



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

*NYS Tug Hill Commission*

# 29th Annual Local Government Conference

*Thursday, March 29, 2018*

*Jefferson Community College, 1220 Coffeen Street, Watertown, NY*

**\$50 Registration By March 8th**

**\$100 Registration March 9th to March 19th**

**\$150 Registration After March 19th**

No refunds will be issued after March 8th ~ No registrations by phone, fax, or email

## **TWO EASY WAYS TO REGISTER**

- 1. Online:** Go to <https://lgc2018.eventbrite.com> to pay electronically. Online registration ends March 19th.
- 2. Mail:** Go to [www.tughill.org/lgc2018](http://www.tughill.org/lgc2018), complete registration form, print and mail w/check or voucher.

**NOTE:** All vouchers must be completed in order to process. Incomplete vouchers will be returned.

## **Online Registration Now Open**

**Please call commission office at (315)785-2380 with questions about the event.**

# March 29, 2018 Conference Sessions

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

## Breakfast w/Exhibitors

7:30-8:30 a.m.

## Welcome & Keynote

8:30 - 10:15 a.m.



### Keynote Speaker

### Regina Clark, CSP

Creative Performance Solutions  
www.reginaclark.com

Regina is the author of five books, an international speaker, and founder of Creative Performance Solutions, a management development consulting firm that was started in 1994 when Regina left the corporate world. She has spoken to corporate and association audiences in 40 states, Canada, and Europe about creating exceptional customer experiences.

Regina will be speaking about "The Seven C's of Leadership". During this program, Regina will share seven characteristics that local officials must have to succeed in today's fast paced, demanding, ever changing environment. Learn how local officials lead by connecting with others, being committed, modeling courage and being able to champion change.



Registration Opens: 7:30 a.m.

Lunch: Noon - 1:00 p.m.

Reception: 4:00 - 5:00p.m.

### Assessor Training - 8:30 a.m. - 4:00 p.m.

This six hours of certified training for assessors will provide an introduction to the generally accepted principles of real estate appraisal as they relate to land valuation in the morning session, and a review of all aspects of agricultural exemptions in the afternoon session. There will be plenty of time for questions and answers.

### Session 1

10:30 a.m. - Noon

#### 1A. Policies & Procedures for Board Members

This session will discuss mandated and recommended policies local governments need to adopt. The presentation will focus on the need for local governing bodies to adopt appropriate policies, see that they are implemented, and enforce them as need be.

#### 1Ba. Cemetery Management Overview: Legal Responsibilities and Obstacles Towns & Villages Face in Preserving Cemeteries

NYS is home to thousands of neglected or abandoned cemeteries, many of which are technically the responsibility of their surrounding communities. Legal responsibilities and obstacles that communities face when they attempt to preserve or restore abandoned local cemeteries will be discussed in this session.

#### 1Bb. Solar Guidebook

NYSERDA's new initiative provides support and resources to local governments across the state to help ease the implementation of solar in their jurisdictions. This session will focus on the latest version of the Solar Guidebook and available free technical assistance to local governments.

#### 1C. Scope & Content of Site Plan Reviews

This session will give an 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.

#### 1D. How To Make Your PB or ZBA Case Article 78-Proof

Article 78 of NYS Civil Practice Law and Rules provides an opportunity for anyone to challenge decisions made by approving agencies or government or municipal officers. The focus of this session will be common procedure pitfalls that may lead to legal challenges, and ways in which your community can avoid them.

#### 1E. Ethics for Highways

Knowing and understanding what municipal ethics really refers to will not only help maintain integrity and public confidence in town government, but can also help the town avoid potential litigation. This session will review what the law says about ethics and public officials, discuss tools towns can use to address ethics issues, and explain how to analyze situations to ensure compliance with the law.

#### 1F. Q&A with Bob Freeman

Bob Freeman will be available to answer any and all questions related to the Freedom of Information Law as well as the Open Meetings Law.

#### 1G. Amish - Codes & Law Enforcement

As more and more Amish relocate to the North Country, an increasing number of concerns have arisen. This session will discuss cases related to code enforcement that have involved the Amish and a presentation on how state police handle complaints and accidents involving the Amish.

### Session 2

1:15 - 2:30 p.m.

#### 2A. Strategies for Meeting Rural Community Water & Wastewater Needs

Visioning and long-term strategizing; dealing with immediate issues; thinking outside the tank; choosing an engineering firm; the Preliminary Engineering Report and Environmental Review; financing improvements now and in the future; and documenting low-interest loan and grant eligibility will all be discussed in this session.

#### 2B. We've Got the Numbers! Data, Tables & Maps from the Census Bureau.

A demonstration of the American Community Survey and the Census Bureau's "American Fact Finder" portal will show attendees how to learn more about their own community. There will be an explanation of the differences between the 2020 Census and the American Community Survey, how to search for data, create a table, download information, and create on-line maps.

#### 2C. Planning for Complete Streets

Learn how to build support for complete streets, adopt a policy, and integrate complete street concepts into local plans, processes, and standards. Gain insight into design issues, handling costs, and working with various stakeholders.

#### 2D. Tests for Use & Area Variances

This session will focus on the statutory tests the zoning board of appeals must follow in order to grant use and area variances and proper handling of zoning interpretations.

#### 2E. Beware the Invaders - Invasive Species & What Highway Departments/DPW's Need to Know

A discussion of the various terrestrial plants that can invade roadsides and public, riparian, and forested locations. Threats, keys to identification, and management options for the most common species will be discussed.

#### 2Fa. Ethics for Municipal Clerks

Covered topics will include: conflicts of interest in contracts, conflicts of interest under common law, nepotism and members of the same family working for the local government, when a person can hold more than one office, gifts, and what constitutes impermissible bias.

#### 2Fb. Finance Officers' Round Table

The NYS Society of Municipal Finance Officers is a membership organization representing and supporting city and village finance officers from across NYS. Join representatives to learn more about this organization and join a round-table discussion. Bring questions related to financial management to discuss. Topics can include budgeting, tax cap, fund balance, audits, and cash management.

#### 2G. What is Resiliency Planning & Why Should Communities Consider it?

This session will help communities plan for an uncertain future. Attendees will gain an understanding of potential extreme weather impacts, and other environmental and economic threats, in their region.

### Session 3

2:45 - 4:00 p.m.

#### 3A. FOIL & the Open Meetings Law

This session will include discussion about the scope of the Open Meetings Law (OML), the procedure for entering into an executive session, public participation and recorded meetings, the meaning of "confidential," and many other hot button applications of both FOIL and the OML.

#### 3B. Community Resiliency: Tools, Financing & Funding

We will discuss ways decision makers can think about/plan for resiliency, some related funding opportunities, and learn about tools to help identify risks as well as manage and plan for impacts.

#### 3C. Preparing for Successful PB & ZBA Meetings

A number of measures can be undertaken prior to a board meeting to ensure all parties involved have an understanding of the project; the regulations in place that govern the project; and the review/approval process. This session will focus on those measures that planning boards and ZBAs can undertake to ensure that their review and approval procedures are run more efficiently and effectively.

#### 3D. Q&A For Planning & Zoning Boards with Scott Chatfield

This is your chance to ask the expert your burning legal questions. Back by popular demand, for the seventh year in a row, this session is an open floor format for questions on planning and zoning issues with land use attorney Scott Chatfield.

#### 3E. Capital Planning for Highway Assets

A local government's inventory of capital assets often represents its most significant investment of municipal resources. To ensure that essential operations continue uninterrupted, local governments must effectively plan for the acquisition and replacement of them. Capital planning allows officials to coordinate projects and acquisitions and schedule orderly replacement of existing assets by helping them establish priorities and determine needs.

#### 3F. Reporting Elected & Appointed Officials

Correctly reporting the number of days worked during a reporting period helps ensure the benefits your employees receive are accurate. But, since elected and appointed officials usually do not work a fixed schedule or have preset hours, determining the number of days they've worked requires a different process. This session will cover Regulation 315.4 and the procedures for completing a Record of Activities and the Standard Workday and Reporting Resolution.

#### 3G. Liabilities & Pitfalls of Social Media

Municipalities face a challenging landscape with the rise of Facebook, Twitter, and other social media forums. Issues impacting governments include transparency, reputation, acceptable use by municipal employees, law enforcement and general liability. Learn to navigate this terrain in a way which enhances your ability to govern as well as control the way this new and powerful force effects communication in your community.