

SOUTHERN TIER WEST REGIONAL PLANNING & DEVELOPMENT BOARD

MINUTES – APRIL 17, 2014

The regular monthly meeting of the Southern Tier West Regional Planning & Development Board was held on April 17, 2014 at the Center for Regional Excellence, Salamanca, New York. The following persons were in attendance:

Board Members

Jerry Scott
Mitchell Alger
Ted Hopkins
Bob Keis, Chairman
Crystal Abers
Norm Marsh
Chuck Couture
Jay Gould
Bill Daly
Vince Horrigan

Representing

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

Others Attending

Chris Chapman
Richard Zink
Ginger Malak
Nicole Nyznyk
Kim LaMendola
Patrick O'Connell
Max Easton
Tom Barnes
Courtney Waters
Sarah Phearsdorf

Representing

Buffalo New/JPJ
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

Crystal Abers made a motion to accept the March 20, 2014 minutes as distributed. Jerry Scott seconded the motion and it carried.

Correspondence

There was no correspondence.

Project Review Report

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

Executive Director's Report

1. EDA

Authorization was needed to execute the EDA contract for the annual planning grant for calendar year 2014 in the amount of \$70,000. Bill Daly so moved, Chuck Couture seconded the motion and it carried.

2. Allegany County Broadband

Allegany County approached Southern Tier West to assist in administering their NYS Broadband grant and provided Southern Tier West with a contract in the amount of \$10,800. This contract will run through January 15, 2015. Authorization was needed to enter into a contract with Allegany County for broadband services. Bill Daly so moved, Vince Horrigan seconded the motion and it carried.

3. Sue Myers

Sue was a very committed member of the Southern Tier West Board and will be dearly missed. The position of Vice Chair will be resolved at the Annual Meeting in September.

4. ARC Program Audit

An independent auditor from the ARC Inspector General's office was at our office during the week of March 10th. The official letter from the ARC auditor was enclosed in the Board packets. Richard reached out to STW auditor Ed Bysiek for advice on how to remove the A-133 finding from the audit reports.

5. Local Foods

The last meeting of the REGIONAL FARMERS MARKET NETWORK was held on April 1, 2014 at 9:00 am in the Southern Tier West Offices. The meeting covered:

- Commercials or PSA's for farmers markets
- Intern Programs
 - Student interns will be responsible for data collection and coordination with online databases (Google Drive/

FreshLocalWNY.org) for:

- “Grow a Farmer” Mentorship programs
- Street performers and entertainers
- Market manager contact list
- Interns will conduct periodic surveys at the market and in the immediate community concerning:
 - Customer Demographics
 - Economic usefulness of market foot traffic to surrounding businesses
- Contribute to their market’s online presence, either via blog or social media platforms

6. Americorp

Kim LaMendola is looking into using AmeriCorps as a resource to continue intensive work that is on-going with the local food producers and markets across the region. STW can enter into an agreement with the Southern Tier Americorp Resource Team and work with an Americorp Member for \$2,700. This will allow the member to spend 900 hours between the time of agreement and December 31, 2014 on STW program implementation. A motion was needed for the Board to approve moving forward and entering into an agreement with the Southern Tier Americorp Resource Team. Jay Gould so moved, Jerry Scott seconded the motion and it carried.

7. ARC workshops

ARC grant application workshops are being held on April 23, 2014 at Jamestown Community College in Olean from 10:00 M - 12:00 PM; April 24, 2014 at the Core Learning Center in Belmont from 10:00 AM - 12:00 PM; and on April 25, 2014 at Cornell Cooperative Extension in Jamestown from 10:00 AM - 12:00 PM.

8. Local Government Conference

The 21st Annual Local Government Conference is being held at Houghton College on May 7th. Registration brochures were included in the Board packets.

9. Potential Projects

Staff is looking at potential projects that could be submitted for the upcoming funding cycles of ARC and NYS CFA. Discussion has focused on a local food project that would build on the work that has been done to date, and continue the creation of the local Southern Tier West Farmers Market Alliance. Staff is also looking at additional monies for grant programs and small business development assistance across the region. In terms of the CFA round, staff is going to look

strongly at the NYSERDA funding and see what is eligible this year. Staff is also looking at Broadband initiatives to determine if timing is right to go for the next round.

New Business

1. Community GIS

Courtney Waters showed a PowerPoint presentation highlighting the Community GIS participants in the southern tier west region. She also reported that Community GIS is being used for many purposes, including mapping of storm sewer, hydrants, curb boxes, light poles, parking meters, signals, and street signs, catch basins and culverts. STW is currently using GIS to look at where broadband towers are still needed within our three counties.

2. Stormwater Management Demonstration Day

Ginger Malak reported that Grand Opening of the Southern Tier West Stormwater Outdoor Demonstration Training Facility is scheduled for May 22nd at the Cattaraugus County Department of Public Works in Little Valley. The Stormwater Demonstration Site serves as a permanent hands-on training facility showcasing stormwater best management practices. The Demonstration Day will include a tour of installed best practices and on-site live demonstrations as well as other materials and equipment demonstrations and displays. She pointed out various proposed installations on the map provided to Board members. Alfred State College students will be installing pervious pavers, donated by Unilock, at the entrance of the DPW building replacing the sidewalk. Ms. Malak mentioned that many materials, such as stone, have been donated to the site.

Committee Reports

There were no committee reports.

Public Comment

There was no public comment.

Audit Abstract

Chuck Couture made a motion to approve the March/April 2014 Audit Abstract. Jay Gould seconded the motion and it carried.

Next Board Meeting

A motion was needed to schedule the next Board meeting on May 22, 2014 at 1:00 p.m. the Cattaraugus County DPW Building in Little Valley, New York. Vince Horrigan so moved, Chuck Couture seconded the motion and it carried.

Adjournment

Jerry Scott made a motion to adjourn the meeting at 2:15 p.m. Vince Horrigan seconded the motion and it carried.