

SOUTHERN TIER WEST REGIONAL PLANNING & DEVELOPMENT BOARD

# MINUTES – DECEMBER 20, 2018

The regular monthly meeting of the Southern Tier West Regional Planning & Development Board was held on December 20, 2018 at the Center for Regional Excellence in Salamanca, New York.

**Board Members**

Kier Dirlam, Chairman  
Jerry Scott  
Craig Clark  
Bob Keis, Secretary  
Chuck Couture  
Donna Vickman  
Norm Marsh  
Joe Galati  
Jay Gould

**Representing**

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

**Others Attending**

Richard Zink  
Sarah Phearsdorf  
Jonathan Mayr  
Halley Kottwitz  
Kimberly LaMendola  
Sam Lewis  
Craig Klose

**Representing**

Staff  
Staff  
Staff  
Staff  
Staff  
Staff  
Staff

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

**Minutes of the Previous Meeting**

Chuck Couture made a motion to accept the October 18, 2018 minutes as distributed. Jay Gould seconded the motion and it carried.

**Correspondence**

There was no correspondence.

**Project Review Report**

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

## Executive Director's Report

### **1. State Archives and Records Administration**

An e-mail was sent to local officials to gauge interest in a records management grant for 2019 that will digitize minutes, vital statistics, payroll records and cemetery records; purchase shelving units and scanners. To date there are 30 municipalities participating in the grant that is due January 28, 2019. Board approval will be needed at the next meeting.

### **2. NYSDEC Baseline**

NYS DEC application was due November 14, 2018; a four-year grant that runs from April 2019 – March 2023. The focus of the application is on water quality management planning activities; including tasks to determine the nature, extent, and causes of point and nonpoint source water pollution problems, and to develop plans to resolve these problems. The final application was submitted for \$57,891.

### **3. Angel Fund**

Contractor Steve Mercil was in the area on October 31<sup>st</sup> and November 1<sup>st</sup> and met with perspective investors.

### **4. Entrepreneurship – Regional Loan Funds**

Availability of funds: STEDO \$250,000; STEDO Agribusiness \$500,000; STEDO Working Capital \$267,000 available in spring 2019; WRC Downtown Loan \$1,200,000; WRC Working Capital \$50,000; CCBDC Micro \$210,000; and Salamanca IDA \$600,000.

### **5. Sexual Harassment Policy**

The updated Southern Tier West Sexual Harassment Policy was provided to Board Members prior to the meeting. A motion was needed to adopt the Policy. Chuck Couture so moved, Donna Vickman seconded the motion and it carried.

### **6. ARC Power Application**

All the projects have been sent to NYSDOS for review and input.

### **7. STW Development Foundation**

A motion was needed to approve the proposed disbursements by the STW Development Foundation Board. Jerry Scott so moved, Joe Galati seconded the motion and it carried.

## Southern Tier West Program Report

Executive Director Richard Zink reported on the following Southern Tier West programs: Local Government, Entrepreneurial Development (YEA), GIS (Data Collection), Drone Update, ARC Program, and STERA.

## Committee Reports

There were no Committee Reports.

### **Public Comment**

Chairman Kier Dirlam reported that he would meet with Cattaraugus and Chautauqua County Board members in January prior to the next Board meeting. Some committees (Policy, Future of STW) will be formed.

Chuck Couture reported that staff member Halley Kottwitz was mentioned in the "Pipeline" publication regarding an Agri-loan fund for maple producers.

Chuck Couture reported that a home-schooled student started up a maple class and is now working with Cornell Cooperative Extension.

### **Old Business**

There was no old business.

### **Audit Abstract**

Chuck Jessup made a motion to approve the October - November 2018 Check Detail and the July-November Profit and Loss Report. Norm Marsh seconded the motion and it carried.

### **Next Board Meeting**

The next meeting of the Southern Tier West Board of Directors will be held on January 17, 2019 at the Southern Tier West Offices at 1:00 PM.

### **Executive Session**

Jerry Scott made a motion to go into Executive Session to discuss staff salaries; Donna Vickman seconded the motion and it carried. Back in regular session Bob Keis made a motion to accept the salaries as recommended by the Executive Director; Jerry Scott seconded the motion and it carried.

### **Adjournment**

Jay Gould made a motion to adjourn the meeting, Norm Marsh seconded the motion and it carried.