

**PLANNING & ECONOMIC DEVELOPMENT COMMITTEE
MAY 20, 2015**

**** NOT APPROVED ****

Committee Members Present: T. Hopkins, D. Root, D. Healy, K. LaForge, D. Pullen, C. Crandall (Absent: C. Jessup)

Others Present: J. Adams, M. Alger, L. Ballengee, H. Budinger, S. Burt, P. Curran, D. Decker, K. Dirlam, D. Fanton, K. Graves, L. Gridley, G. Hanchett, R. Hollis, L. Hunsberger, T. Miner, B. Riehle, T. Ross, C. Santora, R. Sobeck-Lynch, N. Ungermann

Media Present: No media present

Call to Order: The meeting was called to order at 2:00 p.m. by Planning & Economic Development Committee Chairman Ted Hopkins.

Approval of Minutes

A motion was made by Legislator Root, seconded by Legislator Pullen, and carried to approve the Planning & Economic Development Committee minutes of April 15, and 27, 2015.

Economic Development/Industrial Development Agency

Development Team Coordinator Jack Wood was unable to attend the meeting, but County Planner Kier Dirlam filled in for Mr. Wood. Mr. Dirlam distributed updated Smart Forms, saying there had been a team meeting the previous day. There are not a lot of changes on the Smart Form, he added, and there are no “red” areas, and few yellow. Mr. Dirlam also said that the IDA had approved a PILOT for the old Acme Building. As regards Start-up New York, Mr. Dirlam said that Albany had been supplied with potential property sites as well as additional information that had been requested.

**County Planner
Monthly Report**

County Planner Kier Dirlam told the Committee that the Southern Tier West Board meeting for the next night had been cancelled but that the Planning Board meeting would be held at 7 p.m. tonight. He went on to say that the Broadband Project is moving along well. CONXX will be on site the first week of June to begin installation of equipment. They are about a month behind their anticipated schedule, but, he said, that is because they have been held up by County issues. Mr. Dirlam “guesstimated” that we might be online in October rather than in September as originally believed. He went on to say that the search for last-mile providers continues and that he will be attending the Broadband Summit in Albany the second week in June to pursue this issue. Additionally, Mr. Dirlam said he will be attending the Northeast Regional APA (American Planning Association) Conference in June as well. Finally, Mr. Dirlam said that the Comprehensive Planning School had held six classes thus far (two classes per night to maximize participants’ time most efficiently). He added that he was pleased to learn that MRB Group is willing to do one-on-one consultations with the towns and villages.

**Greater Allegany Chamber of Commerce
Monthly Report**

Greater Allegany Chamber of Commerce Executive Director Gretchen Hanchett talked about recent advertising, saying Allegany County has advertised in the *I-86* publication, *Explore*

New York, Jazz Magazine, and the Rushford and Cuba Lakes' publications as well. Ms. Hanchett went on to say that she met with Patty (Mrs. Thurman) Thomas regarding the Thomases' role in helping promote Allegany County. She said Thurman Thomas is lending his name to a letter to various RV (recreational vehicle) companies to generate interest in creating an upscale RV "town" for lodging for the Fireball Run. Ms. Hanchett added that she attended a tourism conference in Albany where she saw a brochure for "Watchable Wildlife," an activity she thinks could be done in Allegany County with some planning but little expense. Ms. Hanchett said she met with Brian Edmeister of Healing Waters who is interested in putting together Adventure Packets. Ms. Hanchett said she met Harvey Botzman for Biking for NYS hoping to send some biking events through our area. Ms. Hanchett said she met with new operations group for Tough Mudders who want to bring up more vendors to this year's event. Finally, Ms. Hanchett distributed a handout noting some of the many activities planned for the summer in Allegany County.

Employment & Training **Monthly Report**

Employment & Training Director Reita Sobeck-Lynch entertained comments/questions on her monthly report. Hearing none, she went on to highlight the following: E&T had done 147 interviews for Saputo, which has between 30-40 openings for production labor jobs on the second and third shifts due to a new contract with Wal-Mart. These jobs are expected to last for at least one year. Two have been hired so far at \$15.71 per hour. Ms. Lynch went on to say that five RNs graduated from Alfred State; two are already employed at Jones Memorial Hospital in Wellsville. E&T, she said, has received 137 applications for the Summer Youth Employment Program, but they can only take 60, so they are working to match interests and skills of applicants with work sites. The Belmont Hotel will see its restaurant facility re-opened soon. County resident Jeremy Brown will serve as the chef for the Country Stone Grill and is looking to hire about 10 people. The Adult and Dislocated Worker Request for Proposals through WIA was cancelled because this isn't a requirement until 2017; however, we are proceeding with the Youth RFP, so now we will be the lead agency and we will need contracts with other agencies to perform some of the literacy skills and education we don't provide. We will probably still contract with Literacy West and Southern Tier Traveling Teachers. Ms. Lynch and some E&T staff will travel to Salamanca next week to attend WIOA training.

New Business

Economic Development Organization Chart

Legislator Hopkins gave an initial overview of the re-tooled chart, noting that the solid lines indicate direct reporting paths while the dotted lines indicate that those areas work together. The two director positions (Director of Planning and Director of Development) still need some tweaking: the County Planner will become the Director of Planning when the Department is created, and the Director of Development position needs to be filled. He went on to say that the Secretary to the Director of Planning currently serves as Secretary to the Director of Development; however, the incumbent will move into the Planning Department. Finally, the Clerk position in the Development Office will be abolished, and in its place, a Planning & Development Specialist position will be created to provide a greater scope of capabilities to the office.

Creating the Office of Planning

Personnel Officer Harold Budinger then addressed the Committee, saying that in order to create the Office of Planning, there needs to be a local law. Subsequently, it was decided to

introduce the local law at Tuesday's (May 26) Board meeting and set the public hearing for the next Board meeting date, June 8, on a motion by Legislator Pullen, seconded by Legislator Root, and carried **Prepare Resolution**

Creating the Position of Director of Planning

Mr. Budinger went on to request the creation of the position of Director of Planning, saying that the Section 4 Salary Plan would need to be adjusted. He indicated that he would finalize the job description once the public hearing and meeting schedules are determined. Approval to create the position of Director of Planning was granted on a motion by Legislator Healy, seconded by Legislator Root, and carried. **Refer to Personnel**

Creation of Secretary to the Director of Planning Position

Mr. Budinger went on to request that the position of Secretary to the Director of Planning (non-union, Grade 2, Step 11) be created in the Planning Office. This position will serve as a confidential secretary to the Director of Planning as well as provide administrative and technical support to the office. The salary is currently budgeted under the Secretary to the Director of Development. The discussion indicated that the incumbent will "vacate" her current secretarial position and move to the Planning Office. The Committee was told it can decide (now or at a later time) whether to simply vacate that position or to abolish it entirely. The request to create the Secretary to the Director of Planning position and vacating the Secretary to the Director of Development position was approved on a motion by Legislator Healy, seconded by Legislator LaForge, and carried. **Refer to Personnel**

Director of Development

The Committee went on to authorize the Personnel Officer to move forward with the advertising of the Director of Development position in order to begin the search process. This request was granted on a motion by Legislator Root, seconded by Legislator Healy, and carried.

Refer to Personnel Officer

Following this vote, Chairman Crandall suggested that the Planning and Development Specialist be put on the "fast track" by being approved at today's Personnel Committee.

Executive Session

The Committee entered executive session to discuss the proposed acquisition of real property at 2:45 p.m. on a motion by Legislator Root, seconded by Legislator LaForge, and carried. The Committee exited executive session at 3:20 p.m. on a motion by Legislator Root, seconded by Legislator LaForge, and carried.

Adjournment

There being no further business to come before the Committee, the meeting was adjourned at 3:21 p.m. following a motion by Legislator Root, seconded by Legislator Pullen, and carried.

Respectfully submitted,
Cynthia Santora, Secretary to the Clerk of the Board
Allegany County Board of Legislators