

A Regular Meeting of the Board of Trustees of the Village of Oxford was held on November 25, 2025, at the Village Hall - 20 LaFayette Park, Oxford, NY 13830. Audit Committee met at 7:00 P.M. and Regular Board meeting started at 7:30 P.M.

Present were: Mayor Terry Stark, Trustee Dale Leach, Trustee Richard Marks, Trustee Dustin Hendricks, Trustee Mary Branhan, DPW Superintendent Bill Kelsey, WWTP Operator Brenton Rideout, Fire Chief Ron Martin, Kim Nichols, Dawn Golden, Clerk-Treasurer Shelly Marks.

Absent: EMS Captain Mark Forrest, Zoning Officer Roger Barrows

The Village Trustees (Audit Committee) reviewed each of the invoices in the abstract for November 2025.

Mayor Terry Stark called the Regular meeting to order at 7:26 p.m.

Pledge of Allegiance to the American Flag was given.

PUBLIC CONCERNS: None

ABSTRACT:

Trustee Leach seconded by Trustee Branham made a motion to approve Abstract #006 as presented. All voted aye and motion was carried.

General Fund	\$267,278.14
Water Fund	\$ 4,766.93
Sewer Fund	\$ 34,665.76
OFD V-Fire	<u>\$ 3,240.00</u>
	\$309,950.83

APPROVAL OF MINUTES:

Trustee Marks moved and Trustee Hendricks seconded a motion to approve the October 28th, and November 4th, 2025, Meeting Minutes. All voted aye and motion was carried.

TREASURER'S REPORT:

Trustee Marks moved and Trustee Leach seconded a motion to approve the October 2025 Treasurer's Report.

JUSTICE REPORT:

Trustee Hendricks moved and Trustee Branham seconded the motion to approve the October Justice Report from Judge Ross. All approved.

FIRE DEPARTMENT:

Chief Martin has an application that he wants the board to approve for Elizabeth Ingraham as an EMS. She is already taking EMS courses.

He feels we need a generator maintenance agreement in place for the generator. Trustee Leach moved and Trustee Hendricks seconded the motion to approve the contract for 2026. All approved, carried

Trustee Marks moved and Trustee Leach seconded the motion to approve for Basset to continue doing the annual physicals for the fire department. No one else does these kind of physicals that are needed. All approved, carried.

Trustee Marks moved and Trustee Branham seconded the motion to accept the application to approve the new EMS candidate.

Firematics on 267 – they fixed what had to be fixed to sell the truck. Asked them not to fix what did not need fixing. It is less than what the board approved. Brindlee Mountain has a buyback program for the truck and Chief Martin is waiting to hear the cost to see what it can be sold for.

Two Fire department members were very against the sale of the truck. The majority of the department is okay with the decision to sell.

The village received an insurance check for the fire on South Washington. One portion on SEVA that they think can be fixed for \$200 less than a new one would cost. He will have them fix this. They will have to purchase three links of hose and turn out gear that was destroyed. Authorize repair based on the insurance check that we received.

Chief Martin completed the Raymonds request and he is waiting to hear back from them to go toward the purchase of a truck.

Norwich Fire Chief Jan Papelino has a replacement truck and contacted Chief Martin about a 2021 for \$325,000. It is a beautiful truck 232 and Norwich offered to sell it to us. It was lent to us when we were out but it is rough and Chief Martin is not interested in buying it.

Kim Nichols talked about the station project. It is moving along. Both boilers are installed and running. They put out a lot more heat than the old system. Electric contract in the truck room had to be on a GFI system due to water to clean trucks. Overhead unit heaters warm up the trucks quick. They only half worked and they concluded that sometime in the past when new outlets were added for bingo years ago, they took a bunch of neutrals and called it good. Somehow they tied all circuits together as one. They took GFI circuits out and put regular back in. They will send a proposal to rewire overhead fans into their own circuit. The quote was for eight (8) hours for two guys for mostly labor and some wire.

Kim sent an email to the plumber saying he had not seen them and if we do not hear from them, then he would contact the village board. They are waiting for materials to come in that they ordered so they can begin the project. They should start this week but Kim has not seen anyone from there.

EMS:

Captain Mark Forrest went to look at the new ambulance to approve it to be delivered to us. They will still need to have the regular service calls for oil changes, tire rotation, etc. with the new ambulance. They discussed whether they should get rid of both old ambulances or keep one of them in case we have the new one out of service for a brief time. It was discussed that we should sell the 1999 and get the 2006 ready as a backup with oil change, etc.

POLICE DEPARTMENT:

OIC Francis talked to the board. Someone wants to hunt for ducks in the village. This cannot be within 500' of a structure.

1. VILLAGE CODE CHAPTER 288

HISTORY: Adopted by the Board of Trustees of the Village of Oxford 10-19-1999 by L.L. No. 4-1999. Amendments noted where applicable.

§ 288-1. Legislative intent.

The Board of Trustees of the Village of Oxford finds that to promote the safety and well-being of the residents of the Village of Oxford; it needs to control the use of weapons and explosives within the Village of Oxford limits.

§ 288-2. Definitions.

As used in this chapter, the following terms shall have the meanings indicated:

EXPLOSIVES — Gun powder or explosive combustible materials, solid, liquid or gas.

WEAPONS — Firearms or devices capable of firing a projectile by means of an explosive powder, air, spring or other mechanical means.

§ 288-3. Violation.

No person shall fire, aid, or assist in the firing of any cannon, gun, pistol, weapon, or explosive within the Village of Oxford.

§ 288-4. Exemptions.

The provisions of this chapter shall not apply to:

- A. Persons that have obtained a permit to do so from the Village of Oxford Board of Trustees or any person authorized by the said Board to grant such permits.
- B. Law enforcement officers in the performance of their official duties.
- C. Persons in defense of their person or in defense of another.

§ 288-5. Penalties for offenses.

A person found in violation of this chapter shall be subject to a fine not to exceed \$250 or imprisonment for not more than 15 days, or both.

§ 288-6. When effective.

This chapter shall become effective immediately upon filing with the Secretary of State.

2. NEW YORK STATE

The Environmental Conservation Law (ECL) generally prohibits the discharge of a firearm within **500 feet** of a dwelling, farm building, or other occupied structure unless you have the owner's or lessee's permission.

Key Details of the Regulation (ECL § 11-0931)

- **Safety Zone:** The 500-foot area around occupied buildings and structures is considered a safety zone.
- **Prohibited Discharge:** It is illegal to discharge a firearm in such a way that the bullet or load of shot passes within 500 feet of an occupied or used:
 - dwelling house
 - farm building or farm structure
 - school building or playground
 - public structure
 - occupied factory or church
- **Permission Exception:** The prohibition does not apply if you are the owner or lessee of the property, an immediate family member residing there, an employee, or a guest acting with the owner's consent. However, even with permission on one property, you are still prohibited from discharging a firearm within 500 feet of another person's occupied structure without their specific consent.
- **Other Restrictions:** The law also prohibits discharging a firearm, crossbow, or bow so that the projectile passes over any part of a public highway.
- **Waterfowl Hunting Exception:** A specific exception exists for waterfowl hunting. A person may legally hunt waterfowl by shotgun over water within 500 feet of a dwelling or public structure, provided there is no dwelling, public structure, livestock, or person within 500 feet in the line of discharge (the direction the shot is fired).

Yes, the waterfowl hunting exception can apply to a river or creek that runs through a village, but it is heavily dependent on local laws and specific circumstances.

New York State's Environmental Conservation Law (ECL § 11-0931) allows the discharge of a firearm within 500 feet of a dwelling when hunting waterfowl over water, provided that there is no dwelling, public structure, livestock, or person within 500 feet in the direction you are shooting. The intent of this exception is to allow hunting in populated shoreline areas where shooting out over the water is safer than shooting toward the shore.

Any nuanced discussion about the exception of shooting over water is moot as the Village Code § 288-3. prohibits discharges.

WASTEWATER PLANT:

WWTP Operator Brenton Rideout addressed the board. W2O came in and did the pump replacement at the plant. Everything went well and we now have two new pumps with a spare. He cleaned the digestor and cleaned it all out from the grit and rags. While it was drained, they

replaced all diffusers, piping, and clamps. This was a pretty big project that really needed to be done.

They had to pull a pump at GP5 and luckily, it was only a rag that was stuck in the impeller. It is a 2010 or 2012 and they usually last 6-7 years. These alternate 24-7. We do have a spare. New is approximately \$5,000.

He hauled a bunch of sludge to the landfill this month. Had it cleared out for winter. Had to deal with pump station on Water Street that did not keep pumping. They believe they have the issue resolved.

DEPARTMENT OF PUBLIC WORKS:

DPW Superintendent Kelsey reported to the board that a water grant that would benefit the Village is now available and applications are due in January. The Grant would allow the Village to buy new meters, meter readers and a new billing system. The Grant is the only way the Village could afford to replace our current 30-year-old slow reading meters.

Village Water consultant (Lamont) Engineer Jodie Serowski contacted the Village and provided the following details:

1. Susquehanna River Basin Commission (SRBC) Consumptive Use Mitigation Program has opened their Consumptive Use Mitigation Grant Program. This year it is an 80% grant and it is due on January 30, 2026. These grants can be used for projects that conserve water. Only one project application per applicant is allowed.
2. The Consumptive Use Mitigation Grant Program aims to fund projects that mitigate consumptive use or otherwise improve drought resilience in the Susquehanna River Basin. The Commission anticipates awarding \$4 million to \$6 million yearly in total grant funding, with anticipated individual project awards of \$100,000 or more.
3. There is not enough money to do all the water system improvements the Village needs, and Superintendent Kelsey has developed a list of the most important improvements in order of impact on the system.
 - a. Butler and State St. – proposed in recent EFC project but time and money ran out
 - b. Replace water service meters
 - c. Well level monitoring equipment – This is eligible under a different SRBC program that is currently closed.
 - d. Midland tank – update or replace. This will be eligible for future EFC funding as it was not in the previous project.
4. Village received a quote from Burrell Excavating to replace the water main on Butler/State in July 2024 for \$600,000. The plans and technical specs can be reused and the project rebid easily. With cost escalation, engineering, and admin the total estimated project cost would be \$750k-800k.
5. Based on recent meter projects, the cost of replace all 577 meter and updating the reading software would also be approximately 800k.
6. The case can be made that either one of these projects will save water, which will also save the Village money in pumping and treatment costs. The meters will also bring in more revenue as meter slow as they age.
7. The water meters will give Village the most bang for your buck. Old meters always read low and new ones will ensure that the Village will get paid for all the water they pump and treat. The project will include new meters, reading software and billing software and training to use it and integrate with the Village's existing software.
8. If Village decides to do one of these project, the Village will need to commit the 20%

match. The total project cost will be approximately \$800,000-\$900,000. If awarded the Village will be responsible for 20% of this or \$160,000 to \$180,000. Also, this is a reimbursement program, so you may need to front some (not all) money. You can get disbursements throughout, similar to EFC, but it takes a little longer (up to a month).

9. Lamont can prepare the application for a not-to-exceed fee of \$3,500. We need an answer by the end of November in order to meet the application deadline in January. At this time, we just need authorization to prepare the application for a not-to-exceed fee of \$3,500. If the Village is awarded the grant, Lamont will prepare a contract for Engineering Services for that work.

Following discussion Trustee Marks, moved adoption of the following resolution, seconded by Trustee Hendricks to wit:

RESOLUTION NO. 2025-1125-1
RESOLUTION TO AUTHORIZE APPLICATION, RECEIPT USE
AND DISBURSEMENT OF
SUSQUEHANNA RIVER BASIN COMMISSION (SRBC) CONSUMPTIVE
USE MITIGATION GRANT PROGRAM FUNDS.

Title of Resolution: A resolution to authorize commitment, application for and receipt, use and disbursement of 2025 Susquehanna River Basin Commission (SRBC) Consumptive Use Mitigation Grant Program Funds.

The following resolution was offered by Trustee Marks, who moved its adoption, seconded by Trustee Hendricks to wit:

WHEREAS, The Susquehanna River Basin Commission (SRBC) Consumptive Use Mitigation Grant Program has made available Grant funds for purchase and installation of Funds that mitigate consumptive use or otherwise improve drought resilience in the Susquehanna River Basin; and

WHEREAS, The Commission anticipates awarding \$4 million to \$6 million yearly in total grant funding, with anticipated individual project awards of \$100,000 or more.

WHEREAS, the Village of Oxford has authorized the replacement of all 577 meters and updating the reading software; and

WHEREAS, current slow reading meters are more than 30 years old and beyond their useful life , and

WHEREAS, the Village is trying to bring the DPW Water department into 100% SRBC water compliance requirements; and,

WHEREAS, the Village Board of The Village of Oxford hereby authorizes the Mayor and/or his designee to apply for such funds and to execute such documents, therefore

BE IT RESOLVED that Terry M. Stark, as Mayor of The Village of Oxford or his designee is hereby authorized and directed to file an application for funds from the Susquehanna River Basin Commission (SRBC) Consumptive Use Mitigation Grant Program Funds Fiscal Year 2025-26 Grant Program in an amount not to exceed seven hundred twenty thousand (\$720,000) dollars representing 80% of the total project estimated cost of nine hundred thousand (\$900,000) dollars of which the Village will provide a 20% match of one hundred eighty thousand (\$180,000) dollars and upon approval of said request to enter into and execute a project agreement with the Susquehanna River Basin Commission (SRBC) for such financial assistance to the Village of Oxford for the 2025 Grant Program; and

BE IT FURTHER RESOLVED that Village Water Consultant Lamont Engineering be a designee to apply for such funds from the SRBC by January 30, 2026 for a fee not to exceed three thousand five hundred dollars (\$3,500).

The question of the adoption of the foregoing resolution was duly put to vote on roll call, which resulted as follows:

Dale Leach AYE

Dustin Hendrick AYE

Mary Branham AYE

Richard Maarks AYE

Terry Stark AYE

Resolution adopted November 25, 2025

Superintendent Kelsey also reported on the Village Wells under the control of SRBC.

Well one is grandfathered and they cannot touch it

Well two – SRBC has no paperwork on it (put in as an emergency backup). Runs for 10 days then goes back to well #1.

Well three we got a grant to drill it.

They have done a lot of maintenance and switching over to winter equipment.

Mayor reviewed the status of an offer to donate the Elgin Sweeper to the Village of Bainbridge and indicated we have to declare the old sweeper as surplus. We also need a letter of acceptance from the Village of Bainbridge saying they will pick up the donated sweeper. The specific details are as follows:

MAYOR COMMENTS

Based on New York State law, a village generally cannot give away old equipment at no cost to an individual or private entity. This is prohibited by the state constitution to prevent the misuse of public assets. There are, however, limited exceptions and legal methods for disposing of surplus property, even at a low or no cost, but only to other government bodies or for specific public purposes.

New York State constitutional prohibitions

Article VIII, Section 1 of the New York State Constitution, also known as the Gift and Loan Clause,” is the primary reason a village cannot simply give away equipment. It explicitly prohibits a municipality from giving or loaning “any money or property to or in aid of any individual, or private corporation or association, or private undertaking”. This rule ensures that public resources are used for the benefit of the general public, not to provide a private benefit to an individual or business.

Legal methods for equipment disposal

Rather than giving equipment away for free, villages must follow legal processes to dispose of surplus or old items.

- **Sales at fair market value:** The most common method is to sell the equipment through a public auction or competitive bidding. This ensures the village receives fair market value and the process is transparent and fair to all interested parties.

- **Transfer to another government entity:** Equipment can be transferred or sold to another public entity, like a school district, for a nominal fee. The transfer is permitted because it is considered to be for a public purpose.

- **Donations to non-profits:** In some situations, a village may be able to donate property to a non-profit organization if the village board determines that the donation is for a proper public purpose. This is still subject to strict legal requirements.

- **Disposal of valueless property:** If the equipment has no market value, the Village's purchasing department can declare it worthless and authorize its disposal or destruction, such as through a recycling program.

Following discussion the following resolution was offered by Trustee Branham, who moved its adoption, seconded by Trustee Leach to wit:

RESOLUTION NO. 2025-1125-2
A RESOLUTION OF [VILLAGE OF OXFORD , CHENANGO COUNTY NEW YORK
DECLARING AN ELGIN STREET SWEEPER AS SURPLUS PROPERTY AND
AUTHORIZING ITS DONATION TO THE VILLAGE OF BAINBRIDGE NEW YORK

WHEREAS, Village of Oxford owns a 1989 Elgin Street Sweeper; and

WHEREAS, the Elgin Street Sweeper is no longer required for public use by the Village of Oxford and has been officially removed from active service; and

WHEREAS, the Village of Oxford has determined that the Elgin Street Sweeper is surplus property, no longer necessary for its operational needs, and has no residual value that would justify a public sale; and

WHEREAS, the Village of Bainbridge New York has expressed a desire to acquire the Elgin Street Sweeper for public use by its Department of Public Works; and

WHEREAS, it has been determined that the donation of the surplus Elgin Street Sweeper to another public entity for public use serves a valid public purpose and is in the best interest of the public; and

WHEREAS, The Village of Oxford is authorized by General Municipal Law § 72-h: to transfer real property between municipalities and certain public corporations without consideration and also supports the general legal principle that gifts between public entities are permissible. to donate surplus property to other governmental entities.

**NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE BOARD OF TRUSTEES
OF THE VILLAGE OF OXFORD AS FOLLOWS:**

Section 1. Declaration of Surplus Property.

The Elgin Street Sweeper is hereby declared as surplus property.

Section 2. Authorization of Donation and Transfer.

The donation and transfer of all rights, title, and interest in the Elgin Street Sweeper to the Village of Bainbridge New York is hereby authorized pending approval of the Village of Bainbridge Board of Trustees to accept the donation from the Village of Oxford.

Section 3. Authority to Execute Documents.

The Mayor and/or the Village Clerk/Treasure is authorized and directed to execute any and all documents necessary to effectuate the donation and transfer of the Elgin Street Sweeper, including the transfer of the Elgin Street Sweeper's title.

Section 4. Effective Date.

This resolution shall take effect immediately upon its passage and adoption.

The question of the foregoing Resolution was duly put to a vote and, upon roll call, vote was as follows:

Terry M. Stark	Aye
Dale Leach	Aye
Richard Marks	Aye
Dustin Hendricks	Aye
Mary Branham	Aye

The foregoing Resolution was thereupon declared duly adopted.

PASSED, ADOPTED, AND APPROVED on this 25th day of November, 2025.

DPW Superintendent Kelsey wants to talk about equipment at the next meeting. The board needs an inventory list. SPW Kelsey will get it to the board by the end of next week.

CODE ENFORCEMENT:

Roger Barrows was not present.

OLD BUSINESS:

Access to the Timber Management Plan for Boname Park - Cheryl Irons sent a note back that she and Shawn are not interested in selling 4-5 acres or going into a lease with the Village at this time.

Will Kelsey approached the village about a Grant for \$35,000 to cover 25% of \$85,000 at Boname Park. This is Soil and Waters community grant.

Resolution TERRY READ. Trustee Mary and Dustin seconded municipal resolution to put in the minutes. Invasive grant Will to approve. All approved, carried.

Following Discussion, Trustee Branham moved and Trustee Hendricks seconded a motion to adopt the following resolution:

**VILLAGE OF OXFORD RESOLUTION
#1125-25-1**

A RESOLUTION OF Village of Oxford TO SET ASIDE FUNDS FOR DEPARTMENT OF ENVIRONMENTAL CONSERVATION INVASIVE SPECIES GRANT PROGRAM ROUND 4 2025

WHEREAS, The Village of Oxford desires to apply for \$38,000 in financial assistance through the 2025 DEC Invasive Species Grant Program, a reimbursement grant, involving 25% match (in-kind or local cash) and a three-year contract.

WHEREAS, the application/bid proposes funding for the Boname Park Timber Management Project to treat invasive species such as Japanese honeysuckle, multiflora rose, Japanese barberry; and

WHEREAS, The Invasive Species Grant Program is a critical part of the State's commitment to combating the spread of invasive species that can cause significant damage to our municipalities, parks, trails, farms, and agricultural crops, as well as our natural resources, wildlife, and ecosystems, and

NOW, THEREFORE BE IT RESOLVED, that the Village of Oxford board approves and endorses the application/bid for the DEC Invasive Species grant Program Round 4 2025 and, recognizing this is a reimbursement grant that will require all funds to be paid upfront by the Village of Oxford prior to reimbursement request to DEC, and that the Village commits to passing a budget of 25% match funding to support this project. (If the total project funds exceed the DEC funds, add details here and explain that municipality will set aside the balance of funds).

Passed by the vote of Village of Oxford Board Members voting in favor thereof:

The question of the foregoing Resolution was duly put to a vote and, upon roll call, vote was as follows:

Terry M. Stark	Aye
Dale Leach	Aye
Richard Marks	Aye
Dustin Hendricks	Aye
Mary Branham	Aye

Negative: 0
Abstain: 0

The foregoing Resolution was thereupon declared duly adopted.
PASSED, ADOPTED, AND APPROVED this 25th day of November, 2025.

RESOLVED this day: 25th of November, 2025 I, Shelly W. Marks do hereby certify that resolution Number 1125-25-1: was passed at a meeting of the Village of Oxford held on 11/25/2025, and is incorporated in the original minutes of said meeting OR on file and of record], and that said resolution has not been altered, amended, or revoked and is in full force and effect.

[Signature of Clerk]: _____

[Official Seal of Municipality]:

Trustee Marks called NYSEG regarding the streetlights that have been out for over a year and a half. There are four poles that are out and not working. They have been out for actually two years and Mayor Stark is going to go back and figure out how much we are owed back from NYSEG that we paid for the lights but they were not working.

NEW BUSINESS:

The board signed the affidavit for the properties that went back as unpaid taxes so they could send this back to Chenango County.

Damico from Dollar General has done his sidewalk and submitted his application after it was completed. He also did Pierson's sidewalk and application after the fact. We can deny this since they did not go through this properly.

STAFFING PLAN – SALARIES

Mayor recommended the following salary adjustments effective December 1, 1025. These adjustments are necessary to align current full-time Village Clerk-Treasurer and current part-time Deputy Clerk-Treasurer rates with rates of similar positions in other Villages of similar size.

Village Clerk-Treasurer	\$26.00 an hour based on 40 hour work week
*Village Clerk-Treasurer	\$25.00 an hour based on 40 hour work week
Clerk-Treasurer Deputy	\$23.00 an hour based on 20 hour work week

*The salary rate of \$25.00 an hour established for the hire for Village Clerk-Treasurer position is based upon a 40 hour work week and successful completion of training plan including completing the following courses:

1. New York Municipal Clerks Education Program Sunday, July 12-Thursday, July 16, 2026
2. Introduction to Governmental Accounting TBA
3. Accounting Principles and Procedures TBA

(See course descriptions below)

Following discussion, a motion to approve the Mayor's recommendation was offered by Trustee Branham, who moved its adoption, seconded by Trustee Hendricks:

The question of the adoption of the motion was duly put to vote on roll call, which resulted as follows:

Dale Leach	AYE
Dustin Hendricks	AYE
Mary Branham	AYE
Richard Marks	AYE
Terry Stark	AYE

Resolution adopted November 25, 2025

TRUSTEE COMMENTS:

250 years of the country. Paint a mural on the side of Dollar General and maybe the laundromat.

ADJOURNMENT:

Mayor Stark made a motion to adjourn the meeting at 9:22 p.m.

Respectfully Submitted,

Shelly W. Marks
Clerk-Treasurer

ATTACHMENT

New York Municipal Clerks Education Program Introduction

Our educational programs are here to help you sharpen your skills and stay up-to-date with the latest best practices in local government. Whether you're looking to expand your expertise or keep up with new regulations, these programs are tailored to support your success and service to your community.

Sunday, July 12 – Thursday, July 16, 2026

Holiday Inn, 400 Old Loudon Road, Latham, NY

40 hours of classroom training, all meals, banquet, materials, and completion certificates for CMC/MMC certifications

Scholarship opportunities are available using the NYSACVC Scholarship form

Registered Municipal Clerk (RMC) Program

The RMC Program is administered by the NYSACVC and by the New York State Town Clerks Association. The program was established to recognize educational and professional accomplishments in preparation for a municipal clerk career. The program serves to promote the continued education of municipal clerks to enable clerks to better serve their boards and community.

The RMC Program was designated to be consistent with numerous certification programs currently established in other states. The program's standards have been developed to strike a balance that allows all clerks to attain certification while meeting standards that support the integrity and credibility of a statewide professional accreditation program.

The benefits of the RMC Program include but is not limited to the following:

1. Elevate the skill level of clerks
2. Promote the image of the clerk's profession
3. Enhance performance and status of the clerk
4. Ensure the public that a clerk who has obtained the RMC designation possesses a minimal level of competence
5. Enable clerks to make their skills more marketable
6. Promote the formation of a professional identity
7. Foster agreement on basic values, ethics and norms of conduct.

The RMC Program requires that all applicants achieve a total of 50 points in each of the two categories- education & experience. Applicants must also endorse the Code of Ethics for clerks and fulfill other requirements for certification. In order to satisfy the education and experience requirements, all applicants must demonstrate that they have completed a number of continuing education criteria. In-service courses are training sessions, home study programs, videos, audiotapes, teleconferences, personal and professional development seminars and workshops and other educational training programs designed to improve the performance of a clerk. At the NYCOM/OSC Fall Training School, the clerk must sign the sign in sheet in every

class they attend as proof of attendance. The hours of classes will be tabulated by the RMC Committee. Other proof of attendance can be certificates issued by the organization giving the training or thank you for attending the webinar email.

RMC Certification expires 3 years from the date of issuance. Re-certification maybe obtained upon completion of 18 hours of clerk in service education courses.

Questions can be directed to the RMC Chairperson or Executive Committee members.

OSC's Online Government Accounting Schools

Objective:

This multi-day school is designed to familiarize participants with the basic concepts of governmental accounting and give them a working knowledge of basic bookkeeping procedures such as understanding debits and credits, a discussion of the modified accrual system of accounting, the practice of maintaining books and records, developing and accounting for the annual budget, as well as the year-end closing process. Please view the registration form for available dates.

Class Times:

- Online: Day 1 and Day 2, 9:00 AM - 3:00 PM
- Lobby opens at 8:45 AM for class admin/logistics

Chapters:

- Overview
- Debits and Credits
- Basic Accounting Concepts and Principles
- Fund Accounting Process
- Accounts and Ledgers
- Accounting Journals
- Accounting for the Budget
- Fund Financial Statements
- Refunds, Corrections and Distribution of Expenditures
- Trial Balance and Year End Closing Process
- Practice Set

CPE:

Earn up to 12 Continuing Professional Education (CPE) credits.

Recommended For:

This school is for those individuals who are newcomers to governmental accounting in New York, or those looking to refresh their understanding of current generally accepted governmental accounting practices. It will benefit Chief Executive Officers, Chief Fiscal Officers, Comptrollers, Treasurers, Clerks, and Accounting Personnel.

Accounting Principles and Procedures

Objective:

This multi-day school is designed to familiarize participants with accounting and financial reporting requirements for local governments in New York. The course provides guidance on certain operational issues, such as cash management, purchasing, processing claims for payment, accounting for capital projects and utilizing reserve funds. Please view the registration form for available dates.

Class Times:

- Online: Day 1 and Day 2, 9:00 AM - 3:00 PM
- Lobby opens at 8:45 AM for class admin/logistics

Chapters:

- Generally Accepted Accounting Principles
- Revenues and Receivables
- Expenditures, Expenses, Encumbrances and Liabilities
- Interfund Transactions
- Managing Your Cash Assets Effectively
- Purchasing and Claims Processing
- Reserve Funds
- Fiduciary Funds
- Capital Assets
- Accounting for Capital Projects
- Financial Condition Analysis

CPE:

Earn up to 12 Continuing Professional Education (CPE) credits.

Recommended For:

This school is a good follow-up to our Introduction course, although attending the Introduction is not a prerequisite. It will benefit Chief Executive Officers, Chief Fiscal Officers, Comptrollers, Treasurers, Clerks, Accounting Personnel.