



Thomas P. DiNapoli
State Comptroller

STATE OF NEW YORK
THE OFFICE OF THE STATE COMPTROLLER
AND
THE ASSOCIATION OF TOWNS
OF THE STATE OF NEW YORK

Association of Towns



of the State of New York
G. Jeffrey Haber
Executive Director

P R E S E N T

A LIVE, INTERACTIVE TELECONFERENCE

**TOPICS
INCLUDE:**

- Powers and Duties
- Town Budgets
- Transitional Issues
- Conducting Town Board Meetings
- Freedom of Information Law
- Open Meetings Law
- Appointments
- Home Rule Law
- Financial Reporting
- Conflicts of Interest
- Other Town Issues

TUESDAY, DECEMBER 8, 2009

**JUST ELECTED -
WHAT DO YOU DO NOW?**

Whether you are a newly elected official or a returning veteran, carrying out your town duties promises to be an exciting, challenging adventure. The prospects for progress and success are bright, but you may have already found yourself wondering, "What do I do now?"

To help ease your transition, the Office of the State Comptroller and the Association of Towns invite all newly elected and re-elected town officials to participate in a live, interactive, teleconference to 51 convenient locations throughout the State. Our goal is to help you start off on the right track.

Check-in
6:15 PM

Broadcast Airls
6:30 PM - 8:45 PM

**FEATURING
LIVE,
INTERACTIVE
Q&A WITH
AUDIENCE**

Panelists:

- Lori Mithen**, Esq., Counsel, The Association of Towns of the State of New York
Mark R. Stevens, Esq., Senior Attorney, Office of the State Comptroller, Division of Legal Services
Allison Kirchner, Supervisor, Town of Grafton
Frank Quinn, Supervisor, Town of Glenville

Moderators:

- Mark Pattison**, Executive Deputy Comptroller, Office of the State Comptroller, Office of State and Local Government Accountability
Nathalie Carey, Assistant Director, Office of the State Comptroller, Division of Local Government and School Accountability

**Earn 2
Continuing
Professional
Education
(CPE) Credits**

This educational program is coming to a convenient location near you!
Join your colleagues by completing the enclosed registration form and sending it to your choice of the 39 participating sites listed inside.

JUST ELECTED— WHAT DO YOU DO NOW?

Receive your copy of
“First Meeting of the New Town Board”
when you attend.

TUESDAY, DECEMBER 8, 2009

WHO SHOULD ATTEND?

This program is designed specifically for newly elected and re-elected town officials, to help them understand their duties and how town government functions. This includes town supervisors, board members, clerks and highway superintendents. Experienced town officials, municipal attorneys and others involved in town government are also encouraged to attend.

PROGRAM SCHEDULE:

- 6:15 PM Check-in by host sites
- 6:30 PM Live satellite broadcast begins
- 7:10 PM Live phone and fax questions from the sites: Part I
- 7:30 PM BREAK
- 7:45 PM Live satellite broadcast resumes
- 8:20 PM Live phone and fax questions from the sites: Part II
- 8:45 PM Program concludes

**Please register
early with your site.**

Sites reserve the right
to cancel if there is
insufficient registration.

RETURN THE FORM BELOW & PAYMENT directly to the TELECONFERENCE SITE you have selected.

OSC TELECONFERENCE REGISTRATION

Tuesday, December 8, 2009

\$15 per person PAYABLE TO THE SITE YOU ARE ATTENDING

NAME: _____ TITLE: _____

MUNICIPALITY: _____

ADDRESS: _____

WORK PHONE: () _____ CELL PHONE: () _____

FAX: () _____ EMAIL: _____

TELECONFERENCE SITE SELECTED: _____

YES!

I will attend the December 8, 2009 Teleconference:
Just Elected – What Do You Do Now?

\$.00 *

AMOUNT ENCLOSED

**\$15 per person, payable
to the site of your choice.**

Please register early – sites reserve the right to cancel their participation if there is insufficient registration. Notify the site if you require special assistance.

* NOTE: Pursuant to General Municipal Law, Section 77-b, certain expenses incurred in connection with attendance at this teleconference may be paid as a municipal charge if attendance is authorized in advance by the governing board, or, in certain instances, appropriate executive officer or administrative board.

TELECONFERENCE SITES

ALBANY COUNTY

Albany County CCE, 24 Martin Road
Voorheesville, NY 12186
Contact: Nancy Lerner • **Location:** CCE Building
Telephone: 518-765-3521 • **Fax:** 518-765-2490

BROOME COUNTY

Broome County CCE, 840 Upper Front Street
Binghamton, NY 13905
Contact: Lorraine Kemak • **Location:** Distance Learning Center
Telephone: 607-772-8959 (ext. 147) • **Fax:** 607-723-5951

CATTARAUGUS COUNTY

Southern Tier West Center, 4039 Route 219, Suite 200
Salamanca, NY 14779 • **Contact:** Eileen Weishan
Location: BOCES Distance Learning Center
Telephone: 716-945-5301 (ext. 207) • **Fax:** 716-945-5550

CAYUGA COUNTY

Cayuga County CCE, 248 Grant Avenue
Auburn, NY 13021
Contact: Jeannie Baker • **Location:** Auditorium
Telephone: 315-255-1183 • **Fax:** 315-255-1187

CHAUTAUQUA COUNTY

Jamestown Community College, 525 Falconer Street
Jamestown, NY 14701
Contact: Jamie Genco • **Location:** Carnahan Building, Room 123
Telephone: 716-665-5220 (ext. 2409) • **Fax:** 716-665-2585

CHENANGO COUNTY

Chenango County CCE, 99 North Broad Street, Norwich, NY 13815
Contact: Cindy Gardiner
Location: Satellite Conference Room 2nd Floor
Telephone: 607-334-5841 • **Fax:** 607-336-6961

CLINTON COUNTY

Clinton County Department of Social Services
13 Durkee Street, Plattsburgh, NY 12901
Contact: Stephanie Clarke • **Location:** 1st Floor Conference Room
Telephone: 518-565-3395 • **Fax:** 518-561-8101

COLUMBIA COUNTY

Columbia County CCE, 479 Route 66
Hudson, NY 12534
Contact: Peg Storti • **Location:** Meeting Hall Classroom
Telephone: 518-828-3346 • **Fax:** 518-828-3069

CORTLAND COUNTY

Cortland County CCE, 60 Central Avenue
Cortland, NY 13045
Contact: Sharon VanDeuson • **Location:** County Office Building Rm 105
Telephone: 607-753-5078 • **Fax:** 607-753-5212

DUTCHESS COUNTY

Dutchess County CCE, 2715 Route 44
Millbrook, NY 12545
Contact: Leah Cadwallader • **Location:** Section B
Telephone: 845-677-8223 (ext. 100) • **Fax:** 845-677-6563

ESSEX COUNTY

Essex County CCE, PO Box 388, 3 Sisco Street, Westport, NY 12993
Contact: Sharon Garvey
Location: Small Conference Room - 2nd Floor
Telephone: 518-962-4810 (ext. 403) • **Fax:** 518-962-8241

FRANKLIN COUNTY

Franklin County CCE, 355 West Main Street
Malone, NY 12953 • **Contact:** Chris Mueller
Location: Courthouse - Kitchen Conference Room
Telephone: 518-483-7403 • **Fax:** 518-483-6214

FULTON-MONTGOMERY COUNTIES

Fulton-Montgomery CCE, The Johnstown Hotel
55 East Main Street - Suite 210, Johnstown, NY 12095
Contact: Marilyn Smith • **Location:** The Johnstown Hotel - Suite 010
Telephone: 518-762-3909 • **Fax:** 518-762-8155

HAMILTON COUNTY

Indian Lake Central School District, 28 West Main Street
Indian Lake, NY 12842
Contact: Dianna Wilder • **Location:** Central School
Telephone: 518-648-5024 • **Fax:** 518-648-6346

HERKIMER COUNTY

Herkimer County Community College, 100 Reservoir Road
Herkimer, NY 13350 • **Contact:** Cindy Brewer
Location: Robert McLaughlin Center, Room CC288
Telephone: 315-866-0300 (ext. 8252) • **Fax:** 315-866-7253

JEFFERSON COUNTY

Jefferson Community College, 1220 Coffeen Street
Watertown, NY 13601
Contact: Diana Mullin • **Location:** The Jules Center, Room 6-218
Telephone: 315-786-2233 • **Fax:** 315-786-2391

LEWIS COUNTY

Lewis County CCE, PO Box 72, Outer Stowe Street
Lowville, NY 13367
Contact: Michele Ledoux • **Location:** Conference Room A
Telephone: 315-376-5270 • **Fax:** 315-376-5281

MADISON COUNTY

SUNY Morrisville, MAC Conference Office, Hamilton Hall
Morrisville, NY 13408
Contact: Sarah Mazza • **Location:** Charlton Hall - Room 035
Telephone: 315-684-6076 • **Fax:** 315-684-6518

MONROE COUNTY

Monroe County CCE, 249 Highland Avenue
Rochester, NY 14620
Contact: Sharon Hancock • **Location:** Highland Room
Telephone: 585-461-1000 (ext. 239) • **Fax:** 585-442-7577

NASSAU COUNTY

SUNY Farmingdale, 2350 Broadhollow Road
Farmingdale, NY 11735 • **Contact:** Bridget Cremmins
Location: TTUC Seminar Room - Lupton Hall
Telephone: 631-420-2246 • **Fax:** 631-420-2157

NASSAU COUNTY

Nassau Community College • 1 Education Drive
Garden City, NY 11530 • **Contact:** Arthur Friedman
Location: Tower Building, Room 1208/1210
Telephone: 516-572-7883 • **Fax:** 516-572-0690

NIAGARA COUNTY

Niagara County CCE, 4487 Lake Avenue, Route 78
Lockport, NY 14094 • **Contact:** Paul Lehman
Location: 4-H Training Center - Large Meeting Room
Telephone: 716-433-8839 (ext. 244) • **Fax:** 716-438-0275

TELECONFERENCE SITES

ONONDAGA COUNTY

WCNY, 506 Old Liverpool Road
Liverpool, NY 13088

Contact: Cathy Stevens • **Location:** Studio C
Telephone: 315-453-2424 • **Fax:** 315-451-8824

ONEIDA COUNTY

SUNY Institute of Technology at Utica/Rome
P.O. Box 3050, Utica, NY 13504 • **Contact:** Josephine Giacobelli
Location: 12 North Horatio Street, Kunsela Hall-Cafe
Telephone: 315-792-7270 • **Fax:** 315-792-7278

ONTARIO COUNTY

Ontario County Safety Training Facility, 2914 County Road 48
Canandaigua, NY 14424
Contact: Donna Johnson • **Location:** Safety Training Facility
Telephone: 585-396-4310 • **Fax:** 585-396-4583

ORANGE COUNTY

Orange County CCE, 18 Seward, Avenue, Suite 300
Middletown, NY 10940
Contact: Karan Vanderley • **Location:** CCE Education Center
Telephone: 845-344-1234 • **Fax:** 845-343-7471

OTSEGO COUNTY

Otsego County CCE
123 Lake Street, Cooperstown, NY 13326
Contact: Madelyn Sanchez • **Location:** Conference Room
Telephone: 607-547-2536 (ext. 233) • **Fax:** 607-547-5180

PUTNAM COUNTY

Putnam County Personnel Office,
110 Old Route 6, Building #3, Carmel, NY 10512
Contact: Sharona Berken • **Location:** Teleconference Room
Telephone: 845-225-0860 (ext. 1129) • **Fax:** 845-225-1727

RENSSELAER COUNTY

Rensselaer County CCE, 61 State Street
Troy, NY 12180
Contact: Carol McDonald • **Location:** 2nd Floor Conference Room
Telephone: 518-272-4210 • **Fax:** 518-272-1648

ROCKLAND COUNTY

Rockland County Fire Training Center, 35 Firemens Memorial Drive
Pomona, NY 10970
Contact: Nicholas Longo • **Location:** Fire Training Center
Telephone: 845-364-8900 • **Fax:** 845-364-8961

SCHOHARIE COUNTY

SUNY Cobleskill - Office for Community Outreach
Cobleskill, NY 12043
Contact: Marie Gerhardt • **Location:** Warner Hall - Room 208
Telephone: 518-255-5528 • **Fax:** 518-255-5258

SENECA COUNTY

Seneca County - Personnel Office, 1 DiPronio Drive, Waterloo, NY 13165
Contact: Laura Granger • **Location:** Division of Human Services
Training Room - 1st Floor
Telephone: 315-539-1710 • **Fax:** 315-539-1658

SUFFOLK COUNTY

Suffolk County CCE, 423 Griffing Avenue - Suite 100
Riverhead, NY 11901
Contact: Susan Cheshire • **Location:** 1st Floor Meeting Room
Telephone: 631-727-7850 (ext. 343) • **Fax:** 631-727-3418

SULLIVAN COUNTY

Sullivan County CCE, 64 Ferndale-Loomis Road
Liberty, NY 12754
Contact: Tracey Argent • **Location:** Education Center
Telephone: 845-292-5250 • **Fax:** 845-292-2154

ULSTER COUNTY

Ulster County CCE, 10 Westbrook Lane, Kingston, NY 12401
Contact: Roxanne Churchill
Location: Extension Education Center
Telephone: 845-340-3990 • **Fax:** 845-340-3993

WARREN COUNTY

Adirondack Community College, 640 Bay Road
Queensbury, NY 12804
Contact: Dianne Proulx • **Location:** Scoville Learning Center, Room 206
Telephone: 518-743-2238 • **Fax:** 518-743-2318

WASHINGTON COUNTY

Granville Central School District, 58 Quaker Street
Granville, NY 12832 • **Contact:** Daniel Teplesky
Location: Junior/Senior High School, Distance Learning Center
Telephone: 518-642-1051 • **Fax:** 518-642-2491

WAYNE COUNTY

Wayne County CCE, 1581 Route 88 North
Newark, NY 14513
Contact: Judy Glann • **Location:** Large Meeting Room
Telephone: 315-331-8415 • **Fax:** 315-331-8411

WESTCHESTER COUNTY

Westchester County CCE, 26 Legion Drive
Valhalla, NY 10595
Contact: Pat Pesacreta • **Location:** 1st Floor Meeting Room
Telephone: 914-285-4623 • **Fax:** 914-285-4624

Note: CCE – Cornell Cooperative Extension

FOR MORE INFORMATION, PLEASE CONTACT:

Office of the State Comptroller,
Division of Local Government and School Accountability – Local Official Training Unit
Phone: (518) 473-0005 • Email: localtraining@osc.state.ny.us