

SOUTHERN TIER WEST REGIONAL PLANNING & DEVELOPMENT BOARD

MINUTES – FEBRUARY 21, 2013

The regular monthly meeting of the Southern Tier West Regional Planning & Development Board was held on February 21, 2013 at the Center for Regional Excellence, Salamanca, New York. The following persons were in attendance:

Board Members

Sue Myers, Vice Chair
Jerry Scott
Fred Sinclair
Bob Keis, Chairman
Charles Couture
Crystal Abers
Greg Edwards, Secretary
Stephanie Kiyak
Jay Gould

Representing

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

Others Attending

Nick Pircio
Sheila Ransbottom
Richard Zink
Ginger Malak
Eileen Weishan
Tom Barnes
Courtney Waters
Patrick O'Connell
Kim LaMendola
Max Easton
Sarah Phearsdorf

Representing

The Villager
Nussbaumer & Clarke
Staff
Staff
Staff
Staff
Staff
Staff
Staff
Staff
Staff

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

Minutes

Chuck Couture made a motion to accept the December 20, 2012 minutes as distributed. Jerry Scott seconded the motion and it carried.

Correspondence

There was no correspondence.

Project Review Report

Greg Edwards moved to acknowledge receipt of the Project Review Report, Sue Myers seconded the motion and it carried.

Executive Director's Report

1. Appalachian Regional Commission

The federal agencies are in the process of finalizing contracts for the year and Southern Tier West expects to have them within the next couple of weeks. With the on-going debt negotiations there is uncertainty concerning the federal programs; however NADO is optimistic there will not be any significant changes to the agency's final budgets.

2. New York State Archives

Eileen and Sarah have been working on the application to the NYSED under the Local Government Records Management Improvement Fund (LGRMIF) Program for a shared services grant that will look to digitize maps of local municipalities across our region. Included in the grant application are the following municipalities: Villages of Allegany, Cattaraugus, Little Valley, Silver Creek and the Towns of Belfast and Randolph.

3. Cattaraugus County CTG Grant

Southern Tier West has been awarded a contract with Cattaraugus County to provide services related to their CTG (Community Transformation Grant), which focuses partly on preparing a regional food procurement initiative within three schools (Olean, Salamanca, and Gowanda) in Cattaraugus County. This initiative will establish a system that consolidates food procurement and standardizes menu planning for participating school districts to leverage buying power, secure more competitive pricing, and improve the nutritional quality of the school lunch program. Southern Tier West is looking to partner with Chautauqua County as much as possible through this program and will bring in Allegany County Schools when possible.

NEWS

1. USDA-RBOG

An RFP for a feasibility study and business plan was released in mid-January and has been awarded to SCALE (Sequestering Carbon, Accelerating Local Economies) from Abingdon, Virginia. Anthony Flaccavento is well respected in the field of local food systems and has extensive experience including:

- 25 years of hands-on experience in sustainable community development, along with a BS degree in Agriculture and Environmental Science and a Masters degree in Economic and Social Development. Additional experiences and capabilities include:
- 24 years experience in community development, 15 years in sustainable economic development in Appalachia
- Built a nationally recognized, entrepreneurial non-profit - Appalachian Sustainable Development - that provides a model for asset based, sustainable economic development
- Have launched three non-profit organizations and numerous initiatives in economic development, sustainable agriculture, sustainable forest products, healthy foods for low income people, and more
- Organized, built and helped manage farmers markets, CSAs, and other local foods systems.
- Designed, organized and built integrated value chains in organic/sustainable foods and sustainable forest products

2. USDA-FMPP

Southern Tier West entered into a contract with ASAP (Appalachian Sustainable Agriculture Project) to help assist local producers in their pursuit of sustainability and expansion. Specifically ASAP will:

- assist in developing and implementing a local food brand and producer certification and compliance program.
 - This will include creation of the standards, the agreements that must be acknowledged in order to be included in the certification program, the terms of receiving certification, the terms of maintaining certification, the process to become certified.
- assist in formulating a 2 year roll-out implementation plan of the certification and compliance program within the STW region.
- assist in developing project and geographic specific evaluation and assessment measures, sustainability plan, and long-term budget in relation to the Local Food Certification and Compliance Program.
- assist in Developing an integrated marketing and promotion campaign
 - This will include a brand use training curriculum for farmers/producers, internal and external communications audit, marketing implementation plan, sustainability plan and long term budget.
- train local producers and other program participants on the certification and branding program in sessions organized by STW

3. NYS Office of Community Renewal Funding

Southern Tier West was invited to a meeting with NYSDOS, NYSED and NYS Parks to discuss the possibility of partnering to advance the deployment of OCR monies across our region. It was noted that the last CFA round provided \$2.5 million to the

Western Region and that the funds need to be awarded by May. STW has had a few conversations with county representatives on how to proceed. It seems the main obstacle in funding is community capacity to both prepare the applications and implement the project once funding is awarded. This funding is earmarked for non-entitlement communities (i.e. not Dunkirk, Jamestown, or Erie County and Niagara Falls.) I would like to reach out to the STW Development Foundation to assist for funding of a person to lead this effort. This would allow STW to hire another local government person.

4. Computer Program for Cattaraugus and Chautauqua County Town Highway Superintendents

Southern Tier West would like to build off the success of the Allegany County Town High Highway Associations program that placed new Laptops with training in the hands of their members. Courtney has been surveying the town highway superintendents and has data that shows an interest in not only participating but also participating financially to receive a laptop and training. STW would like to approach the STW Development Foundation about partial funding of this program, and anticipate reaching out to as municipalities as possible and starting the program in April. Authorization was needed to continue this program in Cattaraugus and Chautauqua Counties. Fred Sinclair so moved, Sue Myers seconded the motion and it carried.

5. EFC Mini-Grant Applications

Agricultural and Water Improvement Studies Mini-Grant - “Feasibility Study for BMP Demonstration”

Southern Tier West applied for funding from the Appalachian Regional Commission to initiate the installation of BMP, but there is the potential at the site to install many more BMPs suggested by the Regional Watershed Task Force. The Task Force anticipates applying to the NYS Environmental Facilities Corporation for funding of green infrastructure best practices at the Demonstration Site through their Green Innovation Grant Program Green Infrastructure Practices. However, a requirement of the NYS Environmental Facilities Corporation application is a feasibility study prepared by an engineer, for which the ARC application does not cover. Through the Environmental Finance Center mini-grant program, Southern Tier West requests funds (\$5,000) to hire an engineer to develop the much needed feasibility study.

Asset Management Inventory Mini-Grant - “Culvert Pipe Inventory”

Southern Tier West Regional Planning and Development Board will conduct a culvert pipe inventory for five communities in the Southern Tier West region. The Southern Tier West GIS Department will work with the individual municipalities, specifically the highway superintendents, to implement the project with assistance from the County Highway Superintendent Associations. Through the proposed Asset Management Inventory of culverts, municipalities will create a historical record that will enable them to: 1) maintain an inventory of conditions; 2) pass on important

information to new highway officials; 3) assist other municipal officials to understand the best practices; 4) accurately document storm event damages for FEMA Hazard Mitigation funding; and 5) provide vital information needed for Hazard Mitigation Plans. (EFC funds of \$5,000)

6. Manufacturing Assistance Program

Southern Tier West is looking for funding to start this project, which would provide financial assistance to manufacturing companies looking to engage consultants for enhanced skill development. Authorization was needed for Southern Tier West to move forward with this project. Greg Edwards so moved, Chuck Couture seconded the motion and it carried.

New Business

1. Watershed Assessment

Richard Zink reported that Southern Tier West served as the lead agency a Regional Watershed Assessment Project and is a member of the task forces that were formed within the three counties. These task forces meet on a regular basis and worked with Urban Engineers to design a survey that would measure municipalities understanding and management concerning stormwater in the watershed within the community. During Year 1, a mapping exercise was developed to better understand effects of stormwater on municipalities and help highlight costs associated with addressing flooding and erosion problems.

Goals for Year 2 include building the capacity of municipal officials and others. These goals will be approached by reconvening the STW Watershed Task Force, reconvening the Watershed Education Committee, establishing an Annual Stormwater/Watershed Conference, developing a stormwater demonstration training facility, performing an inventory and mapping of structural conditions, and developing a stormwater website.

2. STW Affiliates

Southern Tier West's affiliations include: STERA – Southern Tier Extension Railroad Authority; WRC – Western Region Corporation; STEDO – Southern Tier Enterprise Development Organization; and STWDF – Southern Tier West Development Foundation.

STERA has a 14-member board with 13 voting and one non-voting member; three members from each county and one from the Seneca Nation of Indians. STERA has a little over \$6 million in assets, and grants will allow for over \$2.2 million in track improvement over the next 18 months.

WRC is has a 9-member board, including members from IDA's, and the public and private sectors. WRC administers a loan fund for a five-county region: Allegany, Cattaraugus, Chautauqua, Steuben, and Erie Counties. WRC recently received \$2.012 million for a downtown redevelopment loan fund.

STEDO was formed in the early 90's and has a 9-member board comprised of private and public sector representatives. STEDO has five loan funds worth approximately \$1.6 million. Loans range from \$30K - \$200K and partner with banks and other public funds to complete the deals.

STWDF was formed in 1995 and currently has a 9-member board made up of private and public sector representatives. The Foundation has a little over \$600,000 in assets and has provided 21 grants worth over \$180,000. The Foundation also provided support and a vehicle for the broadband applications.

Old Business

There was no old business.

Committee Reports

Sue Myers reported that the Transportation Committee will meet on Wednesday, March 13, 2013 at 10:00 a.m. at the Southern Tier West offices.

Public Comment

Fred Sinclair asked the status of the NYSEDA Cleaner/Greener Report - - Richard Zink replied that a draft of the report has been sent to NYSERA and they responded with things they wanted enhanced throughout the document. E&E Consulting is in the process of doing this, and anticipates having it finalized by March.

Robert Keis reported that he would like to see some kind of training classes or course for Town Assessors that would provide an educational opportunity for new assessors and/or younger people to become qualified and certified in that field. Training would also be useful for building inspectors, code enforcement officers, and assessment review.

Robert Keis mentioned that the Southern Tier West Board should form a special committee made up of Board and staff members to discuss the future of Southern Tier West as far as federal and state funding. A meeting was set for 10:00 a.m. on April 18, 2013 before the Board Meeting.

Audit Abstract

Chuck Couture made a motion to approve the December 19, 2012 – February 20, 2013 Audit Abstract. Jay Gould seconded the motion and it carried.

Next Board Meeting

The next regular meeting of the Southern Tier West Regional Planning & Development Board will be held on March 21, 2013 at the Center for Regional Excellence in Salamanca, New York.

Adjournment

Jerry Scott made a motion to adjourn the meeting at 3:00 p.m., Jay Gould seconded the motion and it carried.