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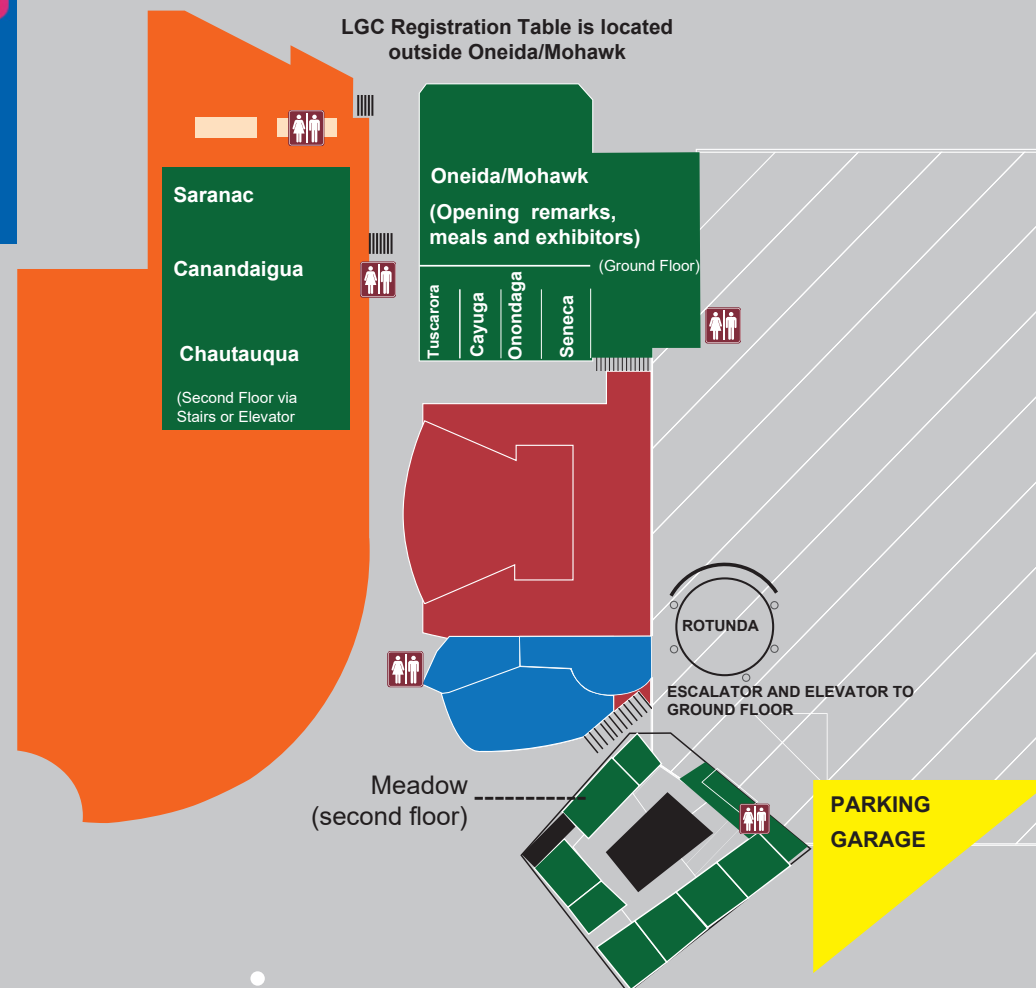
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New York State Tug Hill Commission
32nd Annual Local Government Conference
April 5-6, 2023

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Thank you for attending today!

Welcome to the 32nd Annual Tug Hill Local Government Conference! The Tug Hill Commission staff and board hope you find the day informative, and that you have plenty of opportunity to interact with your fellow local government representatives and our sponsors and exhibitors.

It is our special privilege to be hosting you all in 2023, the 50th anniversary of the NYS Tug Hill Commission. We absolutely would not be here today without the support of our towns, villages, councils of governments, state legislative members, and state agency partners. We look forward to many more years of helping local governments and citizens shape the future of the Tug Hill region.



We are here to make sure your day is enjoyable and educational, so please speak with me or a staff member if you have any questions or concerns. Thank you for attending our conference!

Katie Malinowski, Executive Director

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Tell us what you think! (We really do want to know.)

Your feedback is extremely valuable and important to us! While there is a paper survey in your conference folder, we would appreciate you entering your responses online if you can. Please go to www.tinyurl.com/LGC2023Survey or scan the QR code to the right to fill out an electronic survey. Surveys will be accepted through Friday, April 14, 2023.



Feeling Lucky?!

Visit at least half of our exhibitors and you'll earn a chance to win one of four prize bags.

Look for details in your folder about the **2023 Passport Punch Play**.

Assessor's Training: 8:30 a.m. - 11:30 a.m. and 1:00 p.m. - 4:00 p.m.

RPS Version 4 - Those Little Things We Need to Know

Canandaigua

This six-hour session for assessors covers a variety of different topics that may not be utilized in everyday work but are important to understand. Many times, it is simply a case of not having to use certain forms or uncertainty in confronting a difficult situation. Examples are correction of errors, legal notices, sellers concessions, and the assessor's annual report. Assessors will receive 6 hours of CE credits for attending the entire session.

Anne M. Sapienza, FIAO, (716) 474-0029, asapienza7887@gmail.com

Session 1		8:45 - 10:00 a.m.
1A) Policies and Procedures for Managing Your Local Government		Tuscarora
This session will begin by discussing the legally required policies all local governments must have. However, there are many facets of local government that are not covered by the legal requirements for policies and procedures. We will also discuss several programmatic areas, including the use of vehicles, cell phones and computers, where “best practices” come into play and how you can address internal controls over these areas through the use of policies and procedures.		
Ingrid Otto, Auditor 2, Local Official Training Unit, NYS Office of the State Comptroller, (315) 793-6359, iotto@osc.ny.gov, www.osc.state.ny.us		
1B) Fire Department-based Ambulance Service: Where Are We Now & Where Are We Going?		Saranac
Recent changes to the law authorized fire departments to bill for ambulance service. This interactive program will feature a discussion on the changes to the law, and the role that fire departments may play in the delivery of ambulance and emergency medical services into the future.		
Timothy C. Hannigan, Esq., Attorney, Hannigan Law Firm, PLLC, (518) 869-9911, tim@hanniganlaw.com, www.hannigan.law		
1C) Public Meeting and Hearing Procedures		Onondaga/Cayuga
This session will cover the different types of meetings and hearings commonly held by municipal boards, planning boards, and zoning boards of appeals. Topics will include public notice procedures, who runs the meetings or hearings, how they are run, and ways the public can or should be involved in a productive way.		
Scott Chatfield, Esq. (Retired), tughill@tughill.org		
1D) ZBA Review of Variance Applications and Interpretation Appeals		Seneca
This session will review and discuss ZBA functions, basic application guidelines, best decision-making (motion) practices, use variance application review, area variance review, and ZBA decisions as precedent.		
Mark Schachner, Esq., Miller, Mannix, Schachner & Hafner, LLC, (518) 793-6630, mschachner@mmslaw.com, www.millermannix.com		
1E) Asset Management for Highways		Meadow
The highway superintendent’s job is to know and understand the taxpayers’ assets entrusted to his or her care and to have a long-term plan to manage them.		
Timothy Hunt, Highway Superintendent, Lewis County Highway Department, (315) 376-5350, timhunt@lewiscounty.ny.gov, www.lewiscounty.org/highway-department		
1F) Fiscal Responsibilities of Municipal Clerks		Chautauqua
Municipal clerks are not only the official record keeper of a local government but they also play a key role in many financial activities. In addition to collecting license and permit revenues, clerks must keep a record of debt obligations and reserve funds, and certify abstracts of payments approved for payment along with other financial transactions approved by their governing boards. This session will discuss these and other duties that clerks must perform.		
Laird Petrie, Municipal Consultant, lpetrieconsulting@gmail.com		

Thank you to our Diamond Sponsors!



Wednesday’s reception sponsored by GYMO Architecture, Engineering and Land Surveying, D.P.C.
Thursday’s lunch sponsored by C2AE

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Adirondack North Country Association www.adirondack.org	Laberge Group www.labergegroup.com
Advanced Business Systems, Inc www.abstech.com	MRB Group www.mrbgroup.com
Association of Towns of the State of New York www.nytowns.org	Mohawk Valley Economic Development District www.mvedd.org
Aubertine & Currier Architects, Engineers & Land Surveyors, PLLC www.aubertinecurrier.com	NYCLASS www.newyorkclass.org
Barton & Loguidice, D.P.C. www.bartonandloguidice.com	New York Municipal Insurance Reciprocal www.nymir.org
BCA Architects & Engineers www.thebcgroup.com	NYS Dept of Environmental Conservation, Great Lakes Program www.dec.ny.gov/lands/25562.html
Blair Supply Corporation www.blairsupplyusa.com	NYS Department of State, Division of Local Government Services www.dos.ny.gov/services-and-support
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Fiscal Advisors and Marketing, Inc. www.fiscaladvisors.com	NYS Workers’ Compensation Board www.wcb.ny.gov
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Session 2

10:15 - 11:30 a.m.

2A) Tips, Strategies and Compliance Best Practices for Administering Your ARPA Funds Tuscarora

This session will highlight best practices for effectively and efficiently spending local government ARPA funds to maximize community benefit. From program start-up through project selection and reporting, Laberge Group ARPA experts will share stories from communities across the state and tips on managing funds and leveraging other sources of funding for local projects during this time of unprecedented revenue opportunity.

Nicole T. Allen, (AICP) Director of Planning and Community Development and **Jerrine E. Corallo**, Community Development Specialist, Laberge Group, clientservices@labergegroup.com, www.labergegroup.com

2B) An Update on the Implementation of the NYS Marijuana Regulation & Taxation Act Meadow

The Marijuana Regulation and Taxation Act (MRTA) sets out a framework that will regulate cannabis in New York State in a manner that will protect public health and safety, while promoting social equity and economic development. The Office of Cannabis Management (OCM) will license cultivators, processors, distributors and dispensaries to grow and sell cannabis. Attend this workshop to gain a comprehensive understanding of the MRTA, OCM and the underlying principles governing the new cannabis industry of New York State.

Phillip Rumsey, Manager for Intergovernmental Outreach, NYS Office of Cannabis Management, 1-888-OCM-5151, Phillip.Rumsey@ocm.ny.gov, www.cannabis.ny.gov

2C) SEQR Basics Onondaga/Cayuga

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

Patricia Burke and Monica Ryan, Local Government Specialists, NYS Department of State, Patricia.Burke@dos.ny.gov and Monica.Ryan@dos.ny.gov, (518) 473-3355, www.dos.ny.gov/services-and-support

2D) Preventing and Prevailing in Article 78 Proceedings Seneca

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 on common procedure pitfalls that may lead to legal challenges, and ways in which your community can avoid them.

Mark Schachner, Esq., Miller, Mannix, Schachner & Hafner, LLC, (518) 793-6630, mschachner@mmslaw.com, www.millermannix.com

2E) NYSDEC Permitting for Highways Saranac

This session presents an overview of NYSDEC permitting standards, permit types, jurisdictional versus non-jurisdictional activities, and the process for acquiring required permits.

Todd Phillips, Deputy Regional Permit Administrator, NYS Department of Environmental Conservation, (315) 793-2740, Todd.Phillips@dec.ny.gov, www.dec.ny.gov

2F) Knowledge Transfer: Knowing What You Don't Know in Times of Change Chautauqua

People move on, they always do. But, there is valuable information to capture before they do. Transitions are not always easy. Information and relationships can be lost...so can keys and passwords. Your community can be negatively impacted. This session will discuss things to think about, capture and retain, and ways to do so, well before a transition occurs.

Khris Dodson, Director of Water Resiliency Initiatives, Syracuse University Environmental Finance Center, kadodson@syr.edu, www.efc.syr.edu

3A) State and Federal Funding: Financing and Resources for Municipalities

Tuscarora

With public funding for infrastructure and community development at historic levels, it is more important than ever to be prepared to capitalize on these investments. Attendees will engage with program staff about funding available from the Northern Border Regional Commission, the Local Government Efficiency Program, the Community Development Block Grant Program, and other programs. Attendees will also get tips on grant writing and administration so that they can position their communities to implement their infrastructure and development goals.

Eric Arena, Local Government Specialist, NYS Department of State, eric.arena@dos.ny.gov, www.dos.ny.gov; **Ben Mattison**, Community Developer, NYS Homes and Community Renewal, ben.mattison@hcr.ny.gov, hcr.ny.gov; and **Khris Dodson**, Director of Water Resiliency Initiatives, Syracuse University Environmental Finance Center, kadodson@syr.edu, www.efc.syr.edu

3B) First Amendment Audits: What Are They and How Can Government Officials Respond

Chautauqua

The proliferation of video cameras on mobile devices has resulted in an explosion of First Amendment audit activity in the past 24 months. YouTube videos of these audits are ubiquitous, showing an individual walking through municipal buildings recording local officials and employees doing their jobs and residents there to conduct municipal business. The videos invariably include scenes of altercations with distressed municipal employees who frequently respond to these auditors in an agitated, confrontational manner. This presentation will provide an overview of what a First Amendment audit is and how local officials can respond to such activities.

Wade Beltramo, General Counsel, New York Conference of Mayors, (518) 463-1185, wade@nycom.org, www.nycom.org

3C) Understanding Site and Subdivision Plans for the Approval Process

Onondaga/Cayuga

This presentation will cover the basic fundamentals for planning, zoning and municipal board members for understanding how to properly interpret the drawings as they apply to the approval requirements. The speakers will highlight the plan components that you should be familiar with in a site plan and/or subdivision submission.

Matt Cervini, PE, Partner, Managing Engineer, mcervini@gymodpc.com and **Pat Scordo**, PE, President/CEO, Director or Engineering, pscordo@gymodpc.com, GYMO Architecture, Engineering & Land Surveying, DPC, (315) 788-3900, www.gymodpc.com

3D) Zoning and Siting Large Solar Facilities

Seneca

This session will examine how communities can incorporate siting and design standards in zoning for large solar facilities. It will examine local control of large solar that are < 20 megawatts and learn more about NYS review and permitting for > 20 megawatt projects. Emphasis will be on siting, design, screening, agrivoltaic opportunities, and review processes such as site plan review and special use permits.

Nan Stolzenburg, FAICP, CEP, Principal Planner, Community Planning and Environmental Associates, nan@planningbetterplaces.com, (518) 248-8542, www.planningbetterplaces.com

3E) Now What Do I Do? How the FEMA Public Assistance Grant Program Brings Dollars Back to Your Community Following a Disaster

Saranac

This presentation will guide you through the FEMA Public Assistance process following a disaster. It will cover how Federal disasters are declared and give you an overview of what to expect when applying for a FEMA PA grant. Learn how your municipality can get the maximum reimbursement it needs to recover and build back stronger the next time disaster strikes.

Jerry Lord, Regional Disaster Assistance Representative Coordinator, jerry.lordjr@dhses.ny.gov and **Steve Eidt**, Disaster Assistance Representative, Steven.Eidt@dhses.ny.gov, NYS Division of Homeland Security and Emergency Services, www.dhses.ny.gov/disaster-recovery

3F) The Do’s and Don’ts of Municipal Websites

Meadow

The internet can be difficult to navigate, especially when it comes to municipal websites and social media pages. This session will go over First Amendment concerns, provide practical tips on what to include with your site, and offer suggestions on how to craft a website and social media policy that will help your municipality avoid common mistakes and problems.

Sarah Brancatella, Counsel and Legislative Director, The Association of Towns of the State of New York, (518) 465-7933, sbrancatella@nytowns.org, www.nytowns.org

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Session 4

2:45 - 4:00 p.m.

4A) The Open Meetings Law: Demystifying the New Videoconference Procedures

Tuscarora

The Open Meetings Law (OML) was first amended to allow public bodies to conduct meetings via videoconference back in 2000. As a result of the COVID pandemic, a more flexible, although temporary, method of conducting meetings was authorized via executive order. New York's experience with this temporary method of conducting meetings led the State to enact new procedures for conducting meetings via videoconference. This session will provide a full explanation of New York's OML, including the procedures for conducting meetings using videoconference technology. The presentation will also highlight recent changes to the OML regarding the public's right to access records that are scheduled to be discussed at meetings, the definition of "public body," and the posting of meeting minutes.

Wade Beltramo, General Counsel, New York Conference of Mayors, (518) 463-1185, wade@nycom.org, www.nycom.org

4B) Lake Effect and Lightning (LEE) – A “Shocking” SUNY Oswego Project

Meadow

The SUNY Oswego LEE project is funded by the National Science Foundation to study the electrification in lake-effect storms. The two main questions are: 1) How do lake-effect storms become electrified? 2) Do wind turbines initiate lightning during these storms and, if so, under what conditions do these turbines initiate lightning? Sites across Tug Hill hosted weather stations during the winter of 2022-23. Additionally, students launched weather balloons and a Doppler on wheels traversed Tug Hill during lake effect storms. Learn more about this study and how the results will be used.

Scott Steiger, Lake-Effect Storm Prediction and Research Center, SUNY Oswego, scott.steiger@oswego.edu, www.oswego.edu/atmospheric-geological-sciences/content/scott-steiger

4C) Hot Button Land Use Issues

Onondaga/Cayuga

Local governments are not able to regulate all uses the same way. Some uses have special statutory protection or rules established through case law and require special consideration, such as religious uses, mining, and telecommunications facilities. Other uses might be new to the local officials attempting to regulate them, such as solar energy facilities, barn weddings, and short-term rentals. This course is an overview of some of the land uses that many local officials find challenging, along with the statutory rules and case law associated with them and options for regulating them.

Patricia Burke and Brent Irving, Local Government Specialists, NYS Department of State, Patricia.Burke@dos.ny.gov and Brent.Irving@dos.ny.gov, (518) 473-3355, www.dos.ny.gov/services-and-support

4D) Q and A for Planning Boards and Zoning Boards of Appeal

Seneca

This is your chance to ask the expert your burning legal questions. This session is an open-floor format for questions on planning and zoning issues.

Scott Chatfield, Esq. (Retired), tughill@tughill.org and **Matthew J. Fitzgerald**, Associate, Phillips Lytle LLP, (716) 847-5402, mfitzgerald@phillipslytle.com, www.phillipslytle.com

4E) The Basics of a Good Road

Saranac

Bring your questions about roads and streets and see if you can stump the engineer. The presenter will discuss the basics of roads and answer your questions.

Willy Grimmke, Circuit Rider, NYS LTAP Center - Cornell Local Roads Program, (607) 255-8033, wgrimmke@gpinet.com, www.clrp.cornell.edu

4F) Potluck Panel for Clerks: Vital Records, DECALS and Dog Licensing

Chautauqua

The presenters in this session will provide information about dog licensing, the DEC automated licensing system (DECALS) and vital records (births, deaths and marriages). Please come ready to discuss your questions and concerns.

David Chico, VMD, MPH, Assistant Director, Division of Animal Industry, NYS Department of Agriculture and Markets, David.Chico@agriculture.ny.gov, www.agriculture.ny.gov; **Sarah Brancatella**, Counsel and Legislative Director, The Association of Towns of the State of New York, (518) 465-7933, sbrancatella@nytowns.org, www.nytowns.org; and **Kevin Maloney**, License Sales Supervisor, NYS Department of Environmental Conservation, kevin.maloney@dec.ny.gov, www.decals.vendor2.east.kalkomey.com

Conference Schedule At-A-Glance					
7:00 - 9:00 a.m.		BREAKFAST WITH EXHIBITORS in Oneida/Mohawk			7:00 - 9:00 a.m.
8:45 - 10:00 a.m.		SESSION 1			8:45 - 10:00 a.m.
(1A) Policies and Procedures for Managing Your Local Government Ingrid Otto, NYS Office of the State Comptroller Tuscarora (ground floor)	(1B) Fire Department-based Ambulance Service: Where Are We Now and Where Are We Going? Timothy C. Hannigan, Hannigan Law Firm PLLC Saranac (second floor)	(1C) Public Meeting and Hearing Procedures Scott Chatfield, Esq. (retired) Onondaga/Cayuga (ground floor)	(1D) ZBA Review of Variance Applications and Interpretation Appeals Mark Schachner, Miller, Mannix, Schachner & Hafner, LLC Seneca (ground floor)	(1E) Asset Management for Highways Timothy Hunt, Lewis County Highway Department Meadow (near rotunda)	(1F) Fiscal Responsibilities of Municipal Clerks Laird Petrie, Municipal Consultant Chautauqua (second floor)
10:00 - 10:15 a.m.		BREAK			10:00 - 10:15 a.m.
10:15 - 11:30 a.m.		SESSION 2			10:15 - 11:30 a.m.
(2A) Tips, Strategies and Compliance Best Practices for Administering Your ARPA Funds Nicole Allen and Jerrine Corallo, LaBerge Group Tuscarora (ground floor)	(2B) An Update on the Implementation of the NYS Marijuana Regulation & Taxation Act Philip Rumsey, NYS Office of Cannabis Management Meadow (near rotunda)	(2C) SEQR Basics Patricia Burke and Monica Ryan, NYS Department of State Onondaga/Cayuga (ground floor)	(2D) Preventing and Prevailing in Article 78 Proceedings Mark Schachner, Miller, Mannix, Schachner & Hafner, LLC Seneca (ground floor)	(2E) NYSDEC Permitting for Highways Todd Phillips, NYS Department of Environmental Conservation Saranac (second floor)	(2F) Knowledge Transfer: Knowing What You Don't Know in Times of Change Khris Dodson, Syracuse University Environmental Finance Center Chautauqua (second floor)
11:15 a.m. - 1:15 p.m.		LUNCH in Oneida/Mohawk			11:15 a.m. - 1:15 p.m.
1:15 - 2:30 p.m.		SESSION 3			1:15 - 2:30 p.m.
(3A) State and Federal Funding: Financing and Resources for Municipalities Eric Arena, NYS Department of State; Ben Mattison, NYS Homes and Community Renewal; and Khris Dodson, Syracuse University Environmental Finance Center Tuscarora (ground floor)	(3B) First Amendment Audits: What Are They and How Can Government Officials Respond Wade Beltramo, New York Conference of Mayors Chautauqua (second floor)	(3C) Understanding Site and Subdivision Plans for the Approval Process Matt Cervini and Pat Scordo, GYMO Architecture, Engineering & Land Surveying Onondaga/Cayuga (ground floor)	(3D) Zoning and Siting Large Solar Facilities Nan Stolzenburg, Community Planning and Environmental Associates Seneca (ground floor)	(3E) How FEMA's Public Assistance Grant Program Brings Dollars Back to Your Community Following a Disaster Jerry Lord and Steve Eidt, NYS Division of Homeland Security and Emergency Services Saranac (second floor)	(3F) The Do's and Don'ts of Municipal Websites Sarah Brancatella, The Association of Towns of the State of New York Meadow (near rotunda)
2:30 - 2:45 p.m.		BREAK			2:30 - 2:45 p.m.
2:45 - 4:00 p.m.		SESSION 4			2:45 - 4:00 p.m.
(4A) The Open Meetings Law: Demystifying the New Videoconference Procedures Wade Beltramo, New York Conference of Mayors Tuscarora (ground floor)	(4B) Lake Effect and Lightning (LEE) – A “Shocking” SUNY Oswego Project Scott Steiger, SUNY Oswego Meadow (near rotunda)	(4C) Hot Button Land Use Issues Patricia Burke and Brent Irving, NYS Department of State Onondaga/Cayuga (ground floor)	(4D) Q and A for Planning Boards and Zoning Boards of Appeal Scott Chatfield, Esq.(retired) and Matthew J. Fitzgerald, Phillips Lytle LLP Seneca (ground floor)	(4E) The Basics of a Good Road Willy Grimmke, NYS LTAP Center - Cornell Local Roads Program Saranac (second floor)	(4F) Potluck Panel for Clerks: Vital Records, DECALS and Dog Licensing David Chico, NYS Ag and Markets; Sarah Brancatella, The Association of Towns of the State of New York; and Kevin Maloney, NYS Dept. of Environmental Conservation Chautauqua (second floor)
Assessors:					Assessors:
Morning Assessor's Session (8:30 a.m. - 11:30 a.m. in Canandaigua) Those Little Things We Need to Know (Correction of Errors, and Legal Notices and Forms) Anne M. Sapienza, FIAO				Afternoon Assessor's Session (1:00 p.m. - 4:00 p.m. in Canandaigua) Those Little Things We Need to Know (Sellers Concessions, Annual Report, and the Market) Anne M. Sapienza, FIAO	

Certificates of attendance will be available in each classroom after Session 4.