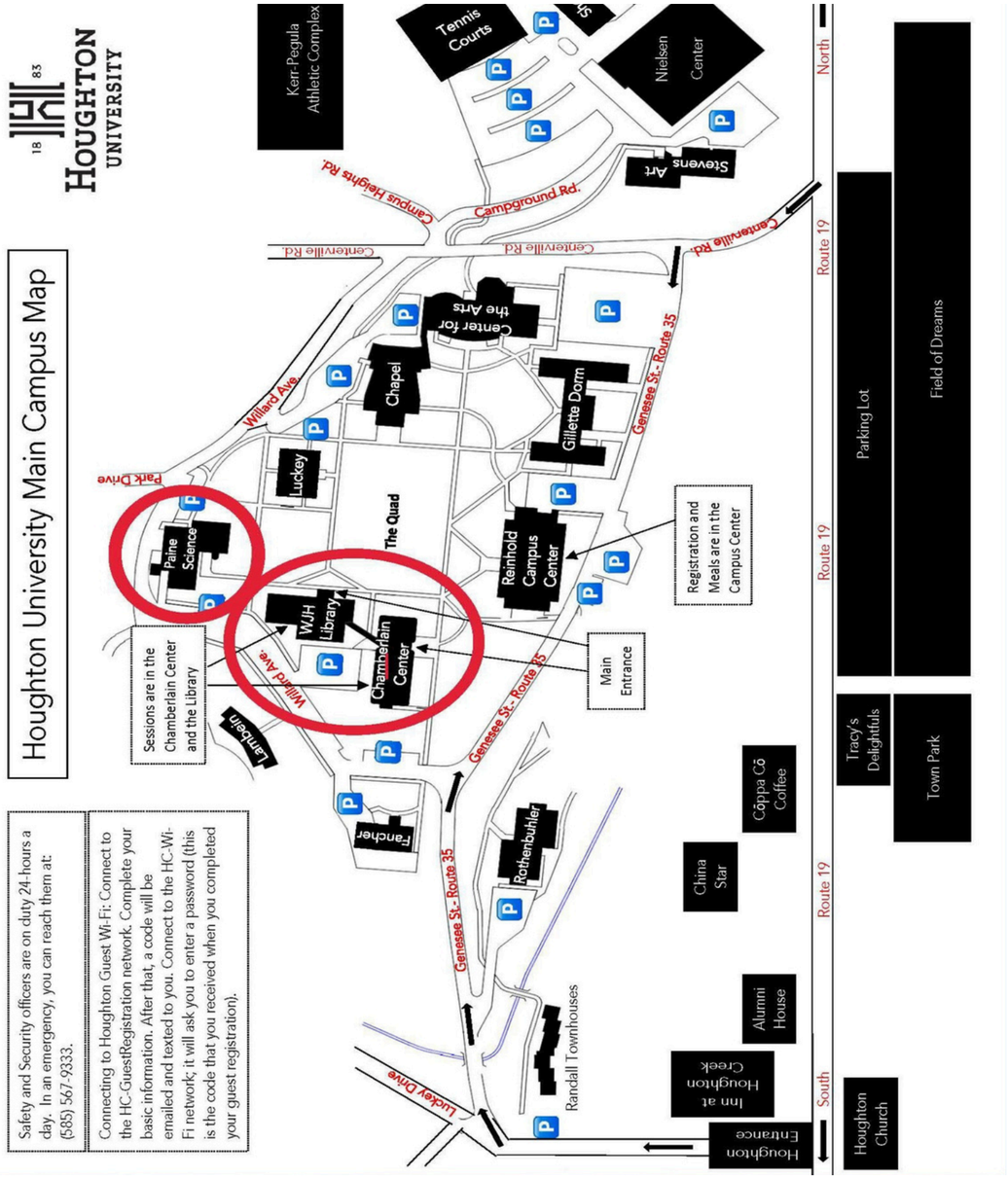
HOUGHTON CAMPUS MAP



31st ANNUAL
LOCAL GOVERNMENT CONFERENCE

JUNE 4, 2026

Houghton University

WELCOME!

Message from the Executive Director

Dear Conference Participants,

On behalf of Southern Tier West Regional Planning and Development Board team, it is my pleasure to welcome you to the 31st Annual Local Government Conference at Houghton University. We are grateful to have local leaders, public servants, and community partners gathered together for a day devoted to learning, collaboration, and the exchange of ideas that strengthen our municipalities and the region we serve.

This conference reflects our shared commitment to effective local government and to building vibrant, resilient communities across the Southern Tier West region. Throughout today's sessions, I encourage you to take full advantage of the training opportunities, connect with fellow officials and professionals, and explore new strategies you can bring back to your work. Thank you to our host, presenters, sponsors, exhibitors, and every participant whose dedication makes this event possible.

I hope you find the day informative, practical, and inspiring. Thank you for your service to your communities and for joining us at Houghton University for this year's conference.

Sincerely,

Lisa Keck, Executive Director
Southern Tier West Regional Planning & Development Board

Message from the Chairman

On behalf of the Southern Tier West Regional Planning and Development Board, it is my pleasure to welcome you to this year's conference at Houghton College. Each year, this gathering brings together dedicated local leaders and professionals from across our region who share a common commitment: serving our communities with integrity, insight, and care.

No matter what role you play in your community, your work is vital to shaping the quality of life in our towns and villages. This conference is designed with you in mind—offering practical training, meaningful discussions, and opportunities to connect with peers who understand both the challenges and rewards of local government service. Over the course of the conference, I encourage you to share your experiences, ask questions, and build relationships that will continue long after the sessions conclude.

Thank you for the work you do every day and for taking the time to invest in your professional growth and in the future of our region. We are grateful to have you here and hope you find this conference both informative and inspiring.

Warm regards,

Donald McCord, Chairman
Southern Tier West Regional Planning & Development Board

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EXHIBITOR LAYOUT

WAYPOINT TECHNOLOGY

AJ GALLAGHER

G&G MUNICIPAL CONSULTING

INTEGRATED SOLUTIONS

NYMIR

RCAP SOLUTIONS

BARTON & LOGUIDICE

WENDEL COMPANIES

E&M ENGINEERS

FIVE-STAR BANK

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PRIME AUCTIONS INT.

PRESTIGE WILLIAMSON

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PREMIER LABELLA

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REGISTRATION TABLES

WNY LAND CONSERVANCY

CATTARAUGUS CO. PLANNING

ALLEGANY CO. WNY WILDS

ALLEGANY CO. LAND BANK

ALLEGANY CO. PLANNING

2026 CORPORATE PARTNERSHIP PROGRAM

PREMIER PARTNERS

MRB GROUP
145 Culver Road, Suite 160
Rochester, NY 14620
www.mrbgroup.com

PERMA
9 Cornell Road
Latham, NY 12110
www.perma.org

LABELLA ASSOCIATES
300 Pearl Street
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www.labellapc.com

CONFERENCE 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**
4:00 PM	Conference Ends

New This Year!

Each attendee has received an auction ticket sheet with tear-off tickets—one ticket for the STW-sponsored door prize, plus additional tickets you can use at exhibitor tables throughout the conference. Simply drop your tickets at the booths you're most interested in for a chance to win exhibitor giveaways and prizes. It's an easy way to connect with exhibitors, learn about their services, and enter to win throughout the event.

The drawing will take place after lunch!

TODAY'S WIFI PASSWORD

Network: HUWiFi

Password: AdventurousAnt

Tell us how we did!
Use QR code to take the conference survey

Take the conference survey for a chance to win a free ticket to our 2027 Conference!

EDUCATION CREDITS

To obtain credits for today's classes, you must sign in on the sign-in sheet at the beginning of class. You also need to sign your Certificate of Attendance and hand it in to your respective Board.

RMC - Registered Municipal Clerk
PZ - Planning/Zoning Board
CEO - Code Enforcement Officers
CJE - Court Justice Education
CCE - Court Clerk Education

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2026 Corporate Partnership Prestige Partners

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Cattaraugus County Municipal Clerks Association
Chautauqua County Municipal Clerks Association

MORNING AGENDA

SESSION 1: 9:00 - 10:15 AM

Primer on Local Government Structure & Operations: Getting Your Bearings
Wade Beltramo, NYCOM
Chamberlain Center, Room 328

Key Steps to Develop A Project Before Grant Writing
Christina Paradowski/Jenn Vaughn, Labella
Chamberlain Center, Room 327

Open Meetings Law
Kristin Bergin, NYS Committte on Open Government
Chamberlain Center, Room 325

Emergency Planning & Disaster Management
Susan Spierre Clark, University of Buffalo
Library, Room 303

Why Planning/Zoning Boards Are Important
Monica Ryan/James Bragg, NYS DOS
Science Building, Schaller Hall, Room 214

Tools for Code Enforcement
Ronald Stark, NYS Department of State
Chamberlain Center, Room 329

Controlling Your Court Calendar from Arraignment to Sentencing (Part 1)
Honorable Michael Mohun, Wyoming County
Chamberlain Center, Room 330

Clerks of the Court - CDL Citation Lifecycle
Honorable Gary Garber, Town of Darien
Chamberlain Center, Room 331

MORNING BREAK 10:15- 10:45 AM

Morning Refreshments Sponsored by Larson Design Group

SESSION 2: 10:45 AM - 12:00 PM

Drinking Water Source Protection Program
Ryan Bell/Maya Ray, NYS Department of Health
Chamberlain Center, Room 328

Post Grant Check List - You Got the Grant, Now What?
Christina Paradowski/Jenn Vaughn, Labella
Chamberlain Center, Room 327

Local Laws 101
Henry Zomerfeld, Hodgson & Russ
Chamberlain Center, Room 325

Nuts & Bolts of Landbanks (Panel and Presentation)
Wade Beltramo, NYCOM
Jason Isaman/Kate O'Stricker/Gina Paradis
Library, Room 303

Short-Term Rental Law
Nina Ballou/Corinne Brath, Wendel Companies
Science Building, Schaller Hall, Room 214

Interpretation & Application of Zoning Requirements
Monica Ryan/James Bragg, NYS DOS
Chamberlain Center, Room 329

Controlling Your Court Calendar from Arraignment to Sentencing (Part 2)
Honorable Michael Mohun/Pamela Thurber
Chamberlain Center, Room 330

ABC's of Warrants
Diane Turo, OJCS
Chamberlain Center, Room 331

LUNCH 12:00 - 1:00 PM

JUDGES

9:00 - 10:15 AM

Controlling Your Calendar from Arraignment to Sentencing (Part 1) (1 Hr. CJE Credit)
Local court judges have wide-ranging responsibilities from arraignment to sentencing. Beginning with the various ways criminal actions are commenced, the types of, and review of, accusatory instruments (CPL Article 100), conducting arraignments (Article 170), making bail/release decisions (Article 510 and 530), and scheduling.

10:45 AM - 12:00 PM

Controlling Your Calendar from Arraignment to Sentencing (Part 2) (1 Hr. CJE Credit)
Judges will review discovery requirements and certificates of compliance (CPL Article 245), pretrial motions and suppression hearings (Articles 255 and 710), plea standards and appeal waivers, and sentencing procedures including restitution, surcharges, and orders of protection.

1:00 - 2:15 PM

Driving Safety Forward (1 Hr. CJE Credit)
Commercial Driver License (CDL) holders are subject to special Federal and NY State rules because commercial vehicles pose greater risks on the road. Understanding how NYS adopts the Federal Motor Carrier Safey Regulations (Title 49, Parts 383 and 384) is fundamental for handling cases concerning commercial drivers and impaired driving. Attention and recognition of identified violations of law helps to ensure accurate court processing and timely reporting of CDL convictions to maintain public safety.

2:45 - 4:00 PM

Dangerous Dogs (1 Hr. CJE Credit)
Discuss the elements of a dangerous dog case, requirements and procedures related to dangerous dog hearings, dispositional options upon a dangerous dog finding as well as enforcement options.

COURT CLERKS

9:00 - 10:15 AM

Clerks of the Court and the CDL Citation Lifecycle (No CCE redit)
Clerks are encourage to complete the online course at: https//ncsc.courtlms.org before attending this class.

10:45 AM - 12:00 PM

ABCs of Warrants (1 Hr. CCE Credit)
An overview of various warrants including arrest, bench, family court, search and administrative searches, superior court, and violation of probation. Discusses the applicable procedures and requirements for judges, and the role of the court clerk in handling such warrants.

1:00 - 2:15 PM

Vehicle & Traffic and DMV Updates 2026 (1 Hr. CCE Credit)
Collateral consequences are addressed and the impact courts may see stem from these changes such as changes in plea offers, increased demand for trials and coram nobis filings under CPL Article 440. Also covered are common issues in traffic cases related to filing and commencement such as ticket download matters, return date concerns, and jurisdictional issues. Procedural guidance is also provided related to supporting depositions.

2:45 - 4:00 PM

Court Clerk's Role in Select Proceedings (1 Hr. CCE Credit)
This program reviews the procedures and related forms Court Clerks may see in various proceedings including some worth preparing prior to scheduled arraignments and other appearances. Also covered are the applicable time frames related to certain proceedings and hearings that Court Clerks should be cognizant of to the extent possible including for suspensions pending prosecution, SORA hearings, dangerous dog hearings, discovery and related motions, and summary proceedings. Briefly addresses domestic violence and relevant rules pertaining to orders of protection.

PZ BOARDS

9:00 - 10:15 AM

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. 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.

10:45 AM - 12:00 PM

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

1:00 - 2:15 PM

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.

2:45 - 4:00 PM

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

CEOS

9:00 - 10:15 AM

Tools for Code Enforcement
(1 Hr. CEO Credit)
General info on regulations and the Uniform Energy Codes; legal aspects of enforcing the Energy Codes.

10:45 AM - 12:00 PM

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.

1:00 - 2:15 PM

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.

2:45 - 4:00 PM

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

AFTERNOON AGENDA

SESSION 3: 1:00 - 2:15 PM

Environmental Land Use Planning
Marcus Rosten, WNY Land Conservancy
Chamberlain Center, Room 328

Cybersecurity for Municipalities
Randy Glenn, Evans Agency
Chamberlain Center, Room 327

Fiscal Responsibilities of the Town Clerk
William Naylor, Office of State Comptroller
Chamberlain Center, Room 325

Board Member Ethics
Alison Romanowski, BNBEA
Library, Room 303

Battery Storage for Planning Boards
Nina Ballou/Corrine Brath, Wendel Companies
Science Building, Schaller Hall, Room 214

Process of Obtaining Legal Permission for A Warrant
Henry Zomerfeld, Hodgson & Russ
Chamberlain Center, Room 329

Driving Safety Forward
Honorable Gary Garber, Town of Darien
Chamberlain Center, Room 330

Vehicle Traffic Law and DMV Updates 2026
Sarah Hicks, OJCS
Chamberlain Center, Room 331

AFTERNOON BREAK 2:15 - 2:45 PM

Afternoon Refreshments Sponsored by Olean Business Development Corporation

SESSION 4: 2:45 - 4:00 PM

Appalachian Regional Commission Funding
Fileve Palmer, Southern Tier West
Chamberlain Center, Room 328

Real Life Examples - What Happens When AI is Used Without Proper Insight
Nina Ballou/Corrine Brath, Wendel Companies
Chamberlain Center, Room 327

Required Reporting
William Naylor, Office of State Comptroller
Chamberlain Center, Room 325

Historic Preservation 101
Caitlin Meives, Preservation League of NYS
Library, Room 303

Data Centers and Nuclear Energy
Matthew Eldred, Harter Secrest Emery
Science Building, Schaller Hall, Room 214

GIS - Art of the Possible
Gerard Aiken, ESRI
Chamberlain Center, Room 329

Dangerous Dogs
Diane Turo, OJCS
Chamberlain Center, Room 330

Court Clerk's Role in Select Proceedings
Sarah Hicks, OJCS
Chamberlain Center, Room 331

CONFERENCE ENDS 4:00 PM

CLASSES FOR ALL

9:00 - 10:15 AM

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

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.

9:00 - 10:15 AM

Key Steps to Develop a Project Before Grant Writing

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.

10:45 AM - 12:00 PM

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 regionspecific examples of source water implementation actions taken in DWSP2.

10:45 AM - 12:00 PM

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.

1:00 - 2:15 PM

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.

1:00 - 2:15 PM

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.

2:45 - 4:00 PM

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.

2:45 - 4:00 PM

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.

CLERKS

9:00 - 10:15 AM

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!

10:45 AM - 12:00 PM

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.

1:00 - 2:15 PM

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.

2:45 - 4:00 PM

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.

BOARD MEMBERS

9:00 - 10:15 AM

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.

10:45 AM - 12:00 PM

Nuts & Bolts of Landbanks (Presentation and 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.

1:00 - 2:15 PM

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.

2:45 - 4:00 PM

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.