



New York State Tug Hill Commission
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NYS Tug Hill Commission

31st Annual Local Government Conference

Tuesday, April 19, 2022

Turning Stone Event Center - 5218 Patrick Rd, Verona, NY 13478

Assessors will receive six hours of CE credits.

\$75 if postmarked by March 18
\$150 if postmarked from March 19 to March 25
\$200 if postmarked after March 25

Please call the commission at (315) 785-2380 with questions.

~ No refunds after March 18. ~ No registrations by phone, fax or email. ~

Certificates of attendance will be available to all attendees.

Two Ways to Register!

Register Online:

lgc2022.eventbrite.com

Open through March 25.

Pay with a credit card.

Or

Register by Mail:

www.tughill.org/lgc2022

Complete fillable form, print and mail back with check or voucher.

Incomplete vouchers will be returned.

*It is impossible to predict the status of the pandemic in the spring of 2022.
 Please register early in case we are required to limit attendance for public health reasons.*

April 19, 2022 Conference Sessions

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

7:30 a.m. - 8:30 a.m. ~ Breakfast with Exhibitors

Session 1

8:45 a.m. - 10:00 a.m.

1A. Employee Handbook Basics

An employee handbook is a valuable communications tool that sets forth the organization's policies, procedures, practices and benefits to employees. Clearly stated policies and procedures help supervisors and department heads maintain consistency in implementing and enforcing policies. This session will explore the case for written policies and will focus on what should and should not be included in a well-written employee handbook.

1B. Challenges in Regulating Quality of Life Issues

This session will include a "big picture" discussion of general topics such as short-term rentals, property maintenance laws, noise ordinances and animal control issues. Have your questions ready for this interactive, question and answer-type discussion.

1C. Site Plan & Subdivision Review

From the applicant's first sketch on the back of a napkin to the final approved project, the complete land development review process including SEQR will be explained in detail. Helpful checklists, forms, and outlines will be provided. Planning boards, zoning boards of appeal, code enforcement officers, and all those interested in learning more about the review of proposals for development are invited to attend in order to better understand the project review process.

1D. Interpretation and Enforcement of Zoning Laws

This session will answer questions that often arise regarding how zoning laws are practically interpreted and applied and which municipal boards or officers have the authority to enforce the various provisions therein.

1E. Long-Range Planning and Budgeting for Highways

Equipment replacement plans and long-term road maintenance plans are essential for running a highway department and for communicating your financial needs. Topics covered include managing expenses to lower the overall cost of operation and how to break the "worst first approach" cycle to create a maintenance and preservation program that will help your community manage its most valuable asset.

1F. Your Role in a Disaster

You have had a disaster. Now what? Who is going to pay for damages? From acts of God to acts of terrorism, how it all works.

1G. Clean Energy Communities

By providing grants, coordinator support, and guidance, NYSERDA is helping local governments save money, grow the local economy, and improve the environment. Learn about CEC, grant opportunities and services, and about the NYS Interagency Climate Smart Communities Program.

Session 2

10:15 a.m. - 11:30 a.m.

2A. Reserve Funds & Long Term Planning

Reserve funds are an effective planning tool for local governments to assist with their long-term operating and capital needs. This session will discuss the most popular reserve funds used by local governments including capital reserves, repair reserves, retirement contribution reserves and others. Learn how to legally establish reserves, properly expend from a reserve and how to effectively account for and budget for reserves.

2B. Open Meetings Law

The Open Meetings Law (OML) applies to "public bodies," which includes towns and villages and their committees and subcommittees. Information on how your town or village should comply with OML requirements will be provided, with plenty of time for Q&A.

2C. Rural Planning Issues

There are many reasons why plans aren't typically reflected in current development, but reasons largely fall into two buckets: bad plans and weak implementation. This session will provide planning officials without great comprehensive plans with a toolkit for evaluating future plan proposals. Also discussed will be insights on how to get more mileage out of existing solid planning work; all aimed at ensuring future development aligns with a community vision.

2D. Motions, Criteria and Decision-Making Guidelines

This session will include a discussion of basic goals and guidelines for making sound motions and decisions and will include a review of decision criteria, complex and/or controversial applications, recording detailed and accurate minutes, and dealing with precedents.

2E. Selecting Pavement Preservation Techniques

Pavement preservation is an excellent way to maintain and improve roads and streets. The key is to select the right treatment at the right time in the right place. Come join the fun and see if you can select the proper repair technique for your highways.

2F. Vital Records: Local Registrar and Clerk Responsibilities

The Department of Health will present on and answer questions related to vital records (births, deaths, and marriages), including EDRS, and recent changes in laws that impact the local clerks and registrars.

2G. Federal Funding Opportunities

ARPA and other federal funding is available to help your community build back after pandemic losses.

Session 3

1:15 p.m. - 2:30 p.m.

3A. The EMS Crisis & Its Impact on Municipal Budgets

Who will answer the call? Emergency medical services are in crisis. When your life is in jeopardy, how long are you willing to wait? How will the current state of EMS affect your community, your family and you?

3B. Historic Preservation

Historic buildings help define the character of a community. This session explains why that is, details what it means to preserve a place's older and historic buildings and distinguishes the difference between listing a property on the National Register of Historic Places and local landmark and historic district regulations. Environmental and economic benefits of historic preservation will also be discussed.

3C. Accessory Dwelling Units as Affordable Housing

With ongoing and increasing housing affordability issues in New York, communities must now utilize more creative strategies to tackle the problem. One promising approach is the use of Accessory Dwelling Units or ADUs.

3D. Land Use & SEQR Case Law Update

An update on land use and zoning case law, summarizing important decisions and new trends in municipal land use and zoning issues from our state courts including the latest decisions relating to the State Environmental Quality Review Act.

3E. Ice and Snow Best Practices

Ice and snow removal must balance cost, public safety and environmental considerations. Having consensus on the expected level of service allows everyone a basis on which to communicate this diverse and balanced approach to a shared north-country highway management and environmental issue.

3F. FOIL Overview

All agencies are subject to the Freedom of Information Law (FOIL), which includes all units of state and local government in New York State. Find out what records FOIL applies to and how your town or village should respond to FOIL requests, with plenty of time for Q&A.

3G. The 94-C Renewable Energy Siting Process

The Office of Renewable Energy consolidates the environmental review and siting of all large-scale renewable energy projects and provides a single forum to ensure that siting decisions are predictable, responsible, and delivered in a timely manner along with opportunities for input from local communities. This session will discuss how this siting works and how local municipalities are part of that process.

Session 4

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

4A. How to Prepare For and/or Conduct An Audit

Municipal laws require governing boards to perform or contract for an audit of the records of fiscal officers and other key officials each year. In addition, the Office of the State Comptroller (OSC) has the authority to audit the records of all local governments in New York State. This session will discuss the legal requirements for audits; how to effectively conduct or contract for an audit; and what to expect from and prepare for an OSC audit.

4B. Great Board Members

This course examines some of the necessary skills needed for new members and should serve as a refresher for more seasoned members alike. Topics include board procedures and applicable laws to more practical matters, including conducting site visits, working with consultants, avoiding ex parte communications, and working with the public. How to build your technical knowledge and find assistance when needed, as well as utilizing the comprehensive plan for your decisions, will also be discussed.

4C. Ethical Considerations for Planning Boards & Zoning Boards of Appeal

The session will cover a wide range of issues that confront members of local land use decision-making bodies. Discussion will include many gray areas involving conflicts, and particular situations involving appearances before local decision-making bodies that may create ethical dilemmas.

4D. Q&A for Planning & Zoning Boards

Ask the expert land use attorney your burning legal questions in an open floor format about planning and zoning issues.

4E. Myths of Traffic Calming & Complete Streets

Roads and streets traditionally have been designed to move cars and trucks quickly, but there are alternatives to design for use by all users, including pedestrians and bicyclists. This session will cover what complete streets and traffic calming can do to help improve your community.

4F. Email Essentials

Email messages can be official records when created or received in the transaction of public business. Learn how to: identify emails that are records, set up the retention period for email records, preserve emails and develop an email policy.

4G. Cannabis

This session will provide an overview of the Marijuana Regulation and Taxation Act, focusing on provisions relevant to local government. Opting out/in, local licenses, and local land use considerations will be among the topics covered.

RPS Version 4 - Residential Valuation: 8:30 a.m. - 4:00 p.m.

This six-hour session for assessors will cover the steps for using RPS for valuation.

Topics include cleanup of your file, land tables, cost tables and comparable sales. Assessors will receive six hours of CE credits for attending this session.

Registration Opens:

7:30 a.m.

Lunch and Keynote Presentation:

11:30 a.m. - 1:00 p.m.

Reception:

4:00 p.m. - 5:00 p.m.