



Board of Legislators

County Office Building, Room 201
7 Court Street
Belmont, New York 14813
Phone: 585-268-9222

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<https://www.facebook.com/alleganycountyny/>

PLANNING & ECONOMIC DEVELOPMENT COMMITTEE AGENDA

January 18, 2023

2:00 p.m.

- 1. Roll Call**
- 2. Approval of Minutes**
 - December 21, 2022
- 3. Reita Sobeck-Lynch, Employment & Training Director**
 - Monthly Report
- 4. H. Kier Dirlam, Planning Director**
 - Monthly Report
 - Request to Create and Fill Deputy Director of Planning
 - Request to Fill Office Aide
 - Approval of the Federal Emergency Management Agency for Hazard Mitigation Grant Program DR-4567 Contract
- 5. Tim Boyde, Director of Economic Development**
 - Monthly Report
- 6. Craig Clark, Industrial Development Agency**
 - Monthly Report
- 7. Brenda Rigby Riehle, Clerk of the Board**
 - Appointments to Allegany County Planning Board
 - Ex-Officio Member Appointments to Allegany County Planning Board
 - Appointment to Allegany County Telecommunications Development Corporation
 - Appointments to Chautauqua, Cattaraugus, Allegany, and Steuben Southern Tier Extension Railroad Authority
- 8. Old Business**
- 9. New Business**
- 10. Good of the Order**
- 11. Adjournment**



Employment & Training Center

7 Wells Lane
Belmont, NY 14813
PH: (585) 268-9240
FAX: (585) 268-5176

January 2023 Report

General Information

- Front Door Traffic: 400
- Employment: 63 customers reported finding jobs year to date (33 Full time)
- Unemployment: Allegany County November 3.2% (Nov. 2021 3.7%); NYS 3.8%; US 3.4%
- Veterans: 6 Veterans received 11 services for training information, assessment, job search, unemployment assistance and information regarding our services.
- Business Services: Administered 1 TABE (Test of Adult Basic Education); 138 business services provided to 113 businesses, (1 new) for job orders & posting, verification, matching, applications, follow-up and Work Experience.
- Job Board: A comprehensive list is posted on the 1st Monday of the month with weekly updates. There are now over 200 subscribers to this email list.

Department of Social Services Contract

- 312 services provided: Family Assistance 56 Safety Net Family 7; Safety Net 93 and SNAP(Supplemental Nutritional Assistance) 156
- Non-Custodial Parent Program: 25 active participants; 14 employed.

WIOA (Workforce Innovation and Opportunity Act) Program Year 7.1.2022-6.30.2023

- Youth: 12 enrolled youth, 1 in unsubsidized employment, 6 in Work Experience; 1 in Training and 18 Youth received services in December.
- Training: 1~ Certified Alcohol & Substance Abuse Counselor Certification, CDL-A&B, HVAC and Phlebotomy
- Training related Employment: 7 reported year to date~ LPN & CDL-A
- Training Approved: 1 for CDL-B class has not started
- Job referrals: 4
- Trade Act: 8 customer contacts; 1 in Training~ Computer Aided Design
-

Reita Sobeck-Lynch, MPH, Director

**January 2023
Planning & Economic Development Committee Report**

General Planning:

- **Community Related:**
 - Continued efforts working with the Town of Willing Planning Board on the Willing Comprehensive Plan and reviewed the most recent draft with changes incorporated. Next steps will be the process of finalizing plan, SEQR, adoption.
 - Discussed the anticipated update of the join Wellsville Comprehensive Plan with Town and Village representatives. This will likely take place in spring 2023.
 - Attended the final presentation of the Alfred State College downtown Wellsville Community Visualization Study at the David A. Howe Public Library.
 - Met with County and Town representatives regarding the future of Allentown School.
 - Still considering use of ClearPoint Strategies software; however, notified them that it would likely be late spring before a decision was made.

- **County Planning Board:**
 - The County Planning Board meeting is scheduled for January 18th at 7pm at the Crossroads, pending referrals. Guests can attend in person or via zoom; if interested in attending, please contact kier.dirlam@alleganyco.gov.
 - Sent out a General Municipal Law Guide for 239 L, M & N referral process to all 39 municipalities.
 - Created a new Record of Decision Form for municipalities to send back after taking final action to complete our records. This form was sent out to all municipalities that sent in a project for referral in 2022 and will be sent to all that submit moving forward in 2023.

- **GIS:**
 - Attended a meeting for Community GIS Program, sponsored by Southern Tier West.
 - Continued discussions with Pictometry regarding flyover. During Christmas week, work was approximately 60% complete. Work paused due to inclement weather and would start again once that had regressed.
 - Developed a County Forests map.

- **Hazard Mitigation:**
 - Continued working on municipal worksheets and began preparing for kick-off meeting with the municipalities.
 - Staff attended the December Highway Superintendent's Association meeting.
 - Submitted a request for Extraordinary Circumstance Exception to DHSES, requesting an extension on the current Hazard Mitigation Plan expiration date (currently April 10, 2023). This will allow an extension on the expiration of the current plan and avoid any lapse in current funding municipalities may have in place while the plan update is in process.
 - Participated in the Hazard Mitigation Team meeting to discuss next steps, ECE letter, the RFP and future meeting dates.
 - Posted the Request for Proposals seeking a consultant to assist in the hazard mitigation

update efforts. RFP's are due January 12th and will be reviewed the following day.

- **Trails and Outdoor Recreation:**

- Received notification that Pauline Burnes was selected to be the Project Coordinator through a grant for the Trail Towns Initiative and Friends of the Genesee Valley Greenway.
- Assisted Genesee River Wilds in posting a paid position for Executive Director.
- Staff was invited to present at the Agency Exchange meeting, hosted by Ardent Solutions, on Wellness Initiatives and Outdoor Recreational Opportunities in Allegany County. This prompted several agencies to reach out asking for additional information on trails, accessibility and future collaboration efforts among the different agencies and trail groups.

- **Websites:**

- Participated in bi-weekly conference calls with Mason Digital.
- General updates as requested.
- Responded to general inquiry emails on Tourism and Development.
- Posted news links as needed.

Business and Economic Development:

- **Branding and WNY Wilds Campaigns:**

- Staff received final draft of WNY Wilds videos for review.
- Met with consultant for a follow up session related to the WNY Wilds Photo Library.
- Completed an ad for use in the New York's Best Experience brochure.
- Recorded winter radio ads in December.
- Designed and created holiday ads for social media use.

- **Economic Development:**

- Continued transitional efforts with Planning staff, Tim Boyde and Jodi Adams.
- Attended a meeting hosted by Alfred University for a meet and greet with the Western New York Empire State Development Director, Karen Utz.
- Participated in a meeting with a potential consultant regarding the Economic Development Strategic Plan.

Tourism:

- **Tourism Guides and Brochures:**

- Processed 10 tour guide requests in November.
- Refilled the Quicklee's tourism materials.

- **WNY Wilds Website:**

- Updated events calendar as events are confirmed.
- Continued updating and adding/removing businesses listings, tourism assets, copy, etc. on wnywilds.com
- Staff updated content on the Allegheny National Forest website for WNY Wilds.

- **Other:**

- Attended the Chautauqua Allegheny Regional meeting.
- Attended the NYSTIA end of year meeting.
- Completed part 2 of the ILOVENY Grant and submitted to NYS for approval.
 - Received notice of approval from NYS. Submitted an MOE for acceptance and budgeting of grant funds in a special committee meeting held December 28th.

Meetings:

AC Land Bank - Bi-wkly
ACTDC Meetings - Mth
Board of Legislators - biwkly
Co. Planning Board - Mth
Genesee River Wilds – Mth
Hazard Mitigation Team – Mth

NYS County Planner Mtg – Mth
Legislative Committees - Mth
Southern Tier GIS Users - Qtly
Southern Tier West - Mth
Website Project Mtg - Bi-wkly

Administrative:

- Reviewed audits for Planning and Tourism, as well as Payroll.
- Met with staff regarding remaining funds in Planning and Tourism accounts for 2022.
- Provided secretarial, meeting minutes, financial and other assistance to the IDA, ACUC, CRC.
- Continued onboarding and training of staff, participating in webinars related to planning topics.
- A staff member is working through a training class to obtain grant writing certification.
- **MOE – Deputy Director**
- **MOE – Intern**
- **MOE – HMGP Acceptance of Grant Agreement**

Next Month:

- Continue work on technical assistance with various municipalities.
- Continue Tour Guide distribution.
- Continue the updates of the WNY Wilds website.
- New York Planning Federation Board of Directors meeting.
- Confirmation of attendance at various Tourism shows and Planning conferences.
- Hazard Mitigation Plan Update Kick Off meetings with municipalities (invite was sent to legislators and department heads, not required but encouraged to engage in the process).

Sincerely,
H. Kier Dirlam
DIRECTOR - Office of Planning

Request to Create and Fill Position Form

Date: JANUARY 10, 2023

Committee of Jurisdiction: PLANNING & ECONOMIC DEVELOPMENT

Title of Position: DEPUTY DIRECTOR OF PLANNING Dept.: Planning

Will any position(s) be eliminated? YES If yes, which position(s): ASSISTANT DIRECTOR OF ECONOMIC DEVELOPMENT AND PLANNING

This position is an:

Existing position: _____ Newly Created Position: X Created by Resolution #: _____

This position will be:

Full-Time: X Part-Time: _____ Permanent: _____ Temporary: _____

This position will be:

Section IV: X Non Union: _____ Union: _____ covered by the _____ bargaining unit.

THIS IS AN NON-UNION POSITION THAT WILL BE PUT INTO THE CLASSIFICATION, COMPENSATION & EVALUATION PLAN

Grade: III Step: TBD Hourly pay rate: _____

Annual salary of position: TBD Cost of benefits for position: TBD

Does position support a mandated program/grant? NO Name of program: _____

Source of funding for position: 100 % County _____ % State _____ % Federal _____ % Other

Source of funding for benefits: 100 % County _____ % State _____ % Federal _____ % Other

Amount in current year's budget for this position: _____

Rationale justifying the need to fill this position at this time. Please include in your rationale where applicable:

1. The specific duties that cannot be accomplished by another employee. THIS WILL BE A TITLE CHANGE DUE TO THE CREATION OF THE NEW OFFICE OF ECONOMIC DEVELOPMENT. THE CURRENT STAFF WILL ASSUME THE NEW TITLE.
2. The goals your organization will not be able to accomplish as a result of not filling this position. THIS IS A MANAGEMENT POSITION IN THE DEPARTMENT OF PLANNING. THE DEPUTY WILL OVERSEE OTHER STAFF IN THE OFFICE AND BE THE BACKUP WHEN THE DIRECTOR IS NOT AVAILABLE. WILL HAVE ALL DUTIES OF THE DIRECTOR IN THAT SITUATION. THE CURRENT TITLE IS NOW OUT OF ORDER DUE TO THE CREATION OF THE OFFICE OF ECONOMIC DEVELOPMENT.
3. The funding available to fill the position from external sources. NONE CURRENTLY.
4. The benefit to the County generated by this specific position. PROPER MANAGEMENT OF THE OFFICE OF PLANNING WILL BE MAINTAINED.

Department Head Name: _____

Date: _____

County Administrator Authorization: _____

Date: _____

Personnel Officer Authorization: _____

Date: _____

Request to Fill Position Form

Date: JANUARY 10, 2023

Committee of Jurisdiction: PLANNING & ECONOMIC DEVELOPMENT

Title of Position: OFFICE AIDE

Dept.: PLANNING

Will any position(s) be eliminated? NO If yes, which position(s): _____

This position is an:

Existing position: X Newly Created Position: _____ Created by Resolution #: _____

This position will be:

Full-Time: X Part-Time: _____ Permanent: _____ Temporary: X

This position will be:

Section IV: _____ Non Union: X Union: _____ covered by the _____ bargaining unit.

Grade: _____ Step: _____ Hourly pay rate: \$14.20 – \$16.00

Annual salary of position: \$7140.00 Cost of benefits for position: 0

Does position support a mandated program/grant? NO Name of program: _____

Source of funding for position: 100 % County _____ % State _____ % Federal _____ % Other

Source of funding for benefits: 100 % County _____ % State _____ % Federal _____ % Other

Amount in current year's budget for this position: \$7140.00

1. Rationale justifying the need to fill this position at this time. Please include in your rational where applicable:

THIS POSITION IS A SUMMER INTERN POSITION GENERALLY FOR A STUDENT IN COLLEGE WORKING ON A PLANNING, ARCHITECTURAL, GOVERNMENT POLICY OR SIMILAR DEGREE. IT ALLOWS THE OFFICE TO DELEGATE CERTAIN SPECIAL FINITE TASKS TO BE TAKEN CARE OF AT A REDUCED RATE AND STAFF CAN WORK ON OTHER PROJECTS.

2. The specific duties that cannot be accomplished by another employee.

THE POSITION WILL BE DOING RESEARCH, REPORT WRITING, DATA ENTRY AND RELATED WORK.

3. The goals your organization will not be able to accomplish as a result of not filling this position.

LESS WORK WILL BE ACCOMPLISHED ON DOWNTOWN REVITALIZATION PLANNING, COMMUNITY COMPREHENSIVE PLAN WORK, OPEN SPACE INVENTORY AND CENSUS WORK, ETC.

4. The funding available to fill the position from external sources.

NONE

5. The benefit to the County generated by this specific position.

MORE WORK WILL BE ACCOMPLISHED ON DOWNTOWN REVITALIZATION PLANNING, COMMUNITY COMPREHENSIVE PLAN WORK, OPEN SPACE INVENTORY AND CENSUS WORK, ETC

Department Head Name: _____

Date: _____

County Administrator Authorization: _____

Date: _____

Personnel Officer Authorization: _____

Date: _____

MEMORANDUM OF EXPLANATION

For Acceptance and Budgeting of GRANTS

INTRODUCTION NO: _____

(Clerk's use only)

Committee of Jurisdiction: Planning & Economic Development Date: January 11, 2023

Explanation of Grant:

(Please attach copy of grant application and award letter and/or renewal letter with original resolution # and list any future requirements of the grant after expiration.)

The Office of Planning is requesting an approval of the grant agreement with the Federal Emergency Management Agency for Hazard Mitigation Grant Program DR-4567, awarded to conduct the Allegany County Multi-jurisdictional Hazard Mitigation Plan Update.

The grant agreement was received January 6, 2023 and was not included in the previous resolution brought before the Board. The approval and appropriation of these grant funds were authorized by the Board of Legislators at its regular business meeting on January 11, 2023 under Resolution Number 8-23.

The Office of Planning is also requesting to designate both W. Brooke Harris, Chairman of the Board, and Carissa Knapp, County Administrator as signatories associated with this project.

Term of the Grant:

Contract Period: November 15, 2022 – August 15, 2024

Period of Performance: November 15, 2022 – March 31, 2025

TO BE BUDGETED IN 2023:

No Budget Appropriation Needed at this time – was done pursuant to Resolution Number 8-23 approved by the Board of Legislators on January 11, 2023.

FISCAL IMPACT:

Total grant:

\$ 135,000

Local county share:

\$15,000 in-kind



Department Head Signature: _____



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Memorandum

TO: Planning & Economic Development Committee

FROM: Brenda Rigby Riehle, Clerk of the Board

DATE: January 4, 2023

RE: APPOINTMENT TO THE PLANNING BOARD

Chairman Harris plans to reappoint Jon Gorton (District V, Grove), Jason Isaman (District III, Bolivar), and Valerie Perkins (District I, Caneadea) as members of the Allegany County Planning Board for a three-year term effective January 1, 2023, and expiring December 31, 2025.

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.



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Memorandum

TO: Planning & Economic Development Committee
FROM: Brenda Rigby Riehle, Clerk of the Board
DATE: January 3, 2023
RE: APPOINTMENT TO THE PLANNING BOARD

The Chairman of the Board plans to make the annual ex-officio appointments to the Planning Board as follows:

Thomas H. Windus, Public Works Superintendent, Little Genesee
Terri L. Ross, County Treasurer, Angelica
Philip G. Stockin, Ways & Means Committee Chairman, Houghton

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.



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Memorandum

TO: Planning & Economic Development Committee

FROM: Brenda Rigby Riehle, Clerk of the Board

DATE: January 3, 2022

RE: Allegany County Telecommunications Development Corporation

The Chairman of the Board plans to reappoint Philip Curran of Alfred Station, Dwight Fanton of Wellsville, and Brent Reynolds of Alfred Station as members of the Allegany County Telecommunications Development Corporation for another two-year term effective immediately, and expiring September 30, 2024, 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.



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Memorandum

TO: Planning & Economic Development Committee

FROM: Brenda Rigby Riehle, Clerk of the Board

DATE: January 10, 2023

RE: APPOINTMENT TO CHAUTAUQUA, CATTARAUGUS, ALLEGANY AND
STEUBEN SOUTHERN TIER EXTENSION RAILROAD AUTHORITY

Chairman Harris plans to appoint Gary R. Barnes of Wellsville, NY, to fill the remainder of a three-year term on the Chautauqua, Cattaraugus, Allegany, and Steuben Southern Tier Extension Railroad Authority commencing January 11, 2023, and expiring August 27, 2023.

If the Committee desires to appoint Mr. Barnes, 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 form, where indicated, and return it to me.

Thank you.

Attachment



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Memorandum

TO: Planning & Economic Development Committee

FROM: Brenda Rigby Riehle, Clerk of the Board

DATE: January 3, 2023

RE: APPOINTMENT TO CHAUTAUQUA, CATTARAUGUS, ALLEGANY
AND STEUBEN SOUTHERN TIER EXTENSION RAILROAD AUTHORITY

Chairman Harris plans to re-appoint Jerry Scott of Cuba, NY, to fill a three-year term on the Chautauqua, Cattaraugus, Allegany, and Steuben Southern Tier Extension Railroad Authority commencing immediately, and expiring August 27, 2025.

If the Committee desires to re-appoint Mr. Scott, 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 form, where indicated, and return it to me.

Thank you.