

1. Adopting Local Laws in NYS

Discussion on developing and adopting a local law – referendum considerations, general determinations, and major procedural steps; drafting techniques; adoption (submission for filing), filing, and publication (observance for filing requirements, rules for filing local laws with the Secretary of State, and time schedule)

Neil Robinson, Robinson Law Office

2. Legal Aspects of Records Management

This course will explore how statutory laws and court decisions affect records management programs and the importance of a good records management program in protecting your organization during law suits

Gail Fischer, NYS Archives

3. Fraud Detection and Prevention

Discussion of various types of municipal fraud and embezzlement schemes that continue to occur. Best practices will be shared to help prevent and minimize the exposure to these types of risks. There will also be a review of insurance coverage that is available for towns to meet their legal requirements and protect their assets

4. Electronic Death Records System

Demonstration on an EDRS, which provides on-line access, so that decedent fact-of-death and cause-of death information can be completed by appropriate parties involved with the completion of death certificates, to work on the same case, without the need for a physical paper trail

Heidi Beig, NYS DOH

5. Ten Commandments' of A Good Road

Discussion on the ten important tips to help maintain your roads and streets in good condition. Geoff will illustrate why proper design, construction, maintenance, materials and documentation are **all** important to the life of a roadway.

Geoff Scott, Cornell Local Roads

6. FEMA Record Keeping 101

Instruction and guidance in regard to proper record keeping as it relates to FEMA Disaster Declaration events. Record keeping can be one of the best tools to recapture expenses if performed properly. Focus will be on practical immediate steps that should be taken by employees of a Town that find themselves in a disaster situation. Discussion will include what types of pertinent information to be gathered, strategies to keep things simple for the field staff, and pitfalls to avoid. A question and answer forum will be utilized throughout the session so as to address real life scenarios that the participants may have experienced.

Ryan Frykholm, Simmons Recovery

7. Equipment Inspection and Maintenance

Discussion on the basics of daily equipment inspections and possible problems that can be avoided by performing these vital checks. The discussion will also center around best practices when it comes to equipment maintenance and upkeep.

I have requested a loader from Monroe Tractor for the onsite demo. They would like to send a product service rep with the machine to answer any specific questions.

Mark Payne, Alfred State College

8. Q&A Moderated Panel for Highway Superintendents

Informal, open discussion question and answers to address any issues, questions, concerns that local highway superintendents may have.

Greg Hallberg, Chautauqua County Town & Village Highway Superintendent's Association

Lori Mithen, NYS Association of Towns

Jeff Griswold, NYS Highway Superintendent's Association

Geoff Scott, Cornell Local Roads

9. Financial Condition Analysis

Discussion on the use of financial reports, the results of operations and financial trend analysis to monitor financial condition. Learn about some of the factors associated with OSC's Fiscal Stress Monitoring System

Dan Acqualino – NYS OSC

10. Municipal Efficiency: Building Toolkits for Strategic Operations

In the current "tax-freeze era", there's much talk about efficiency, but less advice about how to achieve it. The dissolution hype is distracting residents from looking at real and practical opportunities. Local governments are typically the most efficient by nature. This session will discuss tools to help focus on cost drivers, and foster honest discussions about services, costs --and what taxpayers really want

MRB Group – Diana Smith

11. Cash Management

Information pertaining to the collection and deposit or receipts, the timing of disbursements, investment options, maximizing interest earning and monitoring cash balances

Dan Acqualino – NYS OSC

12. Policies & Procedures to Manage Your Town

Information about mandated policies related to ethics, investments and sexual harassment prevention is provided. Policies related to computer vehicle and credit card use are also discussed

Dan Acqualino, NYS OSC

13. Site Plan Review

Overview of the statutory authority local governments have to review site plans. It will address the scope and content of a site plan and the role of the site plan in municipal review of development projects. A discussion of design and the reasons some approaches may be preferable to others

JD Wood & Chris Eastman, NYS DOS

14. Comprehensive Planning & Your Bottom Line

This session links Comprehensive Plans with economic development, sustainability, and strengthening the efficiency of government. It will focus on the financial benefits of planning with hard examples, tools, and some unique approaches to making planning more affordable

Khris Dodson, Environmental Finance Center

15. Special Use Permits

Discussion on scenarios in which the special use permit tool is most helpful, along with rules local boards must follow for reviewing and approving applications for special use permits

JD Wood & Chris Eastman, NYS DOS

16. Agricultural Districts Law

The discussion includes an overview of the NYS Department of Agriculture and Markets' Agricultural Districts Program, including the State policy which forms the foundation of the Agricultural Districts Law; coordination of local planning and land use decision-making with the Agricultural Districts Program; land use opinions under AML §308(4); and application of SEQRA. The speaker will also discuss various opinions, letters and interpretations issued by the DOS Codes Division concerning farm structures and the BCNYS

Bob Somers, NYS Agriculture & Markets

17. Case Law Update

Recent cases that pertain to land use will be summarized and the implications of them on land use regulation at the local level explored. Also review opinions by the NYS Attorney General, OSC, and Committee on Open Government that pertain to land use and local governance

Wade Beltramo, New York Conference of Mayors

18. Freedom of Information Law (two parts)

Overview and answering of questions about the Freedom of Information Law, which governs the rights of access to government records. Also, an explanation of the Open Meetings Law, which concerns the conduct of meetings of public bodies and the right to attend those meetings. Discussion of the principles underlying the FOIL and Open Meetings Law that would put both laws into context

Bob Freeman, NYS Committee on Open Government

19. Freedom of Information Law (continued) Bob Freeman, NYS Committee on Open Government

20. Adaptive Uses for White Elephants

Information on several successful transitions, as well as inform the elephant herder about financial, tax, and revitalization benefits for reuse and adaption of existing relics of yester-year

JD Wood & Chris Eastman, NYS DOS

21. Code Enforcement: The Good, The Bad, and The Ugly

This session is designed to educate code enforcement officers of the dangers of improper code enforcement. It covers various situations where code enforcement has gone wrong and has either caused death or injury, or led to lawsuits or near incidents

Charles Bliss, NYS DOS Division of Code Enforcement

22. Property Maintenance for CEO's

CEO's are charged with the overall condition, safety and maintenance of all the buildings and structures within the municipality - - information will be provided on what CEO's will need to occupy, build, fix, renovate, demolish, rent and own property in the municipality

Wade Beltramo, New York Conference of Mayors

23. Property Maintenance from a Forensic Architects Perspective

This Course instructs Professionals in the importance of the NYS Property Maintenance Code in both its relevance in the design and engineering of building projects as well as its general requirements and intents as they apply to existing buildings whether subject to new work or not. The objective is to provide Professionals with a better base of knowledge in how to include the PMC in their design and engineering endeavors, how to use the PMC in educating building owners in their ongoing responsibilities after the design services are completed, and how to use the PMC as a tool in advocating for more sustainable buildings and communities

Ken Pearl, Building Science Services

24. Defending the Code

This Course instructs Professionals in the importance of Building Codes in both its relevance in the design and engineering of building projects as well as its overall value as a tool in protecting health, safety and welfare of the general public as well as the durability of building themselves. The objective is to provide Professionals with a better base of knowledge in how to defend the importance, purpose, intents, application and authority of Building Codes in matters where they may encounter resistance from the Public, Contractors, Public Officials, Elected Leaders, etc., and how to use the importance of Building Codes as a tool in advocating for more sustainable buildings and communities

Ken Pearl, Building Science Services

25. Community Benefits of Farmers Markets

With over 700 farmers' markets in New York State, the appeal of a community farmers market remains strong from both customers and local officials. Weekly farmers' markets offer a place for local farmers and food producers to sell their products to the community, but the market also leverages many other positive economic, social, and environmental impacts for the community. Learn about these various impacts and their measures and also identify the key questions a community needs to consider before establishing a new farmers market.

Kimberly LaMendola and Susan Avery, Southern Tier West

26. What can you do to Advance Broadband in Your Community?

Exploring the common obstacles providers face when looking to expand broadband service into a community. Are there actions that your town or village board should consider when trying to advance broadband deployment in your municipality?

Richard Zink, Southern Tier West

27. Available Federal Funding Opportunities

USDA Rural Development funding opportunities to develop economic opportunity and improve the quality of life in rural areas. Loans, Grants and Guaranteed Loans for municipalities, non-profit entities, businesses, agriculture producers and individuals. Breakdown of possible funding for community facilities, utilities, housing and businesses

James Walfrand, USDA Rural Development

28. Emergency Planning & Preparedness

Updates regarding reporting of damages for damage assessments for possible federal declarations. Lessons learned from past deployments during Super Storm Sandy, Hurricane Irene and Tropical Storm Lee

Chris Baker, Cattaraugus County Emergency Services

29. Fundamentals of Occupational Chemical Exposure (four parts)

This workshop deals with the fundamentals, terms, and applications for information on the physical and health hazards of chemicals. The routes of entry are explored in detail including the factors affecting adverse health effects from acute and chronic chemical exposure and the fate of chemicals in the body. Occupational exposure limits are explored as well as their underlying assumptions; the problem of atypical work hours is discussed as well as genetic predispositions that can put some people at greater risk. This interactive workshop uses Turning Point software and an audience response system so that interactive slides can be used to poll the trainees. Exercises use safety data sheets for chemicals typical of the water/wastewater field.

Nellie Brown, Cornell Cooperative Extension

30. Budgeting 101

This session will provide a high-level overview of public sector budgeting. Topics covered include the essential purposes for having a budget, the various budgeting methods utilized in the public sector and the importance of having a sound budgeting process from inception to monitoring the adopted budget. The presentation will also highlight the key personnel in the budget process and how communication and transparency contribute to a structurally balanced budget

John Savash, NYS Government Finance Officers Association

31. Running a Community Public Water Supply: Roles & Responsibilities

Designed for the novice water system administrator, this presentation will provide the basic understanding of the players involved in public, community water system management and an introduction their role in capacity development and asset management

Chris Crawford, Cattaraugus County Department of Health

32. Meth Labs: Hidden Danger to Water Operators

What to look for when meter readers and water operators enter homes that may be possible meth lab candidates. How do you protect yourself in such a situation, as well as information concerning the proper channels to go about to report such a situation

NYS Police

33. Excavation Safety

Class will cover the OSHA Excavation standards and other standards used in excavations. Topics to be covered include the hazards associated with Excavations, OSHA regulations, and different protection options. A strong focus will be on real world use of the standards and ideas to overcome barriers to use. We will also talk about Gas detector use and care and emergency plans in case of an accident

Bob Moody, EJ Prescott

34. Judges – Update to DNA Collection Laws

Which defendants must provide a DNA sample? What offenses constitute “designated offenses” under the new law? Orders, DNA Databank fees, will also be discussed

Dan Killelea, Esq.

35. Judges – News from the Office of Court Administration

Updates, Q & A discussion Topics of interest for Town and Village Justices

Diane Turo, Esq., OCA Office of Justice Court Support (City, Town & Village Resource Center)

36. Judges – Environmental Conservation Law: Updates to ECL and 6NYCRR

Review of proper application of fines, surcharges, civil compromise, hunting/fishing privilege revocation, and updates to Environmental Conservation Law

ECO Robert Nosal, DEC Region Nine Headquarters (Buffalo)

37. Judges – Small Claims

Basic civil issues

Hon David Brockway, Village Justice, Village of Horseheads

38. Court Clerks – What’s New at OCA

Representative from the Office of Court Administration will be on hand to discuss recent updates

Instructor – TBD

39. Court Clerks – Driving while Ability Impaired by Drugs

Overview on Driving while Ability Impaired by Drugs – A Drug Recognition Expert will describe their job, the certification, the testing and the paperwork provided to the court. Instructors will discuss the difference between driving under influence of alcohol vs drugs and explain the sentencing and requirements from the court for drugged
Instructor - TBD

40. Court Clerks – Forms and Court Clerks Responsibilities

Topics and forms relating to bail bonds, mental health orders, civil judgments, coram nobis motions, recusals, cases held/waived to Grand Jury and Certificates of Relief from Disabilities.

Instructor – TBD

41. Court Clerks – Surviving an Audit

How to be sure your court is ready for an Audit. Instructors will discuss examples from prior audits and how to avoid making the same mistakes in your court

Instructor - TBD