MINUTES – OCTOBER 18, 2018

The regular monthly meeting of the Southern Tier West Regional Planning & Development Board was held on October 18, 2018 at the Center for Regional Excellence in Salamanca, New York.

Board Members	Representing
Kier Dirlam, Chairman	Allegany County
Jerry Scott	Allegany County
Craig Clark	Allegany County
Bob Keis, Secretary	Cattaraugus County
Chuck Couture	Cattaraugus County
Donna Vickman	Cattaraugus County
Norm Marsh	Cattaraugus County
Don McCord	Chautauqua County
Jay Gould	Chautauqua County

Others Attending	Representing
Richard Zink	Staff
Sarah Phearsdorf	Staff
Jonathan Mayr	Staff
Halley Kottwitz	Staff
Kimberly LaMendola	Staff
Sam Lewis	Staff
Craig Klose	Staff

Chairman Kier Dirlam called the meeting to order at 1:00 p.m. Introductions were made, and a sign-in sheet was circulated.

Minutes of the Previous Meeting
Bob Keis made a motion to accept the September 20, 2018 minutes as distributed. Chuck Couture seconded the motion and it carried.

Correspondence
There was no correspondence.

Project Review Report
There were no project review reports.

Executive Director's Report

1. **Comprehensive Economic Development Document (CEDS)**
    The 2018 CEDS Document was distributed prior to the September Board Meeting and posted on the STW website for 30 days for review. A motion was needed for the Board to formally adopt the CEDS

as written and forward it to the Economic Development Administration. Bob Keis so moved, Donna Vickman seconded the motion and it carried.

2. **Appalachian Regional Commission**

    Approved Presidentially, the FY2019 Energy and Water Appropriations Act includes $165 million for ARC – the largest appropriation for ARC's non-highway work in the agency's history. The legislation includes $73 million for ARC's base program; $50 million for the POWER Program of special assistance to coal-impacted communities; $16 million for a program of workforce and industrial site development focused primarily on the automotive and aviation sectors in South and South Central Appalachia; $16 million for a program of basic infrastructure improvements in distressed counties in Central Appalachia; and $10 million to continue a program of broadband deployment is distressed counties in Central Appalachia.

    Board approval was needed for STW to submit a funding application to ARC in the amount of $300,00 (the amount requested for the past 3 years). Norm Marsh so moved, Jay Gould seconded the motion and it carried.

3. **State Archives and Records Administration**

    Staff sent an e-mail to gauge interest in a records management grant for 2019. Currently, 40 local governments have responded affirmative. The grant will request shelving units, scanners, potential Laserfische needs, and electronic conversion of minutes, vital statistics, payroll records, and cemetery records. A motion was needed to apply to NYS Archives for a grant in the range of $20,000 - $40,000 for funding. Bob Keis so moved, Chuck Couture seconded the motion and it carried.

4. **EDA Funding**

    Board approval was needed to apply to EDA for a grant in the amount of $70,000 for funding (the amount requested for the past 5 years). Craig Clark so moved, Norm Marsh seconded the motion and it carried.

5. **NYS DEC Baseline**

    Board approval was needed to apply to NYSDEC for a grant in the range of $33,000 - $38,000 for funding per year for water quality management planning activities, including tasks to determine the nature, extent and causes of point and non-point source water pollution problems, and to develop plans to resolve these problems. Jay Gould so moved, Chuck Couture seconded the motion and it carried.

6. **Angel Fund**

    Steve Mercil, STW Contractor, will meet with perspective investors on October 31st and November 1st. The meetings will be held throughout our three counties. A motion was needed for Southern Tier West to create a savings account for the short term, having Bob Keis and Richard Zink as signers on the account to collect funds from participating entities. Jay Gould so moved, Craig Clark seconded the motion and it carried.

7. Entrepreneurship – Regional Loan Funds

STEDO	$300,000
STEDO-Agri Business	$500,000
WRC – Downtown Loan	$1,200,000
WRC – Working Capital	$80,000
CCBDC – Micro	$280,000
Salamanca IDA	$600,000
Chautauqua Opportunities	
Chautauqua County- ARC	
Chautauqua County Al Tech	

Southern Tier West Program Report
Executive Director Richard Zink reported on the following Southern Tier West programs: Local Government, Entrepreneurial Development (YEA), GIS (Data Collection), ARC Program, STERA, and potential projects for drones.

Committee Reports
Richard Zink reported that STERA met on October 15, 2018 at 9:30 AM at the Southern Tier West Offices.

Richard Zink reported that the STW Development Foundation will meet on October 23, 2018 at 6:00 PM at the STW offices. The topic of discussion will be assisting municipalities with their projects.

Public Comment
Craig Clark reported that he is a Board member for the group on the Opioid Epidemic in Allegany County and 8 out of 10 families are living are affected by it.

Jay Gould reported that the Budget for Chautauqua County was sent to the Legislature.

Bob Keis reported that the State is mandating a sexual harassment policy be adopted by all municipalities.

Chairman Kier Dirlam reported that he was meeting one-on-one with STW staff members and would like to meet with groups of Board members (each county) to discuss the long-term goals of Southern Tier West and the next steps moving forward.

Old Business
There was no old business.

Audit Abstract
Jay Gould made a motion to approve the July-September 2018 Profit and Loss Statement. Chuck Couture seconded the motion and it carried.

Next Board Meeting
The next meeting of the Southern Tier West Board of Directors will be held on December 20, 2018 at the Southern Tier West Offices at 1:00 PM. There will not be a November Board Meeting,

Adjournment
Norm Marsh made a motion to adjourn the meeting, Donna Vickman seconded the motion and it carried.