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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

Date: May 13, 2021

To: Supervisor/Mayor Ronald B. Belmont
Town/Village Board Members

CC: Comptroller Maureen MacKenzie
Town Clerk Jackie Greer

From: Jacqueline Ricciardi, Court Clerk *JR*

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
Albany, NY (September 2021)

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 12, 2021 to September 15, 2021. This Conference and Training is being held **in-person** at the Desmond Hotel in Albany, NY.

The total cost for Court Clerk Jacqueline Ricciardi and Deputy Court Clerk Sean O'Connell to attend the conference **will not exceed \$3,200.00**. This sum includes a combination of transportation costs, lodging, meals, and conference registration fees.

Funds are available in the Court's budget lines to cover this expenditure.

