

# Cayuga County Chamber of Commerce

## Publicizing Your Business



## Here's How to Get the Word Out



36 South Street, Auburn, NY 13021 (315) 252-7291 Fax: (315) 253-3077

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# Ribbon Cutting Ceremony Suggestions

A grand opening is made more special with a ribbon-cutting ceremony. With just a bit of planning, you can successfully pull off this celebratory event.

## Prior to Event

- Plan a day and date that is convenient for the key people you want to attend.
- Designate a masters of ceremonies. Set up a program of the event schedule: welcome and introductions, speeches, ribbon-cutting, recognition of contributors and closing.
- Send a news release to the local radio and television stations, as well as local newspapers, to announce your opening, or relocation.
- Notify the Chamber so we can report your event in the Chamber Newsletter to help get the word out. Please note we go to print the third week of each month.
- Prepare invitations or announcement flyer and distribute it using the Chambers' mailing list or as an insert in the Chambers' monthly Newsletter mailing.
- Invite local public officials to participate in this ceremony. *(please see attached list)*
- Notify local media and invite them to take pictures.
- Offer Grand Opening discounts, prize drawings, contests, etc.

## Day of Event

- Prepare a short speech highlighting services and special accomplishments your business has achieved.
- To make this a special event be sure to have balloons, etc. Remember this is a celebration.
- Serve light refreshments.
- Relax and have fun.

## Media Do's and Don'ts

1. Give the news department plenty of notice; turn in your news release up to one week before the date you think it should be published.
2. If you are requesting that the news organization attend an event, call one week ahead.
3. Do not press for a commitment from them to attend at that point, but you can follow up with a phone call to check a couple of days ahead.
4. Remember that news is something the media feels its audience will be interested in, which means that this is a subjective judgment. Each news organization sets its own policies.
5. When preparing a news release, be sure to include event date, time, and place in the first paragraph.
6. Get to know the reporters of major media on a first-name basis, if appropriate, have a media kit available. Kits can include a free pen and information on the business and the event.
7. It's okay to put a statement that sounds like a headline at the top of the news release so that the person opening the mail sees what the importance of the story is. However, don't expect the news organization to use this statement.

## Media Do's and Don'ts Continued

8. If you provide a photo of a person who is being promoted or wins an award, sometimes the newspaper will use it.
9. Don't ask a news organization to run a story several times. you might be able to get publicity one month, two weeks, and a few days before an event, but it would have to be something very important to the community in the eyes of the media.
10. If you don't like a news organization's policy or a decision, you can go in and discuss it. But you must be calm and rational. Try to understand where the media is coming from and make your points from that view.
11. Most of the time it is bad form to tell the news department that they should run a story because you're buying ads. This might make sense to you, but it inflames most journalists. News media feel it is in their long-term best interest to not be influenced by advertisers.
12. The more professionally you prepare a news release, the more respect it will get. It absolutely must be typed and double spaced, include a heading with the name, address, and phone number or an organization, and use proper English and correct spellings. If you're not sure of these things, find someone who is. (See sample on page 7)
13. Other things you should do:
  - Provide the name and phone (home also) of contact person
  - Mark it clearly as a news release
  - Start the text about one-half the way down the first page
  - Number the pages
  - Leave a minimum of one-inch margins
  - Use light colored or white paper
  - Keep most paragraphs to one or two sentences
  - Keep the average length of sentences to 15 to 20 words
  - Start the story out with something interesting
14. While the term "publicity blitz" sounds appealing, consult with your local media friends first. If you flood them with press releases about one event, the value of each is diminished. They might not run the one you think is most important.
15. Always provide a press release, even at a press conference or event. Accuracy suffers when the reporter must get all information by taking notes. You might even consider faxing data to reporters when they call you for information.
16. Find out the deadlines of media and do your best to accommodate their needs.
17. If a reporter asks you a question that you cannot answer, tell them that. Don't say "no comment". That's become another term for "guilty as charged". You can say:
  - We can't discuss that because it is in litigation.
  - We don't have enough information to give you an answer.
  - We haven't made a decision, so I can't answer that.
  - I can't give you that information yet.(Some of these imply you will have information later. Will you?)
18. Most organizations just love to have a TV station cover an event. Having something visual helps attract cameras. Give TV plenty of notice, then call the day before to make sure they still have your invitation. They may or may not say they are coming. They may plan to show up, but if a story breaks elsewhere that is more important, they might not show up. They might not even call to tell you. You can use the same rules for in-person coverage by any media.

Organization Name  
123 Any Street  
My Town, NY 98765

For Immediate Release

Your Name Here  
(315) 123-4567 Work  
(315) 123-9876 Home

## **Sample of appearance of news release**

The easiest way to write an effective news release is to think of an inverted pyramid. The most important information is presented first, the details next, and finally other information.

The reasoning behind this is that if you don't get the reader's attention fast, your article or release will not get read. Also, if the editor must edit the information, he will likely cut at the end of the article. Keep your paragraphs short and your wording concise.

A news release must be typed, double-spaced, and presented on 8 1/2 x 11 inch paper. Use a plain typeface; don't get fancy. The organization's address and the name of the contact person should be typed in the upper left-hand side of the page. The release date, such as "For Immediate Release" or "Release After April 1, 2000," is typed on the right-hand side.

Skip down about one-third of the page before typing your copy at 60 to 65 characters per line. This usually means you will have a one-inch margin on each side of the paper. This allows space for the editor to write instructions or make notes.

(MORE)

# Sample of appearance of news release Continued

Organization Name

For Immediate Release

If the story is longer than one page, type the word "More" at the bottom of the page to indicate there are additional pages. The second page should contain the name of the organization at the top left side, then continue with the story. You may wish to number the pages, although it is suggested that you keep all but the most important news releases to two pages. Never type or write on the back of the page.

When the story is complete, type "###" centered underneath the last line of copy.

###

## Media List

### Newspaper

#### **CNY Business Journal**

Beth Fitting  
(315) 472-3104, Fax: (315) 478-8166  
Preferred Method: Fax  
Publication Date: Weekly- Fri  
Timeline: 2 weeks prior to pub. Date

#### **Scotsman Press**

Joanne  
(315) 252-2437, Fax: (315) 252-2485  
Preferred Method: Fax  
Publication Date: Weekly-Tuesday  
Timeline: 2 weeks prior to pub. date

#### **The Business Record**

Al Levin  
(315) 472-6911, Fax: (315) 422-0040  
Preferred Method: Fax  
Publication Date: Monthly- 15th  
Timeline: 2 weeks prior to pub date

#### **The Citizen**

Linda Simmons  
(315) 253-5311, Fax: (315) 253-6031  
Method Preferred: Fax  
Publication Date: Daily  
Timeline: when available

#### **The Post Standard**

Dave Figura  
(315) 253-7316, Fax: (315) 252-1617  
Preferred Method: Fax  
Publication Date: Daily  
Timeline: when available

### Radio

#### **Clear Channel**

(620 AM, Y94FM, 104.7FM)  
Sara Bornt  
(315) 472-9797, Fax: (315) 472-2323  
Method Preferred: Fax  
Timeline: 2 weeks prior

#### **Finger Lakes Radio Group**

WAUB, WLLW, WNYR  
Frank Lischak  
(315) 258-0937, Fax: (315) 258-9248  
Method Preferred: Fax  
Timeline: 2 weeks prior

#### **WSEN (92.1FM)**

PSA Director  
(315) 635-3971, Fax: (315) 635-3490  
Preferred Method: Fax  
Timeline: 2 weeks prior

#### **WCNY Classic FM**

Don Doeloff  
(315) 453-2424, Fax: (315) 451-8824  
Method Preferred: Fax  
Timeline: 2 weeks prior

#### **WNTQ (93QFM)**

PSA Director  
(315) 472-0200, Fax: (315) 478-5625  
Preferred Method: Fax  
Timeline: 2 weeks prior

### Television

#### **WTVH- Channel 5**

Jodi Milewitz  
(315) 425-5555, Fax: (315) 425-0129  
Preferred Method: Fax  
Timeline: 2 weeks prior to event

#### **WSTM- Channel 3**

LaToya Olds  
(315) 474-5000, Fax: (315) 474-5122  
Preferred Method: Fax  
Timeline 1 week prior to event

#### **WIXT- Channel 9**

Roger Mirabito  
(315) 446-4780, Fax: (315) 446-9283  
Preferred Method: Fax  
Timeline: 1 week prior to event

#### **Adelphia Cable Communication**

Sheila Grinnell  
(315) 252-7463, Fax: (315) 252-9514  
Preferred Method: Fax  
Max 7 lines, 32 characters



## How The Chamber Can Help You!

As a member of the Chamber, you are entitled to the following services offered to members only:

- ✓ The Chamber Link our monthly newsletter is an excellent way to reach other businesses. Send us your newsworthy events six weeks to one month in advance and find them in the Members in the News section.
- ✓ We allow members to advertise in the newsletter. Call now and reserve for the month you want. There is a charge, which helps offset the cost of the newsletter. (See enclosed opportunities on pg 8)
- ✓ You can purchase the Chamber mailing labels for a minimal charge to invite members to an event or to advertise. (See pricing pg 8)
- ✓ You can also purchase a copy of the Chamber Membership in Excel format including monthly updates for one year. (See pricing pg 8)
- ✓ The Chamber publishes an "image" book that tells you about the quality of life in our community. It is given to prospective residents and businesses. Chamber members may advertise in this book.
- ✓ The Chamber also publishes a membership directory, which contains several types of advertising opportunities. Your business is automatically listed twice at no charge.
- ✓ The Chamber is proud to offer additional tools for member businesses to promote their products and services, by advertising on the Chamber website, which will provide additional exposure to member businesses. (See enclosed opportunities on pg 8)
- ✓ The Chamber also provides space for each member to display their brochures.

**Business After Five/Business At Noon/Business Before Eight Events**—These social gatherings of the business community are the Chambers premier networking events, allowing members to meet, exchange ideas, make important long-lasting bonds in an comfortable setting, while giving the hosting business an opportunity to show off their workplace and gain valuable exposure.

**Business Expo After Five**—*Free for all new members.* The Business Expo After Five provides the opportunity to promote goods & services to fellow Chamber members in a relaxed networking environment. Current members may reserve a booth and secure an ad in the event program. **\$75.00**

**Chamber publications have significant advertising space available.**  
**What ever the size of your business, the benefits you reap will be plentiful.**

**Chamber Newsletter:** The “Chamber Link” is designed to keep members informed about local and state issues, business tips, Chamber events, member updates and more. Put your message in the hands of over 600 business leaders by promoting your business in this monthly publication.

Chamber Link Savings:	1 Month	3 Months 10%	6 Months 15%	12 Months 20%
<b>Business Card</b>	\$25	\$67	\$127	\$240
<b>1/4 Page Ad</b> 4 1/2”h x 3 1/2” w	\$50	\$135	\$255	\$480
<b>1/2 Page Ad</b> 5 1/2”h x 8”w	\$75	\$202	\$382	\$720
<b>Full Page Ad</b>	\$125	\$337	\$637	\$1,200

**Advertising Inserts:** Insert a flyer in the Chamber Link. 625 flyers must be delivered to the Chamber by the 25th of the prior month of desired mailing. **One sided-\$150.00/month; Two sided-\$200.00/month**

**Electronic Chamber Membership Listing Yearly Subscription:** Chamber member database in Excel yearly subscription can be used for special mailings of promotions, products and services to all members. **\$125.00/year**

**Membership Mailing Labels:** Gain direct access to a prime audience of business prospects by using mail ready labels, pulled in alpha order or by zip code for convenient bulk mailing. **\$55.00/set**

**Membership Directory & Buyers Guide:** An indispensable resource for finding quality professional services and products, the Membership Directory and Buyer’s Guide features all members alphabetically and by business classification, along with a full-color Quality of Life section on Cayuga County.

**Quality of Life Booklet:** This publication is full of color photography and features the benefits of living and working in Cayuga County. These booklets are available for purchase in bundles of 25. **\$16.25**

**Member-to-Member Discount Program:** Promote your Business by offering fellow Members a discount for a product or service you offer. The Member-to-Member Discount Program has the potential to reach thousands of customers as the discounts are offered to Chamber Members *and* their employees. The Chamber will promote your discount in a listing of all discount/bonus offers that will appear in membership mailings and printable coupons on the Chamber website.

**www.cayugacountychamber.com** Our website provides information about the Chamber’s membership, events, as well as information on Auburn and Cayuga County. A searchable database of members, accessible by category or company name offers members an invaluable promotional tool.

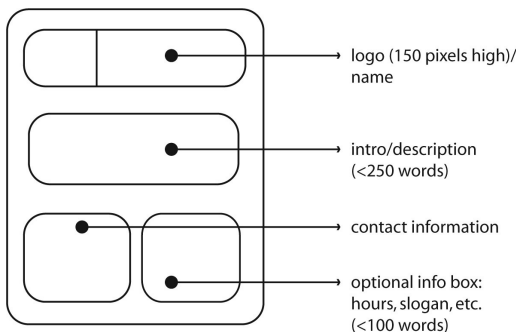
**The following advertising venues are also available for our members.**

**Coupons:** Printable coupons for Member-to-Member Discount Program.

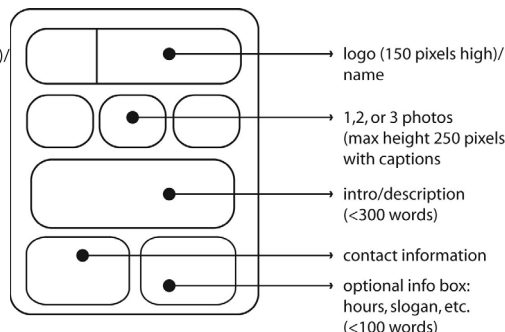
**Banner:** Banner ads available on several pages. Artwork must be supplied in JPEG format (468 x 60 pixels). Design available upon request for an additional fee. **\$100/month**

**Member Home Page:** Each option has a choice of 6 background colors & 6 accent colors.

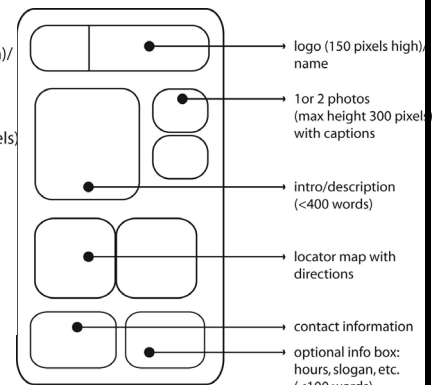
**Option 1- \$240.00 yearly**



**Option 2- \$285.00 yearly**



**Option 3- \$335.00 yearly**



## FEDERAL OFFICIALS

### **President George W. Bush (R)**

The White House  
1600 Pennsylvania Avenue, N.W.  
Washington, D.C. 20500  
(202) 456-1414  
Comment Line: (202) 456-1111

### **To call Congressional Offices through the Capitol Switchboard:**

Senate (202) 224-3121  
House (202) 225-3121

### **U.S. Senator Charles E. Schumer (D)**

Committees: Banking, Housing & Urban Affairs, Energy & Natural Resources, Judiciary, Rules & Administration  
313 Hart Senate Building  
Washington, D.C. 20510  
(202) 224-6542 Fax: (202) 228-3027  
E-mail: senator@schumer.senate.gov

James M. Hanley Federal Building  
100 South Clinton Street, Rm. 841  
Syracuse, NY 13261-7318  
(315) 423-5471 Fax: (315) 423-5185

**Jill Harvey**, Syracuse Regional Representative

E-mail: jill\_harvey@schumer.senate.gov

### **U.S. Senator Hillary Rodham Clinton (D)**

476 Russell Senate Office Building  
Washington, D.C. 20510  
(202) 224-4451 Fax: (202) 228-0280  
E-mail: senator@clinton.senate.gov

Federal Building, Rm. 111  
Syracuse, NY 13261  
(315) 448-0470 Fax: (315) 448-0476

**Cathy Calhoun**, Regional Director  
E-mail: cathy\_calhoun@clinton.senate.gov

### **Congressman Sherwood L. Boehlert (R)**

Committees: Science (Chair), Intelligence, Transportation & Infrastructure  
23rd Congressional District  
2246 Rayburn Building  
Washington, D.C. 20515-3223  
(202) 225-3665 Fax: (202) 225-1891

21 Lincoln Street, Auburn, NY 13021  
(315) 255-0649 Fax: (315) 255-1369

**Patricia Vail Dellonte**, Staff Assistant

### **Congressman James T. Walsh (R)**

Committees: Appropriations  
25th Congressional District  
2369 Rayburn Building  
Washington, D.C. 20515-3225  
(202) 225-3701 Fax: (202) 225-4042  
E-mail: rep.james.walsh@mail.house.gov

1340 Federal Bldg., PO Box 7306  
Syracuse, NY 13261  
(315) 423-5657 Fax: (315) 423-5669

**Virginia Carmody**, District Representative

## NEW YORK STATE OFFICIALS

### **Governor George Pataki (R-NY)**

Executive Chamber, State Capitol  
Albany, NY 12224  
(518) 474-8390 Fax: (518) 473-7669

Department of State, State Office Building  
333 East Washington Street, Rm. 514  
Syracuse, NY 13202

(315) 428-4337 Fax: (315) 428-4262

E-mail: gov.pataki@chamber.state.ny.us

**Bebette Yunis**, Regional Representative

E-mail: bebette.yunis@chamber.state.ny.us

### **Attorney General Eliot Spitzer (D-NY)**

The Capitol, Albany, NY 12224-0341  
(518) 474-7330 Fax: (518) 402-2472

615 Erie Boulevard West, Ste. 100/102  
Syracuse, NY 13204

(315) 448-4800 Fax: (315) 448-4853

Website: www.oag.state.ny.us

### **Comptroller Alan G. Hevesi (D-NY)**

110 State Street, Albany, NY 12236  
(518) 474-4040 Fax: (518) 473-3004

State Office Building  
333 E. Washington Street, Rm 520  
Syracuse, NY 13202

(315) 428-4600

E-mail: agh@osc.state.ny.us

## NEW YORK STATE SENATE

### **Senator Michael F. Nozzolio (R-NY 54th)**

Committees: Crime Victims (Chair), Crime & Corrections (Chair), Alcoholism & Drug Abuse, Banks, Consumer Protection, Mental Health, Racing, Gaming, Wagering, Transportation, Tourism, Recreation & Sports Dev.

Legislative Office Building, Rm. 409  
Albany, NY 12247  
(518) 455-2366 Fax: (518) 426-6953

119 Fall Street, Seneca Falls, NY 13148  
(315) 568-9816 Fax: (315) 568-2090  
1-888-568-9816

E-mail: nozzolio@senate.state.ny.us

### **Senator Dave Valesky (D-NY 49th)**

Legislative Office Building, Rm. 707  
Albany, NY 12247  
(518) 455-2838 Fax: (518) 426-6885

Rm. 805, State Office Building  
33 Washington Street  
Syracuse, NY 13202  
(315) 478-8745 Fax: (315) 474-3804  
E-mail: valesky@senate.state.ny.us

## NEW YORK STATE ASSEMBLY

### **Assemblyman Gary Finch**

**(R,I,C 123rd District)**

Committees: Small Business-Ranking  
Minority Member-Banks, Children and Families, Housing

Legislative Office Building, Rm. 718  
Albany, NY 12248  
(518) 455-5878 Fax: (518) 455-3895

69 South St, Auburn, NY 13021  
(315) 255-3045 Fax: (315) 255-3048  
E-mail: finchg@assembly.state.ny.us

### **Assemblyman Robert Oaks** **(R,C 128th District)**

Chairman of Minority Conference  
Committees: Aging, Ethics and Guidance, Governmental Operation, Insurance; Oversight, Analysis & Investigation; Rules

Legislative Office Building, Rm. 437  
Albany, NY 12248  
(518) 455-5655 Fax: (518) 455-5407  
Toll Free 800-767-6257

10 Leach Road, Lyons, NY 14489  
(315) 946-5166 Fax: (315) 946-5229  
E-mail: oaksr@assembly.state.ny.us

### **Assemblyman Brian Kolb** **(R,C,I 129th District)**

Committees: Vice Chair-Minority Program; Banks, Energy, Higher Education; Tourism, Arts & Sports Development

Legislative Office Building, Rm. 720,  
Albany, NY 12248  
(518) 455-5772 Fax: (518) 455-4650

607 West Washington St., Suite 2  
Geneva, NY 14456  
(315) 781-2030 Fax: (315) 781-1747  
E-mail: kolbb@assembly.state.ny.us

**COUNTY OF CAYUGA LEGISLATORS**

<p><b>1st Christopher Palermo</b> Waldron Road Sterling, NY 13156 (315) 947-6816</p>	<p><b>6th Michele Sedor (D)</b> 5 John Smith Avenue Auburn, NY 13021 (315) 252-9126</p>	<p><b>11th Linda Murphy (R)</b> 318 North Marvin Street Auburn, NY 13021 (315) 258-3170</p>
<p><b>2nd Paul Dudley (R)</b> 11194 Bonta Bridge Road Cato, NY 13033 (315) 626-6603 E-mail: pkd@baldcom.net</p>	<p><b>7th George Fearon (R)</b> 5641 State Route 90 North Cayuga, NY 13034 (315) 889-5585 E-mail: gfearon@rochester.rr.com</p>	<p><b>12th David Pappert (R)</b> 260 East Genesee Street Auburn, NY 13021 (315) 253-6547</p>
<p><b>3rd Bernard C. Smith ®</b> Centerport Road Auburn, NY 13021 (315) 253-8277</p>	<p><b>8th Francis Mitchell (R)</b> 355 State Route 34B King Ferry, NY 13081 (315) 364-8718</p>	<p><b>13th Daniel Schuster</b> 44 Grover Street Auburn, NY 13021 (315) 253-4842</p>
<p><b>4th Ann Petrus (R)</b> 2435 Route 31 Weedsport, NY 13166 (315) 834-6078 E-mail: apet@baldcom.net</p>	<p><b>9th Steven E. Cuddeback (R)</b> 4663 State Route 38A Skaneateles, NY 13152 (315) 784-5471 E-mail: cuddy46@localnet.com</p>	<p><b>14th Michael Lepak (D)</b> 16 Warren Avenue Auburn, NY 13021 (315) 252-4256</p>
<p><b>5th Raymond Lockwood</b> 1877 State Route 326 Auburn, NY 13021 (315) 252-4975</p>	<p><b>10th Peter Tortorici (R)</b> 19 Union Street Auburn, NY 13021 (315) 258-9728 petersnypizzeria@yahoo.com</p>	<p><b>15th Steven T. Netti (R)</b> 7 Underwood Street Auburn, NY 13021 (315) 252-4985</p>

**LEGISLATIVE COMMITTEES**

**Ways and Means**  
**Publics Works**  
**Planning and Economic**  
**Development**

**Health and Human Services**  
**Government Operations**  
**Judicial and Public Safety**

**CAYUGA COUNTY OFFICES**

**Susan Dwyer**, County Clerk  
160 Genesee Street  
Auburn, NY 13021  
(315) 253-1271, Fax: (315) 253-1006

**Trish Ottley Riter**, County Planning  
& Economic Development  
160 Genesee Street  
Auburn, NY 13021  
(315) 253-1276, Fax: (315) 253-1586

**Rob Outhouse**, County Sheriff  
7445 County House Road  
Auburn, NY 13021  
(315) 253-1222, Fax: (315) 253-1192

**CITY OF AUBURN****AUBURN CITY COUNCIL**

**Mayor Timothy Lattimore**  
 Memorial City Hall  
 24 South Street, Auburn, NY 13021  
 (315) 255-4104 Fax: (315) 253-8345  
 www.ci.auburn.ny.us

**John Salamone, City Manager**  
 (315) 255-4146, Fax: (315) 255-4735

**Debra McCormick, City Clerk**  
 (315) 255-4101, Fax: (315) 255-4181

**Thomas Leone, Corporate Counsel**  
 (315) 255-4176, Fax: (315) 255-4735

**Steve Lynch, City Planning & Economic Development**  
 (315) 255-4115

**Cynthia Aikman, Auburn Industrial Development Authority**  
 (315) 255-4115

**Michael Quill, Fire Chief**  
 23 Market Street, Auburn, NY 13021  
 (315) 253-4031

**Gary Giannotta, Police Chief**  
 46 North Street, Auburn, NY 13021  
 (315) 255-4719

**David Dempsey**  
 24 South Street, Auburn, NY 13021  
 (315) 255-2200

**William Graney**  
 30 Walnut Street, Auburn, NY 13021  
 (315) 253-6932

**Thomas McNabb**  
 31 Logan Street, Auburn, NY 13021  
 (315) 252-4872

**Matthew Smith**  
 65 Mattie Street, Auburn, NY 13201

**CAYUGA COUNTY TOWN SUPERVISORS**

**AURELIUS**  
**Edward Ide**  
 1241 W. Genesee St. Rd.  
 Auburn, 13021  
 (315) 255-1894 Fax: (315) 253-5827

**BRUTUS**  
**James Hotaling**  
 9021 N. Seneca St.  
 Weedsport 13166  
 (315) 834-9398 Fax: (315) 834-9381

**CATO**  
**Charles Ray**  
 11320 Short Cut Rd., Cato 13033  
 (315) 626-6230 Fax: (315) 626-3389

**CONQUEST**  
**Charles Knapp**  
 1289 Fuller Rd., Port Byron 13140  
 (315) 776-4539 Fax: (315) 776-5703

**FLEMING**  
**James E. Young**  
 2447 Dublin Rd., Auburn 13021  
 (315) 252-8988 Fax: (315) 252-1492

**GENOA**  
**Stuart Underwood**  
 1000 Bartnick Road, Genoa 13071  
 (315) 364-5505 Fax: (315) 364-7358

**IRA**  
**Donald Teter**  
 2487 West Main Street  
 Cato, NY 13033  
 (315) 626-6333 Fax: (315) 626-3120

**LEDYARD**  
**Mark B. Jordan**  
 1099 Poplar Ridge Rd., Aurora 13026  
 (315) 364-5707 Fax: (315) 364-5711

**LOCKE**  
**Jean James**  
 703 State Route 38  
 Locke, NY 13092  
 (315) 497-1683

**MENTZ**  
**Jack E. O'Neil**  
 PO Box 798, Port Byron 13140  
 (315) 776-8692 Fax: (315) 776-8535

**MONTEZUMA**  
**William S. Saroodis**  
 Memorial Bldg. Dock Street, 52  
 Montezuma NY 13117  
 (315) 776-8844 Fax: (315) 776-9943

**MORAVIA**  
**Gary W. Hatfield**  
 139 Main St., PO Box 1146  
 Moravia 13118  
 (315) 497-1972 Fax: (315) 497-1972

**NILES**  
**Alson Dougherty**  
 5921 New Hope Rd., Moravia 13118  
 (315) 497-0066 Fax: (315) 497-9952

**OWASCO**  
**Merrill Badman**  
 2 Bristol Ave, Auburn 13021  
 (315) 253-9021 Fax: (315) 253-2683

**SCIPIO**  
**Charles P. Howell**  
 Route 34, Box 71  
 Scipio Center 13147  
 (315) 364-5740 Fax: (315) 364-6802

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