



TOWN RECORDER

THE OFFICIAL PUBLICATION OF THE
NEW YORK STATE TOWN CLERKS ASSOCIATION

AUGUST 2025

PRESIDENT MESSAGE

It was great to see so many clerks at the 2025 Annual Conference in Syracuse, NY. Thank you to all who attended and participated in our educational classes and other fun-filled activities. The committees work hard to put our conference together each year for the benefit of our Town Clerks across the state. We appreciate those of you who took time to fill out the conference surveys. Your feedback helps us to address any areas of concern, and we endeavor to improve and make any necessary changes moving forward.

I hope everyone has recovered from the NYSTCA Conference and is ready for a wonderful summer season! IF it ever gets here – we didn't have a Spring this year, so we need to hold out hope for an enjoyable Summer! We are still underwater here in Western New York!

I just returned home from the IIMC Conference in St. Louis, MO, where I was able to represent our Association. I met so many incredible clerks from across the United States and several other countries. It was an amazing opportunity to network with these clerks and to recognize that we all have very similar issues to deal with daily – no matter if you work in a City, Town, or Village or how large or small the communities are that we serve.

I have scheduled a Regional Meeting in Alexandria Bay, NY, on Monday, September 22, 2025, and another one in Corning, NY, on December 15, 2025. More information will be coming out soon regarding these two events. Stay tuned and I hope to see many of you as we gather in these two beautiful locations!

The Officers and Executive Committee members are beginning to work on their assignments and prepare for the 2026 Annual Conference which will be held at The Desmond Hotel and Conference Center in Albany, NY. The theme for 2026 will be a "Luau" so get your thinking caps on and network with your county and district clerks to strategize ideas for some fascinating costumes and plan to have a great time at the mixer event! Let the fun begin!!! 😊

I hope you all have a wonderful Summer! Remember
this.....

" The most important thing is to enjoy your life ~ to be happy ~ it's all that matters."

Warm Regards,
Marie L. Little, MMC/RMC
NYSTCA President



**By Marie Little, MMC/RMC
NYSTCA President
Town Clerk Town of Royalton**

What's inside

Clerk of the Year

District Director Contacts

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Membership Information

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Swearing in Ceremony

Thank You Conference Sponsors!



President
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716-772-2431

NYSTCA Officers



Ex-Officio
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townclerk@dryden.ny.us
607-844-8888



1st VP
Tammy Vezzose, CMC/RMC
tvezzose@huronny.gov
315-594-8074



2nd VP
Karen Sweeting, MMC/RMC
karens@townofsweden.org
585-637-2144



NYSTCA Officers - 2025 Conference -Syracuse, NY
(Secretary Julie Gansale, 2nd VP Karen Sweeting, 3rd VP Patty Kalba, President Marie Little, Ex-Officio Bambi Avery, 1st VP Tammy Vezzose, & Treasurer Tracy Villnave)



3rd VP
Patty Kalba, MMC/RMC
pkalba@somersny.gov
914-277-3323



Secretary
Julie Gansale, CMC/RMC
ganslej@colonie.org
518-783-2734



Treasurer
Tracy Villnave, RMC
clerk@townoflawrenceny.com
315-740-0133

NYSTCA District Directors

"Good leaders inspire people to have confidence in their leader. Great leaders inspire people to have confidence in themselves."

— Eleanor Roosevelt

The NYS Town Clerks Association is made up of ten districts. Each district has two clerks nominated by their peers to represent their district for a term of three years. The District Director acts as a mentor and liaison between the District and the State Association.

District 2

**Dutchess, Orange, Putnam, Rockland,
& Sullivan Counties**

Allison May

Town of Mamaroneck
amay@townofmamaroneckny.org
914-381-7870

Becki Tompkins

Town of Fishkill
btompkins@fishkill-ny.gov
845-831-7800

District 5

**Jefferson, Lewis, Oneida,
Onondaga, & Oswego Counties**

Angela Epolito

Town of DeWitt
aepolito@townofdewitt.com
315-446-3910

Debbie Payne

Town of Ellisburg
ellisburgclerk@gmail.com
315-846-5138

District 8

**Allegany, Genesee,
Livingston, Orleans, Monroe
& Wyoming Counties**

Renee McQuillen

Town of Pittsford
RMcQuillen@townofpittsford.org
585-248-6210

Hannah Hill

Town of Ridgeway
hhill@townridgeway.org
585-798-0730

District 3

**Albany, Columbia, Delaware,
Greene, Rensselaer, Schenectady,
Schoharie, & Otsego Counties**

Sheila Paul

Town of Sidney
clerk@townofsidney.com
607-561-2334

Julie Davenport

Town of Glenville
jdavenport@townofglenville.org
518-688-1210

District 6

**Broome, Chemung, Chenango,
Cortland, Madison, Schuyler,
Tioga & Tompkins Counties**

Tom Peer

Town of Orange
tpeer@htva.net
607-962-2978

Elizabeth "Liz" Pfister

Town of Windsor
windsortcl@echoes.net
607-655-2023

District 9

**Clinton, Essex, Franklin
& St. Lawrence Counties**

Heidi L. Smith

Town of Canton
townclerk@cantonny.gov
315-386-3735

Katie Kalluche

Town of Plattsburgh
katiek@townofplattsburgh.org
518-562-6830

District 1

Nassau & Suffolk Counties

Andrew Raia

Town of Huntington
araia@huntingtonny.gov
631-351-3000

Denis Noncarrow

Town of Southold
denisn@southoldtownny.gov
631-765-1800

District 4

**Fulton, Hamilton, Herkimer,
Montgomery, Saratoga, Warren
& Washington Counties**

Brenda Howe

Town of Milton
townclerk@townofmiltonny.org
518-885-9220

Danielle Cowin

Town of Stillwater
dcowin@stillwaterny.org
518-664-6148

District 7

**Cayuga, Ontario, Seneca,
Steuben, Wayne & Yates Counties**

Michelle Sheeley

Town of Campbell
townclerk@campbellny.com
607-527-8218

Karrie Bowers

Town of Macedon
townclerk@macedontown.net
315-986-5932

District 10

**Cattaraugus, Chautauqua, Erie
& Niagara Counties**

Amy Bellardo

Town of Ellicott
abellardo@townofellicott.com
716-665-5317

Jennifer Bray

Town of Sardinia
townclerk.sardinia@gmail.com
716-496-8900

PRESIDENT COMMITTEE ASSIGNMENTS

Audit Committee:

Shelia Paul (Chair)

- Clerk@townofsidneyyny.gov

Debbie Payne

Andrew Raia

Communications:

Heidi Smith (Chair)

- townclerk@cantonny.gov

Angela Epolito

Renee McQuillen

Allsion May

Historian:

Virginia Ignatowski

- gignatowski@townofchili.org

IIMC Committee:

Carol Chase (Chair)

- summerhilltown@gmail.com

Sue Haag

Amy Bellardo

Legislation Committee:

Andrew Raia (Chair)

- araia@huntingtonny.gov

Danielle Cowin

Hannah Hill

Membership:

Angela Epolito

- aepolito@townofdewitt.com

Registration:

Sue Baldwin

- sbaldwin@townofwilton.com

RMC:

Amy Bellardo (Chair)

- abellardo@townofellicott.gov

Jennifer Bray

Becki Tompkins

Sunshine:

Debbie Payne

- ellisburgclerk@gmail.com

Ag & Market Liaison:

Liz Pfister

- windsortcl@echoes.net

Archives Liaison:

Michelle Seeley

- Townclerk@campbellny.com

DEC Liaison:

Denis Noncarrow

- denisn@southholdtownny.gov

DMV Liaison:

Tom Peer

- tppeer@htva.net

DOH Liaison:

Katie Kalluche

- katiek@townofplattsburgh.org

Gaming Liaison:

Danielle Cowin

- dcowin@stillwaterny.org

Tax Collector Liaison:

Virginia Ignatowski

- gignatowski@townofchili.org

ByLaws Committee:

Karrie Bowers (Chair)

- townclerk@macedontown.net

Allison May

Becki Tompkins

Webmaster:

Heidi L. Smith

- townclerk@cantonny.gov

"Behind every successful association is a group of committed individuals working quietly and tirelessly."

Farewell Alice Hunt

"An Epitome of Dedication & Professionalism"



Alice Hunt, NYSTCA's 4th President, passed away on May 31st after a short illness. She was very instrumental in NYSTCA, serving on numerous committees and traveling through the ranks, serving as President in 1993-1994.

Alice dedicated herself by providing her expertise for the betterment of Clerks, creating an Election Brochure detailing the responsibilities of the Clerk's office, allowing the public a better understanding of our daily duties, besides just issuing dog licenses!!! She was The Recorder editor for several years and developed the infamous class ----"I Can Take Those Minutes, BUT OHHHHH Those Hours". She faithfully taught this class at conference and regional meetings well past her retirement as Victor Town Clerk in 1999. Alice was honored by her fellow Clerks as Town Clerk of the Year in 1999.

Upon retirement, she and her husband (high school sweethearts) moved to their home on Keuka Lake and spent numerous winters in Florida. Not being one to sit on her laurels, she took a part-time job with the Jerusalem Town Clerk. She also busied herself making beautiful quilts for her grandchildren and family. Her unbound less energy also carried through to her community, being active in her church and instrumental in volunteering at Serenity House (Hospice Care) and later at the Keuka Comfort Care Facility, of which she spent her last days.

Being the epitome of dedication and professionalism, Alice's sweet and caring personality will always live on.

Submitted by: Longtime Friend & Colleague Becky Connolly

Susan Haag Honored as 2025 New York State Town Clerk of the Year

April 29, 2025 – Syracuse, NY – The New York State Town Clerks Association (NYSTCA) proudly announces that Susan Haag, Town Clerk of Austerlitz, has been named the 2025 New York State Town Clerk of the Year in recognition of her professionalism, dedication, and contributions to her community and the clerk profession statewide.

With 24 years of service, Haag has held numerous leadership positions within NYSTCA, including President, Vice President (1st, 2nd, 3rd), Secretary, District Director, and Ex-Officio. She has been instrumental in education, legislative advocacy, and professional development through her work on multiple committees. Additionally, she has contributed to the Columbia Greene County Municipal Clerks Association, the New York State Association of Towns, and the International Institute of Municipal Clerks Association, where she currently serves as the Region 1 District Director and is recognized as an Athenian Fellow and Facilitator.

Haag's dedication extends beyond professional leadership. She has received prestigious designations as a Registered Municipal Clerk (RMC), Certified Municipal Clerk (CMC), and Master Municipal Clerk (MMC) from national and international clerk organizations. Her colleagues, including town clerks across New York, nominated her for this esteemed award, acknowledging her mentorship, advocacy, and steadfast commitment to the clerk profession.



Clerk of the Year Committee Member Jennifer Bray, Clerk of the Year Susan Haag, Clerk of the Year Committee Member Alison May, & Clerk of the Year Chair Denis Noncarrow



Clerk of the Year

**Susan Haag
Town Clerk
Town of Austerlitz**

In addition to her municipal duties, Haag has demonstrated unwavering service to her community, both professionally and personally. She played a pivotal role in ensuring clerks could continue education and training during the challenges of COVID, spearheading a remote-access Annual Clerk's Conference ensuring that training and professional development would continue during that difficult time. She also coordinated a Clerk Meet and Greet Tour throughout her county, fostering stronger professional networks among clerks.

Beyond her government role, Haag has exemplified community leadership through her involvement in Awana, Operation Christmas Child, and local outreach initiatives. Her passion for service and education underscores her commitment to excellence and public service.

The NYSTCA is honored to recognize Susan Haag as the 2025 New York State Town Clerk of the Year, commending her extraordinary contributions to both her local government and the broader clerk profession. Selected by the NYSTCA Clerk of the Year Committee—comprised of Denis Noncarrow (Town of Southold), Allison May (Town of Mamaroneck), and Jennifer Bray (Town of Sardinia)—Haag was chosen for her exceptional leadership and commitment to the advancement of municipal clerks in New York State.

The New York State Town Clerks Association (NYSTCA) is a professional organization dedicated to supporting 933 Town Clerks across New York State. Founded in 1982 by Margaret Lamoree, the Association provides educational opportunities and promotes the professional development of Town Clerks, helping them grow as administrative leaders within their communities.

Comprised of passionate Town Clerks who believe in leadership, education, and service, NYSTCA fosters a strong network of professionals committed to kindness, courage, patience, and organization. Beyond training and development, the Association gives back through charity and donation drives held at the December Regional Training and Annual Conference, reinforcing its dedication to both professional excellence and community support.

For more information, please contact: Allison May, Clerk of the Year Committee New York State Town Clerks Association, amay@townofmamaroneckny.gov/914-381-7870

"A banquet is more than a meal—it's a celebration of journeys, efforts, and accomplishments."



"Good food and great company make the best memories"

Tuesday Night's Banquet Event



*Gary Martinez, Deputy Town Clerk Town of Colonie and
NYSTCA President Marie L. Little*

Honorary Town Clerk Award

It was my distinct honor and pleasure to designate Gary Martinez as the 2025 NYSTCA Honorary Town Clerk! Since joining the NYS DOH alongside our beloved Jim O'Connor, Gary has always been a staunch supporter of the Town Clerks Association. Gary is always ready, willing and able to answer any questions that are cast his way! If he doesn't know the answer off the top of his head – he will be sure to find out and get back to you! While we will certainly miss his presence at the Department of Health, he has now joined our ranks as a Deputy Town Clerk and is even closer to the “pulse” of our association! Welcome to the party, Gary!

Marie L. Little, MMC/RMC
NYSTCA President



Amy Bellardo, Julie Davenport, Danielle Cowin and Michelle Seeley

Swearing in Ceremony Meet your District Directors!

During the Tuesday Night Banquet, four Executive Members were officially sworn in as District Directors for a three-year term, set to expire on June 30, 2028.

The new District Directors are:

- Amy Bellardo, Town of Ellicott, Chautauqua County – District 10
- Julie Davenport, Town of Glenville, Schenectady County – District 3
- Danielle Cowin, Town of Stillwater, Saratoga County – District 4
- Michelle Seeley, Town of Campbell, Steuben County – District 7

The oath of office was administered by Past President Cindy Goliber, Town Clerk of Potsdam.

Swearing in Ceremony Meet your Officers!



President Marie L. Little

Marie is the Town Clerk for the Town of Royalton in Niagara County. She began her career on April 1, 2002 (April Fools' Day!) and has proudly served in this role ever since. Marie earned her RMC designation in April 2006 and has maintained it continuously. She received her CMC designation through the International Institute of Municipal Clerks at Cornell University in October 2010 and went on to achieve her MMC designation in June 2016.

Marie has been an active member of NYSTCA, having served as District 10 Director, Chair of the Membership Program, and overseer of the Fun Time Auction for several years. Before becoming President, she served in several executive roles, including Treasurer, 3rd Vice President, 2nd Vice President, and 1st Vice President.

In addition to her involvement with NYSTCA, Marie has held each of the executive roles within the Niagara County Municipal Clerks Association. She also serves as Treasurer for both the Town of Royalton Historical Society and the town's Bicentennial Celebration Committee.



Vice Presidents

1st Vice President

Tammy Vezzose – Town of Huron,
Wayne County (District 7)

2nd Vice President

Karen Sweeting – Town of Sweden,
Monroe County (District 8)

3rd Vice President

Patty Kalba – Town of Somers,
Westchester County (District 2)



Treasurer & Secretary

Treasurer:

Tracy Villnave – Town of Lawrence,
St. Lawrence County (District 9)

Secretary:

Julie Gansle – Town of Colonie,
Albany County (District 3)



Sue Baldwin - Registration



Hannah Hill & Renee McQuillen - Packet Pick-Up



Tom Peer - Welcome 1st Time Attendees



Sue Haag & Cindy Goliber - Prepping for their Classes



Heidi Smith - New Clerk Toolkit



Carol Chase & Heidi Smith
NYSTCA / IIMC Vendor Table



Patty Kalba, Julie Daveport, Brenda Howe, Eve Fisher, & Carol Chase

T-SHIRT CREW

The T-shirt Crew is here to support and assist all clerks by answering questions and providing guidance. Whether you need help with registration, navigating the event, or any other inquiries, our friendly team is ready to direct you and ensure you have everything you need for a smooth experience.



Katie Kalluche & Karrie Bowers



Angela Epolito, Tom Peer, & Heidi Smith

“Connect With Me”



Opening Ceremony



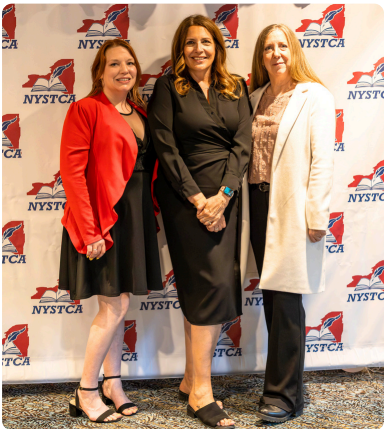


Past Presidents: Susan Haag, Becca Haines, Bambi Avery, Lisa Cooper, & Cindy Goliber



New Clerk Track Winners

*Never stop learning,
because life never stops teaching.*



*make
today
fabulous*
♡



"No pressure... but everyone's counting on you to remember that one weird fact from 7th grade."



TRIVIA NIGHT!



Did You Know?



FUN
FACT

Monday Night Event





SUNDAY
NIGHT
MIXER



“LIFE IS A
MASQUERADE,
SO LET’S HAVE A BALL.”





Thank you to everyone that helped make the Souvenir Store at the 2025 NYSTCA Conference a huge success. It was great to see all the familiar faces as well as connecting with the new ones.

The store sold almost all the clothing inventory this year, which means I have plenty of room for new updated clothing in 2026. If you have suggestions for clothing or any other items you would like to see offered at the NYSTCA store in the future please feel free to reach out with those ideas @ efisher@erwinny.gov

Have a great summer and hope to see you all at the September Regional.

– Eve Fisher
NYSTCA Store

NYSTCA
STORE





Fun Time Auction

The Fun Time Auction was a big success! First, and foremost, we would like to thank all of the County Associations and individuals for their generous donations!

We received over 61 baskets! We brought in over \$2,700.00 for scholarships!

Woot! Woot!

Thanks to the team of Julie Davenport, Becki Tompkins and Nancy Middaugh the auction went off without a hitch. A special thank you to Nancy for teaching us the ropes and keeping us on task!



Scholarship Recipients



Holley Congdon-Matias
Town of Galen



Angela Deppas
Town of Busti



Jennifer McGuire
Town of Coneyango



Kristen Podkulskir
Town of Brant



Brittney Gravlin, Town of Colton &
Staci Conjura, Town of Neversink

General Code Scholarship Recipients

NYSTCA gives special thanks and recognition to the vendors that generously sponsored scholarships. Through their support we were able to assist more than a half dozen clerks with attendance at our Syracuse conference this year. General Code generously provided six (6) vendor scholarships for this year's Annual Conference.

NYSTCA Founder Margaret Lamoree



Sanford Town Clerk
Broome County

"Education is the most powerful weapon which you can use to change the world."
— Nelson Mandela

Tamara MacDonald
Town of Walton
Margaret Lamoree
Scholarship Recipient

• Margaret Lamoree Scholarship Award

Margaret's vision to organize the New York State Town Clerks Association for the purpose of being dedicated to promoting professional development of the Town Clerks across the State came into fruition in 1982. Under her leadership, the group was organized to help the Clerks as administrative leaders by offering encouragement, specialized, assistance and continuing education relative to professional and personal improvement. With her strength and dedication she put together a group whose comprehensive efforts cultivated working relationships between New York State Legislature and State administrative agencies.

Having served as the Sanford Town Clerk for 11 ½ years, a small town in Broome County, the south central part of the state just east of Burlington, Margaret was the epitome of fortitude and foresight. She managed to find the confidence, the power, and the persistence to unite the Clerks into the Association that has grown and prospered to what it is today.

Margaret provided us with strength, knowledge and leadership skills for years to come therefore the Executive Committee honored Margaret by offering a scholarship in her honor.



Scholarship Recipients

ICC Community Development Solutions Scholarship Recipients

In addition to General Code, NYSCTA would also like to thank and recognize another vendor for their sponsorship towards this year's conference, ICC Community Development Solutions, who provided (1) scholarship to Valerie Orbaker, Deputy Town Clerk in the Town of Gates, our 2025 recipient.



Valerie Orbaker
Town of Gates

NYSTCA Scholarship Committee



Julie Gansle
Town of Colonie



Becki Tompkins
Town of Fishkill



Andrew Raia
Town of Huntington

NYSTCA Scholarship Award

This year, NYSTCA was able to provide partial scholarship funding to five (5) clerks, in addition to the Margaret Lamoree Founders Scholarship.

The 2025 NYSTCA Scholarship recipients, pictured here, were Shannon Bartholomew-T/Alexander; Erin Goodrich-T/Hastings; Amy Ellsworth T/Louisville; Joanne Miller T-Sangerfield and Deborah Proffitt T/Sanford.



It is the generosity of our vendors and membership that allows our organization to financially assist clerks and municipalities with the costs associated with attending conference, an opportunity which we know is immeasurable in value.

It's a great reminder of how important our Fun Time Auction is at conference. Since it's the proceeds received from the auction that determine the amount of funding for conference scholarships the following year.

Another example of how clerks' creativity and generosity shine through in the assistance of others, the very foundation which this organization is based. So, for all those that have donated items or baskets and have competitively bid on these things, on behalf of the scholarship committee and 2025 NYSCTA scholarship recipients, we THANK YOU!!



Dutchess County Scholarship Recipient



Thank you to the Dutchess County Town Clerk's Association for the full scholarship to attend the 2025 NYSTCA Annual Conference in Syracuse in April.

Such generous financial support is very much appreciated and a great boost mentally knowing that other Town Clerks were willing to invest in me. As a Deputy Town Clerk and Tax Collector preparing to assume the elected positions in 2026, the conference provided an in-depth understanding of the requirements of the Town Clerk position. The conference also offered me many opportunities for networking with other Town Clerks as well as the speakers and presenters from important state agencies and organizations. I made several great connections and learned many tips from them. The vendor booths allowed me to secure up-to-date information on services and supplies that could be useful to our town. Thanks again for the honor of attending and for covering the costs for our small town.

--Ingrid Kulick

Deputy Town Clerk, Town of Milan





“At every conference, we come for the knowledge but leave with friendships that last a lifetime.”



“Years from now, you may forget the slides, but you’ll never forget the people who inspired you.”



NEW YORK STATE

TOWN CLERKS ASSOCIATION

Marie L. Little, MMC, RMC
President

Town of Royalton
5316 Royalton Center Road
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Phone: 716-772-2431
Email: mlittle@townofroyalton.org

FIRST VICE PRESIDENT

Tamera Vezzose, RMC, CMC

SECOND VICE PRESIDENT

Karen M. Sweeting, RMC, MMC

THIRD VICE PRESIDENT

Patricia Kalba, RMC, MMC

SECRETARY

Julie L. Gansle, RMC, CMC, CTO

TREASURER

Tracy Villnave, RMC

EX-OFFICIO

Bambi Avery, RMC, MMC

DISTRICT DIRECTORS

- #1 Andrew Raia
Denis Noncarrow, RMC
- #2 Allison May, RMC, CMC
Becki Tompkins, RMC, MMC, CTO
- #3 Julie Davenport
Sheila Paul
- #4 Danielle Cowin, CTO
Brenda Howe, RMC
- #5 Angela Epolito, RMC
Debbie Payne, RMC
- #6 Elizabeth Pfister
Tom Peer
- #7 Karrie Bowers
Michelle Seeley
- #8 Hannah Hill
Renee McQuillen
- #9 Heidi Smith, RMC
Katie Kalluche
- #10 Jennifer Bray, RMC
Amy Bellardo, RMC, MMC

Dear Town Clerk:

It is time to renew your NYSTCA membership!

Your annual membership beginning July 1, 2025, is only **\$85.00**.

Benefits include:

- Deputy(s) membership at no additional charge.
- The quarterly newsletter - 'Recorder'.
- Reduced registration for Annual Conference and Regional Meeting(s).
- Access to our private Facebook page
- Access to the Members Only page of the NYSTCA website.
- Educational webinars.

You can process your annual membership application and payment at www.nystca.com [nystca.com] or complete the enclosed application and mail with payment via USPS. We value having the most current information. Kindly take the time to answer the questions on the application, the information you provide is important to us.

Mail your Membership payment, payable to NYSTCA, and application to:

Angela Epolito, NYSTCA Membership Chair
Town of Dewitt
5400 Butternut Drive
East Syracuse, NY 13057

As always, thank you for your continued support and involvement in "your" association.

Kind Regards,
Angela Epolito, RMC
NYSTCA Membership Chair
Enc. Application & Voucher

PS. Mark your calendars, the NYSTCA 2026 Conference held in Albany, at the Desmond, April 19 - 22, 2026.



NEW YORK STATE
TOWN CLERKS ASSOCIATION

Payment is payable to 'NYSTCA' for \$85.00
Return to: Angela Epolito, Membership Chair
Town of Dewitt
5400 Butternut Drive
East Syracuse, NY 13057

NYSTCA MEMBERSHIP JULY 1, 2025 - JUNE 30, 2026

THIS FORM MUST BE RETURNED or COMPLETED ONLINE-PRINT CLEARLY

TOWN NAME _____
COUNTY _____
CURRENT TOWN CLERK NAME _____

TOWN MAILING ADDRESS:

CLERK HOME ADDRESS:

WORK EMAIL: _____

Personal Email: _____

TELEPHONE: (____) _____

Facebook Name: _____

FAX: (____) _____

Deputy Town Clerk(s) and Facebook Name for NYSTCA Access: Name:

_____ Facebook Name: _____ Name:

_____ Facebook Name: _____

Would you be interested in serving as a District Director? YES ☐ NO ☐

Are you a new town clerk? ☐ ☐

What date did you first take Office: _____

MEMBERSHIP CHAIR USE ONLY-Do not write below

Date paid: _____

Check #: _____

Voucher

Department

TOWN CLERK

Claimant's

New York State Town Clerks Association

Name

c/o Angela Epolito, Membership Chair

and

Town of Dewitt

Address

5400 Butternut Drive

East Syracuse, NY 13057

Town Use

Code

Voucher #

Abstract #

Check #

Date Rec'd

Date Paid

A1410.4	85.00
Total →	85.00

Date	Invoice #	Description of Materials or Services	Quantity	Unit Price	Am ount
07/01/2025		July 1, 2025 to June 30, 2026 NYSTCA Membership			85.00
			Total →		85.00

Claimant's Certification (Or attach invoice)

I Angela Epolito, certify that the above account in the amount of \$85.00, is true and correct; that the items, services and disbursements charged were rendered to or for the municipality on the dates stated; that no part has been paid or satisfied; that taxes, from which the municipality is exempt are not included; and that the amount claimed is actually due.

07/01/2025

Date

Angela Epolito

Signature

NYSTCA Membership Chair

Title

(SPACE BELOW FOR MUNICIPAL USE)

Departmental Approval

The above services or materials were rendered or furnished to the municipality on the dates stated and the charges are correct.

Date

Authorizing Official

Date

Bookkeeper Approval

Approval For Payment

The claim is approved and ordered paid from the appropriations indicated above.

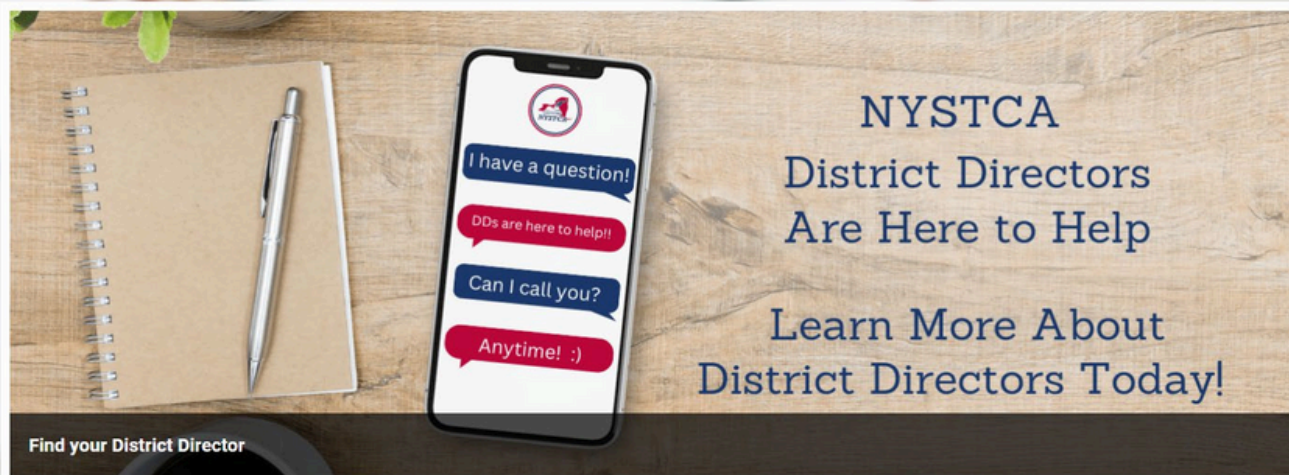
Date

Authorizing Board

NYSTCA

BENEFITS TO MEMBERSHIP

Visit NYSTCA's website at www.nystca.com to learn more about YOUR organization and how you can become more involved with its online education programs, RMC Certification, annual conference and utilizing our resources such as the Clerk Toolkit.



EDUCATION

- Online Learning
 - On Demand
 - Live Webinars
- RMC Certification
- Partners with IIMC providing education for CMC & MMC Designations
- Regional Educational Meetings

RESOURCES

- District Directors
- Clerk Toolkit

In the toolkit you will find handouts, important government contacts, the many duties of a town clerk, helpful tips, and more.

CONFERENCE

Annual conference is held in April. We kick off on Sunday and offer a variety of educational classes through Wednesday.

2026 - Albany, NY



NEW YORK STATE
**TOWN CLERKS
ASSOCIATION**

WHO WE ARE

An organization dedicated to educational opportunities and promoting the professional development of all NYS Town Clerks as administrative leaders. We are comprised of Town Clerks across NYS who believe in our mission to be leaders, promoters, and educators.

Benefits of Membership

This is an organization specifically for Town Clerks. We provide the education, support, resources, and information necessary to perform your job. We offer encouragement, specialized assistance, voting privileges, continuing education, personal and professional development.



Join Us on Social Media:

- Information Center – use of website, Facebook, District Directors, other Clerks
- Publications – *Monthly NYSTCA Newsletters and Annual Recorder* – filled with articles, tips and information
- Education – in-person and online opportunities
- Certifications – RMC, CMC, MMC
- Annual Conference
- Regional Meetings

NYSTCAWebsite

www.nystca.com

Facebook Page

www.facebook.com/nystca

- Connect with more than 933 colleagues statewide.
- Attend the annual conference for three days of training specific to your clerk duties.
- Receive legislative updates as they come out and have the opportunity to support or oppose proposed state legislation.
- Get involved by volunteering to become a District Director for NYSTCA – looks great on your resume!
- CLERK TOOLKIT – a resource gathered by one of our own Town Clerks that contains a ton of useful information, contacts, sample forms, helpful tips, and details of what we do.
- SUPPORT from fellow Clerks!

NYSTCA can help you find solutions to everyday problems and improve your performance at work. You can rely on NYSTCA to help you become more efficient, educated, and productive.

THANK YOU!

2025 Conference Sponsors



A Member of the ICC Family of Solutions



NYSTCA would like to thank all of our conference sponsors! Our sponsors make conference happen! We hope you had a chance to stop by and see them during the vendor event and throughout conference.

New York State Town Clerks Association

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Submissions welcome!

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