
SESSION 1: 9:00 - 10:15 AM

1) ALL: ROUNDTALBE DISCUSSION FOR FINANCE OFFICERS

Meg Hungerford and Jennifer Kraft, NYS Society of Municipal Finance Officers

The NYS Society of Municipal Finance Officers is a membership organization representing and supporting City and Village Finance Officers from across NYS. 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) ALL: EFFECTIVE COMMUNITY RESPONSES TO THE OPIOD 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.

3) 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.

4) 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

5) 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

6) PZ BOARD MEMBERS: ZONING FOR SOLAR

As technical improvements lower the cost of solar power generation, and as New York State increases the incentives for these projects, community solar, residential, and utility-scale projects are proliferating across the State. These projects present opportunities and challenges for local communities. This presentation will discuss the zoning/planning regulations for different types of solar projects and the community role in the approval process.

Charles Malcomb, Hodgson & Russ

7) 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 some good drainage practices that will extend the life of the road

8) CODE ENFORCEMENT: 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. Attend this session to learn more about these two Climate Smart Communities funding programs

9) WATER OPERATORS: ESTABLISHING BUDGETS AND IMPLEMENTATION OF 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, NYS Unified Court System, 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 the Justice Courts

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.

SESSION 2: 10:45 AM - 12:00 PM

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 of farmers markets.

2) ALL: ELECTRONIC RECORDS BOOTCAMP

Sarah Durling, NYS Archives

Intro to the world of electronic records by providing an overview of an array 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.

3) 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.

4) 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.

5) PZ BOARD MEMBERS: COMPREHENSIVE PLANNING CONTINUED

Chris Eastman, NYS Department of State

Review of comprehensive plan statutes and discussion on some of the benefits and wisdom of incorporating food systems planning and financial planning into the comprehensive plan.

6) PZ BOARD MEMBERS: ARTICLE 78 PROCEEDINGS & PLANNING & ZONING BOARD DECISIONS

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.

Charles Malcomb, Hodgson & Russ

7) 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

8) CODE ENFORCEMENT: PREPARING FOR EXTREME WEATHER THROUGH LAND-USE PLANNING

Dazzle Ekblad, NYS Department of Environmental Conservation

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. The Climate Smart Resiliency Planning tool may be of interest to local planners, floodplain managers, emergency managers, storm water managers, and other local leaders interested in working across municipal departments to help protect their communities from extreme weather.

9) WATER OPERATORS: CORROSION CONTROL IN WTP AND DISTRIBUTION

Loren Swears, Slack Chemical Co Inc.

Use of Phosphates and other chemistries for Disinfection Byproduct Mitigation

10) JUSTICES: MEDIA AND PUBLIC ACCESS TO PROCEEDINGS AND RECORDS

Hon. David M. Brockway, Village Justice, Village of Horseheads (Chemung County Family Court, retired)

While the sittings 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 - WHAT OCA HAS TO OFFER JUSTICE COURTS

Dawn Cota, OCA Division of Technology

A representative from the Division of Technology will be present to bring you up-to-date on what they have 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

Suggested (but not required) to bring a laptop, tablet, or other electronic device for writing exercises and online examples. The contents and materials for this topic will be spread across both sessions; participants should plan to attend both sessions for full workshop content. This session will cover the key elements of developing strong grant proposals and will include time to do several practice exercises.

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; and Q & A

3) BOARD MEMBERS: PATHWAY TO BETTER RISK MANAGEMENT: CONTROLLING YOUR INSURANCE DESTINY

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: 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, which 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. The website provides public access to free and reliable geographic data, real-time information, interactive tools, and expert knowledge on New York's resources, including climate change and community resilience activities.

5) PZ BOARD MEMBERS: PLANNING AND ZONING: AN 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 boards' decisions.

6) HIGHWAY: MULTI-YEAR PLANNING

Dan Acqualino, NYS Office of the State Comptroller

This session will explain the highway department and its managers' 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 C. Loveless - President, Traffic Control Technical Services, Inc.

Frequently roadway signs are installed as a quick fix for any number of issues, both real and perceived. Signs are not always the best answer to every roadway issue. We will look at proper sign studies and evaluations based on sound, proven methods using accepted national guidelines and standards. Some of the areas to be examined will be speed limits, stop signs, school bus stop ahead, driveway warning and children at play

8) CODE ENFORCEMENT: MEAT & POTATOES: THE MAIN COURSE

Charles Bliss, NYS Department of State

The following topics will be covered: 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

Environmental Finance Center 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 AND ASSIGNMENT OF COUNSEL

Dan Killelea, Esq., Gilmour & Killelea, LLP

Arraignment is more than the process by which the court informs the accused of the charges they face. 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/SEALING

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

Participants will learn how to research for and build relationships with potential funding sources; how to develop a problem or need statement; and the process to develop a compelling narrative, accurate budget, meaningful and measurable goals, output, and performance measures. Recent trends in grant making will also be discussed.

2) ALL: LOCAL RESPONSIBLE BIDDER LAWS: HOW TO MAKE BUDGET SMART PUBLIC WORKS CHOICES

Steve Pleakis, New York Foundation for Fair Contracting

Responsible bidder laws remind municipalities that they have the legal right to bypass the lowest bidder if that company is not responsible. The NYFFC believes that 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.

3) CLERKS: LAWFUL GAMES OF CHANCE IN NEW YORK STATE/CLERKS LICENSING PROCEDURES

Gary Grigalus, NYS Gaming Commission

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

4) 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.

5) 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 implement 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 your municipality; and Q & A.

6) PZ BOARD MEMBERS: PLANNING AND ZONING: AN INTRO CONTINUED

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 boards' decisions.

7) HIGHWAY: TRAIN THE TRAINER FOR DISTRACTED DRIVING

Susan O'Rorke, The Wright Insurance Group

This session is essential for any individual who drives a municipal vehicle of their own during the course of their work for you. The emphasis 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.

8) CODE ENFORCEMENT: MEAT & POTATOES: THE MAIN COURSE

Charles Bliss, NYS Department of State

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9) WATER OPERATORS: GO WITH THE FLOW: WATER & SEWER ADMINISTRATION

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 DISCUSSION

Gillian Koerner, NYSAMCC, Inc.

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