Executive Session and enter back into regular session.  
Time \_\_\_\_\_

**MINUTES**

Minutes of the Month End Town Board Meeting commencing at 4:00 PM in the upstairs meeting room July 27, 2023 located at 14-16 Mill St. Sodus, NY 14551.

All meetings are open to the public.

Present: Scott Johnson, Supervisor  
David LeRoy, Councilperson/Deputy Supervisor  
Don Ross, Councilperson  
Chris Tertinek, Councilperson  
Cathy Willmott, Councilperson

Recording Secretary: Lori Diver Sodus Town Clerk

Absent: N/A

Others Present: Casey Carpenter, Times of Wayne County  
Sal Vittozzi, Camp Beechwood  
Bree Crandell, Supervisor Clerk

Supervisor Scott Johnson called the Month End Town Board Meeting to order commencing at 4:00 PM and Lori Diver opened with roll call. All were present.

**ABSTRACT****RESOLUTION TO PAY ABSTRACT No. 13**

**(02 07-2023)**

**WHEREAS**, the following bills were presented for payment on Abstract 13:

General	317-342	\$ 23,368.08
Highway	178-189	\$ 19,765.31
Trust Agency	044-050	\$ 8,783.15
Capital Projects	030-030	\$ 846.00

**GRAND TOTAL: \$ 52,762.54**

**NOW BE IT RESOLVED**, Councilperson David LeRoy motioned to authorize payment for Abstract # 13 as listed and adopt this resolution which was seconded by Councilperson Chris Tertinek. Upon roll call the following votes were heard, Scott Johnson, aye; David LeRoy, aye; Don Ross, aye; Chris Tertinek, aye; and Cathy Willmott; aye. Resolution Adopted.

Note: Supervisor Johnson abstained from General Voucher #318 DEJ Rentals in the amount of \$3,000.00.

*(See report inserted-end of minutes)*

Sal Vittozzi Caretaker of Camp Beechwood discussed with the Town Board that he is need of purchasing a new string trimmer for Beechwood. Vittozzi also stated he needs to repair loaned (Johnson personally loaned Ranger to Sal for Beechwood) Ranger from Supervisor Scott Johnson for Beechwood. It most likely needs a new starter. He would like to return the Ranger to Johnson in its original condition before returning to him.

AMEND RESOLUTION (07-06-2023)  
NEW CODE ENFORCEMENT FEE SCHEDULE -SOLAR  
(03 07-2023)

**NOW BE IT RESOLVED;** Councilperson Cathy Willmott motioned to adopt the amended fee schedule for Solar fees was seconded by Councilperson Don Ross. Issuance of a permit by KWH is predictive. Kilowatts are what solar companies use to describe the size of an array being installed. Upon roll call the following votes were heard, Scott Johnson, aye; David LeRoy, aye; Don Ross, aye; Chris Tertinek, aye; and Cathy Willmott; aye. Resolution amended and adopted for solar.

RESOLUTION  
FRANK GAHR  
(04 07-2023)

**NOW BE IT RESOLVED;** Councilperson Chris Tertinek motioned to hire Frank Gahr Code Enforcement Officer from part-time to full-time Code Enforcement Officer effective July 31, 2023. The position will be 35 hours per week, at an hourly rate of \$21.42 and with full-time benefits was seconded by Councilperson Don Ross. Upon roll call the following votes were heard, Scott Johnson, aye; David LeRoy, aye; Don Ross, aye; Chris Tertinek, aye; and Cathy Willmott; aye. Resolution adopted.

RESOLUTION  
COURT CLERK ANNUAL MAGISTRATES CONFERENCE  
(05 07-2023)

**NOW BE IT RESOLVED;** Councilperson David LeRoy motioned to allow Michelle Dolan and Theresa Ryan with the Sodus Town Court to attend the NYSAMCC's Annual Conference September 17 – September 20, 2023 with a Single Occupancy of \$895.00 x 2, registration fees and mileage was seconded by Councilperson Cathy Willmott. Upon roll call the following votes were heard, Scott Johnson, aye; David LeRoy, aye; Don Ross, aye; Chris Tertinek, aye; and Cathy Willmott; aye. Resolution adopted.  
(See documents inserted-end of minutes)

Motion by Councilmember Cathy Willmott to allow Lori Diver Sodus Town Clerk to advertise for BID on new and unused UTV with dump box and plow for Camp Beechwood. The BID opening will be August 24, 2023 at 4:00 PM was seconded by Councilmember David LeRoy. Upon roll call the following votes were heard, Scott Johnson, aye; David LeRoy, aye; Don Ross, aye; Chris Tertinek, aye; and Cathy Willmott; aye. Motion carried.

Motion by Councilmember Chris Tertinek to surplus HP Laser Jet Printer Make-HP Model-P2055dn Serial# CNB9716413, HP Laser Jet Printer Make-HP Model-P1505 Serial# VNB3J21435, HP Computer Tower Make-HP Model-HP Compaq Serial#2UA947009V was seconded by Councilmember Don Ross. Upon roll call the following votes were heard, Scott Johnson, aye; David LeRoy, aye; Don Ross, aye; Chris Tertinek, aye; and Cathy Willmott; aye. Motion carried.

**RESOLUTION**  
**WAYNE COUNTY EMERGENCY MEDICAL SERVICES -PRIMARY**  
**(06 07-2023)**

WHEREAS, the provision of timely and competent emergency medical services for the residents of the Town of Sodus is a matter of great importance to the Sodus Town Board, and

WHEREAS, for the past several years, ambulance service has been provided by both the Sodus Town Ambulance Corps and the Silver Waters Community Ambulance, with Sodus Town having operating authority within the entire Town of Sodus, and Silver Waters having operating authority and within a smaller area centered around the Village of Sodus Point, and

WHEREAS, the service provided by the Sodus Town Ambulance Corps has recently become increasingly unreliable, with no ambulance responses whatsoever within the past month, and

WHEREAS, Wayne County's EMS service is now operational, with the County having the authority to provide ambulance service anywhere within Wayne County; now, therefore, be it

RESOLVED, the Sodus Town Board hereby requests that Wayne County Emergency Medical Services prioritizes efforts to position ambulances in locations to serve the Town of Sodus, and hereby requests that Wayne County EMS continues to work constructively with the Silver Waters Community Ambulance to provide service within the Town of Sodus, and be it further

RESOLVED, that, the Sodus Town Board hereby recognizes Wayne County Emergency Medical Services as the primary provider of emergency medical services in areas of the Town of Sodus not included within the operating authority of the Silver Waters Community Ambulance Service

NOW BE IT RESOLVED, Councilperson Cathy Willmott motioned to adopt this resolution which was seconded by Councilperson Chris Tertinek. Upon roll call the following votes were heard, Scott Johnson, aye; David LeRoy, aye; Don Ross, aye; Chris Tertinek, aye; and Cathy Willmott; aye. Resolution Adopted

Motion by Councilmember Cathy Willmott to enter into Executive Session regarding medical, financial, credit or employment history of a particular person or corporation or relating to appointment promotion demotion discipline or removal was seconded by Councilmember Don Ross. Upon roll call the following votes were heard, Scott Johnson, aye; David LeRoy, aye; Don Ross, aye; Chris Tertinek, aye; and Cathy Willmott; aye. Motion carried.  
Time 4:21 PM

Motion by Councilmember Don Ross to exit out of Executive Session and to enter into Regular Session was seconded by Councilmember Cathy Willmott. Upon roll call the following votes were heard, Scott Johnson, aye; David LeRoy, aye; Don Ross, aye; Chris Tertinek, aye; and Cathy Willmott; aye. Motion carried.  
Time 4:41 PM

Councilperson Don Ross motioned to adjourn the Month End Town Board Meeting was seconded by Councilperson Chris Tertinek. Upon roll call the following votes were heard, Scott Johnson, aye; David LeRoy, aye; Don Ross, aye; Chris Tertinek, aye; and Cathy Willmott; aye. Motion carried. 4:42 PM

Minutes Written By:  
Lori K. Diver  
Sodus Town Clerk, RMC

**TOWN OF SODUS**  
**Abstract of Unaudited Vouchers**  
**GENERAL FUND - TOWNWIDE**

Total Claims: \$52,762.54

07/27/2023

Number 013

Voucher #	Claimant	Account #	Amount	Check	Date
317	ROCHESTER AREA CONST. & HEALTH INSURANCE FOR AUGUST 2023	A9060.8	8,377.44		
318	DEJ RENTALS 0017/10 @ 20 X 40 TENT RENTAL FOOD TRUCK	A7550.4	3,000.00		
319	LYONS NATIONAL BANK 4630 WINDOW DECAL OFFICE HOURS	A1620.4	39.19		
319	LYONS NATIONAL BANK 7351/RECREATION SUPPLIES	A7310.4	2,221.43		
320	LAKE COUNTRY DISTRIBUTING 049455/WATER MUNICIPAL OFFICE	A1620.4	6.50		
321	STAPLES CREDIT PLAN 3296995851/OFFICE SUPPLIES	A1410.4	250.00		
322	QUILL CORPORATION 33455251/OFFICE SUPPLIES	A1220.4	966.96		
323	CHARTER COMMUNICATIONS 141749001071423/INTERNET	A1620.4	329.96		
324	ROCHESTER GAS AND ELECTRIC 2003-2792-853/CEMETERY	A8810.4	31.42		
325	ROCHESTER GAS AND ELECTRIC 2002-7887-429/LAKE RD GARAGE	A7110.45	57.28		
326	ROCHESTER GAS AND ELECTRIC 2003-1838-277/HIGHWAY DEPARTMENT	A5132.4	441.85		
327	VERIZON WIRELESS 9938641524/DOG CONTROL MAY & JUNE BILL	A3510.4	62.40		
327	VERIZON WIRELESS 9938641524/MIFI CARD MAY & JUNE BILL	A5132.4	75.98		
327	VERIZON WIRELESS 9938641524/HIGHWAY MAY & JUNE BILL	A5132.4	62.40		
327	VERIZON WIRELESS 9938641524/CAMP BEECHWOOD MAY & JUNE BILL	A7110.45	98.18		
329	CHARTER COMMUNICATIONS 142339301070723/DIGITAL ADAPTER	A1620.4	35.34		
330	PHILADELPHIA INSURANCE COMPANY 2005840255/RECREATION INSURANCE	A7310.4	850.00		
331	DOMAIN LISTINGS 242-1848/ANUUAL CHARGE.GOV DOMAIN	A1620.4	288.00		
332	KNAUF SHAW ATTORNEYS AT LAW 6054/GENERAL MUNICIPAL LAW	A1420.4	1,250.00		

**TOWN OF SODUS**  
**Abstract of Unaudited Vouchers**  
**GENERAL FUND - TOWNWIDE**

Total Claims: \$52,762.54

07/27/2023

Number 013

Voucher #	Claimant	Account #	Amount	Check	Date
333	DOYLE EXCAVATING 1816/CREMATION FOR TANGRY	A8810.4	500.00		
334	PATON'S MARKET PLACE 03-1129624/RECREATION SUPPLIES	A7310.4	55.48		
334	PATON'S MARKET PLACE 05-479148/RECREATION SUPPLIES	A7310.4	128.84		
334	PATON'S MARKET PLACE 05-479254/RECREATION SUPPLIES	A7310.4	50.74		
336	SHEILA FISHER RECREATION SUPPLIES	A7310.4	350.00		
337	DE&DE PARTY RENTAL 23-05/TENT RENTAL- RECREATION	A7310.4	1,200.00		
338	MORGAN RUBBISH REMOVAL INC. 360604/HIGHWAY RECYCLE & GARBAGE	A5132.4	99.91		
339	WAYUGA PRINTING & PUBLISHING 3F3A066A/PUBLIC HEARING -LOCAL LAW 4-2023	A1010.4	45.93		
339	WAYUGA PRINTING & PUBLISHING 84214DFA/PUBLIC HEARING- LOCAL LAW 5-2023	A1010.4	45.66		
340	QUILL CORPORATION 33330719/OFFICE SUPPLIES	A1410.4	17.59		
340	QUILL CORPORATION 33330719/OFFICE SUPPLIES	A1620.4	35.98		
341	MICHELLE DOLAN COURT MILEAGE 120 MILES @ .655	A1110.4	78.60		
342	WAYNE COUNTY INFORMATION TECH LASERFICHE DIGITAL RECORDS CHARGE	A1460.4	1,500.00		
<b>Total:</b>			<b>22,553.06</b>		

**TOWN OF SODUS**  
**Abstract of Unaudited Vouchers**  
**GENERAL FUND - OUTSIDE VILLAGE**

Total Claims: \$52,762.54

07/27/2023

Number 013

Voucher #	Claimant	Account #	Amount	Check	Date
319	LYONS NATIONAL BANK 7344/TRAINING CLASS ZBA	B8010.4	130.00		
321	STAPLES CREDIT PLAN 3294371721/OFFICE SUPPLIES	B3620.4	495.96		
327	VERIZON WIRELESS 9938641524/CODE ENFORCEMENT MAY & JUNE BILL	B3620.4	63.45		
328	FRANK GAHR 153.60 MILEAGE CEO @ .655	B3620.4	100.60		
335	WAYUGA PRINTING & PUBLISHING 496BF4D9/ZBA LEGAL NOTICE	B8010.4	12.18		
335	WAYUGA PRINTING & PUBLISHING B5DDCA1A/ZBA LEGAL NOTICE	B8010.4	12.83		
<b>Total:</b>			815.02		



**TOWN OF SODUS**  
**Abstract of Unaudited Vouchers**  
**HIGHWAY FUND - TOWNWIDE**

Total Claims: \$52,762.54

07/27/2023

Number 013

Voucher #	Claimant	Account #	Amount	Check	Date
178	E & V ENERGY CORP 83323/CLEAR ON ROAD 635 GAL @ 2.8360	DA5130.4	1,800.86		
179	ROCHESTER AREA CONST. & HEALTH INSURANCE FOR AUGUST 2023	DA9060.8	8,750.00		
180	ADVANCE AUTO PARTS MULTIPLE/PARTS	DA5130.4	170.73		
181	ALTRA RENTAL & SUPPLY, INC. 2307473/SUPPLIES	DA5130.4	107.88		
182	SMITH'S GRAVEL PIT 8167/SAND ICE CONTROL	DA5142.4	4,372.12		
183	REGIONAL INTERNATIONAL CORP 022198616P/PART	DA5130.4	108.00		
184	VANBORTEL FORD, INC F0CS89849/REPAIR	DA5130.4	1,370.81		
184	VANBORTEL FORD, INC FOCQ90754/OIL-FILTER	DA5130.4	100.88		
185	WILLIAMSON AUTOMOTIVE 9265/REPAIR 2020 INTERNATION	DA5130.4	312.80		
186	EAGLE WELDING & MACHINE LLC 27737/PART	DA5130.4	7.00		
187	NAPA AUTO PARTS 220442/PARTS	DA5130.4	360.10		
<b>Total:</b>			17,461.18		

**TOWN OF SODUS**  
**Abstract of Unaudited Vouchers**  
**HIGHWAY FUND - OUTSIDE VILLAGE**

Total Claims: \$52,762.54

07/27/2023

Number 013

Voucher #	Claimant	Account #	Amount	Check	Date
188	CHEMUNG SUPPLY CORP 024684/SUPPLIES	DB5110.4	1,343.80		
189	RAM ASPHALT-DOLOMITE PRODUCTS 1123165/ASPHALT	DB5112.3	960.33		
<b>Total:</b>			2,304.13		

**TOWN OF SODUS**  
**Abstract of Unaudited Vouchers**  
**TRUST & AGENCY**

Total Claims: \$52,762.54

07/27/2023

Number 013

Voucher #	Claimant	Account #	Amount	Check	Date
44	ROCHESTER AREA CONST. & HEALTH INSURANCE FOR AUGUST 2023	TA20	3,300.25		
45	EXCELLUS HEALTH PLAN DENTAL INSURANCE FOR AUGUST 2023	TA20	559.32		
46	VILLAGE OF SODUS NYS DISTRIBUTION OF 2 % MONEY	TA85	984.72		
47	VILLAGE OF SODUS POINT NYS DISTRIBUTION OF 2 % MONEY	TA85	984.72		
48	ALTON FIRE DISTRICT NYS DISTRIBUTION OF 2 % MONEY	TA85	984.72		
49	WALLINGTON FIRE CO. NYS DISTRIBUTION OF 2 % MONEY	TA85	984.72		
50	SODUS CENTER FIRE DEPT. NYS DISTRIBUTION OF 2 % MONEY	TA85	984.70		
<b>Total:</b>			<b>8,783.15</b>		

**TOWN OF SODUS**  
**Abstract of Unaudited Vouchers**  
**CAPITAL PROJECTS**

Total Claims: \$52,762.54

07/27/2023

Number 013

Voucher #	Claimant	Account #	Amount	Check	Date
30	MRB GROUP PC 50661/SALT BARN PROFESSIONAL SERVICES	HB1440.4	846.00		
<b>Total:</b>			846.00		



## Sodus Town Court

14-16 Mill Street

Sodus, New York 14551

Office hours Mon.- Thurs. 9 am to 5 pm Fri. Closed

Fax: 315-483-6219 Office: 315-483-6807

Email: [Sodustowncourt@gmail.com](mailto:Sodustowncourt@gmail.com)

**Hon. Thomas A. Putnam**

**Hon. Robert A. Fratangelo**

Sodus Town Court would like to surplus the following items:

HP Laser Jet Printer  
Make-HP  
Model-P2055dn  
Serial# CNB9716413

HP Laser Jet Printer  
Make-HP  
Model-P1505  
Serial# VNB3J21435

HP Computer Tower  
Make-HP  
Model-HP Compaq  
Serial# 2UA947009V



## Sodus Town Court

14-16 Mill Street

Sodus, New York 14551

Office hours Mon.- Thurs. 9 am to 5 pm Fri. Closed

Fax: 315-483-6219 Office: 315-483-6807

Email: [Sodustowncourt@gmail.com](mailto:Sodustowncourt@gmail.com)

Hon. Thomas A. Putnam

Hon. Robert A. Fratangelo

July 26, 2023

Members of the Sodus Town Board,

Theresa Ryan, and I request to attend the NYSAMCC's 43<sup>rd</sup> Annual Conference September 17-20. Included with this letter, is the dates, costs and agenda.

Single Occupancy \$895.00 each = \$1790.00

Mileage is 168 roundtrip = \$110.04

Thank you,

  
Michelle Dolan

Michelle Dolan









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Waze Apple Maps OpenStreet... G

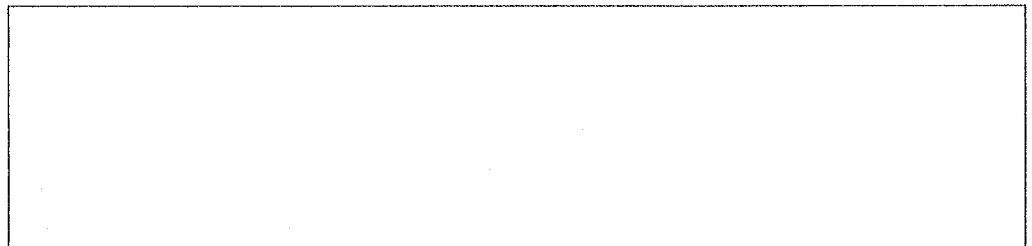
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








- A** 14-16 Mill Street Ext, Sodus, New York, United States
- B** Turning Stone Resort Casino, 5218 Patrick Rd, Verona, NY, United States

1 hr 31 min , 84 miles  
 Light traffic  
 Via NY-370, I-90 E  
 Toll on route



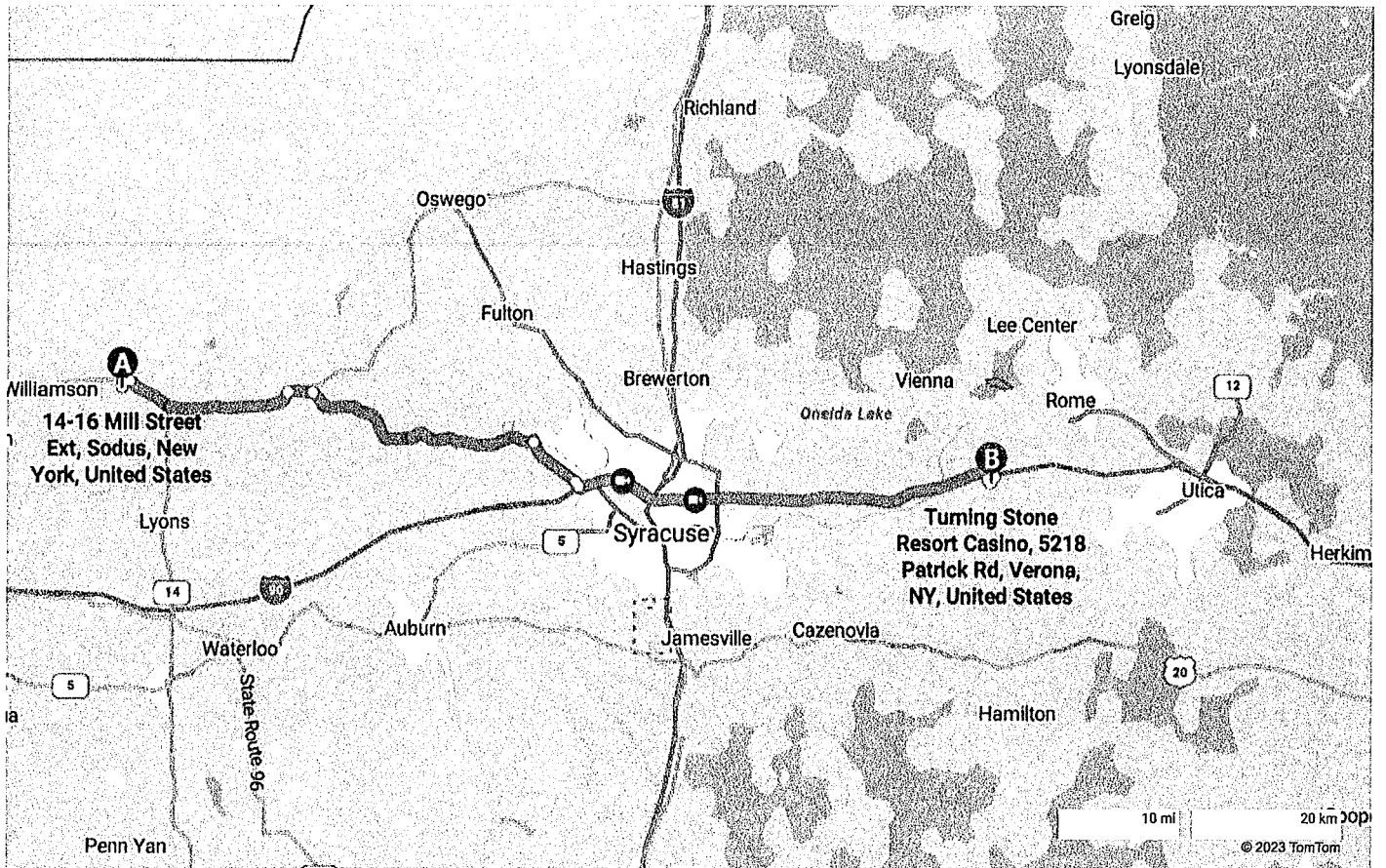
**A** 14-16 Mill Street Ext, Sodus, New York, United States

↑	1. Head <b>northeast</b> on <b>Mill Street Ext</b> toward Benton Pl	0.2 mi
↑	2. Keep <b>straight</b> to get onto <b>Mill St</b>	0.3 mi

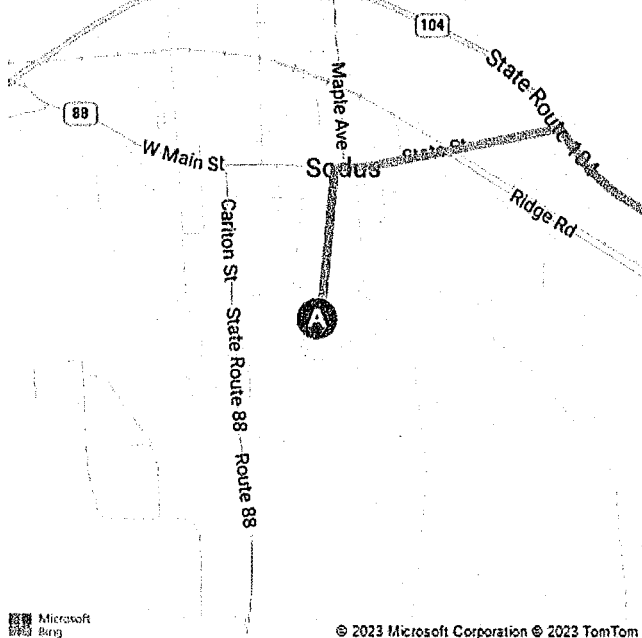
	3. Turn <b>right</b> onto <b>W Main St</b>	148 ft
	4. Road name changes to <b>E Main St</b>	331 ft
	5. Keep <b>straight</b> to get onto <b>State St</b>	0.5 mi
	6. Bear <b>right</b> onto <b>NY-104 / State Route 104</b> ▲ <i>Minor congestion</i>	14.8 mi, 15 min
	7. Turn <b>right</b> onto <b>Ridge Rd / County Hwy-163</b>	2.2 mi
	8. Bear <b>right</b> onto <b>NY-370 / State Route 370</b>	21.6 mi, 25 min
	9. Take the ramp on the <b>left</b> for <b>NY-690 S / NY-31 W</b>	5.5 mi
	10. At Exit <b>1</b> , head <b>right</b> on the ramp for <b>I-90</b> toward <b>Albany / Buffalo</b> • <i>Toll road</i> • <i>Roadwork from Thruway (I-90) exit [1] to Interstate 90 Westbound / I-90 W.</i>	0.5 mi
	11. Keep <b>left</b> , heading toward <b>Albany</b> Pass Sunoco on the right in 10.3 mi • <i>Toll road</i>	36.8 mi, 32 min
	12. At Exit <b>33</b> , head <b>right</b> on the ramp for <b>NY-365</b> toward <b>Rome / Verona</b> • <i>Toll road</i>	0.3 mi
	13. Merge onto <b>road</b> • <i>Toll road</i>	0.2 mi
	14. Turn <b>left</b> onto <b>NY-365 / State Route 365</b> toward <b>Hamilton / ONEIDA / Turning Stone / NY-365 West</b> • <i>Toll road</i>	0.5 mi
	15. Turn <b>left</b>	0.4 mi
	16. Keep <b>left</b> to get onto <b>road</b>	0.1 mi
	17. Arrive at your destination on the right The last intersection before your destination is NY-365 / State Route 365	

**B** Turning Stone Resort Casino, 5218 Patrick Rd, Verona, NY, United States

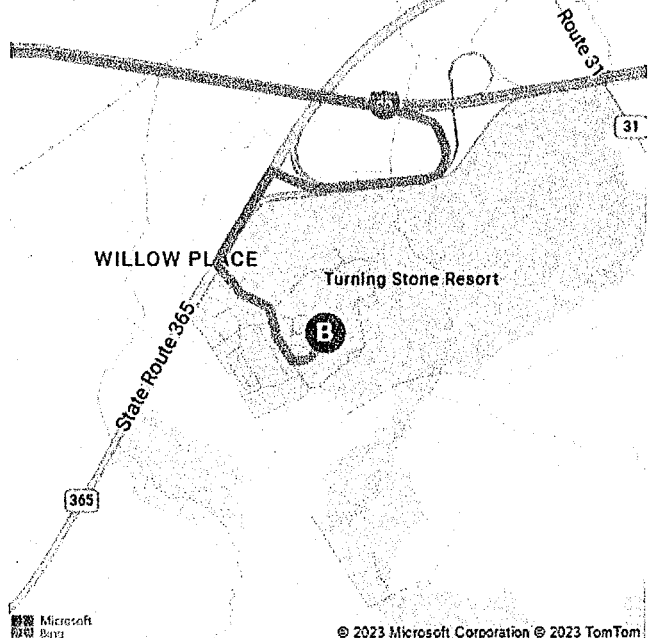




**A** 14-16 Mill Street Ext, Sodus, New York, U...



**B** Turning Stone Resort Casino, 5218 Patrick...



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## Michelle A Dolan

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**From:** NYS Association Magistrate Court Clerk  
**Sent:** Friday, July 7, 2023 7:26 PM  
**Subject:** 2023 Conference Registration is now OPEN  
**Attachments:** DRAFT 2023 Annual Conference agenda 61623.pdf; basket raffle.pdf  
  
**Importance:** High

We are pleased to announce that registration for NYSAMCC's 43rd Annual Conference is OPEN! At conference, you will have the opportunity to meet with instructors and participate in live question/answer sessions. Attached you will find a draft of the agenda.

The conference will be held September 17<sup>th</sup> – 20<sup>th</sup> at the Turning Stone Resort 5218 Patrick Road, Verona, NY 13478.

Pricing is as follows:

Conference Registration Fee: \$100

Package rates: Single Occupancy: \$895 Double Occupancy: \$658 per person

All attendees must register and pay the registration fee to attend the conference. No walk ins or on-site payments will be accepted. If you wish to stay on-site you must purchase the hotel lodging package which includes a 3 night hotel stay and all meals.

Registration is being handled ONLINE ONLY this year. To register for the conference please visit: <https://na.eventscloud.com/750374>

This year the site will allow you to register for the conference, select your lodging package and/or order any commuter meals all in the same place. In an effort to simplify the process, all payments will be collected by the Association. All packages must be paid in full. No vouchers or PO's are able to be accepted. Once you complete and pay for the registration and hotel package, shortly after, you will receive a confirmation from the hotel.

- If you choose to pay by check, please print a copy of your registration, make check payable to NYSAMCC Inc and mail both to NYSAMCC PO Box 852, Troy NY 12181.
- If you choose to pay by credit card, you will click on a link that will redirect you to Value Payment Systems to submit your payment. If you miss the link, it will be in your confirmation email. Please be aware there is a convenience fee to pay by credit or debit card.

### **DEADLINE!!!**

The deadline to register for the conference, hotel and meals is September 1, 2023.

### **SCHOLARSHIPS**

Did you know that we offer both full and partial scholarships to members whose municipalities are fiscally unable to pay for your attendance at the conference? You can apply for a scholarship here: <https://www.nysamcc.com/173/Scholarship-Opportunities> The deadline to apply for a scholarship is August 1, 2023.

### **BASKET RAFFLE**

Our basket raffle to benefit the scholarship fund will return this year! Attached is a flyer. If you are willing to donate a basket we would greatly appreciate it!

## **COURT CLERK OF THE YEAR**

The Court Clerk of the Year award holds great honor for a Court Clerk. It is a public recognition, from their fellow Court Clerks, for the devotion they have shown to this profession. This is the Court Clerk who attends to the needs of both the community and other Court Clerks. This is the one in your area who everyone knows to call for answers to questions - the one who always goes above and beyond their assigned duties. If you know a Clerk who is deserving of this award, please nominate them today! <https://nysamcc.com/FormCenter/NYSAMCC-4/Court-Clerk-of-the-Year-Nomination-Form-51>

## **JOIN THE BOARD**

Have you ever considered joining the NYSAMCC Board of Directors? We have 3 director seats open this year. To be eligible for the position of Director the candidate must be at least 19 years of age, have been a Court Clerk for at least three years and a member in good standing as defined in Article III of the bylaws. A Director shall be assigned to various Association committees by the President and perform such duties under the direction of the Committee Chair. A Director may also be assigned as a Committee Chair. If you are interested, you can fill out a Nominations form here: <https://nysamcc.com/171/Nominations> The deadline to submit a nominations form is August 11, 2023.

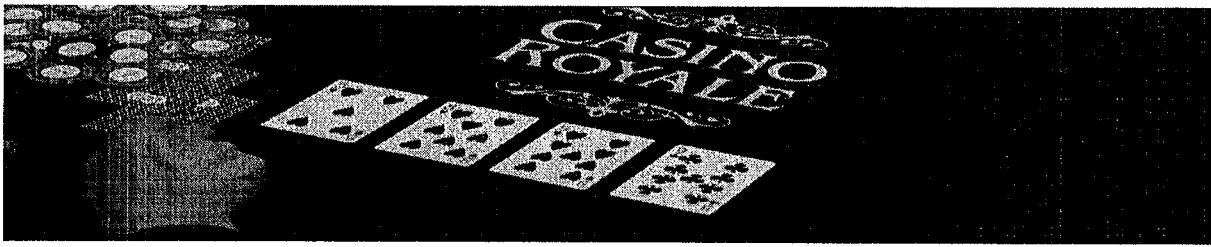
## **BECOME A MEMBER**

Are your 2023 dues paid so you are an active member of the Association? If you haven't paid your dues you can fill out an application to join here: <https://www.nysamcc.com/FormCenter/NYSAMCC-4/New-York-State-Association-of-Magistrate-47>

## **NEED HELP? HAVE A QUESTION?**

If you are having trouble registering or have any questions, please feel free to reach out to the Conference Chairs directly. Gillian Koerner [gkoerner@nycourts.gov](mailto:gkoerner@nycourts.gov) Office phone: 585-492-4479 or Cell phone: 716-432-6898 or Marie Barbera [mbarbera@nycourts.gov](mailto:mbarbera@nycourts.gov) Office phone: 518-283-2789 or Cell phone: 518-858-4008

Please be CAREFUL when clicking links or opening attachments.



Hello, my fellow Court Clerks,

Just a friendly reminder that the Conference is vastly approaching. I can't believe in just a short time we will be traveling from all points of NY to meet at the Turning Stone Resort & Casino in Verona. We are looking to top last year's baskets. I know you all are up for the task.

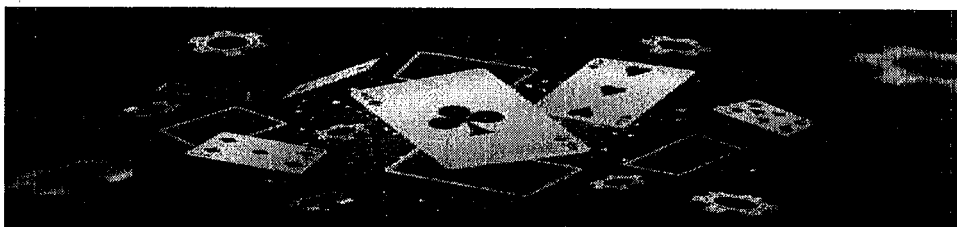
Your willingness to contribute really helps the *Sybil Kennedy Scholarship Fund* to allow a fellow Court Clerk that doesn't have the funding from their Town/Village the opportunity to participate in an exceptional learning experience!

Some great ideas from the past are cheese & wine platter, cat/dog goodie bag, spa day, grill day, lottery tickets, etc. Get the "WHEELS" spinning and come up with your own fun and creative ideas.

Think Fall, think Casino Royale!

Please contact me at [mcorcora@nycourts.gov](mailto:mcorcora@nycourts.gov) if you would like to donate or if you have any questions. Also, please attach an index card with the contents of your basket, your Court name and/or County name... Please and as always, thank you!

Best,  
Maureen Corcoran  
Director, NYSAMCC, Inc.





**WELCOME TO THE 2023 ANNUAL CONFERENCE  
NEW YORK STATE ASSOCIATION OF MAGISTRATES COURT CLERKS, INC.**

**SUNDAY, September 17, 2023**

**2:00 – 3:00 pm**

**County Representative Meeting  
Location: Mohawk Room**

**2:00 – 5:00 pm**

**REGISTRATION – Convention Center Hallway  
Store – Open – Oneida Room  
Basket Raffle – Open – Oneida Room  
Technology Lab – Open – Cayuga Room**

**5:00 – 8:00 PM**

**DINE A ROUND DINNER**

**8:00 – 10:00 PM**

**Entertainment: To Be Announced  
Location: Mohawk Room**

**MONDAY, September 18, 2023 - SUPPORTING THE BENCH – 1 STB Credit per Class**

7:00 am – 8:30 am	Breakfast Buffet – Oneida Room
8:00 am - 9:30 am	NYSAMCC ANNUAL BUSINESS MEETING – Mohawk Room
<b>SUPPORTING THE BENCH</b>	
Location: Tuscarora Room	
9:30 am – 10:30 am	INTRODUCTION TO COURT CLERK DUTIES Robert J. Logan, Esq., Assistant Deputy Counsel, OJCS Lorraine Buchal & Milena Din, NYSAMCC
10:30 am – 11:00 am	Break – Oneida Room
11:00 am – 12:00 pm	BIAS OVERRIDE: JUDGING AND SERVING FAIRLY (VIDEO) Wendy Bates & Loretta Close, NYSAMCC
12:00 pm – 1:00 pm	LUNCH – Oneida Room
1:00 pm – 2:00 pm	INTRODUCTION TO CIVIL MATTERS Kevin C. O’Connell, Esq., Assistant Deputy Counsel, OJCS Lorraine Buchal & Maureen Corcoran, NYSAMCC
2:10 pm – 3:10 pm	INTRODUCTION TO CRIMINAL MATTERS Kevin C. O’Connell, Esq. Assistant Deputy Counsel, OJCS Mary Kelley & Barbara Lloyd, NYSAMCC
3:10 pm – 3:20 pm	BREAK – Oneida Room
3:20 pm – 4:20 pm	VEHICLE AND TRAFFIC LAW Robert J. Logan, Esq., Assistant Deputy Counsel, OJCS Cindy Paraggio & Debra Newham, NYSAMCC
4:25 pm – 5:25 pm	DWI FOR COURT CLERKS Robert J. Logan, Esq, Assistant Deputy Counsel Milena Din & Maureen Corcoran, NYSAMCC
6:00 pm – 8:00 pm	Dinner at the Tin Rooster
7:00 pm – 10:00 pm	Acoustic Artist Kevin Mikula

**MONDAY, September 18, 2023 – CORE AND ELECTIVE**

Breakfast Buffet – Oneida Room

**NYSAMCC ANNUAL BUSINESS MEETING – Mohawk Room**

**ELECTIVE CLASSES**  
Location: Mohawk Room

**OJCS CLERK CORE CLASSES**  
Location: Seneca/Onondaga Room

Joint Class - Mock Jury Trial  
Gillian Koerner & Kim Howard, NYSAMCC

Break – Oneida Room

Joint Class - DEC - Simplifying Environmental Conservation Law Case Adjudication NO CREDIT  
Matthew Revenaugh, NYS DEC  
Kim Stahley & Heather Blume, NYSAMCC

LUNCH – Oneida Room

**SMALL CLAIMS REVIEW AND UPDATES 2023**  
Robert J. Logan, Esq., Assistant Deputy Counsel, OJCS  
Marie Barbera & Kim Howard, NYSAMCC  
1 CORE CREDIT

**COURT CLERK'S FINANCIAL RECORDKEEPING AND REPORTING**  
Jennifer Schoeffel, Sr. Management Analyst, NYS OCA, DoTCR, the Courtroom Program  
Jane Curtiss & Mary Kelly, NYSAMCC  
NO CREDIT

BREAK – Oneida Room

**ADVANCED FISCAL RECORDKEEPING AND REPORTING 2023**  
Justice Court Fund Unit, Office of the State Comptroller  
Dawn Marie Klingner & Jane Curtiss, NYSAMCC  
1 CORE CREDIT

**ORGANIZING THE COURTROOM & OFFICE**  
Kim Stahley, NYSAMCC & Julie Martin, Town of Westfield  
NO CREDIT

**UPDATES 2023**  
Kevin C. O'Connell, Esq. Assistant Deputy Counsel, OJCS  
Jen Miller & Jackie Ricciardi, NYSAMCC  
1 CORE CREDIT

**BASICS OF RECORDS MANAGEMENT**  
Everton Stair, Principal Court Analyst  
Heather Blume & Kelly Glover, NYSAMCC  
NO CREDIT

**Dinner at the Tin Rooster**

**Acoustic Artist – Kevin Mikula**

# TUESDAY, September 19, 2023 - SUPPORTING THE BENCH – 1 STB Credit per Class

7:00 am – 8:30 am

Breakfast Buffet – Oneida Room

**Location: Tuscarora Room**

8:30 am – 9:30 am

**ETHICS FOR COURT CLERKS**  
Gina Patterson, Esq., Asst. Deputy Counsel, Advisory Committee on Judicial Ethics  
Rosemary Garland Scott, Esq., Special Counsel for Ethics  
Barbara Lloyd & Wendy Bates, NYSAMCC

9:45 am – 10:45 am

**INTRO TO COURTROOM PROGRAM**  
Jennifer Schoeffel, CourtRoom Program  
Cindy Paraggio & Lorraine Buchal, NYSAMCC

10:45 am – 11:00 am

**BREAK – Oneida Room**

11:00 am – 12:00 pm

**TRAFFIC LAW ENFORCEMENT & DISPOSITION (TSLED)**  
Amanda Spenziero, Department of Motor Vehicles  
Brittany DeSarbo, Department of Motor Vehicles  
Cindy Paraggio & Wendy Bates, NYSAMCC

12:00 pm – 1:00 pm

**LUNCH – Oneida Room**

1:00 pm – 2:00 pm

**BASICS OF FISCAL RECORDKEEPING AND REPORTING**  
Justice Court Fund Unit, Office of the State Comptroller  
Jennifer Schoeffel, Senior Management Analyst, Division of Technology and Court Research  
Mary Kelley & Dawn Marie Klingner, NYSAMCC

2:15 pm – 3:15 pm

**CRIMINAL DISPOSITION REPORTING**  
Kristy Connor, Senior Management Analyst, CDR Unit, OCA  
Heather Blume & Loretta Close, NYSAMCC

3:15 pm – 3:30 pm

**BREAK – Oneida Room**

3:30 pm – 4:30 pm

**WEB DVS**  
Ed Carey, Court Analyst, CDR Unit, OCA  
Maureen Corcoran & Jen Miller, NYSAMCC

6:00 pm – 7:00 pm

**Cocktail Reception – Mohawk Room**

7:00 pm – 9:00 pm

**Installation of Officers & Annual Banquet**  
Retired Hon. David Gideon – Guest Speaker  
Hon. Gary Graber – Emcee  
Beadle Brothers Band to follow – Cash bar



# TUESDAY, September 19, 2023 – CORE AND ELECTIVE

7:00 am – 8:30 am

Breakfast Buffet – Oneida Room

## OJCS CLERK CORE CLASSES

Location: Seneca/Onondaga Room

## ELECTIVE CLASSES

Location: Mohawk Room

9:00 am – 10:00 am

Joint Class

### STOP THE BLEED & NARCAN

Shawn Foster – Firefighter/EMT/CLI

Bruce Foster – Firefighter/EMT/Public Safety Educator

Kim Howard, NYSAMCC

10:00 am – 10:30 am

Break – Oneida Room

10:30 am – 11:30 am

### COURT CLERK'S ROLE IN EVIDENCE, CONTRACTS, SUBPOENAS, PROPERTY MAINTENANCE CODE AND MUNICIPAL ORDINANCES

Robert J. Logan, Esq., Assistant Deputy Counsel, OJCS

Kevin C. O'Connell, Esq., Assistant Deputy Counsel, OJCS

Loretta Close & Marie Barbera, NYSAMCC

1 CORE CREDIT

### UNBLURRING THE LINES 2

Arielle Bryant, Esq. Court-Attorney Referee - Special Counsel to the Town  
and Village Courts 9<sup>th</sup> Judicial District

Kelly Glover & Dawn Marie Klingner, NYSAMCC

No CREDIT

12:00 pm – 1:00 pm

LUNCH – Oneida Room

1:00 pm – 2:00 pm

### ARRAIGNMENTS: ASSIGNMENT OF COUNSEL, EJUSTICE PORTAL AND USE OF TECHNOLOGY

Robert J. Logan, Esq., Assistant Deputy Counsel, OJCS

Barbara Lloyd & Milena Din, NYSAMCC

1 CORE CREDIT

### ADA ACCOMODATIONS

Arielle Bryant, Esq. Court-Attorney Referee - Special Counsel to the Town  
and Village Courts 9<sup>th</sup> Judicial District

Kelly Glover & Jen Miller, NYSAMCC

NO CREDIT

2:00 pm – 2:30 pm

BREAK – Oneida Room

2:30 pm – 3:30 pm

### BIAS OVERRIDE: JUDGING AND SERVING FAIRLY (VIDEO)

Hon. Edwina Richardson-Mendelson, Deputy Chief Administrative Judge for Justice  
Initiatives

Rachel Godsil, Esq., Secretary, Co-Founders and Executive Director Perception Institute

Michelle Smith, Esq., Chief of Staff, Unified Courts System, Office for Justice Initiatives

Rosemary Martinez-Borges, Esq., Deputy Chief of Staff, Unified Court System, Office for  
Justice Initiatives

Kim Stahley, NYSAMCC

1 CORE CREDIT

### DWI – FELONIES, REFUSALS & HARDSHIPS, IID

Joseph M. Gerstenzang, Esq.

Debbie Newham & Jane Curtiss, NYSAMCC

NO CREDIT

6:00 pm – 7:00 pm

Cocktail Reception – Mohawk Room

7:00 pm – 9:00 pm

Installation of Officers & Annual Banquet

Retired Hon. David Gideon – Guest Speaker

Gary Graber – Emcee Beadle Brothers Band to follow – Cash bar

**WEDNESDAY, September 20, 2023**

**7:00 am – 9:00 am**

**BREAKFAST – Oneida Room**

**9:00 am – 12:00 pm**

**Question & Answers – ALL AVAILABLE INSTRUCTORS**  
**Location: Mohawk Room**

**Thank you all for attending! Safe travels home**