

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, September 21st**

NO registrations will be accepted after this date — See other side for more information!
PLEASE DO NOT send cash!

➔ **To register, fill out and return form with a check for \$20.00 made payable to:**

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.

— FOR MORE INFORMATION —

Contact Bette Szesny, Training Coordinator

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

— IMPORTANT INFORMATION —

CERTIFICATES OF ATTENDANCE

- Two (2) Certifications of Attendance will be included in your packets. Please fill in your name in the blank space. One is for YOUR safe-keeping and the 2nd is for your municipal clerk as PROOF OF YOUR ATTENDANCE.
- This program can satisfy the 4-hour State-mandated requirements for Town Planning Board and Zoning Board of Appeals members' annual training. For the convenience of your municipal's governing body, a copy of the Municipal Resolution is included in your packet. A resolution of your Board is required to accept the training.
- 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 provided — consider bringing along a clipboard for note taking.
- 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 intermission break so that all speakers will have the opportunity to complete their presentations.

**MUNICIPAL
PLANNING BOARD
&
ZONING BOARD OF APPEALS

CONTINUING EDUCATION
PROGRAM**

SPONSORED BY
TOWN OF SCHUYLER



PRESENTED BY
NYS COMMITTEE ON OPEN GOVERNMENT

APEX SOLAR
RENEWABLE ENERGY SYSTEMS

WEDNESDAY EVENING
OCTOBER 3, 2018
6:00 – 10:00 PM
— at —
SCHUYLER TOWN HALL
2090 STATE ROUTE 5
UTICA, NY 13502
(315) 733-7458

CHECK-IN REGISTRATION: 5:00 — 5:45 PM

REGISTRATION INSTRUCTIONS

★ ★ **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. Classroom is located through the double doors.

PART 1



6:00 — 8:00 PM

"FREEDOM OF INFORMATION"

PRESENTED BY: ROBERT FREEMAN, EXECUTIVE DIRECTOR

NYS COMMITTEE ON OPEN GOVERNMENT

Mr. Freeman will return to the Town of Schuylers once again this year to continue 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.

★ ★ **15 MINUTE BREAK: 8:00 — 8:15 PM** ★ ★

PART 2



8:15 — 10:00 PM

"RENEWABLE ENERGY SYSTEMS" ★ PRESENTED BY: APEX SOLAR POWER

PRESENTED BY: TAYLOR KIMBRELL, VICE PRESIDENT — SALES & MARKETING

As the future of renewable energy systems continues to evolve, Planning & Zoning Board members, Codes Officers, and Municipal Boards will face new challenges in the development and implementation of new municipal guidelines. A leader in the cutting edge of engineering, manufacture and sales of Solar Energy Systems for Residential & Small Business, Apex also specializes in Solar Storage Systems, as well as Electric Vehicle Charging Stations. They are the first solar company in NYS to be accredited by the North American Board of Certified Energy Practitioners, and are not involved in Community Solar, Solar Farms or Utility Level Projects. This presentation will provide a thorough explanation on how solar works, available tax credits and grants available to municipalities and its residents, as well as the renewable aspects of the green lifestyle.

— Q & A PERIOD WILL FOLLOW —

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

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

- PLEASE COMPLETE A SEPARATE REGISTRATION FORM FOR EACH ENROLLEE.
- PAYMENT MUST BE ENCLOSED WITH EACH 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).
- PLEASE FILL OUT THE ENTIRE APPLICATION FORM AND PRINT YOUR NAME LEGIBLY.
- PLEASE BE SURE TO INCLUDE YOUR 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 TO THE EVENT. PLEASE BRING IT WITH YOU TO PRESENT TO THE REGISTRATION CLERK AT THE CHECK-IN DESK. AND PICK UP YOUR PACKET.
- REFRESHMENTS WILL BE AVAILABLE PRIOR TO THE START OF THE PROGRAM AND DURING THE INTERMISSION BREAK.
- PLEASE TAKE YOUR PACKET AND ITS CONTENTS WITH YOU WHEN YOU LEAVE THE BUILDING. TWO (2) COPIES OF THE CERTIFICATE OF ATTENDANCE WILL BE INCLUDED IN THE PACKET — THIS WILL SERVE AS YOUR PROOF OF ATTENDANCE; PLEASE FILL IN YOUR NAME & FORWARD ONE COPY TO YOUR MUNICIPAL CLERK.
- UPON ARRIVAL, PLEASE CHECK IN AT THE "REGISTRATION DESK" IN THE TOWN HALL LOBBY TO RECEIVE YOUR PACKET.

— IMPORTANT !! —

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

— ??? QUESTIONS ??? —

BETTE SZESNY, TRAINING COORDINATOR

E-mail: bszes@aol.com (315) 724-7305 (H) (315) 271-3051 (Cell)