

SOUTHERN TIER WEST REGIONAL PLANNING & DEVELOPMENT BOARD

**MINUTES – NOVEMBER 17, 2022**

The regular monthly meeting of the Southern Tier West Regional Planning & Development Board was held on November 17, 2022, at 1:00 PM at the Southern Tier West Offices.

**Board Members**

Kier Dirlam, Chairman  
Craig Clark  
Deb Root  
Jerry Scott  
Charles Jessup  
Robert Keis, Secretary  
Crystal Abers  
Norm Marsh  
Chuck Couture  
Don McCord, Vice Chairman  
Rebecca Wurster  
Lucille White

**Representing**

Allegany County – via Zoom  
Allegany County – Via Zoom  
Allegany County – Via Zoom  
Allegany County – Via Zoom  
Allegany County – Via Zoom  
Cattaraugus County  
Cattaraugus County  
Cattaraugus County  
Cattaraugus County – Via Zoom  
Chautauqua County - Via Zoom  
Chautauqua County – Via Zoom  
Seneca Nation of Indians – Via Zoom

**Others Attending**

Richard Zink  
Sarah Phearsdorf  
Jon Mayr  
Kimberly LaMendola  
Stephanie Beneng  
Fileve Palmer

**Representing**

Staff  
Staff  
Staff – Via Zoom  
Staff  
Staff  
Staff – Via Zoom

Chairman Dirlam called the meeting to order at 1:02 p.m. Introductions were made, and attendance was recorded.

Executive Director Richard Zink stated that a State of Emergency was declared by New York State, therefore STW offered Zoom as a meeting option today.

**Minutes of the Previous Meeting**

Chuck Couture made a motion to accept the September 15, 2022 minutes. Charles Jessup seconded the motion and it carried.

**Correspondence**

There was no correspondence.

**Project Review Report**

There were no new projects send out.

## Executive Director's Report

### 1. FY2023 Appropriations Update

President Biden signed a continuing resolution on September 30<sup>th</sup> to avoid a federal shutdown. The bill provided over \$18 billion to communities struggling after natural disasters. This measure will keep the federal government funded through December 16, 2022.

### 2. LDD/EDA 2022 Applications

Board approval was needed for STW to apply to ARC for next year's program funding in the amount of \$300,000, which is equal to the funding received this year as well as an application to EDA in the amount of \$70,000 for next year's program funding, which is equal to the funding received this year. Chuck Couture so moved, Jerry Scott seconded the motion and it carried.

### 3. Chautauqua County Contract

Chautauqua County provided a contract to Southern Tier West in relation to the annual dues requested. The contract is modeled after Cattaraugus County's contract and the invoice provided to Allegany County. Approval was requested to execute the contract in the amount of \$17,953. A motion was made by Rebecca Wurster to discuss this issue at a STW Policy Committee Meeting; Robert Keis seconded the motion and it carried.

### 4. Community GIS

This program has been on the shelf for the past 6-7 years and STW is working to introduce it into the municipalities within our region. STW is working with Labella to see what options are available in terms of cost and functionality. Staff cataloged the data collected over the past 15 years – covering 48 communities, over 363 datasets, and 22 megabytes of data points.

Labella's recommendation is for STW to purchase ESRI Small Government Cloud Based Enterprise Agreement (SGCBEA) to accommodate STW's situation; hosting itself and municipalities. The SGCBEA will provide STW with desktop GIS licenses and the necessary online environment to satisfy its short and long-term needs. The approximate cost is \$15,000 annually. Approval was needed to enter into an agreement with ESRI for three years. Deb Root so moved, Chuck Couture seconded the motion and it carried.

### 5. NYSAWG

NYSAWG was awarded \$1,198,850 to cover the next two years' work on food policy and development across the Western New York region. This will result in hiring three (3) new staff members: New Hire Admin./COO; New Hire Program Manager 1; and New Hire Program Manger 2. Authorization was needed to enter into a contract with NYSAWG to provide administrative services for the next two years. The Board acknowledged this request and will vote on it at the December Board meeting when the contract is provided.

## 6. CEDS

The CEDS process will include conducting specific focus area SWOTS in addition to the overall SWOT; convene action committees based on the focus areas to encourage cross-pollination between county residents who are working in similar industries and institutions; featuring the most relevant, noteworthy statistics alongside the objectives and analysis using charts and graphics; increase human-interest potential with photographs and call-out quotations from community interviews; feature each county in an economic profile with dedicated page spread and comparable statistics; and incorporate new measurables, including statistics that are specific to our region.

A proposed Table of Contents was provided.

## 7. Staff Updates

Angela Fowler has been ill since the end of September and is currently on medical leave. Richard will be sending her a letter to inquire as to if she will return to work or not.

## Southern Tier West Program Reports

Local Government Program – 2022 Fall Training Sessions

Climate Smart Communities – Training; Municipalities who are participating

GIS Work – Collecting drone data for Mason Industrial Park; Drone Technology at Career Academy

Career Academy – New STW ARC Project

## Southern Tier West Affiliation Reports

### 1. NYSAWG

The event to present the final report for the WNY Regional Food System Initiative was held on September 29, 2022 at Highmark Stadium, sponsored by Highmark Blue Cross Blue Shield and the Buffalo Bills Foundation. Nearly 200 were in attendance including many reps from area philanthropy organizations. The presentations by the University @ Buffalo Food Lab and members of the SCALE consulting team underscored the need to continue the work forward using a backbone admin support organization to continue the collaborative approach to strengthening the region's food system.

NYSAWG request to the Ralph C. Wilson Jr. Foundation for \$170,000 was approved and STW is awaiting receipt of the contract. This funding is to support the final buildout of Alliance Farm Butchery, a farmer-driven cooperative for a small-scale meat animal processing to be located at Rise n Swine Farm near Holland. NYSAWG will coordinate with the Wilson Foundation and Alliance Farm Butchery to establishing measures for impact assessment as this pilot project has the potential for replicability and significant impact to the profitability of small meat animal producers.

NYSAWG has committed time and effort to coordinate the Land Use & Agriculture Academy that is part of the overall Cattaraugus County Career Academy Program. The cohort of students participating in this track will sequence through and understanding the ways land is used and the possible career pathways in each of the areas. The module sequence is: Surveying the Land; Moving the Land; Natural Resources; Conserving the Land; Growing on the Land.

2. **STEDO**

STEDO currently has 28 outstanding loans with the initial amount of \$2,950,349. There is approximately \$747,164 available for lending.

3. **STERA**

STERA met on October 17, 2022. Working on active construction projects: Steamburg Rail and Tie Replacement, Olean Yard, and Five Bridge Project

**Southern Tier West Committee Reports**

1. **Program Development Committee**

The Committee has not met.

2. **Policy Committee**

The Committee has not met.

3. **Economic Development/Entrepreneurship Committee**

The Committee has not met.

4. **Local Government Committee**

The Committee met on November 7, 2022 to discuss topics for the 28<sup>th</sup> Annual Local Government Conference that will be held on June 8, 2023 at Houghton College.

5. **EDA/ARC Project Committee**

The Committee has not met.

**Public Comment**

There was no public comment.

**Old Business**

There was no old business.

**Audit Abstract**

Don McCord moved to accept the October/November Audit Abstracts. Craig Clark seconded the motion and it carried.

**Next Board Meeting**

The next meeting of the Southern Tier West Board of Directors will be the regular monthly meeting held on December 15, 2022, at 1:00 PM, at the Southern Tier West Offices.

**Adjournment**

Jerry Scott made a motion to adjourn, Chuck Couture seconded the motion. The meeting was adjourned at 1:58 PM.

sjp