

SOUTHERN TIER WEST REGIONAL PLANNING & DEVELOPMENT BOARD

MINUTES – SEPTEMBER 19, 2019

The Annual Meeting of the Southern Tier West Regional Planning & Development Board was held on September 19, 2019 at the Center for Regional Excellence in Salamanca, New York.

Board Members

Jerry Scott
Kier Dirlam, Chairman
Chuck Jessup
Robert Keis, Secretary
Chuck Couture
Norm Marsh
Crystal Abers
Donna Vickman
Jay Gould, Vice Chairman
Don McCord
Joe Galati
Willie Rosas

Representing

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

Others Attending

Nick Arquette
Edward Bysiek
Richard Zink
Sarah Phearsdorf
Craig Klose
Kimberly LaMendola
Halley Kottwitz
Fileve Palmer

Representing

Allegany County Planning Intern
Bysiek CPA, PLLC
Staff
Staff
Staff
Staff
Staff
Staff

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

Minutes of the Previous Meeting

Chuck Couture made a motion to accept the July 18, 2019 minutes as distributed. Jerry Scott seconded the motion and it carried.

Correspondence

There was no correspondence.

Project Review Report

There was no report.

Annual Meeting Business

1. Presentation of the Audit

Ed Bysiek CPA, LLC presented the Audit Report Year ending June 30, 2019 to the Board. Jerry Scott made a motion to accept and approve the Audit, Donna Vickman seconded the motion and it carried.

2. Election of Officers

Chairman Dirlam reported the STW Board officers as follows: Kier Dirlam, Allegany County, Chairman; Jay Gould, Chautauqua County, Vice Chairman; and Robert Keis, Cattaraugus County, Secretary. Chuck Jessup made a motion to approve the newly elected officers, Chuck Couture seconded the motion and it carried.

3. Presentation of the Annual Report

Richard Zink highlighted the 2018/19 Annual Report that was included in the Board packets. Joe Galati made a motion to accept the report, Robert Keis seconded the motion and it carried.

Executive Director's Report

1. Federal Funding Outlook

The House and Senate continue to negotiate a way to keep the government funded beyond the end of the current fiscal year on September 30, 2019. The House drafted a bill, if enacted, would extend funding past the end of FY2019. The Senate is working to approve 302(b) spending allocations for twelve annual appropriation categories that need to be passed to fund the government for the entirety of FY 2020. The Senate is also working to advance Energy & Water, and Defense Appropriations for FY2020.

2. ARC Power Application

ARC is finalizing the contract for the ARC POWER program award in the amount of \$399,000 ARC monies and \$399,000 local match. Partners in this project are Cattaraugus County, Chautauqua County, DFT Communications, Southern Tier Wireless, and Southern Tier West. Southern Tier West will work with the counties to utilize their towers for wider coverage and will build a tower if not achievable; beginning this fall.

3. USDOL WORC Application

Final determination on the award has not been announced; should be by the end of September. Southern Tier West submitted a project entitled "RISE Readiness for Industrial Sector Employment".

4. Past ARC Projects

Allegany County continues to work with ARC to utilize funding for the Crossroads Water Line Project.

5. Southern Tier West CEDS

A motion was made by Robert Keis to submit the 2019 Comprehensive Economic Development Strategy to EDA as required. Chuck Jessup seconded the motion and it carried.

6. Data Center Agreement

A motion was needed to enter into a contract with NYS Department of Labor to renew the Data Center Agreement for services commencing on January 1, 2019 – December 31, 2023. Jerry Scott so moved, Joe Galati seconded the motion and it carried.

7. Angel Fund Project

Deadline for this fund has been set for October 9, 2019. Currently there are 12 commitments and checks provided. Southern Tier West is working to obtain eight more by the end of the month.

8. Availability of Funds

STEDO \$18,000; STEDO Agri Business \$450,000; STEDO Working Capital \$135,000; WRC Downtown Loan \$1,200,000; WRC Working Capital \$8,000; and CCBDC Micro - \$0. *Loans made in the past month total \$460,000.

9. Houghton College Interns

Staff is working with two students from Houghton College this semester. Erin Maggio will be working to create a marketing plan for Southern Tier West, and Joel Vinciguerra will work with Kim on the farmers markets using the farmers market metrics program.

10. Staff Updates

Richard Zink introduced Fileve Palmer as the newest addition to STW staff. Fileve will be working on the YEA! Program, Basline, and the Local Food Systems Program.

Southern Tier West Program Report

Richard Zink reported on the following STW Programs:

1. Local Government: Planning & Zoning Training
2. ARC: Project Summaries for projects submitted in FY2019
3. Local Foods: Training & Development Workshops for Farmers Markets
4. GIS Data Collection: Ellicottville Trail, Chautauqua Lake, and Genesee River

Committee Reports

1. Economic Development/Entrepreneurship Committee

Scheduled to meet on Monday, October 17, 2019 at 10:00 AM. The Committee is reviewing the STW By-Laws and will make recommendations to the Board at the October meeting. Charles Jessup is also a Committee Member.

2. Policy Committee

Met prior to the Board Meeting at 10:00 AM.

3. Transportation Committee

Met on August 27, 2019 - minutes of the meeting will be distributed to the Board.

4. **Executive Committee**

Jay Gould made a motion to go into Executive Session to discuss a personnel matter, Chuck Jessup seconded the motion and it carried. Back in regular session, Chuck Jessup made a motion to allow the STW Chairman and Policy Committee to find an appropriate Attorney to review the documentation received and give an opinion. Norm Marsh seconded the motion and it carried.

Public Comment

Chuck Couture reported that he was working through challenges of the various players with the new Forest Bio-refinery Project.

Jerry Scott reported that the Garlic Festival was taking place in Cuba, NY over the coming weekend.

Norm Marsh was added as a member of the STW Water Source Committee.

Old Business

There was no old business.

Audit Abstract

Chuck Couture made a motion to approve the September 2019 Reconciliation Report. Robert Keis 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 October 17, 2019 at 1:00 p.m. at the Center for Regional Excellence.

Adjournment

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

sjp