

Denise Schiener

Town Clerk Candidate

As a candidate for Town Clerk, I want to let you know about my vision for the professional operation of this very important town office. The clerk's office serves as the public's first contact for help and information at the town office building. In that regard, this office should always look and sound like an official office of the Town of Sardinia.

Confidentiality is a must in the Town Clerk's office. The clerk routinely handles public and non-public information. This information should always be handled with sensitivity and professionalism. With over 30 years of work experience in the health services sector, I am keenly aware of the need to protect non-public personal information. I will work towards changes in the office work space layout to allow for a better flow of public traffic in and out, and to restrict access to clerk work areas to keep them for official use only. A waiting area for the public is needed so that one person at a time can be served in privacy. Information should not be overheard by others, gossip shared, or opinions freely offered from this office.



Protection of non-public information is critical. Additionally, it is also very important that public information be organized, stored and safeguarded, not only for required record retention purposes, but to make that information easily retrievable and available to the public in a timely manner. To achieve this, I will implement convenient on-line access to public records, forms, minutes and town information. Of course, you can always stop by the office to receive personal, face-to-face assistance, if you prefer.

Professional and accountable records will be kept of all clerk functions such as monies received and dispensed, requests made and reservations taken. I will upgrade the current meeting tape recording process to allow the public easy access to prior Town Board meeting recordings. I will make the official Town Board minutes more readable and easier to find key information. I will help to put you in contact with the people or information that you need, whether that is another Town official or someone from another governmental or public agency.

As your town clerk, I intend to develop professional and cooperative working relationships with all town officials and employees. I will take advantage of training opportunities to keep updated on the latest changes to town clerk duties and issues. I will have office hours that are convenient to the public I serve including some evenings and Saturdays.

It is my goal for the office of Town Clerk to be run professionally, providing consistent, helpful and friendly service to all. Thank you for your vote on November 3rd.