

# Municipal News

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

OCTOBER 2007



Southern Tier West Regional  
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Center For Regional Excellence  
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## A NOTE FROM THE EDITOR

Once summer decides to fade away along with the greens reds and golds, the year seems to rush to the end. Towns are dealing with the end of one fiscal cycle and beginning of the next. It's BUDGET Time! What difficulties we face trying to deal with budgets, taxes, price increases and fiscal responsibility to our constituents. Elections are around the corner. We are blessed with the opportunity and responsibility to choose those that will represent us! Running for office can be a very intimidating challenge or a walk in the park. You do the best you can and hope the voting public will agree with your vision and elect you into office. Then the Holidays are here and before you know it we are in a new year. Where did the year go? Were you successful in fulfilling your goals for the year? What did you discover from the failures? Did you make time for yourself? In all the hustle and rush through the remainder of 2007 consider what we have learned during the year and what we can use to navigate through the issues of 2008. Remember to take time to relax, enjoy a deep breath and a moment of quiet. Then go do your best.

Until 2008 . . .

Eileen R Weishan, Community Assistance Specialist, Editor

### REGIONAL WIND ENERGY CONFERENCE

Southern Tier West  
Center for Regional  
Excellence

**OCTOBER 25, 2007**

8:00 a.m. - 4:00 p.m.

### FALL PLANNING & ZONING CONFERENCE

Bellinger Hall  
Chautauqua Institution

**NOVEMBER 15, 2007**

8:00 a.m. - 3:00 p.m.

Serving Local Governments of Allegany, Cattaraugus, and Chautauqua Counties

# Municipal News

## Contact Information

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

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## TRAINING OPPORTUNITIES



### SOUTHERN TIER WEST TRAINING PROGRAMS


We all know how important it is to have the correct information on a subject especially when dealing with the public. None of us know all there is on any one topic. One of my objectives as Community Assistance Specialist at Southern Tier West is to coordinate training programs appropriate for local government officials. This becomes a very interesting process when you consider the variety of officials, ages, interests, location, training requirements, and most of all, busy personal schedules.

Our training programs can be divided into three basic categories:

**1/ Conferences 2-3 times a year:** There is more information on the Fall Planning and Zoning Conference on November 15<sup>th</sup> within this issue. Planning is underway for the 15<sup>th</sup> Annual Local Government Conference scheduled for May 7, 2008. We are investigating an all-day session on one or two topics in March 2008.

**2/ Inservice credit classes:** We are very aware that classes presented by State Officials designed to meet credit requirements are frequently held many hours away. The goal is to bring the State Trainers and credit courses to you as much as possible.

**3/ Individual classes:** Issues and "hot topics" come up through the year, so we offer programs that will provide the most current and relevant information to meet your needs presented by qualified trainers from in and out of New York State.

Our training programs have two key ingredients - our coordination of the events and your participation. We need YOUR INPUT on the essentials - what, where and when. What are the key topics you need information on? Where are the best locations to present the programs? What is the best time to hold these programs? Let us know what you need! Then, we need YOU to participate and attend the programs. After all -- they are for you -- let's work together! 



### INFRASTRUCTURE ASSET MANAGEMENT

Many of you have been dealing with failing water systems, bridges or culverts that need replacing, and wear and tear on pumps and tanks. Without basic planning of your assets, replacements and repairs of these high ticket items can severely strain the finances of any municipality. When ignored the problem does not go away -- it multiplies.

In order to address this issue, seminars began in August on various aspects of Infrastructure Asset Management including an overview, how to inventory and prioritize assets, how to develop a long-range plan for Water and Wastewater Operators. Now it's time to find out how to budget and finance your Infrastructure. Join us on October 17<sup>th</sup> for indepth answers:

- Do you know what your water or wastewater system will need in the next five years?
- Do you know which road or culvert pipe may need repair?
- Will you rely on rate hikes to pay for a pipeline replacement?
- Do you have a plan in place to set aside funds or invest funds for future replacement/repair costs of a water plant component, a road or culvert?
- Where do you find information and assistance to put this plan together?
- Do you know how to invest funds for future use?
- What is a rate study and do you need one?

## ✓ INFRASTRUCTURE ASSET MANAGEMENT CONTINUED . . .

During this session learn the key ingredients for successful capital planning for your infrastructure:

Importance of capital planning

- Methods for examining your financial status and ability to resolve an infrastructure failure
- Setting goals and objectives for finance
- Making the best use of available funds
- Manage financial capital with the least risk
- Resources for assistance with capital planning

Speakers for this program will include Jeffrey Smith, Municipal Solutions, Inc.; Kevin Smith, Syracuse University Environmental Finance; Rob Swider, Senior Engineer, NYS Dept of Health. The program will be held at Southern Tier West Conference Room beginning at 6pm. A light dinner will be available. Call (716) 945-5301 for reservations. ✓

## ✓ ARCHIVISTS CONFERENCE

This spring local archivists and historians have the opportunity to talk with Archivists from seven mid-atlantic states as they attend the Mid-Atlantic Regional Archives Conference (MARAC)'s at Chautauqua Institution. Begun in 1972, MARAC is a volunteer, regional consortium of archivists who live and work in the states of New York, New Jersey, Pennsylvania, Maryland, Delaware, Virginia, West Virginia, and in the District of Columbia. MARAC takes a leadership role in expressing concern on archival issues of both regional and national importance. This spring's conference will be held from May 1-3, 2008 at

the historic Athenaeum Hotel on the Chautauqua Institution campus. The theme, "Education Outside the Box" will include sessions focused on using records to teach, new trends in archival education, training non-archivists, and archives of education programs. Tours for conference attendees are being planned throughout the area. For more information on local arrangements, please contact Local Arrangements Committee co-chairs, Jim Tammara, [jtammara@mail.nysed.gov](mailto:jtammara@mail.nysed.gov) and Jon Schmitz, [jschmitz@ciweb.org](mailto:jschmitz@ciweb.org). ✓

## ✓ FALL PLANNING & ZONING CONFERENCE

The Sixth Annual Fall Planning & Zoning Conference will be held at Bellinger Hall, Chautauqua Institution on November 15th. Registration starts at 8:00 am, classes at 9:00 am. NYS Department of State Land Use Training staff will present programs on the basics of planning and zoning, property maintenance and junky yards, as well as new programs on regulations of storage containers and rental housing. NYS DEC will present two non-basic programs on SEQR and Shared Municipal Services Initiative Grant applicants can receive more detailed insight into the grant application and have questions answered about current projects, 2008 applications, and future ideas.

Four hours of training credits will be available for Planning Board and Zoning Board Members, Code Enforcement Officers and Attorneys (if pre-registered with DOS). A separate program for Planning and Zoning Boards will be held on November 28, 2007 from 6pm to 10pm at Southern Tier West Conference Room in Salamanca. This may be your last chance to receive the four hours of training needed for 2007. The topics covered will include Site Plan Review and Special Use Permits. Registration will be in the mail the beginning of November. ✓

## Corporate Sponsors



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## ✓ REGIONAL WIND ENERGY CONFERENCE

Southern Tier West is hosting a Regional Wind Energy Conference on October 25th at the Southern Tier West Center For Regional Excellence, 4039 Route 219, Salamanca, NY 14779. This Conference is a prime opportunity for municipal officials to learn first hand from experts in the respective fields about issues concerning wind energy development.

The topics for the conference will cover areas of concern such as: land protection, legal issues, wildlife impacts, and personal experiences in wind energy development. Land protection will include an overview of best management practices for wind farm development on agricultural lands. Some other issues that will be covered concerning land protection will include potential impacts to existing roads, and constructing access roads.

The legal portion of the conference will cover issues and concerns that should be addressed when developing wind farms, such as set backs, payment in lieu of taxes (PILOT), and bonding for impact mitigation.

The wildlife impact section and an overview of the study being conducted at the Maple Ridge Wind Farm in Lewis County will be covered by the New York State Department of Environmental Conservation (DEC). The overview will cover the methods being used to conduct the study, and what the preliminary results were for year one.

Personal experiences with wind farm development will be broken into two sessions. The first session will be a presentation from a municipal lawyer from Maple Ridge, who will discuss the pros and cons that his municipality experienced during the construction and operation of the wind farm. There will also be a bus tour of the Bliss Wind Park that is currently under construction in Wyoming County. This tour will allow individuals the opportunity to experience a wind farm first hand.

The conference cost is \$30, with discounts available for CAP members. The brochure, registration, and other information for the conference is available online at [www.southerntierwest.org](http://www.southerntierwest.org) or by calling Daniel Reynolds at (716) 945-5301 x 211. ✓

## ✓ NYS ARCHIVES GRANTS AWARDED

Southwestern New York municipalities received fourteen grants from the NYS Local Government Records Management Improvement Fund 2007-2008 year. This years grant cycle received requests for over \$64 million with less than half of that available for distribution. Fourteen grant were awarded in the WNY area, headed by James Tammaro, Regional Advisory Officer.

**Allegany County** – Scio Central School District for Microfilming

**Cattaraugus County** – Town of Napoli for Inactive Records Storage and Retrieval

Town of New Albion for Cooperative Microfilming and Imaging Project

Town of Persia for Cooperative Court Records Inventory and Planning Project

Village of Little Valley for Inactive Records Storage & Retrieval

**Chautauqua County** – Chautauqua County – County Land Records Initiative

Chautauqua County – Inactive Records Storage and Retrieval

Chautauqua County – Historical Records Preservation

Chautauqua Lake Central School District – Records Imaging & Document Management

Jamestown City School District - Records Imaging & Document Management

Sliver Creek Central School District - Inactive Records Storage and Retrieval

Town of Kiantone – Cooperative Records Indexing and Access

Town of Westfield – Records Indexing and Access

Village of Panama – Microfilming Records ✓

## ✓ TRAINING SCHEDULE

### Fuel Storage Regulations :

October 18, Delevan Training Center, 10 AM - Noon  
Contact Christopher Lexer for more info (716) 560-8964

### Planning & Zoning:

November 15, Fall Planning & Zoning Conference, Chautauqua Institution, Bellinger Hall  
8 AM - 4 PM (credits available for Planning & Zoning Board members and CEO)  
November 28, Site Plan Review & Special Use Permits, Center for Regional Excellence  
6 - 10 PM (credits available for Planning & Zoning Board members and CEO)

### Wind Energy Conference:

October 25, AM - Center for Regional Excellence/PM - Bus tour of Bliss Wind Farm  
8 AM - 4:30 PM

### Infrastructure Asset Management:

October 17, "Capital Planning", Center for Regional Excellence  
6 - 10 PM

### Code Enforcement:

For more information go to <http://www.dos.state.ny.us/code/doscrse.htm>  
December 4, "Fire Alarms", Cattaraugus County (see website for location)

### Records Management:

Call 847-7903 for locations and registration  
November 13, Using State Archives Retention Schedules, Williamsville  
December 4, LGMRIF Grant Application Workshop, Caneadea  
December 5, LGMRIF Grant Application Workshop, Ellery

### State Comptrollers Office Downlinks:

Register with site locations - JCC, Jamestown; Center for Regional Excellence; and Belmont BOCES  
November 15, Cyber Security  
December 3, The Bail Process for Justices and Court Clerks  
December 13, Just Elected - What Do You Do Now?

## ✓ CAPSULES OF SUCCESS

Quite frequently we talk about Records Management and the NYS Local Government Records Improvement Fund. There are many other sources for records management funds especially for preservation of certain kinds of books. Robert Christman, Allegany County Clerk, found an alternative source for records preservation from Assemblymen Joseph Giglio and Dan Burling. Each contributed \$5,000 to the Allegany County Records restoration project. A total of 91 books containing land and deed records, census information and other miscellaneous records will be preserved. While some records are over two hundred years old, they span about 50 years in time (1806-1857). Mr. Christman has begun preservation of over 30 deed books. Census books will be the next to complete the preservation process. ✓

## Corporate Sponsors



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## FUNDING


### Southern Tier West Homepage

Southern Tier West's homepage is [www.southerntierwest.org](http://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.


### ENVIRONMENTAL PROTECTION FUND

NYS Department of State has announced the 2007-2008 grant application is available under Title 11, Environmental Protection Fund - Local Waterfront Revitalization Programs. Eligible activities include plans and construction projects that advance the Local Revitalization Program in one or more of the following areas:

- Visioning & development of local or Regional Revitalization Strategies
- Completing or implementing a Local or Regional Waterfront Revitalization Program
- Preparing or implementing a local or regional watershed management plan
- Downtown and hamlet revitalization
- Urban waterfront redevelopment
- Creating a Blueway Trail
- Interpreting Waterfront Resources


Applications must be postmarked November 30, 2007. A workshop is scheduled at the Reinstein Woods Nature Preserve, 93 Honorine Drive, Depew on Tuesday October 23rd from 1pm – 3 pm. More information is available from NYS Dept of State, Division of Coastal Resources, 41 State St., Albany, NY 12231 Phone: (518) 474-6000; Fax (518) 473-2464; Email: [coastal@dos.state.ny.us](mailto:coastal@dos.state.ny.us); [www.nyswaterfronts.com/index.asp](http://www.nyswaterfronts.com/index.asp). 

### STATE ASSISTANCE FOR SHARED MUNICIPAL SERVICES

The Department of State is soliciting applications for the 2007-2008 round of the Shared Municipal Services Incentive Grant Program. The grant application award eligibility criteria and reference materials are available for download on the Department's web site. The SMSI funding includes grants to two or more municipalities to cover costs associated with shared services, cooperative agreements, consolidations, mergers and dissolutions. The Application Guidelines list the restrictions for certain municipalities. The Guidelines also provide information about application review methods and grant approval procedures. Grants will be for a maximum of \$200,000 per municipality, with a ten percent local cost share. For further information, please visit the Division of Local Government homepage at <http://www.dos.state.ny.us/lgss/index.htm>. Click on Shared Municipal Services Incentive Grant Program. Application due date is December 4, 2007. 

### WASTEWATER MANAGEMENT HANDBOOK FOR ELECTED & LOCAL OFFICIALS

This FREE publication is a 148-page reference which includes valuable information on administration, management, and financial planning. The handbook helps elected officials better understand wastewater and infrastructure issues. The Handbook was developed by the NYS Department of Environmental Conservation, the NY Water Environment Association, and the Environmental Finance Center at Syracuse University for non-technical people that may be responsible for the overall performance of the system.

This handbook focuses on education, protecting, and investing in wastewater infrastructure and is downloadable in pdf format from [www.nywea.org](http://www.nywea.org). Just click on "Wastewater Handbook". Wait a minute or two – it is a big file. 

# Municipal News

## ✓ LUCA PROGRAM UPDATE

Attention municipalities! You should have received your formal invitation to participate in the 2010 Census LUCA Program from the US Census Bureau. This is a thick white packet containing 2 CDs and several forms. Remember, if you have any questions on participating in the LUCA Program or have questions on filling out the participation forms, you can contact John Buzzard at Southern Tier West. Also, on November 15, 2007 at Southern Tier West's Fall Planning & Zoning Conference at Chautauqua Institution, a LUCA Help Desk will be set up the entire day - - a great opportunity to get questions answered about the LUCA Program.

Southern Tier West is currently planning several future LUCA Work Groups and Training Sessions for November through February. To help us in this process we are asking municipalities to complete the following information so that we can better assist you as you participate in the LUCA Program. If you have any questions on this form or on the LUCA Program in general, contact John Buzzard at 716-945-5301 x208.

---

**Municipality Name:** \_\_\_\_\_

**Designated LUCA Contact Person:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**Date You Received the LUCA Program Registration Packet (Large White Packet\*\*):** \_\_\_\_\_

**Are You Participating in LUCA? (Y/N):** \_\_\_\_\_ **Option? (1, 2, or 3)** \_\_\_\_\_

**Date You Returned Registration Information to the Census Bureau:** \_\_\_\_\_

**Are you working with another Municipality? If so, who?** \_\_\_\_\_

**Return form to John Buzzard at 4039 Route 219, Suite 200, Salamanca, New York 14779  
or fax it to 716-945-5550.**

**\*\* If you have not received the LUCA Program Registration Packet,  
please contact 1-866-511-LUCA (5822) \*\***

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