



**MINUTES**  
**PLANNING & ECONOMIC DEVELOPMENT COMMITTEE**  
**Wednesday, January 13, 2021 – at 5:30PM**  
**Live stream Link – <https://youtu.be/EIjs23EhyUo>**

**CALL TO ORDER:** By Hon. Paul Pinckney, Chair at 5:34 p.m.

**MEMBERS:** Legislators – Keith Batman, Andrew Dennison, Michael Didio, Tricia Kerr, Timothy Lattimore and Christopher Petrus

**OTHERS:** Legislators Ben Vitale, Aileen McNabb-Coleman, Hans Pecher, Elane Daly, Heidi Nightengale, County Attorney Christopher Palermo, Assistant County Attorney Brittany Massi, Lacey Bailey, Economic Development Director, Tracy Verrier, Soil and Water Conservation District Director, Doug Kierst, Cayuga Cooperative Extension Associate Director Dan Welch, Highway Director Brian Soper, Planning Economic Development Director, Stephen Lynch, Director, Suzanne Gauthier, Administrative Assistant

**MINUTES TO APPROVE:** December 2, 2020

Keith Batman motioned to approve the minutes of December 2, 2020, 2<sup>nd</sup> by Christopher Petrus. All members present voted in favor, passed.

**APPOINTMENTS:**

**Cayuga County Soil & Water Conservation District Board of Directors:**

Roger Conner, 918 Bartnik Rd., Genoa, NY 13071, term 1-1-21 to 12-31-23 – reappt.

Terry Baxter, PO Box 890, Moravia, NY 13118, term 1-1-21 to 12-31-23 – reappt.

Trish Kerr motioned to approve and move the appointment to the Legislature for approval, 2<sup>nd</sup> by Michael Didio. All members present voted in favor, passed.

**Cayuga-Cortland Workforce Development Board:**

Keiko Kimura, 11 River Glen Drive, Fulton, NY 13069, term 3-1-21 to 6-30-24 – new appt.

Trish Kerr motioned to approve and move the appointment to the Legislature for approval, 2<sup>nd</sup> by Trish Kerr. All members present voted in favor, passed.

**Ag & Farmland Protection Board:**

Craig Culver, 4826 Silver St. Rd., Auburn, NY 13021, term 1-1-21 to 12-31-24 – reappt.

Michael Didio motioned to approve and move the appointment to the Legislature for approval, 2<sup>nd</sup> by Christopher Petrus. All members present voted in favor, passed.

**DEPARTMENT UPDATES FOR COMMITTEE:**

**Steve Lynch (Planning & Economic Development)**

- 1) **Town of Ira Zoning Ordinance:** Staff is finalizing and preparing the revised Zoning Ordinance for Town Approval. Staff will assist with SEQRA and County 239 L&M reviews to allow formal adoption by the Town. While relatively small compared to Comprehensive Plans or Ag and Farmland Protection Plans, Zoning Law updates for our municipalities play a significant role in helping our communities shape the future of Cayuga County and the character of our towns and villages.
- 2) **Town and Village of Moravia Comprehensive Plans.** Pandemic restrictions on public meetings have significantly impacted work schedules and target dates for these individual Comprehensive Plans, secured by Grants prepared by staff. Staff is holding ZOOM meetings with the T/V Steering Committees (**Jan. 5 for Town Plan**) and we plan to conduct outdoor public meetings in the early spring to solicit public input and feedback on the Comprehensive Plan recommendations. Both Plans are funded by NYSDEC Climate Smart Community grants and have a clean energy focus requiring greenhouse gas inventories and recommendations.
- 3) **Town of Venice Comprehensive Plan.** Staff prepared and transmitted a proposed Scope of Work for a (first) Comprehensive Plan to the Town Board on 11/19, outlining the process and time frame for the work and providing information on NYS Town Law and Comprehensive Plans. If the Town Board moves forward with department assistance, a start date will depend on how quickly we can recruit, train and deploy a new land use planner who will undertake the project under supervision of a Senior Planner and the Department Director.
- 4) **Erie Canal Re-watering Project with Town of Brutus** land surveys supporting the initial Flood Impact Study under Phase I of the project are complete and engineering consultant Bergman Associates are nearing completion of the Phase I Flood Study with a target date of January 22<sup>nd</sup>. The Flood Study will determine if an approximate 11,450 LF section of the Erie Canal (the “prism” section) between Schasel Park in Port Byron and Aqueduct Park in Brutus/Weedsport can be “re-watered” for recreational use

(canoe/kayak) during high- and low-water conditions without impacting flooding in the surrounding floodplain and even mitigating current flood conditions. The Flood Study is a critical Go/No-Go threshold for the project. CCSWCD Foreman Mike Riley, a prominent member of the NYS Canal Society and an expert on the history and operation of the Erie Canal, has been extremely helpful and engaged with the project work to date.

- 5) **Owasco Lake EPA 9-Element Plan:** After securing additional agricultural land use data from Cayuga and Tompkins County Soil & Water Conservation Districts, the Cornell/Ecologic technical team working to finalize the 9-E GIS/Computer models have validated the model and have requested final validation by NYSDEC. The team continues to work with NYSDEC to calibrate the validated model. Concurrent with this work, the Ecologic/Planning Department staff are preparing for FY21 public meetings to review draft 9-E recommendations.
- 6) **Planning Department Work with Health Department Planning:** Associate Planner Michele Wunderlich continues to provide technical planning assistance year-over-year to the Health Department (averaging about 25% of her staff time).
- 7) **All of the remaining Planning Department Projects are being advanced by staff:**
  - a) Local Waterfront Revitalization Plans for Fair Haven/Sterling and Village of Cayuga;
  - b) Sterling Nature Center Facility & Trail Restoration Project (100% Design/Construction Docs). **Circulation of Bids has been authorized by the Legislature; staff is prepared to circulate bids upon execution of grant contracts for construction funding between the County and NYS Dormitory Authority.**
  - c) Emerson Park-Deauville Island Destination Playground & Concert/Event Stage Design. **Concept Plans are in the final stages to be followed with macro-level cost estimates based on final concepts and components.**
  - d) Owasco Flats Phase II Wetland Basin Construction (95% complete – end of year completion). **Staff is working with the project engineers to prepare construction completion ‘punch lists’ with the project 99% complete. Awaiting a component part for the water control feature, removal of erosion and sediment control measures and assurances on condition of new road following construction completion.**
  - e) Owasco Lake Watershed Rules & Regulations. **The County Health Department (as the “local health unit”) transmitted the draft WSRR, with supporting documents, to the New York State Health Department, Bureau of Public Water Supply Protection, on December 16, 2020. This will initiate the required state review.**
  - f) Town of Victory Ag Plan. **Phase I of the Project, including assessment of agricultural resources and constraints in the Town, is due for completion this week with a meeting of the Town of Victory Ag Plan Steering Committee scheduled for Wednesday, January 6. Phase II will focus on developing Ag Protection goals and recommendations to support Ag in the Town.**
  - g) CCPUSA Strategic Plan (circulated to Legislature with CCPUSA FY21 budget request). **A presentation of the CCPUSA Strategic Plan, focused on the opportunity to lead a countywide Community Choice Aggregation Program under the Agency, will be made by project consultants Hometown Connections (see: [Hometown Connections: Solutions for Public Utilities](#)) at the January 26, 2021 Legislature Meeting.**
  - h) Finalizing 2020 Household Hazardous Waste Events and Close-Out. **Resolution authorizing submission of the reimbursement grant for FY20 events is on the January PEDC / Legislature agendas.**
  - i) Assisting other departments as needed, including:
    - i) Administering the CCDC Economic Development Small Business Loan Fund and preparing for the CCDC annual financial audit and NYS Public Authorities Annual Reporting. **CCDC Board has authorized a 4<sup>th</sup> three-month deferment of Principal and Interest Payments on the current loan pool for borrowers impacted by the Pandemic. In addition, the CCDC provided two (2) \$100K emergency loans to CEDA in 2020, thereby allowing the County’s economic development agency to capitalize and establish their Emergency Micro-Loan program for Cayuga County businesses.**
    - ii) Administrative support for CENSUS 2020 grant close-out (**being finalized with leadership by Legislator Kerr and the CENSUS 2020 team**);
    - iii) Planning Director working with County Sheriff and Auburn Police as a Working Group facilitator for the Collaborative Policing and Community Relations Effort (**Remote public forum scheduled for Tuesday, Jan. 5**)
    - iv) Planning Director County Representative on NOAA Lake Ontario Marine Sanctuary Advisory Committee. **The SAC meets approximately every 2 months. The draft Marine Sanctuary Management Plan is being finalized.**

## RESOLUTIONS:

Director Lynch presented brief overviews on the following resolutions:

**PLANNING:**

1-21-PL-1 Authorizing the fill of applications for State Assistance from the Household Hazardous Waste (HHW) State Assistance Program, signing of the associated State Contracts and authorizing circulation of bids for HHW/Electronics Recycling Vendor Services.

Trish Kerr motioned to move resolution 1-21-PL-1, 2<sup>nd</sup> by Michael Didio. No discussion. All members present voted in favor, passed.

1-21-PL-2 Modifying the membership of the Cayuga County GML 239 1, m, & n Review Committee.

Trish Kerr motioned to move resolution 1-21-PL-2, 2<sup>nd</sup> by Michael Didio. No discussion. All members present voted in favor, passed.

1-21-PL-3 Authorizing to fill a budgeted, vacant Planner Position on or after April 1, 2021 and on or before October 1, 2021

Christopher Petrus motioned to move resolution 1-21-PL-3, 2<sup>nd</sup> by Trish Kerr. No discussion. All members present voted in favor, passed.

1-21-PL-4 Authorization for the Cayuga County Legislature to approve the revised Cayuga County Water Quality Management

Trish Kerr motioned to move resolution 1-21-PL-4, 2<sup>nd</sup> by Christopher Petrus. Legislator Lattimore stated he felt this option, which allows a member of a board to be able to assign a designee should they not be able to attend a meeting, be extended to the other boards and Legislator appointments. Legislator Dennison inquired as to how the designee would be selected. Director Lynch stated by assigning a designee will assist in having quorum at board meetings. Lynch further explained the current WQMA member would need to designate another representative in writing from their agency. All members present voted in favor, passed.

Legislator Lattimore would like to get a partner team together to develop a Major Project Initiative for economic development before the end of the year.

**Doug Kierst (Soil & Water Conservation District)**

- The Cayuga County Soil and Water Conservation District would like to thank the Cayuga County Legislature for your consideration of funding our appropriation request. We will continue our mission to enhance and protect the natural resources of Cayuga County through "hands on" implementation of best management practices.
- The Natural Resources Center continues to be closed to public visitors.

AGRICULTURAL TECHNICAL ASSISTANCE:

- Cayuga County SWCD Staff processed Soil Group Worksheets for Agricultural Assessments, in preparation for the Town Assessors March 1, 2021 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 completed the update to the AEM Program's 5 Year Strategic Plan to improve the quantity and quality of technical assistance provided to farmers across the County. It has been submitted to NYS Department of Ag and Markets for review.
- Cayuga SWCD continue to complete the closeout process on several grant-funded projects completed in the past few months.

NON-AGRICULTURAL & MUNICIPAL TECHNICAL ASSISTANCE:

- Cayuga SWCD Staff continues to complete the SWPPP inspection on the Owasco Flats Project to ensure site compliance with the NYS SPDES Program regulations.
- Cayuga SWCD Staff are making plans to begin the process of evaluating culverts throughout portions of the Owasco Lake Watershed utilizing the North Atlantic Aquatic Connectivity Collaborative (NAACC) protocol.

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 White Pine seedling will be given out to anyone who redeems their certificate on May 7, 2021, at the Annual Conservation District Tree & Shrub Sale. Tree drop off dates include weekdays (excluding holidays) from December 28<sup>th</sup> to January 15<sup>th</sup>, between 8 AM and 4 PM.
- More information of the Annual Conservation District Tree and Shrub Sale will be available next month.

o Additional Updates

- Trade a Tree event continues – Residents bring in their live x-mas trees to be grinded into mulch.
- Tree/Shrub Sale to begin soon.

- Doug stated staff has been working with the new Highway Director Soper to develop County projects for the coming year.
- Staff continues to work on year-end reports and other ag projects.

Legislator Lattimore inquired whether the District has a pursued purchasing a new larger tub grinder.

Director Kierst stated the cost for a new grinder is about \$1 M and staff will continued to look for grant opportunities

Legislator Kerr inquired on the soil and value assessments that are done by the District. Director Kierst stated this is ongoing yearly occurrence for the landowners; and this is the one unfunded mandate for Soil and Water Districts.

Legislator Petrus asked for clarification on Tree and Shrub sale – Doug Kierst stated will forward the information on the dates and details as soon as available.

Legislator Lattimore stated levels appear to be low in the southern end of the lake in the Moravia area. Lattimore inquired whether we are able to dredge at this time. Doug Kierst stated no permits are in place at this time to do dredging. Also will need to search for funding opportunities available to assist in removing sediments at the lake bottom.

#### **Dan Welch (Director Cornell Cooperative Extension)**

- CCE Cayuga is not offering any in-person meetings during January due to the pandemic. Staff are working on developing additional virtual programs.
- It is expected that the transfer of the extension building from the Extension Association to the County to hold in trust for Cayuga Community College will be finalized in the next month.
- CCE Cayuga is developing a position description for a Natural Resource Educator with a focus on Water Quality, with an anticipated hire early in the second quarter of 2021. The CCE Cayuga board and staff will be seeking input from stakeholders and partners as the position description is finalized. If any member of the committee has feedback or suggestions, please reach out to me.
- Like many organizations, CCE Cayuga did not make as much progress on strategic goals in 2020 as planned, due to the immediate demands of the COVID-19 pandemic. A few of CCE Cayuga's goals for 2021 are:
  - Work with our partners at Cayuga Community College and Employment and Training to further refine the plans for the Workforce Development Center.
  - Facilitate a process for creating one entity to oversee and organize the Cayuga County Fair/Remember the Big 6 Picnic.
  - Create more opportunities for youth to participate in 4-H through after-school programs and targeted clubs in new interest areas.
  - Advance CCE Cayuga's efforts in diversity, inclusion, and equity, both internally and by offering programs to audiences that have traditionally been underserved by extension in this community.
  - Decide if regional agricultural extension teams are the best option for meeting the needs of the farmers of Cayuga County.
- Additional updates
  - Director Welch explained staff is continuing to develop the best approach to provide services and programs during the pandemic. Staff is developing kit based projects for the students
  - CCE is hoping to fill the Nature Resource Environmental Educator this year with more emphasis on water quality issues. Any input into the job specification for this position is welcome form the committee. Funding for the position will be based on the savings once the building transfer is complete.

#### **Kelly King (Employment & Training)**

##### **PROGRAM UPDATES:**

##### **JOBS program-**

- 196 new referrals from the Department of Social Services
- 77 TA Assessment and Employment Plans developed

##### **Youth program-**

- 8 pending WIOA youth applications
- 7 active youth in Youth Employment Program

##### **WIOA AD/DW programs-**

- 4 active WIOA participants in classroom training
- 2 active participants receiving WIOA supportive services

##### **Total number of customers served-**

- 170 customers served by E &T staff either virtually or in person (job development, soft skills training, job readiness activities, job referrals, assessment, resume and interview assistance, youth recruitment, training determinations).

## **Business Services-**

- Virtual Rapid Response events took place for BCS with only 1/3 of employees in attendance. RR Coordinator indicates that BCS may be delaying closure that was originally going to take place in three phases starting the first week of this month. Employment & Training and Career Center services were provided. Most questions revolved around UI and TAA.

## **Job Orders-**

- 397 open job orders

## **Breakdown by sector below:**

Healthcare – 54    Retail – 117    Manufacturing – 42    Food Service – 34    Education – 9    Banking – 3  
Grocery – 2    Newspaper – 2    Transportation – 30    Telecommunications – 2    Office/Administrative – 12  
Social/Human Services – 64    Construction/Installation/Utility Workers – 12    Farming/Agriculture – 8  
Auto Technician - 6

## **WDB Policies approved at the December meeting-**

- Customized Training Policy
- Electronic Signature Policy
- WIOA Youth Incentive Procedure Revised

## **Initiatives-**

- Youth Recruitment, virtual service delivery, website and social media development

## **New and Exciting-**

- Coursea

## **Additional Updates**

- BCS Update - BCS has pushed back the date closure along with the date of layoffs. Additional notification will be made as more information becomes available.
- The Trade Act petition filed on behalf of BCS employees is still pending still pending
- Emergency Response National Dislocated Worker grant fund has awarded \$21,000 to the department in National Dislocated Employee grant funds. These funds are shared with the Cortland center to be spent on additional career services for eligible participants. Eligibility criteria has also been extended due to pandemic conditions.

Legislator Lattimore inquired whether Tessa Plastics is able to find trained qualified employees to fill their positions. Kelly stated has been very successful and are provide training within house. Tessa has not requested any additional assistance; however, staff will continue to offer their support to Tessa as they continue to hire. Legislator Lattimore also inquired about Cayuga Community College plastic mold program. Director King believes the program had a low enrollment; yet perhaps will move forward after the pandemic as plastics mold is a high demand industry.

Legislator Kerr inquired about what is happening with Youth programs. Kelly King stated one of the department's 2021 goals is to develop a youth recruitment program. Staff met with the Cortland office and the Workforce Development board and discussed how to recruit youth and to develop programs for youth. The department was recommended to purchase software to create a new website to provide information to the youth. The department will coordinate with the Probation and the Jail for referrals to the workforce programs.

## **Karen Kuhl (Tourism) – no updates**

## **Tracy Verrier (CEDA)**

- Committee Report
  - Metric Snapshot through December 10, 2020 (does not include COVID response):
    - Existing businesses met with: 118 (including 27 first-time contacts)
    - Entrepreneurs met with: 52
    - See supplemental document for additional metrics and economic indicators.
  - CEDA team members had a call with representatives from Pursuit Lending to get updated on financing opportunities, including implementation of the NY Forward Loan Fund.
  - CEDA launched a Shop Local advertising campaign that is featuring local retail and restaurant businesses throughout the county. This campaign is being done in collaboration with the Tourism Office so as to maintain consistent messaging.
  - In collaboration with Auburn Downtown BID and Cayuga County Tourism, we hosted a virtual session for restaurants throughout Cayuga County. The session included brief informational remarks from speakers, followed by questions and discussion among the restaurants. Speakers included: Daniel Kolinski (NYS ESD), Ally Colvin, Esq. (Boyle & Anderson), Eileen O'Connor (Cayuga County Health Department), and a representative from the Onondaga County Health Department.
  - The DRI Small Project Grant Fund application was released to assist businesses and property owners in the DRI boundary. This \$600,000 fund was approved as part of the DRI process in 2019, but the contracting time with the

State took a bit longer than usual as we were working to include additional eligible expenses and adjust processes given hardships related to COVID.

- Ms. Goloub attended the Empire State Barley and Malt Summit, which included sessions regarding the supply chains and the use of local ingredients in brewing.
  - Decide if regional agricultural extension teams are the best option for meeting the needs of the farmers of Cayuga County.
- **Additional Updates**
  - Working through the final design of the sewer project in Aurelius. The project's timeline is on target to meet Cayuga Mile Ingredients needs
  - Staff is working on the 2021 work plan and is looking to expand coverage to different parts in the County; and will continue to research the supply chain opportunities.
  - The City of Auburn has provided CDBG funds for a Micro Enterprise program for eligible businesses within the City. If this pilot program is successful will look into expanding to County residents/businesses.
  - Restaurants which opened prior to March 2019, are eligible for a \$5,000 grant reimbursement for winterization projects.
  - Eligibility has expanded in the NY Forward Loan Fund to include more businesses.

Legislator Pinckney inquired whether any interest in the soon to be vacant business building by the Mall. Tracy indicated no confirmed notices at this time.

Legislator Lattimore inquired whether a team is in place to work on new manufacturing opportunities which may arise from the programs to be brought forth with the new Washington administration. Director Verrier stated CEDA will be reviewing any of the programs and is continuing to identify the best supply chain opportunities for the County.

Legislator Kerr asked whether the Empire State Barley and Malt summit provided any supply chain opportunities for the County or the Region. Tracy stated the seminar was more informational as to where the supply chains are.

Planning and Economic Committee Chair Pinckney has asked Legislator Tim Lattimore to be Vice Chair of the Committee and Legislator Lattimore has accepted.

**ADJOURNMENT:**

Christopher Petrus motioned to adjourn the Planning and Economic Development Meeting at 6:08 p.m., 2<sup>nd</sup> by Trish Kerr. All members present voted in favor of the motion, passed.

Next Planning and Economic Development is scheduled for February 9, 2021, at 5:30 p.m. to be live streamed at the Cayuga County Office Building, Sixth Floor County Chambers, 160 Genesee Street, Auburn, New York 13021, via remote access.

Respectfully submitted,  
Suzanne Gauthier, Administrative Assistant  
Cayuga County Department of Planning and Economic Development