

## SOUTHERN TIER WEST REGIONAL PLANNING & DEVELOPMENT BOARD

### MINUTES – SEPTEMBER 21 2023

The Annual meeting of the Southern Tier West Regional Planning & Development Board was held on September 21, 2023, at 1:00 PM at the Southern Tier West Offices.

#### Board Members

Kier Dirlam, Chairman  
Jerry Scott  
Deb Root  
Craig Clark  
Carissa Knapp  
Robert Keis, Secretary  
Crystal Abers  
Chuck Couture  
Norm Marsh  
Don McCord, Vice Chairman  
Rebecca Wurster  
Kortney Keyes

#### Representing

Allegany County  
Allegany County  
Allegany County  
Allegany County  
Allegany County  
Cattaraugus County  
Cattaraugus County  
Cattaraugus County  
Cattaraugus County  
Chautauqua County  
Chautauqua County  
Seneca Nation of Indians

#### Others Attending

Angie Kennedy  
Edward Bysiek  
Richard Zink  
Fileve Palmer  
Kimberly LaMendola  
Sarah Phearsdorf  
Kristin Tim  
Sarah Swinko  
Stephanie Beneng

#### Representing

Seneca Nation of Indians  
Bysiek CPA, PLLC  
Staff  
Staff  
Staff  
Staff  
Staff  
Staff  
Staff

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

#### Annual Meeting Business

##### 1. Presentation of the Annual Audit

Ed Bysiek, CPA, presented the Audit Report year ending June 30, 2023, to the Board. Jerry Scott made a motion to accept and approve the Audit, Chuck Couture seconded the motion and it carried.

## **2. Presentation of the Annual Report**

Executive Director, Richard Zink presented highlights on the 2022/2023 Annual Report that was included in the Board packets. Deb Root made a motion to accept the 2022/2023 Annual Report, Bob Keis seconded the motion and it carried.

## **3. Election of Officers**

Chairman of the Nominating Committee Jerry Scott made a motion to endorse the officers of the STW Board as follows: Don McCord Chairman, Chautauqua County; Kier Dirlam, Vice Chairman, Allegany County; and Robert Keis, Secretary, Cattaraugus County. Chuck Couture seconded the motion and it carried.

### **Minutes of the Previous Meeting**

Crystal Abers made a motion to accept the July 18, 2023, minutes as distributed. Don McCord seconded the motion and it carried.

### **Correspondence**

Secretary Keis read the following correspondence:

1. Letter from the Seneca Nation of Indians President, Rickey Armstrong to Richard Zink, appointing Kortney Keyes, Director of Visitor Economy Management Office, as the Seneca Nation's appointed representative for the STW Board. In Ms. Keye's absence, the Director of Transportation Angie Kennedy has been appointed as her proxy.

### **Project Review Report**

There were no new projects.

### **Executive Director's Report**

#### **1. Infrastructure Investment and Jobs Act (IIJA) Funding**

Southern Tier West has been allotted \$1,185,000 for 2022 and for 2023. Over the five-year period, that equals \$5,925,000 for IIJA designated projects through FFY 2026. Entity breakdown is as follows: Allegany County \$1,313,000; Allegany County Comprehensive Sewer Study Project \$560,000; Allegany County Gateway Project \$740,000; Cattaraugus County \$1,312,000; Chautauqua County \$1,312,000; Ripley Interstate Shovel-Ready Development Project \$1,000,000; Seneca Nation of Indians \$1,312,000; Southern Tier West \$677,000.

#### **2. CEDS Approval**

A motion was needed to submit the 2023 Comprehensive Economic Development Document to EDA. Crystal Abers so moved, Craig Clark seconded the motion and it carried. The CEDS can be updated at any time during the year; this is especially true with respect to newly developing projects that need STW Board endorsement via inclusion in the CEDS.

### 3. STW IJJA Project

The objective of the STW IJJA Project is to assist communities to develop best practices, and coordinate efforts regionally; begin a regional approach to conservation and water protection; assist land trusts, municipalities, and the Seneca Nation of Indians in securing funding for conservation easements and land purchases.

Southern Tier West will identify parcels of prime farmland, create a plan for municipalities, do the prep work, planning, analysis, business plan. Approval was needed for STW to apply to ARC in the amount of \$140,000 for this purpose. Chuck Couture made a motion to table the motion until the October meeting after some revisions have been made, Norm Marsh seconded the motion and it carried.

### 4. Baseline Program

Staff was informed that our NYS DEC 604(b) five-year program was approved to receive and 5-year simplified renewal contract from August 1, 2023 to July 31, 2028, for eligible activities identified in our application. For the initial period of August 1, 2023 – July 31, 2024, STW has been approved to receive \$30,321,98. STW will annually revise the project's workplan and budget based on the available funding.

### 5. Staff Updates

Rachel Grandits, NYSAWG Program & Diversity Manger resigned from her position in July. A new staff member will fill this position in October.

## Southern Tier West Program Reports

Southern Tier West staff created a monthly Newsletter with STW Program Reports that was included in the Board packets.

## Southern Tier West Affiliation Reports

### 1. NYSAWG

NYSAWG is starting monthly meetings via Zoom and in-person. November 2, 2023 is the Annual Meeting.

### 2. STEDO

STEDO has one active loan, currently working on closing.

### 3. STERA

The next meeting is scheduled for October 16, 2023 with the Audit Committee prior to the Board Meeting.

### 4. Angel Fund

The Angel Fund has been meeting more frequently.

5. **STW Development Foundation**  
Will meet in October or November.
  
6. **Western Region Corporation**  
No report.

#### **Committee Reports**

There were no Committee reports.

#### **Public Comment**

Chuck Couture reported that the hurricane moving up the east coast affected crops; particularly the pecans in Georgia, cotton was 80% blown away, and vegetables that were blown away into destruction was phenomenal.

Kimberly LaMendola reported that NYSAWG publishes a bi-weekly Newsletter that is distributed to the STW Board members.

#### **Audit Abstract**

Deb Root moved to accept the August/September Audit Abstracts. Jerry Scott seconded the motion and it carried.

#### **Next Board Meeting**

The next meeting of the Southern Tier West Board of Directors will be the Annual Meeting held on October 19, 2023, at 1:00 PM at the Southern Tier West Offices, with Zoom options at each County.

#### **Adjournment**

Norm Marsh made a motion to adjourn at 2:09 p.m., Don McCord seconded the motion and it carried.

sjp