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*Town Court
of the
Town of Harrison*



PASQUALE G. GIZZO
DANIEL D. ANGIOLILLO
Town Justices

JACQUELINE RICCIARDI
Court Clerk

M e m o r a n d u m

E-2

Date: March 25, 2024

To: Supervisor/Mayor Richard Dionisio
Town/Village Board Members

CC: Comptroller Maureen MacKenzie
Town Clerk Jackie Greer

From: Jacqueline Ricciardi, Court Clerk

RE: Request for Approval for **Court Clerk** and **Deputy Court Clerk** to Attend the **New York State Association of Magistrates Court Clerks Annual Conference (including Continuing Education/Mandatory Training)** in Niagara Falls, NY

Please consider this a formal request from the Court Clerk for approval to attend the **New York State Association of Magistrates Court Clerks Annual Conference (including Continuing Education/Mandatory Training)** from September 29, 2024 to October 2, 2024. This Conference and Training is being held **in-person** at the Niagara Falls Conference Center in Niagara Falls, NY.

The total cost for Court Clerk Jacqueline Ricciardi and Deputy Court Clerk Sean O'Connell to attend the conference **will not exceed \$4,500.00**. This sum includes a combination of transportation costs, lodging, meals, and conference registration fees.

This is a budgeted item.

