



Southern Tier West
Regional Planning & Development Board

Richard T. Zink, Executive Director
H. Kier Dirlam, Chairman

January 1, 2022

Town Supervisor

Dear Supervisor:

It is time for CAP Membership renewal!

The Southern Tier West Local Government and Community Assistance Program assists municipal officials to enhance their skills and competencies through technical assistance and training programs. CAP Membership is designed to make it easy and cost-effective for you to participate in our activities.

Southern Tier West annually receives operational resources from many sources; a percentage comes from federal and state agencies with the remainder coming from the Community Assistance Program (CAP) annual Municipal Membership Campaign.

Our Local Government services, such as the Annual Local Government Conference, Planning & Zoning Training, Powers & Duties Training, Records Management Program, and other technical assistance, successfully continues year after year with your support and participation.

Our plan for 2022 is to have three training webinars in February and three training webinars in March via Zoom. There will be a Powers & Duties Training held on March 1, 2022 from 6:00 – 8:00 PM via Zoom. The 28th Annual Local Government Conference will be held on June 9, 2022 at Houghton College.

To view the list of upcoming training, visit <https://www.southerntierwest.org/on-line-training.html>, and past Webinars hosted by Southern Tier West at <https://www.southerntierwest.org/archived-training-2021.html>. Local officials can participate in these webinars and earn continuing education credits toward their yearly requirements.

On behalf of the entire Southern Tier West Regional Planning and Development Board, we thank you in advance for your contribution to our 2022 Municipal Membership Campaign. We appreciate the opportunity to work with the local governments of the region and remain committed to assisting local governments with their daily issues.

The yearly invoice is attached. The invoice has been updated to reflect the new pricing structure of web page maintenance. If your municipality is willing to upload the significant percentage of standard monthly items; your community will receive a discount. This does not limit your requesting STW to make overall changes and updates to your site. Please complete the invoice and return it with your check payable to Southern Tier West, 4039 Route 219, Suite 200, Salamanca, New York 14779.

Please contact me if you have *any* questions on membership, programs, or how we can assist you at (716) 945-5301 ext. 2200. Program details are also available on our website at: <http://www.southerntierwest.org/local-government.html>. We appreciate your consideration and look forward to continuing our working relationship with you for many years to come.

Sincerely,

A handwritten signature in cursive script that reads "Sarah Phearsdorf". The signature is written in black ink and is positioned below the word "Sincerely,".

SARAH PHEARSDORF
Community Assistance Specialist