

SOUTHERN TIER WEST

31st Annual Local Government Conference 2026

THURSDAY, JUNE 4, 2026

HOUGHTON UNIVERSITY

AGENDA

7:30 AM - REGISTRATION

Interaction with Exhibitors

9:00 - 10:15 AM SESSION 1

10:15 - 10:45 AM MORNING BREAK

Interaction with Exhibitors

10:45 AM - 12:00 PM SESSION 2

12:00 - 1:00 PM LUNCH

Interaction with Exhibitors

1:00 - 2:15 PM SESSION 3

2:15 - 2:45 PM AFTERNOON BREAK

Interaction with Exhibitors

2:45 - 4:00 PM SESSION 4

Registration Fee

\$50 CAP Members

\$60 Non-CAP Members

\$65 At the door

NO REFUNDS AFTER MAY 1, 2026

How To Register

On-line at

www.southerntierwest.org/lgc-registration.html

or

Complete and return registration form with check made payable to: Southern Tier West
4039 Route 219, Salamanca, NY 14779

REGISTRATION DEADLINE:

MAY 26, 2026

Premier Partners



Prestige Partners



Prime Partner



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PARTICIPANT REGISTRATION FORM

Submit Registration Form and Payment to:

Southern Tier West, 4039 Route 219, Suite 200, Salamanca NY 14779 by May 26, 2026

NAME: _____

TITLE: _____

MUNICIPALITY: _____ COUNTY: _____

PHONE: _____ EMAIL: _____

We are pleased to offer a wide selection of classes for local government officials, covering topics relevant and timely to the duties they perform. For your convenience, the Conference schedule is organized in tracks representing topics of interest to specific groups. Participants are welcome to attend any class they are interested in.

To aid us in providing adequate seating, please put an “X” next the class you wish to attend. This is for planning purposes only, not an obligation.

<p style="text-align: center;">9:00 - 10:15 AM SESSION 1</p> <p><input type="checkbox"/> Primer on Local Government Structure & Operations</p> <p><input type="checkbox"/> Key Steps to Develop a Project Before Grant Writing</p> <p><input type="checkbox"/> What You Need to Know About Open Meetings Law</p> <p><input type="checkbox"/> Emergency Planning & Disaster Management</p> <p><input type="checkbox"/> Why Planning and Zoning Boards Matter</p> <p><input type="checkbox"/> Code Enforcement Officer Class TBD</p> <p><input type="checkbox"/> Controlling Your Court Calendar from Arraignment to Sentencing (Part 1)</p> <p><input type="checkbox"/> Clerks of the Court and the CDL Citation Lifecycle</p>	<p style="text-align: center;">10:45 AM - 12:00 PM SESSION 2</p> <p><input type="checkbox"/> Drinking Water Source Protection Program</p> <p><input type="checkbox"/> Post Grant Check List-You Got the Grant, Now What</p> <p><input type="checkbox"/> Local Laws 101</p> <p><input type="checkbox"/> Nuts & Bolts of Landbanks <i>(Presentation & Panel)</i></p> <p><input type="checkbox"/> Short-Term Rental Law</p> <p><input type="checkbox"/> Interpretation & Application of Zoning Requirements</p> <p><input type="checkbox"/> Controlling Your Court Calendar (Part 2)</p> <p><input type="checkbox"/> Vehicle and Traffic Law and DMV Updates 2026</p>
<p style="text-align: center;">1:00 - 2:15 PM SESSION 3</p> <p><input type="checkbox"/> Environmental Land Use Planning</p> <p><input type="checkbox"/> Cybersecurity for Municipalities</p> <p><input type="checkbox"/> Fiscal Responsibilities of the Town Clerk</p> <p><input type="checkbox"/> Board Member Ethics</p> <p><input type="checkbox"/> Battery Storage Projects for Planning Boards</p> <p><input type="checkbox"/> Process of Obtaining Legal Permission for a Warrant</p> <p><input type="checkbox"/> Driving Safety Forward</p> <p><input type="checkbox"/> ABC's of Warrants</p>	<p style="text-align: center;">2:45 - 4:00 PM SESSION 4</p> <p><input type="checkbox"/> Appalachian Regional Commission Grants & Funding</p> <p><input type="checkbox"/> When AI is Used Without Proper Oversight</p> <p><input type="checkbox"/> Required Reporting</p> <p><input type="checkbox"/> Historic Preservation 101</p> <p><input type="checkbox"/> Data Centers and Nuclear Energy</p> <p><input type="checkbox"/> GIS-Art of the Possible</p> <p><input type="checkbox"/> Dangerous Dogs</p> <p><input type="checkbox"/> Court Clerks Role in Select Proceedings</p>

PAYMENT

\$50 ****CAP Member**
 \$60 Non-CAP Member
 \$65 Walk-ins

***CAP members are municipalities from Allegany, Cattaraugus, and Chautauqua Counties that pay yearly dues to be a member of Southern Tier West's Community Assistance Program.*

Unsure, visit our website at www.southerntierwest.org/local-government.html to view Members.

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9:00 - 10:15 AM SESSION 1

A Primer on Local Government Structure & Operations: Getting Your Bearings

Basic overview of the structure of local government and discussion on each officials' powers and responsibilities. Relevant New York State laws will be discussed as well as the importance of local officials being familiar with their own city, village, or town code.

Key Steps to Develop a Project Before Grant Writing

Municipal planning and capital improvement projects can leverage state and federal grant funds to minimize financial strain. Plan and implement integrated project planning, engineering, and funding solutions. Develop a clear process to inform key steps and align with municipal priorities. Activate opportunities to maximize funding and create the community you envision.

Open Meetings Laws (1 Hr. RMC Credit)

Understand the obligations imposed upon public bodies by the Open Meetings Law. Learn the rules relating to videoconferencing, notice, executive session, minutes, and more. Questions encouraged!

Emergency Planning & Disaster Management

Tools for improving public awareness before and during emergencies; effective ways to engage the community in planning efforts; lessons learned regarding key challenges for vulnerable populations during emergencies.

Why Planning/Zoning Boards are Important (1 Hr. PZ Credit)

Planning and Zoning Boards play a critical role in overseeing and guiding municipal land use development. Some local governments across the state have also been challenged to find citizens to serve on these boards. This session discusses the importance of these boards and some innovative approaches to maintaining board membership when there isn't a waiting list of applicants for those posts.

Tools for Code Enforcement (1 Hr. CEO Credit)

General info on regulations and the Uniform Energy Codes; legal aspects of enforcing the Energy Codes.

Controlling Your Court Calendar From Arraignment to Sentencing (Part 1) (1 CJE Credit)

Clerks of the Court and the CDL Citation Lifecycle (No Credit)

Clerks are encouraged to complete the online course at: <https://ncsc.courtllms.org> before attending this class.

10:45 AM - 12:00 PM SESSION 2

Drinking Water Source Protection Program

Importance of source water protection; DWSP2 overview - what to expect from the municipality's point of view, program eligibility; DWSP2 plan development - Common steps and examples; DWSP2 plan implementation - Plan development --> plan implementation transition, common *and region-specific examples* of source water implementation actions taken in DWSP2.

Post Grant Check List-You Got the Grant, Now What?

Now how do you start? Learn what is expected of your community and staff to successfully administer and implement your project, including procurement, compliance, delivery, and oversight.

Local Laws 101 (1 Hr. RMC Credit)

We will cover the entire lifecycle of a local law, including proper drafting, public hearing requirements, "aging" periods, and mandatory filing with the Department of State. Review statutory authority, including the Municipal Home Rule Law, and case law to illustrate these topics.

Nuts and Bolts of Landbanks (Presentation & Panel)

Recent court decisions have hampered the ability of land banks to operate. This session will provide an overview of what land banks are and how they can operate and also include a panel discussion of land bank practitioners who will provide insight into land bank successes and challenges.

Short-Term Rental Law (1 Hr. PZ Credit)

A written determination was rendered by the lead agency indicating that implementation of the action as proposed may have a significant adverse impact on the environment requiring an environmental impact statement to be provided. Now What? This presentation will cover the steps that a board would need to take in completing a Positive Declaration process from Scoping to filing the SEQR Findings Statement.

Interpretation & Application of Zoning Requirements (1 Hr. CEO Credit)

Essential elements of zoning: definitions, districts and permitted uses and area and development standards within them, 7 nonconformities, and more. With some real-world examples, participants will learn to use the tools needed to guide sound, fair, enforceable, and defensible land use decisions.

Controlling Your Court Calendar From Arraignment to Sentencing (Part 2) (1 CJE Credit) TBD

ABC's of Warrants (1 CCE Credit)

Overview of various warrants including arrest, bench, family court, search and administrative searches, superior court, and violation of probation. Discussion on the applicable procedures and requirements for judges, and the role of the court clerk in handling such warrants.

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1:00 - 2:15 PM SESSION 3

Environmental Land Use Planning

The Land Conservancy will present on the WNY Wildway Partner Network, a coalition of over 70 entities, partners, and municipalities working together to implement the WNY Wildway, and how your municipality can get involved.

Cybersecurity for Municipalities

Today's evolving cyber claim landscape—highlighting ransomware, email compromise, and data breaches—while explaining how cyber policies respond, the key coverages they include, and where gaps emerge. We'll also review real-world trends shaping municipal risk and outline the critical questions organizations should ask to ensure their cyber programs align with modern threats.

Fiscal Responsibilities of the Town Clerk (1 Hr. RMC Credit)

Discussion on the core of Town Clerk's fiscal responsibilities including collecting and depositing of money, the disbursement of money, maintaining adequate accounting records and reporting responsibilities. We will also discuss how to ensure a sound internal control environment to enhance accountability in the Clerk's office.

Board Member Ethics

Examine the core fiduciary duties of government boards and the common ethical challenges in fulfilling them. Participants will gain a clear understanding of the duties of care, loyalty, and obedience—and how they apply to stewardship, conflicts of interest, and avoid even the appearance of impropriety.

Battery Storage for Planning Boards (1 Hr. PZ Credit)

Explore the types of Battery Energy Storage projects communities may encounter, their impact on zoning and planning, and New York guidelines and related laws. Using real-life examples, we'll explain the planning process each project faced.

The Process of Obtaining Legal Permission for a Warrant (1 Hr. CEO Credit)

Fourth Amendment to the U.S. Constitution implications for property inspections, the "consent or warrant" rule, probable cause, warrant exceptions, and practical steps for applying for, drafting, and executing administrative search warrants to secure admissible evidence. Review statutory authority, including New York Criminal Procedure Law Article 690, and relevant case law.

Driving Safety Forward (1 Hr. CJE Credit)

Understanding Federal and State regulations for Handling Impaired Commercial Driver Cases (Part of NYS Impaired Driving Seminar)

Vehicle and Traffic Law, and DMC Updates 2026 (1 Hr. CCE Credit)

Details on the changes and updates to the Department of Motor Vehicles (DMV) point system and "look back" provisions.

2:45 - 4:00 PM SESSION 4

Appalachian Regional Commission Funding

ARC's unique federal-state partnership provides opportunities for local governments, non-profits, and individuals within the region to flourish while solving community needs. Learn about ARC's multiple grant processes, professional development, and youth programming opportunities.

What Happens When AI is Used Without Proper Oversight

Examine the practical pros and cons of AI in planning, highlights key red flags, and offers guidance on using these tools responsibly. It concludes by connecting these same considerations to the growing presence of AI related development, including data centers, and how such projects may affect your community.

Required Reporting (1 Hr. RMC Credit)

Review the reporting requirements for local governments, including an overview of required annual reports that are submitted to the Office of the State Comptroller and a review of basic internal reports that should be provided.

Historic Preservation 101

Learn what preservation is, why it matters, how it supports economic growth and healthy communities, and what programs, incentives, and resources are available to help repair and reuse older buildings. Discover why investing in your downtown's past is key to its future—and leave with practical next steps to begin realizing preservation's many benefits.

Data Centers and Nuclear Energy (1 Hr. PZ Credit)

New York is entering a new phase of its energy transition. The focus on renewables like wind and solar is shifting to a faster push for advanced nuclear development, largely driven by data center demand. While AI and data centers may seem urban, rural areas could host these projects, along with supporting nuclear generation. This session covers the risks and processes associated with both types of development.

GIS-Art of the Possible (1 Hr. CEO Credit)

Geographic Information Systems (GIS) are essential for data-driven decision-making in communities of all sizes. This session introduces how GIS can enhance municipal operations, improve asset management, and support planning, infrastructure, and sustainability initiatives. Learn how spatial data can inform local projects—from mapping infrastructure to advancing climate and energy goals.

Dangerous Dogs (CJE Credit)

Court Clerk's Role in Select Proceedings (1 Hr. CCE Credit)

Review of the procedures and related forms Court Clerks may see in various proceedings including some worth preparing prior to scheduled arraignments and other appearances.