

SOUTHERN TIER WEST REGIONAL PLANNING & DEVELOPMENT BOARD

**MINUTES – APRIL 15, 2021**

The regular monthly meeting of the Southern Tier West Regional Planning & Development Board was held on April 15, 2021 via Zoom.

**Board Members**

Kier Dirlam, Chairman  
Deb Root  
Jerry Scott  
Craig Clark  
Robert Keis, Secretary  
Chuck Couture  
Crystal Abers  
Don McCord  
Pierre Chagnon  
Joe Galati  
PJ Wendel

**Representing**

Allegany County  
Allegany County  
Allegany County  
Allegany County  
Cattaraugus County  
Cattaraugus County  
Cattaraugus County  
Chautauqua County  
Chautauqua County  
Chautauqua County  
Chautauqua County

**Others Attending**

Richard Zink  
Sarah Phearsdorf  
Kimberly LaMendola  
Fileve Palmer  
Tom Barnes  
Jason Eastman  
Jon Mayr

**Representing**

Staff  
Staff  
Staff  
Staff  
Staff  
Staff  
Staff

Chairman Dirlam called the meeting to order at 1:00 pm. Attendance was taken and recorded.

**Minutes of the Previous Meeting**

Chuck Couture made a motion to accept the March 18, 2021 minutes as distributed. Jerry Scott seconded the motion and it carried.

**Correspondence**

There was no correspondence.

**Project Review Report**

There were no new projects to report.

**Executive Director's Report**

1. **ARC Power Application**

STW released a second RFP for the Power Grant to purchase and install antennas on towers within Allegany County. Proposals are due by April 9, 2021.

## 2. NYS Baseline DEC Program

STW staff released a RFQ for this program for the engagement of a consultant to assist with the Source Water Protection Plan for several communities across the region. Three proposals were received. Staff is requesting that the Board make a motion to enter a contract with Encorus Group who have offices in Springville and Buffalo, for this purpose. The proposal is for six communities to receive \$17,500 each over the next two years. Joe Galati made the motion; Chuck Couture seconded the motion and it carried.

## Southern Tier West Program Report

Richard Zink reported on the following STW Programs:

1. Local Government: Spring Webinars, Weebly Websites
2. ARC: ARC Application Candidates
3. Local Foods: Regional Farmers Market Network; NYSAWG
4. NYSERDA: New Clean Energy Communities Leadership Round – interest in our communities
5. EDA Cares: CEDS; Manufacturers Productivity Improvement Grant

## Committee Reports

### 1. Program Development Committee

Chairman Dirlam reported that the Committee met and had discussion on the 5–10-year focus of Southern Tier West. Staff will construct a programmatic and funding grid that will be disbursed to Board members.

### 2. Policy Committee

Chairman Dirlam reported that the Committee met prior to the Board Meeting.

A new version of the STW Bylaws was approved and sent to the counties for review. We are waiting to hear from Cattaraugus and Chautauqua Counties.

There was discussion integrating a usable employee handbook into the bylaws.

### 3. Economic Development/Entrepreneurship Committee

The Committee will meet on March 29, 2021 at 10:30 AM.

Discussion was on small business development – entrepreneurship – what do restaurants need to do, what can we do to help them. STW need to market the opportunities available for funding. The next Committee meeting will be on May 1, 2021.

### 4. Local Government Committee

A meeting is scheduled for May 6, 2021 to discuss a Fall training schedule.

## Affiliations

### 1. STEDO

STEDO is loaning out \$100,000 to an entity in Chautauqua County.

2. **WRC**

Executive Director Richard Zink reported that WRC will discuss a loan amendment that was requested.

3. **STERA**

Executive Director Richard Zink reported that STERA Board will meet in mid-June 2021.

4. **Southern Tier West Development Foundation**

Executive Director Richard Zink reported that the STW Development Foundation is administering and focusing on the WNY Regional Food Initiative.

5. **Southern Tier New York Angel Fund**

The Angel Fund is meeting weekly discussing potential projects across the southern tier.

**Public Comment**

Chuck Couture reported that the Maple Fest was at 80% due to a cold February.

**Old Business**

There was no old business.

**Audit Abstract**

Jerry Scott moved to accept the March/April Audit Abstracts. Craig Clark seconded the motion and it carried.

**Next Board Meeting**

The next monthly meeting of the Southern Tier West Board of Directors will be held on June 17, 2021 at 1:00 p.m. via Zoom.

**Adjournment**

Chuck Couture made a motion to adjourn at 1:44 PM, Jerry Scott seconded the motion and it carried.

sjp