

42nd Annual  
New York State  
Town Clerks Conference  
April 21 - 24, 2024  
Crowne Plaza, The Desmond - Albany



“ Ticket to Learn ”



Registration is Open  
Register by: April 15, 2024

SHAKE UPS

# Your Ticket to Learn is Waiting!

Dear Fellow Town Clerks:

I am pleased to present your “ticket” to our 2024 Annual New York State Town Clerks Association Conference to be held at the Crowne Plaza, Albany, April 21 – 24, 2024. Your NYSTCA officers and directors have worked hard together to bring this offering to you. Our Annual Conference is the only conference designed specifically for the education and professional development of Town Clerks and their Deputy(s) with a goal of helping you be the best New York State Town Clerk you can be. We want you to have the most up-to-date information and be well equipped in your daily tasks.



There will be sessions with State agencies we deal with frequently, topical speakers during breakout sessions, vendor specialty classes, and one-of-a-kind offerings. There will be classes for new clerks as well as seasoned clerks – something for everyone. When you arrive on Sunday look for our T-shirt crew! They will be available every day to help with any questions you may have. Learn more about the crew on Page 9.

Sunday’s offerings include:

- An Athenian Dialogue facilitated by Susan Haag. Join the discussion with Roseann Sdioa, author of the book “Perfect Strangers”.
- Notary Class – thinking of taking the Notary Public test? This is a fantastic opportunity to prepare for the test.
- Vendor Blender – Meet the vendors and learn about the products and services which can make our jobs easier.
- Welcome First Time Attendees – First time at conference? Attend this class and find out what to expect!

Sunday night’s “Let’s go the Fair” themed mixer is the perfect opportunity to make new friends, reconnect with old friends, relax and have some fun before moving into two and a half days of excellent education.

Your education committee has switched up the itinerary and did a great job of offering a variety of classes for new as well as seasoned clerks as you’ll see on the schedule included in this packet.

If you would rather not go out for dinner on your own Monday night, join us at the hotel for “Trivial Trivia” and a pub-style dinner buffet. Tuesday night’s banquet may include a Town Clerk of the Year announcement – did you make a nomination?

In need of a scholarship to help cover the cost of conference? We have some to award!

Please take time to review this booklet and learn more about what our 2024 conference offers. Included is the NYSTCA Registration Form and the Hotel Registration Form for the Crowne Plaza. You can choose to register online or by mail. *Please note the specific instructions on each form.*

Don’t miss this opportunity to sharpen your Town Clerk skills and knowledge. Networking is a valuable benefit of this wonderful organization and you are sure to widen your network at conference.

Feel free to contact me if you have any questions. I look forward to seeing you in Albany!

Take good care,

A handwritten signature in black ink that reads "Bambi L. Avery". The signature is written in a cursive, flowing style.

Bambi L. Avery, RMC, MMC  
NYSTCA President

# Conference At A Glance

**Athenian Dialogue** – Sunday 10:00 A.M. to 4:00 P.M.  
*Perfect Strangers* – Roseann Sdoia – Pg. 11

**Vendor Area** – The vendor area officially opens Sunday afternoon at 3:00 P.M. with a Vendor Blender. Vendors will be available during conference through Tuesday at 4:00 P.M.– Pg. 6

**First Time Attendee** – Orientation Class Sunday at 3:30 P.M. – Pg. 10

**Notary Prep Class** – Sunday at 1:30 P.M. – Pg. 6

**Sunday Night Mixer** – Kick off NYSTCA's 42nd Annual Conference with an evening of festivities. The 2024 Mixer theme is "Take Me To the Fair" – Pg. 4

**Opening Ceremony & Annual Meeting** – Monday at 8:30 A.M.

**Monday Night Event** – Trivia Night! – Pg. 8.

**County Association Lunch** – Tuesday at 12:00 P.M.

**Annual Reception, Banquet, & After Party** – Tuesday Evening. The Annual Reception starts at 6:00 PM followed by Dinner at 7:00 P.M. Get your County Association photograph taken along with candid shots. The night would not be complete without dancing the night away at the after party!

**Executive Committee Meeting** – All Officers and District Directors will gather for the conference wrap up meeting on Wednesday after lunch.

## Registration

NYSTCA Clerks, Deputies, Guests  
Registration Fee

Members..... \$125

One Day Registration..... \$90

Non-Member..... \$225

Registration Deadline  
April 15, 2024

On-line Registration at  
[www.NYSTCA.Com](http://www.NYSTCA.Com), click  
the "[NYSTCA 2024 Annual  
Conference](#)" link on the home  
page or look under the "Continuing  
Education" tab.

OR

You can complete the conference  
registration form and  
mail with your check payable to  
"NYSTCA" and mail to :

Patricia Kalba,  
Registration Chair,  
335 Route 202,  
Somers, NY 10589.

Registration forms will not be  
accepted without payment. A  
confirmation email will be mailed  
to you when your registration is  
received.

## ACCOMMODATIONS

Crowne Plaza, The Desmond  
660 Albany Shaker Road  
Albany, NY 12211  
(518) 869-8100

# 42nd Annual Conference

## Sunday Night Mixer

Kick off NYSTCA's 42nd Annual Conference with an evening of festivities. The Sunday night *"Take Me To the Fair"* Mixer promises a lively blend of networking and country-themed enjoyment. Make sure to bring your dancing shoes for an evening filled with fun and connection.

## Fun Time Auction

All proceeds benefit the scholarship fund. Please consider donating to the Fun Time Auction at the 2024 NYSTCA Conference. Don't forget to be creative! Some ideas are: filling a basket with items from your town or region, a lottery ticket tree or board, or you can go with a theme - like a car care or a beach day basket. Maybe your County Association would like to create a basket. It is always fun to see what clerk minds can think of!

Some things to consider when donating:

- All items should be new
- Consider the size of your donation. Some clerks have limited room to transport items especially if they are flying into the conference, ride sharing, or transporting supplies

So many clerks do a wonderful job thinking outside of the box and we cannot wait to see the fun and creative options we have this year!

## Souvenir Shop



The 2024 NYSTCA Souvenir Shop will have some great new items. We will have new cardigans, baseball T-shirts, hats, and a new travel mug. We have plenty of past favorites for you to choose from too! Stop by the shop to check out all the great items.

We accept cash, check, and credit cards for your convenience.

# Education

Please join us for an exciting conference this year as we change things up a little bit! A full tentative schedule is available on the [Conference Page](#) of the website.

## Sunday, 4/21

- Athenian Dialogue
- Notary Class
- Welcome New Clerks

## Monday, 4/22

- Banner Parade & Opening Ceremonies
- AOT General Session Updates and Highlights
- Keynote speaker



### **Keynote Speaker – Roseann Sdoia Materia**

In 2013, Roseann Sdoia Materia, became a Boston Marathon Survivor, losing her right leg above the knee. This life changing event has redirected her journey from vice president of a real estate development company to a motivational speaker and published author of the book “Perfect Strangers”. Today, she is making great strides in assisting others who have faced life altering trauma. Sharing her powerful, personal story of resiliency, she hopes to help others discover their own unstoppable strength. Roseann’s mantra that “life is only as positive as you make it,” serves as the foundation for redefining one’s own mindset in achieving every personal and professional goal. Ultimately living a happier, richer and more fulfilling life.

## Tuesday, 4/23

Choose from the following break-out sessions:

- Special Elections, Cyber Threat Resilience, NYS Retirement or Fraud Prevention and Detection
- Clerk Minutes, NYS DEC, NYS DOS, Division of Cemeteries, or Hybrid Meetings/Live Streaming
- Clerk Basics, Cyber Security Awareness, FOIL, or NYS Assessor’s Association
- Sexual Harassment Training/De-Escalation Techniques, NYS Archives, Resolutions/Motions/Local Laws or Required Reporting to the State Comptroller

## Wednesday, 4/24

- General Session NYS DOH Birth, Death and Marriages with Gary Martinez

## Association of Towns Certified Town Official Program

The Association of Towns of the State of New York sponsors a certificate program for town officials. The Certified Town Official (CTO) program assures

recipients will have comprehensive education that encompasses every office at the Town level. A number of classes offered at Conference will be eligible to be used toward the CTO designation. Be sure to check the conference program for eligible classes.



## Vendor Area One Stop Shopping !

Are you looking to purchase a solution for your office and you don't know where to start? Look no further. The Vendor Area at the 2024 Annual Conference is your place for one stop shopping. You will have a chance to see the latest products

and solutions just for town clerks ! Make sure you make time to attend the **2024 VENDOR BLENDER on Sunday April 21st from 3:00 P.M. to 5:00 P.M.**

Vendors have partnered with NYSTCA to give away prizes and enjoy some light refreshments too!



## Notary Public Instructional Class to Get Started!

If you have ever considered becoming a Notary Public the Annual Conference is the perfect time to start the process. Alfred Piombino will conduct an instructional class on Sunday

April 21, 2024 from 1:30 P.M. to 4:00 P.M., focusing on the informational test taking skills needed to pass the State exam and become a Notary Public. Mr. Piombino's latest Notary Public handbook will be distributed and used as a teaching aid. A fee of \$65.00 covers the cost of the Sunday afternoon class and the handbook. Pre-registration is required for this class . Sign up on your conference registration sheet.



## **SCHOLARSHIPS ARE AVAILABLE! 42nd Annual Conference**

### **DEADLINE EXTENDED**

**Apply by March 29, 2024**

**Full & Partial Scholarships Available**

What better way to show your Town that you value training and education than going to the extra effort of applying for a scholarship. 4-\$450 scholarships / 7-\$250 General Code scholarships and one (1) \*Margaret Lamoree– Full scholarship (Registration+ a double occupancy room), are available.

Please take a chance and apply, it will show your Town Board you are striving for professionalism and the best for your town. Find the Application in the next edition of NYSTCA News and on the [NYSTCA website](http://www.nystca.com). Any Questions call 716-358-9701 & ask for Gretchen.

The graphic features a dark blue background with a red and white circular logo on the right containing a map of New York and an open book. Text includes: \*\*DEADLINE EXTENDED\*\*, SCHOLARSHIP APPLICATIONS, 2024 NYSTCA ANNUAL CONFERENCE - ALBANY, NY, APPLY BY 3/29/24, a QR code, and the URL WWW.NYSTCA.COM/268/SCHOLARSHIPS.

## **Working on your RMC?**

**Have all your points and education credits?**

**Submit your application or renewal today and receive your certificate at conference!**

RMC Benefits...

- Elevate skill levels of Clerks
- Promote the professional image of Town Clerks
- Enhance performance and status of Clerks
- Enable Clerks to make their skills more marketable
- Promote the formation of a professional identity
- Ensure the public that RMC's are required to possess a level of competence and continue their education to maintain their designation

**Full attendance at the 2024 Conference will earn you 12 RMC points!**

For more information contact RMC Chair, Eve Fisher, at 607-936-3652 or email [erwinclerk@erwinny.org](mailto:erwinclerk@erwinny.org)



## Get ready and gear up for our Monday Night Trivia hosted by local guru, Jake Hill!

Happening right on site at the Desmond, Jake will be looking to see just how much useless, but important, knowledge you actually have stored upstairs!

### Will you hit the buzzer for:

- In what Country did the first Starbucks open outside of North America?
- Which is the highest -grossing R-rated film in North America?
- In a website browser address bar, what does 'www' stand for?
- What is the oldest soft drink in America?
- This singer is famously called the 'Material Girl.'
- Which company's slogan is 'You're in good hands?'
- What is the national sport of Canada?



Working as a team, each table will come up with a 'Team Name' and will rack up points to win some awesome prizes! Your team might even take home the Winner Trophy! Pick your team ahead of time or wait until you get there. Either way, join us for a night of fun and laughing as you try to bring home the gold!

**PRE-REGISTRATION IS REQUIRED.** See conference registration sheet to register. \$50.00 includes pub inspired buffet

Direct questions to Julie Gansle at [ganskj@colonie.org](mailto:ganskj@colonie.org) or Brenda Howe at [bhowe@townofmiltonny.org](mailto:bhowe@townofmiltonny.org)



# GET CONNECTED WITH NYSTCA

NYSTCA has grown so much in the past few years. Make sure you know about our education opportunities and you are a part of our supportive network of clerks!



- EMAILS
- NEWSLETTERS
- THE RECORDER
- THE NEW WEBSITE
- FACEBOOK GROUP

Stop by the **Connect with Us** table at the NYSTCA conference and make sure you are getting everything you can out of your membership!

## Back by Popular Demand! NYSTCA Crew is Here to Help!



- Not sure where a class is?
- Have questions about meals?
- Looking for registration?
- What is the Funtime Auction?

Look for Association members wearing bright red "NYSTCA Crew" T-shirts. We will be stationed in various places. We are here to help you navigate conference!

# STEP RIGHT UP CLERKS!

**Are you a new clerk or attending the  
NYSTCA Conference for the first time?  
Don't Worry! We've got you covered!**

We have a great orientation session planned for you on Sunday afternoon. Navigate through the Livestock Barns to a guaranteed FUN session with your fellow clerks, NYSTCA Officers, and District Directors.

This session will give you an introduction to your clerk family, the NYSTCA website, the New Clerk Toolbox, and the Facebook page. You will have the opportunity to connect with your District Director(s) who can answer all your questions or point you in the right direction. We will have something special for you and networking activities to participate in. We have a ton of helpful information to share, so step right up to see what the conference has to offer! Don't miss out on the magic of the midway and register today!



**PERMA**  
Your Source for Solutions

**Expertise you can trust,  
the service you deserve.**

For over 40 years, PERMA provides a comprehensive approach to Workers' Compensation, workplace safety and claim prevention, offering a full range of programs and services as part of membership.

- ✓ Member owned and self-administered
- ✓ Risk management industry specialists
- ✓ Dedicated in-house claims handling
- ✓ Training, safety grants, education, and events

**Partnering with over  
600 public entities.**

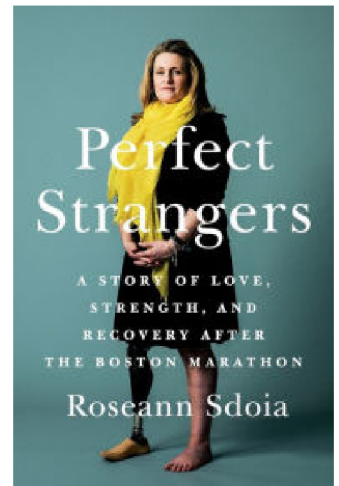
Public Employer Risk Management Association, Inc.  
perma.org | solutions@perma.org | (518) 220-1111



**NYSTCA takes learning one step further!  
Our Motivational Speaker will be joining the  
Athenian Dialogue to discuss her book.**



**DON'T MISS OUT!**



As Roseann Sdoia waited to watch her friend cross the finish line of the Boston Marathon in 2013, she had no idea her life was about to change-that in a matter of minutes she would look up from the sidewalk, burned and deaf, staring at her detached foot, screaming for help amid the smoke and blood.

In the chaos of the minutes that followed, three people would enter Roseann's life and change it forever. The first was Shores Salter, a college student who, when the bomb went off, instinctively ran into the smoke while his friends ran away. He found Roseann lying on the sidewalk and using a belt as a tourniquet, literally saved her life that day. Then, Boston police officer, Shana Cottone, arrived on the scene and began screaming desperately at passing ambulances, all full, before finally commandeering an empty paddy wagon. Just then a giant appeared, in the form of Boston firefighter, Mike Materia, who carefully lifted her into the fetid paddy wagon. He climbed in and held her burned hand all the way to the hospital. Since that day, he hasn't left her side.

Roseann will be helping us kick off conference with her profound story as our General Session speaker. This year you have the amazing opportunity to learn even more and join your colleagues for an intimate conversation with Roseann Sdoia, 2013 Boston Marathon bombing survivor and author of "Perfect Strangers". Sign up for our 2024 Conference Athenian Dialogue on the conference registration form.

## **ATHENIAN DIALOGUE**

**Susan Haag, Facilitator**

**SUNDAY, APRIL 21, 2024**

**10:00-4:30 P.M.**

**Cost to participate: \$50.00 (includes lunch)**

**See Conference Registration Form**

Roseann will be joining the dialogue, giving first hand intimate details of her journey of recovery, choosing joy and human connection over anger and resentment and most of all, finding an enduring love that grew out of the tragedy of Boston's worst day. Chat with us, learning how three Perfect Strangers stepped up under extraordinary circumstances and decided to make a difference; take the lead instead of watching from the sidelines. Learn what it took to move forward from a devastating situation and begin a new life.

**NEW YORK STATE TOWN CLERKS ASSOCIATION  
2024 CONFERENCE REGISTRATION FORM  
The Desmond Hotel – Albany, NY  
April 21-24, 2024**

**INSTRUCTIONS:**

1. **COMPLETE ALL AREAS – please include your email address**
2. **ONLY ONE REGISTRANT PER FORM**
3. **SUBMIT REGISTRATION FORM AND CHECK (payable to NYSTCA) TOGETHER before 4/15/24**

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ NY, ZIP \_\_\_\_\_

TOWN \_\_\_\_\_ COUNTY \_\_\_\_\_ PHONE \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_ *(confirmation of receipt of registration will be emailed to you)*

YOUR TITLE: CLERK \_\_\_\_\_ DEPUTY \_\_\_\_\_ GUEST \_\_\_\_\_

CHECK ALL THAT APPLY: NEW CLERK \_\_\_\_\_ NEW DEPUTY \_\_\_\_\_ FIRST CONFERENCE \_\_\_\_\_

**My payment is enclosed: \_\_\_\_\_ or My payment was previously submitted: \_\_\_\_\_**

**HOTEL GUEST** (must register separately with hotel before 04/21/24) or **COMMUTER**. CHECK ONE:

HOTEL GUEST \_\_\_\_\_ OR COMMUTER \_\_\_\_\_  
(meals included in hotel package) (\*\*purchase meals through NYSTCA)

PLEASE SPECIFY: ARRIVAL DATE: \_\_\_\_\_ DEPARTURE DATE: \_\_\_\_\_  
(Sun 4/21, Mon 4/22, Tues 4/23, Wed 4/24 CHECK IN TIME IS 4:00 PM CHECK OUT TIME IS NOON)

**ALL REGISTRANTS MUST CHOOSE ONE:**

MEMBER CLERK/DEPUTY \$125.00 (Non-Member \$225)..... \$ \_\_\_\_\_

ONE DAY REGISTRATION MEMBER \$90.00 NON MEMBER \$165.00..... \$ \_\_\_\_\_

COMPLIMENTARY REGISTRATION: Spouses/Guest..... \$ NC

REGISTRATION SUBTOTAL..... \$ \_\_\_\_\_

**EXTRAS AND MEALS:**

Monday Night Trivia Night \$50.00 ..... \$ \_\_\_\_\_

Athenian Class (\$50.00) ..... \$ \_\_\_\_\_

Notary Class (\$65.00)..... \$ \_\_\_\_\_

***\*\*COMMUTERS AND ANYONE WISHING TO PURCHASE ADDITIONAL MEALS NOT INCLUDED IN HOTEL PACKAGE:***

Sun. Kick-off Dinner Buffet/Mixer \_\_\_\_\_ @ \$51.00 each..... \$ \_\_\_\_\_

Mon. Breakfast \_\_\_\_\_ @ \$33.00 each Lunch \_\_\_\_\_ @ \$43.00 each..... \$ \_\_\_\_\_

Tues. Breakfast \_\_\_\_\_ @ \$33.00 each Lunch \_\_\_\_\_ @ \$43.00 each Banquet \_\_\_\_\_ @ \$63.00 each..... \$ \_\_\_\_\_

Wed. Breakfast \_\_\_\_\_ @ \$33.00 each Lunch \_\_\_\_\_ @ \$43.00 each..... \$ \_\_\_\_\_

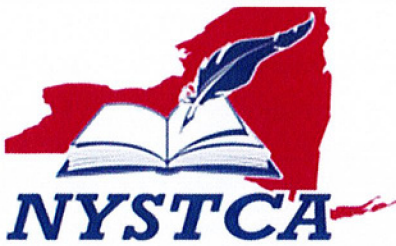
**(All applicable lines) REMIT CHECK PAYABLE TO NYSTCA ..... \$ \_\_\_\_\_**

PLEASE NOTE ANY SPECIAL DIETARY REQUIREMENTS OR SPECIFIC ALLERGIES:

**MAIL CONFERENCE REGISTRATION FORM AND CHECK PAYABLE TO NYSTCA to:**

Patricia Kalba, Town of Somers, 335 Route 202, Somers, New York 10589

Email questions to: [registration@nystca.com](mailto:registration@nystca.com) – a response will be returned to you within 72 hours, or call 914-277-3323(office) or cell 914-447-6143 (voice or text)



# NEW YORK STATE TOWN CLERKS ASSOCIATION



**April 21-24, 2024**

To make your conference reservation please mail or email (not both) this form to the address below:

**ONE FORM PER PERSON**

**Crowne Plaza Albany – The Desmond Hotel**

**Attention: Francine Johnson Group Rooms Reservationist**

**Email: [fjohnson@desmondhotels.com](mailto:fjohnson@desmondhotels.com)**

**660 Albany Shaker Road, Albany, New York 12211**

**FORMS MUST BE RECEIVED NO LATER THAN April 18, 2024**

Check In Time: 4:00PM

Check Out Time: 12:00PM

<u>THREE NIGHT PACKAGE 4/21/24:</u>	<u>TWO NIGHT PACKAGE – 4/21/24:</u>	<u>TWO NIGHT PACKAGE – 4/22/24:</u>
Sunday 4/21/24 – Wednesday 4/24/24 Includes Deluxe Overnight Accommodations for (3) nights (Sunday, Monday, and Tuesday) and Sunday Dinner Buffet, Monday, Tuesday and Wednesday Breakfasts, Monday, Tuesday and Wednesday Lunches and Tuesday Banquet Dinner Package is Tax Exempt and includes service charge.	Sunday 4/21/24 – Tuesday 4/23/24 Includes Deluxe Overnight Accommodations for (2) nights (Sunday and Monday) and Sunday Dinner Buffet, Monday and Tuesday Breakfasts, Monday, and Tuesday Lunches Package is Tax Exempt and includes service charge.	Monday 4/22/24 – Wednesday 4/24/24 Includes Deluxe Overnight Accommodations for (2) nights (Monday and Tuesday) Tuesday and Wednesday Breakfasts, Tuesday and Wednesday Lunches and Tuesday Banquet Dinner Package is Tax Exempt and includes service charge.
<input type="checkbox"/> <b>\$765.00 per person</b> <i>Single Occupancy</i>	<input type="checkbox"/> <b>\$488.00 per person</b> <i>Single Occupancy</i>	<input type="checkbox"/> <b>\$500.00 per person</b> <i>Single Occupancy</i>
<input type="checkbox"/> <b>\$560.00 per person</b> <i>Double Occupancy</i>	<input type="checkbox"/> <b>\$351.00 per person</b> <i>Double Occupancy</i>	<input type="checkbox"/> <b>\$363.00 per person</b> <i>Double Occupancy</i>
<input type="checkbox"/> <b>\$501.00 per person</b> <i>Triple Occupancy</i>	<input type="checkbox"/> <b>\$312.00 per person</b> <i>Triple Occupancy</i>	<input type="checkbox"/> <b>\$324.00 per person</b> <i>Triple Occupancy</i>
<input type="checkbox"/> <b>\$472.00 per person</b> <i>Quad Occupancy</i>	<input type="checkbox"/> <b>\$292.00 per person</b> <i>Quad Occupancy</i>	<input type="checkbox"/> <b>\$304.00 per person</b> <i>Quad Occupancy</i>

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

ROOMMATES NAME: \_\_\_\_\_

ROOMMATES NAME: \_\_\_\_\_

**Method of Guarantee & Payment**

All Reservations Must Be Guaranteed For Arrival For This Reservation To Be Accepted. Valid **Purchase Orders, Checks** (Received At Least 14 Days Prior To Arrival) And **Major Credit Cards** Are Accepted. **Reservations Must Be Cancelled Without Charge No Later Than Thursday, April 18, 2024.** Should You Fail To Arrive Or Cancel After **April 18, 2024**, You Will Be Charged For The Entire Package.

**\*Prevailing Taxes Will Apply To Packages Without A Valid NYS Tax Exempt Form Accompanied with Reservation Form\***

CREDIT CARD# \_\_\_\_\_ EXP: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**Make Checks Or Purchase Orders Payable to the Crowne Plaza Albany – The Desmond Hotel DO NOT SEND CURRENCY**

## REGISTRATION OVERVIEW

### **Register online OR by mail:**

**On-line Registration!** Open the NYSTCA website, [www.nystca.com](http://www.nystca.com) and click "Continuing Education" in the blue banner, then the "NYSTCA Annual Conference," which will have a link for the 2024 Conference Registration. A registration form needs to be completed for each person attending the conference.

You will be asked a series of questions as you move through the registration process for each person registering. Before you know it, you will be prompted to "SUBMIT REGISTRATION"! You will be given the opportunity to choose to "PAY NOW" with a credit card or "PAY LATER" with a check. Either way, the Registration Program will generate an email and send confirmation of your registration and a copy of your registration so you can print it for your records. Online registrations will be considered pending until payment is received.

You can complete and **mail a paper Conference Registration Form** with payment made payable to the "NYSTCA" to Patricia Kalba, Registration Chair, 335 Route 202, Somers, N.Y. 10589. A confirmation email will be mailed to you when your registration is received with payment.

### **Pay by credit card or pay by check:**

Credit card payments are accepted online only. A service fee of 2.45% or a minimum of \$1.95, whichever is greater, will be charged by our provider to the cardholder.

Payments by check are to be mailed with a copy of the Conference Registration Form OR a copy of the online registration form.

A Registration will not be considered complete until payment is received.

As always, receipts will be distributed in the Conference Packets.

### **Hotel Guests must book rooms directly with Crown Plaza Albany - The Desmond Hotel:**

Refer to page "Hotel Registration Sheet" for information on reserving one of the listed hotel/meal packages.

#### **Three Night Conference Package (Sunday-Tuesday) includes:**

**Sunday: Dinner**  
**Monday: Breakfast, Lunch**  
**Tuesday: Breakfast, Lunch, Banquet**  
**Wednesday: Breakfast, Lunch**

#### **Two Night Conference Package (Sunday-Tuesday) includes:**

**Sunday: Dinner**  
**Monday: Breakfast, Lunch**  
**Tuesday: Breakfast, Lunch**

#### **Two Night Conference Package (Monday-Tuesday) includes:**

**Tuesday: Breakfast, Lunch, Banquet**  
**Wednesday: Breakfast, lunch**

Hotel guests may order additional meals when registering online or by mailing the Conference Registration form.

Please direct any hotel-related questions to Crown Plaza Albany - The Desmond Hotel at 518-869-8100

Conference Registration questions can be directed to Patricia Kalba, Registration Chair, at [registration@nystca.com](mailto:registration@nystca.com) or by phone at 914-277-3323 (office) or cell at 914-447-6143 (voice or text).

### **Registration Deadlines/Cancellation/Refunds:**

Conference registration forms and payment must be received by April 15, 2024. A late registration fee of \$35.00 will be imposed after April 15, 2024.

All requests for conference cancellation must be received via email to [registration@nystca.com](mailto:registration@nystca.com) before April 15th to receive a full refund. A \$50.00 cancellation charge will be imposed after April 15, 2024. Refunds will be processed within 30 days following the end of the Conference.

Contact Crown Plaza Albany - The Desmond Hotel directly for guidelines in canceling hotel accommodations.



This form may only be used by government employees of the United States, New York State, or political subdivisions of New York State.

Name of hotel or motel		Dates of occupancy		
Address (number and street)		From:	To:	Country
City		State	ZIP code	

Certification: I certify that I am an employee of the department, agency, or instrumentality of New York State, the United States government, or the political subdivision of New York State indicated below; that the charges for the occupancy of the above business on the dates listed have been or will be paid for by that governmental entity; and that these charges are incurred in the performance of my official duties as an employee of that governmental entity. I certify that the above statements are true, complete, and correct, and that no material information has been omitted. I make these statements and issue this exemption certificate with the knowledge that this document provides evidence that state and local sales or use taxes do not apply to a transaction or transactions for which I tendered this document, and that willfully issuing this document with the intent to evade any such tax may constitute a felony or other crime under New York State Law, punishable by a substantial fine and a possible jail sentence. I understand that the vendor is a trustee for, and on account of, New York State and any locality with respect to any state or local sales or use tax the vendor is required to collect from me; that the vendor is required to collect such taxes from me unless I properly furnish this certificate to the vendor; and that the vendor must retain this certificate and make it available to the Tax Department upon request. I also understand that the Tax Department is authorized to investigate the validity of tax exemptions claimed and the accuracy of any information entered on this document.

Governmental entity (federal, state, or local)		Agency, department, or division		
Employee name (print or type)	Employee title	Employee signature	Date prepared	

## Instructions

### Who may use this certificate

If you are an employee of an entity of New York State or the United States government and you are on official New York State or federal government business and staying in a hotel or motel, you may use this form to certify the exemption from paying state-administered New York State and local sales taxes (including the \$1.50 hotel unit fee in New York City).

New York State governmental entities include any of its agencies, instrumentalities, public corporations, or political subdivisions.

Agencies and instrumentalities include any authority, commission, or independent board created by an act of the New York State Legislature for a public purpose. Examples include:

- New York State Department of Taxation and Finance
- New York State Department of Education

Public corporations include municipal, district, or public benefit corporations chartered by the New York State Legislature for a public purpose or in accordance with an agreement or compact with another state. Examples include:

- Empire State Development Corporation
- New York State Canal Corporation
- Industrial Development Agencies and Authorities

Political subdivisions include counties, cities, towns, villages, and school districts.

The United States of America and its agencies and instrumentalities are also exempt from paying New York State sales tax. Examples include:

- United States Department of State
- Internal Revenue Service

Other states of the United States and their agencies and political subdivisions do not qualify for sales tax exemption. Examples include:

- the city of Boston
- the state of Vermont

### To the government representative or employee renting the room

Complete all information requested on the form. Give the completed Form ST-129 to the operator of the hotel or motel upon check in or when you are checking out. You must also provide the operator with proper identification. Sign and date the exemption certificate. You may pay your bill with cash, a personal check or credit/debit card, or a government-issued voucher or credit card.

Note: If you stay at more than one location while on official business, you must complete an exemption certificate for each location. If you are in a group traveling on official business, each person must complete a separate exemption certificate and give it to the hotel or motel operator.

### To the hotel or motel operator

Keep the completed Form ST-129 as evidence of exempt occupancy by New York State and federal government employees who are on official business and staying at your place of business. The certificate should be presented to you when the occupant checks in or upon checkout. The certificate must be presented no later than 90 days after the last day of the first period of occupancy. If you accept this certificate after 90 days, you have the burden of proving the occupancy was exempt. You must keep this certificate for at least three years after the later of:

- the due date of the last sales tax return to which this exemption certificate applies; or
- the date when you filed the return.

This exemption certificate is valid if the government employee is paying with one of the following:

- cash
- personal check or credit/debit card
- government-issued voucher or credit card

Do not accept this certificate unless the employee presenting it shows appropriate and satisfactory identification.

Note: New York State and the United States government are not subject to locally imposed and administered hotel occupancy taxes, also known as *local bed taxes*.

Substantial penalties will result from misuse of this certificate.



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# Workers' Compensation for Municipalities

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