

Municipal News

JULY 2011

DEAR MUNICIPAL OFFICIALS:

Over the past few years there have been many changes internally at Southern Tier West and even more changes within the local governments throughout our three counties. It is a good time to see how we are doing and get your input concerning new programs or services that we might provide. We would like to be as responsive to your needs as possible, and receiving your input is necessary. Our goal in the Local Government Division is to provide training, information, contacts and expertise in order for you to do your job as a municipal official to the best of your ability.

We would greatly appreciate you and other officials taking some time to fill out this questionnaire. Please give copies to other officials to fill out as well.

We thank you for assisting us in making improvements that will be beneficial to all of our municipalities. Please return the survey by September 23rd to Eileen Weishan, Southern Tier West, 4039 Rte 219, Suite 200 Salamanca, NY 14779 or fax to 716-945-5550.

Sincerely -- Richard T. Zink, Executive Director ■

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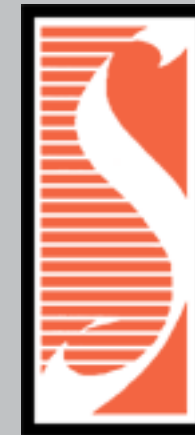
A publication of the Center for Local Government & Community Services

Southern Tier West Regional
Planning & Development Board
Center for Regional Excellence
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Salamanca, New York 14779
RETURN SERVICE REQUESTED

Municipal News

A publication of the Center for Local Government & Community Services

JULY 2011



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SERVING LOCAL GOVERNMENTS IN
Allegany, Cattaraugus, & Chautauqua Counties

EDITORIAL *by Eileen Weishan*

Greetings from Staff at Southern Tier West -- we hope you are enjoying this beautiful summer!

Even though summer is here, there are many projects underway in our office. Plans are in progress for the Fall Planning and Zoning Conference scheduled for November 16th at Chautauqua Suites in Mayville. Because so many of you are unable to attend a daytime program, an evening session is scheduled for November 15th at Southern Tier West, Salamanca. Registration and program details will be in the mail and online in September.

I want to thank everyone who attended, assisted in planning, and exhibited at the STW Local Government Conference on May 11th. It was a great day with a variety of topics, important information and sharing. Soon, the work will begin for the 19th Conference scheduled for May 9, 2012 at Houghton College. Please let me know if you have any ideas for topics or speakers. I am always looking for local officials to participate in the planning stages of the Conference. It is not a time consuming job! We need your input in order to provide programming you want. Give me a call.

It has been many years since STW has asked its constituents "How are we doing?" A fairly comprehensive survey is included in this Newsletter asking what you participate in, how we can help you better, what issues we need to know about, etc. There will be a prize drawing in September from all of the returned surveys. So, please take the time to fill the survey out and return it to our office by September 23rd. We appreciate your input and look forward to improving our services to you. You can also fill out the survey online. Please feel free to copy and give to your department heads and Board members.

Have a great summer. Take time to participate in a local summer event. There is certainly plenty to choose from! ■

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EILEEN WEISHAN
Community Assistance Specialist



STW STAFF

After holding the position of Clerk for the Village of Cattaraugus (15 yrs) and the Town of New Albion (14 yrs) Eileen joined Southern Tier West in 1998 as Community Assistance Specialist. In this capacity she coordinates cooperative NYS Archives grant applications and assists the local governments with grant implementation and records projects. Eileen coordinates the Annual Local Government Conference held each year at Houghton College that attracts over 400 local officials as well as exhibitors and speakers from around the state. She also coordinates individual training programs for all types of local officials especially for those positions requiring annual educational credits. Technical assistance is also provided on a variety of topics as well as referrals to other agencies if necessary. "We try to maintain a close working relationship with the Towns, Villages and Cities in our three county area (Allegany, Cattaraugus and Chautauqua) in order to provide timely and appropriate service when needed." The Local Government Division maintains membership in most of the local official's county associations.

Eileen is currently on the Board of Directors for the Cattaraugus County Arts Council and the New York Association of Local Government Records Officers and a member of the NYS Archives Region 8 Records Advisory Committee. She enjoys traveling, photography, gardening and needlework/beading crafts in "spare" time. ■

SARAH PHEARSDORF
Publications Associate



Sarah Phearsdorf has been with Southern Tier West for eighteen years and is the Publications Associate. In this capacity she is responsible for producing the Municipal News, STW Annual Report, all training announcements and other official documents. Sarah also creates and maintains websites for STW, Community GIS participants and STW affiliates. Other responsibilities include payroll, intake and deposit of STEDO and STW checks, and invoices. She also helps in coordinating the Southern Tier West Board meetings, the Annual Dinner Meeting, and Route 219 Association Meetings. Sarah graduated from Salamanca High School in 1990 and from Olean Business Institute in 1992 majoring in Paralegal. She lives in the country and she enjoys animals, gardening, riding her Harley and making quilts. ■

ELECTIONS REMINDER TO CLERKS:

Reminder from County Board of Elections - - when a local elected official resigns, the date of resignation must be within 30 days from the date of written notification to the Town or Village Clerk (Justices have 90 days to resign and take effect). The Clerk must notify County Board of Elections within 3 days concerning the vacancy of the elected position. Once the position is filled notice with a copy of the minutes must be sent to the Board of Elections.

OPEN MEETINGS LAW

This information has been reprinted from the NYS DOS Committee on Open Government website. Much more information is available at <http://www.dos.state.ny.us/coog>

What is a meeting?

The term "meeting" is defined as "the official convening of a public body for the purpose of conducting public business." As such, when a quorum (a majority of the membership of a public body) gathers for the purpose of discussing public business, the meeting must be convened open to the public, whether or not there is an intent to take action and regardless of the manner in which the gathering may be characterized.

Who is covered by the Law?

The Open Meetings Law applies to "public bodies." That term is defined to include entities consisting of two or more people that conduct public business and perform a governmental function for New York State, for an agency of the state, or for public corporations, such as cities, counties, towns, villages and school districts. Committees and subcommittees of these entities are also included within the definition. Consequently, city councils, town boards, village boards of trustees, school boards, commissions, legislative bodies, and committees and subcommittees consisting of members of those groups all fall within the framework of the Law.

How do I know if a meeting is going to be held?

The Law requires that notice of the time and place of all meetings be given prior to every meeting. If a meeting is scheduled at least a week in advance, notice must be given to the public and the news media not less than 72 hours prior to the meeting. When a meeting is scheduled less than a week in advance, notice must be given to the public and the news media "to the extent practicable" at a reasonable time prior to the meeting. Notice to the public must be accomplished by posting in one or more designated public locations.

I attended a meeting; and the public body closed the meeting to the public, citing "personnel matters." Is this legal?

The Law provides for closed or "executive" sessions under certain circumstances prescribed in the Law. It is noted that an executive session is not separate from an open meeting but rather is a portion of an open meeting during which the public may be excluded. The Law requires that a public body take several steps to close the meeting. First, a motion must be made during an open meeting to enter into executive session; second, the motion must identify the general area or areas of the subject or subjects to be considered; and third, the motion must be carried by a majority vote of the total membership of a public body.

Citing "personnel matters" is not a sufficient ground for going into an executive session. The motion to go into executive session should be more specific. For example, a motion could be made to enter into executive session to discuss "the employment history of a particular person." The person would not have to be identified.

It is important to point out that a public body cannot vote to appropriate public monies during a closed session. Therefore, although most public bodies (except school boards in most instances) may vote during a properly convened executive session, any vote to expend public monies must be taken in public.

The Law also states that an executive session can be attended by members of the public body and any other persons authorized by the public body.

Can I speak at a meeting?

The Law is silent with respect to public participation. While it has been advised that a public body does not have to allow the public to speak, many choose to permit public participation. In those instances, it has been advised that a public body must treat all persons in a like manner. For instance, the public body can adopt reasonable rules to ensure fairness; i.e., allowing those who want to speak a specific period of time to express their views.

I requested minutes of a town board meeting and was told that I could not have them until they were approved. Is this right?

No. The Law states that minutes of open meetings must be made available within two weeks of the meeting; minutes of executive sessions must be made available within one week of the executive session. It has been suggested that if the minutes have not been approved, they may be marked "draft," "unapproved," or "non-final" when they are disclosed. ■

URBAN VS RURAL TRANSIT

Here in New York we have the MTA, perhaps the largest Transit agency in the world. Four Upstate Authorities represent the next tier, followed by several mid-sized transit systems like TCAT in Ithaca, Chemung Transit in Elmira, and BC Transit in Broome County. However, the most numerous category by far -- what we call rural transit services, has over 40 separate operations located in our rural New York counties or small cities.



While the obvious distinction between rural operations and the other larger services is the population and population density served, there are many other less apparent differences. The main and emerging difference I would like to talk about is the concept of forming partnerships of stakeholders into a transit system.

Urban systems in New York operate with the understanding that they are a business; albeit a failing business. Thus needing government subsidies to help pay for services that the riding public cannot and would not pay via a fare. The size of the urban system is dependent upon the amount of subsidy it can garner and to some extent the success it may have in developing efficient business practices to stretch these available dollars. The decisions about where to go and when

and how often are generally made by weighing need against fare box returns. Or more simply, they go where buses would be more filled. Ridership is all important in planning and for the overall financial health of the system.

Many rural systems do follow along with this thinking. However, because population is less dense, they are much less successful at meeting bottom lines that make this urban equation work. Often these systems chase the ridership folly to the extreme of closing down the tipping point being local government withdrawing their substantial funding. But many other rural systems have discovered, or more appropriately, morphed into a new model . . . one that does not depend solely on transit subsidies nor operate to fill buses.



It is based on the premise that enough mobility solutions exist in the area to accommodate everyone and careful planning to better utilize those resources will sometimes spin off a vital, well-financed transit system. This transit system is partner-based with cost shared and shared route planning. Transit does not call the shots, but does act as the coalescing agent to bring most coordinate-able needs together into an operational

model. Partners enter into this agreement with the expectation that their needs will be met professionally and less expensively because of the coordinated efforts. They may also save by divesting equipment, associated staff, and maintenance cost, as well as shedding administrative cost. These systems typically do not need the large FTA, NYSDOT, or local government subsidies associated with the urban model (or the rural copiers of such models). Paradoxically they typically have more miles and hours of access than the urban model could provide with this diminished subsidy.



This dichotomy is rooted in philosophical departure from the old urban approach to creating, running, and financing transit; and found its traction in combating the nations approach to siloing mobility solutions by funding sources and population sectors. As one veteran mobility specialist once observed -- our barriers to breaking down these silos are leading to all our eventual collapses. Why not cooperate to survive and hence the explosion of the new rural model. I would ask . . . where is your community's transit system on the continuum of urban to rural models are described? Do you need change, or more aptly; can you afford not to? ■

PLEASE NOTE:

New York State requires that for those municipalities with websites, the municipality must provide a link on their website to the Tentative Assessment Roll and the Final Assessment Roll. STW has been diligently adding links to Final Assessment Rolls for each website we maintain. Please take a look at your site, review and make sure all information is correct. Contact Sarah with any updates at 716-945-5301 x 200 or sphearsdorf@southern-tierwest.org.

TRAINING SCHEDULE

NYS DOS Code Enforcement Basic Training:

- Course 9A Intro to Code Enforcement Practices Part 1, September 27-29, Cheektowaga
- Course 9B Intro to Code Enforcement Practices Part 2, November 1-3, Cheektowaga
- Course 9C Inspection Procedures for Existing Structures, December 6-8, Cheektowaga (Continued in 2012 winter/spring schedule)
- Course 9D General Construction Principles, July 21-23, Cheektowaga
- Course 9E Residential Code of New York State, July 19-21, Cheektowaga
- Course 9F Building Code of New York State, August 23-25, Cheektowaga

Code Enforcement Basic Courses:

- NYS DOS Code Enforcement In-Service Training
 - July 19 Inspecting Existing Public Assemblies, Cheektowaga
 - Aug 2 Inspection of Concrete and Masonry Construction, Cheektowaga
 - Aug 3 Inspecting Existing Public Assemblies, Cheektowaga
 - Aug 4 Inspection of Concrete and Masonry Construction, Cheektowaga
 - Nov 9,10 Review and Update 2010, Building Height and Area, Cheektowaga
 - Dec 10 Review and Update 2010, Building Height and Area, Olean
- For more information and to register, go to www.dos.state.ny.us/DCEA

Other Statewide Training:

- Aug 5 Assoc. of Towns/NYCOM Planning & Zoning Summer School, Syracuse
- Aug 11 Flood Insurance Program Workshop, Mayville
- Sept 19-22 NYCOM Fall Training School, Saratoga
- Oct 4 NYS Archives, Transitioning to an Electronics World, Buffalo
- Oct 4-6 OSC Advanced Accounting Procedures School, Corning
- Oct 6-7 Local Leadership Conference, Ellicottville
- Oct 24-26 NYCOM Public Works School, Saratoga
- Nov 15,16 Fall Planning & Zoning Conference, Salamanca (day), Mayville (evening)

LEADERSHIP CONFERENCE



RESORT & CONFERENCE CENTER

A Leadership Conference - *Smart Management for Small Communities: Practical Resources for Governance* - will be held at Holiday Valley, Ellicottville on October 6 & 7, 2011. The program will include workshops, discussions, networking, and project sharing on a variety of topics. Topics will include infrastructure funding updates, green infrastructure and stormwater management, sustainable materials management, asset management, etc. This program, which had its inaugural program in 2010, is appropriate for Supervisors, Mayors, Board Members, Clerks, Public Works Superintendents, etc. This is a great opportunity to explore new ideas and talk with peers and vendors about current projects. Registration will be available on-line and in the mail the beginning of August with more detailed information available at that time: <http://syracusecoe.org/efc/>. This program is presented by the Environmental Finance Center, Center for Excellence, Syracuse University in partnership with Southern Tier West. Contact Melissa Young at 315-443-8488 or myoung@syracusecoe.org or Eileen Weishan/Ginger Malak at Southern Tier West - 716-945-5301. ■

STW 2011 CEDS PROCESS

Southern Tier West is now in the midst of its 2011 Annual Comprehensive Planning Process for the Southern Tier West region. This planning process will result in Southern Tier West's publication in September 2011 of the 2011 Comprehensive Economic Development Strategy (2011 CEDS) document. The 2011 CEDS document will be an economic development strategic plan for the three county region. The 2011 CEDS document will be an update of the 2010 Comprehensive Economic Development Strategy (2010 CEDS) document.

We are asking that your community:

- Review the 2010 CEDS document, which can be found at <http://www.southerntierwest.org/underpublications>
- Provide suggested revisions to the 2010 CEDS document that we can incorporate in our 2011 CEDS document

• Suggest new language or content of an economic development nature that we can incorporate in our 2011 CEDS document

• Provide any new or updated strategic planning documents relating to your community, including master plans

• Provide information on any economic development projects that your community intends on implementing over the next 12-18 months. Please provide project title, sponsor, project cost (if known), funding sources and amounts (if known), and number of private sector jobs expected to be created and / or retained by the end of three years following the completion of the project.

Your indication of this information does not bind your community to implementing any project or commit you to any of the descriptive information that you provide regarding any project. Please be advised that we are looking for you to tell us about

only those economic development projects that your community intends to implement over the next 12-18 months; we do not intend to include projects in the 2011 CEDS that are not economic development project or for which there is no reasonable certainty of their implementation over the next 12-18 months.

Please provide responses back to Tom Barnes at Southern Tier West by email at tbarnes@southerntierwest.org before August 15. Responses received after that date cannot be guaranteed to be included in the 2011 CEDS document. If you have questions, you can reach Tom Barnes at 716-945-5301 x 209.

Thank you for your participation. ■

DEMOGRAPHIC PROFILES



Demographic Profiles of all municipalities in the region are now available on the Southern Tier West Website (www.southerntierwest.org) for the 2010 Census in a downloadable PDF format. A Demographic Profile contains 100 percent data asked of all people and about every housing unit on topics such as sex, age, race, Hispanic or

Latino origin, household relationship, household type, group quarters population, housing occupancy, and housing tenure. We have included the Demographic Profile for New York State in this Newsletter. The full Summary File 1 Data for the 2010 Census should be released for New York State by the end of July. If you

have any questions on Demographic Profiles or 2010 Census activities in general, contact John Buzzard at (716) 945-5301 x208 or jbuzzard@southerntierwest.org. See data table on next page. ■

Table DP-1 - Profile of General Population and Housing Characteristics: 2010

Geographic area:

New York

Subject	Number	Percent	Subject	Number	Percent
Total population	19,378,102	100.0%	HISPANIC OR LATINO		
SEX AND AGE			Total population	19,378,102	100.0%
Male	9,377,147	48.4%	Hispanic or Latino (of any race)	3,416,922	17.6%
Female	10,000,955	51.6%	Mexican	457,288	2.4%
Under 5 years	1,155,822	6.0%	Puerto Rican	1,070,558	5.5%
5 to 9 years	1,163,955	6.0%	Cuban	70,803	0.4%
10 to 14 years	1,211,456	6.3%	Other Hispanic or Latino [5]	1,818,273	9.4%
15 to 19 years	1,366,278	7.1%	Not Hispanic or Latino	15,961,180	82.4%
20 to 24 years	1,410,935	7.3%	RELATIONSHIP		
25 to 29 years	1,380,177	7.1%	Total population	19,378,102	100.0%
30 to 34 years	1,279,160	6.6%	In households	18,792,424	97.0%
35 to 39 years	1,254,124	6.5%	Householder	7,317,755	37.8%
40 to 44 years	1,355,893	7.0%	Spouse [6]	3,192,903	16.5%
45 to 49 years	1,458,763	7.5%	Child	5,610,628	29.0%
50 to 54 years	1,419,928	7.3%	Own child under 18 years	3,785,466	19.5%
55 to 59 years	1,237,408	6.4%	Other relatives	1,439,922	7.4%
60 to 64 years	1,066,260	5.5%	Under 18 years	439,654	2.3%
65 to 69 years	773,211	4.0%	65 years and over	245,865	1.3%
70 to 74 years	587,391	3.0%	Nonrelatives	1,231,216	6.4%
75 to 79 years	474,807	2.5%	Unmarried partner	496,697	2.6%
80 to 84 years	391,660	2.0%	In group quarters	585,678	3.0%
85 years and over	390,874	2.0%	Institutionalized population	231,163	1.2%
Median age (years)	38.0	(X)	Noninstitutionalized population	354,515	1.8%
16 years and over	15,588,804	80.4%	HOUSEHOLDS BY TYPE		
18 years and over	15,053,173	77.7%	Total households	7,317,755	100.0%
21 years and over	14,187,508	73.2%	Family households (families) [7]	4,649,791	63.5%
62 years and over	3,230,210	16.7%	With own children under 18 years	2,071,185	28.3%
65 years and over	2,617,943	13.5%	Husband-wife family	3,192,903	43.6%
RACE			With own children under 18 years	1,368,323	18.7%
One Race	18,792,253	97.0%	Female householder, no husband present	1,089,940	14.9%
White	12,740,974	65.7%	With own children under 18 years	552,244	7.5%
Black or African American	3,073,800	15.9%	Nonfamily households [7]	2,667,964	36.5%
American Indian and Alaska Native	106,906	0.6%	Householder living alone	2,130,670	29.1%
Asian	1,420,244	7.3%	Householder 65 years and over	767,357	10.5%
Asian Indian	313,620	1.6%	Households with individuals under 18 years	2,319,196	31.7%
Chinese	576,952	3.0%	Households with individuals 65 years and over	1,925,416	26.3%
Filipino	104,287	0.5%	Average household size	2.57	(X)
Japanese	37,780	0.2%	Average family size [7]	3.20	(X)
Korean	140,994	0.7%	HOUSING OCCUPANCY		
Vietnamese	28,764	0.1%	Total housing units	8,108,103	100.0%
Other Asian [1]	217,847	1.1%	Occupied housing units	7,317,755	90.3%
Native Hawaiian and Other Pacific Islander	8,766	-	Vacant housing units	790,348	9.7%
Native Hawaiian	1,802	-	For rent	200,039	2.5%
Guamanian or Chamorro	2,235	-	Rented, not occupied	12,786	0.2%
Samoan	685	-	For sale only	77,225	1.0%
Other Pacific Islander [2]	4,044	-	Sold, not occupied	21,027	0.3%
Some Other Race	1,441,563	7.4%	For seasonal, recreational, or occasional use	289,301	3.6%
Two or More Races	585,849	3.0%	All other vacants	189,970	2.3%
White; American Indian and Alaska Native [3]	41,342	0.2%	Homeowner vacancy rate (percent) [8]	1.9	(X)
White; Asian [3]	83,642	0.4%	Rental vacancy rate (percent) [9]	5.5	(X)
White; Black or African American [3]	123,455	0.6%	HOUSING TENURE		
White; Some Other Race [3]	125,731	0.6%	Occupied housing units	7,317,755	100.0%
Race alone or in combination: [4]			Owner-occupied housing units	3,897,837	53.3%
White	13,155,274	67.9%	Population in owner-occupied housing units	10,557,835	(X)
Black or African American	3,334,550	17.2%	Average household size of owner-occupied units	2.71	(X)
American Indian and Alaska Native	221,058	1.1%	Renter-occupied housing units	3,419,918	46.7%
Asian	1,579,494	8.2%	Population in renter-occupied housing units	8,234,589	(X)
Native Hawaiian and Other Pacific Islander	36,423	0.2%	Average household size of renter-occupied units	2.41	(X)
Some Other Race	1,684,388	8.7%			

- Represents zero or rounds to zero. (X) Not applicable.

[1] Other Asian alone, or two or more Asian categories.

[2] Other Pacific Islander alone, or two or more Native Hawaiian and Other Pacific Islander categories.

[3] One of the four most commonly reported multiple-race combinations nationwide in Census 2000.

[4] In combination with one or more of the other races listed. The six numbers may add to more than the total population, and the six percentages may add to more than 100 percent because individuals may report more than one race.

[5] This category is composed of people whose origins are from the Dominican Republic, Spain, and Spanish-speaking Central or South American countries. It also includes general origin responses such as "Latino" or "Hispanic."

[6] "Spouse" represents spouse of the householder. It does not reflect all spouses in a household. Responses of "same-sex spouse" were edited during processing to "unmarried partner."

[7] "Family households" consist of a householder and one or more other people related to the householder by birth, marriage, or adoption. They do not include same-sex married couples even if the marriage was performed in a state issuing marriage certificates for same-sex couples. Same-sex couple households are included in the family households category if there is at least one additional person related to the householder by birth or adoption. Same-sex couple households with no relatives of the householder present are tabulated in nonfamily households. "Nonfamily households" consist of people living alone and households which do not have any members related to the householder.

[8] The homeowner vacancy rate is the proportion of the homeowner inventory that is vacant "for sale." It is computed by dividing the total number of vacant units "for sale only" by the sum of owner-occupied units, vacant units that are "for sale only," and vacant units that have been sold but not yet occupied; and then multiplying by 100.

[9] The rental vacancy rate is the proportion of the rental inventory that is vacant "for rent." It is computed by dividing the total number of vacant units "for rent" by the sum of the renter-occupied units, vacant units that are "for rent," and vacant units that have been rented but not yet occupied; and then multiplying by 100.

Source: U.S. Census Bureau, 2010 Census.

SURVEY OF MUNICIPALITIES

Southern Tier West Division of Local Government and Community Services

1/STW RESPONSIVENESS

YES NO

Have you or anyone in your municipality contacted STW for any reason?

Did you receive a reply in a timely manner?

Were we able to help you with the issues as presented to us?

If not, did we give you other options to pursue for more information?

2/ CAP MEMBERSHIP

What more can we provide as part of the membership program?

3/WEBSITE AWARENESS

Have you accessed the Southern Tier West website?

Yes No

Could you find what you were looking for easily?

Yes No

What would you like to see on our website?

Documents Resources State/Local Announcements

If you don't have a website and NYS required local governments to post Public Notices on the Web, would you consider using a dedicated page on our website for your Public Notice?

Yes No

Do you have/use email?

Yes No

Would you prefer to receive our publications/announcements?

by EMAIL by MAIL

4/STW TRAINING PROGRAMS

Have you or any officials in your municipality participated in any of Southern Tier West Programs in the past two years?

Local Government Conference -

Yes No

Planning and Zoning Conference -

Yes No

Highway Safety Training Programs -

Yes No

Other programs - _____

Yes No

What other training programs would you like to have presented?

Employee related to help with State/Federal Requirements such as Sexual Harassment

Personnel Policies and Procedures

Public Speaking

Customer Service

Basic Computer Use

Advanced computer Use	<input type="checkbox"/>	General Municipal Law	<input type="checkbox"/>
Finances/Budget/BANs	<input type="checkbox"/>	Searching the Internet	<input type="checkbox"/>
How to Find/Write Grants	<input type="checkbox"/>	Intermunicipal Agreements	<input type="checkbox"/>
Powers & Duties	<input type="checkbox"/>	Energy Conservation/Green Energy	<input type="checkbox"/>
New Officials Training	<input type="checkbox"/>	Watershed/Environmental Issues	<input type="checkbox"/>
Records Management	<input type="checkbox"/>	Use of Municipal Websites	<input type="checkbox"/>

Others _____

5/ RECORDS MANAGEMENT

Records Management has become a very tedious issue for most municipal clerks to deal with. Over the years almost one million dollars in funding has been received by our three county region for cooperative records management grants. Unfortunately, like many other grants, the funding source is getting very small, competition is very great for the funds and awards are hard to obtain.

Would your municipality be willing to pay a fee for records management assistance to complete projects such as large inventory/disposition projects, microfilm/imaging, etc? Yes No

What type of Records service might you need in the future – considering all departments in your municipality:

Microfilm/imaging maps or building plans	<input type="checkbox"/>
Inventorying and disposing of records for justice court	<input type="checkbox"/>
Inventorying and disposing of records municipal clerk offices	<input type="checkbox"/>
Digitizing permanent records	<input type="checkbox"/>
Indexing Minutes/Vital Statistics	<input type="checkbox"/>

6/ GIS SERVICES

Does your municipality utilize GIS or mapping services? Yes No

Do you utilize services from STW Inhouse other source

Would you be interested in learning more about GIS and our services? Yes No

7/ SERVICES

How can STW make it easier for you to take advantage of our services?

What type of services or programs would be useful to you and your local municipality?

Would you be willing to assist in the planning of programs for the STW Local Government Division or for Local Government Conference? Yes No

Person filling out survey:

Name: _____ Municipality: _____ Email: _____