2017 SESSIONS

Assessors

Flagg Hall

CEUs awarded

8:15-9:45 a.m. – Session 1

Real Property Tax Administration

Warren will present the steps and procedures of the Pre-Decisional Collaboration (PDC) Process that local assessors go through in order to establish their Level of Assessment (LOA) and measurement of valuation uniformity for their upcoming tentative assessment roll. Denise will present what to expect and how to prepare for the NYS Comptroller’s Office’s possible auditing the Assessment Offices throughout the State. She will discuss the findings in reports already completed and how they may relate to your office.

9:45-10:15 a.m. – Break

10:15-11:45 a.m. – Session 2

Real Property Tax Administration

12:00-1:15 p.m. – Lunch and Keynote

1:30-3:00 p.m. – Session 3

Real Property Tax Administration

Sessions presented by Denise Trudell, IAO, Assessor for the Towns of Montague, Osceola, and Salina and past president of the NYS Assessors Association and Warren J. Wheeler, IAO, Assessor for the Towns of Hastings, Constantia, Richland and Boylston and current member of the NYS Assessors Association Executive Board.

All sessions moderated by Jane Powers, IAO, Retired Director, St. Lawrence County Real Property Tax Service Agency and Darren Colton, IAO, Retired Director, St. Lawrence County Real Property Tax Service Agency.
Municipal Boards

8:15-9:45 a.m. – Session 1

How to Prepare a Municipal Budget
This session is designed for elected officials and fiscal staff from local governments who have a role in developing or implementing the budget. The session will give both the novice and expert budgeter skills to enhance their budget process, to provide the basic of the budget and the tax rate process and how the budget serves as a road map to municipal operations. Please bring your budgeting questions with you.

Presented by Peggy L. Mousaw, CMFO, Director of Budget and Finance, Cortland County.
Moderated by Mary Jane Watson, a founding partner of Pinto, Mucenski and Watson, CPA and Secretary/Treasurer of the Colton Fire District.

9:45-10:15 a.m. – Break

10:15-11:45 a.m. – Session 2

How to Present a Budget
Accounting standards provide municipalities with wide latitude about what should (and must) be reported to the public through their budgets. What should be reported and how should it be reported to promote sufficient transparency? Information will be presented on the findings in comparing GASB standards with common municipal approaches. Examples will be given on how to prepare and present public information that meets the standards and brings clarity to the budgeting process.

Presented by Gang Chen, Rockefeller College of Public Affairs and David Button, Professor of Accounting at The State University of New York at Canton.
Moderated by Michael Weil, Local Government Planning Committee Member.

12:00-1:15 p.m. – Lunch and Keynote

1:30-3:00 p.m. – Session 3

Liabilities and Pitfalls of Social Media
Municipalities face a challenging landscape with the rise of Facebook, Twitter, and other social media forums. Issues impacting governments include transparency, reputation, constituent access, acceptable use by municipal employees, law enforcement and general liability. Learn to navigate this terrain in a way which enhances your ability to govern as well as control the way this new and powerful force effects communication in your community.

Presented by Susan O’Rorke, Director of Marketing and Member Services for the New York Municipal Insurance Reciprocal.
Moderated by Michael Weil, Local Government Planning Committee Member.
Register online — https://secure.potsdam.edu/conf/localgov/

Budget & Finance
Flagg Hall

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12:00-1:15 p.m. – Lunch and Keynote

1:30-3:00 p.m. – Session 3

Wages and Payroll

After many years of no (or slow) growth, the economy appears to be making something of a revival. This impacts the job market, wages paid to employees and a large number of things that can affect a municipality’s bottom line. Human resource advisers will discuss how these changes might hit your bottom line. Featured, will be an exchange of ideas among municipalities that are going through contract negotiations.

Presented by David Button, Professor of Government Accounting at The State University of New York at Canton and Jennifer Clement, Commissioner, Albany County Department of Human Resources.
Moderated by Peggy L. Mousaw, CMFO, Director of Budget and Finance, Cortland County.
8:15-9:45 a.m. – Session 1

**Best Practices and Field Inspection Techniques for Residential Buildings**

The course focuses on residential buildings, with regard to best practices for plan review and what energy information the plan reviewer should be looking for in the set of construction documents submitted for permitting.

The course format is a hands-on approach during which attendees will review building architectural plans and details, mechanical system submittals, and lighting design to verify that the proposed systems meet 2015 IECC requirements. The course also reviews the different prescriptive and performance compliance options with illustrations of the software and output reports that are typically used.

The course then moves to field inspections with illustrations and diagrams of what the code official should be looking for during each phase of construction as well as review of test reports that should be received with respect to envelope air leakage and duct tightness.

In addition to being an excellent guide to code officials, the course is also useful to design professionals and builders so that they understand what information must be provided when submitting their application for a building permit.

9:45-10:15 a.m. – Break

10:15-11:45 a.m. – Session 2

**Best Practices and Field Inspection Techniques for Residential Buildings**

12:00-1:15 p.m. – Lunch and Keynote

1:30-3:00 p.m. – Session 3

**Best Practices and Field Inspection Techniques for Residential Buildings**

All sessions presented by Matt Evans, Building Systems Analyst, Newport Ventures, Schenectady, NY.

All sessions moderated by Russ Lawrence, Code Enforcement Officer, Village of Canton.
Community Development
Flagg Hall

8:15-9:45 a.m. – Session 1

Then and Now – Community Revitalization Case Studies
This session will present and discuss a series of community profiles documenting the evolution of former industrial communities who have revitalized and diversified their economic base after a significant economic loss or change. Common elements in these success stories include: regional cooperation, diverse financial resources, and investments in quality of life. These case studies were developed as part of the Massena Brownfield Opportunity Area (BOA) Project, funded by the New York State Department of State. Presented by Matt Robbie, Senior Associate, Skeo Solutions, and Heidi Ames, St. Lawrence County Planning Office.

9:45-10:15 a.m. – Break

10:15-11:45 a.m. – Session 2

Remediating and Repurposing Contaminated Properties for New Uses
Do you want to know what it takes to remediate and repurpose an old gas station site for a new use? Attendees will hear about how contaminated properties can be addressed in their community, working with state or federal agencies when remediating a site, what a business considers before investing in a new location, and hear case studies about redevelopment projects in the North Country. Presented by Gary Bowitch, ESQ, Bowitch and Coffey LLC, Aaron Jarvis, PE, Principal, Tisdel Associates, Stewart’s Shops Representative, and Matilda Larson, St. Lawrence County Planning Office.

12:00-1:15 p.m. – Lunch and Keynote

1:30-3:00 p.m. – Session 3

Making the Census 20/20 for 2020
Staff from the U.S. Census Regional Office in New York City will present an overview of L.U.C.A. – the Local Update of Census Addresses. The L.U.C.A. program is the best way for local communities to make sure that the Census Bureau has accurate records of housing units in your community; this will allow the Census Bureau to make an accurate count of population for the 2020 Census. During the last Census in 2010, data experts reported that, for every person who was missed in the count, their community lost out on $2,000 per person per year of government funding. Presented by Jeremy McMaster, U.S. Census Bureau Regional Representative.
All sessions moderated by Dawn Mullaney, St. Lawrence County Planning Board.
8:15-9:45 a.m. – Session 1

Hot Topics in Real Property Tax Collection

Tax Collecting often produces questions that seemingly have no answer. This session will discuss some of the more interesting situations that have arisen in collecting offices throughout the state over the past year, including personal liability with counterfeit money, bad check issues, as well as conflict between the practical application of the law and what really happens.

Presented by: Katie Hodgdon, Lori Mithen, and Sarah Brancatella from the Association of Towns Counsel.
Moderated by Cindy Goliber, Potsdam Town Clerk.

9:45-10:15 a.m. – Break

10:15-11:45 a.m. – Session 2

Let’s Play Jeopardy

The attorneys have the privilege of regularly talking with the town officials about the daily issues they confront. They have collected some of the most common questions and issues of general interest to discuss with you during this session. This session is presented in a fun-filled and fast-paced JEOPARDY style format. We promise you will not be bored and will have fun while learning!

Presented by: Katie Hodgdon, Lori Mithen, Sarah Brancatella from the Association of Towns Counsel.
Moderated by Lisa Hammond, Canton Town Clerk.

12:00-1:15 p.m. – Lunch and Keynote

1:30-3:00 p.m. – Session 3

Standard Workday Reporting

Just as hourly or salaried positions must have standard workdays, elected and appointed officials must have them too. Without a standard workday, you cannot determine the correct number of days worked to report for an official. Since retirement benefits are based in part on service credit, correctly reporting the number of days these members work during a reporting period helps ensure the benefits they receive are accurate. This session will cover who, what, when and why and the procedures for the completing the Standard Workday Report.

Presented by staff from the Pension Integrity Bureau, New York State and Local Retirement System; Office of the State Comptroller.
Moderated by Lori Queor, Village of Potsdam Town/Clerk.
8:15-9:45 a.m. – Session 1

**Subdivision Review**

An overview of the statutory authority for municipalities to review subdivisions with special attention paid to coordination of New York State Department of Health regulations with local subdivision regulations. Discussion will focus on the elements of a subdivision plat—layout of lots and infrastructure—along with concepts such as deep lot development and clustering. Review procedures are also addressed, including State Environmental Quality Review (SEQR), county referral, DOH plan review, public hearings, decision-making, and the possibility of default approvals.

Presented by Christopher Eastman, Manager, Land Use Training and Technical Assistance Program, NYS Department of State and Ron Sheppard, NYS Department of Health.

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

Moderated by John Tenbusch, St. Lawrence County Planning Office.

**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 by Christopher Eastman, Manager, Land Use Training and Technical Assistance Program, NYS Department of State.

Moderated by June F. O’Neill, NYS Department of Labor, Office of Intergovernmental Affairs.

12:00-1:15 p.m. – Lunch and Keynote

1:30-3:00 p.m. – Session 3

**Regulating Federal Wetlands: U.S. Army Corps of Engineers**

This presentation is an overview and clarification of the U.S. Army Corps of Engineers jurisdictional responsibilities and regulatory program under Section 404 of the Clean Wa-
Register by calling (315) 267-2167 / 2538 or faxing the form to (315) 267-3350

ter Act and Section 10 of the Rivers and Harbors Act. The session will discuss the permit application process and introduce on-line resources such as the Web Soil Survey and the State Historic Preservation website. The use of the New York State Freshwater Wetland Maps and the National Wetland Inventory maps will also be addressed. The program will be useful for Planning and Zoning Boards, Code Enforcement Officers, Industrial/Economic Development Boards, Highway Departments, and other municipal officials.

Presenter: Judy A. Robinson, Biologist, U.S. Army Corps of Engineers.
Moderated by Jason Pfotenhauer, Deputy Director, St. Lawrence County Planning Office.

Public Works  Flagg Hall

8:15-9:45 a.m. – Session 1

**Developing and Implementing a Safety Program: The Nuts and Bolts of Safety from the Bottom Up**

The first session in this series will explain the different components required for an effective safety program and the roles and responsibilities that operators and municipal board members have with respect to implementing an effective safety program.

Presented by Dr. Carrie Tuttle, PE,CSP, Development Authority of the North County.

9:45-10:15 a.m. – Break

10:15-11:45 a.m. – Session 2

**Developing and Implementing a Safety Program: What Not To Do**

In this session, attendees will see case studies of issues that are considered OSHA violations at water and wastewater facilities and learn what can be done to proactively address these issues and ensure worker safety and regulatory compliance.

Presented by Tyler McDonald PE, Development Authority of the North Country.

12:00-1:15 p.m. – Lunch and Keynote

1:30-3:00 p.m. – Session 3

**Developing and Implementing a Safety Program: Implementing the Plan**

The third session of this program will teach attendees how to implement a safety program by gaining board buy-in about the importance of safety within their facilities. At the Plant level, attendees will learn specifics about compliance with various OSHA programs such as Confined Space, Cranes & Hoists, Hazard Communication, Fall Protection, Lock-Out Tag Out, and Process Safety Management.

Presented by Dr. Carrie Tuttle, PE,CSP, Development Authority of the North County.

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