

Day & Time	Title (All classes are 50 minutes, except where indicated)	Track	Certified Town Official Category
Sunday 3:00 PM - 5:00 PM	Informational Meeting on Proposed Resolutions for the 2018 Legislative Year		
Monday, February 19, 2018			
Monday 8:30 AM - 9:00 AM	Court Clerk Basic: Introduction to Supporting the Bench	Court Clerks	
Monday 8:45 AM - 10:30 AM	Opening General Session: State Comptroller Thomas P. DiNapoli and Attorney General Eric T. Schneiderman		
Monday 9:00 AM	Court Clerk Basic: Introduction to Court Clerk Duties	Court Clerks	
Monday 9:00 AM	Court Clerk Advanced: DWI Drugs	Court Clerks	
Monday 9:00 AM	Justice Core A: Landlord/Tenant – Money Judgments And Service	Justices	
Monday 9:00 AM	Justice Core B: WEBDVS and Bilingual Orders of Protection	Justices	
Monday 10:00 AM	Court Clerk Basic: Introduction to Civil Matters	Court Clerks	
Monday 10:00 AM	Court Clerk Advanced: CJIS Audits	Court Clerks	
Monday 10:00 AM	Justice Core A: Ethics: Civic Participation Limitations	Justices	
Monday 10:00 AM	Justice Core B: Access To Justice: Language Access, Americans With Disabilities Act, And Cultural Sensitivity	Justices	
Monday 10:00 AM	Municipal Annexation, Part 1	CLE	
Monday 10:00 AM - 12:00 PM	Water-Based Fire Protection Plan Review	Code Enforcement	Code Enforcement
Monday 10:00 AM - 12:30 PM	Valuation of Assisted Living Facilities	Assessors	Assessor/RPT Issues
Monday 10:30 AM	LED Street Lighting Conversions for Municipalities		
Monday 10:30 AM	Social Media a Public Forum?		Town Board Member
Monday 10:30 AM	Working Together for a Better New York: A Conversation with the Conference of Mayors and Association of Towns		
Monday 10:30 AM	Surviving a PESH Inspection and Improving Department Safety		Highway Superintendent
Monday 10:30 AM	A Blueprint for Grant Action: Part I – Developing Your Funding Plan		
Monday 10:30 AM	The Taxability of Fiber Optic Cable under the Real Property Tax Law	Assessors	Assessor/RPT Issues
Monday 10:30 AM	No, You Cannot Prepay Your Taxes Five Years in Advance and Other Things...: Hot Topics in Real Property Tax Collection	Tax Collecting	Tax Collector
Monday 10:30 AM - 12:30 PM	Effective Use of Consultants	Town Clerk	
Monday 10:30 AM - 12:30 PM	NY Energy Code for Supervisors, Board Members, Planning and ZBA Members		Code Enforcement
Monday 11:00 AM	Municipal Annexation, Part 2	CLE	
Monday 11:15 AM - 12:15 PM	Court Clerk Basic: Introduction to Criminal Matters	Court Clerks	
Monday 11:15 AM - 12:15 PM	Court Clerk Advanced: Violations of Probation	Court Clerks	
Monday 11:15 AM - 12:15 PM	Justice Core A: Domestic Violence	Justices	
Monday 11:15 AM - 12:15 PM	Justice Core B: Ethics Update	Justices	
Monday 11:30 AM	Good Town Roads: 10 Things the Board Needs to Know		Highway Superintendent
Monday 11:30 AM	2017 Fiscal Stress Survey; Overriding the Property Tax Cap: Who, Where, and Why; & Leveraging Non-Profit PILOTS		
Monday 11:30 AM	Learn About the New York Municipal Energy Program		
Monday 11:30 AM	Knowing Your Adirondack and Catskill Parks		
Monday 11:30 AM	A Blueprint for Grant Action: Part II – Identifying Funding Sources and Developing Background Materials		
Monday 11:30 AM	Communicating and Understanding Financial Reports		Supervisor
Monday 11:30 AM	New Legislation and Pending Real Property Tax Legal Issues	Tax Collecting	Tax Collector
Monday 1:00 PM	Municipal Official's Guide To Short-Term Rental Regulations	CLE	
Monday 1:00 PM - 3:00 PM	Installing Corrugated Stainless Steel Tubing Systems to Meet NYS Residential and Fire Gas Codes	Code Enforcement	
Monday 1:00 PM - 5:20 PM	Valuation of Assisted Living Facilities (Cont.)	Assessors	Assessor/RPT Issues
Monday 1:15 PM - 2:15 PM	Court Clerk Basic: Common Forms	Court Clerks	
Monday 1:15 PM - 2:15 PM	Court Clerk Advanced: Service Education, Inc	Court Clerks	
Monday 1:15 PM - 2:15 PM	Justice Core A: Search Warrant Basics	Justices	
Monday 1:15 PM - 2:15 PM	Justice Core B: Pre-Trial Hearings	Justices	
Monday 2:00 PM	The Real Cost of Roads		Highway Superintendent
Monday 2:00 PM	Achieving the Benefits of GIS for Municipalities: Part 1		
Monday 2:00 PM	When the Grants Chips Fall: What Do You Do Now?		
Monday 2:00 PM	Claim & Liability Aspects of Problematic Public Works Events		Highway Superintendent
Monday 2:00 PM	Health Insurance 101 - Terminology, Trends and Tips		
Monday 2:00 PM	Proper Use of Appropriated Fund Balance		Supervisor
Monday 2:00 PM	Birth, Death, Marriage Certificates and Filings, Part 1	Town Clerk	Town Clerk
Monday 2:00 PM	Interactive Tax Servicing to Better Serve Customers and Tax Collectors	Tax Collecting	Tax Collector

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Monday 2:00 PM	Propane Bulk Storage Facilities Approval & Inspection Checklist		
Monday 2:00 PM	Major Project Review	CLE	
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	Dirt on the New Part 360: New Regulations of Surplus Soil, Gravel, Concrete, Rubble, Millings, Cuttings & Scrap		Highway Superintendent
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	New York State Article 47 Health Insurance Consortiums 101		Town Board Member
Monday 3:00 PM	Ask the Auditors		
Monday 3:00 PM	Birth, Death, Marriage Certificates and Filings, Part 2	Town Clerk	Town Clerk
Monday 3:00 PM	Inclusive Programming and Structural Access for Individuals with Disabilities		Town Board Member
Monday 3:00 PM	Ethics, Cloud Computing and Social Media for Attorneys	CLE	Attorney/Legal Issues
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	Current Trends In Wireless Telecommunications Small Cell Technology		
Monday 4:00 PM	LED Street Light Conversion: The Power of Aggregation for Small Communities		
Monday 4:00 PM	A Review and Comparison of Municipal Solar Codes		Town Board Member
Monday 4:00 PM	Site Plan Approval	Land Use	Planning & Zoning
Monday 4:00 PM	Leveraging Medicare To Save Taxpayer Dollars		
Monday 4:00 PM	Analyzing Financial Condition		
Monday 4:00 PM	Fiscal Responsibility for Town Clerks	Town Clerk	Town Clerks
Monday 4:00 PM	When are Municipalities, School Districts, and Other Entities Immune from Local Zoning?		Planning & Zoning
Monday 4:00 PM	Governments, Lawyers, and the Ethics of Disobedience	CLE	Attorney/Legal Issues
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, February 20, 2018			
Tuesday 7:30 AM - 10:00 AM	Breakfast with the Association: Senator Charles E. Schumer		
Tuesday 9:00 AM	Division of Building Standards and Codes – Update	Code Enforcement	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	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	Introduction to Planning and Zoning	Land Use	Planning & Zoning
Tuesday 10:00 AM	Fiscal Accountability for Town Boards		Town Board Member
Tuesday 10:00 AM	Affordable Care Act: Keep Your Municipality Compliant		
Tuesday 10:00 AM	Mail Room Security: Best Practices and Procedures from the US Postal Inspection Service	Town Clerk	Town Clerk
Tuesday 10:00 AM	Mail Room Security: Best Practices and Procedures from the US Postal Inspection Service	Tax Collecting	Tax Collector
Tuesday 10:00 AM	Community Development Block Grant Program: Resources for Infrastructure, Housing, Economic Development & Planning		
Tuesday 10:00 AM	Vacant and Unsafe Properties: Tales from the Crypt	CLE	Attorney/Legal Issues
Tuesday 10:00 AM	ICC Evaluation Service Overview	Code Enforcement	
Tuesday 10:00 AM - 11:00 AM	Court Clerks Basic: WEB DVS	Court Clerks	

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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 - 12:00 PM	NYS Zombie Property & Foreclosure Prevention Law: Litigation Options & Practical Considerations	CLE	Attorney/Legal Issues
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	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 Overview		
Tuesday 11:00 AM - 12:30 PM	The Future of Telecommunications: Permitting and Impact Considerations for Small Cell and DAS Systems		
Tuesday 11:00 AM - 12:30 PM	Funding Opportunities for Water Infrastructure Projects		
Tuesday 11:00 AM - 12:30 PM	Open Space Planning	Land Use	Planning & Zoning
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 11:00 AM - 12:30 PM	Know Your Money: Detection and Responsibilities Concerning Counterfeit Currency	Tax Collecting	Tax Collector
Tuesday 11:00 AM - 12:30 PM	Know Your Money: Detection and Responsibilities Concerning Counterfeit Currency	Town Clerk	Town Clerk
Tuesday 11:00 AM - 12:30 PM	Working Together: The Relationship between Towns and the Court System		Justice/Courts
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 Advanced Traffic Safety Law Enforcement and Disposition	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	Municipal Role with Self Driving Vehicles	CLE	
Tuesday 1:00 PM	Documentation and the Uniform Code, Part 2	Code Enforcement	Code Enforcement
Tuesday 1:15 PM - 2:15 PM	Court Clerks Basic: Ethics for Court Clerks	Court Clerks	
Tuesday 1:15 PM - 2:15 PM	Court Clerks Advanced: Courtroom Security	Court Clerks	
Tuesday 1:15 PM - 2:15 PM	Justice Core A: Search Warrant Basics	Justices	
Tuesday 1:15 PM - 2:15 PM	Justice Core B: Pre-Trial Hearings	Justices	
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	Special Use Permits	Land Use	Planning & Zoning
Tuesday 2:00 PM	Pitfalls in Budgeting		Supervisor
Tuesday 2:00 PM	Training for Municipal Employees Responsible for Residential Propane Installations		
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	Personnel Management: Corrective Action		
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 - 3:50 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	Shared IT Services: Digital Towpath		
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	2020 Census: Updates and Next Steps		
Tuesday 3:00 PM	Historic Preservation	Land Use	Planning & Zoning
Tuesday 3:00 PM	The Annual Update Document: Common Reporting Errors		
Tuesday 3:00 PM	Retirement System Update		
Tuesday 3:00 PM	Records Retention Programs for Towns	Town Clerk	Town Clerks
Tuesday 3:00 PM	Records Retention Programs for Towns	Tax Collecting	
Tuesday 3:00 PM	Personnel Management: Collective Bargaining		

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Tuesday 3:00 PM	New York State Paid Family Leave: What Local Governments Need to Know	CLE	Attorney/Legal Issues
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	Q&A with the Association of Towns' Legal Staff		
Tuesday 4:00 PM	Accounting for Capital Assets		Supervisor
Tuesday 4:00 PM	Roundtable Discussion on Town Clerk Issues	Town Clerk	
Tuesday 4:00 PM	Land Use Case Law Update	CLE & Land Use	Planning & Zoning
Tuesday 4:00 PM	Light Frame Construction Details	Code Enforcement	
Tuesday 4:30 PM - 5:15 PM	Justice Core A: Assessment (Open Book Style)	Justices	
Tuesday 4:30 PM - 5:15 PM	Justice Core B: Assessment (Open Book Style)	Justices	
Wednesday, February 21, 2018			
Wednesday 8:00 AM	Association of Towns Annual Business Meeting		
Wednesday 9:00 AM - 10:00 AM	2016 Commercial Energy Code Overview	Code Enforcement	
Wednesday 10:00 AM - 12:00 PM	2016 Residential Energy Code Overview	Code Enforcement	