

# SOUTHERN TIER WEST 27<sup>TH</sup> ANNUAL LOCAL GOVERNMENT CONFERENCE

## JUNE 9, 2020 AGENDA

### SESSION 1: 9:00- 10:15 AM

#### **FOOD SYSTEM PLANNING: COMMUNITY & ECONOMIC DEVELOPMENT OPPORTUNITIES**

When local officials plan for a community's economic well-being; the food system is often overlooked as a vital asset. Learn the functions that define a food system; how those elements relate to the economic, social, and environmental well-being of a community, and strategies that officials and planners can consider when developing comprehensive plans and other priorities for community and economic development.

#### **ARTICLE 10 OF THE PUBLIC SERVICE LAW/PROCESS OVERVIEW/SITING OF MAJOR ELECTRIC GENERATING FACILITIES**

Presentation on the Article 10 process with emphasis on opportunities for municipal involvement.

#### **CLERKS RESPONSIBILITIES & HOW TO BECOME CMC & RMC CERTIFIED**

RMC, CMC, IIMC, MMC—are you confused with all these acronyms and what they stand for? Are you thinking of furthering your education but feel overwhelmed with the process & requirements? This class will answer all your questions and give you an understanding on all certification opportunities offered to you as a municipal clerk.

#### **MUNICIPAL ETHICS**

Review of the State ethics laws for local government officials and explains how to analyze whether there is a conflict of interest. Overview of conflict of interests in contract and common law (“appearance of impropriety”), nepotism, holding more than one office, gifts and other common issues.

#### **SITE PLAN REVIEW PROCESS**

A framework for municipalities to develop a streamlined and transparent process that can be adapted to any community. We will review what makes a strong application, procedural “do’s and don’ts”, and opportunities to ensure your Site Plan Review process results in the type of development that best meets your community’s needs.

#### **SEQR BASICS & NEW REGULATIONS**

This introduction to the State Environmental Quality Review Act includes an overview of the environmental assessment form (EAF), Type I, Type II, and Unlisted actions and the sequence of making a positive or negative declaration on a project’s potential to have an adverse impact on the environment.

#### **2020 ECCNYS FOR RESIDENTIAL BUILDINGS**

An overview of the residential portion of the 2020 ECCNYS with an actual exercise involving REScheck<sup>TM</sup> software. The first half of the three-hour course will cover the changes in the 2020 code relative to the previous 2015 version as well as provisions of the 2015 code that have been frequently misunderstood. This will serve to refresh understanding of the current code and familiarize attendees with what is “new.”

## **TEAM BUILDING FOR MUNICIPAL SEWER & WATER**

A hands-on approach to helping other build Teamwork and Trust within an organization. We will look at the blocks and beliefs that get in the way of effectively creating a win-win atmosphere for the entire team. This presentation will include interaction between participants and will demonstrate how trust is built slowly over time, and how trust can be taken away instantly.

## **JUSTICE CLASS**

## **ADVANCED WEB DVS**

# **SESSION 2: 10:45 AM- 12:00 PM**

## **RECORDS MANAGEMENT/MEETING MINUTES**

This class will cover the basics of managing your minutes from a records management perspective. Discussion on how to apply the correct retention periods to these records and how to index them to improve your access to the information they contain.

## **CYBER RISK MANAGEMENT**

Discussion will include privacy regulation; insurance claims; insurance as a solution; the peace of mind factors; and best practices.

## **INTERNAL CONTROLS & BEST PRACTICES FOR TAX COLLECTION**

A representative from the NYS Office of the State Comptroller will discuss internal controls and why they are so important to the tax collections process. There will be an opportunity to have an open dialogue to discuss best practices and ways to ensure tax monies are collected efficiently and safeguarded from theft and professional misconduct.

## **SHARED SERVICES & 2020 CENSUS**

## **PLANNING BOARD BASICS**

This basic course addresses the powers, duties and responsibilities of municipal planning boards and commissions. This session will cover the administrative and regulatory roles of the planning board and planning board responsibilities and procedures, such as meeting preparation, format and structure, as well as board member conduct, ethics and training requirements. The Board's role in the municipal comprehensive plan, SEQR and county referrals will also be discussed along with an overview of skills for success in your role as a planning board member.

## **SEQR BASICS & NEW REGULATIONS CONTINUED**

The relationship between the administration of local regulations and SEQR will be discussed.

## **2020 ECCNYS FOR RESIDENTIAL BUILDINGS CONTINUED**

Attendees will work in groups of four to six to enter information from a simple residential building plan into the REScheck™ software so that the Output Report indicates "Building passes code by X percent." Attendees will be given a straightforward building plan that contains no specific energy information.

## **SUSTAINABLE SOLUTIONS IN WATER INFRASTRUCTURE**

This presentation introduces process residuals with a focus on water treatment facilities. Providing an overview of the types, characteristics, quality and quantity of waste flows, available treatment and disposal options as well as regulations and restrictions affecting the selection of best treatment and/or disposal method.

A case study for one water treatment plant's evaluation of existing residual treatment systems (dewatering and lagoons) and explored alternative residuals treatment (thickening and dewatering) options will be reviewed including the importance of energy, operational and maintenance optimization.

## **JUSTICE CLASS**

### **COURT ROOM PROGRAM & TECHNOLOGY**

## **SESSION 3: 1:00- 2:15 PM**

### **RUNNING PUBLIC MEETINGS & HEARINGS: WHAT EVERY BOARD MEMBER SHOULD KNOW**

Review of applicable laws governing the conduct of public meetings and hearings, including a review of the Open Meetings Law. Discussion on the fundamentals of running meetings and review some best practices.

### **VITAL RECORDS: LOCAL REGISTRAR & CLERK RESPONSIBILITIES FOR BIRTH, DEATH, AND MARRIAGE**

Department of Health representative will present on and answer questions related to Vital Records (births, deaths, marriages), including EDRS, and recent changes in laws that impact local Clerks and Registrars.

### **FUNDING CAPITAL NEEDS**

Funding options for capital needs, cash funding, building capital reserves or borrowing. Utilizing NYS Environmental Facilities Corporation and Rural Development Funding. Which funding is best for your municipality?

### **ZONING: GETTING IT RIGHT FOR YOUR COMMUNITY**

Does your zoning or other land use regulations align with the values of your community? This class will include an educational (and yet humorous) critique of zoning codes and other regulatory approaches from municipalities of all types and sizes. Through real-world examples, learn what to avoid and what to strive for in developing land use controls that achieve your vision.

### **AFFORDABLE HOUSING**

Affordable housing is a topic shrouded in misconceptions and strong biases. One thing is certain: it cannot be ignored. Public interest and case law require municipalities to address the affordable housing needs of their regions. This course examines the history and evolution of laws, policies and programs pertaining to affordable housing. Exclusionary zoning case law is highlighted, as well as the benefits of using land use tools such as inclusionary zoning regulations and accessory apartments to provide affordable housing. Strategies to preserve existing affordable housing, the process of developing affordable housing, and affordable housing design are also discussed.

### **LAND SURVEYS 101: WHAT YOU NEED TO KNOW TO ENSURE CODE COMPLIANCE AND PROTECT THE PUBLIC**

## **WATER/WASTEWATER WATER LOSS REDUCTION**

Nearly all water systems have water loss. Identifying the causes for water loss helps a system decide what actions to take to reduce losses. This session will discuss the types of water loss, how to identify them, and what a system can do to reduce water loss.

## **JUSTICE CLASS**

### **CRIMINAL JUSTICE REFORMS (BAIL AND DISCOVERY, SPEEDY TRAIL, MARIJUANA) COURT**

## **SESSION 4: 2:45- 4:00 PM**

### **PROJECT OWNER RIGHTS & RESPONSIBILITIES FOR PREVAILING WAGE**

Conducting vendor responsibility reviews to ensure compliance with NYS General Municipal Law's lowest responsible bidder requirements; best practices for meeting state requirements for collection and review of contractors' certified payroll records; and additional tools and resources to strengthen municipal procurement and contracting processes.

### **BUDGETING BASICS IN THE PUBLIC SECTOR**

This session will provide a high-level overview of public sector budgeting. Overview of the essential purposes of a budget, the various budgeting methods utilized in the public sector and the importance of having a sound budgeting process from inception to approval and monitoring. Other items touched on include the key personnel in the budget process and how communication and transparency contribute to a structurally balanced budget.

### **MANAGING YOUR CASH FLOW**

Developing and maintaining cash flow management tools. Learn how to develop a cash flow projection to ensure proper cash balances and identify potential cash deficits.

### **SIGN REGULATION**

Sign control isn't just a zoning issue—when regulating signage, municipalities must be careful not to violate free speech. This course reveals how signage can be regulated for aesthetics and explores the boundaries of what in signage municipalities may and may not regulate, though references to case law. The course also offers tips on drafting sign regulations, which includes regulation of billboards and other off-premises signs and elimination of nonconforming signs.

### **ZONING LAWS FOR SOLAR**

Discussion on different types of solar projects that are being proposed in rural communities; from relatively small ground mounted arrays to large Article 10 projects. Several types of local laws have been written to attempt to regulate these activities while protecting community interests. Discussion based on actual laws that have been adopted and their impact on proposed projects.

### **PREPARING A ZONING ENFORCEMENT CASE**

Review of the basic statutory framework for the enforcement of local zoning codes and the preliminary administrative enforcement steps that serve as the foundation for court proceedings. Discussion on the role justice courts play in the zoning enforcement arena including the issuance of administrative search warrants and prosecution of violations. Review of best practices and common mistakes to avoid.

## **WATER/WASTEWATER COLLABORATION OPPORTUNITIES FOR SMALL DRINKING WATER SYSTEMS**

Discussion on a wide variety of ways to work with other utilities to reduce the burden of operating, managing, and funding a water utility ranging from informal methods, such as information sharing and leveraging shared purchasing power to more formal methods, such as sharing personnel or having a combined management structure.

## **JUSTICE CLASS**

## **FISCAL VIDEO PRESENTATION**