

SOUTHERN TIER WEST REGIONAL PLANNING & DEVELOPMENT BOARD

MINUTES – SEPTEMBER 19, 2024

The regular monthly meeting of the Southern Tier West Regional Planning & Development Board was held on September 19, 2024, at 1:00 PM at the Southern Tier West Offices.

Board Members

Kier Dirlam, Vice Chairman
Deb Root
Carissa Knapp
Craig Clark
Robert Keis, Secretary
Crystal Abers
Don McCord, Chairman
Tom Harmon
Kortney Keyes

Representing

Allegany County
Allegany County
Allegany County
Allegany County
Cattaraugus County
Cattaraugus County
Chautauqua County
Chautauqua County
Seneca Nation of Indians

Others Attending

Ed Bysiek
Richard Zink
Kimberly LaMendola
Sarah Phearsdorf
Fileve Palmer
Jon Mayr
Sarah Swinko
Megan Hagenev

Representing

Bysiek CPA, PLLC
Staff
Staff
Staff
Staff
Staff
Staff
Economic Development Corps Fellow

Chairman Don McCord 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

Deb Root made a motion to accept the July 16, 2024, minutes as distributed. Tom Harmon seconded the motion, and it carried.

Correspondence

There was no correspondence.

Project Review Report

There were no new project review reports.

Annual Meeting Business

1. Presentation of Audit

Ed Bysiek, CPA, presented the Audit Report year ending June 30, 2024, to the Board. Craig Clark made a motion to accept and approve the Audit, Deb Root seconded the motion, and it carried.

2. Presentation of Annual Report

Executive Director, Richard Zink presented highlights on the 2023/2024 Annual Report that was included in the Board packets.

Executive Director's Report

1. EDA Applications

Village of Westfield – Water Treatment Plant System

The Village of Westfield is in the process of preparing an EDA Public Works application to address issues with its water treatment plant system. An initial call was held with Lucas Martin from the EDA in late April. The goal is to have the project application submitted by June, with the aim of having the project considered for funding in the 2024 federal fiscal year. The next steps involve finalizing the project proposal and completing the submission by the June deadline.

Olean Business Development Corporation – Revolving Loan Fund

The Olean Business Development Corporation is working on an EDA application to establish a revolving loan fund. This fund would complement the existing Southern Tier Enterprise Development Organization (STEDO). The application is currently in development and is expected to be submitted this fall. Work will continue finalizing the revolving loan fund proposal before the fall submission.

Chautauqua County – Ripley Industrial Site

Chautauqua County is preparing an EDA Public Works application for the Ripley industrial site. Following discussions with the EDA, the county has gained a clearer understanding of the priority funding projects and guidelines. The county is now proceeding with the application according to EDA priorities. The next step is to finalize the Ripley industrial site project proposal in preparation for submission.

2. ARC Program

IIJA Funds

- Ripley Interstate Shovel Ready Site Development Project - Under review
- Westfield Downtown Redevelopment – Open – under contract
- Allegany County Comprehensive Sewer Study Project – Open – under contract

<u>LDD</u>	<u>Project Applicant</u>	<u>Project Name</u>	<u>Sponsor</u>	<u>Amount Requested</u>	<u>Application Status</u>
STW	Allegany County	Comprehensive Sewer Study Project	Allegany	\$ 560,000	in hand
STW	Allegany County	Gateway Project	Allegany	\$ 740,000	in hand
	County Total			\$ 1,300,000	
STW	Chautauqua County	Ripley Interstate Shovel-ready Development	Chautauqua	\$ 1,000,000	in hand
STW	Village of Westfield	Westfield Portage Inn Amphitheater	Chautauqua	\$ 131,514	in hand
	County Total			\$ 1,131,514	
STW	Cattaraugus County		Cattaraugus	\$ -	
	County Total			\$ -	
STW	Seneca Nation	Highbanks Campground	Seneca Nation	\$ 1,300,000	
	Nation Total			\$ 1,300,000	
STW	Southern Tier West	Municipal Water/Sewer System Scanning	STW LDD	\$ 49,000	
STW	Southern Tier West	Conserving farmland assets study.	STW LDD	\$ 50,000	in hand
	STW total			\$ 99,000	
				\$ 3,830,514	<u>Total STW</u>
Total Allocated through 2024				\$ 3,532,500.00	
Remainder of dollars allocated through 2024				\$ (298,014.00)	
2025 dollars allocated				\$ 1,177,500.00	
2025 dollars available				\$ 879,486.00	
2026 Dollars allocated				\$ 1,177,500.00	
Total Remaining				\$ 2,056,986.00	

ARC Power Project

<u>Applicant Name</u>	<u>Project Title</u>	<u>ARC Funding Request</u>	<u>Match Funding Request</u>
The Research Foundation for the State University of New York, Alfred	“Jobs That Pay”-Building a Highly Skilled Workforce to Support the Heavy Equipment and Trucking Industries.”	\$1,998,370	\$1,427,156
Chautauqua County Industrial Development Agency (CCIDA)	Ripley Interstate Shovel Ready Site (RISRS)	\$1,999,999	\$9,697,807

ARC'S READY Community Foundations Program

READY Community Foundations provides no-cost training to help these organizations strengthen operations, programming and fundraising.

Cattaraugus Region Community Foundation

Following completion of the training program, participants will be eligible to apply for up to \$25,000 in funding (no-match required) to implement internal capacity-building projects and bolster their organizations as critical local funding sources.

3. STW Municipal Scanning Project Proposal

Staff are seeking approval to submit a request for \$49,000 to the Appalachian Regional Commission (ARC) for the creation of a water and sewer scanning program at Southern Tier West (STW). The program would involve working with 8 to 12 villages in the first year to scan maps, provide them digitally, and prepare a basemap ready for GIS incorporation. Staff has secured \$17,000 from the STW Development Foundation board as a cash match for the project. Additionally, participating communities are required to commit to \$500 in-kind contributions to take part in the program.

4. Board Members on STW and STERA.

STW is seeking a representative from Cattaraugus County to serve on the STW Board and representatives from Chautauqua and Cattaraugus Counties to serve on the STERA Board.

5. STW Budget July 2024 through June 2025

A copy of the STW Budget 2024-2025 was included in the Board packets for Board member's review. It will be voted on at the October Board meeting.

Southern Tier West Program Reports

Program reports can be found in the Southern Tier West Newsletter – September 2024.

Southern Tier West Affiliation Reports

1. **STEDO**
There is one new loan out.
2. **STERA**
STERA will meet in October.
3. **STW Angel Fund**
Not active.
4. **STW Development Foundation**
Met on Wednesday, September 11th.

Committee Reports

The **Finance Committee** met September 17th and will meet again before the October Meeting.

Public Comment

Kier Dirlam reported that former STW Board Member Chuck Jessup passed away in August.

New Business

There was no new business.

Executive Session

Tom Harmon moved to go into Executive Session to discuss STW staff matters. Crystal Abers seconded the motion, and it carried.

Crystal Abers made a motion to come out of Executive Session, Deb Root seconded the motion, and it carried.

Audit Abstract

Deb Root moved to accept the June/July Audit Abstracts. Don Benson seconded the motion, and it carried.

Next Board Meeting

The next regular meeting of the Southern Tier West Board of Directors will held on October 17, 2024, at 1:00 PM at the Southern Tier West Offices.

Adjournment

Deb Root made a motion to adjourn, Craig Clark seconded the motion, and it carried.

sjp