



AGENDA
PLANNING & ECONOMIC DEVELOPMENT COMMITTEE
Tuesday, January 10, 2022 – to follow Public Works
Live stream Link - <https://youtu.be/hzSVtA5t5og>

CALL TO ORDER: By Hon. Robert Shea

MEMBERS: Legislators – James Basile, Christina Calarco, Tricia Kerr, Brian Muldrow, Lydia Patti Ruffini and Mark Strong

OTHERS:

MINUTES TO APPROVE: December 6, 2022

APPOINTMENTS:

Cayuga County Planning Board

Eric Elliott, 2720 Bell St., Weedsport, NY 13166, term, 1-26-23 until new nomination is submitted

Marilyn Post, 4394 Wyckoff Rd., Scipio Center, NY 13147, term, 1-26-23 until new nomination is submitted

Cayuga Cortland Workforce Development Board

Demetrius Murphy, 311 Grant Ave. Rd., Auburn, NY 13021, term, 2-1-23 to 12-31-26

DEPARTMENT UPDATES FOR COMMITTEE:

**Steve Lynch (Planning & Economic Development) –
ONGOING DEPARTMENT WORK:**

- **NY FORWARD Grant Applications** – As of this report, we are still waiting for Albany to announce the awards for the 2022 Consolidated Funding Application round. As a recap, department staff prepared and submitted individual grant applications on behalf of the Villages of Aurora, Cayuga and Moravia and provided assistance with the Village of Union Springs application. NY Forward is a new state grant program modeled after the NYS Downtown Revitalization Initiative, or DRI, a statewide and competitive grant program. Staff presented the village Grant Applications to the CNY Regional Economic Development Council review team at LeMoyne College last October. More information on the NY Forward program is available on the state website: [NY Forward](#)
- **Village of Weedsport Zoning Ordinance Update** –Planner Greg Diebold leads this project, and is continuing to work with the Steering Committee appointed by the Village Board. Monthly meetings are the 1st Tuesday of the month. The last meeting was on Tuesday, December 6 and the next meeting is scheduled for Tuesday, January 3rd (6:30 PM). The project is on schedule and progressing well.
- **Town of Throop Zoning Ordinance Update** – Planner Greg Diebold is also the staff assigned to this project. Greg continues to work with the Steering Committee and met with the committee on Monday, December 19 2022. The next meeting is scheduled for Monday January 23rd at 6:00 PM.
- **Town of Conquest Comprehensive Plan** – The monthly Steering Committee meetings are typically the 3rd Thursday of the month. On Thursday, November 17 staff hosted an open Public Meeting with updates on the Plan progress and opportunities for community feedback on draft goals and objectives. The meeting was well attended, and the Town of Conquest community remains very engaged in the process. The December 15th meeting was cancelled due to the major storm event and the next meeting is scheduled for Thursday, January 19th. Staff will be reviewing the final draft of the Comprehensive Plan with the Steering Committee, and at the discretion of the Steering Committee, this may be the last Steering Committee meeting before presentation of the draft Comprehensive Plan to the Town Board.
- **Village of Aurora Zoning Ordinance Update** – Senior Planner Kari Terwilliger is leading this zoning ordinance update, working closely with the Mayor and Steering Committee appointed by the Village. The December Steering Committee work session was held on December 13 and the January meeting is scheduled for the 17th. The work is on schedule and progressing smoothly.
- **Village of Cayuga LWRP & Town of Sterling/Village of Fair Haven LWRP** Final drafts for both Local Waterfront Revitalization Plans remain with the NYS Department of State for a required “consistency review” relative to NYS LWRP policies, with the planning process in on pause until after the state agency completes the reviews.
 - **We are pleased to report that the LWRP 2023 grant for the Town of Sterling Community Connections Trail, a component project in the draft Sterling-Fair Haven LWRP, was awarded funding and includes matching funds from the County. Senior Planner Kari Terwilliger, who**

prepared the grant application, will be working with the Village of Fair Haven to implement the grant funded project in 2023. Ms. Terwilliger also prepared an LWRP capital improvement grant application for projects from the completed Union Springs LWRP and that grant was awarded as well. These grant awards are excellent examples of staff-led planning projects that result in capital improvements for our communities.

- **Local Solid Waste Management Plan Update** – The Plan Update is on track and on schedule with new staff Planner Evan Tuthill managing this complex project. A significant component of the Plan is the solid waste inventory which was completed at the end of October. An assessment of current programs is nearing completion and will be followed by preparation of new solid waste management options and draft plans for consideration by all stakeholders. **We will be presenting draft plan provisions to either the full legislature or to the Government Ops Committee in March to solicit feedback on county options for involvement in local solid waste programming going forward so that these may be incorporated into the final countywide solid waste management plan.**
- **HHW & Electronics Recycling Events** - The Planning Department works with partners at SWCD and CCE and the 2022 Household Hazardous Waste & Recycling Programs have been successfully completed. We are now in the process of evaluating last year's program and budgets and preparing for this year's events.
- **Erie Canal Rewatering Project** – Port Byron Schasel Park to Town of Brutus Aqueduct Park. This project is moving forward with watering and engineering, including a new vehicular bridge at Centerport Road that will accommodate pedestrian pathways and expand the size of the culvert under the bridge to allow future paddling access beneath the new bridge. A one-year time extension (to December 2023) has been approved by NYS Parks, the grantor. **We are working with the municipal partners and the consultants to schedule a public information meeting on the project to date and are tentatively looking at February dates. We will circulate save the date flyers to legislators when confirmed.**
- **MICRON Opportunities Working Groups.** The Planning Director is working closely with CEDA and the City of Auburn on the MICRON Opportunities Working Group focused on identification of existing shovel-ready sites and the development of new shovel-ready industrial sites for MICRON site selectors seeking development sites for Tier I and II supply chain companies. In addition, the Planning Director is attending the MICRON Opportunities Housing Working Group meetings.

Kelly King (Employment & Training) –

E&T/Cayuga Works Career Center Updates:

- Employment and Training has created a You Tube page
- Public Speaking Workshop (new) materials have been drafted
- Collaboration with the Department of Corrections on an initiative to get offenders successfully into the workforce
- Participating in Advanced Manufacturing Roundtable with Cayuga Community College
- OJT Development for Emcom Manufacturing
- Page Transportation to become training provider for CDL program- ETPL assistance provided
- Micron – provide update on Workforce Development Sub Committee

WIOA Youth Program:

- 8 youth currently enrolled in paid work experience as county employees with 13 applications pending. Another youth success story- Cayuga County hired on another youth from our program in the Buildings and Grounds Department.
- FFFS funds to be used to enroll TANF eligible youth into the year-round youth program – effective 1/1/23

WIOA Adult/Dislocated Worker Program:

- 13 enrolled- 12 ITA's and 1 OJT

WIOA Program Audit:

- Youth record selected to offset Cortland County selection pool to meet sample
- No findings or deficiencies

DSS/Jobs Contract:

- TANF – 83 (active participants)
- SN – 95 (active participants)
- Job Club – 6
- Non-Employable – 28

Resource Room Career Services:

- Employment & Training staff provide services to public- 198 walk in traffic for the month

Michael Miller (CEDA) –

Metric Snapshot as of December 2022:

- Existing businesses assisted: 73
- Entrepreneurs assisted: 58
- See supplemental documents for additional metrics and economic indicators
- Michael Miller, Steve Lynch, Shereen Androsko, and Jenny Haines met with other regional county representatives at a meeting regarding Micron hosted by David Bottar in Syracuse on December 13th. Noted guests were Rob Simpson of

CenterState CEO, Robert Petrovich Onondaga IDA, Kevin Younis of Empire State Development, and Ryan McMahon Onondaga County Executive. Discussion included regional impacts, the importance of site acquisition and readiness, workforce development and studies, housing/infrastructure, and incentives/investments needed/required by each county to demonstrative good faith in attracting suppliers of Micron.

- Specific committees having been meeting to prepare and position Cayuga County for the anticipated impact of this opportunity. Committees meet on a monthly basis and are organized by Land/Site Acquisition, Energy, Workforce Development/Education, and Housing/Development.
- The Cayuga County Small business grant program was extended from December 15th to December 31st ; We have received 55 eligible applications by the various towns:
 - Auburn – 34
 - Fair Haven – 4
 - Sterling – 3
 - Fleming/Ledyard/Port Byron -2
 - Aurelius/Cato/Cayuga/Mentz/Union Spring/Victory/Weedsport – 1
- CEDA has and continues to organize stakeholders from the city and surrounding towns about whole-sale water rates that are impacting area businesses
- Maureen Riester met with a large business in Sterling about an expansion project in addition to meeting with the Fair Haven Chamber of Commerce on areas of collaboration.
- Michael Miller attended the Travel Unity Summit Dec 7-9, arranged by Karen Kuhl and the Cayuga County Office of Tourism. The summit covered topics ranging from economic development, tourism initiatives, and DE&I programs. Michael and Karen have discussed a DE&I seminar to better inform our area businesses on this important topic.

CEDA will be meeting with Cayuga County Town Supervisors on January 19th to inform and discuss CEDA's services and other opportunities

Doug Kierst (Soil & Water Conservation District) –

- The Cayuga County Soil and Water Conservation District would like to thank the Cayuga County Legislature for your continued support of our programs. We will continue our mission to enhance and protect the natural resources of Cayuga County through "hands on" implementation of best management practices.

AGRICULTURAL TECHNICAL ASSISTANCE:

- Cayuga SWCD Staff are beginning to process Soil Group Worksheets for Agricultural Assessments, in preparation for the Town Assessors March 1, 2023 deadline. Agricultural properties in all the Towns, and even the City of Auburn, are required to have a current soil group worksheet in order to qualify for an agricultural exemption.
- Cayuga SWCD Staff continued to work with farms on project planning and construction oversight on multiple Best Management Practice (BMP) implementation projects funded through the Agricultural Nonpoint Source Abatement and Control Program, Climate Resilient Farming Grant Program and the CAFO Waste Storage Program.
- Cayuga SWCD Staff continues to complete grant closeout paperwork for projects that have been completed utilizing funding through various NYS grant programs.
- Cayuga SWCD Staff have been working with landowners, as the crops were being harvested, to implement soil health improving and erosion prevention measures on farm fields. Since my last report, Cayuga SWCD Staff assisted with the implementation of 345 acres of cover crops and 178 acres of reduced tillage management that have been applied on agricultural land in Cayuga County.
- Cayuga SWCD Staff continue to complete monthly construction site inspections on one SPDES permitted construction site at an agricultural operation in the Cayuga Lake Watershed.

NON-AGRICULTURAL & MUNICIPAL TECHNICAL ASSISTANCE:

- Cayuga SWCD Staff completed a site visit in the Town of Throop to provide technical assistance on a potential building lot/septic system installation.
- Cayuga SWCD Staff continue to complete weekly construction site inspections on one SPDES permitted construction site in the Owasco Lake Watershed and one in the Seneca River Watershed.
- Cayuga SWCD Staff have completed stabilization work, in partnership with the Cayuga County Highway Department, on Tollgate Hill Road in the Town of Locke.
- Cayuga SWCD Staff completed a dredging project along North Brook, at the Centerport Aqueduct Park, for the Town of Brutus. Approximately 175 cubic yards of spoils were removed from the stream to allow for better stream flows and relief to the historical aqueduct system.
- Cayuga SWCD Staff also assisted the Town of Brutus with the removal of downed trees along North Brook and the Erie Canal, including a beaver dam. The trees and dam were causing water levels to rise and minor flooding to occur in the nearby communities. Failure to remove the obstacles would cause a larger potential threat of loose woody material washing downstream and causing a significant wood jam in the stream channel.
- Cayuga SWCD Staff assisted the Cayuga County Parks and Trails Department on a dredging project and driveway installation at Emerson Park. The goal is to deepen the channel to allow better access to boat slips that will be re-

located in 2023. So far, the District has dredged approximately 420 linear feet of the old outlet channel with estimated removal of 1,000 cubic yards of spoils. Work has also begun on the installation of a temporary access road to the park and boat slip area for future recreational use.

OTHER SWCD NEWS, WORKSHOPS & TRAININGS:

- The Cayuga SWCD is working with the Cayuga Recycles Program (through the Cayuga County Planning Department) and Cornell Cooperative Extension of Cayuga County to sponsor the Annual “Trade-A-Tree” program in Cayuga County. County residents are encouraged to bring in their real Christmas tree after the holidays, and we will give you a certificate for a tree seedling to be picked up in the spring! Recycled trees will be chipped into mulch to be used on various projects, rather than taking up space in landfills. A Colorado Blue Spruce seedling will be given out to anyone who redeems their certificate on May 12th, 2023, at the Annual Conservation District Tree & Shrub Sale. Tree drop off dates include weekdays (excluding holidays) from December 27th to January 20th, between 8 AM and 3:30 PM.
- Cayuga SWCD Staff attended technical trainings to continue their professional certifications. Topics that were addressed included Solar Development on NY Farmland, Assessing Herbicide Performance, Biomass Productivity and Decreased Nitrogen Input from Planting Green, Understanding Biologicals for Row Crops, Injecting Manure into a Growing Cover Crop and Construction Site Soil and Erosion Control Techniques.
- The Cayuga SWCD, in partnership with the Tompkins County SWCD and Cornell Cooperative Extension are offering a Winter Crop Meeting on Thursday, January 26th, 2023 from 10 AM to 3:00 PM at the Auburn Holiday Inn. Registration and Trade show opens at 9 AM. Topics include an Overview of a No-Till Cropping System, Soil Compaction, Impacts of Neonics and Nematodes on Corn Insect Management, Corn Diseases – Identification and Options for Management and Biochar for NYS Ag: an Intro and Application to Soils. The meeting is being co-sponsored and supported by the Cayuga and Tompkins SWCD through grant funding obtained through the Ag Nonpoint Source Abatement and Control Grant Program, Round 26. Contact Donette at (607) 391-2662 or dg576@cornell.edu to register or Janice at (607) 391-2672 or jgd3@cornell.edu if you have any questions.

Dan Welch (Director Cornell Cooperative Extension) –

- o CCE Cayuga appreciates the generosity of the employees of Cayuga County. Thanks to them, 525 pounds of food was donated to the Community Action Program for distribution to food pantries in Cayuga County right before the holidays.
- o The CCE South Central New York Dairy and Field Crops Team is having a Winter Crop Meeting at the Holiday Inn on January 26th. The focus of the meeting this year is soil health, there will also be speakers on emerging pest management challenges.
- o Staff typically spend more time in December on reporting program participation and outcomes for the federal fiscal year that ended September 30, 2022. This information is reported to Cornell Cooperative Extension and then to SUNY and USDA.

Karen Kuhl (Tourism) – no updates

RESOLUTIONS:

PLANNING:

1-23-PL-1 Authorization to create and fill the position of Associate Planner within the Planning and Economic Development Department and abolish one Senior Planner Position

ADJOURNMENT: Tuesday, February 10, 2023 to follow Judicial

If you have a disability and need accommodations, please call the Clerk of the Legislature’s Office at 253-1308 at least 48 hours before the scheduled meeting to advise what accommodations will be necessary.

CAYUGA COUNTY LEGISLATURE
160 Genesee Street, 6th Floor
Auburn, NY 13021

COUNTY OF CAYUGA
REQUEST FOR APPOINTMENT FORM

Requested Appointment To: Cayuga County Planning Board
Representative from the Village of Weedsport

Length of Term: (Start date and End date, not just years) 1/25/23 – Continuous
(In accordance with Cayuga County Legislature Resolution no. 507 of 1996, members serve
Until a new nomination is submitted by the municipality that they represent.)

New Term? **Unexpired Term?**

Name of person previously in this position: Vacant

Is this a compensated position? No

Is this a new appointment? Yes **Reappointment?** **If so, how long have they served?**

Describe briefly the duties required of the proposed appointee.

Participate in activities of the Cayuga County Planning Board:

Meet several times a year to

- Share the concerns, questions and projects from each community,
- Learn from the experiences of other towns and villages in the county, and
- Learn about countywide projects

Name of Recommended Appointee: Eric Elliott

Address: 2720 Bell Street
Weedsport, NY 13166

This appointment is recommended by: Tom Winslow, Mayor, Village of Weedsport

(In accordance with Cayuga County Legislature Resolution no. 243 of 1992, members are
nominated by the Chief Executive Officer of each municipality in the county. Nominations
are made to the Chairman of the Cayuga County Legislature who may accept the nomination
or reject it and request a new nomination.)

Vocation of Prospective Appointee: N/A

**Please provide a brief sketch of the proposed appointee(s) background (education, outside
interests, etc.)** Weedsport/Brutus Planning Board

Revised 10-10-18

CAYUGA COUNTY LEGISLATURE
160 Genesee Street, 6th Floor
Auburn, NY 13021

COUNTY OF CAYUGA
REQUEST FOR APPOINTMENT FORM

Requested Appointment To: Cayuga County Planning Board
Representative from the Town of Scipio

Length of Term: (Start date and End date, not just years) 1/25/23 – Continuous
(In accordance with Cayuga County Legislature Resolution no. 507 of 1996, members serve
Until a new nomination is submitted by the municipality that they represent.)

New Term? **Unexpired Term?**

Name of person previously in this position: Tom Higgins

Is this a compensated position? No

Is this a new appointment? Yes **Reappointment?** **If so, how long have they served?**

Describe briefly the duties required of the proposed appointee.

Participate in activities of the Cayuga County Planning Board:

Meet several times a year to

- Share the concerns, questions and projects from each community,
- Learn from the experiences of other towns and villages in the county, and
- Learn about countywide projects

Name of Recommended Appointee: Marilyn Post

Address: 4394 Wyckoff Road
Scipio Center, NY 13147

This appointment is recommended by: Gary Mutchler, Supervisor, Town of Scipio

(In accordance with Cayuga County Legislature Resolution no. 243 of 1992, members are
nominated by the Chief Executive Officer of each municipality in the county. Nominations
are made to the Chairman of the Cayuga County Legislature who may accept the nomination
or reject it and request a new nomination.)

Vocation of Prospective Appointee: N/A

**Please provide a brief sketch of the proposed appointee(s) background (education, outside
interests, etc.)** Town of Scipio Planning Board Chair

Revised 10-10-18

**COUNTY OF CAYUGA
REQUEST FOR APPOINTMENT FORM**

Requested Appointment To:

Name of Recommended Appointee:
Address:

This appointment is recommended by:

Length of Term: (Start date and End date, not just years)

New Term or Unexpired Term?	New Term	Unexpired Term
------------------------------------	-----------------	-----------------------

Name of person previously in this position:

Is this a compensated position?	Yes	No
--	------------	-----------

Is this a new appointment or reappointment?	New appt.	Re-appt.
--	------------------	-----------------

If it is a reappointment, how long have they served?

Describe briefly the duties required of the proposed appointee.

Please provide a brief sketch of the proposed appointee(s) background (education, outside interests, etc.)

RESOLUTION NO. _____ 1-24-23

PB ASSOCIATE PLANNER

AUTHORIZATION TO CREATE AND FILL THE POSITION OF ASSOCIATE PLANNER WITHIN THE PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT AND ABOLISH ONE SENIOR PLANNER POSITION

By: Hon. Robert Shea, Chair, Planning and Economic Development Committee
Hon. Hans Pecher, Chair, Ways and Means Committee

WHEREAS, the Planning Department budgeted for current staff in a Senior Planner title to be promoted to the title of Associate Planner in the FY2023 adopted budget; and

WHEREAS, the Senior Planner being promoted to Associate Planner is providing supervisory oversight and training of subordinate staff working in the department's land use division and the employee has also assumed Associate Planner responsibilities related to provision of planning services and special projects for Towns and Villages, working directly with Town Supervisors and Village Mayors to negotiate service contracts and follow through on project development and management under the supervision of the department head; and

WHEREAS, it is now necessary to authorize the creation and filling of the position; NOW, be it therefore

RESOLVED, that the position of Associate Planner be hereby created and added to the CSEA Compensation Plan Part 1 at Grade 31 with a 37.5-hour work week, within the Planning and Economic Development Department; and be it further

RESOLVED, that the Director of Planning be hereby authorized to fill the fully funded position of Associate Planner at 2022 CSEA Grade 31, 2nd Step at an annual salary of \$70,304.00 based on a 37 ½ hour work week; and be it further

RESOLVED, that one title of Senior Planner be hereby abolished upon the successful completion of the civil service probationary period of the incumbent in the new position; and be it further

RESOLVED, that the appointment be in accordance with Civil Service Rules and Regulations, CSEA Contract Language, and the Policies of the County of Cayuga.