

# TOPIC DESCRIPTIONS

## SESSION 1: 9:00 - 10:15 AM

### **SEXUAL HARASSMENT PREVENTION: MODEL POLICY & TRAINING (ALL)**

Every employer in NYS is required to adopt a sexual harassment prevention policy. An employer that does not adopt the model policy must ensure that the policy they adopt meets or exceeds minimum standards. Discussion on minimum standards and a model policy.

### **REAL-WORLD DRONE APPLICATIONS FOR YOUR MUNICIPALITY (ALL)**

Drone uses that can beneficially impact your municipality. For example, cemetery mapping, powerline and roof inspections, surveying, and aerial photography.

### **RECORDS RETENTION (CLERKS)**

Discussion on retention of building and property regulation records.

### **MUNICIPAL EFFICIENCY: WHAT DOES IT MEAN? (BOARD MEMBERS)**

Discussion on alternatives along the spectrum of municipal efficiency, including inter-municipal public-private relationships, inter-municipal cooperation, leveraging technology, and other tools to support reduced costs and/or enhanced service delivery.

### **HOT BUTTON LAND USES PART I (PZ BOARD MEMBERS)**

An overview of some of the land uses that many local officials find challenging, along with the statutory rules and case law associated with them and options for regulating them.

### **INDUSTRIAL HEMP (PZ BOARD MEMBERS)**

Hemp is not a new crop to New York, but it has not been part of our landscape in a very long time. Its recent reemergence as a multi-purpose natural resource has brought to light how useful hemp can be and how many potential products can be manufactured from just this one plant. We will discuss how we got here, the permitting process, on-going Cornell research, potential products, current processing infrastructure and what the new farm bill means as hemp production moves forward.

## **FEMA RECORD KEEPING UNDER THE NEW PUBLIC ASSISTANCE/PORTAL DELIVERY SYSTEM (HIGHWAY SUPERINTENDENTS)**

In 2017 FEMA implemented Public Assistance Program (disaster recovery) modifications, which impacts pre- and post-disaster recordkeeping requirements. The updated protocols and a new FEMA Grants Portal have significantly changed the responsibilities of grant recipients. These changes will be outlined, and information will be provided about how to comply with the new system and how to prepare for a disaster.

## **PLANNING & ZONING 101 PART 1 (CEO'S)**

An introduction to Planning & Zoning; including the powers, duties, and responsibilities of the Zoning Officer, Planning Board, and ZBA, and their relationship to each other. The course is designed for Planning & Zoning Board members, the Zoning Enforcement Official, and elected officials who oversee a Zoning Program.

## **GREEN INFRASTRUCTURE/STORMWATER MANAGEMENT PLANNING (WATER/WASTEWATER OPERATORS)**

Green infrastructure practices are becoming common practice in site design and when redeveloping street corridors in WNY. Using completed construction projects at the Chautauqua Institution and in the City of Buffalo as examples, this presentation will review the design, construction, and post-construction maintenance of green infrastructure.

## **ACTIVE SHOOTER CLASS (COURT CLERKS)**

Joint with Justices

## **ACTIVE SHOOTER CLASS (JUSTICES)**

Joint with Court Clerks

## **SESSION 2: 10:45 AM - 12:00 NOON**

### **TOP 7 CHALLENGES FACING LOCAL GOVERNMENTS IN THE DIGITAL AGE (ALL)**

Discussion on working across boundaries, ensuring a robust data environment, agreeing on what success really looks like; making trial and error the norm, building capability of political leaders; and cultivating new models of funding.

### **DRINKING WATER SOURCE PROTECTION PROGRAM (ALL)**

DEC and DOH have recently launched DWSP2. This program will help municipalities protect the source(s) of their drinking water. The presenters will discuss the new program, technical assistance to launch your local program, available funding opportunities and examples of source water protection implemented in Western New York. The presenters will also take questions from the audience.

### **POWERS & RESPONSIBILITIES PART I (CLERKS)**

Discussion on several important topics to assist local officials in meeting the challenges associated with managing a government. Topics covered will include municipal ethics, open meetings law, meeting minutes and procedures, removal from office, resignations, sexual harassment prevention training requirements and an overview of civil service law.

### **ASSESSING YOUR COMMUNITY'S ECONOMIC & CLIMATE RESILIENCY**

#### **(BOARD MEMBERS)**

Planning for the future to ensure community vitality and solvency is important. Discussion on insight into what is needed to plan for your community's future and what financial and social factors local leaders should consider while planning, in addition to environmental pressures. Discussion on what community resiliency is and how to plan for it, and some of the components of resiliency planning your community may already be doing. Finally, the session will include funding options to conduct planning or to undertake projects that make your community services and facilities more resilient.

### **HOT BUTTON LAND USES PART 2 (PZ BOARD MEMBERS)**

Overview of some of the land uses that many local officials find challenging, along with the statutory rules and case law associated with them and options for regulating them.

## **EXAMINING & UNDERSTANDING REQUIREMENTS FOR GRANTING USE & AREA VARIANCES (PZ BOARD MEMBERS)**

Discussion on the statutory requirements that zoning boards of appeals must consider before granting use and area variances, and interpretations of zoning laws.

## **WHO'S EMPLOYEE'S ARE THEY? THE ROLE OF HIGHWAY SUPERINTENDENTS AS AN EMPLOYER (HIGHWAY SUPERINTENDENTS)**

Can the Town Board fire a highway employee? Who decides to discipline a highway employee and how? What role does the collective bargaining unit play? This session will cover these questions and more, understanding different roles and authority is the best way to work harmoniously with the highway department.

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## **SMALL CLAIMS (COURT CLERKS)**

Participants will walk through a small claims matter in detail, with focus on the role of the Court Clerk in interacting with litigants and processing small claims matters once filed with the court. This class is part of the 2019 Court Clerk Core Program. An instructor will be present from OJCS.

## **FISCAL RECORDKEEPING AND REPORTING (JUSTICES)**

Fiscal responsibilities, general record keeping and reporting requirements for courts.

## **SESSION 3: 1:00 - 2:15 PM**

### **KNOWLEDGE MANAGEMENT: WHY IT'S IMPORTANT FOR LOCAL GOVERNMENTS (ALL)**

Introduction to the knowledge management process—a recent trend in business and governance that captures, analyzes, and strategically uses an organization's formal and informal knowledge to innovate, sustain, and position for future growth and stability—and identify ways that it is applied to local governments.

### **POWER PURCHASING AGREEMENTS FOR SOLAR (ALL)**

### **POWERS & RESPONSIBILITIES PART 2 (CLERKS)**

Discussion on several important topics to assist local officials in meeting the challenges associated with managing a government. Topics will include municipal ethics, open meetings law, meeting minutes and procedures, removal from office, resignations, sexual harassment prevention training requirements and an overview of civil service law.

### **COMMUNICATING & UNDERSTANDING FINANCIAL REPORTS (BOARD MEMBERS)**

Better understand and utilize financial reports in your municipality. Discussion on the role of both external and internal reports; detail on how to comprehend and analyze the figures presented in the budget status report, bank reconciliations and balance sheets.

### **SEQR REGULATORY UPDATES (PZ BOARD MEMBERS)**

On January 1, 2019, DEC's amendments to the Statewide Environmental Quality Review Act regulations become effective. DEC staff will present these changes and the rationale for the most important changes followed by a question and answer period.

### **UNDERSTANDING WIND ENERGY IN YOUR COMMUNITY (PZ BOARD MEMBERS)**

Discussion on the basics of wind energy and important considerations involved in responsible siting of wind projects.

## **KEEPING EVERYONE SAFE IN THE WORK ZONE (HIGHWAY SUPERINTENDENTS)**

Work zones are dangerous places for everyone. To make them safer is the key. Information will be provided on developing good work zone habits to keep everyone safe.

## **2015 NYS ENERGY CODE FOR RESIDENTIAL BUILDINGS (CEO'S)**

This course will provide attendees with a thorough description of the 2015 IECC provisions for residential buildings and the NYS Supplement. The course will provide in depth coverage of the prescriptive code provisions and the mandatory requirements, highlighting some of the commonly misunderstood areas of the code. Numerous examples will be offered as well as photographs illustrating the "right/wrong" ways of implementing code provisions for the building envelope, mechanical and water heating systems, and lighting. Throughout the presentation, questions will be posed to engage attendees and test their understanding of the material. The course explains the different paths that may be used to demonstrate compliance. This will provide code officials with a strong understanding of the primary energy code provisions for residential buildings and the different ways that compliance can be demonstrated.

## **SUCCESSION PLANNING FOR MUNICIPALITIES (WATER/WASTEWATER)**

With the age of water and wastewater professionals increasing and retirements looming, discussion will focus on how to develop a succession plan for the municipality, development of a meaningful mentoring program, and tips for creating a transition period.

## **2019 UPDATES AND DRIVER IMPROVEMENT (COURT CLERKS)**

Presenting recent legislative and other updates that pertain to Court Clerks. This class is part of the 2019 Court Clerks Core Program. An instructor will be present from OJCS.

Learn what happens at DMV to a defendant's license as a result of a conviction in your court. Discussion on refusal hearings, administrative penalties/suspensions and other issues that occur behind the scenes based on the court's reporting.

## **SENECA NATION PEACEMAKER COURT / SUMMARY PROCEEDINGS (JUSTICES)**

Trial court of the Seneca Nation of Indians hearing cases involving matters of domestic relations, land disputes, environmental issues, child welfare and orders of protection.

An overview of summary proceedings (landlord/tenant) including commencement procedures, service, notice and judgements of possession.

## **SESSION 4: 2:45 - 4:00 PM**

### **CEMETERIES 101 W/Q&A (ALL)**

Overview of the role of the public, not-for-profit cemetery associations, including membership, meeting requirements, cemetery responsibilities lot owner rights and financial obligations. Information about regulation of cemeteries and crematories will also be provided along with a look at audits, inspections, vandalism, hazardous monuments and abandonment. Town responsibilities and strategies for avoiding abandonment will also be discussed.

### **COOL NEW GIS TOOLS & DATA FROM THE NYS GIS PROGRAM OFFICE (ALL)**

Over the past few years, the NYS GIS Program Office (GPO) has been working to freely release over 15TB of framework data while simultaneously embarking on an initiative to build a catalog of web services that provides framework datasets for public use in an efficient and flexible format. Discussion on the catalog of framework datasets available to the public; with focus on ways to access the GPO's new orthoimagery tools, and on ways of integrating our data via Web Mapping Services (WMS). Touch on using ArcMap and QGIS, and a few thoughts on JavaScript.

### **ANNUAL UPDATE DOCUMENT (AUD): COMMON REPORTING ERRORS (CLERKS)**

Discussion on how to avoid errors when completing the AUD. The reporting errors most frequently identified by OSC will be explained. Overview of indebtedness, including bonds; bond anticipation notes; and revenue anticipation notes. Discussion on how to properly account for these instruments and how to report them in the AUD.

### **DEVELOPING YOUR COMMUNITY'S ENTREPRENEURIAL ECOSYSTEM: PANEL DISCUSSION (BOARD MEMBERS)**

Overview of resources available to entrepreneurs, followed by the 8 building blocks of an entrepreneurial ecosystem; how agencies are working together to develop an ecosystem; and road blocks that need to be removed.

### **SPOT ZONE OR GRANT THE ILLEGAL USE VARIANCE (PZ BOARD MEMBERS)**

Explore how certain situations might be best handled, with a review of the use variance test, the definition of spot zoning, and a few cases that will help local officials make sure their zoning works for their municipality.

## **CLEAN ENERGY RESOURCES FOR LOCAL GOVERNMENTS (PZ BOARD MEMBERS)**

Learn how adopting the tools and best practices will help your community prepare for clean energy development, such as solar, energy storage, and wind. In return, this will help reduce administrative burdens, attract outside investment, and lower the cost of electricity for your residents.

## **BEST PRACTICES OF DITCH MAINTENANCE (HIGHWAY SUPERINTENDENTS)**

Ditches are critical for the maintenance of roadways, but also have a large influence on stormwater and overall water quality. This session will review the purpose of ditches and how they influence the environment; maintenance practices that are more effective and efficient.

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## **USING GIS TO MAP KNOWLEDGE: MAPPING MORE THAN PHYSICAL ASSETS (WATER/WASTEWATER OPERATORS)**

Introduction of how simple digital mapping products can harness location data to drive asset management decisions and preserve workforce knowledge.

## **ADVANCED FISCAL RECORD KEEPING & REPORTING (COURT CLERKS)**

Presented by the State Comptroller's Justice Court Fund, discussing the fiscal recordkeeping and reporting responsibilities of Town and Village Courts. This will be a video presentation with a facilitator.

## **UPDATES 2019 (JUSTICES)**

Recent Legislative and other updates of interest pertaining to local courts.