

SOUTHERN TIER WEST REGIONAL PLANNING & DEVELOPMENT BOARD

MINUTES – DECEMBER 19, 2013

The regular monthly meeting of the Southern Tier West Regional Planning & Development Board was held on December 19, 2013 at the Center for Regional Excellence, Salamanca, New York. The following persons were in attendance:

Board Members

Jerry Scott
Sue Myers, Vice Chair
Kier Dirlam
Ted Hopkins
Fred Sinclair
Bob Keis, Chairman
Chuck Couture
Jay Gould
Bill Daly
Joe Galati

Representing

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

Others Attending

Ed Bysiek
Rick Miller
Richard Zink
Ginger Malak
Nicole Nyznyk
Kim LaMendola
Max Easton
Patrick O’Connell
Tom Barnes
Courtney Waters
Sarah Phearsdorf

Representing

Bysiek CPA, PLLC
Olean Times Herald
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 October 17, 2013 minutes as distributed. Jerry Scott seconded the motion and it carried.

Correspondence

Sue Myers read the following correspondence:

1. Letter to Chairman Keis from Joe Eade, regrettably submitting his resignation from the Southern Tier West Regional Planning & Development Board.

Following discussion between Board and staff, it was decided to include Joe into Southern Tier West's Wall of Fame.

Project Review Report

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

Executive Director's Report

1. 2013 Audit

Ed Bysiek, CPA, PLLC presented the 2012/2013 Southern Tier West Audit to the Board. Chuck Couture made a motion to receive and accept the Audit, Sue Meyers seconded the motion and it carried.

2. ARC

Authorization was needed to sign the contract for Southern Tier West's annual administrative grant for the calendar year 2014. Fred Sinclair so moved, Jerry Scott seconded the motion and it carried.

3. EDA

Authorization was needed to submit an application for FY 2014 federal assistance for a Partnership Planning Program investment in the amount of \$70,000. Kier Dirlam so moved, Jay Gould seconded the motion and it carried.

4. Grants Workshop

Southern Tier West currently has 22 registrants for the Grantsmanship Center Workshop. This opportunity is being marketed by staff and STW is hopeful to have 25 or more registrants.

The Grantsmanship Center will conduct their 2-day *Essential Grant Skills* workshop on March 18-19, 2104 in the Center for Regional Excellence in Salamanca. The information is detailed below:

- o 2 consecutive days 8:30 am – 4:30 pm each day

- Cost per person attending: \$445 – The Southern Tier West Development Foundation has agreed to subsidize the cost to a local municipality in the amount of \$100 per entity.
- Perks to host is free tuition on a sliding scale of # of participants:
 - 20 people registered and paid: 1 free tuition for host organization
 - 25 people registered and paid: 2 free tuitions for host organization
 - 30 people registered and paid: 3 free tuitions for host organization
- STW is working to promote this workshop and have people signed up by January 2014. We will have more information on the website in the next few days.

5. Highway Computer Training

Training of local highway officials has been going quite well. Staff has had at least one session with each the Cattaraugus County and the Chautauqua County Highway Superintendents, and is learning how to make the most of the sessions. The supervisors are receiving information needed to make the most of their computers. STW is also redesigning www.southerntierwest.org to include a training section on which lessons and examples will be posted.

6. Local Foods

Southern Tier West has scheduled the next Farmers Market Summit for WEDNESDAY, JANUARY 15, 2014, 9 AM – 3 PM at our offices located at 4039 ROUTE 219, SALAMANCA, New York.

Staff will continue with Diane Eggert from the Farmers Market Federation of NY, who will once again lead the group through activities that will develop a foundation for the network to develop. Group activities include functions of the network and creating priority function committees.

7. Planning & Zoning Conference

The Planning and Zoning Conference was held on November 13th and 14th at Chautauqua for the day session and in Salamanca for the evening Session. The evening session had 55 in attendance and the day session had 103 in attendance. The Department of State was present at both sessions and presented on topics such as SEQR Basics and the New Environmental Assessment Forms. The Conference seemed to be well received per conference surveys. One participant wrote *"Very informative for someone new to the village board - - Presenters were well versed and seemed to know information front to back"* another wrote *"Good panel presenters, important discussion on how county economic development agencies work better with Ag. Farming to increase new investment opportunities!"*

8. Stormwater Conference

The Stormwater Conference was held in October at Holiday Valley and attracted approximately 100 attendees who represented the following job titles: Highway Superintendent, Supervisor, Developer/Contractor, Clerk, Engineer, Council Member, Planning/Zoning Board Member, Code Enforcement Officer, Soil and Water Conservation District.

There were three sessions at the Conference: Setting the Stage: Watershed Education for Municipal Officials, Reducing Municipal Costs through Proactive Stormwater Management, and An Ounce of Prevention: What's Your Municipal Role in Stormwater Management?

The next conference is being scheduled for the third week of October 2014. The committee is also looking to have a spring conference, possibly the third week of May at the new demonstration site in Little Valley.

9. Broadband

Empire State Development is looking to approve the grant contract. DFT is looking at installing antennas in the spring of 2014 and having them operational by June. Fred Sinclair made a motion for Southern Tier West to send a letter to Senator Cathy Young concerning broadband issues at the West Valley Nuclear Demonstration Site. Chuck Couture seconded the motion and it carried.

10. STEDO

Joe Eade resigned from the Southern Tier West Board; therefore a new representative will need to be appointed to the STEDO Board representing STW. Chairman Keis made a motion for Southern Tier West to consider a replacement to fill this roll. Jerry Scott seconded the motion and it carried.

New Business

1. ARC Program

Ginger Malak stated that it is never too early to start thinking about potential projects for the next cycle of ARC funding. She distributed a General Guide to the ARC Area Development Program. This helpful guide contains the Southern Tier West Application Process and Schedule, New York State Policies, and Eligible Project Activities under the four ARC General Goals. Ms. Malak reported that although the schedule for FY2015 project submittal has not yet been determined,

the Board should be looking toward a June 2014 pre-application submission deadline. She will be reviewing the application process with the Board in early spring of 2014.

Ms. Malak distributed a handout that was prepared for a presentation that she gave to the Cattaraugus-Allegany Workforce Investment Board in November. She stated that the STW Board may also find it interesting. The handout gave a snap shot of ARC approved projects from FY2007 – FY2013: projects approved by ARC Goal; ARC funds and dollars leveraged; jobs created or retained; business start-ups/expansions; private investment; businesses and residents served; municipalities assisted/served; students completing trainings; students that found employment or enhanced their current employment; and students enrolled in college as a result of the ARC projects.

2. STW Website Program/Facebook

Sarah Phearsdorf reported that Southern Tier West currently maintains 35 full websites for municipalities within Allegany, Cattaraugus, and Chautauqua Counties. Through the CAP membership program, municipalities can have an interactive website created for \$250, with yearly maintenance thereafter for \$150. Under the basic CAP membership, a front webpage listing municipal officials and contact information is available; currently 25 municipalities.

Richard Zink reported that Southern Tier West currently has a Facebook Page at <https://www.facebook.com/southerntierwest>. Current training and activities are listed with pictures and highlights. Board members are encouraged to check it out. There is also a new tab on the Southern Tier West website for Highway Training that provides handouts and presentations made at the training classes.

Committee Reports

Sue Myers reported that the Transportation Committee met on December 17, 2013. Discussion at the meeting included road scoring completion in six towns and villages; eight applications submitted within the Southern Tier West region for Transportation Enhancement Program in NYSDOT Regions 5 & 6; Interstate 86 news from Tim Alimossy and Bill Moll from NYSDOT; and the City of Olean TIGER grant.

Public Comment

Jay Gould reported that Governor Cuomo announced that an agreement has been reached to repower and expand the Dunkirk Power Plant from coal to a 435 megawatt (MW) natural gas facility thus preserving the tax base and creating new construction jobs. Also, there was a meeting in Chautauqua County regarding dredging harbors for Barcelona and the Cattaraugus Creek.

Fred Sinclair reported that he is resigning from the Southern Tier West Board and all his government appointments to go out into the public sector. Fred thanked the Board for all his time at Southern Tier West.

Audit Abstract

Ted Hopkins made a motion to approve the October 17, - December 18, 2013 Audit Abstract. Jay Gould seconded the motion and it carried.

Executive Session

Fred Sinclair made a motion to go into Executive Session to discuss staff salaries. Kier Dirlam seconded the motion and it carried.

Back in regular session, Fred Sinclair made a motion to accept salaries as proposed by the Executive Director. Chuck Couture seconded the motion and it carried.

Next Board Meeting

The next meeting of the Southern Tier West Board will be held on January 16, 2013 at the Center for Regional Excellence starting at 11:30 a.m. to discuss the future of Southern Tier West, followed by lunch at noon and the Board Meeting at 1:00 p.m.

Adjournment

Chairman Keis made a motion to adjourn the meeting at 2:30 p.m.