

**TOWN OF SCHODACK
EDUCATIONAL SEMINARS REQUEST**

Pursuant to Resolution # 2010-044, the Supervisor is authorized to approve staff attendance at educational seminars if registration and expenses are deemed to be appropriately budgeted and do not exceed \$250 in the aggregate.

Please attach information about the seminar (i.e. agenda) include documentation to support each cost item, so that the Supervisor and/or Town Board can appropriately review.

Staff attending educational program: Karen S. Justus

Name of Seminar/Conf./Course: Ethics And The Assessor
 Location (Venue, City): Crowne Plaza Resort, Lake Placid, NY
 Dates of Seminar: 10/3/2017
 Cost of Seminar (Registration Fees): \$150.00 ✓

<u>Travel Costs:</u>	<u># of Miles</u>	<u>Rate as of 1/1/16</u>	<u>Estimated Amount</u>
Mileage	294	.53.5	\$ 157.29

Please include a copy of mapquest to estimate total mileage - this will be used as a guideline when your actual mileage is submitted for reimbursement.

Train/Bus/Plane \$
 Town Vehicle _____

Lodging:
 Name of Hotel/Motel _____
 # of Rooms _____
 # of Nights _____
 Cost per night _____
 Total Lodging Cost _____

Meals:
 Included in seminar cost two per day
 Estimated cost if you answered no above _____

Total estimated cost to attend:
 Estimated cost per staff member* \$307.29

(total cost divided by # of ppl attending)

Is the total cost budgeted? _____

TB Resolution needed?* yes
 If Yes, please document resolution # #2017

Department Head Approval _____

Supervisor Approval _____

* If the estimated cost per staff member is > \$250, then a TB resolution is required. Please plan ahead. A resolution is required prior to any town obligation (payment) for the seminar. Please attach this form and a copy of the resolution, if applicable, to all payment requests involving payment to a vendor or an employee reimbursement.

Note: Please make sure you bring the appropriate tax exemption forms with you. Most restaurants will accept the tax-exempt letter. There is also a special tax-exempt form for hotels.

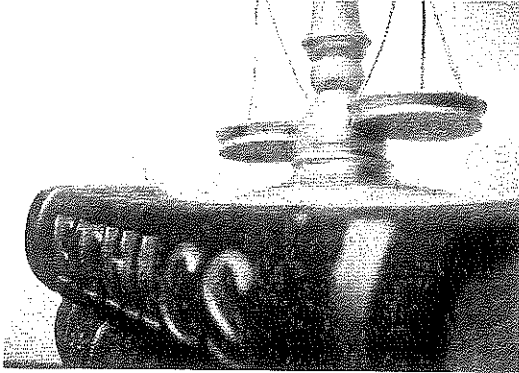
ETHICS AND THE ASSESSOR

The Institute of Assessing Officers affiliated with the New York State Assessors' Association
Presents a One Day Seminar At:

**Crowne Plaza Resort - Lake Placid, NY
October 3, 2017**

ALL COURSE ATTENDEES MUST REGISTER TO TAKE THIS ONE DAY SEMINAR

NOTE: If you are registered to attend the entire NYSAA Conference, this course is included at no addition cost. If you are just attending this course, all One Day Seminar fees and requirements must be met.



Ethics for Assessors is being offered to help local assessing officials understand the ethical dilemmas they may encounter during the normal course of their workday. Participants will receive information on the laws and address ethics including, Conflict of Interest of Municipal Officers and Employees, RPTL Sec. 336, Statement of Disclosure for Assessors, Freedom of Information Laws and Open Meeting Laws. There will be real life question and answer sessions the will be explored through group discussions. **An Ethics course is required for all Assessors and County Directors that have been elected, appointed or reappointed within the last year.**

Instructor - Teri Ross, IAO



Continuing Education Hours / Re-Certification Credits

The Institute of Assessing Officers will award (6) six re-certification credits to all Institute Members who attend this seminar. Eligible Assessors and County Directors who attend will receive continuing education credit and reimbursement from ORPS, pursuant to their rules.

General Information

Registration: 8:30 AM
Seminar: 9:00 AM to 4:00 PM
Location: **Crowne Plaza Resort
101 Olympic Drive
Lake Placid, NY 12946
(518) 523-2556**

Tuition:
\$100.00 - IAO Members
\$110.00 - NYSAA Members
\$150.00 - All Others
Please **CIRCLE** Membership Status
Tuition Includes:
Course Materials, Coffee, Pastry,
Lunch, Breaks
NOT APPROVED FOR DOS CREDITS

Enrollment is limited to the first 40 applications received. No refunds after **September 22, 2017**. Consider your reservation confirmed unless otherwise notified, Call - Patricia McVee, IAO for additional information at (518) 487-5291 or Email: patricia.mcvee@albanycounty.com

Reservations Must Be Made By
September 22, 2017

Enclose a check or your Municipality's completed voucher for the amount you qualify for. Make checks payable to: **New York State Assessors' Association**

**C/O Patricia McVee, IAO
Albany County Real Property
112 State Street, Rm 1340
Albany, NY 12207**

Name: Karen S. Justus Telephone: (518) 477-7932
Town: Schodack Fax: (518) 479-3122
Title: Sole Assessor Email: Karenj@schodack.org
Address: 205 Schuurman Rd.
City / State / Zip Castleton, NY 12033
Please Indicate IAO - Yes No

Or register and pay online at www.nyassessor.com

bing maps

A 130 S Main St, Castleton-On-Hudson, NY 12033












2 hr 38 min, 148.8 mi

B Crowne Plaza Lake Placid, 101 Olympic Dr, Lake Placid, NY 12946

Light traffic (2 hr 29 min without traffic)
Via I-87 N, RT-73

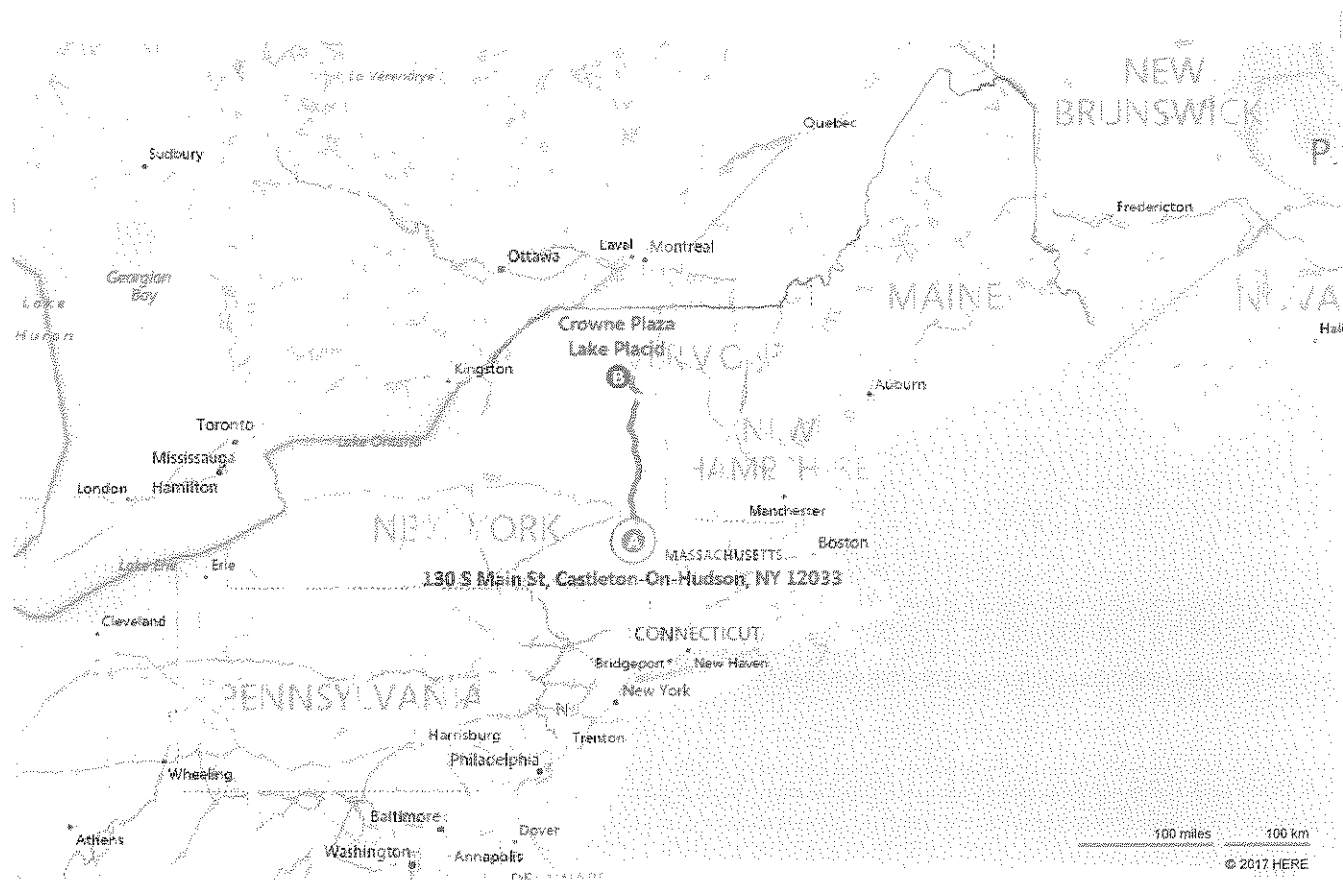
Type your route notes here

A 130 S Main St, Castleton-On-Hudson, NY 12033

	1. Depart RT-9J / River Rd / S Main St toward Green Ave	7.3 mi
	2. Bear right onto South St	0.1 mi
	3. Take ramp left and follow signs for US-20 West / US-9 North	240 ft
	4. Turn right onto US-9 / US-20 / Columbia St	0.7 mi
	5. Bear right onto US-20 W / US-9 N	0.5 mi
	6. Take ramp right for I-787 North toward Troy	7.6 mi
	7. At exit 9W , take ramp right for RT-7 West toward Saratoga Springs / Schenectady	3.5 mi
	8. Take ramp right for I-87 North toward Glens Falls / Saratoga Springs ▲ Construction: At Boreas Rd/Exit 29 - Construction work. ▲ Minor Congestion	98.4 mi, 1 hr 24 min
	9. At exit 30 , take ramp right for US-9 toward Keene / Keene Valley	0.2 mi
	10. Turn left onto US-9 ▲ Minor Congestion	2.2 mi
	11. Bear left onto RT-73 N ▲ Minor Congestion	25.9 mi, 30 min

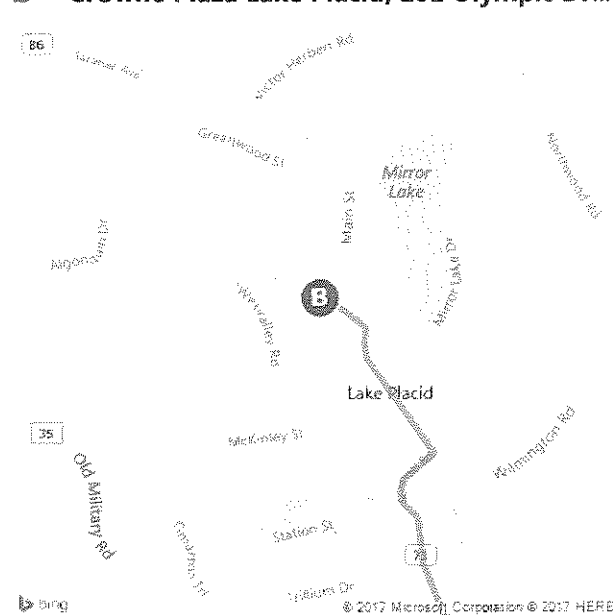
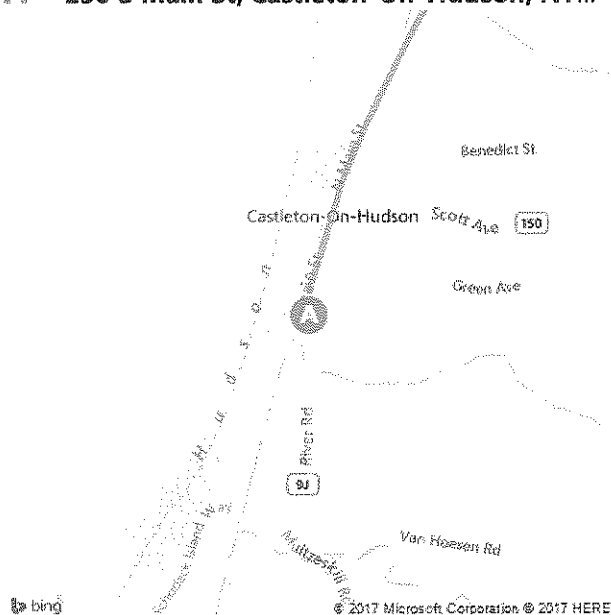
↑	12. Keep right to stay on RT-73 / Cascade Rd	1.7 mi
←	13. Turn left onto RT-86 / Main St Sunoco on the corner	0.4 mi
←	14. Turn left onto Olympic Dr	0.2 mi
	15. Arrive at Olympic Dr The last intersection is RT-86 / Main St If you reach Hillcrest Ave, you've gone too far	

B Crowne Plaza Lake Placid



A 130 S Main St, Castleton-On-Hudson, NY...

B Crowne Plaza Lake Placid, 101 Olympic Dr...



These directions are subject to the Microsoft® Service Agreement and are for informational purposes only. No guarantee is made regarding their completeness or accuracy. Construction projects, traffic, or other events may cause actual conditions to differ from these results. Map and traffic data © 2017 HERE™.