

WHO SHOULD ATTEND?

Town and Village Boards / Clerks / Mayors / Supervisors
Highway Departments / Code Enforcement Officers
Planning and Zoning Board Members / Water Operators
Justices / Court Clerks

WHAT IS A CAP MEMBER?

A CAP Member is a municipality from Allegany, Cattaraugus, or Chautauqua County that pays yearly dues to be a member of Southern Tier West's Community Assistance Program. A list of current CAP members can be found at www.southerntierwst.org/html/capmembers.html

REGISTRATION COST

\$40 CAP Member; \$50 Non-CAP Member; \$60 At the door

HOW DO I REGISTER?

Online: www.southerntierwest.org
Phone: 716-945-5301 x 2200
Fax: 716-945-5550
E-mail: sphearsdorf@southerntierwest.org

EDUCATION CREDITS

Credits are offered at the Conference for:
Municipal Clerks (RMC)
Code Enforcement Officers (CEO)
Water Operators (W)
Planning and Zoning Board Members (PZ)
Justices (CJE)

FOR REGISTRATION FORMS AND MORE CONFERENCE INFO, GO TO WWW.SOUTHERNTIERWEST.ORG

25th Annual Local Government Conference

Wednesday, May 9, 2018
7:30 AM - 4:00 PM
Houghton College

CONFERENCE SPONSORS

* Allegany County Municipal Clerks and Collectors Association

CONFERENCE EXHIBITORS

Allegany County * Comp Alliance * Combined Financial Services
* Gernatt Asphalt Products * LaBella Associates
* Larson Design Group * MRB Group
* New York Municipal Insurance Recipricol * PERMA
* TheSatellite.Biz * Williamson Law Book * Young Explosives

STW CORPORATE SPONSORS

LaBella Associates * TheSatellite.Biz * Williamson Law Book

STW CORPORATE SUPPORTERS

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Southern Tier West Regional
Planning & Development Board
4039 Route 219, Suite 200
Salamanca, NY 14779



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Web: www.southerntierwest.org

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1 Willard Avenue, Houghton, New York (800) 777-2556

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Salamanca, New York

REGISTRATION 7:30 - 8:45 AM * SESSION 1 9:00 - 10:15 AM**1) ALL: ROUND-TABLE DISCUSSION FOR FINANCE OFFICERS**

The NYS Society of Municipal Finance Officers is a membership organization representing and supporting City and Village Finance Officers from across NYS. Come join representatives to learn more about this organization and join a round-table discussion. Bring any questions related to financial management in your municipality. Topics can include tax cap, fund balance, audits, cash management, etc.

2) ALL: EFFECTIVE COMMUNITY RESPONSES TO THE OPIOID EPIDEMIC - Catt Co.

This session will look at how Cattaraugus County has built a community collaboration to address the opioid epidemic through implementing and expanding prevention education, supporting clinicians as they reduced the use of opioids, increasing access to medication-assisted treatment, reversing overdoses, and reducing opioid supplies.

3) CLERKS: UNDERSTANDING ASSESSMENT REVALS - Mike Risman

Coming

4) BOARD MEMBERS: SOCIAL MEDIA: HOW TO SET IT UP AND HOW TO MANAGE IT

Towns face a challenging landscape with the rise of Facebook, Twitter, and other social media forums. Issues impacting governments include transparency, reputation, constituent access, acceptable use by municipal employees, law enforcement, record keeping, and general liability. Learn to navigate this terrain in a way that enhances your ability to govern as well as control the way this powerful force effects communication in your community.

5) PZ BOARD MEMBERS: COMPREHENSIVE PLANNING

Discussion on the practical and legal benefits of adopting a comprehensive plan. Included are the importance of involving the public in the development of the plan- early on; strategies for compiling essential data to set the direction of the plan; plan contents; and steps leading to the adoption of a comprehensive plan.

6) PZ BOARD MEMBERS: ZONING FOR SOLAR - Chuck Malcomb**7) HIGHWAY: ROADWAY AND ROADSIDE DRAINAGE**

This session will discuss the issues associated with poor drainage on and along the roadway and will show some good drainage practices that will extend the life of the road.

8) CODE ENFORCEMENT: CLIMATE SMART COMMUNITY GRANTS

Coming

9) WATER OPERATORS:

Coming

10) JUSTICES:

Coming

11) COURT CLERKS: RECORDS MANAGEMENT

This session will cover purging of records. Clerks will receive information on how to use the website to obtain the information needed to complete the records disposal request form.

AM BREAK 10:15 - 10:45 AM * SESSION 2 10:45 AM - 12:00 PM**1) ALL: CREATING HEALTHY SCHOOLS AND COMMUNITIES**

A five-year NYSDOH grant aimed at reducing obesity and preventable diseases throughout NYS. Specific initiatives include worksite wellness, complete streets, healthy festival policies, healthy corner stores as well as an introduction of farmers markets.

2) ALL: ELECTRONIC RECORDS BOOT CAMP

Intro to the world of electronic records by providing an overview of an array of electronic records concepts and topics; including e-mail management, imaging and document management systems, cloud computing, viewing social media as records, securing a set at your IT steering committee, electronic records preservation, and much more.

3) CLERKS: WHAT TO EXPECT FROM AN AUDIT

This session will familiarize you with the entire audit process - from its early stages to final report. Learn what the auditors are looking for; the professional standards they follow, and your role in the process.

4) BOARD MEMBERS: UNDERSTANDING THE BUDGET PROCESS

This session will explain the budgetary process, the procedures that should be used in preparing the budget, and the resources and tools available to assist with budget development. It will also address budgetary accounting and the requirements and options for amending the budget.

5) PZ BOARD MEMBERS: COMPREHENSIVE PLANNING CONTINUED

Review of comprehensive plan statutes and discussion on some of the benefits and wisdom of incorporating food systems planning and financial planning into the comprehensive plan.

6) PZ BOARD MEMBERS: ARTICLE 78 PROCEEDINGS & PLANNING & ZONING BOARD DECISIONS

Coming

7) HIGHWAY: WHAT EVERY HIGHWAY SUPERINTENDENT NEEDS TO KNOW

This session will provide an overview of what makes good roads, explain the total costs of a highway for all of the users, and identify low-cost solutions to typical problems.

8) CODE ENFORCEMENT: PREPARING FOR EXTREME WEATHER THROUGH LAND-USE PLANNING

Coming

9) WATER OPERATORS:

Coming

10) JUSTICES:

Coming

11) COURT CLERKS: TECHNOLOGY TIDBITS - WHAT OCA HAS TO OFFER JUSTICE COURTS

A representative from the Division of Technology will be present to bring you up-to-date on what they have to offer in addition to answering any questions.

LUNCH 12:00 - 1:00 PM * SESSION 3 1:00 - 2:15 PM**1) ALL: INTRO TO GRANT WRITING**

Suggested (but not required) to bring a laptop, tablet, or other electronic device for writing exercises and online examples. The contents and materials for this topic will be spread across both sessions; participants should plan to attend both sessions for full workshop content. This session will cover the key elements of developing strong grant proposals and will include time to do several practice exercises.

2) CLERKS: BIRTH, DEATH, AND MARRIAGE FILING

This session will explain issuing certified copies of birth, death, and marriage records, when, why, and to who; the correction process of these records; and Q & A

3) BOARD MEMBERS: PATHWAY TO BETTER RISK MANAGEMENT: CONTROLLING YOUR INSURANCE DESTINY

Fast-paced presentation with key information and take away aids for the formation of a Municipal Safety Committee. Information includes actual results, steps to establish and activate a Safety Committee that can reduce insurance and compliance (PESH/MSHA) costs.

4) PZ BOARD MEMBERS: GEOGRAPHIC INFORMATION SYSTEMS GATEWAY

A brief exploration of OPDI's online mapping application tool, which provides access to information on New York's diverse land and offshore resources so residents, local governments, educators, businesses and others can use this information when making planning and development decisions.

5) PZ BOARD MEMBERS: PLANNING AND ZONING: AN INTRO

This session will provide a basic overview of the functions of planning boards and zoning board of appeals and the land use tools they work with, the role of the comprehensive plan, procedures for holding meetings and hearings, and the enforcement of the boards' decisions.

6) HIGHWAY: MULTI-YEAR PLANNING

This session will explain the highway department and its managers' role in the budget process and will discuss how adopting a multi-year financial and capital plan can help streamline the budget process going forward.

7) CODE ENFORCEMENT: MEAT & POTATOES: THE MAIN COURSE

Coming

8) WATER OPERATORS: FUNDING OPPORTUNITIES FOR MUNICIPAL WATER/WASTEWATER

Environmental Finance Center provides financial and technical assistance primarily to municipalities by providing low-cost financing for their water quality infrastructure projects. Get information on grant opportunities and grant applications.

9) JUSTICES:**10) COURT CLERKS: WEB DVS/CDR/SEALING**

This session will provide you with report tips/problems and "things to remember." We will also have an in-depth presentation of the web-based application that stores Orders of Protection.

PM BREAK 2:15 - 2:45 PM * SESSION 4 2:45 - 4:00 PM**1) ALL: INTRO TO GRANT WRITING CONTINUED**

Participants will learn how to research for and build relationships with potential funding sources; how to develop a problem or need statement; and the process to develop a compelling narrative, accurate budget, meaningful and measurable goals, output, and performance measures. Recent trends in grant making will also be discussed.

2) CLERKS: LAWFUL GAMES OF CHANCE IN NEW YORK STATE/CLERKS LICENSING PROCEDURES

Overview of functions/mandates of the NYS Gaming Commission; review licensing procedures for clerks, regarding Games of Chance in NYS for non-for-profit organizations; review recently revised Games of Chance laws in NYS; review required background check on gaming license applications for Games of Chance by clerks; discuss duties of Gaming Commission investigators and clerks as mandated in Games of Chance and Bingo GML statutes; and Q & A.

3) BOARD MEMBERS: JUSTICE COURTS

Discussion on how to work more effectively within the boundaries which exist at the intersection of two separate, yet equal branches of government - courts and municipal boards.

4) PZ BOARD MEMBERS: IS SOLAR PV A GOOD FIT FOR YOUR MUNICIPALITY?

This session will cover programs offered by NYSERDA to assist municipalities implement solar PV; purchase power agreement; consideration of utilizing an expert to guide you through the permitting and construction of a project; contemplation of putting a moratorium on solar projects in your municipality; and Q & A.

5) PZ BOARD MEMBERS: PLANNING AND ZONING: AN INTRO CONTINUED

This session will provide a basic overview of the functions of planning boards and zoning board of appeals and the land use tools they work with, the role of the comprehensive plan, procedures for holding meetings and hearings, and the enforcement of the boards' decisions.

6) HIGHWAY: TRAIN THE TRAINER FOR DISTRACTED DRIVING

This session is essential for any individual who drives a municipal vehicle of their own during the course of their work for you. The emphasis is to raise awareness of the dangerous activities while driving that create distractions and cause drivers to lose focus behind the wheel. Suggestions to reduce or avoid accidents caused by dangerous interruptions will be covered.

7) CODE ENFORCEMENT: MEAT & POTATOES: THE MAIN COURSE

Coming

8) WATER OPERATORS: GO WITH THE FLOW: WATER & SEWER ADMINISTRATION

Establishing water and sewer rents; how users are charged; how improvements are paid for; who is responsible for pipes and mains, etc.

9) JUSTICES:

Coming

10) COURT CLERKS: ADVANCED FISCAL/Q & A ROUNDTABLE DISCUSSION

This session will take you through the steps to ensure accuracy in preparing and completing your Audit and Control Report. We will discuss balancing your bank accounts, accounting for deposits in transits, how to find errors, and keeping your accounts accurate.