

PLANNING & ECONOMIC DEVELOPMENT COMMITTEE
FEBRUARY 19, 2014
NOT APPROVED

Committee Members Present: C. Jessup, K. LaForge, S. Burt, D. Decker, D. Healy, D. Pullen, D. Root (Absent: T. Hopkins)

Others Present: L. Ballengee, J. Budinger, P. Curran, K. Dirlam, J. Foels, K. Graves, G. Hanchett, J. Luckey, T. Miner, B. Riehle, T. Ross, C. Santora, R. Sobeck-Lynch, S. Torrey, J. Wood

Media Present: D. Donohue, *Olean Times Herald*

Call to Order: The meeting was called to order at 2:00 p.m. by Planning & Economic Development Committee Chairman Charles Jessup.

Approval of Minutes

A motion was made by Legislator Healy, seconded by Legislator Burt, and carried to approve the Planning & Economic Development Committee minutes of January 22, 2014.

Employment & Training

Monthly Report

In addition to her monthly report, Employment & Training Director Reita Sobeck-Lynch told the Committee that the Business Spotlight scheduled for the next day, featuring Otis-Eastern, had 30 job seekers signed up to attend. The purpose of the Business Spotlight is for local businesses to talk about any openings that might be available as well as to inform job seekers what that business looks for in an employee. Ms. Lynch also reminded Committee members to mark April 2 on their calendars which is the day scheduled for the annual Allegany County Business Conference to be held on the Wellsville Campus of Alfred State College. Ms. Lynch also told the Committee that she had been invited to a Manufacturing Roundtable in Olean on Monday, February 24, with Congressman Tom Reed. Finally, Ms. Lynch informed the Committee that the most recent Manufacturing Council meeting had taken place at Saputo (formerly Friendship Dairy) and that there was a lot of interesting information provided.

Tourism

Monthly Report

Greater Allegany Chamber of Commerce Executive Director Gretchen Hanchett told the Committee that she did not have much to report this month, but echoed Ms. Lynch's opinion of the successful Manufacturing Council meeting at Saputo Foods. Legislator Healy noted that he, too, had been at the Manufacturing Council meeting and that he had been favorably impressed and that Saputo seems to be interested in being involved with the community. Ms. Hanchett went on to say that the previous day she had been at a luncheon where former Buffalo Bills player Thurman Thomas had also been in attendance as the I Love New York Advisory Council member representing Western New York. She said he told the group that he thinks too much attention is paid to New York City and not enough to Western New York.

County Planner, Economic Development, and Industrial Development Agency

Monthly Report

Legislator Jessup had requested a presentation by the three entities to bring Committee members up to date on the Crossroads Project.

County Planner Kier Dirlam and Economic Development Director/Industrial Development Agency Executive Director John Foels presented a PowerPoint presentation to the assemblage, following the history of the Crossroads Project from the 1970s to the present day and future plans.

Among the information presented:

Exit 30 is the only undeveloped flat exit between Erie, PA, and Bath, NY, on I-86. It has an underdeveloped tourism infrastructure, a shortage of hospitality services, and a shortage of retail space. However, there are opportunities for additional revenue streams from sales tax, property tax, and bed tax.

Graduates from the local colleges, about 1,500 annually, migrate to other areas. We could capture some of them and encourage them to stay. Parents, alumni, visiting teams, and others need to stay as far away as Rochester when visiting the local campuses because we don't have the services here.

Genesee River Wilds has been actively working on biking and hiking trails and canoe access.

In early 1970 the four-lane road, NY 17, was built.

Subsequently, the Empire Zone evaluated the area near exit 30 to see if an outlet mall would work. A lot of things in that study were positive, but for whatever reason, it didn't go.

In the late '90s, there was talk about changing NY 17 to an interstate. The Legislators at the time directed Mr. Dirlam to figure out what to do to capture traffic off the road and make people stop here, spend money, and start businesses.

In 1998, when Mr. Dirlam first began working for the County, he came up with a three-page sketch of what could be done.

Then NY 17 became I-86 and a big grand opening was held at exit 30; people came from many counties for the event.

After that, Mr. Dirlam did sketches about what could happen out there and conceptual layouts were done.

In 2003 they started having meetings with neighboring towns (four towns come together at that spot).

In 2004 an economic impact study was done to see if enough traffic passed by the spot to make plans viable.

A couple of years later, a deal was made with local farmers regarding a section of property that's farmland right now to allow the County to do archeological and environmental impact studies; wetlands studies were also performed. About 40 acres have had all that done.

In 2007 the first strategic marketing plan was developed.

In 2007 inter-municipal agreements were set up between the Town of Friendship and the County to provide sewer and water service. To get to this point, Friendship had to do upgrades on its system so it would have the capacity to offer those services.

Amity has expressed an interest in bringing an extension down from Crosbys up to the Crossroads.

The first engineering water map plan and report has been completed; the sewer engineering map plan and report has also been done. Since then there have been updates.

In 2010 the Planner engaged with folks from the Albany and Syracuse offices of the DOT to come in and analyze the intersection of Routes 20 and 19 to see if there would need to

be upgrades to that intersection to accommodate the traffic we were predicting would occur if we have this development in full form. They sent people out to count cars and trucks and came up with designs regarding what needs to happen out there because that intersection is not quite right. It has a funny angle, and trucks find it hard to turn there already, even with limited traffic. So if we increase the traffic, we have to be aware that at some point, some things will need to change out there.

The County also talked with the DOT about the rest area on the east-bound side of I-86 because it needs water out there. It currently operates on old wells, but would like to be on municipal water. Negotiations have begun, and they are in agreement to move forward. A design to get the water line out there has been created so we're ready to go.

LaBella Associates have worked on a design of a waterline, analyzed the location of a water tank that would be needed for fire service in the future. At this point, we don't see that we have to build that water tank, but at some point, when we reach some critical mass, the water tank will be added.

Bid documents for the construction of a waterline have been created, surveys and environmental reports are done.

In 2012 the IDA acquired 19 acres for development adjacent to the former truck stop; LaBella performed a wetlands analysis of that property, so we know where we can and cannot go.

The IDA created a Water Transportation Corporation that owns the waterline so it won't be a town or County waterline, but will be under the transportation Corporation. The IDA also worked with Allegany County to get development rights on 50 acres on the S curves. A topographic survey has been done on it and storm water plans developed for that property.

We have applied two times to Empire State Development to get help with the waterline funding, but have not been successful with those first two applications. However, we have met with EMS recently and talked in detail about the project and ESD is open to reconsider the project.

Allegany County has purchased a \$3.5M bond to do all this work.

The County received a \$150,000 grant from Appalachian Regional Commission in July 2012 (not spent yet); however, the ARC required the County to apply to USDA and go thru its hoops, which took a year to complete. (It required a full environmental audit, assessment, wanted everything covered again up to federal standards, so we did that.)

Where are we going? These are things we want to do (looking at the entire corridor from Friendship to the river for this project):

- redevelop Belvidere as a thriving hamlet
- increase office, retail, and driving related services
- provide pleasant location with trees, trails, ponds
- create a new park near river, eventually, with a boat launch and walking trails
- increase the number of houses in that area.

There are three major focuses

- a digester location—perhaps near former Friendship Dairy
- at the S curves area—tagged for light manufacturing area around intersection of routes 19 and 20—travel related services, hotel, conference center, restaurants, etc.
- long-term office space, light manufacturing, etc.
- additional residences.

Further into the future, across Route 19, there is additional potential for more types of development.

Mr. Dirlam then showed some artists' renderings of the potential future "Allegany Square."

Mr. Dirlam concluded by saying that once the water and sewer are out there, a lot of possibilities open up for the County. He added that this had been a joint effort by a variety of individuals and groups:

- Allegany County Legislators
- Allegany County Planning and Economic Development Committee
- Office of Development
- Industrial Development Agency
- Planning
- TVGA/KEOPS
- LaBella
- NYSDOT
- Towns of Friendship, Amity
- Genesee River Wilds.

Following the presentation, Mr. Foels answered questions from the Committee. Additionally, he told the group that this couldn't have happened any sooner for three reasons:

- Allegany County was not in a stable financial position until very recently
- The County had no planner for seven years
- The economy had tanked, and development, particularly in this part of the State had stopped for a number of years.

When asked about the status of the truck stop, Mr. Foels said it is owned by an independent group with which he has regular conversations. Beyond that, he said, he is bound by the strictest confidentiality. He added that the Development Office is beginning an aggressive outbound marketing program to entice companies and developers to come to Allegany County.

Attorney/Client Session

A motion to go into executive session at 2:47 p.m. was made by Legislator Decker, seconded by Legislator Root, and carried. A motion to leave executive session at 3:20 p.m. was made by Legislator LaForge, seconded by Legislator Decker, and carried.

Good of the Order

Legislator Jessup distributed a letter he had received from a constituent as an FYI to Committee members.

Adjournment

There being no further business to come before the Committee, the meeting was adjourned at 3:20 p.m. following a motion by Legislator Pullen, seconded by Legislator Decker, and carried

Respectfully submitted,
Cynthia Santora, Secretary to the Clerk of the Board
Allegany County Board of Legislators

**PLANNING & ECONOMIC DEVELOPMENT COMMITTEE
MARCH 19, 2014
NOT APPROVED**

Committee Members Present: C. Jessup, K. LaForge, S. Burt, D. Decker, D. Healy, T. Hopkins, D. Pullen, D. Root, C. Crandall

Others Present: L. Ballengee, P. Curran, K. Dirlam, D. Fanton, K. Graves, L. Gridley, G. Hanchett, R. Hollis, T. Miner, T. O'Grady, B. Riehle, T. Ross, C. Santora, R. Sobeck-Lynch, S. Torrey, N. Ungermann, J. Wood

Media Present: No media present

Call to Order: The meeting was called to order at 2:05 p.m. by Planning & Economic Development Committee Chairman Charles Jessup.

Approval of Minutes

A motion was made by Legislator Pullen, seconded by Legislator Root, and carried to approve the Planning & Economic Development Committee minutes of February 19, 2014.

Employment & Training

Monthly Report

Employment & Training Director Reita Sobeck-Lynch told the Committee that it had been a quiet month for her area. E&T obtained another almost \$11,000 in WIA money for adult training, which she characterized as "bonus money," so eight more people were able to receive training this month. On Tuesday, JCC (Jamestown Community College) will be at the Annex for an informational meeting about the advanced manufacturing classes they're offering. JCC received a grant through the CFA (Consolidated Funding Application) of \$990,000, so it will offer classes on all JCC campuses; the Olean campus will take 12 students. She added that she had attended a recent economic summit. Additionally, she had been at a meeting in Buffalo with Michael Hall, and he said that all of the counties had held their summit meetings except Erie County which had one scheduled for this month. He added that all the summit minutes had been sent on to the REDC (Regional Economic Development Council). She attended a Manufacturing Round Table with Congressman Tom Reed in Olean, which highlighted Scott Rotary Seals of Olean, which she said was an amazing plant.

Funding Transfer

Ms. Lynch requested a resolution for the transfer of funds within the following appropriation accounts. IT Director Deb Button has told them they need to replace five computers at \$620 each. The computers being replaced were purchased in June 2009 which E&T Center employees use on a regular basis. This MoE is necessary so that E&T's computers are up-to-date with local and state software.

Appropriations

From Account	To Account	
CD16406.201 D/W Equipment	CD16400.201 Admin Equipment	\$ 620
CD16406.474 D/W Vocational Training	CD16400.201 Admin Equipment	<u>\$2,480</u>
	Total	\$3,100

Approval was granted on a motion by Legislator Root, seconded by Legislator Decker, and carried. **Refer to Ways & Means**

Greater Allegany Chamber of Commerce

Monthly Report

Greater Allegany Chamber of Commerce Executive Director Gretchen Hanchett addressed the group, saying that the annual Chamber dinner will be held Friday (March 21) at 6 p.m. at Moonwinks Restaurant. Newly appointed Alfred State President Dr. Irby (Skip) Sullivan will be the keynote speaker. The next Manufacturing Council meeting will be held at Wellsville High School; the focus will be on how to better partner with the high schools, BOCES, and colleges. The hope is to create a County-based HR network to share best practices. On Monday, TPAs from the region will go to Buffalo to meet with Christina Orsi. The region got a \$300,000 branding grant which will be administered by the Buffalo-Niagara Region. It is Ms. Hanchett's belief that the meeting will let the group know how they will all be put under the Buffalo-Niagara Region brand. She is looking forward to what they are looking to do with tourism in the future as well. Funding prospects for I love NY funds look promising although the REDC funding process had been rejected. Ms. Hanchett indicated she would continue to monitor that process. Additionally, Ms. Hanchett said the Chamber has entered into a 12-week marketing program with a radio station in Rochester, The Zone WZNE 94.1 whereby it will offer contests with prizes highlighting something in Allegany County. For example, there will be Tough Mudder tickets, Swain ski packages, dinner at Cartwright's Maple House, fishing rod and tackle gift cards, a dinner at the Black-eyed Susan Café, and a one-night stay at Trout Run Camp Resort in Wellsville, to name just a few. On April 2, the Chamber will host its second annual Allegany County Business Conference at the Wellsville campus of Alfred State College. The keynote speaker will be Allegany County Industrial Development Agency and Commercial Incentive Board member Jack Wood who will speak on the X's and O's of Allegany County Economic Development. Other events include a panel discussion, "Growing Your Own Employees," with panel members Craig Clark, Acting Vice President for Academics at Alfred State, Joe Hart, Sales Manager, Lufkin-RMT, and Alan Barber, Engineering/Manufacturing Instructor, Belmont BOCES. Other speakers include Odeney Carty, Owner of rTechCustom Web Design, who will address Making Maximum Impact with Social Media; Roger Herman, Senior Benefit Advisor with Relph Benefit Advisors, who will speak on Developing Successful Strategies to Manage Employee Benefits; and Greg Lindberg, Economic Development Specialist with the Small Business Administration, Buffalo, who will discuss Financing Your Venture.

Legislator Burt asked several questions of Ms. Hanchett regarding the contract for tourism services.

The questions included:

How do you determine your team's effectiveness at year's end? Ms. Hanchett responded she uses the State report that includes sales tax and number of events.

How many trade shows outside of the County does Allegany County rent and staff annually? Ms. Hanchett noted that last year, that number was four. Sometimes they try to rotate among events.

How many members in the Chamber? Between 125 and 150 (not all are paid members).

What is the publication schedule for County brochures? Ms. Hanchett replied that the brochures are printed on a regular basis (Festivals & Events; Travel Guides; Hunting & Fishing).

County Planner

Monthly Report

County Planner Kier Dirlam reported that Economic Development and IDA Director John Foels is meeting with a prospective business today and is unable to attend today's meeting. He went on to remind the Committee that the Southern Tier West Local Government Conference is scheduled for May 7 at Houghton College, beginning at 8 a.m. He says it typically attracts about 400 participants. He said some topics include planning, zoning, and some tourism. The Planning Board meets this evening, he said, and representatives from Wal-Mart are expected to attend. He is hoping for a status update on the proposed Wal-Mart store in Wellsville. That meeting is scheduled for 7 p.m. at the CrossRoads. As regards the Broadband Grant, Mr. Dirlam said he had received a copy of the letter he had sent last September asking if there were any changes. He indicated he changed the schedule, adding three months to the deadline as they are so far behind in getting the contract out. This change was made in consultation with Chairman Crandall and the consultants from CONXX. Mr. Dirlam then gave an update of the 417 waterline project saying efforts continue in that regard. It is a \$930,000 project with \$150,000 allocated from ARC (Appalachian Regional Commission) and \$186,000 allocated from ESD. There is one final grant waiting approval from USEDA (Economic Development Administration) for \$460,000 which, he hears, is getting closer to a decision. If that comes through for the County, then the Village of Wellsville would only need to bond about \$150,000 for the project. This waterline will accommodate all the businesses on 417 from Northern Lights, Alstom Preheater, the Ford Dealership, the two motels, and the restaurant, he said. Finally, he has posted a draft of the online tourism map on the Allegany Planning.com website under information, under GIS. It is "buried" at this time until he is sure it is good enough to push to the tourism site. The map allows people to zoom into an area to determine camping areas, fishing sites, walking and snowmobile trails, hotels, etc. Over time, he said, he will add layers to the map to include restaurants and more. Mr. Dirlam asked Committee members to view the map and offer comments and critiques. This map will be a precursor to maps for other topics, he said. There was some discussion regarding Mr. Dirlam's PowerPoint presentation from the previous month. He answered all questions that arose. However, Legislator Decker wanted to go on record as being totally opposed to any development east of Route 19 as the vacant schools, Belmont and Rushford, would be excellent sites for future development.

Economic Development and Industrial Development Agency

John Foels was unable to attend the meeting as he was touring business people who might have an interest in the County. Legislator Jessup asked IDA President Jack Wood if he had any comments, to which Mr. Wood replied that he had nothing major to report at this time, but he hopes to be able to report on solutions to organization structure issues in 30-60 days.

Old Business

Legislator Jessup returned to the topic of the Tourism Contract referred to earlier in the meeting. He indicated that Legislators LaForge and Root had met with him to simplify and clarify the language in the contract. Most of that work has been completed, and when it is finished, he will forward it to Committee members and County Attorney Tom Miner for final review. Chairman Crandall will need to sign it when it is complete.

New Business

Legislator LaForge said he and the Village of Wellsville Mayor had been contacted by different car dealerships in the County who are concerned about dealers who are coming into the County from out of the area and setting up in a vacant lot for two-three days to sell cars and then going back to their original location. Mr. LaForge said the City of Olean recently passed an ordinance prohibiting that type of activity. It doesn't seem fair to those dealers who do business in the County and pay County taxes, etc. to allow these "alien" dealers to sell their cars. Mr. LaForge expects to receive a copy of the Olean ordinance and suggests that perhaps Allegany County should do something similar on a County-wide basis. It's important to protect County businesses who invest a lot of money here, he said.

Adjournment

There being no further business to come before the Committee, the meeting was adjourned at 2:40 p.m. following a motion by Legislator Decker, seconded by Legislator Root, and carried

Respectfully submitted,
Cynthia Santora, Secretary to the Clerk of the Board
Allegany County Board of Legislators

PLANNING & ECONOMIC DEVELOPMENT COMMITTEE
APRIL 16, 2014
AMENDED & APPROVED

Committee Members Present: C. Jessup, K. LaForge, S. Burt, D. Decker, D. Healy, T. Hopkins, D. Pullen, D. Root, C. Crandall

Others Present: M. Alger, H. Budinger, K. Dirlam, D. Fanton, K. Graves, L. Gridley, G. Hanchett, L. James, T. Miner, B. Riehle, C. Santora, R. Sobeck-Lynch

Media Present: No media present

Call to Order: The meeting was called to order at 2:00 p.m. by Planning & Economic Development Committee Chairman Charles Jessup.

Approval of Minutes

A motion was made by Legislator Root, seconded by Legislator Decker, and carried to approve the Planning & Economic Development Committee minutes of March 19, 2014.

Appointment to Southern Tier West Regional Planning & Development Board

The Chairman of the Board plans to reappoint Theodore L. Hopkins of Fillmore, NY, as a member of the Southern Tier West Regional Planning Board for a three-year term commencing June 1, 2014, and expiring May 31, 2017. Approval was granted on a motion by Legislator LaForge, seconded by Legislator Decker, and carried. **Prepare Resolution**

Employment & Training

Monthly Report

Employment & Training-Director Reita Sobeck-Lynch distributed her report for April and gave a quick overview of her written report, saying the month had been very busy and that numbers were way up from the prior month. She cited SNAP cases as an example. She noted that she had attached some additional documents: one regarding a manufacturing innovation bill and another regarding urgent issues for workforce in New York State. She also said that E&T had made the newspaper regarding the recently released unemployment rates, adding that there had been no significant change. However, the unemployment rates will go up in June because even professors are considered "unemployed" during the summer. She noted that the recent Business Conference had invited all the local papers, but only the Cuba Patriot had attended. She also said that changing the timing of next year's conference is under consideration because Legislators are unable to attend on the first Wednesday of the month due to regularly scheduled committee meetings. She said that Jack Wood had done a good job, but she felt that E&T had been overlooked and should be counted as a player in economic development in Allegany County. She informed the Committee that Lufkin would be speaking the next day for the Business Spotlight and that 21 people were registered to attend. Other information from Ms. Lynch was that Ray Mooney is no longer with Saputo Foods (formerly Friendship Dairy) and that he would be missed as he was a motivating speaker.

County Planner

Monthly Report

County Planner Kier Dirlam characterized his recent activities as a “time of conferences.” The day before, he had attended a GIS/SIG conference in Rochester to be updated on some technical aspects on the mapping program he uses in his work. He added that a lot of apps are going “mobile” for use on handheld devices rather than desktops. He had also recently attended the NY Planning Federation Conference where he was updated on SEQR forms. He advised the Committee that there would be a Planning Board meeting that evening at 7 at the Crossroads Center. On April 25, he said, the Genesee River Wilds would open its third park at the Belfast River access. They are still looking for a three-year sponsorship from some individual or organization. When asked, he said this is the third (Belfast, Caneadea, Transit Bridge) such park in a plan for eight or nine. He also told the Committee that he had spoken to an OTH reporter regarding census data that indicated a great loss of population for the County. Noting that this is a very complicated topic, and that he would be very happy to sit down with anyone interested in the full story, Mr. Dirlam indicated that overall, we (Allegany County) have been losing approximately one-two percent each decade since 1980. He added that population loss is a trend for almost all of upstate New York with the possible exception of Ithaca. In his opinion, the losses have been overestimated, but we won’t know that for sure for about another six years. Mr. Dirlam also mentioned his admiration of the late Sue Myers, a former Legislator, who died a couple of weeks ago. Finally, Mr. Dirlam distributed a proposal for engaging KHEOPS (who bought out TVGA) on a retainer to help the County with its grant writing endeavors. Mr. Dirlam feels the terms are reasonable [a retainer of \$1,000/month (this would afford free consulting to the County municipalities) and a flat rate of \$1,800 per grant application]. In addition, the retainer would include the submittal of a CFA (Consolidated Funding Application) for the Crossroads Project as well as an additional grant application of the County’s choice. The retainer would also include office hours at the Crossroads Building as necessary. The Company formerly had been charging on a per job basis and determined the cost of doing the application based on the grant and the amount of work involved, so prices fluctuated. Over the past few years, the County has spent less than \$30,000 and has been awarded grants totaling approx. \$1.3 million. Mr. Dirlam feels it’s been a good return on investment. Legislator Jessup indicated he hoped a decision could be made at next months’ meeting.

Greater Allegany Chamber of Commerce

Greater Allegany Chamber of Commerce Executive Director Gretchen Hanchett told the Committee that she had attended Andover Maple Festival and distributed travel guides. She added that she had done video interviews and posted them on social media. Recently, she added, the County has advertised with *Explore NY, the Rushford and Cuba Lake book*, and Multi-View Canada, a new company the Chamber is using on the web page and in print material focusing on the camping and RV population which is a good draw for our area. She said she is preparing for the next round of festivals with rack cards. The Chamber decided to use rack cards because it was often difficult to obtain dates and times from event organizers, so migrated to using event cards which can be more accurate and more cost effective and drives folks to the website as well. She added that she will be meeting with Designer Rick McLay to develop a new travel guide. She added that they are discussing the merits of accepting ads to help cut costs. She said the Chamber is in the “home stretch” of the development of the new tourism website, saying it has a nice new look to it and will offer more video and adventure packages. It’s quite a

process, she said, and it seemed to not be coming together, but it's back on track, and she is very pleased with how it looks. She said that Break the Ice Media has put together a digital marketing plan that is awesome, but that we can't afford to do everything in it; however, we can break the suggestions into steps to do as we can afford. The web show, "Discovering Allegany County will be sending out a casting call in the next few weeks and will film July 17-22, which will include the Fair and the Balloon Rally. She predicts a very busy time. She reiterated Ms. Lynch's comments about the Business Conference, saying that she had received good reviews on the workshops that had been presented. She would also like to try to get more people to attend because it is a great service we can provide to our local businesses. Legislator Burt inquired about the cost of developing and hosting the new website. Ms. Hanchett said that the biggest expense is in its development, but that the hosting will not be out of line. She added that the former host was not responsive to requests for changes to the website and was expensive as well. With some training, Chamber staff will be able to update the new site being created by Equa TEK Interactive, Inc., of Rochester.

Economic Development/Industrial Development Agency

Economic Development Director/Industrial Development Agency Executive Director John Foels was unable to attend the meeting.

However, Chairman Crandall said that the IDA had met that morning and that he had invited Jack Wood (IDA President) to attend a Committee of the Whole meeting on May 28 and share information at that time.

Old Business

Allegany County Wins 2014 NY Planning Federation Award

Chairman Crandall congratulated Mr. Dirlam on his role in producing the Allegany County Comprehensive Plan which had garnered the New York Planning Federation Comprehensive Plan of the Year Award which was announced at the annual conference by the Executive Director Judith Breselor. Legislator Jessup distributed a copy of the article announcing the award. Chairman Crandall said a more formal recognition of this achievement will be made at an upcoming Board meeting.

Planning Board Update

Legislator Pullen informed the Committee that the Town of Caneadea Planning Board had received an application from a private organization to put up a tower to provide internet and cell service for its own operation. The Town Zoning Law has a procedure that allows the Planning Board to expedite such issues which gets referred to the Town Zoning Board of Appeals. It has been through both of those steps, but because it is within 500 feet of a County road, it needs to be referred to the County Planning Board for review, and that will happen this evening.

Chamber of Commerce Tourism Contract

Legislator Jessup began the discussion on the Chamber of Commerce Tourism contract, saying that County Attorney Tom Miner has reviewed it and made any necessary corrections, and that now it was time to decide whether it should be sent to the Board for approval. Legislator Burt began the discussion, noting that he did not see much difference between this version and the previous one. However, he questioned section "L" which reads, "To measure

yearly progress with a matrix established and approved by the Planning & Economic Development Committee,” asking if a matrix had yet been determined. When he learned that none had yet been established, he voiced his concerns about whether it is fair to the Chamber to proceed without knowing exactly what it will be judged on. There was much discussion regarding how/what is the best way to measure such progress. Legislator Root said that perhaps it should be forwarded to an AU Program Evaluation class to look at and analyze and try to figure out how to determine if tourism is being successful. The issues of sales tax and bed tax arose. Legislator Hopkins noted that in Allegany County, sales tax is typically energy driven and that there are not that many beds for hire (estimated 200). Legislator Fanton noted that the Chamber does more than tourism. Legislator Jessup agreed that was true, but the contract under discussion relates solely to tourism. Other issues that arose included whether or not the matrix would be solely outcomes-based or would the activities performed by the Chamber be included as well. That concern was answered with the statement that the activities would be part of the Chamber’s plan, but not necessarily part of the outcome (evaluation) because just following the plan does not ensure success. Legislator Burt again voiced his concern about making the “matrix so ‘outlandish’ that no one could accomplish it or so simple that anyone could do it,” adding that he did not see how the Committee could agree to a contract without seeing the evaluation matrix. Chairman Crandall reminded the group that there are specific guidelines that the Chamber needs to follow in order to receive the funding it gets from the State which also affects the evaluation. There was a general consensus that this is a difficult aspect to nail down. Ms. Hanchett indicated that she didn’t want the matrix to be too restrictive because things continue to evolve and because of budget constraints the Chamber can’t do every show every year, so she mixes it up and spreads it around. Legislator Burt reiterated his concern about the contract’s being unfair until a matrix is determined. Legislator Jessup said that he hoped that over the next few months the subcommittee that had been working on the contract could determine a matrix. Ms. Hanchett said she would like to work with the Committee charged with doing that. Legislator Pullen said he thought we should go ahead with the contract, but look for other counties who might have been in this position before us who might have created measurements for success that we might be able to apply to our situation. That having been said, the contract was approved as presented to be forwarded to the full Board on a motion by Legislator Healy, seconded by Legislator Root, and carried. **Prepare Resolution**

Adjournment

There being no further business to come before the Committee, the meeting was adjourned at 3:15 p.m. following a motion by Legislator Healy, seconded by Legislator Decker, and carried.

Respectfully submitted,
Cynthia Santora, Secretary to the Clerk of the Board
Allegany County Board of Legislators

**PLANNING & ECONOMIC DEVELOPMENT COMMITTEE
SPECIAL MEETING
May 12, 2014
AMENDED & APPROVED**

Committee Members Present: C. Jessup, K. LaForge, S. Burt D. Decker, D. Healy, T. Hopkins, D. Pullen, D. Root, C. Crandall

Others Present: M. Alger, K. Dirlam, D. Fanton, K. Graves, L. Gridley, T. Miner, B. Riehle, C. Santora, N. Ungermann

Media Present: No media present

Call to Order: The meeting was called to order at 12:45 p.m. by Planning & Economic Development Committee Chairman Charles Jessup.

KHEOPS Grant-writing Proposal

Legislator Jessup reminded the Committee that the proposal tendered by KHEOPS (which bought out TVGA) to engage them as the County's grant-writing firm had been distributed at April's Planning and Economic Development Committee meeting. Chairman Crandall added that since the Governor's Office has escalated the CFA process from mid-August to mid-June, the luxury of time we previously believed we enjoyed had evaporated, and if a decision is not made (and if approved, moved to the full Board this afternoon), the County would miss out on this round of funding. If the proposal is approved at Committee, it will come off the floor at today's Board meeting. The terms of the proposal were reiterated: a retainer of \$1,000/month (this would afford free consulting to the County municipalities) and a flat rate of \$1,800 per grant application]. In addition, the retainer would include the submittal of a CFA (Consolidated Funding Application) for the Crossroads Project as well as an additional grant application of the County's choice (which has not yet been determined). The retainer would also include office hours at the Crossroads Building as necessary. The Company formerly had been charging on a per job basis and determined the cost of doing the application based on the grant and the amount of work involved, so prices fluctuated. Over the past few years, the County has spent less than \$30,000 and has been awarded grants totaling approx. \$1.3 million. Mr. Dirlam added that at least three local municipalities have put their grant applications "on hold" until they know for certain whether they can engage KHEOPS through this contract. Approval to accept the proposal to contract with KHEOPS and to fund the contract with Contingency money was granted on a motion by Legislator Hopkins, seconded by Legislator Root, and carried. This resolution will come off the floor at today's Board meeting. **Prepare Resolution**

Adjournment

There being no further business to come before the Committee, the meeting was adjourned at 1:52 p.m. following a motion by Legislator Hopkins, seconded by Legislator Decker, and carried

Respectfully submitted,
Cynthia Santora, Secretary to the Clerk of the Board
Allegany County Board of Legislators

PLANNING & ECONOMIC DEVELOPMENT COMMITTEE
MAY 21, 2014
AMENDED & APPROVED

Committee Members Present: K. LaForge, S. Burt, D. Decker, D. Healy, T. Hopkins, D. Pullen, D. Root, (Absent: C. Jessup, C. Crandall)

Others Present: J. Adams, M. Alger, S. Ellison, D. Fanton, J. Foels, K. Graves, L. Gridley, G. Hanchett, T. Miner, T. O'Grady, B. Riehle, T. Ross, C. Santora, R. Sobeck-Lynch, N. Ungermann, J. Wood

Media Present: D. Donohue, *Olean Times Herald*

Call to Order: The meeting was called to order at approximately 2:02 p.m. by Planning & Economic Development Committee Vice Chairman Kevin LaForge.

Amendment & Approval of Minutes

Amendment & Approval of Minutes

- April 16, 2014

Under **County Planner**

Monthly Report

“On **April 15**, he said, the Genesee River Wilds would open its third park at the Belfast River access.”

The correct date should be **April 25**.

Under **Chamber of Commerce Tourism Contract**

Legislator Burt again voiced his concern about making the “matrix so ‘outlandish’ that no one could accomplish it or so simple that anyone could do it,” adding **that he did see how the Committee could agree** to a contract without seeing the evaluation matrix.

The bold line should read: “...he did **not** see how the Committee could agree....”

- May 12, 2014

Under **Committee Members Present**

Legislator Scott Burt was inadvertently omitted from the attendees; remove him from the “absent” section and reinstate him as present.

A motion was made by Legislator Root, seconded by Legislator Healy, and carried to approve the amended Planning & Economic Development Committee minutes of April 16, and May 12, 2014.

Employment & Training

Monthly Report

Employment & Training Director Reita Sobeck-Lynch reviewed her monthly report for May 2014, April unemployment figures had been released that day. Ms. Lynch indicated they were down slightly from the prior month. If we compare figures to April 2013, we are down 1.4 percent. Starting in June, we will have an enhanced JobTrak Program where the work crews will meet with E&T every other week to talk about job readiness, job search, etc., and will allow crew supervisors to look for additional sites for placement of JobTrak people. (Currently there are a lot of people and not enough job sites, she said.) The employment assessment class has

realized \$221,432 (year-to-date) in savings for Allegany County. As regards the Transitional Jobs Program: there is one worker in that program (at this time a County employee as we paid her wage of \$8/hour to give her a real-life work experience) is doing so well at Manor Hills that they want her for 40 hours per week. The Program ends June 30, and then they will hire her full time. Legislator Healy inquired about unemployment rates, asking if there is any way of tracking how many people's unemployment benefits ran out and moved onto Social Security Disability or Welfare rolls? Ms. Lynch indicated that the numbers only track the unemployed, and once benefits are over, they're just gone. And even though the figures are based on data, they are often a "best guess" effort. She went on to say that there is a new ice cream business in Houghton. Legislator Fanton added that Lufkin and Dresser are hiring, and that's got to be a help to the County. Ms. Lynch said 96 E&T clients have been hired so far this year: 30 full-time and 66 part-time. She told the Committee that there will be a Job Fair on June 6 at JCC, but that there are no Allegany County businesses signed up to participate. She noted that the big Job Fair is really the one that is done jointly with Alfred State. Also, Olean General Hospital and Cuba Hospital will conduct a Health Care Workshop and Chris Napoleon of Napoleon Engineering will do one on manufacturing.

WIB Agreement

Ms. Lynch requested that the Committee approve the Cattaraugus-Allegany Workforce Investment Board (WIB) Agreement for the period July 1, 2014, through June 30, 2015, noting that it is very similar to the current agreement, and to authorize Allegany County Board of Legislators Chairman Curtis Crandall to sign the agreement when it is finalized. She added that County Attorney Tom Miner and County Administrator Mitch Alger had both reviewed and approved the agreement. Legislator Burt stated he was uncomfortable voting on a document he had not had time to read prior to the meeting. The WIB agreement was approved on a motion by Legislator Healy, seconded by Legislator Hopkins, and carried. (opposed: Legislator Burt)

Prepare Resolution

Tourism-Greater Allegany Chamber of Commerce

Monthly Report

Greater Allegany Chamber of Commerce Executive Director Gretchen Hanchett told the Committee that she had recently attended the "I Love NY" Tourism Conference in Syracuse as well as the Governor's Tourism Summit in New York City, which she found helpful and interesting. She added that the format resembled "speed dating" in that participants were directed to move from table to table at five-minute intervals throughout 11 tables of buyers (i.e., folks who might be instrumental in bringing visitors to the respective counties). Ms. Hanchett went on to say the ads had recently been placed in such venues as Explore NY, All That Jazz, Food Traveler's Magazine, Letchworth State Park Guide, I-86, Rushford Lake Book, Cuba Lake Book, and MotorCoach Canada. Additionally, Travel Guides were distributed to the Bike NY; rack cards will be printed by the end of the month; and Travel Guides were distributed to Explore NY. The next round of Festival & Events Rack Cards will be available June 1. However, she added, the Civil War re-enactment will not happen in Angelica this year. She will try to determine why and how the GCACC can help it to return. Tough Mudders is 83 percent filled for registration; hotels are fully booked that weekend. The new Travel Guides will go to the printer on September 15 for delivery in October. Additionally, she said, she is looking at selling ad space in the Travel Guide to help defray costs. Ms. Hanchett said she is continuing to work with Equa TEK Interactive, Inc., of Rochester on the new tourism website as well as with Break the Ice Media on marketing goals. Filming for the web show "Discovering Allegany County" will

begin July 17. A casting call has already been sent out. And, finally, the next Manufacturing Council meeting is scheduled for June 10 at Alfred University. She reminded the group that planning for the Council's annual fund-raising golf outing has begun. The proceeds benefit the Manufacturing Council of Allegany County's Ian Gregory Bole Scholarship.

County Planner

County Planner Kier Dirlam was unable to attend the meeting.

Economic Development

Monthly Report

Economic Development Director John Foels distributed the Friendship Empire Zone Annual Business Activity Report Summary for 2012. The 56 Empire Zone certified businesses had the following results for 2012: Capital Investment: \$18 million; Capital Investment Cumulative Growth over 18 years is now \$202.6 million; Local Employment of 2,100 employees; Local Employment Payroll of \$104.7 million, with an average payroll of \$49,858 per employee; New York State Tax Credits of \$1.9 million returned to these Allegany County businesses. The point is, he said, we have tools and we strive to use the right tool at the right time for the benefit of our specific client. Mr. Foels went on to give a brief history of the Empire Zone in Allegany County, saying that it began in the communities of Friendship and Cuba, and that's where it stayed until 2001 and 2004 when it had the opportunity to expand into additional communities. The unique thing is that every community had to vote for the others to be included, which he was told at the time was very rare. The growth started to take off following the expansion. Until that time, most major industries were not represented in the Empire Zone. For example, Wellsville had the only Dresser plant of the three not in an Empire Zone. The report, he added, is compiled in his office with the help of Wendell Brown, who was the full-time director until his retirement a few years ago. The information is not simply reported, but also filed with New York State Tax and Finance. Mr. Foels also explained how the program works: companies that make capital investments during the course of the year get to utilize that as a NYS tax credit. Unfortunately, he added, the program no longer exists as an ongoing program, but rather as a "grandfathered" program. In other matters, Mr. Foels said that he has been meeting on a regular basis with Empire State Development which is very aggressive in the Southern Tier and that the next round of Consolidated Funding Applications deadline is coming up. He added that Allegany County has had remarkable success in the past with CFA. He continues to monitor Start-up New York and NY "Hot Spots" programs and will bring information to the Committee when it is available. Finally, he said, the Incubator in Alfred will be "graduating" two firms soon, freeing up some space for new incubator/start-up companies.

Industrial Development Agency

Update

Industrial Development Agency Chairman Jack Wood, who had previously spoken at a Committee of the Whole meeting, said that the IDA has identified 27 committees, councils organizations, non-profits, etc. in Allegany County (though he may have missed a few) to help build a marketing platform to expand business in Allegany County. He asserted that Allegany County needs to focus on "outside" sales; that is, attracting businesses from outside the County

and outside of New York State. Although I-86 is the hallmark project it is not the only project that will be considered. He added that the County also needs to continue its activities for retaining and growing our businesses here in Allegany County. To do that, however, the County needs a plan for marketing and sales. He wants the IDA to work together with volunteers, business and government leaders, and support resources such as those 27 organizations mentioned earlier to create a diverse team of citizens with a single purpose of identifying, attracting, and “closing the sale” to bring new business to the County.

One of the first steps to realizing that goal is to reorganize the IDA to focus more on new non-Allegany County and non-New York State businesses and get them to move here because we want to bring new business and industry to Allegany County and to NYS. The IDA is working right now to pull together a team of business leaders: a volunteer group to help in building a business plan to bring business to the County. They will collaborate with legislators and business leaders to make that happen. Mr. Wood would like to have a 90-day timeline to keep the focus “on track.” He said that the team will be in place in 90 days and he will again report to PED at that time. He noted there are changes we need to make in the County in order to significantly ramp up our efforts to attract business to Allegany County. He added, that instead of the “dreaded” term “deliverables,” the IDA will use KPIs or key performance indicators to measure its progress, because, he said, “I like empirical measurements.” He added that “when we bring the plan to you, there will be KPIs in it.” He reminded the Committee that at the aforementioned Committee of the Whole meeting, he had asked, and received, an informal vote of confidence to move forward to put that team together and to build the plan to focus on new business from outside the County and outside the State. He will provide a full-blown report before the August 11 Committee of the Whole meeting. The Committee is comprised of Legislator Ted Hopkins; County Administrator Mitch Alger; Mike Johnsen, a former Motorola executive; and Jodi Adams, secretary to the County Administrator. The group meets Tuesdays and Fridays from 1-3 p.m. Their focus is two-fold: to retain and grow existing business in Allegany County and to attract new business to Allegany County from outside New York State. The County’s economic development planning has been doing well, he said, citing the Comprehensive Plan which was named Number 1 in the State. “We have done a good job of keeping our businesses,” he added, citing the recent IDA Audit issued by the state which noted a 250 increase in jobs in the County. “We simply need to continue and ramp up those efforts that we’ve been doing for the businesses we have and add planning and economic resources to extend that focus. Mr. Wood would like that plan to look forward 1, 5, and 10 years with specific action deadlines and a specific implementation plan with tangible outcomes and measurements.

Legislator Healy inquired whether the aforementioned 250 jobs were “net” jobs to which Mr. Wood replied in the affirmative.

Legislator Burt commented that a 2004 paper he’d received from Superintendent of Public Works Guy James stated that no business would want to locate at the I-86 exit unless the waterline was already in place. He requested that when the IDA seeks its pool of prospective businesses, a question be included asking if that statement is still correct: water or no water!

Legislator Healy commented that businesses don’t make the investment if services are not available. In fact, he said, Cabela’s had been interested in coming to Allegany County until it learned there were no services at the site. He then distributed several articles dealing with growing local economies.

County Attorney Tom Miner said that it is a very complex legal issue why the County at this point is not installing the waterline which would best be discussed in an attorney/client session, perhaps at some future date.

Mr. Wood said he could not respond to the report referenced by Legislator Burt because he has not seen it. He added that he will include the IDA’s thoughts on water in the full report

later this summer. He also said he would like to see something “stronger” than a diner out there before we install the water. We must make a highly informed choice. He also said that the County has bigger issues than water—gas is 1.5 miles away. However, he is certain we can get lots of interest in I-86 once we focus on it.

Legislator Fanton reminded the Committee that in 2004, Allegany County had no money; but now that it does, we have set it aside for this purpose, but we need a commitment before we put the water in. He added, we can get water there without much difficulty because the funding is there; the engineering is all done; the permits are done; the Army Corps study is done, so that in two-to-three months, water can be installed.

Legislator Hopkins reminded the Committee that Mr. Wood was present at the meeting to review what IDA is doing, and that the discussion of water and gas is getting way ahead of ourselves.

Mr. Wood, referring to a popular movie, said, “This is not a field of dreams...if we build it, they won’t necessarily come!” The waterline is only a 90-day deal to be able to put it in.

Legislator Healy reiterated his concern—the I-86 spot is a great location, but what services are there? No water? End of conversation. He added that when the Truck Stop closed, the County lost \$1 million in annual sales tax.

Mr. Wood said that the I-86 spot needs to be looked at and a grand plan developed for that spot.

Legislator Burt ended the discussion by saying that he felt there was no better candidate to lead the IDA than Jack Wood.

Good of the Order

Legislator Burt said he had visited the new hardware business in Bolivar and pronounced it a nice store—clean and set up well. Mr. Wood had also visited that store that day and concurred with Legislator Burt’s assessment.

Adjournment

There being no further business to come before the Committee, the meeting was adjourned at 3:25 p.m. following a motion by Legislator Hopkins, seconded by Legislator Root, and carried

Respectfully submitted,
Cynthia Santora, Secretary to the Clerk of the Board
Allegany County Board of Legislators

PLANNING & ECONOMIC DEVELOPMENT COMMITTEE
JUNE 18, 2014
NOT APPROVED

Committee Members Present: C. Jessup, K. LaForge, S. Burt, D. Decker, D. Healy, T. Hopkins, D. Pullen, D. Root, C. Crandall

Others Present: M. Alger, L. Ballengee, L. Bliven, K. Dirlam, D. Fanton, J. Foels, K. Graves, L. Gridley, G. Hanchett, L. Hunsberger, L. Kaminski, T. Miner, T. O'Grady, B. Riehle, T. Ross, C. Santora, D. Scholes, R. Sobeck-Lynch, N. Ungermann, C. Whitwood, J. Wood

Media Present: No media present

Call to Order: The meeting was called to order at 2:30 p.m. by Planning & Economic Development Committee Chairman Charles Jessup.

Amendment & Approval of Minutes

Under **WIB Agreement:**

“Ms. Lynch requested that the Committee approve the Cattaraugus-Allegany Workforce Investment Board (WIB) ~~Local Plan~~ for the period July 1, 2014, through June 30, 2015, noting that it is very similar to the current ~~plan~~, and to authorize Allegany County Board of Legislators Chairman Curtis Crandall to sign the ~~local plan~~ when it is finalized.”

Replace “Local Plan” and “plan” with “agreement.”

A motion was made by Legislator Root, seconded by Legislator Healy, and carried to approve the amended Planning & Economic Development Committee minutes of May 21, 2014.

Employment & Training

Monthly Report

Employment & Training Director Reita Sobeck-Lynch reviewed her monthly report with the Committee, saying there may be new legislation that may replace Workforce Investment Act that will become the Workforce Innovation and Opportunity Act. Ms. Lynch also distributed some information regarding the proposed change as an FYI to Committee members. She added that nothing has been voted on or finalized yet. Also, on the back of her report, Ms. Lynch had summarized E&T Budget and where their money comes from. She indicated that this year, E&T had received \$30,000 from the County which is .0003 percent of the total County Budget. She went on to say that there are 112 eligible applicants for the Summer Youth Employment Program; E&T expects to employ approximately 70 youth at locations throughout the County for \$8 per hour, 28 hours per week, for six weeks. Currently, there are 47 people placed in 17 locations. Most SYEP jobs begin in July. In order to monitor these employees, Ms. Lynch recommends using TANF (Temporary Assistance for Needy Families) dollars to hire a supervisor position (see below) for July and August. So, instead of using the funds to hire another \$8 per hour laborer, Ms. Lynch would like to hire someone with a college education for \$12 per hour in this supervisory role.

Request to Fill a Summer Youth Employment & Training Counselor Position

Ms. Lynch requested permission to hire a Summer Youth Employment & Training Counselor Position (temporary/full-time) at an hourly pay rate of \$12. This position is necessary for the counseling, coordination of services, and monitoring of approximately 65 youth at approximately 35 work sites throughout the County. These duties require a great deal of time when carried out by the Senior E&T Counselor and Job Developer. The on-site oversight of the youth and the worksite and communication with the employers would not be as thorough as it could be with these duties being totally assigned to the Summer E&T Counselor. Regular on-site monitoring of the program ensures compliance with regulations and promotes open communication with the workers and employers. The position is 100 percent funded by the TANF and WIA allocation E&T receives for summer youth employment. Approval was granted on a motion by Legislator Healy, seconded by Legislator Root, and carried. **Refer to Ways & Means**

County Planner

Monthly Report

County Planner Kier Dirlam noted that the Town of Burns has acquired three properties on the corner of Main Street and South Church Street that are in bad shape and need rehabilitation. The Landmark folks were down last week to see what can be done there; that is progressing slowly. Mr. Dirlam said that if anyone has any ideas on some developer or entity with resources who might want to keep that as a historic intersection to let him know because the alternative is to knock those shells down and lose the historic designation which would be a loss. He went on to say that FEMA notified his office that it is engaging in a complete re-do of the flood plains in the Erie Basin (Cattaraugus Creek affects us) and the County has two towns within that area. He will fill out the survey, he said, adding that it is his hope that FEMA will look at one of our other watersheds soon because most of our floodplain maps are pretty out of date (from the mid-to-late-1970s).

Allegany County “Comprehensive Planning School” Contract

In January 2014, Mr. Dirlam had given the Committee the following overview of a proposed Comprehensive Planning School:

“...he had received notice of a successful grant application to create a “Comprehensive Planning School.” This would require a commitment from the towns and the villages to go through the process of creating a comprehensive plan. Each of about 15 scheduled sessions would focus on a portion of a comprehensive plan, and each team (ideally, each municipality would send a group of people to these sessions) would take that information, return to its respective municipality, and plug in the appropriate and necessary information. At the end of the process, a professional planner/writer will edit the draft plans. Mr. Dirlam anticipates having four comprehensive plans created or updated at the end of the process. When queried, he said that four villages/towns will be targeted, although a fifth could be added, that would be about the limit. Mr. Dirlam stressed that the towns and villages would need to make a true commitment to the process in order to end up with a complete document. The grant provides \$67,000 in funding for this project in order to pay a consultant to create the curriculum and conduct the course.”

To that end, Mr. Dirlam distributed a draft plan to the Committee for the project and subsequently requested a resolution approving the receipt and execution of the required contract documents with New York State for a grant the County has been selected to receive to

develop the “Allegany County Comprehensive Planning School” CFA #27929/Contract #39511. The requested resolution should also reflect

--the total NYSERDA award amount for all tasks shall not exceed \$67,669

--the County and participating Towns & Villages will provide a minimum in-kind cost share of 25 percent to provide at least \$22,556 in-kind

--Total Project cost will be \$90,225.

The following 2014 budget adjustment is also requested:

Appropriations (\$67,669)

A8020.495 (Home & Community Serv-Contractual- Allegany County Comprehensive Planning School)	\$67,669
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Revenues (\$67,669)

A8020.3089.00 (St. Aid Other)	\$67,669
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Local County Share: \$22,556 In-Kind

Chairman Crandall reiterated that although Allegany County created its Comprehensive Plan “on the cheap,” it was not a “cut-rate” plan. Having a County Planner on board is a great benefit to the towns and villages, he said. And this [helping towns and villages create their plans] is an extremely important piece of that position. Rather than spend the money it would take to have just one municipality create a plan, (the cost of having an outside firm create a plan is substantial!), this grant multiplies the opportunity for individual communities to piggyback off of what we’ve done and utilize monies available through the Consolidated Funding Application process. You’ve frequently got to have a plan in order to be considered for funding. Mr. Dirlam added that this “school” is a more efficient way to deliver a service (plan creation) that the County already provides to towns and villages. This may lead to more economic development and other advantages. Additionally, any town that completes a plan and applies for a grant, gets additional points on its application Chairman Crandall went on to say that this project is also a big step toward “shared services” among municipalities in the County. Approval was granted on a motion by Legislator Healy, seconded by Legislator Decker, and carried. **Refer to Ways & Means**

Greater Allegany Chamber of Commerce/Tourism

Monthly Report

Greater Allegany Chamber of Commerce Executive Director Gretchen Hanchett told the Committee that things are going well in tourism, and that it is extremely busy right now. She added they had covered the Irish Bowling event, the Celtic Festival, as well as other events. She said the Branding Grant will be reviewed in July, so hopefully someone will be chosen and the branding grant will begin. Ms. Hanchett also said that she had worked with Economic Development Director John Foels to devise a way to help monitor tourists in the area. They devised a survey card to be handed out at events and dropped in a basket so Allegany County can start accumulating its own data. She said she had ordered 8,000 cards and was also looking into purchasing a Kindle to be raffled at the end of the summer, chosen from the submitted cards, as an enticement for filling in the cards. She indicated that the questions in the survey included: Where are you from; What brought you here; What have you enjoyed most on your visit; How can we improve; Will you return; and comments. Ms. Hanchett went on to say that the tourism web site is now live (still being tweaked) but it will boast videos and our reality web show eventually. She added that she is working with Breaking Ice media group to help with

its launch and they will also help Tourism connect to markets it hasn't yet been able to connect with on social media. Additionally, she said, she is working toward a Tourism Conference in the fall which will pull all our tourism businesses together in order to start putting together packages, especially adventure packages, and she will work with Access Allegany to put together some bus tours; the first will be to historic sites, though that project is still in the works. She reminded the Committee members of the Manufacturing Council's golf outing on August 15 and informed them that Tough Mudders is about 91 percent full at this time. There are still details to be worked out and they are looking for more volunteers and hoping to get local businesses and vendors more involved. She said that the Alfred Sun had published a nice article on the Most Arts Festival in Alfred which takes place July 6 through 12. Ms. Hanchett also said that the new rack cards will soon be available for the second half of the summer, and that there will be a Business After Hours on June 30 at the Nitros' game. Legislator Burt inquired whether Allegany County would have a presence at the New York State Fair. Ms. Hanchett said she had spoken to someone about that and was waiting to hear back. We would be located in a regional booth, she said. She went on to say that she hadn't realized that we need to pay in order to have a presence there.

Economic Development

Monthly Report

Economic Development Director John Foels reported that the Manufacturing Council had held a meeting at Alfred University the previous week. He said it was an incredible presentation on the ceramic side. Additionally, there was a tour of campus. He said he thought it may have been an eye-opener for the attendees. He went on to talk about the Comprehensive Plan, saying that when Mr. Dirlam attended the annual meeting, it was revealed that a lot of counties don't have a Comprehensive Plan and many others haven't updated theirs for many years. He added that part of the reason Allegany County has been able to secure some of the funding it has is based on the fact that we have a Comprehensive Plan and that scores huge points for us. He also said that he and Mr. Dirlam are in conversation with Chautauqua and Cattaraugus counties regarding "like" initiatives. He said that the I-86 Corridor and the railroad system provide a transportation link and maybe we can build on that. He added that it is too early to talk about particulars, but it is an important fact that we are very sensitive to our neighbors. He also said that we share a work force as well. Thirty percent of Allegany County residents leave the County to work, he said. And 15 percent who work in our County come from outside Allegany County, creating a very fluid situation. He said we are not an island, and we share many things with our colleague counties. Mr. Foels noted that during the last month, he had worked very hard with Empire State Development for the benefit of at least five clients on potential or existing projects. He said he has also reached out to Bob Izzard, an ESD retiree to work on some things for us when we have the need. Mr. Foels thanked Ms. Lynch for his summer intern, Brooke Kemp, who had such a positive experience in the Development Office last year that she wanted to return and work there again this year. Finally, Mr. Foels informed the Committee that the Development Office has an internal audit performed every year; for the past eight years, Buffamante Whipple Buttafaro of Olean has done this service. Mr. Foels wanted the Committee to know that the results came out "clean" as to the accounting and measurement of employees, to name just two areas. The results are posted with the state. He added that Buffamante Whipple Buttafaro is very scrupulous in doing this audit because its reputation and licensing are on the line, and he wanted this known for the record.

Legislator Burt asked Mr. Foels if there had been any actual economic development within the past 30 days that could be shared with the group. Mr. Foels replied that he doesn't

usually speak for the clients, and if Mr. Burt would like, he would brief him separately. Mr. Burt reiterated that he wasn't looking for projects in the works, but things that had actually occurred. Mr. Foels indicated that equipment has been installed, employees have been hired in different places, but he was uncomfortable saying more as he feels very protective of his clients.

Adjournment

There being no further business to come before the Committee, the meeting was adjourned at 3:10 p.m. following a motion by Legislator Pullen, seconded by Legislator Burt, and carried

Respectfully submitted,
Cynthia Santora, Secretary to the Clerk of the Board
Allegany County Board of Legislators

PLANNING & ECONOMIC DEVELOPMENT COMMITTEE
JULY 16, 2014
AMENDED & APPROVED

Committee Members Present: C. Jessup, K. LaForge, S. Burt, D. Decker, D. Healy, T. Hopkins, D. Pullen, D. Root, C. Crandall

Others Present: M. Alger, L. Ballengee, L. Bliven, H. Budinger, P. Curran, K. Dirlam, D. Fanton, J. Foels, K. Graves, L. Hunsberger, J. Luckey, T. Miner, B. Riehle, T. Ross, C. Santora, S. Torrey

Media Present: No media present

Call to Order: The meeting was called to order at 2:00 p.m. by Planning & Economic Development Committee Chairman Charles Jessup.

Approval of Minutes

A motion was made by Legislator Root, seconded by Legislator Decker, and carried to approve the Planning & Economic Development Committee minutes of June 18, 2014.

Re-appointment of John Foels to Chautauqua, Cattaraugus, Allegany, & Steuben Southern Tier Extension Railroad Authority

Chairman Curtis Crandall plans to re-appoint John E. Foels to the Chautauqua, Cattaraugus, Allegany and Steuben Southern Tier Extension Railroad Authority for a three-year term commencing August 28, 2014, and expiring August 27, 2017, subject to confirmation by the Board of Legislators. A motion was made by Legislator Pullen, seconded by Legislator Hopkins, and carried to sponsor a resolution supporting this appointment. **Prepare Resolution**

Employment & Training

Monthly Report

Employment & Training Director Reita Sobeck-Lynch was unable to attend the meeting; however, she provided copies of her monthly report to Committee members in advance.

Accept & Appropriate Additional TANF Summer Youth Funding of \$9,074

Via a Memorandum of Explanation, Ms. Lynch requested a resolution to accept and appropriate an additional \$9,074 in TANF (Temporary Assistance for Needy Families) Summer Youth funding. E&T Center had budgeted \$126,045 in 2014 and actually received \$135,119 in TANF Summer Youth funding. The funds should be appropriated as follows:

A6794.101 (TANF Staff Regular Pay)	\$1,525
A6794.402 (TANF Mileage)	625
A6794.802 (TANF Staff Retirement)	850
A6794.806 (TANF Staff Hosp/Med Insurance)	1,299
A6794.101 (TABD Part. Regular Pay)	1,890
A6795.802 (TANF Part. Retirement)	<u>\$2,885</u>

A motion to table this decision, made by Legislator Burt and seconded by Legislator Decker, was defeated. Subsequently, the request to accept and appropriate the funding was approval on

a motion by Legislator Healy, seconded by Legislator Hopkins, and carried. (Two opposed: Legislators Burt and Decker) **Refer to Ways & Means**

Greater Allegany Chamber of Commerce

Monthly Report

Greater Allegany Chamber of Commerce Executive Director Gretchen Hanchett was unable to attend the meeting. Legislator Burt indicated it would be helpful to have a written report from the Department Heads in advance of the meetings. Legislator Jessup indicated he would not always require a written report, but it would be appropriate to have one if the Department Head is unable to attend the meeting.

County Planner

Monthly Report

County Planner Kier Dirlam told the Committee that since the last meeting, he had been involved in two separate grant review processes. The first, Southern Tier West (Mr. Dirlam is an appointed Board Member), reviewed Appalachian Regional Commission (ARC) funding applications. The “short” applications are submitted in the beginning of June and given staff recommendations. Then the Board hears from the top five or six applicants who do a 20-minute presentation on their projects. Following that, the reviewers vote on the slate of projects and those are notified that they need to complete a full application. Then the applications are sent to the NYS Department of State which can change the slate if it wants; then they send it to Washington, DC, where ARC actually has the final say. But it has big local influence because Southern Tier West is a locally appointed board. There is usually about \$500,000 to allocate to projects. Historically, Alfred State has received quite a few.

The second was somewhat of a surprise, he said. Mr. Dirlam and John Foels were asked on July 3 to participate in reviewing the Consolidated Funding Applications (CFA) for the WNY region of New York State, specifically on the “Smart Growth” criteria. Each review group was given a task list. There were three work groups for Smart Growth. Mr. Dirlam’s group reviewed about 24 projects; Mr. Foels’ group reviewed approximately 24 different projects, and a third group an additional 24 or so. Reviewers had to follow a rubric for Smart Growth. After reviewing the projects on their own, Messrs. Dirlam and Foles went to Buffalo to go through the process with a work group. Mr. Dirlam said the projects he reviewed dealt primarily with parks, historic preservation, and waterfront revitalization programs. Other groups had different types such as industrial development, etc. The process is moving rapidly, he said. What he took away from this experience, he said, was that this was the first baby step in heavy review process, and that by participating in this process, we learned a lot about how this thing operates which he hadn’t fully understood previously. This new understanding should lead to better applications coming out of Allegany County in the future. Another upside: people are getting to know Allegany County faces! Mr. Dirlam noted that he also participated in meetings regarding the Broadband project earlier this month. He added that he is working on the efficiency group (Consolidation & Efficiencies Ad Hoc Committee) which is another subcommittee of this group (Planning & Economic Development) and trying to get some decent proposals together for that group. Mr. Dirlam went on to say that at the end of June every year, Allegany County is supposed to nominate two projects to appear on the EDA (Economic Development Administration) list. Those recommendations go to Southern Tier West to be included in its Master Plan. That theoretically makes those two projects more eligible to receive EDA funding. The two that have been on that list for a long time are the Crossroads Waterline Project and the Wellsville 417 East Waterline Project. The 417 East Waterline Project received \$465,000 in EDA funding, and that project is moving forward. However, that takes that project off Allegany County’s top two list, and we need a new project. To that end, Mr. Dirlam distributed information

from the County's Comprehensive Plan listing all the projects that we would like to see done. However, EDA projects are very specific: the proposal must either utilize the funding/projects to sustain jobs or create jobs. So projects three -14 on the front page of the handout are great ideas, but not job creators. The rest of the document is the master working master list of projects in the County. Mr. Dirlam would like Committee members to review the list and email him their top two or three projects by July 31. He will determine the top two or three vote getters and bring those back to Committee next month so members can vote on the project to take that second spot.

Economic Development/Industrial Development Agency Monthly Report

Economic Development/Industrial Development Agency Director John Foels talked again about the EDA project list and reiterated the importance of having a viable project placed on that list. He also confirmed that the companies on 417 East had agreed to maintain and grow their companies in order to receive that EDA funding (as mentioned above). Those companies also knew that they would need to file reports as directed to support their efforts to maintain and grow their workforces. Mr. Foels also recommended that the Planning & Economic Development Committee review the working master list of projects in the County annually to continue to refine it regularly in order to maintain its relevance. He said he believes that P&ED Committee should shape policy to a degree on what priorities are for the County when it comes to things like this. At least get them in the top 10 or 15 projects. The challenge is what will be number two to be submitted to the EDA. It should be high priority and something doable that we can attack. Mr. Foels was very pleased by the fact that for the first time, Allegany County had been involved in the application evaluations by the EDA. In his regional work group, there were two projects that were Allegany County-based. Although he recused himself from the vote, Mr. Foels did join the discussion and believes his views were listened to seriously. Both projects moved ahead.

Mr. Foels noted that a while back, he had been involved with two or three potential projects that are energy and environment related. At this time it is very early in the process, but we have already engaged Empire State Development and NYSERDA in beginning those conversations. When we get a little bit further, we can provide more information, but it looks as if there's a little bit of a push there, he said.

Mr. Foels went on to say that between four and five years ago, there was a belief that approximately 2,500 people from every aspect of business in Allegany County would be leaving their positions in order to retire. Then, he said, as we all know, the economy went south, and many of those people stayed in their jobs. However, as we've seen a strengthening of the economy, people are feeling more comfortable again about retiring. That being said, Mr. Foels would once again like to determine the number of people—perhaps more accurately at this time—who might, in fact, need to be replaced in their positions. To that end, he would like to begin discussions with County entities to determine this number. Last time, we had an educator canvas all the schools in Allegany County who determined how many teachers, principals, superintendents, bus drivers, etc. were going to be needed. Of course, that number won't hold again. So now we see a need to visit with our colleges and universities, hospitals, etc., and get that process moving again.

Recently, he said, he, Jack Wood, and Danny Spitzer had conversations with Jeff Smith from Municipal Solutions, LaBella, and others on several IDA projects.

Legislator Healy asked how many acres are owned by Allegany County at the "Van Campen Industrial Park" in Friendship on the "S" curve. There are 70+ acres, 50 of them usable, which are designated for development purposes, said Mr. Foels. Mr. Foels also confirmed that the IDA owns 18.5 acres near the former truck stop.

The stumbling block for most of the companies that look at Allegany County for potential development has often been financing, particularly in light of the past few years.

Legislator Burt asked if there were any projects completed in the last seven months that Mr. Foels could tell the Committee about. Mr. Foels responded that Economic Development activities at Swain were very impactful on their business there, especially on their Mountainside Residential area which consists of 27 lots which were originally in IDA title (but are no longer) and which will boast “chalets” worth about \$250,000 each. That will add about \$3 million in value to the Town and the County. We don’t deal with residential, but we had a hand in facilitating that project.

Legislator Jessup told the Committee that formerly there were a lot of IDA projects that the IDA deferred to the Empire Zone because that would be more beneficial to the company.

Mr. Foels went on to say that not all projects his area is involved in are huge. In fact, his area had worked with Sweetwater Media in Fillmore, an inbound call center which means they receive calls primarily on security systems and things like that. We helped them take a vacant building and turn it into a nice project. And they hired a measurable amount of people which is good for Fillmore.

Mr. Foels invited Committee members to call or visit to learn more about the Economic Development and IDA activities.

Legislator Jessup added that there are three major projects we’re involved in right now, but the details of those transactions cannot be discussed publicly. But the IDA and Economic Development were highly involved in these projects.

Legislator Healy inquired about the “bunker” which is situated near the Crossroads Building. Mr. Foels said that the company which had been involved in broadband and which was going to lease the building is now defunct. He said that the IDA does not own the building, but the people who constructed the building may still own it at this time.

New Business

IDA Processing Reports

Attached to the agendas are the policies and procedures sent to us by the IDA as a courtesy. If you have any comments, direct them to Jack Wood and the IDA. Legislator Jessup thanked the IDA for sharing this information with the Committee and for keeping the committee in the loop.

Good of the Order

Legislator Pullen said he had stopped into a state hearing held here yesterday moving toward final Broadband grant approval. There were two comments: one for Legislator Pullen and one for Mitch Alger: they were both characterized as positive and enthusiastic in their support. He believes the report should come back favorable.

Adjournment

There being no further business to come before the Committee, the meeting was adjourned at 3:03 p.m. following a motion by Legislator Burt, seconded by Legislator Hopkins, and carried

Respectfully submitted,
Cynthia Santora, Secretary to the Clerk of the Board
Allegany County Board of Legislators

**PLANNING & ECONOMIC DEVELOPMENT COMMITTEE
AUGUST 20, 2014
NOT APPROVED**

Committee Members Present: C. Jessup, K. LaForge, D. Healy, T. Hopkins, D. Pullen, D. Root, C. Crandall (Absent: S. Burt, D. Decker)

Others Present: M. Alger, L. Ballengee, H. Brown, K. Dirlam, L. Drake, D. Fanton, J. Foels, K. Graves, L. Gridley, R. Hollis, C. Knapp, T. Miner, B. Riehle, T. Ross, C. Santora, R. Sobeck-Lynch, C. Whitford, J. Wood, C. Wyatt

Media Present: D. Donohue, *Olean Times Herald*; B. Quinn, *Wellsville Daily Reporter*

Call to Order: The meeting was called to order at 2:00 p.m. by Planning & Economic Development Committee Chairman Charles Jessup.

Amendment & Approval of Minutes

- July 16, 2014

Under the following section, please add the word “written” as indicated below.

Greater Allegany Chamber of Commerce

Monthly Report

Greater Allegany Chamber of Commerce Executive Director Gretchen Hanchett was unable to attend the meeting. Legislator Burt indicated it would be helpful to have a written report from the Department Heads in advance of the meetings. Legislator Jessup indicated he would not always require a **written** report, but it would be appropriate to have one if the Department Head is unable to attend the meeting.

Also, under the following section, please replace “Prepare Resolution” with “Refer to Ways & Means” as indicated below

Accept & Appropriate Additional TANF Summer Youth Funding of \$9,074

Via a Memorandum of Explanation, Ms. Lynch requested a resolution to accept and appropriate an additional \$9,074 in TANF (Temporary Assistance for Needy Families) Summer Youth funding. E&T Center had budgeted \$126,045 in 2014 and actually received \$135,119 in TANF Summer Youth funding. The funds should be appropriated as follows:

A6794.101 (TANF Staff Regular Pay)	\$1,525
A6794.402 (TANF Mileage)	625
A6794.802 (TANF Staff Retirement)	850
A6794.806 (TANF Staff Hosp/Med Insurance)	1,299
A6794.101 (TABD Part. Regular Pay)	1,890
A6795.802 (TANF Part. Retirement)	<u>\$2,885</u>

A motion to table this decision, made by Legislator Burt and seconded by Legislator Decker, was defeated. Subsequently, the request to accept and appropriate the funding was approval on a motion by Legislator Healy, seconded by Legislator Hopkins, and carried. (Two opposed: Legislators Burt and Decker) **Prepare Resolution Refer to Ways & Means**

Approval of Minutes

A motion was made by Legislator Root, seconded by Legislator Hopkins, and carried to approve the Planning & Economic Development Committee minutes of July 16, 2014, as amended.

Employment & Training

Monthly Report

Employment & Training Director Reita Sobeck-Lynch noted that there was nothing “unusual” to report for E&T for July. She did say that there was a need to move some money around in her budget. (see below)

Funding Transfer

The Employment & Training Center is requesting a resolution for the transfer of funds within the following appropriation accounts. The reason for this MOE is as follows: 1) In 2014, E&T budgeted 50 percent for fringes and actual fringes are 53 percent which amounts to a \$15,500 difference that needs to be accounted for. 2) E&T is spending more money in some funds and less in others so we need to adjust some .1’s to .1’s and .8’s to .8’s which amounts to \$7,875. 3) Increase .1’s because E&T didn’t budget for a SYEP Counselor in 2014 but received more money in our TANF grant and were able to hire a SYEP Counselor this year. We also budgeted for \$18,000 in sell back but need to increase that number to \$20,000 due to staff sell back plans. 4) Move money around within DSS grant and D/W funding.

Appropriations:

<u>From Account No.</u>	<u>To Account No.</u>	<u>Amount</u>
CD16412.101 WIA RFP Reg. Pay	CD16400.101 WIA Admin Staff Reg. Pay	225
CD16413.101 DFY Youth Participant Reg. Pay	CD16400.101 WIA Admin Staff Reg. Pay	900
CD16407.402 WIA D/W Participant Mileage	CD16400.101 WIA Admin Staff Reg. Pay	1,645
CD16412.806 WIA RFP Hosp/Med Ins	CD16400.101 WIA Admin Staff Reg. Pay	500
CD16413.402 WIA RFP Participant Mileage	CD16400.101 WIA Admin Staff Reg. Pay	1,000
CD16406.474 WIA D/W Vocational Training	CD16400.802 WIA Admin Retirement	2,500
CD16400.806 WIA Admin Hosp/Med. Ins	CD16400.803 WIA Admin FICA	1,000
CD16406.474 WIA D/W Vocational Training	CD16402.802 WIA Adult Retirement	2,500
CD16403.475 DSS Economic Opp & Dev. Cont.	CD16403.101 DSS Regular Pay	1,500
CD16403.401 DSS Postage	CD16403.802 DSS Retirement	1,000
CD16403.402 DSS Staff Mileage	CD16403.802 DSS Retirement	500
CD16403.405 DSS Conference Expense	CD16403.802 DSS Retirement	500
CD16403.475 DSS Economic Opp & Dev. Cont.	CD16403.802 DSS Retirement	5,500
CD16403.804 DSS W/C	CD16403.802 DSS Retirement	1,000
CD16403.806 DSS Hosp/Med Ins	CD16403.802 DSS Retirement	12,500
CD16406.474 WIA D/W Vocational Training	CD16406.802 WIA D/W Retirement	1,500
CD16411.101 WIA Youth Participant Reg. Pay	CD16410.101 WIA Youth Staff Reg. Pay	3,500
CD16412.101 WIA RFP Reg. Pay	CD16410.101 WIA Youth Staff Reg. Pay	2,250
CD16406.474 WIA D/W Vocational Training	CD16410.802 WIA Youth Retirement	7,000
CD16406.474 WIA D/W Vocational Training	CD16410.803 WIA Youth FICA	2,000
CD16406.474 WIA D/W Vocational Training	CD16410.806 WIA Youth Hosp/Med. Ins	1,500
	TOTAL =	\$50,520

Approval was granted on a motion by Legislator LaForge, seconded by Legislator Root, and carried. **Refer to Ways & Means**

Cattaraugus-Allegany Workforce Investment Board, Inc. 2014 Local Plan

Additionally, Ms. Lynch requested that the Committee approve the Cattaraugus-Allegany Workforce Investment Board (WIB) Local Plan for the period July 1, 2014, through June 30, 2015, and to authorize Allegany County Board of Legislators Chairman Curtis Crandall to sign the local plan when it is finalized. The Plan was approved on a motion by Legislator Pullen,

seconded by Legislator Root, and carried. **Prepare Resolution** (Resolution will be considered off the floor at the August 25 meeting.)

Greater Allegany Chamber of Commerce—Gretchen Hanchett

Monthly Report

Greater Allegany Chamber of Commerce Executive Director Gretchen Hanchett was unable to attend the meeting, but submitted a written report (attached). Legislator Jessup noted that he had received an email from Legislator Burt inquiring about Allegany County's presence at the Erie County Fair. County Planner Kier Dirlam noted that Allegany County had had representatives there for several days, but that we work as part of the Western New York region, so we would not have been there all the days of the Fair. He added that having Tourism folks staying in Buffalo for the duration of the Fair would have been, in his estimation, cost prohibitive.

County Planner

Monthly Report

County Planner Kier Dirlam reminded the Committee members of his request at last month's meeting, which was to review the document he had provided in order for the group to determine this year's EDA Priority Designation of Top Two Projects. He said that because the NYS Route 417 East Waterline project is now underway and has received EDA funding, this project needs to be replaced on our list. The existing Priority #1 is the Crossroads Waterline Project. The Alfred Center for Technology Transfer (ACTT) project appears to be able to meet the EDA requirements and will offer the County resources to assist small businesses and startup businesses the back-up services to succeed in our County. If this is successfully funded and created, it will offer services from the transfer out of the University/College conceptual idea phase through prototyping, business setup, and facility site development. Back office services will allow the businesses to have access to all needed items to reduce their initial investment in these types of jobs until such time as they are ready to support full time staff. He added that the overview of the project that he had provided to Committee members has been reviewed by in-house staff, Southern Tier West, and the Ceramic Corridor Executive Director Alan Rae. He noted that this project proposal needs to be submitted to Washington, D.C. by September 1. A brief description of the project follows: "The Alfred Center for Technology Transfer will identify research being undertaken and applied technologies being developed at Alfred University and Alfred State College and translate them into local jobs. The Program will identify technology opportunities; recruit business/entrepreneurs to develop those opportunities; develop or assist in the development of manufacturing products/processes; ready or assist in readying products for prototyping and production; provide business plan development services; help find local production facilities; and provide back-office services, access to venture capital, facilities development and workforce preparation." Before the Committee voted to select the second EDA project, Legislator Jessup requested that he be allowed to abstain from the vote. His request was granted on a motion by Legislator Healy, seconded by Legislator LaForge, and carried. Subsequently, the Committee supported a resolution to endorse the Crossroads Waterline Project and the Alfred Center for Technology Transfer (ACTT) project as the two EDA priorities on a motion made by Legislator Hopkins, seconded by Legislator Healy, and carried. **Prepare Resolution**

Other activities in which Mr. Dirlam has been engaged include helping the Towns of Burns and Canaseraga in wrapping up their respective Comprehensive Plans by inserting appropriate maps and editing the text. He has been involved in helping the Village and Town of Alfred in their zoning map changes, saying the printed maps now reflect the new zoning. He added that the Planning Board would be meeting this evening mainly because the Town of Burns would like to pass a ban on fracking similar to the ban passed by the Town of Alfred. Mr. Dirlam indicated he assumes that the Town of Burns will follow the appropriate steps in its efforts to get this ban passed.

Economic Development/Industrial Development Agency

Monthly Report

Economic Development/Industrial Development Agency Executive Director John Foels distributed a document outlining his activities for the past month. In his report, Mr. Foels noted that the third quarter usually finds an increase in activity as economic indicators continue to improve. He indicated that this year is no exception. Mr. Foels went on to note that at this point, there are several potential projects receiving assistance with financial packages which include commercial lending, STEDO (Southern Tier Enterprise Development Organization), WRC (Western Region Corporation), and Empire State Development. He added that during the course of the last several weeks, additional prospects have been in contact regarding all key target industries and sectors. The Office of Economic Development continues to assist, encourage, and move them through the process. Key target sectors include manufacturing, agricultural business, and travel-related services. He went on to say that the WRC (Western Region Corporation) has initiated a low-interest gap financing program for Western New York counties. The initial financing was provided by Empire State Development through the Consolidated Funding Application process. The County IDA Executive Director is a board member of the corporation by virtue of the position. As this program was very recently finalized, a concerted awareness program will be initiated. (Mr. Foels attached a copy of the initial printed brochure to his report.) Finally, Mr. Foels noted that his office had compiled project completion data for Buffalo Business First and that he was scheduling attendance at various seminars and webinars, including "Efficiency in Government" at NYSAC in Buffalo in September, and "Growth in Rural Communities in Cortland.

New Business

Legislator Healy asked that Legislator Fanton give a brief overview of the preliminary discussions regarding solar energy at the Public Safety Building (Jail). Mr. Fanton said that several people had met with KHEOPS regarding the possibility of installing solar panels to help defray County utility bills. KHEOPS estimated a need for eight to 10 acres of solar panels. Mr. Fanton also noted, however, that Professor Jeff Stevens of Alfred State had looked at the project and may be interested in it as hands-on work for his students. Overall, this was the first step in investigating new methods of conserving energy, and that no decisions had been made. Legislator Healy added that alternative energy could provide a lot of benefits and that it warrants a closer look. Legislator Jessup added that perhaps Legislator Fanton could present the same report the Facilities & Communications Committee.

Attorney/Client Session

County Administrator Mitch Alger requested an attorney/client session in order to discuss contractual issues. The Committee entered attorney/client session at 2:25 p.m. on a motion by Legislator Hopkins, seconded by Legislator Root, and carried. The Committee exited attorney/client session at 2:35 p.m. on a motion by Legislator LaForge, seconded by Legislator Healy, and carried.

Adjournment

There being no further business to come before the Committee, the meeting was adjourned at 2:40 p.m. following a motion by Legislator LaForge, seconded by Legislator Root, and carried

Respectfully submitted,
Cynthia Santora, Secretary to the Clerk of the Board
Allegany County Board of Legislators

**PLANNING & ECONOMIC DEVELOPMENT COMMITTEE
SEPTEMBER 17, 2014**

**** NOT APPROVED ****

Committee Members Present: C. Jessup, K. LaForge, S. Burt, D. Healy, T. Hopkins, D. Pullen, D. Root, C. Crandall (Absent: D. Decker)

Others Present: M. Alger, L. Bliven, H. Budinger, K. Dirlam, D. Fanton, J. Foels, K. Graves, L. Gridley, G. Hanchett, T. Miner, T. O'Grady, B. Riehle, T. Ross, C. Santora, R. Sobeck-Lynch, N. Ungermann, J. Wood

Media Present: D. Donohue, *Olean Times Herald*; B. Quinn, *Wellsville Daily Reporter*

Call to Order: The meeting was called to order at 2:00 p.m. by Planning & Economic Development Committee Chairman Charles Jessup.

Approval of Minutes

A motion was made by Legislator Healy, seconded by Legislator Root, and carried to approve the Planning & Economic Development Committee minutes of August 20, 2014.

Appointment of Charles Jessup to Southern Tier West Regional Planning & Development Board

The Chairman of the Board appointed Charles O. Jessup of Alfred Station, New York, to fill a vacant three-year term ending May 31, 2017, as a member of the Southern Tier West Regional Planning and Development Board at the Board meeting on Monday, August 25, 2014. Prior to the vote, Legislator Jessup requested that he be allowed to abstain. This request was granted on a motion by Legislator Healy, seconded by Legislator Burt, and carried. Subsequently, the appointment was approved on a motion by Legislator Hopkins, seconded by Legislator Pullen, and carried. **Prepare Resolution**

**Employment & Training
Monthly Report**

Employment & Training Director Reita Sobeck-Lynch distributed her report, saying that there had been a client who had lost his license to practice in the medical field. E&T provided retraining in welding via two BOCES classes, and today, the person is successfully employed as a production engineer. Ms. Lynch characterized that as a successful training. Ms. Lynch noted that the unemployment rate stays about the same; however, she added, it might go down this month because everyone is back in school. Services offered to DSS clientele was down for August, although this has proved to be a historical trend. The Summer Youth Employment Program was very successful this year: no injuries, no firings. SYEP employers who were surveyed indicated they were very satisfied and wish to participate again next year. The SYEP youth who were surveyed also enjoyed the program, saying they got a lot of good experience. They also indicated they would like more hours and more money next year. Ms. Lynch said that there had been a Business Spotlight the previous day which focused on Cuba Specialty, now called the Tackle Factory in Fillmore. She said it is a really interesting small business and profitable. It sells to Cabella's, Bass Pro, Walmart, to name a few. She said Steve Sentz presented and that he was a very motivational speaker and gave the attendees very good and practical job advice. She added that the company employs eight – 10 people. Ms. Lynch informed Committee members that Congressman Reed's RAMI legislation went through

(Revitalize American Manufacturing and Innovation Act). She added that E&T's work with the DSS clientele that sign up for Safety Net benefits has resulted in a \$67,000 cost avoidance for last month and a \$435,000 cost avoidance for the year. She went on to say every other Thursday, Job Trak clients attend job seeking and job readiness sessions at the Annex. Legislator Burt inquired about the Veterans portion of E&T work. Ms. Lynch explained that there are certain requirements (such as a predetermined number of visits to E&T) for that population which result in more time and attention for veterans.

Tourism

Monthly Report

Greater Allegany County Chamber of Commerce Executive Director Gretchen Hanchett updated the Committee members on the Chamber's recent activities: Ms. Hanchett and/or her staff attended the Erie County and New York State Fairs; had placed advertising in *All That Jazz*, *Explore NY*, *Letchworth State Park Fall Guide*, Ridge Walk supplement in the *Wellsville Daily Reporter*, and had done radio talk spots and ads. She said that the *Travel Guide* would go to the printer on October 15 and that there had been over \$4,000 in ads taken out. The Tourism Website and Digital Marketing Plan continues to be a work in progress, but it has been increasing traffic. She also told the Committee that the FireBall Run would be "launched" from the Alfred State Wellsville campus on Tuesday, September 23, and invited members to see them off.

I Love NY Grant

Ms. Hanchett requested a resolution authorizing The Planning and Economic Development Committee of the Allegany County Board of Legislators to act as tourist promotion agency and to apply for state funds up to \$220,000 for tourism promotion purposes. Requested resolution should also include:

1. That the Planning and Economic Development Committee of the County Board of Legislators is authorized to act as a tourist promotion agency and to apply for state funds up to \$220,000 for tourism promotion purposes.
2. That if the application for such funding is approved, such Committee, or its designee, shall submit the grant agreement to this Board for approval and appropriation of such funds prior to commencing any work pursuant to the terms of the grant agreement or expending any of such funds.
3. That the Clerk of this Board is directed to send a certified copy of this resolution to the New York State Commissioner of Economic Development.

Fiscal Impact to the County: Allegany County matches the state funds approved for the grant year. The request was approved on a motion by Legislator LaForge, seconded by Legislator Healy, and carried. **Prepare Resolution**

Legislator Burt informed Ms. Hanchett that there would be a tour of all museums in Allegany County the first weekend of October. Ms. Hanchett was grateful for that information so she could place it on the website.

County Planner

Monthly Report

County Planner Kier Dirlam reported that over the past month he had worked with the Village of Canaseraga and the Town of Burns to wrap up their Comprehensive Plan, a process which had taken approximately two years. He had assisted with new maps and formatting, he said. He added that he had attended a meeting in the Town of Almond to get its Comprehensive Plan moving again. Mr. Dirlam said he was tentatively scheduling a training session on new

SEQR forms for the third Wednesday of November at 6:30 p.m. at the CrossRoads facility. He would invite all municipalities because the forms had changed about a year ago and he would bring in an attorney to explain those changes. He added that he would be attending the NYSAC Conference next week because the major topic would be efficiencies in government. He said that the previous day, he had been informed that the Comprehensive Planning School grant contract had been received so he could now move ahead with the project. His plan is to take the rest of the calendar year to create the curriculum and hire a consultant and start classes in January. He expects to be able to handle four or five municipalities during this 15-week session. He is hopeful that by summer 2015 there would be four new local Comprehensive Plans to be considered for approval. He also noted that there would be a Planning Board meeting that evening. Mr. Dirlam went on to say that the next day he, Mr. Foels, Legislator Jessup, and Chairman Crandall would travel to Rochester to receive an award given by the American Planning Association for Allegany County's Comprehensive Plan. Mr. Dirlam felt very honored to be recognized by this organization as it comes from his peers from across the counties. Legislator Burt requested of Mr. Dirlam, as he had of the other Department Heads, a brief written report of his activities for future meetings. Mr. Dirlam indicated he would try to plan his report in advance of the meeting.

Economic Development/Industrial Development Agency Monthly Report

Economic Development/Industrial Development Agency Director John Foels took this opportunity to again recognize Mr. Dirlam for his hard work and amazingly economical creation of the County's Comprehensive Plan. Mr. Foels went on to distribute a copy of a press release reporting that \$100,000 in federal funding was granted to the Southern Tier West Regional Planning and Development Board, benefiting 600 local businesses and providing 15 companies with technical assistance needed to retain 600 area jobs. Mr. Foels noted the cooperation among the three involved counties and county IDAs which each contributed seed money (Allegany, Cattaraugus, and Chautauqua). Another item that came up within the past two weeks, he said, involved Chairman Crandall, County Administrator Alger and himself, attending meetings that dealt with technology transfer (which, he reminded Committee members, had become the Number 2 priority for the County). One, he said, was a bio-refinery which is in its very beginnings, but it crosses over into Allegany and Cattaraugus counties. The other was a meeting with a manufacturer/inventor of wind turbines which are much smaller and more efficient. Also, recently he learned that Alfred State has formally applied for Start-Up New York acreage on the Wellsville and Alfred campuses. Now that goes before Empire State Development, but that will take a little time, he said, before we see any results. Craig Clark and his staff have put together an impressive comprehensive package. There are a lot of restrictions the details of which are still being worked on. However, he said, the fact that Allegany County has such an application is extremely positive, he said. Legislator Healy inquired whether any companies had shown any interest. Mr. Foels said there had been some inquiries, but at "very, very arm's length." At the University of Buffalo, he said, they had six companies that had committed to its Start-Up New York area with initial employment being 25. They were the first to get it in our region here. Legislator Burt inquired whether any new businesses had opened their doors to the public within the past month. Mr. Foels indicated that some businesses look for assistance from the IDA, not only large businesses, but also those with fewer employees (he added that the term "small business" has fallen from favor). However, there are no such businesses that Mr. Foels is aware of at this time. He said that, for example, the grocery store in Angelica had changed hands, and although he was aware of this change, it did not affect his office officially. He added that the ACCORD Business Center records all DBA (doing business as) that are filed. The first portal begins there. There is a set of criteria used to see if these

businesses need help from his area. However, even though the DBAs can be tracked, that doesn't mean the project made it to fruition.

New Business

RFP for Marketing of Allegany County Economic Development Opportunities to Out-of-County Entities

"Allegany County, a rural community of approximately 50,000 people located in the westerly portion of the New York State's Southern Tier, has issued this Request for Proposals for services encompassing the sale and marketing of economic development opportunities within Allegany County to out-of-County businesses and individuals. The County is seeking an independent contractor to provide such services for an initial term of 16 months with the possibility of extending the contract for additional one-year periods. The individual(s) providing such service would work with County officials involved in economic development initiatives under the direction of the Planning and Economic Committee of the County Board of Legislators. In particular, it is anticipated that such services would, at a minimum entail the following:

- Serving as the County's contracted first point of contact for out-of-County economic development-related activities, including, but not necessarily limited to, working directly with:
 - Allegany County Economic Development Team Leader
 - Allegany County Director of Economic Development
 - Allegany County Industrial Development Agency and Commercial Incentive Board
 - Chamber of Commerce
 - Allegany County Tourism
 - County Planner
 - Business Advisory Group(s)
 - Others as directed by the Allegany County Administrator
- Providing input on the promotion of Allegany County locally, nationally, and internationally in attracting prospective companies;
- Providing input on the production of materials that market Allegany County including a website that caters to existing and prospective businesses and information packets for targeted industries;
- Utilizing trend and market analyses;
- Developing and maintaining mutually beneficial relationships with all New York State local, regional and state economic development councils and entities engage in economic development.

Services would be compensated on a monthly basis based upon an agreed upon fee. Furthermore, various pre-approved expenses incurred in the delivery of such services would also be reimbursed.

Demonstrated experience in marketing and sales is an essential requirement for such work. Familiarity with municipal economic development issues and initiatives is desirable.

Interested parties should submit their proposal to include a description of their job qualifications, work history and references..."

Legislator Burt inquired how this contract would be paid for. County Administrator Alger told the group that an RFP can be issued to get a feel for what the cost would be before the funding is in place. That being said, the proposal was supported on a motion by Legislator Healy, seconded by Legislator Root, and carried. **Refer to County Administrator to Issue an RFP**

RFP

RFP for Efficiency and Consolidation Facilitator

Operational Efficiencies, Staffing Needs, Workflow Efficiencies, and Physical Accommodations Study

Legislator Jessup asked Legislator LaForge to give an overview of this proposal as it is an outgrowth of the Consolidation and Efficiencies Ad Hoc Committee. Mr. LaForge went on to say that it is hard to get much done using simply a volunteer group. The Committee, he said,

should be a policy-setting group and bring forward issues to be studied and have someone work on the issues full-time. It will be interesting to see, he added, what comes forth as a result of this RFP. There will be a lot of this type of activity based on the Property Tax Freeze Credit whose details are not yet been fully expressed. Legislator Burt inquired whether this position would look at targeted areas of the County or the entire County operation. Legislator LaForge indicated that at this point, he was thinking specific targets where reasonable savings could be achieved in a one-two year time frame. County Treasurer Terri Ross gave a brief overview of other previous but similar activities within the County. Chairman Crandall added that his view of this study would go beyond County departments and would include shared services and efficiencies among municipalities within Allegany County so that the County could have its plan filed with the State by the June 2015 deadline. Some Committee members expressed their hope that the savings would be more than the investment, thereby making this proposal worth the investment. Legislator Pullen concurred that this would be a heavy load for a volunteer group, but in addition, he said, it was his opinion that no one here had the particular expertise or special training as regards efficiency and productivity analysis to conduct this study, even if s/he had the time. Additionally, he said, there is the question of outside, dispassionate opinion from an entity with such expertise.

“Allegany County, New York is requesting proposals from qualified vendors to perform a study analyzing the day-to-day operations of Allegany County designed to assess operational efficiencies, workflow efficiencies, staffing needs, and workplace physical accommodations. Recommendations should address budgetary changes that will aid the County in correcting any structural imbalances that exist in current operations. In addition, the aim of the recommendations yielded by this RFP would help Allegany County and the municipalities within Allegany County to comply with the New York State Property Tax Freeze initiative calling for an efficiencies and savings plan equal to one percent of all taxing jurisdictions’ levies participating in the plan (see Publication 1030 – Property Tax Freeze Credit Guidance for further information). Recommendations for efficiencies/consolidations/shared services could include (but are not limited to) intra-county/inter-county efforts, town/village/ school district cooperation, and structurally significant financial changes. The expectation would be to acquire the vendor’s services for a two-year period (to coincide with the Property Tax Freeze initiative). Success would be measured in structural changes resulting in both short-term and long-term financial savings as well as a detailed approach for successful implementation of any recommendations.

Scope of Services

- A. **Operational Efficiencies** The vendor’s analysis shall consist of an overview/description of the current County operations. After current operations are described, recommendations to improve operational efficiencies shall be made by the vendor. All recommendations shall take into account best practices, Federal/New York State guidelines/requirements, ways to minimize costs, ways to maximize output, etc.
- B. **Workflow Efficiencies** The vendor’s analysis shall consist of an overview/description of the current workflow in Allegany County. After current workflow is described, recommendations to improve workflow efficiencies shall be made by the vendor. All recommendations shall take into account best practices, Federal/New York State guidelines/requirements, ways to minimize costs, ways to maximize output, etc.
- C. **Staffing Needs** The vendor’s analysis shall consist of an overview/description of the current staffing of Allegany County. After current staffing is described, recommendations for staffing levels shall be made by the vendor. All recommendations shall take into account best practices, Federal/New York State guidelines/requirements, New York State Civil Service, Union Contracts, ways to minimize costs, ways to maximize output, etc.
- D. **Workplace Physical Accommodations** The vendor’s analysis shall consist of an overview/description of the current workplace physical accommodations. After current physical accommodations are described, recommendations for improving workplace physical accommodations shall be made by the vendor. All recommendations shall take into account best practices, Federal/New York State guidelines/requirements, ways to minimize costs, ways to

maximize output, etc. The vendor's analysis of physical accommodations may include visual depictions of the current and recommended physical accommodations.

- E. **Payments** The County shall pay the vendor all amounts due on a schedule to be determined and set forth in the Agreement between the County and the vendor made pursuant to this RFP.
- F. **Hold Harmless** The vendor shall agree to defend, hold harmless, and indemnify the County of Allegany and its agents and employees from and against all claims, damages, losses or causes of action arising out of or resulting from such vendor's performance of the agreement with the County.
- G. **Insurance** The vendor shall procure insurance at its own cost and expense and provide a certificate of insurance in a form acceptable to the Allegany County Attorney evidencing insurance coverage with companies licensed in the State of New York. The certificate shall evidence at a minimum the following coverage in the amounts indicated and shall name the County of Allegany and any Board, Bureau, Commission or Agency thereof as additional insureds as appropriate.
 - 1). Comprehensive General Liability with a minimum combined single limit of liability for Bodily Injury and Property Damage of \$1,000,000 per occurrence and annual aggregate.
 - 2) Excess "Umbrella" Liability with a minimum limit of \$1,500,000.
 - 3) Worker's Compensation and Employer's Liability providing statutory coverage in compliance with the Worker's Compensation Law of the State of New York.

1. **Submission of Proposals**

- A. **Ownership of Proposals** All proposals submitted pursuant to this RFP become the property of Allegany County and may become available as open records following contract award. If the prospective vendor submits confidential or proprietary information it must be clearly marked as such on each page and segregated from the non-confidential portions of the proposal in a separate volume. If a request is made for confidential or proprietary information, the County will make reasonable efforts to withhold confidential or proprietary portions of the proposal, and will notify the proposer.

B. Completeness The proposals will be evaluated on the completeness and quality of content as described below. Failure to supply complete information as required may result in the proposal being disqualified from further consideration.

C. Proposal Content All proposals shall include the following:

- 1. **Operational Plan** The proposer shall provide a complete description of the proposed analysis of operational efficiencies, workflow efficiencies, staffing needs, and workplace physical conditions. The operational plan should identify the process in which an evaluation of the current operations of the Department of Social Services would be performed. Furthermore, the operational plan should identify what factors would be taken into account to make recommendations for improving operational efficiencies, workflow efficiencies, staffing needs, and workplace physical conditions. The proposer shall identify a reasonable span of time they will plan to observe operations so an accurate work flow can be identified. Much of the work performed by the Department of Social Services is seasonal and/or has an ebb and flow that needs to be captured by the proposer.
- 2. **Experience and References** The proposer shall provide a description of the experience of the proposer in the analysis of operational efficiencies, workflow efficiencies, staffing needs, and workplace physical conditions that qualifies them to perform this work. The proposer shall also provide a list of at least three business references. By submission of a proposal, proposers agree that the County may contact references to confirm proposers' experience and capability to perform satisfactorily. In addition, the proposer shall include staffing capacity, educational background of staff, resumes, and other key information regarding staff that further qualifies the proposer to perform the task described.
- 3. **Additional Information** The proposer shall also provide any additional information which would be considered relevant in evaluating their proposal. This shall consist of two previous analyses

performed (preferably in the public sector) including the recommendations that came as a result of the analyses.

4. **Letter of Interest** One original and five copies of a Letter of Interest and the proposal shall be delivered to the address shown below. The letter must state the name(s) of the person(s) authorized to represent the proposer in any negotiations and the name(s) of the person(s) authorized to sign any Agreement that may be negotiated pursuant to this RFP. The Letter of Interest and Proposal must be signed by a legal representative of the proposer's firm, authorized to bind the firm in contractual matters.

Proposals shall be delivered no later than 4:00 p.m., Friday, December 21, 2014."

The Committee supported issuing the RFP on a motion by Legislator LaForge, seconded by Legislator Pullen, and carried. **Refer to County Administrator to Issue RFP**

Attorney/Client Session

A motion to go into attorney/client session at 2:56 p.m. to discuss the Contract for Economic Development Consulting Services was made by Legislator Hopkins, seconded by Legislator Healy, and carried. The Committee exited attorney/client session at 3:18 p.m. on a motion by Legislator Root, seconded by Legislator Burt, and carried.

Contract for Economic Development Consulting Services

Following attorney/client session, a motion was made by Legislator Healy, seconded by Legislator Pullen, and carried to adopt and move the contract (below) forward, subject to Ways & Means to determine funding, and subject to conditions to be determined by the County Administrator and County Attorney and approval by the full Board, and authorizing Chairman Crandall to execute same when completed. **Refer to Ways & Means, County Administrator, County Attorney**

AGREEMENT (SERVICES)

"WHEREAS, the Contractor wishes to contract for Economic Development Consulting Services; and

WHEREAS, the Contractor desires to provide such services for the compensation and on the terms herein provided

NOW, THEREFORE, in consideration of the promises and conditions herein mentioned and for other good and valuable consideration, the receipt of which is hereby acknowledged, it is mutually agreed between the parties as follows:

FIRST: The Contractor shall furnish the economic development consulting services as described below:

During the term of this Agreement, Contractor shall coordinate the County's economic development efforts by:

- a. Serving as the County's contracted coordinator for the County's Economic Development Team – including, but not necessarily limited to the following individuals or groups:

- i. Allegany County Economic Development Contractors and Sub- Contractors
- ii. Allegany County Director of Economic Development
- iii. Allegany County Industrial Development Agency and Commercial Incentive Board
- iv. Allegany County Chamber of Commerce
- v. Allegany County Tourism
- vi. County Planner
- vii. Business Advisory Group(s)

viii. Others as directed by the Allegany County Planning and Development Committee

b. Coordinating the promotion of Allegany County locally, nationally and internationally in attracting prospective companies;

c. Coordinating the production of materials that market Allegany County including a website that caters to existing and prospective businesses and information packets for targeted industries;

d. Coordinating and communicating trend and market analyses;

e. Coordinating the development and maintenance of mutually beneficial relationships with all New York State local, regional and state economic development council and entities engaged in economic development;

f. Assuring diversity of opportunity in business types, job wages, & skill sets

g. Delivering results in accordance with the performance measures outlined in *Appendix A*.

SECOND: For the services rendered pursuant to Paragraph "FIRST", the Contractor shall be paid the sum of _____ (\$_____) per month together with reasonable expenses as approved in advance by the Planning and Development Committee, but in no event shall total fees and expenses exceed the sum of _____ annually, as computed from the date of this agreement.

Any and all requests for payment to be made, including any request for partial payment by the Contractor on properly executed claim forms of the County and paid only after approved by the County. In no event shall final payment be made to the Contractor prior to completion of all services, the submission of reports and the approval of same by the County.

No payment shall be made by the County to the Contractor for out of pocket expenses or disbursements made in connection with the services rendered or the work to be performed hereunder unless approved in advance by the Planning and Development Committee.

Prior to the making of any payments hereunder, the County may, at its option, audit such books and records of the Contractor as are reasonably pertinent to this Agreement to substantiate the basis for payment. The County will not withhold payment pursuant to this paragraph for more than thirty (30) days after payment would otherwise be due pursuant to the provisions of this paragraph "SECOND", but the County shall not be restricted from withholding payment for cause found in the course of such audit or because of failure of the Contractor to cooperate with such audit. The County shall, in addition, have the right to audit such books and records subsequent to payment, if such audit is commenced within one year following termination of this Agreement.

THIRD: The term of this Agreement shall be for an initial period of sixteen (16) months from the date hereof and shall automatically renew for an additional period of one year unless earlier terminated.

FOURTH: The County, upon thirty (30) days' notice to the Contractor, may terminate this Agreement in whole or in part when the County deems it to be in its best interest. In such event, the Contractor shall be compensated and the County shall be liable only for payment for services already rendered under this Agreement prior to the effective date of termination.

The Contractor, upon ninety (90) days' notice to the County, may terminate this Agreement. In such event, the Contractor shall be compensated and the County shall be liable only for payment for services already rendered under this Agreement prior to the effective date of termination.

In the event of a dispute as to the value of the services already rendered by the Contractor prior to the date of termination, it is understood and agreed that the County shall determine the value of such services rendered by the Contractor. Such reasonable and good faith determination shall be accepted by the Contractor as final.

In the event the County determines that there has been a material breach by the Contractor of any of the terms of the Agreement and such breach remains uncured for five (5) days after service on the Contractor of written notice thereof, the County, in addition to any other right or remedy it might have, may terminate this agreement and the County shall have the right, power and authority to complete the services provided for in this Agreement, or contract for their completion, and any additional expense or cost of such completion shall be charged to and paid by the Contractor. Notice hereunder shall be effective on the date of mailing.

FIFTH: Any purported delegation of duties or assignment of rights under this Agreement without the prior express written consent of the County is void. The Contractor shall not subcontract any part of the work without the prior written consent of the County. All subcontracts shall provide that subcontractors

are subject to all terms and conditions set forth in the contract documents. All work performed by a subcontractor shall be deemed work performed by the Contractor.

SIXTH: The Contractor agrees that it has no interest and will not acquire any interest, direct or indirect, that would conflict in any manner or degree with the performance of the services and duties hereunder. The Contractor further agrees that, in the performance of this Agreement, no person having any such interest shall be employed by it.

The Contractor represents and warrants that it has not employed or retained any person, other than a bona fide full time salaried employee working solely for the Contractor to solicit or secure this Agreement, and that it has not paid or agreed to pay any person (other than payments of fixed salary to a bona fide full time salaried employee working solely for the Contractor) any fee, commission percentage, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For the breach or violation of this provision, without limiting any other rights or remedies to which the County may be entitled or any civil or criminal penalty to which any violator may be liable, the County shall have the right, in its discretion, to terminate this Agreement without liability, and to deduct the contract price, or otherwise to recover, the full amount of such fee, commission percentage, gift or consideration.

SEVENTH: The Contractor shall comply, at its own expense, with the provisions of all applicable state and municipal requirements and with all state and federal laws applicable to the Contractor as an employer of labor or otherwise. The Contractor shall further comply with all rules, regulations and licensing requirements pertaining to its professional status and that of its employees, partners, associates, subcontractors and other employed to render the services hereunder.

EIGHTH: It is understood and agreed that the relationship of the Contractor to the County is that of an independent contractor, and said contractor, in accordance with its status as such contractor; covenants and agrees that it will conduct itself consistent with such status, that said Contractor, its employees, agents or servants will not hold themselves out as, nor claim to be, an officer or employee of the County by reason hereof, and that it will not by reason hereof, make any claim, demand or application to or for any right or privilege applicable to an officer or employee of the County, including but not limited to workers, compensation coverage, social security coverage, or retirement benefit or credit.

NINTH: The Contractor expressly agrees:

(a) that in the hiring of employees for the performance of work under this Agreement or any subcontract hereunder, no contractor, subcontractor, nor any person acting on behalf of such contractor or subcontractor, shall by reason of race, creed, color, sex, sexual orientation, age, national origin, disability, genetic predisposition or carrier status, discriminate against any citizen of the State of New York who is qualified and available to perform the work to which the employment relates; and

(b) that no contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee hired for the performance of work under this Agreement on account of race, creed, color, sex, sexual orientation, age, national origin, disability, genetic predisposition or carrier status; and

(c) that there may be deducted from the amount payable to the contractor by the County under this Agreement a penalty of fifty dollars for each person for each calendar day during which such person was discriminated against or intimidated in violation of the provisions of the Agreement; and

(d) that this Agreement may be canceled or terminated by the County, and all moneys due or to become due hereunder may be forfeited, for a second or any subsequent violation of this section of the Agreement.

TENTH: In addition to, and not in limitation of the insurance requirements contained in **Appendix B** entitled "Allegany County Standard Insurance Requirements", attached hereto and made a part hereof, the Contractor agrees:

(a) that except for the amount, if any, of damage contributed to, caused by or resulting from the negligence of the County, the Contractor shall indemnify and hold harmless the County, its officers, employees and agents from and against any and all liability, damage, claims, demands, costs, judgments, fees, attorneys' fees or loss arising directly or indirectly out of the negligent acts or omissions hereunder by the Contractor or third parties under the direction or control of the Contractor; and

(b) to provide defense for and defend, at its sole expense, any and all claims, demands or causes of action directly or indirectly arising out of the acts or omissions referred to in Paragraph (a) and to bear all other costs and expenses related thereto.

ELEVENTH: All notices of any nature referred to in this Agreement shall be in writing and sent by registered or certified mail postage prepaid, to the respective addresses set forth below or to such other addresses as the respective parties hereto may designate in writing:

To the Contractor:

TWELFTH: This Agreement and its attachments constitute the entire Agreement between the parties with respect to the subject matter hereof and shall supersede all previous negotiations, commitments and writings. If there is any conflict or inconsistency between the terms of this Agreement and the attachments hereto, the provisions contained in the attachments hereto shall control. This Agreement shall not be released, discharged, changed or modified except by an instrument in writing signed by a duly authorized representative of each of the parties.

THIRTEENTH: This Agreement shall not be enforceable until signed by all parties and approved by the Office of the County Attorney.

FOURTEENTH: This Agreement shall be deemed executory to the extent of funds authorized by the County Legislature or provided to the County by New York State for the objects and purposes hereof. In the event of a substantial or unanticipated reduction in funding, County reserves the right immediately by written notice to cancel or terminate this Agreement, in whole or in part, with accounts between the parties to be prorated and adjusted as of such termination date.

FIFTEENTH: This Agreement shall be construed and enforced in accordance with the laws of the State of New York.

One: Economic Development Infrastructure

Allegany County wants to develop an appropriate infrastructure necessary to foster economic development opportunities for the County. **Contractor** will coordinate the County's economic development participants in identifying future development sites, and working to complete necessary tasks so that sites are more "ready" for immediate business opportunity availability. Coordination efforts are not intended to alter the existing reporting structure within Allegany County government, but instead provide support and guidance to the Economic Development Team and accountability in fulfilling their mission.

Two: Business Retention and Expansion

Allegany County wants to ensure existing businesses thrive and remain or expand. **Contractor** shall coordinate efforts to solicit continual feedback from all county existing businesses to determine how they can best be served and how programs can be developed to leverage their assets and the assets of other similar businesses and the assets of Allegany County. **Contractor** shall coordinate the development of concepts which promote existing business.

Three: Business Attraction

Contractor shall take steps necessary to ensure that Allegany County competes at local, state, national and international levels for prospective businesses. As these companies scale up and consider permanent locations, **Contractor** shall coordinate programs, procedures, policies and promotional materials that make the County an attractive and competitive option. In addition, **Contractor** shall coordinate the efforts to actively promote Allegany County at the state, national and international levels, particularly the companies in the clean tech, healthcare, hospitality, tourism and non-profit sectors. The Economic Development Team will maintain, as a minimum, a graphically engaging design, relevant demographic information, a comprehensive list of awards and distinctions received by the County, identification of publicly-owned, shovel-ready sites, incentive packages and materials for targeted industries, and opportunities and support services for existing businesses.

Four: Strengthened Relationships with Various New York Economic Development Organizations

These organizations are assets to the County's economic development efforts. They can provide free marketing for the County and expand our contact base and opportunities. Fostering relationships with these organizations will provide a competitive advantage at the state and regional level and ensure that the County receives feedback from prospective companies about what Allegany County can do to provide an attractive business package.

Contractor shall serve as the coordinator for Allegany County's economic development related purposes.

Five: Market Statistics and Demographics

Allegany County is interested in receiving up to date market statistics and demographics for existing businesses and labor shed and market data for businesses interested in locating in Allegany County.

Six: Reports and Presentations to Allegany County

Contractor shall provide a written report and prepare a brief presentation for the Planning and Economic Development Committee on a quarterly basis. Reports and presentations will outline the tasks accomplished and include statistics (as appropriate) for each performance measure outlined herein.

The County recognizes that the overall economy will affect some of the performance measures and success will be outside the control of Contractor. The County also recognizes that some of the needed statistics are not currently collected in a systematic way. However, the County expects the Contractor to show evidence of experience in conducting comparative market and trend analyses and due diligence in amassing the detailed information necessary to support the economic development effort.

Seven: Contract Administration

The Allegany County Planning and Economic Development Committee shall be the contract administrator for this contract. While it is understood that many facts pertaining to projects must be held in the strictest confidence, *Contractor* will insure that the Allegany County Planning and Economic Development Committee is kept abreast of details and progress made pertaining to economic development prospects considering development in Allegany County to the greatest extent possible.

Eight: Freedom of Information Law – Public Officers Law, Article 6, Section 84-90

Allegany County contracts and documents prepared while performing county contractual work are subject to the New York Freedom of Information Law. If a Freedom of Information Law request is presented to Allegany County, *Contractor* will do everything possible to provide the documents in a prompt and timely manner as prescribed in the New York Freedom of Information Law.”

Adjournment

There being no further business to come before the Committee, the meeting was adjourned at 3:20 p.m. following a motion by Legislator Burt, seconded by Legislator Pullen, and carried

Respectfully submitted,
Cynthia Santora, Secretary to the Clerk of the Board
Allegany County Board of Legislators

**PLANNING & ECONOMIC DEVELOPMENT COMMITTEE
OCTOBER 15, 2014**

**** NOT APPROVED ****

Committee Members Present: C. Jessup, K. LaForge, S. Burt, D. Decker, D. Healy, T. Hopkins, D. Pullen, D. Root, C. Crandall

Others Present: M. Alger, L. Bliven, K. Graves, G. Hanchett, R. Hollis, J. Luckey, . Miner, B. Riehle, T. Ross, C. Santora, R. Sobeck-Lynch, N. Ungermann

Media Present: D. Donohue, *Olean Times Herald*; B. Quinn, *Wellsville Daily Reporter*

Call to Order: The meeting was called to order at 2:00 p.m. by Planning & Economic Development Committee Chairman Charles Jessup.

Approval of Minutes

A motion was made by Legislator Pullen, seconded by Legislator Root, and carried to approve the Planning & Economic Development Committee minutes of September 17, 2014.

Development Team

Development Team Coordinator Jack Wood informed the Committee that the Economic Development Team at this time consists of County Planner Kier Dirlam, Economic Development/Industrial Development Agency Director John Foels, Greater Allegany Chamber of Commerce Director Gretchen Hanchett, and himself. He added that he is looking to add public sector participants to form a Business Advisory Group which would consist of key business leaders as well as leaders in agriculture, service, and manufacturing. The Team would determine what those areas are looking for in the County and align our efforts to help them. He said that he had identified four at this time who are willing to be a part of this effort. Mr. Wood's plan is to try to formalize this group by the end of the year. Additionally, Mr. Wood said that the outside sales rep RFP is in flight. County Administrator Mitch Alger sent it to all County Administrators in New York State to generate interest. He added that he will work with Ms. Hanchett who has another list we might send the RFP to. The goal is to advertise it and staff it by January 1. Mr. Wood's plan is to have a team of interviewers (including some legislators). Each member of the team would have questions relative to his/her area of expertise in order to best judge the suitability of the candidates. Mr. Wood termed this "target selection interviewing" which, he said, is intended to identify past performance which is a predictor of future behavior.

The 2015 Economic Development plans and programs will have team goals to identify what Mr. Dirlam, Mr. Foels, Ms. Hanchett, and Mr. Wood are doing. Subsequently, the goal is to try to line up common objectives so plans and programs that are designed will result in five-eight top priority goals. And each team member will know his/her responsibility for those goals.

The Team will identify projects that will need financial support and will bid into that up to but not exceeding .7 percent. The Planning and Economic Development Committee can then approve or disapprove the plan. Mr. Wood said he would like the Team to get around to all local businesses—manufacturing, agriculture, education, etc., which, he said, would be a time-consuming effort for Mr. Foels, to find out what collateral services these businesses use that we might do or get in Allegany County. Finding this out would allow the Outside Sales Rep to look for something specific rather than just looking for something on an "a la carte" basis or trying to find any old thing to bring to town. Mr. Wood went on to say that he would like to compile a business list on which he would like to see 150-200 entries. This list would include the name of

industry, a specific contact name and number, etc. so you have a call (prospect) list. The creation of this list is a very high priority, he said. Now that the Team is formalized, he added, the compilation of that list will begin in earnest immediately. Mr. Wood told the Committee that the development of I-86 is the highest priority. He said that some movement has started and is in play, but it is at a confidential stage at this time. Mr. Wood said he welcomes any and all ideas and/or prospects regarding the I-86 development. Finally, Mr. Wood said he would try to accommodate what the committee wants when he creates his monthly report.

Employment & Training

Monthly Report

Employment & Training Director Reita Sobeck-Lynch, in addition to her written monthly report, said that during the past month, she has been working with Alfred State to identify unmet needs/skills in the business community and ways for employees to upgrade their skills as well as what skills employers are looking for that they are not finding. Alfred State wants a bigger presence in the County and is considering offering classes on weekends and evenings. These could lead to certificates (or no certificates), associate or bachelor degrees. So, she said, she has been doing some groundwork with them. She also spoke to Samantha Testani in Alfred State’s Human Resources Office and she is putting together an advanced welding class (63 hours) which is twice as much as BOCES, so it is very extensive. It will be held on the Wellsville campus. Currently, they are trying to nail down class times and are considering three evenings per week or two evenings and a Saturday. Ms. Lynch added that E&T still has money for funding. She said E&T currently has nine people involved in training programs. She attended the WYN Regional Business Service Team meeting at the Empire State Development Office. Among the topics discussed was the opportunity for businesses to submit grant proposals via CFA (Consolidated Funding Application). In order to get money from the state, businesses should apply now to become part of the gateway which is necessary to receive funding. Because it is a very time-consuming process, it was suggested that any interested business begin the process soon. Advance Buffalo (Alstom is the only local company that participates in this program) and so far they have hired 160 new employees. Ms. Lynch said she had attended the inauguration of the new Alfred State President Skip Sullivan, and in addition to good speeches and good food, the Student Leadership Center had displays on programs of study at the College. Ms. Lynch will be presenting at the NYATEP (New York Association of Training and Employment Professionals) conference next week on Career Pathways. Finally, she said, there are 26,000 jobs in WNY and 164 in Allegany County.

Budget Adjustment

Ms. Lynch requested approval to transfer funds within several appropriation accounts. This is necessary because E&T is spending more funds in Adult Training than Dislocated Worker Training, so funds need to be moved to compensate for this. Because the TANF Grant ended on September 30, 2014, it is necessary to make all negative line items within the TANF Grant positive. The funds should be adjusted as follows:

Appropriations:

<u>From Account No.</u>	<u>To Account No.</u>	<u>Amount</u>
CD16406.474 WIA Dislocated Worker ITA	CD16402.474 WIA Adult ITA	7,070
CD16794.408 TANF Supplies	CD16794.101 TANF Staff Regular Pay	423
CD16794.413 TANF Rentals: Personal Prop	CD16794.101 TANF Staff Regular Pay	15
CD16794.414 TANF Rentals: Real Prop	CD16794.101 TANF Staff Regular Pay	337
CD16794.416 TANF Telephone	CD16794.101 TANF Staff Regular Pay	329
CD16794.419 TANF Printing	CD16794.101 TANF Staff Regular Pay	40

CD16794.419 TANF Legal Ads	CD16794.101 TANF Staff Regular Pay	500
CD16794.402 TANF Staff Mileage	CD16795.101 TANF Part. Regular Pay	891
CD16794.408 TANF Staff Supplies	CD16795.101 TANF Part. Regular Pay	449
CD16795.804 TANF Part. W/C	CD16795.101 TANF Part. Regular Pay	429
CD16794.806 TANF Staff Hosp/Med	CD16795.101 TANF Part. Regular Pay	<u>309</u>
	TOTAL =	\$10,792

Approval was granted on a motion by Legislator Hopkins, seconded by Legislator Healy, and carried. **Refer to Ways & Means**

Tourism/Greater Allegany Chamber of Commerce

Monthly Report

Greater Allegany Chamber of Commerce Director Gretchen Hanchett distributed a written summary of her recent activities. Under advertising, it was noted that Allegany County appears in *Explore NY*, the *Wellsville Daily Reporter* hunting supplement, the *Patriot's* Hunting & Fishing Guide, and *Guest Quest*. Also mentioned: the Tourism booth had been set up at the Cuba Garlic Festival (September) and would be set up in October at the Cheese Festival in Friendship, the Swain Fall Festival on the 18th, and the RidgeWalk on the 19th. Ms. Hanchett also went on to talk about her involvement in the FireBall Run. The trip was 5,000 miles. Ms. Hanchett found the event to be a great networking opportunity. She added that Allegany County Travel Guides had been distributed as well. Most important, she said, one child was found and a good lead on another child had been obtained. She went on to say that she had made some valuable contacts which could be a potential boon for the County. Ms. Hanchett went on to discuss the eight-County Branding Grant which had selected Development Counsellors International (DCI) to conduct research about the participating counties. They will be in our area in late October for interviews and focus groups. Ms. Hanchett was happy that this is the organization that had been chosen for this grant because, it seemed to her, they saw more tourism opportunity than just the Buffalo-Niagara Region. Ms. Hanchett reminded Committee members that there would be a Business after Hours on October 23, at 5:30 p.m. at Kent Farms. Finally, Ms. Hanchett said she had participated on the Board of Directors Nomination Committee of the New York State Tourism Industry Association.

County Planner

Monthly Report

County Planner Kier Dirlam was unable to attend the meeting. The following is the report he submitted.

- Planning Board meets Wednesday evening at 7 p.m. at the Crossroads Center for its monthly meeting. The November meeting will be a training session open to anyone who wants to get up to date on SEQR. Contact the office to reserve your seat.
- Southern Tier West Regional Planning and Development Board meet Thursday in its Salamanca office at 1 p.m. They are having a storm water conference October 23 at Holiday Valley. Check their website for the registration. Their Planning and Zoning Conference in Salamanca and Mayville is November 5 & 6.
- Kier Dirlam has assisted the Town of Burns/Village of Canaseraga with their Comprehensive Plan, recently finalizing that.
- [Mr. Dirlam] Attended the APA (American Planning Association) Conference in Rochester
- [Mr. Dirlam] Attended the NYSAC (New York State Association of Counties) Conference in Buffalo.
- Broadband project continues to proceed in a positive direction.
- GIS On-line mapping project continues.

- Grant contract was received for the Comprehensive Plan School and initial meetings have been had with NYSERDA.
- Meeting with Empire State Development regarding the Crossroads area today.

Economic Development/ Industrial Development Agency

Monthly Report

Economic Development/ Industrial Development Agency Director John Foels was unable to attend the meeting. The following is the written report he submitted:

- IDA Board meeting is Thursday morning at 10 at the Crossroads Center. The October meeting will review at what stages projects are and the status of past projects.
- Meeting with the Rushford Town Development Corporation to serve as a resource for redevelopment of the former Rushford School and other properties.
- Attended the APA Conference in Rochester.
- Continue to prospect for potential clients in hospitality/lodging, manufacturing and warehouse/distribution.
- Will be attending the NYS Economic Development Council's Technology based development conference in Binghamton.
- Researching DBA's data for all of last year and this year's to date numbers.
- Meeting with Empire State Development's senior leadership to discuss the Crossroads Project and other current and future opportunities.

Adjournment

There being no further business to come before the Committee, the meeting was adjourned at 2:35 p.m. following a motion by Legislator Decker, seconded by Legislator Pullen, and carried

Respectfully submitted,
Cynthia Santora, Secretary to the Clerk of the Board
Allegany County Board of Legislators

**PLANNING & ECONOMIC DEVELOPMENT COMMITTEE
NOVEMBER 19, 2014**

**** NOT APPROVED ****

Committee Members Present: C. Jessup, K. LaForge, S. Burt, D. Decker, D. Healy, T. Hopkins, D. Pullen, D. Root, C. Crandall

Others Present: M. Alger, D. Fanton, K. Graves, G. Hanchett, T. Miner, B. Riehle, T. Ross, C. Santora, R. Sobeck-Lynch, N. Ungermann, J. Wood

Media Present: D. Donohue, *Olean Times Herald*; B. Quinn, *Wellsville Daily Reporter*

Call to Order: The meeting was called to order at 2:00 p.m. by Planning & Economic Development Committee Chairman Charles Jessup.

Approval of Minutes

A motion was made by Legislator Decker, seconded by Legislator Root, and carried to approve the Planning & Economic Development Committee minutes of October 15, 2014.

Employment & Training

Monthly Report

Employment & Training Director Reita Sobeck-Lynch told the Committee that the numbers are down a little this month (which is also true for Cattaraugus County). She added that this is typical for this time of year, partly because of the number of holidays in the month of November. E&T has some people waiting to take some classes at BOCES, but the start of the classes has been delayed because there are not enough people enrolled to run them, she said. Last week at the Rotary Club, she said, Gretchen Hanchett and Christine McCormick spoke, and those in attendance raved about the presentation, she added. Unfortunately, she said, she was unable to attend. Ms. Lynch presented an edition of *Buffalo Business First* which included a page featuring economic development in Allegany County. She passed the insert around for Committee members. Ms. Lynch told the Committee that the Local Plan has been approved by the State of New York as submitted and does not require any revisions. There was some discussion regarding whether or not we can determine whether Department of Labor (DOL) jobs listed for Allegany County are filled by local people. If we can't provide the needed workers, that may become a problem for businesses to operate in this environment. Typically, if the unemployed do not report in to E&T, there is no local record. There was also some discussion regarding the method the DOL uses to determine unemployment rate figures. Ms. Lynch noted that those numbers are based on the number of applications for unemployment and that the DOL makes phone calls to people no longer receiving benefits to determine if they have recently become employed.

County Planner

Monthly Report

County Planner Kier Dirlam was unable to attend the meeting, but submitted a written report. Legislator Jessup gave Committee members time to review the document. He added that a report from Economic Development Director John Foels was also attached to the packet.

Greater Allegany Chamber of Commerce

Monthly Report

Greater Allegany Chamber of Commerce Executive Director Gretchen Hanchett brought the Committee up to date on what has been happening in her office. She noted that it was nice working with a Team Leader (Jack Wood) pulling things together. She went on to say that she was anxious to see what DCI (Development Counsellors International) will come up with for branding for the eight-county branding grant. Ms. Hanchett recalled that DCI's statement that there is more to Western New York than Buffalo-Niagara led her to believe that DCI is the right choice. She added that DCI had been impressed with the new sports center at Houghton College. Ms. Hanchett said that the Travel Guides have been sent to the printer and she expects them to be delivered in a couple of weeks. She commended Legislator Burt on his recent presentation of the Bare Knuckle Boxing Champion Belt to Bobby Gunn in October and the notice that the event brought to Allegany County. She is in the process of developing new regional banners with Chrystal Abers and Andrew Nixon. She also said that she had received the first draft of the first episode of the County web series, which focuses on the Modern Diner and Texas Hot in Wellsville. Finally, she said, she and Christine McCormick had spoken to the Wellsville Rotary about the Fireball Run.

Economic Development/Industrial Development Agency Monthly Report

Economic Development/Industrial Development Agency Development Team Coordinator Jack Wood began by informing the Committee members that he and Ms. Hanchett had spent considerable time working on a contract (which he had sent to Committee members and which he also brought with him). Mr. Wood went on to explain that there are two parts to the contract: the first includes the general provisions of the contract, and the second includes the performance measures which could be discussed during the attorney/client session, he said. There is a page in the contract that he would like the Committee members to review, the "Smart Form." The Smart Form is intended to help the team members come up with five smart objectives for the year. Team members include Ms. Hanchett, County Planner Kier Dirlam, Economic Development Director John Foels, and Mr. Wood himself). The objectives will encompass a number of the things that are in the Chamber contract for Gretchen but will also address what the other three areas do. Basically, the idea is to get four or five of these put together for each area to keep us focused during the year on the big-ticket items so at the end of the year the accomplishments can be presented. However, basically, it delineates what specifically is the big task, how it is being measured, whether it is aligned with what we're trying to do with economic development in the County, and any results that can be identified. This is results-focused and time-bound. Then, each quarter, there will be a written report based on the five major things we said we will do in each area. Mr. Wood said he believes this plan will bring more synchronization among the areas. Mr. Wood said he would like the Board's approval regarding where they're headed, and then go to the County Attorney for the appropriate language. Mr. Wood requested that if anyone had any feedback regarding this contract, they should contact him directly prior to the December Board meeting. Legislator Jessup said that he would like to discuss details of the contract in attorney/client session later in the meeting.

Mr. Wood went on to say that the RFP for outside sales has not brought in a flood of job applicants ("that dog ain't huntin' that well"). He said the job was posted on the Allegany County website and a memo had been sent to all county administrators in the state. It's just not getting any hits. He added that it is not his philosophy to "hurry up and hire," so he wants to rework the ad in consultation with the County Administrator and County Attorney, and then, with Committee approval, post it on various internet sites such as Monster.com for a few hundred dollars. He hopes to regionalize the focus in New York, Ohio, and Pennsylvania to see if it can generate any more activity. He said he does not wish, at this time, to use funds to hire an executive head hunting firm to fill this position because that is expensive. There was some

discussion regarding ways of increasing the “exposure” of this job as well as ways to make the position more attractive such as making it an incentive contract (base income+ “at risk” income). Chairman Crandall related his surprise early in his days on the Board, at the expense of running an ad in the large-market newspapers such as Buffalo, Rochester, and Syracuse. Because rates are based on circulation, higher readership translates into a more expensive ad. The Committee supported Mr. Wood’s proposal to continue as he outlined during his report on a motion by Legislator Decker, seconded by Legislator Healy, and carried.

Mr. Wood indicated that other issues on which he’s working are currently bound by confidentiality and he cannot disclose them at this time.

Old Business

Proposal to Create a Planning Department

Legislator Jessup noted that the proposal to create a Planning Department with County Planner Kier Dirlam as Department Head, really comes down to maintaining the momentum of the 90-Day Plan that was outlined earlier this year. He said that based on the laws and regulations that need to be amended, he was making a motion to direct and authorize the County Attorney’s office to move forward with the process as presented in the 90-Day Plan to create a Planning Department with Kier Dirlam as Department Head. The ensuing discussion included the following issues: Legislator Ungermann inquired whether the new department would have an on-staff engineer. He said, “When I envision a Planning Department, I would suspect that, well let’s say, hypothetically, there is a water/sewer line issue. The Planning Department should be able to design it, perform the survey work, do the layout work, etc., instead of hiring an engineer. Is that what we’re looking to do?” Legislator Jessup responded that he did not believe, to the best of his knowledge, that anyone on the Board had ever discussed that scenario. He added, “I would imagine what you’re talking about would be done on a consulting basis. My plan is to formalize Kier Dirlam as Department Head with a part-time secretary.” Legislator Healy noted that if it needs to grow from there, it can be modified. Legislator Burt inquired about the Director’s and Secretary’s salaries and whether there would be an increase. Legislator Jessup indicated that the new half-time position would be Cathleen Whitfield. “I don’t think anyone anticipates any more money,” he said. County Attorney Tom Miner noted that “My sense is that no one is talking about any more money,” but he added that is not his call. To the best of his knowledge, this proposal simply changes the structure. It must still go through the County Attorney’s Office and come back to Committee. The motion simply authorizes the County Attorney to proceed with the process. Legislator Burt told the Committee that he had abstained from the vote because he didn’t have enough time to read the entire document before the question was called. Legislator Decker added he did not vote either, saying, “I need to study this more before I make a decision on this issue.” He added that he is a proponent of smaller government and doesn’t know if this change has potential to grow a department. He also said he had some concerns. (No formal requests to abstain from the vote were made.) However, the vote had a majority vote in favor of proceeding. County Attorney Miner told the group that the document is a “cheat sheet” to tell him what he needs to do to lay the groundwork to make this happen. It was also a way to let the Committee know just where his office is in the process. Legislator Jessup noted, “This still has a long way to go.” Mr. Miner said that the group is not approving the change at this time, just authorizing his office to move forward with the legalities. Mr. Miner added that he and Mr. Dirlam still need to get together and discuss some specifics before the final version is prepared. Legislator Burt inquired whether the document was drawn up like this, and was told it came from Mr. Miner’s office. Chairman Crandall noted that the “proposal is a spinoff, if you will, of a couple Committee of the Whole meetings we had. This is a rough outline of the logistics. Now we’re moving toward a more structured document to show how the many parts will work together. Your (speaking to

Legislator Jessup) position was to move this forward—you talked about the 90-Day Plan and now we're getting it into place and moving it along before the end of the year if we can, and not let it linger there with no action; this is a result of that." Legislator Jessup told the Committee, "We are running to the end of the 90 days, so I wanted to push it; that's all." Chairman Crandall noted that there is still time needed to properly put this in place because "I think we need a local law to be properly introduced." It was reiterated that any document must go through the County Attorney's office and come back to Committee. "However," said Legislator Jessup, "this proposal is in line with 90-Day Plan which the entire Board approved, so I assumed we were heading forward with what was approved, and I wanted to keep us on schedule." Approval was granted on a motion by Legislator Jessup, seconded by Legislator Hopkins, and carried.

Prepare Resolution

New Business

Attorney/Client Session

The Committee entered attorney/client session to discuss contractual issues at 2:50 p.m. on a motion by Legislator Pullen, seconded by Legislator Hopkins, and carried. The Committee exited attorney/client session at 3:18 p.m. on a motion by Legislator Healy, seconded by Legislator Pullen, and carried.

Adjournment

There being no further business to come before the Committee, the meeting was adjourned at 3:20 p.m. following a motion by Legislator Pullen, seconded by Legislator Root, and carried

Respectfully submitted,
Cynthia Santora, Secretary to the Clerk of the Board
Allegany County Board of Legislators

**PLANNING & ECONOMIC DEVELOPMENT COMMITTEE
DECEMBER 17, 2014**

**** NOT APPROVED ****

Committee Members Present: C. Jessup, K. LaForge, S. Burt, D. Decker, D. Healy, T. Hopkins, D. Pullen, D. Root, C. Crandall

Others Present: M. Alger, H. Budinger, P. Curran, K. Dirlam, D. Fanton, J. Foels, K. Graves, G. Hanchett, R. Hollis, T. Miner, B. Riehle, T. Ross, C. Santora, R. Sobeck-Lynch, N. Ungermann

Media Present: D. Donohue, *Olean Times Herald*; B. Quinn, *Wellsville Daily Reporter*

Call to Order: The meeting was called to order at 2:00 p.m. by Planning & Economic Development Committee Chairman Charles Jessup.

Approval of Minutes

A motion was made by Legislator Root, seconded by Legislator Decker, and carried to approve the Planning & Economic Development Committee minutes of November 19, 2014.

Appointment and Re-appointments to to Allegany County Planning Board

The Chairman of the Board plans to appoint Jon Gorton of Grove to fill the remainder of a three-year term as a member of the Allegany County Planning Board commencing January 1, 2015, and expiring December 31, 2016.

In addition, the Chairman plans to re-appoint Robert Ellis, Belmont, NY, (District II) and James Ninos, Alfred, NY (District V) to a new three-year term commencing January 1, 2015, and expiring December 31, 2017.

The Chairman also plans to make the annual ex-officio appointments to the Planning Board as follows:

Guy R. James, Public Works Superintendent, Scio
Terri L. Ross, County Treasurer, Angelica
Theodore L. Hopkins, Ways & Means Committee Chairman.

Approval of this slate of appointments was granted on a motion by Legislator Decker, seconded by Legislator Root, and carried. **Prepare Resolution**

Employment & Training

Monthly Report

Employment & Training Director Reita Sobeck-Lynch distributed her report for December 2014. The report indicated that there were 483 customer visits in November. Additionally, eight customers reported finding jobs. The hourly wage range was from \$8 to \$10. There were three full-time and five part-time positions filled at eight businesses. The full-time positions were 40 hours a week while the part-time position hours varied. There were 25 new jobs in Allegany County listed with the Department of Labor and nine were in manufacturing and the others were in different fields. Two positions were filled with our direct referrals. Two hundred seventy-five customers landed jobs as of 30 November 2014. There were 27 new Unemployment Insurance claims opened in August: 19 people were laid off~ manufacturing, seasonal, military discharge, healthcare, food and transportation, three quit, and five were fired. The layoffs were in manufacturing, seasonal work, retail and two Military Discharge. Unemployment rates for October: Allegany County 5.4 percent, NYS 5.7 percent, US 5.5 percent. Ms. Lynch provided the methodology used by the Department of Labor to determine the Unemployment Rate.

Additionally, E&T provided 586 services to DSS Customers as follows: 216 federally funded Safety Net; one Safety Net Families (NYS and County funded); 212 Individual Safety Net and 157 SNAP-Supplemental Nutrition Assistance Program (Food Stamp) recipients. Employment Assessment Class (EAC): These are employable applicants for public assistance that do not need child care services. Clients assessed: 28; Completed class: five; denied/withdrawn: 24 and re-applications: one.

Two businesses listed jobs with E&T for the first time: Charlie's Treats and Great Lakes Cheese. These positions were filled by Allegany County residents.

Trainings since September 1: Support Services for six CNAs; ITAs~ two completed CDL-A training, one failed the test, and one is employed. Enrolled in training: one CDL-B, three Welding, four Medical Terminology/Billing, three LPN, and one Phlebotomy.

No Veterans are actively enrolled in the Veterans' Program, and three Veterans utilized our services.

County Planner Monthly Report

County Planner Kier Dirlam distributed a status report which included the following:

- the Planning Board meets Wednesday, December 17, 2014, at 7 p.m. at the Crossroads Center
- a training session on SEQR was held on Monday, December 8, 2014 (about 25 attendees)
- the annual dinner for the Planning Board is scheduled for January 21, 2015, at the Wellsville Country Club (the "official" invitation will be issued shortly)
- Southern Tier West Regional Planning Board and the Development Board Transportation Committee meets Thursday, December 18, at 10 a.m. The STW RPDB meets at 1 p.m. in Salamanca
- the Town of Burns passed a ban on oil and gas exploration/extraction that has been causing issues there recently
- the approval of the Broadband project contract with CONXX has resulted in CONXX's proceeding with ordering items needed for the project
- Mr. Dirlam met with the Town of Alma and the Town of Caneadea regarding zoning and comprehensive planning issues
- the Comprehensive Plan School draft RFP (which he attached to his report) for the consultant is awaiting approval from NYSERDA. When approved, it will be sent directly to consultants in Rochester and Buffalo as well as be posted on the website. Next month the Committee will likely need to approve the selection of the consultant.
- The Consolidated Funding Applications (CFA) were announced last week. Five of seven Allegany County submissions were funded.
- the Village of Andover is conducting a study to see what it would take to extend the waterline from Wellsville to Andover
- Village of Wellsville is looking at what needs to be done for its sewer plant (has received some funding to do the engineering on that project)
- Caneadea received a planning grant to plan and design a park on the river that Houghton College donated the land for
- Bolivar received a renovation grant of approximately \$280,000 to fix the pool which is the only County municipal pool.

Greater Allegany Chamber of Commerce

Greater Allegany Chamber of Commerce Executive Director Gretchen Hanchett told the Committee that she was able to score a great deal on two billboards advertising Allegany

County's "great outdoors" options. One will be placed this month on I-86 at a cost of \$500 per month, and the other will be located on Route 16, two miles outside of Olean, at a cost of \$350 per month. Ms. Hanchett displayed a large print out of the billboard ads. Additionally, she placed a full-page ad in USA Today. Ms. Hanchett also distributed copies of the new Travel Guides which are bigger this year and for which ad revenue of \$5,050 was collected. Ms. Hanchett noted that she met with Development Team Coordinator Jack Wood and Legislator Deb Root to talk about communication plan development. Finally, Ms. Hanchett said that the I Love NY application had been sent in to the State. We have not received final approval, she said, but it looks as if we will receive \$53,911 from I Love NY with a County match of \$53,911 (last year's amount was \$54,597).

Economic Development/ Industrial Development Agency Director Monthly Report

Economic Development/Industrial Development Agency Director John Foels distributed a report recapping items and activities completed within the past month.

Coordination of Economic Development Objectives

The Team Leader/Economic Development Coordinator has met regularly and repeatedly with the Planning and Development Team to verify the vision and objectives for 2015. This includes marketing, budget, and task responsibilities.

Empire Zone Annual Business Activity Report

Again this year, we have undertaken a results-oriented program to achieve complete results for the over 50 zone certified businesses throughout Allegany County. Unlike typical IDA PILOT Programs, the zone benefit program does not create "tax breaks" for certified companies, but rather provides state income tax credits. "Income tax benefits," as opposed to "tax breaks," do not reduce property tax and sales tax revenue to local and county entities. This was a calculated decision made in the early 2000s through expansion of the zone throughout the County. In 2012, certified businesses committed over \$18 million in new capital improvements. The businesses also employed over 2,100 employees with a payroll of over \$104 million. To date, the zone has been responsible for over \$202 million in capital investments, with their thousands of employees earning on average over \$47,000. This had been achieved without any adverse effect on the local economy. The 2013 results will be available in February 2015.

Mr. Foels acknowledged Wendell Brown, former Executive Director of the Empire Zone, for his help in compiling the statistics.

Alfred State College/President Sullivan Meeting

Jack Wood and Mr. Foels met with Alfred State President Sullivan during the past month. Topics included Start Up NY and other incentive programs. President Sullivan would like to participate on Mr. Wood's advisory board. He also suggested the County investigate "overseas opportunities" and his desire to be involved.

Allegany Access/Park and Ride Enhancement

The Office continues to work with the FTA and NY DOT to secure funds for an enhanced park and ride area at the Crossroads.

Select USA 2015 Investment Conference

The conference, to be held March 23 and 24 in Washington, DC, will be attended by all members of the Development, Planning, and Chamber teams. It should be a "must attend" event.

Aggressive Prospect Management

The Team Leader/Coordinator is aggressively working with team members to engage prospective developers for projects throughout the County, especially the Crossroads Project. This includes all travel-related services including lodging, hospitality, and retail.

Following Mr. Foels' formal report, Legislator Healy inquired about the Crossroads. Mr. Foels opted to answer the question during an attorney/client session.

Legislator Root inquired about the existence of any report regarding the economic impact of the oil and gas industry. Mr. Dirlam indicated that there is a DEC website that will tell the number of barrels produced per well although it will not indicate the price per barrel.

Attorney/Client Session

The Committee entered attorney/client session to discuss contractual issues at 2:45 p.m. on a motion by Legislator LaForge, seconded by Legislator Healy, and carried. The Committee exited attorney/client session at 2:55 p.m. on a motion by Legislator Hopkins, seconded by Legislator Healy, and carried.

Old Business

2015 Tourism Services Contract

County Administrator Mitch Alger indicated that a few changes which had been made were highlighted on the copy included with the agenda packet. He sought approval of the contract so the County could move forward and enter into the agreement with the Chamber for Tourism. There was no discussion. Subsequently, the contract was approved on a motion by Legislator Healy, seconded by Legislator Root, and carried. **Prepare Resolution**

Adjournment

There being no further business to come before the Committee, the meeting was adjourned at 3:00 p.m. following a motion by Legislator Root, seconded by Legislator Decker, and carried

Respectfully submitted,
Cynthia Santora, Secretary to the Clerk of the Board
Allegany County Board of Legislators