

Municipal News

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

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A NOTE FROM THE EDITOR

Greetings from the Staff at Southern Tier West. We hope you are keeping safe and warm this winter season. In this issue of the Municipal News, there is an update of training programs and what the effects of budget cuts will mean regional and local training programs around the state. We will still do our best to bring programs to you and meet your needs whether it is for annual education requirements or interest in a general topic. Also included in this issue is information on home restoration funding through Department of Housing and Community Renewal (DHCR) and an article on outsourcing electronic records storage. Once again, please don't hesitate to call anyone on our staff to discuss issues you may have or ask questions. Enjoy the winter – Spring is just around the corner!

Eileen Weishan



TRAINING OPPORTUNITIES



TRAINING SCHEDULE

STATEWIDE TRAINING

February 5 Wastewater Operators - Solids Handling/Aerobic Digestion #11449-09, Mayville - - Call Bob Wither, NYSDEC at (518) 402-8097 - 6.5 Contact Hours

February 15 – 18 Association of Towns Annual Training School, New York City
(www.nytowns.org)

February 22 – 24 NYCOM Winter Legislative Meeting, Albany

April 30 Main Street Economic Development Conference, Canandaigua by NYCOM
(www.nycom.org)

May 6 STW Local Government Conference, Houghton College
(www.southerntierwest.org)

NYS DOS CODE ENFORCEMENT TRAINING SCHEDULE

The In-service Training Schedule will not be announced until May 2009. Meanwhile, Basic course schedule has been set. Western NY program is being held in Cheektowaga. Go to <http://www.dos.state.ny.us/code/pdf/WS04.pdf> for the schedule. These two programs will also be held in this area:

March 16 - 19 Code Enforcement - Finger Lakes Building Officials, Rochester

NYS ARCHIVES

You must register with Jim Tammara, RAO, at 847-7903 to attend any Archives courses.

March 20 "Your Role as RMO", Chautauqua Town Hall

You can check online at <http://www.archives.nysed.gov/a/workshops/index.shtml> for a list of all courses. ✓

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Contact Information

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

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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.

✓ EDUCATIONAL PROGRAM CHALLENGES

The fate of training as a result of the 2009 NYS budget as yet remains to be seen. This year it will be a challenge for STW to use state agency personnel to conduct ANY type of training program especially those not a part of the Local Government Conference. So, we will be relying on local agencies and other experts in the field in order to continue training programs throughout the year.

As a reminder, there are quite a few sources to find training programs in western New York and throughout the state. In order to keep up to date on **Local Official Training** (especially those with inservice requirements) utilize some of the following websites:

GENERAL LOCAL GOVERNMENT TRAINING: www1.osc.state.ny.us/LGTraining/search.cfm

This is on the Office of the State Comptroller website and has listing by location, topic and agency. It is updated by each individual agency.

OFFICE OF STATE COMPTROLLER: <http://www.osc.state.ny.us/localgov/training/index.htm>

Training provided online, classroom and at conferences. Specific courses available online for Town and Village Justices and School Board members. The newest training program is the online Tutorial for Local Governments and School Districts on Cash Management. Other interactive Tutorials will be online this spring. Accounting Basic and Advanced courses are also listed.

DEPARTMENT OF STATE: <http://www.dos.state.ny.us/lgss/2008Schedule.htm>

for municipal board members and planning/zoning board members online

Code Enforcement Officials now have Online Training available: <http://www.dos.state.ny.us/code/onlineclass.html>. The Inservice Training Schedule will not be announced until May 2009. Meanwhile, Basic course schedule has been set.

NYS DEC – Wastewater Operators <http://www.dec.ny.gov/chemical/8464.html> This site provides links to online training materials as well as training calendar for onsite programs around the state.

Stormwater Training: <http://www.dec.ny.gov/chemical/8699.html>

NYS DOH – Water Operators <http://www.nywea.org/calendar.cfm>

New York Planning Federation <http://www.nypf.org/> Training provided at Conference and online

New York Rural Water <http://www.nypf.org/> Water Operator training provided online, at conferences and in classroom. Classroom Schedule Listed

New York Conference of Mayors <http://www.nycom.org> and **Association of Towns** <http://www.nytowns.org> both list training programs on their website.

The state agencies are relying more and more on online training and video conferencing. We continually stress to the State the significance of face to face classroom programming and the importance of the interaction that occurs during these sessions. We will be keeping you up to date on any programs happening within a reasonable travel distance. ✓



NEW ARTICLES



2010 CENSUS: IT'S IN OUR HANDS

COMPLETE COUNT COMMITTEES KEY TO A SUCCESSFUL CENSUS IN 2010

Every 10 years, as mandated by the US Constitution, our nation conducts a census - - an effort to count every person living in the United States. This multibillion-dollar operation requires years of planning and more than a half million temporary workers. The key to this endeavor is having every household fill out and mail back a completed census form. Participation is critical, as the results determine how Congress is apportioned and how more than \$300 billion in federal funds are distributed annually to state, local and tribal areas. One way to help ensure that everyone is counted is to form Complete Count Committees in communities, municipalities, cities, counties, states, and tribal governments across the country. Complete Count Committees are volunteer teams consisting of community leaders, faith-based groups, schools, businesses, media outlets and others who are appointed by elected officials and work together to make sure entire communities are counted.


"We want the 2010 Census to be the most accurate yet, and we are again calling upon Complete count Committees to help us achieve that goal," said Steve Murdock, Director of the US Census Bureau. "To ensure an accurate count and distribution of funds for schools, roads, and elderly services, the support of local Complete County Committees is vital."

A variety of state, county, municipal, tribal, and community-based organizations formed 11,800 Complete Count Committees during Census 2000. These committees developed targeted outreach plans specific to their communities to supplement what the Census Bureau was already doing through paid advertising and partnership efforts. As a result, these communities helped inform local residents - - including those historically hard to reach in census counts - - of the importance of responding to the census. In part because of these efforts, the response rate for Census 2000 increased for the first time in 30 years and the

undercount of those historically missed during a decennial census was reduced. In short, the efforts of nearly 12,000 local Complete Count Committees, when combined with the Census bureau's paid advertising and partnership program, made a huge improvement in the quality and accuracy of Census 2000. In 2010, we need even more of these committees to help educate and inform our increasingly diverse nation. Complete Count Committees can start now to create awareness within their communities about the upcoming 2010 Census. They can donate space for testing and training temporary census workers, publicize recruiting efforts and obtain endorsements from local leaders. They can conduct census rallies or parades,, media luncheons, and interfaith breakfasts and weekend events as we get closer to Census Day.

The 2010 Census will have one of the shortest census questionnaires in the history of the United States, dating back to the first census in 1790. The 2010 Census will ask just name, gender, age, race, ethnicity, relationship and whether the householder owns or rents their home. The census form will take only about 10 minutes on average to complete, and answers are protected by law and strictly confidential.

For more information about forming a Complete Count Committee, contact your Census Bureau regional office and ask to speak with a Partnership staff member. Staff can provide you with training materials, timelines, suggested activities, and a complete Count Committee handbook to make your committee a success. Visit the Census Bureau's website at <http://www.census.gov> and click on "Regional Offices" for contact information.

Contact:
Public Information Office
301-763-3691/763-3762 (fax)
301-457-1037 (TDD)
E-mail: pio@census.gov 

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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.

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✓ USING DATA STORAGE VENDOR

Printed with permission from Ann Marie Przybyla, Manager, Records Service Dept, NYS Archives.

The State Archives has been receiving an increasing number of questions about whether it's legally acceptable for a local government to store their electronic records off-site with a data storage vendor. It is, but there is a series of steps that local governments must follow first.

According to Section 185.9 of the Regulations of the Commissioner of Education, "agreements for the storage of local government records in facilities other than those owned or maintained by the local government shall meet criteria established by the commissioner and must be approved by the commissioner." The Regulations apply to records in any format, including paper records, electronic records, and e-mail. The regulations commercial vendor. The contract must cover the following issues:

COSTS - What will be the basis of the fees you pay to the vendor? The storage costs for electronic data are usually based on the storage capacity that a vendor makes available to a customer. The size of the storage should be scaled to meet your long-term needs; conversely, you should not pay for storage that you will never use. In addition, the contract should list services other than storage that will incur additional fees. Such services may include litigation support, records retrieval and data migration.

OWNERSHIP - The contract should clearly state that you are still the legal owner of your records, regardless of where the records are stored physically. This means that the vendor has no right to "repurpose" the data; that is, to sell or otherwise transfer the records to a third party for commercial or other uses, and you should have the ability to regain full physical custody of the records if needed.

RECORDS TRANSFER - How do you intend to transfer records to the vendor? If the transfer will be accomplished electronically rather than

on removable media, you will need to investigate whether you have the technological infrastructure to transmit records via a secure protocol or network.

ACCESSIBILITY - What will be the conditions of access to the records, and to whom in your government will access be granted? Direct access to confidential records should be limited to staff who are clearly defined in the contract and controlled by a system of passwords.

SECURITY - What security measures will the vendor have in place to ensure against unauthorized access to your records? These measures should consist of a well-defined intrusion detection system that includes firewalls, virus protection, activity logs and audit trails. Stipulate in the contract the name of the contact person in your government who should be notified if there is a security breach that involves your records.

STORAGE - In what formats will the vendor store your records? You may define in your contract the types of storage methods that are appropriate (and inappropriate) for your records. For example, you may prohibit the vendor from converting your records to proprietary formats that could limit future access to the records. You may similarly define the types of compression techniques that are acceptable (i.e., those that will not result in data loss) to apply to your records. For certain records, you may want the vendor to store exact, uncompressed copies.

RETENTION AND DISPOSITION - How will you work with the vendor to ensure that records are destroyed after their legal retention periods have expired? Do not plan to store your records off-site indefinitely, allowing your storage volume to grow inexorably. Determine how you will identify records that are ready for destruction, define the role (if any) the vendor will have in destroying obsolete records, and identify acceptable methods of secure destruction.

Continued on Page 5 . . .

✓ USING DATA STORAGE VENDOR CONTINUED . . .

TERMINATION OF CONTRACT - If there is a need, how will you terminate your contract? Make provisions for retrieving your records if the vendor goes out of business or is subsumed by another company.

As a final precaution, the State Archives advises that you check whatever references are available to you for the data storage vendor or vendors you are considering. In short, you should proceed on the premise that your electronic records are an irreplaceable asset to your government. Be sure to write a contract that reflects your needs and your records' value to you and your constituents. ✓

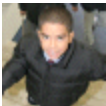
✓ FUNDING OPPORTUNITIES

✓ DHCR ANNOUNCES FUNDING AVAILABLE FOR ACCESS TO HOME RESTORE AND NYS HOME PROGRAMS

The Division of Housing and Community Renewal has announced the availability of state and federal funds for the Access to Home, RESTORE and the New York State HOME programs. Funds will be awarded to not-for-profit corporations, counties and municipalities that administer housing assistance programs for low income households.



Applications will be available on the DHCR web site (www.nysdhcr.gov) by January 12, 2009. Applications for Access to Home and RESTORE Program funding must be received by the Housing Trust Fund Corporation by 5:00 PM, Thursday, March 12, 2009. Applications for HOME LPA funding must be received by the Housing Trust Fund Corporation by 5:00 PM, Tuesday, March 17, 2009. Applications may be submitted using the Community Development Online (CDOL) System.



Application workshops for Local Program Administrators (LPA) will be conducted in western New York on Tuesday, January 27, 2009 - 10:00am at the Holiday Inn – Airport, 4600 Genesee Street, Cheektowaga, NY. The workshops will include a discussion of project application requirements and the Unified Funding process. A workshop agenda will be posted on the New York State Division of Housing and Community Renewal web site (see above) by January 12, 2009. Meetings for technical assistance may be scheduled through the staff of one of the Regional Offices to provide applicants with an opportunity to discuss a project or program application. Regional and Central Office staff will also be available by phone, email or in person (schedule permitting) to answer applicant questions. All staff will be available from January 12, 2009 through the application due date. For more detailed



information go to the website: <http://www.nysdhcr.gov/PressRoom/news090109.htm>. ✓

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Data Center Affiliate

The New York State Data Center is New York's primary repository of economic and demographic data. The New York State Data Center operates through about 50 state, local, and university coordinating and affiliate organizations around the state. These affiliates maintain Census and related economic and demographic data and provide local information services to local government, business and the public. Southern Tier West is one of these data center affiliates providing data resources for Allegany, Cattaraugus, and Chautauqua Counties. If you're having difficulty locating data or have questions about the program in general, contact John Buzzard (jbuzzard@southerntierwest.org) or call us at 716-945-5301 ext. 208.

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Motorboat and Snowmobile Registrations New York State by County 2002-04 Average and 2005

DATA TABLES

ENVIRONMENTAL RECREATION & CONSERVATION STATISTICS

County	Motorboats				Snowmobiles			
	By County of Principal Use		By County of Residence		By County of Principal Use		By County of Residence	
	2002-04 Average ¹	2005	2002-04 Average ¹	2005	2002-04 Average ¹	2005	2002-04 Average ¹	2005
New York State	527,394	510,185	527,394	510,185	162,293	149,758	162,293	149,758
Allegany	2,375	2,348	2,031	1,993	1,014	1,037	932	978
Cattaraugus	3,243	3,070	3,282	3,105	2,818	2,803	2,370	2,237
Chautauqua	10,544	9,988	7,889	7,403	6,871	6,441	3,542	3,269
STW Totals	16,162	15,406	13,202	12,501	10,703	10,281	6,844	6,484
Out of State, uncoded and multiple county of use ²	3,800	3,126	12,865	12,840	340	8	20,819	20,225

1 Because of rounding, total may differ slightly from the sum of the components.

2 Not included in Rest of State.

SOURCE: New York State Department of Motor Vehicles.

✓ TRANSPORTATION STATISTICS

Highway Mileage by Jurisdiction New York State by County — 2005

County	Total Mileage	State ¹	County	Town	City	Village	Other ²
New York State	113,824	15,075	20,367	58,162	12,176	6,355	1,689
Allegany	1,901	229	344	1,251	—	72	5
Cattaraugus	2,225	362	405	1,204	98	73	82
Chautauqua	2,484	352	552	1,209	182	139	50
STW Totals	6,610	943	1,301	3,665	280	285	136

NOTE: Totals for rows and columns may not add to detail due to rounding.

— Represents zero.

1 Includes all roadways and applicable parkways that have assigned State Highway numbers. These highways and parkways are owned by the New York State Department of Transportation.

2 Includes mileage under jurisdiction of authorities/commissions and State Agencies other than New York State Department of Transportation (e.g., Indian Reservations, institution roads, National Park roads, parkways, and toll roads).

SOURCE: New York State Department of Transportation, Highway Data Services, 2007.



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✓ **NOTE! NOTE!! NOTE!!!**

Many of you have received information and survey form from Southern Tier West about the federal economic stimulus package that is in the planning stages. We are requesting a list of municipal projects that can get underway over the next 12 to 18 months. Since many construction projects require environmental reviews prior to commencing, Congress will be most interested in funding projects that don't require lengthy environmental review processes. In other words, projects that are "ready to go" will stand the best chance of being funded. If your municipality, has such a project and has not submitted it to us please call and ask for the information at 716-945-5301 ext 209. We thank all of you who have responded in the past month.