

2015 Conference Sessions

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

Assessor Training - 8:30 a.m. - 4:00 p.m.
This six hours of certified training for assessors will cover the procedures to be followed by assessors in reviewing applications for exemptions from the real property tax.

Keynote: 8:30 a.m. - 9:00 a.m.
Commanding General, 10th Mountain Division and Fort Drum (invited)

Session 1: 9:15 a.m. - 10:30 a.m.
1A. Negotiating Fire Protection Contracts in the Cap and Freeze Era

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

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

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.

1C. Record Keeping Tips for PB & ZBAs

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.*

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

This session will discuss how a board can get through an application with as little friction as possible when dealing with difficult people.

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

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.

1F. The Many Duties of the Clerk

The powers and duties of the clerk and all the responsibilities they have to deal with will be discussed in this session. There will be plenty of time for questions as well as sharing experiences from one clerk to another.

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

An overview of the tax freeze, municipal 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.

Session 2: 10:45 a.m. - Noon
2A. "How To" Guides to Shared Services and Cooperation

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; and analyze key stakeholders of shared services.

2B. NYS Grant Gateway

New York State has developed a new funding

portal called the Grants Gateway designed to improve the way NYS administers grants by simplifying and streamlining the grants management process. Find out more about registering and "prequalifying" for the Grants Gateway in this session.

2C. Open Government Issues in Planning and Zoning Decisions

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.

2D. Public Meetings and Hearings

This session addresses the goals and requirements associated with holding meetings, in contrast to the purposes and legal requirements surrounding a public hearing. *Code Enforcement Officers may receive 1 hour of In-Service Credit.*

2E. Roads By Use

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

2F. Guidelines for Minute Taking

As the clerk, you are responsible for accurately preparing the minutes of your board meetings. What you need to know to prepare them; how to index them properly; and what auditors look for in minutes will be some of the topics discussed.

2G. Importance of a Community Tree Program

This presentation will provide all the tools, funding resources, and inspiration needed to create a tree planting and maintenance program in your community.

Lunch: Noon - 1:00 p.m.

Session 3: 1:15 p.m. - 2:30 p.m.
3A. Developing an Effective Fund Balance Policy

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.

3B. Resources Available Through Consolidated Funding Process

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.

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

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.

3D. Powers & Duties of the ZBA

This session will address the powers and duties of the ZBA and its interrelationships with enforcement officials and the planning

board. Also discussed will be the issuance of use and area variances and the importance of making good findings.

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

This session will review what the CHIPS program is and how it affects your community.

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

To be discussed: issues related to ethics in local government; core principles of public service; whether your municipality is ethically fit; and tips on how to make sure ethics is being incorporated into day to day local government business.

3G. Innovative Stormwater Practices

This session will focus on unique stormwater infrastructure practices that use resilient cutting-edge green technologies.

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

4A. Internal Controls for Town & Village Boards

Designed to assist municipal 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; and what to do if you suspect fraud.

4B. Cyber Security for Local Governments

This session will discuss the current cyber threat environment, with an emphasis on those threats of greatest concern to state, federal and local governments.

4C. Enforcement of Zoning and Other Local Laws

Learn how the legislative body, ZBA, planning board, and zoning enforcement officer interact together in carrying out enforcement of zoning and other local laws.

4D. Q & A for PB & ZBA

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.

4E. Emergency Response to Flooding & Problems in Responding

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 that protects habitat and the river ecosystem.

4F. Ethics: What is it, What is it Not, & Why Focus On It? Part II

Continuation of Session 3F Part I.

4G. Improving Broadband Access in Rural Areas

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

Reception: 4:00 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**

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. Any questions, please call (315)785-2380

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

Amount Paid: \$50 (postmarked by 3/4/15) \$75 (postmarked by 3/11/15) \$100 (received after 3/11/15)

We can not issue refunds after March 11, 2015.

**** Please Print ****

Name: _____ Town/Village: _____

County: (please check one) Jefferson Lewis Oneida Oswego St. Lawrence Other: _____

Address: _____ E-mail: _____

City: _____ State: _____ Zip: _____ Daytime Phone: w/h () _____

Municipal Position Held: (please check one)

Assessor Attorney Clerk Councilman DPW Highway Justice Mayor

Planning Board Supervisor Trustee Zoning Board of Appeals Other: _____

Note: Registration confirmations and program changes will be done by email in order to save on postage.

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="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workshop B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workshop C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workshop D	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workshop E	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workshop F	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workshop G	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assessors Session	<input type="checkbox"/> a.m.	<input type="checkbox"/> p.m.		

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



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 Dulles State Office Building
 317 Washington Street
 Watertown, New York 13601
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NYS TUG HILL COMMISSION 26TH ANNUAL LOCAL GOVERNMENT CONFERENCE Thursday, March 26, 2015, Jefferson Community College



Photo by Kate Kramer

About the Conference

The March 26, 2015 Local Government Conference is an annual event organized by the staff at the Tug Hill Commission attracting as many as 650 local officials from across the North Country.

Workshops on a variety of topics are geared toward village and town board members, clerks, planning boards, zoning boards, highway departments, and assessors.

Registration Information

Please mail the registration form inside with your check or voucher. **Refunds will not be granted after Wednesday, March 11th.**

Directions to Jefferson Community College

Take Interstate 81 to Exit 46 (Coffeen Street). Travel east on Coffeen Street 0.25 mile. The college entrance is on your left. Parking at the college is in the back in Lots C & D. Registration is in the Gymnasium.

Overview of the Day

7:30 a.m. - 8:30 a.m.
Registration & Breakfast w/ 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. - Noon
2nd Concurrent Session

Noon - 1:00 p.m. ~ Lunch

1:15 p.m. - 2:30 p.m.
3rd Concurrent Session

2:45 p.m. - 4:00 p.m.
4th Concurrent Session

4:00 p.m. ~ Reception



Photo by Jennifer Harvil



Photo by Cindy Burdge

**NYS Tug Hill Commission
 26th Annual Local Government Conference
 March 26, 2015**