



**Southern Tier West**  
*Regional Planning & Development Board*

*Richard T. Zink, Executive Director*  
*Don McCord, Chairman*

January 1, 2024

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.

A Powers & Duties Class will be held in February 2024; the 29<sup>th</sup> Annual Local Government Conference will be held on June 6, 2024, at Houghton College; and Planning & Zoning Training scheduled in Fall 2024. Local officials can participate in these trainings to earn continuing education credits toward their yearly requirements. These training courses will all be advertised in advance on the Southern Tier West website at [www.southerntierwest.org](http://www.southerntierwest.org).

On behalf of the entire Southern Tier West Regional Planning and Development Board, we thank you in advance for your contribution to our 2023 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.

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 a dark ink and is positioned below the word "Sincerely,".

SARAH PHEARSDORF  
Community Assistance Specialist