

2012 Conference Sessions

Town Boards ~ Village Boards ~ Clerks ~ Planning Boards ~ Zoning Boards ~ Highway Departments ~ Assessors

Assessor Training - 8:30 a.m. - Noon

Excel: New Basics

This session will take a look at pivot tables, charts and graphs. Focus will be placed on how they can provide the foundation for sales analysis and neighborhood trending. A demonstration of how to import and export the data to and from V4 will be covered. This session will also review how to create graphs and charts, along with methods to incorporate them into a public relations program.

Assessor Training - 1:15 p.m. - 4:30 p.m.

SCAR for the Small Town Assessor

This session will explore some "best practices" utilized by assessors in preparing for a Small Claims Assessment Review (SCAR) hearing. A short refresher course on key aspects of the Real Property Tax Law (RPTL) will be provided. This session will also review some of the many assets available to assessors to defend their assessments.

Welcoming Remarks & Keynote

8:30 a.m. - 9:00 a.m.

Session 1: 9:15 a.m. - 10:30 a.m.

A. Overview of the Tax Cap

This session will discuss the important aspects of the tax levy limitation legislation and how it will impact local governments across the State. A demonstration of how the tax levy limit calculation is performed as well as how to determine what exemptions and adjustments are available to local governments will be provided.

B. Shared Services - Do They Make Cents or Sense?

The results of a variety of municipal service efficiency studies have proven that there is no one-size-fits-all model to solve the problem of rising costs of municipal services. The largest challenge facing local governments is balancing the demand for quality services with the costs to deliver them. Cutting simply to cut is not the answer - making informed decisions and balancing the need for cost savings with service efficiency is.

C. Reading and Interpreting Site Plans

Learn how to identify key aspects of a sound and viable site plan, what elements compose a site plan, and what questions to ask when evaluating a site plan.

D. ZBA Procedures & Paperwork

Paperwork, paperwork, and more paperwork. Just what you need, a session that creates more paperwork. Not so? This session is a review of the powers and duties of the legislative body, ZBA, enforcement official, and local planning board in the zoning process to help make your job easier and more efficient.

E. Consolidated Local Street and Highway Improvement Program (CHIPS)

The CHIPS program was established by the NYS Legislature in 1981 and apportionments to municipalities are calculated annually by NYSDOT according to formulas specified in NYS law. This session will review what the CHIPS program is and how it affects your community.

F. Americans with Disabilities Act: What are Your Responsibilities?

Town and village clerks have responsibilities under the Americans with Disabilities Act. What are they and how to comply with them will be discussed in this session.

G. Green Infrastructure

The green infrastructure approach analyzes the natural environment in a way that highlights its function and subsequently seeks to put in place mechanisms that safeguard critical natural areas. This session will discuss what green infrastructure techniques are being implemented in communities around the North Country.

Session 2: 10:45 a.m. - 12:00 p.m.

A. Strategies for Living within the Tax Cap Part I

The restrictions placed on local government budgets as a result of the tax cap legislation will require governing boards to revisit the manner in which they provide necessary government services. This session will discuss the importance of developing long term capital and operational plans and effective fund balance policies.

B. Rural Economic Development Strategies

Economic development is a process that involves influencing growth by positioning a community to enhance its economic well being. This session will discuss what an economic development strategic plan is and how your community can benefit from it.

C. Protecting Natural Habitats at the Local Level

Summary: Local boards play an important role in protecting wildlife when reviewing development proposals. Communities can take advantage of many planning principles and tools in order to plan for growth while minimizing adverse effects on natural habitats in order to enhance community values.

D. Test for Variances

A variance is the granting of permission by an administrative body (the ZBA) to use one's land in a manner that is not in accordance with or is prohibited by the applicable zoning regulations. This session will review the tests for use and area variances. If properly administered, variances are like "safety valves" in that they provide limited relief while still protecting the zoning processes.

E. Conflict Resolution for T/V Boards and Highway Superintendents

Topics to be discussion include: the fiscal roles and responsibilities of the highway superintendent and the town board; issues relating to town finances; the budget process in relation to the town board and highway; and employee issues.

F. Social Media and Your Municipality

Does your community need Facebook and Twitter? For what, and how could they (should they) be used? What are some basic do's and don'ts? What role does social media play in community outreach? What are the legal implications? This session will discuss these concerns and others that face our communities in this fast-paced age of communications.

G. Understanding and Managing Natural Gas Development on Your Property

As New York State moves closer to approving hydraulic fracturing/horizontal well drilling operations in the Marcellus and Utica shale, local municipalities are gearing up for the advent of the gas rush. This session will discuss where the gas is and what municipalities need to know about it.

12:00 a.m. - 1:00 p.m. - Lunch

Session 3: 1:15 p.m. - 2:45 p.m.

A. Strategies for Living within the Tax Cap Part II

This session will be a continuance of issues discussed in Part 1 with a focus on identifying services that depend heavily on property taxes and discussing alternate ways to provide these services. Effective use of tools such as reserve funds, user charges and shared service initiatives to lessen the dependence on property taxes at budget time will be reviewed.

B. Asset Management

Effective asset management ensures better service while minimizing surprise "hits" to your local budget. This session will outline how to develop an effective asset management plan that meets the needs of your community's system(s).

C. Planning Law

Public Service Law, Article 10 and Environmental Conservation Law, Article 23 are two State laws with supersession provisions. How do these laws affect your community will be the subject of this session. Also to be discussion is Civil Practice Law, Article 78 and how your community can avoid it.

D. Revised SEQR Forms

At a legislative hearing in January 2011, NYS DEC announced that it is in the process of revising both the full and short Environmental Assessment Form. In the 23 years since the forms were developed, numerous environmental issues have arisen that now need to be included in project evaluations. This session will take a look at the new and improved SEQR form.

E. Limiting Legal Liability for Local Highway Officials

Course topics to include: legal concepts, highway liability, insurance and indemnity, liability based on highway design/vehicle use, municipal liability, record keeping, and accident response and information gathering.

F. Roundtable for Town & Village Clerks

Burning questions from town and village clerks will be answered by a panel of experts in the field. Come prepared to ask questions and get answers to all of them.

G. Reuse of Existing Buildings

Are there empty buildings in your community that you would like someone to do something with? This session will discuss options for reuse of existing buildings and what role the community plays in the process.

Session 4: 3:00 p.m. - 4:30 p.m.

A. Mandate Relief

The NYS Mandate Relief Redesign team and the Mandate Relief Council have been looking into ways to save the tax payer money. What changes have been proposed and what recommendations are moving forward will be discussed in this session.

B. Collaborative Decision Making for Controversial Projects

Local officials have expressed frustration over the fact that almost every major land use decision eventually becomes adversarial, often ending in litigation. This session will focus on different approaches to integrating facilitation and collaborative decision-making into land use, as well as tools and techniques that can be used.

C. NYS Stormwater Design Standards

DEC's 2010 stormwater regulations are the new standard which municipalities will be required to implement and use to guide development, in order to ensure protection of surface water quality. This session will focus on the baseline engineering standards that municipal boards will need to know for project reviews.

D. Q & A for Planning Boards and ZBAs

Do you have specific legal questions related to your ZBA review of a specific use or area variance or interpretation? Does your planning board have a legal question related to a recent site plan or subdivision submission? Come to this session to get all your questions answered.

E. Small Highway Department Management

People and using teams, developing project teams, problem solving, scheduling, dealing with complaints, snow and ice control operations, budgets, and equipment fleet management will be covered in this session.

F. Managing Multiple Priorities in the Work Place

Effective techniques to identify and execute daily priorities while remaining calm will be the topic of this session. Come prepared to be entertained, informed and have fun with this hands-on approach.

G. GIS for Everyone, Made Easy

This session will demonstrate how to create and share maps that can be accessed by anyone through a browser, a mobile device, or a custom application. Tools to manage geospatial content for local government applications will also be demonstrated.

Reception: 4:30 p.m. - 5:30 p.m.

Sessions subject to change due to speaker availability.

Registration Information

Please complete and return this registration form with your check or voucher (please do not send cash) payable to:

NYS Tug Hill Commission
Dulles State Office Building
317 Washington Street
Watertown, New York 13601
1-888-785-2380 / tughill@tughill.org

Only one attendee per registration form. You may copy this form for multiple registrations or download a copy from our website at www.tughill.org

The Tug Hill Commission will not accept registrations by phone, fax, or e-mail.

Amount Paid:

- () \$50 (postmarked by March 7, 2012)
() \$75 (postmarked by March 14, 2012)
() \$100 (received after March 14, 2012)

We can not issue refunds after March 14, 2012.

Certificates of Attendance will be available in classrooms at the end of the day

**** Please print ****

Name: _____

Town/Village: _____

(please circle one)
County: Jefferson Lewis Oneida

Oswego St. Lawrence Other

Address: _____

City: _____ State: _____ Zip Code: _____

Daytime Phone: w/h () _____

Municipal Position Held: (please circle one)

- Assessor Mayor
Attorney Planning Board Chair
Clerk Planning Board Member
Councilman Supervisor
Highway Trustee
DPW ZBA Member
Justice ZBA Chair

Other: _____

In order for us to provide adequate seating, please check any workshop session(s) you *might* be interested in attending. This is not set in stone. You may choose any session you would like to attend on the day of the conference.

	Session 1	Session 2	Session 3	Session 4
Workshop				
A.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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G.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Assessors Sessions a.m. p.m.



**NYS Tug Hill Commission
23rd Local Government Conference
March 29, 2012**



New York State Tug Hill Commission
Dulles State Office Building
317 Washington Street
Watertown, New York 13601
Address Service Requested

U.S. Postage
PAID
Watertown, NY 13601
Permit #100

23RD LOCAL GOVERNMENT CONFERENCE

March 29, 2012

at Jefferson Community College

About the Conference

The March 29, 2012 Local Government Conference is an annual event organized by the Tug Hill Commission attracting as many as 600 local government officials from across the North Country. Workshops on a variety of topics are geared toward town and village board members, clerks, planning boards, zoning boards, highway departments, and assessors.



Registration Information

Please mail registration form inside with check or voucher. Refunds will not be granted after Wednesday, March 14th.

Directions to Jefferson Community College

Take Interstate 81 to Exit 46 (Coffeen Street). Travel east on Coffeen Street .25 miles. The College entrance is on your left. Parking at the college is in the back at Lots C & D. Registration is in the Gymnasium. Come early to ensure a good parking spot!



OVERVIEW OF THE DAY

7:30 a.m. - 8:30 a.m.

Registration & Breakfast with Exhibitors

8:30 a.m. - 9:00 a.m.

Welcoming Remarks & Keynote

9:15 a.m. - 10:30 a.m.

1st Concurrent Session

10:45 a.m. - 12:00 p.m.

2nd Concurrent Session

12:00 p.m. - 1:00 p.m.

Lunch

1:15 p.m. - 2:45 p.m.

3rd Concurrent Session

3:00 p.m. - 4:30 p.m.

4th Concurrent Session

4:30 p.m. to 5:30 p.m.

Reception