

SOUTHERN TIER WEST REGIONAL PLANNING & DEVELOPMENT BOARD

**MINUTES – MARCH 20, 2014**

The regular monthly meeting of the Southern Tier West Regional Planning & Development Board was held on March 20, 2014 at the Center for Regional Excellence, Salamanca, New York. The following persons were in attendance:

**Board Members**

Jerry Scott  
Kier Dirlam  
Ted Hopkins  
Bob Keis, Chairman  
Crystal Abers  
Norm Marsh  
Chuck Couture  
Jay Gould  
Bill Daly  
Stephanie Kiyak  
Vince Horrigan

**Representing**

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

**Others Attending**

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

**Representing**

Ellicottville Times  
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**

Jerry Scott made a motion to accept the January 16, 2014 minutes as distributed. Ted Hopkins seconded the motion and it carried.

## Correspondence

Chairman Keis read the following correspondence:

1. Certificate of Appointment, appointing Norman J. Marsh of the Cattaraugus County Legislature to serve on the Southern Tier West Regional Planning & Development Board for a term to expire on December 31, 2015.

## Project Review Report

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

## Executive Director's Report

### 1. ARC

The President's budget requests **\$68.2 million** for the Appalachian Regional Commission, level with the FY2013 pre-sequestration enacted amount. The FY2015 request is a \$12.1 million reduction from the FY2014 enacted level of \$80.3 million. \$10 million of the funding difference between the FY2014 enacted level and FY2015 budget request is attributable to supplemental funding included in the FY2014 omnibus appropriations bill for a program of high-speed broadband deployment in distressed counties within the Central Appalachian region most negatively impacted by the downturn in the coal industry. Additional reductions from the FY2014 level come from the Area Development and salaries and expenses.

### 2. EDA

The President's budget requests \$248 million for EDA, with \$210 million for Economic Development Assistance Programs.

- Planning Grants funding remains level at \$29 million
- Public Works estimated funding request is at \$115 million
- Economic Adjustment Assistance is funded at \$47 million, a \$5 million increase over the FY2014 enacted level
- Requests \$25 million for *Regional Innovative Strategies* to promote economic development planning and projects at the regional level

### 3. NYS DOT

NYS DOT sent a revised contract in the amount of \$56,000 relating to the local road scoring system project. Board approval was needed for Southern Tier West to assist in this project. Chuck Couture so moved, Kier Dirlam seconded the motion and it carried.

**4. Cattaraugus County Community Transportation Grant**

Southern Tier West received and amended a contract increasing funding for this project by \$14,671 in order to increase the scope of services and pay a registered dietician to work with local schools.

Board approval was needed to enter into a contract and enter into a MOU with Carey Skelton, Registered Dietician, to work with schools in our region. Jay Gould so moved, Crystal Abers seconded the motion and it carried.

**5. Essential Grant Skills Workshop**

Approximately forty participants registered to attend the two-day training session. Three employees from Southern Tier West attended free-of-charge.

**6. ARC Audit**

An independent auditor from the ARC Inspector General's Office was at Southern Tier West during the week of March 10<sup>th</sup>.

**7. Newly-Elected Officials Training**

Southern Tier West held a "Newly Elected Officials" training on March 6th. Approximately 20 participants attended the class that was hosted by Municipal Attorney Neil Robinson from Fessenden, Laumer, & DeAngelo, Jamestown, NY.

**8. Training Partnership with Cornell Cooperative Extension**

May 19th is the date for the Southern Tier Risk Management Conference to be held at the JCC Olean Campus (9:30-2:30). Cari Rincker, author of 'Field Manual: Legal Guide for New York Farmers and Food Entrepreneurs' (<http://newyorkagriculturelaw.com/>) will be the Keynote speaker. Dan Welch from NY FarmNet will be speaking on Farm Transitional Planning.

Other anticipated topics include: Labor relations, Cost of Labor, Crop Insurance + employment insurance (Panel), Direct Marketing and Price Introduction, GAPS Farm Transitional Planning, Employment management and communications, Business Structure

**9. Local Foods**

COMING SOON! SPRING 2014 "FROM THE GROUND UP": YOUR GUIDE TO LOCAL FOOD IN ALLEGANY, CATTARAUGUS, & CHAUTAUQUA COUNTIES

All listings for farms, products, and sales outlets are included in the guide at no cost. This marketing project is funded with grants intended to promote locally grown and made food products. Southern Tier West needs accurate information about businesses so as to promote fresh, local food products.

The next meeting of the REGIONAL FARMERS MARKET NETWORK will be held April 1, 2014 at 9:00 am in the Southern Tier West Offices.

- o Commercials or PSA's for farmers markets
- o 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

#### 10. WRC Downtown Loan Fund

This \$2 million loan fund is active and preparing to accept applications starting May 15, 2014. The guidance and application can be found at [westernregioncorp.org](http://westernregioncorp.org).

#### 11. ARC Process

ARC applications will be due in Southern Tier West offices on June 6, 2014; the Board will receive a copy of the applications by June 16<sup>th</sup>; project conference calls with each respective county will be held on June 19, 2014; and finally, project presentations to the Southern Tier West Board will be held on June 26, 2014.

### New Business

#### 1. Southern Tier Enterprise Development Organization (STEDO)

Max Easton reported that STEDO is an affiliate of Southern Tier West, incorporated in 1984. STEDO's mission is to create and retain jobs in Allegany, Cattaraugus, and Chautauqua Counties. STEDO's purpose is also to provide business owners with access to capital, low interest funds, and flexible terms and

conditions; and to supplement commercial loans (gap financing). The sources of funds come from loans and grants through USDA, USDOC, ARC, and New York State. The STEDO application fee is \$100 for loans that range from \$10,000 - \$150,000. Max highlighted eligible and ineligible projects and showed an active loan portfolio.

## **Committee Reports**

### **Transportation Committee**

The Transportation Committee met prior to the Board Meeting. Courtney Waters gave an update on the 2014 Capital Roadwork Projects in Chautauqua County, NYSDOT Region 6 Planning Department updates, and NYSDOT Chautauqua/Cattaraugus County Residencies updates.

### **Public Comment**

Tom Barnes reported that a STERA Board Meeting was to follow the Southern Tier West Board Meeting today, starting at 2:30 PM.

Chuck Couture announced that Maple Weekend is coming up throughout the region.

### **Audit Abstract**

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

### **Next Board Meeting**

The next meeting of the Southern Tier West Board will be held on April 17, 2014 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**

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