

**Business of the Village Board
Village of Saranac Lake**

SUBJECT: Authorize Travel and Training to NYCOM Conference

DATE: 8-8-2022

DEPT OF ORIGIN: Mayor Williams

BILL # 130-2022

DATE SUBMITTED: 8-1-2022

EXHIBITS: _____

APPROVED AS TO FORM:

Village Attorney

Village Administration

EXPENDITURE
REQUIRED
\$1100.00

AMOUNT
BUDGETED
\$0

APPROPRIATION
REQUIRED:

Authorize Travel and Training for Village officials to attend NYCOM Fall Training School

MOVED BY: Shapiro SECONDED BY: Brunette

VOTE ON ROLL CALL:

MAYOR WILLIAMS yes

TRUSTEE BRUNETTE yes

TRUSTEE CATILLAZ yes

TRUSTEE SCOLLIN yes

TRUSTEE SHAPIRO yes

**RESOLUTION AUTHORIZING TRAVEL AND TRAINING
FOR VILLAGE MANAGER, CLERK, TREASURER, AND DEPUTY CLERK/TREASURER**

WHEREAS, the Village of Saranac Lake encourages its employees to attend and participate in schooling, training, and correspondence courses that will increase their knowledge, skills and job performance, and

WHEREAS, NYCOM Fall Training School for City and Village officials will be held on September 12 to September 16 in Saratoga Springs, NY and is offering a variety of training sessions that will benefit each position attending, and,

WHEREAS, the training registration costs are \$275.00 per attendee for the entire program, and,

WHEREAS, there are designated funds in the budget to cover NYCOM training, and,

THEREFORE BE IT RESOLVED, the Village of Saranac Lake Board of Trustees hereby approves the expenditure of \$1100.00 plus necessary mileage to cover travel and training expense for Village Manager, Clerk, Treasurer, and Deputy Clerk/Treasurer to attend the NYCOM School for City and Village officials.



[AGENDA](#) [HOTEL](#)

GENERAL INFORMATION

September 12-16, 2022 | Saratoga Hilton, Saratoga Springs

[MEETING REGISTRATION](#)

[HOTEL REGISTRATION](#)

[AGENDA](#)

EVENT SAFETY

NYCOM and the Saratoga Hilton will strictly adhere to CDC and NYS public health guidelines in place at the time of the Fall Training School. Prior to the conference, we will directly notify all pre-registrants and speakers of any specific measures that will be in effect, if any.

MEETING REGISTRATION RATES

Both the FULL PROGRAM and ONE-DAY registration rates include participation in all sessions, the trade show, breaks and the reception Thursday evening. Meals are NOT included in the meeting registration fee. If you wish to participate in meal functions and are not staying at the Saratoga Hilton in the NYCOM room block, please select the meals you wish to participate in during the meeting registration process.

FULL PROGRAM RATE

Early Bird Available until August 18th

- Member City/Village Attendee: \$357
- First-Time City/Village Attendee: \$257

- Non-Member Municipal Attendee: \$547
- NYCOM Network Patrons: (Golden: \$303 | Ruby: \$455 | Silver: \$546)
- Private Sector Company/Organization: \$607

ONE-DAY PROGRAM RATE

Early Bird Available until August 18th

- Member City/Village Attendee: \$217
- First-Time City/Village Attendee: \$152
- Non-Member Municipal Attendee: \$272
- NYCOM Network Patrons: (Golden: \$161 | Ruby: \$241 | Silver: \$289)
- Private Sector Company/Organization: \$322

Late Registration: After August 18, all registration fees will increase \$15 for members/patrons and \$25 for non-members.

Policy on Access for the Disabled

The Conference of Mayors makes every effort to plan meetings which are accessible to the disabled. NYCOM requests advance notice by the registrant (including on-site registrants) so that we can make appropriate arrangements.

Attire

The attire for the meeting is casual, except for the Annual Banquet on Thursday evening for which business attire is recommended. The Theme Dinner on Wednesday evening will be "Margaritaville".

Authority to Attend

Local official attendance at this training event is permitted by General Municipal Law § 77-6(2), which permits a city or village to authorize attendance by "any of its members or any officer or employee ... or other person who has been elected pursuant to law to a public office of a municipality for which the term of office has not commenced ..." Local officials are entitled to be reimbursed for all actual and necessary costs incurred while attending this program.

Additional Policies

Refunds will be made in full for your meeting registration fee if you notify NYCOM no later than September 9, 2022.

CERTIFICATION INFORMATION

+

 SPEAKER RESOURCE

ANNUAL CONVENTION

CONFERENCES & WORKSHOPS

WINTER LEGISLATIVE MEETING

FALL TRAINING SCHOOL

PUBLIC WORKS SCHOOL

REGIONAL WORKSHOPS

WEBINARS

VENDORS

ELECTED OFFICIALS ACADEMY

MEETING RESOURCES

PAST PRESENTATIONS

MAYOR BILL KELLY LEADERSHIP EDUCATION SCHOLARSHIP FUND

PHOTO AND VIDEO GALLERY

PROFESSIONAL CERTIFICATIONS

[CONTACT DIRECTOR OF EVENTS](#)

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INFORMATION HOTEL

Fall Training School Tentative Agenda

September 12-16, 2022 | Saratoga Hilton, Saratoga Springs

* Denotes Continuing Legal Education (CLE) Credits

+ Denotes Continuing Professional Education (CPE) Credits

Elected Officials Academy (EOA) Elective Credits: All classes are eligible for EOA elective credits unless otherwise noted

Denotes Core EOA Credits

Monday, September 12

12:00 p.m. NYCOM Registration Desk Opens

1:00 p.m. First-Time Attendee Orientation

2:00 p.m. CONCURRENT SESSIONS

- Overview of Governmental Accounting +
- A Local Government Primer for City and Village Officials *+
- The New and Improved NYCOM USA Program
- Auditing Cybersecurity at NY's Local Government: A Case Study +

3:30 p.m. CONCURRENT SESSIONS

- Municipal Finance Fundamentals +
- Show Me the Money: Understanding Minimum Wage and Overtime Laws *+

- Unraveling the Mysteries Surrounding Terms of Office and Vacancies, Resignations and Removal *+
- Policies and Procedures for Managing Your City or Village +
- What It Takes to Become a Climate Smart Community

7:00 p.m. Welcome Dinner

9:00 p.m. Entertainment

Tuesday, September 13

7:00 a.m. Breakfast

9:00 a.m. CONCURRENT SESSIONS

- Albany Update +
- Duties and Responsibilities of the Clerk-Treasurer +
- Three-Alarm Fire: Administering a Village Volunteer Fire Department *+
- First Amendment Audits, Municipal Social Media Accounts and Flagpoles: First Amendment Hot Topics for Local Officials *
- What You Need to Know About Recreational Liability
- Recruiting and Retaining Staff

10:45 a.m. CONCURRENT SESSIONS

- Reporting Elected and Appointed Officials +
- Understanding Fund Balance +
- Don't Forget to Buckle Up: An Update of Recent Changes to New York's Traffic and Parking Laws *
- Vital Records +
- Dazed and Confused about Employee Drug and Alcohol Testing
- Hold Your Horses: The Prohibition Against Gifting Public Resources *+

12:00 p.m. Lunch

NYS Association of City & Village Clerks' Luncheon and Annual Business Meeting

1:30 p.m. CONCURRENT SESSIONS

- o Improving the Effectiveness of Claims Processing +
- o Negotiating a Collective Bargaining Agreement in Uncertain Fiscal Times *
- o Something in the Water: The Administration of Public Water and Sewer Systems (Part I) *+
- o Clerks' Seminar
- o Retirement System Update +

3:15 p.m. CONCURRENT SESSIONS

- o State Funding for Local Economic Development
- o Cash Management +
- o Something in the Water: The Administration of Public Water and Sewer Systems (Part II) *+
- o Wrestling Chaos: Managing Minutes of Public Bodies *+
- o EMS Billing: A New Frontier +
- o Mentoring Strategies for New Employees

Evening Dining Downtown on Your Own

Wednesday, September 14

7:00 a.m. Breakfast

9:00 a.m. CONCURRENT SESSIONS

- o City and Village Audit Findings +
- o Developing a Multi-Year Plan (with Tools) +
- o Labor Relations Potpourri *
- o The Open Meetings Law: Demystifying the New Videoconference Procedures *+
- o The Basics of Records Management +

10:45 a.m. CONCURRENT SESSIONS

- o Using Financial Reports to Analyze Financial Conditions +
- o The Fundamentals of Issuing Debt *+
- o Civil Service 101: What You Need to Know *
- o FOIL: How to Respond to Requests for Records Without Freaking Out *
- o Social Media: Best Practices and Pitfalls
- o Didn't Really Say That or Did You? Podium Skills for Female Professionals

12:00 noon Lunch

1:15 p.m. CONCURRENT SESSIONS

- Accounting for Capital Projects +
- Budgeting 101: Developing a Structurally Balanced Budget +
- Notary Exam
(We recommend applicants study the License Law booklet prior to their exam (it's available for download [HERE.](#))
- It's a Tie! Conducting Village Elections *
- Believe Me, It's You: How to Deal with Difficult People

7:00 p.m. "Margaritaville" Theme Party and Dinner

Thursday, September 15

7:00 a.m. Breakfast

9:00 a.m. CONCURRENT SESSIONS

- Establishing and Accounting for Reserves +
- Family Medical Leave Act (FMLA): Why Does It Have to be so Complicated? *
- OSC's Review of the Board Minutes +
- Is There a Promo Code for That? Navigating Municipal Procurement +
- Stump the Staff: Ask Your NYCOM Staff Pressing Questions

10:45 a.m. CONCURRENT SESSIONS

- The Essentials of Municipal Payroll +
- The Modernizing the AUD - Coming Soon +
- Stop in the Name of the Law: Ethics for Municipal Officials *+
- Federal Funding Updates: ARPA and IIJA
- Ask the Auditors
- The Golden Years: What You Need to Consider If You're Thinking About Retirement

12:00 p.m. Lunch

NYS Society of Municipal Finance Officers' Luncheon and Annual Business Meeting

1:30 p.m. CONCURRENT SESSIONS

- o Finance Officers' Seminar
- o Making the Rules Up as We Go: Adopting Local Laws and Referenda Properly and Effectively *+
- o Management's Responsibility for Internal Controls +
- o Adult-Use Cannabis Update *

3:00 p.m. PLENARY

- o Were You Paying Attention? Let's Hope So Because It's Boot Camp!

6:00 p.m. Reception

7:00 p.m. Annual Banquet and Awards Dinner

Friday, September 16

7:00 a.m. Conference Concludes: Breakfast on your own

Updated 8/2/22

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