

**MUNICIPAL
PLANNING BOARD
&
ZONING BOARD OF APPEALS**

**CONTINUING EDUCATION
PROGRAM**

SPONSORED BY
TOWN OF SCHUYLER



PRESENTED BY
NYS COMMITTEE ON OPEN GOVERNMENT

STEVE DI MEO, PRESIDENT
MOHAWK VALLEY EDGE

WEDNESDAY EVENING

NOVEMBER 29, 2017

6:00 – 10:00 PM

– at –

SCHUYLER TOWN HALL

2090 STATE ROUTE 5

UTICA, NY 13502

(315) 733-7458

— IMPORTANT INFORMATION —

- *This program can satisfy the 4-hour State-mandated requirements for Town Planning Board and Zoning Board of Appeals members' annual training. Training credit is subject to local municipal approval, with authorization ratified by resolution of the local municipal board.*
- *Codes/Zoning Officers, Town & Village Board members and all other municipal officials are also welcome to attend.*
- *Please consider car pooling with others from your municipality — parking space may be limited!*
- *Upon arrival, please check in at the registration desk with your admission ticket and pick up your packet.*
- *Pens & note pads will be included in your packet — consider bringing along a clipboard for note taking.*
- *NEW THIS YEAR — Certifications of attendance will be included in the packets. Your municipality will also receive confirmation of your attendance within 10 days after the event.*
- *Also included in your packet will be a Municipal Resolution your municipal Board can use to accept this 4-hr. training to satisfy the NYS requirement for Planning Board & ZBA Members.*
- *Light refreshments will be available prior to the start of the 4-hour training program and during the brief intermission periods.*
- *Please be seated at the end of the 15-minute break so that our speakers will have the opportunity to complete their presentations.*
- *Complete registration Instructions are provided on the reverse side.*

CHECK-IN REGISTRATION: 5:00 — 5:45 PM

★ ★ 4-HOUR TRAINING EVENT WILL COMMENCE PROMPTLY AT 6:00 PM ★ ★

Please arrive by 5:45 PM, present your I.D. Card to the Attendant at the Registration Desk, pick up your Training Packet & enjoy some Refreshments! (Classroom is located through the double doors.)

PART I



6:00 — 7:50 PM

**"FREEDOM OF INFORMATION" ★ 6:00 — 7:45 PM
PRESENTED BY: ROBERT FREEMAN, EXECUTIVE DIRECTOR
NYS COMMITTEE ON OPEN GOVERNMENT**

Mr. Freeman will return to the Town of Schuyler once again this year to further his discussion on municipalities' obligations to provide public access to government records under the Freedom of Information Law (FOIL), along with the public's right to attend municipal meetings under the Open Meetings Law (OML). "Issues of Access in the Digital Age" and "Access to Personal Communication Accounts" will be included in this year's topics of discussion, referencing advisory opinions and case law summaries on a number of public access issues facing municipal officials in our fast-growing computerized era. Audience participation will be encouraged, when Mr. Freeman will answer questions posed by municipal officials on all open government issues.

★ ★ 20 MINUTE BREAK: 7:50 — 8:10 PM ★ ★

8:10 — 10:00 PM

**ECONOMIC DEVELOPMENT IN THE MOHAWK VALLEY
UPDATE ON "NANO-UTICA," "QUAD C" & MORE!**

PRESENTED BY: STEVE DI MEO, PRESIDENT ★ MOHAWK VALLEY EDGE

Last year's presentation on NANO UTICA by Mr. DiMeo left many questions unanswered when we ran out of time... since then, there have been several new developments, including a complete build-out of all critical infrastructure at NANO UTICA, followed by the recent announcement that Denmark-based Danfoss Silicon Power Company is expanding its operations to SUNY Polytechnic's Quad C, where G.E. silicon carbide chips will be used to create custom power modules. This is a great opportunity for all local municipal officials to obtain the latest updates on "NANO UTICA, "QUAD C" and the detailed marketing plan put forth by Mohawk Valley EDGE to attract new companies to the Mohawk Valley.

— A Q&A SESSION WILL BE INCLUDED —

★ ★ REFRESHMENTS WILL BE AVAILABLE UPON ARRIVAL & DURING INTERMISSION BREAKS ★ ★

★ ★ AN INFORMATIONAL TABLE WILL BE LOCATED AT THE FRONT OF THE CLASSROOM ★ ★

REGISTRATION FORM
PLANNING BOARD & ZONING BOARD OF APPEALS MEMBERS'
CONTINUING EDUCATION PROGRAM

Registration Fee: \$20.00

(Payment must be included with registration form)

Name: _____

Home Address: _____

_____, NY Zip _____

Phone: (315) _____ - _____ Cell / Work: _____ - _____

Email: _____ @ _____

Town/Village of: _____ Phone: (315) _____ - _____

Planning Board Member ZBA Member Other (Please Specify) _____

Municipal E-Mail: _____ @ _____

➔ **Registration deadline is FRIDAY, NOVEMBER 15th**

NO registrations will be accepted after this date — See other side for more information!

NO refunds will be issued after November 15th (unless seating capacity has been exhausted)

PLEASE DO NOT send cash!

➔ **To register, fill out and return form with a check for \$20.00 (per person)**

➔ **Make Checks Payable to: "Town of Schuyler"**

➔ **Mail All Registration Responses to: Attn. Bette Szesny, Training Coordinator
Town of Schuyler • 2090 State Route 5 • Utica, NY 13502**

— No Phone, E-Mail or Fax Registrations Will Be Accepted —

**The Schuyler Town Hall is located approximately 1/4 mile West of Schuyler Corners
and approximately 1/4 mile East of Utica City Line**

Seating may be limited — registrations will be accepted on a first-come, first-serve basis.

NOTE: In the unlikely event an early winter storm necessitates travel advisories forcing cancelation of this event, notifications will be posted on local media newscasts (WKTV & WUTR TV Stations) and on their websites. All registration fees will be returned unless an alternate date can be scheduled and / or the applicants will not be able to attend on the alternate date. Notification of alternate dates will be provided to all applicants.

— FOR MORE INFORMATION —

Contact Bette Szesny, Training Coordinator

E-mail: bszes@aol.com • Phone: (315) 724-7305 (Home) / (315) 271-3051 (Cell)

REGISTRATION INSTRUCTIONS

- PLEASE COMPLETE A SEPARATE REGISTRATION FORM FOR EACH ENROLLEE.
- PAYMENT MUST BE ENCLOSED WITH EACH PERSON'S REGISTRATION. THERE WILL BE NO NEW REGISTRATIONS OR PAYMENTS TAKEN AT THE EVENT.
- SEPARATE CHECKS FOR EACH ENROLLEE ARE NOT REQUIRED — PAYMENT MAY BE MADE INDIVIDUALLY (BY THE REGISTRANT) OR IN BULK (BY THE MUNICIPALITY).
- FILL OUT THE ENTIRE APPLICATION FORM AND PRINT YOUR NAME LEGIBLY.
- PLEASE BE SURE TO INCLUDE THE NAME, ADDRESS & OTHER CONTACT INFORMATION (E-MAIL, PHONE NUMBER, ETC.) OF YOUR MUNICIPALITY.
- ADDITIONAL FORMS MAY BE DOWNLOADED FROM THE TOWN'S WEBSITE AT WWW.TOWNOFSCHUYLER.COM, OR BY CONTACTING BETTE SZESNY.
- UPON RECEIPT OF YOUR REGISTRATION FORM & PAYMENT, WE WILL MAIL YOU A PERSONALIZED ADMISSION TICKET WHICH WILL SERVE AS YOUR ADMISSION INTO THE EVENT.
- UPON ARRIVAL, PLEASE CHECK IN AT THE REGISTRATION DESK AND PICK UP YOUR PACKET. REFRESHMENTS WILL BE AVAILABLE PRIOR TO THE START OF THE PROGRAM & DURING THE INTERMISSION BREAK
- THIS YEAR, CERTIFICATIONS OF ATTENDANCE WILL BE INCLUDED IN THE PACKETS. _____ A SPACE WILL BE PROVIDED TO FILL IN YOUR NAME, MUNICIPALITY & AFFILIATION.
- A DUPLICATE COPY WILL BE INCLUDED TO PASS ON TO YOUR MUNICIPALITY, IF DESIRED. AS WELL, YOUR MUNICIPALITY WILL RECEIVE CONFIRMATION OF YOUR ATTENDANCE FROM THE TOWN OF SCHUYLER WITHIN 10 DAYS AFTER THE EVENT.

!! IMPORTANT !!

PLEASE REMEMBER TO BRING YOUR ADMISSIONS TICKET WITH YOU TO THE TRAINING!

— BETTE SZESNY, TRAINING COORDINATOR —

E-mail: bszes@aol.com • (315) 724-735 (H) • (315) 271-3051 (Cell)

RESOLUTION OF THE _____
(Municipal Board)

Introduced by: _____

WHEREAS, in compliance with the NYS Mandate requiring all Municipal Planning Board and Zoning Board of Appeals Members to obtain four (4) hours of training annually, the (Town/Village/City of _____) will participate in the 2017 Annual 4-Hour Regional Planning & Zoning Training Seminar at the Schuyler Town Hall to be held on November 29, 2017; and,

WHEREAS, the scheduled speakers will lend support to our municipality by providing training to Planning Board and Zoning Board of Appeals members, enabling them to fulfill the State mandated 4-hour training requirement; and,

WHEREAS, all municipal officials in attendance will benefit greatly from the seminar provided by the Town of Schuyler's Regional Training Program,

THEREFORE, Be It Resolved this _____ day of _____ 2017 by voice vote that the _____ (Town/Village/City Name & Board) hereby accepts the Town of Schuyler's Regional Planning & Zoning Training Program to fulfill the State mandated training to Planning Board and Zoning Board of Appeals Members, and to serve as a valuable resource for all municipal officials in attendance.

Let the Record Show the Action of the _____:
(Municipal Board)

Motion by: _____

Seconded by: _____

NAME / OFFICERSHIP

_____	(AYE NAY)
_____	(AYE NAY)
_____	(AYE NAY)
_____	(AYE NAY)
_____	(AYE NAY)

Recorded this _____ day _____ 2017

Town/Village/City Clerk