

SOUTHERN TIER WEST REGIONAL PLANNING & DEVELOPMENT BOARD

MINUTES – DECEMBER 11, 2008

The regular meeting of the Southern Tier West Regional Planning & Development Board was held on December 11, 2008 at 1:00 p.m. at the Center for Regional Excellence in Salamanca, New York. The following persons were in attendance:

Board Members

Sue Myers, Secretary
Jerry Scott
Ted Hopkins
Robert Keis, Vice Chairman
Joseph Eade
William King
Jim Cooper, Chairman
Allan Hendrickson
Greg Edwards
Shaun Heenen
Bill Daly

Representing

Allegany County
Allegany County
Allegany County
Cattaraugus County
Cattaraugus County
Cattaraugus County
Chautauqua County
Chautauqua County
Chautauqua County
Chautauqua County
Chautauqua County

Others Attending

Robert Iszard
Sharon Turano
Kathy Kellogg
Donald Rychnowski
John Buzzard
Sarah Phearsdorf
Ginger Malak
Eileen Weishan
Brian Paschen
Richard Zink
Daniel Reynolds

Representing

Empire State Development
Post Journal
Buffalo News
Staff
Staff
Staff
Staff
Staff
Staff
Staff

Chairman Cooper called the meeting to order at 1:00 p.m. Introductions were made and a sign-in sheet was circulated.

Minutes

Joe Eade made a motion to accept the October 16th minutes as distributed. Ted Hopkins seconded the motion and it carried.

Correspondence

There was no correspondence.

Project Review Report

Bob Keis moved to acknowledge receipt of the Project Review Report. Jerry Scott seconded the motion and it carried.

Executive Director's Report

Donald Rychnowski reported the following:

News & Notes

1. **Economic Stimulus Letter**
Southern Tier West mailed solicitation to our region's mayors and supervisors asking municipalities to identify information regarding their municipal infrastructure projects that the community wanted to start and complete over the next 18 months. We received approximately 200 projects totaling \$240 million. Most of the projects were water and sewer.
2. **Universal Broadband Grant**
Southern Tier West was awarded a Universal Broadband Grant from the NYS Office of Technology in March 2008. Although the grant has been held up in Albany for undisclosed reasons, we received a letter that the grant is moving forward, which allows Southern Tier West to begin construction of providing wireless services to the Towns of Centerville, Allen, Burns, Caneadea, Granger, Grove, and Rushford in Allegany county. Richard Zink is to be commended for the initial and continued efforts to keep this project active.
3. **Route 219 Association**
The Route 219 Association is meeting with the region's Chambers of Commerce to gain support on efforts to continue funding for construction of 219 through the next transportation bill that is scheduled to be approved in September 2009.
4. **Network Appalachia**
Through the Appalachian Regional Commission, Don Rychnowski was appointed by the NYS Governor to represent a transportation task force that will look at transportation networks, highways, and railroads to determine the needs to better enable the Appalachia area to participate in global marketing through southern and eastern ports.

Actions Needed

1. **Route 219 Economic Development Safety Study Project**
Authorization was needed to enter into an agreement with Hatch Mott and Macdonald Consultants from Buffalo in an amount of \$110,000 to conduct a study of Route 219 economic development and safety. Sue Myers so moved, Jerry Scott seconded the motion and it carried.
2. **Multi-Modal Study**
Authorization was needed to enter into a contract with Urban Engineers in the amount of \$67,000 to finish out Southern Tier West's Multi-Modal Study. Bob Keis so moved, Joe Eade seconded the motion and it carried.
3. **Local Government Efficiency Program**
Authorization was needed to submit a grant application to the Local Government Efficiency Program for a study and assessment of give school district's records management programs and ultimately share the services of a full-time records management person. Jerry Scott so moved, Sue Myers seconded the motion and it carried.
4. **Archives Grant for Court Records Inventory**
Authorization was needed to enter into a contract with the Town of Little valley to complete a NYS Archives Grant for a Court Records Inventory in the amount of \$8,693. Mr. Eade so moved, Mr. Keis seconded the motion and it carried.

5. **ARC Energy Initiative**

Authorization was needed to submit an application to ARC for an ARC Energy Initiative that would research and publish a manual that will assist local governments in both understanding and accommodating local laws through alternative energy projects, and assist them in working with state and federal regulations to develop local laws in this regard. Jerry Scott so moved, Bob Keis seconded the motion and it carried.

6. **ARC Asset Development Initiative**

A motion was needed for Southern Tier West to regionalize on Cattaraugus County's Initiative to identify travel, tourism points of interest, and events throughout our three-county region. Joe Eade so moved, Ted Hopkins seconded the motion and it carried.

7. **Shared Services Grants Program**

Authorization was needed to work with our three counties and partnership to develop and submit a joint application for shared services grants that would provide technical assistance to local governments for consolidation, coordination, and cooperative agreements between municipalities. Bill King so moved, Jerry Scott seconded the motion and it carried.

New Business

1. **GIS Program**

John Buzzard reported that Southern Tier West is refocusing on GIS Initiatives in the region. A brainstorming meeting was held with GIS/GPS players in the three counties to discuss what GIS and mapping services are currently offered in the region and what kind of projects are in place that Southern Tier West can help support.

Several ideas came out of the meeting:

- a. Regionalizing an asset development project that Cattaraugus County is currently working on dealing with the creation of downloadable "points of interest" files for GPS units;
- b. Re-establishing a regional GIS Newsletter that reaches out to county governments and develop list-serve;
- c. Explore the possibility of a region-wide GIS Training Series or Conferences that Southern Tier West could take the lead in and work with the counties. Surveys will be sent to department heads to find out what mapping software they have and if they are compatible;
- d. Create a region-wide GIS layer that has a point layer at every structure in the region. Southern Tier West will explore the above mentioned ideas and a GIS Steering Group will assist in development of future projects.

The next meeting of this group will be held on February 10, 2009.

2. **Energy Program**

Dan Reynolds reported that Southern Tier West has been working with the Jamestown BPU on their energy efficiency program to reduce energy consumption in the City. Through the Energy Star rebate program the City of Jamestown received approximately 40 rebates in the amount of \$2700.

NYSERDA has an industrial audit program called Flex Tech that audits the overall efficiency of the facilities, and in turn NYSERDA recommends what can be improved upon.

A couple other possible energy programs: Southern Tier West may try to set a commercial energy program into effect that would work with town businesses to improve store fronts; and a residential billing envelope, in which Southern Tier West would contract with Chautauqua Opportunities to test and insulate buildings of lower and moderate income.

3. **Broadband Development Initiative**

Richard Zink reported that Southern Tier West received a letter from the NYS Office of Technology stating that the issuing revolving around the \$613,000 grant for Allegany County have been resolved. A new contract would be forthcoming due to the time that has elapsed since the first one signed in May of 2008. Once this contract is approved STW will begin discussions as to the final location of towers and sign agreements with Southern Tier Wireless.

The wireless project is for the Village of Gowanda is moving forward. STW has filled out paperwork to receive the necessary financing to move the project forward.

In regard to the fiber build project, Southern Tier West has had a few meetings with the county IDAs, and Chambers of Commerce discussing the course of action to be taken over the next few months. STW plans on submitting an application to EDA by the end of March for the 100+ mile fiber project that stretches from Falconer to Whitesville, NY. An important component will not only be partnering with business and industry along the path but also with the other utility companies.

Old Business

There was no old business.

Committee Reports

Transportation Committee

Sue Myers reported that the I-86 Coalition meeting has been postponed. The next Transportation Committee Meeting will be held on January 20, 2009 at 1:30 p.m. at the Center for Regional Excellence.

Rail Authority

Don Rychnowski reported that the Rail Authority will meet on Monday, December 15th at 9:30 a.m. at the Center for Regional Excellence.

Executive Committee

Bob Keis moved to go into Executive Session, Greg Edwards seconded the motion and it carried. Back in regular session, Chairman Cooper reported the following:

1. **Sick Time**

Staff sick time leave has increased from 90 to 165 days. Joe Eade so moved, Bill Daly seconded the motion and it carried.

2. **Staff Salaries**

Staff salaries as presented to the Executive Committee were approved with an additional bonus for Donald Rychnowski. Allen Hendrickson so moved, Joe Eade seconded the motion and it carried.

3. **Don's Contract**

Executive Director, Donald Rychnowski's contract was extended until December 31, 2009. Allen Hendrickson so moved, Joe Eade seconded the motion and it carried.

4. **Interviews**

Two in-house candidates have interviews on January 15, 2009 starting at 2:00 p.m. for the Executive Director's position. Joe Eade so moved, Allen Hendrickson seconded the motion and it carried.

Audit Abstract

Joe Eade made a motion to approve the October 2008 Audit Abstract. Bill King seconded the motion and it carried.

Next Board Meeting

Don Rychnowski requested to suspend the January Board Meeting; therefore the next regular meeting of the Southern Tier West Regional Planning & Development Board will be held on February 19, 2008 at 1:00 p.m., at the Center for Regional Excellence, Salamanca, New York.

Adjournment

Chairman Cooper moved to adjourn the meeting at 3:00 p.m. Bob Keis seconded the motion and it carried.

sjp