Celebrating half a century of client satisfaction, employee empowerment, and the transformation of our communities with innovative and sustainable design solutions.
Welcome attendees!
Hope you enjoy the day!

The Tug Hill Commission Wants To Hear From YOU!
Visit the Tug Hill Commission’s exhibit table in the gym to help chart our future!
The commission is developing its 2020-2024 strategic plan. Please stop by our table in the gym, answer a brief, three question survey, and enter your name to win a free copy of Tug Hill, Shaping the Future of the Region. The winner will be chosen today at the afternoon reception, but you do not need to be present to win.

Thank you for attending the Local Government Conference, and for sharing your thoughts with us!

Sincerely,
Katie Malinowski
Executive Director

Sessions for Assessors
8:30 a.m. – Noon
III. Step By Step Process Of A Reassessment
ROOM: Building #6, Classroom 6-218
This course will review the necessary facts and statistics that an assessor needs in order to make informed decisions regarding a reassessment project in a smaller jurisdiction. The morning session will include a step by step analysis of the process assessors must take during a reassessment.

- Anne Sapieza, IAO, Assessor, Town of Stafford, Genesee County, NY, 8903 Route 237, P.O. Box 737, Stafford, NY 14443, (716)74-0029, asapieza@rochester.rr.com, www.townofstafford.org
1:15 p.m. – 4:00 p.m.
II. Players Involved In A Successful Reassessment
ROOM: Building #6, Classroom 6-218
The many different players involved in the success of a reassessment project will be examined through role playing.

- Anne Sapieza, IAO, Assessor, Town of Stafford, Genesee County, NY, 8903 Route 237, P.O. Box 737, Stafford, NY 14443, (716)74-0029, asapieza@rochester.rr.com, www.townofstafford.org

Department of State

DOS Consultation Center
The Department of State’s Division of Local Government Services (DLGS) will have staff available for individual consultations with local government leaders interested in discussing resources available to address specific areas of concern. The Department of State may be able to assist with technical expertise, direct you to other State agencies or discuss potential funding sources. Possible topics for discussion include County-wide Shared Services Initiative plans, local government efficiency grants, land use, planning and zoning issues.

Conference attendees should pre-register to speak with a DOS representative by calling (518)473-3355, though DLGS staff will try to accommodate those that drop by the DOS exhibit table in the gym to make an appointment. This is an exciting opportunity that shouldn’t be missed!
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.

Laudie Pietri, Associate Examiner, NYS Office of the State Comptroller, State Office Building, 133 East Washington Street, Syracuse, NY 13202, (315)428-4192, lpetrie@nysed.gov, www.occ.state.ny.us

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 crucial.


Kevin Feuka, Project Manager, C2AE Architecture/Engineering, 70 Main Street, Canton, NY 13617, (315) 454-3923, kevin.feuka@c2ae.com, www.c2ae.com

Ian Verdon, Project Manager, C2AE Architecture/Engineering, 581 Plainfield Road Suite 276, Syracuse, NY 13212, (315)380-4382, ian.verdon@c2ae.com, www.c2ae.com

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.


1D. ZBA Basics

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.

Roger Caru, Vice President and Director of Risk Management, New York Municipal Insurance Reciprocal, 12 Metro Park Road, Suite 208, Colonie, NY 12205, (518)457-1711 ext. 3345, rcrua@wrightinsurance.com, www.nymir.org

Michael Martin, Regional Advisory Officer for Central New York Region, New York State Archives, CEC Room 9A68, Albany, NY 12230, (518)486-1741, michael.martin@nysed.gov, www.archives.nysed.gov

1F. Records Management Essentials

This session will discuss 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.

Michael Martin, Regional Advisory Officer for Central New York Region, New York State Archives, CEC Room 9A68, Albany, NY 12230, (518)486-1741, michael.martin@nysed.gov, www.archives.nysed.gov

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.

Thank You Sponsors!

~ ~ ~ Platinum Level ~ ~ ~

~ ~ ~ Gold Level ~ ~ ~

~ ~ ~ Bronze Level ~ ~ ~

Local Government Education Committee of Herkimer & Oneida Counties
North Shore Council of Governments
Northern Oneida County Council of Governments
NYS Association of City & Village Clerks
River Area Council of Governments
Salmón Rivers Council of Governments

10:45 p.m.-Noon   ~   Second Morning Session

2Aa. Working With Communities On Flood Resilience

ROOM: Building 94, Classroom 4-009

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.

- Christopher Dodson, Associate Director, Syracuse University Environmental Finance Center; 27 E. Washington Street, Syracuse, NY 13210, (315)443-8161 kadodson@syr.edu, http://efc.syr.edu/
- Kristen Hychko, Research and Outreach Specialist, Syracuse University Center for Sustainable Community Solutions/Environmental Finance Center; 77 E. Washington Street, Syracuse, New York 13244, (306)365-2913, khychko@syu.edu, www.efc.syr.edu

2Ab. Northern Border Regional Commission Funding Opportunities

ROOM: Building 93, Classroom 3-130

Northern Border Regional Commission has announced a new regional forest economy partnership. The purpose of the new program is to assist rural communities in transitioning from a historic dependence on the forest-based economy to discovering new opportunities for economic diversity, independence and innovation. Approximately $7 million is available with a maximum award size of $1 million and minimum award size of $250,000. Local governments and non-profit entities are eligible. All four Tug Hill counties are considered “distressed” and only require a 20% match. This session will discuss this new program and how communities can participate.

- Christopher Eastman, Manager, Local Government Training, NYS Department of State, 99 Washington Avenue, Albany, NY 12231, (518)473-3355, christopher.eastman@dos.ny.gov, www.dos.ny.gov/lg


ROOM: Building 92, Amphitheater 2-107

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.

- Wade Beltramo, General Counsel, NY Conference of Mayors, 119 Washington Avenue, Albany, NY 12210, (518)463-1183, wade@nycom.org, www.nycm.org

2C. Zoning & Land Use Law

ROOM: Sturtz Theater 4-111

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.

- Adam Walters, Partner, Phillips Lytle LLP, One Canalside, 125 Main Street, Buffalo, NY 14208, (716)447-7282, awalters@phillipslytle.com, www.phillipslytle.com

2D. Record Keeping Tips For Planning Boards & ZBAs

ROOM: Building 96, Amphitheater 6-002

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.

- Christopher Eastman, Manager, Local Government Training, NYS Department of State, 99 Washington Avenue, Albany, NY 12231, (518)473-3355, christopher.eastman@dos.ny.gov, www.dos.ny.gov/lg

2E. Anti-Harassment & the 2018 NYS Sexual Harassment Legislation

ROOM: Building 65, Classroom 5-105

An overview of the relevant requirements under the new 2018 Sexual Harassment Legislation will be provided. Examples of the required components of a Sexual Harassment Policy and training protocol will be provided to make sure your municipality is in compliance with the new law. The complaint and investigation process mandated by the new legislation will also be reviewed.

- Susan O’Barke, Vice President and Director of Marketing and Member Services, New York Municipal Insurance Reciprocal, 12 Metro Park Road, Suite 104, Colonie, NY 12205, (518)292-0057, sororke@wrightinsurance.com, www.nymir.org

2F. Managing Inactive Records

ROOM: Building 94, Classroom 7-116 A&B

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.

- Michael Martin, Regional Advisory Officer for Central New York Region, New York State Archives, CEC Room 948, Albany, NY 12230, (518)446-1741, michael.martin@nysed.gov, www.archives.nysed.gov
- Robert Mackenzie III, AEMT-P/CEM/CFC, Director, Lewis County Emergency and Fire Management Services, 5229 Old State Street, Lowville, NY 13367, (315)745-5880, robertmackenzie@lewiscounty.ny.gov, www.lewiscounty.org/departments/emergency-management/emergency-management

2G. Engaging the Amish In Your Community

ROOM: Building 93, Classroom 3-102/104

This session will discuss how your community can engage Amish families in your community to address issues of safety. This includes addressing the safety of Amish vehicles on the highways or building barns and homes.

- Robert Mackenzie III, AEMT-P/CEM/CFC, Director, Lewis County Emergency and Fire Management Services, 5229 Old State Street, Lowville, NY 13367, (315)745-5880, robertmackenzie@lewiscounty.ny.gov, www.lewiscounty.org/departments/emergency-management/emergency-management
1:15-2:30 p.m. ~ First Afternoon Session

3A. Introduction to the National Flood Insurance Program

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

Session participants will learn how the National Flood Insurance Program came into being, common floodplain definitions, floodway and floodplain permitting requirements, how to find a building’s lowest floor, how to determine substantial improvement/damage, elevation requirements for new construction, coastal elevation requirements and how building construction affects flood insurance rates.

- Mary Binder, CFM, Environmental Program Specialist, New York State Department of Environmental Conservation, Western Flood Protection and Rain Safety Hub, 6274 E. Iron Lima Road, Iron, NY 14454, (585)226-5447, mary.binder@dec.ny.gov, www.dec.ny.gov/lands/75774.html

3B. Property Maintenance: Dealing With Junky Yards & Junkyards

ROOM: Shure Theatre 4-11

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.

- Wade Beltramo, General Council, NY Conference of Mayors, 519 Washington Avenue, Albany, NY 12210 (518)463-1185, wade@nycom.org, www.nycouncil.org

3C. Regulating Short-term Rentals

ROOM: Building #6 Amphitheater 6-002

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.

- Charles Malcolm, Esq., Hudson Ross, Attorneys, 140 Pearl Street, Suite 100, Buffalo, NY 14202, (716)488-1251, cmalcolm@hudsonross.com, www.hudsonross.com

3D. State Environmental Quality Review Act (SEQRA)

Basics

ROOM: Building #2, Amphitheater 2-107

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 SEQRA will also be discussed and the changes to the SEQRA regulations (which took effect in January of 2019) summarized.

- Christopher Eastman, Manager, Local Government Training, NYS Department of State, 99 Washington Avenue, Albany, NY 12231, (518)473-1355, christopher.eastman@dos.ny.gov, www.dos.ny.gov/lgt


3E. Work Zone Safety

ROOM: Building #5, Classroom 5-105

Traffic safety in work zones is the biggest concern for highway officials. Highway officials are responsible for protecting employees and the traveling public from injury, which can be difficult to accomplish in work zones. This session will address important ways traffic safety can be accomplished in work zones.

- David Orr, PE, Director, Cornell Local Roads Program, 416 Riley-Robb Hall, Ithaca, NY 14853, (607)255-8851, david.orr@cornell.edu, www.c2ae.com

3F. Electronic Death Registration System & Vital Records

Updates

ROOM: Building #14, Classroom H-116 A&B

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.

- James O’Connor, NYS DOH Field Representative, New York State Department of Health, Bureau of Vital Records, P.O. Box 2662, Albany, NY 12220-2662, (518)474-1817, james.oconnor@health.ny.gov, www.health.ny.gov/vital_records/edr

- Gary Martineau, NYS DOH Field Representative, New York State Department of Health, Bureau of Vital Records, P.O. Box 2662, Albany, NY 12220-2662, (518)474-1817, gary.martineau@health.ny.gov, www.health.ny.gov/vital_records/edr

3G. Essential Tools For Successful Public Engagement

ROOM: Building #4, Classroom 4-009

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.

- Tonya Mozza Zbozien, AICP, Highland Planning LLC, 820 South Clinton Avenue 85, Rochester, NY 14620, (585)315-1834, tanya@highlandplanning.com, www.highlandplanning.com

3H. Infrastructure that Enables. Architecture that Empowers.

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P 585.924.3400    F 585.924.4153
2:45-4:00 p.m. ~ Second Afternoon Session

4A. Making NY Count: How the 2020 Census Will Work & Why It Is Critical To Get A Full Count in NYS
ROOM: Building 96, Amphitheater 9-002
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.

• Ian Hull, Deputy Director, NY Regional Office for the Census Bureau, (301)763-6649, ian.hull@2020census.gov, www.census.gov
• Elizabeth Barakoski, Deputy Director of Vote-at-Home, NYS Homes & Community Renewal, The Electric Tower, Suite 105, 535 Washington St, Buffalo, NY 14205, (646)977-0453, elizabeth.barakoski@nychcr.org, www.nyshcr.org

4B. Cybersecurity Resources For Local Governments
ROOM: Building 93, Classroom 3-102/104
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).

• Paul Hoffman, Senior Program Manager, Center for Internet Security, Home of MS-ISAC, 31 Tech Valley Drive, East Greenbush, NY 12061, (518)880-0768, paul.hoffman@cisecurity.org, https://msisac.cisecurity.org
• Anthony Iozzo, Senior Examiner, NYS Office of the State Comptroller, State Office Building, 333 East Washington Street, Syracuse, NY 13202, (315)428-4192, aiozzo@osc.ny.gov, www.osc.state.ny.us
• Heidi Rosen, Senior Examiner, NYS Office of the State Comptroller, State Office Building, 333 East Washington Street, Syracuse, NY 13202, (315)428-4192, hrosen@osc.ny.gov, www.osc.state.ny.us

4C. Water Quality For Planning Boards
ROOM: Building 92, Amphitheater 2-107
Planning and zoning board members are often on the front lines of important land use decisions that have long term implications for a municipality. This session will teach these boards how to make informed decisions with an overview of soils, streams, wetlands and construction regulations. Planning officials will also gain a good understanding of what organizations can offer assistance when prickly land use concerns arise.

• Jo-Anne Humphreys, Water Quality Specialist, The Nature Conservancy of Central and Western NY, (585)340-1229, joanne.humphreys@ncc.org, www.nature.org

4D. Q & A for Planning Boards & ZBAs With Scott Chatfield
ROOM: Sturtz Theater 4-111
This is your chance to ask the expert your burning legal questions. Back by popular demand, this is an open floor session for questions on planning and zoning issues with Scott Chatfield.

• Scott Chatfield, Esq., Chatfield Associates, P.O. Box 70, Marienta, NY 13118, (315)616-7911

4E. Roadside Ditches Best Management Practices To Reduce Floods, Droughts & Water Pollution
ROOM: Building 85, Classroom 3-105
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. 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.

• David Orr, PE, Director, Cornell Local Roads Program, 416 Robb Hall, Ithaca, NY 14853, (607)255-8033, david.orr@cornell.edu, www.clrp.cornell.edu
# Conference Schedule at a Glance

## 9:15 - 10:30 a.m. ~ SESSION 1

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<th>Session</th>
<th>Topic</th>
<th>Speakers</th>
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<td>1A</td>
<td>Developing an Effective Fund Balance Policy</td>
<td>Laird Petrie, Associate Examiner, NYS OSC</td>
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<td>1B</td>
<td>Development Ready</td>
<td>Erik Cronk, Landscape Architect, C2AE Architecture/Engineering</td>
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<td>1C</td>
<td>Managing Land Use On Highway Corridors</td>
<td>Brian K. Madigan, RLA, CPESC, GYMO</td>
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<td>1D</td>
<td>ZBA Basics</td>
<td>Christopher Eastman, Manager, Local Government Training, NYS DOS</td>
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<td>1E</td>
<td>Federally Mandated Reasonable Suspicion Training</td>
<td>Roger Cava, Vice President and Director of Risk Management, NYMIR</td>
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<tr>
<td>1F</td>
<td>Records Management Essentials</td>
<td>Michael Martin, Regional Advisory Officer for Central New York Region, New York State Archives</td>
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<td>1G</td>
<td>Rural Drug Epidemic: It’s Real &amp; It’s Local</td>
<td>Robert MacKenzie III, AEMT-P/C ECF/CFC, Director, Lewis County Emergency and Fire Management Services</td>
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## 10:45 a.m. ~ Noon ~ SESSION 2

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<td>2A</td>
<td>Working With Communities on Flood Resilience Efforts</td>
<td>Christopher A. Sabin, Syracuse University EPIC</td>
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<td>2C</td>
<td>Zoning &amp; Land Use Law</td>
<td>Adam Walters, Partner, Phillips Lytle LLP</td>
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<td>2D</td>
<td>Record Keeping Tips For Planning Boards &amp; ZBAs</td>
<td>Christopher Eastman, Manager, Local Government Training, NYS DOS</td>
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<td>2E</td>
<td>Anti-Harassment &amp; the 2018 NYS Sexual Harassment Legislation</td>
<td>Susan O’Rorke, Vice President and Director of Marketing and Member Services, NYMIR</td>
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<tr>
<td>2F</td>
<td>Managing Inactive Records</td>
<td>Michael Martin, Regional Advisory Officer for Central New York Region, New York State Archives</td>
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## 1:15 - 4:00 p.m. ~ SESSION 3

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<th>Session</th>
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<td>3A</td>
<td>Introduction to the National Flood Insurance Program (NFIP)</td>
<td>Mary Binder, CFM, Environmental Program Specialist, NYS DEC</td>
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<td>3B</td>
<td>Property Maintenance: Dealing With Junkyards &amp; Junkyards</td>
<td>Wade Beltramo, General Counsel, NYCOM</td>
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<td>3C</td>
<td>Regulating Short-term Rentals</td>
<td>Charles Malcomb, Esq., Hodgson Russ Attorneys</td>
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<td>3D</td>
<td>State Environmental Quality Review Act (SEQRA) Basics</td>
<td>Christopher Eastman, Manager, Local Government Training, NYS DOS</td>
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<td>3E</td>
<td>Work Zone Safety</td>
<td>David Orr, PE, Director, Cornell Local Roads Program</td>
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<td>3F</td>
<td>Electronic Death Registration System &amp; Vital Records Updates</td>
<td>James O’Connor, NYS DOH Field Representative, NYS DOH Field Representative, NYS DOH</td>
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<tr>
<td>3G</td>
<td>Essential Tools For Successful Public Engagement</td>
<td>Tanya Moozah Zwahlen, AICP, Highland Planning LLC</td>
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## 2:30 - 5:00 p.m. ~ BREAK

## 2:30 - 4:00 p.m. ~ SESSION 4

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<tr>
<td>4A</td>
<td>Making NY Counts How the 2020 Census Will Work &amp; Why It Is Critical To Get A Full Count In NYS</td>
<td>Elizabeth Baranski, Deputy Director of Upstate Revitalization</td>
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<td>4B</td>
<td>Cybersecurity Resources For Local Governments</td>
<td>Paul Hoffman, Senior Program Manager, Center for Internet Security</td>
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<td>4C</td>
<td>Water Quality For Planning Boards &amp; ZBAs With Scott Chatfield</td>
<td>Jo-Anne Humphreys, Water Quality Specialist, The Nature Conservancy of Central and Western NY</td>
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<tr>
<td>4D</td>
<td>Organizing Records For OSC Audit</td>
<td>Tony Ioza, Senior Examiner, NYS OSC</td>
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<tr>
<td>4E</td>
<td>Essential Tools For Successful Public Engagement (continued)</td>
<td>Tanya Moozah Zwahlen, AICP, Highland Planning LLC</td>
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## 4:00 to 5:00 p.m. ~ RECEPTION ~ Sponsored by GYMO Architecture, Engineering & Land Surveying ~ Building #4/Gymnasium