

PLANNING AND ECONOMIC DEVELOPMENT

April 20, 2022

Members Present: G. Barnes, P. Curran, A. Cyr, G. Hanchett, D. Healy, J. Ricci, J. Ricketts-Swales, P. Stockin (Absent: D. Root)

Others Present: D. Bigelow, B. Budinger, J. Burdick, K. Dirlam, D. Fanton, S. Havey, K. Hooker, C. Knapp, T. Linn, B. Riehle, T. Ross

Call to Order: The meeting was called to order at 1:52 p.m. by Planning & Economic Development Committee Vice-Chairman Gary Barnes.

Approval of Minutes

A motion was made by Legislator Hanchett, seconded by Legislator Curran, and carried to approve the amended March 18, 2022, Planning & Economic Development Committee minutes.

EMPLOYMENT & TRAINING

Employment and Training Director Reita Lynch was unable to attend the meeting and submitted her monthly report to the committee for review. Clerk of the Board Brenda Rigby Riehle handed out a packet from Ms. Lynch and played a video titled, "What is the Employment Rate?"

Request to Fill Summer Youth Employment & Training Counselor

Employment and Training Director Reita Lynch forwarded a request to fill one Summer Youth Employment and Training Counselor in the Employment and Training Department. This position is necessary for the counseling, coordination of services, documentation, and monitoring of approximately 65 youth at approximately 35 work sites throughout the County. These duties require a great deal of time for our Senior Counselor and Job Developer, taking time away from their already assigned year-round job duties. The oversight of the youth and the worksite communication would not be as thorough as it would be with these duties being totally assigned to this Summer Youth Counselor. This position is funded by the TANF allocation that is received for summer youth employment. If the TANF funding is not received, this position will not be filled. This temporary employment of an Allegany County resident will provide hands on experience in the Human Services field. Regular onsite monitoring of the program ensures compliance with regulations and promotes open communication with the workers and employers. The hourly pay rate is \$16, with an estimated annual salary of \$6,720, with benefits estimated to be \$1,660. This position is funded with 100 percent Federal funds, and \$8,380 has been included in the 2022 Budget for these positions. Legislator Healy asked if these summer employees are required to have a driver's license and if background checks are performed. Mr. Budinger explained that these summer employees are hired every year, but that background checks are not part of the application process in the Personnel office. Legislator Ricketts-Swales stated that she had been involved with this program in the past, and she believes the counselor will require a valid driver's license. The request was approved on a motion made by Legislator Ricketts-Swales, seconded by Legislator Curran, and carried.

Refer to Ways and Means

Request to Transfer Funds to Purchase CPU

The Employment & Training Center requested a resolution to approve the transfer of funds within the following appropriation accounts. The reason for this MOE is to move money into the Equipment line to purchase a new CPU with the WIOA Adult Grant money. The current CPU being used is from 2014.

Appropriations:

From: CD16402.474 WIOA Adult Training Contracts

To: CD16402.201 WIOA Adult Equipment

\$2,000

The request was approved on a motion made but Legislator Hanchett, seconded by Legislator Curran, and carried. **Prepare Resolution**

PLANNING DEPARTMENT

Planning Director Kier Dirlam attended the meeting and submitted his monthly report to the committee for review. Mr. Dirlam stated that the Planning Board is meeting tonight at 7:00 p.m. at the Crossroads and if anyone wishes to participate in the Zoom to send him an email, and he will provide the link. Mr. Dirlam explained that the Wild Souls Wild Places video campaign did not run in March because finances will not allow them. Mr. Dirlam stated that they will be looking for additional funds to get going again next month. Mr. Dirlam provided the new hunting and fishing brochure to the Legislators.

Trails

Legislator Ricketts-Swales asked if the appointments to the Trails and Outdoor Recreation Committee will include people from the entire county. Mr. Dirlam stated that Committee Chair Debra Root is working with Michelle Denhoff on the list which will be included with the MOE in the next few weeks. Legislator Ricketts-Swales stated that there are a lot of trails in District 1 with Houghton having many that are open to public recreation.

Recreation Director

Legislator Hanchett stated that she has been asked several times when the Board will be looking at the Recreation Director. County Administrator Carissa Knapp explained that they are not ready to move forward at this time. Ms. Knapp stated that there are a number of positions that need to be created, but they are focusing on the positions to support tourism and grant activity work. Ms. Knapp explained that Mr. Dirlam is having trouble filling several of his positions, so they are looking at what we have to get accomplished first.

Request to Fill Office Aide

Planning Director Kier Dirlam requested permission to fill one part-time temporary Office Aide in the Planning Office. This position is a paid summer intern position for a college student in a program relevant to the Office of Planning. Generally, they are given a project that the current staff do not have time to work on, or they bring skills outside those by the staff such as architectural drawing. They also assist staff with projects. The hourly rate for this position will be \$13.20, with an estimated annual salary of \$6,300. This position is included in the 2022 Budget. No outside funding is available. The request was approved on a motion made by Legislator Cyr, seconded by Legislator Ricketts-Swales, and carried.

Refer to Ways and Means

Request to Create and Fill Part-Time Tourism Promotion Office Aides

Planning Director Kier Dirlam requested permission to create and fill four part-time temporary Office Aides in the Planning Office. The hourly rate for these positions will be \$13.20 for each position, not to exceed a total of \$20,000. This position is funded with 100 percent County funds, of which most of the funding is available in the 2022 Budget due to unfulfilled positions within the Planning Department. No outside funding is available. These positions will be responsible for attending approximately 20 events from May through October. Current staff does not have the time to attend all of these events while continuing with their regular duties. The County will be represented at approximately 20 events this summer and fall. Legislator Burdick asked if these aides will be stationed in the trailer and wondered who will move the trailer to each site. Mr. Dirlam stated that there are some insurance questions that need to be answered but this has not been clarified yet, but once we get the aides rolling, they should be able to be self-sufficient. Mr. Dirlam stated that the trailer is best utilized for events outside of Allegany County, but they are not prepared for that this year. Legislator Havey asked for a list of the planned 20

events. Mr. Dirlam stated that he had sent the event list to the Planning and Economic Development Committee, but will share it with the “whole crew.” Legislator Havey asked if the aides will have on-site supervision at the various events. Mr. Dirlam explained that there will be supervision initially, but the plan will be to let them go on their own. The request was approved on a motion made by Legislator Cyr, seconded by Legislator Ricketts-Swales, and carried. **Refer to Personnel**

Tourism Guides and Brochures

Legislator Havey stated that he thought the guide distribution was up-to-date through November 31, 2021. Mr. Dirlam stated that they decided that since the new guide was ready for distribution that anyone that had requested a guide over the last 2 years would receive the new guide.

Request for Hazard Mitigation Grant

Planning Director Kier Dirlam requested a resolution for authorization to apply for the Hazard Mitigation Grant Program (HMGP). Allegany County last updated the Hazard Mitigation Plan (HMP) in 2018. The plan was over 3,000 pages and takes many months to update. The application for this grant will be sent to the New York State Department of Homeland Security and Emergency Services (NYS DHSES) for their DR-4625 Tropical Storm Fred Hazard Mitigation Grant Program (HMGP) Planning Grants. After a presidential declaration, New York State receives HMGP funds to administer grant programs that support mitigation planning and long-term hazard mitigation measures that enhance the State’s resiliency posture, avoid loss of life and reduce damages to improved property. This grant will be used by the Allegany County Planning Department to support costs associated with completing the 5-year Hazard Mitigation Plan update. This plan will be a multijurisdictional plan that includes all Towns and Villages within the County, and will help to document, assess, and provide solutions for future risks related to natural hazards. Included in the plan will be hazard mitigation projects that have the potential to compete to be funded by future grant opportunities. The grant fiscal year is 2022 through 2023, and the County will be responsible for maintaining the plan document for the next plan update according to the procedures outlined in the plan.

FISCAL IMPACT:

Total grant:	Up to \$142,500
Total cost:	Up to \$157,500
Local county share:	Up to \$ 15,000

The request was approved on a motion made by Legislator Healy, seconded by Legislator Hanchett, and carried. **Refer to Ways and Means**

Request to Approve Southern Tier West Regional Planning and Development Board By-laws

The Department of Planning requested a resolution approving the revised by-laws for the Southern Tier West Regional Planning and Development Board. In 1969, the County Legislatures of Allegany, Cattaraugus, and Chautauqua Counties created the Southern Tier West Regional Planning and Development Board pursuant to Article 12-B of New York State General Municipal Law. Pursuant to Section 239-h(3)(g) of General Municipal Law, the legislative body of each participating county must approve the by-laws of the Southern Tier West Regional Planning and Development Board. The Executive Director of the Southern Tier West Regional Planning and Development Board forwarded to the Allegany County Director of Planning revisions to the current by-laws, which were approved by the Allegany County Board of Legislators on November 9, 2020, pursuant to Resolution No. 250-20, that have been recommended by the Southern Tier West Regional Planning and Development Board for adoption by the participating counties. The request was approved on a motion made by Legislator Curran, seconded by Legislator Hanchett, and carried. **Prepare Resolution**

ECONOMIC DEVELOPMENT/INDUSTRIAL DEVELOPMENT AGENCY

Allegany County Development and Industrial Development Agency Executive Director Craig Clark was not able to attend the meeting but previously submitted his monthly report to the committee for review. Legislator Healy stated that it has been no secret that he is not happy with the County's relationship with Alfred State College, and he believes it is time to terminate the agreement and move ahead. Legislator Healy explained that we are now 5 months into a new term, and he is in favor of terminating that relationship and moving ahead in a more positive direction. Legislator Healy asked if anyone present could speak about it. Legislator Ricketts-Swales stated that she was uncomfortable speaking about it without Committee Chair Debra Root being present, and asked if they could table the discussion for a later time. Legislator Healy explained that there was nothing to table, but he is saying that the we are not making any progress. Legislator Healy asked if anyone present could shed any light on the existing agreement with Alfred State College. County Administrator Carissa Knapp stated that the agreement provides the County with a 60-day out, but explained the current agreement will expire in August of 2022. Ms. Knapp stated that she is not sure that the County will be looking to extend the contract with Alfred State College, but they are currently working with the County Attorney to create a job description for a full-time Director with a permission to fill coming this Spring to hopefully get someone in the position before the expiration of that contract. Ms. Knapp stated that Dr. Clark would still be the director of the IDA.

Appointments to the Southern Tier West Regional Planning and Development Board

Clerk of the Board Brenda Rigby Riehle requested a resolution approving the Chairman of the Boards' re-appointments of H. Kier Dirlam of Almond, New York, Jerry Scott of Cuba, New York, and Craig Clark of Alfred, New York, as members of the Southern Tier West Regional Planning Board for a three-year term commencing June 1, 2022, and expiring May 31, 2025. The Chairman also plans to re-appoint the ex-officio members as follows: Public Works Superintendent Justin Henry, Chairman of the Board Philip G. Stockin, and Chairman of the Planning Board Robert Thompson. The request was approved on a motion made by Legislator Curran, seconded by Legislator Hanchett, and carried. **Prepare Resolution**

Adjournment

There being no further business to come before the committee, the meeting was adjourned at 2:38 p.m. following a motion by Legislator Cyr, seconded by Legislator Hanchett, and carried.

Respectfully submitted,

Tiffany Linn, Confidential Secretary
Allegany County Board of Legislators