

SOUTHERN TIER WEST REGIONAL PLANNING & DEVELOPMENT BOARD

# MINUTES – MARCH 17, 2016

The regular monthly meeting of the Southern Tier West Regional Planning & Development Board was held on March 17, 2016 at the Center for Regional Excellence, Salamanca, New York. The following persons were in attendance:

**Board Members**

Kier Dirlam, Vice Chairman  
Jerry Scott  
Charles Jessup  
Robert Keis, Chairman  
Crystal Abers  
Norm Marsh  
Donna Vickman  
Jay Gould, Secretary  
Willie Rosas  
Vince Horrigan

**Representing**

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

**Others Attending**

John Thomas  
Richard Zink  
Sarah Phearsdorf  
Kimberly LaMendola  
Susan Avery

**Representing**

The Villager  
Staff  
Staff  
Staff  
Staff

Chairman Keis 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**

Jerry Scott made a motion to accept the December 17, 2015 minutes as distributed. Jay Gould seconded the motion and it carried.

**Correspondence**

Secretary Gould read the following correspondence:

1. Resolution No. 40-16 from Brenda Rigby Riehle, Clerk of the Allegany County Board of Legislators, appointing Craig Clark of Alfred, New York to fill the remainder of Mitchell Alger's three-year term expiring May 31, 2016; and Debra Root of Scio, New York to fill the remainder of the late Theodore Hopkins' three-year term expiring May 31, 2017 to the Southern Tier West Board of Directors.

**Project Review Report**

The project review reports were e-mailed to Board members – there were no comments.

## Executive Director's Report

### **1. Federal Funding**

Southern Tier West received the annual administration contract with ARC and the annual planning and technical assistance contract with EDA.

### **2. State Archives and Records Administration**

STW submitted an application to NYSED, SARA program in the amount of \$62,768. If this project is approved, 182,386 pages of minutes, payroll, and vital statistic records will be converted to digital images for 16 municipalities across our region. At this time, these records have no backup copies and all records retention schedules are 55-year and permanent. All images will be saved on web-based records document management system housed at Southern Tier West with Internet access 24/7 by identified municipal officials. Authorization was needed to enter into a contract with NYSED if awarded the grant. Jerry Scott so moved, Crystal Abers seconded the motion and it carried.

### **3. NYSARC Partnership**

As one partner of the New York State Association of Regional Councils (NYSARC) application for the New York State Communities Partnership (NYSCP), Southern Tier West will receive a three-year contract from Central New York Regional Planning and Development Board in the amount of \$80,000. This program will provide a unified approach to driving clean energy action and energy literacy in local governments and communities across the state. This project will require Southern Tier West to hire an individual in the May/June timeframe to undertake this work. Authorization was needed to enter in the contract when presented. Kier Dirlam so moved, Norm Marsh seconded the motion and it carried.

### **4. Staff Updates**

Nicole Nyznyk and Patrick O'Connell are no longer with Southern Tier West. A new Economic Development Associate has been hired and will start in May.

### **5. STERA**

Jerry Scott will represent Allegany County on the STERA Board and Bob Keis will represent Southern Tier West on the STERA Board. Jay Gould so moved, Vince Horrigan seconded the motion and it carried.

## Program Updates

Executive Director Richard Zink presented updates on the following STW programs: Local Government (Upcoming Training), Local Foods (USDA SNAP Program, Meat Summit, Farmers Market Network), Broadband, ARC Process, ARC and EDA Technical Assistance (Jamestown National Comedy Center, Allegany County Bio Refinery), STERA, STEDO, and Program Development (POWER Initiative).

## Committee Reports

### Transportation and Stormwater Committees

Jonathan Mayr has been active in bringing together state, county, and local officials on a quarterly basis for meetings of the Transportation and Stormwater Committees.

## **STERA**

STERA met on March 7, 2016 and will meet again in June 2016.

### **Public Comment**

Vince Horrigan reported that SUNY Fredonia will host a CFA Workshop on April 29, 2016 entitled "Infrastructure Safety & Municipal Services".

Norm Marsh reported that Cornell Cooperative Extension in Cattaraugus County hired a new Executive Director, who will start in April 2016.

### **Audit Abstract**

The December 2015 and January – February 2016 Audit Abstracts will be reviewed at the April Board Meeting.

### **Next Board Meeting**

The next regular meeting of the Southern Tier West Board of Directors will be held on April 21, 2016 at 1:00 p.m. at the Center for Regional Excellence, 4039 Route 219, Suite 200, Salamanca, New York.

### **Adjournment**

Jay Gould made a motion to adjourn, Vince Horrigan seconded the motion and it carried. The meeting was adjourned at 2:15 PM.

Sjp