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33rd Annual
Local Government Conference
May 1-2, 2024



Photo by Alaina Mallette

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Important notes about the day!

1. Meals, breaks, raffles, and opening remarks will be held in the exhibit room, **Oneida/Mohawk**.
2. The registration table is located outside **Oneida/Mohawk**.
3. **Tuscarora, Onondaga/Cayuga, and Seneca** are located on the first floor and around the corner from the registration table.
4. **Saranac, Canandaigua, and Chautauqua** are located on the second floor, opposite the registration table and above the casino floor. There is a staircase and an elevator available.
5. **Meadow and Willow** are located on the second floor near the parking garage and rotunda. It is the furthest away from the registration table outside Oneida/Mohawk.

The Day's Agenda

(The complete schedule is located in the middle of this program.)

7:30 a.m.	Registration
7:30 a.m.	Breakfast
8:30 a.m.	Opening Remarks
9:00 a.m.	Concurrent Session 1
10:15 a.m.	Break
10:30 a.m.	Raffle Drawing
10:45 a.m.	Concurrent Session 2
Noon	Lunch
1:15 p.m.	Concurrent Session 3
2:30 p.m.	Coffee Break
2:45 p.m.	Raffle Drawing
3:00 p.m.	Concurrent Session 4
4:15 p.m.	Conference Concludes
Remember to complete your survey!	

Welcome to the Tug Hill Commission's 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. We are here to make sure your day is enjoyable and productive, so please speak with me or a staff member if you have any questions or concerns. Thank you for attending our conference and we hope you have a fantastic day!



Katie Malinowski,
Executive Director

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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/LGC2024Survey or scan the QR code to the right to fill out an electronic survey. Surveys will be accepted through Friday, May 10, 2024.



Two Raffle Drawings

You are automatically entered into a drawing to win one of two Tug Hill gift baskets during the morning break (10:30 a.m.) and the afternoon coffee break (2:45 p.m.).

You must be present in Oneida/Mohawk at the time of the drawing to win.

Assessor's Training: 9:00 a.m. - 12:00 p.m. and 1:15 p.m. - 4:15 p.m.

Architectural Style, Grade, and Condition

Willow

An "Architectural Style" is a specific method of construction, characterized by the features that make it notable. A style may include such elements as form, method of construction, materials and regional character. Styles therefore emerge from the history of society, it's changing beliefs, religions, economies, available technologies. In this six-hour course we will outline some of the more common architectural styles evident in our work as assessors, define the criteria that determine the condition and construction grade of a property and how the specific style, grade and condition influence valuation. We will also investigate some "non-conventional" styles and discuss how one might attempt to place a value on such structures. There also may be a quiz! Assessors will receive six hours of CE credits for attending the entire session.

Rob Bick, AIA, CSI, SCA, Assessor, Town of Clay, rbick@townofclay.org, www.townofclay.org

Concurrent Session 1 **9:00 a.m. - 10:15 a.m.**

1A) Role of the Assessor: Responsibilities and Duties for Town Boards (Part 1) **Meadow**
 It is imperative for good customer relations that everyone knows and understands their respective roles and duties. This course will provide a better understanding of the assessor’s office. It will also cover how developing a mutual working relationship between the town board, clerk and the assessor can provide the best service possible to both the taxpayer and the town, all while making each other’s jobs more efficient. Part 1 will cover the qualifications to become an assessor, a general overview of their respective duties and what a typical assessment calendar looks like.
Warren Wheeler, IAO, Executive Director, NYS Assessors Association, wjwheeler@nyassessor.org, www.nyassessor.org

1B) Historic Preservation: The National Register and Other Preservation Tools **Canandaigua/Saranac**
 This session will highlight the ins and outs of listing properties on the National Register of Historic Places as well as the Certified Local Governments Program and other tools for preserving and rehabilitating historic structures and landscapes.
Chelsea Towers, Coordinator, Survey & National Register Unit, NYS Office of Parks, Recreation, and Historic Preservation, chelsea.towers@parks.ny.gov, www.parks.ny.gov/shpo/national-register

1C) Zoning: An Introduction **Onondaga/Cayuga**
 Zoning is among the most far reaching legislative actions a local government can take. All cities in New York and the majority of villages and towns in the state have zoning, which is typically used to separate incompatible uses. Zoning can also be used to channel development and preserve natural resources and community character—contrary to what many think, protection of a great deal of these resources is left to local governments. This course takes a very basic look at zoning and how it can be used to address some of the challenges local governments have encountered in recent years.
Paula Gilbert and Monica Ryan, Local Government Specialists, NYS Department of State, Local Government Training Program, paula.gilbert@dos.ny.gov, monica.ryan@doc.ny.gov, www.dos.ny.gov/services-and-support

1D) ZBA Basics **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, mschachner@mmslaw.com, www.millermannix.com

1E) Roads, Liabilities, Risks, and Torts **Tuscarora**
 Liability is a major concern for local municipalities and highway departments. There is a lot of misunderstanding about how to deal with liability, risks, and associated torts. Highway officials and board members need to be on the same page to protect their municipality. This interactive session will include parts of the NYS LTAP Center - Cornell Local Roads Program’s new workshop on Reducing Liability for Highway and Public Works Departments, and will include dealing with torts, and allow time for questions and answers.
David Orr, PE, Director, NYS LTAP Center, Cornell Local Roads Program, david.orr@cornell.edu, www.cals.cornell.edu/nysltap-local-roads

1F) Municipal Clerks Guide to Bingo and Games of Chance Licensing **Chautauqua**
 This session will cover a brief overview of the laws and regulations governing the issuance of licenses to authorized charitable organizations seeking to conduct games of chance and bingo. The session will review how a municipality files a games of chance or bingo local law that has been enacted, with the Gaming Commission. It will also review what is required when an authorized charitable organization files a license application. The course will provide detailed information regarding the forms and fees that are required as well as compliance by the organizations with financial reporting after the games have been conducted.
Stacy Harvey, Director, NYS Gaming Commission, charitablegaming@gaming.ny.gov, www.gaming.ny.gov

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Remember to fill out your conference survey by Friday, May 10, 2024!
 A paper copy is located in your folder. You can also go to www.tinyurl.com/LGC2024Survey or scan the QR code to the right to fill out an electronic survey.





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Concurrent Session 2

10:45 a.m. - 12:00 p.m.

2A) Role of the Assessor: Responsibilities and Duties for Town Boards (Part 2)

Meadow

It is imperative for good customer relations that everyone knows and understands their respective roles and duties. This course will provide a better understanding of the assessor's office. It will also cover how developing a mutual working relationship between the town board, clerk and the assessor can provide the best service possible to both the taxpayer and the town, all while making each other's jobs more efficient. Part 2 will examine the laws that govern how assessments are determined, the methodologies that assessors use, and the grievance process. It will also cover some of the more popular and widely administered tax exemptions and their impact on tax rates.

Warren Wheeler, IAO, Executive Director, NYS Assessors Association, wjwheeler@nyassessor.org, www.nyassessor.org

2B) What's Coming Down the Road?

Tuscarora

Attendees will be provided a preview of some of the regulatory and policy challenges currently faced by New York State's Local Highway Departments such as electrification, greenhouse gas reduction efforts, fleet replacements and road salt reduction initiatives.

Tim Hunt, Highway Superintendent, Lewis County Highway Department, timhunt@lewiscounty.ny.gov, www.lewiscountyny.gov/departments/highway/, and Megan Osika, Vice President, Park Strategies, LLC, mosika@parkstrategies.com, www.parkstrategies.com/

2C) Innovative Land Use Techniques

Onondaga/Cayuga

This session will cover certain lesser-used land use techniques, such as cluster subdivisions, planned unit developments, and overlay districts, which can be used to address various land use concerns in a municipality.

Daniel Spitzer, Partner, dspitzer@hodgsonruss.com, and Alicia Legland, Associate, alegland@hodgsonruss.com, Hodgson Russ LLP, www.hodgsonruss.com

2D) Joint Boards: Options for Consolidating Review Boards

Canandaigua/Saranac

Some local governments across the state have been challenged to find citizens able to serve on their planning boards and zoning boards of appeals. One option is to reduce the number of board members; another is for villages and towns to form joint village-town planning boards and sometimes village-town zoning boards of appeals. This course discusses these and other innovative approaches to maintaining planning boards and zoning boards of appeals.

Paula Gilbert and Monica Ryan, Local Government Specialists, NYS Department of State, Local Government Training Program, paula.gilbert@dos.ny.gov, monica.ryan@dos.ny.gov, www.dos.ny.gov/services-and-support

2E) Siting Large Renewable Energy Facilities - The NYS ORES Siting Process

Seneca

This session will provide an overview of the recently adopted NYS Executive Law 94-c process for siting and permitting large-scale renewable solar and wind energy facilities in New York State. Topics will include an overview of the Climate Leadership and Community Protection Act (CLCPA) and the Accelerated Renewable Energy Growth and Community Benefit Act; creation of the NYS Office of Renewable Energy Siting (ORES); eligible facilities; the 94-c Regulations; the application review process and timelines; pre-application procedures and expectations; local municipal participation; and case studies illustrating implementation of the 94-c regulations.

Sarah Crowell, Program Specialist, NYS Office of Renewable Energy Siting, Sarah.Crowell@ores.ny.gov, www.ores.ny.gov

2F) Hot Topics for Clerks

Chautauqua

This interactive session will discuss some of the more pressing questions that have arisen in clerk offices throughout the state over the past year, including, but not limited to, how to address the new credit card surcharge posting requirements, videoconferencing board meetings, the new early voting requirements for special town elections, deputies, and any legislation impacting clerks coming out of the state budget.

Sarah Brancatella, Legislative Director and Counsel, sbrancatella@nytowns.org, Katie Hodgdon, Counsel, khodgdon@nytowns.org, and Lori Mithen-Demasi, General Counsel, lmithen-demasi@nytowns.org, The Association of Towns of the State of New York, www.nytowns.org

This program was printed by Coughlin. We thank them for supporting our conference!

Concurrent Session 3

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

3A) Covering Your Municipal Assets

Canandaigua/Saranac

Insurance is only as good as the accuracy of the assets and values it needs to cover. This session will address the critical information that should flow from your municipality to your local broker and insurance carrier in order that all your critical assets are adequately protected with appropriate levels of insurance. Property, vehicle and equipment inventory as well as thoughtful consideration of the appropriate values for those assets are all essential if the day should come when a claim should arise.

Peter Baynes, Executive Director, pbaynes@kcnymir.com, and **Susan O’Rorke**, President, NYMIR Division of Wright Public Entity, sororke@wrightinsurance.com, New York Municipal Insurance Reciprocol, www.nymir.org

3B) Affordable Rural Housing

Tuscarora

Affordable housing is a topic shrouded in misconceptions and strong biases. One thing is certain: it cannot be ignored. Public interest and case law require municipalities to address the affordable housing needs of their regions. This course examines the history and evolution of laws, policies and programs pertaining to affordable housing. Exclusionary zoning case law is highlighted, as well as the benefits of using land use tools such as inclusionary zoning regulations and accessory apartments to provide affordable housing. Strategies to preserve existing affordable housing, the process of developing affordable housing, and affordable housing design are also discussed.

Paula Gilbert and Monica Ryan, Local Government Specialists, NYS Department of State, Local Government Training Program, paula.gilbert@dos.ny.gov, monica.ryan@doc.ny.gov, www.dos.ny.gov/services-and-support

3C) Land Use and SEQR Case Law Update

Onondaga/Cayuga

This session will provide attendees with an overview of changes in the laws relating to land use and zoning in New York State. The latest cases from New York courts have been reviewed and the speaker will discuss new trends in municipal land use and zoning issues. The session will also include discussion about the latest decisions relating to the State Environmental Quality Review Act.

Matthew Fitzgerald, Associate, Phillips Lytle LLP, MFitzgerald@phillipslytle.com, www.phillipslytle.com

3D) Ethics for Planning and Zoning Boards

Seneca

Your neighbor needs a variance and you’re on the ZBA, can you review their application? Is the planning board secretary allowed to sell property to the town? Can a planning board member also act as the bookkeeper? This course will review what the law says about ethics and public officials; discuss tools towns can use to address ethics issues; and explain how to analyze situations to ensure compliance with the law.

Sarah Brancatella, Legislative Director and Counsel, The Association of Towns of the State of New York, sbrancatella@nytowns.org, www.nytowns.org

3E) Collaborative Solutions for Rural Workforce Development

Meadow

This session will highlight some of the efforts organizations are making to help prepare students for the rural workforce. Attendees will hear about BOCES programs geared towards CDL training, becoming an EMT, micro-credentials, and water and wastewater positions. Attendees will also hear from the DPW superintendent in Massena about how his department is training workers on the job to get their CDL. Attendees will gain valuable insight into succession planning, retention, and ways to market their job openings.

Khris Dodson, Executive Director, New York Water Environment Association, khrist@nywea.org, www.nywea.org, **Jeffrey Ginger**, Director, Career, Technical, Adult & Continuing Education, Jefferson-Lewis-Hamilton-Herkimer-Oneida BOCES, JGinger@boces.com, www.boces.com, and **Marty Miller**, Superintendent, Village of Massena Department of Public Works, dpwsuper@village.massena.ny.us., www.massena.us.

3F) OSC’s Annual Financial Report

Chautauqua

The Office of the State Comptroller (OSC) uses the new Annual Financial Report (AFR) application to collect annual financial reports submitted by local governments. In this session, you will learn about the system’s features, how to access and navigate reports, what additional information you need to report, and some common reporting errors to avoid.

Jacklyn Postulka, Auditor 2, jpostulka@osc.ny.gov, and **Joseph Testa**, Auditor 1, jtesta@osc.ny.gov, Office of the NYS Comptroller, www.osc.ny.gov

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Concurrent Session 4

3:00 p.m. - 4:15 p.m.

4A) Retirement Reporting: Elected and Appointed Officials

Chautauqua

This presentation will cover NYCRR (Regulation) 315.4 and answers to common questions including what is required of employers and elected and appointed officials, how and why do I complete a resolution, why do elected and appointed officials need to keep a Record of Activities (ROA), and how do I report days worked for elected and appointed officials or change them.

Marsha Miles, Employees' Retirement System Examiner IV, Office of the NYS Comptroller, mmiles@osc.ny.gov, www.osc.ny.gov.

4B) The Tug Hill Commission's Traffic Safety Program: A Resource for Communities

Meadow

The NYS Tug Hill Commission Traffic Safety Program session provides an overview of the Traffic Safety Coordinator position, and services that are available to municipalities within the four-county region. This session will discuss MetroCount Traffic Counter data collection, traffic safety countermeasures (digital radar signs), grant funding opportunities, crash data overview and mitigation measures, and the importance of increasing traffic safety awareness through outreach and education.

Chris Barboza, Planner/Traffic Safety Coordinator, NYS Tug Hill Commission, chris@tughill.org, and **Gabriel Yerdon**, Project Specialist, NYS Tug Hill Commission, gabriel@tughill.org, www.tughill.org; **Mickey Dietrich**, Circuit Rider, River Area Council of Governments, mickey@tughill.org, www.RACOG.org; and **Aubrey Feldman**, Child Passenger Safety Coordinator, NYS Governor's Traffic Safety Committee, Aubrey.Feldman@dmv.ny.gov, and **Jason Maher**, GTSC Legislative Liaison, NYS Governor's Traffic Safety Committee, Jason.Maher@dmv.ny.gov, www.trafficsafety.ny.gov

4C) Permitting of Renewable Energy Projects and the Public Utility Variance Standard

Tuscarora

This session will cover municipal permitting of renewable energy projects like solar, wind, and battery energy storage as well as the case law in New York for permitting such projects at the local level under the public utility variance standard.

Daniel Spitzer, Partner, dspitzer@hodgsonruss.com, and **Alicia Legland**, Associate, alegland@hodgsonruss.com, Hodgson Russ LLP, www.hodgsonruss.com

4D) Questions and Answers for Planning Boards and Zoning Boards of Appeal

Onondaga/Cayuga

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.

Matthew Fitzgerald, Associate, Phillips Lytle LLP, MFitzgerald@phillipslytle.com, www.phillipslytle.com

4E) Micron's New York Expansion

Seneca

Learn about Micron's historic investment of up to \$100 billion to build megafab in Central New York.

Joe Nehme, Senior Manager, External Affairs, Micron, jnehme@micron.com, www.micron.com/NY

4F) The Open Meetings Law: An Overview and Update

Canandaigua/Saranac

This program will provide an interactive overview of a public body's obligations under the Open Meetings Law, with a special focus on recent legislative amendments, including amendments relating to videoconferencing.

Kristin O'Neill, Esq., Assistant Director, New York State Committee on Open Government, kristin.oneill@dos.ny.gov, www.opengovernment.ny.gov

Thank you to our Diamond Sponsor!

Wednesday's reception sponsored by GYMO Architecture, Engineering and Land Surveying, D.P.C.



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Conference Schedule At-A-Glance

7:30 a.m. - 9:00 a.m. BREAKFAST WITH EXHIBITORS in Oneida/Mohawk

8:30 a.m. - 8:45 a.m. OPENING REMARKS in Oneida/Mohawk

9:00 a.m. - 10:15 a.m. CONCURRENT SESSION 1 9:00 a.m. - 10:15 a.m.

(1A) Role of the Assessor: Responsibilities and Duties for Town Boards (Part 1) Warren Wheeler, NYS Assessors Association Meadow (by rotunda & parking garage)	(1B) Historic Preservation: The National Register and Other Preservation Tools Chelsea Towers, NYS Office of Parks, Recreation, and Historic Preservation Canandaigua/Saranac (second floor)	(1C) Zoning: An Introduction Paula Gilbert and Monica Ryan, Local Government Specialists, NYS Department of State Onondaga/Cayuga (ground floor)	(1D) ZBA Basics Mark Schachner, Miller, Mannix, Schachner & Hafner, LLC Seneca (ground floor)	(1E) Roads, Liability, Risks, and Torts David Orr, Cornell Local Roads Program Tuscarora (ground floor)	(1F) Municipal Clerks Guide to Bingo and Games of Chance Licensing Stacy Harvey, NYS Gaming Commission Chautauqua (second floor)
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10:15 a.m. - 10:45 a.m. BREAK in Oneida/Mohawk 10:30 a.m. RAFFLE DRAWING in Oneida/Mohawk (must be present to win)

10:45 a.m. - 12:00 p.m. CONCURRENT SESSION 2 10:45 a.m. - 12:00 p.m.

(2A) Role of the Assessor: Responsibilities and Duties for Town Boards (Part 2) Warren Wheeler, NYS Assessors Association Meadow (by rotunda & parking garage)	(2B) What's Coming Down the Road? Tim Hunt, Lewis County Highway Department and Megan Osika, Park Strategies, LLC Tuscarora (ground floor)	(2C) Innovative Land Use Techniques Daniel Spitzer and Alicia Legland, Hodgson Russ LLP Onondaga/Cayuga (ground floor)	(2D) Joint Boards: Options for Consolidating Review Boards Paula Gilbert and Monica Ryan, Local Government Specialists, NYS Department of State Canandaigua/Saranac (second floor)	(2E) Siting Large Renewable Energy Facilities – The NYS Office of Renewable Energy Siting Process Sarah Crowell, NYS Office of Renewable Energy Siting Seneca (ground floor)	(2F) Hot Topics for Clerks Sarah Brancatella, Katie Hodgdon, and Lori Mithen-Demasi, The Association of Towns of the State of New York Chautauqua (second floor)
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12:00 p.m. - 1:15 p.m. LUNCH in Oneida/Mohawk 12:00 p.m. - 1:15 p.m.

1:15 p.m. - 2:30 p.m. CONCURRENT SESSION 3 1:15 p.m. - 2:30 p.m.

(3A) Covering Your Municipal Assets Peter Baynes and Susan O'Rorke, New York Municipal Insurance Reciprocal Canandaigua/Saranac (second floor)	(3B) Affordable Rural Housing Paula Gilbert and Monica Ryan, Local Government Specialists, NYS Department of State Tuscarora (ground floor)	(3C) Land Use and SEQR Case Law Update Matthew Fitzgerald, Phillips Lytle LLP Onondaga/Cayuga (ground floor)	(3D) Ethics for Planning and Zoning Boards Sarah Brancatella, The Association of Towns of the State of New York Seneca (ground floor)	(3E) Collaborative Solutions for Rural Workforce Development Khris Dodson, NYWEA; Jeffrey Ginger, Jefferson-Lewis-Hamilton-Herkimer-Oneida BOCES; and Marty Miller, Village of Massena Meadow (by rotunda & parking garage)	(3F) OSC's Annual Financial Report Jacklyn Postulka and Joseph Testa, Office of the NYS Comptroller Chautauqua (second floor)
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2:30 p.m. - 3:00 p.m. COFFEE BREAK in Oneida/Mohawk 2:45 p.m. RAFFLE DRAWING in Oneida/Mohawk (must be present to win)

3:00 p.m. - 4:15 p.m. CONCURRENT SESSION 4 3:00 p.m. - 4:15 p.m.

(4A) Retirement Reporting: Elected and Appointed Officials Marsha Miles, Pension Integrity Bureau, NYS and Local Retirement System, Office of the NYS Comptroller Chautauqua (second floor)	(4B) The Tug Hill Commission's Traffic Safety Program: A Resource for Communities Chris Barboza, Mickey Dietrich, and Gabriel Yerdon, NYS Tug Hill Commission, and Jason Maher and Aubrey Feldman, NYS Governor's Traffic Safety Committee Meadow (by rotunda & parking garage)	(4C) Permitting of Renewable Energy Projects and the Public Utility Variance Standard Daniel Spitzer and Alicia Legland, Hodgson Russ LLP Tuscarora (ground floor)	(4D) Questions and Answers for Planning Boards and Zoning Boards of Appeals Matthew Fitzgerald, Phillips Lytle LLP Onondaga/Cayuga (ground floor)	(4E) Micron's New York Expansion Joe Nehme, Micron Seneca (ground floor)	(4F) The Open Meetings Law: An Overview and Update Kristin O'Neill, New York State Committee on Open Government Canandaigua/Saranac (second floor)
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Morning Assessor's Session 9:00 a.m. - 12:00 p.m. in Willow (by rotunda and parking garage)

Architectural Style, Grade, and Condition with Rob Bick, AIA, CSI, SCA

Certificates of Attendance Will Be Available at the End of the Last Session of the Day

Afternoon Assessor's Session 1:15 p.m. - 4:15 p.m. in Willow (by rotunda and parking garage)

Architectural Style, Grade, and Condition with Rob Bick, AIA, CSI, SCA