

2025

# THE CLERK CONNECTION

MARCH 25'

## *Delaware Municipal Clerk's Association*



### **PRESIDENT'S MESSAGE FROM STEPHANIE COULBOURNE, CMC, TOWN OF MILTON**



As spring awakens the world around us, it reminds us of renewal, growth, and the vibrant energy that fuels our communities. Municipal clerks, you are the heart of that energy, ensuring our towns flourish with order and efficiency.

Your dedication, resilience, and meticulous attention to detail create the foundation on which our cities and neighborhoods thrive.

This season of new beginnings is a perfect time to celebrate the vital role you play in fostering connection, transparency, and trust. Thank you for your unwavering commitment to service and your steadfast efforts in shaping brighter tomorrows. May this spring bring you fresh opportunities, renewed enthusiasm, and the joy that comes with seeing the seeds of your hard work blossom into success. Together, we grow and thrive!"

Check out the Clerk Spotlight section for those unable to attend the February DLLG meeting when Kim Layton of Delmar was awarded Clerk of the Year. Kim gave an excellent thank you speech and, like any terrific clerk, expressed how she couldn't do it without her fantastic work family. It's a team effort, for sure. Congratulations again Kim!

### **In this newsletter you will find:**

Region II Conference Update, Education, March's Clerk Spotlight, IIMC Information, 2025 CMC/MMC and Officers/Committee Information.

# REGION II CONFERENCE UPDATE

Eight Delaware clerks attended the Region II conference in Richmond, VA, hosted by the Virginia Municipal Clerks. It was an excellent conference with sessions on leadership training, building relationships with community stakeholders, and media and crisis communication. Clerks were advised on de-escalating situations, increasing safety awareness, and enhancing public participation through Boards and Commissions.



Katrina White, DMCA VP; Stephanie Coulbourne, DMCA President; Vondell Spencer, Town of Delmar, Maryland; Kimberly Layton, Town of Delmar, Delaware



Andria Bennett and Arielle Rivera, Both from the City of Dover, participate in Media Relations and Crisis Communication training.



Stephanie Coulbourne, Town of Milton, Diana Reed, City of Newark, Katrina White and Valerie Heritage, City of Milford.



Andria Bennett, City of Dover, participated in Media Relations and Crisis Communication training.

**New Jersey will host the 2026 Region II conference. The exact date and location are TBD. The hosts hope to hold the conference around late February.**





We are thrilled to announce that DMCA President Stephanie Coulbourne will be sworn in as the IIMC Region II Director at the upcoming May conference in St. Louis! Stephanie has been with the Town of Milton for 14 years and will make an excellent Region II Director! Please congratulate her, and don't forget to connect with her on LinkedIn, too!

### Celebrating the 56th Annual Professional Municipal Clerks Week

May 4 through May 10, 2025, will be the 56th Annual Professional Municipal Clerks Week. Initiated in 1969 by IIMC and endorsed by all of its members throughout the United States, Canada, and 15 other countries, the week is a time of celebration and reflection on the importance of the Clerk's office. In 1984, President Ronald Reagan signed a proclamation officially declaring Municipal Clerks Week the first full week of May. In 1994 and 1996, President Bill Clinton also signed proclamations confirming Municipal Clerks Week.

Below is a proclamation that your municipality can use to celebrate.

### Proclamation to Complete

## UPCOMING QUARTERLY MEETING INFORMATION - March 20, 2025 - Virtual

As a reminder standing committees will be appointed to take effect beginning March 21st. Chairing or serving on a committee earns you points toward you CMC or MMC certification.



We are always on the hunt for some amazing host locations for the June and December meetings! Would your municipality be up for a fun challenge? It is a great way to show off your town and bring everyone together. If you are interested in hosting, or just want to chat about it, please get in touch with Stephanie. We are always really excited to see where we end up!

# March's Clerk Spotlight - Kimberly Layton

# 2024

## Clerk of the Year

CONGRATULATIONS



It has been a great honor to receive this distinguished award. Also, I appreciate being nominated from my administration, who has recognized the unconditional love that I have for my position and the Delmar citizens. I cherish my job, and I enjoy waking up every morning knowing that I make a difference in the community that I serve. I came to Delmar many years ago (27) and I never in my wildest dreams thought at that time I would still be here. I had wonderful career mentors, and I would like to recognize them. My first whom taught me so much and believed in me in Delmar was Wendy Harrison (former Municipal Clerk), Sara Bynum-King (former Town Manager) and current Town Manager Jeff Fleetwood. Each person saw my potential before I believed in myself that I could and thank them very much. Also, the "Super Clerks in Delaware" from former to present whom inspire me; Susan Lamblack; City of Newark, Janice Green; City of Dover and Trisha Newcomer & June Merritt; City of Seaford and Terri Hudson; City of Milford. These individuals are/were truly servants of citizens and pillar of excellence.

Public servants are unsung heroes in my eyes, and I believe a whole different breed of their own accord.

-Kim Layton

# March's Clerk Spotlight - Kimberly Layton

What is your favorite thing about working for the Town of Delmar?

- The citizens and my work family!

Who or what has been your biggest inspiration or mentor?

- My parents; all of them. They showed me the value of working hard and treating everyone with respect.

What is your favorite work quote?

- Teamwork makes the Dream Work!!!!

What are some of your most memorable moments during your time as Clerk?

- There are too many to mention. I mean I have been here for 27 years! The best is having that “one” that comes in with complaint leaving saying “What was I even complaining about?”. People just want to be listened too.

What is the most important life lesson you've learned?

- Just listen – they aren’t mad at you – help to the best of your ability.

What advice or words of wisdom would you give to a new clerk?

- Keep a cool head, take your time and my goodness reach out to other clerks. We have either gone through it and/or been working on the same item issue.

Please share a bit about your background: where you grew up, your education, career journey, hobbies, and family.

- I grew up in Seaford DE and graduated from Seaford High School. I was a true “tom boy” growing up and I wouldn’t change it for the world. Catching frogs, playing in the dirt, riding my bike until sunset (bats flying above in the trees), climbing trees to playing every sport with the boys in the neighborhood. My career journey started at a very young age. My parents owned their own small business. Any kid who had parents that owned a business, summers and weekends were helping and working with them; loved when September was right around the bend. I enjoyed playing the piano for many years (I believe from 8 yrs old to 18 yrs old) and had even the pleasure of helping my teacher by taking over the teaching of her students when she was incapable. I also love to sing. I still sing.... everywhere..... but seriously I sing to the one that gave me my gift. I have the honor to sing with the Praise and Worship team at “The Ark” Seaford Weslyn Church in Seaford, DE. After sowing my wild oats in my younger years, I found Delmar. I was their first paid full time Clerk of Council; 1998 and fell in love with serving the public. Also, shortly before starting to work with Delmar I also found my future husband! I was becoming a real grown up. I have been married for almost 25 years to my rock, and we have a wonderful son and daughter that I adore with all my heart. They are my “Why”.



# IIMC INFORMATION

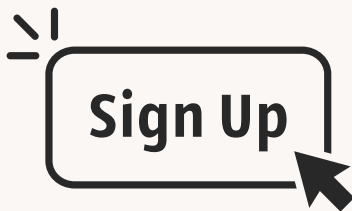


Check out  
**IIMC.com**  
for information.

The IIMC Foundation is kicking off the annual Hawaii Trip Drawing! American Legal Publishing once again donated this full week in Hawaii, including airfare, for two people!

For further information, please contact me at [nicol.colleen@yahoo.com](mailto:nicol.colleen@yahoo.com) or call 951-990-6648.

Colleen J. Nicol  
IIMC Foundation Treasurer



## Sign Up for IIMC Calendar and News Alerts

Did you know you could sign up for email and/or text alerts for upcoming events and calendar items? Scroll down on the home page to "Upcoming Events," and click on "Notify me" for Upcoming Events and Calendar items or simply click on the button below. Select from a list of Region calendars. After you add your email address, click on the envelope icon for which item you'd like to subscribe. You may also opt for text alerts.

## 79th IIMC Annual Conference May 18 - 21, 2025 St. Louis, Missouri

At the 79th IIMC Annual Conference in St. Louis, you will have the opportunity to engage with industry leaders, gain insights into the latest trends, and participate in workshops that foster engagement and knowledge exchange.

This event promises to be an unforgettable experience, meticulously designed to align with your professional development goals and elevate your skills.

Once early bird prices are in effect, they will be good until March 14!

The 2025 Conference will feature Eight Academies with four on Saturday, May 17 and four on Sunday, May 18. All Academies are designed to motivate, inspire and educate our Delegates.



Future Conferences  
2026 - Reno, Nevada  
May 17 - May 21

2027 - Fort Worth, Texas  
May 9 - May 12

2028 - Bellevue,  
Washington  
May 21 - May 24





# 2025 CMC & MMC CERTIFICATIONS



NAME	MUNICIPALITY	CERTIFICATION	DATE AWARDED
Andria Bennett	City of Dover	CMC	March 6, 2025



## Mentoring



Mentor Program- If you have 15+ years of experience in your current position and are willing to mentor a DMCA member with less than 5 years of experience, please contact an officer and let them know.

Is there something you want to see in a future newsletter? Have a tip that might help others? Please let us know! All suggestions, questions, tips, ideas welcome. Send to [scoulbourne@ci.milton.de.us](mailto:scoulbourne@ci.milton.de.us)

# OFFICERS AND COMMITTEES

## COMMITTEE MEMBERS

All committees listed below were appointed on March 21, 2024

### AUDIT

Diana Reed, Chair  
Valarie Heritage  
Ashley Walls

### CLERK OF THE YEAR

Tracy Torbert, Chair  
Tara Schiano  
Ashley Walls

### EDUCATION

Tracy Torbert, Chair  
Terri Hudson  
Ashley Walls

### NOMINATION

Ashley Walls, Chair  
Tara Schiano  
Valarie Heritage

### WEBSITE/SOCIAL MEDIA

Ashley Walls, Chair  
Linda Sommermann  
Stephanie Coulbourne

### SCHOLARSHIP

Stephanie Coulbourne, Chair  
Linda Sommermann  
Ashley Walls

### MEMBERSHIP

Katrina White, Chair  
Ashley Walls  
Tara Schiano  
Shelly Lambden

### MENTORING

Stephanie Coulbourne, Chair  
Shelly Lambden  
Diana Reed  
Scott Allen  
Tracy Torbert

## Executive Committee



President  
Stephanie Coulbourne, CMC  
Town of Milton

Vice President  
Katrina White, MMC  
City of Milford

Treasurer  
Linda Sommermann  
Town of Elsmere

Secretary  
Ashley Walls  
City of Dover

Past President  
Diana Reed, MMC  
City of Newark

## Future Meetings

- 03/20/2025 - Virtual
- 06/19/2025 - Dewey Beach
- 09/18/2025 - Virtual
- 12/04/2024 - Delmar

## Published for Clerks by Clerks!

Have exciting news to share,  
photos to include, or ideas for  
articles in the next edition?  
Noticed a correction needed in  
the newsletter?

Email them to Ashley Walls at  
the City of Dover:  
[awalls@dover.de.us](mailto:awalls@dover.de.us).