

2012 New Town Officials Schools Agenda

The DoubleTree Hotel, Rochester - January 4, 5, 6

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, and Material Briefing	G. Jeffrey Haber, Executive Director - Association of Towns of the State of New York Edward Grant, Chief Examiner - Office of the State Comptroller, Rochester Regional Office
8:30-9:30	Governance - What is a Town, What Services Does a Town Provide, and Who Provides Those Services Overview	Lori Mithen, Esq., Counsel and Michael Kenneally, Esq., Associate Counsel - Association of Towns of the State of New York
9:30-10:30	Town Board Tool Kit Motions, Resolutions, Ordinances, and Local Laws	James Cole, Esq. Special Counsel - Association of Towns of the State of New York
10:30-10:45	Break	
10:45-11:45	Effective Meeting Management for Town Boards	Jeffrey Haber, Executive Director and Lori Mithen, Esq., Counsel - Association of Towns of the State of New York
11:45-12:45	Lunch	
12:45-2:00	Town Budget Process/Basics	Richard Blafield, Associate Examiner and Daniel Acquilano, Examiner - Office of the State Comptroller
2:00-3:15	The Legalities of Purchasing and Competitive Bidding	Mark Stevens, Esq. - Office of the State Comptroller
3:15 - 3:30	Break	
3:30-4:00	Property Tax Cap Update	Richard Blafield, Associate Examiner and Daniel Acquilano, Examiner - Office of the State Comptroller
<u>Supervisor & Board Breakout Agenda</u>		
4:00-5:00	Municipal Liability Insurance Needs	Kevin Crawford, Executive Director - New York Municipal Insurance Reciprocal (NYMIR)
<u>Town Clerk Breakout Agenda</u>		
4:00-5:00	Financial Recordkeeping for Town Clerks	Laura Rodolakis, Manager, Local Official Training - Office of the State Comptroller
5:00-6:00	Reception Sponsored by NYMIR	

Time	Topic	Tentative Speakers
Day 2		
<u>Plenary (Town Supervisors, Town Boards, and Town Clerks)</u>		
8:30-10:15	Ethics	James Cole, Esq. - Association of Towns of the State of New York Mark Stevens, Esq. - Office of the State Comptroller
10:15-10:30	Break	
10:30-12:00	Freedom of Information Law and Open Meetings Law	Robert J. Freeman, Executive Director - New York State Department of State, Committee on Open Government
12:00-1:00	Lunch	
<u>Supervisor & Board Breakout Agenda</u>		
1:00-2:45	Personnel Management for Town Boards	Jeffrey Swiatek, Esq., Hodgson Russ, LLP
2:45-3:00	Break	
3:00-4:00	Fiscal Accountability for Town Boards	Richard Blafield, Associate Examiner and Daniel Acquilano, Examiner - Office of the State Comptroller
4:00-5:00	Cash Management	Laura Rodolakis, Manager, Local Official Training - Office of the State Comptroller
<u>Town Clerk Breakout Agenda</u>		
1:00-3:00	The Minutes Process	Rebecca A. Connolly, MMC, President Association of Towns of the State of New York, Somerset Town Clerk
3:00-3:15	Break	
3:15-5:00	Records Management	Gail Fisher, Regional Advisory Officer - New York State Archives, Local Government Advisory Services
Day 3		
<u>Supervisor & Board Breakout Agenda</u>		
8:30-9:30	Overview of the Town Supervisor's Accounting Responsibilities	Laura Rodolakis, Manager, Local Official Training - Office of the State Comptroller
9:30-10:30	Retirement System Overview	Jack McPadden, Director of Advisory Council Affairs - Office of the State Comptroller, Employee Retirement System
10:30-10:45	Break	
10:45-11:45	Retirement Reporting: Elected and Appointed Officials	Mary Ellen Kutey, Director of Member and Employer Services - Office of the State Comptroller, Employee Retirement System
11:45-1:15	Roads and Bridges	David Orr, P.E. Senior Engineer - Cornell Local Roads Program
<u>Town Clerk Breakout Agenda</u>		
8:30-10:30	Hunting and Fishing Licenses	Donna Kalled - New York State Department of Environmental Conservation, Division of Fish, Wildlife, & Marine Research Resources
10:30-10:45	Break	
10:45-11:45	Rules, Duties, and Authority of the Town Clerk	Rebecca A. Connolly, MMC, President Association of Towns of the State of New York, Somerset Town Clerk
11:45-1:15	Vital Records	James O' Connor - New York State Department of Health, Office of Vital Records, Registration Unit

2012 New Town Officials Schools Agenda

The Desmond Hotel, Albany - January 11,12,13

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, and Material Briefing	G. Jeffrey Haber, Executive Director, Association of Towns of the State of New York Nathaalie Carey, Assistant Comptroller of Local Government and School Accountability, Office of the State Comptroller
8:30-9:30	Governance - What is a Town, What Services Does a Town Provide, and Who Provides Those Services Overview	Lori Mithen, Esq., Counsel and Michael Kenneally, Esq., Associate Counsel - Association of Towns of the State of New York
9:30-10:30	Town Board Tool Kit Motions, Resolutions, Ordinances, and Local Laws	James Cole, Esq. Special Counsel - Association of Towns of the State of New York
10:30-10:45	Break	
10:45-11:45	Effective Meeting Management for Town Boards	Jeffrey Haber, Executive Director and Lori Mithen, Esq., Counsel - Association of Towns of the State of New York
11:45-12:45	Lunch	
12:45-2:00	Town Budget Process/Basics	Thomas Plowinske, Associate Examiner - Office of the State Comptroller
2:00-3:15	The Legalities of Purchasing and Competitive Bidding	Mark Stevens, Esq. - Office of the State Comptroller
3:15 - 3:30	Break	
3:30-4:00	Property Tax Cap Update	Maria Stamoulis, Training Development Specialist - Office of the State Comptroller
<u>Supervisor & Board Breakout Agenda</u>		
4:00-5:00	Municipal Liability Insurance Needs	Kevin Crawford, Executive Director - New York Municipal Insurance Reciprocal (NYMIR)
<u>Town Clerk Breakout Agenda</u>		
4:00-5:00	Financial Recordkeeping for Town Clerks	Kimberly Monte, Associate Examiner - Office of the State Comptroller
5:00-6:00	Reception Sponsored by NYMIR	

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Day 2		
<u>Plenary (Town Supervisors, Town Boards, and Town Clerks)</u>		
8:30-10:15	Ethics	James Cole, Esq. - Association of Towns of the State of New York Mark Stevens, Esq. - Office of the State Comptroller
10:15-10:30	Break	
10:30-12:00	Freedom of Information Law and Open Meetings Law	Robert J. Freeman, Executive Director - New York State Department of State, Committee on Open Government
12:00-1:00	Lunch	
<u>Supervisor & Board Breakout Agenda</u>		
1:00-2:45	Personnel Management for Town Boards	Judith Crelin Mayle, Esq. and Stuart Waxman, Esq. - Donoghue, Thomas Auslander & Drohan, LLP
2:45-3:00	Break	
3:00-4:00	Fiscal Accountability for Town Boards	Thomas Plowinske, Associate Examiner - Office of the State Comptroller
4:00-5:00	Cash Management	Laura Rodolakis, Manager, Local Official Training - Office of the State Comptroller
<u>Town Clerk Breakout Agenda</u>		
1:00-3:00	The Minutes Process	Donna Conlin, Schodack Town Clerk
3:00-3:15	Break	
3:15-5:00	Records Management	David Lowry, CRM - New York State Archives, Local Government Advisory Services
Day 3		
<u>Supervisor & Board Breakout Agenda</u>		
8:30-9:30	Overview of the Town Supervisor's Accounting Responsibilities	Thomas Plowinske, Associate Examiner - Office of the State Comptroller
9:30-10:30	Retirement System Overview	Jack McPadden, Director of Advisory Council Affairs - Office of the State Comptroller, Employee Retirement System
10:30-10:45	Break	
10:45-11:45	Retirement Reporting: Elected and Appointed Officials	Erin Weber, Employer Participation Representative and Jennifer Hampson, Employer Participation Representative - Office of the State Comptroller, Employee Retirement System
11:45-1:15	Roads and Bridges	Geoff Scott, Technical Assistance Engineer - Cornell Local Roads Program
<u>Town Clerk Breakout Agenda</u>		
8:30-10:30	Hunting and Fishing Licenses	Donna Kalled - New York State Department of Environmental Conservation, Division of Fish, Wildlife, & Marine Research Resources
10:30-10:45	Break	
10:45-11:45	Rules, Duties, and Authority of the Town Clerk	Donna Conlin, Schodack Town Clerk
11:45-1:15	Vital Records	James O' Connor - New York State Department of Health, Office of Vital Records, Registration Unit