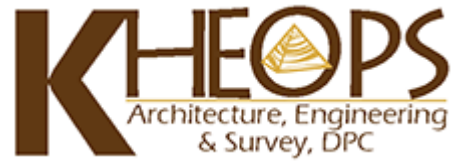


# 2018 CAP CORPORATE SPONSORS



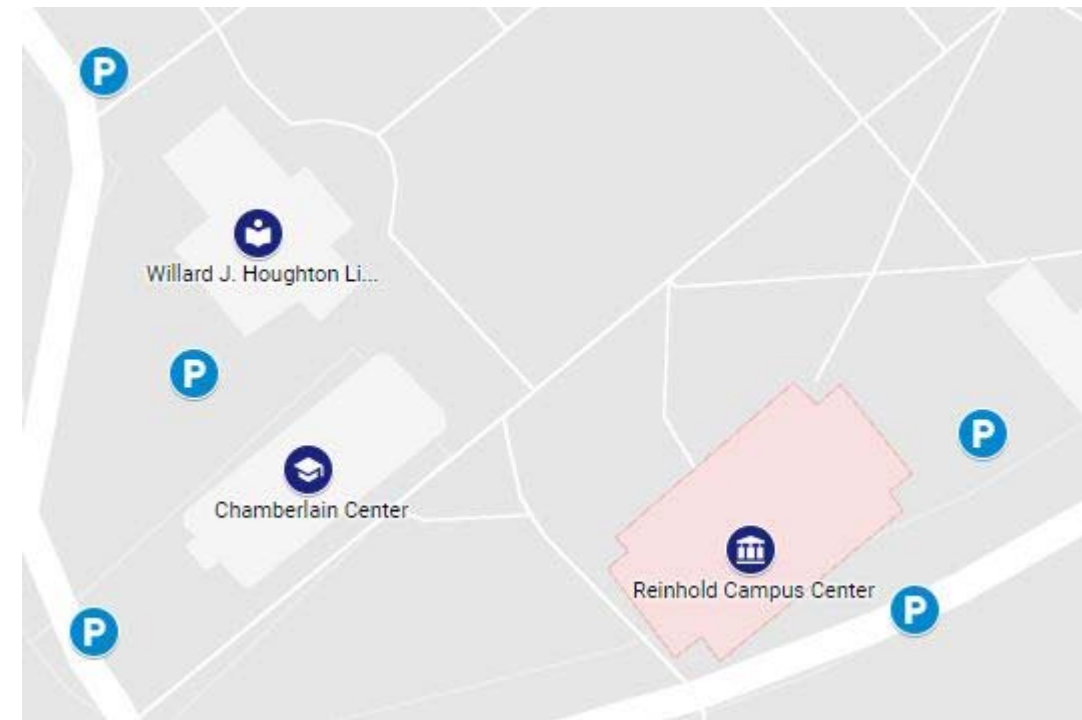
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# 2018 CAP CORPORATE SUPPORTERS



SOUTHERN TIER WEST REGIONAL PLANNING & DEVELOPMENT BOARD  
**25TH ANNUAL  
 LOCAL GOVERNMENT CONFERENCE**  
 MAY 9, 2018 - HOUGHTON COLLEGE



Houghton, New York  
 Houghton College  
 1 Willard Avenue  
 Phone: 1-800-777-2556

# WELCOME to the 25TH ANNUAL SOUTHERN TIER WEST LOCAL GOVERNMENT CONFERENCE

Welcome to Southern Tier West's 25<sup>th</sup> Annual Local Government Conference. As you look through your conference booklet you will see over 40 sessions to choose from throughout the day. I want to express my appreciation to all the speakers who have given their time to help make this event successful and purposeful for you. Please take time to visit each of the exhibitors here today, some of whom have been here for most of past conferences. I hope you enjoy the day, and as you walk away you do so with more knowledge and friends than you started.

Richard Zink, Executive Director

## CLASSES/CLASSROOMS

Since Conference registration was sent out, some classes have been added— please follow the outline in this booklet for class numbers and times.

All classes will be held in the:  
**CC—Chamberlain Center**  
**L—Library**

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## AGENDA AT A GLANCE

|                  |                 |
|------------------|-----------------|
| 7:30—8:45 AM     | REGISTRATION    |
| 9:00—10:15 AM    | SESSION 1       |
| 10:15—10:45 AM   | MORNING BREAK   |
| 10:45—12:00 NOON | SESSION 2       |
| NOON—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       |

THANK YOU FOR JOINING US TODAY!!

## CONFERENCE SPONSORS

ALLEGANY COUNTY MUNICIPAL CLERKS ASSOCIATION

ALLEGANY COUNTY TOWN HIGHWAY SUPERINTENDENTS ASSOCIATION  
 60 Olean Street, Angelica NY 14709  
 Contact: Kevin Demick  
 Phone: 585-466-7749 Fax: 585-466-3473  
 E-mail: angelicahighway@stny.rr.com

CATTARAUGUS COUNTY MUNICIPAL CLERKS ASSOCIATION  
 201 Third Street, Little Valley NY 14755  
 Contact: Megan Morganstern  
 Phone: 716-938-6441 Fax: 716-938-6057  
 E-mail: municipalassociation@yahoo.com

CATTARAUGUS COUNTY MUNICIPAL OFFICIALS ASSOCIATION  
 103 Rock City Street, Little Valley NY 14755  
 Contact: Teri Parker  
 Phone: 716-938-9151 Fax: 716-938-9154  
 E-mail: accountclerk@villageoflittlevalley.org

CATTARAUGUS COUNTY TOWN HIGHWAY SUPERINTENDENTS ASSOCIATION

CATTARAUGUS COUNTY TOWN SUPERVISORS ASSOCIATION

CHAUTAUQUA COUNTY MUNICIPAL CLERKS ASSOCIATION  
 125 Chautauqua Avenue, Lakewood NY 14750  
 Contact: Darlene Nygrene  
 Phone: 716-763-8561 Fax: 716-763-2953  
 E-mail: clerk@townofbusti.com

## CONFERENCE ADVERTISER

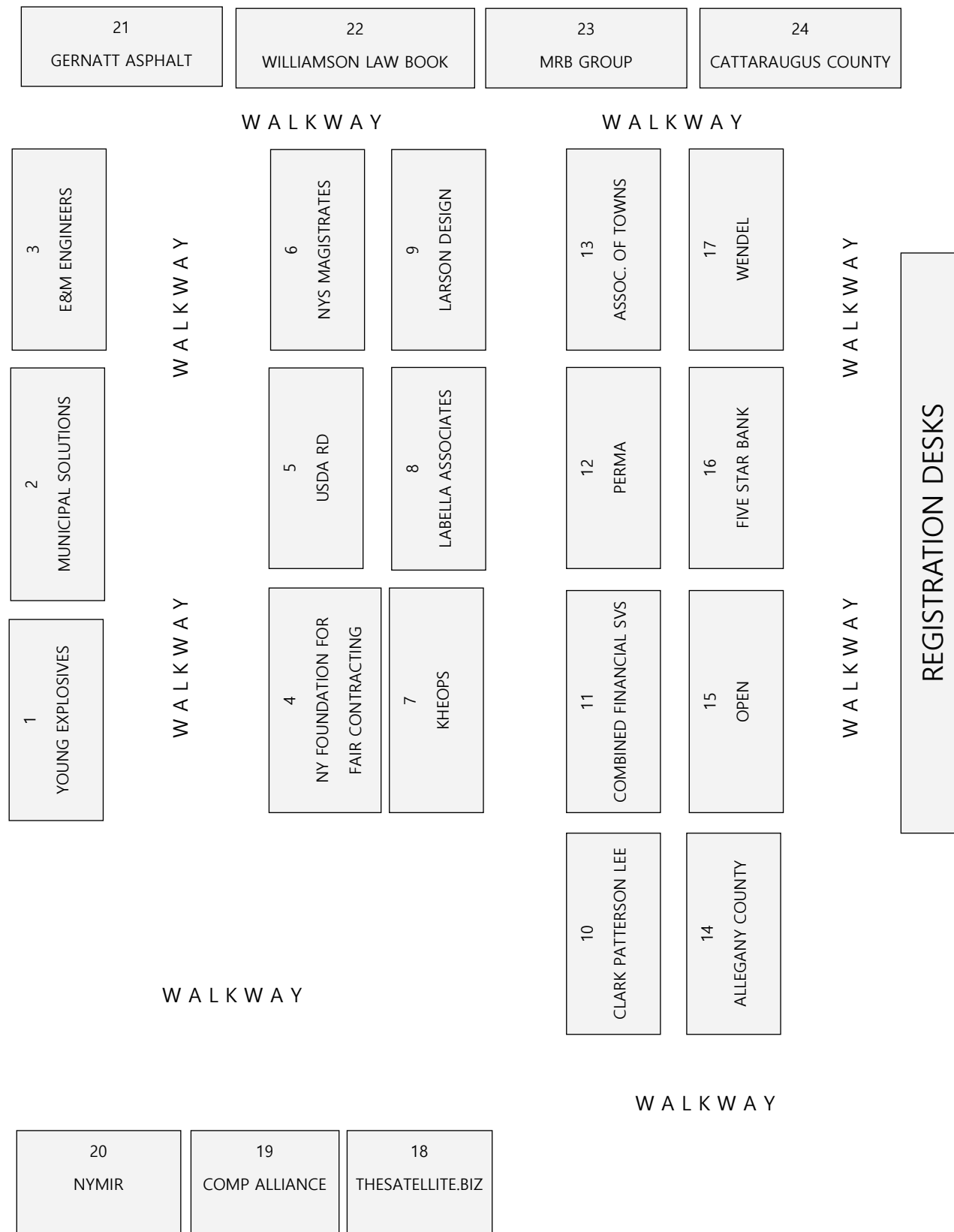


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|---|--|

# EXHIBITOR LAYOUT



**Thank you for participating in today's event!**

# EDUCATION CREDITS

## ATTENDANCE CERTIFICATES ARE INCLUDED IN YOUR CONFERENCE PACKETS

### (RMC) CLERKS

This Conference offers classes that qualify as an in-service training session for Registered Municipal Clerks through the IIMC. IIMC certification information and procedures can be found online at [www.iimc.com](http://www.iimc.com).

### (CEO) CODE ENFORCEMENT OFFICERS

In-service credits can be obtained through NYS Uniform Fire Prevention and Building Code Enforcement. This information can be found at <https://www.dos.ny.gov/dcea/TrainingRegs.html>.

### (W) WATER OPERATORS

Education Credits are offered from NYS Department of Health and NYS Department of Environmental Conservation. Registration verification will be handled by class instructors.

### (PZ) PLANNING & ZONING BOARD MEMBERS

Today's classes will satisfy 5 hours of in-service training. Credits are offered through respective agencies. Registration verification will be handled by class instructors.

### (UCS) UNIFIED COURT SYSTEM

Credits from these classes can be used toward the annual training requirements Justices must meet.

# SPECIAL THANKS TO . . .

### HOUGHTON COLLEGE

Thank you for your dedicated assistance and use of your campus!

### 20-25 YEAR EXHIBITORS

- 25 YEARS—E&M ENGINEERS \* 24 YEARS—MUNICIPAL SOLUTIONS
- 23 YEARS—WILLIAMSON LAW BOOK COMPANY \* 23 YEARS—GERNATT ASPHALT PRODUCTS
- 23 YEARS—COMBINED FINANCIAL SERVICES
- 21 YEARS—CATTARAUGUS COUNTY BANK \* 21 YEARS—NUSSBAUMER & CLARKE
- 20 YEARS—TVGA CONSULTANTS \* 20 YEARS—BUSINESS AUTOMATION SERVICES, INC. \* 20 YEARS—KOFIL

### SPEAKERS

Thank you for taking time out of your schedules to teach our local officials!

### SPONSORS

For your contribution of \$200 toward the Local Government Conference!

# MORNING AGENDA

7:30—8:45 AM REGISTRATION

9:00—10:15 AM **SESSION 1**

1. Roundtable Discussion for Finance Officers  
*ALL / CC Room 331*
2. Understanding Assessment Revals  
*CLERKS / CC Room 303*
3. Social Media: How to Set it Up & How to Manage It  
*BOARD MEMBERS / CC Room 228*
4. Comprehensive Planning (2-Part Class)  
*PZ BOARD MEMBERS / CC Room 325*
5. Zoning for Solar  
*PZ BOARD MEMBERS / L Room 323*
6. Highway and Roadside Drainage  
*HIGHWAY SUPERINTENDENTS / CC Room 328*
7. Effective Community Responses to the OPIOD Epidemic  
*ALL / CC Room 330*
8. Climate Smart Community Grants  
*CODE ENFORCEMENT OFFICERS / CC Room 329*
9. Establishing Budgets & Implementation of Projects  
*WATER OPERATORS / CC Room 224*
10. Technology Update  
*JUSTICES / CC Room 125*
11. Records Management  
*COURT CLERKS / CC Room 123*

**SESSION 1**

10:15—10:45 AM MORNING BREAK

10:45 AM—12:00 NOON **SESSION 2**

1. Creating Healthy Schools and Communities  
*ALL / CC Room 331*
2. What to Expect from an Audit  
*CLERKS / CC Room 303*
3. Understanding the Budget Process  
*BOARD MEMBERS / CC Room 228*
4. Comprehensive Planning Continued  
*PZ BOARD MEMBERS / CC Room 325*
5. Article 78 Proceedings & P/Z Board Decisions  
*PZ BOARD MEMBERS / L Room 323*
6. What Every Highway Superintendent Needs to Know  
*HIGHWAY SUPERINTENDENTS / CC Room 328*
7. Electronic Records Boot Camp  
*ALL / CC Room 330*
8. Preparing for Extreme Weather Thru Land-Use Planning  
*CODE ENFORCEMENT OFFICERS / CC Room 329*
9. Corrosion Control in WTP and Distribution  
*WATER OPERATORS / CC Room 224*
10. Media & Public Access to Proceedings & Records  
*JUSTICES / CC Room 125*
11. Technology Tidbits: What OCA has to Offer  
*COURT CLERKS / CC Room 123*

**SESSION 2**

# CONFERENCE EXHIBITORS

## MRB GROUP

145 Culver Road, Suite 160, Rochester NY 14620  
Phone: 585-381-9250 Fax: 85-381-1008  
E-mail: laurel.schulze@mrbgroup.com  
Web: www.mrbgroup.com  
Contact: Laurel Schulze Booth # 23

## MUNICIPAL SOLUTIONS, INC.

62 Main Street, LeRoy NY 14482  
Phone: 585-768-2136 Fax: 585-768-2133  
E-mail: jrsmith@municipalsolution.com  
Web: www.municipalsolution.com  
Contact: Jeffrey Smith Booth # 2

## NEW YORK FOUNDATION FOR FAIR CONTRACTING

5999 South Park Avenue, #154, Hamburg NY 14075  
Phone: 716-627-4383  
E-mail: info@nyfaircontracting.org  
Web: www.nyfaircontracting.org  
Contact: Steve Pleakis Booth # 4

## NEW YORK MUNICIPAL INSURANCE RECIPRICOL

12 Metro Park Road, Colonie NY 12205  
Phone: 518-437-1171 Fax: 518-437-1182  
E-mail: kbuckley@wrightinsurance.com  
Web: www.nymir.org  
Contact: Karen Buckley Booth # 20

## NYS MAGISTRATES ASSOCIATION

163 Delaware Avenue, Ste 108, Delmar NY 12054  
Phone: 800-669-6247 Fax: 518-439-1204  
E-mail: nysama1@gmail.com  
Web: www.nysma.net  
Contact: Tanja Sirago Booth # 6

## PERMA

9 Cornell Road, Latham NY 12110  
Phone: 888-737-6269 Fax: 877-737-6232  
E-mail: ldemo@neami.com  
Web: www.perma.org  
Contact: Leah Demo Booth # 12

## THESATELLITE.BIZ

22 Hopbrook Road, Brookfield CT 06804  
Phone: 203-733-0617 Fax: 203-740-1690  
E-mail: info@thesatellite.biz  
Web: www.TheSatellite.Biz  
Contact: John Dresch Booth # 18

## USDA RURAL DEVELOPMENT

415 West Morris Street, Bath NY 14810  
Phone: 607-776-7398 x4  
E-mail: thomas.becker@ny.usda.gov  
Web: www.rd.usda.gov/ny  
Contact: Thomas Becker Booth # 5

## WENDEL COMPANIES

375 Essjay Road, Suite 200, Williamsville NY 14221  
Phone: 716-688-0766 Fax: 877-293-6335  
E-mail: kchristopher@wendelcompanies.com  
Web: www.wendecompanies.com  
Contact: Katie Christopher Booth # 17

## WILLIAMSON LAW BOOK COMPANY

790 Canning Parkway, Victor NY 14564  
Phone: 585-924-3400 Fax: 585-924-4153  
E-mail: ksayadoff@wlbo.us  
Web: www.wlbonline.com  
Contact: Kathy Sayadoff Booth # 22

## YOUNG EXPLOSIVES CORPORATION

PO Box 18653, Rochester NY 14618  
Phone: 585-394-1783 Fax: 585-396-2663  
E-mail: office@youngexplosives.com  
Web: www.youngexplosives.com

# CONFERENCE EXHIBITORS

**ALLEGANY COUNTY DEPARTMENT OF DEVELOPMENT, PLANNING, & TOURISM**  
6087 Route 19 N, Belmont NY 14813  
Phone: 585-268-7472 Fax: 585-268-7473  
E-mail: dirlamk@alleganyco.com  
Web: www.alleganyco.com  
Contact: Kier Dirlam Booth # 14

**ASSOCIATION OF TOWNS**  
150 State Street, Albany NY 12207  
Phone: 518-465-7933 Fax: 518-465-0724  
E-mail: lschirmer@nytowns.org  
Web: www.nytowns.org  
Contact: Libby Shirmer Booth # 13

**CATTARAUGUS COUNTY DEPARTMENT OF DEVELOPMENT, PLANNING & TOURISM**  
303 Court Street, Little Valley NY 14755  
Phone: 716-938-2318 Fax: 716-938-2779  
E-mail: deborahmiller@cattco.org  
Web: www.cattco.org  
Contact: Deb Miller Booth # 24

**CLARK PATTERSON LEE**  
205 St. Paul Street, Suite 500, Rochester NY 14604  
Phone: 800-274-9000 Fax: 585-454-7618  
E-mail: bslowig@clarkpatterson.com  
Web: www.clarkpattersonlee.com  
Contact: Bill Slowig Booth # 10

**COMBINED FINANCIAL SERVICES, INC.**  
1 Grimsby Drive, Hamburg NY 14075  
Phone: 716-926-8758  
E-mail: acanast@evansagencyins.com  
Web: www.cfsinsurance.com  
Contact: Ron Miller Booth # 11

**COMP ALLIANCE**  
333 Earl Ovington Blvd, Uniondale NY 11553  
Phone: 315-725-8077  
E-mail: areader@wrightinsurance.com  
Web: www.compalliance.org  
Contact: Aaron Reader Booth # 19

**E&M ENGINEERS**  
24Derrick Road, Bradford PA 16701  
Phone: 814-362-5546  
E-mail: cernst@emengineers.com  
Web: www.emengineers.com  
Contact: Chris Ernst Booth # 3

**FIVE STAR BANK**  
55 North Main Street, Warsaw NY 14569  
Phone: 585-786-1139 Fax: 585-786-1138  
E-mail: emnowak@five-starbank.com  
Web: www.five-starbank.com  
Contact: Beth Nowak Booth #16

**GERNATT ASPHALT PRODUCTS, INC.**  
13870 Taylor Hollow Road, Collins NY 14034  
Phone: 716-532-3371 Fax: 716-532-9000  
E-mail: bphillips@gernatt.com  
Web: www.gernatt.com  
Contact: Bill Phillips Booth # 21

**KHEOPS ARCHITECTURE, ENGINEERING AND SURVEYING**  
300 Pearl Street, Suite 500, Buffalo NY 14202  
Phone: 716-849-8739 Fax: 716-856-0981  
E-mail: jsawyer@kheopsdpc.com  
Web: www.kheopsdpc.com  
Contact: Jill Sawyer Booth # 7

**LABELLA ASSOCIATES**  
300 Pearl Street, Suite 130, Buffalo NY 14202  
Phone: 716-551-6281  
E-mail: eholberg@labellapc.com  
Web: www.labellapc.com  
Contact: Eve Holberg Booth # 8

**LARSON DESIGN GROUP**  
1 West Main Street, Suite 301, Corning NY 14830  
Phone: 607-936-7076 Fax: 607-936-7086  
E-mail: pdavey@larsondesigngroup.com  
Web: www.larsondesigngroup.com  
Contact: Gregory Cummins Booth # 9

# AFTERNOON AGENDA

12:00 NOON—1:00 PM LUNCH

1:00—2:15 PM **SESSION 3**

1. Intro to Grant Writing (2-Part Class)  
*ALL / CC Room 331*
2. Birth, Death, and Marriage Records  
*CLERKS / CC Room 303*
3. Pathway to Better Risk Management: Controlling Your Insurance Destiny  
*BOARD MEMBERS / CC Room 228*
4. Geographic Information Systems Gateway  
*PZ BOARD MEMBERS / CC Room 325*
5. Planning & Zoning: An Intro (2-Part Class)  
*PZ BOARD MEMBERS / L Room 323*
6. Multi-Year Planning  
*HIGHWAY SUPERINTENDENTS / CC Room 328*
7. Investigating Requests for Highway/Roadside Signs  
*ALL / CC Room 330*
8. Meat & Potatoes: The Main Course (2-Part Class)  
*CODE ENFORCEMENT OFFICERS / CC Room 329*
9. Funding Opportunities for Municipal Water/Wastewater  
*WATER OPERATORS / CC Room 224*
10. Arraignment & Assignment of Counsel  
*JUSTICES / CC Room 125*
11. Web DVS/CDR/Sealing  
*COURT CLERKS / CC Room 123*

**SESSION 3**

2:15—2:45 PM AFTERNOON BREAK

2:45—4:00 PM **SESSION 4**

1. Intro to Grant Writing Continued  
*ALL / CC Room 331*
2. Lawful Games of Chance in New York State/Clerks Licensing Procedures  
*CLERKS / CC Room 303*
3. Justice Courts  
*BOARD MEMBERS / CC Room 228*
4. Is Solar PV a Good Fit for Your Municipality?  
*PZ BOARD MEMBERS / CC Room 325*
5. Planning & Zoning: An Intro Continued  
*PZ BOARD MEMBERS / L Room 323*
6. Train the Trainer for Distracted Driving  
*HIGHWAY SUPERINTENDENTS / CC Room 328*
7. Local Responsible Bidder Laws  
*ALL / CC Room 330*
8. Meat & Potatoes: The Main Course Continued  
*CODE ENFORCEMENT OFFICERS / CC Room 329*
9. Go With the Flow: Water & Sewer Administration  
*WATER OPERATORS / CC Room 224*
10. "Look Back"- Sealing—CPL 160.59  
*JUSTICES / CC Room 125*
11. Advanced Fiscal/Q&A Roundtable Discussion  
*COURT CLERKS / CC Room 123*

**SESSION 4**

# SESSION 1 9:00—10:15 AM

## 1. ALL: ROUNDTABLE DISCUSSION FOR FINANCE OFFICERS *Meg Hungerford and Jennifer Kraft*

*NYS Society of Municipal Finance Officers*

Come join representatives to learn more about this organization and join a round-table discussion. Bring any questions related to financial management in your municipality. Topics can include tax cap, fund balance, audits, cash management, etc.

## 2. CLERKS: UNDERSTANDING ASSESSMENT REVALS

*Michael Risman, Hodgson Russ*

A presentation of the subject of "Real Property Tax Assessment Revaluation Projects, the available procedures for property owners wishing to challenge their assessment, and hot topics in the area of Real Property Tax Assessment in New York.

## 3. BOARD MEMBERS: SOCIAL MEDIA - HOW TO SET IT UP AND HOW TO MANAGE IT

*Sarah Brancatella, Association of Towns*

*Susan O'Rorke, The Wright Insurance Group*

Towns face a challenging landscape with the rise of Facebook, Twitter, and other social media forums. Issues impacting governments include transparency, reputation, constituent access, acceptable use by municipal employees, law enforcement, record keeping, and general liability. Learn to navigate this terrain in a way that enhances your ability to govern as well as control the way this powerful force effects communication in your community.

## 4. PZ BOARD MEMBERS: COMPREHENSIVE PLANNING

*Chris Eastman, NYS Department of State*

Discussion on the practical and legal benefits of adopting a comprehensive plan. Included are the importance of involving the public in the development of the plan- early on; strategies for compiling essential data to set the direction of the plan; plan contents; and steps leading to the adoption of a comprehensive plan.

## 5. PZ BOARD MEMBERS: ZONING FOR SOLAR

*Charles Malcomb, Hodgson Russ*

This presentation will discuss the zoning/planning regulations for different types of solar projects and the community role in the approval process.

## 6. HIGHWAY: ROADWAY AND ROADSIDE DRAINAGE

*Geoff Scott, Cornell Local Roads*

This session will discuss the issues associated with poor drainage on and along the roadway, and will show good drainage practices that will extend the life of the road.

## 7. ALL: EFFECTIVE COMMUNITY RESPONSES TO THE OPIOID EPIDEMIC

*Kevin Watkins, Cattaraugus County Department of Health*

This session will look at how Cattaraugus County built a community collaboration to address the opioid epidemic through implementing and expanding prevention education, supporting clinicians as they reduced the use of opioids, increasing access to medication-assisted treatment, reversing overdoses, and reducing opioid supplies.

## 8. CEO: CLIMATE SMART COMMUNITY GRANTS

*Dazzle Ekblad, NYS Department of Environmental Conservation*

Learn about how your town can apply for rebates from DEC to support the purchase of electric vehicles (EV) and EV charging stations. DEC also offers grants for municipal projects that reduce emissions and make communities more resilient in the face of a changing climate. Grants of up to \$2 million are available to local governments through this competitive, 50/50 matching program.

## 9. WATER OPERATORS: ESTABLISHING BUDGET AND IMPLEMENTING PROJECTS

*Paul Chatfield, Chatfield Engineers*

This session will cover different phases of budgets, variables in cost estimates, Wicks Law, methods for obtaining cost estimating information, project payback methods, assessed valuation calculation examples, water/sewer usage method, and more.

## 10. JUSTICES: TECHNOLOGY UPDATE

*Dawn Cota, OCA Division of Technology*

An overview of Liberty Digital Recorder use and helpful tips/timesavers, Outlook email, Skype for business, and other technologies the Office of Court Administration has to offer.

## 11. COURT CLERKS: RECORDS MANAGEMENT

*Chloe Edwards-Stowe, OCA Office of Records Management*

This session will cover purging of records. Clerks will receive information on how to use the website to obtain the information needed to complete the records disposal request form.

# CONFERENCE SPEAKERS

## 21. LYDIA KREMBS

Environmental Finance Center

*"Funding Opportunities for Municipal Water/Wastewater"*

## 22. KIMBERLY LAMENDOLA

Southern Tier West Regional Planning & Development

E-mail: klamendola@southerntierwest.org

*"Intro to Grant Writing"*

## 23. MARK LOVELESS

Traffic Control Technical Services, Inc.

E-mail: trishloveless@aol.com

*"Investigating Requests for Highway/Roadway Signs"*

## 24. CHARLES MALCOMB

Hodgson & Russ

E-mail: CMalcomb@hodgsonruss.com

*"Zoning for Solar" / "Article 78 Proceedings & Planning & Zoning Board Decisions"*

## 25. RONALD MILLER

The Evans Agency

Email: rmiller@evansagencyins.com

*"Pathway to Better Risk Management—Controlling your Insurance Destiny"*

## 26. WILLIAM NAYLOR

NYS Office of the State Comptroller

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

*"What to Expect from an Audit"*

## 27. JIM O'CONNOR

NYS Department of Health

E-mail: james.oconnor@health.ny.gov

*"Birth, Death, and Marriage Filing"*

## 28. SUSAN O'RORKE

The Wright Insurance Group

E-mail: sororke@wrightinsurance.com

*"Social Media—How to Set it Up and How to Manage It"*

*"Train the Trainer for Distracted Driving"*

## 29. WALT PIESCHE

Hunt Engineers

E-mail: pieschew@hunt-eas.com

*"Is Solar PV a Good Fit for Your Municipality?"*

## 30. STEVE PLEAKIS

New York Foundation for Fair Contracting

E-mail: info@faircontractingny.org

*"Local Responsible Bidders"*

## 31. BOB RAEMAN

Hunt Engineers

E-mail: raemanb@hunt-eas.com

*"Is Solar PV a Good Fit for Your Municipality?"*

## 32. TINA RICHBURG

OCS CDR Unit

*"Court Clerks Web DVS/CDR/Sealing" / "Look Back—Sealing—CPL 160.59"*

## 33. MICHAEL RISMAN

Hodgson & Russ

E-mail: MRisman@hodgsonruss.com

*"Understanding Assessment Review"*

## 34. GEOFF SCOTT

Cornell Local Roads

E-mail: grs78@cornell.edu

*"Roadway and Roadside Drainage"*

*"What Every Highway Superintendent Needs to Know"*

## 35. STEVE SMUDA

New York State Rural Water Association

E-mail: smuda@nyruralwater.org

*"Go With the Flow—Water & Sewer Administration"*

## 36. JENN SUNKES

Environmental Finance Center

*"Funding Opportunities for Municipal Water/Wastewater"*

## 37. LOREN SWEARS

Slack Chemical Co, Inc.

E-mail: lswears@slackchem.com

*"Corrosion Control in WTP and Distribution"*

## 38. KEVIN WATKINS

Cattaraugus County Department of Health

E-mail: KDWatkins@cattco.org

*"Effective Community Responses to the OPIOID Epidemic"*

# CONFERENCE SPEAKERS

## 1. DAN ACQUILANO

NYS Office of the State Comptroller  
E-mail: DAcquilano@osc.state.ny.us  
*"Understanding the Budget Process"*  
*"Multi-Year Planning for Highway"*

## 2. CHRIS BAUER

New York State Department of State  
E-mail: Chris.Bauer@dos.state.ny.gov  
*"Geographic Information System Gateway"*

## 3. CHARLES BLISS

New York State Department of State  
E-mail: Charles.Bliss@dos.state.ny.gov  
*"Meat & Potatoes—The Main Course"*

## 4. JUSTIN BOOTH

Healthy Community Alliance  
*"Creating Healthy Schools & Communities"*

## 5. SARAH BRANCATELLA

Association of Towns  
E-mail: sbrancatella@nytowns.org  
*"Social Media—How to Set it Up and How to Manage It"*

## 6. HONORABLE DAVID BROCKWAY

Village of Horseheads  
E-mail: dbrockway@nycourts.gov  
*"Media and Public Access to Proceedings and Records"*

## 7. PAUL CHATFIELD

Chatfield Engineers  
E-mail: PaulChatfield@ChatfieldEngineers.com  
*"Establishing Budget and Implementation of Water/Wastewater Projects"*

## 8. KATIE CONNORS

Healthy Community Alliance  
E-mail: connorsk@hcanetwork.org  
*"Creating Healthy Schools & Communities"*

## 9. DAWN COTA

NYS Unified Court System, Division of Technology  
*"Justice Technology Update"*  
*"Technology Tidbits-What OCA has to Offer Justice Courts"*

## 10. SHERRY DAVENPORT

NYS Magistrates Association  
E-mail: sdavenport@nycourts.gov  
*"Justice Courts"*

## 11. SARAH DURLING

New York State Archives  
E-mail: SarahDurling@nysed.com  
*"Electronic Records Bootcamp"*

## 12. CHRISTOPHER EASTMAN

New York State Department of State  
E-mail: Christopher.Eastman@dos.ny.gov  
*"Comprehensive Planning"*  
*"Planning & Zoning—An Intro"*

## 13. CHLOE EDWARDS-STOWE

OCA Office of Records Management  
*"Court Clerks Records Management"*

## 14. DAZZLE EKBLAD

NYS Department of Environmental Conservation  
E-mail: Dazzle.Ekblad@dec.ny.gov  
*"Climate Smart Community Grants"*  
*"Preparing for Extreme Weather through Land-Use Planning"*

## 15. GARY GRIGALUS

New York State Gaming Commission  
E-mail: Gary.Grigalus@gaming.ny.gov  
*"Lawful Games of Chance in NYS/Clerks Licensing Procedures"*

## 16. MEG HUNGERFORD

NYS Society of Municipal Finance Officers  
*"Roundtable Discussion for Finance Officers"*

## 17. HUGH JONES

Hunt Engineers / E-mail: jonesh@hunt-eas.com  
*"Is Solar PV a Good Fit for Your Municipality?"*

## 18. JENNIFER KRAFT

NYS Society of Municipal Finance Officers  
E-mail: JenniferKraft@villageofarcade.org  
*"Roundtable Discussion for Finance Officers"*

## 19. DAN KILLELEA, ESQ.

Gilmour & Killelea, LLP  
E-mail: dkillelea@killelealaw.com  
*"Arraignment & Assignment of Counsel"*

## 20. JILLIAN KOERNER

NYS AMCC, Inc.  
E-mail: GillianKoerner@villageofarcade.org  
*"Justice Courts"*  
*"Court Clerks Advanced Fiscal/Q&A Roundtable"*

# SESSION 2 10:45 AM—12:00 NOON

**1. ALL: CREATING HEALTHY SCHOOLS AND COMMUNITIES**  
*Katie Connors and Justin Booth, Healthy Community Alliance*  
A five-year NYSDOH grant aimed at reducing obesity and preventable diseases throughout NYS. Specific initiatives include worksite wellness, complete streets, healthy festival policies, healthy corner stores as well as an introduction to farmers markets.

**2. CLERKS: WHAT TO EXPECT FROM AN AUDIT**  
*William Naylor, NYS Office of the State Comptroller*  
This session will familiarize you with the entire audit process—from its early stages to final report. Learn what the auditors are looking for, the professional standards they follow, and your role in the process.

**3. BOARD MEMBERS: UNDERSTANDING THE BUDGET PROCESS**  
*Dan Acquilano, NYS Office of the State Comptroller*  
This session will explain the budgetary process, the procedures that should be used in preparing the budget, and the resources and tools available to assist with budget development. It will also address budgetary accounting and the requirements and options for amending the budget.

**4. BOARD MEMBERS: COMPREHENSIVE PLANNING CONTINUED**  
*Chris Eastman, NYS Department of State*  
Review of the comprehensive plan statutes and discussion on some of the benefits and wisdom of incorporating food systems planning and financial planning into the comprehensive plan.

**5. PZ BOARD MEMBERS: ARTICLE 78 PROCEEDINGS & PLANNING & ZONING BOARD DECISIONS**  
*Charles Malcomb, Hodgson Russ*  
A person aggrieved by a decision of a governmental body may seek judicial review. This is done using a special proceeding brought under Article 78 of the Civil Practice Law and Rules. We will discuss the requirements for planning and zoning decisions and review of those decisions by the courts. Recent case law will be used to illustrate key principles.

**6. HIGHWAY: WHAT EVERY HIGHWAY SUPERINTENDENT NEEDS TO KNOW—Geoff Scott, Cornell Local Roads**  
This session will provide an overview of what makes good roads, explain the total costs of a highway for all of the users, and identify low-cost solutions to typical problems.

**7. ALL: ELECTRONIC RECORDS BOOTCAMP**  
*Sarah Durling, NYS Archives*  
Intro to the world of electronic records concepts and topics; including e-mail management, imaging and document management systems, cloud computing, viewing social media as records, securing a set at your IT steering committee, electronic records preservation, and much more.

**8. CODE ENFORCEMENT: PREPARING FOR EXTREME WEATHER THROUGH LAND-USE PLANNING**  
*Dazzle Ekblad, NYS DEC*  
This session will focus on planning tools and strategies for evaluating vulnerabilities and building community resiliency to extreme weather. Learn about a self-assessment tool that helps teams of local decision makers examine municipal plans for gaps and identify appropriate risk-mitigation strategies.

**9. WATER OPERATORS: CORROSION CONTROL IN WTP AND DISTRIBUTION—Loren Swears, Slack Chemical Co Inc.**  
Use of phosphates and other chemistries for disinfection by-product mitigation.

**10. JUSTICES: MEDIA AND PUBLIC ACCESS TO PROCEEDINGS AND RECORDS—Hon. David Brockway, Village of Horseheads**  
While the settings of our courts are public, public access to proceedings and records is not absolute. Rights of access may be restricted by statute. What is the court's obligation with respect to media and public access?

**11. COURT CLERKS: TECHNOLOGY TIDBITS**  
*Dawn Cota, OCA Division of Technology*  
A representative will be present to bring you up-to-date on what OCA has to offer in addition to answering any questions.

## SESSION 3 1:00—2:15 PM

### 1. ALL: INTRO TO GRANT WRITING

*Kimberly LaMendola, Southern Tier West*

This session will cover the key elements of developing strong grant proposals. Participants will learn how to research for and build relationships with potential funding sources; how to develop a problem statement and the process to develop a compelling narrative, accurate budget, meaningful and measurable goals, and performance measures.

### 2. CLERKS: BIRTH, DEATH, AND MARRIAGE FILING

*Jim O'Connor, NYS Department of Health*

This session will explain issuing certified copies of birth, death, and marriage records, when, why, and to who; the correction process of these records; Q&A

### 3. BOARD MEMBERS: JUSTICE COURTS

*Gillian Koerner, NYSAMCC Inc.*

*Sherry Davenport, NYS Magistrates Association*

This session will offer an inside look into the duties and responsibilities of Town and Village Courts, including a basic understanding of Judge and Court Clerk roles, training, resources, and fiscal responsibilities. Discussion on how to work more effectively within the boundaries which exist at the intersection of two separate, yet equal branches of government—courts and municipal boards.

### 4. PZ BOARD MEMBERS: GEOGRAPHIC INFORMATION SYSTEMS GATEWAY

*Chris Bauer, NYS Department of State*

Introduction to the Office of Planning and Development's (OPD) Geographic Information Systems (GIS) Gateway briefly explores OPD's online tool, that identifies New York's diverse land and offshore assets, so residents, local governments, educators, businesses and others can use this information when making planning and development decisions.

### 5. PZ BOARD MEMBERS: PLANNING & ZONING INTRO

*Chris Eastman, NYS Department of State*

This session will provide a basic overview of the function of planning boards and zoning board of appeals and the land use tools they work with, the role of the comprehensive plan, procedures for holding meetings and hearings, and the enforcement of the board's decisions.

### 6. HIGHWAY: MULTI-YEAR PLANNING

*Dan Acquilano, NYS Office of the State Comptroller*

This session will explain the highway department and its manager's role in the budget process and will discuss how adopting a multi-year financial and capital plan can help streamline the budget process going forward.

### 7. HIGHWAY: INVESTIGATING REQUESTS FOR HIGHWAY/ROADWAY SIGNS

*Mark Loveless, Traffic Control Technical Services, Inc.*

We will look at proper sign studies and evaluations based on sound, proven methods using accepted national guidelines and standards. Some of the areas that will be examined will be speed limits, stop signs, school bus stop ahead, driveway warning and children at play.

### 8. CODE ENFORCEMENT: MEAT & POTATOES

*Charles Bliss, NYS Department of State*

This session will cover manufactured housing foundations; sheds – when is BP required, code requirements; supplement; whole house ventilation, bathroom fan; DOL does CEO enforce code rule 56 (asbestos); beyond the code; ResCheck and ComCheck; kitchen exhaust fan makeup air; local law MRLS; existing building code, and CSST-J.

### 9. WATER OPERATORS: FUNDING OPPORTUNITIES FOR MUNICIPAL WATER/WASTEWATER

*John Chirlin, Environmental Finance Center*

EFC provides financial and technical assistance primarily to municipalities by providing low-cost financing for their water quality infrastructure projects. Get information on grant opportunities and grant applications.

### 10. JUSTICES: ARRAIGNMENT & ASSIGNMENT OF COUNSEL

*Dan Killelea, Esq., Gilmour & Killelea LLP*

A discussion of the court's role and affirmative duty at this critical stage of the proceeding to ensure that the defendant knows about, and has an opportunity to exercise, his/her rights, including the assignment of counsel.

### 11. COURT CLERKS: WEB DVS/CDR/SEALIN

*Tina Richburg, OCA CDR Unit*

This session will provide you with report tips/problems and "things to remember." We will also have an in-depth presentation of the web-based application that stores Orders of Protection.

## SESSION 4 2:45—4:00 PM

### 1. ALL: INTRO TO GRANT WRITING CONTINUED

*Kimberly LaMendola, Southern Tier West*

Continuation of last session with time to do several practice exercises. Recent trends in grant making will also be discussed.

### 2. CLERKS: GAMES OF CHANCE IN NYS

*Gary Grigalus, NYS Gaming Commission*

Overview of functions/mandates for NYS Gaming Commission; review licensing procedures for clerks; review recently revised Games of Chance Law in NYS; review required background check on gaming license applications for Games of Chance by clerk; discuss duties of Gaming Commission Investigators and clerks as mandated in Games of Chance Bingo GML statutes, and Q&A.

### 3. BOARD MEMBERS: PATHWAY TO BETTER RISK MANAGEMENT

*Ronald Miller, The Evans Agency*

Fast-paced presentation with key information and take away aids for the formation of a Municipal Safety Committee. Information includes actual results, steps to establish and activate a Safety Committee that can reduce insurance and compliance (PESH/MSHA) costs.

### 4. PZ BOARD MEMBERS: IS SOLAR PV A GOOD FIT FOR YOUR MUNICIPALITY?

*Bob Raeman, Walt Piesche and Hugh Jones Hunt Engineers*

This session will cover programs offered by NYSERDA to assist municipalities in implementing solar PV; purchase power agreement—know what you're signing, lessons learned, good and bad, from people that have sold and negotiated multiple PPA's; consideration of utilizing an expert to guide you through the permitting and construction of a project; contemplation of putting a moratorium on solar projects in the municipality; Q&A.

### 5. PZ BOARD MEMBERS: PLANNING & ZONING INTRO

*Chris Eastman, NYS Department of State*

This session will provide a basic overview of the functions of planning boards and zoning board of appeals and the land use tools they work with, the role of the comprehensive plan, procedures for holding meetings and hearings, and the enforcement of the board's decisions.

### 6. HIGHWAY: TRAIN THE TRAINER FOR DISTRACTED DRIVING

*Susan O'Rorke, The Wright Insurance Company*

The emphasis of this session is to raise awareness of the dangerous activities while driving that create distractions and cause drivers to lose focus behind the wheel. Suggestions to reduce or avoid accidents caused by dangerous interruptions will be covered.

### 7. ALL: LOCAL RESPONSIBLE BIDDER LAWS

*Steve Pleakis, NY Foundation for Fair Contracting*

Municipalities have the legal right to bypass the lowest bidder if that company is not responsible. The NYFFC believes it is important to educate public bodies about their rights and responsibilities under the New York Responsible Bidder Laws. This session will give you a Responsible Bidder 101.

### 8. CODE ENFORCEMENT: MEAT & POTATOES

*Charles Bliss, NYS Department of State*

Continuation of Session 3.

### 9. WATER OPERATORS: GO WITH THE FLOW

*Steve Smuda, NYS Rural Water Association*

Establishing water and sewer rents; how users are charged; how improvements are paid for; who is responsible for pipes and mains, etc.

### 10. JUSTICES: "LOOK BACK" - SEALING, CPL 160.59

*Tina Richburg, NYS Office of Court Administration*

CPL 160.59 provides that a defendant may, with some exceptions, have up to 2 convictions sealed by the sentencing court after 10 years. Eligibility criteria, how the application is made, and factors for the court to consider in implementing this discretionary sealing provision.

### 11. COURT CLERKS: ADVANCED FISCAL/Q&A ROUNDTABLE

*Gillian Koerner, NYSAMCC, Inc.*

This session will take you through the steps to ensure accuracy in preparing and completing your Audit and Control Report.