

**STEBEN COUNTY AGRICULTURE, INDUSTRY & PLANNING COMMITTEE**

*Wednesday, January 4, 2017*

*10:00 a.m.*

*Legislative Committee Room  
Steuben County Office Building  
Bath, New York*

**\*\*MINUTES\*\***

**COMMITTEE:** Robin K. Lattimer, Chair                      K. Michael Hanna, Vice Chair                      Dan C. Farrand  
                    John V. Malter    Robert V. Nichols

**STAFF:** Jack K. Wheeler                                      Amy Dlugos    Eric Rose  
                    Andy Morse    Jennifer Prossick

**LEGISLATORS:** Joseph J. Hauryski                                      Carol A. Ferratella                                      Kelly H. Fitzpatrick  
                    Hilda T. Lando

**OTHERS:** Larkin Podsiedlik, Executive Director, Cornell Cooperative Extension  
                    Jamie Johnson, Executive Director, Steuben County Industrial Development Agency  
                    Jill Staats, Steuben County Industrial Development Agency  
                    Mary Perham

**I. CALL TO ORDER**

Ms. Lattimer called the meeting to order at 10:00 a.m. and asked Mr. Farrand to lead the Pledge of Allegiance.

**II. APPROVAL OF MINUTES**

**MOTION: APPROVING THE MINUTES OF THE DECEMBER 7, 2016, MEETING MADE BY MR. HANNA. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**III. DEPARTMENTAL REQUESTS**

A. Historian

1. **Hall of Fame Banquet**– Ms. Lattimer stated that Mrs. Silliman is requesting authorization to spend up to \$1,500 on this year’s Hall of Fame Banquet. Details have not yet been finalized, but the tentative date will be in April. This request represents a \$500 increase over last year, but if the catering costs come in lower, the remainder will be put back into the budget.

Ms. Lattimer stated that the Hall of Fame Committee will be voting on candidates in January and Mrs. Silliman will present the nominees to committee in February.

**MOTION: AUTHORIZING THE COUNTY HISTORIAN TO SPEND UP TO \$1,500 ON THE 2017 HALL OF FAME BANQUET MADE BY MR. FARRAND. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

B. Planning

1. **Bid Award – Transit Support Vehicle** – Mrs. Dlugos requested authorization to award the bid for a transit support vehicle to the low bidder, Webster Ford, Inc. for \$34,429.41. The support vehicle is a van, which is equipped with various equipment including an air compressor, and will be used in the event one of the transit buses has a breakdown. The cost is covered by State and Federal grant funding, and First Transit provides 10 percent.

**MOTION: AWARDING THE BID FOR A TRANSIT SUPPORT VEHICLE TO THE LOW BIDDER, WEBSTER FORD, INC. FOR A TOTAL COST OF \$34,429.41 MADE BY MR. FARRAND. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

2. **Appointing a Section 3 Coordinator** – Mrs. Dlugos explained when certain projects are undertaken with federal funds, they are subject to Section 3 of the Housing and Urban Development Act. The County, on behalf of the Woodlands Community, was recently awarded CDBG funds for their well and septic project. As such, the County is required, to the greatest extent possible, to ensure that employment and other economic opportunities generated with these funds be directed to low and very low-income individuals, within the immediate area. It also requires that the County appoint a Section 3 Coordinator. She recommended appointing the Deputy County Manager, Mitchell Alger as the Section 3 Coordinator.

**MOTION: APPOINTING A SECTION 3 COORDINATOR MADE BY MR. MALTER. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

3. **Appointing a Labor Standards Compliance Officer** – Mrs. Dlugos explained since the County was awarded CDBG grant funds, we are required to appoint a Labor Standards Compliance Officer to comply with the Davis-Bacon Act. She recommended appointing the Deputy County Manager, Mitchell Alger as the Labor Standards Compliance Officer.

**MOTION: APPOINTING A LABOR STANDARDS COMPLIANCE OFFICER MADE BY MR. FARRAND. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.**

#### **IV. CORRESPONDENCE**

A. **Windfarms** - Ms. Lattimer informed the committee that she received correspondence regarding the notices of preliminary scoping status for the Baron Winds and Eight Point Wind projects.

#### **V. OUTSIDE AGENCIES**

##### **1. Steuben County Industrial Development Agency**

1. **Wind Projects** – Mr. Johnson stated that Baron Winds and Eight Point Wind projects are slated for construction in 2018, however, there are challenges relating to the infrastructure. Eight Point Wind will need to build a twelve-mile distribution line through Hartsville. The Canisteo Wind Project will also face a similar issue, and they are slated to start construction in 2019. This will be a 120 – 140 turbine project and the turbines will be substantially larger; taller and the blades will be wider. These turbines will generate 3.5 – 4 megawatts of power. With regard to the Article 10 process the wind projects need to undergo, he is not sure what that means under SEQR, but SEQR is required under the IDA laws.

Mr. Malter asked is there a mapping of the wind projects? Mr. Johnson replied all of the windfarm websites have preliminary mapping, but it is just an outline. The wind companies are also in the process of negotiating land leases. The next step in their submission will include the actual layout of the turbines. With Governor's Green Energy requirement, there will be many incentives for the windfarms.

2. **2016 Annual Report** – Mr. Johnson distributed a copy of the 2016 Annual Report. He stated 2016 was a good year and he expects that 2017 will be a great year. Our PILOT revenue increased \$500,000 and over \$9 million was generated. Our small business support initiative has taken off and has been very enlightening. This has been a very positive push for the IDA. One big project relative to a small business was the expansion of Southern Tier Provisions. They are doubling their warehouse and expanding their retail showroom. Mr. Johnson stated they have also continued to work with the Hornell IDA on the North American Transit Hub Project and things are going very well.

Mr. Johnson stated another area that they have been focusing on is workforce development. We are partnering with Three Rivers Development and CSS Workforce NY to bring in Emily DiRocco who will be conducting a needs assessment on February 9<sup>th</sup> and 10<sup>th</sup>. We hope this assessment will turn into an action plan for moving our

workforce development needs forward. This will be a strong focus in 2017. Mr. Johnson stated workforce development is the number one issue in economic development right now. This is a national problem. In our three-county area, we will see a 30 – 35 percent turnover in the next three years due to retirement.

### 3. **Activity Update**

a. *Kraft* – Kraft will continue production through the middle of 2017. Discussions are ongoing.

b. *Phillips* – There has been a lot of environmental cleanup activities taking place. We anticipate the building will go on the market this year.

c. *Corning Hilton Hotel* – Over the last 30 days, a lot has been going on. We did receive confirmation that steel will be delivered to the site next week.

d. *Corning Hospital Redevelopment* – Demolition of the hospital is going very well. They expect to be out by the end of March. The college piece is going up quickly and the building needs to be delivered by the end of July to be ready for the nursing program to start in September.

e. *Business Development Center* – The building in in the process of being sold and the Department of Labor will need to vacate by the end of January. The new buyer is looking at tearing the existing building down and putting up a new facility.

f. *Family Life Ministries* – This is a ministry operation located in Kanona and they support ministries throughout the area. The radio station and corporate offices are based in Kanona. Each year they bring 14,000 visitors into Kanona for their shows. Family Life Ministries has purchased the former Harding Harley Davidson facility. The vision is to put up a new theatrical facility to expand their operations substantially. They will move the corporate offices to that location and build the theatre on the end. That project is two to three years away and they have begun working with the Town of Erwin. This will be a substantial tourism operation in the County. They also would like to do some weekend retreats and summer academies. It is anticipated that they will still keep their Kanona facility.

Mr. Wheeler asked what will be the impact for tourism and sales tax? Mr. Johnson replied the closest example they have would be Lancaster, which has a large theatrical facility which hosts the Sounds and Sights Theatre. They estimate for every dollar generated, there is an additional \$4 in return.

g. *Other Projects* – Mr. Johnson informed the committee that they are working on several projects in Wayland, Painted Post, Hammondsport and Arkport. This is the busiest we have been in the past two years.

Ms. Lattimer commented that she read the annual report online and it is very well done. Mr. Johnson stated they have received a grant from NYSEG to refresh their image. You will be seeing updates to our website and imaging. There will be a larger focus on social media, specifically, Twitter.

Ms. Lattimer stated it is very refreshing to see that the small businesses in the County have the opportunity to go to a person for help and information. Our small businesses are very happy. Ms. Staats stated that she initiated meetings with 15 businesses and a lot of them just want to have a voice. We have been able to directly help a few. Mr. Johnson stated our lending program was very successful, but now the State is putting in a moratorium. Our default rate is less than one percent.

## **VI. OTHER BUSINESS**

A. **Goals** – Mr. Hauryski stated that he would like each of the committees to come up with one particular project or goal that they would like to see achieved this year by the Legislature. This committee really is one of the very important ones, as you will be dealing with the workforce and economic development. He stated that he is committed to

what Mrs. Dlugos has done with the Agricultural Plan development with Cornell Cooperative Extension. He would like to see that at least come to fruition and look at the goals under that which include a food hub, a slaughterhouse and others. We have run into a road block with the food hub, but he believes it can be accomplished. He asked the committee to think about it and next month present a project or goal that they would like to see achieved.

B. **New Building** – Mr. Hauryski asked Mr. Wheeler and Mr. Rose to provide the committee with an update on the building project and estimated timelines. Mr. Wheeler replied we are hoping to have a Special AdHoc Office Space Committee meeting prior to the January Legislative meeting to award the construction manager RFP. We would like to do this before the end of month as we would like the Construction Manager to have some input on the bid documents which will be let in February. Our timeframe remains the same. We anticipate ground breaking in April or May at both site locations. We do have some work to do around the county office building site, including preparations for demolishing the houses and relocation of the Veterans Service Agency. Anticipating opening is mid-2018. He commented that Eric Rose has done a great job. As much as we are able, we would like to encourage the contractors to accelerate the construction of the Records Building.

Mr. Rose commented one of the biggest things has been coordinating the logistics for the demolition of the houses and we are receiving preliminary quotes for that work. Mr. Hauryski asked for an update on the Hornell DMV offices. Mr. Rose replied they have been working with Mrs. Hunter on that. Kent Longacre in Public Works has been doing drawings on the CAD system. We should be ready to send our drawings and proposed plan to State DMV for their approval. Mr. Wheeler stated he is hopeful they will be able to discuss this at the Special AdHoc Committee meeting prior to the January Legislative meeting.

C. **Cornell Cooperative Extension** – Ms. Podsiedlik briefly reviewed her annual report with the committee. They have been working on promoting farm markets and have seen both an increase in farm markets, as well as an increase in participation. We now have six individual farms that are accepting SNAP benefits.

**MOTION: TO ADJOURN MADE BY MR. HANNA. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

**\*\*NEXT MEETING SCHEDULED FOR\*\***

**\*\*PLEASE NOTE CHANGE\*\* Wednesday, February 8, 2017 \*\*PLEASE NOTE CHANGE\*\*  
9:00 a.m.**

**Please send your agenda items to the Clerk of the Legislature's Office  
NO LATER THAN NOON  
Wednesday, January 25, 2017**

**STEBEN COUNTY AGRICULTURE, INDUSTRY & PLANNING COMMITTEE**

*Wednesday, February 8, 2016*

*10:00 a.m.*

*Legislative Committee Room  
Steuben County Office Building  
Bath, New York*

**\*\*MINUTES\*\***

**COMMITTEE:** K. Michael Hanna, Vice Chair Dan C. Farrand John V. Malter  
Robert V. Nichols

**STAFF:** Jack K. Wheeler Eric Rose Andy Morse  
Amy Dlugos Jennifer Prossick Eleanor Silliman

**LEGISLATORS:** Carol A. Ferratella Hilda T. Lando Steven P. Maio

**ABSENT:** Robin K. Lattimer

**OTHERS:** Larkin Podsiedlik, Executive Director, Cornell Cooperative Extension  
Belinda Hoad, Mobility Manager, Institute for Human Services  
Mary Perham  
Jeff Smith, *The Leader*

**I. CALL TO ORDER**

Mr. Hanna called the meeting to order at 10:00 a.m. and asked Mr. Farrand to lead the Pledge of Allegiance.

**II. APPROVAL OF MINUTES**

**MOTION: APPROVING THE MINUTES OF THE JANUARY 4, 2017, MEETING MADE BY MR. MALTER. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**III. DEPARTMENTAL REQUESTS**

A. Planning

1. **RFP Award** – Mrs. Dlugos informed the committee that they issued an RFP for grant administration of the Community Development Block Grant for the Woodlands water and sewer project. They received one response from Labella and they came in \$9,000 under budget. She recommended awarding the RFP to Labella.

**MOTION: AWARDING THE RFP FOR GRANT ADMINISTRATION OF THE COMMUNITY DEVELOPMENT BLOCK GRANT FOR THE WOODLANDS WATER AND SEWER PROJECT TO LABELLA MADE BY MR. FARRAND. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

2. **Steuben County Coordinated Public Transit – Human Services Transportation Plan** – Mrs. Dlugos introduced Belinda Hoad who is the Steuben County Mobility Manager. The County contracts with the Institute of Human Services for mobility management services. The Transportation Plan is updated every 2 years. For 2017, there were some minor changes and clarification. She commented there are three volunteer driver programs that are used to fill in those areas where public transportation does not go. The number for individuals to call with transportation or human service needs is 211.

**MOTION: ADOPTING THE STEUBEN COUNTY COORDINATED PUBLIC TRANSIT – HUMAN SERVICES TRANSPORTATION 2017 UPDATE AS PRESENTED MADE BY MR. NICHOLS. SECONDED BY MR. FARRAND. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.**

B. Buildings & Grounds

1. **Air Monitoring Contract Approval** – Mr. Rose requested authorization to contract with ENVOY to perform air monitoring for the demolition of the two buildings for the new office space project. The total cost of the contract will not exceed \$3,044.

Mr. Farrand stated years ago we had used Groveland Correctional Facility as they have an asbestos abatement team. Did you contact them? Mr. Rose replied he did not contact them because we will be tearing the buildings down. Mr. Wheeler stated Mr. Rose has been going to codes classes and is doing a great job of saving us money by doing it this way. We essentially will be condemning the buildings and doing asbestos containment. Mr. Rose commented we will also be working with Public Works during this process.

**MOTION: AUTHORIZING THE SUPERINTENDENT OF BUILDINGS & GROUNDS TO CONTRACT WITH ENVOY FOR AIR MONITORING SERVICES FOR A COST NOT TO EXCEED \$3,044 MADE BY MR. FARRAND. SECONDED BY MR. MALTER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

2. **Approval for Sealed Quotes for Demolition of Houses** – Mr. Rose requested authorization to request sealed quotes for the demolition of the houses located at 18 and 20 East Morris Street.

**MOTION: AUTHORIZING THE SUPERINTENDENT OF BUILDINGS & GROUNDS, IN CONJUNCTION WITH THE PURCHASING DIRECTOR, TO SOLICIT SEALED QUOTES FOR THE DEMOLITION OF THE HOUSES LOCATED AT 18 AND 20 EAST MORRIS STREET MADE BY MR. MALTER. SECONDED BY MR. FARRAND. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

C. Historian

1. **Presentation of Nominees to the Hall of Fame**– Mrs. Silliman requested an Executive Session to present the nominees to the Hall of Fame. She commented the Hall of Fame Banquet will be held on Saturday, April 22, 2017.

IV. **OTHER BUSINESS**

A. *Glenn Curtiss Museum* – Mr. Farrand requested the committee support a request to mint a coin for Glenn Curtiss Museum. He has received letters of support from the County Historian, Steuben County Historical Society, Town of Urbana, the Hammondspport Village Mayor and the coin club. He would like to propose a memorializing resolution requesting Senator Gillibrand, Senator Schumer and Congressman Reed consider having a coin minted. Any proceeds from the sale of the coin would go directly to the museum.

**MOTION: MEMORIALIZING SENATOR GILLIBRAND, SENATOR SCHUMER AND CONGRESSMAN REED TO SUPPORT A REQUEST TO HAVE A COIN MINTED FOR THE GLENN CURTISS MUSEUM MADE BY MR. FARRAND. SECONDED BY MR. MALTER. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.**

**MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, ARTICLE 7§105.1.F. THE MEDICAL, FINANCIAL, CREDIT OR EMPLOYMENT HISTORY OF A PARTICULAR PERSON, OR MATTERS LEADING TO THE APPOINTMENT, EMPLOYMENT, PROMOTION, DEMOTION, DISCIPLINE, SUSPENSION, DISMISSAL OR REMOVAL OF A PARTICULAR PERSON OR CORPORATION MADE BY MR. FARRAND. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**MOTION: PRESENTATION OF NAMES OF PERSONS SELECTED FOR INDUCTION INTO THE STEUBEN COUNTY HALL OF FAME AND CONFIRMATION BY THE STEUBEN COUNTY LEGISLATURE MADE BY MR. FARRAND. SECONDED BY MR. MALTER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**MOTION: TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MR. NICHOLS. SECONDED BY MR. FARRAND. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**MOTION: TO ADJOURN MADE BY MR. MALTER. SECONDED BY MR. FARRAND. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

**\*\*NEXT MEETING SCHEDULED FOR\*\*  
Wednesday, March 1, 2017  
9:00 a.m.**

**Please send your agenda items to the Clerk of the Legislature's Office  
NO LATER THAN NOON  
Wednesday, February 22, 2017**

**STEBEN COUNTY AGRICULTURE, INDUSTRY AND PLANNING COMMITTEE**

*Wednesday, March 1, 2017*

*10:00 a.m.*

*Legislative Committee Room  
Steuben County Office Building  
Bath, New York*

**\*\*MINUTES\*\***

**COMMITTEE:** Robin K. Lattimer, Chair                              John V. Malter                              Joseph J. Hauryski

**STAFF:** Jack K. Wheeler    Mitchell Alger                              Amy Dlugos  
Eric Rose    Pat Donnelly                              Jennifer Prossick  
Andy Morse

**LEGISLATORS:** Kelly H. Fitzpatrick

**ABSENT:** K. Michael Hanna, Vice Chair                      Dan C. Farrand                              Robert V. Nichols

**OTHERS:** Larkin Podsiedlik, Executive Director, Cornell Cooperative Extension  
Mary Perham

**I. CALL TO ORDER**

Ms. Lattimer called the meeting to order at 10:00 a.m. and asked Mr. Rose to lead the Pledge of Allegiance.

**II. APPROVAL OF MINUTES**

**MOTION: APPROVING THE MINUTES OF THE FEBRUARY 8, 2017, MEETING MADE BY MR. MALTER. SECONDED BY MR. HAURYSKI. ALL BEING IN FAVOR. MOTION CARRIES 3-0.**

**III. DEPARTMENTAL REPORTS**

A. Finance

1. **Room Tax Audit** – Mr. Donnelly informed the committee that it has been a number of years since an audit on the room tax has been done and this is a service that Bonadio provides. He requested authorization to waive the procurement requirements and enter into an agreement with Bonadio to conduct room tax audits at a rate not to exceed \$10,000 per year. Mr. Malter asked will this be paid for out of the room tax? Mr. Donnelly replied his office will fund the contract, but eventually it will come out of the room tax funds. Ms. Lattimer asked when will they be completed? Mr. Donnelly replied the audits will start this year. Mr. Wheeler explained Bonadio will be doing a sample. Each individual hotel or motel will have an audit, and that will be part of a larger audit.

**MOTION: WAIVING THE PROCUREMENT PROCESS AND AUTHORIZING THE COMMISSIONER OF FINANCE TO CONTRACT WITH BONADIO TO CONDUCT A ROOM TAX AUDIT FOR AN ANNUAL COST NOT TO EXCEED \$10,000 MADE BY MR. HAURYSKI. SECONDED BY MR. MALTER. ALL BEING IN FAVOR. MOTION CARRIES 3-0.**

2. **Airbnb** – Mr. Hauryski asked about the status of Airbnb. He commented that Schuyler County is participating. Mr. Wheeler replied we have been talking with Airbnb about a voluntary collection agreement. We had some concerns. We do not know how many establishments are collecting room tax. This seems like a good deal, but we have concerns with the information. Airbnb would voluntarily agree to pay room tax on behalf of



their clients. Those proceeds would come to us in a lump sum, but Airbnb does not included detailed information. Some of the municipalities are not worried that they cannot conduct audits.

Ms. Fitzpatrick stated in her opinion, the individuals participating with Airbnb to rent out their properties should be subject to room tax. They have put out varying opinions about how to report that on tax returns. Many are opting to report it as rental income, rather than as a business. Mr. Wheeler stated we will work with the Law Department and bring this back for further discussion. Mr. Donnelly commented Airbnb wants a uniform agreement from the State. No individual proprietary information is shared; they just send you a check.

B. Planning

1. **Authorizing Public Hearing** – Mrs. Dlugos requested authorization to hold a public hearing on land submitted for inclusion in certified agricultural districts during the 2017 annual thirty-day period.

**MOTION: AUTHORIZING THE PUBLIC HEARING ON LAND SUBMITTED FOR INCLUSION IN CERTIFIED AGRICULTURAL DISTRICTS DURING THE 2017 ANNUAL THIRTY-DAY PERIOD MADE BY MR. MALTER. SECONDED BY MR. HAURYSKI. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Resolution Required.**

2. **Appointing Certifying Officer for Septic and Water Well Program** – Mrs. Dlugos stated with regard to the CDBG Septic and Water Well program, she had been appointed by the Chairman of the Legislature as the certifying officer. Now the State is requiring a resolution appointing a certifying officer and additionally declaring that this is a Type II action for the purposes of the NYS Environmental Quality Review Act.

**MOTION: APPOINTING A CERTIFYING OFFICER FOR STEUBEN COUNTY CDBG PROJECT NO. 1115WS339-16 STEUBEN COUNTY SEPTIC AND WATER WELL PROGRAM, AND DECLARING THE PROJECT A TYPE II ACTION FOR THE PURPOSES OF NYS ENVIRONMENTAL QUALITY REVIEW ACT MADE BY MR. HAURYSKI. SECONDED BY MR. MALTER. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Resolution Required.**

3. **Appointing Certifying Officer for Woodlands Water/Sewer Improvements** – Mrs. Dlugos commented the State is requiring a resolution appointing a certifying officer.

**MOTION: APPOINTING A CERTIFYING OFFICER FOR STEUBEN COUNTY CDBG PROJECT NO. 1115PR170-16 THE WOODLANDS WATER/SEWER IMPROVEMENTS MADE BY MR. MALTER. SECONDED BY MR. HAURYSKI. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Resolution Required.**

4. **Declaring Woodlands Water/Sewer Improvements Project a Type I Action** – Mrs. Dlugos requested a resolution declaring the CDBG Woodlands Water/Sewer Improvement Project a Type I Action for the purposes of NYS Environmental Quality Review Act and declaring Steuben County as the lead agency.

Mr. Malter asked who conducts the review? Mrs. Dlugos replied she and the grant administrator from Labella.

**MOTION: DECLARING THE CDBG WOODLANDS WATER/SEWER IMPROVEMENTS PROJECT A TYPE I ACTION FOR THE PURPOSES OF NYS ENVIRONMENTAL QUALITY REVIEW ACT AND DESIGNATING STEUBEN COUNTY AS THE LEAD AGENCY MADE BY MR. HAURYSKI. SECONDED BY MR. MALTER. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Resolution Required.**

5. **Authorizing the Submission of Federal 5311 Grant Application** – Mrs. Dlugos requested authorization to submit the 5311 Consolidated Grant Application for Public Transportation. The grants are due April 10, 2017.

**MOTION: AUTHORIZING THE STEUBEN COUNTY PLANNING DIRECTOR TO SUBMIT AN APPLICATION FOR THE FEDERAL 5311 CONSOLIDATED GRANT FOR PUBLIC TRANSPORTATION MADE BY MR. HAURYSKI. SECONDED BY MR. MALTER. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Resolution Required.**

C. Buildings & Grounds

1. **Generator Contract Amendment** – Mr. Rose requested authorization to amend the contract with Emergency Power Systems to include the generator at the County Office Building on the maintenance schedule. The cost would increase an additional \$595.00 per year.

**MOTION: AUTHORIZING THE SUPERINTENDENT OF BUILDINGS & GROUNDS TO AMEND THE CONTRACT WITH EMERGENCY POWER SYSTEM TO INCLUDE BI-ANNUAL MAINTENANCE OF THE GENERATOR AT THE COUNTY OFFICE BUILDINGS FOR AN ADDITIONAL COST OF \$595.00 PER YEAR MADE BY MR. HAURYSKI. SECONDED BY MR. MALTER. ALL BEING IN FAVOR. MOTION CARRIES 3-0.**

2. **County Office Building HVAC Controls Upgrade** – Mr. Rose commented the HVAC control system in the County Office Building is 30 years old and is need of an upgrade. We've been in contact with two vendor who are on state contract. Both indicated that a retrofit kit will not fit into the current system. There are three major components in the air conditioning and heating component. We have \$312,000 in the HVAC Upgrade Project. He recommended going with Day Automation as they are very good to work with and have a good reputation. The cost will be an additional \$400,000 to replace the controls in all three components for the entire County Office Building.

Mr. Wheeler stated that we have been working on this for well over a year and this is a good recommendation. The other benefit is that we have the same specifications for the new building and there will be one system for the entire complex. He is requesting they transfer \$400,000 out of the Fund Balance. If you approve, this request will then go to Finance and the Full Legislature. Mr. Wheeler explained this work will be done on the second shift and weekends and because of that, we will be paying a premium.

Mr. Malter asked how much will the new system save on utilities? Mr. Rose stated that he does not have any solid numbers, but he would think we will realize some savings as the current system is not efficient.

**MOTION: AUTHORIZING THE TRANSFER OF \$400,000 FROM THE FUND BALANCE TO THE CAPITAL PROJECT ENTITLED COUNTY OFFICE BUILDING HVAC UPGRADE MADE BY MR. MALTER. SECONDED BY MR. HAURYSKI. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Resolution Required.**

3. **Second Floor Link Hydraulic Lift** – Mr. Rose requested authorization to bid the second floor link hydraulic lift in the Surrogate's/Clerk's building. We have \$20,000 budgeted for this project.

**MOTION: AUTHORIZING THE SUPERINTENDENT OF BUILDINGS & GROUNDS TO PUT OUT TO BID THE SECOND FLOOR LINK HYDRAULIC LIFT IN THE SURROGATE'S/CLERK'S BUILDING MADE BY MR. HAURYSKI. SECONDED BY MR. MALTER. ALL BEING IN FAVOR. MOTION CARRIES 3-0.**

D. County Manager

1. **AdHoc Office Space Committee** – Mr. Wheeler informed the committee that he is planning on holding an AdHoc Office Space Committee meeting on Tuesday, March 21<sup>st</sup> at 10:00 a.m. He held the prebid meeting for the new building project and bids are expected back March 9<sup>th</sup>. Hopefully we can have the Legislature award at the end of March. Labella and the Construction Manager, Werth, will be at the meeting on March 21<sup>st</sup>.

#### **IV. OUTSIDE AGENCIES**

##### **A. Cornell Cooperative Extension**

1. **Activity Update** – Ms. Podsiedlik presented a PowerPoint presentation outlining 2016 activities. During 2016 the agricultural staff focused on produce management. The hops discussion group was well attended, as was the Facebook discussion group. This group was started a couple of years ago from grant money and we will be submitting a new grant so we can continue this program. We continued with programs relative to local foods promotion. This provides awareness for the public and is mutually beneficial to the farmers. Using program grant funds we were able to establish three winter farmers markets within the County. Ms. Podsiedlik stated they have expanded the information in the printed farmers guide and it now includes more producers. We are also working with the Steuben County Conference & Visitors' Bureau about providing it online. We did hold a farm to restaurant event, which was intended to be a networking event, however, it was not well attended. Additionally, with regard to the meat locker program, participation has decreased and it will require consistent promotion.

Ms. Podsiedlik announced Farm-City Day will be held on September 23, 2017, at the Karr Dairy Farm in Hornell. In 2016, we held three farm city days at three different locations and those were very well attended with a total of 650 second graders plus chaperones. The HarvestNY regional team is comprised of seven specialists from Cornell who are focusing on big business expansion projects. There are currently eight farms in Steuben County that are taking advantage of this program. They will have access to a consultant, at no charge, however, they will not do the final architectural plans. She stated that they have had very good enrollment in 4-H with 431 youth enrolled in 20 clubs, and have seen an increase in afterschool programming at Addison, Campbell-Savona, Hornell and Canisteo-Greenwood. Our 4-H students placed first in Robotics and Public Presentations.

Ms. Podsiedlik announced the Southern Tier Outdoor Show will be held on October 14<sup>th</sup> and 15<sup>th</sup> at their new location at the Steuben County Fairgrounds. They are their own 501C-3 program, but we still assist with coordination. She reviewed a pie chart showing the breakdown of expenses during 2016. 80 – 85 percent of their total budget is exclusive to programs, with the bulk being staff salaries and administrative costs. Looking ahead to 2017, they will be applying for a USDA Farm to School Grant to fund farm to school activities; an FMPP Grant to fund regional local foods promotion and a Specialty Crop Block Grant to fund Hops education. They have hired a new temporary agricultural assistant for livestock and dairy and anticipate hiring a full time educator in the future. In 2017 they will start their strategic planning process, which will run concurrent with the State's strategic planning. This plan will look at the biggest needs and opportunities for farmers in Steuben County.

Ms. Podsiedlik announced that she will be on maternity leave during May and June, and expects to return in mid-July. In her absence, Stephanie Mehlenbacher will attend meetings.

#### **V. OTHER BUSINESS**

A. **Appointing Members to the Soil & Water Conservation District Board of Directors** – Ms. Lattimer stated they have received a letter from the Pomona Grange requesting that Melvin Hann be reappointed as their representative to the Soil & Water Conservation District Board of Directors.

**MOTON: RECOMMENDING THE APPOINTMENT OF MELVIN HANN AS POMONA GRANGE REPRESENTATIVE TO THE SOIL & WATER CONSERVATION DISTRICT BOARD OF DIRECTORS MADE BY MR. MALTER. SECONDED BY MR. HAURYSKI. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Resolution Required.**

**MOTION: TO ADJOURN MADE BY MR. HAURYSKI. SECONDED BY MR. MALTER. ALL BEING IN FAVOR. MOTION CARRIES 3-0.**

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

**\*\*NEXT MEETING SCHEDULED FOR\*\***

**Wednesday, April 5, 2017**

**9:00 a.m.**

**Please send your agenda items to the Clerk of the Legislature's Office**

**NO LATER THAN NOON**

**Wednesday, March 29, 2017.**