**STEUBEN 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****

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| **COMMITTEE:** | Robin K. Lattimer, Chair | John V. Malter | Joseph J. Hauryski |
| **STAFF:** | Jack K. Wheeler<br>Eric Rose<br>Andy Morse | Mitchell Alger<br>Pat Donnelly | Amy Dlugos<br>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<br>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 CONSLIDATED 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 Surrogoate'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.**