

SOUTHERN TIER WEST REGIONAL PLANNING & DEVELOPMENT BOARD

**DECEMBER 10, 2020**

The regular monthly meeting of the Southern Tier West Regional Planning & Development Board was held on December 10, 2020 at 1:00 PM via Zoom and in person at the STW BOCES Center.

**Board Members**

Kier Dirlam, Chairman  
Jerry Scott  
Craig Clark  
Deb Root  
Charles Jessup  
Robert Keis, Secretary  
Chuck Couture  
Donna Vickman  
Crystal Abers  
Don McCord  
Joe Galati  
Pierre Chagnon

**Representing**

Allegany County – in person  
Allegany County  
Allegany County  
Allegany County  
Allegany County  
Cattaraugus County  
Cattaraugus County – in person  
Cattaraugus County  
Cattaraugus County  
Chautauqua County  
Chautauqua County  
Chautauqua County

**Others Attending**

Richard Zink  
Sarah Phearsdorf  
Fileve Palmer  
Kimberly LaMendola  
Tom Barnes  
Jon Mayr  
Jason Eastman

**Representing**

Staff  
Staff  
Staff  
Staff  
Staff  
Staff  
Staff

Chairman Dirlam called the meeting to order at 1:00 pm. Attendance was taken and recorded.

Chairman Dirlam introduced and welcomed Southern Tier West's newest board member Pierre Chagnon representing Chautauqua County. Pierre is replacing Jay Gould.

**Minutes of the Previous Meeting**

Chuck Jessop moved to approve the October 15, 2020 minutes as distributed. Deb Root 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, Chuck Couture seconded the motion and it carried.

## Executive Director's Report

### 1. Federal Funding

A stopgap spending bill was signed into law that will keep the government funded at FY2020 spending levels through December 11, 2020. Although some progress has been made as congressional negotiators work toward a twelve-bill omnibus and conferenced the Senate and House bills, points of contention remain, and Senate Appropriations Chairman Richard Shelby indicated that it is unlikely negotiators will meet their deadline to complete an omnibus by December 11. To avoid potential government shutdown, Congress must either pass an omnibus containing all twelve FY2021 appropriations bills or pass a stopgap spending measure before the current measure in place expires.

### 2. Federal Applications

Staff submitted two applications: one to ARC in the amount of \$300,000 and one to EDA in the amount of \$70,000 for the calendar year 2021 funding for administrative use.

### 3. EDA Cares Act Program

Staff deployed the Manufacturers Productivity Improvement Program, in which \$90,000 will be invested in the next six months. There are currently three on-line consultants recruiting participants.

### 4. ARC Power Grant 2020

Staff released and rewarded an RFP for services to provide an assessment of the system in Allegany County. A report will be completed in December 2020. Conex, a company located in Maryland will perform system maintenance and do an inventory.

### 5. STW Development Foundation

The STW Development Foundation is working with the Western New York Foundation to coordinate a 9-county plan to improve regional food systems. A robust, 18-month planning phase of a long-term project to improve regional food systems is being created as part of a "Western New York Food Response" effort, to begin in Summer 2020. An innovative group of regional practitioners and experts will collaborate closely to set a cross-county, cross-sector vision for food access and security.

The STW Development Foundation was awarded \$450,000 between Ralph Wilson Foundation and the Community Foundation of Greater Buffalo. They entered into an agreement with SCALO of Abingdon, VA to complete a major portion of the plan.

#### **6. Records Retention Schedule Resolution**

NYS requested that all entities pass a resolution pertaining to the Retention and Disposition Schedule for New York Local Government Records (LGS-1), issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted by all officers in legally disposing of valueless records listed therein.

FURTHER RESOLVED, that in accordance with Article 57-A; (a) only those records will be disposed of that are described in Retention and Disposition Schedule for New York Local Government Records (LGS-1), after they have met the minimum retention period described therein; (b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

Chucked Couture moved to adopt the Resolution, Donna Vickman seconded the motion and it carried.

#### **7. Staff Updates**

Halley Kasperski, Economic Development Associate, administer of the STEDO Program is officially ending her employment with Southern Tier West. She is accepting a teaching position in Allegany County.

Richard Zink, Executive Director will be taking medical leave from January 8 – February 1, 2021.

#### **Southern Tier West Program Report**

Richard Zink reported on the following STW Program:

1. Local Government: Spring Webinar Training Schedule
2. Baseline: Making Modifications to the Mapping Budget
3. NYSERDA: Upcoming Projects
4. ARC Project: All 2020 project fully completed – reaching out for 2021 projects

#### **Committee Reports**

##### **1. Program Development Committee**

Richard Zink reported that the Committee has not met.

**2. Policy Committee**

Richard Zink reported that at the last meeting a proposed Procurement Policy was distributed to Board members. With no issues or concerns, Craig Clark made a motion to accept the Policy, Pierre Chagnon abstained, Deb Root seconded the motion, and it carried.

Each County legislator must approve the updated the By-Laws of Southern Tier West RP&DB as approved and provided by the planning board. To date Allegany County has voted yes; Cattaraugus County has not yet approved; and Chautauqua County is having discussions with their attorney.

**3. Economic Development/Entrepreneurship Committee**

The Committee has not met.

**4. Transportation Committee**

Richard Zink reported that Ron Hayes from NYSDOT suggested that Region 5 and Region 6 meet to revisit the 2009 Regional Transportation Plan. There may be available funding to update the Plan.

**5. Water Source Committee**

The Committee has not met.

**6. Local Government Committee**

There will a be a meeting scheduled in December to discuss Webinar topics scheduled for February, March, April, and May 2021.

**Public Comment**

Jerry Scott, Debra Root, and Craig Clark thanked Richard Zink for his work on the Allegany County Telecommunications Development Corporation.

**Old Business**

There was no old business.

**Executive Session**

A motion was made by Robert Keis to go into Executive Session to discuss staff salaries and financial matters. Craig Clark seconded the motion and it carried.

Jerry Scott made a motion to go back into regular session, Donna Vickman seconded the motion and it carried. Chuck Couture made a motion to approve 2021 staff pay rates as discussed. Pierre Chagnon abstained, Bob Keis seconded the motion and it carried.

Chuck Couture made a motion to approve a 4-year Executive Director Contract January 2021 – January 1, 2024 for Richard Zink. Pierre Chagnon abstained, Chuck Jessop seconded the motion and it carried.

### **Audit Abstract**

Chuck Jessup made a motion to accept the November - December 2020 Audit Abstracts. Chuck Couture seconded the motion and it carried.

### **Next Board Meeting**

The next monthly meeting of the Southern Tier West Board of Directors will be held on February 18, 2021 at 1:00 PM via zoom and/or in-person.

### **Adjournment**

Deb Root made a motion to adjourn, Jerry Scott seconded the motion and it carried.

sjp