

2018 SESSIONS

Assessors

Flagg Hall

CEUs awarded

8:15-9:45 a.m. – Session 1

Overview of the Agricultural Assessment Program

The morning sessions will provide an overview of the Agricultural Assessment Program. Bob will review and explain the requirements and elements for both owned and rented property. Payments for a conversion that will preclude agricultural use will also be covered.

9:45-10:15 a.m. – Break

10:15-11:45 a.m. – Session 2

Overview of the Agricultural Assessment Program

12:00-1:15 p.m. – Lunch and Keynote

1:30-3:00 p.m. – Session 3

Real Property Tax Administration and Equalization Rates

Bob will cover Real Property Tax Administration and Equalization Rates in the afternoon session. The equalization rate will be explained, the differences between local and state equalization, how the full value of a municipality is determined by the Office of Real Property Tax Services, steps in the equalization process and cyclical reassessment.

All sessions presented by Robert Wright, ORPTS Regional Director, Syracuse.

All sessions moderated by Bruce Green, IAO - Director, St. Lawrence County Real Property Tax Services.

Board Members & Budget & Finance

Flagg Hall

8:15-9:45 a.m. – Session 1

Duties & Responsibilities of the Governing Board

From the first day they take office Board members are charged with a variety of duties and responsibilities. In this session, we will discuss the Board's major fiscal and oversight responsibilities required by law such as adopting and monitoring the annual budget, audit and approval of claims and the annual audit of the records belonging to the CFO and other officers, etc.

Presented by Laird Petrie, Associate Examiner, NYS Office of the State Comptroller.

Moderated by Peggy Mousaw, NYS WBE Construction/Project Management, Consulting.

9:45-10:15 a.m. – Break

10:15-11:45 a.m. – Session 2

Red Flags for Fraud

One of a Board's major responsibilities is to safe guard the assets belonging to the municipality. In this session, we will discuss how to implement internal controls and policies designed to prevent and detect fraud. By using examples of municipal frauds that have come to light in recent years in our region, attendees will learn what red flags to look for when overseeing various municipal operations.

Presented by Laird Petrie, Associate Examiner, NYS Office of the State Comptroller.

Moderated by Mary Jane Watson, a founding partner of Pinto, Mucenski and Wtson, CPA and Secretary/Treasurer of the Colton Fire District.

12:00-1:15 p.m. – Lunch and Keynote

1:30-3:00 p.m. – Session 3

Reserve Funds

Reserve funds are an excellent planning tool available to local governments to assist in financing capital purchases and minimize the reliance on debt and increases in property taxes when unforeseen events take place. This session will discuss the requirements for establishing, budgeting and reporting the more common reserve funds.

Presented by Laird Petrie, Associate Examiner, NYS Office of the State Comptroller.

Moderated by Peggy Mousaw, NYS WBE Construction/Project Management, Consulting.

Code Enforcement

Flagg Hall

CEUs awarded

8:15-9:45 a.m. – Session 1

Update from Albany

As we all know, the world of Code Enforcement is ever-changing. In an effort to alleviate some of the stress caused by the numerous changes within our Code, we are bringing you an update straight from Albany. This will be a continuing education seminar and will provide each of you with the most recent changes within the Code World.

Presented by Gary Traver, Assistant Director of Educational Services, NYS Department of State.

9:45-10:15 a.m. – Break

10:15-11:45 a.m. – Session 2

Importance of Documentation

If you didn't write it down...it didn't happen. For most of us, our day is comprised of numerous complaint follow-ups and inspections. Quite often we are faced with multiple situations taking place at the same time. How do you overcome this issue? Document, Document, Document. This session offering will provide the Code Official with tips for documentation as well as stressing the importance of what topics to document to keep you safe out in the field and out of the court room.

Presented by Gary Traver, Assistant Director of Educational Services, NYS Department of State.

12:00-1:15 p.m. – Lunch and Keynote

1:30-3:00 p.m. – Session 3

How DOH and Code Enforcement Coexist

Many times the Code Official is faced with interagency conflicts. We are torn between jurisdictional boundaries. This course offering will provide the Code Official with the opportunity to help better define where the boundary gets drawn between the Code Department and NYS Health Department. This is a great opportunity to rid yourself of some of the stress about just who needs to make the call in certain situations.

Presented by Ron Sheppard, Director, NYS Department of Health.

All sessions moderated by Greg Thompson, Village of Potsdam Administrator.

Community Development

Flagg Hall

8:15-9:45 a.m. – Session 1

The Emerald Ash Borer: It's Here and It's Going to Kill Our Ash Trees

The Emerald Ash Borer infests and kills North American ash trees; all native ash trees are susceptible. Since it was first observed in 2002 near Detroit, the EAB has spread to 22 states and killed over 50 million trees. While ash trees comprise less than 10% of the overall tree canopy in New York State, in many of our villages and urban areas they can make up almost 25% of tree cover. To lose that many trees in a community over a short five-to ten-year period (if/when the EAB reaches our communities) would be extremely expensive, and would severely damage the appearance of our communities. We cannot avoid this problem; we must learn to deal with it.

Presented by Paul Hetzler, Horticulture and Natural Resources Educator, Cornell Cooperative Extension and Megan Pistolesse, SLELO Prism.

Moderated by John Tenbush - Planner 2, St. Lawrence County Planning Office.

9:45-10:15 a.m. – Break

10:15-11:45 a.m. – Session 2

Community Development Success Stories

Getting a Community Development project off the ground is difficult. Come and hear about three projects at various stages of development that exemplify community development success. Representatives from Pickens Hall General Store and Opera House, the St. Lawrence Power and Equipment Museum and the North Country Children's Museum will share their experiences.

Presented by Joe Finegan, St. Lawrence Power and Equipment Museum; David Kingsley, Pickens Hall; and Sharon Williams, Director of the North Country Children's Museum.

Moderated by Heidi Ames - Grant Manager, St. Lawrence County Planning Office.

12:00-1:15 p.m. – Lunch and Keynote

1:30-3:00 p.m. – Session 3

Community Development and Poverty: Understanding and Managing the Needs of Your Community’s Impoverished Residents

Approximately 16% of the population in the North Country lives below the poverty line and 31% of regional households have a net worth of less than \$15,000. What roles do municipal officials have in service provision for this low-income segment of the population? How can municipalities better engage residents with low incomes in community development decisions to improve life in the community? Hear from experienced professionals who deal with poverty issues every day.

Presented by Chris Rediehs, Commissioner, St. Lawrence County Department of Social Services; Tim Currier, Mayor, Village of Massena; April Charleson, Poverty Advocate; Don Mesibov, Poverty Advocate and Julie Vaisey, Poverty Advocate.

Moderated by Heidi Ames, Grant Manager, St. Lawrence County Planning Office and John Tenbusch, Planner 2, St. Lawrence County Planning Office.

Municipal Clerks

Flagg Hall

CEUs awarded

8:15-9:45 a.m. – Session 1

Tales From the Field: The Newspaper Didn't Print My Legal Notice... Now what do I do?

We have all had that “moment” when something goes wrong and we don't know what to do. The Association of Towns legal experts will discuss some of the more interesting situations that have arisen in municipal offices throughout the state. Some of the topics include whether the municipality may require an elected clerk to be a notary, what happens when official town newspapers go out of business, whether someone can pay for a permit in pennies, as well as the conflict between the practical application of the law and what really happens.

Presented by Lori Mithen-Demasi, Attorney, NYS Association of Towns Counsel and Sarah Brancatella, Associate Attorney, NYS Association of Towns.

Moderated by Cindy Goliber, Potsdam Town Clerk.

9:45-10:15 a.m. – Break

10:15-11:45 a.m. – Session 2

Abandoned Cemeteries and Their Affect on Municipal Governments

In the era of tax caps and budget constraints, the last thing a town wants to do is become a cemetery operator. However, many Town Clerks are now learning the hard way, which is exactly what state law may require them to do. In this session, Mr. Fleming will discuss options to help in dealing with this new responsibility or perhaps in preventing cemetery abandonments all together.

Presented by David F. Fleming, Jr., Chief Operating Officer, Featherstonlaugh, Wiley & Clyne, LLP and Town of Nassau Supervisor, Rensselaer County.

Moderated by Lisa Hammond, Canton Town Clerk.

12:00-1:15 p.m. – Lunch and Keynote

1:30-3:00 p.m. – Session 3

Department of Health – Electronic Death Registration System (EDRS) and Vital Records Updates

Does your office have the Electronic Death Registry (EDRS) yet? If not it will be coming to your office soon. NYS DOH official will update us on the EDRS program and will be available to answer your questions on Vital Records procedures.

Presented by James O'Connor, NYS DOH Field Representative.

Moderated by Lori Queor, Village of Potsdam Town/Clerk.

Planning and Zoning

Flagg Hall

CEUs Awarded

8:15-9:45 a.m. – Session 1

State Environmental Quality Review Act (SEQRA) Basics

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.

Presented by Christopher Eastman, Manager, Local Government Training Program, NYS Department of State.

Moderated by Jason Pfothenhauer, Deputy Director, St. Lawrence County Planning Office.

9:45-10:15 a.m. – Break

10:15-11:45 a.m. – Sessions 2A & 2B

Session 2A: Planning Board Overview

This introductory course addresses the powers and duties of town, village, and city planning boards. The administrative and regulatory roles of the planning board, including its review of site plans, special use permits, and subdivision plats are discussed, along with the planning board's role in the municipal comprehensive plan. The importance of board procedures, referral to the county planning board, and making findings are also covered.

Presented and moderated by Christopher Eastman, Manager, Local Government Training Program, NYS Department of State.

Session 2B: Zoning Board of Appeals Overview

This introductory course to the zoning board of appeals focuses on the statutory tests boards must follow to grant use and area variances and proper handling of zoning interpretations. Meeting procedures and notice requirements will also be discussed, along with the ZBA's relationship with enforcement officials and the planning board, and the importance of making good findings.

Presented and moderated by Jason Pfothenhauer, Deputy Director, St. Lawrence County Planning Office.

12:00-1:15 p.m. – Lunch and Keynote

1:30-3:00 p.m. – Session 3

Article 10 for Energy Development in the North Country

There are several large scale power production projects proposed for the North Country. Article 10 of the Power New York Act of 2011 will guide how these projects will be reviewed, approved and ultimately developed. Come and learn what the Article 10 steps are and have your questions answered by New York State Department of Public Service Staff.

Presented by Andrew Davis, Utility Supervisor, Department of Public Service, Office of Electric, Gas and Water, Environmental Certification and Compliance.

Moderated by Jason Pfothenhauer, Deputy Director, St. Lawrence County Planning Office.

Public Works

Flagg Hall

DEC, DOH & CEU credits awarded

8:15-9:45 a.m. – Session 1

Review of PESH Annual Mandates

This presentation includes an overview of the requirements of OSHA and PESH standards which have annual training mandates for all workplaces, those with annual requirements that might apply at water and wastewater plants depending on your operations, and other training requirements that could be triggered by changes or deficiencies. Also includes tips to ensure that your training and related programs are effective and compliant.

Presented by Jamie Becken, Senior Safety and Health Inspector, New York State Department of Labor Public Employee Safety and Health Bureau and John Usher, Associate Industrial Hygienist, New York State Department of Labor Public Employee Safety and Health Bureau.

9:45-10:15 a.m. – Break

10:15-11:45 a.m. – Session 2

Overview of the 2017 Watertown Fatality

By the time of this conference, nearly a year has passed since the tragic fatality, which took the life of a fellow WWTP worker. Right after such an incident, our awareness of such dangers is heightened, but unfortunately, this can fade with the passage of time. The goal of this presentation is to snap us back to attention through an overview of what happened, bring these types of hazards back into the focus they deserve, and provide you with tips to ensure that your lockout/tagout (LOTO) energy control procedures and training are what they need to be to protect your employees.

Presented by Jamie Becken, Senior Safety and Health Inspector, New York State Department of Labor Public Employee Safety and Health Bureau and Luke Panga, Safety and Health Inspector, NYS Department of Labor Public Employee Safety and Health Bureau.

12:00-1:15 p.m. – Lunch and Keynote

1:30-3:00 p.m. – Session 3

Leading Injury Causes and Their Prevention

PESH has assembled a special team to help reduce the injury and illness rates at water and wastewater treatment plants in New York State. Preliminary data indicates that the following injury types are the most common: sprains, strains and lifting related, falls, slips and trips and struck by. Unfortunately, there are not any enforceable health and safety standards, which specifically cover the leading injury type. This presentation will include discussion of these types of injuries, areas or operations in your plants where there is greater risk, ways to prevent their occurrence, and an open brainstorming session to develop new ideas for better solutions.

Presented by New York State Department of Labor Public Employee Safety and Health Bureau: Peter Moles, Associate Industrial Hygienist, Jamie Becken, Senior Safety and Health Inspector and John Usher, Associate Industrial Hygienist.

All sessions moderated by Bob Henninger, Water Quality Supervisor, Development Authority of the North Country.