

2014 Newly Elected Town Officials Schools Tentative Agenda

The DoubleTree Hotel, Rochester - January 8, 9, 10

The Desmond Hotel, Albany - January 15, 16, 17

Time	Topic	Speakers
7:15-8:15	Breakfast	
7:30	Registration Opens	
Day 1		
<u>Plenary (Town Supervisors, Town Boards, and Town Clerks)</u>		
8:15-8:30	Welcome, Introduction to OSC, and Material Briefing	Gerry Geist, Executive Director, Association of Towns of the State of New York (AOT) (Alb) To be determined, Office of the State Comptroller (OSC), (Roch) To be determined, Office of the State Comptroller (OSC)
8:30-9:30	Governance - what is a town, what services does a town provide and who provides those services overview	Lori Mithen, Murray Jaros, Mike Kenneally, and Sarah Brancatella (AOT)
9:30-10:30	Town Board Tool Kit Motions, Resolutions, Ordinances and Local Laws	Lori Mithen, Mike Kenneally, and Sarah Brancatella (AOT)
10:30-10:45	Break	
10:45-11:45	Effective Meeting Management for Town Boards	Gerry Geist and Lori Mithen (AOT)
11:45-12:45	Lunch	
12:45-2:15	Town Budget Process/Basics	Fred Shellard, NYS Government Finance Officers' Association
2:15-3:15	The Legalities of Purchasing and Competitive Bidding	Office of the State Comptroller Legal Staff
3:15 - 3:30	Break	
3:30-4:00	Fiscal Stress Monitoring System	Office of the State Comptroller
<u>Supervisor & Board Breakout Agenda</u>		
4:00-5:00	Municipal Liability Insurance Needs	Kevin Crawford, Esq. (New York Municipal Insurance Reciprocal)
<u>Town Clerk Breakout Agenda</u>		
4:00-5:00	Financial Recordkeeping for Town Clerks	Office of the State Comptroller
5:00-6:00	Reception	Sponsored by New York Municipal Insurance Reciprocal

Time	Topic	Speakers
Day 2		
<u>Plenary (Town Supervisors, Town Boards, and Town Clerks)</u>		
8:30-9:30	Fiscal Accountability for Town Boards	Office of the State Comptroller
9:30-10:30	Ethics	Steven Leventhal, Esq. Leventhal, Cursio, Mullaney & Sliney, LLP - Albany Sarah Brancatella, Esq. (AOT) - Rochester
10:30-10:45	Break	
10:45-12:15	Freedom of Information Law and Open Meetings Law	Robert Freeman - NYSDOS Committee on Open Government
12:15-1:15	Lunch	
<u>Supervisor & Board Breakout Agenda</u>		
1:15-3:15	Personnel Management for Town Boards	Jeffrey Swiatek, Esq. Hodgson Russ, LLP
3:15-3:30	Break	
3:30-5:00	Overview of the Town Supervisor's Accounting Responsibility	Office of the State Comptroller
<u>Town Clerk Breakout Agenda</u>		
1:15-3:15	The Minutes Process	Becky Connolly, CMC, Former Somerset Town Clerk - Rochester Donna Conlin, Schodack Town Clerk - Albany
3:15-3:30	Break	
3:30-5:00	Records Management	David F. Lowry, New York State Archives - Albany Gail Fischer, New York State Archives - Rochester
Day 3		
<u>Supervisor & Board Breakout Agenda</u>		
8:30-9:30	Cash Management	Office of the State Comptroller
9:30-10:30	Retirement Reporting: Elected and Appointed Officials	Office of the State Comptroller
10:30-10:45	Break	
10:45-11:45	Planning and Zoning Basics	Donald Young, Esq. Boylan Code, LLP
11:45-1:15	Roads and Bridges	David Orr, P.E., Cornell Local Roads - Rochester Geoff Scott, P.E., Cornell Local Roads - Albany
<u>Town Clerk Breakout Agenda</u>		
8:30-10:30	Hunting and Fishing Licenses	Kevin Maloney, Agent Liaison NYS DEC Automated Licensing System *unconfirmed
10:30-10:45	Break	
10:45-11:45	Tax Collection: A Primer for Collectors and Town Officials	Virginia L. Ignatowski, Town of Chili Clerk/Tax Receiver - Rochester C. Michelle Zilgme, Town of Colonie Receiver of Taxes - Albany
11:45-1:45	Vital Records and Marriage License	Jim O'Connor and/or Jim Meany, NYS Department of Health, Vital Records Unit