NYS Tug Hill Commission

30th Annual Local Government Conference

Thursday, March 28, 2019

Jefferson Community College, 1220 Coffeen Street, Watertown, NY

$50 Registration by March 8th

$100 Registration March 9th to March 15th

$150 Registration after March 15th

Day of conference registration, only form of payment accepted will be checks. No cash please.
No refunds will be issued after March 8th ~ No registrations by phone, fax, or emaill

TWO EASY WAYS TO REGISTER

1. **Online:** Go to **https://lgc2019.eventbrite.com** to pay electronically. Online registration ends March 15th.
2. **Mail:** Go to **www.tughill.org/lgc2019**, 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.

8:30 - 9:00 a.m. ~ Opening Remarks & Keynote

Assessor Training - 8:30 a.m. - 4:00 p.m.
A full six hours of certified training for all assessors attending the Local Government Conference will be provided. The training topic will be "Step By Step Process of a Reassessment" in the morning and "Players Involved in a Successful Reassessment" in the afternoon.

Session 1 9:15 - 10:30 a.m	*Session 2* 10:45 a.m - Noon	*Session 3* 1:15 - 2:30 p.m.	*Session 4* 2:45 - 4:00 p.m.

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

1A. Developing an Effective Fund Balance Policy
This session will discuss what a fund balance is, how much fund balance a municipality should keep each year, the benefits of having a fund balance, and what factors a municipality needs to think about when deciding the amount to keep.

1B. Development Ready
This session will discuss: how to attract the right development to your community; focus in on a specific industry; forecast infrastructure costs; anticipate development/redevelopment costs; budget and estimate capital improvement costs; and educate staff, board members and the public about development and infrastructure costs. This knowledge is powerful! Knowing and understanding the complete financial impact of a development to a community is priceless.

1C. Managing Land Use on Highway Corridors
Changing land use and incremental growth along highway corridors is a common problem for all communities. Integrating land use planning with transportation planning is an effective way for communities to address the gradual deterioration of traffic flow, pedestrian safety and even the economic viability of local businesses resulting from unplanned commercial growth. Addressing land use along highways is critical to preserving highway function while, at the same time, improving public safety, economic vitality and the character of the community. This session will explore ways of managing land use to avoid congestion, confusing traffic patterns and accident potential along transportation corridors to maintain or improve community character.

1D. ZBA Basics
This session will focus on the statutory tests boards must follow to grant use and area variances and proper handling of zoning interpretations. Meeting procedures and notice requirements will also be discussed, along with the ZBA's relationship with enforcement officials and the planning board.

1E. Federally Mandated Reasonable Suspicion Training
This session will review reasonable suspicion testing and the role of the supervisor in making the determination to send safety sensitive employees for reasonable suspicion drug or alcohol testing. The presentation will cover who is required to be tested; when testing should occur; the testing procedures and what should happen if an employee does not pass the test.

1F. Records Management Essentials
This session discusses the importance of records management, general records management principles and activities, and tips and strategies to help your local government move forward with implementing the things you learn.

1G. Rural Drug Epidemic: It's Real & It's Local
This session will discuss real issues of the rural drug epidemic in the North Country and what local officials need to know about it.

Session 2 (10:45 a.m - Noon)

2A. Working with Communities on Flood Resilience Efforts
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.

2B. Distressed & Abandoned Properties: Understanding New York's New Zombie Property Law
Abandoned and blighted properties aren't only eyesores, they can have a negative effect on neighborhoods, residents and entire communities. This session will address the issue of zombie properties and what the state law requires property owners and banks to do in order to address distressed and abandoned properties.

2C. Zoning & Land Use Law
This session will provide a land use and zoning case law update summarizing important decisions and new trends in municipal land use and zoning issues from our state courts. It will also include a discussion on current municipal trends for trying to address and resolve community opposition to development projects.

2D. Record Keeping Tips for Planning & Zoning Boards
Napoleon Bonaparte once said, "History is the version of past events that people have decided to agree upon." The same is true of minutes, findings, and the decisions that are issued by planning boards and zoning boards of appeals. This session will discuss why boards should strive to make records that are of value to enforcement personnel, applicants, municipal attorneys, and current and future boards. This session will also discuss minutes, findings, and the decision document.

2E. Employment Practices Liability: How Vulnerable Are You?
Employment Practices Liability covers municipalities against claims or lawsuits filed by employees, former employees and employment candidates regarding their employment relationship with an employer. This session will help protect municipalities against claims of discrimination, sexual harassment claims, wrongful termination, emotional distress and breach of contract.

2F. Managing Inactive Records
Careful management of inactive records storage is critical to the success of a records management program. This session will discuss: importance of inactive records storage; basic steps involved in setting up a facility; ownership and custody of inactive records; equipment, supplies, and safety concerns; and how to develop inactive records facility policies and procedures.

2G. Engaging the Amish in Your Community
This session will discuss how your community can work with Amish families in your community to address issues of safety. Whether it is addressing the safety of Amish vehicles on the highways or building barns and homes.

Session 3 (1:15 - 2:30 p.m.)

3A. Basics of a Hazard Mitigation Plan
This session will include an overview of FEMA's National Flood Insurance Program (NFIP) and review the community's roles and responsibilities in administering this program at the local level. NYSDEC is committed to providing local floodplain administrators and other municipal officials with the tools needed to ensure all floodplain development is done in a safe manner that meets the requirements of the NFIP.

3B. Property Maintenance: Dealing with Junky Yards & Messy Conditions
Local boards get many complaints from local residents who are tired of living next to "junk." This session will review the various types of regulations municipalities can use to address the upkeep of private property. Also discussed will be the difficult process of enforcement.

3C. Regulating Short-term Rentals
We have seen the explosion in popularity of individual homeowners or investors utilizing popular websites to rent out rooms, single-family homes, and apartment units for short periods of time. This change often results in impacts to neighboring property owners and the community at large. This session will discuss these short-term rentals, the efforts to regulate them, case law interpreting such efforts, and tips on fashioning regulation.

3D. Understanding & Applying SEQRA
This session will examine the State Environmental Quality Review Act (SEQRA) by breaking down both its procedure and substance. It will take a look at the EAF Parts 1, 2, and 3 and will discuss key SEQRA topics such as lead agency, negative and positive declarations, significant adverse environmental impacts, and mitigation.

3E. Work Zone Safety
Traffic safety in work zones is the biggest concern for highway workers. Highway officials are responsible for protecting employees and the traveling public from injury, which can be be difficult to accomplish in work zones. This session will adress important ways traffic safety can be accomlished in work zones.

3F. Electronic Death Registration System & Vital Records Updates
Does your office have the Electronic Death Registry (EDR) yet? If not, it will be coming to your office soon. NYS Department of Health officials will discuss updates to the EDR program and will be available to answer questions on vital records procedures.

3G. Essential Tools for Successful Public Engagement
This session will review and describe effective public participation strategies. Participants will learn how to: identify key issues early in a project process; design effective public engagement processes that respond to the key issues; and select engagement techniques that align with project goals, schedules, and the communities that will be engaged. The session is designed for local officials who interact with the public during site plan and subdivision reviews, planning processes, and project approvals.

Session 4 (2:45 - 4:00 p.m.)

4A. Making NY Count: How the 2020 Census Will Work & Why it is Critical to Get a Full Count in NYS
The 2020 census is right around the corner. Did you know that this census will focus on using the internet to increase response rates? Find out what your community can do to help bridge the digital divide, identify and reach out to "hard to count" groups, and more.

4B. Cybersecurity Resources for Local Governments
Local municipalities throughout the United States are consistently facing varied cyber threats from many different sources. This session will explore these threats and the actors behind them, and then discuss free resources available to all local governments through the Multi-State Information Sharing and Analysis Center (MS-ISAC).

4C. Water Quality for Planning Boards
An introduction to water quality, what does water quality mean in community planning and what communities can do through land use measures and through encouraging good land stewardship to protect water quality at the town and village level.

4D. Ethical Considerations for Municipal Boards & Planners
This session explores concepts relating to ethics and conflicts of interest for local elected officials, including defining conflicts, identifying possible pitfalls and offering solutions to difficult to navigate situations. This session will also examine the relevant rules, including those dealing with local ethics codes and boards of ethics, and will discuss several actual cases which demonstrate the application of the rules.

4E. Roadside Ditches Best Management Practices to Reduce Floods, Droughts & Water Pollution
When rainfall pounds impervious surfaces and compacted soils, it runs off rapidly instead of percolating down to the groundwater. The runoff can contribute to flooding and carries pollutants that degrade water quality. The management practices for roadside ditches have been implemented in large part without considering the impacts on downstream water resources. This session will provide guidelines for adjusting ditch management practices to improve the quantity and quality of our water resources.

4F. Organizing Records for OSC Audit
This session will discuss organizing key records and properly recording minutes with a State Comptroller's audit in mind. It will also highlight common errors found by auditors, actions clerks can take to correct them, and will include a question and answer period.

4G. Essential Tools for Successful Public Engagement (continued)
This session will be a continuation of 3G.

Registration Opens: 7:30 a.m.
Lunch: Noon - 1:00 p.m.
Reception: 4:00 - 5:00 p.m.