

## **PLANNING AND ECONOMIC DEVELOPMENT**

**September 22, 2022**

**Call to Order:** The meeting was called to order at 2:02 p.m. by Planning & Economic Development Committee Chair Debra Root.

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

**Other Attendees:** T. Boyde, B. Budinger, J. Budinger, A. Carrow, C. Clark, K. Demick, M. Denhoff, K. Dirlam, C. Dutton, D. Fanton, S. Havey, K. Hooker, C. Jones, C. Knapp, T. Linn, R. Lynch, S. Raub, B. Riehle, T. Ross

Committee Chair Root opened the meeting by pointing out that Allegany County is represented in the month of January on the 2023 NYSAC Calendar. She held up the calendar and explained that the photograph is of the Angelica circle, and she thanked County Treasurer Terri Ross for submitting the photograph. Ms. Ross stated that the photograph was taken by John Kutchco and that he gave her permission to submit it.

### **Approval of Minutes:**

A motion was made by Legislator Ricci, seconded by Legislator Ricketts-Swales, and carried to approve the August 17, 2022, Planning & Economic Development Committee minutes.

## **EMPLOYMENT & TRAINING**

Employment and Training Director Reita Sobeck-Lynch attended the meeting and submitted her monthly report to the committee for review. Mrs. Lynch stated that they have been working with Jones Memorial Hospital and Alfred State College to help them fill their open positions. Mrs. Lynch stated that the Youth Employment Program is winding down with one employee still working through the end of September. She will have a report on the program's success to present to the committee next month. Mrs. Lynch stated that they will begin with the Work Experience Program for year-round employment of youth between the age of 16 and 24.

Legislator Healy asked about veteran services. Mrs. Lynch stated that she speaks with Veterans Service Agency Director Mike Hennessy frequently to see if she can help with any unmet needs. Legislator Healy stated that he attended an informative veteran services session at the recent NYSAC conference and learned that veteran services are provided to all veterans regardless of their status. Mrs. Lynch stated that veterans and their families are a priority of service in their office, and she would be happy to pass along any information obtained from the NYSAC conference to her staff.

## **PLANNING DEPARTMENT**

Planning Director Kier Dirlam attended the meeting and submitted his monthly report to the committee for review.

### **EagleView Software for Pictometry**

Mr. Dirlam stated that the County Administrator will be presenting a contract with EagleView Software for Pictometry in the next week. They are hoping to do a flyover for the County this fall with expectations to receive the data by mid-winter. Mr. Dirlam stated that they will be able to compare data on the ground from the previous flyover in 2006 to what is on the ground today. Mr. Dirlam stated that this is an automated process that will help assessors, real property, and code enforcement. He also stated that it should streamline the process of updating the real property records. Mr. Dirlam stated that it will tie into many departments, and we will hear more about it in the coming week.

Legislator Fanton asked if the software will define property lines. Mr. Dirlam stated that the property lines are already mapped but aerial photos are historically not accurate at defining property lines.

Legislator Burdick asked if the Pictometry needed to go out for bid. Mr. Dirlam stated that EagleView's software is proprietary, and they are offering a service that no one else is currently offering.

Legislator Healy asked if the quality of the images had improved. Mr. Dirlam stated that the previous images were captured at a resolution of 12 inches per pixel and that the higher resolution today will capture images at 3 inches per pixel inside the villages and 6 inches per pixel outside of the villages.

### **Western New York Train Maintenance Fund Advisory Committee**

Mr. Dirlam stated that Michelle Denhoff has been assigned as the Allegany County representative to the Western New York Trail Maintenance Fund Advisory Committee. Mr. Dirlam stated that this committee covers 8 counties in Western New York and is tasked with identifying additional funding sources for trails and maintenance.

### **Tourism**

Mr. Dirlam stated that they are participating in the John Kutchco Calendar for 2023. This opportunity includes a photo in the calendar from Allegany County, a reference to Allegany County on another page of the calendar, as well as with Mr. Kutchco's Facebook outreach. Mr. Dirlam stated that Mr. Kutchco will be integral to tourism promotion for Allegany County.

### **Tourism Events**

Mr. Dirlam briefly listed various events they have either attended or plan to attend as follows:

- Erie County Fair-Hamburg, NY
- Rushford Labor Day-Rushford, NY
- Cuba Garlic Festival-Cuba, NY
- Various Regional Events in Pittsburgh, PA, Erie, PA, and Cleveland, OH

### **Travel Guide and Brochures**

Mr. Dirlam stated that there will be a special Planning and Economic Development Committee meeting on Wednesday, October 5, 2022, to consider a consulting contract for creative work with Josiah Brown for the next production of the travel guide and brochures.

### **Tourism Excellence Award**

Mr. Dirlam stated that they are traveling to New York City at the end of October to receive the award "Excellence in Tourism Marketing Campaigns, Projects & Programs: Printed Materials, Budget Under \$500,000" from the New York State Tourism Industry Association (NYSTIA) for the Western NY Wilds-Travel Guide. Committee Chair Root congratulated them on all their hard work to achieve the award.

Chairman Stockin stated that while attending the Cuba Garlic Festival he received several positive comments on the literature.

## **ECONOMIC DEVELOPMENT/INDUSTRIAL DEVELOPMENT AGENCY**

Allegany County Development and Industrial Development Agency Executive Director Craig Clark attended the meeting and submitted his monthly report to the committee for review.

### **Crossroads Project**

Dr. Clark stated that the CPL engineering infrastructure and the environmental report were presented at the September 8 Allegany County Industrial Development Authority (ACIDA) Board meeting. Dr. Clark stated that he presented a shorter version of the report to the Amity Planning Board on September 15.

### **Runnings**

Dr. Clark stated that they continue to work with Runnings on the building and plan to have a representative come in to talk to the committee at some time in the future. They are hoping to open in the Spring of 2023.

### **Wellsville Business Park**

Dr. Clark stated that he continues to talk with the owner of the Wellsville Business Park, and there are two or three projects planned. Dr. Clark stated that these projects are not the large-scale manufacturing projects they were looking for, but they are still entertaining larger manufacturing projects.

### **Clean Energy Projects**

Dr. Clark stated that the clean energy projects are moving along with many of them close to completion. Dr. Clark stated that they should begin to see the Cuba Project starting soon. Dr. Clark stated that they are still working with the developer on the large-scale solar project in Alfred, but nothing has been finalized on a pilot yet. Dr. Clark stated that five new megawatt projects for the Town of Burns were presented to the County Planning Board, but they have not requested IDA assistance at this time.

### **Micro Enterprise Grant**

Dr. Clark stated that the Micro Enterprise Grant finally closed everything with the previous funding, and they are in the process of applying for the next grant of \$300,000. Dr. Clark stated that the Cuba Patriot had a very nice article about the six local businesses that received the micro-enterprise grant funds. Dr. Clark identified the following businesses in receipt of those funds:

- The Old Mill in Alfred, NY
- Vintage Finds in Belfast, NY
- Hartee Pen Writes in Scio, NY
- Step Ahead in Swain, NY
- Pelican Inspections in Belmont, NY
- Big Fort Tree Care in Belfast, NY

Committee Chair Root asked if it is part of the grant that these businesses will eventually hire employees as they grow. Dr. Clark stated that it depends on the individual grant requirements based on the size of the business and their level of investment.

### **CDBG CARES Grant**

Dr. Clark stated that the \$1 million CDBG CARES Grant will be announced soon. Dr. Clark stated that once the consultant is underway, they will send out the information so that employers affected by COVID-19 can apply to receive the funds.

### **Retool '22**

Dr. Clark stated that he would not be available for the committee meeting in October because he will be giving presentations at the Retool Western New York Climate Technology Manufacturing Conference in Jamestown, NY, October 17-19.

### **Incubator Works 35<sup>th</sup> Anniversary Celebration**

Dr. Clark stated that the 35<sup>th</sup> Anniversary Celebration for Incubator Works in Alfred, NY, will be held on November 1 from 5:00 p.m. to 7:00 p.m.

### **Designation of the County Administrator as Certifying Environmental Review Officer**

County Administrator Carissa Knapp requested a resolution designating the County Administrator as the Certifying Environmental Review Officer responsible for overseeing activities associated with the Environmental Review process to be completed in conjunction with the 2022 NYS CDBG Micro Enterprise Project. The request was approved on a motion by Legislator Ricketts-Swales, seconded by Legislator Ricci, and carried. **Prepare Resolution**

### **Resolution to Appoint Interim Director of Economic Development**

County Administrator Carissa Knapp requested a resolution appointing Timothy T. Boyde as the Director of Economic Development and amending the 2022 Section IV Salary Plan to set the salary of the Director of Development for Allegany County at \$69,000. Ms. Knapp stated that Mr. Boyde has accepted an offer to assist Allegany County on an interim basis in this position. His immediate role will be threefold. First, he will help in interviewing candidates for a permanent Director position. Second, he will act as a liaison with Dr. Craig Clark's position through the County's contract with SUNY Alfred for economic development services so that both Mr. Boyde and Dr. Clark can work together to transition and guide a permanent Director of Economic Development. Lastly, Mr. Boyde will work with current County staff to aid in the development of an administrative plan for the organizational structure of the Office of Economic Development. The request was approved on a motion by Legislator Healy, seconded by Legislator Barnes, and carried. **Prepare Resolution**

### **Request to Create Deputy Director of Economic Development**

County Administrator Carissa Knapp requested a resolution to create the position of Deputy Director of Economic Development (Section IV Salary to be determined) in the Department of Economic Development. The pending Local Law allows for the creation of a Deputy position. Although there are no immediate plans to fill the Deputy position, the position needs to be formally created so that the title exists in our records and may be available in the future should this Board grant permission to fill it. The request was approved on a motion by Legislator Ricci, seconded by Legislator Hanchett, and carried. **Refer to Personnel**

## **New Business**

### **American Rescue Plan Act (ARPA) Funding Proposals**

Committee Chair Root presented the committee with an American Rescue Plan Act (ARPA) funding proposal. Mrs. Root referenced the details from the packet of information she had previously sent to the Planning and Economic Development Committee.

Legislator Hanchett asked if the proposals are utilizing ARPA funds or the \$7.4 million that was set aside for Economic Development. Committee Chair Root stated that this is the discussion that needs to occur going forward. County Administrator Knapp stated that it will depend on how much of this you want to accomplish. Ms. Knapp stated that we must understand the procurement requirements to comply with ARPA, or whether the designated funds would be more appropriate. Ms. Knapp stated that the intent for presenting these proposals today is to know that this committee is interested so that she can move forward.

### **Economic Development Strategic Plan**

Committee Chair Root proposed that an estimated \$50,000 could be utilized for the development of an economic development strategic plan. This plan would utilize the current information developed by site selectors, the Maker City team, County Comprehensive plan, ongoing economic development projects, and working with higher education, businesses, and institutions across Allegany County. This plan would also utilize a consultant to gather information, hold structured meetings, and develop a final report like what has been done in Chautauqua County.

Legislator Hanchett stated that this is an important step and that a strategic plan will provide a greater understanding of what needs to be done. Ms. Knapp stated that if they are successful in hiring a full-time Director of Economic Development, having a strategic plan in place is a very nice road map for the Director to work toward. Legislator Healy stated that a strategic plan will prioritize needs in the County and provide a road map to proceed with what is best for the County as a whole. Dr. Clark referenced Chautauqua County's strategic plan and stated that this is a way for us to develop a whole plan to obtain potential funding from the State.

The committee voted unanimously by voice vote to authorize the County Administrator to move forward with obtaining the necessary quotes for the Economic Development Strategic Plan. **Refer to the County Administrator**

### **Infrastructure at the Crossroads**

Committee Chair Root proposed that an estimated \$3,129,100 could be utilized for a Phase 1 Infrastructure plan at the Crossroads. Phase 1 includes the installation of a county road entrance, a waterline, and the required water tank for the Crossroads development site adjacent to the Travel Center.

Committee Chair Root proposed that an estimated \$2,019,600 could then be utilized for a Phase 2 Infrastructure plan at the Crossroads. Phase 2 includes site development, installation of wastewater lines, and an onsite system with planning for electricity and telecommunications for the Crossroads development site adjacent to the Travel Center.

The goal would be for the Crossroads development site to be shovel-ready for a hotel, restaurants, and commercial development.

Ms. Knapp stated that they knew the IDA has been working on this for a while, and now they have some firm numbers and plans for the County to assist with either a contract with the IDA, doing the work ourselves, or brainstorming. Legislator Healy commented that the County would essentially be installing

the roadway to the IDA's specifications to aid in further development of the site. Dr. Clark stated that there are three developers that would be interested if the roadway was put in. Dr. Clark stated that at least one developer stated that if the roadway was installed that they would move forward with the construction of a hotel. Legislator Healy stated that this could potentially help with the recruitment of the full-time Economic Development Director.

The committee voted unanimously by a voice vote to authorize the County Administrator to move forward with the necessary discussions with the County Attorney, Department of Public Works, and the IDA on the best way to fund and proceed. **Refer to the County Administrator**

### **Engineering to Prepare for S Curves**

Committee Chair Root proposed that an estimated \$174,540 could be utilized for engineering to prepare for S Curves. This plan includes the engineering required to prepare the S Curves for development and become a shovel-ready site. The necessary work will include master site development, SEQR preparation, phase 1 environmental study, traffic study, and surveying like the work already conducted for the Crossroads development site. This property is approximately 40 acres of accessible land adjacent to County Route 20 and Interstate 86 and is owned by Allegany County. This new infrastructure would be prime for an industrial park, manufacturing, warehousing, and shopping. The committee voted unanimously by a voice vote to authorize the County Administrator to move forward with the necessary discussions with the County Attorney on the best way to fund and proceed. **Refer to the County Administrator**

### **Storefront Revitalization**

Committee Chair Root proposed that an estimated \$162,412 could be utilized for Storefront Revitalization in Allegany County. This plan includes analyzation of existing conditions to aid in assessing combinations of various improvements to streetscapes, bicycle, and pedestrian walkways. It also includes the assessment of historic designs and identifying potential historic districts and sites. This plan would also examine existing market conditions and needs and identify strategies to encourage development in these corridors to improve quality of life, increase the tax base, and reestablish our historic and beautiful downtowns. Committee Chair Root opened the discussion with Mr. Dirlam for a more detailed explanation.

Mr. Dirlam explained that he attempted to emulate a program in Erie County where they systematically analyzed their downtowns and business districts for their needs, opportunities, and available funding sources. Mr. Dirlam referred to the write-up he submitted on the final page of the Planning and Economic Development agenda for today's meeting that listed the 15 Villages and Towns that were identified for the first phase. Mr. Dirlam explained that this program would be a two-fold process. The first phase would be mostly internal County staff performing the initial surveys. Phase 2 would consist of a shortened prioritized list of the real targets within each Village and Town resulting in the development of an RFP. The estimated dollar amount required is based on approximately 50 different blocks within the identified Villages and Towns. Committee Chair Root stated that the funds being requested would be for a consultant to perform the analysis of the surveys.

Legislator Burdick asked if they would be requesting the Villages and Towns to contribute a portion of the costs associated with the revitalization projects and when they would talk with them about that. Mr. Dirlam stated that they would contact the Villages and Towns once the surveys are completed. Committee Chair Root stated that it will also be easier to find grants and funding once the surveys have been completed. Legislator Hanchett asked if a letter will be sent to the Villages and Towns to make them aware of these projects. Mr. Dirlam replied, "yes." Legislator Healy asked if this project includes all the Villages and Towns in Allegany County. Mr. Dirlam stated that he included the 15 main Villages and Towns at this time, but that the smaller ones would not be excluded if they had a need as well.

Committee Chair Root asked if there was a potential for phase 3 to include the smaller Villages and Towns. Mr. Dirlam stated that he is open to Phases 3, 4, and 5 but that this is the first step.

The committee voted unanimously by a voice vote to authorize the County Administrator and the Office of Planning to move forward with an RFP. **Refer to the County Administrator**

### **Old Business**

County Administrator Carissa Knapp stated that the Committee of the Whole had recently asked her to work with Mr. Dirlam to obtain proposals for Pictometry. Ms. Knapp stated that with the help of the County Attorney they have a quote that is in the process of being completed and that they will be presenting that to the appropriate committee for further discussion and approval to move forward. Ms. Knapp stated that updating Pictometry will greatly benefit many departments. Ms. Knapp stated that the current set of images are from 2006. Ms. Knapp stated that they have also begun to look at GIS which ties into 911 dispatching as well as Planning. Ms. Knapp stated that they have arranged for a ballpark number to obtain a GIS assessment. Ms. Knapp stated that they are also looking at proposals for updating the County website. Legislator Healy referenced an earlier discussion from Resource Management Committee regarding Legislator Harris's Forest Land Proposal and commented that this is an opportunity to consider how updated images will improve 911 and emergency services' ability to respond to emergencies in those remote areas. Ms. Knapp stated that all those things are important whether we move Mr. Harris's proposal forward or not. Ms. Knapp stated that those areas are widely utilized for various activities like snowmobiling, horses, and hunting and that there are several calls to those areas where current images and updated cellular service would enable first responders to get to where they are needed. Legislator Healy stated that public safety is first and foremost always.

### **Adjournment**

There being no further business to come before the committee, the meeting was adjourned at 2:58 p.m. following a motion by Legislator Barnes, seconded by Legislator Hanchett, and carried.

Respectfully submitted,

Tiffany Linn, Confidential Secretary  
Allegany County Board of Legislators