

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 9th and 10th. 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 Hammondsport 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 Eric Rose Andy Morse	Mitchell Alger Pat Donnelly	Amy Dlugos Jennifer Prossick
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 21st at 10:00 a.m. He held the prebid meeting for the new building project and bids are expected back March 9th. 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 21st.

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 14th and 15th 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.

STEBEN COUNTY AGRICULTURE, INDUSTRY & PLANNING COMMITTEE

Special Meeting

Monday, March 27, 2017

9:55 a.m.

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

****MINUTES****

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

STAFF: Jack K. Wheeler
Mitchell Alger
Jennifer Prossick

LEGISLATORS: Eric T. Booth
Hilda T. Lando
Gary D. Swackhamer
Carol A. Ferratella
Steven Maio
Kelly H. Fitzpatrick
Aaron Mullen

ABSENT: K. Michael Hanna, Vice Chair

I. CALL TO ORDER

Ms. Lattimer called the meeting to order at 9:55 a.m.

II. GENERAL BUSINESS

A. **Appointing Members to Soil & Water Conservation District Board of Directors** – Ms. Lattimer stated earlier this month we recommended the appointment of Melvin Hann as the Pomona Grange representative. We also received a request to reappoint David Stull as the At-Large representative.

MOTION: RECOMMENDING THE REAPPOINTMENT OF DAVID STULL AS THE AT-LARGE REPRESENTATIVE TO THE STEUBEN COUNTY SOIL & WATER CONSERVATION DISTRICT BOARD OF DIRECTORS FOR A THREE-YEAR TERM MADE BY MR. FARRAND. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

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

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

STEBEN COUNTY AGRICULTURE, INDUSTRY & PLANNING COMMITTEE

Wednesday, April 5, 2017

10:00 a.m.

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

****MINUTES****

COMMITTEE:	Robin K. Lattimer, Chair John V. Malter	K. Michael Hanna, Vice Chair Robert V. Nichols	Dan C. Farrand
STAFF:	Jack K. Wheeler Eric Rose	Mitchell Alger Jennifer Prossick	Amy Dlugos
LEGISLATORS:	Joseph J. Hauryski Steven Maio	Carol A. Ferratella	Hilda T. Lando
OTHERS:	Larkin Podsiedlik, Cornell Cooperative Extension James Johnson, Steuben County Industrial Development Agency Jill Staats, Steuben County Industrial Development Agency Mary Perham Jeff Smith, <i>The Leader</i> Tom Ryan		

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE MARCH 1, 2017, AND MARCH 27, 2017, MEETINGS MADE BY MR. MALTER. SECONDED BY MR. FARRAND. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. NICHOLS ABSENT FOR VOTE)

III. DEPARTMENTAL REQUESTS

A. Planning

1. **Accepting the Environmental Assessment for Woodlands Community, Inc.** – Mrs. Dlugos requested authorization to accept the environmental assessment for the Woodlands Community, Inc. water and sewer improvement project. She commented there were no significant findings.

MOTION: ACCEPTING THE ENVIRONMENTAL ASSESSMENT FOR THE WOODLANDS COMMUNITY, INC. WATER AND SEWER IMPROVEMENT PROJECT MADE BY MR. FARRAND. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

2. **Approving the Addition of Agricultural Lands to Certified Agricultural Districts** – Mrs. Dlugos informed the committee that they have 33 parcels representing 2,500 acres to add to various agricultural districts throughout the County.

MOTION: APPROVING THE ADDITION OF AGRICULTURAL LANDS TO CERTIFIED AGRICULTURAL DISTRICTS MADE BY MR. FARRAND. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

3. **Wind Projects** – Ms. Lattimer asked for an update on the Eight Point Wind Project? Mrs. Dlugos stated she met with representatives a few weeks ago. They are in the process of getting a feel for the area, the demographics, etc. This project will be in the Towns of West Union, Greenwood, and Troupsburg.

IV. OUTSIDE AGENCIES

A. Steuben County Industrial Development Agency

1. **Activity Update**

- *Wind Projects* - Mr. Johnson stated that they have also been talking with representatives from the Eight Point Wind project. He stated he will be attending the Greenwood town board meeting in May and also the Troupsburg town board meeting to discuss the PILOT program. At this point, no applications have been received.

The Baron Project in Wayland and Cohocton is moving along. The Canisteo wind project is the furthest behind as they are working through issues relative to infrastructure needs in the community. We are dealing with the need to build transmission lines through a community that does not have the wind turbines. We are working with the community to see how the PILOT structure could benefit them from the transmission lines. Typically, we have never had to deal with that. Additionally, we need to see how the Article 10 requirements will marry up with SEQR. The question is can we just adopt Article 10? We need to look at the legality of having a separate PILOT from the wind PILOT which will just cover the transmission line. That will be calculated differently.

- *Advance Transit Manufacturing* – Mr. Johnson stated that Advance Transit Manufacturing was recently bought out by the PKC Group. He recently met with the new owner. This is a global company that makes wiring harnesses. We are very excited about this opportunity. This begins to justify all of the work we have done with the Hornell Industrial Development Agency on the transit component. There is opportunity to grow in the Hornell market.
- *PARIS Report* - Mr. Johnson stated they submitted their PARIS Report, which is the annual reporting requirement for the State. This shows the jobs created and the benefits realized. We also gather additional information including payroll. He will present the findings to the committee in June.
- *Corning Hospital* – Mr. Johnson stated work on the gas line should start soon and then the tower can come down. Work is currently on schedule for the nursing school.
- *Corning Hotel Project* – Mr. Johnson stated construction is going, although slow. The site management plan requires Department of Health (DOH) comments and those were just received this week, and now they are able to move forward.
- *Phillips* – Mr. Johnson stated we have been talking with the Department of Environmental Conservation (DEC), and they feel that Phillips is not committed, or engaged, in moving this forward in a timely manner. They are in the process of cleaning up flashbulb waste that was recently uncovered. There is an access issue with installing test wells. They continue to put pressure on Phillips and we are talking with staff at Congressman Reed’s office to try to encourage them to move forward.
- *Family Life Network* – Mr. Johnson stated they will be attending the Erwin Town Planning Board meeting in early June to get site plan approval. Family Life Network has indicated that they will do the project in phases.

- *Village of Hammondsport Waste Water Project* – Mr. Johnson stated the Village did a waste water engineering study and did testing in March. The report will be sent to the State for review. The Village would like to install waste water infrastructure in the downtown area and it would only serve the downtown area. This is a \$1.2 million project.
- *New Projects* – Mr. Johnson informed the committee that they have had a number of new leads regarding potential projects that are actively looking at locations in Erwin, Painted Post, Bath and Wayland. There have been actual site visits.
- *Kraft* – Mr. Johnson informed the committee that they continue to be actively engaged with Kraft and are working with the State.
- *Website* – Mr. Johnson announced they received a grant from NYSEG to upgrade their website and communications tools. With the new upgrades, it will allow us to gain a better understanding of who is looking at our website

V. OTHER BUSINESS

A. *Yearling Buck Protection Initiative* – Mr. Ryan stated that he is here today representing the Steuben County Federation of Sportsmen. A bill was introduced by Senator O’Mara and Assemblyman Woerner proposing mandatory antler restrictions. This did not go through the Fish & Wildlife Board and the Farm Bureau is against it as well. Additionally, the Department of Environmental Conservation (DEC) was not aware of this bill. He stated he is here today to ask for support to oppose this proposal.

Mr. Ryan stated he believes there will be bad consequences if this is passed. Our area is a destination for deer hunters and this could be an economic issue. The DEC uses facts and science to develop their management plans. Mr. Malter asked will this affect nuisance permits? Mr. Ryan replied no.

Mr. Wheeler stated if you do a memorializing resolution, it will be three weeks before it will be done. This committee could recommend the Chairman of the Legislature draft a letter and we can email and/or fax it within the next couple of days.

MOTION: RECOMMENDING THE CHAIRMAN OF THE LEGISLATURE WRITE A LETTER OPPOSING THE PROPOSED YEARLING BUCK PROTECTION INITIATIVE MADE BY MR. MALTER. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

B. *Oak Wilt* – Ms. Lattimer stated the Legislature should have received an email from Legislator Mullen regarding an Oak Wilt quarantine. Canandaigua is the closest area to us.

C. *Buildings & Grounds Recognition* – Ms. Lattimer stated that she would like to compliment Mr. Rose and his staff for the great job they are doing keeping things looking great at our buildings.

D. *Committee Goals* – Ms. Lattimer commented that the priority for this committee is the construction of the New County Office Building and Records Storage Facility. We also are developing the Hornell DMV building and working on doing something with the Hornell Courthouse.

E. *New Building Update* – Mr. Wheeler stated at last month’s Legislative Meeting, the board took action to add a third floor shell to the new building, if it falls within our budget. We had a meeting with all of the primary contractors and it is anticipated that it will not result in a substantial change to the contracts for Plumbing, HVAC and Electrical. The real cost will be with the general contractor with regard to steel and concrete. LaBella and Werth have put together a narrow scope for the addition. Mr. Wheeler stated for next week, we are expecting to get the estimated pricing. At that point, we will know if the addition will be within budget. Everything is moving along well. He stated the houses are already down.

He stated that he will advise the committee of the final number and if there are any concerns, he will report back.

F. *Cornell Cooperative Extension* – Ms. Podsiedlik stated that June 2nd they will be holding their fundraiser, which will be a backyard barbeque along with a pie eating contest at Heritage Village.

G. *Steuben County Conference & Visitors' Bureau* – Mrs. Lando announced that they have hired a new director, Kevin Costello, who will be starting April 10th. Also, we have the potential for big publicity as the Travels with Darley PBS show will be filming in our area in July or September. Mrs. Dlugos stated this will be a half-hour program on PBS. We will get to keep the video and this will be good exposure for our area. Mrs. Lando stated they will be calling the show “Age of Innovation”. She stated the representatives from the Conference & Visitors' Bureau also went to the Philadelphia Flower Show and are partnering with Corning Museum of Glass.

MOTION: TO ADJOURN MADE BY MR. FARRAND. 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**
Wednesday, May 3, 2017
10:00 a.m.**

**Please send your agenda items to the Clerk of the Legislature's Office
NO LATER THAN NOON
Wednesday, April 26, 2017.**

STEBEN COUNTY AGRICULTURE, INDUSTRY & PLANNING COMMITTEE

Wednesday, May 3, 2017

10:00 a.m.

Legislative Committee Room
Steuben County Office Building
Bath, New York

****MINUTES****

COMMITTEE:	Robin K. Lattimer, Chair John V. Malter	K. Michael Hanna, Vice Chair Robert V. Nichols	Dan C. Farrand
STAFF:	Jack Wheeler Amy Dlugos	Jennifer Prossick Eric Rose	Jim Allard
LEGISLATORS:	Carol A. Ferratella	Kelly H. Fitzpatrick	Steven P. Maio
OTHERS:	Mary Perham Donald B. Creath		

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE APRIL 5, 2017, MEETING MADE BY MR. FARRAND. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENTAL REQUESTS

A. Planning

1. **Declaring Lead Agency Status and Issue Negative Declaration for Woodlands Project** – Mrs. Dlugos requested authorization to issue a Negative Declaration with regard to SEQR for the Woodlands Project and declaring Steuben County as the lead agency.

MOTION: DECLARING STEUBEN COUNTY THE LEAD AGENCY AND ISSUING A NEGATIVE DECLARATION FOR SEQR PURPOSES FOR THE WOODLANDS WATER/SEWER IMPROVEMENT PROJECT MADE BY MR. NICHOLS. SECONDED BY MR. FARRAND. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

2. **Contract Approval – Woodlands Community, Inc.** – Mrs. Dlugos requested authorization to enter into a contract with The Woodlands Community, Inc. for the purpose of administering CDBG grant funds for the water/sewer improvement project.

MOTION: AUTHORIZING THE PLANNING DIRECTOR TO ENTER INTO A CONTRACT WITH THE WOODLANDS COMMUNITY, INC. FOR THE PURPOSE OF ADMINISTERING CDBG GRANT FUNDS FOR THE WATER/SEWER IMPROVEMENT PROJECT MADE BY MR. FARRAND. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

3. **Contract Extension – Mobility Management Services** – Mrs. Dlugos requested authorization to extend the contract with the Institute for Human Services for Mobility Management Services. The extension will

be one year. Mr. Nichols asked what do they do? Mrs. Dlugos replied they do trip planning, coordination of various services and the 2-1-1 Helpline.

MOTION: AUTHORIZING THE PLANNING DIRECTOR TO EXTEND THE CONTRACT WITH THE INSTITUTE FOR HUMAN SERVICES FOR MOBILITY MANAGEMENT SERVICES FOR ONE YEAR MADE BY MR. MALTER. SECONDED BY MR. FARRAND. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Mrs. Dlugos commented they will be putting in another application for funding for the next two years of the Mobility Management Program.

C. County Manager

1. **Card Access System** – Mr. Wheeler informed the committee that they have been investigating options for a couple of years. The Jail has been operating on the Windows XP system. We were hoping to get to the end of this year and be able to budget for the Jail card system replacement next year. With the pricing we received, we have an opportunity to do more with a little from the Fund Balance. If we purchase the system now, our larger buildings would be on the same system through Day Automation. They are the experts in this field. We are looking to replace the card access systems at the County Office Building, 911, Civil Defense, Public Safety Building, and the Jail.

Mr. Wheeler stated they budgeted \$225,000 in a capital project for the County Office Building, 911 and Civil Defense buildings. They budgeted \$25,000 for the Jail and the Department of Social Services has included \$75,000 in reimbursement toward the replacement in the County Office Building. That leaves us with a difference of \$125,000 which we would propose taking from the Unrestricted Fund Balance. Mr. Wheeler stated the total cost of the project is \$447,000. He thinks the pricing is good and we have looked at a few different products.

MOTION: AWARDING THE CARD ACCESS SYSTEM REPLACEMENT PROJECT FOR THE COUNTY OFFICE BUILDING, 911, CIVIL DEFENSE, AND JAIL, VIA STATE CONTRACT, TO DAY AUTOMATION FOR A TOTAL COST OF \$447,000 AND AUTHORIZING THE TRANSFER OF \$125,000 FROM THE UNRESTRICTED FUND BALANCE FOR THIS PURPOSE MADE BY MR. MALTER FOR DISCUSSION.

Mr. Hanna asked how long will the system last? Mr. Wheeler replied the current system is about 20 years old. The new system will be more software dependent. Mr. Rose explained the platform of the new system is very advanced. There will be no software maintenance fee charged. The one-year warranty does not start until everyone is completely satisfied with the system. There will be an \$18,000 annual maintenance fee after the initial one-year warranty period. This system is much more hands on and the vendor is great to work with. Mr. Rose commented that 95 percent of all of the buildings will be done within four weeks. This system will also interface with the Sheriff's Black Creek System. Sheriff Allard commented at the Jail we use a proximity system which reads and records. Without a viable system, our liability is huge. Discussion followed.

VOTE ON PREVIOUS MOTION: ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

2. **Access Lift** – Mr. Rose stated they put out a bid for the access lift between the County Office Building and Courthouse. They received four responses back. The low bidder, Access Elevator & Lifts came in at \$14,9450; however, they have been deemed unresponsive as they did not meet bid specifications. Mr. Rose recommended awarding to the second lowest bidder, Kolt Access and Lifts for \$18,750. We do have money available in the capital project.

MOTION: DECLARING ACCESS ELEVATOR & LIFTS A NON-RESPONSIVE BIDDER AND AWARDING THE BID FOR THE HYDRAULIC VERTICAL PLATFORM LIFT TO THE SECOND LOWEST BIDDER, KOLT ACCESS AND LIFTS FOR \$18,750.00 MADE BY MR. FARRAND. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: TO ADJOURN MADE BY MR. FARRAND. SECONDED BY MR. MALTER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

****NEXT MEETING SCHEDULED FOR**
Wednesday, June 7, 2017
10:00 a.m.**

**Please send your agenda items to the Clerk of the Legislature's Office
NO LATER THAN NOON
Wednesday, May 31, 2017.**

STEBEN COUNTY AGRICULTURE, INDUSTRY & PLANNING COMMITTEE

Wednesday, June 7, 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 Mitchell Alger Amy Dlugos
 Eric Rose

LEGISLATORS: Carol A. Ferratella Kelly H. Fitzpatrick Hilda T. Lando
 Steven P. Maio

OTHERS: Jeff Parker, Steuben County Soil & Water Conservation District
 Connie Sullivan-Blum, ARTS of the Southern Finger Lakes
 Robert Shirley, Cornell Cooperative Extension
 Jeff Smith, *The Leader*

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE MAY 3, 2017, MEETING MADE BY MR. FARRAND. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENTAL REQUESTS

A. Buildings & Grounds

1. **RFP – Courthouse Pillar Repairs** – Mr. Rose requested authorization to solicit requests for proposals for the Bath Courthouse pillar repairs. This work will entail putting in a new foundation and replacing the base of each pillar. We have money available in a capital project.

MOTION: AUTHORIZING THE SUPERINTENDENT OF BUILDINGS & GROUNDS, IN CONJUNCTION WITH THE PURCHASING DIRECTOR, TO SOLICIT REQUESTS FOR PROPOSALS FOR THE BATH COURTHOUSE PILLAR REPAIRS MADE BY MR. MALTER. SECONDED BY MR. FARRAND. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Hornell DMV Renovations** – Mr. Rose stated they have a capital project with \$40,000 to purchase new and more up-to-date furniture for the new DMV location in Hornell. We have received three quotes for custom workstations. The low quote was from Beaver Creek Industries for \$16,709.03. He commented the State will have to give their final approval, but have given us conditional approval to purchase these workstations.

Mrs. Ferratella asked what is the timeframe for completion of this project? Mr. Wheeler replied we are looking at moving into the new location late summer or early fall.

MOTION: AUTHORIZING THE SUPERINTENDENT OF BUILDINGS & GROUNDS TO PURCHASE CUSTOM WORKSTATIONS FOR THE NEW HORNELL DMV LOCATION FROM BEAVER CREEK INDUSTRIES FOR A TOTAL COST OF \$16,709.03 MADE BY MR. FARRAND. SECONDED BY MR. MALTER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

B. Planning

1. **Accepting and Appropriating Woodlands CDBG Grant** – Mrs. Dlugos commented that we never officially accepted and appropriated the \$750,000 Woodlands CDBG Grant.

MOTION: ACCEPTING AND APPROPRIATING THE WOODLANDS CDBG GRANT IN THE AMOUNT OF \$750,000 MADE BY MR. NICHOLS. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

Mrs. Dlugos commented with regard to the Woodlands Project, the plan is being reviewed and then will be sent to the Department of Health and Department of Environmental Conservation for final approval. We hope to have that approval sometime in July.

2. **CDBG Well and Septic Replacement Grant** – Mrs. Dlugos commented this grant is budgeted as a line item contract in the budget. This year we received \$85,000 which is less than previous years. The Finance Office has suggested that we adjust the line item to reflect the actual award for both the revenue and expenditures.

MOTION: APPROVING AN ADJUSTMENT TO THE BUDGET LINE ITEM FOR THE CDBG WELL AND SEPTIC REPLACEMENT PROGRAM GRANT TO \$85,000, WHICH REFLECTS THE ACTUAL 2017 AWARD MADE BY MR. FARRAND. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

C. County Manager

1. **Economic Development Fund Transfer** – Mr. Wheeler informed the committee that he was approached by the Elmira/Corning Regional Airport about a potential flight that they have the option of trying to add. This would be a United flight to Newark, New Jersey. They have discussed this potential with Corning, Inc. and other businesses, and this will make international travel a little easier. Mr. Wheeler stated grant funding is available for the airport to apply for and would require a \$200,000 local match. Chemung County and area business partners will be taking the lead on this. The airport is requesting \$10,000 from Steuben County. The Steuben County Industrial Development Agency has committed \$5,000 and that would leave the County's portion at \$5,000. This Newark flight is promising and would have the potential to be sustainable. They would offer a few flights a week. This will benefit business and residents in our region. He suggested expending \$5,000 from the Economic Development Fund for this purpose.

Mr. Nichols asked did the airport also receive a grant for upgrades? Mr. Wheeler replied yes, they received a \$40 million grant for updating the terminal and modernizing the airport. Mr. Maio asked what is the length of the grant? Mr. Wheeler replied he believes this is a three-year grant.

MOTION: AUTHORIZING THE FUNDING OF \$5,000 FROM THE ECONOMIC DEVELOPMENT FUND FOR THE ELMIRA/CORNING REGIONAL AIRPORT, REPRESENTING A PORTION OF THE REQUIRED LOCAL MATCH MADE BY MR. FARRAND. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

IV. **OUTSIDE AGENCIES**

1. Steuben County Soil & Water Conservation District

1. **Activities Update** – Mr. Parker distributed copies of his activity report. He commented that from the County's annual appropriation, \$75,000 is used for the Streambank Program and \$155,676 is used toward

general operations. This year he will not be asking for an increase, but would request that the current funding be maintained. The Governor's Office has been very supportive of the Soil & Water Conservation Districts statewide. We received a sizeable increase this last budget cycle of \$95,000. Our Annual budget is over \$600,000 and we apply for a number of grants.

Mr. Parker commented with regard to the Federal budget, it is possible that we may lose funding. We currently contract with the NRCS and they pay \$50,000 toward an employee who does a lot of the EQIP work for them. We also contract with the Upper Susquehanna Coalition to fund another employee. He really is not sure what will happen with the new administration. Discussion followed.

2. Arts of the Southern Finger Lakes

1. **2018 Budget Presentation** - Ms. Sullivan-Blum presented a PowerPoint presentation to the committee outlining 2017 activities and proposed 2018 activities. Last year the County appropriated \$35,700 and we have been able to use that funding to provide various programming. For 2018, everything looks stable at this point. The Federal budget is in flux and we have just launched an endowment campaign to secure funding that will keep some of our programs going if there is a reduction in Federal funding. Discussion followed.

3. Cornell Cooperative Extension

1. **Fundraiser** – Mrs. Lando stated that she would like to commend Cornell Cooperative Extension on their BBQ Fundraiser last week. It was very successful and was a great event.

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, July 12, 2017**PLEASE NOTE CHANGE**
10:00 a.m.**

**Please send your agenda items to the Clerk of the Legislature's Office
NO LATER THAN NOON
Wednesday, June 28, 2017.**

STEBEN COUNTY AGRICULTURE, INDUSTRY AND PLANNING COMMITTEE

Wednesday, July 12, 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 Mitchell Alger Amy Dlugos
 Eric Rose Jennifer Prossick

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

OTHERS: Larkin Podsiedlik, Cornell Cooperative Extension
 James Johnson, Steuben County Industrial Development Agency
 Jill Staats, Steuben County Industrial Development Agency
 Cindy Kimble, Finger Lakes Tourism Alliance
 Laury Poland, Finger Lakes Wine Country
 Jeff Smith, *The Leader*
 Mary Perham

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

MOTION: ADOPTING THE MINUTES OF THE JUNE 7, 2017, MEETING MADE BY MR. FARRAND. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENTAL REQUESTS

A. Buildings & Grounds

1. **Authorization to Bid Elevator Repairs and Maintenance** – Mr. Rose requested authorization to bid elevator repairs and maintenance for the County Office Building. We have to go through a mini bid process through the NYS Office of General Services. He commented that we are looking at updating the mechanics which includes the modification of the cars and maintenance. Mr. Farrand asked what is the cost for maintenance now? Mr. Rose replied \$17,000.

MOTION: AUTHORIZING THE SUPERINTENDENT OF BUILDINGS & GROUNDS, IN CONJUNCTION WITH THE PURCHASING DIRECTOR, TO SOLICIT BIDS FOR ELEVATOR REPAIRS AND MAINTENANCE MADE BY MR. FARRAND. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

B. Planning

1. **Request for Public Hearing** – Mrs. Dlugos requested authorization to hold a public hearing relative to the submission of Community Development Block Grant applications for the 2017 program year.

MOTION: AUTHORIZING A PUBLIC HEARING RELATIVE TO THE SUBMISSION OF COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATIONS FOR THE 2017 PROGRAM YEAR MADE BY MR. NICHOLS. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

IV. OUTSIDE AGENCIES

A. Steuben County Industrial Development Agency

1. **Activities Update** –

a. *Kraft* – Mr. Johnson informed the committee that Kraft and Upstate began negotiations earlier this year. They are working through the transition phase and will be operating as Upstate Niagara by the beginning of August. The intent is to grow the facility. They will start with 150 employees producing fluid products and cultured products. We are very lucky to have them as a business in our community. Mr. Nichols commented for the dairy industry, the more plants you have in the Northeast, the better you are.

b. *Phillips* – Mr. Johnson stated there have been high level conversations with real estate agents and we can expect to see the building on the market in September. The building is in good shape and will be priced competitively.

c. *Denison Parkway Nursing School* – Mr. Johnson commented this new facility looks very impressive. The ribbon cutting ceremony is scheduled for August. This will be a multi-use building that they want the community to be able to use.

d. *Old Corning Hospital* – Mr. Johnson announced the smokestack on the old Corning Hospital will be coming down by the end of August. At the end of this year, the site will be turned over to Redmond Development.

e. *Website Development* – Mr. Johnson stated he would like to thank the Planning Department for sharing their ESRY data. This has been a great resource for us and we have utilized the information for demographics on our website.

f. *Workforce Development* – Mr. Johnson stated they have brought in consultants and proposals are coming in.

g. *Consolidated Funding Applications* – Mr. Johnson stated applications are due by 4pm on July 28, 2017. Family Life Ministries in the Town of Erwin is applying as is another small manufacturing company that is looking to expand in the Painted Post area.

h. *Gunlocke* - Mr. Johnson informed the committee that they have been working with Gunlocke to help with recruitment strategies. They are currently using an agency that is Rochester-based. Dan Porter from CSS Workforce Development is also working with them.

B. Finger Lakes Tourism Alliance

1. **2018 Budget Presentation** – Ms. Kimble provided her activity update along with her 2018 request for funding. She stated that fingerlakes.org is the second best performing website in the region and the only website doing better is I Love NY. On June 20, 2017, they launched their new website. We produced 150,000 travel guides which include a new feature for weddings and transportation. We also have updated the regional map. She stated the Finger Lakes Tourism Alliance will be celebrating 100 years on May 4, 2019 in Auburn, NY. Ms. Kimble requested \$18,500 for the 2018 budget.

C. Finger Lakes Wine Country

1. **2018 Budget Presentation** – Ms. Poland provided her activity update along with her 2018 request for funding. She reminded the committee that her organization focuses on Steuben, Schuyler, Chemung, Yates and now Tioga. Tourism and economic development go hand-in-hand and our website has seen over 150,000 site visits through the end of May. We have printed 150,000 magazines. One of the highlights is that the producers of Travels by Darly will be here for 12 days and will be airing multiple shows on PBS showcasing our region. Ms. Poland requested \$105,000, which remains flat from last year. She stated that Corning Enterprises matches dollar for dollar all County funds that we receive, up to \$300,000.

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

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

****NEXT MEETING SCHEDULED FOR**
Wednesday, August 2, 2017
10:00 a.m.**

**Please send your agenda items to the Clerk of the Legislature's Office
NO LATER THAN NOON
Wednesday, July 26, 2017**

STEBEN COUNTY AGRICULTURE, INDUSTRY AND PLANNING COMMITTEE

Wednesday, August 2, 2017

10:00 a.m.

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

****MINUTES****

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

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

LEGISLATORS: Joseph J. Hauryski Kelly H. Fitzpatrick Hilda T. Lando
Steven P. Maio

ABSENT: K. Michael Hanna, Vice Chair

OTHERS: Kevin Costello, Executive Director, Steuben County Conference & Visitors' Bureau
Larkin Podsiedlik, Executive Director, Steuben County Cooperative Extension
Stephanie Mehlenbacher, Horticulture Community Educator, Cooperative Extension
Pauline Emery, Director, Southeast Steuben County Library
Tom Simms, President, Board of Trustees, Dormann Library
Cheryl Stephenson, Board of Trustees, Dormann Library
Phil Trautman, Director, Cohocton Public Library
Heidi Robinson, Director, Wimodaughasian Free Library
Candy Wilson, Director, Savona Free Library
Justin Zeh, Director, Avoca Free Library
Barbara Radigan, Director, Pulteney Free Library
Jen Farr, Director, Wayland Free Library
Lorraine Nelson, Director, Howard Public Library
Marsha Watson, Director, Hammondsport Public Library
Mary Perham

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

MOTION: ADOPTING THE MINUTES OF THE JULY 12, 2017, MEETING MADE BY MR. MALTER. SECONDED BY MR. FARRAND. ALL BEING IN FAVOR. MOTION CARRIES 3-0. (MR. NICHOLS ABSENT FOR VOTE)

III. OUTSIDE AGENCIES

A. Southern Tier Library System

1. **2018 Budget Presentation** – Pauline Emery stated she is here today on behalf of Brian Hildreth to provide their 2018 budget presentation. The funding you have given to the libraries has such an impact in the

communities we serve. She stated that she has brought members from libraries throughout the County to provide their thoughts.

Tom Simms, President, Board of Trustees, Dormann Library introduced Cheryl Stephenson who is also a member of the Board of Trustees. Mr. Simms and Ms. Stephenson both thanked the County for their support.

Phil Trautman, Director, Cohocton Public Library, thanked the Legislators for their support. With your support, we are able to help three people for every one person who lives in Cohocton. Our average attendance is 4,500 per year. We offered 370 programs during 2015 and about 360 programs during 2016.

Heidi Robinson, Director, Wimodaughasian Free Library, stated with the County's funding, we have placed an emphasis on our community. We are hosting business meetings and helping people help themselves.

Candy Wilson, Director, Savona Free Library, thanked the Legislators for their support and hopes they always will continue to support the libraries. One of our most popular programs has been Minecraft, which is for both adults and children.

Justin Zeh, Director, Avoca Free Library, stated they are able to provide after-school enrichment programs. Last year they had 1,314 children that attended the after-school program. We also hold a summer recreational program at the school. Additionally, we have been focusing on unemployment and helping adults to prepare for interviews and generate resumes.

Barbara Radigan, Director, Pulteney Free Library, stated the Pulteney Library is 136 years old and your funding enables us to continue operating. We do so much more than just books. Thank you for your support.

Jen Farr, Director, Wayland Free Library, thanked the Legislators for their support and continued support. Your funding has allowed us to do great programs. Recently we brought in a Kangaroo, and we had 200 people attend. Our library also provides technology support for seniors and all ages.

Lorraine Nelson, Director, Howard Public Library, stated we have a small library which is 15 miles from Bath and Hornell. We serve an area of 60 square miles and a population of 1,430. Additionally we also serve a large population of home schoolers, and that number is increasing.

Marsha Watson, Director, Hammondsport Public Library, stated we have 700 residents, but we serve the entire Keuka Lake tourist area.

Ms. Lattimer stated she has reviewed the presentation materials and there is an increase in the amount requested; the amount of 2018 being \$123,829. What is the increase targeted for? Ms. Emery replied we have requested an increase due to technology and the increase cost of internet communications. A lot of the libraries will be connected to dark fiber and that is an advancement in our communities. Mr. Wheeler commented the library system has partnered with the Southern Tier Network.

Mr. Farrand commented that he supports the libraries and would support an allocation of \$100,000, but he will not support the requested increase. Mr. Malter asked is the proposed allocation based on percentages from 2017? Ms. Emery replied yes.

IV. DEPARTMENTAL REQUESTS

A. Buildings & Grounds

1. **Contract Renewal** – Mr. Rose requested authorization to renew the contract with Hunt Engineers to provide design and engineering services. Specifically, they are providing design and engineering services for the pillar repairs on the Bath Courthouse. Mr. Wheeler commented the contract would be under the same terms and conditions. This can also be used for other engineering services in the County.

MOTION: AUTHORIZING THE SUPERINTENDENT OF BUILDINGS AND GROUNDS TO RENEW THE CONTRACT WITH HUNT ENGINEERS FOR DESIGN AND ENGINEERING SERVICES UNDER THE SAME TERMS AND CONDITIONS MADE BY MR. NICHOLS. SECONDED BY MR. FARRAND. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **Bid Award – Bath Courthouse Pillars** – Mr. Rose informed the committee that they received two bids; one from Elmira Structures for \$160,000 and the second from Streeter for \$204,000. He recommended awarding to the low bidder, Elmira Structures.

MOTION: AWARDING THE BID FOR THE BATH COURTHOUSE PILLARS TO THE LOW BIDDER, ELMIRA STRUCTURES, FOR \$160,000 MADE BY MR. FARRAND. SECONDED BY MR. MALTER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

3. **Veterans’ Service Agency** – Mr. Farrand stated that he would like to commend Mr. Rose’s staff as they are doing a really good job at the Veterans’ office.

B. Planning

1. **Commencing the Review for Agricultural District No. 10** – Mrs. Dlugos requested authorization to commence the review on Agriculture District No. 10. This covers the southwest corner of the County.

MOTION: COMMENCING THE REVIEW FOR AGRICULTURAL DISTRICT NO. 10 MADE BY MR. NICHOLS. SECONDED BY MR. FARRAND. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

2. **Authorizing Submission of Application for Community Development Block Grant Funds** – Mrs. Dlugos requested authorization to submit an application to the New York State Homes and Community Renewal for a Community Development Block Grant for the well and septic program.

MOTION: AUTHORIZING THE PLANNING DIRECTOR TO SUBMIT AN APPLICATION TO THE NEW YORK STATE HOMES AND COMMUNITY RENEWAL FOR A COMMUNITY DEVELOPMENT BLOCK GRANT FOR THE WELL AND SEPTIC PROGRAM MADE BY MR. FARRAND. SECONDED BY MR. MALTER. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

3. **Approval of Additional Contracts for NYS Snowmobile Trail Maintenance Grant** – Mrs. Dlugos requested authorization to contract with Ten Towns Snowmobile Club and the Southern Tier Snow Riders for the NYS Snowmobile Trail Maintenance Grant. Mr. Farrand asked what is the amount of the contracts? Mrs. Dlugos replied that is based on mileage and the amount of maintenance the clubs do during the winter.

MOTION: AUTHORIZING THE PLANNING DIRECTOR TO ADD CONTRACTS WITH THE TEN TOWNS SNOWMOBILE CLUB AND THE SOUTHERN TIER SNOW RIDERS FOR THE NYS SNOWMOBILE TRAIL MAINTENANCE GRANT MADE BY MR. MALTER. SECONDED BY MR. FARRAND. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

4. **Agricultural Protection Plan** – Mr. Hauryski asked Mrs. Dlugos if there is any information on the status of the Agricultural Protection Plan? Mrs. Dlugos replied this morning she received an email about the timeline for the Farmland Protection Grant. They did have a lead on a potential slaughterhouse partner. She will get the details from the Steuben County Industrial Development Agency. With regard to a food hub, we did not have a partnering agency and they lost interest. Mr. Hauryski commented we have some work to do.

V. **OUTSIDE AGENCIES (Cont.)**

A. **Cornell Cooperative Extension**

1. **2018 Budget Presentation** – Ms. Podsiedlik provided her 2018 budget presentation. With respect to activities, they will be holding the 2017 Farm-City Day at Karr Farms just outside of Hornell. They also held farm visits and producer meetings and started a Farmer University, which discusses the legal and financial aspects of farming. The Southern Tier Outdoor Show has outgrown its space at Wilkins and will be moving to the Steuben County Fairgrounds. This show will be held on October 14th and 15th and we plan to have 140 vendors. Another program initiative was the Going Solar Steuben. This was an educational program for residential solar. We had 95 leads and so far, 19.08 kW of capacity have been installed. Ms. Podsiedlik stated that with regard to the budget, in 2016 they requested an allocation of \$375,000. Most of that goes toward program staff salaries. Approximately 77 percent is program cost and 23 percent is administration. We were able to reach 23,000 people.

Mr. Farrand asked what types of farm consulting do you provide? Ms. Mehlenbacher replied when we are discussing economic viability, we tend to talk with a lot of dairy farms. There are a lot of labor questions due to the increase in minimum wage. Many farms are moving to robots. Mr. Farrand commented there are a number of small dairy farms that have gone out of business. Ms. Mehlenbacher commented the market is not there anymore. Ms. Podsiedlik commented some farms are looking to diversify and are going into agritourism. Mr. Farrand asked have you seen an increase in hops and barley farms? Ms. Mehlenbacher replied yes. Mr. Nichols commented the large farms will go to robots because of the higher minimum wage. Technology will replace people.

Mr. Hauryski stated that he would like to commend Ms. Podsiedlik and her staff as he has been seeing something every week about Cooperative Extension. He stated that was something he had been critical of when he first came on the Legislature. He is very pleased to see this and the money is now being well spent. Mr. Nichols commented he will always support Cooperative Extension because they teach people how to better themselves.

Ms. Podsiedlik stated for 2018 she is asking for an increase from \$375,000 to \$382,000. There are three reasons for this. First, we would like to hire a new agriculture educator. Second, with Farm-City Day, it is a Farmland Protection Board activity, however, we have coordinated that event at a deficit of \$4,000 per year over the last couple of years. Lastly, she is asking for a one-time funding request for their Centennial activities as they will be celebrating their Centennial in 2018. The \$7,000 total increase breaks down to \$5,000 for an agricultural educator, \$1,000 for Farm-City Day and \$1,000 for Centennial activities.

Mr. Malter stated with regard to the residential solar program, have any projects been completed and, if so, have there been issues with property assessments? Ms. Podsiedlik replied she can get that information together. Mr. Malter stated he would be interested to see what the assessors are doing. In all of the challenges in small claims court, the landowner has won, as it has been viewed as equipment. He stated that he has been researching this. Mr. Wheeler commented the straightest line would be for the State to open up the Part A exemption. Back in early 2000, we opted out of that exemption. If we opt in, there were questions about whether we could set a limit between residential and commercial. Each taxing jurisdiction would have to opt in. Mr. Malter stated his problem is that it is equipment, and that is how he treats it as an accountant. The State is promoting clean energy, yet people are getting taxed. Discussion followed.

B. **Steuben County Conference and Visitors' Bureau**

1. **2018 Budget Presentation** – Mr. Costello stated he started as Executive Director in April 2017 and provided some background information. He briefly outlined the numerous activities that they were involved in during the past year. For 2018, they will be looking to redesign their tourism website. We have seen slow or no growth in occupancy over the past five years. We have seen an increase in nightly rates which has the overall effect of creating stagnant room tax revenue. Mr. Costello stated that going into 2018, he is recommending that the Conference and Visitors' Bureau focus on Steuben County first. We are going to look at how to develop a new tourism product and include a new Water Trail.

Mr. Farrand asked for an explanation for increasing the salary line item \$55,000. Mr. Costello replied we are proposing to end our contract and hire a Group Tour individual in the \$50,000 range. We currently have a contract for \$70,000. The remaining \$20,000 would be spent on attending group tour shows. It will provide us with more flexibility to spend on advertising. Mr. Farrand stated you are showing a \$170,000 increase for 2018. Mr. Costello stated during the budget process last year, they requested \$715,000 plus an additional \$35,000 for hospitality training program. They did not budget \$105,000 pass through into the budget. He stated he is including that \$105,000 as a line item and will be using that as a way to go after matching funds.

Mr. Malter asked so no money is coming out of the reserves in the 2017 budget, but it actually was? Mr. Wheeler replied yes, it was budgeted for. Mr. Malter asked how much is in reserve? Mr. Costello replied approximately \$500,000. Our general request of \$715,000 is flat. We do have two reserve project requests. The first is \$25,000 for the Water Trail Program and those funds will be matched with grant funds. The second is \$30,000 which will be used as a down payment on website development.

Mr. Farrand commented that he likes how Mr. Costello showed the budget breakdown for 2018. Mr. Malter asked are you requesting a \$50,000 increase in the 2018 budget? Mr. Costello replied no. He is asking for \$715,000 which has been the traditional request for the last four years. Last year, his predecessor asked for \$745,000 which included the \$35,000 out of reserves. Mr. Nichols asked will that come out of room tax? Mr. Wheeler replied we like to fund the budget and the special requests separately. Mr. Nichols commented that is a good idea so that you can evaluate the projects.

Mr. Nichols asked what will it take to get more people to stay in rooms? Mr. Costello replied marketing. The marketing for outdoor recreation and camping is different than that which would encourage visitors to stay in hotels or motels. There are two different target groups. He stated that he is allocating \$100,000 for advertising to do more marketing.

MOTION: TO AJDOURN 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, September 6, 2017

10:00 a.m.

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

NO LATER THAN NOON

Wednesday, August 30, 2017

STEBEN COUNTY AGRICULTURE, INDUSTRY AND PLANNING COMMITTEE

Wednesday, September 6, 2017

10:00 a.m.

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

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

STAFF: Jack K. Wheeler Mitchell Alger Matt Sousa
 Eric Rose Jennifer Prossick

LEGISLATORS: Joseph J. Hauryski Carol A. Ferratella Hilda T. Lando
 Steven P. Maio

OTHERS: Larkin Podsiedlik, Executive Director, Cornell Cooperative Extension

I. CALL TO ORDER

Ms. Lattimer called the meeting to order at 10:00 a.m.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE AUGUST 2, 2017, MEETING MADE BY MR. FARRAND. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENTAL REQUESTS

A. Planning

1. **Accepting and Appropriating 2015 and 2016 Accelerated Transit Capital Grants** – Mr. Sousa requested authorization to accept and appropriate the 2015 and 2016 Accelerated Transit Capital Grants.

MOTION: AUTHORIZING THE PLANNING DIRECTOR TO ACCEPT AND APPROPRIATE THE 2015 AND 2016 ACCELERATED CAPITAL GRANTS MADE BY MR. FARRAND. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

B. County Manager

1. **Workforce Development Study** – Mr. Wheeler proposed holding a special meeting on September 25, 2017, at 9:30 a.m., prior to the Legislative Meeting to discuss the Workforce Development Study. Mr. Johnson was unavailable to come in today to talk about this, but will be available on September 25, 2017.

Mr. Wheeler explained last year we set aside \$40,000 in the budget for workforce development. The original intent was to use those funds as our share of the cost to hire an additional position for CSS Workforce Development, and the non-profit, CSS Workforce Solutions. The cost of the position would also be shared by Chemung and Schuyler counties. After numerous meetings, the consensus is that there needs to be an aggregate for workforce development in this region. The schools, BOCES, community colleges, business and governments all have a different focus and we need to have a central focus.

Mr. Wheeler commented instead of hiring a position, it was suggested that we hire a consultant to look at this and do a baseline of what this function should look like. We currently have NYS Department of Labor data. This study would give us better baseline data and additionally give us a roadmap for how to keep that data current, as well as look at position roles. This would be a partnership between Steuben, Chemung and Schuyler counties.

We have met with the businesses and schools and they have all agreed to this. He explained they actually would utilize Three Rivers Development to contract with CAEL-Avalanche for \$150,000; with our share being \$60,000, Chemung at \$60,000 and Schuyler at \$30,000. We have \$40,000 in this budget and he would suggest that we appropriate an additional \$40,000 in the 2018 budget and use \$20,000 to pay for our share of the study. Mr. Wheeler stated we will see some big benefits as there is a gap in the information among all the players.

Ms. Lattimer asked how will they get better numbers? Mr. Wheeler replied the consultant will be going to all of the businesses to determine what they need now and what they will need in the coming years. We will then be able to refresh the data every year. They will also work with the schools and BOCES. Ms. Lattimer asked will there be staff that will have to maintain this information? Mr. Wheeler replied yes. He is the Chair of CSS Workforce NY and through their non-profit CSS Workforce Solutions, will be hiring a position for that purpose.

Mr. Malter asked how long will the study take? Mr. Wheeler replied six months at the least. Mr. Malter asked are you requesting that we keep \$40,000 in the 2018 budget plus an additional \$20,000? Mr. Wheeler replied he would like to keep \$40,000 in the budget for next year. We will contract with Three Rivers Development and pay them \$40,000 now, if you approve. If you approve the budget for 2018, we will pay them the remaining \$20,000 and will have \$20,000 left to help support the position.

Mr. Hauryski commented this study is important as one of our growing problems is the workforce. Dresser-Rand has reported they will have a number of retirees within the next three years. The machinists are not here in the local area and that problem will get worse. There is a need for the trades. Mr. Wheeler stated for guidance counselors and teachers, one of the criteria for their assessments is college readiness. If they are measuring college placements, that is a tough thing. There is a gap between what the schools can individually do, and they have a different focus of what is needed. This study is meant to close that gap. We need to be able to identify those areas.

Mr. Farrand stated BOCES needs to be talking with the Industrial Development Agency and the schools. Mrs. Lando commented guidance counselors do not push the kids toward BOCES. The guidance counselors and parents need to be more informed. Mr. Farrand commented the Legislators could also talk with their towns about setting up internships with BOCES.

MOTION: AUTHORIZING THE COUNTY MANAGER TO CONTRACT WITH THREE RIVERS DEVELOPMENT CORPORATION AND TO PAY \$60,000 AS STEUBEN COUNTY'S SHARE OF THE WORKFORCE DEVELOPMENT STUDY MADE BY MR. FARRAND. SECONDED BY MR. MALTER. ALL BEING IN FAVOR. MOTION CARRIES 5-0. (Resolution Required)

2. **Intern** – Mr. Wheeler informed the committee that we have a paid intern, Brooke Clark, who attended Providence College in Rhode Island where she obtained her degree in Global Affairs and Political Science. She will be here through the end of December and is working with both his office and the Clerk of the Legislature. She has been doing a great job.

3. **Training Opportunities for Mobile Work Program** -Mrs. Ferratella asked with the Mobile Work Program, do we encourage them to go to BOCES or do internships? Mr. Wheeler replied we do provide training. Brian Kreelman, one of the crew leaders, was a previous recipient and is now an employee. He is a highly skilled craftsman. Those individuals that have been identified as being capable and having an interest in those trades are assigned to his crew. A number have gone on to work with various contractors. Mr. Wheeler commented most individuals age out of BOCES at 21.

4. **DMV Project** – Mr. Rose informed the committee that the construction at the new Hornell location is complete. We are working on the IT issues and hope to have the project complete by September 19th. Mr. Wheeler stated we are waiting on final approval from the State and are pushing to move the offices on September 20th – 21st. Mr. Hauryski asked what is the status on the deed for the Hornell Courthouse? Mr.

Wheeler replied the City of Hornell has indicated they would like it and we should have the deed complete by October.

V. OUTSIDE AGENCIES

A. Cornell Cooperative Extension

1. **Farm-City Day** – Mrs. Podsiedlik announced that Farm-City Day will be held on September 23, 2017, at the Karr Dairy Farm in Hornell.

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

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

****NEXT MEETING SCHEDULED FOR**
Wednesday, October 4, 2017
10:00 a.m.**

**Please send your agenda items to the Clerk of the Legislature's Office
NO LATER THAN NOON
Wednesday, September 27, 2017**

STEUBEN COUNTY AGRICULTURE, INDUSTRY AND PLANNING COMMITTEE

Wednesday, October 4, 2016

10:00 a.m.

Legislative Committee Conference Room

Steuben County Office Building

Bath, New York

****MEETING CANCELLED****

STEBEN COUNTY AGRICULTURE, INDUSTRY & PLANNING COMMITTEE

Wednesday, November 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	K. Michael Hanna, Vice Chair Robert V. Nichols	Dan C. Farrand
STAFF:	Jack K. Wheeler Andy Morse	Mitchell Alger Jennifer Prossick	Eric Rose Amy Dlugos
LEGISLATORS:	Joseph J. Hauryski Hilda T. Lando	Carol A. Ferratella	Kelly H. Fitzpatrick
OTHERS:	Larkin Podsiedlik, Executive Director, Cornell Cooperative Extension Ariel Kirk, Agriculture Educator, Cornell Cooperative Extension Kevin Costello, Executive Director, Steuben County Conference & Visitors' Bureau Jeff Smith, <i>The Leader</i> Mary Perham		

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE AUGUST 2, 2017, AND SEPTEMBER 6, 2017, MEETINGS MADE BY MR. FARRAND. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENTAL REQUESTS

A. Buildings & Grounds

1. **Maintenance Contract Renewals** – Mr. Rose requested authorization to renew his maintenance contracts for 2018.

MOTION: APPROVING THE FOLLOWING 2018 MAINTENANCE CONTRACTS FOR BUILDINGS & GROUNDS: AFP GROUP, INC. - \$1,040; DAVIS-ULMER SPRINKLER - \$3,890 (PULTENEY SQUARE COMPLEX, HUMAN SERVICES BUILDING, CORNING COURTHOUSE AND 911 BUILDING), \$700 (PHNS @ 7604 SENECA ROAD NORTH, HORNELL), \$1,800 (PUBLIC SAFETY BUILDING); EASTERN SECURITY - \$3,395.40; EMERGENCY POWER SYSTEMS - \$895 (911), \$595 (CIVIL DEFENSE CENTER) AND \$595 (COUNTY OFFICE BUILDING); FIRE ALARM SERVICE TECHNOLOGY - \$3,762; IMPERIAL DOOR CONTROLS - \$540 (\$180 PER OPERATOR); SCHINDLER ELEVATOR - \$18,433 (COUNTY OFFICE BUILDING, COURTHOUSE, CLERK'S/SURROGATES, HUMAN SERVICES BUILDING, CORNING COURTHOUSE AND OLD HCF), \$1,890 (MENTAL HEALTH BUILDING) AND \$1,890 (PUBLIC WORKS PRETREATMENT PLANT); SDS OF NY - \$937.92 (HORNEILL COURTHOUSE), \$717.72 (CORNING COURTHOUSE), \$1,008.60 (CORNING MENTAL HEALTH) AND \$1,565.16 (BATH MENTAL HEALTH); SOUTHERN TIER FIRE EXTINGUISHER - \$500 AND WEST FIRE SYSTEMS, INC. - \$900 MADE BY MR. MALTER. SECONDED BY MR. FARRAND. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **RFP for Air Conditioning Service and Maintenance** – Mr. Rose requested authorization to issue an RFP for a maintenance contract for the chillers.

MOTION: AUTHORIZING THE SUPERINTENDENT OF BUILDINGS & GROUNDS, IN CONJUNCTION WITH THE PURCHASING DIRECTOR, TO ISSUE A REQUEST FOR PROPOSALS FOR AIR CONDITIONING SERVICE AND MAINTENANCE MADE BY MR. FARRAND. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

3. **Courthouse Pillars** – Mr. Malter asked for an update on the pillar project. Mr. Rose replied the contractor is taking a methodical approach. They are installing extra steel and bracing. Once that is done, the project should take about six weeks. During the project, the court entrance will continue to be open.

B. Planning

1. **RFP for Coffee Cart Vendor** – Mrs. Dlugos requested authorization to issue an RFP for a coffee cart vendor. The last time we put out an RFP for this service was in 2003 and ownership of the coffee cart has changed four times. Mr. Wheeler explained the RFP is for the use of the space. We do not own the equipment.

Mr. Malter asked have there been problems with the current vendor? Mr. Wheeler replied no.

MOTION: AUTHORIZING THE PLANNING DIRECTOR, IN CONJUNCTION WITH THE PURCHASING DIRECTOR, TO ISSUE A REQUEST FOR PROPOSALS FOR COFFEE CART VENDOR SERVICES MADE BY MR. FARRAND. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Authorizing Public Hearing on Eight-Year Review of Agricultural District No. 10** – Mrs. Dlugos requested authorization to hold a public hearing on the eight-year review of Agricultural District No. 10, which is located in the southwest corner of the County.

MOTION: AUTHORIZING A PUBLIC HEARING ON THE EIGHT-YEAR REVIEW OF AGRICULTURAL DISTRICT NO. 10 MADE BY MR. MALTER. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

IV. OUTSIDE AGENCIES

A. Steuben County Conference & Visitors' Bureau

1. **Designation of Tourism Promotion Agency** – Mr. Costella requested the Legislature designate the Steuben County Conference & Visitors' Bureau as the official tourism promotion agency of the County. This designation is a required part of the NYS Matching Funds Grant. Mr. Wheeler commented this is something we do every year.

MOTION: DESIGNATING THE STEUBEN COUNTY CONFERENCE & VISITORS' BUREAU AS THE OFFICIAL TOURISM PROMOTION AGENCY FOR STEUBEN COUNTY MADE BY MR. HANNA. SECONDED BY MR. MALTER. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

2. **Strategic Plan** – Mrs. Lando commented they are in the process of accepting the strategic plan. Mr. Costello stated it has been officially approved. He would like to be able to present the strategic plan to AIP and/or the Full Legislature. This is a three-year plan of action that we will look to implement.

B. Cornell Cooperative Extension

1. **Agriculture Educator** – Ms. Podsiedlik introduced Ariel Kirk, who is the new Agriculture Educator.

2. **Farm-City Day** – Ms. Podsiedlik provided a brief report on Farm-City Day. This year it was held at Karr Dairy Farm. They had two days; one for the schools and one for the public. They had 15 schools

within 8 districts participate, with a total of 1,006 students. On the public day, they had 1,800 attendees, plus 160 volunteers. The goal of this annual event is to educate the community at large. Ms. Podsiedlik announced that 2018 will be their Centennial, and they are talking about either continuing to hold this event at one farm, or perhaps doing an open farm day. Madison County hosts an open farm day. This is something we will think about and talk to the Farmland Protection Board about as well.

3. **Memorializing Resolution to Increase State Funding** – Ms. Podsiedlik asked that the committee consider a memorializing resolution requesting increased State funding for Cornell Cooperative Extension across the State. County Law 224 gives counties some measure of control, but State funding is necessary for certain positions above the Master’s level. Our State funding has been stagnant for 17 years and has not been increased. This year we want to get it into the Governor’s budget. We are asking for \$8 million across the State, which for Steuben County, would give us at least another agriculture position or 1 ½ staff.

MOTION: MEMORIALIZING THE GOVERNOR AND THE STATE LEGISLATURE TO INCREASE FUNDING SUPPORT FOR CORNELL COOPERATIVE EXTENSION COUNTY ASSOCIATIONS IN NEW YORK MADE BY MR. NICHOLS. SECONDED BY MR. FARRAND. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

4. **Budget Workshop Discussion** – Mr. Hauryski stated that at the Budget Workshop, they discussed Cooperative Extension’s request for an additional \$7,000 in funding. He asked Ms. Podsiedlik to break that down. One of the specific arguments regarded the solar energy program. Ms. Podsiedlik explained the request for an additional \$7,000 is broken down as follows: \$1,000 to support their Centennial celebration; \$1,000 for the administration of Farm-City Day and \$5,000 to attract an Agriculture Educator; who has already been hired. Having those additional County funds would help us with our budget as we will be running a deficit next year.

Ms. Podsiedlik stated solar energy education is something we do with funding that CCE Tompkins received from a NYSERDA grant. This is specific to household solar and we are now doing a community solar campaign. From the very beginning, the point is we are an unbiased source of education. The goal is to educate people to make their own decisions. No County funds go toward anything solar. County funds are used to support County agriculture, the administration of Cornell Cooperative Extension and the 4-H Program.

Ms. Lattimer asked for an overview of the responsibilities of the new Agriculture Educator. Ms. Podsiedlik stated that Ms. Kirk will be working on dairy and beef livestock education. She is certified in beef quality assurance. Additionally she will be managing the grazing meetings and pasture walks. Ms. Kirk will be in charge of the meat locker in Corning, will work with Farm-City Day, the field crops newsletter that goes out to farmers, and after school programming.

Mr. Nichols commented Cooperative Extension used to have three people; one who did farm financial records, one who worked with field crops and one who worked with dairy and beef livestock. Then they went down to two staff, and now have one person doing all that work. They also used to do a farm report every year which showed how small, medium and large farms were doing economically. Ms. Lattimer commented they also provided financial advice to farmers. Mr. Nichols stated they always used to put out a newsletter or brochure which compared the farms. Ms. Podsiedlik stated that she would look into that.

Mrs. Lando stated all the things that Ms. Podsiedlik talked about fit into our County Farmland Protection Plan. Ms. Podsiedlik commented our strategic plan for the department will closely follow the Farmland Protection Plan.

Ms. Hanna asked what is the status of hops? Ms. Podsiedlik replied our acreage of hops has doubled over the last couple of years. There are 400,000 acres of hops in New York; Madison County is the number one produced, followed by Steuben County. This is a good niche market.

V. **OTHER BUSINESS**

A. *Soil & Water Conservation District Annual Meeting* – Mr. Farrand announced the Soil & Water Conservation District’s annual meeting will be held Tuesday, November 14th at noon at the Canisteo American Legion. If you would like to attend, please RSVP to Velynda Parker.

B. *Outgoing Legislator Recognition* – Ms. Lattimer stated that she understands today’s meeting is the last meeting for Mr. Farrand. She would like to recognize Mr. Farrand as a Legislator who has made a tremendous contribution to agricultural and industrial development in the County. One of Mr. Farrand’s main outside committee is the Soil & Water Conservation Board and he has done a tremendous amount of work. We appreciate your contributions and will miss you as a Legislator. We also appreciate the knowledge that you have brought.

Mr. Farrand stated the NYS Soil & Water Conservation Board changed their by-laws and he will be President for one more year. He stated it has been a fun eight years.

Mr. Nichols stated Mr. Farrand has done a great job on the NYS Soil & Water Conservation Board.

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**
Wednesday, December 6, 2017
10:00 a.m.**

**Please send your agenda items to the Clerk of the Legislature’s Office
NO LATER THAN NOON
Wednesday, November 29, 2017**

STEBEN COUNTY AGRICULTURE, INDUSTRY AND PLANNING COMMITTEE

Wednesday, December 6, 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 John V. Malter
Robert V. Nichols

STAFF: Jack K. Wheeler Mitchell Alger Amy Dlugos
Langdon Holmes Eric Rose Andy Morse

LEGISLATORS: Joseph J. Hauryski Carol A. Ferratella Kelly H. Fitzpatrick
Hilda T. Lando Steven P. Maio Scott J. Van Etten

ABSENT: Dan Farrand

OTHERS: Brooke Clark
Larkin Podsiedlik, Executive Director, Cornell Cooperative Extension
James Johnson, Executive Director, Steuben County Industrial Development Agency
Jill Staats, Steuben County Industrial Development Agency
Mary Perham
Kate Hollis, Representative from Assemblyman Giglio’s Office

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE NOVEMBER 1, 2017, MEETING MADE BY MR. MALTER. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

III. DEPARTMENTAL REQUESTS

A. Planning

1. **Coffee Cart Vendor Contract Award** – Mrs. Dlugos informed the committee they received one proposal from Arc of Steuben. They have been providing coffee cart services for 30 years at their location. They would pay us 15 percent of their gross sales and they have their own equipment. The start date would be January 1, 2018 and is a one-year contract with 4, one-year renewals. Their hours will be 8am – 4pm Monday – Friday.

MOTION: AWARDING THE COFFEE CART CONTRACT TO ARC OF STEUBEN EFFECTIVE JANUARY 1, 2018 MADE BY MR. MALTER. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **Modifying and Adopting Agricultural District No. Ten As a Result of Eight-Year Review** – Mrs. Dlugos requested the committee modify and adopt Agricultural District No. Ten as a result of the eight-year review. This district is located in the Southwest corner of the County.

MOTION: MODIFYING AND ADOPTING AGRICULTURAL DISTRICT NO. TEN AS A RESULT OF THE EIGHT-YEAR REVIEW MADE BY MR. NICHOLS. SECONDED BY MR. MALTER. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

3. **Authorizing Public Hearing Relative to Community Development Block Grant** – Mrs. Dlugos requested authorization to hold the second public hearing relative to the Community Development Block Grant for the Well and Septic replacements. We are required to hold a public hearing at the beginning of the project and during the course of the project.

MOTION: AUTHORIZING A SECOND PUBLIC HEARING RELATIVE TO THE COMMUNITY DEVELOPMENT BLOCK GRANT FOR WELL AND SEPTIC REPLACEMENT MADE BY MR. MALTER. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

4. **2018 Contracts** – Mrs. Dlugos presented the 2018 contracts for approval.

MOTION: APPROVING THE FOLLOWING 2018 CONTRACTS TO BE PAID FOR OUT OF THE ECONOMIC DEVELOPMENT FUND: STEUBEN COUNTY INDUSTRIAL DEVELOPMENT AGENCY - \$45,000; APPROVING THE FOLLOWING 2018 CONTRACTS TO BE PAID OUT OF THE GENERAL FUND: BATH SNO FLAKES - \$17,000; FIRST TRANSIT - \$24,233; MARVIN RETHMEL (CODE ENFORCEMENT OFFICER) - \$17.00/HOUR (REIMBURSED BY PERMIT FEES); QUAD COUNTY SNOWMOBILE CLUB - \$8,300; SOUTHERN TIER LIBRARY SYSTEM - \$99,500; STEUBEN COUNTY FEDERATION OF CONSERVATION CLUBS - \$3,000; ARC OF STEUBEN D/B/A STEUBEN AREA RIDES - \$120,000; AND APPROVING THE FOLLOWING 2018 CONTRACTS TO BE PAID OUT OF ROOM TAX: ARTS OF THE SOUTHERN FINGER LAKES - \$36,700; BATH CHAMBER OF COMMERCE, INC. - \$5,000; FINGER LAKES TOURISM ALLIANCE - \$18,500; FINGER LAKES WINE COUNTRY - \$105,000; GREATER CORNING AREA CHAMBER OF COMMERCE, INC. - \$20,000; GREATER HAMMONDSPORT CHAMBER OF COMMERCE, INC. - \$15,000; HORNELL AREA ARTS COUNCIL - \$7,500; HORNELL AREA CHAMBER OF COMMERCE - \$5,000; STEUBEN COUNTY DAIRY FESTIVAL; AND STEUBEN COUNTY CONFERENCE & VISITORS' BUREAU - \$715,000 MADE BY MR. HANNA. SECONDED BY MR. MALTER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

5. **Performance Reports** – Ms. Lattimer commented that she received notification for audits on the CDBG well and septic program and the Woodlands project. Mrs. Dlugos stated we will get those in. With regard to the Woodlands Project, the bids are ready to go out. They had to make some design changes in order to lower the cost.

B. County Manager

1. **Contract Renewal – Livingston County for Weights & Measures Services** – Mr. Wheeler informed the committee that we have contracted with Livingston County for the past five to six years to perform Weights & Measures services. This project has gone really well. The cost for 2018 remains the same at \$55,000. In addition, we also charge for mileage.

MOTION: AUTHORIZING THE COUNTY MANAGER TO RENEW THE CONTRACT WITH LIVINGSTON COUNTY FOR WEIGHTS AND MEASURES SERVICES AT AN ANNUAL COST OF \$55,000 PLUS MILEAGE MADE BY MR. NICHOLS. SECONDED BY MR. HANNA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **Recognition** – Mr. Wheeler stated that he would like to recognize our intern, Brooke Clark, who is attending her last meeting. She has gotten a job in New York City. Brooke has done great research for his office as well as work for the Clerk of the Legislature.

Ms. Lattimer stated that she would like to acknowledge the attendance of Kate Hollis, a representative from Assemblyman Giglio's Office.

IV. OUTSIDE AGENCIES

A. Steuben County Industrial Development Agency

1. **Activity Update** –

a. *Valor Glass* - Mr. Johnson stated that last week the Governor made an announcement regarding Corning and their new Valor Glass which is medical grade glass. The impact is they will be retrofitting their plant in Big Flats and employing 400 new workers. Of those, 187 will be in Chemung County and the remainder will be at Sullivan Park. It is projected that Valor Glass could exceed the sale of Gorilla Glass.

b. *2017 Annual Report* – Mr. Johnson distributed their 2017 Annual Report. This will also be available online. This has been a year of big accomplishments.

c. *Upstate Niagara* – Mr. Johnson stated we were able to attract Upstate Niagara to purchase the Kraft facility. There is still some transitioning taking place. They are looking at the first half of 2018 as an investment in the modernization of the facility. Right now they are only manufacturing Kraft products. They do have a five-year co-manufacturing agreement with Kraft. As of now, they are manufacturing big block mozzarella and some ricotta products.

d. *Corning Hospital Redevelopment – Phase I* – Construction of the Corning Community College Health and Education Center was completed and opened for students for the Fall Semester. We received over \$6.5 million from the State to support that project. Phase II will start in 2018 with the construction of the first 80 units of apartments. Phase III will see the development of some commercial space and an additional 40 apartment units.

e. *Hornell Medical Village Project* – This is a project located on the site of the former Kmart Plaza in Hornell. This is a \$55 million hospital project that is replacing St. James. In addition, there will be a 130,000 square foot medical facility as part of this project which will provide support services to the new hospital.

f. *Gunlocke* – In January 2017, they attracted two new product lines from Indiana to Wayland. There is a new chair line and a new desk line which created 110 new jobs. Their sales have been way up.

g. *Bath Industrial Development Park* – The first building in the Bath Industrial Park is going up. Bath Dental Professionals has taken the north lot on the corner of Route 54. This will be a 3,650 square foot facility housing two dentist and three hygienists to start. They will also be able to tap into visiting specialists from Dansville Dental Professionals to bring a wide array of services. They also will be offering expanded hours once they are up and running.

h. *Pinnacle Rental Centers* – Mr. Johnson stated the owner wanted to expand with a second location in Corning. We were able to pair them up with REDEC to provide low-interest financing for the expansion. We also advised them about the State's 485-b program to abate property taxes on the increased portion of the property's assessment.

i. *Savor Vineyards and Winery* – Mr. Johnson stated this is a new vineyard/winery located in Arkport. The winery opened in the summer of 2017. The owners worked closely with us to create a business plan which they then used to apply for a Southern Tier Regional Economic Development Corporation loan through the Rural Initiatives program.

j. *New Website and Digital Marketing* – Mr. Johnson stated earlier this year we unveiled our new website and the first phase of our digital marketing. Our website now has video capability and is mobile friendly. The real benefit is the analytical data that we will be able to get.

k. *Workforce Development* – We were able to engage the services of a national consulting team; CAEL and Avalanche Consulting, to come in and work on a plan for workforce development. This is the number one issue that we are facing. The consultants were in town for three days during October and met with business owners in Steuben, Chemung and Schuyler counties. Our larger businesses are looking for help with quality of life issues and our smaller businesses are looking for help with finding individuals with the necessary skill sets, issues with drug testing, etc. The initial feedback we received from the consultants is that we are ahead of the curve on this. They were impressed by the strength of our manufacturing sector. Mr. Johnson stated we will have a gap of 5,000 – 7,000 employees over the next four to eight years. There are approximately 5,000 people on some level of public assistance who are not working. There is a pool of untapped people that will be a big part of the solution. We have to be better than everyone else in the State in order to access that untapped pool. Mr. Johnson stated the consultants will be coming back in January to meet with the schools, BOCES and CCC. In the meantime, they are looking at the data they collected and will present their early findings.

Mr. Wheeler stated the consultants are taking a holistic approach. The next step is to work with the schools, BOCES and the colleges. Mr. Johnson stated these providers are held to a different standard than the businesses. Mr. Wheeler stated at the recent Student Leadership Summit, the students noted that they do not have the hands on experience, nor are they encouraged to explore what is available to them here.

Mr. Hauryski asked with regard to the data that is collected, what is the next step and who will keep track of the data? Mr. Johnson replied they will have access to real time data on business needs. Part of the contract is the consultants will leave us with the skills to update that data. We will have the ability to update the data for 3 – 5 years before we would have to do a refresh. Mr. Wheeler commented Dan Porter has been involved in this process.

Mr. Nichols commented with regard to workforce development, businesses are having problems recruiting employees because they cannot pass the drug tests. Mr. Johnson stated that is part of the program. We need to deal with the drug issues that we have. Mr. Nichols stated that is one of the biggest challenges we have. Discussion followed.

l. *Pilot Projects/Revenues* – Mr. Johnson informed the committee that they have over 50 PILOT projects and have invested over \$47 million into their facilities and capital. These projects have generated payrolls of \$935 million. From a revenue standpoint we have generated \$9.3 million in new PILOT revenue, which represents an increase of over \$300,000 from last year.

m. *Phillips* – The property is being marketed by Pyramid Brokers and has been on the market for six months.

V. OTHER BUSINESS

A. *TBEX* - Mr. Hauryski asked Mr. Wheeler to provide an update on their meeting with TBEX. Mr. Wheeler stated this is something that he was going to bring to the committee next month. TBEX is a travel blogger exchange made up of about 700 bloggers who hold two conferences each year; one in North America and one international conference. They are planning to come to Steuben County in September 2018. This will require an investment on our part. Corning Enterprises, other counties and businesses are looking to invest in this. He will bring a proposal to committee next month when he has more details. Most of these travel bloggers will stay two weeks and some will stay even longer.

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

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

****NEXT MEETING SCHEDULED FOR**
Wednesday, January 3, 2018
10:00 a.m.**

**Please send your agenda items to the Clerk of the Legislature's Office
NO LATER THAN NOON
Wednesday, December 27, 2017.**