

Welcome to the Town Clerk's Office. Carol Maynard was born in Albany and has lived in the Town of Wilton since 1973. Carol has served the Wilton townspeople as Town Clerk since 2002. Her professional knowledge in this office began as Deputy Town Clerk in 1993. Carol enjoys all of the responsibilities as Town Clerk.

Thousands of people contact this office annually for a variety of reasons. As the center of information, the Town Clerk provides the public with a variety of services in a timely and professional manner.

Recognizing that this office is the center of information, Carol has worked very hard to find and improve ways of securing information as well as means of efficient access. To this end, the Town Hall is equipped with a secure vault system that provides vast storage and retrieval capabilities. We are also now equipped with a LaserFiche program that makes data storage very efficient.

As prescribed by New York State Town Law, the Town Clerk is required to be responsible for a variety of duties, including but not limited to, Registrar of Vital Statistics, Election Coordinator, and Records Manager. This web page will familiarize you with the many duties and functions of the Town Clerk. Here, you will be able to conveniently access many useful forms and obtain important information designed to assist each resident in their daily needs. As always, feel free to come in to the office for assistance.



Dedicated to
Professional
Public Service

The New York State Town Clerks Association is an organization dedicated to promoting the professional development of Town Clerks across the State as administrative leaders. Membership offers Town Clerks and their Deputies encouragement, specialized assistance and continuing education relative to professional and personal improvement.

The Association's comprehensive efforts in the cultivation of working relationships between the New York State Legislature and State administrative agencies are immeasurable in the promotion of rational and workable laws and regulations that are beneficial to Town Clerks and the municipalities in which they serve.

Continuing its commitment to professional public service, this brochure has been prepared solely for the use of the members of the New York State Town Clerks Association. Material may be customized, personalized and reproduced to meet diversified needs of our membership.



TOWN OF WILTON

Town Clerk



*Bringing solutions to
community concerns*

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Carol Maynard, Town Clerk
Julie Hotaling, Deputy Town Clerk:

www.townofwilton.com

The Office of the Town Clerk is historical in its traditions, having served as a direct link between the residents and their local governments since Biblical times...Acts, Chapter 19, Verse 35 "...and when the Town Clerk had appeased the people..."

While Town Clerks are generally credited with issuing licenses, that is only a small part of this complex job. Many duties are mandated by law, but many more go well beyond those mandates as Town Clerks serve as a major source of information to all.

A Town Clerk is a... Public Relations Officer

- Must be dedicated to the community, informative, patient, cheerful and compassionate, possess the ability to listen and advise, be receptive to new ideas, and able to maintain a sense of humor while performing duties in a professional manner.
- Generally considered the center of local government, this office conveys a lasting impression of the community to all who enter.

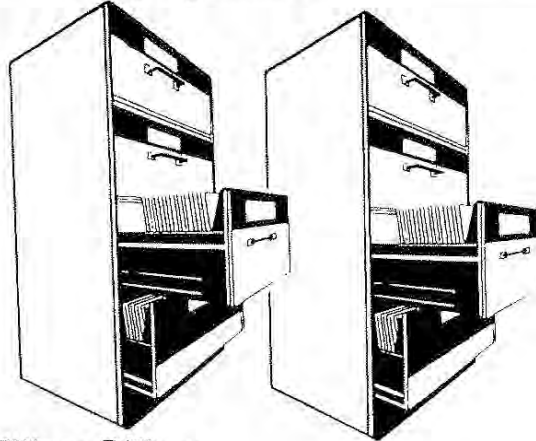


Recording Secretary

- Authors minute books, the only official record of the activities of Town government. The resulting volumes are retained permanently for legal and historic purposes. Few individuals are entrusted with a responsibility of this magnitude.

Records Management Officer

- Custodian of all Town records, responsible for active files, storage and disposition of inactive records and the careful maintenance of archival material.
- Administrator of the Freedom of Information Law which guarantees your right to know the workings of government.



Filing Officer

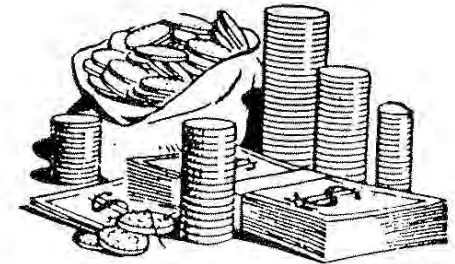
- Maintains records of adopted Town Ordinances and Local Laws, Town Oaths of Office, resignations, petitions, proof of publications, annual budgets, assessment rolls, fiscal reports, notices of lien, subpoena and court actions, bonds/notes registers, zoning ordinances and maps
- Maintains public signboard, advertises and receives bids for purchase of Town materials, files burial permits from cemeteries located within the Town.

Licensing Officer

- Issues State licenses/permits, including marriage, dog, conservation (hunting and fishing), going out of business, games of chance, bingo and handicapped parking.
- Issues Town licenses/permits mandated by Local Law (e.g. taxicabs, garbage collection, transient merchants/peddlers, junk dealers, parks, etc.)

Election Coordinator

- In accordance with Federal and State regulations, the Town Clerk becomes the coordinator for Primary and General Elections, advising the State of vacancies for elections, overseeing polling places and equipment, election inspectors and filing of boundaries for election districts.
- In addition the Town Clerk files official notices of registration day and polling places, oversees special Town elections, permissive or mandatory referendums and Town acquisition of property. The Office of the Town Clerk serves as the source for voter registration forms and absentee ballot applications.



Cash Control Officer

- Is responsible for numerous duties relating to billing, and the collection and disbursement of funds. All incoming cash is recorded and disbursed to State, County and local fiscal officers. The Town Clerk also contributes to Town and departmental budget preparation, management of petty cash, general purchasing, and assisting with State and internal audits.

Registrar of Vital Statistics

- Often is appointed keeper of all birth and death records within a community, issuing birth and death certificates, burial permits, as well as conducting genealogical searches.