

JAN 25 2000

JOINT MEETING  
PLANNING AND DEVELOPMENT  
PUBLIC WORKS  
JANUARY 24, 2000

**Present:** B. Reynolds, S. Myers, J. Graffrath, B. Heineman, R. Bennett, J. Marshall, K. Dirlam

**Guest:** Frank Dunn

Meeting was called at 1:10 by Vice Chairman, S. Myers due to B. Reynolds absence.

The Planning and Development and the Public Works Committees were asked to sponsor a resolution requesting the State of New York to include a new highway from the West Almond Exit of I-86 southerly to Wellsville to be known as I-386. There was much discussion on the economic impact this road would have to the colleges and towns in the area. On motion by J. Graffrath, seconded by S. Myers and carried for the Planning and Development Committee to sponsor a resolution.

On motion by R. Bennett, seconded by B. Reynolds and carried for the Public Works Committee to sponsor a resolution.

**PREPARE A RESOLUTION**

The Planning and Development Committee was asked to sponsor a resolution memorializing the State of New York to construct a new prison in the Town of Friendship. There was much discussion on the economic impact it would have on the town and the County. Frank Dunn, Town of Friendship Supervisor, presented a letter of support to Governor George Pataki that the town sent. Mr. Dunn answered any questions the committee had on the towns infrastructure status. On motion by S. Myers, seconded by J. Graffrath and carried with B. Heineman opposing, to sponsor a resolution.

**PREPARE A RESOLUTION**

Meeting was adjourned at 1:27.

Submitted: Alice Alsworth

# TOWN of FRIENDSHIP

4 EAST MAIN STREET  
FRIENDSHIP, NEW YORK 14739

OFFICE OF SUPERVISOR  
PHONE: 716-973-7580  
FAX: 716-973-2125

The Honorable George E. Pataki  
Governor Nelson Rockefeller Bldg.  
Empire State Plaza  
Albany, NY 12224

January 20, 2000

Dear Governor,

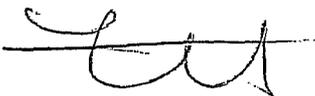
It is my understanding that your executive budget proposal includes the construction of a 1500 cell maximum security prison. Media reports indicate the tentative site is in Western New York in either Cattaraugus or Allegany County.

As you know, the Town of Friendship in Allegany County has been designated as a "future site" for a New York State Correctional Facility. Our Town is still very much interested in pursuing this plan and would like to be considered as the location of the new facility.

For your information, suitable prison construction sites are available in Friendship. In addition, since we were last considered by the New York State Department of Correctional Services, we have installed a twelve inch water main and we enjoy an abundant water supply. In addition, we are in the process of constructing a new sewage treatment plant. The design of the plant allows for additional treatment units to be constructed as flows dictate. With these facts in mind, combined with our need for the economical boost the new construction and operation would provide, make us an excellent choice for the new facility.

My office is available and eager to assist in any way possible to bring this construction to Friendship.

Sincerely,



Frank M. Dunn  
Supervisor

**NOT APPROVED**

**PLANNING AND DEVELOPMENT  
JANUARY 25, 2000**

**FEB 2 2000**

**Present:** B. Reynolds, S. Myers, J. Graffrath, B. Heineman, J. Marshall, J. Case, K. Dirlam

**Guest:** Tom Miner, Assistant County Attorney

Meeting was called to order by Chairman B. Reynolds at 1:05.

On motion by B. Heineman, seconded by J. Graffrath and carried the minutes of December 14, 2000 were approved.

**Jerry Garmong:**

<u>TOPIC</u>	<u>DISCUSSION</u>	<u>CONCLUSION</u>
Transfer Funds	J. Garmong requested the committee to sponsor a resolution for the transfer of funds within the attached appropriation accounts.	On motion by B. Heineman, seconded by S. Myers and carried to sponsor a resolution for transfer of funds.
	<u>PREPARE A RESOLUTION</u>	
	<u>REFERRED TO WAYS AND MEANS</u>	
Upgrade Position	J. Garmong requested the committee to sponsor a resolution to upgrade one Employment and Training Counselor to a Senior Counselor status. This change is necessary as this individual is responsible for activities within the Welfare to Work Program which requires an advanced level of service and supervision. This change is to retroactive to January 3, 2000.	On motion by S. Myers, seconded by J. Graffrath and carried to sponsor a resolution for the upgraded positions.
	J. Garmong also requested to upgrade one Employment and Training Assistant to an Employment and Training Counselor status which is also necessary to allow for greater flexibility and more responsibility in serving the long term unemployed population. There is no fiscal impact on either positions, they are 100% Federally funded.	
	<u>PREPARE A RESOLUTION</u>	
	<u>REFERRED TO PERSONNEL COMMITTEE</u>	

**TOPIC**

**DISCUSSION**

**CONCLUSION**

**Tom Miner:**

By-Laws  
Planning  
Board

Mr. Miner answered committee's questions on the changed By-Laws of the Planning Board.

On motion by B. Heineman, seconded by J. Graffrath and carried to approve the By-Laws as corrected by County Attorney.

**PREPARE A RESOLUTION**

**Department Report:**

**Julie Marshall:**

Revolving  
Loan

J. Marshall reported that the revolving loan has a balance of \$184,000. She reported that the Advisory Board approved a loan of \$17,000. The business is a construction/interior design in Cuba.

Advisory  
Board

J. Marshall stated that Linda Simons from Century 21 Realty has resigned from the board and the board approved her replacement, Bill Schuler, Century 21 Realty as the Real Estate representative.

HUD  
Status

J. Marshall stated that New York State took over the administration of the grants. She stated the State will be issuing a grant that is due April 26<sup>th</sup>. She is already preparing to submit the grant proposal.

Business  
Contacts

J. Marshall stated her department has given technical assistance to 20 potential businesses. There are five on going projects, and two large industrial ones. For the year 1999 they served over 350 businesses, each year there is an increase.

Sears  
Roebuck

A Sears Roebuck representative has been in contact and they are interested looking for an individual interested in operating a store in Wellsville. J. Marshall asked if anyone knew of any interested individual to please contact her and she would send out information.

Brochures

J. Marshall stated the department is working on two major

There will be

**TOPIC**

**DISCUSSION**

**CONCLUSION**

and Data  
Base

projects right now. One is the development of the Marketing Brochures, and Sites and Buildings Data Base. The data base is all available sites and buildings in Allegany County listed in a database for future reference. J. Case has been contracted to market the brochures. He reported they are waiting on some advertisements. He expects it to be completed and proofed in the next two weeks, it will then go to press.

5,000 copies of the large piece printed, 3,000 of the demo marketing piece printed.

Plan- Advertisements in industry magazine and trade shows. The County video is out of date. J. Marshall plans on making a CD rather than a video. J. Graffrath asked how the video at Ceramic Incubator was coming? She stated that Alfred will be unveiling their video soon.

**Kier Dirlam:**

Data Base

K. Dirlam reported he is working to update a data base on all available sites in the County. He will get with the towns for any vacant buildings and sites and check to make sure they agree to be on the list on our web site. The County will not be an agent, will be a source to get basic information on potential property all listed in one place. In the spring pictures will be taken by digital camera of storefronts etc. to also go on the web page.

Web Site

K. Dirlam stated he hopes to have a draft of the Web page to present to committee at next months meeting.

**Jesse Case:**

#800

J. Case reported there were 105 requests made. AT&T's billing cycle is from the 20<sup>th</sup> to the 20<sup>th</sup> and it is quarterly. He will have a closer count next meeting. He stated there has been reported 20% on incomplete calls made. He is concerned with these incomplete calls and is looking into the cause.

Travel  
Guide

J. Case stated the travel guide is almost ready to go to press, he is waiting on a few ads and calendar event dates.

Booth

J. Case stated the display booth is setup at the Belvidere Truck Stop.

**TOPIC**

**DISCUSSION**

**CONCLUSION**

**New Business:**

Advisory Board On motion by S. Myers, seconded by J. Graffrath and carried to approve the appointment of the Allegany County Development Advisory Board attached.

**PREPARE A RESOLUTION**

STW Board On motion by B. Heineman, seconded by J. Graffrath and carried to approve the appointment of Edgar Sherman of Little Genesee, to fill a vacancy on the Southern Tier West Regional Planning and Development Board caused by the resignation of John W. Walchli, Jr.

**PREPARE A RESOLUTION**

Employment & Training Board On motion by J. Graffrath, seconded by S. Myers and carried to approve the Employment and Training Advisory Board attached.

**PREPARE A RESOLUTION**

Prison Issue B. Reynolds requested committee to discuss the possibility of a maximum-security prison to be built in Friendship. After much discussion a motion by S. Myers, seconded by J. Graffrath and carried to sponsor a resolution to present to the committee of the whole to reaffirm passing a resolution on support of the prison. Opposed by B. Heineman.

**PREPARE A RESOLUTION**

On motion by B. Reynolds, seconded by J. Graffrath and carried to go into executive session at 2:16 for the potential acquisition of Real Property. On motion by B. Reynolds, seconded by J. Graffrath and carried to go out of executive session at 2:26

Meeting was adjourned.

Submitted: Alice Alsworth

# MEMORANDUM OF EXPLANATION

Intro. No. \_\_\_\_\_  
(Clerk's Use Only)

COMMITTEE: Planning & Development

DATE: 1/11/00

The Employment and Training Center is requesting that the Board of Legislators approve a resolution for the transfer of funds within the following appropriation accounts.

## Appropriations

<u>From</u>	<u>To</u>	<u>Amount</u>
CD6393.101 DSS Jobs- Staff personal services	CD6590.101 DSS CASP 2 - Staff personal services	10,000.00
CD6393.806 DSS Jobs - Staff employee benefits	CD6590.806 DSS CASP 2 - Staff employee benefits	3,000.00
CD6393.475 DSS Jobs - Vocational training	CD6590.474 DSS CASP 2 - Private Sector wage subsidy	20,000.00
CD6792.475 WtW contractual - wage subsidy	CD6591.101 DSS Participant - Work Experi.	18,000.00
CD6792.477 WtW contractual - CRT training	CD6591.803 DSS participant - FICA	<u>2,500.00</u>
	TOTAL	53,500.00

## Revenue

2801.07 DSS Interfund Account	2801.51 DSS Interfund CASP 2	33,000.00
4701.11 WtW - Block Grant	2801.51 DSS Interfund CASP 2	<u>20,500.00</u>
	TOTAL	53,500.00

## FISCAL IMPACT:

For further information regarding this matter, contact:

Jerry L. Garmong, E & T Center

Name and Department

268-9240

Telephone Number

# MEMORANDUM OF EXPLANATION

Intro. No. \_\_\_\_\_  
(Clerk's Use Only)

COMMITTEE: Planning & Development

DATE: 1/25/00

The Allegany County Employment and Training Center requests a resolution to upgrade one Employment and Training Counselor to a Senior Counselor status. This change is necessary as this individual is responsible for activities within the Welfare to Work Program which requires an advanced level of service and supervision. I would also ask that this change be retroactive to January 3, 2000.

An additional request to upgrade one Employment and Training Assistant to an Employment and Training Counselor status is also necessary to allow for greater flexibility and more responsibility in serving the long term unemployed population.

**FISCAL IMPACT:** The salary and benefits are 100% Federally funded.  
There is no fiscal impact.

For further information regarding this matter, contact:

Jerry Garmong, E & T Center

Name and Department

268-9242

Telephone Number

- ALL MATTER ENCLOSED WITH { } IS MATTER ADDED TO ORIGINAL BY-LAWS.
- ALL MATTER ENCLOSED WITH [ ] IS MATTER DELETED FROM ORIGINAL BY-LAWS.
- ALL MATTER MARKED WITH AN ASTERISK, (\*), REPRESENT SOLELY A RENUMBERING OR RE-LETTERING FROM THE ORIGINAL BY-LAWS.

## By-laws of the Allegany County Planning Board

### {ARTICLE 1-} MEETINGS

#### **Section 1. Annual Meetings:**

The annual meeting of the Board shall be held on the first regular meeting in the month of January of each year hereafter. Such meeting shall be devoted to the election of officers for the ensuing year and such other business as shall be scheduled by the Board.

#### **Section 2. Regular Meetings:**

Regular meetings of the Board shall be held each month at such time and place as shall be designated by a majority of the Board. At such meetings shall be considered any and every matter properly brought to the attention of the Board. *{The Planning Board shall enact such policies as shall be deemed necessary for the carrying out of the established duties of said Board.}* Written notice of regular meetings shall be given to all members at least seven days prior to such meetings.

#### **Section 3. Special Meetings:**

Special meetings of the Planning Board shall be held at a time and place designated by the officer calling the same and shall be called by the Chairman, Vice Chairman or Secretary. Verbal or written notice thereof shall be given to all the members not less than twenty-four (24) hours in advance thereof.

#### **Section 4. Quorum:**

At any meeting of the Board, a quorum shall consist of a majority of the then designated members of the Board. No action shall be taken in the absence of a quorum, except that those members present shall be entitled to call a Special Meeting at a subsequent date.

#### **Section 5. Voting:**

At all meetings of the Board, each member properly appointed and attending shall be entitled to cast one vote. Voting shall be by voice. In the event that any member present shall have a personal interest of any kind in a matter then before the Board, he shall be disqualified from voting upon the matter{.}[and] The Secretary shall so record in the minutes that no vote was cast by such member. A majority vote of the members present shall be necessary for the adoption of any proposed action, resolution or other voting matter.

#### **Section 6. Proceedings:**

- A. At any regular meeting of the Board, the following shall be the regular order of business:
1. Roll call
  2. Minutes
  3. Communications
  4. Reports and action on old business
  5. New business
  6. Adjournment
- B. Each formal action of the Board required by law, rule or regulation shall be embodied in a formal resolution duly entered in full upon the Minutes Book after an affirmative vote as provided in Section 5 hereof. Each resolution so adopted shall automatically authorize, if necessary, the use and imprint of the official signature of this Board as hereinafter defined and such official signature shall not otherwise be used unless authorized by the Board.

**Section 7. Rules of Procedure:**

All meetings of the Planning Board shall be conducted in accordance with Robert's Rules of Order.

**{ARTICLE II-} OFFICERS**

**Section 1\*. Officers:**

The officers of the Board shall consist of a Chairman, a Vice-Chairman, a Secretary and an Assistant Secretary, each of whom shall serve for a term of one year.

**Section 2\*. Election of Officers:**

The officers of the Board shall be elected for the ensuing year at the annual meeting of the Board. In the event the Secretary shall be absent from any meeting, the Assistant Secretary shall act in place of the Secretary.

**Section 3\*. Duties of Officers:**

The duties and powers of the officers of the Board shall be as follows:

**Chairman:**

- a. To preside at all meetings of the Board.
- b. To call special or emergency meetings of the Board in accordance with these By-laws.
- c. To sign, together with the Secretary, all official documents of this Board in accordance with the requirements of these By-laws.
- d. To see that all reports, documents and actions of the Board are properly made, executed, filed or taken as the case may be, in accordance with law and the actions of this Board.
- e. To have the power to appoint committees and committee chairman.

**Vice-Chairman:**

- a. During the absence, disability or disqualification of the Chairman, the Vice-Chairman shall exercise or perform all the duties and be subject to all responsibilities of the Chairman.

**Secretary:**

- a. To keep the minutes of all meetings of the Board in an appropriate manner.

- b. To give or serve all notices required by law or by these By-laws.
- [c. To be custodian of the records of this Board.]
- c.\* To attend to all the official correspondence of this Board.
- d.\* To lay before the Board at its meetings all official correspondence received by the Secretary relating to the business of the Board.
- e.\* To affix on any official document of this Board, the official signature thereof whenever the same shall be required by law or the regulations of this Board, such action to be taken. However, only after such action shall have been authorized by an affirmative vote of this Board.

**Assistant Secretary:**

- a. During the absence, disability or disqualification of the Secretary, the Assistant Secretary shall exercise or perform all the duties and be subject to all the responsibilities of the Secretary.

**{ARTICLE III-} MEMBERSHIP**

***{Section 1. Nomination and Appointment:}***

*{Members shall be nominated by the Chairman of the Board of Legislators and appointed by resolution of the Board of Legislators. Any member absent from three (3) consecutive meetings without just cause shall be recommended for removal by a majority vote of this Board.}*

***{Section 2. Term:}***

*{Members shall be appointed for a term of one year.}*

***{Section 3. Vacancies:}***

Should any vacancy occur among the members of this Board by reason of death, resignation, disability or otherwise, immediate notice thereof shall be given to the Clerk of the Board of Legislators by the Secretary. Should such vacancy occur among the officers of this Board, the vacancy shall be filled by election at the next regular meeting of this Board[,]{.} The officer so elected will serve the unexpired term of the office in which such vacancy shall occur.

**{ARTICLE IV-} OFFICIAL SIGNATURE**

**Section 1\*. Official Signatures:**

The official signature of this Board shall be endorsed upon all papers and documents requiring the same by reason of the requirements of law or the rules and regulations of this Board. Such signature shall be endorsed upon such papers only pursuant to the direction of this Board embodied in a resolution so directing and shall be personally signed either by the Chairman or by the Secretary. In form the official signature shall be as follows:

{By \_\_\_\_\_ Dated \_\_\_\_\_

*Name, (list position here)  
Allegany County Planning Board}*

**{ARTICLE V-}AMENDMENTS**

**Section 1\*. Amending By-laws:**

These By-laws may be amended at any Annual Meeting of this Board provided that notice of said proposed amendment is given to each member in writing at least five (5) days prior to said meeting. Said By-laws may be amended at any regular meeting or special meeting called for that purpose. Notice of such a meeting shall be in writing, shall contain a precise description of the change proposed in said By-laws and shall be given to each member at least five (5) days prior to said meeting.

# ALLEGANY COUNTY BOARD OF LEGISLATORS

COUNTY OFFICE BUILDING \* 7 COURT STREET  
BELMONT, NEW YORK 14813-1083  
TELEPHONE 716-268-9222 \* FAX 716-268-9446

EDGAR SHERMAN  
CHAIRMAN

BRENDA R. HOTCHKISS  
CLERK

## *Memorandum*

**TO:** Planning and Development Committee

**FROM:** Brenda R. Hotchkiss, Clerk of the Board

**DATE:** January 24, 2000

**RE:** Appointments to the Allegany County Development Advisory Board

The Chairman of the Board has made the following appointments to the Allegany County Development Advisory Board to serve at his pleasure, subject to confirmation by the Board of Legislators:

Education:	Deborah Clark, Wellsville
Agriculture:	Ted Hopkins, Fillmore
Forests:	John Cornaby, Whitesville
Recreation/Tourism:	Jesse Case, Wellsville
Industry:	Brian Patten, Friendship Reita Sobeck-Lynch, Wellsville
Utilities:	Frederick Marks, Hornell
Small Business:	Peter Roberts, Alfred Voni Walker, Wellsville
Banking:	David Fleming, Wellsville
Real Estate:	✓ Bill Shuler, Cuba
At-Large	Leslie Williams, Wellsville Russell Combs, Friendship

If the Committee approves of these appointments, please have a motion to that effect included in your minutes, along with a request to the County Attorney to prepare a resolution.

In addition, the Chairman should sign the attached pink appointment forms, where indicated, and return them to me.

Thank you.

# ALLEGANY COUNTY BOARD OF LEGISLATORS

COUNTY OFFICE BUILDING \* 7 COURT STREET  
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TELEPHONE 716-268-9222 \* FAX 716-268-9446

EDGAR SHERMAN  
CHAIRMAN

BRENDA R. HOTCHKISS  
CLERK

## ***Memorandum***

**TO:** Planning and Development Committee

**FROM:** Brenda R. Hotchkiss, Clerk of the Board

**DATE:** January 24, 2000

**RE:** APPOINTMENT TO SOUTHERN TIER WEST REGIONAL PLANNING & DEVELOPMENT BOARD

On January 24, 2000 the Chairman of the Board appointed Edgar Sherman of Little Genesee, to fill a vacancy on the Southern Tier West Regional Planning and Development Board caused by the resignation of John W. Walchli, Jr. (resignation attached).

If the Committee approves of this appointment, please have a motion to that effect included in your minutes, along with a request to the County Attorney to prepare a resolution. Mr. Sherman will fill the remainder of Mr. Walchli's term commencing immediately and expiring May 31, 2002.

In addition the Chairman of the Planning and Development Committee should sign the attached pink appointment form, where indicated, and return it to me.

Thank you for your attention to this matter.

/bh

Attachments

# ALLEGANY COUNTY BOARD OF LEGISLATORS

COUNTY OFFICE BUILDING \* 7 COURT STREET  
BELMONT, NEW YORK 14813-1083  
TELEPHONE 716-268-9222 \* FAX 716-268-9446

EDGAR SHERMAN  
CHAIRMAN

BRENDA R. HOTCHKISS  
CLERK

## *Memorandum*

**TO:** Planning & Development Committee

**FROM:** Brenda R. Hotchkiss, Clerk of the Board

**DATE:** January 3, 2000

**RE:** APPOINTMENTS TO EMPLOYMENT AND TRAINING ADVISORY BOARD

The Chairman of the Board has made the attached appointments to the Employment and Training Advisory Board to serve a term of one year, commencing January 3, 2000 and expiring December 31, 2000, subject to confirmation by the Board of Legislators.

If the Committee approves of these appointments, please have a motion to that effect included in your minutes, along with a request to the County Attorney to prepare a resolution.

In addition, the Chairman should sign the attached pink appointment forms, where indicated, and return them to me.

Thank you.

# ALLEGANY COUNTY BOARD OF LEGISLATORS

COUNTY OFFICE BUILDING \* 7 COURT STREET  
BELMONT, NEW YORK 14813-1083  
TELEPHONE 716-268-9222 \* FAX 716-268-9446

EDGAR SHERMAN  
CHAIRMAN

BRENDA R. HOTCHKISS  
CLERK

## CERTIFICATE OF APPOINTMENT

I, EDGAR SHERMAN, Chairman of the Allegany County Board of Legislators DO HEREBY APPOINT the following members to the OFFICE OF EMPLOYMENT AND TRAINING ADVISORY BOARD to serve at my pleasure, effective January 3, 2000, subject to approval by the Board of Legislators:

### Private Sector Members:

Alan Schmidt, Wellsville, NY

Wallace Higgins, Alfred Station, NY

A. James Fantauzzo, Wellsville, NY

Diane Burch, Almond, NY

Barbara Deming, Cuba, NY

Henry Mayo, Belmont, NY

### Community Based Organization Member:

Charles T. Kalthoff, Belmont, NY

### Social Services Member:

Margaret Cherre, Friendship, NY

### Labor Organization Member:

Robert Cole, Wellsville, NY

### Public Employment Service Member:

Loretta Cronin, Wellsville, NY

### Educational Agency Member:

Charles Kremer, Hinsdale, NY

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EDGAR SHERMAN, Chairman

Dated at Belmont, New York  
this 3rd day of January, 2000.

PLANNING AND DEVELOPMENT  
FEBRUARY 8, 2000

NOT  
APPROVED  
FEB 11 2000

**Present:** B. Reynolds, S. Myers, J. Graffrath, B. Heineman, E. Sherman, J. Margeson, J. Marshall, J. Case, K. Dirlam

Meeting was called to order by Chairman B. Reynolds at 1:35.

On motion by J. Graffrath, seconded by B. Heineman and carried the minutes of December 28, 1999, January 24 & 25th were approved.

**J. Marshall:**

<u>TOPIC</u>	<u>DISCUSSION</u>	<u>CONCLUSION</u>
HUD Grant	J. Marshall stated that NY State is handling the HUD Funding Block Grant. It will be presented for public comment in the near future. There was much discussion on how the grant will be handled by the State. Julie feels there will be more money available for rural areas now more than in the past. There was discussion on how Julie will handle the new application.	
Southern Tier West	J. Marshall handed out a synopsis of activities in which Southern Tier West is involved, January 1, 2000. Julie stated she will receive copies of the 1999 Regional Development Strategy from Southern Tier West and bring it back to the committee members for review.  S. Myers requested information from all towns and villages on their yearly activities for economic development plans, water and and sewer upgrades etc.	A survey will go out to all Towns and Villages of the County requesting such information.
	Julie stated that her office will participate in the 7 <sup>th</sup> annual Southern Tier West Local Government Conference on May 11 <sup>th</sup> at Houghton College. They will have a booth.	Committee members who may wish to attend should let Julie know.
Senior Welding Program	J. Marshall announced a ribbon cutting at the Dresser-Rand facility on Saturday at 11:00 for the Senior Welding Program from Alfred State.	
Ceramic Video	J. Marshall was requested to report back on an update of the Ceramic Incubator video. Julie reported the video is completed. The committee has been asked to come to the Ceramic Incubator for a preview of the video.	Julie will try and set up a meeting at the Ceramic Incubator for viewing of the video for March 14 <sup>th</sup> , regular committee meeting.

**TOPIC**

**DISCUSSION**

**CONCLUSION**

Advisory Board

J. Marshall stated February 17<sup>th</sup> will be the next Advisory Board meeting and the committee members are welcome to attend.

Professor on Sabbatical

J. Marshall stated a professor from a Vermont College who was originally from Allegany County is taking a sabbatical and would like to work with the Economic Development Office for the fall 2000 term. The project will be for down town revitalization. When the project is completed there will be a template for all towns and villages to acquire information for their revitalization projects in the future. There was discussion on how this will be handled.

Re-Appropriate Funds

J. Marshall requested the committee to sponsor a resolution to re-appropriate funds from 1999 CDME ACCORD HUD Grant (8686.476) in the amount of \$10,365.00 to 2000 CDME 8686.476.

On motion by J. Graffrath seconded by B. Heineman and carried to sponsor a resolution. S. Myers sustained due to being a member of the ACCORD Board.

**PREPARE A RESOLUTION**

J. Marshall requested the committee to sponsor a resolution to re-appropriate funds from 1999 CDME Revolving Loan Fund Management (8686.475) in the amount of \$4,705.00 to 2000 CDME 8686.475.

On motion by J. Graffrath seconded by B. Heineman and carried to sponsor a resolution.

**PREPARE A RESOLUTION**

J. Marshall requested the committee to sponsor a resolution to re-appropriate funds from 1999 CDME Revolving Loan Fund (8686.477) in the amount of \$217,512.00 to 2000 CDME 8686.477.

On motion by J. Graffrath seconded by B. Heineman and carried to sponsor a resolution.

**PREPARE A RESOLUTION**

J. Marshall requested the committee to sponsor a resolution to re-appropriate funds from 1999 A6430.477 General Government Support Microfilming (Archives Grant) in the amount of \$7,000.00 to 2000 A6430.477.

On motion by J. Graffrath seconded by B. Heineman and carried to sponsor a resolution.

**PREPARE A RESOLUTION**

**TOPIC****DISCUSSION****CONCLUSION****Jesse Case:**

Brochure

J. Case stated the new Economic Development brochure is near completion. There was discussion on the printing of the brochure.

800#

J. Case stated in January 1999 there were 143 requests made. Because of the billing cycle it is estimated there have been 188 requests made for January, 2000.

Web Site

J. Case stated he received a report on web site hits. For the last quarter of 1999 (October-December), there have been 1,365 unique visitors (separate ones). For January, 2000 there were 1,064 unique visitors. It has been broken down as follows:

Views last ¼ report 1999

1. 308 opening tourism page
2. 267 events
3. 191 outdoor recreation
4. 143 hunting/fishing

Views January 2000 report

1. 203 opening tourism page
2. 141 events
3. 151 outdoor recreation
4. 17 hunting/fishing

Jesse stated the new tourism layout for 2000 events should be on the web site by March.

Hunting

J. Case stated he received the hunting report for 1998. There were 693,561 licenses bought. Allegany County is down 2% from previous year. New York State ranks 5<sup>th</sup> in the Nation. Pennsylvania ranks 1<sup>st</sup> with over 1 million licenses bought.

2000  
Travel  
Guide

J. Case stated the proof for the 2000 Travel Guide will be received soon. It will then go to the State for approval and then go to press. Jesse stated last year there were 38 sponsored advertisements, this year there are 53. The advertisement revenue for 1999 was \$2,935, this year it is estimated at \$4,160. There was discussion on how this money is being spent for advertising.

Map

J. Case presented the new Community Trails map. There are no highways on this map, it is all trails. To purchase a map you can

**TOPIC**

**DISCUSSION**

**CONCLUSION**

call the New York Parks & Conservation Association (NYPCA) at 518-434-1583 or e-mail at [nypca@nypca.org](mailto:nypca@nypca.org) or website [www.nypca.org](http://www.nypca.org)

**Kier Dirlam:**

I-86  
Benefits  
Study

K. Dirlam presented a copy of the executive summary, I-86 Economic Development Benefits Study for the committee to review. The economic benefits estimation is important because it examines the potential overall impact on the Southern Tier and Hudson Valley economies of the upgrade to I-86 over the 2000-2020 time period.

S. Myers stated she was at the final presentation in Albany, and that the Senate and Assembly representatives were very interested in pursuing the upgrades to I-86. She went on to explain what went on during the meeting.

Wellsville  
Zoning

K. Dirlam stated he met with the Wellsville Planning Board on the plans for the zoning map revision project. The draft for a new zoning map he has prepared for their review will be completed in March. There was discussion on how much work K. Dirlam will be doing on these projects in the future.

Database

K. Dirlam gave an update on the database he is working on for the available sites for sale in Allegany County for economic development growth. He has identified 40 potential sites so far and will send out a form to owners and real-estate representatives for release of information to put on the database, and web site.

Web site

K. Dirlam stated the Economic Development/Planning web page will be ready for review at the next meeting.

Planning  
Board

K. Dirlam stated the Planning Boards next meeting will be February 16<sup>th</sup> at 7:30 and all committee members are welcome to attend.

Policy  
for Planning  
Jobs

It is the desire of the Committee that Mr. Dirlam obtain Committee guidance prior to accepting requests for assistance from town/village governments, Legislators, or any non-County related organization.

Alfred  
Access

K. Dirlam presented to committee his ideas for improvements for discussion only on an alternative to the I-386 access road to Alfred. Number one on the list is to add Alfred to the Exit 33 signs. Kier has eight other ideas for improvements and they were discussed.

Chairman B. Reynolds was asked to write a letter to Senator Pat McGee for

**TOPIC**

**DISCUSSION**

**CONCLUSION**

Southern  
Tier West  
Appointment

Edgar Sherman, Chairman of the Board indicated he will be appointing B. Reynolds to the Southern Tier West Regional Planning Board to fill the remainder of Patrick Regan's term on February 14<sup>th</sup>. He request the committee support a resolution if they approve of this appointment.

her support adding Alfred to the signs.

On motion by S. Myers, seconded by B. Heineman and carried to support a resolution.

**PREPARE A RESOLUTION**

Burns &  
Grove

W. Dibble gave an update on the sewer district project in the towns of Burns & Grove, and it was discussed. There was discussion of other projects going on in both towns as well.

Meeting was adjourned at 2:57.

Submitted by Alice Alsworth

# MEMORANDUM OF EXPLANATION

Intro. No. \_\_\_\_\_  
(Clerk's Use Only)

COMMITTEE: Planning & Development

DATE: 2/8/00

A resolution is requested to re-appropriate funds from 1999 CDME ACCORD HUD Grant (8686.476) in the amount of \$10,365.00 to 2000 CDME 8686.476.

## FISCAL IMPACT:

**For further information regarding this matter, contact:**

Julie A. Marshall, Director of Development  
**Name and Department**

268-9229  
**Telephone Number**

# MEMORANDUM OF EXPLANATION

Intro. No. \_\_\_\_\_  
(Clerk's Use Only)

COMMITTEE: Planning & Development

DATE: 2/8/00

A resolution is requested to re-appropriate funds from 1999 CDME Revolving Loan Fund Management (8686.475) in the amount of \$4,705.00 to 2000 CDME 8686.475.

## FISCAL IMPACT:

**For further information regarding this matter, contact:**

Julie A. Marshall, Director of Development  
**Name and Department**

268-9229  
**Telephone Number**

# MEMORANDUM OF EXPLANATION

Intro. No. \_\_\_\_\_  
(Clerk's Use Only)

COMMITTEE: Planning & Development

DATE: 2/8/00

A resolution is requested to re-appropriate funds from 1999 CDME Revolving Loan Fund (8686.477) in the amount of \$217,512.00 to 2000 CDME 8686.477.

## FISCAL IMPACT:

**For further information regarding this matter, contact:**

Julie A. Marshall, Director of Development  
**Name and Department**

268-9229  
**Telephone Number**

# MEMORANDUM OF EXPLANATION

Intro. No. \_\_\_\_\_  
(Clerk's Use Only)

COMMITTEE: Planning & Development

DATE: 2/8/00

A resolution is requested to re-appropriate funds from 1999 A6430.477 General Government Support Microfilming (Archives Grant) in the amount of \$7,000.00 to 2000 A6430.477.

## FISCAL IMPACT:

**For further information regarding this matter, contact:**

Julie A. Marshall, Director of Development  
**Name and Department**

268-9229  
**Telephone Number**

**PLANNING AND DEVELOPMENT**  
**MARCH 14, 2000**

MAR 17 2000

**Present:** B. Reynolds, S. Myers, J. Graffrath, B. Heineman, J. Walchli, E. Sherman, J. Margeson, J. Marshall, J. Case, K. Dirlam

**Guest:** Russ Combs, Director, EDZ Friendship  
Lynn Faecke, ACCORD Corporation

Meeting was called to order by Chairman B. Reynolds at 1:35.

On motion by B. Heineman, seconded by J. Graffrath and carried the minutes of February 8, 2000 were approved corrected. On page two under Re-appropriate Funds was worded that S. Myers sustained, it should have said abstained. Also on the third page under Web Site for views of January 2000 number 4., 17 hunting/fishing should have added to it (entry only). Under hunting, it states that Allegany County is down 2% on license sales, it should read NY State is down 2%.

TOPIC	DISCUSSION	CONCLUSION
Lynn Faecke:	<p>Lynn asked committee to sponsor a resolution in support of a Housing Development Project to have a scattered site trailer replacement program. This will be a two year program. It is for replacement of existing trailers. The grant will be for \$400,000. There are restrictions as follows:</p> <ol style="list-style-type: none"> <li>1. Income eligible</li> <li>2. Will have a five year mortgage attached, it can not be removed from existing site or to sell.</li> <li>3. Dispose of trailers – not for other uses.</li> <li>4. 100% owner occupied.</li> </ol> <p>It was discussed to put in the grant application for filing fees to be cost to individual receiving the grant.</p> <p><b><u>PREPARE A RESOLUTION</u></b></p>	<p>On motion by J. Graffrath, seconded by B. Heineman and carried to sponsor a resolution. S Myers abstained.</p> <p>On motion by J. Graffrath, seconded by B. Heineman and carried to hold the first public hearing. Final decision on the grant will have to go before the full board for approval. S. Myers abstained.</p>
Russ Combs:	<p>On motion by S. Myers, seconded by J. Graffrath and carried to go into executive session to discuss financials of a business at 1:47.</p> <p>On motion by J. Graffrath, seconded by B. Heineman and carried to go out of executive session at 2:03.</p>	
Julie Marshall: Businesses	<p>Julie stated her department has given technical assistance to 38 businesses in the past month with some of them being multiple meetings.</p>	

TOPIC	DISCUSSION	CONCLUSION
Available Sites	Forms have been sent to Realtors in the county requesting information on possible sites and descriptions of the sites. They have received information back on 18 available sites so far in the county.	
Brochure	The new Economic Development Office Brochure will be delivered in a few weeks.	
800#	The new 800 number for the Economic Development Office is now installed. The number for the office is 1-800-893-9484. Julie stated the number will be primarily marketed outside the area.	
Ceramic Video	The committee viewed the new Ceramic Incubator video that has recently been completed.	
Census 2000 Bus	On March 31, 2000 from 5:30-7:30 at the Wellsville Elementary School the Census 2000 bus will stop there on it's tour of United States. Julie stated that our State Representatives will be present with a full media coverage. S. Myers stated there are 12 mini vans touring United States and that we are very lucky that they are coming to Allegany County they are not touring some of the nearby counties. The Census organization is going to schools, and holding different public meetings to reach the public on how important this census really is and how it will affect your area on State available money if you have a more accurate count of the population in your area. S. Myers discussed ways to keep track how the return responses are. To also be able to follow-up on the non-responses.	
<b>Jesse:</b> Travel Guide	Jesse stated the travel guide should be shipped in a little over a week.	
800#	Jesse did not have a report on the 800# due to the changing of companies.	
Deer Report	Jesse stated Allegany County has the highest buck taken per square mile, which is six. We are in the top four for total harvest in the State. This gives us a good marketing strategy for the County.	
Tourism Web Site	The web site is still being completed. All the businesses that are on line will be included in this site with information on them.	

**TOPIC****DISCUSSION****CONCLUSION**

As other businesses come on-line they will be inserted as well.

**Kier:**

Viewing of  
the Web Site

Kier showed the committee what the new Web Site will be like and went on to explain the different views, and links that can be done. The available sites in the county will have a separate link so interested businesses can find out information about these individual sites.

There has already been site request and Kier looked up the information for the interested party.

Planning  
Board  
Appointments

The committee is requested to sponsor a resolution to approve the Chairman of the Boards appointments of the individuals to the Planning Board for a one-year term expiring December 31, 2000.

On motion by B. Heineman, seconded by B. Reynolds, and carried to support a resolution.

**PREPARE A RESOLUTION**

Exit 33 Sign

S. Myers asked if a letter has been sent to Senator Patricia McGee requesting Alfred to be added to the Exit 33 sign? B. Reynolds stated that a letter has gone out. He also stated he followed-up by contacting Alfred University checking to see if this would interfere with directions they send out to students attending the college. The college has no problem with the change. J. Marshall also stated she had the same response from Alfred State College.

**Preston****Lucas:**

Campsites

P. Lucas requested the committee to support promoting the advertisement of permanent seasonal campsites in the county. J. Case stated the Wellsville Daily Reporter promotes the campsites in their promotion of hunting in the County.

J. Case will follow-up with the Daily Reporter on a possible extra page for this promotion and he will report back to the committee.

County Clean-  
Up

P. Lucas stated the need to promote pride in Allegany County on County-Wide clean-up to make the County attractive to tourist.

**William****Dibble:**

Snowmobile  
Forum

Wm. Dibble requested the committee to support his attending the Annual Statewide Snowmobile Forum in Rome, New York.

On motion by B. Heineman, seconded by J. Graffrath and carried to support Wm. Dibble to attend the meeting with a \$100 limit on expenses and to cover mileage. S. Myers opposed.

**TOPIC****DISCUSSION****CONCLUSION**

**Edgar**  
**Sherman:**  
Snowmobiles

E. Sherman stated he received a letter from Lewis County on a possible State ban on the use of snowmobiles on State and County roads. This is due to the metal studs that do extensive damage to the roads. There was much discussion.

Wm. Dibble was asked to present this issue at the meeting he is attending for the State Snowmobilers Forum, and to report back to the committee.

Meeting was adjourned at 3:14.  
Submitted: Alice Alsworth

NOT  
APPROVED  
APR 17 2000

PLANNING AND DEVELOPMENT  
APRIL 11, 2000

Present: B. Reynolds, S. Myers, B. Heineman, J. Walchli, E. Sherman, J. Garmong, K. Dirlam

Meeting was called to order by Chairman B. Reynolds at 1:28.

On motion by B. Heineman, seconded by S. Myers and carried the minutes of March 14, 2000 were approved.

TOPIC	DISCUSSION	CONCLUSION
Jerry Garmong:	Jerry requested that the committee sponsor a resolution for him to hire an accountant for his office. The title is already in the system. There will be no fiscal impact. It will be a non-unit grade 15 position.	On motion by B. Heineman, seconded by S. Myers and carried to sponsor a resolution.

PREPARE A RESOLUTION

Summer Youth Program	Jerry passed out a schedule for the Summer Youth Program at BOCES. He stated it will be greatly downsized from 100 students to 50, plus it will run for five weeks not six. The qualifications this year will be different due to the requirements from the State. Under the new rules there will not be a summer program and there will be a separate Youth Council starting next year. He wanted the committee to be aware of the changes in case they receive phone calls, they will know what is going on. There was much discussion on this issue.
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Kier Dirlam:	Due to Jesse Case being unable to attend the meeting he asked Kier to request the committee to sponsor a resolution to authorize the Planning and Development Committee to act as Tourist Promotion Agency and to apply for State Funds up to \$500,000 for Tourism Promotion purposes.	On motion by J. Walchli, seconded by S. Myers and carried to sponsor a resolution.
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PREPARE A RESOLUTION

Medical Company	Due to Julie Marshall being unable to attend the meeting she asked Kier to present to the committee an article that was in the paper in regards to a Medical company possibly coming to Allegany County Friendship Economic Development Zone.
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I-86 Sign for Alfred	B. Reynolds gave the committee a letter from Senator Patricia McGee in answer to a letter he had written requesting Alfred be added to the Exit 33 sign on I-86. The letter stated this request
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TOPIC	DISCUSSION	CONCLUSION
	can not be done due to Federal Regulations on signage.	
Water Resources Council	Kier stated he met with the Water Resources Council and they are working on an update of the water quality strategy.	
Angelica Comp. Plan	Kier met with Angelica Town and Village residents in regards to their Comprehensive Plan and they will be editing it over the next few months.	
New Resource Books	Kier stated he now has two new resource books available for view, one <u>Rural by Design</u> and one <u>Crossroads, Hamlets, Town &amp; Village</u> by Randall Arendt.	
Land Use Planning	J. Walchli asked about more information on land use planning for more flexibility instead of Zoning. There was much discussion and Kier will look further into it.	
START	Kier went to a meeting of START Committee (Southern Tier Area Rails & Trails). It was to discuss their project on making a large map that will include all trails and smaller handout maps as well. These will include all three counties.	
Southern Tier West Local Government Conference	Kier stated this years Southern Tier West Local Government Conference will be held Thursday May 11 <sup>th</sup> at Houghton College.	
Web Site	Kier stated he submitted changes for the Web Site to the Data Processing Department and expects they will be completed soon.	
Web Site Notice	Kier sent out notification of the Web Site to all departments and received constructive ideas and comments.	
Town Planning Board Members	Kier sent out a request to all Towns on their Planning Board Members to receive any changes to update his list.	
Planning Board	Kier notified the committee that a member of the Planning Board has resigned. He stated the Planning Board is considering developing an official county map for planning purposes.	
GIS Information	Kier stated he is working on a comprehensive list of GIS data layers and working with departments to utilize GIS more in the county. During the discussion it was noted that Jonathan Cobb	B. Dibble asked committee to sponsor giving \$200.00 to Alfred University for work

**TOPIC**

**DISCUSSION**

**CONCLUSION**

is working on Rushford to digitize their water system. The towns of Hume and Stannards are interested in doing the same. There was much discussion on the Counties role in doing these projects.

that they had done with Canaseraga. On motion by J Walchli, seconded by S. Myers, B. Heineman abstained, to allow the \$200.00 to go to Alfred University but to have a referral to Ways/Means to set a policy to be followed in future requests. They also requested a voucher be sent i for their services.

**REFERRED TO WAYS AND MEANS**

ARC Projects

Kier stated if anyone is interested in an ARC Grant they need to contact Ginger Malak at Southern Tier West right away.

Ceramic Corridor

J. Walchli suggested the committee holding one of their meetings and a tour of the Ceramic Corridor.

J. Walchli was asked to set up the meeting and report back to committee.

Meeting was adjourned at 2:25.

# MEMORANDUM OF EXPLANATION

Intro. No. \_\_\_\_\_  
(Clerk's Use Only)

COMMITTEE: PLANNING & DEVELOPMENT

DATE: 4/11/00

The Employment and Training Center is seeking committee approval to create the position of Accountant. This non-unit position is necessary as fiscal management responsibilities were previously that of the Assistant Director and have yet to be replaced.

## FISCAL IMPACT:

The salary and benefits of this position are 100% Federally Funded.

For further information regarding this matter, contact:

Jerry Garmong, E&T Center  
Name and Department

268-9240  
Telephone Number



**TITLE:**

**AUTHORIZING PLANNING AND DEVELOPMENT COMMITTEE OF COUNTY BOARD OF LEGISLATORS TO ACT AS TOURIST PROMOTION AGENCY AND TO APPLY FOR STATE FUNDS FOR TOURISM PROMOTION PURPOSES**

Offered by: Planning and Development Committee

Pursuant to Article 5-A of the Economic Development Law

**RESOLVED:**

1. That the Planning and Development Committee of this County Board of Legislators is authorized to act as a tourist promotion agency and to apply for state funds up to \$300,000 for tourism promotion purposes.

500,000

2. That if the application for such funding is approved, such Committee shall submit the grant agreement to this Board for approval and appropriation prior to commencing any work.

3. That the Clerk of this Board is directed to send a certified copy of this resolution to the New York State Commissioner of Economic Development.

I, Brenda R. Hotchkiss, Clerk of the Board of Legislators of the County of Allegany, State of New York do hereby certify that the foregoing constitutes a correct copy of the original on file in my office and the whole thereof of a resolution passed by said Board

on the 14<sup>th</sup> day of June, 1999.

Brenda R. Hotchkiss Dated at Belmont, New York this 14<sup>th</sup> day of June, 1999  
Clerk, Board of Legislators, Allegany County

Moved by Myers Seconded by Regan VOTE: Ayes 12 Noes 0 Absent 3 Voice \_\_\_\_\_

Absent: Burdick, Conkey, Truax

PLANNING AND DEVELOPMENT  
MAY 9, 2000

NOT APPROVED  
MAY 15 2000

Present: B. Reynolds, S. Myers, B. Heineman, J. Walchli, E. Sherman, J. Garmong, K. Dirlam

Meeting was called to order by Chairman B. Reynolds at 1:28.

On motion by B. Heineman, seconded by S. Myers and carried the minutes of March 14, 2000 were approved.

TOPIC	DISCUSSION	CONCLUSION
Jerry Garmong:  Transfer of Funds	Jerry requested the committee to sponsor a resolution for the transfer of funds of \$13,500 from CD6291.101-Title IIA Work Experience to CD6290.201-Title IIA Equipment, for the purchase of new equipment. To also transfer \$1,500 from CD6291.101-Title IIA Work Experience to CD6290.405-Title IIA Conference Expense, for expenses for the WIA Conferences. <u>PREPARE A RESOLUTION</u> <u>REFERRED TO WAYS AND MEANS</u>	On motion by S. Myers, seconded by B. Heineman and carried.
Budget Increase	Jerry requested the committee to sponsor a resolution to approve an increase in the department's budget by \$150,000. The increase is a result of additional TANF Surplus Funding made available for the Summer Youth Program. <u>PREPARE A RESOLUTION</u> <u>REFERRED TO WAYS AND MEANS</u>	On motion by S. Myers, seconded by B. Heineman and carried.
Summer Staff	Jerry stated that they are now interviewing for summer staff.	
Kier Dirlam:  Potential Development Sites	Kier stated he is now taking pictures with the digital camera on possible sites in the County.	
County Incentives	Kier stated he researched other Counties on what incentives they offer to prospective buyers. He has over fifty pages of information, and he will go through them to see first of all, where we stand compared to other Counties, and also what ideas they might have that would be a benefit to our County.	
State Transportation	Kier discussed the State Bond that is designated to finish I-86. J. Graffrath asked if we should sponsor a resolution for a bond to	

TOPIC	DISCUSSION	CONCLUSION
Bond	rebuild I-86 in our County were it is necessary. There was discussion and it was decided to have B. Reynolds invite Peter White to the June meeting to discuss our concerns, and what needs to be done to get help.	
I-86 Coalition	Kier stated June 2 <sup>nd</sup> will be the State Wide I-86 Coalition and he was asked to inform the committee when he knows more information so they may attend.	
STW Local Government Conference at Houghton College	Kier stated Jesse and himself will be having a booth at the conference.	
State Archives Grant	Kier stated the State Archives Grant intent was to have a survey done on residents to see how many residents in the County have Internet accessibility and how frequently it is being used. He is the coordinator of this part of the grant and hopes to be done with the survey in June.	
GIS Information	Kier stated he has surveyed the department heads in order to implement sharing of information for GIS purposes within the offices. He has been working together with Alfred University in sharing each other's acquired information so work isn't being duplicated, and thus saving of time. There was discussion and it was decided to have Kier continue working with Alfred University.	
Belfast Brochure	Kier passed out the new Belfast brochure which contains the history of the town, plus other vital information.	
Project "2050"	Kier passed out information received from Amory Houghton's office in regards to project "2050" and what needs to be done to improve our districts in the next fifty years.	
ARC Grant	There was discussion on what is being done at Southern Tier West in regards to the ARC I-86 Grant. There was much discussion, and it was decided to continue checking on the progress for the sake of the County.	
Defusion Fund	There was discussion on how things stand with the Defusion Fund with Southern Tier West.	It was decided to have Brent see if a representative from Southern Tier West can attend a committee meeting in the

**TOPIC****DISCUSSION****CONCLUSION**

near future to give the committee an updated report and to answer questions.

**Jesse Case:**

Due to Jesse being out sick, Kier gave his report. Kier stated that due to the changing of phone companies, he didn't have an 800 # report. He will have one for the next meeting.

Steuben  
Visitors  
Center

Kier stated Steuben County has agreed to swap a couple of bins to allow our travel guides to be distributed in the Bath Rest Stop and we are doing the same for Steuben County at our rest stop.

Antique Trails

Kier reported that the signs are expected to be up on the roads in June. Kier reported the Antique Trail Maps will be on line in June.

Brochure

Kier stated the travel guide brochure will be on-line in the next few weeks.

Ec. Dev.  
Brochure

Kier stated the Economic Development brochure is at the printers and should be completed soon for distribution.

Alfred Access  
Road Signage

Sue was wondering if a separate sign could be installed just before the exit to advertise Alfred like other Counties have done. There was much discussion.

On motion by S. Myers, seconded by B. Heineman and carried to sponsor a resolution to have separate signs on both ways of traffic before the exit. They will say Alfred is at this exit.

**PREPARE A RESOLUTION**

Resignation of  
Planning  
Board

A notice from Ronald Stuck, Chairman of the Planning Board stating they have received a letter of resignation from Richard Golas to be effective immediately.

County Wide  
Flyer

J. Graffrath asked about checking into the possibility of having a cut out added to the County Wide Flyer for the elections. It would discuss the Bond Act, and a questionnaire for I-86 and other projects going on in the County to get the voter's views and questions. He felt this is a good way to see how the voters feel about the different issues. It would be a returned postage guaranteed response.

It will be looked into further.

Elm Valley  
Road

R. Heineman had concerns on the Elm Valley Road regarding a number of trailers that have suddenly appeared and what needs to be done to clean up, and septic systems in different areas to make

**TOPIC****DISCUSSION****CONCLUSION**

Next Months Meeting

it a more tourist attraction.

B. Reynolds reminded everyone that next months meeting will be held at the Ceramics Corridor Innovation Center on Tuesday, June 13<sup>th</sup>, at 1:30. There will be a tour of the facility and information regarding the program and it's current tenants. There was discussion on this meeting.

Brent was asked to invited representatives from the Sugar Hill Development Corporation to the June meeting to update the committee on their project.

On motion by S. Myers, seconded by J. Graffrath and carried for the meeting to be adjourned at 2:26.

Respectfully submitted:  
Alice Alsworth

# MEMORANDUM OF EXPLANATION

Intro. No. \_\_\_\_\_  
(Clerk's Use Only)

COMMITTEE: Planning & Development

DATE: 5/9/00

The Employment & Training Center is requesting that the Board of Legislators approve a resolution for the transfer of funds within the following appropriation accounts.

<u>Appropriation</u>		
<u>From</u>	<u>To</u>	<u>Amount</u>
CD6291.101 Title IIA Work Experience	CD6290.201 - Title IIA - equipment	13,500.00
CD6291.101 Title IIA Work Experience	CD6290.405 - Title IIA - conference expense	<u>1,500.00</u>
	TOTAL	15,000.00

FISCAL IMPACT: NONE

For further information regarding this matter, contact:

Jerry GARMONG, Employment & Training  
Name and Department

268-9240  
Telephone Number

5/94

# MEMORANDUM OF EXPLANATION

Intro. No. \_\_\_\_\_  
(Clerk's Use Only)

COMMITTEE: Planning & Development

DATE: 5/9/00

The Employment & Training Center has been informed that it will receive \$150,000 in TANF surplus funds to assist in the operation of our Summer Youth Program. We, therefore, request that a resolution be presented to the Board of Legislators to increase our budget line item accounts as follows:

<u>Appropriations</u>		<u>Amount</u>
<u>Account#</u>		
CD6794.101	TANF SYEP - staff personal services	\$ 48,000.00
CD6794.201	TANF SYEP - equipment	2,000.00
CD6794.401	TANF SYEP - postage	800.00
CD6794.402	TANF SYEP - mileage/transportation	1,000.00
CD6794.408	TANF SYEP - general supplies	3,500.00
CD6794.409	TANF SYEP - fees	1,000.00
CD6794.414	TANF SYEP - rent real property	1,000.00
CD6794.416	TANF SYEP - C/S, telephone	1,200.00
CD6794.474	TANF SYEP - contracts, other	31,300.00
CD6794.802	TANF SYEP - retirement	1,200.00
CD6794.803	TANF SYEP - FICA	4,000.00
CD6794.804	TANF SYEP - Workers Compensation	1,000.00
CD6794.806	TANF SYEP - medical insurance	8,800.00
CD6795.101	TANF SYEP - youth work experience wages	40,000.00
CD6795.803	TANF SYEP - youth work experience FICA	3,200.00
CD6795.804	TANF SYEP - youth work experience W/C	2,000.00
	TOTAL	150,000.00
	<u>Revenues</u>	
CD4701.12		150,000.00

**FISCAL IMPACT:** NONE - 100% Federally Funded Program

For further information regarding this matter, contact

Jerry L. Garmong, Director

268-9240

Name and Department

Telephone Number

5/94

## PROJECT "2050"

To develop a working framework to guide those of us who want to lead the Finger Lakes – Southern Tier imaginatively into the next fifty years.

The economic denominator for success is far different today than it was in 1950. The fear is that we get along by going along with the old ways, trying to pump up our economy by following the old rules, replicating the past.

We are in competition with other districts. We do not, for example, have a self-proliferating economic engine such as exists in Silicon Valley or North Carolina's Research Triangle. The shift of people and talent to the South and Southwest continues. Many of us have tried to stem that tide. Our efforts have been inadequate. The recent ten-year unprecedented economic surge has coated our underlying economy with false optimism.

As we look over the next hill, we must ask what have we to offer, what is in store for us, or to put it another way, what individual things must happen to encourage significant investment in the Finger Lakes – Southern Tier area?

The new science of communication with exploding speeds and capabilities is silently crafting a profound change not only in what we produce, but how we think. This juxtaposed to our history should provide a structure of new thinking—solid, imaginative thinking to provide a new identity and action plan for us all in this next half century.

Each of us has a part to play, but those parts must be pulled together:

- what are we as a district
- where do we want to go
- how are we going to get there
- who does what

Project "2050" might just possibly be a first step.

NOT  
APPROVED

PLANNING AND DEVELOPMENT  
JUNE 12, 2000

JUN 16 2000

**Present:** B. Reynolds, S. Myers, J. Graffrath, B. Heineman, J. Walchli, J. Marshall, K. Dirlam

**Guest:** Richard Zink, Russ Patterson – Southern Tier West

Meeting was called to order by Chairman B. Reynolds at 11:09.

The special meeting was called to discuss the Diffusion Fund, and an up-dated report on I-86 Marketing Project progress.

**Diffusion Fund:**

Richard Zink stated that Bell Atlantic hookup of an ATM will be completed in about two weeks in Olean. There were about fifty-five companies that requested hook-up links and the total project is expected to be completed by January. The cost per individual link will be \$8,000/year. New customers can still be linked up, with extra cost than the original project of \$8,000. The total grant was awarded for 3.2 million with two other counties involved with the upgrade of area telecommunications network as well. There was much discussion on the capabilities of this project. It was also stated there will not be any charge to the customers until they are completely hooked up and running.

**I-86 Marketing Project:**

Russ Patterson stated that the I-86 ARC Grant year 2 application was due last Friday. He expects year 1's contract to be signed by July 1<sup>st</sup>.

Russ stated there were three components in the first year's ARC Grant proposal. One was the comprehensive land use corridor study – which consist of exits, developable areas for land use plan, basic framework. The second one is to identify upgrade needs – signs, improvements for development such as Rte 219, Rte 19, and Rte 60, and also infrastructure needs for development to increase. The third was a regional marketing plan – future development capacity, marketing, promotional. The second year ARC Grant proposal is a regional land use plan – working with Towns and Villages to increase development by land use management. The second one is to take infrastructure needs by identifying and getting the funding. The third was regional promotion – by bringing in development and industry and implementing the marketing program developed in year 1.

Russ was asked what cost it would be to the County for the second year plan? Russ stated there will be no additional cost to the County other than in-kind contribution from the Development Office. The application was \$80,000 for the project. The ARC Grant covers \$40,000 with the rest matched by in-kind by municipalities within the County contributing the rest.

S. Myers asked Russ to check with Ginger Malak at Southern Tier West and report back to Brent Reynolds, Chairman of Planning and Development regarding what ARC projects were submitted from Allegany County this year.

The meeting was adjourned at 11:54.

Respectfully Submitted: Alice Alsworth

PLANNING & DEVELOPMENT COMMITTEE

June 13, 2000

J. Margeson  
**NOT  
APPROVED**

JUN 16 2000

**Committee Members Present:**

B. Reynolds, R. Heineman, J. Walchli, S. Myers

**Others Present:**

J. Margeson, J. Marshall, J. Case, K. Dirlam, W. Dibble, L. Dibble, C. Jessup, M. Rucker, D. Sinton

Dr. Diana Sinton of Alfred University and a member of the Allegany County Planning Board made a presentation regarding the development of an "Official County Map" to be utilized by the county. The proposal would include collecting existing maps and data from all municipal offices, digitizing and gathering new data, performing analysis of land use and land cover from satellite imagery and producing the official county map for a total cost of approximately \$14,000. A copy of the proposal is attached to the minutes. After much discussion it was recommended that the proposal be reviewed and approved by the planning board prior to any action by the committee.

Dr. Maurice Rucker of Sugar Hill Development Corporation gave an update on the progress of the industrial park located in Alfred. It is anticipated that infrastructure work will be completed by the fall of 2000.

Jon Wilder, Executive Director of Alfred Technology Resources, (the Ceramics Corridor Innovation Center) gave an overview of the Innovation Centers, including the size, tenants, jobs created, and sales volume generated.

Dr. Arun Varshneya, President of Saxon Glass Technologies, Inc., an incubator tenant discussed with the committee the work that Saxon Glass has undertaken and its growth since occupying space in the incubator.

Dr. Nicholas Burlingame, President of Xylon Ceramic Materials, also an incubator tenant discussed the work that Xylon does and its growth since becoming a tenant of the incubator.

**Workforce Investment Board**

John Margeson requested a resolution approving the contract between Allegany County and the Cattaraugus-Allegany Workforce Investment Board. A motion was made by R. Heineman, seconded by S. Myers and carried. **Prepare Resolution**

## **Minutes**

The May 9, 2000 minutes were approved on a motion by R. Heineman, seconded by J. Walchli and carried.

## **Executive Session**

On a motion by B. Reynolds, seconded by J. Walchli and carried the committee went into executive session.

On a motion of B. Reynolds, seconded by R. Heineman, and carried the committee returned to regular session.

K. Dirlam to send letter and potential alternative sites to developer regarding purchase offer made on county property which was referred by Public Works Committee.

## **Development**

J. Marshall reported that the date of the next Development Advisory Board meeting has been changed to June 22.

The development brochures are expected to arrive in the development office early next week and the department will begin distribution to all towns, villages, libraries, CEOs, schools, etc. Additionally, the department will begin heavily marketing Allegany County via national site development channels.

J. Marshall reported that she and Kier Dirlam met with the new owners of Swain, local and state elected officials regarding future growth at Swain and their needs.

## **Planning**

K. Dirlam reported that Alfred State College and Alfred Montessori School are the only 2 Allegany County ARC applications that have been received by Southern Tier West.

Over 22,000 internet usage surveys were mailed to Allegany County postal customers. To date over 500 responses have been received and tabulation of survey results will be completed by the end of June.

K. Dirlam reported that he met with representatives of various County departments that utilize GIS to determine their usage, existing GIS tools, share data and discuss training opportunities.

Southern Tier West RIBGIS project will provide GIS training for Allegany County GIS users. Eight to ten Allegany County employees will receive 2 days of

classes on the ARCVIEW software and 3D modeling in July at no cost to the county.

The Office of Development received a request from Southern Tier West regarding participation in an I86 web site promotion. A copy of the request is attached to minutes. It was determined that clarification on the cost was needed. K. Dirlam to follow-up on this matter.

### **Tourism**

J. Case reported that 800# calls for the month of April were up approximately 67 calls.

"Goodie Bags" from the Office of Development and Tourism were provided to participants in the recent Trout Unlimited regional meeting held in Allegany County. The event organizers expressed their appreciation for the support of the department.

The Wellsville Chamber of Commerce, together with the Office of Development and Tourism has begun a "Shop Allegany County First" campaign to encourage county citizens to shop in Allegany County.

J. Case has received the *Allegany County Travel and Outdoor Guide* in PDF format which will enable the travel guide to be included in the tourism web site.

J. Case anticipates that New York State grant applications for tourism funding will be released within the next 2 weeks.

### **WIB**

A letter of resignation from Henry Mayo from the Workforce Investment Board and the Employment and Training Board was received. A copy of the letter is attached to the minutes.

### **Adjournment**

There being no further business to come before the committee, the meeting was adjourned at 4:20 p.m.

Respectfully submitted,

Julie A. Marshall  
Director of Development

### Introduction

The Allegany County Planning Board has recognized the need for an Official County Map (OCM) to assist in their planning and organizational efforts. Many of the data layers are already available in digital (computer-based) format, including county roads, streams, and tax parcel lots. However, spatial information about features such as infrastructure (water, sewer, electrical and gas lines, for example), as well as zoning locations, exist only on scattered paper maps. Moreover, information on county features such as land use (or land cover) have yet to be compiled in any form.

### Objective

We wish to generate a current, comprehensive Official County Map for Allegany County, New York. The data layers that our OCM will have include: roads, railroads, all trail systems, streams, wetlands, economic and demographic information, elevation, infrastructure, and land use/land cover, among others.

The tasks necessary to create this map include:

- 1) creating a comprehensive list of the data that are already available;
- 2) gathering the existing paper maps from all municipal, village and town offices;
- 3) determining which data should be digitized, and which should be gather directly (via a global positioning system (GPS));
- 4) scanning and/or digitizing appropriate maps;
- 5) collecting other data with a GPS; and
- 6) performing analyses, such as generating a land use / land cover map from satellite imagery.

If funding were available for these projects, we estimate that the tasks could be completed by September, 2001.

### Budget and Rationale

See attached sheet for the budget information.

We will use the existing geographic information system (GIS) and global positioning system facilities at Alfred University (AU), as this will keep our expenses to a minimum. Furthermore, this will also provide a learning opportunity for undergraduate students. The scanner and digitizer at the AU GIS Lab will also be used. All new data collected will be georeferenced so that they "match" with our existing data layers.

When the OCM is complete, all data will be turned over to the appropriate County personnel (i.e., Kier Dirlam, for example). AU can assist in the updating of the information, but it is the desire of the Planning Board that the County obtain sufficient expertise (hardware, software, and personnel) in GIS so as to be able to maintain the data layers themselves, and provide information for Departments (Public Works, Planning and Development, etc.) as necessary.

## Budget

### Labor

- 1) One undergraduate student from Alfred University  
September 2000 through May 2001 (24 weeks total)  
5 hours per week, at \$5.15/hour \$ 618  
June 2001 – August 2001 (10 weeks total)  
35 hours per week, at \$7.50/hour \$ 2625
  
- 2) Dr. Diana Sinton, Environmental Studies, Alfred University  
September 2000 – August 2001 \$ 1500

### Materials and Supplies

- 1) One roll paper, HP 1055CM Plotter \$ 60
- 2) One roll, mylar overlay, HP 1055CM Plotter \$ 60
- 3) One set ink (color & b/w), HP 1055CM Plotter \$ 520
- 4) ERDAS Imagine Remote Sensing Software \$ 4000  
to be able to use satellite imagery of the county
- 5) Satellite imagery of the county from various dates, from \$ 4500  
Landsat 5 and/or Ikonos satellites, purchased from  
Space Imaging, Inc.
  - 5-meter resolution (70km x 70km, \$3900)
  - 25-m resolution (185 km x 170 km, \$600)

**TOTAL \$ 13883**

**Synopsis of Contract between Allegany County  
and Workforce Investment Board**

1. Term of Contract: 7-1-00 through 6-30-02
2. Purpose: to define and delineate the functions, powers, duties, relationships and operating procedures of the Grant Recipient, WIB and WIBELS to facilitate the delivery of employment and training programs in both counties.
3. Establishes the size of the WIB and the terms of office.
4. Establishes Cattaraugus County as grant recipient and sets forth the duties and responsibilities of same.
5. Sets forth the functions, powers and duties of the WIB. Section 14, p. 11.
6. Sets forth the powers, duties and functions of the Workforce Investment Board Elected Leaders. Section 15, p. 15.

County Chairs

Grant Recipient

Workforce Investment Board

Youth Council

Sub-Committees

Allegany Co. One Stop

Cattaraugus Co. One Stop

Employers Clients Mandated Partners

Employers Clients Mandated Partners



4th Draft

CONTRACT BETWEEN COUNTY OF ALLEGANY, COUNTY OF CATTARAUGUS,  
AND CATTARAUGUS-ALLEGANY WORKFORCE INVESTMENT BOARD

THIS AGREEMENT made this \_\_\_ day of \_\_\_\_\_, Two Thousand,  
by and between the COUNTY OF ALLEGANY, a municipal corporation  
organized and existing under the laws of the State of New York, having  
its County seat and principal offices at Belmont, New York 14813,  
hereinafter referred to as "Allegany", the COUNTY OF CATTARAUGUS, a  
municipal corporation organized and existing under the laws of the  
State of New York, having its County seat and principal offices at 303  
Court Street, Little Valley, New York 14755, hereinafter referred to as  
"Cattaraugus", and the CATTARAUGUS-ALLEGANY WORKFORCE INVESTMENT  
BOARD, ~~INC.~~, a <sup>board</sup> corporation organized and existing under the laws of  
the State of New York, having its principal offices at  
\_\_\_\_\_, hereinafter referred to as "WIB".

W I T N E S S E T H :

WHEREAS, on December 27, 1999, Allegany and Cattaraugus Counties  
entered into an Interlocal Agreement in order to authorize the chief  
elected officials to act on behalf of the municipalities to implement  
workforce investment activities, appoint local workforce investment  
board members, strategically planned for the delivery of workforce  
services in their region, and to assign responsibilities among the  
chief elected officials of each of the municipalities party to the  
interlocal agreement, in accordance with Section 117 of the Workforce  
Investment Act of 1998, and

WHEREAS, the WIB was created by Allegany and Cattaraugus  
Counties, and

WHEREAS, the chief elected officials of Allegany and Cattaraugus Counties, hereinafter referred to as "WIBELS", has been created in accordance with Section 117 of the Workforce Investment Act of 1998, and

WHEREAS, an agreement is necessary with the Cattaraugus-Allegany Workforce Investment Board to delineate various responsibilities and duties, and

WHEREAS, this contract is authorized by Act No. 317-2000 of the Cattaraugus County Legislature, and

WHEREAS, this contract has been authorized by Act No. \_\_\_\_ of the Allegany County Legislature, and

WHEREAS, this contract has been authorized by action of the Cattaraugus-Allegany Workforce Investment Board on \_\_\_\_\_, 2000, now, therefore,

FOR GOOD AND VALUABLE CONSIDERATION, the parties do hereby agree as follows:

1. **TERM.** The term of this contract shall commence July 1, 2000 and terminate June 30, 2002. Discussion of any proposed major modifications of this agreement should begin by February, 2001.
2. **AMENDMENT OR TERMINATION.** This contract may be amended at any time during the term hereof by mutual written agreement of the parties. This contract may be terminated at any time by any party upon the giving of ninety (90) days written notice to the other parties.
3. **PURPOSE.** The purpose of this Agreement is to define and delineate the functions, powers, duties, relationships and operating procedures of the Grant Recipient, the WIB, and the WIBELS and the

CEO's, in order to facilitate the provision of policy guidance for, and the exercise of oversight of, the WIA.

4. CERTIFICATION OF AUTHORITY. The parties certify that they possess full legal authority as provided by federal, state and local law, to enter into this Agreement and to provide employment and training services.

5. APPOINTMENTS TO THE WORKFORCE INVESTMENT BOARD (WIB). The signatories agree that the nominating/appointment procedure for the WIB membership will be as follows:

5.1 The maximum total membership of the WIB will be not less than 21 and not more than 33 members.

5.2 The WIBELS shall jointly appoint each member in accordance with state and federal mandates governing representation, pursuant to Section 117 of the Workforce Investment Act of 1998, 28 U.S.C. Section 2832.

5.3 The WIB members shall be appointed for a period of three (3) years. Initial terms shall be staggered as follows: 1/3 of members for one (1) year, 1/3 of members for two (2) years and 1/3 of the members for three (3) years. Thereafter, members shall be appointed for three (3) years. The following process will be utilized to obtain nominations for appointment to the WIB to conform with Section 117 of the Workforce Investment Act and the Governor's guidelines:

- .1 The WIB Chair or Co-Chair shall refer the vacancy(s) to the standing nominating committee of the WIB.
- .2 The nominating committee shall determine a proposed prioritized list of candidates to fill the vacancies.
- .3 The nominating committee will strive to insure that the list of proposed board members are representative of the diversity within Cattaraugus and Allegany County businesses and residents.

- .4 The nominating committee will be responsible to determine which of the potential members can be appointed to fulfil the representation dictated by the vacancy and the Workforce Investment Act and availability of the candidate to fulfil the duties of board member.
- .5 The final recommendation is submitted to the WIB for a vote of endorsement, which is a majority vote of the WIB.
- .6 The endorsed candidates are then submitted to the WIBELS for consideration of appointment to the WIB, which appointment is made by unanimous vote of the WIBELS.
- .7 If either the WIB decides not to endorse or the WIBELS do not appoint the recommended candidates, then the nominating committee will have responsibility to seek alternates utilizing the above-described process.
- .8 To the extent feasible, equal representation from both counties will be maintained.
- .9 The funding that flows through either County government or may, in the future, flow through either County government, shall be represented on the WIB by the County Administrators, or their designees, of the respective counties. The two County Administrators, or their designees, are appointed on an indefinite basis at the pleasure of the WIBELS.
- .10 Once appointed, the WIB members shall serve for a term of office as indicated herein unless the member resigns, ceases to represent the category to which he/she was appointed, has missed three (3) meetings in a row without an excused absence from the WIB Chair or committed an act of moral turpitude. In such instance, vacancies shall be filled in the same manner in which the appointment was made. Appointees to vacant seats in the middle of a term of office shall serve until the term of office of the original member has expired.
- .11 Members may be re-appointed for consecutive terms at the determination of the WIBELS.

6. **PROCEDURES FOR AMENDMENT, MODIFICATION, TERMINATION OR REPEALING OF THIS AGREEMENT.**

Amendment, modification, termination or repealing of this Agreement can be made at any time at a special or regular meeting of

the WIB at which a quorum exists upon one/half (1/2) vote of the appointed membership.

7. IMPLEMENTATION OF WIA. The WIA Strategic Plan shall begin July 1, 2000.

8. LIMITATION OF POWERS. No clause in this Agreement or in any By-Laws promulgated pursuant to it, shall be construed to empower any party to take action that is not authorized by law.

9. SEVERABILITY. Should any part, term or provision of this Agreement be decided by a court of competent jurisdiction to be illegal on its face or in application, or in conflict with any federal or state law, or be otherwise rendered unenforceable or ineffective, the validity of the remaining portions of provisions shall be unaffected thereby.

10. RESOLUTIONS OF DISAGREEMENTS. Section 117(c)(1)(B)(ii) of the Workforce Investment Act, 29 U.S.C. Section 2832 (c)(1)(B)(ii), shall be followed if the Workforce Investment Board and the Chief Elected Officials are unable to come to an agreement as required under Section 117 of the Workforce Investment Act.

11. CERTIFICATION REGARDING LOBBYING; DEBARMENT, SUSPENSION; AND DRUG FREE WORKPLACE REQUIREMENTS.

11.1 The Grant Recipient, Workforce Investment Board, Chief Elected Officials, and Member Counties should refer to the regulations cited below to determine the certification requirements included in the regulations before signing this agreement. Signature of this Agreement provides for compliance with certification requirements under 34 CFR Part 82, "New Restrictions of Lobbying," and 34 CFR Part 85, "Government-wide Debarment and Suspension (Non-Procurement) and

Government-Wide Requirements for Drug-Free Workplace Grants)." The following shall be treated as a material representation of fact upon which reliance will be placed when the Department of Labor determines to award the covered transaction, grant, or cooperative agreement.

.1 LOBBYING. As required by Section 1352, Title 31 of the U.S. Code and implemented at 34 CFR Part 82 for persons entering into a grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Section 82.105 and 82.110, the applicant certifies that:

.1.1 No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any persons for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loans, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement.

.1.2 If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form I "Disclosure Form to Report Lobbying," in accordance with its instructions.

.1.3 The undersigned of this agreement shall require that the language of the certification be included in the award documents for all sub-awards at all tiers (including subgrants, contracts under grants and cooperative agreements and subcontracts) and that all subrecipients shall certify and disclose accordingly.

.2 DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS. As required by Executive Order 12549, Debarments and Suspension, and implement at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Sections 83.105 and 85.110;

.2.1 The Grant Recipient, Workforce Investment Board, Chief Elected Officials and Member

Counties certifies that they and their principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contracts under a public transaction, violation of federal or State antitrust statutes of commission of embezzlement theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted or otherwise criminally or civilly charged by a Government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph A (b) of this certification; and
- (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

.2.2 Where the WIBELS or WIB Chairman is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this agreement.

.3 DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS).

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610.

.3.1 The Grant Recipient, WIB, WIBELS and Member Counties will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that

will be taken against employees for violation of such prohibition;

- (b) Establishing an on-going drug-free awareness program to inform employees about:
  - i) The dangers of drug abuse in the workplace;
  - ii) The policy of maintaining a drug-free workplace;
  - iii) Any available drug counseling, rehabilitation, and employee assistance program; and
  - iv) The penalties that may be imposed upon employers for drug abuse violation occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the agreement be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that as a condition of employment under the grant, the employee will:
  - i) Abide by the terms of the statement and;
  - ii) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing within 10 calendar days after having received notice under subparagraphs (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants Management Bureau, State Office Building Campus, Albany, NY 12240. Notice shall include the identification number(s) of each affected grant.
- (f) Taking one of the following action within 30 calendar days of receiving notice under

sub-paragraph (d)(ii) with respect to any employee who is so convicted:

- i) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- ii) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through the implementation of paragraphs (a), (b), (c), (d), (e), (f).

12. GRANT RECIPIENT. The County of Cattaraugus shall serve as the Grant Recipient for the WIA area pursuant to Section 117(d)(3)(i)(I) of the Workforce Investment Act of 1998, 29 U.S.C. Section 2832 (d)(3)(i)(I), of all WIA funds and any other Federal, State or private funds which it is legally empowered to accept for the 7/1/2000-6/30/2002 time period. The County of Cattaraugus shall also have such concurrent functions and duties as shall render it accountable for the fiscal management of the aforementioned funds. The Commissioner of the Cattaraugus County Department of Social Services will serve as the lead staff person for the Grant Recipient.

13. COUNTY OF CATTARAUGUS AS GRANT RECIPIENT - FUNCTIONS, POWERS, DUTIES.

13.1 Receipt of all WIA funds and any other appropriate Federal, State or private funds.

13.2 Reduce the WIA area's Workforce Investment Act allocation by the amount agreed upon for costs incurred by the Grant Recipient acting as Fiscal Agent for the WIA area, and the WIB, and then shall

allocate and distribute the remaining amounts by the Federal formula to the Title I program operators of the WIA area.

13.3 Disburse and allocate funds for any debt or expense legally owed through the execution of the WIB's duties or Title I Program Operators, pursuant to Section 117(d)(3)(B)(i)(III) of the WIA, 29 U.S.C. Section 2832(d)(3)(B)(i)(III).

13.4 Make all reports concerning the operation and expenditures of the WIA area, as prescribed by the Governor of the State of New York, the NYS Department of Labor and the WIB, available to the member counties and the WIB.

13.5 Prepare and submit to the WIB and WIBELS a budget for expenses incurred directly in the performance of Grant Recipient's duties and functions and showing the allocation of Workforce Investment Area funds appropriated for those expenses.

13.6 Be responsible to insure that each Title I Program Operator and the WIB have prepared and submitted such Audit Reports that may be required by the United States Department of Labor and/or New York State and further be responsible for oversight of any necessary compilation of such data.

13.7 Be responsible for insuring that any program funds received by the WIB, Grant Recipient and Title I Operator are properly maintained in a method approved by the NYS Department of Audit and Control and shall maintain proper accounting procedures as recommended by the New York State Department of Audit and Control. Further, the Grant Recipient shall be responsible for having an independent audit of its WIA financial record, the cost of which will come directly from its own budget.

13.8 Perform such other duties and functions as shall be deemed necessary by the Secretary of labor, the Governor of the State of New York and the applicable standard accounting practices.

**14. WORKFORCE INVESTMENT BOARD-FUNCTIONS, POWERS, DUTIES.**

14.1 In partnership with the WIBELS, provide policy guidance to the member counties on matters pertaining to the provision of services under the Act.

14.2 In partnership with the WIBELS, develop and approve the WIA Strategic Plan, or any subsequent modification of the Plan, pursuant to the Act. For the purpose of considering the Strategic Area Plan or its modification, the Workforce Investment Board (WIB) may meet separately or in joint session with the WIBELS. Only WIB members will be entitled to vote on the WIA Area Strategic Plan.

^ 14.3 In accordance <sup>with</sup> provisions and policies defined by the Workforce Investment Board, WIA Laws and Regulations, and Governor's requirements, oversee and coordinate the selection of training providers with member counties within the WIA area.

^ 14.4 Maintain a Management Information System, in accordance <sup>with</sup> guidelines prescribed by the Governor and/or Secretary of Labor, which is designed to facilitate the uniform compilation and analysis of programmatic and financial data, necessary for reporting, monitoring and evaluation purposes. Prepare all reports concerning the operation and expenditures of the WIA area, as prescribed by the Governor of the State of New York, the New York State Department of Labor and the WIB.

14.5 Preparation and submission to the Department of Labor, the Governor of the State of New York and/or any other appropriate

individuals of all grants and modifications in accordance with plans approved by the WIB/WIBELS.

14.6 Provide technical assistance to local program operators, subcontractors and other interested parties in regard to Workforce Development programs.

14.7 Receive and distribute to local program operators, the WIB members and the WIB Executive Director correspondence sent to the WIA Area by the New York State Governor, or the Governor's designee.

14.8 In partnership with the WIBELS, recommend, approve and implement the policies and procedures as it pertains to oversight with respect to local programs of youth and adults activities and for the One Stop delivery system in the WIA area.

14.9 Develop a budget for purposes of carrying out the duties of the WIB, subject to the approval of the WIBELS. Distribution of these costs will be determined through the Memorandum of Understanding (M.O.U.) process. The WIB may employ staff to assist the Board, may in discharging of their duties as delineated in the WIA areas Strategic Plan.

14.10 With the agreement of the WIBELS, designate or certify One Stop Operators and terminate the eligibility of such operators for cause.

14.11 In partnership with the WIBELS, identify eligible providers of youth services in the area by awarding contracts on a competitive basis, in consultation with the Youth Council, an advisory committee to the WIB.

14.12 In partnership with WIBELS, identify approved providers of training services for adults and dislocated workers.

14.13 In partnership with WIBELS, identify eligible providers of intensive services, through a competitive process, if the One Stop Operator does not provide such intensive services within the area.

14.14 Require a one-half (1/2) affirmative vote of its appointed membership ~~in order to~~ <sup>approve</sup> a recommendation to the WIBELS of a modification, amendment or termination of this Agreement, which includes the designation/redesignation of the Grant Recipient, Fiscal Agent, One Stop Operator or the Title I Program Operator(s) of WIA.

14.15 Develop policies and procedures with regard to participant Training incentives and Supportive Services allowed under the Workforce Investment Act.

14.16 Negotiate and reach agreement on the local performance measures with the WIBELS and the Governor of the State of New York.

14.17 Assist the Governor of the State of New York in the development of a statewide employment statistic system, that is, Labor Market information.

14.18 Coordinate the workforce investment activities carried out in the Cattaraugus-Allegany County area with economic development strategies and develop other employer linkages.

14.19 Promote the participation of private sector employers in the Statewide Workforce Investment System and ensure connecting, brokering and coaching activities through intermediaries, such as the One Stop Operator(s) in the WIA area.

14.20 Be responsible for such other functions, powers and duties as are necessary to fulfill its obligations under the WIA legislation, the WIA Regulations and State guidelines.

14.21 In partnership with the WIBELS, appoint the WIA Area Youth Council, which shall serve as an advisory committee to the WIB.

14.22 The Cattaraugus-Allegany WIB shall be incorporated as a 501(c)(3) corporation.

14.23 The Cattaraugus-Allegany WIB shall be the fiscal agent for all state and federal workforce investment, partner and related funds.

14.24 The Cattaraugus-Allegany WIB shall be the grant subrecipient for purposes of receipt of federal and state workforce investment and related funds.

14.25 The Cattaraugus-Allegany WIB shall hire/appoint staff to provide staff support to the WIB and the WIBELS. The staff shall carry out the policies of the WIBELS and the WIB and produce required reports for their review and approval and provide such other services as may be necessary for the WIBELS and the WIB to carry out their business.

14.26 Meetings will be noticed and declared public meetings, open to the public, in accordance with New York State Public Officers Law.

14.27 The WIB shall provide such insurance as is necessary to indemnify itself and/or any of its members, the WIBELS, and any separate legal entity or subgrant recipient from any liability which may attach due to the operation of Workforce Investment, Welfare-to-Work or other federal or state Workforce Investment Programs.

14.28 Executive Director of the WIB.

- .1 The Executive Director of the WIB shall have the power to sign on-the-job training, customized training, individual referrals (vouchers) and non-financial work experience vouchers without prior approval of the WIBELS or WIB, following approval by the WIBELS and WIB of a budget which sets aside funds for these activities, to the extent the Executive Director does not obligate funds in excess of funding approved.

^

- .2 The Executive Director may sign for the WIBELS and the WIB ~~and~~ agreements between the WIBELS or the WIB providers, following approval of those agreements or modifications to those agreements by the WIBELS, the WIB or both as appropriate.
- .3 The Executive Director shall be authorized to oversee the procurement of goods and services necessary to carry out day-to-day activities of the WIBELS and the WIB and to enter into agreements for these goods and services without obtaining prior WIBELS or WIB authority.

15. WIBELS-POWERS, DUTIES, FUNCTION.

15.1 The WIBELS consisting of the public entities who have executed this agreement by the signature of the elected official on the signature page of this Agreement shall assume liability in equal amounts for any mis-expenditure or loss related to the funds received to implement programs under this Agreement from the State and federal government, to the extent allowed and/or required by law.

15.2 Be responsible for insuring that any funds received from the WIB for agreed services/programs under WIA, are properly maintained in a method approved by New York State Department of Audit and Control, WIA Regulations and New York State Department of Labor.

15.3 Provide the Grant Recipient/Fiscal Agent and the WIB with timely fiscal reports, statistics and planning information.

15.4 Be responsible for the solicitation and appointment and removal of WIB members as outlined in Section 5.3, supra.

15.5 Require an affirmative vote of both members of the WIBELS ~~to~~ <sup>to approve</sup> a recommendation of modification, amendment or termination of this Agreement with the WIB.

15.6 In agreement with the WIB:

- .1 The WIBELS will designate and/or certify the One Stop Operator(s) in Cattaraugus and Allegany Counties and terminate the eligibility of such operators for cause.
- .2 The WIBELS are charged with the responsibility for the provision of Title I services under WIA for adults, dislocated workers, youth and for a summer youth component as part of a year round youth program.
- .3 Review, make recommendations and approve the WIA Area Strategic Plan or its modifications. For purpose of considering the Strategic Plan or its modifications, the WIBELS may meet separately or in joint session with the WIB.
- .4 Identify eligible providers of youth activities by awarding contracts on a competitive basis.
- .5 Conduct oversight with respect to local programs of youth and local employment and training activities for adults, including those dislocated workers, and the One Stop Delivery System in the WIA Area.
- .6 Negotiate and reach agreement with the WIB and the Governor of the State of New York on local performance Standards.
- .7 Appoint a Youth Council which shall serve as an advisory committee to the WIB.
- .8 Approve a budget for the WIB Board for purposes of carrying out the duties of the local WIB. Further, the WIBELS agrees that the Board may employ staff to assist the Board in discharging their duties and responsibilities as delineated in the Strategic Plan.
- .9 Identify approved providers of training services for adults and dislocated workers.
- .10 Identify eligible providers of intensive services, through a competitive process, if the One Stop Operator or affiliate sites does not provide such intensive services.
- .11 Promote the participation of private sector employers in the local WIA System and insure those connecting, brokering activities which will enhance the One Stop Delivery System.

15.7 The WIBELS shall make policy decisions which shall include, but not be limited to:

- .1 The entry into contracts.

- ^
- .2 The power to contract with ~~any~~ <sup>one</sup> of the municipalities party to this Agreement or with the State or the WIB the WIBELS shall appoint to administer funds and or programs and to provide for services to the WIBELS.
  - .3 The manner in which accountability for fund expenditures shall be provided for, including an independent audit to be done in accordance with New York statutes, and other federal legislation, as well as oversight and monitoring.
  - .4 The acceptance of grants, partner funds, gifts, or other types of financial assistance as allowed by law.
  - .5 The manner in which any program income, fee for services or surplus funds may be expended.
  - .6 The manner in which purchases shall be made unless delegated to the grant recipient or grant subrecipient or to the ~~local government~~ <sup>WIB.</sup>
  - .7 Acquisition, custody, operation, maintenance, lease or sale of real and/or personal property.
  - .8 The manner in which funds shall be disbursed or paid, including the manner in which funds shall be disbursed or paid by one of the WIBELS members or any entity it appoints to make such disbursements.
  - .9 The disposition, diversion or distribution of any property acquired.
  - .10 The composition, membership appointments, and organizational approval of any advisory or partnership bodies to the WIBELS.
  - .11 The manner in which staff shall be employed to carry out and serve WIBELS objectives with regard to workforce investment and related program policies.
  - .12 The development of policies and procedures and/or administrative rules to effectively carry out the WIBELS policies and decisions so long as they do not conflict with federal and state rules and regulations or impinge upon powers granted to the WIB, the WIBELS shall appoint through any authorizing legislation governing any of the funding streams received.

15.8 The WIBELS shall be responsible for deciding on a course of action or defense in the event of a mis-expenditure or other loss related to funds received for purposes of implementing this Agreement.

A

15.8

.1 It is understood and agreed that this document incorporates and includes all prior negotiations, correspondence, conversations, agreements, or understandings applicable to the matters contained herein and the parties agree that there are no commitments, agreements or understandings concerning the subject matter of this Agreement that are not ~~contained in this document.~~

Accordingly, it is agreed that no deviation from the terms hereof shall be predicated upon any prior representation or agreements whether oral or written.

15.9 It is agreed that no modification, amendment, or alteration of the terms or conditions contained herein shall be effective unless contained in a written document executed with the same formality and of equal dignity herewith.

15.10 Whenever any party desires to give notice unto another party, notice must be given in writing sent by registered United States mail with return receipt requested, addressed to the party for whom it is intended, at the place last specified, and the place for giving such notice in compliance with the provision of this paragraph.

15.11 The County of Cattaraugus and the County of Allegany have designated the seat of the Legislative Body for their municipality as the place for giving notice under this Agreement.

15.12 The WIBELS shall make such reports to the State and the federal government as may be required and shall require such reports as necessary from the local Workforce Investment Board it appoints, the grant recipient or sub-grant recipient.

15.13 WIBELS members may be reimbursed for travel and out-of-pocket expenses to the extent allowed by the authorizing legislation

governing the funding stream from which reimbursement is sought. Reimbursement shall be in accordance with federal, state and local policies.

15.14 To the extent a dispute shall arise among the parties in connection with this Agreement, the parties shall first attempt an informal resolution, followed by mediation.

15.15 The Chairperson shall act as signatory for the WIBELS on all agreements, leases or grants, or on any other document requiring a signature in order to be legally binding.

15.16 In the absence of the Chairperson, the Vice-Chairperson may sign for the WIBELS.

15.17 The WIBELS consisting of the public entities who have executed this agreement by the signature of the elected official on the signature page of this Agreement shall assume liability in equal amounts for any mis-expenditure or loss related to the funds received to implement programs under this Agreement from the state and federal government, to the extent allowed and/or required by law.

16. HOLD HARMLESS. The County of Cattaraugus and the County of Allegany have agreed to save harmless and indemnify the WIBELS, the grant recipient, the subgrant recipient (if applicable), and their respective ~~member~~ <sup>employees</sup> from and against financial loss and expense arising out of any claim, demand, suit or judgment by reason of alleged negligence or alleged deprivation of any person's civil rights or other act or omission resulting in damage or injury, if the indemnified party is found to have been acting in the discharge of duties or within the scope of employment and such act or omission is found not to have been wanton, reckless or malicious.

17. DEFENSE. The County of Cattaraugus and the County of Allegany have agreed to provide for the defense of any such indemnified party in any civil action or proceeding in any state or federal court arising out of any alleged act, omission or deprivation which occurred or was alleged to have occurred while the indemnified party was acting in the discharge of duties or in the scope of employment.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be signed and their respective seals to be hereunto affixed by their duly authorized officers the day and year first above written.

^  
 Date: [Handwritten Signature]

CATTARAUGUS-ALLEGANY  
 WORKFORCE INVESTMENT BOARD, ~~INC.~~

COUNTY OF CATTARAUGUS

GERARD J. FITZPATRICK, Chair  
 Cattaraugus County Legislature

COUNTY OF ALLEGANY

^  
~~Ronald B. Truax~~ Chair  
 Allegany County Legislature  
 Board of Legislators

STATE OF NEW YORK:  
 : ss.

↓

COUNTY OF \_\_\_\_\_ :

On this \_\_\_\_\_ day of \_\_\_\_\_, Two Thousand, before me personally came \_\_\_\_\_, to me known, who being by me duly sworn, did depose and say that he resides at \_\_\_\_\_; that he is the \_\_\_\_\_ of the Cattaraugus-Allegany Workforce Investment Board, Inc., the corporation described in, and which executed the above instrument; that he knows the seal of such corporation; that the seal was affixed by order of the Board of Directors of such corporation and that he signed his name thereto by like order.

\_\_\_\_\_  
Notary Public

STATE OF NEW YORK :  
: ss.  
COUNTY OF CATTARAUGUS:

On this \_\_\_\_\_ day of \_\_\_\_\_, Two Thousand, before me personally came GERARD J. FITZPATRICK, to me personally known, who, being by me duly sworn, did depose and say that he resides at 6624 Maples Road, P.O. Box 490, Ellicottville, New York; that he is the Chair of the Cattaraugus County Legislature, the corporation described in and which executed the foregoing instrument; that he knows the seal of the said corporation and that the seal affixed hereto is such corporate seal; that it was so affixed by order of the Cattaraugus County Legislature and that he signed his name thereto by like order.

\_\_\_\_\_  
Notary Public

STATE OF NEW YORK :  
: ss.  
COUNTY OF ALLEGANY B.

On this \_\_\_\_\_ day of \_\_\_\_\_, Two Thousand, before me personally came Ronald Truax, to me personally known, who, being by me duly sworn, did depose and say that he resides at Cuba, New York; that he is the Chair of the Allegany County Legislature, the corporation described in and which executed the foregoing instrument; that he knows the seal of the said corporation and that the seal affixed hereto is such corporate seal; that it was so affixed by order of the Allegany County Legislature and that he signed his name thereto by like order.

Board of Legislators  
\_\_\_\_\_  
Notary Public



# SOUTHERN TIER WEST

*Regional Planning & Development Board*

*Walter M. Martelle, Chairman*

*Donald R. Rychnowski, Executive Director*

## MEMORANDUM

TO: Industrial Development Agencies, Chamber's of Commerce, Tourism Bureau's, and County Planning Boards

FROM: Donald R. Rychnowski, Executive Director

DATE: June 7, 2000

SUBJ: Promotion of I-86 in New York State

Southern Tier West received a request from Southern Tier Central to support a web page enhancing the ability of the I-86 Coalition to address development issues during the next year related to the completion of construction of I-86 from Corning to New York City. The Hornell Evening Tribune has submitted a proposal to the Coalition to provide financial support for posing and updating this web site. Southern Tier Central is asking for an initial investment of \$400 for development of this region, and \$1000 a year for the region to continue the web page as a form of communication between the I-86 Coalition members and other interested parties.

Are you interested in having this region participate with Southern Tier Central in this project? Please call Russell Patterson of our office by June 16, 2000 with questions or indications of support for the project.

## I-86ny.com Website and Coalition Intranet



Proposal for:  
The Official I-86  
Website

Prepared for:  
The I-86 Coalition

Presented by:  
Joanne Hageman &  
Michaela Flansburg

## Project Goals

### **Communication**

I-86ny.com will provide a vehicle of effective communication between the I-86 Coalition, its members and participating agencies.

### **Heightened Awareness**

I-86ny.com will act as a promotional vehicle to heighten awareness for I-86 in both the commercial and private sectors.

## Homepage Features

### Press Releases

A password-protected area designed to give members of the press instant access to I-86 related press releases

### Online Survey

A survey of the public regarding I-86. Survey would be provided by Marty Muggleton. Results would be posted and updated regularly on the Coalition Intranet

### Coalition Intranet

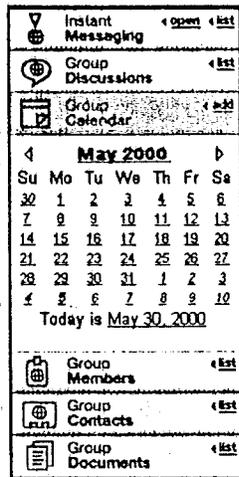
A communication center for I-86 Coalition members

## The I-86 Coalition Intranet

The screenshot shows a web browser window displaying the I-86 Coalition Intranet homepage. The browser's address bar shows 'i-86ny.com'. The page layout includes a search bar, navigation links for Home, News, Finance, Specials, and Why/How, and a sidebar with links for Instant Messaging, Group Discussions, and Group Calendar. The main content area features a 'Coalition Intranet List and Planning' announcement, a 'Monday All Day Release of Important Document' notice, and a 'Where Now?' section listing members, including 'June Doe' who joined on May 30. A 'LEASE' advertisement is also visible on the right side of the page.

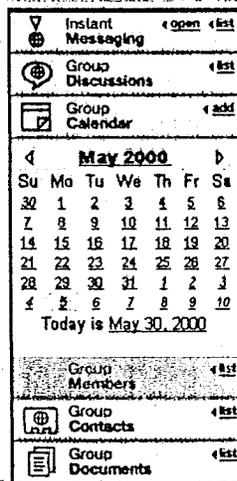
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

## Intranet Features



**Group Calendar** - This feature provides a centralized date book for upcoming I-86 Coalition Events. Important dates would be easily accessible by all members. Each member can also program their own, personal reminders into the calendar. These events would be visible only to the person who programmed them.

## Intranet Features



**Group Members** - A comprehensive list of members of the I-86 coalition. This list would provide address, phone, fax, and e-mail contact information for each of the members. This provides easily accessible contact information to members of the I-86 Coalition.

John M.

**NOT APPROVED**

JUL 17 2000

**PLANNING AND DEVELOPMENT  
JULY 11, 2000**

**Present:** B. Reynolds, S. Myers, J. Graffrath, B. Heineman, J. Margeson, J. Marshall, J. Case, K. Dirlam

**Absent:** J. Walchli

Guest: Debbie Ellis, Salamanca Chamber of Commerce

Meeting was called to order at 10:35.

On motion by B. Heineman, seconded by J. Graffrath and carried to approve the minutes of June 12th and June 13, 2000.

<b>TOPIC</b>	<b>DISCUSSION</b>	<b>CONCLUSION</b>
<b>Debbie Ellis:</b>	Debbie discussed the Salamanca Chamber of Commerce's vision of a unified and expanded tourism and cultural effort in the Twin Tiers. She wanted the committee's comments and suggestions.	The committee will check into the matter further and make a decision at the next committee meeting.
<b>Jerry Garmong:</b>	Jerry requested the committee's support of a resolution for the transfer of funds for the summer youth program. <b><u>PREPARE A RESOLUTION</u></b>	On motion by B. Heineman, seconded by J. Graffrath and carried to support a resolution for the transfer of funds.
	Jerry requested the committee's support of a resolution for the abolishment of the position for Employment & Training Assistant. He also requested the committee's approval to upgrade one Employment & Training Assistant (Grade 12) to an Employment and Training Counselor status (Grade 15). This was necessary as the current job duties and responsibilities of this individual are more in line with the counselor job description. <b><u>PREPARE A RESOLUTION – To Abolish one position of Employment and Training Assistant Counselor.</u></b>	On motion by J. Graffrath, seconded by B. Heineman and carried to support a resolution to abolish one position.
Summer Youth Program	Jerry handed out an update of the Summer Youth Program. They have 85 youth enrolled. Fifteen of the youth have been placed in internships throughout Allegany County, these internships will continue throughout the school year. There are eight different projects the students are enrolled in. There will be an open house on August 2, 2000 and all committee members are invited to attend.	
<b>Julie Marshall:</b>	Julie gave a follow-up on the presentation of the new Development Office Brochures and how many were printed. They have sent out 350 mailings to different businesses and other mailings. There will be display ads in different industry magazines. The County Video will be changed over to a CD.	

TOPIC	DISCUSSION	CONCLUSION
Micro-enterprise Program	Julie stated they are in the process of reviewing the Microenterprise Program from 1994 to the present. This is to determine the participants they helped, the jobs created, and to assess the chances to additional program funding from HUD.	
Revolving Loan	The Revolving Loan Fund policy guidelines and operating plan has never been officially adopted. She has been using the guidelines from the beginning. She passed out the guidelines for the committee to review. The County Attorney has been working with Julie to review the operating policies.	It was decided to adopt the guidelines at next months meeting after the committee has had a chance to review.
NYSAC Development Conference	NYSAC will be holding the NYSAC Development Conference from November 29 <sup>th</sup> to December 1, 2000, and that it is a very informative conference.	
<b>Jesse Case:</b>	Jesse stated he is in the process of completing this years grant application.	
2001 Travel Guide	The 2001 Travel Guide will be started in August.	
Tourism Web Site	Jesse stated the progress of the Tourism Web Site and how it will work when completed.	
Sugar Hill Brochure	Jesse will be working with Sugar Hill on developing a brochure for them.	
<b>Kier Dirlam:</b>	Kier gave an update on the Southern Tier West RIBGIS project with the training classes and extra benefits to the County when the project is completed. There will be eight different departments involved with this training and benefit package.	
Ag Districts	The Planning Board issued their report on the Ag Districts in June and they are in agreement with the Soil and Water District on the results.	
County Map	Kier explained in more detail the benefits to the County of a new County Land Use Map. There hasn't been such a map since the 1970's. When the proposal is completed it will be presented to the committee.	
Internet Survey	There were over 21,000 surveys sent out with a 3% return response of 784. Kier gave some of the statistics from the survey.	
Comp. Study	There was much discussion on the possibility of college interns doing development Corridor studies.	

**TOPIC**

**DISCUSSION**

**CONCLUSION**

**Rodney  
Bennett:**

R. Bennett asked for the committee's support of applying for a planning grant from the NYS Department of Agriculture and Markets by the Allegany County Agricultural and Farmland Protection Board. The proposal will call for a \$10,000 in-kind contribution to be provided by staff of the County Soil and Water Conservation District, Cooperative Extension and the County Planner. In addition, a \$2,500 cash contribution is necessary.

**PREPARE A RESOLUTION**  
**REFERRED TO WAYS AND MEANS**

On motion by J. Graffrath, seconded by B. Heineman and carried to approve the County Planner doing work. To request the Ways and Means committee to consider identifying from where the \$2,500 cash contribution can be derived.  
Opposed S. Myers

Meeting adjourned at 11:55  
Submitted: Alice Alsworth

# MEMORANDUM OF EXPLANATION

Intro. No. \_\_\_\_\_  
(Clerk's Use Only)

COMMITTEE: Planning & Development

DATE: 7/11/00

The Employment and Training Center is requesting that the Board of Legislators approve a resolution for the transfer of funds within the following appropriation accounts.

## Appropriations

<u>From</u>	<u>To</u>	<u>Amount</u>
CD6794.101 TANF - staff personal service	CD6794.474 - TANF - contracts, other	10,000.00
CD6792.474 WtW - private sector subsidy	CD6795.101 - TANF - youth wages	10,000.00
CD6792.474 WtW - private sector subsidy	CD6795.803 - TANF - youth FICA	800.00
CD6792.474 WtW - private sector subsidy	CD6795.804 - TANF - youth W/C	500.00
	TOTAL	21,300.00

FISCAL IMPACT: NONE

For further information regarding this matter, contact:

Jerry L. Garmong, Employment & Training  
Name and Department

268-9441  
Telephone Number

5/94

# MEMORANDUM OF EXPLANATION

Intro. No. \_\_\_\_\_  
(Clerk's Use Only)

COMMITTEE: Planning & Development

DATE: 7/11/00

The Allegany County Employment & Training Center is seeking committee approval to upgrade one Employment & Training Assistant (Grade 12) to an Employment and Training Counselor status (Grade 15). This is necessary as current job duties and responsibilities of this individual are more in line with the counselor job description.

As part of this request it would be appropriate to abolish the Employment & Training Assistant position from our roster.

**FISCAL IMPACT:** No fiscal impact - position is 100% Federally Funded

For further information regarding this matter, contact:

Jerry Garmong, Employment & Training

Name and Department

268-9441

Telephone Number

*Allegany County*  
*Agricultural and Farmland Protection Board*

**MEMORANDUM**

Re: Agricultural and Farmland Protection Planning Grant

From: Frederick Sinclair

Date: May 23, 2000

The Agricultural and Farmland Protection Board (Board) has discussed the creation of a County plan for the protection and enhancement of local agriculture and farmland. The Board decided to further pursue a Planning grant through NYS Ag. and Markets.

Enclosed are the guidelines for application to Ag. & Markets.

The last page has the funding requirements / budget. The Board projected an estimated cost of \$25,000 for the plan preparation. The budget would look like this:

State funding.....\$	12,500
20% cash match....	2,500
80% in-kind match..	10,000

Total	\$25,000
-------	----------

Prior to proceeding with the grant application a letter of commitment \$2,500 cash match and support \$10,000 in kind from Allegany County participants will be required. It is recommended that the in-kind match be provided through the efforts of the Legislature (hearings, legal, admin, etc.) and Contract Planner, Soil and Water Conservation District, Cooperative Extension , Agricultural & Farmland Protection Board and Planning Board.

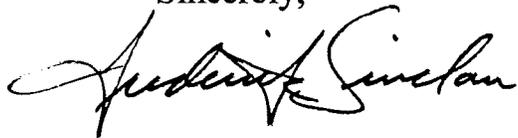
Some of the action items which the Board has identified for planning and implementation are :

- Assess how to be successful at Organic Milk and Beef Production.
- Improve Farm Financial Risk Management and Contract Marketing Techniques.
- Initiate Cooperative Backgrounding for Beef Producers.
- Improve profitability of marginal land via Grazing / Rotational pasture utilization.
- Complete the consolidation of Agricultural Districts and provide GIS based data for use in future farmland preservation measures.
- Facilitate a successful transition into CAFO regulation, for local farms.

During the Planning process, other appropriate issues and projects will be identified and evaluated for viability.

Your consideration of this matter and input is greatly appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read "Frederick Sinclair". The signature is fluid and cursive, with a large initial "F" and "S".

Frederick Sinclair  
SWCD Manager

Cc: John Margeson  
Rodney Bennett  
Kier Dirlam  
Ron Stuck  
Diane Baker  
Edgar Sherman  
Sue Myers

**NOT  
APPROVED**

**PLANNING AND DEVELOPMENT  
AUGUST 8, 2000**

*John M.*  
**RECEIVED**  
AUG 11 2000  
ALLEGANY COUNTY  
BOARD OF LEGISLATORS

**Present:** B. Reynolds, S. Myers, J. Graffrath, B. Heineman, J. Walchli, J. Margeson, J. Marshall, J. Case, K. Dirlam

Meeting was called to order by Chairman B. Reynolds at 10:30.

On motion by B. Heineman, seconded by J. Graffrath and carried to approve the minutes of July 11<sup>th</sup> with a correction. In Jesse Case's statement on working with Sugar Hill on developing a brochure for them, it should also state he is doing this voluntarily on his own personal time.

<b>TOPIC</b>	<b>DISCUSSION</b>	<b>CONCLUSION</b>
<b>Julie Marshall: Brochures</b>	Julie stated the brochures are being favorably received. They have delivered over 500 brochures throughout the County so far.	
District I Meeting	Julie was asked to speak at the District I Meeting on July 25 <sup>th</sup> .	
Summer Youth Program	Julie spoke with the Summer Youth Program students on business planning and financial package.	
HUD Guideline Approval	Julie asked the committee to sponsor a resolution for approval of the attached "Revolving Loan Fund Operating Policies and Guidelines," as required by HUD Community Development Block Grant funding.	On motion by B. Heineman, seconded by J. Graffrath and carried to sponsor a resolution, but that all legislators receive a copy as well.

**PREPARE A RESOLUTION**

Development Advisory Board Meeting	Julie invited the committee members to attend the next Development Advisory Board meeting on August 24 <sup>th</sup> at 10:00.
Revolving Loans	There have been eight Revolving Loans approved to date, with \$130,000 total money loaned out.
Feasibility Study	By request, a Feasibility Study for a Hotel Conference Center is being done, the final report will be completed in September.

TOPIC	DISCUSSION	CONCLUSION
Display Ads	Julie stated they are completing the final preparations for display ads for national publications on Economic Development in the County.	
Businesses	The Department has worked with twenty-five different business requests this month. They have utilized the new database.	
Business First Journal	Business First Journal did a survey on the safest municipalities in the State. This is ranked by 1998 crime rate per 1,000 residents, and Allegany County had four towns in the top ten. The information is only for municipalities with police departments and does not include county, state and federal arrests. The towns were Andover, Friendship, Independence, and Belmont.	
Jesse Case Travel Guide	They are soliciting advertisements for the 2001 Travel Guide and plan on being completed by September.	
"I Love NY" Grant	The "I Love New York" grant has been submitted and there will be a notice of grant approval and allotted amount by mid September.	
800# Report	The 800# line report is still being worked on to get a more correct figure from the phone company.	
Sign Placement	Jesse stated they are working on sign placement for driving tours on scenic routes in the County. The maps for these routes will be in the 2001 Travel Guide and on the Web Site as soon as they are completed.	
Kier Dirlam: SARA Grant	Kier stated through the SARA Grant all proceedings from 1994-1998 will be put on the Web Site soon. They have given the SARA Grant representative a draft report of what is being done with the grant money for his final approval.	
Planning Board Picnic	Kier reminded the committee that the Planning Board picnic will be on August 30 <sup>th</sup> at Camp Rushford at 5:00. It will be a dish to pass. The DEC Representative will give a presentation on the camp and a tour. There are only four camps in the State and we have one of them.	
Allegany County Labor Statistics	Kier distributed a report on the Allegany County Labor Statistics of data provided from NYS Department of Labor for the committees review.	

Meeting was adjourned at 11:09.  
Submitted by: Alice Alsworth

# MEMORANDUM OF EXPLANATION

Intro. No. \_\_\_\_\_  
(Clerk's Use Only)

COMMITTEE: Planning & Development

DATE: 8/8/00

A resolution is requested by the Development Advisory Board for approval of the attached Allegany County "Revolving Loan Fund Operating Policies and Guidelines," as required by HUD Community Development Block Grant funding.

## FISCAL IMPACT:

**For further information regarding this matter, contact:**

Julie A. Marshall, Director of Development

**Name and Department**

268-9229

**Telephone Number**

# ALLEGANY COUNTY MICROENTERPRISE REVOLVING LOAN FUND POLICY GUIDELINES AND OPERATING PLAN

## Section 1. GENERAL

1.1 Policy Guidelines and Operating Plan These Policy Guidelines and Operating Plan (the "Plan") as adopted by the Board of Legislators of the County of Allegany ("the Board") and are intended to serve as the primary administrative document for the Allegany County Revolving Loan Fund (the "RLF"). Any changes to the plan must also be adopted by the Board of Legislators of the County of Allegany.

1.2 Objectives The objectives of the RLF are to assist in the establishment and expansion of microenterprise business activity within the county of Allegany, create employment opportunities for County residents, and preserve and expand the County's tax base.

1.2 Form of Assistance The RLF will provide assistance in the form of loans.

## Section 2. ELIGIBILITY REQUIREMENTS

### 2.1 Eligible Activities

- (a) The principal business activity impacted by the RLF financing must be located within the County of Allegany. Exceptions to this requirement will be granted only where the Development Advisory Board determines that the expanded business activity will have a direct and significant positive impact on the RLF's stated objectives.
- (b) RLF assistance may be provided for any commercial business activity which effects the RLF program objectives.
- (c) The business activity to be undertaken with assistance from the RLF must directly result in the creation or retention of employment positions consistent with the low and moderate income benefit provisions of the Federal regulations governing the Community Development Block Grant (CDBG) program. Where no employment creation or retention is projected, the microenterprise owners must be low or moderate income persons as defined by HUD at the time of the loan closing.

2.2 Ineligible Activities Activities which primarily consist of investing, speculation, or

# ALLEGANY COUNTY MICROENTERPRISE REVOLVING LOAN FUND POLICY GUIDELINES AND OPERATING PLAN

realty ownership held primarily for sale or investment; any activity which is illegal; and any activity which does not further the objectives of the RLF will be ineligible for RLF financing. In addition, applications will not be accepted where the applicant and/or the proposed activity is ineligible for assistance under the Small Business Act, as amended; such ineligibility being further described in Chapter 1 of Title 13, Code of Federal Regulations, and in Chapter 1, Section 3 of the "Standard Operating Procedures" of the U. S. Small Business Administration (SOP 50-10-3 dated 8/31/91).

**2.3 Eligible Borrowers** Eligible borrowers must be a microenterprise, which is defined as a commercial enterprise having five or fewer employees, one or more of whom own the enterprise. The form of the microenterprise may be a sole proprietorship, partnership, or corporation. Loans may also be provided to individuals acting as principals of an eligible entity and who will rent or lease assets to an otherwise eligible borrower.

**2.4 Eligible Uses of RLF Funds** RLF funds may be used for any justifiable business purpose including, but not limited to fixed assets, current assets including inventory and receivables, and permanent working capital. The use of RLF funds must also be eligible pursuant to the Federal regulations governing the CDBG program.

## **Section 3. RLF STANDARDS**

**3.1 General** The existing or proposed microenterprise must present a reasonable likelihood for long-term viability based on such factors as management, product, marketability, competition, and capitalization. Borrowers must be of generally good character and credit standing.

**3.2 Employment** Where the microenterprise will result in the creation or retention of employment opportunities, a minimum of 51% of those opportunities must be held by, or made available to, low and moderate income persons as defined by HUD. For the purposes of calculating employment opportunities, the following will apply:

- (a) Only permanent jobs will be counted; temporary and construction jobs will not be counted.
- (b) Jobs of 35 or more hours per week will be considered as one full-time job. Part-time permanent jobs of less than 35 hours per week will be converted to full-time equivalent jobs by dividing the number of part-time

# ALLEGANY COUNTY MICROENTERPRISE REVOLVING LOAN FUND POLICY GUIDELINES AND OPERATING PLAN

hours by 40.

- (c) Seasonal jobs will be considered to be permanent jobs if the duration of the working period is long enough to classify the jobs as the employee's principal occupation.
- (d) Projected employment must be reasonably expected to occur as a direct result of the expanded business activity, and such projection may in no instance extend beyond 36 months from the completion of the expansion.

**3.3 RLF Financing Amount** Consistent with the Federal regulations governing the CDBG program, RLF assistance must be no greater than the minimum amount necessary to effect the business activity. Applicants must therefore demonstrate that all other private and public sources of debt and equity have either been maximized or are inappropriate, unaffordable, or otherwise unavailable.

**3.4 Minimum Amount of RLF Assistance** RLF assistance will not be considered where the amount of such required assistance is less than \$5000.

**3.5 Maximum Amount of RLF Assistance** Total RLF assistance provided to a single microenterprise or to any owner of a microenterprise may not exceed the aggregate amount of \$25,000.

## **Section 4. LENDING POLICIES**

**4.1 General** RLF loans may have an initial deferral principal and interest payments for three (3) months. No interest may be charged or accrued during this period. Prior to the expiration of the three month period, the Allegany County Office of Development will evaluate the borrower's financial condition and business development status and the following action will become affective at the end of the three month period:

- (a) Inform the borrower that the loan repayment will commence according to the terms established pursuant to Sections 4.2, 4.3, and 4.4 of this Plan.

**4.2 Term of Loans** The RLF loan term will generally be consistent with the life of the assets being financed, with such periods being consistent with standard commercial lending policies and in no instance exceeding seven (7) years plus the deferral period(s). For all loans, the term will be determined by the County Office of

## **ALLEGANY COUNTY MICROENTERPRISE REVOLVING LOAN FUND POLICY GUIDELINES AND OPERATING PLAN**

Development based upon such factors as the structure of other related loans, the nature of the collateralized assets, and the borrower's projected ability to repay the loan.

**4.3 Interest Rate** The interest rate charged for the use of the RLF funds will be determined by the County Office of Development based on such factors as the risk of default, the value of security, and the prevailing commercial lending rates. The rate for variable rate loans may not exceed the prime commercial lending rate in effect at the time of each rate adjustment. There is no stated policy regarding the use of fixed or variable interest rates.

**4.4 Repayment Terms** The County Office of Development will determine the schedule of loan repayments on a case-by-case basis based on the applicant's projected ability to repay the loan, the projected value of the collateral and other security, and the overall risk assumed by the RLF. Repayment terms may involve standard forms of loan amortization, periods of accruing interest or interest only payments, extended amortization schedules with balloon payments or principal, and/or such other terms as may be determined by the County Office of Development to be appropriate.

**4.5 Security** The County Office of Development will determine the required security for each loan on a case-by-case basis based on such factors as the risk of default, the nature and value of the security, and the position of the RLF in relation to other lenders. In determining appropriate security, the following will apply:

- (a) The County will generally require a security interest in all assets financed with RLF funds. Additional collateralization of assets of the borrower may be required at the County Department of Development's option.
- (b) For loans to corporations, the County Office of Development will require the personal guarantee of all owners of at least 20% of the voting stock of the company.
- (c) For loans to closely-held corporations, the County Office of Development may require collateralization of selected personal assets of one or more of the owners.
- (d) For loans to individuals, partnerships, or corporations which have affiliated interests and/or identities of ownership with other business entities, the County Office of Development may require additional

# ALLEGANY COUNTY MICROENTERPRISE REVOLVING LOAN FUND POLICY GUIDELINES AND OPERATING PLAN

guarantees.

## 4.6 Subordination

- (a) The County will generally allow a subordination of RLF debt and collateral to private institutional lenders where necessary to facilitate the maximum financial participation by the private lenders.
- (b) The standing of the RLF's financing relative to other public or quasi-public lenders will be negotiated on a case-by-case basis.
- (c) The County will generally require a subordination to RLF financing of the notes payable to any officer, owner, or similarly affected party to the borrower where appropriate and feasible. Such subordination may include subordinate security interests and/or repayment restrictions.

## **Section 5. APPLICATION PROCESSING**

5.1 Loan Applications Applications for RLF financing must include all of the information required by the RLF Application Form (Attached hereto as Appendix A), and any additional information as may be reasonably requested by the County Office of Development.

5.2 Application Fee A \$12 application fee shall apply to the submission of applications for RLF financing to cover the cost of credit bureau reporting.

5.3 Application Processing The processing of loan applications will be the responsibility of the County Office of Development and will generally consist of the following:

- (a) Review for RLF program eligibility criteria and eligibility pursuant to federal CDBG regulations.
- (b) Review of application by the Director of Development for completeness and procurement of appropriate additional information.
- (c) Determine economic feasibility, perform credit analysis, and assess risk.

## ALLEGANY COUNTY MICROENTERPRISE REVOLVING LOAN FUND POLICY GUIDELINES AND OPERATING PLAN

- (d) Determine amount and terms of RLF financing, including appropriate security.
- (e) Perform appropriateness review in conformance with HUD CDBG guidelines.
- (f) Prepare and/or require the preparation of a written report to the Development Advisory Board summarizing the proposed project and providing recommendations as appropriate.

5.4 Loan Committee The Allegany County Board of Legislators has established that Rural Opportunities, Inc. will review loan applications and to make recommendations to the Development Advisory Board. No loan application may be presented to the Development Advisory Board for action without a review and recommendation(s) by Rural Opportunities, Inc.. Rural Opportunities will also be responsible for reviewing and making recommendations to the Development Advisory Board as appropriate regarding loan portfolio management issues (see Section 7).

5.5 Loan Approval The Development Advisory Board shall have sole authority to approve RLF loan. Such authority shall include the commitment to lend RLF funds, the interest rate(s) to be charged, the repayment terms, and the requisite security for the loan.

### 5.6 Loan Disapproval

- (a) Loan applications may be disapproved by the Director of Development based on lack of application completeness or a failure to meet the eligibility criteria pursuant to Sections 5.3(a) and 5.3(b) of the Plan respectively. In such instances, the applicant will be notified in writing of the reason(s) for disapproval.
- (b) Loan applications may be disapproved at the direction of the Development Advisory Board if the board determines that RLF financing is clearly inappropriate based on the reviews conducted in accordance with Sections 5.3(c) and 5.3(e) of this Plan. In such instance, the applicant will be notified in writing of the reason(s) for disapproval.
- (c) Loan applications may be disapproved by the Director of Development or the Development Advisory Board for any reason which represents a

# ALLEGANY COUNTY MICROENTERPISE REVOLVING LOAN FUND POLICY GUIDELINES AND OPERATING PLAN

reasonable determination that the approval of the RLF application would not meet the objectives of the RLF program and/or would not represent an appropriate or prudent use of RLF funds. In such instances, the applicant will be notified in writing of the reason(s) for disapproval.

## **Section 6. POST-APPROVAL PROCESS**

6.1 Borrower Requirements Borrowers will be required to agree to utilize selected technical assistance programs offered by the RLF Program, allow the County Office of Development to access information necessary to perform periodic evaluations of the business, and provide reports and information as required.

6.2 Commitment Letter Within ten calendar days from the date of the Development Advisory Board's approval of a RLF loan, a commitment letter shall be sent to the applicant which includes, at a minimum, the following information:

- (a) The amount of the loan approved, the applicable interest rate, the term of the loan, the terms of repayment, and the expiration date of the commitment.
- (b) The required use of the loan funds.
- (c) The RLF's requirements for collateral and additional security-including guarantees, pledges of assets, assignment of life insurance requirements.
- (d) Summary information regarding employment requirements.
- (e) Requirements regarding the acceptance or procurement of technical assistance.
- (f) Any other conditions of lending.
- (g) A listing and explanation of any fees to be charged and other closing costs which will be the responsibility of the borrower
- (h) A listing of those conditions and requirements of the borrower which must be fulfilled precedent to a loan closing.

## ALLEGANY COUNTY MICROENTERPRISE REVOLVING LOAN FUND POLICY GUIDELINES AND OPERATING PLAN

- (i) Any other information which could reasonably be expected to influence the borrower's decision to accept the terms of the loan commitment.

6.3 Loan Closings The Office of Development shall have the responsibility to prepare and/or require the preparation of all appropriate closing documents. The borrower shall not be required to pay closing costs incurred by the County, including costs incurred by the County of Allegany on behalf of the Office of Development. The County Attorney shall determine the appropriate closing documents to be executed based upon the terms and conditions of the loan approval and standard commercial lending policies. Such documents shall generally include the following:

- (a) A loan agreement which includes a description of the loan terms and security, appropriate representations and warranties, the conditions of lending, affirmative and negative covenants – including compliance with applicable federal laws and regulations, requirements for the utilization and/or procurement of technical assistance, default provisions, and any other provisions which may be appropriate.
- (b) A note or notes to evidence the indebtedness and the terms of repayment.
- (c) The appropriate documents to evidence and record mortgages, liens, guarantees, and such other security as may be required by the terms of the loan.
- (d) Other appropriate documents as determined by the County Attorney.

6.4 Security The Office of Development will be responsible for perfecting all of the RLF's security interests including, where appropriate, the execution of security agreements, the filing of financial statements, the execution and filing of mortgage documents, the execution of guarantees, and any other appropriate actions to adequately protect the RLF's security interests.

6.5 Loan Disbursements The disbursement of loan proceeds shall be the responsibility of the County Office of Development. For such disbursement, the following guidelines shall generally apply:

- (a) Subject to the borrower's compliance with the terms and conditions of the loan agreement, all documents evidencing and securing the loan, and other guidelines for disbursement as described in this Section 6.4, the

## **ALLEGANY COUNTY MICROENTERPRISE REVOLVING LOAN FUND POLICY GUIDELINES AND OPERATING PLAN**

County may disburse loan proceeds upon the borrower's presentation of vouchers and other such evidence satisfactory to the County which represent paid or accrued expenses of the borrower and which are eligible costs as determined by the County.

- (b) Where other debt or equity financing is to be used in conjunction with the RLF financing, such debt or equity must, in the opinion of the Office of Development, be firmly committed for such use. Evidence of the commitment(s) must be submitted by the borrower.
- (c) Where other debt or equity financing is to be used in conjunction with the RLF financing, the County will, at its discretion, determine an appropriate draw schedule for RLF funding based on such factors as the magnitude of risk assumed by the RLF, the nature of the activities being financed, the draw schedule for other financing, and applicable federal regulations for the use of CDBG funds. The manner and terms of the disbursements of the RLF financing should normally be included in the approval of the financing by the Development Advisory Board. However, in instances where the Advisory Board has not prescribed a draw schedule, the Director of Development may approve a draw schedule.

### **Section 7. LOAN MANAGEMENT**

7.1 Delinquencies The County Department of Development will contact the borrower within 30 days of any delinquency of payment to inform the borrower of the delinquency and to determine if there is a need to procure additional information or to provide technical assistance. Delinquencies which continue for 90 days may be referred to the County Attorney and Development Advisory Board for further action.

7.2 Adjustment of Terms and Conditions Requests by the borrower for adjustment of any of the terms and conditions of the loan will be reviewed by the County Office of Development staff to determine whether the adjustment is in the best interest of the RLF program. Requests will be processed in accordance with the following:

- (a) Requests to adjust the interest rate, term of the loan, or security for the loan will be reviewed by the Office of Development, presented to the Development Advisory Board for review and recommendations.

## **ALLEGANY COUNTY MICROENTERPRISE REVOLVING LOAN FUND POLICY GUIDELINES AND OPERATING PLAN**

- (b) Requests to defer principle only may be approved by the Office of Development for a period not to exceed 60 days. The Development Advisory Board will have the authority to extend such a period to 180 days.
- (c) Requests for changes respecting any covenants or conditions of a financial nature must be approved by the Development Advisory Board as to content and the County Attorney as to form.
- (d) Requests for any other changes to the covenants or conditions of the loan including, but not limited to such areas as reporting requirements, cost documentation, and maintenance or records may be approved by the County Director of Development or referred to the Development Advisory Board at the Director's discretion.

7.3 Annual Financial Review County staff will be responsible for conducting an annual financial review for all borrowers based primarily on the annual financial statements submitted by the borrower. Additional information may be procured as appropriate. The reviews will be presented to the Development Advisory Board for further action or recommendations as appropriate.

7.4 Compliance Monitoring The County will be responsible for monitoring the borrower's compliance with all of the conditions and covenants of the Loan Agreement. Such responsibility shall include taking appropriate actions in the event of non-compliance, informing the Development Advisory Board and the County Attorney of any incidence of default under the terms and conditions of the loan agreement, and providing file documentation as appropriate.

7.5 Default – Conditions of Financial Hardship In asserting its remedies upon a default of the borrower, the Advisory Board may elect not to pursue and/or liquidate personal assets of the borrower if such action will clearly present an extraordinary financial hardship to the borrower, the borrower's family, or any loan guarantor. Extraordinary financial hardship is generally defined as the creation of a condition of bankruptcy or the loss of personal assets which are necessary to enjoy a minimum level of living comfort.

**NOT  
APPROVED**

**PLANNING AND DEVELOPMENT  
SEPTEMBER 8, 2000**

*John M*  
**RECEIVED**  
SEP 12 2000  
ALLEGANY COUNTY  
BOARD OF LEGISLATORS

**Present:** B. Reynolds, S. Myers, J. Graffrath, B. Heineman, J. Walchli, J. Margeson, J. Case, K. Dirlam

Meeting was called to order by Chairman B. Reynolds at 11:33.

On motion by B. Heineman, seconded by J. Graffrath and carried to approve the minutes of August 8th with a correction. In Jesse Case's 800# report it should have stated the data is incomplete at this time.

<b>TOPIC</b>	<b>DISCUSSION</b>	<b>CONCLUSION</b>
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**Jesse Case:**

- |                              |   |  |
|------------------------------|---|--|
| 800# Report                  | Jesse stated the data is complete now. Due to several months of last year there wasn't any data, he is going to wait until November then give a three-year analysis report.   |  |
| Travel Guide                 | The Travel Guide is progressing right along. The sales ads are going good. This year after each section page of the Travel Guide is completed and there is any data that needed to be changed, those changes will immediately be done on the Web Site to keep that up to date.  |  |
| 2001 Travel Guide Bids       | The bids will be going out for the 2001 Travel Guide. The opening of the bids will be opened at a Planning and Development meeting in October.  |  |
| Harvest Festival             | The committee for the Harvest Festival have agreed to do a Co-Op Ad with Jesse. Jesse went on to explain that the committee gets to have 2/3 of the advertisement with 1/3 for Tourism Advertising. They have a meeting to agree how the advertisement is suppose to be done etc. There are certain guidelines that Jesse has to follow with the State on "I Love New York" advertising and the State has to approve the ad when the layout is completed. |  |
| Driving Trails in the County | Jesse stated that there are only two more routes that need to be surveyed for sign placement then the driving trails will be completed.   |  |
| Regional Meeting             | Jesse invited the members of the committee to attend the Regional meeting on October 3 <sup>rd</sup> and 4 <sup>th</sup> in Ellicottville at 9:00. The main goal is to come up with a brand name for the Region. Brent Reynolds has agreed to attend for the committee.   |  |
| Working Together 2000        | On October 20 <sup>th</sup> in Corning Glass Center will be the Working Together 2000 Tourism Conference. Susan Myers, William Dibble, Lee Dibble have agreed to attend this meeting for the  |  |

**TOPIC****DISCUSSION****CONCLUSION**

committee.

**Kier Dirlam**

Planning Board Picnic

Kier stated the Planning Board Picnic was a success. Brent thanked W. Dibble for the informative packet that was handed out at the picnic.

Planning Board Meeting

Kier invited the committee to attend the next Planning Board meeting that will be held September 20<sup>th</sup> at 7:30 in the Board Room.

GIS Class

Kier stated there were nine people that attended the GIS Class that was done at Southern Tier West for two days. It was a very informative class and well worth the time spent.

Southern Tier West

We have received the new computer for GIS from Southern Tier West. We are still waiting to receive the color printer.

Oil Springs

Kier stated the Oil Springs grant application has gone out. Kier stated a local business has donated in-kind services and some materials to be used to up-grade the Oil Springs Park.

**New Business:**

Development Office

There was discussion on who will be the Interim Director for the Development Office until a replacement is found.

On motion by B. Heineman, seconded by S. Myers and carried to appoint County Administrator John Margeson to be Interim Director of the Development Office until a replacement is found.

Ec. Development

Chairman B. Reynolds asked for committee's comments on:

1. Replacement of Development Director.
2. Overall feeling about the requirements of this person, and how to go about getting this person.

The comments were as follows:

1. They would like a copy of the job description that is in force now.
2. The possibility of a different location to better serve the public. There have been suggestions that the Development Office be moved closer to the County Clerks Office.
3. Not to limit the Director on working with small businesses only, give them a chance to work with big businesses as well, along with the Industrial Development

It was decided to have a retreat in October to bring in the businesses, and Development Directors in other County's for their suggestions. It was decided to have them speak for fifteen minutes then they can answer any questions

**TOPIC****DISCUSSION****CONCLUSION**

Agency, Economic Development Zone, and Sugar Hill. For everyone to work together. To possibly have more than one person for small businesses and one for the big businesses.

The businesses would come in the morning and the Development Directors in the afternoon.

4. The Director needs to be good in sales as well. We need to work on the incentives to bring in businesses to the County.
5. To have other County's come and talk to the committee on what makes their Economic Development work. To bring in people to talk from Pennsylvania that are along the interstate to see what works for them.
6. To have businesses in the County to come and talk with the committee on their suggestions.
7. Develop a 5-year Plan, redevelop the office, possibly more than one person to do more things, plan for the future, and follow through with the plans.
8. To possibly have one person for grant writing to bring more money into the County. The Development Director can't be expected to do this themselves, along with their other duties.
9. To possibly have a County Chamber of Commerce.
10. To maintain the businesses we already have by keeping in touch with them on an on going basis.
11. To bring in the IDA to get their input as well.
12. To rethink our focus and to move on it.

A time and place will be decided at a later date.

On motion by J. Graffrath, seconded by B. Reynolds and carried to go into executive session to discuss a personnel matter at 12:28.

On motion by J. Graffrath, seconded by B. Reynolds to go out of executive session at 12:32.

J. Margeson asked committee to hold a special meeting at 11:30 on Monday, September 25<sup>th</sup> for 2001 Budget reviews.

There was discussion about the by-laws for the Rail Authority appointments. The appointments by the Chairman of the Board had to be approved by the Board of Legislators, and the Planning and Development Committee.

On motion by R. Heineman, seconded by J. Graffrath and carried, the Committee will sponsor a resolution to confirm the appointments, by Chairman Sherman, to the Southern Tier Rail Authority. The appointee's are Mr. Sherman, John E. Margeson, James A. Graffrath.

**PREPARE A RESOLUTION**

Meeting was adjourned at 12:45.  
Submitted by: Alice Alsworth

John M.

**NOT  
APPROVED**

**PLANNING AND DEVELOPMENT COMMITTEE  
MINUTES  
SEPTEMBER 25, 2000**

**RECEIVED**

SEP 26 2000

ALLEGANY COUNTY  
BOARD OF LEGISLATORS

**Present:** B. Reynolds, J. Graffrath, R. Heineman, J. Walchli

The meeting was called to order by Chairman Reynolds at 3:05 p.m.

Jerry Garmong, Director of the Office of Employment and Training presented his Budget Request for 2001. On motion of J. Graffrath, seconded by R. Heineman the Budget was approved.

J. Margeson presented the Budget for the Office of Development for 2001. After discussion, the Budget Officers recommendation was approved on motion of R. Heineman, seconded by J. Graffrath.

Jesse Case, Tourism Specialist, presented the 2001 Budget for the Tourism Department. R. Heineman inquired as to what the total County share of this Budget would be. Mr. Case indicated that in light of new grant award information he had received just today, he had not yet been able to calculate same, but that it would probably be roughly \$5,000 more than 2000. After further discussion, the Budget Officers recommendation was moved by J. Graffrath and seconded by J. Walchli. The motion passed by a vote of 3 ayes, 1 no with R. Heineman opposed.

H. Kier Dirlam, Contract Planner, presented the 2001 Planning Budget. After discussion, R. Heineman moved to recommend a decrease in the A8020.4 account by \$3,000. The motion was seconded by J. Graffrath and carried.

R. Heineman then moved to refer to the Ways and Means Committee a request for \$3,000 from A1990.4 contingency to initiate the process of having an official county map prepared. The motion was seconded by J. Graffrath and approved unanimously. The Planning Budget was then approved on motion of J. Graffrath, seconded by B. Reynolds.

**REFERRED TO WAYS AND MEANS COMMITTEE**

Meeting adjourned at 3:30 p.m.

J. Margeson  
Recorder

# MEMORANDUM OF EXPLANATION

Intro No. \_\_\_\_\_  
(Clerk's Use Only)

**COMMITTEE:** Planning & Development

**DATE:** September 25, 2000

The Planning and Development Committee seeks a \$3,000 transfer from A1990.4 Contingency to A8020.4 Planning Contractual to initiate the preparation of an official county map. These funds will be utilized via contract with Alfred University to perform preliminary research to gather base data which will be essential to preparing the county map.

The map will be used as in instrument for planning by the Contract Planner/County Planning and the Department of Economic Development.

## FISCAL IMPACT:

## FOR FURTHER INFORMATION REGARDING THIS MATTER, CONTACT:

Planning Department  
NAME AND DEPARTMENT

268-9229  
TELEPHONE NUMBER



TOPIC	DISCUSSION	CONCLUSION
Property Classification Map	Kier spent time working on developing a property classification map for Wellsville. The Wellsville Village and Town Planning Boards are working together on developing a comprehensive plan. They have applied for a grant to put together a comprehensive plan with the help of Alfred Housing Committee from the Southern Tier West Foundation.	
SARA Grant	The SARA Grant is completed and has been submitted. Kier asked for permission to submit the survey results to internet magazines if he sees fit and was given approval to do so.	
New location for Development Office	There was discussion on the possibility of relocating the Development Office to make it more visable to the citizens of the County.	
Development and IDA	There was discussion on the replacement of the Development Director, the IDA Director and the IDA Board.	
Retreat	There was discussion on the October 24 <sup>th</sup> retreat in which guest from the business community of Allegany County, and guest from the economic development community outside of Allegany County will be invited.	
	Meeting was adjourned at 12:12.	

**NOT  
APPROVED**

**PLANNING AND DEVELOPMENT  
MINUTES  
OCTOBER 23, 2000**

*John M.*  
**RECEIVED**  
OCT 25 2000  
ALLEGANY COUNTY  
BOARD OF LEGISLATORS

**Present:** B. Reynolds, S. Myers, R. Heineman, J. Graffrath, J. Walchli

The meeting was called to order by Chairman Reynolds at 3:15 p.m.

Mr. Ronald Stuck representing the Friendship-Cuba Empire Zone discussed with committee a recent change in the State Tax Law (chapter 63 of the Laws of 2000) which broadens the scope of tax abatements for certified businesses operating in a zone.

In short, counties can exempt qualified businesses from the 4% county sales tax and other use taxes, if it so chooses, by resolution of the County Legislature.

Mr. Stuck touched on some of the benefits to implementing these abatements at the county level.

Due to the financial nature of the measure, the committee referred the item to the Ways and Means Committee for further action.

**REFERRED TO WAYS AND MEANS**

John Margeson advised the committee that there is a need to designate someone with authority to sign checks on behalf of the County Industrial Development Agency. On motion of J. Graffrath, seconded by R. Heineman and carried, such authority was given to James Mulholland, County Treasurer.

Meeting adjourned at 3:30 p.m.

**NOT  
APPROVED**

**PLANNING AND DEVELOPMENT  
ECONOMIC DEVELOPMENT FORUM  
OCTOBER 24, 2000**

John M.  
**RECEIVED**

NOV 2 2000

ALLEGANY COUNTY  
BOARD OF LEGISLATORS

Chairman Brent Reynolds called the meeting to order at 9:23.

After introductions, Brent welcomed everyone here and explained what he hoped would be the outcome of the meeting.

Brent introduced guest speaker Dr. Edward Coll, former President of Alfred University. Mr. Coll discussed his concerns of where things stand now and suggestions on his views of what changes needed to be done to reinvent Allegany County. He explained the people that were involved on the Economic Development Task Force and some of their goals. They are in the process of completing a plan to be distributed to the County Legislature in a few weeks. Their ultimate goal will be to work hand in hand with the Legislature and the Development Office to help bring in more Economic Development to Allegany County. He stressed how important it is for everyone to work together for the same goal, it will be an investment to the future.

John Margeson introduced the next speaker, Henry Mayo, of Riverside Associates. Mr. Mayo explained his past involvement with the County and to his present position today. His main objective was to stress the importance of the County to be more proactive not reactive. He discussed not only to be interested in the big businesses coming into the County but to recognize the micro businesses as well.

Brent introduced the next speaker, Jeff Spear, Vice President of Finance at Houghton College. Jeff discussed the past and present enrollment of Houghton College. He stated this year's enrollment is the highest it has ever been in the history of the college. He also stated that Alfred has an increase in their enrollment as well. He explained the changes that have taken place at the college and what future changes will take place as well. He discussed the future changes to take place down town in Houghton to make the town more attractive and prosperous. The main goal is to bring more money into Allegany County that would otherwise be spent outside the area.

His main objective was to bring in more planning in the towns and villages to make their places more attractive to development, to tear down the run down homes and replace them with new housing. For all the towns and villages to work together to make it be a more cooperative spirit within the communities for the betterment of Allegany County. To increase retail businesses along the six exits from Erie to Bath to entice the people to shop in Allegany County which in turn will increase sales tax revenues.

His conclusion was:

1. Centralize revenues- to help the overall economy
2. Plan our communities – work together with Towns Boards, Planning Boards, not for it all to be left up to the Legislators.
3. Work together – Cooperate

Brent introduced our next speaker, Charlie Kalthoff, Executive Director, ACCORD Corporation, and Economic Development Zone. Charlie emphasized Jeff's comments on the community economic development and that everything we do to improve our communities helps attract businesses and keeps capital investments within our county. Charlie introduced Wendall Brown the new Director of the Economic Development Zone. Wendall distributed the EDZ Brochures. Charlie went on to explain the flyers on the Finance/Tax Incentives to enhance the zone. He explained about the business start-up course ACCORD offers. There are 50 small businesses that have taken the course. He has 250 businesses in the Economic Development Zone, who all put money into the County by servicing local needs and buying in the County to help the economy. He explained some of the other services ACCORD offers. He went in more detail about what the Zone offers to attract new businesses in the County, and the new State Tax Incentive package.

Dave Szczerbacki lead the group in discussion by summarizing what the four speakers discussed:

1. Dr. Edward Coll –
  - a. Task Force – (made up of major employers & business leaders) – To complete final draft of white paper plan to reinvent Allegany County.
  - b. Strategy opportunities to improve Economic Development in the county.
  - c. Desire to work with the local Legislators to achieve ultimate goal.
  
2. Henry Mayo -
  - a. Government responsive to business – proactive (gave examples of business adventures in Ohio.)
  - b. Fundamental Employment – expanding tax base.
  - c. View of IDA & Development Offices separate (Gave points of view.)
  
3. Jeff Spear -
  - a. Banking – Offering closer banking on the college by convincing the banking field its need.
  - b. Revitalizing Houghton College – need to work with Local leadership.
  - c. Need for Communities to have a Plan to improve.
  - d. Economic Development Base – self sustaining economy, lack of commercial mass.
  - e. Cooperative Spirit for all communities within the county.
  
4. Charlie Kalthoff -
  - a. Reaffirmed Jeff's comments – keep capital local.
  - b. Economic Development strategy – micro enterprise.
  - c. Community Development – Finance incentives.
  - d. Friendship the Center EDZ – expand on the Zone.

Discussion on the topics:

1. The background on the Development Office was discussed and why it concentrated on the small businesses in the county. Industrial Development Agency was asked to handle the larger businesses interested in coming into the county.
2. Number one issue – Work Force – The need for strong work ethics. Years ago the selling point was lower wages, the real selling point now is skilled workers, which is very important. We need to not only train them but also keep them here after college.
3. To be more proactive not reactive.
4. Strong working relationship with the Colleges.
5. Incentives to interest businesses here.
6. Data Base for alumni's to area colleges and schools to interest them to come back.
7. Central Area – data base to offer services to come to train people for companies interested in coming into the county.
8. College promote – there are things to do and places to go within the county.
9. Infrastructure a strong point – ready to go.  
Especially along I-86 exchanges. For the Towns and Villages to get it completed. Strong impact on the county. There is land available, just needs to be done.
10. Need for Commercial Center on Exit 30. To poll the students on what would interest them to shop there. Not just a few stores to interest students.
11. Map out driving forces, and restraining forces.
12. Financial commitment.
13. Consultant hired to give advice on what is needed and how to go from here.
14. Not up to just the Legislature, but the Colleges, Towns, Villages, Organizations, Private sector to promote our county. The need for the private sector to back us.
15. Hire a Development Director – Hire them now so we don't miss out on possible businesses coming in, work with consultant for other changes afterwards, give them leadership, good grant writer, personal touch to work well with businesses big or small. Possibly more than one person – over whelming for just one person.
16. Have a good web site up and running to interest work force and business.
17. The need for serious commitment in budget toward economic development. To possibly change this budget to reflect that.
18. The need to sell the public on wanted changes before committing, and then move ahead. It will be more productive then.
19. Expand employment base.
20. Retain tax base.

Don Rychnowski introduced the afternoon speaker, Glenn Cooke, Director, Planning/Development Seneca County, and he is on the Economic Development Council. Don explained Glenn's previous involvement with Southern Tier West before this position. Glenn stated Seneca County and Allegany County have a lot in common, but that they have less population than Allegany County. Their Economic Development Director along with their Industrial Development Agency also needed to be replaced before he was hired. They had lost more than 5,000 jobs. He went on to explain what has happened in the last five years since he was hired and the goals for the future. They also were the only county without an Industrial Park, and that they have one now up and running. He stated that the IDA is separate from the Development Office but that they work together as a team, so there isn't the need for competition.

Brent introduced Dr. Stoner Horey, Chairman, Steuben County Board of Legislature. Stoner stated that Economic Development has been their top priority for the past two years. He stated they have an unwritten rule that a deal doesn't go through unless it is cleared through the town officials, school districts. All the municipalities work together. They have set up an Economic Development Fund to help out when needed. The towns, villages, schools play a very proactive roll with the Legislators. He stated you have to be willing to take risk. First you need to get the municipalities on board, identify who is going to be negatively effected and let them know, include them in the negotiations right away, let them feel they are part of the process. It is easier to identify opposition if you let them get involved right away and work through it. If the project is in the Legislative District those Legislators affected will be brought into the IDA meetings to hear what is going on.

Stoner introduced Jim Sherron, Steuben County IDA Executive Director. Jim stated the Industrial Development Agency was not as successful four years ago as it is today, due to working together more closely with the Board of Legislators, they now have the full support of the Board, and they are willing to make financial commitments. Jim went on to explain some of the businesses that have recently started up in the county and how it was handled.

A question was asked of who are on the Steuben County IDA Board? Jim stated private sector businessmen throughout the county, plus one County Legislator. Steuben County has three separate IDA's, Steuben County IDA, Hornell IDA, and Corning 3 Rivers Enterprises.

Dave Szczerbacki led the group in discussion on the next steps to take and where to go from here.

**NEXT STEPS:  
ACTION  
DECISIONS  
PROCESSES**

1.       **HIRE CONSULTANT**  
  
ASSESS NEEDS/ROAD MAP  
ASAP/IMMEDIATE
2.       **COMPLETE WHITE PAPER**  
  
CIRCULATE  
DISCUSSION  
NEXT TWO WEEKS
3.       **BUDGET FOR ECONOMIC DEVELOPMENT**  
  
CONSULTANT/PLANNING  
STAFF
4.       **WORKFORCE DEVELOPMENT**  
  
CONTACT WITH JOAN SINCLAIR  
COLLEGES
5.       **SHORT TERM STAFFING OPTIONS**  
  
SOUTHERN TIER WEST  
ACCORD  
EMPIRE STATE DEVELOPMENT
6.       **DEVELOP COMMUNICATION & COORDINATION**
7.       **PHILOSOPHY OR CONCEPT FOR FUNDING ECONOMIC  
DEVELOPMENT**  
  
( EQUAL PERCENTAGE OF OPERATING BUDGET)
8.       **HOW MUCH ARE WE SPENDING AND FOR WHAT?**
9.       **WHAT IS DEVELOPABLE?**
10.      **COMMUNITY INVOLVEMENT**

Brent thanked everyone for coming and that it was a very productive meeting.

Meeting was adjourned at 2:45.

Submitted: Alice Alsworth

**NOT  
APPROVED**

**PLANNING AND DEVELOPMENT  
NOVEMBER 14, 2000**

*John m.*  
**RECEIVED**  
NOV 17 2000  
ALLEGANY COUNTY  
BOARD OF LEGISLATORS

**Present:** B. Reynolds, S. Myers, J. Graffrath, B. Heineman, J. Walchli, E. Sherman, J. Margeson, J. Case, K. Dirlam, J. Garmong

**Guest:** Bob Iszard, Empire State Development  
Robert Farrell, Erdman Anthony Associates

Meeting was called to order by Chairman B. Reynolds at 1:04.

On motion by J. Graffrath, seconded by B. Heineman and carried, the minutes for October 10<sup>th</sup>, October 23<sup>rd</sup>, and October 24<sup>th</sup> meetings were approved.

<b>TOPIC</b>	<b>DISCUSSION</b>	<b>CONCLUSION</b>
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**Jesse Case:**

800# Report	He will give a final report next month.	
"I Love New York" Grant	The Governor has announced that Allegany County will receive \$105,293 for the "I Love New York" grant for fiscal year 2001.	
Travel Guide	The travel guide is on schedule. He will have a better timetable after his meeting this week.	
Development Office	There have been 109 inquires in the last four months, to the Development Office for DBA's and other request, 83 have been since our director left. In August there were 26, September - 23, October - 49, November - 11.	
Alfred Business Association	Jesse spoke with the Alfred Business Association on ways of promoting tourism to their community. Jesse is in the process of completing a power point demonstration that will be introduced at the Planning Board's annual dinner.	

**Kier Dirlam:**

Flood Plain	There have been flood plains request for maps.	
County Map	The County map is progressing.	
Open Space Meeting	Kier and S. Myers attended the State DEC Open Space Plan - Region 9 meeting. Three request where made as follows: <ol style="list-style-type: none"><li>1. Promote <b>Cuba Lake Access</b> to the <b>A list</b> (Priority List) <b>(No action taken, it will remain on the B list)</b></li><li>2. Promote the <b>Hanging Bog Wildlife Management Area</b> to the <b>B list</b> with the following recommendations:<ul style="list-style-type: none"><li>• Increase stewardship activities within the management</li></ul></li></ol>	

**TOPIC****DISCUSSION****CONCLUSION**

- area to enhance habitat for species native to the area.
  - Increase forestry efforts to improve tree and wildlife shrubs habitat.
  - Create walking trails within the Wildlife Management Area to accommodate day use by interested naturalists.
  - Develop signage and brochures for distribution at key parking areas and trailheads, and along trails as appropriate.
- (It was upgraded from C list to B list)**
3. Promote **WAG Trail** to the **A list**.  
**(It was upgraded from B list to A list)**

EPA GIS Project

Kier asked committee approval, to submit to the US EPA, a GIS Project grant for the implementation of municipal, septic, and private well systems to be digitized on our GIS system at no extra cost to the County.

On motion by S. Myers, seconded by B. Heineman and carried to approve submitting the grant.

Internet Report

Technology Committee requested Kier to give an internet report and make any necessary changes. He found out Fillmore is the only town without a local internet provider.

Comprehensive Plan

There was discussion on having Kier combine all the comprehensive plans and reports that have been done into one total Comprehensive Plan

Chairman B. Reynolds recommended having Kier complete the project of combining all plans into one completed plan, seconded by S. Myers and carried.

Jerry Garmong:

Jerry requested the committee to sponsor a resolution seeking approval to reduce the current budget in the amount of \$244,000. Attached memorandum will explain. There have been complaints with the slowness of the Work Force Investment implementation due to the State, not from the Employment and Training Center. Jerry asked if there are any complaints or questions to please have them call the Employment and Training Center and they will be happy to answer them.

On motion by B. Heineman, seconded by S. Myers and carried to sponsor said resolution.

**PREPARE A RESOLUTION****REFERRAL TO WAYS AND MEANS**

IDA Director and Development Director

There was discussion on what direction the committee wants to take in regards to an IDA Director/Development Director.

The job description will be improved and brought back to the committee at the next meeting.

Consultant

There was discussion on hiring a consultant to do a Comprehensive Economic Development study for more direction

It was decided to have Kier do a draft up of the consolidated

**TOPIC**

**DISCUSSION**

**CONCLUSION**

on what the County needs to do to improve Economic Development.

studies that have been pulled together and to report back to the committee at the next meeting. The committee will then determine which direction to go.

Signage

There was discussion on having the Public Works Department install signs entering into the County on all County roads that advertise our 800# for Tourism.

**REFERRED TO PUBLIC WORKS**

On motion by S. Myers, seconded by J. Graffrath and carried to go into executive session to discuss personnel at 2:34.

On motion by J. Graffrath, seconded by B. Reynolds and carried to go out of executive session at 2:57.

IDA Board

The committee approved two people to the IDA Board. It was decided to have an executive session meeting on November 27<sup>th</sup> at 1:00 to finalize the list and approve such list at the Board meeting that day.

**PREPARE A RESOLUTION**

Meeting adjourned at 3:00  
Submitted: Alice Alsworth

# REFERRAL

**NAME OF COMMITTEE:**

**MEETING DATE:**

Planning & Development

11/14/00

**TO:** Ways and Means Committee

**RE:** Budget Modifications

The Employment and Training Center requests a resolution be presented  
to the Board of Legislatures seeking approval to reduce the current budget  
in the amount of \$244,000. (See attached Memorandum of Explanation)

**DATE REFERRED:** 11/14/00

COMMITTEE CHAIRMAN

**BY:** Brent L. Reynolds

**MEMORANDUM OF EXPLANATION**

Intro. No. \_\_\_\_\_  
(Clerk's Use Only)

**COMMITTEE:** Planning & Development

**DATE:** 11/15/00

The Employment and Training Center is requesting that the Board of Legislators approve a resolution for the purpose of reducing our current Budget in the amount of \$244,000.

This action is necessary due to the unanticipated lack of spending and the slow development of the statewide Workforce Development System. Previously expected revenues have not yet been released and are not expected until January 2001.

<b>Account #</b>	<b>Appropriation</b>	<b>Amount</b>
CD 6291.101	Youth Participant Work Experience Wages	46,000
CD 6291.803	Youth Participant Work experience FICA	5,000
CD 6292.101	Staff Training Personnel Services	18,000
CD 6292.477	Adult Training Contracts – Other	16,000
CD 6590.474	CASP II Contracts – Other	14,000
CD 6591.101	CASP II Participant Work Experience Wages	7,000
CD 6690.474	Dislocated Workers Vocational Training Contracts	25,000
CD 6690.475	Dislocated Workers On-the-Job Training with Local Employers	15,000
CD 6690.476	Dislocated Workers Vocational Training for Discretionary Dislocated Worker	10,000
CD 6792.101	WTW Staff Personnel Services	15,000
CD 6792.476	WTW On-the-Job Training Subsidy	15,000
CD 6792.478	WTW Basic Educational Skills Training	6,000
CD 6792.479	WTW Client Transportation Assistance	10,000
CD 6792.481	WTW Other Client Supportive Services	8,000
CD 6793.101	WTW Participant Work Experience Wages	24,000
CD 6793.807	WTW Participant Unemployment Insurance	6,000
CD 6794.101	TANF Staff Personnel Service	4,000
	<b>TOTAL</b>	<b>(244,000)</b>

<b>Account #</b>	<b>Revenues</b>	<b>Amount</b>
4701.02	JTPA/WIA Participant Support	51,000
4701.03	JTPA/WIA Training Services	34,000
3790.00	DSS/CASP Human Services	21,000
4701.08	JTPA/WIA Dislocated Worker	50,000
4701.11	Welfare-To-Work Block Grant	84,000
4701.12	TANF/Summer Youth	4,000
	<b>TOTAL</b>	<b>(244,000)</b>

**FISCAL IMPACT: NONE**

For further information regarding this matter, contact:

Jerry L. Garmong, Director  
Name and Department

268-9240  
Telephone No.

**NOT  
APPROVED**

**PLANNING AND DEVELOPMENT  
November 27, 2000**

*J. Margeson*  
**RECEIVED**  
NOV 28 2000  
ALLEGANY COUNTY  
BOARD OF LEGISLATORS

**Present:** B. Reynolds, S. Myers, J. Graffrath, B. Heineman, J. Walchli

Meeting was called to order by Chairman B. Reynolds at 1:04.

There was discussion on the appointments of new members to the Allegany County Industrial Development Agency and the Allegany County Industrial and Commercial Incentive Board.

On motion by J. Graffrath, seconded by B. Heineman and carried the following members were chosen to serving out the remainder of the term:

Mr. Jeffrey Spear, Houghton  
Mr. David Crowley, Cuba  
Mr. Chuck Jessup, Alfred Station  
Mr. Wayne Allen, Bolivar  
Mr. Kevin LaForge, Wellsville

Meeting was adjourned at 1:17.

Respectfully Submitted: Alice Alsworth

**NOT  
APPROVED**

**PLANNING AND DEVELOPMENT  
DECEMBER 12, 2000**

*John M.*  
**RECEIVED**  
DEC 20 2000  
ALLEGANY COUNTY  
BOARD OF LEGISLATORS

**Present:** B. Reynolds, S. Myers, J. Graffrath, B. Heineman, J. Walchli, E. Sherman, J. Margeson, J. Case, K. Dirlam

Meeting was called to order by Chairman B. Reynolds at 1:33.

On motion by B. Heineman, seconded by S. Myers and carried the minutes of November 14<sup>th</sup> and November 27<sup>th</sup> were approved.

<b>TOPIC</b>	<b>DISCUSSION</b>	<b>CONCLUSION</b>
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**Jesse Case:**

Travel Guide	The Travel Guide is progressing on schedule.	
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Web Sites	The web site will be updated in the near future.	
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Business Request	The development office has had 29 business inquires this month.	
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**John Margeson:**

Tourism Contract	J. Margeson requested committee to support the amending of the Tourism Contract due to more State requirements and time commitment.	Committee supported the amendment of the contract to be changed, as the County Attorney requires.
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J. Margeson asked for a motion to sponsor a resolution to enter into agreement with Jesse Case to provide Tourism Development Services to Allegany County in the year 2001.

On motion by B. Reynolds, seconded by J. Graffrath and carried to go into executive session at 1:39 to discuss a personnel matter. On motion by J. Graffrath, seconded by J. Walchli and carried to go out of executive session at 1:48.

**PREPARE A RESOLUTION**

On motion by J. Graffrath to approve the Tourism Contract for the amount suggested by the budget officer, seconded by J. Walchli and carried. It was approved 4-1, B. Heineman opposed.

**Kier Dirlam:**

Rough Draft of Revised Consolidated Plan	K. Dirlam asked if committee supports him continuing on to a final draft? Kier is consolidating many of the different plans that have been done into one complete plan for the County. There was discussion. It was decided to have Kier continue working on the plan. To report back to the committee on the action items	
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**TOPIC****DISCUSSION****CONCLUSION**

specific goals that will be set.

Director of  
Development

There was discussion on the job description and the additions that have been made since the last one was done.

**REFERRAL TO PERSONNEL**

On motion by J. Walchli, seconded by B. Heineman and carried to refer the position of Director of Development to the Personnel Committee for them to sponsor a resolution to start advertising the position of the new job description and to advertise the salary amount of \$55,000-\$65,000.

It was also decided to start advertising the position on the internet to all Counties, and to advertise locally. The applications will be reviewed after the legal advertising has been completed. To then start legal advertising the position after the next board meeting in January.

Planning  
Board

B. Reynolds stated that Dr. David Pye, Dean of Alfred Ceramic College in Wellsville would like to be on the Planning Board for the year 2001.

**PREPARE A RESOLUTION**

On motion by J. Graffrath, seconded by B. Heineman and carried to amend the Planning Board members to include Dr. David Pye as a new member.

Meeting was adjourned at 2:34.

Respectfully Submitted by:  
Alice Alsworth

# PLANNING AND DEVELOPMENT ISSUES 2000

<u>CATEGORY TOPICS</u>	<u>STATUS AS OF FEBRUARY 11, 2000</u>
A. Alfred Access Road - I-386	Public Works sponsor resolution
A. New prison in the Town of Friendship	Sponsored a resolution
B. HUD Grant	In progress
B. Sears Roebuck - looking for manager in store Wlsv	In progress
B. Economic Development Brochures	In progress
B. Data Base - Available Sites in Allegany County	In progress
B. Web Site Page - Economic Development	In progress
B. STW Regional Development Strategy 2000	Survey the Towns & Villages for input
B. Professor on Sabbatical to work in Ec. Dev. Office	In progress
B. Wellsville Zoning Map	In progress
F. Ceramic Incubator Video	Completed will have viewing in March

## LEGEND:

- A. = Sent to Legislative Committee for Action
- B. = Positive Movement and Progress
- C. = May or Maynot be Continued and Completed
- D. = Unknown Status
- E. = On Hold
- F. = Completed
- G. = Went to Legislature But Was Defeated

## PLANNING AND DEVELOPMENT ISSUES 2000

### CATEGORY TOPICS

### STATUS AS OF APRIL 11, 2000

A.	Alfred Access Road - I-386	Public Works sponsor resolution, letter sent to Senator McGee
A.	New prison in the Town of Friendship	Sponsored a resolution
B.	Business Location Data Base	In progress - 1999
B.	Wellsville Town Comprehensive Planning	In progress - 1999
B.	Belmont Zoning Revisions	In progress - 1999
B.	Friendship Incubator Building	In progress - 1999
B.	Angelica Comprehensive Plan	In progress - 1999
B.	Alfred Village Zoning Map	In progress - 1999
B.	Antique Trail	Pilot program 1999
B.	Community Survey	Tabulation In-progress - 1999
B.	Wellsville Village Zoning Map	In progress
B.	HUD Grant	In progress
B.	Sears Roebuck - looking for manager in store Wlsv	In progress
B.	Economic Development Brochures	In progress
B.	Data Base - Available Sites in Allegany County	In progress
B.	Web Site Page - Economic Development	In progress
B.	Tourism Web Site	In progress
B.	STW Regional Development Strategy 2000	Survey the Towns & Villages for input
B.	Professor on Sabbatical to work in Ec. Dev. Office	In progress
B.	Wellsville Zoning Map	In progress
B.	Survey-yearly activities for ec. dev., water, sewer	To all Towns & Villages
B.	State banning roads from use of snowmobiles	Leg. Dibble to report back to committee
C.	Canaseraga Area Sewer system	In progress - 1999 - at will of committee
C.	Swain Development/Improvements	In progress - 1999 - at will of committee
E.	County Historical Signs	In progress - 1999
E.	West Almond Park	Postponed until 2000 - per Town
F.	Ceramic Incubator Video	Completed - Had viewing at March 14th meeting

### LEGEND:

**A. = Sent to Legislative Committee for Action**  
**B. = Positive Movement and Progress**  
**C. = May or Maynot be Continued and Completed**  
**D. = Unknown Status**  
**E. = On Hold**  
**F. = Completed**  
**G. = Went to Legislature But Was Defeated**

# PLANNING AND DEVELOPMENT ISSUES 1999 & 2000

## CATEGORY TOPICS

## STATUS AS OF FEBRUARY 12, 2000

A	Computer Training for County Employees	In-Progress - contracted and under Technology Committee
A	Single County Area Code	In-Progress - Tech. Committee
A	County Welcome Signs	Pilot Program - DPW
B	Business Location Database	In-Progress
B	Wellsville Town Comprehensive Planning	In-Progress
B	Belmont Zoning Revisions	In-Progress
B	Friendship Incubator Building	In-Progress
B	WEB Page	In-Progress Planning & Development Committee
B	STW Regional Economic Strategic Planning Initiative	In-Progress
B	Angelica Comprehensive Plan	In-Progress - by community
B	Alfred Village Zoning Map	In-Progress
B	Antique Trail	Pilot Program
B	Community Survey	Tabulation In-Progress
B	Marketing Brochure	In-Progress
B	Steuben County-Our Travel Guides Going There	In-Progress
B	Wellsville Village Zoning Map	In-Progress
C	Canaseraga Area Sewer System	In-Progress - at will of communities
C	Swain Development/Improvements	In-Progress - at will of communities
E	County Historical Signs	In-Progress
E	DEC Licensing	On Hold
E	Exit Study	On - Hold
E	W. Almond Park	Postponed until 2000 - per Town
F	SMAAC Meeting	Completed
F	County Newsletter	Completed
F	County Logo	Implemented by Dept. of Development
F	Marketing Plan	Completed
F	HUD Consolidated Plan	Completed
F	County Pin	Completed
F	I-86 Benefits Study	Completed
G	Tax Exemption Plan	Defeated
G	Single Format of Minutes	Defeated

### LEGEND:

- A. = Sent to Legislative Committee for Action**
- B. = Positive Movement and Progress**
- C. = May or Maynot be Continued and Completed**
- D. = Unknown Status**
- E. = On Hold**
- F. = Completed**
- G. = Went to Legislature But Was Defeated**