

**PLANNING & ECONOMIC DEVELOPMENT COMMITTEE
JANUARY 21, 2015**

**** NOT APPROVED ****

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

Others Present: M. Alger, L. Ballengee, L. Bliven, H. Budinger, J. Budinger, S. Burt, P. Curran, D. Decker, K. Dirlam, L. Gridley, G. Hanchett, R. Hollis, T. Miner, B. Riehle, T. Ross, C. Santora, R. Sobeck-Lynch, S. Torrey, N. Ungermann, C. Whitfield, J. Wood

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

Call to Order: The meeting was called to order at 2:07 p.m. by Planning & Economic Development Committee Chairman Ted Hopkins.

Approval of Minutes

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

Appointments to Fish & Wildlife Management Board

The Chairman of the Board plans to reappoint Phillip May of Wellsville, NY, as the Landowner Representative Member and Richard (Butch) Lorow of Almond, New York, as the Alternate Landowner Representative Member of the Region 9 Fish & Wildlife Management Board for a two-year term commencing January 1, 2015, and expiring December 31, 2016, subject to confirmation by the Board of Legislators. The appointments were approved on a motion by Legislator Pullen, seconded by Legislator Root, and carried. **Prepare Resolution**

Appointments to the Planning Board:

The Chairman of the Board plans to appoint Jon Gorton, Grove, New York, to fill the remainder of a three-year term on the Allegany County Planning Board commencing January 1, 2015, and expiring December 31, 2016. The appointment was approved on a motion by Legislator Jessup, seconded by Legislator Root, and carried. **Prepare Resolution**

The Chairman also plans to reappoint the following Allegany County Planning Board members to a new three-year term commencing January 1, 2015, and expiring December 31, 2017:

James Ninos, Alfred, [District V] The appointment was approved on a motion by Legislator Root, seconded by Legislator Jessup, and carried. **Prepare Resolution**

Robert Ellis, Belmont, [District II] The appointment was approved on a motion by Legislator Root, seconded by Legislator Jessup, and carried. (One opposed: Legislator Healy)

Prepare Resolution

John Stolzhus, Independence. The appointment was approved on a motion by Legislator Jessup, seconded by Legislator Pullen, and carried. **Prepare Resolution**

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

Guy R. James, Public Works Superintendent, Scio; the appointment was approved on a motion by Legislator Root, seconded by Legislator Pullen, and carried. **Prepare Resolution**

Terri L. Ross, County Treasurer, Angelica; the appointment was approved on a motion by Legislator Pullen, seconded by Legislator Healy, and carried. **Prepare Resolution**

Charles O. Jessup, Ways & Means Committee Chairman, Alfred Station; the appointment was approved on a motion by Legislator Root, seconded by Legislator Pullen, and carried. **Prepare Resolution**

Employment & Training

Monthly Report

Employment & Training Director Reita Sobek-Lynch distributed her monthly report, saying it has been a quiet month with nothing new and exciting to report. She added that on the reverse of the report, she had added an overview of areas under the jurisdiction of Employment & Training for those who might be new to the Committee. She also included a brochure on TEAP (Transitional Employment Advancement Program), a unique program that offers direct cash payments to employers willing to hire and train qualified job candidates.

County Planner

Monthly Report

County Planner Kier Dirlam reminded Committee members that the Planning Board dinner would be held that evening. Justin Grigg, Mayor of Alfred, and a GIS Specialist in the Environmental Studies/Geology Department at Alfred University would be the main speaker. He said the Planning Board would meet following the dinner to do referrals. The Town of Allen was proposing to put a ban on oil and gas exploration and extraction of any kind. Mr. Dirlam said they are following in the footsteps of the Town of Burns and the Town and Village of Alfred.

Re-appropriation of NYSERDA Grant Funds

Mr. Dirlam requested a resolution re-appropriating the unspent funds for the 2014-15 Allegany County Comprehensive Planning School CFA #27929/Contract #39511. The original resolution for this grant was #131-14. This grant expires on December 31, 2015.

Appropriations

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

A8020.3089.00 (Planning-State Aid Other)	\$67,669
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Approval was granted on a motion by Legislator Healy, seconded by Legislator Root, and carried. **Refer to Ways & Means**

Allegany County Comprehensive Planning School

Mr. Dirlam also requested a resolution authorizing Allegany County to enter into a contract and approve, from the RFP applicants, MRB Group as the consultant firm to conduct and oversee the Allegany County Comprehensive Planning School Grant-CFA #27929/Contract #39511. (Per the scope in the MRB Group proposal for Professional Services and in compliance with the NYS Energy Research and Development Authority (NYSERDA) grant contract; MRB contract not to exceed the NYSERDA Grant amount of \$67,669; authorize the Legislative Board Chairman to sign and execute said contract.) [\$22,556 County in-kind]

The total cost for the project shall not exceed \$90,255 with the County and participating Towns and Village to provide in-kind services equal to \$22,556, representing 25 percent of the total project cost, and the balance of \$67,699 funded through a grant award from NYSERDA. Approval was granted on a motion by Legislator Healy, seconded by Legislator Pullen, and carried. **Prepare Resolution**

Greater Allegany Chamber of Commerce Monthly Report

Greater Allegany Chamber of Commerce Executive Director Gretchen Hanchett distributed copies of the State's report on tourism for Allegany and Chautauqua counties. Ms. Hanchett went over some pertinent numbers with the group. Some pertinent statistics, for example: Allegany County accounted for 11 percent of Traveler Spending in 2013 while Chautauqua County accounted for 49 percent, and Cattaraugus County accounted for 40 percent. Total tourism impact in millions of dollars, that is, the total of travelers' dollars spent in Allegany County was \$57,631,000; that amount was broken down by lodging, recreation, retail, etc. on the following page. Other statistics can be seen by viewing the attached report (for paper copies).

Acceptance of NYS Tourism Matching Funds Grant

Ms. Hanchett requested approval to accept \$53,911 in grant funding from the NYS Department of Economic Development's Division of Tourism. The sum of \$53,911 has been appropriated in the 2015 Budget under Account A6989.476 (Tourism & Culture-Contractual) and to Revenue Account A6989.3715.00 (State Aid-Tourism Promotion). Approval for the acceptance of the Grant funding was made on a motion by Legislator Healy, seconded by Legislator Root, and carried. **Refer to Ways & Means**

Economic Development/Industrial Development Agency-Executive Director John Foels Monthly Report

Mr. Foels was at a conference in Albany and unable to attend the meeting.

Economic Development/Industrial Development Agency

Development Team Coordinator Jack Wood told the Committee that the first Allegany County Economic Team meeting had been held the previous day. He then distributed a variety of documents to the Committee: the agenda from that meeting, a list of the 12 Allegany County Economic Development Team members, a Smart Form (the Smart Form, he said, is intended to help the team members come up with five smart objectives for the year. 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.), Smart Goals/Objectives, Monitors and Measures of Completed Activities, and a Press Release re: the Launch of the Allegany County Development Team. Mr. Wood said that the purpose of the Team is to bring the resources of a diverse number of people, groups, and organizations in one setting so we can have a synchronized approach to economic development. Mr. Wood said he is looking to add public sector participants to form small Business Advisory Groups which would consist of key business leaders as well as leaders in agriculture, service, and manufacturing. He added that since the Millennial Generation will be running things in 25-30 years, why not engage them now and get their views. He said that the colleges and universities must also be a part of this effort.

IDA Issues

Alliance PILOT

Mr. Wood said some things had arisen with the Alliance PILOT because of a changed assessment, so the PILOT needed to be renegotiated. It has been done successfully.

Swain PILOT

Although we are still in the process of working on this, there was a block of land with residences on it. As the residences are going on the tax roll, there were a couple of complications on how to get that sorted out. We are still trying to sort it out so that properties go out at the same time and the PILOT continues. Mr. Wood said he anticipates a favorable solution to that.

Executive Session

The Committee entered executive session to discuss contractual issues at 2:55 p.m. on a motion by Legislator Hopkins, seconded by Legislator Jessup, and carried. The Committee exited executive session at 3:10 p.m. on a motion by Legislator Pullen, seconded by Legislator Root, and carried.

New Business

Legislator Hopkins told the Committee that the RFP for an outside sales consultant had not been successful. Because of that, he proposes to create an Assistant Director of Economic Development position to build depth in that area and possibly provide for succession planning at such time that John Foels should decide to retire. That proposal to have Human Resources create a job description and then to move the proposal to the full Board met with approval on a motion by Legislator Hopkins, seconded by Legislator Healy, and carried. **Refer to Personnel Officer and Personnel Committee**

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 Root, seconded by Legislator Healy, and carried.

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

**PLANNING & ECONOMIC DEVELOPMENT COMMITTEE
FEBRUARY 18, 2015**

**** NOT APPROVED ****

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

Others Present: L. Ballengee, H. Budinger, S. Burt, P. Curran, D. Decker, K. Dirlam, J. Foels, K. Graves, G. Hanchett, R. Hollis, T. Miner, T. O'Grady, B. Riehle, R. Root, T. Ross, C. Santora, R. Sobeck-Lynch, J. Wood

Media Present: No media present

Call to Order: The meeting was called to order at 2:07 .m. by Planning & Economic Development Committee Vice Chair Deb Root.

Attorney/Client Session

The Committee entered attorney/client session at 2:08 p.m. on a motion by Legislator Healy, seconded by Legislator Jessup, and carried. The Committee exited attorney/client session at 2:45 p.m. on a motion by Legislator Healy, seconded by Legislator Jessup, and carried.

**Employment & Training
Monthly Report**

Employment & Training Director Reita Sobeck-Lynch let her monthly report "speak" for itself. Then she went on to say that she meets regularly with the Allegany County Economic Development Team and participates in Department of Labor-sponsored webinars as a means of continuing education. Additionally, she attended a WIB Executive Committee meeting and next week, she will attend the New York State Association of Training and Employment Professionals Youth Conference. She added that new regulations will start in July that state that E&T will now be serving 18-24 year-old out-of-school youths. In the past, it was only to age 21. She went on to say that she had been contacted by the Rapid Response Team from the NYS DOL which has been notified of the layoffs at St. James Hospital in Hornell. That group will send her a list of Allegany County residents who are affected so that E&T can help them find new employment. They also heard from Radio Shack in Wellsville, which, as a result of its closing, will lose one full-time and three part-time positions. She said that the Regional Business Service Team meeting had been held the previous day; they meet every two months. People attend from Erie, Niagara, Chautauqua, Cattaraugus and Allegany counties. This includes people from the WIB offices and the Department of Labor, Buffalo and Erie County Workforce Development Consortium, Advance Buffalo, and several others.

**County Planner
Monthly Report**

County Planner Kier Dirlam announced that the Planning Board meeting scheduled for that evening had been cancelled. Mr. Dirlam noted that there had been two items tabled at last month's meeting. One of the communities whose issue had been tabled never responded, so the Planning Board couldn't act on that. As regards the second issue, however, the Town of Allen went ahead with its plan to put a ban on oil and gas exploration and extraction of any kind. He speculated that they have a new board and it seems to be more proactive than the former board. So, there was nothing to act upon there, and there had been no new referrals. There had

been a Hazard Mitigation meeting last month and another is scheduled for March 6. Mr. Dirlam said there is a lot of work to do in the next year. There are some grants that will come in to pay consultants to do most of the work because the book is 800 pages and updating an 800 page document every five years is no small task because it requires interaction with all 29 towns and 10 villages, and special districts. A Broadband meeting is scheduled for the next day. The comprehensive Planning School is ramping up rapidly. Mr. Dirlam said he has met with the MRB Group and they are very excited about this endeavor.

Greater Allegany Chamber of Commerce

Monthly Report

Greater Allegany Chamber of Commerce Executive Director Gretchen Hanchett told the Committee that she will attend the Allegheny Sport Show in Pittsburgh on February 21-22; the Erie Sport & Travel (PA) Show February 27-28, and the WNY Sport & Travel Show in Hamburg March 7-8. The Chamber has advertised in *Explore NY*, *Guest Quest*, and *Multi-view Canada*. Additionally, the Travel Guides have been sent to distributors. Ms. Hanchett noted that she expects the Festivals and Events Rack Cards for March, April, May, and June to be arriving soon. She went on to say that there will be a "Red Carpet" event on March 27 to screen the web show "Discovering Allegany County." The Business Conference will be held Thursday, April 9, at the Wellsville Campus of Alfred State. This year, it will focus on marketing workshop for our tourism-type businesses such as hospitality, retail, etc. The Chamber will be working with Break the Ice for this event. Ms. Hanchett distributed information regarding how Impact Studies/Tourism Economics determines sales tax revenues for the County. The 2015 Strategic Marketing and Communication Plan has been completed, she said, and she distributed copies of the document as well. There was also a matrix illustrating Allegany County Tourism Target Marketing 2015.

Economic Development/IDA

Monthly Report

Economic Development/IDA Director John Foels chose to defer to Development Team Coordinator Jack Wood but took some time to answer Legislator Burt's questions on the Empire Development Zone, saying that there are 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.

Economic Development/Industrial Development Agency

Monthly Report

Development Team Coordinator Jack Wood spoke about the SMART objectives, saying there are 18 forms completed already. He distributed a document which shows the first cut of projects. He said that the Comprehensive Planning Implementation Group will also determine three things they will try to accomplish in the Comprehensive Plan this year. So when all is said and done, they will be the top 21 projects in the County. Currently, the document needs some

wordsmithing because it is the first time anyone has filled out a SMART form (specific, measurable, actionable, results-oriented, time-bound), but it is a good start. These 21 projects “that we all are working on together will aim to retain, expand, and bring new business into the County. They are directly aligned with growing business in our County. The next step, once we get all 18 aligned, will be to have three as team goals; that is, we will figure out what three things all of us together can work on to get there,” said Mr. Wood. He added that the number one objective is to come up with some measurements so at end of the year, “we can look back at economic development and know ‘did we win, or didn’t we?’ We need to figure that out, and that will probably be one of the team objectives,” he added. The measurement must be the same at the beginning of the process as it is in the end.

Adjournment

There being no further business to come before the Committee, the meeting was adjourned at 3:18 p.m. following a motion by Legislator Jessup, 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
MARCH 18, 2015**

**** NOT APPROVED ****

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

Others Present: M. Alger, L. Ballengee, H. Budinger, S. Burt, L. Christman, P. Curran, K. Dirlam, E. Eicher, D. Fanton, K. Graves, L. Gridley, G. Hanchett, R. Hollis, L. Hunsberger, T. Miner, B. Riehle, T. Ross, A. Santangelo, C. Santora, R. Sobeck-Lynch, N. Ungermann, J. Wood—Guest M. Lichy, WIB

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 Ted Hopkins.

Approval of Minutes

A motion was made by Legislator Root, seconded by Legislator Healy, and carried to approve the Planning & Economic Development Committee minutes of February 18, 2015.

Economic Development/Industrial Development Agency

Monthly Report

Economic Development/Industrial Development Agency Development Team Coordinator Jack Wood addressed the Committee, saying that he had invited members of the Allegany County Economic Development Team which includes Reita Lynch, Gretchen Hanchett, Leslie Gooch-Christman, Legislator Ted Hopkins, Ed Eicher, Laura Hunsberger, Mitch Alger, and himself. He distributed examples of completed SMART Objective sheets as well as copies of the 25 individual (Cooperative Extension has three; Planning has three; Chamber has three; CPGA has three; ACCORD has three; Employment & Training has three; and Development has three) and four team objectives, all aimed at keeping business and industry in Allegany County, helping business and industry to expand in Allegany County, or bringing new business and industry to Allegany County. He added that these are still being refined. The objectives are color-coded: green to indicate that the objective is on target to be completed as written; yellow to indicate that the objective is moderately at risk; and red to indicate that the objective is catastrophically at risk and will not happen within the hoped-for timeline. One example, as evidenced on the list, is the Park and Ride. The grant money has been re-allocated by the funding source, and the County will not receive those funds to complete that project. Mr. Wood went on to review the team objectives for the Committee: Branding, Benchmarks, CFA Applications, and Co-Op. He added that agriculture will play (does play) a large role in Allegany County and the Team's objectives will not ignore this. Mr. Wood and Ms. Hanchett will be attending the Select USA International Economic Development Summit. Mr. Wood said there would be approximately 2,500 attendees from around the world. He added that Ms. Hanchett has created information packets about Allegany County to hand out.

As far as IDA activity is concerned, Mr. Wood said there are a couple of businesses that are starting in the County which have had IDA involvement, but that he is not at liberty to go into further detail at this time.

Chairman Crandall commended Mr. Wood and the Team members for their hard work.

County Planner

Monthly Report

County Planner Kier Dirlam noted the following: there is a Planning Board meeting scheduled for tonight at 7 p.m. He noted there is only one major item that needs to be discussed.

The Consolidated Funding Applications are expected to come out in May from New York State. His areas will run a training session on March 25 at 4:30 p.m. at the CrossRoads for municipalities and other entities to prepare them to apply. It is a nuts-and-bolts grant writing session so they can get their projects ready in advance and are not feeling pressured by the four-week turnaround required by the State. Mr. Dirlam requested any interested parties call the CrossRoads to be sure there are enough seats. The Comprehensive Planning School classes are scheduled to begin in April. MRB Group has put together a schedule and a syllabus for the program with goals, timelines, and outcomes. The participating communities will be required to work hard, but at the end of the six-month period, their comprehensive plans will be complete. There is only one possible snag...there is an election today in the Village of Alfred, and the governance may change which may change the agreement for that Village to participate. Mr. Dirlam said he will not know if this, indeed, will occur until he gets the election results. As regards Start Up New York, he said, Alfred State has been approved and is now able to accept applications from any interested businesses. Alfred University tells him it has passed the first test, and now it is up to Albany to decide if it makes the final cut. He understands that Houghton College has applied, but he has had no word on its status.

Greater Allegany Chamber of Commerce**Monthly Report**

Greater Allegany Chamber of Commerce Executive Director Gretchen Hanchett reminded Committee members of the Red Carpet Event to be held Friday, March 27, at the Wellsville Country Club. One hundred of 150 available tickets have been sold. It will be all glitz and glamor as there will be press attending as well as "paparazzi"; there will be live radio interviews, Big Band music, multiple food stations, "Academy Awards," and Business Awards. Keynote speaker will be the executive producer of the Fireball Run Jay Sentz. Although former Buffalo Bill football star Thurman Thomas (the I Love NY representative for Western New York) is unable to make the event, Ms. Hanchett will meet with him to determine/create an event which he will be able to attend. Ms. Hanchett went on to say that the Tourism Packaging Workshop will be held April 9, from 1:30-4:30 p.m. at the Wellsville Campus of Alfred State. The workshop will be led by Andrea Bornheim, Tourism Marketing Sales Executive at Break the Ice Media, and Nicole Mahoney, CEO of Break the Ice Media. The firm, located in Rochester, has successfully implemented tourism marketing programs for destinations and attractions, helping them realize an increase in group sales and visitation. Ms. Hanchett added that she had met with the eight-county branding group, but so far there has been no agreement on a branding tag line. Ms. Hanchett noted that her goal is to have outfitter companies come to the area to help visitors and residents embrace the great outdoors. Finally, Ms. Hanchett noted the Breakfast Breakout program on Friday, April 10, at 7:30 a.m. the BOCES sponsored by Relph Benefit Advisors. It will deal with ACA Eligibility Management and IRS Mandatory Reporting.

Employment & Training**Monthly Report**

Employment & Training Director Reita Sobeck-Lynch ceded the floor Michelle Lichy, Executive Director, Cattaraugus-Allegany Workforce Investment Board, Inc., who came to talk about some changes and the Workforce innovation and Opportunity Act (WIOA).

Ms. Lichy explained: “The way that money currently flows is that in the beginning, when WIA was implemented, the counties decided that the Department of Social Services in Cattaraugus County, and Employment and Training in Allegany County, would be the operators of the one-stop centers in their respective counties. That was allowable under the act because the law said that you needed to have a consortium of three or more partner organizations, or your operator had to be competitively procured. That’s the way it has been operating since the implementation of WIA in 2000. WIOA is different in that it requires that one-stop operators be competitively selected which means that now the WIB must release a Request for Proposals (RFP) that would be open to any public or private, for-profit or not-for-profit entities including NYS Department of Labor to respond to that RFP and submit a proposal to operate the one-stop centers. Also, a consortium can still apply, including those consortiums currently operating the centers can develop a proposal and submit it. It will be up to the Board to select the proposal and certify the operators it thinks will best deliver the services.... Both Centers have a very strong history of providing services and meeting all of the federal performance measures and the state measures that NYS DOL set separately. And it has to be competitively selected, not competitively bid, so it’s not a requirement where the lowest possible bid has to be selected. There has to be a competitive arena where the operators are selected. I don’t really expect it to change a lot in our two-county area. The only other difference there would be in the request for proposals is that currently, the one-stop centers receive adult, dislocated workers, youth, and administrative funds. What we’re looking at is submitting a separate RFP for youth-program funds because the youth program is different in its eligibility and the services that have to be provided, so the RFP for one-stop operator will only include adult and dislocated worker dollars in it. Likewise, as with the youth RFP—the current providers that we have possess a long history of providing excellent service and meeting all performance measures. It would be very difficult for a new provider to come in and provide those services without that history and qualifications behind them. So, I really don’t expect a whole lot to change except for the whole way we need to go about soliciting the dollars and awarding the dollars with contracts.”

New Business

Search for Development Director

Legislator Hopkins noted that at a recent Committee of the Whole meeting, they talked about the search for a new Development Director. Today, he is seeking an update on the process. It was noted that the job description is being updated. There was some discussion on how to advertise the position. It was stated that a head hunter agency would cost 25-30 percent of the base salary. It was proposed that initially, postings would go out on the professional websites such as NYSAC, NYSDOL, Economic Development Association, Personnel Officer Network, etc., which would not cost the County any advertising dollars. The group agreed with this proposal.

Attorney/Client Session

The Committee entered attorney/client session to discuss contractual agreements at 2:50 p.m. on a motion by Legislator LaForge, seconded by Legislator Healy, and carried. The Committee exited attorney/client session at 3:07 p.m. on a motion by Legislator Pullen, seconded by Legislator Root, and carried.

Adjournment

There being no further business to come before the Committee, the meeting was adjourned at 3:07 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
APRIL 15, 2015**

**** NOT APPROVED ****

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

Others Present: M. Alger, S. Burt, H. Budinger, D. Decker, K. Dirlam, D. Fanton, K. Graves, L. Gridley, G. Hanchett, R. Hollis, L. Hunsberger, T. Miner, B. Riehle, T. Ross, C. Santora, R. Sobeck-Lynch, N. Ungermann, J. Wood

Media Present: 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 Ted Hopkins.

Approval of Minutes

A motion was made by Legislator Healy, seconded by Legislator Jessup, and carried to approve the Planning & Economic Development Committee minutes of January 21, 2015, and March 18, 2015.

Economic Development/Industrial Development Agency

Economic Development Team Coordinator Jack Wood updated the Committee on the progress being made on the Smart Goals. He distributed the latest iteration of the Smart Goals sheet, noting that the first page-and-a-half are fairly self-explanatory and that most were pretty much on target at this time. There are no “red” areas, which indicate the proposed project has hit a roadblock, and, currently, only two “yellow” areas, which indicate a moderate risk for meeting expectations. The rest are all “green” and on target. Mr. Wood focused primarily on the four team initiatives, saying that if anyone had any questions about the individual projects, they could contact the listed team leader for information. He then went on to discuss branding, saying that this will be very important because the County hopes to have a booth at the 2016 SelectUSA Summit and will need the brand by then. He also said that the next item, “Benchmarks,” was important because people don’t manage what they can’t measure; he added that benchmarks can be difficult to define. Additionally, the group is progressing with the CFA applications item, saying that the grant-funding applications information class was held March 25 and went well. Finally, the Co-op project is vital because in not too many years, rural America may well be called upon to feed more of the world’s population. Food exportation will be a “monster” for the United States, he said, so we must figure out what we need to do and act upon it. Mr. Wood indicated there is a host of contractual things going on right now, but he is not at liberty to discuss them at this time as he is bound by confidentiality. Following Mr. Wood’s report, Legislator Hopkins said he is asking Mr. Wood and Personnel Officer Bobby Budinger to create an organizational chart which will be reviewed by Mr. Hopkins and County Administrator Mitch Alger before coming before the PE&D Committee next month. Legislator Hopkins feels that it will help us find a full-time person or people, as well as help us know precisely what the job responsibilities will be.

**County Planner
Monthly Report**

County Planner Kier Dirlam gave the following report: there would be no Planning Board meeting that evening (April 15). He would be attending a Southern Tier West Board meeting the following day. He reiterated that KHEOPS, as part of their contract, had run the CFA (Consolidated Funding Application) meeting and had about 25 people in attendance. He added that the KHEOPS contract may need to be re-done as it is a 12-month contract; at least, he said, we should be certain it is still viable. He assisted with the Committee of the Whole meeting regarding the two percent tax cap held at the CrossRoads on March 31. There were 58 people in attendance at that session, he said. He had recently attended the New York Planning Federation Conference. Mr. Dirlam said he expected to receive an analysis of the Caneadea Bridge from some master's-level engineering students from the University of Buffalo. This study would help determine what it would take to make it a safe structure for pedestrian use (as a pedestrian park. The first class of the Comprehensive Planning School had been held. There were 12 attendees from the Village and Town of Alfred and the Village and Town of Wellsville. The prediction is that the classes will run through the summer, and the MRB Group will have the draft plans back to attendees by Christmas. Mr. Dirlam said that the Hazard Mitigation Team had met again because the Plan, which needs to be submitted next summer (2016), will probably need a significant update because the previous plan was built under the old rules. He added that if we could get the grant that Jeff Luckey applied for, it would allow us to get some outside help with the Plan. This will be a significant undertaking as the Plan runs about 800 pages, he added. Mr. Dirlam went on to say that KHEOPS is in final preparation for the first quarter Broadband report and preparing the request for funding. He participated in a conference call regarding the proposed Park-and-Ride, saying that the grant application was submitted last month and is currently being reviewed in Washington.

Greater Allegany Chamber of Commerce **Monthly Report**

Greater Allegany Chamber of Commerce Executive Director Gretchen Hanchett talked about the Tourism Marketing Workshop held last week, saying the information was excellent, although she wished more Allegany County businesses had attended. She said that some businesses from Cattaraugus County were there as well. As a result of the workshop, the businesses will be sent tools to help them work with motor coach companies and put together tourism packages. She noted that as a result of conferences she's attended, she learned it's very important to package our product in order to sell it better. Ms. Hanchett went on to say that the Regional Tourism Group (Allegany, Cattaraugus, and Chautauqua counties) were looking at using some of the regional funding to hire Break the Ice Marketing as a consultant to work individually with each county. The Eight-County Branding Project has come up with a slogan to start working on: "Western New York's Edge." She added that not everyone liked it, but the value statement, positioning statement can be spun around for that. She added that she met with Bob Carr on the branding initiative and that project is on target. Finally, she said, the web reality shows are going up on the website one at a time.

Employment & Training **Monthly Report**

Employment & Training Director Reita Sobeck-Lynch distributed her monthly report, saying the numbers of customers were up this month. She added that there were more people finding jobs this month as well. February's unemployment rate was done from January. There are 11 people currently enrolled in training, and so far this year, all customers who have completed training through E&T have obtained jobs related to their training.

Request to Fill Summer Youth Employment Counselor

Employment & Training Director Reita Lynch requested permission to hire a Summer Youth Employment and Training Counselor. This is an existing, non-union, full-time, temporary position, funded entirely with federal dollars. The position is necessary for the counseling, coordination of services, documentation, and monitoring of approximately 65 youth at approximately 35 worksites 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 can be with these duties being totally assigned to this Summer E&T Counselor. This position is 100 percent funded by the TANF allocation that is received for summer youth employment. If the TANF funding is not received, this position will not be filled. This temporary employment of an Allegany County resident will provide hands-on experience in the human service field. Regular onsite monitoring of the program ensures compliance with regulations and promotes open communication with the workers and employers. The request was approved on a motion by Legislator Healy, seconded by Legislator Jessup, and carried. **Refer to Ways & Means**

Permission to Apply for Workforce Innovation and Opportunity Act Title 1 Youth Program Grant

Ms. Lynch requested authorization to apply for a Workforce Innovation and Opportunity Act Title 1 Youth Program Grant. Because of the changes in the Workforce Innovation and Opportunity Act (WIOA), an RFP must be issued; this RFP will be released by the Workforce Investment Board on April 18, 2015, and is due by noon on May 20, 2015. The notice of award will be on June 5, 2015. Although Ms. Lynch is uncertain of the amount of the grant, she is hopeful it will be similar to last year's amount which was \$136,000. Approval to apply for the grant was granted on a motion by Legislator Jessup, seconded by Legislator Pullen, and carried. **Refer to Ways & Means**

Permission to Apply for a Workforce Innovation and Opportunity Act Adult and Dislocated Worker Program Grant

Ms. Lynch also requested authorization to apply for Workforce Innovation and Opportunity Act Adult and Dislocated Worker Program grant. Because of the changes in the Workforce Innovation and Opportunity Act (WIOA), an RFP must be issued; this RFP will be released by the Workforce Investment Board on April 18, 2015, and is due by noon on May 20, 2015. The notice of award will be on June 5, 2015. Although Ms. Lynch is uncertain of the amount of the grant, she is hopeful it will be similar to last year's amount which was \$340,000. Approval to apply for the grant was granted on a motion by Legislator Jessup, seconded by Legislator LaForge, and carried. **Refer to Ways & Means**

Adjournment

There being no further business to come before the Committee, the meeting was adjourned at 2:38 p.m. following a motion by Legislator LaForge, seconded by Legislator Jessup, and carried

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

**PLANNING & ECONOMIC DEVELOPMENT COMMITTEE
SPECIAL MEETING
APRIL 27, 2015**

**** NOT APPROVED ****

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

Others Present: M. Alger, L. Ballengee, H. Budinger, S. Burt, D. Decker, K. Dirlam, D. Fanton, K. Graves, R. Hollis, A. McGraw, T. Miner, B. Riehle, T. Ross, C. Santora, N. Ungermann

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

Call to Order: The meeting was called to order at 3:40 p.m. by Planning & Economic Development Committee Chairman Ted Hopkins.

Comprehensive Economic Development Strategy (CEDS)

Committee Chairman Ted Hopkins informed the Committee that in order to receive funding from federal sources, the County needs to list its top two projects. Last year, the projects were the CrossRoads and Alfred Technology Transfer. (For a brief description, please see the Planning & Economic Development Committee meeting minutes of August 20, 2014.) The list must be submitted by mid-May, he said. Legislator Jessup made the motion that we continue with the same two projects. That motion was seconded by Legislator Healy, and carried. **Prepare Resolution**

Position Changes Office of Development/Department of Planning

The Development Office is anticipating a retirement of a Clerk on May 11, 2015. In light of the reorganization efforts for this Department, we are requesting that the Clerk position be abolished and the title of Planning and Development Specialist (AFSCME, Grade 13, Step Base7) be created. The Clerk title is an entry-level clerical position. We hope to better utilize this person by creating a position that is capable of performing a wide range of planning and economic development duties. Work will range from basic clerical functions to more advanced and technical work. This person will give the office more flexibility and depth. The Planning and Development Specialist will report directly to the Director of Planning (once created) but will also assist the Director of Development as needed. The proposed salary range for this new position is between \$32,953-\$40,091. Approval to abolish the Clerk title and create the Planning and Development Specialist title was granted on a motion by Legislator Healy, seconded by Legislator Jessup, and carried. **Refer to Personnel Committee and Ways & Means (for filling of position once created)**

Adjournment

There being no further business to come before the Committee, the meeting was adjourned at 3:51 p.m. following a motion by Legislator Healy, seconded by Legislator Jessup, and carried.

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

**PLANNING & ECONOMIC DEVELOPMENT COMMITTEE
MAY 20, 2015**

**** NOT APPROVED ****

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

Others Present: J. Adams, M. Alger, L. Ballengee, H. Budinger, S. Burt, P. Curran, D. Decker, K. Dirlam, D. Fanton, K. Graves, L. Gridley, G. Hanchett, R. Hollis, L. Hunsberger, T. Miner, B. Riehle, T. Ross, C. Santora, R. Sobeck-Lynch, N. Ungermann

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 Ted Hopkins.

Approval of Minutes

A motion was made by Legislator Root, seconded by Legislator Pullen, and carried to approve the Planning & Economic Development Committee minutes of April 15, and 27, 2015.

Economic Development/Industrial Development Agency

Development Team Coordinator Jack Wood was unable to attend the meeting, but County Planner Kier Dirlam filled in for Mr. Wood. Mr. Dirlam distributed updated Smart Forms, saying there had been a team meeting the previous day. There are not a lot of changes on the Smart Form, he added, and there are no “red” areas, and few yellow. Mr. Dirlam also said that the IDA had approved a PILOT for the old Acme Building. As regards Start-up New York, Mr. Dirlam said that Albany had been supplied with potential property sites as well as additional information that had been requested.

**County Planner
Monthly Report**

County Planner Kier Dirlam told the Committee that the Southern Tier West Board meeting for the next night had been cancelled but that the Planning Board meeting would be held at 7 p.m. tonight. He went on to say that the Broadband Project is moving along well. CONXX will be on site the first week of June to begin installation of equipment. They are about a month behind their anticipated schedule, but, he said, that is because they have been held up by County issues. Mr. Dirlam “guesstimated” that we might be online in October rather than in September as originally believed. He went on to say that the search for last-mile providers continues and that he will be attending the Broadband Summit in Albany the second week in June to pursue this issue. Additionally, Mr. Dirlam said he will be attending the Northeast Regional APA (American Planning Association) Conference in June as well. Finally, Mr. Dirlam said that the Comprehensive Planning School had held six classes thus far (two classes per night to maximize participants’ time most efficiently). He added that he was pleased to learn that MRB Group is willing to do one-on-one consultations with the towns and villages.

**Greater Allegany Chamber of Commerce
Monthly Report**

Greater Allegany Chamber of Commerce Executive Director Gretchen Hanchett talked about recent advertising, saying Allegany County has advertised in the *I-86* publication, *Explore*

New York, Jazz Magazine, and the Rushford and Cuba Lakes' publications as well. Ms. Hanchett went on to say that she met with Patty (Mrs. Thurman) Thomas regarding the Thomases' role in helping promote Allegany County. She said Thurman Thomas is lending his name to a letter to various RV (recreational vehicle) companies to generate interest in creating an upscale RV "town" for lodging for the Fireball Run. Ms. Hanchett added that she attended a tourism conference in Albany where she saw a brochure for "Watchable Wildlife," an activity she thinks could be done in Allegany County with some planning but little expense. Ms. Hanchett said she met with Brian Edmeinster of Healing Waters who is interested in putting together Adventure Packets. Ms. Hanchett said she met Harvey Botzman for Biking for NYS hoping to send some biking events through our area. Ms. Hanchett said she met with new operations group for Tough Mudders who want to bring up more vendors to this year's event. Finally, Ms. Hanchett distributed a handout noting some of the many activities planned for the summer in Allegany County.

Employment & Training **Monthly Report**

Employment & Training Director Reita Sobeck-Lynch entertained comments/questions on her monthly report. Hearing none, she went on to highlight the following: E&T had done 147 interviews for Saputo, which has between 30-40 openings for production labor jobs on the second and third shifts due to a new contract with Wal-Mart. These jobs are expected to last for at least one year. Two have been hired so far at \$15.71 per hour. Ms. Lynch went on to say that five RNs graduated from Alfred State; two are already employed at Jones Memorial Hospital in Wellsville. E&T, she said, has received 137 applications for the Summer Youth Employment Program, but they can only take 60, so they are working to match interests and skills of applicants with work sites. The Belmont Hotel will see its restaurant facility re-opened soon. County resident Jeremy Brown will serve as the chef for the Country Stone Grill and is looking to hire about 10 people. The Adult and Dislocated Worker Request for Proposals through WIA was cancelled because this isn't a requirement until 2017; however, we are proceeding with the Youth RFP, so now we will be the lead agency and we will need contracts with other agencies to perform some of the literacy skills and education we don't provide. We will probably still contract with Literacy West and Southern Tier Traveling Teachers. Ms. Lynch and some E&T staff will travel to Salamanca next week to attend WIOA training.

New Business

Economic Development Organization Chart

Legislator Hopkins gave an initial overview of the re-tooled chart, noting that the solid lines indicate direct reporting paths while the dotted lines indicate that those areas work together. The two director positions (Director of Planning and Director of Development) still need some tweaking: the County Planner will become the Director of Planning when the Department is created, and the Director of Development position needs to be filled. He went on to say that the Secretary to the Director of Planning currently serves as Secretary to the Director of Development; however, the incumbent will move into the Planning Department. Finally, the Clerk position in the Development Office will be abolished, and in its place, a Planning & Development Specialist position will be created to provide a greater scope of capabilities to the office.

Creating the Office of Planning

Personnel Officer Harold Budinger then addressed the Committee, saying that in order to create the Office of Planning, there needs to be a local law. Subsequently, it was decided to

introduce the local law at Tuesday's (May 26) Board meeting and set the public hearing for the next Board meeting date, June 8, on a motion by Legislator Pullen, seconded by Legislator Root, and carried **Prepare Resolution**

Creating the Position of Director of Planning

Mr. Budinger went on to request the creation of the position of Director of Planning, saying that the Section 4 Salary Plan would need to be adjusted. He indicated that he would finalize the job description once the public hearing and meeting schedules are determined. Approval to create the position of Director of Planning was granted on a motion by Legislator Healy, seconded by Legislator Root, and carried. **Refer to Personnel**

Creation of Secretary to the Director of Planning Position

Mr. Budinger went on to request that the position of Secretary to the Director of Planning (non-union, Grade 2, Step 11) be created in the Planning Office. This position will serve as a confidential secretary to the Director of Planning as well as provide administrative and technical support to the office. The salary is currently budgeted under the Secretary to the Director of Development. The discussion indicated that the incumbent will "vacate" her current secretarial position and move to the Planning Office. The Committee was told it can decide (now or at a later time) whether to simply vacate that position or to abolish it entirely. The request to create the Secretary to the Director of Planning position and vacating the Secretary to the Director of Development position was approved on a motion by Legislator Healy, seconded by Legislator LaForge, and carried. **Refer to Personnel**

Director of Development

The Committee went on to authorize the Personnel Officer to move forward with the advertising of the Director of Development position in order to begin the search process. This request was granted on a motion by Legislator Root, seconded by Legislator Healy, and carried.

Refer to Personnel Officer

Following this vote, Chairman Crandall suggested that the Planning and Development Specialist be put on the "fast track" by being approved at today's Personnel Committee.

Executive Session

The Committee entered executive session to discuss the proposed acquisition of real property at 2:45 p.m. on a motion by Legislator Root, seconded by Legislator LaForge, and carried. The Committee exited executive session at 3:20 p.m. on a motion by Legislator Root, seconded by Legislator LaForge, and carried.

Adjournment

There being no further business to come before the Committee, the meeting was adjourned at 3:21 p.m. following a motion by Legislator Root, 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
JUNE 17, 2015**

**** NOT APPROVED ****

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

Others Present: M. Alger, S. Burt, D. Decker, K. Dirlam, D. Fanton, K. Graves, L. Gridley, G. Hanchett, C. Knapp, 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 Ted Hopkins.

Approval of Minutes

A motion was made by Legislator Root, seconded by Legislator LaForge, and carried to approve the Planning & Economic Development Committee minutes of May 20, 2015.

**Economic Development/Industrial Development Agency
Monthly Report**

Development Team Coordinator Jack Wood told the Committee that there is a “bunch of things going on.” He said that the Acme PILOT is going through, and that Sanzo is doing a nice job over there. He added that it looks like he’s going to use up to about 75,000 square feet in that building which is good for the County and good for jobs. Mr. Wood said that the Alliance PILOT is a done deal. He went on to say that they are involved in the re-funding of a bond for one of our local educational institutions.

Mr. Wood went on to say that he attended a CFA workshop at JCC, adding that there are lots of options for funding out there to include parks, recreation, and community development to name a few.

Two “big ticket” items for his Team this year, he said, are branding and benchmarking. Mr. Wood said the Team is working with an outside committee to get this done, but that there probably would be no report until August. He added that branding will be expensive, but it is an all-or-nothing proposition. It is important for all facets of the County (government, business and industry, and higher education) to speak with one voice for the County.

As far as the IDA is concerned, Mr. Wood said its financials are in best shape they’ve been in for a long time. He added that the IDA-owned car has been sold because it’s not needed at this time. Mr. Wood went on to say that all the contract issues that have been discussed in executive session are all moving forward, but he can’t discuss them at this time in open session.

**County Planner
Monthly Report**

County Planner Kier Dirlam thanked the Committee members for their condolences on the loss of his sister before beginning his monthly report.

Mr. Dirlam’s report included the following items:

The Town of Amity has completed a preliminary version of its Comprehensive Plan. He noted that they had run into some computer trouble which He helped clean up, and he added some new maps to the Plan. He noted that the Plan appears on the Town's website and that the Town has tentatively approved it. It is scheduled to go before tonight's Planning Board meeting. He expects the final approval to occur in July.

Mr. Dirlam said he has received numerous requests for maps such as for the Allegany Artisans as well as some Boy Scout troops. He has provided the requested maps.

The Comprehensive Planning School has passed its half-way point. Mr. Dirlam said the MRB Group is doing a good job, but that this has been a challenging project.

Mr. Dirlam was unable to attend the Broadband Summit in Albany last week, but representatives from CONXX did attend and met some interested last-mile providers. Mr. Dirlam will be reviewing the providers to find the appropriate fit for the County's project.

Finally, Mr. Dirlam said, a "stack" of people have applied for the Planning & Development Specialist position; many of the applicants' qualifications exceed those posted for the position. He said that he will be going through the applications with County Administrator Mitch Alger and winnow down the possibilities.

Greater Allegany Chamber of Commerce **Monthly Report**

Greater Allegany Chamber of Commerce Executive Director Gretchen Hanchett told the Committee that the Chamber had advertised in *Jazz Magazine*, *NYS Golfers Guide*, the *Nitros' Baseball Yearbook*, *NYS Food & Travel*, and *In the Outdoors*. She went on to say that some of the events at which the Chamber had a presence at recently included the Fillmore Fun Fest, Celtic Festival, Genesee River Wild River Float, Music in the Park/Opening of the Angelica Farmers' Market, Cuba Dairy Week, the Nitros' Start-up Dinner, and the Irish Bowling event. She added that there were many more events coming up over the next several weeks. Finally, she said that she attended Congressman Tom Reed's Manufacturing Summit and got a lot of good information for the Manufacturing Council. She added that there was a lot of information on opportunities for exporting products. She gave the example of a woman who exports her pickles all over the United States. She noted that there are, obviously, many opportunities out there that our local businesses are missing out on. She met with the Alfred Business Group as part of her plan to create Chamber chapters. She said that she had received a copy of the letter that former Buffalo Bill Thurman Thomas had sent to RV dealerships to help out with next year's Fireball Run housing. Other dealerships have been contacted as well. Ms. Hanchett added that there are some "outfitters" showing interest in having a presence in the County and one is also interested in the Watchful Wildlife Program. She added that on June 24, the Sustainable Advanced Manufacturing Center on the Wellsville Campus of Alfred State will have its grand opening at 2 p.m. and all the Legislators are invited. She also said that on Saturday, June 20, a new access park will open at the Belmont Conservation Club.

Employment & Training **Monthly Report**

Employment & Training Director Reita Sobeck-Lynch, began her report by saying that on Friday at the Workforce Investment Board meeting, they will be awarding the youth programs for Allegany and Cattaraugus Counties for the program year '15. She said she is not sure how many applicants there might be from Allegany County. "We may be the only ones from Allegany County who applied, or there may be a big pool," she said. Referring to her June 2015 Report, Ms. Lynch said that having 819 customer visits in May was huge for E&T. She added that Cattaraugus County usually has between 900-1,000 per month, but that includes unemployment applicants as well. She added that 147 people came to vie for jobs at Saputo. Saputo hired 12

workers who began work on June 1, and once those 12 are oriented, Saputo will bring on another 12 employees. The target is to hire 40 people, she said when asked what Saputo's new employee goal was.. She said she hopes to hire 60 youth for the Summer Youth Employment Program which runs for five weeks. The potential hiring businesses actually do the interviewing for these jobs. The youth, who must meet income guidelines, work between 20 and 30 hours per week and earn the minimum wage. However, they also get work experience and learn some life skills such as budgeting as part of the program. She said that the new restaurant in Belmont, the Country Stone Fire Grill, opened on Monday. Ms. Lynch distributed some sample menus to Committee members.

Amendment to Resolution 235-14 (Section 4 Salary Resolution) as It Pertains to the Summer Youth Counselor

Ms. Lynch requested an amendment to Resolution No. 235-14. The resolution should be amended to include the Summer Youth Employment Counselor position at the rate of \$12 per hour. The request was approved on a motion by Legislator Root, seconded by Legislator Healy, and carried. *Refer to Ways & Means*

Adjournment

There being no further business to come before the Committee, the meeting was adjourned at 2:30 p.m. following a motion by Legislator LaForge, seconded by Legislator Jessup, and carried

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

**PLANNING & ECONOMIC DEVELOPMENT COMMITTEE
JULY 15, 2015**

**** NOT APPROVED ****

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

Others Present: M. Alger, L. Ballengee, H. Budinger, P. Curran, D. Decker, K. Dirlam, D. Fanton, K. Graves, R. Hollis, T. Miner, 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 2:00 p.m. by Planning & Economic Development Committee Chairman Ted Hopkins.

Approval of Minutes

A motion was made by Legislator LaForge, seconded by Legislator Root, and carried to approve the Planning & Economic Development Committee minutes of June 17, 2015.

Economic Development/Industrial Development Agency

Monthly Report

Development Team Coordinator Jack Wood told the Committee that the Development Team had met the previous day and that he would allow other members of that team at this meeting describe their projects during their reports. The one item he did wish to note, however, was that the "Park-and-Ride" has now become a "red" issue, meaning, per his code on his Smart Objectives sheets, that it is stalled. However, because he believes it is an important part of the I-86 development, he and Kier Dirlam would continue to pursue this project. He also said that the Business and Industry Team he had put together has been meeting and hope to return to Committee in September with an International Economic Development Plan. Mr. Wood then requested an executive session. Legislator Hopkins asked if it could be deferred toward the end of the meeting when another executive session would be held. Mr. Wood agreed.

County Planner

Monthly Report

County Planner Kier Dirlam included the following in his report: there would be no Planning Board meeting that evening. Also, he would be attending the Southern Tier West Board meeting on Thursday, July 16, 2015, because all other County representatives would be attending the Legislative Board meeting at the Allegany County Fair. Mr. Dirlam attended the Northeast Regional American Planning Association Conference in Saratoga Springs in June, which he said, was a valuable endeavor. Mr. Dirlam went on to say that he was very close to choosing a Planning and Development Specialist from among the applicants. He added that he assisted Caneadea with some maps as that municipality is making zoning map modifications. he also assisted the Town of Amity with its new Comprehensive Plan. He believes the Plan was passed by the Town Board recently, but he has no confirmation. Mr. Dirlam said that the Hazard Mitigation Team had met the previous day. He added that they are still hopeful that grant

funding will come through to allow them to hire a consultant to help complete the update of that 800-page Plan. Finally, Mr. Dirlam said that the Comprehensive Planning School is about two-thirds complete; however, they have taken a brief hiatus over the summer to allow the participating municipalities to complete some of the work.

Greater Allegany Chamber of Commerce

Monthly Report

Greater Allegany Chamber of Commerce Executive Director Gretchen Hanchett was unable to attend the meeting. Mr. Dirlam presented her report in her stead. Among the items in Ms. Hanchett's report: in the past month, the Chamber's sandwich boards have been set up at a variety of events throughout the County including the Lavender Festival, Pioneer Oil Days, and the Allegany County Fair. The Chamber has advertised in *Jazz Magazine*, *Explore NY*, and the Balloon Rally section of the *Wellsville Daily Reporter*. Ms. Hanchett had some good news: she has secured the promise of 10-12 RVs from Lime Lake Marina and RV to house participants during the Fireball Run. The flip side is that she needs an additional 20-30 RVs to make this happen. Lime Lake Marina and RV also provided Ms. Hanchett with leads to other RV dealers to help accomplish this. Ms. Hanchett continues to be in conversations to have outfitters locate to Allegany County. Most recently, she discussed the possibility of having Kent Farms adding on an outfitting business. Finally, the Chamber is working with other groups such as the Alfred Business Group and the Rushford Business Group to create sub-chapters of the Greater Allegany Chamber of Commerce.

Employment & Training

Monthly Report

Employment & Training Director Reita Sobeck-Lynch distributed her monthly report to Committee members and entertained questions/comments. Receiving none, she went on to say that E&T is in receipt of the WIOA (Workforce innovation and Opportunity Act) Youth Contract in the amount of \$123,906. E&T will contract with Literacy West and the Southern Tier Traveling Teachers to handle the literacy and numeracy parts not done in E&T. Ms. Lynch went on to say that for the past eight years, E&T has had a full-time person from the Office of Temporary Disability Assistance Jobs Program who now works half time for Allegany County and half time for Cattaraugus County. She added that her office has had a Senior Employment and Training Counselor who has been on medical leave since mid-February. There is a possibility Ms. Lynch will need to come to Committee to ask for a temporary replacement. Finally, Ms. Lynch said that during a discussion regarding the biggest employers in Allegany County, the following figures were determined based on the 2012 census: NYS government is the largest employer (include ASC, teachers, county, and municipalities) followed by the 844 private sector firms employing 9,666 people. Also, about 406 of the County's 784 farms have the principal occupation of farming.

Accept & Appropriate \$5,480 in Disability Employment Initiative (DEI) Funding

Ms. Lynch requested a resolution to increase budget appropriations for the acceptance of \$5,480 in Disability Employment Initiative DEI funding. This money will allow E&T to purchase three new computers to benefit clients with disabilities who come to the E&T Center and need to use the computers. Thus, the sum of \$5,480 should be placed in appropriations account CD1 6400.201 (Adm Equipment) with a like sum placed in revenue account CD1 6400.4701.00 (Adm

Federal Aid). Approval was granted on a motion by Legislator Pullen, seconded by Legislator Jessup, and carried. **Refer to Ways & Means**

Executive Session

The Committee entered executive session for a discussion regarding the proposed sale or acquisition of real property at 2:20 p.m. on a motion by Legislator Root seconded by Legislator Jessup, and carried. The Committee exited executive session at 2:40 p.m. on a motion by Legislator LaForge, seconded by Legislator Jessup, and carried.

Request to Fill Secretary to Director of Planning Position

County Administrator Mitch Alger presented a request to fill the Secretary to the Director of Planning position, noting that this is primarily a change of title for the incumbent, although, officially, the title of Secretary to the Director of Development will be eliminated. This position will provide administrative and technical assistance to the Director of Planning. It is a non-union, Grade 2, Step 11 position. Permission to fill the position was approved on a motion by Legislator Root, seconded by Legislator Healy, and carried. **Refer to Ways & Means**

Request to Fill Director of Planning Position

Mr. Alger also presented a request to fill the Director of Planning position. This is also a non-union, Grade S4 position responsible for the initiation, coordination, directing, and review of activities undertaken by the County Planning Department. This position will be budgeted at \$66,500. This will require an amendment to the S4 Salary Schedule. Permission to fill the position with the necessary S4 amendment, was approved on a motion by Legislator LaForge, seconded by Legislator Pullen, and carried. **Refer to Ways & Means**

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 Healy, and carried

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

**HUMAN SERVICES & PLANNING & ECONOMIC DEVELOPMENT COMMITTEES
SPECIAL JOINT MEETING
JULY 27, 2015**

**** NOT APPROVED ****

Committee Members Present: K. LaForge, D. Pullen, D. Decker, C. Jessup, C. Crandall
(Absent: S. Burt, T. O'Grady)

Others Present: M. Alger, D. Fanton, V. Grant, K. Graves, D. Healy, T. Hopkins, T. Miner, D. Pullen, B. Riehle, T. Ross, C. Santora, R. Sobeck-Lynch, N. Ungermann

Media Present: No media present

Call to Order: The meeting was called to order at 11:57 a.m. by Planning & Economic Development Committee Chairman Ted Hopkins.

Department of Social Services

Accept & Appropriate \$45,792 from NYS Office of Temporary & Disability Assistance for Provision of Supportive Employment Services to Eligible Noncustodial Parents

Social Services Commissioner Vicki Grant requested a resolution to accept and appropriate \$45,792 from NYS Office of Temporary & Disability Assistance for Provision of Supportive Employment Services to Eligible Noncustodial Parents. These grant funds support a court-based referral and compliance monitoring program designed to address underemployment and unemployment among non-custodial parents, promote timely and consistent payment of child support, and improve the financial stability of custodial parents to support better outcomes for their children. DSS already does this on an informal basis. DSS has been notified that it will receive \$45,792; County share is 10 percent of that sum for a total of \$4,579.20. The fiscal year runs August 1, 2015, through July 31, 2016, with an option to extend an additional two years. Ms. Grant's MOE stated that child support is a critical source of income for custodial families and assists them to become and remain self-sufficient. We have a population of NCPs who struggle to meet their child support obligations and with help accessing training, job skills, parenting skills, and job seeking skills, we may be able to help address the barriers in meeting their child support obligations. This would potentially have all less dependent on government funding. The funds should be disbursed as follows:

Appropriations	\$45,792
A6010.476 (DSS Contracts)	
Revenues	
A6010.4610.00 (NYS Revenues)	\$45,792

Approval to accept and appropriate the grant funds was granted on a motion by Legislator LaForge, seconded by Legislator Healy, and carried. **Refer to Ways & Means**

New Business

Introduction of Proposed Local Law Adopting Best Value and Procurement-Acquisition Policy per Affordable Government Committee

Affordable Government Committee Chairman Kevin LaForge told the Committees that two years ago, New York State allowed counties to adopt “Best Value” practices. The Affordable Government Committee would like the County to be able to avail itself of this practice as well as allow other municipalities to piggyback off Allegany County. To that end, a draft of the proposed Local Law and its subsequent amended Purchasing and Procurement Policy were distributed in order that the Planning & Economic Development Committee members could review the proposal and be prepared to take action at the next regularly scheduled Planning & Economic Development Committee meeting.

Adjournment

There being no further business to come before the committee, the meeting was adjourned at 12:01 p.m. following a motion by Legislator LaForge, 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

AUGUST 19, 2015

NOT APPROVED

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

Others Present: M. Alger, H. Budinger S. Burt, P. Curran, , K. Graves, L. Gridley, R. Hollis, T. Miner, T. O'Grady, B. Riehle, T. Ross, C. Santora, R. Sobeck-Lynch, N. Ungermann, C. Whitfield, 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 Ted Hopkins.

Approval of Minutes

A motion was made by Legislator Root, seconded by Legislator Jessup, and carried to approve the Planning & Economic Development Committee minutes of July 15, and July 27, 2015.

Employment & Training

Monthly Report

Employment & Training-Director Reita Sobeck-Lynch entertained comments/questions on the report she distributed to Committee members. When asked by Legislator Healy, she said that there are not a lot of manufacturing job openings at this time. She also noted that although E&T keeps track of Veterans using its services, the Department of Labor decided earlier this year not to keep track of them any longer although E&T continues to offer the services it has offered to them all along.

Request to Fill Position

Ms. Lynch requested permission to hire a temporary Senior Employment & Training Counselor (AFSCME, Grade: 17, Step: Base-7) because the employee that holds this position has been on medical leave for six months and continues to be until further notice. During this time, our OTDA partner has been cut to half time here. This has created an additional work load for counselors who have shared this work for six months and are overloaded. The source of funding for this position is 80 percent Federal dollars and 20 percent DSS dollars. This position will allow E&T to decrease the wait for services such as assessment, resumes, job search and referrals and documentation. Existing and current clients engaged in work or training activities will not benefit from staff monitoring progress toward customer goals. Customers will be served more efficiently and counselor will not incur any overtime related to the absence of this position. This position is in the 2015 budget and is funded by the Workforce Investment Act & DSS. Approval to fill the permission was granted on a motion by Legislator Healy, seconded by Legislator Root, and carried. **Refer to Ways & Means**

Economic Development/Industrial Development Agency

Monthly Report

Economic Development/Industrial Development Agency/Development Team Coordinator Jack Wood told the Committee that the Crossroads site can now move on proposals after the IDA purchase of the former Truck Stop at the intersection of I-86 and Rte. 19 created a 30-acre opportunity for business development. This purchase is considered a significant component in developing the Crossroads location as a desired lodging, food, and fuel destination for thousands of travelers, visitors, and Allegany County residents. He said a formal press release would be issued later in the day.

Planning

Monthly Report

Director of Planning Kier Dirlam was unable to attend the meeting, but provided the following:

"I regret that I am unable to attend the Planning and Economic Development meeting this month. Here are a few items that have occurred in the last month or status updates on major projects:

"The Office of Planning had new staff assigned to it: H. Kier Dirlam – Director; Cathleen Whitfield – Secretary to the Director of Planning; Bryan Gamache – Planning and Development Specialist. Mr. Gamache started work on August 3, 2015, and has been working hard to learn the new duties of his position.

"**Comprehensive Plan School** - The municipalities have created and sent out surveys to their residents in an effort to gather as much information as possible for their Comprehensive Plan development. Classes will resume in September.

"**Caneadea Zoning Map revision** - a new Zoning map has been created for the Town of Caneadea for their next meeting review. We are expecting completion of this project during next 60 days.

"**Crossroads Waterline** - Final engineering, environmental, permits, and development of the Water Transportation Corporation is progressing well with completion of all these last details expected to be completed by mid-September barring any unforeseen issues.

"**Park and Ride Project** - We are awaiting response from FTA and NYSDOT on the latest response submissions to their questions. We are looking forward to approvals to move forward with final engineering and bids going out this winter.

"**Consolidated Funding Applications** - KHEOPS submitted grant applications on behalf of at least two municipalities. I have also heard that an additional two were submitted through other service providers. I will be participating in the Smart Growth Review Committee in Buffalo at the end of August."

Greater Allegany Chamber of Commerce

Greater Allegany Chamber of Commerce Executive Director Gretchen Hanchett was not in attendance at the meeting.

Executive Session

The Committee entered executive session to discuss the employment history of a particular individual at 2:15 p.m. on a motion by Legislator Root, seconded by Legislator LaForge, and carried. The Committee exited executive session at 2:55 p.m. on a motion by Legislator Healy, seconded by Legislator Root, and carried.

Contract with Alfred State College

County Administrator Mitch Alger presented a memorandum of explanation requesting approval to enter into a contract between Allegany County and Alfred State College whereby the College will provide assistance for the development and implementation of an economic and industrial development program for Allegany County with an emphasis on attracting businesses and industries to locate within the County and promoting expansion of existing businesses and industries. The relationship of ASC to the County arising out of this agreement shall be that of an independent contractor. The initial term of this agreement shall begin September 1, 2015, and end on August 31, 2016, unless earlier terminated by either party in accordance with this agreement. Notwithstanding such initial term, the agreement shall automatically renew for two additional one-year terms unless either party provides written notice to the other party at least 60 days prior to said renewal date that the party does not wish to renew this agreement. Approval of this contract was granted on a motion by Legislator Pullen, seconded by Legislator Root, and carried. **Refer to Ways & Means**

Budget Transfer

County Administrator Mitch Alger sought approval to enter into an agreement with Alfred State College for economic development services. The following budget adjustment to fund the above initiative for the remainder of the year in the amount of \$41,700 would be required:

FROM	TO
A6430.101 (Economic Development-Regular Pay)	A6430.477 (Economic Development-Contractual)

There are currently funds available in the 2015 Economic Development budget (due to the vacant Director of Development position) to fund the obligations of the proposed contract for the remainder of 2015. If approved, \$100,000 will be budgeted in the 2016 Budget and then annually thereafter according to the terms of the agreement. Approval was granted on a motion by Legislator Healy, seconded by Legislator LaForge, and carried. **Refer to Ways & Means**

Referral from Affordable Government Committee

Local Law & Amended Purchasing Policy

At the last Affordable Government Committee meeting, the proposed amended Local Law authorizing the use of "Best Value" in the competitive bidding process was presented. Best value purchasing involves using a scoring or rating scale to acquire goods and/or services. Best value is defined as the basis for awarding certain service and purchase contracts to the offerer that optimizes quality, cost, and efficiency, among responsive and responsible offerers. Such basis shall be, wherever possible, quantifiable (State Finance Law §163 (1) (j)).

At that time, Legislator LaForge explained that this change would take advantage of some of the changes the State made a couple of years ago by adding best practices in our purchasing policy. As a separate matter, our Procurement Policy should be amended to reflect the use of best value once the local law goes into effect. County Attorney Tom Miner added that the blue highlighted portion of the document is the modification of our procurement policy by addition of that language. As the consensus of the Committee was that this is a good idea, they approved the amendment and referred it to Ways & Means for additional action on a motion by Legislator LaForge, seconded by Legislator Jessup, and carried. **Refer to Ways & Means**

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 LaForge, 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

September 16, 2015

NOT APPROVED

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

Others Present: M. Alger, L. Ballengee, H. Budinger, S. Burt, K. Dirlam, D. Fanton, B. Gamache, K. Graves, L. Gridley, G. Hanchett, R. Hollis, K. Hooker, J. Luckey, J. Nelson, B. Riehle, R. Scott, R. Sobeck-Lynch, S. Torrey, N. Ungermann, J. Wood

Media Present: 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 Ted Hopkins.

Approval of Minutes

A motion was made by Legislator Root, seconded by Legislator Healy, and carried to approve the Planning & Economic Development Committee minutes of August 19, 2015.

Chautauqua, Cattaraugus, Allegany, and Steuben Southern Tier Extension Railroad Authority

Request appointment to a Board/Committee

Chairman Curt Crandall requested a resolution confirming the appointment of Steven Havey of Wellsville, New York to the Chautauqua, Cattaraugus, Allegany, and Steuben Southern Tier Extension Railroad Authority to fill the remained of John Foels' three-year term commencing immediately and expiring August 27, 2017. Approval was granted on a motion by Legislator Jessup, seconded by Legislator Healy, and carried. **Prepare Resolution**

Economic Development/Industrial Development Agency

Monthly Report

Development Team Coordinator Jack Wood stated the Allegany County Economic Development Team Projects/SMART objectives report has been updated since the last Planning and Development Committee meeting. The next Team meeting will be the end of September or early October.

Mr. Wood discussed the status of the Park and Ride. On August 5, 2015, the Team submitted to the Federal Transit Administration responses to the categorical exclusions. The Federal Transit Administration has not yet responded. Mr. Wood stated he was confident once they hear back from the Federal Transit Administration and receive approval, they can move on to the next step, the final design phase. This phase should take about 60 to 90-days. The bid process would start in January and construction would not start until the weather breaks. Mr. Wood reminded everyone that this is a major deal for Interstate 86 Development.

Mr. Wood talked about the progress of the Truck Stop since last month's announcement regarding the purchase of the Truck Stop. Mr. Wood reported a letter of commitment has been signed by the Allegany County Industrial Development Agency and a Developer to look at developing the site with food and fuel services. If the Developer brings a contract approved by the Industrial Development Agency, the Agency will follow through with the commitment. Mr.

Wood stated other developers are interested in the entire 30 acres. In the letter of commitment to the current Developer of the Truck Stop, a 90-day advance notice will be given if another developer comes forward with a plan for the 30 acres including the Truck Stop. The current Developer will have the opportunity to submit a plan. If the plan does not work out, it may be given to another developer after the 90-days.

Mr. Wood gave an update on the progress of the waterline. Mr. Wood stated there is a meeting in Friendship tonight at 5:30 p.m. with two town boards, town supervisors, engineers and attorneys. The meeting is focused on two things; approving the Corporation that is going to manage the waterlines and understanding the Service Agreement. An engineering study was completed about 2 to 3-years ago. Some of the items including date certificates had to be updated. One certificate will expire next year and the Team is working on renewing it. Once the two Towns sign the Service Agreement, the project is "shovel ready". Mr. Wood stated the timeline for the project will be: "shovel ready" in a half a month; bid period is about one-month; review of bids and awarding the contract is a month; shop drawings, material procurement, and basic items is another month; mobilization and utility stakeout is another half a month; and project construction will require six months. Mr. Wood is pressing to have the project "shovel" ready this month.

County Planner

Monthly Report

County Planner Kier Dirlam reported he has a new Planning and Development Specialist, Brian Gamache. Mr. Gamache used to work at ACCORD and started in August. Legislator Hopkins welcomed Mr. Gamache. Mr. Gamache has already been assigned to a few items. He is working on the lands banks for the Affordable Government Committee and Mr. Dirlam will assist as needed. He has also started a database of sites that are available for sale or rent in the County. The biggest sites will go on the New York State Site Finder and they are looking at creating a County Site Finder. Mr. Gamache is also responsible for the New York Gateway website and will be updating it regularly.

Mr. Dirlam reported the Planning Board Meeting is tonight at 7 p.m. The Board is always welcome to attend. The annual Southern Tier West Meeting is tomorrow, Thursday, September 17, at the Cutco Center on the Jamestown Community College campus in Olean. It starts at 12 p.m. and individuals should notify Richard Zink if they are planning on attending. Mr. Dirlam stated in regards to START-UP NY, Alfred State College and Alfred University were approved for their lay outs. Alfred State will release an announcement in the near future about the first company that is approved. Mr. Dirlam spoke about the SUNY Bio Refinery Development and Commercialization Project at the Wellsville Campus. Mr. Dirlam participated in a conference call looking for additional funding to build a center on the Wellsville campus.

Mr. Dirlam talked about the Comprehensive Planning School. There were no classes over the summer, but classes will resume next week. Four more sessions will be held from September to November. Mr. Dirlam stated he was up-to-date on all of his quarterly reports. He stated Alfred held a public forum last night at the Alfred Station Fire Hall. About 40 to 50 people, including many college kids, attended. The ideas and discussion from that meeting will be captured in their Comprehensive Plan. The Town/Village of Wellsville put out a survey and Mr. Dirlam asked individuals to return them if they live in that community.

Greater Allegany Chamber of Commerce

Monthly Report

Executive Director Gretchen Hanchett gave a brief summary. Ms. Hanchett attended several County events such as the Celtic Festival, Irish Road Bowling, Pioneer Oil Days, Andover Fourth of July, Tough Mudder, Bare Knuckle Boxing Hall of Fame, Allegany County Fair, New York State Fair, Great Wellsville Balloon Rally, Main Street Music Festival, and the Friendship Bi-Centennial. Ms. Hanchett stated advertisements were placed in Explore NY, All that Jazz, and the Buffalo Bills Yearbook. Ms. Hanchett and Legislator Root will be leaving for the Fireball Run 2015 Space Race on September 24, 2015. Three teams will be leaving from the Wellsville campus. Ms. Hanchett stated she has participated in three radio interviews and media coverage of the race has increased to include global viewership. Ms. Hanchett stated she is working on a regional video with two other counties. She thought it was a better investment to focus on three counties rather than eight since the eight counties are still working on a brand. Finally, Ms. Hanchett stated the last Chamber Business Hours went well.

Resolution to Act as Tourist Promotion Agency

Executive Director Gretchen Hanchett requested a resolution to authorize the Planning and Economic Development Committee of the Allegany County Board of Legislators to act as a Tourist Promotion Agency and to apply for state funds up to \$220,000 for tourism promotion purposes. Ms. Hanchett stated the request is the same as last year's request. Legislator Root suggested the information at the bottom of the request should be updated since John Foels is no longer with the County. Approval was granted on a motion by Legislator Pullen, seconded by Legislator Healy, and carried. **Refer to Ways & Means**

Employment & Training

Monthly Report

Director Reita Sobek-Lynch stated customer visits have increased. Kmart was the business spotlight for the month. Kmart is looking to hire seasonal employees and their application is online. Securitas came down and interviewed 23 people. The company hired 3 people for security work in Wellsville. The new hires traveled to Tonawanda for training.

Request to Fill Position

Director Reita Sobek-Lynch requested to fill a Senior Employment & Training Counselor (AFSCME, Grade 17). This position is to fill a position due to a resignation. This has significantly increased the workload on the counselors. Three counselors are doing the work of five counselors at this time. This position is in the 2015 budget and is funded by the Workforce Investment Act & Department of Social Services.

Legislator Hopkins asked if the current person in the temporary position will be appointed to full-time, permanent. Ms. Sobek-Lynch stated yes and that the person aligns well with the position. Furthermore, the temporary position would still exist. Legislator Root asked if it was the same rate and Ms. Sobek-Lynch responded they would be saving money because it is a little less. Approval was granted on a motion by Legislator Pullen, seconded by Legislator Root, and carried. **Refer to Ways & Means**

TANF Summer Youth Funding

Ms. Sobek-Lynch requested a resolution to accept and appropriate an increase of \$8,870 in TANF Summer Youth Funding. Employment & Training Center budgeted \$135,119 in

2015 and actually received \$143,989 in TANF Summer Youth Funding. Ms. Sobek-Lynch stated it would be a transfer in the budget.

Appropriations		\$8,870
A6794.101	TANF Staff Regular Pay	\$1,295
A6794.803	TANF Staff FICA	\$ 600
A6795.101	TANF Part. Regular Pay	\$5,625
A6795.802	TANF Part. Retirement	\$ 750
A6795.803	TANF Part. FICA	\$ 600

Approval was granted on a motion by Legislator Root, seconded by Legislator Healy, and carried. **Prepare Resolution**

Attorney/Client Session

County Attorney Thomas Miner requested an attorney client session to address contractual issues. The Committee entered attorney/client session at 2:28 p.m. on a motion by Legislator Jessup, seconded by Legislator LaForge, and carried. The Committee exited attorney/client session at 2:42 p.m. on a motion by Legislator Jessup, seconded by Legislator Pullen, and carried.

Adjournment

There being no further business to come before the Committee, the meeting was adjourned at 2:42 p.m. following a motion by Legislator LaForge, seconded by Legislator Root, and carried

Respectfully submitted,
 Rebecca Scott, Secretary to the Clerk of the Board
 Allegany County Board of Legislators

PLANNING & ECONOMIC DEVELOPMENT COMMITTEE

October 21, 2015

NOT APPROVED

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

Others Present: M. Alger, L. Ballengee, H. Budinger, C. Braack, S. Burt, P. Curran, T. Dolan, K. Giglia, K. Graves, L. Gridley, G. Hanchett, R. Hollis, K. Hooker, T. Miner, B. Riehle, T. Ross, R. Scott, R. Sobeck-Lynch, N. Ungermann, J. Wood

Media Present: B. Quinn, *Wellsville Daily Reporter*

Call to Order: The meeting was called to order at 2:00 p.m. by Planning & Economic Development Vice Chairman Deb Root.

Approval of Minutes

A motion was made by Legislator LaForge, seconded by Legislator Jessup, and carried to approve the Planning & Economic Development Committee minutes of September 16, 2015.

Economic Development/Industrial Development Agency

Monthly Report

Development Team Coordinator Jack Wood spoke about the status of the Truck Stop. He stated it has been cleaned up, but he has not turned on the lights at night. The water has been turned on, and it seems to be in good shape. The water will be air tested for leaks. Mr. Wood stated the site is "shovel ready" in regards to the utilities.

Mr. Wood talked about the Alfred State Contract. There is a meeting on November 2, 2015. He is hoping the State Controller's Office responds regarding the Contract by that meeting. On December 14, 2015, there will be a presentation at the Committee of the Whole meeting. This presentation will consist of a statement of work, a report back from the meeting in April, how to join business and industry, and how to join government and education leadership to form one voice. They will also recommend changes to the economic development structure; this will not include staff.

Mr. Wood gave an update on the Park and Ride. He stated he spoke with KHEOPS this morning regarding a letter they sent to the Federal Transit Administration in August with all of the questions answered. In September, they received a letter stating they have not been able to do anything with the letter because of staffing issues. Mr. Wood asked KHEOPS for an update including journal discussions on the Park and Ride, so they can involve Congressman Tom Reed if they have to. Mr. Wood noted it needs to be fully approved, so they can move to the design phase of the Park and Ride.

Mr. Wood discussed the waterline, and the revenue to pay back the \$3.5 million bond for the project. Mr. Wood worked with Jeff Smith from Municipal Solutions to identify some options and ideas to mitigate the cost of the waterline. Mr. Wood said he spoke with Mr. Smith, Dan Spitzer (IDA Legal Counsel), and County Treasurer Terri Ross about creating a Waterline Cost Mitigation Task Group. The Group will look at grants and other revenue streams to try to cut the overall cost of the waterline. Mr. Wood noted this will benefit everyone including the businesses and residents on County Route 20 along the waterline, the County Taxpayer, and Waterline Administration Authority.

Mr. Wood requested an attorney/client session to discuss a contract issue at 2:04 p.m. Legislator Healy made a motion to table the attorney/client session until after the committee reports, seconded by Legislator LaForge, and carried.

Office of Planning

Monthly Report

County Planner Kier Dirlam announced the Planning Board meeting scheduled for tonight was cancelled. He stated the Allegany County Telecommunications Development Corporation (LDC) has had at least four meetings. He noted there will be items coming up rapidly in the next few months for the LDC to address. Mr. Dirlam stated the LDC is still trying to find some community members to be on the Board. Chairman Crandall noted once the other names of the members are confirmed, they will be brought to the full Board for approval.

Mr. Dirlam stated the office space issue with the Allegany County EMS Council in the Crossroads Building that were discussed at the Public Safety Committee meeting on October 7, 2015, have been addressed. He met with Personnel Office Bobby Budinger and Emergency Management and Fire Director Jeff Luckey to create a plan. Then, he spoke with Greater Allegany Chamber of Commerce Executive Director Gretchen Hanchett and Development Team Coordinator Jack Wood about the plan. As a result, the Office of Tourism moved to the front of the building. Mr. Wood is now located in what was the Tourism's office space. Mr. Luckey moved his operations into what was the larger Tourism space. Allegany County EMS will have their old space back once everyone is moved. Mr. Dirlam noted the offices of Planning and Development, Tourism, and Emergency Management and Fire all lost square footage in the move. Mr. Dirlam thanked everyone involved for being accommodating. Finally, he stated a report came out in Business First highlighting \$136.5 million construction projects in Allegany County that were completed, or are under construction.

Greater Allegany Chamber of Commerce

Monthly Report

Executive Director Gretchen Hanchett reported she attended the Fireball Run, Allegany Artisans Tour, Ridgewalk, and the Garlic Festival. Ms. Hanchett stated they have advertised in *Explore NY* and *All that Jazz*. Ms. Hanchett added Steve Havey is now the Tourism Specialist. He recently retired from the Wellsville Chamber of Commerce, and brings professional and expertise to the position. She also talked about moving to the front of the Crossroads building, and trying to create a warm and welcoming reception area.

She noted she met with the Regional Tourism Group to work on a regional app, not just one for Allegany County. She said the group is looking at a regional app with Tour Blend, and the County is currently on the Tour Blend app if you download it. It is a website where you can get demographics about who is coming through the County, and where people are coming from. She noted she has called her State representative to make sure they can utilize regional money for this app. She added the group is also looking at doing a regional travel promotion for winter, spring, and summer. It will be created using I Love New York funds, and can be used on websites or in commercials.

Ms. Hanchett asked Legislator Root to speak about the Fireball Run since this was her first time participating. Legislator Root noted the amazing reception they received at every stop. She stated almost every day of the race, someone came up to their team and said they lived in Allegany County, were from Western New York, or knew someone who went to school in the area. She noted the Williamsburg, Virginia City Administrator graduated from Alfred University. He spoke fondly of the area, and would like to come back and visit. He is willing to talk with the

County about how to be a destination on the Fireball Run. Legislator Root stated they met with dignitaries and tourism representatives in every city on the route. She stated the participants on the Fireball Run were an array of people from all over the world, and very successful business people. Legislator Root stated she learned a lot of United States history during the Fireball Run. The teams were given a mission every morning with clues, and had to find where they had to go. Along the way, they developed friendships with other teams, and worked with them to complete the missions. Legislator Root highlighted their experience of meeting four astronauts, including American Jon McBride, and eating dinner under the Atlantis Space Shuttle. Ms. Hanchett added it was great to have Legislator Root participate with her. She stated Legislator Root did a great job, and was a fabulous representative of Allegany County. Ms. Hanchett also said they made great connections, and they have become part of a global group. They continue to be in contact with the people they met on the Fireball Run.

Employment & Training

Monthly Report

Director Reita Sobeck-Lynch submitted her monthly report. She added in October, three people found full-time positions, and one person obtained a part-time position. One person was attending the employment assistance class, and found employment. Legislator Pullen asked what kind of positions people were obtaining. Ms. Sobeck-Lynch stated they are really good jobs, and Dresser-Rand in Wellsville is currently hiring. Legislator Healy asked if the 5.3 percent of active people on the unemployment rolls includes people who have given up on looking for work. Ms. Sobeck-Lynch stated it does not, and it relies on self-reporting.

Ms. Sobeck-Lynch stated she is coordinating the County Employee United Way pledge drive. County employees will receive pledge information with their paychecks on Thursday, and United Way Director Barb Bates will be at the Board meeting on Monday.

Budget Transfer

Ms. Sobeck-Lynch requested a budget transfer in the amount of \$5,000 from WIOA Administration Regular Pay to WIOA Adult Supportive Services because Employment and Training is spending more funds in Adult Supportive Services based on their client's needs, and the Workforce Investment Board increased maximum Supportive Services allowed per participant from \$500 to \$1,000 for adults. She said supportive services include uniforms and mileage.

From:

CD16400.101 WIOA Administration Regular Pay \$5,000

To:

CD16401.402 WIOA Adult Supportive Services \$5,000

The request was approved on a motion by Legislator Jessup, seconded by Legislator LaForge, and carried. **Refer to Ways & Means**

Attorney/Client Session:

The Committee entered attorney/client session at 2:32 p.m. after coming off the table on a motion by Legislator LaForge, seconded by Legislator Healy, and carried. The Committee exited attorney/client session at 3:12 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 3:13 p.m. following a motion by Legislator Pullen, seconded by Legislator Jessup, and carried

Respectfully submitted,
Rebecca Scott, Secretary to the Clerk of the Board
Allegany County Board of Legislators

PLANNING & ECONOMIC DEVELOPMENT COMMITTEE

November 18, 2015

NOT APPROVED

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

Others Present: M. Alger, H. Budinger, S. Burt, P. Curran, D. Decker, K. Dirlam, D. Fanton, K. Graves, L. Gridley, G. Hanchett, R. Hollis, K. Hooker, C. Knapp, J. Luckey, B. Riehle, T. Ross, R. Scott, R. Sobeck-Lynch, S. Torrey, N. Ungermann, J. Wood

Media Present: B. Quinn, *Wellsville Daily Reporter*

Call to Order: The meeting was called to order at 2:11 p.m. by Planning & Economic Development Committee Vice Chairman Deb Root.

Approval of Minutes

A motion was made by Legislator Jessup, seconded by Legislator Healy, and carried to approve the Planning & Economic Development Committee minutes of October 21, 2015.

Economic Development/Industrial Development Agency

Monthly Report

Development Team Coordinator Jack Wood reported the last Economic Development Team meeting was a week ago. He distributed an updated Allegany County Economic Development Team Projects and SMART objectives worksheet. He highlighted a few areas on the worksheet.

- The Support Small Business Development has been having trouble with grants. Mr. Wood stated ACCORD Executive Director Leslie Gooch-Christman believes they can be worked out.
- Mr. Wood talked about the Park and Ride. He spoke with KHEOPS, and they agree the agreement is log-jammed in the federal government. He is going to contact Congressman Tom Reed in hopes of moving the process forward.
- Mr. Woods talked about the Waterline Project. He said there is significant progress. The Waterline Authority has been approved by the Friendship Board, and hopefully will be approved by the Amity Board in December. Mr. Woods said the Engineers for Industrial Development Agency (IDA) and the Engineer for Friendship have to agree on the Waterline engineering design. Friendship would like an eight-inch line with a reservoir, and the IDA wants a twelve-inch line. The twelve-inch line without the reservoir is the less expensive option. Mr. Wood said he hopes by December or early January to have a resolution to the design issue. Mr. Woods said a Waterline Cost Mitigation Task Group has been formed, and they have had two meetings. They are looking at grants and other ideas to help reduce the overall cost of the Waterline. He noted every dollar is a benefit for Friendship, the County, and Taxpayers. Mr. Woods said County Treasurer Terri Ross and County Administrator Mitch Alger have been attending these meetings. Legislator Root asked about a new projection on a completion date. Mr. Woods stated the new completion date for being "shovel ready" is December. He is looking for an approval of the Waterline by February 2016. He said the deadline for the Waterline to be in place is October 2016.

- Mr. Woods spoke about the Shovel Ready IDA Sites. He said County Planner Kier Dirlam is working on the project. These sites include the eighteen acres at VanCampen Industrial Park site at the S-Curves in Friendship. They have not come up with the estimated cost of \$150,000 to have the sites become “shovel ready.”
- Mr. Wood gave an update regarding the site where the truck stop sits. They are looking at having convenient food, fast food, and oil and gas availability at this site. They are also looking at building out the eighteen acres in hopes of having a hotel. Mr. Woods wanted to remind everyone what the numbers mean to develop a hotel on the site. A hotel with 100 rooms has 36,500 room nights a year. To make sure it is profitable, they are using the business model of 65 percent occupancy with a \$115 a rack rate. Sixty-five percent of 36,500 is about 23,700 room nights. Mr. Wood stated developers want to know where the 23,700 room nights are going to come from. He believes they are going to be coming from parents visiting their college kids, people from Albany coming to the County offices, and special events such as Artisans Weekend, Balloon Rally, Trout Derby Weekend, and Tough Mudders at Kent Farms. He said the Developers have to see the bottom line before they can commit. He said things are moving forward with the Developer they are working with on the fast food, convenience, and fuel.

Legislator Healy asked Mr. Wood if he knew why the rest stop on Interstate 86 was closed. Mr. Wood is not sure why it was closed, but said part of the Waterline Project includes the rest stop. County Treasurer Terri Ross reported they were having water issues.

Office of Planning

Monthly Report

County Planner Kier Dirlam talked about a few items.

- Mr. Dirlam reminded everyone there is a Planning Board meeting tonight at 7 p.m. at the Crossroads Building.
- Mr. Dirlam reported he attended the Southern Tier West Land Use Planning Conference with Planning and Development Specialist Bryan Gamache earlier this month. He said it was a good refresher for him, and informational for Mr. Gamache.
- Mr. Dirlam said the Comprehensive Plan Review Committee had its first meeting. The plan was approved two years ago, and they are looking at what needs to be fixed, updated, and improved. He noted they will meet on a regular basis
- Mr. Dirlam stated the Emergency Management and Fire Office has moved, and are settling into their office.
- Mr. Dirlam said Mr. Gamache has been working on a business database for possible non-residential sites that are currently available in the County. It will be posted to a website later this week. The chart will have links to various buildings and available land in the County. They have been actively working with realtors and owners of sites. This database can help them respond to requests that come from Buffalo about possible business sites. Chairman Crandall spoke about land that can be zoned for commercial businesses that have utilities available, such as along State Route 19 in Caneadea. They would be for building businesses, not turnkey businesses. Mr. Dirlam said they need to know if someone is interested in sites like this; then they can reach out to landowners.
- Mr. Dirlam talked about the Broadband Project, and said it takes a lot of his time. This includes tower negotiations, being secretary on the Allegany County Telecommunication

Corporation (LDC) Board, and working on an equipment bid for Literacy West to connect them to the Sheriff's Office and Employment and Training.

- Mr. Dirlam briefly followed up about the Crossroads Waterline Project Development Team Coordinator Jack Wood had previously talked about. He noted the additional grant funding wasn't previously available to them. They are looking at how to break the project up in a way where they can get funds from different sources. He added they are looking at it with a different perspective, so they can yield a positive benefit sooner.
- Mr. Dirlam reported the Comprehensive Planning School Project has completed task two. There are a total of four tasks in this project. Fifteen separate classes started in April; the last class was last night. Task three is working with towns and villages to create their plan; this will continue into 2016. Chairman Crandall asked if the town level comprehensive plans are important for funding. Mr. Dirlam stated yes, and Alfred and Wellsville are the two most active grant applicants in the County. He noted having up-to-date plans help them score better on the Grants. They are hoping to have drafts in the spring, and have it completed by fall.

Renewal of Tourism Contract

County Planner Kier Dirlam requested a resolution authorizing the Allegany County Board of Legislators to approve the 2016 Tourism Services Contract between Allegany County and the Greater Allegany County Chamber of Commerce to provide tourism promotion services. Mr. Dirlam stated the Tourism Contract is up for renewal in December. He noted there was a typing error on the fourth line of the contract. It should say Crossroads instead of Crosswoods. He noted it is the same amount, and is already in the Budget. Legislator Graves asked if the County Attorney had reviewed the Contract. Greater Allegany County Chamber of Commerce Executive Director Gretchen Hanchett said she sent it to County Attorney Tom Miner. Legislator Jessup thanked Mr. Dirlam for working on the revision of contract; it was cleaner and neater. A motion to approve the contract as amended with the revision and County Attorney's approval was made by Legislator Healy, seconded by Legislator Jessup, and carried. **Prepare Resolution**

Greater Allegany Chamber of Commerce

Monthly Report

Executive Director Gretchen Hanchett thanked Planner Kier Dirlam for his help. She talked about the I Love New York Contract. She said part one has gone out. Letters have gone out to Empire State Development for their approval. Part two will go out in a few weeks with a survey monkey link. She stated the Governor's Tourism Summit was today. She was contacted by the Governor's Office, and asked if she wanted to sit at the Governor's table at the Summit. She was unable to attend, so they said they will keep her on the list for next year. Ms. Hanchett stated they have advertised in *All that Jazz*, the back cover of *Explore New York*, and will be continuing with billboards.

Ms. Hanchett gave an update on the regional projects. She talked about the Fireball Run, and having the County involved. They did not have enough RV's, so they are working on a regional effort with the Ellicottville and the Salamanca Chamber of Commerce. She spoke about the mobile app Tour Blend. She said if they get a chance, people should download it. They have been working with Chautauqua and Cattaraugus Counties, and will be connected to other geo-fences out of Rochester, Buffalo, and Albany, so people who are part of Tour Blend can scan through our area. They are in the process of adding data to that app. Another regional project she is working on is the Travel Show for Allegany, Cattaraugus, and Chautauqua

Counties. It can split up so it can be used for commercials and websites. The first one will be focusing on skiing and snowmobiling.

Employment & Training

Monthly Report

Director Reita Sobeck-Lynch distributed her monthly report. Ms. Sobeck-Lynch reported the Prestolite Electric Plant in Arcade, New York, is relocating. Eight Allegany County residents will be terminated within the next seven to eight months. These employees will be eligible for Trade Act funding, where they are eligible for \$20,000 to go back to college. Legislator Ungermann asked what TEAP stands for. Ms. Sobeck-Lynch said it means Temporary Employment Assistance Program. She highlighted a success story of a person who completed a TEAP contract who has worked for Argentieri for a three to six month period of time, and is still there.

Budget Transfer

Ms. Sobeck-Lynch requested a budget transfer in the amount of \$8,006. Employment & Training has spent less funds on Department of Social Services supplies this year, and needs to replace two outdated computers in the Annex. Employment & Training also needs to put money into WIOA Youth Contract accounts to cover expenses until the end of the year. TANF account CD16794 would be negative at the end of the year without transferring funds.

From:		
CD16400.802 - WIOA Admin Retirement		\$3,000
To:		
CD16400.803 - WIOA Hosp/Med Ins.		\$3,000
From:		
CD16403.408 - DSS General Supplies		\$1,200
To:		
CD16403.201 - DSS Equipment		\$1,200
From:		
CD16400.101 - WIOA Admin Reg. Pay		\$1,500
To:		
CD16410.474 - WIOA Youth Contract – STTT		\$1,500
From:		
CD16400.101 - WIOA Admin Reg. Pay		\$1,500
To:		
CD16410.476 - WIOA Youth Contract – Lit West		\$1,500
From:		
CD16413.101 - WIOA Youth Part. Regular Pay	\$	50
To:		
CD16794.101 - TANF Regular Pay	\$	50

From:
 CD16795.101 - TANF Part. Regular Pay \$ 129

To:
 CD16794.101 - TANF Regular Pay \$ 129

From:
 CD16795.802 – TANF Part. Retirement \$ 422

To:
 CD16794.101 – TANF Regular Pay \$ 422

From:
 CD16795.803 - TANF Part. FICA \$ 177

To:
 CD16794.101 - TANF Regular Pay \$ 177

From:
 CD16795.804 - TANF Part. Workers Comp. \$ 28

To:
 CD16794.101 TANF Regular Pay \$ 28

The request was approved on a motion by Legislator Jessup, seconded by Legislator LaForge, and carried. **Refer to Ways & Means**

Accept and Appropriate Disability Employment Initiative Funding

Ms. Sobeck-Lynch requested a resolution to accept and appropriate an increase of \$5,480 in Disability Employment Initiative (DEI) funding. Allegany Employment & Training Center received \$5,480 of the \$14,466 of additional money. The difference was given to Cattaraugus One-Stop.

Appropriations #		
CD16400.101	Admin Reg Pay	\$3,650
CD16400.802	Admin Retirement	\$ 675
CD16400.803	Admin FICA	\$ 275
CD16400.804	Admin W/C	\$ 50
CD16400.806	Admin Hosp/Med Ins	<u>\$ 830</u>
	Total:	\$5,480

Revenue #		
CD16400.4701.00	Adm Federal Aid	\$5,480

The request was approved on a motion by Legislator Healy, seconded by Legislator Pullen, and carried. **Refer to Ways & Means**

Permission to Fill Senior Employment & Training Counselor

Ms. Sobeck-Lynch requested permission to fill a Senior Employment & Training Counselor (AFSCME, Grade 17, Step Base-7) position. The employee that holds this position has been on medical leave for nine months, and is retiring effective December 1, 2015. During this time, the OTDA partner has been cut to half-time in the office. This has created an additional work load for counselors who have shared this work for nine months, and are

overloaded. This position is in the budget, and is funded by the Workforce Innovation & Opportunity Act and Department of Social Services. The request was approved on a motion by Legislator Pullen, seconded by Legislator Healy, and carried. **Refer to Ways & Means**

Good of the Order

Chairman Crandall talked about a visit by the Lieutenant Governor Kathy Hochul to Alfred University on Friday, November 13, 2015. There was a press release, and he will have the Clerk of the Board distribute it to the Legislators. She was there for the announcement of \$7.7 million for a Center for Advanced Manufacturing at Alfred University. Chairman Crandall also noted that on October 22, 2015, the Lieutenant Governor attended a luncheon for a manufacturer's summit, and went to the Alfred State Wellsville Campus for a round table discussion on the forest economy project. Legislator Healy asked if the \$7.7 million is only for the research center. Chairman Crandall said yes. Greater Allegany Chamber of Commerce Executive Director said she spoke to the Lieutenant Governor, and she has expressed interest in coming back and speaking with the Manufacturing Council.

United Way is hosting the Wellsville Chamber business after hours from 5 to 7 p.m. tonight.

Legislator Burt spoke with Lynda Pruski from the Allegany County SPCA. She has offered an open invitation to see progress of the new SPCA building on any Friday or Saturday. Please contact her if you would like a tour.

Adjournment

There being no further business to come before the Committee, the meeting was adjourned at 2:56 p.m. following a motion by Legislator Jessup, seconded by Legislator Pullen, and carried.

Respectfully submitted,
Rebecca Scott, Secretary to the Clerk of the Board
Allegany County Board of Legislators

PLANNING & ECONOMIC DEVELOPMENT COMMITTEE

December 16, 2015

NOT APPROVED

Committee Members Present: D. Root, D. Healy, C. Jessup, K. LaForge, D. Pullen, C. Crandall

Others Present: L. Bliven, H. Budinger, S. Burt, P. Curran, D. Decker, K. Dirlam, D. Fanton, K. Graves, L. Gridley, G. Hanchett, R. Hollis, K. Hooker, J. Hopkins, L. Hunsberger, H. Kottwitz, T. Miner, B. Riehle, T. Ross, R. Scott, R. Sobeck-Lynch, N. Ungermann, J. Wood,

Media Present: B. Quinn, *Wellsville Daily Reporter*

Call to Order: The meeting was called to order at 2:10 p.m. by Planning & Economic Development Committee Vice Chairman Deb Root.

Approval of Minutes

A motion was made by Legislator Healy, seconded by Legislator Jessup, and carried to approve the Planning & Economic Development Committee minutes of November 18, 2015.

Economic Development/Industrial Development Agency

Monthly Report

Development Team Coordinator Jack Wood said the statement of work is in from Alfred. He added the Alfred Contract was signed by the County, and sent to Albany. It has been reviewed by the Chancellor's Office, Controller's Office, and he is anticipating it coming back any day now. He hopes to be up and running by the first of the year. He said they have a plan in place with Alfred that has three strategies and nine objectives. Mr. Wood talked about economic development, and that two more potential developers including a hotel are interested in the thirty-acre site. He noted things are moving along well, and hopes to see some movement out there in the spring of 2016.

Office of Planning

Monthly Report

Director of Planning Kier Dirlam gave his monthly report.

- Mr. Dirlam announced there will be a short Planning Board meeting tonight, and the annual dinner will be January 20, 2016, at Moonwinks. The MRB Group will talk about their experience of working on the Comprehensive Planning School effort. Official invites will be sent out in the next week or so.
- Southern Tier West Board meeting is tomorrow. The County is down two Board members, and new people are needed. He noted each County gets five representatives, and Allegany County only has three.
- The Comprehensive Plan School classes finished last month. They have requested a one-year extension from New York State Energy Research and Development Authority (NYSERDA) because the towns and villages have to write their plans, and they are just getting started.
- Mr. Dirlam talked about the Crossroads waterline. He said the project has been spilt into two phases to take advantage of funding that wasn't previously

available. They are in the process of applying for funds that may be able to help with approximately the first mile of the project in Friendship. The initial phase will support the housing along County Route 20, and will also bring municipal water to the rest area on Interstate 86. Legislator Fanton asked about the timeline for the grant, and when it will be awarded. Mr. Dirlam replied in the next few months, and they are actively applying. First, they have to submit a cover letter, and if it meets the basic requirements then they move to the next step. Development Team Leader Jack Wood added at one point there was misunderstanding about the Mitigation Waterline Task Force. Mr. Wood said the question was if they were over budget, and the answer is no. There is money out there, and they are looking at trying to offset the costs to save the County and taxpayers money. He noted the funds Mr. Dirlam talked about came out of the meetings. At one meeting they identified \$400,000 to \$500,000 that may be available to help with the project. Chairman Crandall asked if the Town of Friendship will be the applicant. Mr. Dirlam said yes; it will move faster because of the health and safety issues of that section of the waterline.

- Mr. Dirlam talked about Business and Development. He said the available business site database is up on the internet with links from alleganyplanning.com and from alleganycountyny.com. It will be updated at least once a month. He said they met with Buffalo and Niagara Partnership to show them a half a dozen sites, and have them assist in marketing available locations. Mr. Dirlam reported the October workforce statistics said the unemployment rate for Allegany County was 4.8 percent. Legislator Root asked what contributed to the decrease in the unemployment rate. Employment and Training Director Reita Sobeck-Lynch reported in our area manufacturing has been big. Legislator Fanton noted Saputo hired about 35 to 40 people.
- Four municipalities and EMS attended a grant workshop offered by KHEOPS last week. Mr. Dirlam noted EMS is interested in applying for a Records Management Grant, and this would help with their space issues. Mr. Dirlam said they received a few grants in the County through the Governor's Consolidated Funding Application Process including \$1.5 million for Alfred State and their bio-refinery project. Mr. Dirlam said the list was short this year. They had a meeting with some of the bigger towns and villages, and they reported they already have projects in place, and they don't have the staff to take on anything more right now. Mr. Dirlam noted there were a few projects that applied, and were not funded. Allegany County has the ability to get more projects, but there is a lack of administrative staff for infrastructure projects. He believes in the future they may have to look at ways to support the infrastructure projects.

Greater Allegany Chamber of Commerce

Monthly Report

Greater Allegany Chamber of Commerce Executive Director Gretchen Hanchett reported on a few items. She wanted to let the Committee know the grant application was completed and submitted. She noted they are going to get about \$6,500 more than they have been receiving from the I Love New York Grant. She said it is about \$61,756. They are going to continue the billboards on Interstate 86 and Route 219. Ms. Hanchett also reported the travel guides have been sent to the printers, and thanked Steve Havey. She also thanked Lee Gridley and Deb Aumick for proof reading it. Ms. Hanchett said they are starting the rack card process

and the hunting brochures. They will also start the regional travel shows in February. Ms. Hanchett reported on the tourism website and the digital marketing. She wants to make sure it is interactive. They are also working on the Tour Blend Travel app. She added the regional travel promotional commercial will be done the end of January. Ms. Hanchett also stated she is working with a local campground as one of the outfitters. They are working to build tourism packages focusing on the outdoors.

Ms. Hanchett said the Fireball Run had their first site visit from November 30, to December 5, 2015. They visited about twelve locations in Allegany County, and sites in Cattaraugus County including Salamanca and Ellicottville. They received an email saying they are officially the Western New York destination. They are excited about this regional project, and will have an official page as the Western New York destination. They will be working to make sure all the areas are represented. She said they came up with some neat missions in the area. There will be a couple of stops in Allegany County, and they will be on the promotional material. Ms. Hanchett said Chairman Crandall will have to do a video that will be put on the destination website. Legislator Root asked if the video will be Allegany County or three locations. Ms. Hanchett said it will be the three locations. She also said they will have a pin designed. She said the Fireball Run will visit two more times.

Employment & Training

Monthly Report

Employment & Training Director Reita Sobeck-Lynch stated the unemployment rating went down from last year. The United States rate was 5.5 percent; it is now 4.8 percent. In New York State it was 5.7 percent, and is now 4.5 percent. In Allegany County it was 5.1 percent, and this year it is 4.8 percent. Cattaraugus County was at 5.7 percent last year, and is 5.1 percent this year. Legislator Healy asked if this number is based on the number of people on unemployment. Ms. Sobeck-Lynch said it is part of the calculation, and she will put the methodology in his mailbox.

Ms. Sobeck-Lynch distributed her monthly report, and noted there were 32 new jobs listed in Allegany County with the Department of Labor last month. She said today, there is about the same number. Ms. Sobeck-Lynch said Western New York is now sending out the job listing daily to her. Legislator Ungermann asked what kind of jobs are available, and if they are seasonal. Ms. Sobeck-Lynch responded they are a variety of jobs available including engineers, architects, and front-end. Ms. Sobeck-Lynch will email the list to the Committee members.

She said they served five Veterans this month, including one with post-traumatic stress disorder (PTSD). This young man wants to be a tractor trailer truck driver. They were able to refer him to Access VR since he is a Veteran with a disability. They are paying for his entire tuition and support services. She noted Employment and Training does not have to pay the \$1,800 towards his training.

Ms. Sobeck-Lynch reported they are 6 months into the WIOA program. They contract with Literacy West and Southern Tier Traveling Teacher to improve individual's basic skills or obtain their high school equivalency diploma. She noted one lady completed certified nursing assistance (CNA) training. She is working 20 hours a week at The Pines at \$9.50 hour, and is almost at the end of her ninety-day probation period. There are income criteria, and they are serving youth up until the age of twenty-four.

Ms. Sobeck-Lynch announced the business after hours is tonight at Cunning, Stauring, & Associates, Inc. on 80 N. Main Street in Wellsville. She also said County Administrator Mitch Alger has been attending the Cattaraugus Allegany Workforce Investment Board meetings. She hopes someone can continue to attend because it really helps. Ms. Sobeck-Lynch reported she

has been working with the Department of Social Services with the Able Bodied Adults Without Dependents (ABAWD) population. The federal regulations for the Supplemental Nutrition Assistance Program (SNAP) are changing in January, and people received letters in November about the change. Previously, if you need food they would give it to you if you met income eligibility requirements, and you had to recertify every six months. Now, there are some requirements that you have to look for work. So, they have been meeting with DSS to identify some of the people who will be affected and what services they need. She noted it is a big change, and you can only go so many months without complying before you lose them forever. Legislator Healy wonders why it is a big change. Ms. Sobeck-Lynch said she doesn't know why, and they are hoping to find jobs for people.

Ms. Sobeck-Lynch discussed how she works with DSS for cost avoidance. In temporary assistance, the County share is 79 percent and the government share is 21 percent. She said years ago she met with Social Services Commissioner Vicki Grant, and they decided to do some things differently. Once you apply for public assistance and you are employable without dependent children, you have to go to a ten-day employee assessment class. She said twenty-one people came in by assessment through DSS in November. Nineteen were denied, one person was exempt, and two people completed the class. Out of the nineteen people denied, only one person reapplied. Just in November, they had a cost avoidance of \$49,000 in temporary assistance. If you look over six-months, there was \$103,000 in Medicaid savings. In SNAP, they saved over \$31,000. For one year in temporary assistance, they saved \$465,480. She noted they will meet with DSS again on December 30. Legislator LaForge said they will look at SNAP at the next Human Services meeting. Legislator Root commented that is really good news, and congratulations.

Appointments to Planning Board

Chairman Crandall plans to reappoint the following Allegany County Planning Board members to a new three-year term commencing January 1, 2016, and expiring December 31, 2018:

William Emrick, Scio (District II)
Bryan D. Fanton, Wellsville (District III)
Lee Gridley, Wellsville (District IV)

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
Charles O. Jessup, Ways & Means Committee Chairman, Alfred Station

A motion was made by Legislator Healy, seconded by Legislator Pullen, and carried to sponsor a resolution, confirming the Chairman's appointments. **Prepare Resolution**

Crossroad Building Leases

County Administrator Mitch Alger stated they thought the leases would be ready for approval. However, they are not ready, so they will have to wait until next month.

Land Bank Project

Legislator LaForge stated Chautauqua County Land Bank did a presentation at the last Inter-County meeting in Chautauqua County. He said they have received \$2.85 million in Attorney General Grants. He added the money can be used for administration and mixed used property. Legislator LaForge noted mixed used property includes property that has a store front downstairs and apartments upstairs. It doesn't have to be all residential. He said the next round of funding will include 10 more land banks, and new land banks will be given preference. He added the New York State Department of Labor has dropped the asbestos notification fees for municipal generated projects. Legislator LaForge stated the County land bank will need a resolution, and they are looking to request one after the first of the year. Legislator Root asked about the timeline for new grant funds. Legislator LaForge said he didn't know, but said there is a minimal cost of incorporating a land bank.

Adjournment

There being no further business to come before the Committee, the meeting was adjourned at 2:54 p.m. following a motion by Legislator Pullen, seconded by Legislator Jessup, and carried

Respectfully submitted,
Rebecca Scott, Secretary to the Clerk of the Board
Allegany County Board of Legislators