

TOWN BOARD MEETING  
AGENDA ATTACHMENTS  
FEBRUARY 1, 2018

# 2018 Annual Meeting & Training School

February 18 - 21, 2018

Agenda Item "A"



## REGISTRATION INFORMATION

OUR 2018 ANNUAL MEETING & TRAINING SCHOOL WILL BE HELD AT THE

### NEW YORK MARRIOTT MARQUIS

~ Register before Jan. 26, 2018 for discounted registration rates ~

Online registration opens Nov. 1. at [www.nytowns.org](http://www.nytowns.org)

#### Registration Rates\* and Deadlines

- Early-bird registration rates apply for registrations postmarked before **Jan. 26, 2018:**
  1. CONFERENCE ONLY, MUNICIPALITY/MEMBER: \$125
  2. CONFERENCE ONLY, MUNICIPALITY/NON-MEMBER: \$150
  3. CONFERENCE ONLY, NON-MUNICIPALITY/COMPANY: \$250
- On-Site registration rates apply for registrations postmarked between **Jan. 26, 2018 and Feb. 2, 2018**. On-site registration will be required for any registration not postmarked by **Feb. 2, 2018** at the following rates:
  1. CONFERENCE ONLY, ON-SITE MEMBER: \$160
  2. CONFERENCE ONLY, ON-SITE NON-MEMBER: \$185
  3. CONFERENCE ONLY, NON-MUNICIPALITY/COMPANY: \$285
- Attorney Continuing Legal Education Credits (CLE) — 10 Professional Practice/Skills credits and 2 Ethics credits. All courses provide both transitional and non-transitional credit.

**(Fee includes meeting registration.)**

  1. MEMBER: \$435
  2. NON-MEMBER: \$460
  3. ON-SITE MEMBER: \$470
  4. ON-SITE NON-MEMBER: \$495
- **NEW THIS YEAR**, town clerks can attend NYMCI-sponsored sessions and receive credit hours toward their New York Municipal Clerk Institute certification at no extra charge.

*\*Registration includes "Breakfast with the Association" Tuesday. Additional breakfast tickets available for purchase at registration.*

**Visa, Mastercard and purchase orders accepted for online registration.**

**You must register for the conference BEFORE making your hotel reservation.** Please book your room(s) at the New York Marriott Marquis by Jan. 26, 2018.

- **New York Marriott Marquis: 1(877)303-0104**
- **Reservation Web site: <https://aws.passkey.com/go/TownsofNY2018>**

**CANCELLATIONS/REFUND REQUESTS** must be postmarked or faxed to the Association of Towns by 5 p.m. on **Feb. 2, 2018** for a refund. **ALL CANCELLATIONS WILL BE CHARGED A \$10 PROCESSING FEE.** Each person is responsible for canceling his/her own hotel reservation.

(All classes are 50 minutes, except where indicated)

Informational Meeting on Proposed Resolutions for the 2018 Legislative Year

Monday, February 19, 2018

Sunday 3:00 PM - 5:00 PM

Monday 8:30 AM - 9:00 AM

Monday 8:45 AM - 10:30 AM

Monday 9:00 AM

Monday 9:00 AM

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Monday 2:00 PM

Court Clerk Basic: Introduction to Supporting the Bench

Opening General Session

Court Clerk Basic: Introduction to Court Clerk Duties

Court Clerk Advanced: DWI Drugs

Justice Core A: Landlord/Tenant – Money Judgments And Service

Justice Core B: WEBDVS and Bilingual Orders of Protection

Court Clerk Basic: Introduction to Civil Matters

Court Clerk Advanced: CJS Audits

Justice Core A: Ethics: Civic Participation Limitations

Justice Core B: Access To Justice: Language Access, Americans With Disabilities Act, And Cultural Sensitivity

Municipal Annexation, Part 1

Water-Based Fire Protection Plan Review

Valuation of Assisted Living Facilities

The Taxability of Fiber Optic Cable under the Real Property Tax Law

NY Energy Code for Supervisors, Board Members, Planning and ZBA Members

Surviving a PESH Inspection and Improving Department Safety

No, You Cannot Prepay Your Taxes Five Years in Advance and Other Things....: Hot Topics in Real Property Tax Collection

Social Media a Public Forum?

LED Street Lighting Conversions for Municipalities

Working Together for a Better New York: A Conversation with the Conference of Mayors and Association of Towns

Developing Your Funding Plan for Project Implementation: Grants Workshop Part 1

Municipal Clerks' Institute: Effective Use of Consultants

Municipal Annexation, Part 2

Court Clerk Basic: Introduction to Criminal Matters

Court Clerk Advanced: Violations of Probation

Justice Core A: Domestic Violence

Justice Core B: Ethics Update

Good Town Roads

Communicating and Understanding Financial Reports

New Legislation and Pending Real Property Tax Legal Issues

2017 Fiscal Stress Survey: Overriding the Property Tax Cap: Who, Where, and Why, & Leveraging Non-Profit PILOTS

Learn About the New York Municipal Energy Program

Lessons from Towns in the Adirondack and Catskills Park

Developing Your Funding Plan for Project Implementation: Grants Workshop Part 2

Municipal Official's Guide To Short-Term Rental Regulations

Installing Corrugated Stainless Steel Tubing Systems to Meet NYS Residential and Fire Gas Codes

Valuation of Assisted Living Facilities (Cont.)

Court Clerk Basic: Common Forms

Court Clerk Advanced: Service Education, Inc

Justice Core A: Search Warrant Basics

Justice Core B: Pre-Trial Hearings

The Real Cost of Roads

Claim & Liability Aspects of Problematic Public Works Events

Major Project Review

Proper Use of Appropriated Fund Balance

Interactive Tax Servicing to Better Serve Customers and Tax Collectors

Birth, Death, Marriage Certificates and Filings, Part 1

Achieving the Benefits of GIS for Municipalities: Part 1

When the Grants Chips Fall, What Do You Do Now?

Court Clerks

Court Clerks

Court Clerks

Justices

Justices

Court Clerks

Court Clerks

Justices

Justices

CLE

Code Enforcement

Assessors

Assessors

Code Enforcement

Highway Superintendent

Tax Collector

Town Board Member

Town Clerk

CLE

Court Clerks

Court Clerks

Justices

Justices

Tax Collecting

CLE

Code Enforcement

Assessors

Court Clerks

Court Clerks

Justices

Justices

CLE

Tax Collecting

Town Clerk

Highway Superintendent

Highway Superintendent

Supervisor

Tax Collector

Town Clerk

|                             |   |                  |                        |
|-----------------------------|---|------------------|------------------------|
| Monday 2:00 PM              | Health Insurance 101 - Terminology, Trends and Tips   |                  |                        |
| Monday 2:00 PM              | Municipal Propane Punctlist for the Uniform Fire Protection and Building Code                                   |                  |                        |
| Monday 2:15 PM - 3:15 PM    | Court Clerk Basic: Vehicle and Traffic Matters  | Court Clerks     |                        |
| Monday 2:15 PM - 3:15 PM    | Court Clerk Advanced: Criminal Disposition Reporting  | Court Clerks     |                        |
| Monday 2:15 PM - 3:15 PM    | Justice Core A: Fitness to Proceed/Mental Health  | Justices         |                        |
| Monday 2:15 PM - 3:15 PM    | Justice Core B: Legislative Updates   | Justices         |                        |
| Monday 3:00 PM              | Ethics, Cloud Computing and Social Media for Attorneys  | CLE              | Attorney/Legal Issues  |
| Monday 3:00 PM              | Dirt on the New Part 360: New Regulations of Surplus Soil, Gravel, Concrete, Rubble, Millings, Cuttings & Scrap |                  | Highway Superintendent |
| Monday 3:00 PM              | New York State Article 47 Health Insurance Consortiums 101  |                  | Town Board Member      |
| Monday 3:00 PM              | Inclusive Programming and Structural Access for Individuals with Disabilities                                   |                  | Town Board Member      |
| Monday 3:00 PM              | Birth, Death, Marriage Certificates and Filings, Part 2   |                  | Town Clerk             |
| Monday 3:00 PM              | Achieving the Benefits of GIS for Municipalities: Part 2  |                  |                        |
| Monday 3:00 PM              | Oak Wilt  |                  |                        |
| Monday 3:00 PM              | Feral Cat Control Efforts: A Review of the Literature and Efforts in the State                                  |                  |                        |
| Monday 3:00 PM              | Ask the Auditors  |                  |                        |
| Monday 3:00 PM - 5:00 PM    | Performance Compliance Method of the 2015 International Existing Buildings Code                                 | Code Enforcement |                        |
| Monday 3:30 PM - 4:30 PM    | Court Clerk Basic: Basic DWI for Court Clerks   | Court Clerks     |                        |
| Monday 3:30 PM - 4:30 PM    | Court Clerk Advanced: Advanced Fiscal   | Court Clerks     |                        |
| Monday 3:30 PM - 4:30 PM    | Justice Core A: Jury Trial: Selecting a Jury  | Justices         |                        |
| Monday 3:30 PM - 4:30 PM    | Justice Core B: Drugged Driving   | Justices         |                        |
| Monday 4:00 PM              | Governments, Lawyers, and the Ethics of Disobedience  | CLE              | Attorney/Legal Issues  |
| Monday 4:00 PM              | Site Plan Approval  | Land Use         | Planning & Zoning      |
| Monday 4:00 PM              | When are Municipalities, School Districts, and Other Entities Immune from Local Zoning?                         |                  | Town Board Member      |
| Monday 4:00 PM              | A Review and Comparison of Municipal Solar Codes  |                  | Town Clerks            |
| Monday 4:00 PM              | Fiscal Responsibility for Town Clerks   |                  |                        |
| Monday 4:00 PM              | LED Street Light Conversion: The Power of Aggregation for Small Communities                                     |                  |                        |
| Monday 4:00 PM              | Leveraging Medicare To Save Taxpayer Dollars  |                  |                        |
| Monday 4:00 PM              | Analyzing Financial Condition   |                  |                        |
| Monday 4:30 PM - 5:15 PM    | Justice Core A: Assessment (Open Book Style)  | Justices         |                        |
| Monday 4:30 PM - 5:15 PM    | Justice Core B: Assessment (Open Book Style)  | Justices         |                        |
| Tuesday 7:30 AM - 10:00 AM  | Breakfast with the Association  |                  |                        |
| Tuesday 9:00 AM             | Division of Building Standards and Codes - Update   | Code Enforcement |                        |
| Tuesday 9:00 AM - 10:00 AM  | Court Clerks Basic: Basics of Fiscal Recordkeeping and Reporting  | Court Clerks     |                        |
| Tuesday 9:00 AM - 10:00 AM  | Court Clerks Advanced: Access to Justice  | Court Clerks     |                        |
| Tuesday 9:00 AM - 10:00 AM  | Justice Core A: Landlord/Tenant - Money Judgments And Service   | Justices         |                        |
| Tuesday 9:00 AM - 10:00 AM  | Justice Core B: WEBDVS and Bilingual Orders of Protection   | Justices         |                        |
| Tuesday 10:00 AM            | Vacant and Unsafe Properties: Tales from the Crypt  | CLE              | Attorney/Legal Issues  |
| Tuesday 10:00 AM            | Introduction to Planning and Zoning   | Land Use         | Planning & Zoning      |
| Tuesday 10:00 AM            | Mail Room Security: Best Practices and Procedures from the US Postal Inspection Service                         | Tax Collecting   | Town Board Member      |
| Tuesday 10:00 AM            | Fiscal Accountability for Town Boards   |                  | Town Clerk             |
| Tuesday 10:00 AM            | Mail Room Security: Best Practices and Procedures from the US Postal Inspection Service                         |                  |                        |
| Tuesday 10:00 AM            | Municipal Efficiency - What Does it Really Mean?  |                  |                        |
| Tuesday 10:00 AM            | A Conversation with Newly Elected and Veteran Officials   |                  |                        |
| Tuesday 10:00 AM            | Capital Improvement Plans: The Key to Long-Term Community Viability   |                  |                        |
| Tuesday 10:00 AM            | Financial Analysis of Shared Services and Intermunicipal Cooperation  |                  |                        |
| Tuesday 10:00 AM            | Affordable Care Act: Keep Your Municipality Compliant   |                  |                        |
| Tuesday 10:00 AM            | ICC ES Evaluation Reports   |                  |                        |
| Tuesday 10:00 AM - 11:00 AM | Court Clerks Basic: WEB DVS   | Code Enforcement |                        |
| Tuesday 10:00 AM - 11:00 AM | Court Clerks Advanced: E-Justice  | Court Clerks     |                        |
| Tuesday 10:00 AM - 11:00 AM | Justice Core A: Ethics: Civic Participation Limitations   | Justices         |                        |
| Tuesday 10:00 AM - 11:00 AM | Justice Core B: Access to Justice: Language Access, Americans With Disabilities Act, And Cultural Sensitivity   | Justices         |                        |
| Tuesday 11:00 AM            | NYS Zombie Property & Foreclosure Prevention Law: Litigation Options & Practical Considerations                 | CLE              | Attorney/Legal Issues  |

Tuesday, February 20, 2018

|                             |   |                  |                       |
|-----------------------------|---|------------------|-----------------------|
| Tuesday 11:00 AM - 12:00 PM | Documentation and the Uniform Code, Part 1  | Code Enforcement | Code Enforcement      |
| Tuesday 11:00 AM - 12:30 PM | Working Together: The Relationship between Towns and the Court System                                 | Land Use         | Justice/Courts        |
| Tuesday 11:00 AM - 12:30 PM | Open Space Planning   | Tax Collecting   | Planning & Zoning     |
| Tuesday 11:00 AM - 12:30 PM | Know Your Money: Detection and Responsibilities Concerning Counterfeit Currency                       | Town Clerk       | Tax Collector         |
| Tuesday 11:00 AM - 12:30 PM | Know Your Money: Detection and Responsibilities Concerning Counterfeit Currency                       |                  | Town Clerk            |
| Tuesday 11:00 AM - 12:30 PM | Your Town's Comprehensive Energy Master Plan: Save Money While Building Resiliency                    |                  |                       |
| Tuesday 11:00 AM - 12:30 PM | Freedom of Information and Open Meetings Law  |                  |                       |
| Tuesday 11:00 AM - 12:30 PM | Telecommunications  |                  |                       |
| Tuesday 11:00 AM - 12:30 PM | Funding Opportunities for Water Infrastructure Projects   |                  |                       |
| Tuesday 11:00 AM - 12:30 PM | The Legalities of Purchasing and Competitive Bidding  |                  |                       |
| Tuesday 11:00 AM - 12:30 PM | Group Medicare: Health Insurance Option for Retirees  |                  |                       |
| Tuesday 11:15 AM - 12:15 PM | Court Clerks Basic: Criminal Disposition Reporting  | Court Clerks     |                       |
| Tuesday 11:15 AM - 12:15 PM | Court Clerks Advanced: Advanced TSLED   | Court Clerks     |                       |
| Tuesday 11:15 AM - 12:15 PM | Justice Core A: Domestic Violence   | Justices         |                       |
| Tuesday 11:15 AM - 12:15 PM | Justice Core B: Ethics Update   | Justices         |                       |
| Tuesday 1:00 PM             | Documentation and the Uniform Code, Part 2  | Code Enforcement | Code Enforcement      |
| Tuesday 1:00 PM             | Municipal Role with Self Driving Vehicles   | CLE              |                       |
| Tuesday 1:00 PM - 2:15 PM   | Court Clerks Basic: Ethics for Court Clerks   | Court Clerks     |                       |
| Tuesday 1:00 PM - 2:15 PM   | Court Clerks Advanced: Courtroom Security   | Court Clerks     |                       |
| Tuesday 1:00 PM - 2:15 PM   | Justice Core A: Search Warrant Basics   | Justices         |                       |
| Tuesday 1:00 PM - 2:15 PM   | Justice Core B: Pre-Trial Hearings  | Justices         |                       |
| Tuesday 2:00 PM             | Harassment and Discrimination: Best Practices for Handling Reports and Complaints in the "Me Too" Era | CLE              | Attorney/Legal Issues |
| Tuesday 2:00 PM             | Special Use Permits   | Land Use         | Planning & Zoning     |
| Tuesday 2:00 PM             | Pitfalls in Budgeting   |                  | Supervisor            |
| Tuesday 2:00 PM             | Navigating Solar in Your Community: New NYSEDA Resources & Assistance for Local Governments           |                  |                       |
| Tuesday 2:00 PM             | Grant Opportunities at the New York State Department of State   |                  |                       |
| Tuesday 2:00 PM             | An Introduction to the Minority and Women Business Enterprise (MWBE) Program at NYS                   |                  |                       |
| Tuesday 2:00 PM             | Understanding Smart Cities  |                  |                       |
| Tuesday 2:00 PM             | Regulating Perpetual "Going Out of Business" Sales  | Town Clerk       |                       |
| Tuesday 2:00 PM             | Another Year in the Field: a Roundtable with Veteran Collectors and Receivers                         | Tax Collecting   |                       |
| Tuesday 2:00 PM             | Training for Municipal Employees Responsible for Residential Propane Installations                    |                  |                       |
| Tuesday 2:00 PM             | Overview of the 2017 Uniform Code Supplement  | Code Enforcement | Code Enforcement      |
| Tuesday 2:15 PM - 3:15 PM   | Court Clerks Basic: Traffic Safety Law Enforcement and Disposition                                    | Court Clerks     |                       |
| Tuesday 2:15 PM - 3:15 PM   | Court Clerks Advanced: WEB DVS  | Court Clerks     |                       |
| Tuesday 2:15 PM - 3:15 PM   | Justice Core A: Fitness to Proceed/Mental Health  | Justices         |                       |
| Tuesday 2:15 PM - 3:15 PM   | Justice Core B: Legislative Updates   | Justices         |                       |
| Tuesday 3:00 PM             | New York State Paid Family Leave: What Local Governments Need to Know                                 | CLE              | Attorney/Legal Issues |
| Tuesday 3:00 PM             | Historic Preservation   | Land Use         | Planning & Zoning     |
| Tuesday 3:00 PM             | Do's and Don'ts of Managing Employee Disability Claims  |                  | Town Board Member     |
| Tuesday 3:00 PM             | Managing Bad Behavior at Meetings   |                  | Town Board Member     |
| Tuesday 3:00 PM             | Records Retention Programs for Towns  |                  | Town Clerks           |
| Tuesday 3:00 PM             | Shared IT Services: Digital Township  |                  |                       |
| Tuesday 3:00 PM             | 2020 Census: Updates and Next Steps   |                  |                       |
| Tuesday 3:00 PM             | The Annual Update Document: Common Reporting Errors   |                  |                       |
| Tuesday 3:00 PM             | Retirement System Update  |                  |                       |
| Tuesday 3:30 PM - 4:30 PM   | Court Clerks Basic: Court Clerk Roundtable and Q&A Session  | Court Clerks     |                       |
| Tuesday 3:30 PM - 4:30 PM   | Court Clerks Advanced: Records Retention  | Court Clerks     |                       |
| Tuesday 3:30 PM - 4:30 PM   | Justice Core A: Jury Trial: Selecting a Jury  | Justices         |                       |
| Tuesday 3:30 PM - 4:30 PM   | Justice Core B: Drugged Driving   | Justices         |                       |
| Tuesday 4:00 PM             | Planning/Zoning Case Law Update   | CLE & Land Use   | Planning & Zoning     |
| Tuesday 4:00 PM             | Accounting for Capital Assets   |                  | Supervisor            |
| Tuesday 4:00 PM             | Q&A with the Association of Towns' Legal Staff  |                  |                       |
| Tuesday 4:00 PM             | Town Clerks' Roundtable Discussion  | Town Clerk       |                       |

Code Enforcement  
Justices  
Justices

Light Frame Construction Details  
Justice Core A: Assessment (Open Book Style)  
Justice Core B: Assessment (Open Book Style)

Tuesday 4:00 PM  
Tuesday 4:30 PM - 5:15 PM  
Tuesday 4:30 PM - 5:15 PM

Wednesday, February 21, 2018

Association of Towns Annual Business Meeting  
2016 Commercial Energy Code Overview  
2016 Residential Energy Code Overview

Wednesday 8:00 AM  
Wednesday 9:00 AM - 10:00 AM  
Wednesday 10:00 AM - 12:00 PM

Code Enforcement  
Code Enforcement



New York State Town Clerks Association  
April 22 – 25, 2018

The  
**Desmond**  
Agenda Item "B"

To make your conference reservation please mail or fax (not both) this form to the address below.

**ONE FORM PER PERSON**

The Desmond Hotel and Conference Center  
Attention: Reservations  
660 Albany Shaker Road, Albany, New York 12211  
FAX: (518) 640-6069  
Hotel Questions Call Jack Roddy 518-640-6077

FORMS MUST BE RECEIVED NO LATER THEN April 8, 2018  
Check In Time: 4:00PM                      Check Out Time: 12:00PM

| <u>THREE NIGHT PACKAGE:</u>   | <u>* TWO NIGHT PACKAGE – 4/22/18: *</u>   | <u>TWO NIGHT PACKAGE – 4/23/18:</u>   |
|---|---|---|
| Sunday 4/22/18 – Wednesday 4/25/18<br>Includes Deluxe Overnight Accommodations for (3) nights and 3 Breakfasts, 3 Lunches & 2 Dinners<br>Package is Tax Exempt and includes service charge. | Sunday 4/22/18 – Tuesday 4/24/18<br>Includes Deluxe Overnight Accommodations for (2) nights and 2 Breakfasts, 2 Lunches & 1 Dinners<br>Package is Tax Exempt and includes service charge. | Monday 4/23/18 – Wednesday 4/25/18<br>Includes Deluxe Overnight Accommodations for (2) nights and 2 Breakfasts, 2 Lunches & 1 Dinners<br>Package is Tax Exempt and includes service charge. |
| <input type="checkbox"/> \$679.00 per person<br>Single Occupancy  | <input type="checkbox"/> \$432.80 per person<br>Single Occupancy  | <input type="checkbox"/> \$443.60 per person<br>Single Occupancy  |
| <input type="checkbox"/> \$481.00 per person<br>Double Occupancy  | <input type="checkbox"/> \$300.80 per person<br>Double Occupancy  | <input type="checkbox"/> \$311.60 per person<br>Double Occupancy  |
| <input type="checkbox"/> \$425.00 per person<br>Triple Occupancy  | <input type="checkbox"/> \$263.47 per person<br>Triple Occupancy  | <input type="checkbox"/> \$274.27 per person<br>Triple Occupancy  |
| <input type="checkbox"/> \$397.00 per person<br>Quad Occupancy  | <input type="checkbox"/> \$244.80 per person<br>Quad Occupancy  | <input type="checkbox"/> \$255.60 per person<br>Quad Occupancy  |

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

ROOMMATES NAME: \_\_\_\_\_

ROOMMATES NAME: \_\_\_\_\_

**Method of Guarantee & Payment**

A credit card is required to guarantee your reservation. However, personal checks will be accepted 14 days prior to check-in to guarantee a reservation and for payment. Personal checks will not be accepted at check-in.

CREDIT CARD# \_\_\_\_\_ EXP: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

You may cancel this reservation without charge no later than Friday, April 20, 2018. Should you fail to arrive or cancel after April 20, 2018 you will be charged for the entire package.

# NEW YORK STATE TOWN CLERKS ASSOCIATION 2018 CONFERENCE REGISTRATION FORM

The Desmond Hotel Albany April 22- April 25, 2018

**INSTRUCTIONS:**

1. **COMPLETE ALL AREAS – please include your email address**
2. ONLY **ONE** REGISTRANT PER FORM
3. **SEE HOTEL FORM FOR HOTEL REGISTRATION INSTRUCTIONS**
4. SUBMIT REGISTRATION FORM AND CHECK (payable to NYSTCA) TOGETHER before 4/8/2018.
5. \$50.00 charged for cancellation after 4/15/18.

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_  
 MAILING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ NY, ZIP \_\_\_\_\_  
 TOWN \_\_\_\_\_ COUNTY \_\_\_\_\_ PHONE \_\_\_\_\_  
 EMAIL ADDRESS \_\_\_\_\_ (confirmation of receipt of registration will be emailed to you within 72 hrs)

YOUR TITLE: CLERK \_\_\_\_\_ DEPUTY \_\_\_\_\_ GUEST \_\_\_\_\_

CHECK ALL THAT APPLY: NEW CLERK \_\_\_\_\_ NEW DEPUTY \_\_\_\_\_ FIRST CONFERENCE \_\_\_\_\_

**HOTEL GUEST** (must register separately with hotel before 4/8) or **COMMUTER**. CHECK ONE:  
 HOTEL GUEST \_\_\_\_\_ OR \_\_\_\_\_ COMMUTER \_\_\_\_\_  
 (meals included in hotel package) (\*\*purchase meals through NYSTCA)

**PLEASE SPECIFY:** ARRIVAL DATE: \_\_\_\_\_ DEPARTURE DATE: \_\_\_\_\_  
 (Sun 4/22, Mon 4/23, Tues 4/24, Wed 4/25) CHECK IN TIME IS 3:00 PM CHECK OUT TIME IS NOON

**ALL REGISTRANTS MUST CHOOSE ONE:**

MEMBER CLERK/DEPUTY \$125.00 ..... \$ \_\_\_\_\_  
 NON-MEMBER CLERK \$225.00 ..... \$ \_\_\_\_\_  
 NON-MEMBER \$275.00 ..... \$ \_\_\_\_\_  
 ONE DAY REGISTRATION MEMBER \$90.00 NON MEMBER \$125.00 ..... \$ \_\_\_\_\_  
 COMPLIMENTARY REGISTRATION: Spouses/Guests ..... \$ NC  
 LATE REGISTRATION ..... (AFTER 4/8/2018) add \$35.00 ..... \$ \_\_\_\_\_  
 REGISTRATION SUBTOTAL ..... \$ \_\_\_\_\_

**EXTRAS AND MEALS:**

Monday Night Dinner at Albany Museum \$60.00 (space is limited) ..... \$ \_\_\_\_\_  
 Athenian Class (\$50.00) ..... \$ \_\_\_\_\_  
 Notary Class (\$60.00) ..... \$ \_\_\_\_\_  
 NYMCI (CHECK ONE: CMC OR \$130.00 or MMC\$155.00) ..... \$ \_\_\_\_\_

**\*\*COMMUTERS AND ANYONE WISHING TO PURCHASE ADDITIONAL MEALS NOT INCLUDED IN HOTEL PACKAGE:**

Sun. Mixer @ \$44.00 each ..... \$ \_\_\_\_\_  
 Mon. Breakfast @ \$23.00 ea.ch Lunch @ \$34.00 each ..... \$ \_\_\_\_\_  
 Tues. Breakfast @ \$23.00 each Lunch @ \$34.00 each Banquet @ \$51.00 each ..... \$ \_\_\_\_\_  
 Wed. Breakfast @ \$23.00 each Lunch @ \$34.00 each ..... \$ \_\_\_\_\_  
 EXTRAS AND MEAL SUBTOTAL ..... \$ \_\_\_\_\_

(Please total ALL applicable lines) **REMIT CHECK PAYABLE TO NYSTCA** ..... \$ \_\_\_\_\_

PLEASE NOTE ANY SPECIAL DIETARY REQUIREMENTS OR SPECIFIC ALLERGIES TO FOOD ON REVERSE

**MAIL CONFERENCE REGISTRATION FORM AND CHECK PAYABLE TO NYSTCA to:**

Linda Laird, Town of Eastchester, 40 Mill Rd, Eastchester, NY 10709.

Email questions to: [llaird@eastchester.org](mailto:llaird@eastchester.org) – a response will be returned to you within 72 hours.



**NYSTCA**  
36th Annual Conference  
April 22-25, 2018

| April 22, 2018   |  | April 23, 2018   |   | April 24, 2018   |   | April 25, 2018   |                    |
|--|--|--|---|--|---|--|--------------------|
| Sunday   |  | Monday   |   | Tuesday  |   | Wednesday  |                    |
| Travel Safety to Conference at The Desmond Albany, NY Check-in 3:00 pm                                     | Breakfast 7:00 - 8:15 am                                     | Registration 7:30 - Noon<br>Funtime Auction 10:15 - 5:00 pm    | Registration 8:00 - 10:00 am<br>Funtime Auction 8:00 - 1:00 pm                            | Breakfast 7:00 - 8:30 am   | Registration 8:00 - 10:00 am<br>Funtime Auction 8:00 - 1:00 pm  | Breakfast 7:00 - 8:30 am   | Check Out of Hotel |
| Registration NYSTCA Store Funtime Auction Noon-5:00 pm   | Opening Ceremony and Business Meeting 8:30 - 10:15 am        | NYSTCA Store 8:00 - 8:30 am<br>Funtime Auction 10:15 - 5:00 pm | EDRS 9:00-10:15 am<br>F.O.I.L.L. 9:00-10:15 am  | Charles Marshall The Serve Method Creating Success With Extraordinary Customer Service 9:00 - 11:30 am | Skill Path Professional Presentation Skills 1 9:00 - 10:15 am<br>Skill Path Professional Presentation Skills 2 10:45 - Noon | Charles Marshall The Serve Method Creating Success With Extraordinary Customer Service 9:00 - 11:30 am |                    |
| IMC Enhancing Professional Growth and Performance / DISC Assessment Pre-registration Required 9:30-4:30 pm | Morning Break with Vendors 10:15 - 10:45 am                  | Morning Break with Vendors 10:15 - 10:45 am                    | Morning Break with Vendors 10:15 - 10:45 am   |  |   |  |                    |
| Vendor Reception 3:00-5:00 pm  | General Session Association of Towns 10:45 - 12:15 pm        | General Session Association of Towns 10:45 - 12:15 pm          | NYS Dept of Ag and Markets 10:45 - Noon   |  |   |  |                    |
| Notary Class Pre-Registration Required 9:00-5:00 pm  | Lunch and Break with Vendors 12:15 - 1:30 pm                 | Lunch and Break with Vendors 12:15 - 1:30 pm                   | Lunch and Break with Vendors Noon - 1:15 pm<br>County Association Luncheon Noon - 1:15 pm |  |   | Lunch and Award Ceremony 11:30 - 1:00 pm   |                    |
| Athenian Dialogue Part 1 Must Be Pre-Registered 1:00-4:00 p.m.   | Vendor Presentation 1:30 - 2:45 pm                           | Vendor Presentation 1:30 - 2:45 pm                             | Safeguard NY 1:15 - 2:30 pm   | Birth and Deaths 1:15 - 2:30 pm  | Exotic Pets 1:15-2:30 pm  | Travel Safely Home!  |                    |
| Welcome New Clerks Orientation 4:00 - 5:00 pm  | Town Clerk and Planning and Zoning Boards 1:30-2:45 pm       | Town Clerk Basics 1:30 - 2:45 pm                               | NYSDEC 1:30-2:45 pm   | Using the MU1 Schedule 1:15 - 2:30 pm  | Skill Path Building A PowerPoint Presentation 1 1:15 - 2:30 pm  |  |                    |
|  | Athenian Dialogue Part 2 Must Be Pre-Registered 1:30-4:30 pm | Notary Refresher 1:30-2:45 pm                                  | NYSDC 1:30-2:45 pm  | Afternoon Break with Vendors 2:30-3:00 pm  | Notary Test   |  |                    |
|  | Minutes 3:15 - 4:30 pm                                       | Help! I Don't Know Where to Find... 3:15 - 4:30 pm             | Cemetery Abandonment 3:15-4:30 pm   | Rural Water 3:00-4:15 pm   | Skill Path Building A PowerPoint Presentation 2 3:00 - 4:15 pm  | Executive Committee Meeting 1:00 - 2:30 pm   |                    |
|  | Monday Night Event OR Dinner on Your Own                     | Monday Night Event OR Dinner on Your Own                       | Pre Banquet Reception 6:00 - 7:00 pm<br>NYSTCA Annual Banquet 7:00 pm                     | Vendor Presentation 3:00 - 4:15 pm   | District Director Orientation 3:00 - 4:15 pm  |  |                    |
|  |  |  | After Banquet Party   |  |   |  |                    |

**Agenda Item "C"**

**Town of Lysander  
West Genesee Sewer District Extension No. 2  
Electric Installation Contract No. 2**

Change Order Number: 2  
Date: January 30, 2018  
Contractor: Kahrs Construction  
5 Market St.  
Alexandria Bay, 13607

AUTHORIZATION IS HEREBY GRANTED FOR THE FOLLOWING CHANGE:

Description of Change Order:

Installation of 60 amp electric sub panel for grinder pump circuit.

Reason for Change Order:

Existing service panel was full sub panel was required for dedicated circuit for pump.

Change Order Cost: \$300.00

Revised Contract Amount:

Original Contract: \$36,750.00  
Change Order No. 1 : \$300.00  
**Revised Contract Amount: \$37,050.00**

All the work will have been done to the best of our knowledge and belief in accordance with the applicable provisions of the Contract. This Change Order represents full and complete compensation for all cost relative to the change itself and all other impacts that the change may have on the project. The Contractor hereby acknowledges that it has considered and priced into this Change Order impacts beyond the scope of the individual change(s) and waives all claims otherwise.

Approvals:

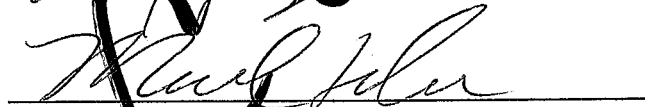
Engineer:



Date:

1/30/18

Contractor:



Date:

1/30/18

Owner:

\_\_\_\_\_

Date:

\_\_\_\_\_

**TOWN of LYSANDER**  
**8220 LOOP ROAD**  
**BALDWINSVILLE, NEW YORK 13027**  
**(315) 638-4264**

**Agenda Item "D"**

January 30, 2018

Mr. Joseph P. Saraceni, Supervisor  
And Town Board Members  
Town of Lysander  
8220 Loop Road  
Baldwinsville, NY 13027

Re: West Genesee Sewer District Extension No. 2 Electric Installation Contract No. 2

Subj: First Payment

Dear Supervisor Saraceni:

The attached application for payment request No. 1 for the West Genesee Sewer District Extension No. 2 Electric Installation Contract No. 2 project is for materials and work completed prior to January 30, 2018. This payment request includes work for 12 homes included in the contract as well as 50% of the mobilization and demobilization bid item.

The total amount of the work completed through this payment request is \$21,975.00, per the contract specification 5% of this amount is to be withheld as retainage, making the total due to the contractor for Payment Request No. 1 \$20,876.25.

I would recommend that the Board approve Payment Request No.1 for the West Genesee Sewer District Extension No. 2 Electric Installation Contract No. 2 Project at the February 1, 2018 meeting. Please feel free to contact me if you have any questions or require any additional information.

Regards



Allen J. Yager, P.E.  
Town of Lysander Engineer

CC: Dina Falcone, Lysander Town Clerk  
David Rahrle, Lysander Comptroller  
Mike Kahrs, Kahrs Construction  
Dan Hayes, NYSDEC

enclosure

PROJECT:  
West Genesee Sewer District  
Extension No. 2  
Electric Installation  
Contract No. 2

TO:  
Town of Lysander  
8220 Loop Road  
Baldwinsville NY 13027

FROM:  
Kahrs Construction  
5 Market St.  
Alexandria Bay, NY 13607

CONTRACT FOR: Electric Installation

APPLICATION NO.: 1  
PERIOD TO: 9/18/2017 to 1/30/2018  
PROJECT NO.: C304411

CONTRACT DATE: September 18, 2017

Distribution To:  
 OWNER  
 CONSTRUCTION  
 MANAGER  
 DESIGN ENGINEER  
 CONTRACTOR

**CONTRACTOR'S APPLICATION FOR PAYMENT**

Application is made for payment, as shown below, in connection with the Contract. Continuation sheet is attached.

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

- 1. ORIGINAL CONTRACT SUM.....\$ 336,750
- 2. Net Change By Change Orders.....\$ 300.00
- 3. CONTRACT SUM TO DATE (line 1+2).....\$ 37,000.00
- 4. TOTAL COMPLETED & STORED TO DATE .....\$ 21,975.00
- 5. RETAINAGE:
  - 5% of Completed Work \$ 1,098.75
  - 5% of Stored Material \$ -
  - Total Retainage (Line 5a + 5b) \$ 1,098.75
- 6. TOTAL EARNED LESS RETAINAGE.....\$ 20,876.25
- 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT.....\$ -
- 8. CURRENT PAYMENT DUE.....\$ 20,876.25
- 9. BALANCE TO FINISH, INCLUDING RETAINAGE.....\$ 16,173.75

CONTRACTOR: [Signature] Date: 1-30-18

Notary Public:  
State of New York  
County of Onondaga  
Subscribed and sworn to before me this \_\_\_\_\_

**CERTIFICATE FOR PAYMENT**

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Construction Manager and the Design Engineer certify to the Owner that to the best of their knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED.....\$ 20,876.25  
(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that changed to conform to the amount certified.)

PROJECT MANAGER: [Signature] Date: 1/30/18

**OWNER ACCEPTANCE**

The owner hereby accepts this payment application form from Contractor and the accompanying recommendation and certification from the Construction Manager in connection with the Subject Project. The Owner agrees the Contractor is due the Certified amount and authorizes payment of same.

OWNER: [Signature] Date: \_\_\_\_\_

| CHANGE ORDER SUMMARY                                | Additions | Deductions |
|---|-----------|------------|
| Total Changes approved in previous months by Owner: | \$ -      | \$ -       |
| Total approved this Month:                          | \$ 300.00 | \$ -       |
| <b>TOTALS</b>                                       | \$ 300.00 | \$ -       |
| NET CHANGES BY Change Order                         | \$ 300.00 | \$ -       |





RI

Agenda Item "E"

J

DEPARTMENT OF FINANCE

OFFICE OF REAL PROPERTY TAX SERVICES

John H. Mulroy Civic Center, 15th Floor

421 Montgomery Street

Syracuse, New York 13202-2989

SUPERVISOR STEVEN BORGAN  
TOWN OF LYSANDER  
Chief Fiscal Officer

DONALD WEBER  
Director of Real Property

JOANNE M. MAHONEY  
County Executive

Joseph Saraceni  
Town of Lysander  
8220 Loop Road  
Baldwinsville, NY 13027

January 11, 2018

Dear Supervisor Saraceni,

As you may be aware, Onondaga County Executive Joanie Mahoney, in accordance with New York State's *County-wide Shared Services Initiative* law, has proposed to save local governments nearly \$300,000 per year by reducing the annual fee for real property tax services administration and tax billing from \$2.00 per tax bill to \$1.00 per tax bill for any town, village, or school district that opts to use the County's new eTax software (at no charge).

In order to recognize the savings this year, I am asking that you please sign and return this letter indicating your intention to use the eTax software when it becomes available. As you might imagine, with 19 towns, 15 villages and 25 school districts throughout the county, the deployment, training and support will require a staggered approach that may take place throughout the year.

I have enclosed a chart that estimates the proposed savings to your municipality or school district – these amounts DO NOT include any additional savings you might realize by no longer purchasing/supporting a third party software to collect taxes (i.e. annual maintenance fees and IT support).

If you have any questions or concerns please feel free to contact me directly at 435-2857. Thank you.

Sincerely,

Donald Weber  
Director, Real Property Tax  
Onondaga County

(Please check):

Yes, we intend to use the County's eTax software

No, we do not intend to use eTax

(X)

(Signature)

**Towns 2017 Real Property Tax Services Billing**

|               | Parcels        | \$/Parcel | Total Billed     | Potential Savings |
|---------------|----------------|-----------|------------------|-------------------|
| Camillus      | 10,474         | \$2.00    | \$20,948         | \$10,474          |
| Cicero        | 13,784         | \$2.00    | \$27,568         | \$13,784          |
| Clay          | 21,319         | \$2.00    | \$42,638         | \$21,319          |
| DeWitt        | 11,456         | \$2.00    | \$22,912         | \$11,456          |
| Elbridge      | 2,984          | \$2.00    | \$5,968          | \$2,984           |
| Fabius        | 1,433          | \$2.00    | \$2,866          | \$1,433           |
| Geddes        | 7,629          | \$2.00    | \$15,258         | \$7,629           |
| LaFayette     | 2,597          | \$2.00    | \$5,194          | \$2,597           |
| Lysander      | 9,756          | \$2.00    | \$19,512         | \$9,756           |
| Manlius       | 14,296         | \$2.00    | \$28,592         | \$14,296          |
| Marcellus     | 2,996          | \$2.00    | \$5,992          | \$2,996           |
| Onondaga      | 9,379          | \$2.00    | \$18,758         | \$9,379           |
| Otisco        | 1,858          | \$2.00    | \$3,716          | \$1,858           |
| Pompey        | 3,625          | \$2.00    | \$7,250          | \$3,625           |
| Sally         | 13,538         | \$2.00    | \$27,076         | \$13,538          |
| Skaneateles   | 4,280          | \$2.00    | \$8,560          | \$4,280           |
| Spafford      | 1,938          | \$2.00    | \$3,876          | \$1,938           |
| Tully         | 1,533          | \$2.00    | \$3,066          | \$1,533           |
| Van Buren     | 5,917          | \$2.00    | \$11,834         | \$5,917           |
| <b>Totals</b> | <b>140,792</b> |           | <b>\$281,584</b> | <b>\$140,792</b>  |

**Village 2017-2018 Real Property Tax Services Billing**

|                | Parcels       | \$/Parcel | Total Billed    | Potential Savings |
|----------------|---------------|-----------|-----------------|-------------------|
| Baldwinsville  | 2,680         | \$2.00    | \$5,360         | \$2,680           |
| Camillus       | 467           | \$1.80    | \$841           | \$420             |
| E Syracuse     | 1,312         | \$2.00    | \$2,624         | \$1,312           |
| Elbridge       | 490           | \$2.00    | \$980           | \$490             |
| Fabius         | 156           | \$2.00    | \$312           | \$156             |
| Fayetteville   | 1,895         | \$2.00    | \$3,790         | \$1,895           |
| Jordan         | 533           | \$2.00    | \$1,066         | \$533             |
| Liverpool      | 1,105         | \$2.00    | \$2,210         | \$1,105           |
| Manlius        | 1,548         | \$2.00    | \$3,096         | \$1,548           |
| Marcellus      | 642           | \$2.00    | \$1,284         | \$642             |
| Minoa          | 1,336         | \$2.00    | \$2,672         | \$1,336           |
| North Syracuse | 2,606         | \$2.00    | \$5,212         | \$2,606           |
| Skaneateles    | 1,239         | \$2.00    | \$2,478         | \$1,239           |
| Solvay         | 2,542         | \$2.00    | \$5,084         | \$2,542           |
| Tully          | 372           | \$2.00    | \$744           | \$372             |
| <b>Totals</b>  | <b>18,923</b> |           | <b>\$37,753</b> | <b>\$18,876</b>   |

**Schools 2016-17 Real Property Tax Services Billing**

| School District              | Parcels        | \$/Parcel | Total Billed     | Potential Savings |
|------------------------------|----------------|-----------|------------------|-------------------|
| Baldwinsville Central        | 14,908         | \$2.00    | \$29,816         | \$14,908          |
| Cato Meridan                 | 156            | \$2.00    | \$312            | \$156             |
| Cazenovia                    | 359            | \$2.00    | \$718            | \$359             |
| Central Square               | 2,605          | \$2.00    | \$5,210          | \$2,605           |
| Chittenango                  | 35             | \$2.00    | \$70             | \$35              |
| DeRuyter                     | 46             | \$2.00    | \$92             | \$46              |
| East Syracuse Minoa          | 10,755         | \$2.00    | \$21,510         | \$10,755          |
| Fabius Central               | 2,866          | \$2.00    | \$5,732          | \$2,866           |
| Fayetteville Manlius Central | 10,705         | \$2.00    | \$21,410         | \$10,705          |
| Homer                        | 271            | \$2.00    | \$542            | \$271             |
| Jamesville DeWitt Central    | 7,152          | \$2.00    | \$14,304         | \$7,152           |
| Jordan Elbridge Central      | 4,046          | \$1.80    | \$7,283          | \$3,641           |
| LaFayette Central            | 2,316          | \$2.00    | \$4,632          | \$2,316           |
| Liverpool Central            | 17,636         | \$2.00    | \$35,272         | \$17,636          |
| Lyncort Union Free           | 1,820          | \$2.00    | \$3,640          | \$1,820           |
| Marcellus Central            | 5,749          | \$2.00    | \$11,498         | \$5,749           |
| Moravia Central              | 32             | \$2.00    | \$64             | \$32              |
| North Syracuse Central       | 24,522         | \$2.00    | \$49,044         | \$24,522          |
| Onondaga Central             | 3,239          | \$2.00    | \$6,478          | \$3,239           |
| Phoenix Central              | 1,103          | \$2.00    | \$2,206          | \$1,103           |
| Skaneateles Central          | 4,798          | \$2.00    | \$9,596          | \$4,798           |
| Solvay Union                 | 4,462          | \$2.00    | \$8,924          | \$4,462           |
| Tully Central                | 3,173          | \$2.00    | \$6,346          | \$3,173           |
| West Genesee Central         | 13,352         | \$2.00    | \$26,704         | \$13,352          |
| Westhill Central             | 4,524          | \$2.00    | \$9,048          | \$4,524           |
| <b>Totals</b>                | <b>140,630</b> |           | <b>\$280,253</b> | <b>\$140,225</b>  |

|                     |                |  |                  |                  |
|---------------------|----------------|--|------------------|------------------|
| <b>Grand Totals</b> | <b>300,345</b> |  | <b>\$599,589</b> | <b>\$299,894</b> |
|---------------------|----------------|--|------------------|------------------|