

MINUTES

PLANNING & RESEARCH COMMITTEE MEETING

Fred Lightfoote, Chairman

Tuesday, August 9, 2016

4:00 PM

Conference Room 205

Municipal Building

Members Present

Chair – Supervisor F. Lightfoote
Vice Chair – Supervisor R. Green
Supervisor J. Gallahan
Supervisor D. Marshall

Members Excused

Supervisor N. Teed
Supervisor D. Vedora

Staff and Guests:

Tom Harvey, Planning
Mary Krause, County Administrator
Brian Young, Deputy County Administrator
Mike Manikowski, Economic Development
Sue Vary, Economic Development
Michael Wojcik, Economic Development
P. J. Emerick, OC SWCD
Tim Davis, OC CCE
Valerie Knoblauch, Tourism
David Lee, Tourism
Reliefia Kramer, Planning

TIME	TOPIC	NOTES & DISCUSSION
4:00 p.m.	Opening of Meeting Approval of Minutes	Chair Lightfoote opened the August 9, 2016 Planning and Research Committee meeting at 4:00 p.m. Supervisor Teed and Supervisor Vedora were necessarily absent. Chair Lightfoote requested a motion to approve the July 19, 2016 minutes. <i>A motion was offered by Supervisor Marshall, and was seconded by Supervisor Green to approve the July 19, 2016 minutes. All in favor, motion carried.</i>
4:02	OC SWCD	Chair Lightfoote welcomed P. J. Emerick. Mr. Emerick handed out the revenue portion of his budget that was not in the agenda package. He discussed and recommends the approval of the 2017 OC SWCD Budget. He said that their budget is up 6% increase overall from the 2016 budget. This is because they had been one person short and are now at full staff. OC SWCD's mission is to provide locally lead and driven soil and water conservation practices and programs to the residents. He further explained the services and programs that they provide. The request for funds from the County remains the same as in 2016. Mr. Emerick told the committee that SWCD appreciates their support.

		<p>Chair Lightfoote commented that the County contribution to the SWCD budget has remained the same for many years. Mr. Emerick remarked that they have been fortunate to get additional revenue from various grant programs and other sources. Chair Lightfoote remarked that as some point there may not be enough funds to provide all of the services that are needed.</p> <p><i>A motion was offered by Supervisor Marshall, and was seconded by Supervisor Gallahan to approve the 2017 OC SWCD budget. All in favor, motion carried.</i></p>
4:15	OC Cornell Cooperative Extension	<p>Chair Lightfoote welcomed Tim Davis.</p> <p>Mr. Davis told the committee that OC CCE’s budget has remained very stable over the last year and will continue to moving forward to 2017-2018. Mr. Davis discussed the budget details of the different programs offered by OC CCE. He also discussed the Dept. of Labor’s minimum wage exemption law and how it will increase their salary costs for three employees for a total of \$24,000. He said that the budget includes the continuation of the same regional teams and now some new ones. The teams are being expanded beyond the Finger Lakes Grape Program, the Cornell Vegetable Program, and the Northwest Dairy, Livestock and Field Crops Team. They will now have teams such as Eat Smart NY and Harvest NY. Mr. Davis said that they are also looking at putting more of the general administrative responsibilities on a regional level in an effort to contain costs. He said that the shared business network transition regionalizing human resources, finance, and information technology is working well. Further discussion took place regarding the funding of the programs. Mr. Davis expressed his appreciation for the committee’s support of the OC CCE. The request for 2017 funding from the County is the same as what was provided in 2016.</p> <p><i>A motion was offered by Supervisor Green, and was seconded by Supervisor Marshall to approve the 2017 OC CCE budget. All in favor, motion carried.</i></p> <p>Chair Lightfoote thanked Mr. Davis.</p>
4:15	Tourism	<p>Chair Lightfoote welcomed Valerie Knoblauch.</p> <p>Ms. Knoblauch explained that Tourism’s earned revenue is from the County’s occupancy tax. The actual occupancy tax revenues for the 3rd quarter of 2016 will not be available until September, so they have used an estimate proposed by the County for that. Ms. Knoblauch reviewed the budget with committee.</p> <p><i>A motion was offered by Supervisor Marshall, and was seconded by Supervisor Gallahan to approve the 2017 OC CCE budget, to be amended to reflect the actual 3rd quarter occupancy tax revenue once that is finalized. All in favor, motion carried.</i></p> <p>Chair Lightfoote thanked Ms. Knoblauch.</p>
4:18	Economic Development	<p>Chair Lightfoote welcomed Mike Manikowski, Sue Vary, and Michael Wojcik.</p> <p>Mr. Manikowski reviewed the 2017 budget with the committee. He said that there are two major changes. The first is for a contract with a work effort specifically in work force Development. Mr. Manikowski said that want to take their work with</p>

		<p>work force Development to another level with their manufacturers and strategic businesses by designing Workforce Development solutions. Mr. Manikowski said that Ontario County will bring all of our resources together creating more attraction, retention, and growth for the existing businesses. Another change is intended to address the disconnection with primary and secondary education. He explained that in this effort, we will work with BOCES and the Ontario County School Superintendents, Principals, and Senior Staff. We will bring to them the needs of our business as they see it developing in the future. They believe that computer coding, app writing, etc. are going to be skills in high demand by industry and we want to work with our schools to introduce these skills to our youth. Getting students introduced a very early level to programming and to have curricula certified is our goal. These skills will be the type of skills needed to participate and get a good income as they leave the secondary school. Mr. Manikowski said that the people who can do coding, write software and develop solutions are those that will be needed in the future.</p> <p>Mr. Manikowski said the second change in the budget is to support the transition of the Economic Development Director as he retires in September of 2017. To bring in his successor in June or July of 2017 and work with him and take that person through all of the county and the programs.</p> <p>County Administrator Krause explained a three month time frame for overlap with the new employee to the committee. She said they will start a recruitment process in the first quarter of 2017 to bring someone on board about three months ahead of Mr. Manikowski's retirement date.</p> <p>Further discussion took place about the need for skilled people. Mr. Manikowski said that the Workforce Investment Board is very interested and there are some very good leaders that want to learn more about what this new economy is going to bring and how they will adapt. Mr. Manikowski said that they have put together several panels from a variety of sectors such as ag and food, advanced manufacturing, and health care.</p> <p>Ms. Krauss said that she and Mr. Young started a School Superintendents Round table in July and it went well. They are looking for that kind of information from the county. She said she hopes to meet at least twice a year.</p> <p>Further discussion about succession planning took place.</p> <p>Mr. Manikowski finished reviewing the budget.</p> <p><i>A motion was offered by Supervisor Gallahan, and was seconded by Supervisor Marshall to approve the 2017 Economic Development budget. All in favor, motion carried.</i></p> <p>Chair Lightfoote thanked Mr. Manikowski, Ms. Vary, and Mr. Wojcik.</p>
5:00	Planning	<p>Mr. Harvey told the committee that Planning had received information from the State Emergency Office (SEMO) and he requested to have Tim Jensen be added to the agenda to give an update on the All Hazard Mitigation Plan.</p> <p>Mr. Jensen stated that SEMO has provided a list of additional material,</p>

documentation, and changes they would like to see. They are in the process of weeding through the ‘shalls’ vs. the ‘we suggest’ items. He anticipates a fair amount of effort will be involved to get this wrapped up by the end of the year and may have to extend the consultant contract with Genesee Finger Lakes Regional Planning Council to assist.

Chair Lightfoote thanked Mr. Jensen.

Mr. Harvey reviewed the details of the 2017-2018 Budget with the committee. The departmental request reflects the assignment of 75% of an Associate Planner’s position to the Solid Waste Management Plan Implementation budget. The only other substantial change is the request for funds in 2017 and 2018 to expand the Rail Corridor Study across the County. He is making this request for funds in response to the County’s Economic Development Strategic Plan. While we have incubators to start and develop new businesses, what we lack are good sites for those businesses to relocate after they outgrow the incubators. We also need sites that are shovel ready for new businesses. We all recognize that we need to grow our tax base in the coming years to replace revenue that will be lost when the landfill is expected to close in 2028. Mr. Manikowski voiced his support for this proposal and the need for this cooperative project bringing together planning, economic development, the railroad operator, and local municipalities.

A motion was offered by Supervisor Green, and was seconded by Supervisor Marshall to approve the 2017 Planning Department budget. All in favor, motion carried.

Mr. Harvey discussed and recommends the approval of a resolution – Negative Declaration, State Environmental Quality Review Act For 2016-2017 NYS Snowmobile Grant Application.

A motion was offered by Supervisor Marshall, and was seconded by Supervisor Green to approve the above mentioned resolution as amended. All in favor, motion carried.

Mr. Harvey discussed and recommends the approval of a resolution – Authorization To Apply For EPA Targeted Brownfield Assessment Program For Former Lehigh Valley Roundhouse. If successful, EPA will provide all the funding and manage the project. There will be no County money involved. If the project is funded, the County will have to initiate a tax foreclosure on the property and petition the court to grant an instance of temporary title to the County. This would allow the County and EPA to enter the property for the purpose of taking samples and developing a remediation plan, while protecting the County from any liability for cleaning up any contamination that is found on the site.

A motion was offered by Supervisor Gallahan, and was seconded by Supervisor Marshall to approve the above mentioned resolution as amended. All in favor, motion carried.

Mr. Harvey suggested the next meeting, August 30, 2016, be held in Manchester so that the committee could participate in the next meeting with the consultants finalizing the Manchester Rail Corridor Plan. The Committee agreed to hold their meeting in

		<p>Manchester, possible starting a little earlier to get their regular business completed prior to the consultants coming in.</p> <p>Sam Casella thanked the committee for the approval of the Soil and Water Budget. Mr. Casella commended P. J. Emerick for his work and the respect he has earned from colleagues around the state.</p> <p>Chair Lightfoote also expressed his appreciation for Mr. Emerick's work.</p> <p>Mr. Harvey told the committee that the city of Canandaigua and GFLRPC are putting together a Brownfield area grant proposal. They have asked for county staff help. It will be a commitment of about 60 hours over the next couple years. By general consensus the committee agreed to have planning staff support this project.</p> <p>The committee reviewed a proposal from Management Compensation Committee to not eliminate a Senior Planner position when Ms. Jordan leaves that position and becomes an Associate Planner in October (she will be working mostly on the implementation of the County's Solid Waste Management Plan). Ms. Krause explained that she has conferred with Mr. Harvey and that they would rather create a new planner position instead of retaining the Senior Planner position. The justification for this is the increasing technical assistance requests from municipalities and the need to dedicate more effort to projects like the rail corridor plan.</p> <p><i>A motion was offered by Supervisor Green, and was seconded by Supervisor Marshall to amending the 2017 budget to retain a Planner position as a committee recommended change to the departmental request. All in favor, motion carried.</i></p>
5:35	Adjournment	<p>There being no further business for discussion, Chair Lightfoote requested a motion to adjourn.</p> <p><i>Motion to adjourn made by Chair Green, seconded by Supervisor Marshall at 5:35 p.m. Motion carried.</i></p>

Respectfully Submitted,

Reliefia Kramer