

SESSION 1

9:00 – 10:15 AM

1/LOCAL GOVERNMENT OVERVIEW – NYSDOS, Catherine Hamlin and John-David Wood

Members of city councils, town boards, and village boards of trustees have an assortment of powers and responsibilities. This course reviews the organization of local government—towns, cities, villages, counties, and several other special units of government. The various roles of the three branches of government examined include 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. The course also touches on topics all public officers should know about—qualifications for office, oaths of office, undertaking, code of ethics, financial disclosure statements, defense and indemnification, and incompatibilities of office.

2/MWBE COMPLIANCE (RMC) – NYSDOS, Maria Herman

New York State Executive Law, Article 15-A governs requirements for the participation of “certified” Minority and Women-owned Business Enterprises (MWBEs), in New York State contracting. Under this law, all state agencies are charged with promoting equal employment opportunity and procurement opportunity on state contracts for minorities and women. Because the Department of State (DOS) is mandated to support this statewide requirement, all our contracts must include MWBE participation goal requirement, and DOS grantees must comply with all contractual obligations related to MWBE participation goals. The course will introduce 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 – NY Towns, Sarah Brancatella

Abandoned and distressed properties have been increasingly problematic for local governments. In 2016 the State enacted new legislation to address this issue. This course will review the change in the law and the legal landscape for how local governments to deal with vacant properties and its limitations.

4/CAPITAL PLANNING & BUDGETING – NYSOSC, Dan Acquilano

During this session, discussion will focus 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) – Jessica Ann Bacher, PV Trainers Network

The panel will cover information on current solar topics, including relevant property tax topics related to solar development including Real Property Tax Section 487 and PILOTS and agricultural assessments. Attendees will 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. This panel will also review strategies and best practices for developing a clear, comprehensive, and enforceable solar permitting and regulatory framework.

6/NYSERDA CLEAN ENERGY COMMUNITIES – Southern Tier West, Jonathan Mayr

In-depth overview and analysis of the NYSERDA Clean Energy Communities Program. Local Governments in NYS can use the Clean Energy Communities program to implement clean energy actions, save energy costs, create jobs, and improve the environment. In addition to providing tools, resources, and technical assistance, the program recognizes and rewards leadership for the completion of clean energy projects.

7/FINANCIAL BENEFITS OF THE NEW FEMA DEBRIS PROGRAM - Simmons Recovery, Ryan Frykholm

This course will cover the latest version of FEMA's Alternative Procedures Pilot Program for Debris Removal. A specific area that will be discussed is how to have FEMA reimburse for straight time (not just overtime hours) debris removal labor costs. Other benefits covered in this course include an increased Federal Cost Share relating to debris reimbursements, how to keep recycling revenues from disaster generated debris, and the importance of Debris Management Plans.

8/INTRO TO THE FLOOD INSURANCE PROGRAM (CEO) – William Nechamen, NYSDEC

Every municipality in New York State has a certain amount of flood risk. This presentation will review the basic requirements for development in mapped flood zones, how to read and interpret FEMA's flood maps, and some basic information about flood insurance requirements and costs.

9/WATER OPERATORS: REMOTE ACCESS FIELD ASSISTANT (W) – Jason Opferbeck, Opferbeck Consulting Inc.

From simple alarms, monthly reports, flow, and energy-usage studies, there are many reasons to install remote monitoring and data collection equipment on water and wastewater systems. This presentation will give attendees the tools to help select the hardware and software that best fits their requirements and budgets.

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

Village of Horseheads, Hon. David Brockway

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

11/COURT CLERKS: BAIL ME OUT

This class will cover everything the court clerk needs to know about bail. We will discuss 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). We will talk about what reports you can utilize through SEI to track bail, forfeiting bail, and finish up discussing bail bonds.

SESSION 2 10:45 AM - 12:00 NOON

12/COMMUNITY DESIGN TOOLS – NYSDOS: Catherine Hamlin and John-David Wood

Municipal officials have a variety of tools available to them to help shape the appearance of their community. At this session tools ranging from simple design guidelines to landscape ordinances and architectural review boards are discussed. We'll look at some practical approaches that can be applied to both public and private development, and explain some basic design concepts.

13/CEMETERIES – NYSDOS, Cindy Craig

Learn about responsibilities, rights, and oversight.

14/NYS RETIREMENT ONLINE (RMC)

A representative from the State Comptroller's Office will provide an update on the New York State and Local Retirement System, including the Retirement Redesign Project.

15/ETHICS – Burgett & Robbins, LLC, Dale Robbins

Learn about ethical challenges for Board members.

16/ENERGY EFFICIENCY BASED IMPROVEMENTS (PZ) – Wendel Companies, Adam Tabelski and Keith Krug

Are there ways to reduce your municipality's operating costs.... without eliminating services or laying off personnel? This session will 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) - NYCOM – Wade Beltramo

This Planning and Zoning session is a refresher of basic land use regulations. The presentation will cover the 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. The basics of writing decisions for these types of administrative determinations will be covered.

18/TRAFFIC SIGNS: BASICS AND BEYOND – Traffic Control Technical Services, Inc., Mark Loveless

A practical look at some of the guiding principles of traffic control devices. Included are real life examples of common mistakes and over expectations. Our program will cover: Principles of effective signing, Documentation, Inspections, Sign Posts, Placement, Order of Importance, Keep It Credible, Don't Go "Free Style"!

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: LEAD AND COPPER RULE (W) – NYSDOH, April Kellerhouse

Discussion of events in Flint Michigan, Rule requirements including site selection requirements, sample technique, sample invalidation, and record keeping.

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

Dan Killelea Esq.

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.

SESSION 3 1:00 - 2:00 PM

23/GRANT WRITING OVERVIEW – Southern Tier West, Kimberly LaMendola

Every strong grant proposal is built on a foundation of building blocks that funders look for when making award decisions. This workshop will provide an overview of these key proposal elements and discuss how they interrelate to create a well-developed, compelling, and winning proposal.

24/ANIMAL CONTROL – This class has been cancelled.

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

NYCOM, Wade Beltramo

Meetings can be incredibly frustrating for local government officials. Yet they are a necessary part of local governance. As such, every public body's actions must be recorded in the minutes, which serve as the that public body's official record. This session will provide an overview of what meetings are, why minutes of those meetings are important, and what exactly must be included in the minutes of every meeting. The presentation will also include a discussion of the procedure for adopting motions and other legislative action. Finally, the session will cover how to record public comment in the minutes of meetings and public hearings.

26/CHALLENGES OF LOCAL GOVERNMENT REORGANIZATION – NYSDOS: Kyle Wilber

This course is a review of recent lessons of the Department of State's dissolution and consolidation projects, with discussion on how best to prepare if a consolidation or dissolution petition is filed in your municipality. As a foundation for that discussion, the requirements of Article 17-A of the General Municipal Law, the enabling legislation for the reorganization of local government and reasons for the enactment of the new law, will be summarized at the outset.

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

Wendel Companies, Adam Tabelski and Andrew Reilly

Farming has been a way of life in the Southern Tier for two hundred years. But today, agriculture faces a number of threats and its future cannot be taken for granted. 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/SEQR: BASIC AND PROPOSED LEGISLATION (CEO) - Whiteman Osterman & Hanna LLP, Robert Stout Jr.

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 – NYMIR, Timothy Randall

This one hour course will focus on safety in the work zone for short term and mobile operations. It includes 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. Some discussion of PPE and Flagging is also included in the training course. This is not a certification course, but meant to raise awareness of this high-risk operation and how to control the risks.

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

Since the Great Recession in 2009, New York State has been suffering from a foreclosure crisis. A byproduct of this crisis has been an epidemic of vacant and abandoned properties that are somewhere in the foreclosure process but have not changed ownership; these properties are known as "Zombie Foreclosures." This course is an overview of the Foreclosure Relief Act of 2016 that was enacted to address the Zombie Foreclosure issue by allowing mortgage servicers to be cited in accordance with maintenance standards outlined in the law. This class will include an overview of the foreclosure process in New York State and is an accredited New York State Building Standards and Codes Course.

31/WATER OPERATORS: UPDATE AND DISTRIBUTION SYSTEM OPERATIONS (W)

NYSDOH, Hyland Hartsough

Discussion on how to improve flushing, water storage tank operation, and infrastructure improvements.

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

Gerry Zimmerman, Cattaraugus Probation Director

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.

SESSION 4

2:30 - 3:30 PM

34/RECENT SHARED SERVICE SUCCESSES – NYSDOS, Kyle Wilber

To follow up on the hurdles described in “Challenges of Local Government Reorganization,” this course 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), NYSOSC, Christopher Kellogg

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 MRB Group – Diana Smith and Connie Sowards

Having lived on both sides of the equation, two former elected officials (who now serve elected officials) give pointers for understanding many of the motivations, fears, dilemmas and objectives that drive community leaders. When public servants are struggling to make a difference, it takes a strong and communicative support team of smart people (like you!) to make good things happen. Take home some tools - and hopefully a better understanding of your board.

37/SMOKE-FREE COMMUNITIES – NYSDOH, Kenneth Dahlgren

We will explore and discuss a variety of Smoke free and Tobacco Free policies that municipalities can adopt, the research and history behind them, as well as the potential benefits to a community. We will also explore resources and help that are available to make this process stress free. A tool kit for policy implementation will also be provided.

38/MUNICIPAL PLANNING BOARD ROLE IN EV CHARGING STATION DEPLOYMENT (PZ) Energetics, Bryan Roy and Victoria McGarril

Municipal planning boards are in an influential position to recommend and encourage the installation of electric vehicle charging stations in their jurisdiction. New York State expects plug-in electric vehicle (PEV) ownership to increase rapidly over the next few years, causing a demand increase for charging stations. In order to prepare communities for an increase in PEVs, New York State Energy Research and Development Authority (NYSERDA) is supporting a project to share information and resources on PEVs and their charging stations with municipal planning board members so they are better prepared to facilitate this technological advancement. This presentation will provide 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 questions on this topic.

39/LAND BANKS (CEO) - Southern Tier West, Kimberly LaMendola

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. The NYS Land Bank Program, created in 2011, has been a valuable tool to local development. This presentation will provide an overview of the NYS Land Bank Program and include a panel discussion with regional land bank program personnel.

40/INFRASTRUCTURE MANAGEMENT FOR YOUR HIGHWAY DEPARTMENT Cornell Local Roads Program, Marty Roberts

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

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

Since the Great Recession in 2009, New York State has been suffering from a foreclosure crisis. A byproduct of this crisis has been an epidemic of vacant and abandoned properties that are somewhere in the foreclosure process but have not changed ownership; these properties are known as “Zombie Foreclosures.” This course is an overview of the Foreclosure Relief Act of 2016 that was enacted to address the Zombie Foreclosure issue by allowing mortgage servicers to be cited in accordance with maintenance standards outlined in the law. This class will include an overview of the foreclosure process in New York State and is an accredited New York State Building Standards and Codes Course.

42/WATER OPERATORS: SUSTAINABLE MANAGEMENT OF RURAL AND SMALL WATER SYSTEMS (W)

Steve Smuda, New York Rural Water Association

Coming Soon!

43/JUSTICES: D.W.I. REFRESHER (CJE) - Office of Justice Court Support, Alexandra Glick-Kutscha, Esq.

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, IID 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.