PLANNING & ECONOMIC DEVELOPMENT COMMITTEE
AGENDA
February 15, 2017

1. Approval of Minutes
   - January 18, 2017

2. Craig Clark, Economic Development/ Industrial Development Agency
   - Monthly Report
   - Standardizing the Appearance of Official County Documents and Vehicle Markings

3. H. Kier Dirlam, Planning Director
   - Monthly Report
   - Allegany County Comprehensive Planning School Grant

4. Gretchen Hanchett, GGAC Executive Director
   - Monthly Report

5. Reita Sobeck-Lynch, Employment & Training Director
   - Monthly Report

6. Old Business

7. New Business

8. Good of the Order

9. Adjournment
Alfred State College
February 2017
Report for Economic Development

- Lawyers are in process with GE on the GE Lufkin facility donation to the Allegany County IDA to support light manufacturing. Takeover would not be before April 2017.
- The first company decided not to pursue locating in the GE Lufkin facility. We now have discussions with three other companies regarding the facility. The regional company is very serious along with another out of state company. We continue to discuss with state and federal legislative staff and ESD assistance regarding transition for a manufacturing company start up in that facility.
- The economic strategy and objectives are being implemented including marketing.
- We are continuing to review the website updates and State Book mini website.
- SELECT USA follow up continues with one potential company working with ACCORD on a business plan. We are now planning for the June 2017 SELECT USA event.
- The Allegany Development Team is planning to meet with human resource directors on February 17 to discuss how we can better connect with employees in the county.
- We continue responding to notices from Invest Buffalo Niagara when they are looking for property and leads for companies that want to reside in Western NY.
- Planning to attend the Site Selectors Guild March 2017 event to further connections and discuss opportunities with site selectors.
- Discussing with the two selectors who visited the county on November 21 and 22 regarding target marketing and long term planning for the county economic development.
- The next Allegany County Economic Development Steering Committee will be held in late February. This will include reviewing next steps and discussing progress on how to use the Athens, Ohio model for developing better ways to attract current students and alumni to develop businesses and to be employed in existing businesses in the county.
- The EDA Bioenergy Development and Commercialization Center (BDCC ) $4 million grant submitted is with Senator Schumer and Congressman Reed’s economic development staff for support and we also are working with governor’s staff on additional state funding.
- The $1.5 million POWER + ARC grant for coal impacted communities is in process and we have heard it should be approved to submit a final application.
- Friendship engineer has noted that they have conducted water leakage test on tank and now will be testing lines for leaks.
- We have started again work with new Seneca Nation staff on furthering a partnership that includes filling the Tracewell building with a manufacturer.
- Reviewing the letters of intent from hotel developers we have received and discussing with developers on their timelines.
- The Crossroads park and ride has FTA approval and initial design drawings are being reviewed with plans to construct the summer of 2017.
- Annual ACIDA audit is underway.
• START UP NY software development company contact has resulted in meeting with Incubator Works regarding locating an office in the Incubator Works facility and will work with interns at Alfred State.

• Spent two weeks in Saudi Arabia developing connections with companies and institutions on college articulation agreements with Alfred State, cooperative projects and working with commerce section of US Consulate. Jubail Industrial College appears to be a good partner with their innovation center similar to our incubator and START UP NY project.

Summary:  GE Lufkin project still a priority.
            BDCC progressing.
            Data for website is being refined
            Hotel developers progressing
            Economic development plan is being implemented.
STANDARDIZING THE APPEARANCE OF OFFICIAL COUNTY DOCUMENTS AND VEHICLE MARKINGS

Offered by: Planning and Development Committee

WHEREAS, a review of the letterhead, business cards and other documents used for official communications by the County’s various departments and offices shows a lack of professional design and uniformity in the appearance of those documents, and

WHEREAS, a well-designed uniform template for official communications enhances the professional appearance of any organization, and

WHEREAS, the first contact an individual or outside entity has with Allegany County is often through official correspondence or the County’s website, and

WHEREAS, the County has been working on a redesign of its website so as to enhance its overall look and ease of use, and

WHEREAS, besides official County documents, County vehicles generally display various markings such as insignias, logos or “seals”, indicating that the vehicle is County owned property, and

WHEREAS, as with the County’s website, establishing a uniform template for County letterhead and related documents as well as for vehicle markings, will enhance the County’s professional appearance to the general public and aid in promoting the County as a desirable place to live and conduct business in, now therefore, be it

RESOLVED:

1. That effective immediately, each County department or County office shall undertake steps to modify the appearance of its official letterhead, business cards and other documents used for official communications by adopting the format shown on the various templates attached to this resolution.

2. That the logo, font and font size as shown on each template shall be used unless a modification to such requirement is granted by the County Administrator.

3. That existing letterhead may continue to be used until April 1, 2017, unless the County Administrator authorizes its use beyond that date.

4. That although the use of existing markings such as insignias, logos or “seals” on County vehicles may continue for the time being, it is the intent of this Board to gradually replace them and have future insignias, logos or “seals” on County vehicles utilize the same logo and typography as herein established for official County documents. To that end, existing insignias, logos or “seals” may not be used on new vehicles put into service after April 1, 2017, unless the County Administrator authorizes their use beyond that date.
Letterhead

The established layout for Allegany County letterhead is pictured here. The official letterhead is printed in two colors utilizing the established logo colors.

The County logo is 2.25” wide. It is placed 1/2” from the top of the page and 1/2” from the left edge.

**Letterhead with Office Designation**

When an office designation is needed, the office name appears on the standard letterhead layout Franklin Gothic Demi 12 pt, .75” down from the top and 3” in from the left.

Address Block - 10 pt Franklin Book

DO NOT use Web site or e-mail addresses

If a secondary mark is required, it should be placed at the bottom of the page as shown to the left.

This mark should always be smaller than the Allegany County logo and placed .5” from the left and .5” from the bottom.

This mark should not be larger than 2.25” wide.
Business Cards
One of the most widely distributed pieces that represents the county identity is the business card. For this reason it is most important to preserve the integrity of the layout when reproducing it.

Text:
Dept. Name - 9pt. Franklin Gothic Demi
Address - 9pt. Franklin Book
Name - 12pt Franklin Gothic demi
Title/email/Phs - 10 pt Franklin Book
Website - 10pt. Franklin book

The county logo prints 1 color — PMS 229
Additional logos should never appear on the county business cards.

Envelope
The standard envelope layout is pictured below. The logo and text is placed 3/8" from the top edge of the envelope and 1/4" from the left edge.

Text:
Dept. Name - 8pt. Franklin Gothic Demi
Address - 8pt. Franklin Book
For the February 15, 2017 meeting of the Planning and Economic Development Committee
Here are a few items that have occurred in the last month or status updates on major projects:

1. ** Allegany County Planning Board:**
   A. The Planning Board held its Annual Dinner in January with over 70 people in attendance.
   B. Their regular meeting is tonight at the Crossroads Center at 7PM.

2. **Planning:**
   A. **Rushford Lake:** Met with the Rushford Lake District on grant related projects.
   B. **Comprehensive Plan School Project:** Sent the Alfred Draft Comprehensive Plans to the Town Supervisor and Mayor for their review. Met with the Village and Town of Wellsville as well as the Village and Town of Alfred regarding approval process for their plans.
   C. **NYSAC:** Attended the NYSAC Conference in Albany 1.30 – 2.1
   D. **Consolidation:** In preliminary stages of developing plans for a potentially required consolidation plan per the NYS Governor’s proposal in his state of the state address.
   E. **Comprehensive Plan Update:** prepared survey information on Open Space, Meeting Location, Tourism, Development, Consolidation/Service Sharing and Projects listings to the Towns and Villages. The committee has reviewed sections 1, 2, 3, 5, and most of 6. Chapter 4 is to be completely rewritten in the coming months.

3. **Broadband Project**
   A. **Tower Construction** is currently on hold due to the weather. Angelica’s foundation was completed.
   B. **Distance Learning:** Laptops were ordered and delivered.

4. **Business and Development:**
   A. **Business Training:** There is a scheduled session with businesses set for February 17th at the Country Club and on March 2nd with the Small Business Administration to learn about business programs available from Allegany County, NYS and SBA. These programs are being coordinated between the Chamber of Commerce and the Planning Office staff.
   B. **Letterhead:** Finalized versions of Letterhead, Envelopes and the revised Logo are now available.
   C. **Business Support:** Fielded questions from various businesses regarding start-up issues and special needs.

5. **New Alleganyco.com website:**
   A. The monthly improvements are continuing with data transfer from the old site for department’s pages.
   B. The transfer of the Gateway Development website: [www.alleganycountyny.com](http://www.alleganycountyny.com) was completed in January. If someone clicks on that site it should redirect to [www.alleganyco.com](http://www.alleganyco.com) automatically.
   C. The Health Department website [http://alleganycountydepartmentofhealth.com/](http://alleganycountydepartmentofhealth.com/) is currently being rebuilt onto the new site and will be transferred in the coming months.

Sincerely, H. Kier Dirlam - DIRECTOR - OFFICE OF PLANNING
MEMORANDUM OF EXPLANATION
For RE-APPROPRIATION of FUNDS

INTRODUCTION NO: ____________________
(Clerk’s use only)

Committee of Jurisdiction: Planning & Economic Development   Date: 2/15/17

Explanation: Reapportion of Grant money not spent in 2016 – Overlapping Grant Fiscal Year
This is for the re-appropriation of unspent funds for the 2014-16 Allegany County Comprehensive Planning
School CFA#27929/Contract#39511. The original Resolution for this
Grant was #131-14. This grant was extended and expires on 3/31/17.

Appropriations ($67,669.00 )
A 8020.495 Home & Community Service-Contractual $ 4,497.00
(Allegany County Comprehensive Planning School)

Revenues ($67,669.00)
A 8020.3089.00 State Aid Other $ 4,497.00

FISCAL IMPACT:
TOTAL GRANT: $67,669.00
LOCAL COUNTY SHARE: $22,556.00 In-Kind

State Grant? Yes Revenue # CFA #27929 / Contract #39511 $67,669.00
Federal Grant? No

If Federal, please list Federal Catalog of Federal Domestic Assistance (CFDA) Number________

This Grant is    X Renewal of existing grant funded program or    _____ new grant fund program.

    X REAPPROPRIATION OF GRANT MONEY NOT SPENT IN 2016

Grant Fiscal Year – 2014 – 2017
Initial Contract Period – 08/08/2014 - 12/31/2015 – GRANT EXTENDED TO 3/31/17

Obligation of County after grant expires: NONE
REFER TO ORIGINAL ACCEPTANCE OF THIS GRANT #CFA #27929/Contract #39511
BY:    RESOLUTION #131-14     DATED: July 17, 2014

Major benefits of accepting this grant are:
REAPPROPRIATION NECESSARY TO SPEND REMAINING GRANT FUNDS.

Department Head Signature ________________________________
Planning & Development Committee Tourism Report;
Gretchen Hanchett
2/17
Tourism: Many of the same long term projects moving forward.

1. Tourism/Tourism Projects
   a. Watchful wild life program.
      a. “Watchful Wildlife” program
         Working with Deb to redesign
         our billboards
   b. Hunting brooches sent to print
   c. Solar powered Wireless Network
      tourism project. (Wildlife & event
      program) update

2. Travel Guide
3. Bill board development (Seasonal boards)

4. Tourism/Chamber:
   • Auto/NYS tourism show in Philadelphia
     (Jan. 27th-29th)
   • Sports and Travel show in Harrisburg
     (February 4th-8th)
   • Olean Sports and recreation show (Jan.
     21st & 22nd)
   • The SBA & Allegany County Present
     i. Resources for Business March
        2nd at Crossroads.
   • Leadership Allegany graduation (Feb.
     17th at Moonwinks)

5. Some Upcoming Events;
   • Cartwrights Maple inn opens February
     14th – April 15th

   Much more coming... check out the
   calendar [www.discoveralleganycounty.com](http://www.discoveralleganycounty.com)

6. Economic Development Team efforts:
   • Young Professional group
     i. First core meeting
        February 16th
   • Spoke to REDO about tourism,
     and the ALLEGANY COUNTY
     MISSION, STRATEGIES AND
     OBJECTIVES
   • Set meetings with other
     Chambers and business groups
   • February 17th Business Breakfast
     at Wellsville County Club. Continued work
     and presentation for Allegany County
     missions, strategies and
     objectives.

~Gretchen

Gretchen Hanchett, Executive Director/ Tourism Coordinator
Greater Allegany County Chamber of Commerce
& Allegany County Tourism
(W) 585-268-5500  (C) 585-610--9529
ghanchett@alleganychamber.org [www.discoveralleganycounty.com](http://www.discoveralleganycounty.com)
VERY IMPORTANT
TO ORDER USE THIS ID#: 2716824

A great place to visit!

DiscoverAlleghenyCounty.com

Special Notes: client provided artwork

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Product Size: 10 X 20
Plant: Erie, PA
Artist: Matt Texter
Please Join Us!

The SBA & Allegany County Present:

Local Resources for Your Business

Don't miss the opportunity to learn more about local economic development resources to help you start or grow your business!

You will hear about the many resources available to you to support your business from the SBA, SCORE, Allegany County Chamber, Allegany County IDA, Allegany County Office of Planning and the ACCORD Corporation.

When:
March 2nd from 9:00am to 11:00am
Click here to Register

WHERE:
Crossroads Conference Center
6087 State Rte. 19N
Belmont, NY 14813

For more information contact the Chamber Office at: 585-268-5500

COST: FREE

Do You Want to Grow your Business in Allegany County?

The Allegany County Business Development team is pleased to welcome you to a seminar on local assistance for your business. Please join us to find out how to apply for business loans, what incentives are available for businesses and to learn about all of the support services to help you grow!

Seminar Agenda
9:00am - 9:15am
Registration & Welcoming Remarks

9:15am - 9:30am
Presentations by:
U.S. Small Business Administration
SCORE
Allegany County Chamber of Commerce
Allegany County IDA
Allegany County Office of Planning
ACCORD Corporation
Questions & Discussion
February 2017 Report

**Employment:** 1 customer was employed full time and 6 were employed part time at 7 different businesses.

**Unemployment:** 25 new unemployment claims opened~ 4 fired; 7 quit; 14 layoffs~ 5 seasonal jobs, 3 manufacturing, 2 food service; and other various positions.

December Rates: Allegany County 5.6%; NYS 4.5% and US 4.5%

**DSS:** (Dec stats) 782 Services provided: Family Assistance~186; Safety Net Family~6; Safety Net~184; SNAP~406
Safety Net Employment Assessment Class: 24 assessed; 9 denied; 6 completed; 0 exempt and 1 reapplied for assistance.
Non-Custodial Parent (NCP) Program, support collection: 26 active participants, 17 employed

**WIOA Youth Program:** Since 1 July we have been working with 96 youth. There are 2 youth who start work experiences and 5 with scheduled interviews in February.

**Training:** Calendar year 2016: 21 adults received training and 19 are employed in jobs related to their training at an average hourly wage of $12.98. We spent $14,228 for training and $2,477.57 in supportive services. January 2017: 5 in training for dental assisting, medical insurance/billing, accounting, nurse aide and welding. 3 completed training in December in phlebotomy and CDL-B and they have not found employment and we are actively working with them.

PY16: Adult $14,000 & obligated $14,194.50; Supportive services: Budget $4,000 obligated $3,615 DW $5,958 obligated $5,350 Youth obligated $366.

**Trade Act:** Outreach services were provided to 7 customers and 6 are enrolled in training.

**Veterans:** 5 Veterans utilized our service for assistance with job search.

**Business Services:** 3 new business contacts and 45 services provided to 26 businesses for job listings and follow up, matching, referrals and skills testing.

**Disability Employment Initiative (DEI):** This has been extended to 6/30/17.

**Economic Development Team:** Meeting regularly and working on the Strategic Plan.

Respectfully submitted,