

Presented by:  
Southern Tier West  
Regional Planning & Development Board

# The 24th Annual LOCAL GOVERNMENT CONFERENCE

Houghton, New York  
May 10, 2017  
Houghton College  
1 Willard Avenue

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## CONFERENCE EXHIBITORS

## WELCOME

Welcome to the 24th Annual Southern Tier West  
Local Government Conference. . . . .



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## AGENDA AT A GLANCE

7:30—8:45 AM	REGISTRATION
9:00—10:15 AM	SESSION 1
10:15—10:45 AM	MORNING BREAK
10:45 AM—NOON	SESSION 2
NOON—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

## EDUCATION CREDITS

### **(RMC) Clerks**

This Conference offers classes that qualify as an in-service training session for Registered Municipal Clerks through the IIMC. IIMC certification information and procedures can be found online at [www.iimc.com](http://www.iimc.com).

### **(CEO) Code Enforcement Officers**

In-service credits can be obtained through NYS Uniform Fire Prevention and Building Code Enforcement.

### **(W) Water Operators**

Education Credits are offered from NYS Department of Health and NYS Department of Environmental Conservation. Registration verification will be handled by class instructors.

### **(PZ) Planning & Zoning Board Members**

Today's classes will satisfy 4 hours of in-service training. Credits are offered through respective agencies. Registration verification will be handled by class instructors.

## CONFERENCE SPONSORS

- 1/American Digital Services
- 2/Cattaraugus County Municipal Clerks Association
- 3/Comp Alliance
- 4/Labella Associates, PC
- 5/Town Highway Superintendents Association of Allegany County

## CONFERENCE ADVERTISERS

- 1/American Digital Services
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- 5/Town Highway Superintendents Association of Allegany County

# SESSION 1—9:00–10:15 AM

# CONFERENCE SPEAKERS

## 1/LOCAL GOVERNMENT OVERVIEW

**Catherine Hamlin, John David-Wood: NYSDOS**

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)

**Marla Herman: NYSDOS**

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

**Sarah Brancatella: NY Towns**

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

**Dan Acquillano: NYSOSC**

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)

**Jessica Ann Bacher: PV Trainers Network**

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

**Jonathan Mayr: Southern Tier West**

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

**Ryan Frykholm: Simmons Recovery**

How to have FEMA reimburse for straight time (not just overtime hours) debris removal labor costs; the latest version of FEMA's Alternative Procedures Pilot Program for Debris Removal.

## 8/INTRO TO THE FLOOD INSURANCE PROGRAM (CEO)

**William Nechamen: NYSDEC**

Review of the basic requirements for development in mapped flood zones; how to read and interpret FEMA's flood maps, and basic information about flood insurance requirements and costs.

## 9/WATER OPERATORS (W)

Credits available - check our website for available classes.

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

**Hon. David Brockway: Village of Horseheads**

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.

### 12/COMMUNITY DESIGN TOOLS

**Catherine Hamlin, David John-Wood: NYSDOS**

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

**Cindy Craig: NYSDOS**

Learn about responsibilities, rights, and oversight.

### 14/NYS RETIREMENT ONLINE (RMC)

**Who: NYSOSC**

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

### 15/ETHICS

**Dale Robbins: Burgett & Robbins, LLC**

Learn about ethical challenges for Board members.

### 16/ENERGY EFFICIENCY BASED IMPROVEMENTS (PZ)

**Adam Tabelski, Keith Krug: Wendel Companies**

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)**

**Wade Beltramo: NYCOM**

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

**Mark Loveless: Traffic Control Technical Svcs**

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

### 19/ENERGY CODE PLAN REVIEW (CEO)

**Who:**

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)

**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

**Kimberly LaMendola: Southern Tier West**  
Overview of key proposal elements (building blocks that funders look for) and discussion on how they interrelate to create a well-developed, compelling, winning proposal.

### 24/ANIMAL CONTROL

**Linda Botens: Village of Cuba**  
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)

**wade Beltramo: NYCOM**  
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

**Kyle Wilber: NYS DOS**  
Review of recent lessons of NYS DOS'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)

**Adam Tabecki, Andrew Rully: Wendel Companies**  
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)

**Robert Stout Jr.: Whiteman Osterman & Hanna**  
This session will provide a brief refresher in SEQR essentials, and feature a review of recent case law and the 2017 proposed amendments to the SEQR regulations, the first such major update in over 20 years.

### 29/WORK ZONE SAFETY CONTROLS

**Timothy Randall: NYMIR**  
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)

**Kate Lockhart: WNY Law Center Inc.**  
Overview of the foreclosure process in NYS and is an accredited NYS Building Standards and Codes Course.

### 31/WATER OPERATORS (W)

Credits available - check our website for available classes.

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

**Gerry Zimmerman: Cattaraugus Co. Probation**  
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

**Kyle Wilber: NYS DOS**  
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)

**Christopher Kellogg: NYS OSC**  
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

**Diana Smith, Connie Sowards: MRB Group**  
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 communicative support team of smart people (like you!) to make good things happen.

### 37/SMOKE-FREE COMMUNITIES

**Kenneth Dahlgren: NYS DOH**  
Explore and discuss a variety of smoke-free policies that municipalities can adopt; the research and history behind them; as well as the potential benefits for a community. A toolkit for policy implementation will be provided.

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

**Bryan Roy, Victoria McGarrill: Energetics**  
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)

**Kimberly LaMendola: Southern Tier West**  
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

**Marty Roberts: Cornell Local Roads Program**  
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: WNY Law Center Inc.**  
Overview of the foreclosure process in NYS and is an accredited NYS Building Standards and Codes Course.

### 42/WATER OPERATORS (W)

Credits available - check our website for available classes.

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

**Alexandra Glick-Kutscha Esq.: Office of Justice Court Support**  
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.

# CONFERENCE AT A GLANCE

# EXHIBITOR LAYOUT

ROOM #	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
	ALL Local Government Overview	ALL Community Design Tools	ALL Grant Writing Overview	ALL Recent Shared Services Successes
	ALL MWBE Compliance	ALL Cemeteries	ALL Animal Control	ALL Smoke-Free Communities
	CLERKS Zombie Houses	CLERKS NYS Retirement Online	CLERKS Duties & Responsibilities	CLERKS Protecting Municipal Data
	BOARD MEMBERS Capital Planning & Budgeting	BOARD MEMBERS Ethics	BOARD MEMBERS Challenges of Local Government Responsibilities	BOARD MEMBERS Venus, Mars, Pluto: Where Do Elected Come From?
	PZ BOARD MEMBERS Solar Permitting	PZ BOARD MEMBERS Energy Efficiency Based Improvements	PZ BOARD MEMBERS Planning to Protect Farming & Ag	PZ BOARD MEMBERS EV Charging Station Deployment
	PZ BOARD MEMBERS NYSERDA Clean Energy Communities	PZ BOARD MEMBERS Handling Applications for Variances , etc.	PZ BOARD MEMBERS The Foreclosure Act of 2016 PT 1	PZ BOARD MEMBERS The Foreclosure Act of 2016 PT 2
	HIGHWAY Benefits of New FEMA Debris Program	HIGHWAY Traffic Signs: Basics and Beyond	HIGHWAY Work Zone Safety Controls	HIGHWAY Infrastructure Management
	CEO Intro to Flood Insurance Program	CEO Energy Code Plan Review	CEO SEQR: Basic and Proposed Legislation	CEO Land Banks
	WATER OPERATORS	WATER OPERATORS	WATER OPERATORS	WATER OPERATORS
	JUSTICES Summary Proceedings	JUSTICES Overview of Judicial Conduct	JUSTICES Probation Pre- Sentence Investigation	JUSTICES D.W.I. Refresher
	COURT CLERKS Bail Me Out	COURT CLERKS TSLED	COURT CLERKS Ethics Refresher	COURT CLERKS Civil/Small Claims/ Summary Proceeding