

REGISTRATION FORM

REINHOLD CAMPUS CENTER, HOUGHTON COLLEGE

Please complete and return this registration form by May 1st with your check payable to:
Southern Tier West, 4039 Route 219, Suite 200, Salamanca, NY 14779

AMOUNT PAID:

\$40 CAP Member
 \$50 Non-CAP Member
 \$60 at the door

PAID BY:

Check # _____
Voucher # _____
 Paypal On-line

NAME: _____

MUNICIPALITY: _____

POSITION: _____

COUNTY: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ E-MAIL: _____

We are pleased to offer a wide selection of classes for local government officials covering topics relevant and timely to the duties they perform. For your convenience, the conference schedule is organized in tracks representing topics of interest to a specific group. However, participants are welcomed to attend any class they are interested in. To aid us in providing adequate seating, please list the class # you wish to attend. This is for planning purposes only, not an obligation.

CLASS #

SESSION 1

9:00 - 10:15 AM _____

SESSION 2

10:45 - 12:00 PM _____

SESSION 3

1:00 - 2:00 PM _____

SESSION 4

2:30 - 3:30 PM _____

SOUTHERN TIER WEST

PRESENTS OUR

23RD ANNUAL LOCAL GOVERNMENT CONFERENCE!



MAY 11, 2016 ~ 7:30 AM - 3:30 PM

1 Willard Avenue ~ Houghton, NY 14744 ~ (585) 567-9200

Who Should Attend?

Town and Village Boards, Clerks and Supervisors
Planning and Zoning Board Members, Highway Departments and Water/Wastewater Operators
Justices and Court Clerks

Great programs ~ speakers ~ food . . .
Take time to ask questions and learn ~ Talk with your peers, speakers, vendors



Southern Tier West Regional
Planning & Development Board
4039 Route 219, Suite 200
Salamanca, NY 14779

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SALAMANCA, NY 14779

MAY 11, 2016 - 23RD ANNUAL LOCAL GOVERNMENT CONFERENCE

Houghton College, Houghton, NY 14744 7:30 AM - 3:30 PM

OVERVIEW OF THE DAY

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

12:00 - 1:00 PM Lunch

1:00 - 2:00 PM SESSION 3
2:00 - 2:30 PM Afternoon Break
2:30 - 3:30 PM SESSION 4

CONTINUING EDUCATION CREDITS

Offered at this year's Conference for:

Clerks
Code Enforcement Officers
Justices
Planning/Zoning Board Members
Water/Wastewater Operators

EDUCATION CREDIT CODES

CL Clerks
CEO Code Enforcement Officers
CJE Justices
PZ Planning/Zoning Board Members
W Water Operators
WW Wastewater Operators

Certificates of Attendance will be available at the registration area during the last session of the day

REGISTRATION

COST:

\$40 CAP Members
\$50 Non-CAP Members
\$60 at the door

CANCELLATION FEE: A \$25 cancellation fee will be charged

REFUNDS: Refunds will not be given

WAYS TO REGISTER:

On-line at www.southerntierwest.org

Call (716) 945-5301 ext. 2200

Fax (716) 945-5550

E-mail sphearsdorf@southerntierwest.org

Please include your name, mailing address, billing information, and sessions that you wish to attend.

2016 CONFERENCE SPONSORS

Cattaraugus County Municipal Clerks Association
Chautauqua County Town Highway
Superintendents Association
NYS Association of Local Government
Records Officers

CLASS DESCRIPTIONS

CLERKS

9:00 - 10:15 AM

1. Adopting Local Laws in NYS

Developing and adopting a local law - referendum considerations, general determinations, and major procedural steps

CL Credit 1 Hr

10:45 - 12:00 PM

2. Legal Aspects of Records Management

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 lawsuits

CL Credit 1 Hr

1:00 - 2:00 PM

3. Fraud Detection and Prevention

Discussion on various types of municipal fraud and embezzlement schemes that continue to occur. Best practices to help prevent and minimize the exposure to these types of risks

CL Credit 1 Hr

2:30 - 3:30 PM

4. Electronic Death Filing Demo

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

CL Credit 1 Hr

HIGHWAY SUPERINTENDENTS

9:00 - 10:15 AM

5. Ten Commandments of a Good Road

Tips to help maintain your roads/streets in good condition. Illustration on why proper design, construction, maintenance, and documentation are all important to the life of a roadway

10:45 - 12:00 PM

6. FEMA Record Keeping 101

Practical and immediate steps that should be taken by employees of a Town that find themselves in a disaster situation; Q&A

1:00 - 2:00 PM

7. Equipment Maintenance & Inspection

Discussion on the basics of daily equipment inspections and possible problems that can be avoided by performing these vital checks; best practices; on-site demo

2:30 - 3:30 PM

8. Q&A Moderated Panel

Open discussion among participants

BOARD MEMBERS

9:00 - 10:15 AM

9. Financial Condition Analysis

Discussion on the use of financial reports, the results of operations and financial trend analysis to monitor financial condition. Factors associated w/OSC's Fiscal Stress Monitoring System

10:45 - 12:00 PM

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 -- learn what tools that will help focus on cost drivers; foster honest discussions about services, costs - and what taxpayers really want

1:00 - 2:00 PM

11. Cash Management

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

2:30 - 3:30 PM

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

PLANNING/ZONING

9:00 - 10:15 AM

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

CEO/PZ Credit 1 Hr

9:00 - 10:15 AM

14. Comprehensive Planning and Your Bottom Line

Linking comprehensive plans with economic development, sustainability, and strengthening the efficiency of government. Financial benefits of planning with hard examples, tools, and some unique approaches to making planning more affordable

CEO/PZ Credit 1 Hr

10:45 - 12:00 PM

15. Special Use Permits

Discussion of 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

CEO/PZ Credit 1 Hr

10:45 - 12:00 PM

16. Agricultural District Law

Overview of NYS Dept. of Ag & Markets' Agricultural District Program, including the State policy which forms the foundation of the Agricultural Districts Law; coordination of local planning and land use decision-making w/the Ag Districts Program; land use opinions under AML 308(4); and application of SEQRA

PZ Credit 2 hrs

1:00 - 2:00 PM

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

PZ Credit 1 Hr

1:00 - 2:00 PM

18. Freedom of Information Law

Overview and answering of questions about the FOIL Law that governs the rights of access to government records

2:30 - 3:30 PM

19. Freedom of Information (continued)

An explanation of the open meetings law, that concerns conducts of meetings of public bodies and the right to attend those meetings

2:30 - 3:30 PM

20. Adaptive Reuses for White Elephants

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

CEO/PZ Credit 1 Hr

CODE ENFORCEMENT

9:00 - 10:15 AM

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

Dangers of improper code enforcement. Various situations where code enforcement has gone wrong and either caused death or injury, or lead to lawsuits or near incidents

CEO Credit 1 Hr

10:45 - 12:00 PM

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

CEO Credit 1 Hr

1:00 - 2:00 PM

23. Property Maintenance from a Forensic Architects Perspective

Get a better base knowledge of PMC: design and engineering endeavors; educating building owners; and as a tool in advocating for more sustainable buildings and communities **CEO Credit 1 Hr**

2:30 - 3:30 PM

24. Defending the Code

Focus on how to defend the importance, purpose, intents, application, and authority of building codes in matters where they may encounter resistance; how to use as a tool in advocating for more sustainable buildings and communities

CEO Credit 1 Hr

ALL

9:00 - 10:15 AM

25. Community Benefits of Farmers Markets

Learn about the various impacts and their measures and also identify the key questions a community needs to consider before establishing a new farmers market

10:45 - 12:00 PM

26. What Can You Do to Advance Broadband in Your Community?

Common obstacles providers face when looking to expand broadband service into a community. Are there actions your Board should consider in trying to advance broadband deployment in your municipality

1:00 - 2:00 PM

27. Available Funding Opportunities

USDA funding opportunities to 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

2:30 - 3:30 PM

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

WASTEWATER OPERATORS

9:00 - 10:15 AM | 10:45 - 12:00 PM

1:00 - 2:00 PM | 2:30 - 3:30 PM

29. Fundamentals of Occupational Chemical Exposure

Interactive workshop that deals with the fundamentals, terms, and applications for information on the physical and health hazards of chemicals

WW Credit 4.5 for the day

WATER OPERATORS

9:00 - 10:15 AM

30. Budgeting 101

High-level overview of public sector budgeting. Topics covered include the essential purposes for having a budget, various budgeting methods utilized in the public sector and the importance of having a sound budgeting process

W Credit 1 hr

10:45 - 12:00 PM

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

Presentation will provide the basic understanding of the players involved in public, community water system management and an introduction to their role in capacity development and asset management

W Credit 1 hr

1:00 - 2:00 PM

32. Meth Labs: Hidden Dangers 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

W Credit 1 hr

2:30 - 3:30 PM

33. Excavation Safety

Discussion on the hazards associated with excavations, OSHA regulations, and different protection options. Focus will be on real world use of the standards and ideas to overcome barriers to use

W Credit 1 hr

JUSTICES

THESE CLASSES ARE SUBJECT TO CHANGE

9:00 - 10:15 AM

34. Update to DNA Collection Laws

Which defendants must provide a DNA sample? What offenses constitute "designated offenses" under the new law?

CJE Credit 1 Hr

10:45 - 12:00 PM

35. Q&A Discussion Topics of Interest

News from the Office of Court Administration - Q&A discussion on topics of interest for Town and Village Justices

CJE Credit 1 Hr

1:00 - 2:00 PM

36. 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

CJE Credit 1 Hr

2:30 - 3:30 PM

37. Judicial"ABCs" - Arraignment, Basics and Changing Practices

Arraignment issues - accusatory instruments, right to counsel, securing orders; basics refresher, and discussion of changing practices in our courts

CJE Credit 1 Hr

COURT CLERKS

THESE CLASSES ARE SUBJECT TO CHANGE

9:00 - 10:15 AM

38. What's New At OCA

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

CLE Credit 1 Hr

10:45 - 12:00 PM

39. Driving While Impaired by Drugs

Discussion on the difference between driving under the influence of alcohol vs drugs and explain the sentencing and requirements from the court for drugged driving

1:00 - 2:00 PM

40. Forms & Court Clerks Responsibilities

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

2:30 - 3:30 PM

41. Surviving An Audit

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