



Houghton College, 1 Willard Avenue, Houghton NY 14744

**Thursday, June 9, 2022**

Registration & Networking 7:30 - 8:45 AM  
Classes 9:00 - 4:00 PM

# 27th ANNUAL Local Government Conference

Southern Tier West Regional Planning & Development Board



**Southern Tier West Regional Planning & Development Board**  
4039 Route 219, Suite 200  
Salamanca, NY 14779  
716-945-5301 Fax: 716-945-5550  
www.southerntierwest.org

**Southern Tier West 27th Annual Local Government Conference**

## CONFERENCE AGENDA

Registration 7:30 - 8:45 AM

**SESSION ONE 9:00 - 10:15 AM**

Morning Break (Visit with Exhibitors) 10:15 - 10:45 AM

**SESSION TWO 10:45 AM - 12:00 Noon**

Lunch 12:00 Noon - 1:00 PM

**SESSION THREE 1:00 - 2:15 PM**

Afternoon Break (Visit with Exhibitors) 2:15 - 2:45 PM

**SESSION FOUR 2:45- 4:00 PM**

## WHO SHOULD ATTEND

Town and Village Board Members / Planning/Zoning Board Members / Clerks  
Mayors / Supervisors / Code Enforcement Officers / Court Clerks / Justices

## HOW TO REGISTER

ONLINE: [www.southerntierwest.org](http://www.southerntierwest.org)  
E-MAIL: [sphearsdorf@southerntierwest.org](mailto:sphearsdorf@southerntierwest.org)  
MAIL FORM: Southern Tier West

4039 Route 219, Suite 200, Salamanca, NY 14779

**REGISTRATION DEADLINE: June 1, 2022**

COST: \$35 if you register online  
\$40 \*CAP Member / \$50 Non-CAP Member / \$60 at the door

\* Municipality from Allegany, Cattaraugus, or Chautauqua County who pays yearly dues to be a member of Southern Tier West's Community Assistance Program

## STW CORPORATE SPONSORS



## CONFERENCE CO-SPONSORS

- Allegany County Town Highway Superintendents Association
- Cattaraugus County Municipal Clerks Association
- Chautauqua County Municipal Clerks Association
- Comp Alliance

## CONFERENCE EXHIBITORS

- Association of Towns
- CFS/Evans Agency & Stone Melhuish Agency
- Comp Alliance
- Five Star Bank
- G&G Municipal Consulting
- Larson Design Group
- MRB Group
- Municipal Solutions, Inc.
- NYMIR
- PERMA
- Wendel Companies
- Young Explosives Corporation

## CONTINUING EDUCATION CREDITS

Code Enforcement Officers (CEO) / Justices (JE)  
Municipal Clerks (RMC) / Planning/Zoning Board Members (PZ)

## SESSION 1 9:00 AM - 10:15 AM

### **GENERAL: FEMA Public Assistance—Disaster Reimbursement for Local Governments**

This class will cover FEMA disaster relief for emergency and permanent work related to a disaster declaration by the President of the United States. The speaker will touch on proactive steps local governments can take to support funding requests, general eligibility, and how to apply for reimbursement.

### **GENERAL: Better Together—Driving Additional Taxpayer Value Through Municipal Collaboration**

Far too often, NY municipalities are built (or forced) to compete with one another. Resources are thinning, and in many cases growth patterns aren't sufficient to support duplication of effort. Collaboration doesn't need to be complex—start small and work from there. This session will also explore legal frameworks for collaboration.

### **CLERKS: Duties of Municipal Clerks**

Discussion on duties of the Municipal Clerk and the Clerk's relationship with the Board. (1 RMC Credit)

### **BOARD MEMBERS: Importance of Municipal Ethics**

Despite the best intentions, municipal officials can find themselves in trouble if they don't know statutory and common law rules on ethics. This course will go over how to analyze if a conflict of interest exists applying the rules found in General Municipal Law and common law. Other topics include dual office holding, nepotism, and officials accepting gifts.

### **PZ BOARD MEMBERS: Adopting and Amending Zoning**

An examination of the origins of zoning and the purposes for adopting regulations; the role of the municipal comprehensive plan; specific steps a municipality must take to prepare their first set of zoning regulations; procedures for the adoption and amendment of zoning laws and ordinances, including referral to the county planning board, public hearings, and filing requirements. (1 PZ Credit)

### **CODE ENFORCEMENT OFFICERS: High Performance All-Electric Home Design**

This course will cover the idea of new construction buildings moving to high performance with the primary goal of going 100% electric as the homes only source of energy. Discussion and examples will also look at what can be done to existing homes to make them all-electric as well. The course will dive into the building envelope and the many methods that can be used to make the home energy efficient, tight and comfortable to live in. (1 CEO Credit)

### **COURT CLERKS: CDL Masking**

What is masking? How can a clerk identify CDL cases and assist in preventing CDL masking? (No CCE Credits Awarded)

### **JUSTICES: Domestic Violence**

Enhancing skills in domestic violence cases.

## SESSION 2 10:45 AM - 12:00 NOON

### **GENERAL: E-Grant Writing**

An overview of grant writing and administration and how low to moderate and median household income surveys play a role in enhancing grant eligibility specifically for Federal and New York State funding. We will focus on water/sewer infrastructure, economic development, downtown revitalization, parks, archiving, public safety and forestry grants.

### **GENERAL: Cannabis Legislation in New York State**

Last March, NYS adopting comprehensive legislation legalizing recreational adult use cannabis. Although the timeframe to adopt a local law opting out is over, towns and villages still need to be aware of how the legislation could impact their communities and the scope of their authority in matters such as zoning. This course will address practical concerns and also provide an update on where the state is with regulations and license applications.

### **CLERKS: Vital Statistics**

Local Registrar and Clerk Responsibilities for Births, Deaths, and Marriages  
A Department of Health representative will present on and answer questions related to Vital Records (births, deaths, and marriages), including EDRS, and recent changes in laws that impact the local Clerks and Registrars. (1 RMC Credit)

### **BOARD MEMBERS: Planning To Succeed—How Comprehensive Plans Make A Difference**

Communities with a vision are more likely to achieve their goals. Comprehensive Planning fosters among stakeholders stronger communication, collaborative decision making, and formation of beneficial partnerships. Learn more about this valuable community-building process.

### **PZ BOARD MEMBERS: Vacancy—Strategies and Tools for Local Governments**

Vacancy and blight can wreak havoc on our neighborhoods and local government finances. This course examines the economic, environmental, social, and public health implications of vacancy, with the goal of offering local officials the tools, strategies and funding opportunities to reduce vacancy in their own communities. The course includes case studies and strategies that local governments in New York State have been using to combat blight, including the use of land banks. (1 PZ Credit)

### **CODE ENFORCEMENT OFFICERS: Insulation Strategies for Difficult Details**

This course will demonstrate proper insulation methods, techniques, and best practices for difficult areas in residential buildings while understanding options for beyond code minimum insulating strategies. This class will identify different insulation materials and types and look at the benefits of using each. Topics covered will include garage separation walls, narrow cavities, cantilevers, slab edge insulation and many others. We will discuss future insulation options and "what's next" for new insulation strategies in products and how they will be beneficial to the building industry. (1 CEO Credit)

### **COURT CLERKS: Legal Updates**

Updates 2022 – An hour-long program discussing recent updates in the law from the perspective of the role of the court clerk, designed to dovetail with the Judicial Core programming. Includes discussion of the VTL scoff lift fee cap, civil judgments, recent changes in summary proceedings, and other miscellaneous updates. (1 CCE Credit)

### **JUSTICES: CDL Masking**

The importance of judicial recognition of cases involving commercial driver's licenses.

## SESSION 3 1:00 PM - 2:15 PM

### **GENERAL: STW Services - Ways To Use Technology**

This session will cover how to update your website using the software Southern Tier West provides (Compass Municipal Management), the basics of Laserfiche and online record storage, Zoom meetings and uploading the recordings to YouTube for public viewing as well as general question and answer.

### **GENERAL: USDA Community Facilities Programs**

Overview of Community Facilities Programs, including Direct Loan and Grant Program, Rural Community Development Initiative Grants and Rural Business Development Grants for rural communities.

### **CLERKS: Internal Controls for Tax Collection**

This session will discuss internal controls over the collecting and depositing of moneFISy, the disbursement of money, maintaining adequate accounting records and reporting responsibilities for tax collection in Towns and Villages. (1 RMC Credit)

### **BOARD MEMBERS: Under The Tent - Why It's So Critical To Engage the Public in Decision Making**

An engaged citizenry can accelerate the goals and vision of local leadership—similarly, a community that feels locked out can slow things down. Even worse, disinterested residents who are mobile will move to places where they feel they can make an impact. Engaging residents can be as simple as regular communications and opportunities to be heard. An engaged community can be the pipeline for future leadership.

### **PZ BOARD MEMBERS: Solar Battery Storage Laws and Actual Proposed Laws**

With the tremendous influx of solar energy projects in the region and the battery energy storage systems that are now being proposed, municipalities should have modern solar and battery energy storage system laws. This presentation will present and discuss actual laws that have been developed and how they have worked and subsequently been updated to reflect these types of projects. (1 PZ Credit)

### **CODE ENFORCEMENT OFFICERS: Is Your Town Planning For Agriculture**

In many Upstate communities, agricultural practices define a Town's working landscape and contribute to local economic resiliency. The Department of Agriculture and Markets has grant funding available for Towns to develop a local Agriculture and Farmland Protection Plan. This presentation will review the grant opportunity and discuss ways to establish and implement public policy to accommodate emerging trends in agriculture. (1 CEO Credit)

### **COURT CLERKS: Public Access To Courts**

A one-hour program presented by the Office of the State Comptroller's Justice Court Fund staff, discussing common reporting errors and how to prevent them, including CourtRoom Program demonstrations and explanations presented by CourtRoom Program staff. (1 CCE Credit)

### **JUSTICES: Sovereign Citizens**

An overview of the Sovereign Citizen movement and its impact on the courts.

## SESSION 4 2:45 PM - 4:00 PM

### **GENERAL: Accounting 101 For Cemeteries**

The Division of Cemeteries presentation will cover general operations of public not for profit cemeteries, town's responsibility is to the public not for profit cemeteries that are located within their borders and strategies to avoid abandonment. Also covered will be, town's obligations to maintain these cemeteries if abandoned and grant options for town's maintaining abandoned cemeteries.

### **GENERAL: USDA Rural Development Overview**

Overview of infrastructure programs under Water and Environmental Programs, including water systems, sanitary sewer, and storm water drainage. Including pre-planning grants to help with application requirements. Technical Assistance for Preliminary Engineering Reports and Environmental Reports.

### **CLERKS: 2022 NYS Notary Law and Practice Update**

This session will review current NYS Notary Law and Practice including pending bills before the New York Legislature affecting notarial activity. Best practices and notable NYS court cases will be discussed. The newly enacted remote notarization law will be reviewed and how it impacts the public sector and public officials. (1 RMC Credit)

### **BOARD MEMBERS: Fiscal Oversight Responsibilities of the Governing Board**

This session will discuss key functions of the Governing Board including budget responsibilities, interim reporting, the audit of claims, and annual audit requirements. We will also provide resources available to assist in these oversight activities.

### **PZ BOARD MEMBERS: Processes And Procedures of Planning Boards**

This presentation will cover the basics of the processes and procedures followed by approval Boards for site plans, subdivisions, and special use permits, what the enabling NYS legislation says about them, and how communities have developed their own legislation. (1 PZ Credit)

### **CODE ENFORCEMENT: Solar and Agriculture - Planning for Farming Communities**

This session will explore the relationship between solar and agriculture and best practices for projects including integration of agrivoltaics. In partnership from the agricultural community, solar projects can be designed with strategies to produce food, improve soil health, protect pollinators and other species, and reduce runoff and erosion. (1 CEO Credit)

### **COURT CLERKS: Fiscal Recordkeeping And Reporting (Video)**

A one-hour program presented by the Office of the State Comptroller's Justice Court Fund staff, discussing common reporting errors and how to prevent them, including CourtRoom Program demonstrations and explanations presented by CourtRoom Program staff. (1 CCE Credit)

### **JUSTICES: Law Enforcement on Public Lands**

Environmental Conservation Law updates, proper adjudication of fines, surcharges, civil compromise, hunting/fishing privilege revocation, etc.