

NEW YORK STATE TOWN CLERKS ASSOCIATION

January, 2026 | Vol. 37

NYSTCA News



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March 16, 2026 - NYSTCA Regional Schenectady, NY

April 19-22, 2026 - NYSTCA Conference, Albany NY

May 17-21, 2026 - IIMC Annual Conference, Reno, Nevada

July 12-16, 2026 - IIMC CMC/MMC Education Program, Latham, NY

Learn More & Register at NYSTCA.com

Like us on Facebook | [@nystca](https://www.facebook.com/nystca)



“Transitioning into the Town Clerk Position”



Thursday, January 15, 2026



10:30 a.m.

Join NYSTCA Officers for an informative webinar designed to support both newly elected Town Clerks and those with years of experience.

This session will offer a comprehensive overview of the Town Clerk role, valuable insights, and an opportunity to ask questions in advance.



NEW YORK STATE
TOWN CLERKS
ASSOCIATION

JANUARY LIVE WEBINAR

January 15, 2026 @ 10:30 AM

“Transitioning into the Town Clerk Position”

 **REGISTER NOW**

Presented by: NYSTCA

Clerks Coffee

Clutch

Wednesday
January 21, 2026
10:00 AM

Grab your coffee or favorite morning beverage!

Pour a cup and log on—Clerk's Coffee Clutch is brewing.

No commute. No minutes. Just conversation.

Brewing ideas, sharing experiences, and connecting with fellow clerks—Join us on Zoom!

SUBSCRIBE
NOW



NYSTCA has something new just for you!

We're excited to introduce our monthly Clerks Coffee Clutch—a casual Zoom meet-up held on the third Wednesday of each month at 10:00 a.m.

Each session will feature a few timely hot topics, followed by open conversation and discussion with your fellow clerks. Grab your coffee, bring your questions, and pop in when you can!

Can't make it? No problem—sessions will be recorded, so you can catch up anytime. Subscribe now, join us when you're able, and enjoy connecting, sharing ideas, and learning together in a relaxed setting.



Welcome New Clerks!



Welcome!

Congratulations on your new position as Town Clerk! We are excited to welcome you into your new role.

Being a Town Clerk comes with many responsibilities, and the transition can feel overwhelming at first. To help make things easier, NYSTCA—with the support of experienced clerks across the state—has created this **New Clerk Toolbox**. Our goal is to support you as you settle in, build confidence, and connect with your new colleagues.

Remember: there are NO stupid questions. We want you to feel comfortable reaching out whenever you need guidance or assistance.

Getting Started Checklist:

- ✓ Complete your website registration
- ✓ Notify NYSTCA once registered
- ✓ Log in to the NYSTCA website and locate the “New Clerk Toolkit” under the “Members Only” section

Need Help?

We're here for you—and you're never alone in this journey!

Contact **Heidi L. Smith, NYSTCA Communications Chair**, for anything you need as you get started. Heidi is happy to assist you in any way possible. As our association's webmaster, she can also help you access the NYSTCA website and guide you through the Members Only section.

 townclerk@cantonny.gov

 315-386-3735

New Clerk Toolkit

WELCOME TO OUR EVOLVING CLERK FAMILY!

We're so excited to have you and to be a part of your journey. Be proud you've made the leap to be a public servant and serve your community! Vitals and Minutes and Records OH MY!

Don't be intimidated in your role as a New Clerk. You're in the right place! How lucky are you, that you're one of 933 Town Clerks in NYS? So Lucky that NYSTCA has created a 'New Clerk Toolbox' to help you get started and guide you through all your learning and questions.

Each Town Clerk runs their office based on their community needs. We offer guidelines to ensure you're in compliance with General Municipal Law and NYS regulations.

A Message for New Clerks from Heidi Smith

Creator of the Toolkit

Welcome! Congratulations on your new position as town clerk. We are excited to welcome you into your new role. Being a town clerk you hold many responsibilities which may seem intimidating at first. With the help of multiple clerks, I have had the honor to create this "toolbox" in hopes to make your transition as easy as possible. We know how overwhelming it can be to take on a new role and have new colleagues. We want you to feel comfortable to reach out whenever you need support. Always remember there are NO stupid questions.



Heidi Smith, RMC

New Clerk Tool Kit

[Email](#)

[More Information](#)

Tips for New Clerks



Welcome to the Town Clerk Family from your NYSTCA Executive Committee! When you're part of the NYSTCA team, you're never alone—we're here to support you every step of the way.

We asked our Executive Committee to share their best advice for brand-new Town Clerks—and there was so much great guidance, we couldn't fit it all in one newsletter! Be sure to check out everyone's tips in the New Clerk Toolkit.

Make the most of your membership by connecting with NYSTCA, tapping into our resources, and building relationships with clerks across the state. Together, we'll help you thrive in your new role!



Keep Smiling! Our job as a Town Clerk takes us in many different directions every day. If you have questions or are struggling with any given task—Please make sure to reach out to a fellow clerk! We are all here to help!

-- Marie L. Little, NYSTCA President



You are not alone, please reach out to NYSTCA, your County Clerks Association for any questions. We were all in the same situation and are here for you.

-- Tammy Vezzose, NYSTCA 1st VP



Education is the most important part of being a successful Town Clerk. Try to attend as many training and education opportunities as you can.

-- Patricia Kalba, NYSTCA 3rd VP

New Clerk Tips



You will be learning something new from day one through the end of your term. Stay positive, reach out when you need support—we are here for one another. Keep yourself informed and educated through training opportunities, websites, and Facebook pages.

-- Danielle Cowin, District Director, Director 4



If something comes across your desk, deal with it as soon as possible; then it won't cause undue stress.

-- Carol Chase, Town Clerk/Tax Collector



Join your County Association. Keep track of your education. Keep certificates in your "ME" folder. It will help with your RMC certification. Don't be too hard on yourself. It takes time to learn everything!

-- Amy Bellardo, District Director, District 10



1. Never be afraid to ask questions.
2. Join your local clerks associations.

You can only control yourself and your own office, while offering suggestions to others when appropriate. Focus on doing the best you can and following best practices—even when others may not.

-- Jennifer Bray, District Director, District 10



Maintain a list of contacts for all state agencies that Town Clerks work with, such as Game of Chance, the Department of Health, Ag & Markets, etc....

-- Rebecca Langlois , District Director, District 9

New Clerk Tips



Don't be afraid to ask questions, make new connections, or go to new places. This job has so many interesting parts to it.

--Renee McQuillen, District Director, District 8



Welcome to the Clerk family! I have found that it is a very helpful family. It can feel overwhelming because of the sheer variety of duties, but that is what will keep the job interesting years down the road. Be sure to take advantage of training that is available and reach out to your NYSTCA District Directors! They are wonderful resource!

-- Ginny Ignatowski , Historian



1. Never hesitate to ask for help.
2. The Town Board does not control your office if you are elected.
3. NYSTCA is a great organization to be part of. Full of great resources and training. Be sure to utilize it.

-- Eve Fisher, Souvenir's Chair



If you don't know or have a question pickup the phone and call your neighboring town clerk. They will help, and they'll be nice

-- Elizabeth Pfister, District Director, District 6



Reach out to your District Director and your County Association to be a resource throughout the year.

-- Angela Epolito, Membership Chair

Get Connected with Clerks Across NYS

Join the **NYSTCA Private Facebook Group**—this is where it's at!

- ✓ Private and not visible to the public
- ✓ Open to **Town Clerks & Deputy Town Clerks**
- ✓ Ask questions, share information, and enjoy a few laughs along the way

🔍 Find us on Facebook:
<https://www.facebook.com/groups/nystca>



✉️ Need help or have questions?

Heidi Smith: townclerk@cantonny.gov
Angela Epolito: aepolito@dewittny.gov

💡 Did you know?

The NYSTCA website includes a Forms Library where you can view sample forms shared by municipalities across New York State.

📄 Have a form that works well in your office?

Help your fellow Clerks by sharing it! We're building a robust, statewide database of practical, ready-to-use forms—and your submission can make a difference.

👉 How to submit a form:

1. Visit www.nystca.com
2. Select **Membership → Members Only**
3. Scroll down and click **Submit a Form**

🤝 Get connected. Share resources. Support Clerks statewide.

Welcome from Membership !

Welcome to NYSTCA

New York State Town Clerks Association

Welcome, Newly Elected Town Clerks!

Congratulations on your election—and welcome to a statewide community of professionals who understand exactly what you do.

Why NYSTCA?

Because Clerks do essential work, and NYSTCA is here to support you every step of the way.

Benefits of Membership

As an NYSTCA member, you gain access to:

- ✓ Specialized assistance from experienced Clerks
- ✓ Voting privileges within the Association
- ✓ Networking with Clerks across New York State
- ✓ Continuing education and professional training
- ✓ Quarterly NYSTCA newsletter
- ✓ Reduced registration fees for the Annual Conference and Regional Meetings
- ✓ Access to the Members Only section of the NYSTCA website
- ✓ Membership in the private NYSTCA Facebook group
- ✓ Valuable tools and resources, including the New Clerk Toolkit and shared sample forms

Important Membership Information

NYSTCA membership is held by the Town, not the individual Clerk.

If you are a new or incoming Town Clerk, your Town may already be a member.

 To confirm your Town's membership status or to get started, please contact:

Membership Contact

Angela Epolito

NYSTCA Membership Chairperson

 aepolito@townofdewitt.com

 membership@nystca.com

 (315) 446-3910

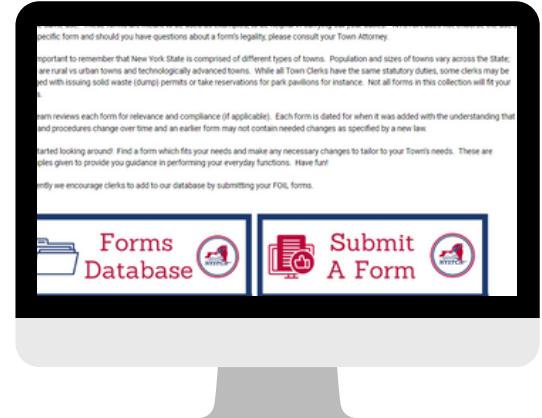
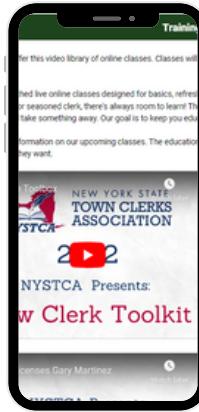
You're Not Alone

NYSTCA connects you to trusted colleagues, reliable resources, and ongoing support—so you can succeed in your role with confidence.

Welcome to the NYSTCA family!

Members Only

Benefits of Membership Online!



NYSTCA is proud of the Members Only page of our website. On this page you will find:

- **Previously Recorded Trainings**
- **Previous Editions of "The Recorder"**
- **Forms Database**
- **Training Handouts & Past PowerPoint Presentations**
- **Previous editions of NYSTCA Newsletter**

Want Access? Create a log-in on our website www.nystca.com by following the directions on the next page.

Members with current year existing accounts, do not need to do anything further.

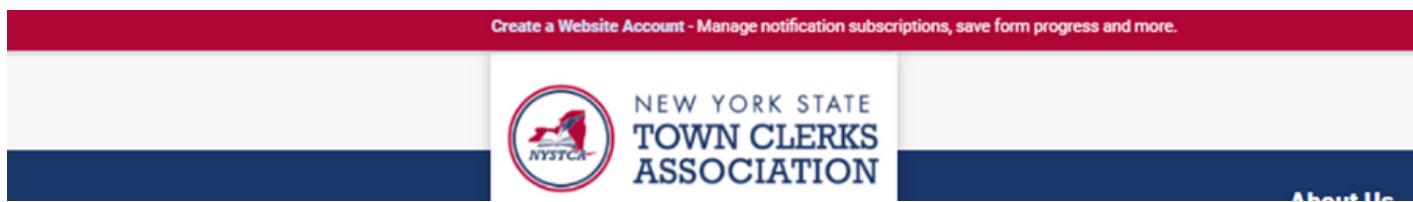
Members Only Webpage

Instructions to Gain Access

1) Visit www.nystca.com



2) Click on *Create a Website Account*



3) Create a Website Account. Verify the account in your email. You will be sent an OTP (One Time Password). If you do not receive the OTP, you may need to check your junk mail or work with your IT Department.

Create an account to connect with your local government.

Create a New Account

Email

First Name

Last Name

Phone Number

Your password must be at least 8 characters in length and contain characters from both of the following categories:

- English characters (a through Z)
- Base 10 digits (0 through 9)

Password

Confirm Password

Use Another Service to Create an Account

SIGN UP WITH APPLE

SIGN UP WITH FACEBOOK

SIGN UP WITH GOOGLE

SIGN UP WITH MICROSOFT

4) Let us know your account has been created by filling out our online form found on the website.

5) Check back in five business days. Your NYSTCA website volunteers will have worked their magic!

If you have questions contact Heidi L. Smith at townclerk@cantony.gov

Regional Training Wrap-Up



We extend our sincere thanks to Mr. Robert Blaisdell of Comp Alliance for presenting at our December Regional

Training held at the Radisson Corning. His timely and informative program on Workplace Violence & De-Escalation Techniques provided clerks with valuable tools and practical strategies for managing day-to-day interactions while maintaining a safe and professional office environment.

We truly appreciate Mr. Blaisdell's time, expertise, and commitment to helping strengthen workplace preparedness. His presentation was both engaging and highly relevant in today's climate.



Are you are looking for a copy of the training material?
Look no further.

Training materials can be found on the NYSTCA website -
<https://ny-nystca.civicplus.com/290/Members-Only>

***Registration
Is Now Open***

NYAOT

***2026 Training School
& Annual Meeting***



Join us February 15–18, 2026
at the New York Marriott Marquis in Times Square

Aloha, Clerks!

NYSTCA Annual Conference 2026

📍 The Desmond Hotel, Albany, NY
April 19 – 22, 2026

Theme: Luau!

Pack your leis, floral shirts,
and island spirit!



What to Expect:



Educational workshops & training sessions



Networking with clerks across NY



Exhibitor hall with resources

Evening Luau Celebration



Stay tuned for registration details!

Scholarship Opportunity

🎓✨ Apply for a NYSTCA Scholarship! ✨🎓

Are you ready to grow your skills, boost your confidence, and take your clerk career to the next level? Then it's time to apply for the NYSTCA Scholarship—created just for clerks like you!

This is your moment to invest in your future. Whether you're interested in training, professional development, or enhancing your knowledge as a municipal clerk, this scholarship can help you get there.

⭐ Why Apply?

Because **YOU deserve it**—and the benefits are real:

- ✨ Advance your career
- ✨ Expand your network with other clerks across New York
- ✨ Build your expertise in the areas that matter most to your community
- ✨ Stand out as an engaged and forward-thinking municipal leader

Who Should Apply?

Every clerk.

New clerks, seasoned clerks, deputy clerks part-time, full-time—if you're committed to learning and growing, this opportunity is for you.

🚀 How to Get Started

Applying is quick, simple, and absolutely worth it.

[Apply online now!](#)



💬 A Final Word...

Clerks work hard every day. This scholarship is NYSTCA's way of saying:

“We believe in you—and we want to invest in your success.”

So go for it! Take a step toward your future and hit that Apply button.



NEW YORK STATE TOWN CLERKS ASSOCIATION
APPLICATION FOR SCHOLARSHIP GRANT - 2026



The New York State Town Clerks Association (NYSTCA) is offering (4) \$450 scholarship for Annual Conference, and one (1) *Margaret Lamoree Award for attendance at the 2026 NYSTCA Conference in Albany, NY from April 19-22, 2026.

**The Margaret Lamoree Scholarship, in honor of our founder, consists of the registration fee, meals and a room based on double occupancy cost.*

Mail, email or fax application to: Denis Noncarrow, Town of Southold, Town Hall, 53095 Route 25, PO Box 1179, Southold, NY 11971, Fax 631-765-6145. Questions???? Call 631-765-1800 or email: denisn@southoldtownny.gov.

Deadline for applications to be received is February 27, 2026

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)/other service-related position(s) held and dates: _____

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

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

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) _____



**NEW YORK STATE TOWN CLERKS ASSOCIATION
APPLICATION FOR SCHOLARSHIP GRANT - 2026**



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 2026 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 2026 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.

Attention Please!!



We have a *BIG* announcement

But first we need **YOUR** help.

We need you to fill in the blank with the name of a Clerk from you county or district that checks all these boxes

Sitting Town Clerk for at least 10 years

NYSTCA member for five consecutive years

Participates in professional development by attending NYSTCA Conferences, Regional Trainings, RMC Certification & IIMC programs

Is an actively involved member of their County Association

Participates in community service or has any special achievements, awards, and/or accomplishments.

The 2026 Town Clerk of the Year is:

Fill in the blank by visiting the NYSTCA website at

<https://www.nystca.com/FormCenter/General-Forms-4/Nomination-Form-NYS-Town-Clerk-of-the-Ye-52>

NOMINATION FORM – NYS TOWN CLERK OF THE YEAR

The New York State Town Clerk's Association will honor one of its members who has exhibited a high degree of professionalism in her/his office and who has contributed toward the NYSTCA purpose of promoting the educational and professional development of Town Clerks. One clerk will be chosen and given the prestigious honor of 'New York State Town Clerk of the Year'.

To Submit a Nomination: Start by completing this form, then create a packet which includes this form, additional pages of information, and supporting letters and documents. Mail, or scan & email your packet to:

Clerk of the Year Committee Chair, Jennifer Bray.

12320 Savage Rd, P.O. Box 219, Sardinia NY 14134

townclerk.sardinia@gmail.com

Please Note: Executive Committee Members (President, Vice Presidents, Secretary, Treasurer, & District Directors) are not eligible. Any clerk is eligible, EXCEPT those who have been named and awarded 'New York State Town Clerk of the Year'. You may not nominate yourself.

Minimum Qualifications: Must have held office of Town Clerk for at least 10 years; NYSTCA member for at least five (5) consecutive years; shows personal and professional development demonstrated through participation in NYSTCA Annual Conferences, Regional Meetings, RMC Certification, local county association; IIMC programs, college courses, etc.

DEADLINE TO SEND A NOMINATION IS FEBRUARY 13, 2026

Name of Nominee: _____ Town of: _____ County: _____

Mailing Address: _____

Telephone: _____ Email: _____

of Years as a Town Clerk: _____ Town Population: _____ District Number: _____ # of Years as NYSTCA member: _____

Check all that apply to your nominee:

Tax Collector/Receiver Notary Public Records Management Officer NYS Conservation License Agent

Marriage Officer Registrar Passport Acceptance Agent School Tax Collector

Other (Please list) _____

Registered Municipal Clerk Member of IIMC Certified Municipal Clerk Master Municipal Clerk

Attended NYSTCA Conferences

Member of local county association of town clerks. Name of organization _____

Why do you believe your nominee should receive the NYS Town Clerk of the Year Award? Please use extra pages to talk specifically about your nominee's qualifications, accomplishments, talents, professionalism, etc. Attention should be given to the following:

- Nominee's involvement in NYSTCA, list all previous officer positions held and all committees served on.
- Nominee's involvement in local county association of town clerks, list all officer positions held, and all committees served/serving on, etc.
- Nominee's involvement in IIMC or other municipal or government organizations
- Outstanding service to nominee's local government, neighboring towns, county, or state
- Community organizations, involvement, and service Education, degrees, certificates, awards
- Any other information that shows your nominee to be the best choice for this award

Additional Documents: Provide supporting letters from other clerks, community leaders, heads of organizations, town, county and state officials and ask that they state specific information about your nominee. Provide any additional documents you feel are important, including, but not limited to newspaper articles and pictures.

Be Specific! For example, do not say "she is always helping in the community." **Be detailed** and say something like, "she volunteers every other Saturday to sort, box and distribute food at the local food bank", then get a letter from whoever is in charge to support this.

Nominated by: _____ Town: _____ County: _____

Address: _____

Telephone: _____ Fax: _____ Email: _____

The Clerk of the Year Committee appreciates the time and effort that goes into a good nomination and knows that some of it might be confusing. If you have questions or concerns contact: Jennifer Bray at townclerk.sardinia@gmail.com or Debbie Payne at ellisburgclerk@gmail.com or Renee McQuillen at rmcqullen@townofpittsford.org. Please remember to send nominations to the Clerk of the Year Chair, Jennifer Bray, by the February 13, 2026 deadline.

Clerks Give Back

❤ Clerks Making a Difference Across New York! ❤

One of the greatest strengths of our clerk community is our commitment to service—not just in our offices, but in our hometowns. Clerks across New York continue to give back in meaningful, inspiring ways, and we're proud to highlight their dedication.

Below are photos of clerks who stepped up, volunteered, supported local projects, and made a positive impact in their communities. Their actions remind us that the role of a clerk extends far beyond the counter—it's about caring for the people we serve every day.



The Wayne County Town Clerks Association held their annual Christmas Luncheon, donations were collected for the Survivor Advocacy



Members of the Clinton, Essex, and Franklin County Association donated food pantry items and cash to support JCEO.



During the Erie County Christmas Luncheon, they swore in the new officers and collected donations for the Hamburg Mutts for Freedom Dog Rescue and Foster Program



The Saratoga County Clerks donated to the local historical museum, Brookside, and CAPTAIN, an organization that supports older adults and local youth.

"The smallest act of kindness is worth more than the grandest intention."
— Oscar Wilde.

Clerks Give Back



The St. Lawrence County Municipal Clerks Association collected donations for the Potsdam Humane Society.



Jefferson County Clerks gathered for a Holiday Party and retirement celebration honoring Michelle Bouchard, Cape Vincent Town Clerk.



The Chautauqua County Municipal Clerks Association held its November luncheon at Pine Junction, where members donated items collected from their offices for the Blue Star Mothers of Western New York. The Association also voted to contribute \$500 toward postage to help ship care packages overseas to military members.



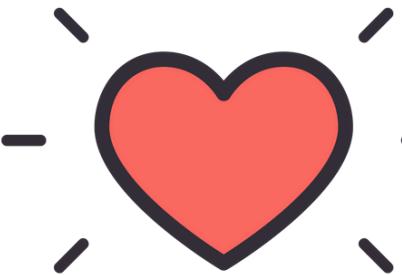
Onondaga County Town Clerks at their Holiday Party, where \$500 was donated to the CNY Food Bank.



The Chautauqua County Municipal Clerks Association raised \$650 at their Christmas Luncheon raffle to support 5 & 2 Ministries, a local organization helping children in Chautauqua County who may face hunger by sending food home in students' backpacks each weekend.



At their Christmas luncheon, Orleans County clerks celebrated the retirements of Amy Richardson (seated) and County Real Property Director Dawn Allen (far left).



The Broome County Clerks Association Holiday Party, where members collected donations in support of the Broome County Council of Churches.

80th IIMC Annual Conference

May 17 – May 21, 2026

Reno, Nevada



More information regarding the Conference,
education sessions, general speakers, Athenian
Dialogues, Academies, and events visit
<https://www.iimc.com/>



SAVE THE DATE JULY 2026 IIMC CMC/MMC EDUCATION PROGRAM

Certified Municipal Clerks (CMC) and the Master Municipal Clerks (MMC)

In affiliation with Central Connecticut State University

Office of Professional Education

WHEN: Sunday, July 12 – Thursday, July 16, 2026

WHERE: Holiday Inn,

400 Old Loudon Road, Latham, NY

All classes are in person Sunday – Thursday

Registration information and full education training details are forthcoming.

If you have questions, contact one of the members of the Education Planning Committee:

Carol Chase summerhilltown@gmail.com

Susan Haag shaag@austerlitzny.com

Amy Bellardo abellardo@townoffellicott.gov

Liz Gaynor liz@sandspoint.gov

Kerri Harrington kharrington@oneonta.ny.us

Megan Bay megan@naplesny.us



Municipal Clerks Honor Roll

GENERAL
CODE

History of the Municipal Clerks Honor Roll

In 2001, General Code created and began hosting this special recognition program to honor the unsung heroes of our communities: Municipal Clerks. The Municipal Clerks Honor Roll ran for nine years and coincided with "Municipal Clerks Week" (as designated by the International Institute of Municipal Clerks (IIMC)). In 2019, the Municipal Clerks Honor Roll was reintroduced to help celebrate the 50th Anniversary of Municipal Clerks Week.

Let's take a moment to recognize the Town Clerks who made the 2025 Municipal Clerks Honor Roll



- Kathleen Myers - Mount Hope
- Darla Roth - Webster
- Holly Netter - Esopus
- Megan Simpson - Croghan
- Robina Ward - Hillsdale
- Ashley Fagan - Webster
- Carol Mackin - Clinton
- Cathy Gallinger - Clinton
- Christina Papes - New Castle
- Darlene Nygren - Busti
- Darlene Schweikert - Concord
- Diana Quast - Yorktown
- Emily Stalker - Hillsdale
- Eve Fisher - Erwin
- Jennifer Edwards - Fallsburg
- Jennifer Gonzalez - Mamaroneck
- Karen Maczynski - Bristol
- Laura Demuro - Mamaroneck
- Laurie Terry - Lumberland
- Lisa Cooper - Sterling
- Pamela Hargrave - Rush
- Paula Grogan - Fallsburg
- Ross Porter - Gates
- Seth Graham - Caledonia
- Shelby Simmons - East Rochester
- Tammy Stein - Elmira

Congratulations

STAY CONNECTED, INFORMED, AND SUPPORTED

Are you a Records Management Officer looking to stay current, connected, and confident in your role? Now is the perfect time to renew—or begin—your membership with the **New York Association of Local Government Records Officers (NYALGRO)**!

As a NYALGRO member, you gain access to a strong professional network of more than 350 Records Management Officers from across New York State. Members benefit from valuable peer connections and the opportunity to participate in the Mentor/Mentee Program, designed to support both new and experienced RMOs.

Membership also includes the opportunity to attend NYALGRO's Annual Conference, held June 7–9 in Lake Placid at the High Peaks Resort. The conference features two full days of education and training focused specifically on records management.

Additional member benefits include:

- A quarterly newsletter with timely updates on records management and NYALGRO initiatives
- Monthly mini-webinar videos covering a wide range of records management topics
- Ongoing access to education, resources, and professional support throughout the year

To renew your membership or join as a new member, please complete the NYALGRO membership application. Even if your information has not changed, completing the application helps ensure our records remain accurate. **A fillable application is available online, and members should note the new fee schedule.**

Completed applications and payment should be mailed as directed on the application to:

Karen M. Sweeting
NYALGRO Membership Chair
Town of Sweden
18 State Street
Brockport, NY 14420

For more information, visit www.nyalgro.org. If you have questions, feel free to reach out to Karen Sweeting at karens@townofsweden.org or (585) 637-2144.

Stay informed, stay connected, and strengthen your records management skills—join or renew your NYALGRO membership today!



New York Association
of Local Government Records Officers

www.nyalgro.org

2026 New Membership/Renewal Application

January – December

New Member Renewal Replacement For: _____

Individual Membership - \$50
Any individual holding or occupying a position involving local government records management.

Organization Membership - \$75
Includes up to three individuals employed by an organization involving Local government records.

Additional Individual - \$25

Type of Government:

County Town SchoolDistrict Other:

City Village FireDistrict _____

Name/Title: _____

Email: _____

Name/Title: _____

Email: _____

Name/Title: _____

Email: _____

Organization: _____

Mailing Address: _____

Zip: _____ County: _____, NY _____ Phone #: _____

Can we use your contact information in a Directory? Yes _____ No _____

PLEASE MAIL APPLICATION AND PAYMENT TO:

KAREN SWEETING, SWEDEN TOWN CLERK
NYALGRO MEMBERSHIP
18 STATE STREET BROCKPORT, NY 14420

CHECKS PAYABLE TO: NYALGRO

QUESTIONS – townclerk@townofswedenny.gov

Please visit our website:
www.nyalgro.org

Checkout our Facebookpage – search
NYALGRO

New York Association of Local Government Record Officers Conference Sneak “Peaks”

Lake Placid, June 7-9, 2026

AWARDS
&
NOMINATIONS

NETWORKING
&
SCHOLARSHIP
OPPORTUNITIES

Here are some courses you can look forward to:

- Court Records
- Storage & Search – Paper & Electronic Records
- Inventory on a Budget
- Genealogy
- Legal Aspects of Records Management

CONFERENCE REGISTRATION BEGINS:

Please visit our website:
NYALGRO.ORG

Late March 2026

packets will be
mailed to members
of the organization -
if you don't receive
a registration
packet, please visit
our website.

NYS Archives Webinar

“Your Role as Local Government Records Management Officer”

Local Governments must designate a Records Management Officer (RMO) to coordinate a program for managing records. To learn more about this important role, join State Archives staff as they:

- explain the law and regulations behind the role of the RMO and others managing local government records,
- discuss key areas to develop policies and procedures for managing records throughout their lifecycle,
- describe tools to help you manage records, and
- review services of the State Archives and other organizations available to help you build and maintain a successful Records Management Program.



Thursday, January 8, 2026



10:00 AM - 11:00 AM

Presented by:

Katrina Manzari, Maria McCashion, and Michael Martin

REGISTER





NYSATRC

NYS ASSOCIATION OF TAX RECEIVERS AND COLLECTORS

TRAINING SEMINAR 2026

June 7-10, 2026
Sheraton Niagara Falls

Please remember that you must be a member in good standing with NYSATRC to attend the June Training Seminar.

[Click here](#) to be brought directly to the Hotel Reservation

PRICING for 2026

Single Occupancy \$675.07

Double Occupancy \$891.20 (\$445.60 per person)

Arrival Date: Sunday, June 7, 2026, after 4 pm

Departure Date: Wednesday, June 10, 2026. Check out at 11 am

The FULL Food & Beverage Package includes:

Sunday reception, dinner is on your own.

Monday breakfast, lunch, and breaks, dinner is on your own.

Tuesday breakfast, lunch, breaks, and dinner

Wednesday breakfast

ALL REGISTRATION FORMS MUST BE RECEIVED BY: MAY 7, 2026



When can elected officials be sworn in for the upcoming term of office?

Oath of Office

- Members of the State Legislature and all public officers, executive and judicial, are required to take and sign the oath provided by Article XIII, Section 1 of the New York State Constitution before they commence the duties of their office.
- Public Officers Law Section 10 also requires every public officer to take and file the oath required by law before he or she performs any official duties. This section also governs the procedures for administering oaths of office and specifies the public office in which such oaths must be filed.
- A public officer, who is a "local officer," as defined in Public Officers Law Section 2, must file his or her oath in the office specified by Public Officers Law Section 10.
- An oath of office for an elective office must be taken and filed before or within thirty days after the commencement of the term of office. An oath of office for an appointive office must be taken and filed within thirty days after notice of his or her appointment or within thirty days after the commencement of his or her term of office. Public Officers Law Section 30 also provides special provisions for oaths of public officers who are on active duty in the armed forces at the time of his or her election or appointment.
- Public Officers Law Section 30 provides that the office of a public officer becomes vacant when the public officer refuses or neglects to take and file his or her oath of office within the time required by law. Therefore, it is of particular importance that public officers take and file their oath of office within the time permitted by law.



THANK YOU!

2025

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