

PLANNING AND ECONOMIC DEVELOPMENT

May 25, 2022

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

Others Present: T. Boyde, J. Burdick, A. Carrow, C. Clark, K. Demick, K. Dirlam, C. Dutton, D. Fanton, B. Harris, S. Havey, K. Hooker, C. Knapp, T. Linn, R. Lynch, N. Norris, B. Riehle, T. Ross, J. Rumfelt

Call to Order: The meeting was called to order at 3:03 p.m. by Planning & Economic Development Committee Chair Debra Root.

Economic Development Local Law

County Administrator Carissa Knapp apologized for not having this resolution prepared for the previous committee meeting. Ms. Knapp stated that establishing the local law is the first step and that it is time sensitive in order to hire the Director to have in place this summer. Ms. Knapp requested a resolution setting the date of a public hearing on a Local Law Establishing the Office of Economic Development, and the Economic Development Advisory Board, and Repealing Local Law No. 2 of 1985, as Amended by Local Law No. 1 of 1995, Local Law No. 1 of 2010, and Local Law No. 3 of 2021. From 1985 until 2015, the Office of Development oversaw the County's planning and development activities. When a vacancy in the Director of Development occurred in 2015, the County adapted by reorganizing the functions of that office. Subsequently, the Office of Planning was created and the planning tasks were transferred to that office. The development functions that remained in the Office of Development have been outsourced since 2015 through two contracts for economic development services: IOC Services, LLC (from October of 2014 to December of 2017) and Alfred State College (from September of 2015 to current). At this time, the County wishes to prioritize economic development by re-establishing and renaming the Office of Development as the Office of Economic Development and updating the duties of the office as they were written in 1985 to reflect the conditions and needs of our County as they exist in 2022. This is the first step in anticipation of rebuilding a County office focused on the County's economic development priorities. The next step will involve hiring a Director of Economic Development to coordinate the County's economic development efforts, realign County staff to support those efforts, and work with Alfred State College on a succession plan to transfer the efforts and knowledge gained under that relationship to County employees. Legislator Ricketts-Swales asked for a job description. Ms. Knapp stated that this resolution is approving the local law that will establish the office, and determine the duties of the Director, and that the job description will be based off that. Legislator Burdick pointed out that the requested resolution lists all of the details regarding the job description. The request was approved on a motion made by Legislator Healy, seconded by Legislator Hanchett, and carried. **Prepare Resolution**

Request to Fill Director of Economic Development

County Administrator Carissa Knapp requested permission to fill one full-time Director of Economic Development in the Office of Economic Development (Section IV). The annual salary and annual cost of benefits will be determined at a later time. The position of the Director of Development became vacant in 2015, and the County created an Office of Planning. Planning tasks were transferred to that office, and the remainder of the development tasks were fulfilled through two contracts for economic development services, (IOC Services, LLC from October of 2014 to December of 2017), and (Alfred State College from September 2015 to current). At this time, the County wishes to rename the office, and the position to focus on economic development. A new Director of Economic Development will coordinate the County's economic development efforts, realign County staff to support those efforts, and work with Alfred State College on a succession plan to transfer the efforts and knowledge gained under that relationship to County employees. Investment in economic development is a top priority of this Board, and filling this position will allow the County to hire a full-time Director to concentrate on this priority. This position will allow the County to organize an Office of Economic Development to include personnel and resources under the direction of this position. The Director will lead this office acting as a central point of contact to coordinate and manage the County's economic development tools and

services. There is no external funding available at this time, and the position will be funded 100 percent with County funds. This position already exists as part of the new local law. The request was approved on a motion made by Legislator Ricketts-Swales, seconded by Legislator Healy, and carried. **Refer to Ways and Means**

Adjournment

There being no further business to come before the committee, the meeting was adjourned at 3:09 p.m. following a motion by Legislator Barnes, seconded by Legislator Ricci, and carried.

Respectfully submitted,

Tiffany Linn, Confidential Secretary
Allegany County Board of Legislators