PLANNING & ECONOMIC DEVELOPMENT COMMITTEE
AGENDA
July 17, 2019

1. Approval of Minutes
   - June 19, 2019

2. Timothy Glass, New York State Department of Labor, Labor Market Analyst

3. H. Kier Dirlam, Planning Director
   - Monthly Report
   - Request to Fill Office Aide Position

4. Reita Sobeck-Lynch, Employment & Training Director
   - Monthly Report
   - Request to Fill Senior Employment & Training Counselor due to Vacancy
   - Request to Fill Senior Employment & Training Counselor due to Retirement

5. Gretchen Hanchett, GACCC Executive Director
   - Monthly Report

6. Craig Clark, Economic Development/Industrial Development Agency
   - Monthly Report

7. Planning Board Appointment

8. Old Business
   - Broadband and 911 Equipment Maintenance Agreement Update

9. New Business

10. Questions from the Media

11. Good of the Order

12. Adjournment
PROJECTS AND ACTIVITIES: JULY 2019 REPORT

A. General Planning:
   • Alle-Catt Wind Project: staff attended the public hearing and procedural conferences on this project.
   • Alfred Comprehensive Plan: Edits completed of the Alfred Comprehensive Plan and the draft has been submitted to the communities for their comments. Attended public hearing in the Village of Alfred.
   • Bolivar Comprehensive Plan: A draft version of the Strategic Plan has been submitted to the committee members for their review.
   • County Planning Board: The meeting is going to be scheduled for July but the date hasn’t been set at the time of this writing. Have a new board member who has volunteered to serve. Requesting the board to approve this appointment.
   • Department of State: Had a survey/phone interview with their training department regarding what services we provide to the Towns and Villages.
   • Farmland Protection Plan: Met with Scott Torrey from Soil & Water Conservation District about updating the 15 year old plan in the coming year or so. There is a grant that they can apply for to help offset costs. The Office of Planning may do a majority of the layout and editing work on this plan.
   • Grant Writing: The Letchworth Gateway Villages grant application that we are part of was approved. A kick off meeting will be held later this year. Staff also coordinated an effort to apply for a Greenworks Initiative Grant with Cornell Cooperative and Allegany ARC. Staff is working with the IDA on the Microenterprise Grant process due at the end of July.
   • Levees: Attended a session regarding the levee systems in Bolivar and Wellsville with the US Army Corps, FEMA, DEC, consultants, Emergency Management, Town and Village officials. The levees need to be mapped and analyzed through a program that they are working on to determine effectiveness, capacity and structural stability.
   • Shared Services:
     • A conference call is scheduled to discuss with NYS DOS later this week what they need for this year’s version. We will also be discussing the upcoming Census 2020. This is being coordinated by the County Administrator’s office.
   • Southern Tier West Regional Planning and Development Board: Met Thursday June 20th the STW Board and met with applicants for the annual Appalachian Regional Commission grant program. Seven applications were reviewed and prioritized. Four applicants were from Allegany County this year.
   • Trail Systems: The Task Force met on July 10th. Heard presentations from the Equestrian group, the Genesee Valley Greenway State Park and Genesee River Wilds.

B. County Comprehensive Plan:
   • The final edits have been completed.
   • The Public Hearing Date has been set for August 12, 2019 at 2PM
   • SEQR will need to be completed also.
   • Looking for an approval date by the Legislature in August.

C. Geographic Information Systems [GIS]:
   • Maps: Provided maps for various individuals and a legislator.
   • Hydraulic Modeling: Interviewed a firm to discuss undertaking some hydraulic modeling for flooding and erosion issues as well as looking at current infrastructure capacities. An estimate was submitted. Unfortunately it appears that we will likely need a funding source to pay for this kind of work such as a grant.
   • Online GIS: Working to explore better ways to update our online GIS data portal.

D. Land Bank:
   • Board Meeting: The Land Bank Board met on Tuesday June 25th at the Crossroads Center. The next meeting is scheduled for July 18th at 9AM.

E. Website:
   • Events Calendar: Added events to the website for June/July/August.
   • Updates: Economic Development and Planning pages as well as the homepage on website. Created and published new Data Center page on Economic Development pages. Starting to discuss the overall
design of the site and how our branding initiative will impact this. IT and Mason Digital assisted
Elections in having a fairly effective posting method for the Primary election held June 25th.

- **Meetings:** Participated in conference calls to discuss the County website and the Tourism website.

**F. Business and Economic Development:**

- **Sites:** Updated commercial properties list on website.
- **Branding:** We were supposed to meet with Josiah Brown to undertake the next phase of the branding
effort but as of this writing the date has been postponed.
- **IDA:** the IDA has approved the contract with the waterline installer and a preconstruction meeting has
been set.
- **PR/Outreach:** Developed a revised Economic Development Marketing budget and schedule,
evaluated past tactics for success and explored new tactics and pricing. Researching new display
options for advertising.

**G. Meetings**

- Attended meetings including: County Administrator, Board of Legislators, IDA, Development Team,
Planning and Development Committee, Planning Board, Ardent Solutions, Land Bank, and
Department Head meeting.

**H. Administrative**

- Met with Debbie McDonnell, the new County Administrator regarding Planning and Development.
- Developed 2020 Budgets for the Office of Planning.
- Developed 2020 Budget for the Office of Development.
- Met with Tourism regarding their 2020 budget.
- Interviewed a candidate for a fall internship. Looking for approval to fill at this month’s
meeting.
- Have a summer intern through the Employment and Training Program.
- Reviewed audits for Planning, Development and Tourism as well as Payroll.

Sincerely,

Kier Dirlam - DIRECTOR - OFFICE OF PLANNING
Hey Millennials, you're driving the remote work revolution - you have more flexibility to work from home than any other generation. That's awesome! So why not make working from home BETTER? Dreaming of raising chickens? Spur of the moment kayak or hiking adventures? Just want to see the stars at night? In Allegany County you can do all of that AND afford to purchase your own home!
Request to Fill Position Form

Date: July 11, 2019  Committee of Jurisdiction: Planning & Economic Development

Title of Position: Office Aide  Dept.: Office of Planning

Will any position(s) be eliminated? No  If yes, which position(s): __________________________

This position is an:
Existing position: X  Newly Created Position:  Created by Resolution #: ____________

This position will be:
Full-Time:  Part-Time:  Permanent:  Temporary: X

This position will be:
Section IV:  Non Union: X  Union:  covered by the ____________ bargaining unit.

Grade: N/A  Step: N/A  Hourly pay rate: $11.10 - $15.00

Annual salary of position: Temporary Position - ~12 weeks  Cost of benefits for position: No Benefits

Does position support a mandated program/grant? No  Name of program: __________________________

Source of funding for position: 100% County  ____% State  ____% Federal  ____% Other

Source of funding for benefits: 100% County  ____% State  ____% Federal  ____% Other

Amount in current year's budget for this position: $5,040

Rationale justifying the need to fill this position at this time. Please include in your rational where applicable:

1. The specific duties that cannot be accomplished by another employee.
   This position is necessary to augment our workforce. This position will perform and assist staff with current projects, allowing full-time employees to perform other duties.

2. The goals your organization will not be able to accomplish as a result of not filling this position.
   This position will perform and assist staff with current projects (Open Space Inventory, Census Data, GIS online updates, Research, etc.); allowing full-time employees to perform other duties while meeting project deadlines.

3. The funding available to fill the position from external sources.
   None

4. The benefit to the County generated by this specific position.
   This position will perform and assist staff with current projects (Open Space Inventory, Census Data, GIS online updates, Research); allowing full-time employees to perform other duties while meeting project deadlines.

Department Head Name:  

County Administrator Authorization:  

Personnel Officer Authorization:  

Date: July 11, 2019  Date: 7/12/19  Date: 7-12-19

Form Updated: 05/01/18
July 2019 Report

General Information

- Front Door Traffic: 377
- Employment: 1 customer reported a new part-time job
- Unemployment: May rates: Allegany County 4.8%; NYS 3.8%; US 3.4%. Locally, 12 new unemployment insurance applicants~ 3 fired, 1 quit, 9 layoffs from several employers
- Veterans: 3 Veterans, 1 new customer, utilized our services for job search, DOL services and SNAP(Supplemental Nutrition Assistance Program)
- Business Services: 65 services provided to 64 businesses (3 new business contacts) for outreach, job listing, follow-up, job matching, referrals, youth work experience and Summer Youth Employment Program worksites. Administered 15 TABE(Test of Adult Basic Education) tests~ 3 DSS and 12 private industry

Department of Social Services Contract

- 339 services provided: Family Assistance 74; Safety Net Family 10; Safety Net 116 and SNAP 139
- Safety Net/Family Assistance Employment Assessment Class (EAC): May data not available at time of submission
- Non-Custodial Parent Program: 36 active participants; 2 employed; 2 receiving UIB.
- Summer Youth Employment Program(SYEP)~ finalizing plans with youth and worksites to begin in July.

WIOA (Workforce Innovation and Opportunity Act) Program Year 7.1.2018-6.30.2019

- Youth: 21 enrolled youth, 12 in unsubsidized employment, and 3 in Work Experience. 30 Youth received services in February.
- Training: 8 in training~ 2 Dental Assisting, 3 CDL-B(Commercial Driver's License) and 3 completed Practical Nursing and all have job offers pending receipt of their licenses.
- Trade Act: 15 Outreach contacts; 1 appointment, 8 contacts and 5 in training for Computer Information Systems, Culinary Arts, Electrical Engineering & CDL-A&B

Respectfully submitted,

Reita Sobeck-Lynch, MPH, Director
Request to Fill Position Form

Date: 17 July 2019
Committee of Jurisdiction: Planning & Economic Development

Request to Fill: Title of Position: Senior Employment & Training Counselor Dept.: Employment & Training

Will any position(s) be eliminated? NO If yes, which position(s): ________________

This position is an:
Existing position? X Newly Created Position? ______ Created by Resolution #: ______

This position will be:
Full-Time? X Part-Time: ______ Permanent: ______ Temporary? ______

This position will be:
Non Union? ______ Union? X covered by the AFSME bargaining unit.

Grade: 17 Step: Base - 7 Hourly pay rate: $22.3140-$28.0162
Annual salary of position: $40,611 - $50,989
Cost of benefits for position: $17,361 - $21,798

Does position support a mandated program/grant? NO Name of program: ________________

Source of funding for position: _____% County _____% State 30% Federal 70% Other (DSS)
Source of funding for benefits: _____% County _____% State 30% Federal 70% Other (DSS)

Amount in current year's budget for this position: $27,900

Rationale justifying the need to fill this position at this time. Please include in your rational where applicable:

1. The specific duties that cannot be accomplished by another employee.
   All counselors have a full workload. The increased funding requires the increase of services that cannot be provided by the current employees.

2. The goals your organization will not be able to accomplish as a result of not filling this position.
   We will not be able to meet the WIOA & DSS contractual obligations for services.

3. The funding available to fill the position from external sources.
   Additional funding was received from WIOA Adult & Youth contracts that now require one counselor to be 100% WIOA funded. The new counselor will be funded as stated above and job duties will be assigned accordingly.

4. The benefit to the County generated by this specific position.
   Additional services can be provided to customers.

Department Head Name: [Signature] Date: 11 July 2019
County Administrator Authorization: [Signature] Date: [Signature] Date: 7/24/19
Personnel Officer Authorization: [Signature] Date: 7-12-19

Form Updated: 06/25/18 (Resolution No. 118-18)
Request to Fill Position Form

Date: 17 July 2019  Committee of Jurisdiction: Planning & Development

Request to Fill: Title of Position: Senior Employment & Training Counselor  Dept.: Employment & Training

Will any position(s) be eliminated? NO If yes, which position(s): ________________________

This position is an:  
- Existing position? X  Newly Created Position? _____  Created by Resolution #: _____

This position will be: 

This position will be: 
- Non Union? _____  Union? X  covered by the AFSME bargaining unit.

Grade: 17  Step: Base - 7  Hourly pay rate: $22.3140-$28.0162  
Annual salary of position: $40,611 - $50,989  
Cost of benefits for position: $17,361 - $21,798

Does position support a mandated program/grant? NO  Name of program: ________________________

Source of funding for position: _____% County  _____% State  ____% Federal  100% Other (DSS)

Source of funding for benefits: _____% County  _____% State  ____% Federal  100% Other (DSS)

Amount in current year’s budget for this position: $71,579

Rationale justifying the need to fill this position at this time. Please include in your rational where applicable:

1. The specific duties that cannot be accomplished by another employee. 
   This request to fill is due to a retirement. This position is dedicated to performing duties as outlined in our contract with DSS. All other Counselors have a full workload.

2. The goals your organization will not be able to accomplish as a result of not filling this position. 
   The customers will have a longer wait for services such as assessment, resumes, job search and referrals and documentation will not be done on a timely basis. Existing and current customers engaged in work or training activities will not benefit from staff monitoring progress toward customer goals.

3. The funding available to fill the position from external sources. 
   This position is in the 2019 budget and is funded by DSS.

4. The benefit to the County generated by this specific position. 
   Customers will be served efficiently.

Department Head Name:座椅 Scheck-Lynch  Date: 11 July 2019.

County Administrator Authorization:  Date: 7/12/19

Personnel Officer Authorization:  Date: 7-12-19

Form Updated: 06/25/18 (Resolution No. 118-18)
Top Priority Projects

1. Top 25 Allegany County Must-do’s publication
2. Visitor Engagement Academy

Long term Projects

- We plan to create a color brochure that will be attractive and also adaptable to social media and web use. “25 Allegany County Must-do’s”. The hand out promotes our tourist attractions. We are currently curating our list with photos and brief descriptions. Our target for completion is September 1st and we will keep you advised of our progress. Collecting photos and writing short paragraphs

- 2020 Travel Guide
Starting the process of updating content for next year’s travel which will include featured stories about Allegany County.

- The Greater Allegany County Chamber and the Wellsville Area Chamber are partnering to bring the “Allegany County Home and Sports Show” to Allegany County. October 5th and 6th at Alfred State campus in Wellsville NY. TBD a headline show will be brought in. Beer, wine tasting. Room for over 50 vendors inside and more outside. See attached.

Projects

- Visitor Engagement Academy (update)

  Improvements currently being built-out include:
  - Adding how-to videos to the Leaning Center to make it easier to enroll and launch the online course.
  - Upgrading the LMS platform and servers with an extra layer of security to protect users’ data.
  - Redesigning the online course to simplify the navigation and add more intuitive activities.
  - Updating the online course to better comply with Section 508 of the Workforce Rehabilitation Act making it even more accessible.

The updated course is being tested and the bugs are getting worked out. We'll start updating the individual A2D programs later this month, ours is third in line and should be ready for us to review in late August.

- Trails Task force
Has met a few times and is working on collecting contacts for the different trail systems for information and presentations. Presenters at last meeting was
Travel/Events

Check out the website calendar for more information [www.discoveralleganycounty.com](http://www.discoveralleganycounty.com)

- July 4th Andover Parade
- July 6th Lavender Festival, Angelica
- July 7th – July 13th MostArts
- July 10th Trails task force meeting
- July 10th County Branding Meeting
- July 11th County Branding Meeting
- July 12th Development Organization, Inc. (STEDO) Board meeting
- July 13th Bare Knuckle Boxing Hall of Fame Induction, Belfast
- July 15th – July 20th Allegany County Fair
- July 17th Digital marketing meeting
- July 19th – July 21st Wellsville Balloon Rally
- July 20th Wellsville Main Street Festival Irish Road Bowling
- July 25th Recreation presentation for the Leadership Allegany industry day at Cuba Lake
- July 26th Mud Prom, Tall Pines
- August 2nd Tom Reed Manufacturing Summit
- August 2nd - August 4th BBQ & Blues Festival, Trout Run Camp Resort, Wellsville
- August 3rd – August 4th Angelica Heritage Days, Angelica NY

Advertising

- Full Page in the Fall Explore New York Magazine
- Quarter page in the Garlic Festival Book
- Quarter page in the Balloon Rally Guide
- GuestQuest Traveler Vacation Guide and website
- Radio
- Social media

Economic Development Team efforts: Support efforts of the ATV trail system project

Respectfully submitted

Gretchen

Gretchen Hanchett, Executive Director/ Tourism Coordinator
Greater Allegany County Chamber of Commerce & Allegany County Tourism
(W) 585-268-7443 (C) 585-610-9529 ghanchett@alleganychamber.org
[www.discoveralleganycounty.com](http://www.discoveralleganycounty.com)
Join us!

Allegany County

HOME & SPORTS EXPO

October 5 and 6, 2019
Alfred State College, Wellsville Campus
Come see the latest products for your home, yard, hunting, fishing and boating!

Your Favorite Event Foods and Beer, Wine and Specialty Brew Tastings!
Two great days,
50 booths, a great venue and an awesome way to showcase what you do so well!
FREE ADMISSION TO THE PUBLIC!
July 2019 Report

Long Term Projects

Crossroads project
- Two positive meetings with developers on fueling station with proposal being reviewed by ACIDA.
- New hotel developer meeting on July 12th.

Waterline
- Pre– Construction meeting set for July 19th with construction to start in July.

Bioenergy Development and Commercialization Center (BDCC)
- BDCC project funding and MOU with the Governor’s office on hold.

ANGEL fund
- Continue to have weekly discussions on progress.
- Securing investors to fund up to $1 million.
- Shares are being sold, continue to talk to partners.

SIEMENS– Dresser Rand
- Continue to talk to ESD, local, state, and federal legislators on project.
- Working with SIEMENS on facility use in the future.
- Working with developers on office space for Curtis Wright in Wellsville.

Clean Energy Projects
- Moraine Solar: 500 Acre, 80 megawatt project in Burns is moving forward and article 10 was filed with the state. Project will not start until 2021 or 2022.
- Alle-Catt wind project of 380 megawatts with 120 turbines that includes Centerville and Rushford has article 10 accepted and now under review. Anticipate a 2020 or 2021 start at this time.

Community Colleges of Appalachia
- Currently board chair of the CCA as of June 2018 for two years.
- Appointed to Appalachian Regional Commission Substance Abuse Advisory Council to develop plans on substance abuse solutions and workforce development programming.
• CCA is involved in an Appalachian Regional Commission-Technical Assistance grant to develop a plan on entrepreneurship and addressing the opioid crisis across the region. The TA grant has started using the National Association for Community College Entrepreneurship to review best practices for future funding of projects that will include Alfred State on entrepreneurship and addressing the opioid crisis.

ATV System in County
• Allegany County has instituted task force on Allegany County Trails that is meeting to discuss the overall trails system in the county including both motorized and non-motorized systems.

Other Projects
• In final phase of CBDG grant for sub-award where ACIDA will create microenterprise grant program that is part of developing an entrepreneurship ecosystem. Allegany County approved submittal of CFA application on July 8th.
• Arranged for Senator Schumer to visit Zippo – Northland Lights on July 3rd for welcome and support of Zippo to Wellsville.
• Continue working with various commercial real estate contacts and LC Whitford regarding replacing retail store(s) in the Kmart area that is being vacated in Wellsville.
• New York STEM Education Collaborative (NYSSEC) 2019 Summer Institute will be hosted by Alfred State on July 28th to 30th with SUNY Chancellor Kristina M. Johnson as a keynote speaker at lunch on July 30th.
• The Downtown Revitalization Initiative grant for Alfred resulted in a $2.5 million Smart Growth grant that is being planned for implementation.
• Continue to work with Canaseraga on developing grants that will include CFA to improve downtown based on a plan developed by our Architecture students that was presented at the Appalachian Regional Commission Teaching project in Washington, DC in December 2017.
• This year’s Appalachian Regional Commission Teaching project being developed by students is a plan for Andover and was presented in Washington, DC in December 2018 and is also to be used for grant applications. Next Year’s Appalachian Regional Commission Teaching project will include working with Bolivar.
• Continued work with the Seneca Nation on filling the Tracewell facility in Cuba.

Travel
• Attending Appalachian Regional Commission Substance Abuse Advisory Council in Washington, DC on July 15th-17th.
• Attended Annual Community Colleges of Appalachia annual meeting on June 8th-11th as board chair.
Meetings

- Attended Southern Tier West Board meeting to review Appalachian Regional Commission grant applications June 20th in Salamanca.
- Arranged for Senator Schumer to visit Zippo – Northland Lights on July 3 for welcome and support of Zippo to Wellsville.
- Attended Allegany County Trails meeting July 9th.
- Next meeting on Allegany County branding to be held 11th at Crossroads Center.

Advertising

Digital Advertising
- Assistant Director of Economic Development & Planning is conducting Facebook and other digital marketing on economic development activities and Allegany Young Professional activities.
- Reviewing for future plans for digital marketing.

Marketing

- Site Selectors reports being used to develop future activities to attract companies to Allegany County.
- Continue to reply to notices from Invest Buffalo Niagara when they are looking for property and leads for companies that want to reside in Western NY.
- Site selectors compiled a case for metal working companies in Allegany County which is posted to website and will be used to attract new companies.
- Continuing to improve the list of potential buildings and land for development in the county.
- Continuing to revise and improve Allegany County Economic Development page using best practices and other websites as models.
- PR Communications Plan is being developed along with integrated Marketing Plan that includes regular articles and press releases.

Maker City

- Maker City Project funded by the Allegany County Economic Steering Committee members being used to develop an innovation based economic to renew and reinvent local economies.
- Allegany County Branding meeting scheduled July 11th that will be used by Young Professionals, Improving Communities, Developing Entrepreneurship culture and county economic development.
- Land Bank continues to work on improving properties and communities as per report recommendations.
2019 Goals

- Regular positive press and stories for Allegany County.
- Crossroads Development – Hotel construction revised to start construction -changed to 2020.
- Tracewell Building – fill with a working company.
- Develop adequate last mile providers for internet access.
- Current business – monthly positive stories and support expansion/retention.
- Travel – continue state, national and international connections.
- Meetings – Invest Buffalo Niagara to visit Allegany County.
- Meetings – regular input from Allegany County Young professionals.
- Marketing – continue to improve economic development section on website and social media.
- Marketing – fully develop plan to keep current college graduates and attract alumni to return.
- Site Selectors – implement their proposed plan to attract companies.
- Develop additional retail at the Kmart plaza in Wellsville and throughout the county.

Needs

- Develop resources for additional incentives.
- Develop project ready sites as per site selector’s suggestions.
- Review and improve ease of fast tracking permits on sites.
- Investigate development of spec. building.
Memorandum

TO: Planning & Economic Development Committee
FROM: Brenda Rigby Riehle, Clerk of the Board
DATE: July 9, 2019
RE: APPOINTMENT TO THE PLANNING BOARD

Chairman Crandall plans to appoint Robert Thompson of Scio (District II, Amity) to fill the unexpired three-year term of William Emrick as a member of the Allegany County Planning Board effective August 12, 2019, and expiring December 31, 2021.

If the Committee approves of this appointment, please have a motion to that effect included in your minutes, along with a request to the County Attorney to prepare a resolution.

In addition, the Chairman should sign the attached pink appointment form, where indicated, and return it to me.

Thank you.