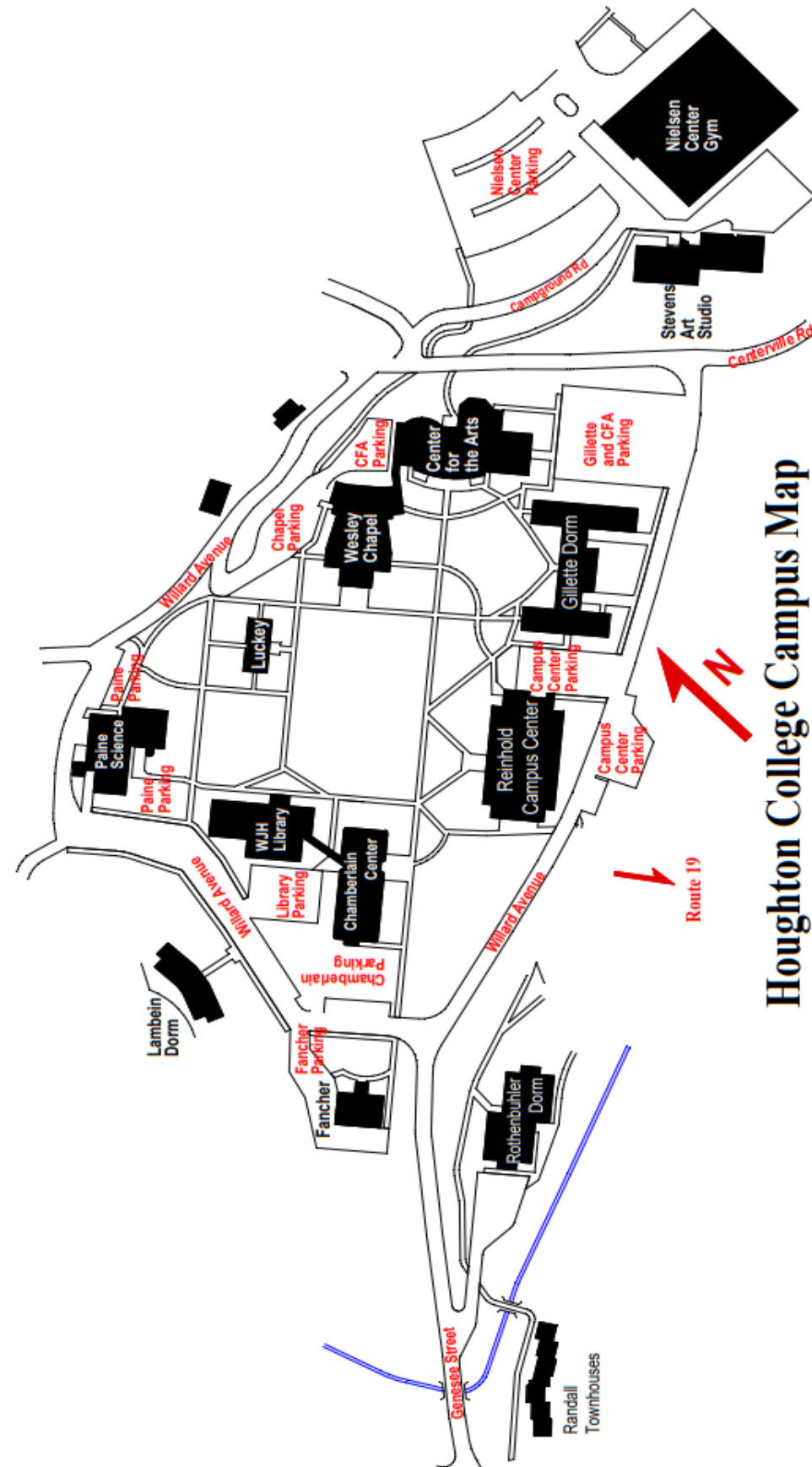


# HOUGHTON CAMPUS MAP



**Houghton College Campus Map**

Registration will be in the Reinhold Campus Center Lounge



Southern Tier West RP&DB  
4039 Route 219, Suite 200  
Salamanca NY 14779  
Phone (716) 945-5301  
Fax (716) 945-5550  
[www.southerntierwest.org](http://www.southerntierwest.org)

## 28th Annual Local Government Conference

THURSDAY, JUNE 8, 2023

Houghton University \* 1 Willard Avenue \* Houghton, NY 14744  
Phone: 1-800-777-2556



Please take the survey and rate today's Conference

# Welcome!

## TABLE OF CONTENTS

Agenda .....	2
Education Credits .....	2
Conference Sponsors .....	3
2023 Annual Corporate Sponsors .....	3
2023 Corporate Sponsors .....	3
Conference At A Glance .....	4 & 5
Suggested Classes for All .....	6
Suggested Classes for Clerks & Board Members .....	7
Classes for PZ Board Members & CEOs .....	8
Suggested Classes for Court Clerks & Justices .....	9
Presenters .....	10 & 11
Exhibitors .....	12 & 13
Exhibitor Layout .....	14
Photos of Past Conferences .....	15
Houghton Campus Map .....	16



**Southern Tier West RP&DB**  
 4039 Route 219, Suite 200  
 Salamanca NY 14779  
 Phone (716) 945-5301  
 Fax (716) 945-5550  
[www.southerntierwest.org](http://www.southerntierwest.org)



## EDUCATION CREDITS AVAILABLE FOR

- CCE - COURT CLERK EDUCATION**
- CJE - CONTINUING JUDICIAL EDUCATION**
- CEO - CODE ENFORCEMENT OFFICERS**
- PZ - PLANNING & ZONING BOARD MEMBERS**
- RMC - REGISTERED MUNICIPAL CLERK**

**To obtain credits for today's classes, you must sign-in on the sign-in sheet at the beginning of class.** You also need to sign your Conference Certificate of Attendance Sheet and hand it in to your respective governing Board. You can earn up to a total of 4 hours of in-service credits for attending today's classes.

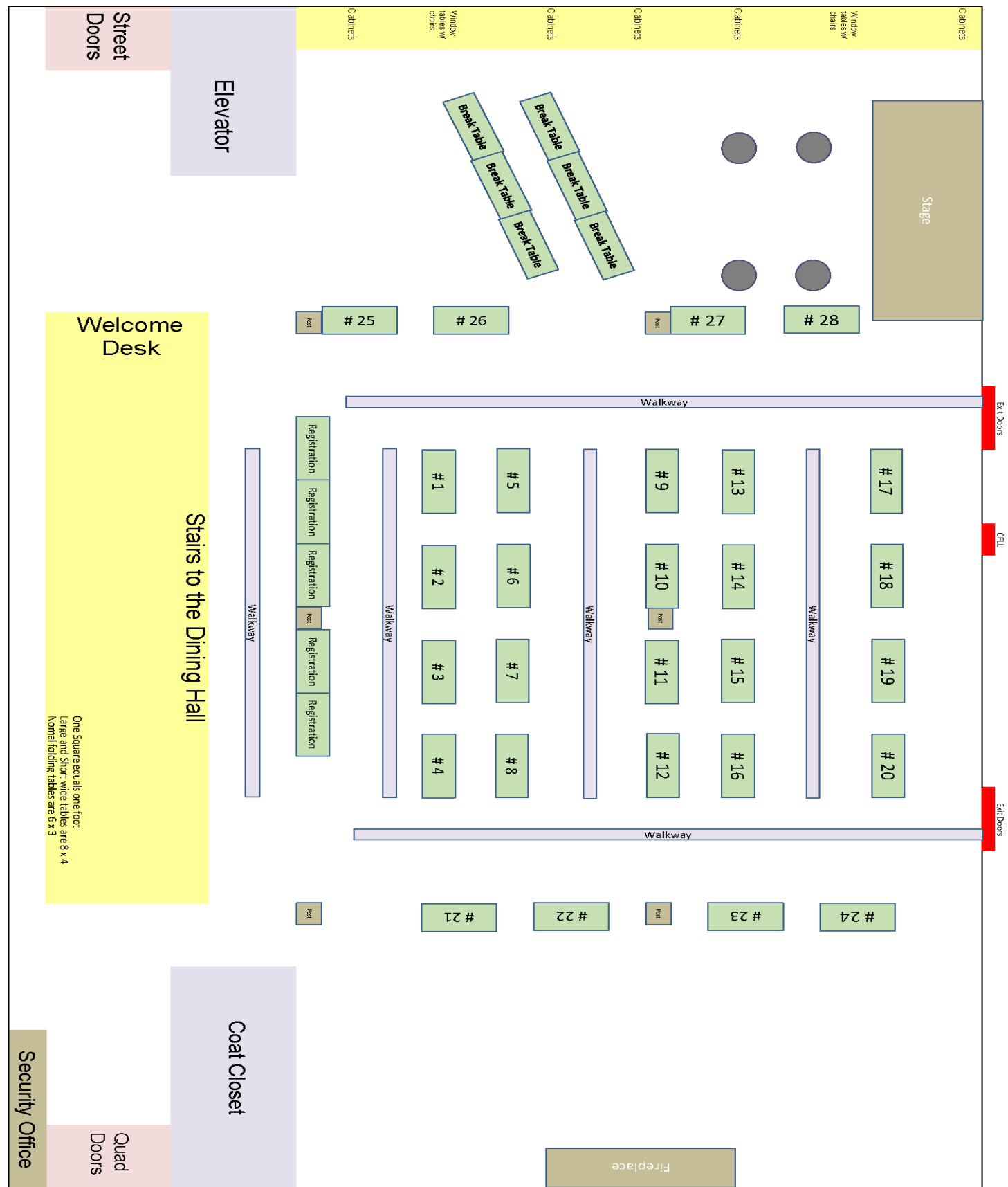
## AGENDA

7:30-8:45 AM	REGISTRATION
9:00-10:15 AM	SESSION 1
10:15-10:45 AM	MORNING BREAK
10:45 AM-12:00 PM	SESSION 2
12:00-1:00 PM	LUNCH
1:00-2:15 PM	SESSION 3
2:15-2:45 PM	AFTERNOON BREAK
2:45-4:00 PM	SESSION 4
4:00 PM	CONFERENCE ENDS

## PHOTOS OF PAST CONFERENCES



# EXHIBITOR LAYOUT



# Thank You

HOUGHTON COLLEGE  
CONFERENCE EXHIBITORS

FERGUSON PRINTING  
PROGRAM PRESENTERS

## TODAY'S CONFERENCE SPONSORS

CATTARAUGUS COUNTY MUNICIPAL CLERKS ASSOCIATION  
CHAUTAUQUA COUNTY MUNICIPAL CLERKS ASSOCIATION  
CPL ARCHITECTURE MRB GROUP NYCLASS  
NEW YORK PLANNING FEDERATION TOWN OF ASHFORD, NY

## 2023 ANNUAL CORPORATE SPONSORS



## 2023 ANNUAL CORPORATE SUPPORTERS

AUCTIONS INTERNATIONAL  
COMP ALLIANCE  
LARSON DESIGN GROUP  
MUNICIPAL SOLUTIONS  
PERMA  
THE SATELLITE.BIZ  
YOUNG EXPLOSIVES CORP

# CONFERENCE AT A GLANCE

Registration begins at 7:30 AM - Reinhold Campus Center Lounge

CONFERENCE BREAKOUT SESSIONS BEGIN: CHOOSE ONE

## SESSION ONE

9:00 a.m. - 10:15 a.m.

### Cemetery Abandonment on the Local Level

ALL—Chamberlain Center, Room 228

### Becoming A Greener Community

ALL—Library, Room 303

### Local Registrar & Clerk Responsibilities Vital Statistics

CLERKS—Library, Room 323

### GIS Programs Being Utilized in WNY

BOARD MEMBERS—Chamberlain Center, Room 123

### Re-Zoning

PZ BOARD MEMBERS

Paine Center for Science, Schaller Hall, Room 114

### Brownfields & Flood Management

CODE ENFORCEMENT—Chamberlain Center, Room 125

### Overview of the Commission on Judicial Court

JUSTICES—Chamberlain Center, Room 224

### Jury Trials

COURT CLERKS—Chamberlain Center, Room 223

**Morning Break** 10:15 a.m. – 10:45 a.m.

Reinhold Campus Center Lounge

## SESSION TWO

10:45 a.m. - 12:00 p.m.

### Mock Site Plan Review and Special Use Permit Hearing

ALL—Chamberlain Center, Room 228

### Risk & Resilience Assessments & Emergency Plans

ALL—Library, Room 303

### First Amendment Rights

CLERKS—Library, Room 323

### Creating an Implementable Comprehensive Plan

BOARD MEMBERS—Chamberlain Center, Room 123

### Case Law Updates

PZ BOARD MEMBERS

Paine Center for Science, Schaller Hall, Room 114

### Evolving Housing Issues Facing Local Officials

CODE ENFORCEMENT—Chamberlain Center, Room 125

### Driving While Intoxicated

JUSTICES—Chamberlain Center, Room 224

### Situational Awareness

COURT CLERKS—Chamberlain Center, Room 223

**Lunch** 12:00 p.m. - 1:00 p.m.

Reinhold Campus Center Lounge Upstairs

# EXHIBITORS

## #15 NYCLASS

2529 Rte 52, Hopewell Junction NY 12533

Contact: Shoshana Zohari

303-244-0479

conferences@newyorkclass.org

www.newyorkclass.org

## #16 NYMIR

12 Metro Park Road, Colonie NY 12205

Contact: Genieve Koch

518-545-7961

gkoch@wrightinsurance.com

www.nymir.org

## #17 NYS Assessors Association, Inc.

116 Salina Street, Liverpool NY 13088

Contact: Warren Wheeler

315-558-2171

wjwheeler@nyassessor.org

www.nyassessor.org

## #18 NYS Department of Environmental Conservation

700 Delaware Avenue, Buffalo NY 14209

Contact: Megan

716-851-7000

region9@dec.ny.gov

www.dec.ny.gov

## #19 NYS Office of State Comptroller

110 State Street, Albany NY 12236

Contact: Elizabeth Ryba

716-270-4211

eryba@osc.ny.gov

www.osc.ny.us

## #20 NYS Homes & Community Renewal

38-40 State Street, Albany NY 12207

Contact: Nina Krupski

518-474-2057

nina.krupski@hcr.ny.gov

https://hcr.ny.gov

## #21 PERMA

9 Cornell Road, Latham NY 12110

Contact: Leah Demo

518-220-0342 Fax. 877-737-6232

ldemo@neami.com

www.perma.org

## #22 RCAP Solutions, Inc.

PO Box 551, Alfred NY 14802

Contact: Catherine Rees

585-737-5864

crees@rcapsolutions.org

www.rcapsolutions.org

## #23 The SATELLITE.BIZ

22 Hop Brook Road, Brookfield CT 06084

Contact: Chris Walker

203-775-3101 Fax. 203-740-1690

cwalker@thesatellite.biz

www.thesatellite.biz

## #24 Toshiba

100 Colvin Woods Parkway, Tonawanda NY 14150

Contact: Jim Insley

716-696-2941

jim.insley@tbs.toshiba.com

www.business.toshiba.com

## #25 Verisk (ISO)

1218 Gallagher Road, Cortland NY 13045

Contact: Duane Pierce

607-745-9722

duane.pierce@verisk.com

www.isomitigation.com

## #26 Wendel Companies

375 Essjay Road, Williamsville NY 14221

Contact: Adam Tabelski

716-688-0766

atabelski@wendelcompanies.com

www.wendelcompanies.com

## #27 Williamson Law Book

6790 Canning Parkway, Victor NY 14564

Contact: Kathy Sayadoff

585-924-3400 Fax. 585-924-4135

wlbsales@wlbc.us

www.wlbonline.com

## #28 Young Explosives Corp

PO Box 18653, Rochester NY 14618

Contact: Jim Young

585-394-1783 Fax. 585-396-2663

office@youngexplosives.com

www.youngexplosives.com

# EXHIBITORS

## #1 Allegany County Department of Development, Planning & Tourism

6087 Route 19 North, Belmont NY 14813  
 Contact: Kier Dirlam  
 585-268-7472 Fax. 585-268-7473  
 kier.dirlam@alleganyco.gov  
 www.alleganyco.gov

## #2 Association of Towns

150 State Street, Albany NY 12207  
 Contact: Libby Shirmer  
 518-465-7933 Fax. 518-465-0724  
 lschirmer@nytowns.org  
 www.nytowns.org

## #3 Auctions International

11167 Big Tree Road, East Aurora NY 14052  
 Contact: Jill Smith  
 800-536-1401 Fax. 800-569-3334  
 jill@auctionsinternational.com  
 www.auctionsinternational.com

## #4 Comp Alliance

900 Stewart Avenue, Garden City NY 11530  
 Contact: Aaron Reader  
 516-750-3973  
 areader@wrightinsurance.com  
 www.compalliance.org

## #5 CPL Architecture

255 Woodcliff Drive, Fairport NY 14450  
 Contact: Kate Bennett  
 585-454-4570  
 kbennett@cplteam.com  
 www.cplteam.com

## #6 E&M Engineers & Surveyors

24 Derrick Road, Bradford PA 16701  
 Contact: Christopher Ernst  
 814-362-5546  
 cernst@emengineers.com

## #7 Eagleview Technologies

126 Ashford Avenue, Tonawanda NY 14150  
 Contact: John Gannon  
 607-742-8159  
 john.gannon@eagleview.com  
 www.eagleview.com

## #8 Five-Star Bank

55 N. Main Street, Warsaw NY 14569  
 Contact: Beth Nowak  
 585-786-1139 Fax. 585-786-1138  
 emnowak@five-starbank.com  
 www.five-starbank.com

## #9 G&G Municipal Consulting

131 S. Union Street, Spencerport NY 14559  
 Contact: Jay Grasso  
 585-703-0920  
 jay@ggprocess.com  
 www.ggprocess.com

## #10 HUNT EAS

100 Hunt Center, Horseheads NY 14845  
 Contact: Jessica Stevens  
 607-358-1000 Fax. 607-358-1800  
 stevens@hunt-eas.co  
 www.hunt-eas.com

## #11 Labella Associates

300 Pearl Street, Buffalo NY 14202  
 Contact: Jill Sawyer  
 716-551-6281  
 jsawyer@labellapc.com  
 www.labellapc.com

## #12 Larson Design Group

1 West Market Street, Corning NY 14830  
 Contact: Brad Sick  
 607-936-7076 Fax. 607-936-7086  
 bsick@larsondesigngroup.com  
 www.larsondesigngroup.com

## #13 Municipal Solutions, Inc.

62 Main Street, LeRoy NY 14482  
 Contact: Jeffrey Smith  
 585-768-2136 Fax. 585-594-4092  
 jrsmith@municipalsolution.com  
 www.municipalsolution.com

## #14 National Grid

3 Guerrera Court, Hillsborough NJ 08844  
 Contact: Brian Ribeiro  
 908-938-5806  
 brian@the-ideas-agency.com  
 www.nationalgridus.com

# CONFERENCE AT A GLANCE

Visit With Exhibitors

THANK YOU EXHIBITORS FOR PARTICIPATING IN TODAY'S CONFERENCE!

## SESSION THREE

1:00 p.m. - 2:15 p.m.

### The Changing Cyber Insurance Market

ALL—Chamberlain Center, Room 228

### Planning for Climate Vulnerability

ALL—Library, Room 303

### New Records Management Disposition Schedule LGS-1

CLERKS—Library, Room 323

### Investing & Protecting Public Funds

BOARD MEMBERS—Chamberlain Center, Room 123

### Downtown Revitalization

PZ BOARD—Paine Center for Science  
Schaller Hall, Room 114

### SEQRA Process/New EAF Forms

CODE ENFORCEMENT—Chamberlain Center, Room 125

### Opinion Writing

JUSTICES—Chamberlain Center, Room 224

### Updates 2023

CLERKS—Chamberlain Center, Room 223

Afternoon Break 2:15 p.m. - 2:45 p.m.  
Reinhold Campus Center Lounge

## SESSION FOUR

2:30 p.m. - 4:00 p.m.

### SWOT Analysis for Communities

ALL—Chamberlain Center, Room 228

### Managing Large Infrastructure Projects

ALL—Library, Room 303

### Using Open Book New York

CLERKS—Library, Room 323

### How to Identify, Apply For, and Win Federal (BIL) Funding

BOARD MEMBERS—Chamberlain Center, Room 123

### Solar, Battery Energy Storage & Electrification Opportunities

PZ —Paine Center for Science, Schaller Hall, Room 114

### High-Performance All Electric Home Design

CODE ENFORCEMENT—Chamberlain Center, Room 125

### Domestic Violence

JUSTICES—Chamberlain Center, Room 224

### Evidence, Contracts, Subpoenas, Property Maintenance Code

COURT CLERKS—Chamberlain Center, Room 223

Conference Ends 4:00 p.m.

## ALL

**9:00 - 10:15 a.m.**

### **Preventing and Dealing with Cemetery Abandonment on the Local Level**

Cemetery abandonment and how it might be prevented.

*Cynthia Craig, Brendon Stanton, and Michael Catena  
NYS Department of State  
Chamberlain Center, Room 228*

**9:00 - 10:15 a.m.**

### **Becoming A Greener Community**

Going Green has become a hot topic because we are seeing some big climate change effects - 100 year floods are now happening every 10 years. We all want to take care of Earth, our home, but some things in our everyday lives have become comfortable and convenient. Come listen and ask questions on changes we can make to be greener – from simple and effortless to the more complex and possibly costly changes.

*Sarah Swinko, Southern Tier West  
Library, Room 303*

**10:45 a.m. - 12:00 Noon**

### **Mock Site Plan Review & Special Use Permit Hearing**

Members of the audience will be asked to participate in a skit of a review of two projects in the fictional town of Fairview. In their dialogue, the fictional board members will reveal some of what they're doing correctly in their review—technically and procedurally—and some of what they aren't. After the mock session, we'll all discuss what they did correctly, what they didn't, and why.

*Christopher Eastman and Paula Gilbert, NYS DOS  
Chamberlain Center, Room 228*

**10:45 a.m. - 12:00 Noon**

### **Risk & Resilience Assessments & Emergency Response Plans for Small Water Systems**

Resources for equipping small systems to be resilient to all hazards. Resilience when applied to community water systems is the ability to adapt and withstand. This specifically relates to withstanding malevolent acts and natural hazards. The goal is to maintain function or be able to rapidly return to normal operating conditions. You need to address many types of hazards that threaten this obligation, and you need to be ready to respond if an emergency occurs.

*Catherine Rees, RCAP Solution, Inc.  
Library, Room 303*

## ALL

**1:00 - 2:15 p.m.**

### **The Changing Cyber Insurance Market**

Explore types of cyber and physical security threats and how to protect digital information. Discussion on types of malware such as viruses, worms, trojans, phishing, software detection, and finishes with file extensions. Learn about methods to keep the cloud and virtualized environments secured.

*Randy Glenn and Elizabeth Ryba, Evans Insurance Agency  
Chamberlain Center, Room 228*

**1:00 - 2:15 p.m.**

### **Planning For Climate Vulnerability**

Discussion on the use of the FEMA Public Assistance program to strengthen and mitigate facility damages; the most recent policy changes impacting "pre-disaster" facility conditions, maintenance record mandates; and the extra efforts necessary to be eligible for PA program funds. The presentation will draw upon the August 2021 Federally Declared Disaster #4625 that impacted Western New York.

*W. Ryan Frykholm, Municipal Disaster Consultants  
Library, Room 303*

**2:45 - 4:00 p.m.**

### **SWOT Analysis for Communities**

Identify Strengths, Weaknesses, Opportunities and Threats (SWOT) within your organization. This presentation will be interactive, with an equal amount of information provided and roundtable discussion and sharing of the SWOTs of the participants. In addition, everyone will have an opportunity to explore their own personal SWOT Analysis.

*Paul Chatfield, MRB Group  
Chamberlain Center, Room 228*

**2:45 - 4:00 p.m.**

### **Managing Large Infrastructure Projects**

Capital projects are complex, with a lot of moving parts – procurement, contracts, contractors, and CONSTITUENTS! This course will provide local leaders with examples of project management tools that can help to keep these projects on schedule, on budget, and with the results you and your constituents expect and deserve.

*Matt Horn, MRB Group  
Library, Room 303*

## PROGRAM PRESENTERS

### **Matt Horn**

MRB Group  
145 Culver Road #160, Rochester NY 14620  
585-381-9250  
matt.horn@mrbgroup.com  
[Evolving Housing Issues Facing Local Officials](#)

### **Dan Killelea**

Law Offices of Gilmour & Killelea  
11198 Alexander Road, Attica NY  
585-937-8987  
info@gilmourkillelea.com  
[Driving While Intoxicated](#)

### **Gillian Koerner**

NYSAMCC Inc.  
17 Church Street, Arcade NY 14009  
585-492-4479  
gilliankoerner@villageofarcade.org  
[Jury Trials](#)

### **Danny Lapin**

New York Planning Federation  
600 Broadway, Albany NY 12207  
518-512-5270  
[Re-Zoning](#)

### **Daniel Long**

New York Planning Federation  
600 Broadway, Albany NY 12207  
518-512-5270  
[Re-Zoning](#)

### **Karis Manning**

NYS DEC Region 9  
625 Broadway, Albany NY 12233  
[Brownfields and Flood Management](#)

### **Gary Martinez**

NYS Department of Health  
800 N. Pearl Street, Menands NY 12204  
518-474-8187 (option 1)  
gary.martinez@health.ny.gov  
[Local Registrar & Clerk Responsibilities](#)

### **Jon Mayr**

Southern Tier West  
4039 Route 219, Suite 200, Salamanca NY 14779  
716-945-5301 Ext. 2232  
jmayr@southerntierwest.org  
[GIS Programs Being Utilized in WNY](#)

### **Michael Mohun**

Wyoming County Court Judge  
[Overview of the Commission on Judicial Court](#)

### **William Naylor**

Office of NYS Comptroller  
110 State Street, Albany NY 12207  
585-454-2460  
wnaylor@osc.ny.gov  
[Using Open Book New York  
Investing and Protecting Public Funds](#)

### **Jim Pashek**

Pashek & MTR  
619 Ohio Street, Pittsburgh PA 15212  
412-321-6362 [jpashek@pashekmttr.com](mailto:jpashek@pashekmttr.com)  
[Creating Implementable Comprehensive Plan](#)

### **Marcos Perez**

Special Agent, Cyber Task Force  
Federal Bureau of Investigation, Buffalo Division  
716-359-5364  
[The Changing Cyber Insurance Market](#)

### **Stanley Radon**

NYS DEC Region 9  
625 Broadway, Albany NY 12233  
[Brownfields and Flood Management](#)

### **Catherine Rees**

RCAP Solutions, Inc.  
PO Box 551, Alfred NY 14802  
585-737-5864 [crees@rcapsolutions.org](mailto:crees@rcapsolutions.org)  
[Risk and Resilience Assessments and Emergency Response Plans for Small Water Systems](#)

### **Andrew Reilly**

Wendel Companies  
375 Essjay Road, Williamsville NY 14221  
716-688-0766 [areilly@wendelcompanies.com](mailto:areilly@wendelcompanies.com)  
[Solar, Battery Energy Storage and Electrification Opportunities for Your Town](#)

### **Elizabeth Ryba**

NYS Office of the State Comptroller  
110 State Street, Albany NY 12236  
716-270-4211 [eryba@osc.ny.gov](mailto:eryba@osc.ny.gov)  
[The Changing Cyber Insurance Market](#)

### **Brendon Stanton**

NYS Department of State  
Department of Cemeteries  
99 Washington Avenue, Albany NY 12231  
585-721-6420 [brendon.stanton@dos.ny.gov](mailto:brendon.stanton@dos.ny.gov)  
[Cemetery Abandonment on the Local Level](#)

### **Sarah Swinko**

Southern Tier West  
4039 Route 219, Suite 200  
Salamanca NY 14779  
716-945-5301 Ext. 2207 [sswinko@southerntierwest.org](mailto:sswinko@southerntierwest.org)  
[Becoming A Greener Community](#)

### **Leanne Voit**

Wendel Companies  
375 Essjay Road, Williamsville NY 14221  
716-688-0766 [lvoit@wendelcompanies.com](mailto:lvoit@wendelcompanies.com)  
[Solar, Battery Energy Storage and Electrification Opportunities for Your Town](#)

## PROGRAM PRESENTERS

### Tara Andres

Erie & Cattaraugus Co Supreme Court  
[Domestic Violence](#)

### Sarah Brancatella

Association of Towns  
150 State Street, Albany NY 12207  
581-465-7933  
sbrancatella@nytowns.org  
[SEQRA Process and New EAF Forms](#)

### David Brockway

Village of Horseheads  
[Opinion Writing](#)

### Michael Catena

NYS Department of State  
Department of Cemeteries  
99 Washington Avenue, Albany NY 12231  
585-721-6420  
michael.catena@dos.ny.gov  
[Cemetery Abandonment on the Local Level](#)

### Paul Chatfield

MRB Group  
145 Culver Road, Suite 160, Rochester NY 14620  
585-381-9250  
paul.chatfield@mrbgroup.com  
[SWOT Analysis for Communities](#)

### Cynthia Craig

NYS Department of State  
Department of Cemeteries  
99 Washington Avenue, Albany NY 12231  
585-721-6420  
cynthia.craig@dos.ny.gov  
[Cemetery Abandonment on the Local Level](#)

### Sarah Cok

Newport Partners, LLC  
3760 Tanglewood Lane, Davidsonville MD 21035  
301-889-0017  
scok@newportpartnersllc.com  
[High Performance All Electric Home Design and Construction for Cold Climate](#)

### Kyriakos Diamantatos

NYS Department of Health  
800 N. Pearl Street, Menands NY 12204  
518-474-81867  
kyriakos.diamantatos@health.ny.gov  
[Local Registrar & Clerk Responsibilities](#)

### Sarah Durling

NYS Archives  
Cultural Education Center, Albany, NY 12230  
518-322-25554  
Sarah.durling@nysed.gov  
[Records Management Disposition Schedule LGS-1](#)

### Christopher Eastman

NYS Department of State  
Department of Local Government  
99 Washington Avenue, Albany NY 12231  
518-473-3355  
christopher.eastman@dos.ny.gov  
[Mock Site Plan Review & Special Use Permit Hearing Downtown Revitalization](#)

### Edward Flynn

LaBella Associates  
300 Pearl Street, Buffalo NY 14202  
585-295-6285  
eflynn@labellapc.com  
[How To Identify, Apply For, and Win Federal \(BIL\) Funding](#)

### Matthew Fitzgerald

Phillips Lytle LLP  
125 Main Street, Buffalo NY 14203  
716-847-8400  
mfitzgerald@phillipslytle.com  
[Case Law Updates](#)

### Ryan Frykholm

Municipal Disaster Consultants  
375 Packetts Landing, Fairport NY 14450  
585-739-3230  
municipaldisasterconsultants@gmail.com  
[Planning for Climate Vulnerability](#)

### Paula Gilbert

NYS Department of State  
Department of Local Government  
99 Washington Avenue, Albany NY 12231  
518-473-3355  
paula.gilbert@dos.ny.gov  
[Mock Site Plan Review & Special Use Permit Hearing Downtown Revitalization](#)

### Randy Glenn

Evans Insurance Agency  
6460 Main Street, Williamsville NY  
716-562-3271  
rglenn@evansagencyins.com  
[The Changing Cyber Insurance Market](#)

### Katie Hodgdon

Association of Towns  
150 State Street, Albany NY 12207  
581-465-7933  
khodgdon@nytowns.org  
[First Amendment Rights SEQRA Process and New EAF Forms](#)

## CLERKS

### 9:00 - 10:15 a.m.

#### Local Registrar and Clerk Responsibilities for Birth, Death, and Marriage Records (1 RMC CREDIT)

Presentation on and answer questions related to Vital Records (births, deaths, and marriages), including the DAVE system, and recent changes in laws that impact the local Clerks and Registrars.]

*Gary Martinez and Kyriakos Diamantatos*  
NYS Department of Health

*Library, Room 323*

### 10:45 a.m. - 12:00 Noon

#### First Amendment Rights (1 RMC CREDIT)

First Amendment audits" conducted by "citizen journalists" are becoming a common occurrence in local governments across the state, where these "journalists" seek to film government facilities, operations and interactions with local officers and employees for the purposes of sharing the recordings on social media platforms. Review basic First Amendment principles and case law associated with recording on government property and considerations for creating reasonable time, place, and manner rules regarding access to government property. Questions are allowed and encouraged during the session.

*Katie Hodgdon, New York Towns*

*Library, Room 323*

### 1:00 - 2:15 p.m.

#### Records Management Basics and the New LGS-1 Disposition Schedule (1 RMC CREDIT)

Review of the Local Government Records Retention Schedule (LGS-1) which was released in 2020 and updated in 2022. The presentation will cover how to use the schedule and best practices to support the retention and disposition of records.

*Sarah Durling, NYS Archives*

*Library, Room 323*

### 2:45 - 4:00 p.m.

#### Using Open Book New York (1 RMC CREDIT)

Demonstration on Open Book New York where attendees will learn how to access public municipal financial data for your own analysis. We will highlight the various reports available in Open Book New York and discuss potential uses of the data.

*William Naylor, Office of the NYS Comptroller*

*Library, Room 323*

## BOARD MEMBERS

### 9:00 - 10:15 a.m.

#### GIS Programs Being Utilized in Western New York

Overview of the newly launched Community GIS program that has been created by the Southern Tier West Regional Planning and Development Board. Utilizing the Southern Tier West Community Geospatial Information System (CGIS) program and ARCGIS Online software, a municipality can quickly and easily map municipal assets such as road signs, culverts, shut-off valves, and even cemeteries! Data is collected and displayed in real-time, on mobile devices; and can be shared throughout municipal departments with ease.

*Jon Mayr, Southern Tier West*

*Chamberlain Center, Room 123*

### 10:45 a.m. - 12:00 Noon

#### Creating An Implementable Comprehensive Plan

Discussion on the five keys to an implementable plan as presented in the book "Off the Shelf and Into Action, How to Create an Implementable Plan," by Jim Pashek and Denny Puko. This session will be part presentation and part facilitated discussion.

*Jim Pashek, Pashek MTR*

*Chamberlain Center, Room 123*

### 1:00 - 2:15 p.m.

#### Investing and Protecting Public Funds

Help local officials understand procedures and policies used to control and account for cash. We will discuss the following: principles and statutes, depositing public funds, securing deposits, investment policies, cash controls and reporting, and cash flow forecasting.

*William Naylor, Office of the NYS Comptroller*

*Chamberlain Center, Room 123*

### 2:45 - 4:00 p.m.

#### How To Identify, Apply For, and Win Federal (BIL) Funding

The basic process to evaluate, research, apply and implement a federally grant-funded project.

*Edward Flynn, LaBella Associates*

*Chamberlain Center, Room 123*

## PZ BOARD MEMBERS

**9:00 - 10:15 a.m.**

### Re-Zoning

How and when to update/amend a zoning code and how planning boards and zoning boards of appeals can provide meaningful input into this process. Planning Boards and Zoning Boards of Appeals can play an important role in making recommendations to legislative bodies on proposed and/or potential zoning amendments. This is based on the knowledge both bodies have obtained from the applications they have received from citizens they represent. New York State programs, such as the Smart Growth Community Planning Program, will also be discussed to show how the State can assist local governments in rezoning. *Danny Lapin and Daniel Long, NY Planning Federation Paine Center for Science, Schaller Hall, Room 114*

**10:45 a.m. - 12:00 Noon**

### Case Law Updates

Update on land use and zoning case law, summarizing important decisions and new trends in municipal land use and zoning issues from our state courts including the latest decisions relating to the State Environmental Quality Review Act. *Matthew Fitzgerald, Phillips Lytle LLP Paine Center for Science, Schaller Hall, Room 114*

**1:00 - 2:15 p.m.**

### Downtown Revitalization

Changes to New York State's Uniform Fire Prevention and Building Code some time ago made it easier to rehabilitate upper floors of buildings downtown for residential use, which is good news for New York's downtowns. But challenges remain. This course touches on some of the code changes and provides information local officials can utilize to encourage and support downtown retail through comprehensive planning, zoning, and other resources. *Christopher Eastman and Paula Gilbert, NYS DOS Paine Center for Science, Schaller Hall, Room 114*

**2:45 - 4:00 p.m.**

### Solar, Battery Energy Storage and Electrification Opportunities for Your Town

Discussion on Comprehensive Plans, solar laws and the impacts of their requirements, the approval process (PB's, ZBA's and TB's, SUP's, site plans, SEQR, etc.) and preconstruction, construction and post construction conditions placed on projects. We will also touch base on PILOTs and HCAs. *Andrew Reilly and Leanne Voit, Wendel Companies Paine Center for Science, Schaller Hall, Room 114*

## CODE ENFORCEMENT

**9:00 - 10:15 a.m.**

### Brownfields and Flood Management (1 CEO CREDIT)

Presentation covering both brownfield remediation and flood management. DEC Regional Geologist Stanley Radon will provide an overview and review of recent modification to the state's brownfield program, and highlight brownfield success stories throughout Western New York. Karis Manning, Chief of DEC's Western Flood Protection and Dam Safety Hub Section, will present information regarding flood management practices and preparedness. *Stanley Radon and Karis Manning, NYS DEC Region 9 Chamberlain Center, Room 125*

**10:45 a.m. - 12:00 Noon**

### Evolving Housing Issues Facing Local Officials

Affordable and workforce housing have dominated policy discussions nationwide. In New York State, the Governor and Legislature have taken an active role in pressing municipalities to address housing affordability and supply. Elected leaders, planners, and codes staff are faced with interpreting new laws while protecting community character. This class will focus on a series of evolving issues including modular housing, ADUs, and tiny homes and how each of these require special attention by local leadership. *Matt Horn, MRB Group Chamberlain Center, Room 125*

**1:00 - 2:15 p.m.**

### SEQRA Process and New EAF Forms

Overview of the State Environmental Quality Review Act (SEQRA) process, addressing the new Environmental Assessment Forms (EAFs), as well as Type I, Type II, and Unlisted actions. Positive and negative declarations in the SEQRA process and the roles of the lead agencies and governing boards will also be discussed. Questions are encouraged during the session. *Katie Hodgdon and Sarah Brancatella, New York Towns Chamberlain Center, Room 125*

**2:45 - 4:00 p.m.**

### High Performance All-Electric Home Design and Construction for Cold Climate

technologies that are currently available to aid in electrification, ways to ensure that an all-electric home is also an efficient home, and several real examples that show how to evaluate the feasibility of different all-electric options in a variety of scenarios. *Sarah Cok, Newport Partners, LLC Chamberlain Center, Room 125*

## JUSTICES

**9:00 - 10:15 a.m.**

### Overview of the Commission on Judicial Court (1 CJE CREDIT)

How the commission handles complaints and ways to avoid being the subject, disposition of complaints, responding to a complaint, examples of past resolved matters. *Honorable Michael Mohun, Wyoming County Court Judge Chamberlain Center, Room 224*

**10:45 a.m. - 12:00 Noon**

### Driving While Intoxicated (1 CJE CREDIT)

Overview of VTL 1192 Cases. *Dan Killelea, Esq., Gilmour & Killelea, LLC. Chamberlain Center, Room 224*

**1:00 - 2:15 p.m.**

### Opinion Writing (1 CJE CREDIT)

What is a good opinion and how to write it correctly. *Honorable David Brockway, Village of Horseheads Justice Chamberlain Center, Room 224*

**2:45 - 4:00 p.m.**

### Domestic Violence (1 CJE CREDIT)

Integrated Domestic Violence Courts—referral of cases from Town and Village Courts, process and purpose. *Tara Andres, Erie & Cattaraugus County Supreme Courts Chamberlain Center, Room 224*



Please take the survey and rate today's Conference

## COURT CLERKS

**9:00 - 10:15 a.m.**

### Jury Trials (No CCE CREDIT)

Focus on Jury Trials from the Court Clerk's perspective. Learn responsibilities on how to prepare for the trial, what to expect leading up to the trial, the clerk's role during the trial and post verdict. *Gillian Koerner, Court Clerk, Village of Arcade Chamberlain Center, Room 223*

**10:45 a.m. - 12:00 Noon**

### Situational Awareness (No CCE CREDIT)

Observe your environment and identify people and things that may be suspicious. With this awareness, you can make more informed decisions and take the necessary actions to keep you safe. Within this course, court clerks will also be given the opportunity to learn about the Office of Court Administration's Security Assessment for possible grants to provide better safety measures for their individual courts, buildings, and surrounding areas. *Sgt. Chris Bryant Chamberlain Center, Room 223*

**1:00 - 2:15 p.m.**

### Updates 2023 (1 CCE CREDIT)

Recent changes in the law relevant to the Town and Village Courts, with detailed discussion of the Court Clerk's role, including summary proceedings, case law and administrative protocols. This course is designed to fit together with the Continuing Judicial Education Core 2023 programming. In the criminal and VTL area, the course covered firearms seizure, 730 exam and bail issues, portable breath screen under VTL 1194(1)(b) and bail in V&T matters. On the civil side the course talked about ERAP, the expanded jurisdiction for landlord/tenant matters in small claims and unrepresented parties and stipulations. *OJCS Staff Chamberlain Center, Room 223*

**2:45 - 4:00 p.m.**

### Evidence, Contracts, Subpoenas, Property Maintenance Code (1 CCE CREDIT)

Property Maintenance code and Municipal ordinance are discussed in the context of code violations often seen by courts, interactions with code enforcement and a reminder of the court remaining neutral and not assisting code enforcement officers. Also discussed the process and procedures around subpoenas and in what types of proceedings contracts would be at issue. Lastly, evidence and the various types and process for having such items or testimony presented to the court. *OJCS Staff*