

2026 Newly Elected Town Officials Schools Agenda

January 14, 15 & 16 - Albany Capital Center
55 Eagle Street, Albany, NY 12207

January 21, 22 & 23 - Radisson Hotel Corning
125 Denison Parkway East, Corning, NY 14830

Time	Topic	Speakers
8:00-9:00 7:30	Breakfast - All 3 Days Registration Opens	
Day 1		
8:45-9:00	Welcome, Introduction to OSC, and Material Briefing	Chris Koetzle, Executive Director, Association of Towns and TBD, Division of Local Government and School Accountability, Office of the State Comptroller
9:00-10:00	Town Government 101: What is a Town, What Services Does a Town Provide and Who Provides Those Services	Lori Mithen-Demasi, Chief Counsel; Sarah Brancatella, Deputy Director; and Katie Hodgdon, Association Counsel, Association of Towns
10:00-10:30	Town Board Tool Kit: Motions, Resolutions, Ordinances & Local Laws	Lori Mithen-Demasi, Chief Counsel; Sarah Brancatella, Deputy Director; and Katie Hodgdon, Association Counsel, Association of Towns
10:30-10:40	10-Minute Break	
10:40-11:40	Town Budget Process/Basics	Sarah Brancatella, Deputy Director; and Katie Hodgdon, Association Counsel, Association of Towns; Dan Acquilano, Manager of Local Official Training, Office of the State Comptroller
11:40-12:30	50-Minute Lunch	
12:30-2:00	Local Procurement	Sarah Brancatella, Deputy Director; and Erina Fitzgerald, Senior Attorney, Office of the State Comptroller
2:00-2:10	10-Minute Break	
2:10-3:10	Highways	Lori Mithen-Demasi, Chief Counsel and David P. Orr, Cornell Local Roads Program
3:10-4:10	Basics of Municipal Liability	Peter Baynes, New York Municipal Insurance Reciprocal Mike Kenneally, Esq., NYS Municipal Workers' Compensation Alliance

Town Clerk Breakout Agenda

2:10-4:10	Vital Records: Birth, Marriage and Death	Registration Unit Field Representative, Bureau of Vital Records, NYS Department of Health
4:10-5:10	Reception	Sponsored by: New York Municipal Insurance Reciprocal and New York State Municipal Workers' Compensation Alliance

(Over)

Time	Topic	Speakers
Day 2		
9:00-10:00	Fiscal Oversight Responsibilities of the Town Board	Ingrid Otto, CPA, Auditor 2 (Corning) and Joseph Testa, Auditor 2, Office of the State Comptroller (Albany)
10:00-11:00	Ethics	Sarah Brancatella, Deputy Director, Association of Towns
11:00-11:10	Break	
11:10-12:10	Public Comments, Open Meetings and FOIL	Sarah Brancatella, Deputy Director; and Katie Hodgdon, Association Counsel, Association of Towns
12:10-1:00	Lunch	
1:00-2:30	Personnel Management for Town Boards	Jeffrey Swiatek, Partner, Hodgson Russ LLP
2:30-2:45	Break	
2:45-4:00	Town Supervisor's Accounting Responsibilities	William Naylor, Auditor 2, Office of the State Comptroller (Corning) Leslie Richard, CPA, Auditor 2, Office of the State Comptroller (Albany)

Town Clerk Breakout Agenda

1:00-2:30	The Minutes Process	Virgina (Ginny) Ignatowski, Town Clerk and Receiver of Taxes, Town of Chili (Corning); Lori Mithen-Demasi, Chief Counsel, Association of Towns; and Daniel Acquilano, Division of Local Government and School Accountability, Office of the State Comptroller; Sue Haag, Town Clerk and Tax Collector, Town of Austerlitz (Albany)
2:30-2:45	Break	
2:45-4:00	Records Management	Maria McCashion, Records Advisory Officer, NYS Archives (Albany) Michael Martin, Records Advisory Officer, NYS Archives (Corning)

Day 3		
9:00-10:00	Cash Management	Ingrid Otto, CPA, Auditor 2, Office of the State Comptroller (Corning) Joseph Testa, Auditor 2, Office of the State Comptroller (Albany)
10:00-11:00	TBD - Supervisor Panel	TBD
10:50-11:15	Break	
11:15-12:15	Ask the Staff	Lori Mithen-Demasi, Chief Counsel; Sarah Brancatella, Deputy Director; and Katie Hodgdon, Association Counsel, Association of Towns; Dan Acquilano, Manager of Local Official Training, Office of the State Comptroller

Town Clerk Breakout Agenda

9:00-10:00	Tax Collection: A Primer for Collectors and Town Officials	Laura Peschel, Receiver of Taxes, Town of Manlius (Corning) Holly Perlowitz, Reciever of Taxes, Town of Ossining (Albany), and Katie Hodgdon, Esq., Association Counsel, Association of Towns (Both)
10:00-11:00	Fiscal Responsibilities of the Town Clerk	William Naylor, Auditor 2, Office of the State Comptroller (Corning); Leslie Richard, CPA, Auditor 2, Office of the State Comptroller (Albany)
11:15-12:15	Ask the Staff	Lori Mithen-Demasi, Chief Counsel; Sarah Brancatella, Deputy Director; and Katie Hodgdon, Counsel, Association of Towns; Dan Acquilano, Manager of Local Official Training, Office of the State Comptroller