

Municipal News

**A publication of Southern Tier West Regional Planning & Development Board's
Center for Local Government & Community Services**

JANUARY 2007



**Southern Tier West Regional
Planning & Development Board
Center For Regional Excellence
4039 Route 219, Suite 200
Salamanca, New York 14779**

**Phone (716) 945-5301
Fax (716) 945-5550**

**Homepage:
www.southern-tier-west.org**

**ROBERT KEIS
Chairman**

**DONALD RYCHNOWSKI
Executive Director**

**EILEEN WEISHAN
Editor**

**SARAH SCHRECKENGOST
Layout & Design**



A NOTE FROM THE EDITOR

During the summer we began meeting with local government officials – one on one – to better understand your needs, hear about your successes, and offer assistance where appropriate. It has been very rewarding to have these conversations. I hope the meetings were worthwhile for those we had the opportunity to talk with. Now that the Holidays are over we will be on the road again to visit with anyone who asks. Please give me a call to set up a date – morning, afternoon, or evening – we are available. I hope to talk with many more of you throughout 2007.

If you haven't had a chance to look at the new training regulations for Planning and Zoning Board members, information is included in this issue. Programs are already scheduled for the daytime and in the evening to best accommodate Board Members busy schedules. You will be receiving more information in the mail. Meanwhile a training summary for all officials is listed. If you would like to host a training program or have suggestions for topics, please give me a call.

I hope you all had a meaningful holiday season with your family and friends..... Eileen

**Please pass this on to
other local officials
in your municipality - -
Thanks!**

Serving Local Governments of Allegany, Cattaraugus, and Chautauque Counties

Municipal News

Contact Information

If you would like more information on any of Southern Tier West's programs, contact:

Eileen Weishan

Southern Tier West RP&DB
4039 Route 219, Suite 200
Salamanca, NY 14779

Phone: (716) 945-5301

Fax: (716) 945-5550

E-mail: [eweishan@](mailto:eweishan@southerntierwest.org)

southerntierwest.org

www.southerntierwest.org

Funding

for the Southern Tier West Center for Local Government & Community Services is received in part by a grant from the Appalachian Regional Commission as well as through annual membership contributions by local governments and annual corporate sponsorships.

✓ LUCA PROGRAM

The Local Update of Census Addresses program, also known as LUCA, is a decennial census geographic partnership program that will allow the Census Bureau to benefit from local knowledge in developing its Master Address File (MAF) for the 2010 Census. Tribal and local governments can contribute to a more complete and accurate census for their community by reviewing and commenting on the list of housing unit and group quarters addresses that the Census Bureau will use to deliver questionnaires within their community.

Why is the LUCA Program Important to Your Community?

An accurate population count starts with an up-to-date and accurate address list. If a housing unit or group quarters address is listed on the Master Address File, it will ensure that the people residing at the address will be enumerated. A February 2003 Government Accountability Office report prepared for a congressional requester indicated that in fiscal year 2000, about \$283 billion in federal grant money were distributed to state and local governments by formula; states received their share of this money based in part on factors such as annual population estimates derived from the 1990 decennial census. When the population estimates were updated to reflect the 2000 census results, an additional \$388 million in federal grant funding went predominately to the 23 states that had above-average estimate revisions. Clearly the stakes are high, and a complete count is vital to cities and towns nationwide.

For more information on the LUCA program, contact John Buzzard at jbuzzard@southerntierwest.org or 716-945-5301.

2010 Census LUCA Schedule

* January 2007

LUCA Advance notice letter mailed to the highest elected official and other contacts in all active functioning governments.

* July 2007

LUCA invitation letters and registration materials mailed to the highest elected official and other contacts of each government.

* July 2007 to January 2008

Invited governments register for LUCA and the Census Bureau mails the LUCA review materials to each participating government.

* August 2007 to March 2008

LUCA participants review and update the address list and return their comments to the Census Bureau's Regional Office.

* April 2008 to October 2008

Census Bureau review the participant's LUCA submission and updates the Master Address File and the TIGER geographic database.

* November 2008 to May 2009

Census Bureau prepares for and conducts the Address Canvassing Operation using GPS equipped hand-held components.

* June 2009 to October 2009

Census Bureau ships feedback materials to the LUCA participants showing how we processed each government's LUCA submission.

* September 2009 to December 2009

LUCA participants review their LUCA feedback and have the opportunity to appeal the results to the LUCA Appeals Office.

* September 2009 to January 2010

LUCA Appeals Office reviews and adjudicates the appeals. ✓



TRAINING OPPORTUNITIES

✓ ANNUAL TRAINING FOR PLANNING & ZONING BOARD MEMBERS

Planning board and zoning board of appeals members make decisions of major importance to their communities and to all New Yorkers. These decisions can affect the function and appearance of communities for decades to come while impacting property interests important to individual New Yorkers. While some municipalities have adopted mandatory training requirements and many planning and zoning officials voluntarily receive training, an amendment to state law now requires planning and zoning board of appeals members to obtain four hours of training a year.

Chapter 662 takes effect January 1, 2007. The new law promotes a minimum training standard of four hours of training per year for each planning board and zoning board member throughout the state, while allowing municipalities a wide latitude in defining what training is acceptable. The law al-

lows the municipal governing board to waive or modify the training requirement if they feel it is in the best interest of the municipality to do so. The waiver or modification is accomplished by the adoption of a resolution.

Traditional classroom-style training is just one method of training available. Training could also include distance learning, videos, on-site demonstrations, or even by self-study, such as on-line training provided by the New York Municipal Insurance Reciprocal (NYMIR). Southern Tier West will be providing many opportunities for Planning and Zoning Board members to meet the new qualifications by offering training programs in the evening and during the day such as the Planning & Zoning Conference and the Local Government Conference. More information is listed in this issue on scheduled training. ✓

✓ POWERS & DUTIES OF PLANNING & ZONING BOARDS

Programs for Planning and Zoning Boards have been scheduled to help the board members receive the required four hours per year training as stated in the new state law, effective January 1, 2007. The scheduled sessions are as follows:

February 27, 2007

Powers & Duties of Zoning Board of Appeals 5:00 - 6:45 p.m.

Powers & Duties of Planning Boards 7:00 - 9:00 p.m.

February 28, 2007

*Powers & Duties of Zoning Board of Appeals 9:00 - 11:00 a.m.

*Powers & Duties of Planning Boards 11:30 - 1:30 p.m.

**Subject to cancellation due to lack of enrollment*

Cost is \$30 or \$20 for CAP Members. All programs will be held at Southern Tier West Conference Room. Other programs will be scheduled throughout the year. Those who are interested are asked to register by February 22, 2007 by contacting Brian C. Paschen at 945-5301 or email: bpaschen@southerntierwest.org. ✓

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300 State Street
Suite 201
Rochester, NY 14614
(585) 454-6110
Fax: (585) 454-3066



2480 Browncroft Blvd.
Rochester, NY 14625
(585) 381-9250
Fax: (585) 381-1008

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Discover Southwest NY.com

DiscoverSouthwestNY.com is a web-based regional marketing tool providing information on "everything Southern Tier." DiscoverSouthwestNY.com provides information on Business, Living, and Recreation in Allegany, Cattaraugus, and Chautauqua Counties and combines interactive digital photography with maps to create geographically referenced virtual tours of the region. To find out more, contact DiscoverSouthwestNY.com at (716) 945-5301 or visit their website at www.discoversouthwestny.com.

✓ TRAINING SCHEDULE

General:

March 29 "Do I Need to Hire A Consultant" at Southern Tier West

Code Enforcement: For more information go to: <http://www.dos.state.ny.us/code/netsched1.html>

February 6-8 Introduction to Code Practices, Part 1

March 20-22 Introduction to Code Practices, Part 2

April 24-26 Inspection Procedures

Planning and Zoning Boards:

February 27 conducted by NYS DOS at Southern Tier West, 5 - 9pm

February 28 conducted by NYS DOS at Southern Tier West, 9am – 1pm

Notary Public Workshop at Jamestown Community College Call 376-7506 or 338-1000

March 6, Cattaraugus County Campus, 6-9:30 p.m.

March 5, Jamestown Campus, 6-9:30 p.m.

March 5, North County Center, 9a.m.-12:30p.m.

Advanced Municipal Bookkeeping:

May 22-24 at Southern Tier West. Register on line at <http://www.osc.state.ny.us/localgov/training/advreg.pdf>

Records Management: Call 847-7903 for locations and registration

Feb 28, "Managing Maps & Plans"

March 14, "Developing a Website"

March 27, "Your Role as an RMO" at Southern Tier West

April 17, "Preservation of Historical Records"

State Comptrollers Office Downlinks: Register with site location -

March 8, "Fire District Legislation Part 2", JCC in Jamestown, Southern Tier West, & Belmont

Statewide Training:

February 18-21, Association of Towns Annual Meeting & Training, New York City

February 25-27, NYCOM Legislative Meeting, Albany

April 26, NYCOM Village New Officials Workshop, Syracuse

PAYING FOR SUSTAINABLE WATER INFRASTRUCTURE INNOVATIONS FOR THE 21ST CENTURY

March 21-23, 2007

Atlanta, Georgia

The Environmental Protection Agency along with the Georgia Environmental Facilities Authority is hosting this national conference to address the challenge of integrating the many diverse tools and strategies to pay for substantial water infrastructure. For more info contact www.payingforwater.com

THE GRANTSMANSHIP TRAINING PROGRAM: THE GRANTSMANSHIP CENTER

March 26-30, 2007

Buffalo, New York

The American Red Cross, Greater Buffalo Chapter is hosting this national program, which covers all aspects of researching grants, writing grant proposals, and negotiating with funding sources. Tuition for the program is \$875. For more info, visit <http://tgci.com/gtptraining.shtml?utm> or call (800) 421-9512.



FUNDING

New York Main Street is pleased to announce that it is participating in the next DHCR/HTFC Unified Funding round for 2007. New York Main Street will have approximately \$6 Million in grant funds for potential awardees.

Any other organization incorporated in New York State pursuant to the Not-for-Profit Corporation Law as well as community-based, not-for-profit charitable organizations, in existence for one year, are eligible to apply. Visit our Program Guidelines and Q & A pages for more information prior to applying. To obtain a copy of the Request for Proposals (RFP) click here: <http://www.dhcr.state.ny.us/ocd/pubs/pdf/rfp01.pdf>

Under Unified Funding, applicants can submit multiple applications using the Community Development Web Application System (CDWAS) for each of the participating locally administered programs:

New York Main Street, the **New York State HOME** Program, the **RESTORE** Program and **ACCESS to Home**. For a complete list of all participating programs, as well as information on various workshops and application materials, you might wish to visit <http://www.dhcr.state.ny.us/ocd/nofas/nofa13.htm> and read the complete Notice of Funding Availability (NOFA).

To obtain instructions for applying to the New York Main Street Grant program, click on the following link, <http://www.dhcr.state.ny.us/ocd/UFmaterials.htm>; scroll down to 'New York Main Street Program Application Instructions', click, then print out the document that will guide you step-by-step through the online application process.

****The deadline for New York Main Street applications is Monday March 26th, 2007 by 5:00pm. **



CAPSULES OF SUCCESS

"Capsules of Success" celebrates some of the innovative and important work that our communities take on to be more effective and to improve the quality of life.

Every year around the Holiday season we as individuals are bombarded by requests for donations to numerous organizations and causes. As individuals and families we try to make a difference. Local municipal associations do the same. Many of us have the privilege of belonging to and attending meetings for many municipal officials associations throughout Allegany, Cattaraugus and Chautauqua counties. It is very impressive to see how the various association members help those

in need during the Holidays and other times during the year.

The Salvation Army in Chautauqua County was the recipient of \$1,000 in cash and over \$1000 in toys collected by the Chautauqua County Highway Supervisors Association during their December meeting. Doug Peterson of Southern Tier Supply – a member of the County Association and Ken Chase, Association President, organized the Toys for Kids event.

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Riverside Industrial Center
200 Harrison Street
Jamestown, NY 14701
(716) 487-3133
Fax: (716) 487-3132

Our Corporate Supporters



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Cortland, NY 13045
(607) 753-1100
Fax: (607) 535-6996

Southern Tier West Homepage

Southern Tier West's homepage is www.southerntierwest.org. The page describes Southern Tier West's organization, programs, activities, and events and will contain data and links to other useful and interesting sites. We encourage you to visit our homepage and make suggestions for improving the page so that we can make it more useful to you in the future.

✓ ARC APPLICATIONS MADE EASIER

In order to make it more advantageous for communities and non-profits to submit an application for Appalachian Regional Commission (ARC) funding consideration, Southern Tier West in cooperation with the NYS Department of State (NYSDOS) will be changing the project application and application process for FY2008 ARC Area Development Program.

Rather than one application, there will be the submission of an Initial Application and a Final Application. The Initial Application will consist of a brief 2 to 4 page project profile in a format provided by Southern Tier West. The format for the Final Application to be submitted to ARC will not change from that used currently.


The most beneficial change to the process is that Southern Tier West staff will now prepare the Final Applications of those project sponsors that do not have the capacity to do so. However, these applicants are expected to comply with all requirements of the Final Application, and provide any information and all documentation requested by Southern Tier West. Project sponsors that have the capacity to prepare the Final Application by their own means will strongly be encouraged to do so.

A June 2007 deadline for submission of Initial Applications is anticipated. Southern Tier West staff and Board, with the assistance of NYSDOS, will conduct a preliminary review of the Initial Applications and select projects for further review. In late June, those project sponsors selected for further review will be required to present their project proposals to the Southern Tier West Board and NYSDOS in a 30-minute session to include a question and answer period.

In July, Southern Tier West Board will announce their recommendations for funding, which includes the ranking and rating of all selected projects. The Board's recommendations will be forwarded to NYSDOS for their review.

In August, NYSDOS will provide to the Southern Tier West Board their project recommendations for the Southern Tier West region, based on the anticipated ARC funding level. Projects "recommended for funding" are those projects that NYSDOS anticipates being able to reach with the projected funding. Project sponsors of these projects will be invited to submit a Final Application.

Prior to December 31, Southern Tier West will submit the Final Applications of those projects recommended for funding to NYS Department of State. Following their review, the applications are submitted to ARC. Project sponsors of submitted Final Applications may be requested to revise their applications according to comments provided by ARC prior to final ARC approval, which is expected in 2008.

Anyone interested in submitting an application for ARC funding is strongly encouraged to review the application materials, including the Application Guidance document, (Final) Application Instructions, and the Initial Application and Instructions. For these documents and further information and guidelines regarding the new ARC application process, please refer to Southern Tier West's website www.southerntierwest.org or contact Ginger Malak at 716-945-5301 extension 201. 

✓ USEFUL WEBSITES

Here are websites for important information you may need:

New York State Homepage: <http://www.state.ny.us/>

NYS Laws, <http://public.leginfo.state.ny.us/menugtf.cgi>

Cornell Local Roads Program, <http://www.clrp.cornell.edu/>

Freedom of Information/Open Meetings Law: <http://www.dos.state.ny.us/coog/coogwww.html>

NYS Dept of State Training and Publications: <http://www.dos.state.ny.us/lgss/index.htm>

Code Enforcement: <http://www.dos.state.ny.us/code/Title19.htm>

NYS Comptrollers Office Local Government Division: <http://www.osc.state.ny.us/localgov/index.htm>

New York State Archives, Records management: <http://www.archives.nysed.gov>

NYS Office of General Services (OGS) State Bid Purchasing: <http://www.ogs.state.ny.us/purchase/buyer.asp>

NYS Office for Technology: <http://www.oft.state.ny.us/>

NYS DOH Drinking Water Protection Program <http://www.health.state.ny.us/nysdoh/water/main.htm>

Planning & Zoning Board Training Requirements: <http://www.dos.state.ny.us/lgss/mandatorytraining.htm>

New York Rural Water: <http://www.nyruralwater.org/>

FEMA – NIMS: http://www.security.state.ny.us/training/nims_documents.php

OSHA/PESH: http://www.labor.state.ny.us/workerprotection/safetyhealth/DOSH_PESH.shtm

Department of Transportation: <https://www.nysdot.gov/portal/page/portal/index>

Cattaraugus County: <http://www.co.cattaraugus.ny.us/>

Chautauqua County: <http://www.co.chautauqua.ny.us/>

Allegany County: <http://www.alleganyco.com/>

Preservation League of New York: <http://www.preservenys.org/>

New York Upstate Chapter of the American Planning Association: <http://www.nyupstateplanning.org/>

Smart Communities Network: <http://www.smartcommunities.ncat.org/>

Association of Towns: www.nytowns.org

New York Conference of Mayors: www.nycom.org

New York State Town Clerks Association: <http://nystca.com/content/>

New York State Association of City and Village Clerks: http://www.nysclerks.com/nysacvc_index.html ✓

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Cattaraugus County Bank
PO Box 227
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Little Valley, NY 14755
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Rochester, NY 14614
(585) 327-7950
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CAPSULES OF SUCCESS CONTINUED

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Community Action Angels (a volunteer coordination program at ACCORD Corporation) received a large assortment of toys donated by the Allegany County Town Highway Superintendents Association at their December meeting in Wellsville.

The Cattaraugus County Town Highway Superintendents Association donated toys to the Cattaraugus County Toys for Tots.

The Municipal Clerks of Chautauqua County donated money from a Christmas silent auction to the Food

Pantry in Forestville and St. Susan Center in Jamestown. The Cattaraugus County Clerks Association collected gifts for servicemen to be distributed overseas through the Little Valley Legion Auxiliary.

This fall, the Cattaraugus County Clerks Association, Municipal Clerks of Chautauqua County and the Cattaraugus County Municipal Officials Association joined funds to purchase office supplies to be sent to Cameron Parrish, Louisiana. This government office lost supplies, equipment, and buildings in last year's hurricane. 