

MAY 10, 2017 - 24TH ANNUAL LOCAL GOVERNMENT CONFERENCE

LUNCH 12:00 - 1:00 PM

SESSION 3 1:00 - 2:00 PM

23/GRANT WRITING OVERVIEW

Overview of key proposal elements (building blocks that funders look for) and discussion on how they inter-relate to create a well-developed, compelling, winning proposal.

24/ANIMAL CONTROL

Linda Botens, Animal Control Officer for the Village of Cuba will discuss ways that communities can control and prevent an overpopulation of feral or abandoned cats.

25/UNDERSTANDING CLERK'S DUTIES & RESPONSIBILITIES OF A PUBLIC BODY (RMC)

Overview of what meetings are, why minutes of those meetings are important, and what exactly must be included in the minutes of every meeting. Discussion on the procedure for adopting motions and other legislative actions; and finally, how to record public comment in the minutes of meetings and public hearings.

26/CHALLENGES OF LOCAL GOVERNMENT REORGANIZATION

Review of recent lessons of NYSDOS's dissolution and consolidation projects, with discussion on how best to prepare if a consolidation or dissolution petition is filed in your municipality.

27/PLANNING TO PROTECT FARMING AND AGRICULTURE IN YOUR COMMUNITY (PZ)

There are several tools a municipality can use to create an environment in which the next generation of farmers can succeed. This session focuses on ways to preserve economic opportunities and the very character of our rural communities.

28/SEQRA: BASIC AND PROPOSED LEGISLATION (CEO)

This session will provide a brief refresher in SEQRA essentials, and feature a review of recent case law and the 2017 proposed amendments to the SEQRA regulations, the first such major update in over 20 years.

29/WORK ZONE SAFETY CONTROLS

Learn the essential parts of setting up a work zone to meet MUTCD codes while ensuring the safety of men, equipment, and materials in the work zone. Discussion of PPE and flagging.

30/THE FORECLOSURE RELIEF ACT OF 2016 (PART 1 of 2)

Please check our website for updates.

31/WATER OPERATORS (W)

Credits available - check our website for available classes.

32/JUSTICES: PROBATION PRE-SENTENCE INVESTIGATION/ASSESSMENT (CJE)

Learn about the assessment tools used by probation departments to make sentencing recommendations to the Courts, the development of these tools, how they are used, and their limitations.

33/COURT CLERKS: ETHICS REFRESHER

This session will help you understand the difference between explaining procedures and giving legal advice; remind yourself what you should and shouldn't do; touch on social media and difficult defendants.

AFTERNOON BREAK 2:00 - 2:30 PM

SESSION 4 2:30 - 3:30 PM

34/RECENT SHARED SERVICE SUCCESSES

This session highlights several innovative and exciting projects in which two or more local governments collaborated in sharing services and consolidating to successfully reduce expenditures while maintaining or even improving delivery of services.

35/PROTECTING MUNICIPAL DATA (RMC)

Learn IT security fundamentals, IT security controls as outlined in the Local Government Management Guide: Information Technology Conference. Also, learn how data security controls are assessed during and OSC Audit, and highlight common data security and audit findings.

36/VENUS, MARS, & PLUTO: WHERE DO ELECTED OFFICIALS COME FROM

Having lived on both sides of the equation, two former local officials (who now serve elected officials) give pointers for understanding many of the motivations, fears, dilemmas and objectives that drive mayors and council members. When public servants are struggling to make a difference, it takes a strong and communitative support team of smart people (like you!) to make good things happen.

37/SMOKE-FREE COMMUNITIES

Please check our website for updates.

38/MUNICIPAL PLANNING BOARD ROLE IN EV CHARGING STATION DEPLOYMENT (PZ)

An overview of PEV technology, its benefits, and the role municipal planning boards have in supporting this emerging sustainable mobility solution. We will share resources being developed to guide municipal planning boards on the installation of charging stations in their community and answer any questions.

39/LAND BANKS (CEO)

Land banks are not-for-profit corporations created to take control and redevelop vacant or abandoned properties to where they can better serve the public interest. This session will give an overview of the NYS Land Bank Program and a panel discussion with regional land bank program personnel.

40/INFRASTRUCTURE MANAGEMENT

A summary of short and long-term management practices of your assets.

41/THE FORECLOSURE RELIEF ACT OF 2016 (PART 2 of 2)

Please visit our website for updates.

42/WATER OPERATORS (W)

Credits available - check our website for available classes.

43/JUSTICES: D.W.I. REFRESHER (CJE)

Review of license suspensions, refusals, hardship privileges, as well as plea-bargaining limitations for DWI cases. VTL 1192 offenses should be outlined including sentence requirements, 11b paperwork, screening and assessments.

44/COURT CLERKS: CIVIL/SMALL CLAIMS/SUMMARY PROCEEDINGS

Review of civil actions and jurisdictional limits of these types of cases that can be heard at the town/village court level.

24th Annual Local Government Conference

Wednesday, May 10, 2017

7:30 AM - 3:30 PM

Houghton College

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Cattaraugus County Municipal Clerks
Town Highway Superintendents Assoc.
of Allegany County

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for full topic descriptions



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WHO SHOULD ATTEND?

Town and Village Boards
Clerks/Mayors/Supervisors
Highway Departments
Planning and Zoning Board Members
Code Enforcement Officers
Water Operators/Justices/Court Clerks

WHAT IS A CAP MEMBER

A CAP Member is a municipality from Allegany, Cattaraugus, or Chautauqua County who pays yearly dues to be a member of Southern Tier West's Community Assistance Program.

REGISTRATION COST

CAP Member Registration Fee \$40
Non-CAP Member Registration Fee \$50
At the door \$60

HOW TO REGISTER

Online at www.southerntierwest.org
Call (716) 945-5301 ext. 2200
Fax (716) 945-5550
E-mail sphearsdorf@southerntierwest.org

EDUCATION CREDITS

Credits offered at the Conference:
Municipal Clerks (RMC)
Code Enforcement Officers (CEO)
Water Operators (W)
Planning & Zoning Board Members (PZ)
Justices (CJE)



1 Willard Avenue, Houghton, New York 14744
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MAY 10, 2017 - 24TH ANNUAL LOCAL GOVERNMENT CONFERENCE

REGISTRATION

7:30 - 8:45 AM

SESSION 1

9:00 - 10:15 AM

1/LOCAL GOVERNMENT OVERVIEW

The various roles of the three branches of government are examined including their legislative powers; the executive/administrative duties of elected officials; the many day-to-day operations, such as making appointments, supervision, budgetary; and review of land use applications.

2/MWBE COMPLIANCE (RMC)

Introduction to the MWBE Program and grantees' responsibilities, a description of the MWBE goals and tools for compliance, an explanation of the processes for MWBE utilization reporting (New York State Contract System), waiver request, and other useful information (e.g.: MWBE certification).

3/ZOMBIE HOUSES

In 2016 the State enacted new legislation in an attempt to address distressed properties. Review the change in the law and the legal landscape for how local governments can deal with vacant properties and its limitations.

4/CAPITAL PLANNING & BUDGETING

Discussion on the importance of creating and monitoring an effective capital plan, and how proper maintenance of the plan can help local government officials develop a more effective and realistic budget.

5/SOLAR PERMITTING (PZ)

Learn about public engagement techniques for developing solar policies, the legal process in plan making, and nationally accepted best practices and common features found in comprehensive and other local plans. Review of strategies and best practices for developing a clear, comprehensive, and enforceable solar permitting and regulatory framework.

6/NYSERDA CLEAN ENERGY COMMUNITIES

An in-depth overview and analysis of the program. Local governments in NYS can use this program to implement clean energy actions, save energy costs, create jobs, and improve the environment.

7/FINANCIAL BENEFITS OF THE NEW FEMA DEBRIS PROGRAM

Please visit our website for updates.

8/INTRO TO THE FLOOD INSURANCE PROGRAM (CEO)

Please visit our website for updates.

9/WATER OPERATORS (W)

Credits available - check our website for available classes.

10/JUSTICES: SUMMARY PROCEEDINGS, INCLUDING MOBILE HOMES (CJE)

A review of often confusing world of landlord/tenant/eviction proceedings in justice courts.

11/COURT CLERKS: BAIL ME OUT

Discussion on the criteria the judge uses when setting bail, the correct forms you should use associated with bail, how to enter and dispose of bail into the court record (including SEI steps and screenshots). Talk about what reports you can utilize through SEI to track bail, forfeiting bail, and finish up with bail bonds.

MORNING BREAK

10:15 - 10:45 AM

SESSION 2

10:45 AM - 12:00 NOON

12/COMMUNITY DESIGN TOOLS

At this session, tools ranging from simple design guidelines to landscape ordinances and architectural review boards are discussed. A look at some practical approaches that can be applied to both public and private development, and an explanation of some basic design concepts.

13/CEMETERIES

Learn about responsibilities, rights, and oversight.

14/NYS RETIREMENT ONLINE (RMC)

An update on the NYS and Local Retirement System, including the Retirement Redesign Project.

15/ETHICS

Learn about ethical challenges for Board members.

16/ENERGY EFFICIENCY BASED IMPROVEMENTS (PZ)

Explore a variety of approaches to making your buildings, water/wastewater systems, and other facilities run efficiently and cost-effectively while still meeting long-term municipal needs.

17/HANDLING APPLICATIONS FOR VARIANCES, SPECIAL USE PERMITS, AND SITE PLAN SUBDIVISION APPROVALS (CEO)

The basic procedures for planning boards and zoning boards of appeals to review applications for area and use variances, special use permits, site plans, subdivisions, and other land use applications

18/TRAFFIC SIGNS: BASICS AND BEYOND

Discussion on proper signage, safety issues, and State mandates.

19/ENERGY CODE PLAN REVIEW (CEO)

Participate in the review of plans for a new single-family home for compliance with the 2015 ICC Energy Code with the 2016 NYS Supplement. Mandatory information required on a set of plans, the common deficiencies found on residential plans, and an opportunity to ask questions.

20/WATER OPERATORS (W)

Credits available - check our website for available classes.

21/JUSTICES: OVERVIEW OF JUDICIAL CONDUCT AND RESPONDING TO A COMPLAINT (CJE)

No one wants to appear before the Judicial Conduct Commission, but it's important to understand the process, function, power and duties of the commission and their role in the justice system.

22/COURT CLERKS: TSLED

Representatives from TSLED will discuss common errors that appear on your reports, COMPASS, VPASS, and CDL issues.