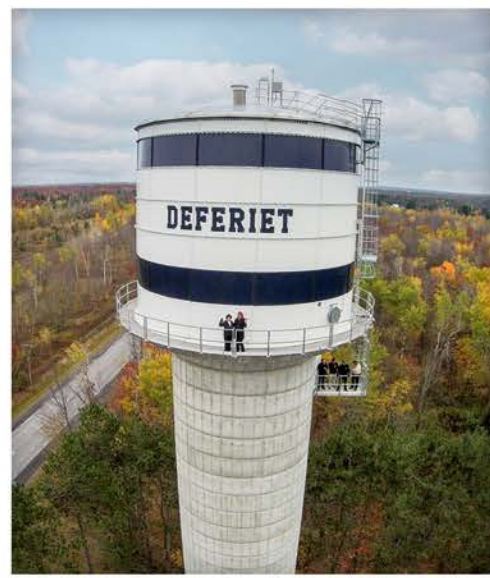
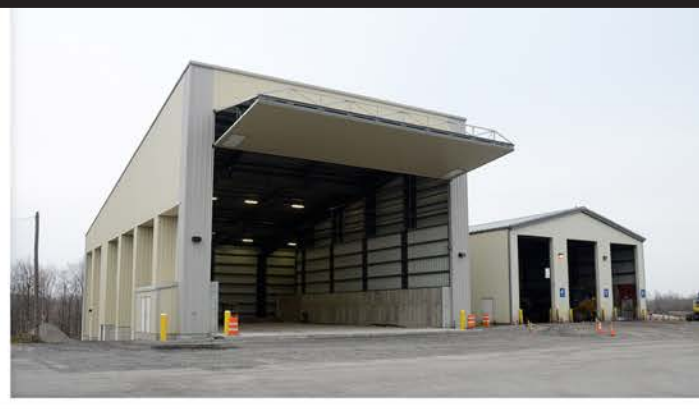


26th Annual Local Government Conference 2015 Program



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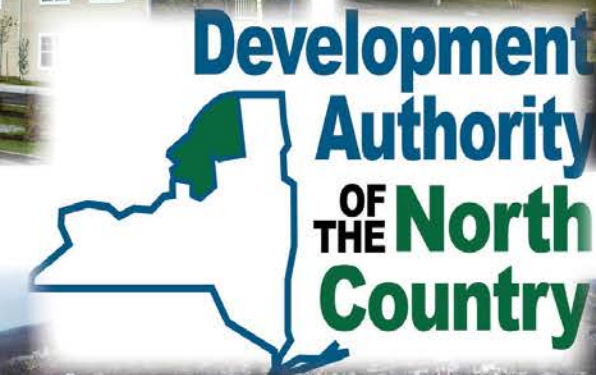
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Buildings listed below are those being used for the conference

- * 2. Samuel Guthrie Building
- * 3. John Foster Dulles Building
- * 4. James McVean Student Center (registration/lunch/exhibitors/reception)
- * 6. The Jules Center

March 26, 2015

Dear Conference Participants,

Welcome to the Tug Hill Commission's 26th Local Government Conference. On behalf of the Tug Hill Commission members and my colleagues, I want to thank all of you for taking time out of your busy schedules to be with us today.

Our thanks also go out to our key supporters in making this conference possible: Bernier, Carr & Associates, the Development Authority of the North Country, and GYMO Architecture, Engineering & Land Surveying; our other sponsors and exhibitors and our many partners in state government including our State Legislative delegation. Many thanks to Jefferson Community College for once again providing a wonderful location for today's event.

Local government challenges bring to light the importance of knowing where to turn to for assistance and having good facts and advice in order to make appropriate and fiscally sound decisions. It is our intent to present programming that will provide the tools necessary to assist you in your challenges. Hopefully, the knowledge from the sessions presented today will help you be better prepared to function more economically, safely, and efficiently.

Hope you have an enjoyable day!

Sincerely,


John K. Bartow, Jr.
Executive Director



NYS Tug Hill Commission
Dulles State Office Building
317 Washington Street
Watertown, NY 13601
(315)785-2380/2570
www.tughill.org

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Jennifer Armstrong/
jarmstrong@tughill.org
Northern Oneida County Council of Governments (NOCCOG)

Paul Baxter/paul@tughill.org
North Shore Council of Governments (NorCOG) & Salmon Rivers Council of Governments (SRCG)

Angela Kimball/angela@tughill.org
Cooperative Tug Hill Council (CTHC)

Keynote Speaker

COL. Gary Rosenberg



Colonel Gary A. Rosenberg is a U.S. Army Special Forces Officer and native Minnesotan who was commissioned as an Infantry Officer from the University of Minnesota, where he earned a Bachelor of Arts Degree in the Sociology of Law, Criminology and Deviance. Colonel Rosenberg also holds a Master of Science Degree in International Relations from Troy State University.

Colonel Rosenberg has held a number of Command positions including the Commander of the U.S. Army Garrison in Bamberg, Germany; Operational Detachment Bravo 320, 1st Battalion, 3rd Special Forces Group (Airborne) at both Ft Bragg, North Carolina and during two tours in Afghanistan; a Tactical Support Team - Alpha, in Charlie Company, 96th Civil Affairs Battalion, at Ft Bragg, North Carolina; and Special Forces Operational Detachment - Alpha 561, in Charlie Company, 2nd Battalion, 5th Special Forces Groups (Airborne) at Ft Campbell, Kentucky.

Sessions for Assessors

8:30 a.m. – 4:00 p.m.

Six hours of continuing education credits will be given to those assessors completing this all day training.

8:30 a.m. – Noon

Exemption Administration

ROOM: Building #6, Classroom 6-218

Attendees will be given an in-depth review of the procedures to be followed by assessors and their staffs in reviewing applications for exemptions from the real property tax. It will cover how applications must be filled out, what items to look for, form letters useful to assessors and related subjects. Exemptions to be discussed include STAR, Aged, Veterans, Business, Farm, and Not-for-Profits. This course will bring everyone up to date on any changes that have occurred over the past few years and discuss a number of court decisions and how they might affect your determinations on exemptions.

Warren Wheeler, IAO, Assessor, Town of Richland, P.O. Box 29, Pulaski, NY 13142, (315)298-5174, wjwheeler@nyassessor.com

1:15 p.m. – 4:00 p.m.

Exemption Administration (continued)

ROOM: Building #6, Classroom 6-218

This session will be a continuation of the morning session.

Warren Wheeler, IAO, Assessor, Town of Richland, P.O. Box 29, Pulaski, NY 13142, (315)298-5174, wjwheeler@nyassessor.com

Thank You Exhibitors!

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New York Municipal Insurance Reciprocal - www.nymir.org

NYS and Local Retirement System - www.osc.state.ny.us/retire

NYS Department of Environmental Conservation - www.dec.ny.gov

NYS Department of State - www.dos.ny.gov

NYS Department of Transportation Local Programs - www.dot.ny.gov

NYS Environmental Facilities Corporation - www.nysefc.org

NYS ITS Enterprise Information Security Office - www.its.ny.gov/eiso

NYS Municipal Comp Alliance - www.compalliance.org

NYS Office of the State Comptroller - www.osc.state.ny.us

Siewert Equipment Co. Inc. - www.siewertequipment.com

SLELO PRISM - www.sleloinvasives.org

Transmap Corporation – www.transmap.com

Tug Hill Tomorrow Land Trust – www.tughilltomorrowlandtrust.org

USDA Rural Development - www.rurdev.usda.gov

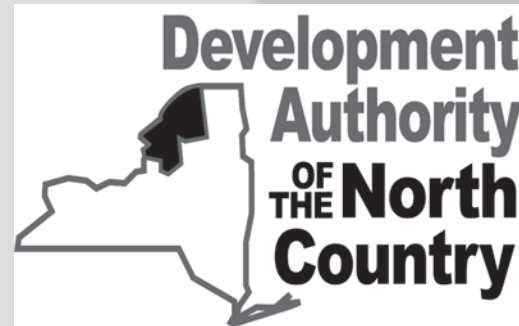
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9:15-10:45 a.m. ~ First Morning Session

1A. Negotiating Fire Protection Contracts in the Cap and Freeze Era

ROOM: Building #3, Classroom 3-102/104

There are many things to think about when negotiating fire protection contracts and this session will discuss them all.

- **David Garwood, Esq.**, NYS Pinsky Law Group, 5789 Widewaters Parkway, Syracuse, NY 13214, dave@pinskylaw.com, www.emsfirelaw.com

1B. Interaction of Town & Village Boards with Justice Courts

ROOM: Building #6, Classroom 6-207

This session will discuss the roles of the municipal board, clerk, planning board, ZBA, code enforcement office, highway department and municipal attorney with the municipal court system and the responsibilities of each. Also to be covered are several problem areas between the court system and the different municipal boards and officials.

- **Mark Gebo, Esq.**, Hrabchak, Gebo & Langone, P.C., 216 Washington Street, Watertown, NY 13601, (315)788-5900, mgebo@gebolaw.com

1C. Record Keeping Tips for PB & ZBAs

ROOM: Building #2, Amphitheater 2-107

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 board members and support staff should strive to make records that are of value to enforcement personnel, applicants, municipal attorneys, and current and future boards. *Code Enforcement Officers may receive 1 hour of In-Service Credit.*

- **Patricia Burke, Local Government Training Specialist**, NYS Department of State, 99 Washington Avenue, Albany, NY 12231, (518)473-3355, patricia.burke@dos.ny.gov, www.dos.ny.gov/lg
- **Catherine Hamlin, Local Government Training Specialist**, NYS Department of State, 99 Washington Avenue, Albany, NY 12231, (518)473-3355, catherine.hamlin@dos.ny.gov, www.dos.ny.gov/lg

1D. Dealing with Difficult Players in the Planning and Zoning Game

ROOM: Sturtz Theater 4-111

Often times, planning and zoning boards are faced with the challenge of dealing with difficult applicants, consultants, neighbors, members of the public and even fellow board members. This session will discuss how a board can get through an application with as little friction as possible and have a good outcome.

- **Mark Schachner, Esq.**, Miller, Mannix, Schachner & Hafner, LLC, 15 West Notre Dame Street, Glens Falls, NY 12801, (518)793-6630, mschachner@mmslaw.com, www.millermannix.com



1E. Bulk Storage & Hazardous Materials in the Highway Garage

ROOM: Building #3, Classroom 3-130

This session will address some of the top incidents where DEC and municipalities cross jurisdiction and regulations, and discuss ways to avoid regulatory conflicts, fines and incidents.

- **Gary McCullough, Regional Spill Engineer**, NYS Department of Environmental Conservation, 317 Washington Street, Watertown, NY 13601, (315)785-2513, gary.mccullough@dec.ny.gov, www.dec.ny.gov
- **Randy Young, Attorney**, NYS Department of Environmental Conservation, 317 Washington Street, Watertown, NY 13601, (315)785-2239, randy.young@dec.ny.gov, www.dec.ny.gov

1F. The Many Duties of the Clerk

ROOM: Building #2, Classroom 2-102

Laws are changing all the time, so does the clerk's responsibilities. The powers and duties of the clerk and all the responsibilities they have to deal with on a daily basis will be discussed in this session. There will be plenty of time for questions as well as sharing experiences from one clerk to another.

- **Cindy Goliber, Potsdam Town Clerk/Tax Collector**, 18 Elm Street, Potsdam, NY 13676, (315)265-3430, townclerk@potsdamny.us, www.potsdamny.us

1G. Property Tax Freeze and What it Means to Your Community

ROOM: Building #6, Amphitheater 6-002

An overview of the tax freeze, taxpayer eligibility, local government compliance and certifications for years 1 and 2, government efficiency plans and calculating the tax credit to homeowners will be some of the topics covered in this session.

- **Barbara VanEpps, Deputy Director**, NY Conference of Mayors, 119 Washington Avenue, Albany, NY 12210 (518)463-1185, barbara@nycom.org, www.nycom.org



10:30 a.m.-Noon ~ Second Morning Session

2A. "How To" Guides to Shared Services and Cooperation

ROOM: Building #3, Classroom 3-102/104

Explore the “How To’s” of shared services, including laying the ground work to implementing shared service agreements successfully, discuss how to determine the true cost of services, review cost avoidance strategies and best practices, and analyze key stakeholders of shared services.

- **Laird Petrie, Associate Examiner**, NYS Office of the State Comptroller, State Office Building, 333 East Washington Street, Syracuse, NY 13202, (315)428-4192, lpetrie@osc.state.ny.us, www.osc.state.ny.us
- **Julie Landcastle, Associate Examiner**, NYS Office of the State Comptroller, State Office Building, 333 East Washington Street, Syracuse, NY 13202, (315)428-4192, jlandcastle@osc.state.ny.us, www.osc.state.ny.us
- **Barbara Corrigan, Senior Examiner**, NYS Office of the State Comptroller, State Office Building, 333 East Washington Street, Syracuse, NY 13202, (315)428-4192, bcorrigan@osc.state.ny.us, www.osc.state.ny.us

2B. NYS Grants Gateway

ROOM: Building #6, Amphitheater 6-002

New York State has developed a new funding portal called the Grants Gateway, which is designed to improve the way New York State administers grants by simplifying and streamlining the grants management process. Find out more about registering and “prequalifying” for the Grants Gateway in this session.

- **Robert Roeckle, Land Use Training Specialist**, NYS Department of State, Division of Local Government Services, 99 Washington Avenue, Albany, NY 12231, (518)473-3355, robert.roeckle@dos.ny.gov, www.dos.ny.gov/lg
- **Jeffrey Fila, Business Analyst**, NYS Division of Budget, Agency Tower 1, Empire State Plaza, Albany, NY, 12223, (518)486-9159, jeffrey.fila@budget.ny.gov, www.grantsreform.ny.gov
- **Jamie Koberger, Business Analyst**, NYS Division of Budget, Agency Tower 1, Empire State Plaza, Albany, NY, 12223, jamie.koberger@budget.ny.gov, www.grantsreform.ny.gov

2C. Open Government Issues in Planning and Zoning

Decisions

ROOM: Sturtz Theater 4-111

"Open Government" is widely accepted as a desirable goal, but there are complexities and intricacies in implementing its principles. This session focuses on planning and zoning decision-making at public meetings, communications outside of public meetings, site inspections and "FOIL-ability" of various planning and zoning documents.

- **Mark Schachner, Esq.**, Miller, Mannix, Schachner & Hafner, LLC,
15 West Notre Dame Street, Glens Falls, NY 12801, (518)793-6630,
mschachner@mmslaw.com, www.millermannix.com



2D. Public Meetings and Hearings

ROOM: Building #2, Amphitheater 2-107

This session addresses the goals and requirements associated with holding meetings, in contrast to the purposes and legal requirements surrounding a public hearing. It explores the role of the chairperson in conducting effective meetings and hearings, and includes a discussion of how to manage the public and the media in the context of a hearing or meeting. *Code Enforcement Officers may receive 1 hour of In-Service Credit.*

- **Patricia Burke, Local Government Training Specialist**, NYS Department of State, 99 Washington Avenue, Albany, NY 12231, (518)473-3355, patricia.burke@dos.ny.gov, www.dos.ny.gov/lg
- **Catherine Hamlin, Local Government Training Specialist**, NYS Department of State, 99 Washington Avenue, Albany, NY 12231, (518)473-3355, catherine.hamlin@dos.ny.gov, www.dos.ny.gov/lg

2E. Roads By Use

ROOM: Building #6, Classroom 6-207

This session will examine a municipality's responsibility with respect to its highways, including: highways by prescription (use); width and bounds; encroachments and obstructions by abutting owners; abandonment by non-use and discontinuance; minimum maintenance highways; and seasonally limited use roads.

- **Mark Gebo, Esq**, Hrabchak, Gebo & Langone, P.C., 216 Washington Street, Watertown, NY 13601, (315)788-5900, mgebo@gebolaw.com

2F. Guidelines for Minute Taking

ROOM: Building #2, Classroom 2-102

As the clerk, you are responsible for accurately preparing the minutes of your board meetings, which represents the history of your municipality's business. What you need to know to prepare them; how to index them properly so you can locate a resolution later; how to write a proper resolution; and what auditors look for in minutes will be some of the topics discussed.

- **Cindy Goliber, Potsdam Town Clerk/Tax Collector**, 18 Elm Street, Potsdam, NY 13676, (315)265-3430, townclerk@potsdamny.us, www.potsdamny.us

2G. Importance of a Community Tree Program

ROOM: Building #3, Classroom 3-130

This presentation will provide all the tools, funding resources, and inspiration needed to create a tree planting and maintenance program in your community. The session will focus on starting a tree program for your community streets that will increase energy efficiency, improve air quality, increase property values, and build community pride.

- **Kelly Reinhardt, LEED Green Associate, Director of Business Development**, BCA Architects & Engineers, 327 Mullin Street, Watertown, NY 13601, (315)782-8130, kreinhardt@thebcgroup.com, www.thebcgroup.com
- **Michael Lumbis, Planner**, City of Watertown, 245 Washington Street, Watertown, NY 13601, (315)785-7730, mlumbis@watertown-ny.gov, www.osc.state.ny.us
- **Glen Roberts, Senior Forester**, NYS Department of Environmental Conservation, Lowville Office, 7327 State Route 812, Lowville, NY 13367, (315)376-3521, glen.roberts@dec.ny.gov, www.watertown-ny.gov

Notes

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2:45-4:00 p.m. ~ Second Afternoon Session

4A. Red Flags for Fraud: Internal Controls for Town & Village Boards

ROOM: Building #6 Classroom 6-207

Designed to assist village and town officials in carrying out their fiscal oversight responsibility. Topics to be covered include the fiscal oversight duties of the board; the purpose of an audit and who is responsible; an overview of the records of the chief fiscal officer; audit concerns and key records to look at; and what to do if you suspect fraud.

- **Laird Petrie, Associate Examiner**, NYS Office of the State Comptroller, State Office Building, 333 East Washington Street, Syracuse, NY 13202, (315)428-4192, lpetrie@osc.state.ny.us, www.osc.state.ny.us
- **Julie Landcastle, Associate Examiner**, NYS Office of the State Comptroller, State Office Building, 333 East Washington Street, Syracuse, NY 13202, (315)428-4192, jlandcastle@osc.state.ny.us, www.osc.state.ny.us
- **Barbara Corrigan, Senior Examiner**, NYS Office of the State Comptroller, State Office Building, 333 East Washington Street, Syracuse, NY 13202, (315)428-4192, bcorrigan@osc.state.ny.us, www.osc.state.ny.us

4B. Cyber Security for Local Governments

ROOM: Building #3, Classroom 3-130

This session will discuss the current cyber threat environment, with an emphasis on those threats of greatest concern to state, federal and local governments, and how entities can prioritize their efforts to address the most significant threats.

- **John Borst, Outreach Coordinator**, Enterprise Information Security Office, Office of Information Technology Services, 1220 Washington Avenue, Building 7A, Floor 4, Albany, NY 12242, (518)242-5039, john.borst@its.ny.gov, www.its.ny.gov

4C. Enforcement of Zoning and Other Local Laws

ROOM: Sturtz Theater 4-111

Have you ever wondered who is responsible for zoning administration and enforcement in your town or village? Learn how the legislative body, zoning board of appeals, planning board, and zoning enforcement officer interact together in carrying out enforcement of zoning and other local laws.

- **Raymond Meier, Esq.**, Bond, Schoeneck & King, 501 Main Street, Utica, NY 13501, (315)738-1223, rmeier@bsk.com, www.bsk.com

4D. Q & A for PB & ZBA

ROOM: Building #2, Amphitheater 2-107

This is your chance to ask the expert your burning legal questions. Back by popular demand, open floor for questions on planning and zoning issues with Scott Chatfield.

- **Scott Chatfield, Esq.**, Chatfield Associates, P.O. Box 70, Marietta, NY 13110, (315)636-7911, scottchatfield@live.com



4E. Emergency Response to Flooding & Problems in Responding

ROOM: Building #3, Classroom 3-102/104

Weather can send more snow and rain than our streams and rivers can handle. Highway infrastructure is oftentimes a victim of snow melt and flooding events. This session will focus on the do's and don'ts of emergency response to flooding and what you can do to protect highway infrastructure in a manner which protects habitat and the river ecosystem.

- **Carl Schwartz, Northeast State Coordinator**, U.S. Fish & Wildlife Service, 3817 Luker Road, Cortland, NY 13045, (607)753-9334, carl_schwartz@fws.gov, www.fws.gov

4F. Ethics Part II

ROOM: Building #6, Amphitheater 6-002

This session will be a continuation of session **3F. Ethics: What is it, What is it Not, and Why Focus On It? Part I**.

- **Dominic Mazza, Principal Municipal Consultant**, The Bonadio Group, 171 Sullys Trail, Pittsford, NY 14534, (585)249-2752, nmazza@bonadio.com, www.bonadio.com

4G. Improving Broadband Access in Rural Areas

ROOM: Building #2, Classroom 2-102

The NYS Broadband Program Office and the Development Authority of the North Country will discuss how to improve broadband service in rural areas.

- **David Salway, Program Director, Broadband Program Office**, NYS Department of Economic Development, 625 Broadway, 8th Floor, Albany, NY 12245 (866)322-5787, david.salway@esd.ny.gov, www.nysbroadband.ny.gov
- **Angela Liotta, Broadband Outreach Director**, State Broadband Program Office, NYS Department of Economic Development, 625 Broadway, 8th Floor, Albany, NY 12245, (518)292-5109, aliotta@esd.ny.gov, www.nysbroadband.ny.gov
- **David Wolf, General Manager**, Telecommunications, Development Authority of the North Country, 317 Washington Street, Watertown, NY 13601, (315)661-3200, dtwolfe@danc.org, www.danc.org



1:15-2:30 p.m. ~ First Afternoon Session

3A. Developing an Effective Fund Balance Policy

ROOM: Building #6, Classroom 6-207

How much fund balance a municipality should keep each year, and what factors they need to think about when deciding the amount to keep will be the subject of this session.

- **Laird Petrie, Associate Examiner**, NYS Office of the State Comptroller, State Office Building, 333 East Washington Street, Syracuse, NY 13202, (315)428-4192, lpetrie@osc.state.ny.us, www.osc.state.ny.us
- **Julie Landcastle, Associate Examiner**, NYS Office of the State Comptroller, State Office Building, 333 East Washington Street, Syracuse, NY 13202, (315)428-4192, jlandcastle@osc.state.ny.us, www.osc.state.ny.us
- **Barbara Corrigan, Senior Examiner**, NYS Office of the State Comptroller, State Office Building, 333 East Washington Street, Syracuse, NY 13202, (315)428-4192, bcorrigan@osc.state.ny.us, www.osc.state.ny.us

3B. Resources Available Through Consolidated Funding Process

ROOM: Building #2, Classroom 2-102

This session will feature a general overview of the CFA process by Empire State Development and specific overviews of grants North Country communities are typically interested in. DOS (waterfront, efficiency), EFC (water and sewer planning) and OPRHP (recreational trails, parks, etc.) will be on hand to give specific overviews of their programs and grants available from their agencies.

- **Terrance Deuel, Project Manager**, NYS Environmental Facilities Corp, 1285 Fisher Avenue, Cortland, NY 13045 (607)753-3095 ext. 252, terrance.deuel@efc.ny.gov, www.efc.ny.gov
- **Barbara Kendall, Coastal Resources Specialist**, NYS Department of State, 99 Washington Avenue, Albany, NY 12231, (518)5473-8928, barbara.kendall@dos.ny.gov, www.osc.state.ny.us
- **Stephen Hunt, North Country Regional Director**, Empire State Development, Dulles State Office Building, 317 Washington Street, Watertown, NY 13601, (315)785-7907, stephen.hunt@esd.ny.gov, www.esd.ny.gov
- **Jean Egenhofer, Grants Officer, Central NY Region**, Office of Parks, Recreation, & Historic Preservation, Clark Reservation State Park, 6105 East Seneca Turnpike, Jamesville, NY 13078, (315)492-1756, jean.egenhofer@parks.ny.gov, www.nysparks.com

3C. Zoning for Small & Large Scale Solar Energy Projects

ROOM: Sturtz Theater 4-111

What are the issues communities need to think about when putting together regulations for solar energy systems? This session will discuss those issues and review examples of regulations adopted around NYS.

- **Jason Pfothenauer, Deputy Director**, St Lawrence County Planning, Room 255, County Courthouse, 48 Court Street, Canton, NY 13617, (315)379-2292, jppfothenauer@co.st-lawrence.ny.us, www.co.st-lawrence.ny.us



3D. Powers & Duties of the ZBA

ROOM: Building #2, Amphitheater 2-107

This session will address the powers and duties of the ZBA and its interrelationships with enforcement officials, the municipal planning board, and county planning agencies. Information will be provided on the statutory requirements relating to the issuance of use and area variances, as well as board procedures and the importance of making good findings.

- **Scott Chatfield, Esq.**, Chatfield Associates, P.O. Box 70, Marietta, NY 13110, (315)636-7911, scottchatfield@live.com

3E. Consolidated Local Street and Highway Improvement Program (CHIPS)

ROOM: Building #3, Classroom 3-102/104

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.

- **Steve Ainspan, CHIPS Program Manager**, NYS Department of Transportation, 50 Wolf Road, Albany, NY 12232, (518)485-9959, steve.ainspan@dot.ny.gov, www.dot.ny.gov/programs/chips

3F. Ethics: What is it, What is it Not, and Why Focus On It? Part I

ROOM: Building #6, Amphitheater 6-002

This session will discuss issues related to ethics in local government; core principles of public service; whether your municipality is ethically fit; a framework for making ethical decisions; and tips on how to make sure ethics is being incorporated into day to day local government business.

- **Dominic Mazza, Principal Municipal Consultant**, The Bonadio Group, 171 Sullys Trail, Pittsford, NY 14534, (585)249-2752, nmazza@bonadio.com, www.bonadio.com

3G. Innovative Stormwater Practices

ROOM: Building #3, Classroom 3-130

The focus in stormwater design has shifted away from treatment of runoff to reduction of the amount of runoff generated by development. Low impact site design and green infrastructure practices allow us to manage wet weather, maintain and restore natural hydrology. This session will focus on unique stormwater infrastructure practices that use resilient cutting-edge green technologies.

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