

STEBEN COUNTY AGRICULTURE, INDUSTRY AND PLANNING COMMITTEE

Wednesday, April 4, 2018

10:00 a.m.

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

****MINUTES****

COMMITTEE: Robin K. Lattimer, Chair
Thomas J. Ryan
John V. Malter
Robert V. Nichols

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

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

ABSENT: K. Michael Hanna, Vice Chair

OTHERS: Larkin Podsiedlik, Executive Director, Cornell Cooperative Extension
Kevin Costello, Executive Director, Steuben County Conference & Visitors' Bureau
James Post, *The Leader*

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE MARCH 7, 2018, MEETING MADE BY MR. MALTER. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

III. DEPARTMENTAL REQUESTS

A. Buildings & Grounds

1. **Change Order Request** – Mr. Rose requested authorization to approve a change order relative to the lighting on the Bath Courthouse. This will provide uplighting on the pillars. Ms. Lattimer asked was this in the RFP? Mr. Rose replied no. We wanted to be able to see where the conduit came in and we were able to keep the capital costs down. The amount of the change order is \$6,904. Mr. Wheeler stated they have money available in the capital project.

Mr. Malter asked when will this project be completed? Mr. Rose replied the base is done and they just have to install the granite, which will be installed once the weather breaks.

MOTION: APPROVING A CHANGE ORDER REQUEST FOR THE STEUBEN COUNTY COURTHOUSE REPAIR PROJECT TO INSTALL EXTERIOR LIGHTING FOR A TOTAL COST OF \$6,904.00 MADE BY MR. RYAN. SECONDED BY MR. MALTER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

B. Planning

1. **Approving the Addition of Agricultural Lands to Certified Agricultural Districts** – Mr. Sousa informed the committee they have 11 parcels in three districts, which is about 650 acres countywide.

MOTION: APPROVING THE ADDITION OF AGRICULTURAL LANDS TO CERTIFIED AGRICULTURAL DISTRICTS MADE BY MR. NICHOLS. SECONDED BY MR. MALTER. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required

2. **Commencing the Review Period for Agricultural District No. 3** – Mr. Sousa requested authorization to commence the review period for Agricultural District No. 3. This district includes Avoca, Bath, Howard, Prattsburgh, Pulteney, Urbana and Wheeler.

MOTION: COMMENCING THE REVIEW PERIOD FOR AGRICULTURAL DISTRICT NO. 3 MADE BY MR. MALTER. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

C. County Manager

1. **Air B&B** – Mr. Wheeler explained Air B&B is a website that hosts folks who want to rent short-term rental properties. We did a draft collection agreement where Air B&B will voluntarily collect the 4 percent room tax on any short-term rental. He stated he would personally support this and he thinks it is a good idea. The downside is that while it is new money to you, Air B&B will not provide discreet information about who is renting what and for how long. You will get aggregate numbers. A lot of counties have gone this way.

Mr. Malter asked what is the potential revenue? Mr. Wheeler replied it is unknown, but it will not be insignificant. Mr. Costello commented Seneca County saw \$100,000 in additional revenues. Mr. Wheeler stated we probably could get \$40,000 right off the bat. He stated if approved by the Legislature, we could start collecting June 1st.

MOTION: AUTHORIZING THE COUNTY MANAGER TO ENTER INTO A COLLECTION AGREEMENT WITH AIR B&B TO COLLECT 4 PERCENT ROOM TAX ON ANY SHORT-TERM RENTAL MADE BY MR. MALTER. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

IV. OUTSIDE AGENCIES

A. Cornell Cooperative Extension

1. **Activities Update** – Ms. Podsiedlik informed the committee they have developed a new strategic plan and mission statement. Our key focus areas will be to improve program effectiveness, strengthen resource stewardship, enhance external communications, building both staff and board capacity, and capitalize on collaborations.

Ms. Podsiedlik stated they did receive an Appalachian Regional Commission Grant award of \$51,000. This will be used to develop the Finger Lakes Farm County Agritourism Initiative. This initiative will include a five-county farm trail, a website and farmer education. They also received a NYS Farm to School award of \$58,115. This will allow us to collaborate with GST BOCES to educate farmers in food safety and prepare them to sell more local products to schools.

Mr. Hauryski commented that Joe Kilmer, the Food Services Director for GST BOCES, attended the farm to school event at the Campbell School on March 23rd and talked about the problems they were having. There are 25 farms interested in the farm to school program. Ms. Podsiedlik stated we hope to have at least 8 of those farms selling to local schools. Food safety is a big barrier and the schools do not have the time to clean and cut produce. If we could get a commercial kitchen going, that would help. Mrs. Ferratella commented that she saw that the schools reimbursement increased from \$.05 per meal to \$.25 per meal if they purchase at least 30 percent local produce for their meals. Ms. Podsiedlik stated that will be huge if it includes milk and meat. Ms. Lattimer stated it will be a huge change in mindset.

Ms. Podsiedlik stated as part of their strategic plan, they have conducted both farmer and 4-H surveys. She distributed the results of those surveys to the members.

Mrs. Lando asked about the lecture series. Ms. Podsiedlik stated as part of their Centennial Celebration, they are hosting a lecture series. In March, they had a lecture about coyotes. April will be the history of agriculture in Steuben County; June will be a discussion regarding the relationship with the natural world, August will be Honeybee Democracy, October is the Adolescent Brain and November will be a lecture on the grape industry. Mr. Malter asked are you recording these lectures? Ms. Podsiedlik replied no, but that is a good idea and she will look into doing that. Their Centennial Gala will be held September 14th at Pleasant Valley Winery.

B. Steuben County Conference & Visitors' Bureau

1. **Revisions to By-Laws** – Mr. Costello stated that in their strategic plan it states that the by-laws should be updated and reviewed annually and that has not been done since 2014. The Board of Directors has approved these revision recommendations. Many of the revisions are cosmetic. We did update the Mission Statement. Under Article II, we are recommending removing Section 2 which pertains to Advisory members, as that is addressed later in Section 9. Mr. Wheeler explained this change gives you the ability to engage an advisory committee or member at any time that you need them. Ms. Lattimer asked do you define how many people are on the advisory committee? Mr. Costello replied we have a suggested membership, but there is no limit. Ms. Lattimer asked is there any clarification on who the advisory board is directing; are they directing the Board of Directors or the agency? Mr. Costello replied we did not include a clarification in these revisions, but it would be good to include that. Ms. Lattimer asked so with the advisory committee, they have no voting power other than the Chair who is a voting member of the Board? Mr. Costello stated that is correct.

Mr. Malter asked who appoints the advisory committee? Mr. Costello replied the County Legislature. Mr. Wheeler stated there would be a recommendation from the Chairman of the Legislature and you would adopt a resolution. Mr. Costello stated if we re-engage the advisory board, we would come to the Legislature to have those members appointed and would include a beginning and end date.

MOTION: ADOPTING THE BY-LAWS OF THE STEUBEN COUNTY CONFERENCE & VISITORS' BUREAU AS PRESENTED, INCLUSIVE OF A CLARIFICATION OF THE ROLE OF ANY ADVISORY COMMITTEE AND COUNCIL MADE BY MR. MALTER. SECONDED BY MR. NICHOLS. ALL BEING IN FAVOR. MOTION CARRIES 4-0. Resolution Required.

Secretary's Note: Following the meeting, Mr. Costello provided further clarification. The current Advisory Board (Article II, Section 2) would have at some time been appointed by the County Legislature. The CVB Board's suggestion is to remove this section from the by-laws and in essence dissolve the Advisory Board. They would still be welcome to attend meetings, as all of their meetings are open.

Article II, Section 2 – Advisory Members – They would continue to provide that group a voice by considering them for Advisory Committee (Article II, Section 9-B – Advisory Committees and Councils) status from time to time as needed.

Article III, Section 9-B – Advisory Committees and Councils – This section will be edited to reflect Ms. Lattimer's suggestions about how the committee advises and add the advisory committee will be advising the agency (SCCVB) and not the Board of Directors. Mr. Costello indicated that his answer to Mr. Malter's question should have been that the SCCVB Board of Directors appoints the Advisory Committee and not the County Legislature and that will be clarified in the by-laws.

2. **TBEX** – Mrs. Lando announced that Mr. Costello is now a member of the Executive Committee which includes herself, Tom Tranter, Betsey Hale and Laury Poland. We have already received 375 registrations. The pre-BEX tours that will occur prior to the conference are already sold out.

Mrs. Ferratella asked what percentage are bloggers? Mr. Costello stated the top 50 of them are very experienced and will teaching courses during the conference. The rest of the people coming have any varying degree of skill set with blogging, videography, etc. We will know the exact breakdown prior to their arrival. When we go out on the pre-BEX itinerary we will know who they write for, their number of followers and other information.

V. OTHER BUSINESS

A. **Proposed Change to Time of Monthly Meetings** – Ms. Lattimer stated there is a proposal to change the time of the meeting to 9:30 a.m.. Mr. Malter stated he is in favor of the proposal. Mr. Nichols commented that he likes having the meetings at 10:00 a.m. Ms. Lattimer stated her only concern is making sure that the department heads are aware of the change.

MOTION: CHANGING THE TIME OF THE MONTHLY AGRICULTURE, INDUSTRY AND PLANNING MEETING TO 9:30 A.M. OR IMMEDIATELY FOLLOWING THE HUMAN SERVICES, HEALTH & EDUCATION COMMITTEE MEETING MADE BY MS. LATTIMER. SECONDED BY MR. MALTER. MOTION CARRIES 3-1. (MR. NICHOLS OPPOSED)

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

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

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

**Wednesday, May 2, 2018
Legislative Committee Room**

****PLEASE NOTE CHANGE**9:30 a.m. **PLEASE NOTE CHANGE****

**Please send agenda items to the Clerk of the Legislature's Office
NO LATER THAN NOON
Wednesday, April 25, 2018.**