



MINUTES
PLANNING & ECONOMIC DEVELOPMENT COMMITTEE
Tuesday, March 8, 2022 – to follow Public Works
Live stream Link - <https://youtu.be/4C64tCC-nFY>

CALL TO ORDER: By Hon. Aileen McNabb-Coleman, Chair **at 6:16 PM**

MEMBERS: Legislators James Basile, Christina Calarco, Vice Chair Brian Muldrow, Lydia Patti Ruffini, Robert Shea and Mark Strong

ABSENT: None

OTHERS: Chair of the Legislature David Gould and Legislators Elane Daly, Christopher Petrus, Heidi Nightengale, Hans Pecher, Michael Didio and Tricia Kerr; Steve Lynch, Kelly King, Dan Welch, Danielle Szabo, Karen Kuhl, Brittany Massi, Chris Palermo, Max Pinchak

MINUTES TO APPROVE: February 8, 2022 **Motion by Shea, 2nd by Basile. All in favor.**

APPOINTMENTS: Motion to bundle appointments by Strong, 2nd by Calarco. All in favor.

Cayuga County Planning Board:

Patrick Leamy, 3204 Franklin St. Rd., Auburn, NY 13021 – term-start 3-22-22 - serve until new nomination is submitted

Cayuga County Development Corp. (CCDC):

Bud Shattuck, 66 Grove St., Auburn, NY 13021 – term 4-1-22 to 3-31-25

Eric Ridley, 7834 State St. Rd., Auburn, NY 13021 – term - 4-1-22 to 3-31-25

Cayuga County Industrial Development Agency (CCIDA):

Gina Speno, 16 Hidden Greens Rd., Weedsport, NY 13166 – term – 1-1-22 to 12-31-23

Herb Marshall, 8016 Powers Rd., Port Byron, NY 13140 – term – 1-1-22 to 12-31-23

DEPARTMENT UPDATES FOR COMMITTEE:

Steve Lynch (Planning & Economic Development)

Update on Planner Vacancy: The legislature authorized filling a Planner Vacancy in December and the department has been advertising this entry-level Planner position on regional websites under the Upstate Chapter of the American Planning Association. The department will be interviewing candidates as applicants are approved by the Civil Service Commission and reviewed by the Department's Director. The primary open project that will be assigned to this position is the 2022 update to the County's Local Solid Waste Management Plan (LSWMP), which is in the data collection/analysis phase. The project is temporarily on-hold as we work to fill the Planner vacancy. All other projects this position was responsible for have continued on schedule via other staff members.

The Planning Department is continuing work on the following projects:

- 1) **Village of Moravia Comprehensive Plan:** Final meeting with Village Planning Board on March 21; Village Board will hold Public Hearing on March 28th.
- 2) **Town of Moravia Comprehensive Plan:** Town Board will review and start SEQRA process on Wednesday, March 16 and will schedule a Public Hearing on the Plan on April 20th.
- 3) **Town of Cato Zoning Ordinance Update:** The Town has adopted the new Zoning Ordinance and is working with the department on document printing and distribution in electronic and hard copy formats.
- 4) **Town of Throop Comprehensive Plan and Zoning Ordinance Update:** The Comprehensive Plan is well underway; Steering Committee Meeting #3 is scheduled for Thursday, 3/24/22 at 7PM. (the Town of Throop Zoning Ordinance Update/Amendments is the second phase of this Project and will follow completion and Town adoption of the Comprehensive Plan)
- 5) **Town of Scipio Zoning Ordinance Update:** This project was completed in December 2021.
- 6) **Sterling Nature Center Facility & Trail Restoration Project (NYS REDI Grant)**
 - a) Construction staging has been started under the supervision of Doug Dello Stritto, Director of County Parks and Trails. A Press Release prepared by NYS Department of State was included in the 2/28/22 edition of the Citizen: [Construction begins on \\$4M in upgrades to Sterling Nature Center, trails | Local News | Auburn, NY | Auburnpub.com | auburnpub.com. Although a dual-port electric vehicle charging station is included in the project plans, Planning Department staff are exploring grant funding opportunities to expand EV Charging Station options for this development and for other County-owned and/or municipal parks in the County.](#)
- 7) **Erie Canal Re-watering Project with Town of Brutus (Phase II underway)**

- a) The Phase II contract has been awarded to Bergmann Associates as project lead. Survey subcontractors have completed site surveys of the project area and the design and engineering work continues. Included in this phase is the design and engineering for a new county bridge over the Erie Canal Prism and Trail at Centerport Road.
- 8) **Finalizing & Closing NYS Clean Energy Communities Grant Program Projects (Jail Lighting)**
 - a) The Jail Lighting Project (budget of ~\$90K – 100% grant funded) is now complete. The Planning Department will draw down the final grant reimbursements and close out this project. This energy grant provided \$250K in state funding for energy projects to Cayuga County and required no matching funds.
 - b) The Department is exploring additional grant funding opportunities from NYSERDA under the Clean Energy Communities Leadership Round. This is an open funding opportunity with grant funding tied to a point system for accomplishing energy-related Action Items.
- 9) **Cayuga County Local Solid Waste Management Plan Update** (project temporarily paused due to Planner vacancy as noted above).
- 10) **Town of Victory Ag & Farmland Protection Plan:** Staff has completed the Town Ag Plan it has been submitted to NYS Ag & Markets for final review and approval.
- 11) **Town of Conquest Comprehensive Plan.**
 - a) Work began in late 2021 and is continuing though this first quarter. The Community Survey has yielded about 100+ responses (about 11% response rate) and the survey term has been extended through February to capture additional community input. A Steering Committee Workshop on “Developing Community Vision and Goals” is scheduled for Tuesday, March 8 at 7PM at the Town offices.
- 12) **Fair Haven-Sterling Local Waterfront Revitalization Plan**
 - a) Monthly Steering Committee meetings facilitated by project staff are scheduled for every fourth Wednesday of the month. The next Steering Committee Meeting is Wednesday, March 23rd. The project website has additional background on the project: [Home | lwrp \(sterlingfairhaven.wixsite.com\)](https://www.sterlingfairhaven.wixsite.com/lwrp)
- 13) **Village of Cayuga Local Waterfront Revitalization Plan**
 - a) A Public Meeting is scheduled for Wednesday, March 2nd at 7PM at the former Cayuga Elementary School. This meeting will present the draft waterfront revitalization policies and provide an overview of proposed waterfront and community projects under the draft Plan. The project website has additional background and information: [Home | Cayuga LWRP \(villageofcayuga.wixsite.com\)](https://www.villageofcayuga.wixsite.com/lwrp)
- 14) **Cayuga County Planning Board Training Series (ongoing)**
 - a) The Planning Department annual Planning Board Training Series provides several opportunities throughout the year for local Planning and Zoning Board members to receive their state-mandated 4-hours of annual training. Registration is online and easy. The next training session topic is Conducting Site Plan Review and is scheduled for March 16, 2022 at 7:00 PM at Cayuga-Onondaga BOCES.
- 15) **Owasco Lake Watershed Nine-Element Plan (nearing completion - 2022)**
 - a) The 9E Plan is nearing completion. Release of the final draft plan, with recommendations for action, has now been extended into early May, with planned circulation to NYSDEC for agency review in March. A public meeting is tentatively scheduled for the first week in May at BOCES. The project consultants will then formally present the findings and recommendations of the Plan.
- 16) **Department Staff are on the Steering Committee for City of Auburn Drinking Water Source Protection Plan for Owasco Lake (City of Auburn 2021 Grant)**
 - a) Steve Lynch and Michele Wunderlich represent the Planning Department on the Citizens Advisory Group (CAG) for this City of Auburn water protection project. The 4th CAG meeting was held Thursday, February 17th and the next CAG meeting is scheduled for Thursday, March 24th.
- 17) **Staff to Cayuga County Water Quality Management Agency (WQMA; ongoing)**
- 18) **Management and Administration of Cayuga County’s Finger Lakes-Lake Ontario Watershed Protection Alliance (FOLLOWPA) Grant Program (ongoing)**
- 19) **2022 Household Hazardous Waste Program Event Planning**
 - a) A public Request for Bids for an HHW Services Vendor was circulated on January 23rd and service/fee proposals were due February 23rd. The RFP process resulted in two (2) proposal submissions, one from a former vendor (MXI Environmental Services) and one from the current vendor (Miller Environmental). Staff is reviewing the proposals and will be bringing a resolution recommending award of contract to a preferred vendor in April. The annual HHW collection event is tentatively scheduled for Saturday, October 29, 2022.
- 20) **Planning Department Work with Health Department Planning (ongoing)**
- 21) **Steering Committee for New York State “Coastal Lakeshore Economy and Resiliency” Plan (nearing completion; awaiting NYSDOS guidance on endorsement or adoption strategies)**
- 22) **Sanctuary Advisory Committee for NOAA Lake Ontario National Marine Sanctuary (ongoing)**
- 23) **Advisory Committee for NYS Reimagine the Canals project at Cayuga Lake Lock #1 (Cayuga Whitewater Park Project – recently started).**

Planning Director can provide additional details on any of these projects upon request.

Kelly King (Employment & Training) –

Career Services

- 112 customers served in person this month
- Virtual appointments and services continue by request and as needed

DSS Program Update (JOBS Program)

- 154 DSS/JOBS customers served this month (Family Assistance, Safety Net, and Non-Employable)
- 61 DSS employment plans developed (8 FA; 11 SN; 42 NE)
- 2 Job Readiness Classes/Trainings administered weekly in person
- Workshops: Conflict Resolution in the Workplace; Resume Writing; Identifying Barriers to Employment
- 51 new DSS referrals to E&T per JOBS contract (12 SN; 6 FA; 33 NE)
- Significant increase in (TA) Temporary Assistance Applicants for in house Job Club facilitated by E&T staff

WIOA/TAA ITAs (Adults, Dislocated Worker, Youth, TAA)

- 12 customers enrolled in training ITA (Individual Training Account) (3 DW, 5 AD, 2 TAA, 2 Youth)
- 3 LPN Cayuga Onondaga BOCES
- 1 LPN Wayne Finger Lakes BOCES
- 2 CDL A Cayuga Onondaga BOCES
- 2 CASAC-T Cayuga Community College
- 1 Culinary Arts Cayuga Onondaga BOCES (TAA)
- 1 Horticulture- Finger Lakes Community College
- 2 Welding (OCM BOCES)

Youth Program

- 5 youth enrolled in Paid Work Experience Program (2 WIOA; 3 FFFS)
- 2 youth enrolled in ITA training (Welding OCM BOCES) (WIOA)
- Youth outreach development (Cayuga County Probation; Cayuga County Foster Care Unit, Auburn Enlarged City School District, Weedsport HS, Union Springs HS, Moravia HS, Southern Cayuga HS, and Cayuga Centers)- 2022 goal to increase overall participation, increase new work sites, and improve curriculum for the academic component of the WIOA Youth Program
- Updated Civil Service job descriptions for Civil Service Commission meeting- seasonal youth workers.
- WIOA Work Experience Policy update and revisions (to be voted on at March WDB Meeting)
- SYEP (Summer Youth Employment Program) preparation starts in March

Business Services

- 407 (up from 256) new Job Orders listed with the New York State Department of Labor/matching/referrals provided
- Support provided to local businesses with posting job orders, marketing, Facebook, and using O-Net Online
- Retail, Human Services, and Manufacturing showing the most need based on Job Order listings this month
- On-Site Recruitment- Employment Solutions for a local company- 2/17, 2/24 (30 scheduled each day).
- OJT promotion to Dumond Farms, Cayuga Centers, Bo-Mer Plastics.
- Page Transportation for OJT, CRT, and apprenticeship opportunities in conjunction with the DOL apprenticeship program. The Commons- Onsite recruitments and Job Club presentations.

Additional Updates:

- Staff development and training- In house cross training and monthly program review and analysis- Focus this month has been on the youth program.
- Skill America Training and Certification- pilot cohort through NYATEP (New York Association of Training and Employment Professionals) Started on 2/14/22.
- Director and 2 E&T staff are attending the NYATEP Youth Conference 3/24 & 3/25.
- E&T to provide presentations to CCC classes (day and evening) on Career Center Services.
- E&T to collaborate with EMO to address possible funding opportunities for EMT training through the county.
- Initial phase of coordinating a partner's training on Career Services through Cayuga Works and E&T.

Danielle Szabo (CEDA) –

- Metric Snapshot through February 18, 2022 :
 - Existing businesses assisted: 24
 - Entrepreneurs assisted: 14
 - See supplemental document for additional metrics and economic indicators.
- Cayuga Milk Ingredients attended the February Cayuga County Industrial Development Agency (CCIDA) meeting to provide an update on the company's \$147M expansion project. During the meeting, CMI asked the board to consider selling the rest of the industrial park. The board has agreed to come up with an asking price for lots #1, 4, 5, 6 by April 1.
- Cayuga County Industrial Development Authority is actively looking to purchase additional property.
- Auburn Industrial Development Authority (AIDA) approved RJC Development initial resolution at their February board meeting. A public hearing and vote is set for March 16. Application for incentives includes sales & use tax, mortgage recording tax, and PILOT agreement.

- Auburn Community Hospital and Park Grove LLC presented at the February AIDA board meeting. ACH in partnership with Park Grove LLC is developing an oncology and radiation building. The project has begun the City of Auburn's site plan review process and will be seeking AIDA incentives.
- CEDA had a kickoff meeting with TGW for the AIDA place brand marketing strategy. TGW has been contracted to develop a marketing strategy and content relevant to AIDA's place base brand.
- CEDA assisted Cayuga-Onondaga BOCES in securing grant funding to expand their adult education workforce development career readiness program. Funding will be used to expand the Health Train program to become a multi-industry career readiness program that offers industry exposure opportunities in healthcare, hospitality, manufacturing & advance technology.
- Ms. Szabo and Ms. Foster attended the NYSEDC conference on Feb 28 & March 1 in Albany NY.
- Interviews have begun for the CEO position.
- CEDA's 2021 annual report is available on our website: <https://cayugaeda.org/wp-content/uploads/2022/02/2021-Annual-Report.pdf>

Doug Kierst (Soil & Water Conservation District)

AGRICULTURAL TECHNICAL ASSISTANCE:

- Cayuga SWCD Staff continue to process Soil Group Worksheets for Agricultural Assessments, in preparation for the Town Assessors March 1, 2022 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 continue to work on project planning with farms in preparation for the upcoming 2022 construction implementation season. Soil and manure samples have been collected on one (1) farm that will be utilized in the plan development. There is one (1) project available for contractors to bid on. For specific information on the project, visit www.cayugaswcd.org.
- Preliminary work including site preparation, contract development and additional site planning is ongoing for a project located in the Owasco Lake Watershed (Town of Fleming).
- Cayuga SWCD Staff completed a site visit and followed up with a landowner with regards to a NYS DEC manure incident.

NON-AGRICULTURAL & MUNICIPAL TECHNICAL ASSISTANCE:

- Cayuga SWCD Staff took advantage of the unseasonably warm weather to complete the final component of an emergency stream restoration project on Hemlock Creek (Town of Locke). Additional work will be completed on the same reach of stream, during the permitted dates this summer.
- Cayuga SWCD Staff completed emergency repair work on a drainage system in the Town of Niles, in an effort to minimize future potential flooding impacts. Work included the installation of a sediment basin, new cross culvert with rock outlet protection, a 20 foot section of rock lined channel with medium stone fill, and a 300 foot section of rock lined channel with light stone fill.
- Cayuga SWCD Staff are making preparations to begin emergency repair work at a portion of the seawall at Emerson Park's Deauville Island and the implementation of in-lake measures designed to reduce the potential for sedimentation in the recently cleaned out sluice pipes near the pump house.
- Cayuga SWCD Staff worked alongside the Onondaga County SWCD and the Town of Skaneateles to implement emergency stream bank protection measures along a portion of Dutch Hollow Brook in the Owasco Lake Watershed.
- Cayuga SWCD Staff continue to offer technical assistance to local landowners affected by drainage and flooding concerns that occurred in 2021 and as a result of the recent rain and snowmelt events.

OTHER SWCD NEWS, WORKSHOPS & TRAININGS:

- The Cayuga SWCD, in partnership with the Tompkins County SWCD, the Nature Conservancy and Evidn held a Soil Health Barn Meeting on Thursday, February 17, 2022 at Walnut Ridge Dairy (Town of Lansing). Nearly thirty (30) participants had an opportunity to hear about topics including an introduction to the *Our Owasco Project*, the Agricultural Environmental Management (AEM) Program and a local farmer panel discussing cover crops, tillage and other soil health concepts.
- The Cayuga SWCD, in partnership with Cayuga County Farm Bureau and the Cayuga County Town Highway Superintendents Association, participated in an open meeting for Municipal Officials, Agricultural Businesses and Excavation Contractors to discuss opportunities to work together to keep local roads safe. The meeting was held at the Poplar Ridge Fire House on Thursday, February 10, 2022.
- Cayuga SWCD Staff taught three (3) NYS DEC endorsed 4 hour trainings for contractors, municipal officials, engineers and other groups interested in learning about erosion and sediment control methods. We have two (2) more workshops scheduled for March and one (1) in April. Contact the SWCD for additional information on the classes or to register to attend one.
- The Cayuga SWCD is holding our **51st** Annual Spring Tree Seedling and Groundcover Sale. As in the past, the District is offering a variety of New York grown conifers, hardwoods, shrubs, and groundcovers. These seedlings, transplants and other plants are a very low-cost way to prevent erosion, improve water quality in our lakes and streams, to promote wildlife

in your area, as well as create noise and visual buffers, and both snow and wind breaks. The Cayuga SWCD will be taking orders through Tuesday, May 3rd, 2022. The pickup date will be Friday, May 13th, 2022. Supplies are limited, so order early for the best selection.

For any questions regarding the sale, call the Cayuga County Soil and Water Conservation District at (315) 252-4171, ext. 4, or email us at: cayugaswcd@cayugaswcd.org. We are available Monday - Friday from 7:30 AM - 4:00 PM. To obtain an order form and description brochure or to place an on-line order, please visit our website: <http://www.cayugaswcd.org>

Dan Welch (Director Cornell Cooperative Extension) –

Agriculture and Food Systems

- CCE Cayuga is working in partnership with NYS Ag and Markets and the USDA Animal Plant Health Inspection Service to educate poultry farmers and backyard flock owners about the risks of a potential Highly Pathogenic Avian Influenza (HPAI). Two laboratory-confirmed cases of HPAI in Dutchess County and one in a backyard flock in Ulster County, were identified in NYS on Friday, February 25th. These follow the case identified in a backyard flock in Suffolk County on February 19th. HPAI is not considered a threat to human health as no cases of bird to human infection have been identified in the U.S.
- 50 farmers and agricultural advisors attended a virtual “shop meeting” on strategies for managing herbicide resistant weeds and the potential for biocontrol of insects in corn and soybeans. The farmers in attendance earned continuing education credits required by NYS DEC for keeping their pesticide applicator license in good standing.

4-H Youth Development

- Agricultural Literacy Week is March 21-25th, but CCE Cayuga staff and volunteers have already begun reading in classrooms. Every elementary school in the county will receive the book “Farmer Will Allen and the Growing Table”. Several schools/classrooms will have someone present an activity on composting.
- For the first time since the pandemic started, Cayuga County 4-H members will be participating in regional competitions in person this month.

Nutrition

- The CCE Cayuga SnapEd program has begun a partnership with the food pantry at Cayuga Community College that will provide education to students on CCC on preparing healthy, affordable meals.

Organizational Updates

- CCE Cayuga is collaborating with a Cornell University faculty member on a project to “Enhance Collaborations Between Cornell Campus, County Extension Associations, and Community Organizations”. This project will lead to recommendations and strategies for CCE Cayuga to better support community efforts in watershed management and food security.
- CCE Cayuga has an open position for a part-time 4-H STEM (Science, Technology, Engineering, and Math) educator. The position description can be found at our website and applications closes on March 24th.

Karen Kuhl (Tourism)

- Committee Report

	Occ %		ADR		RevPAR	
	2022	2021	2022	2021	2022	2021
Current Month - January 2022 vs January 2021	36.6	39.5	106.44	75.19	38.94	29.67
Year to Date - January 2022 vs January 2021	36.6	39.5	106.44	75.19	38.94	29.67

- eCommunications
 - 2/3/22-Pro-Tip: 34% open rate, 2% CTR
 - 2/5/22: Specials Highlights: 10% open rate, 2% CTR
 - 2/7/22: February Newsletter: 26% open rate, 5% CTR
 - 2/17/22: February Newsletter: 34% open rate, 2% CTR
- Public Relations
 - Bridge Street – to promote the “Explore Cayuga Special”
 - Syr Channel 9 – “Explore Cayuga Special” will air February 28

- FAM trip – Washington Post - hometown Feb 10 - 12
- FAM trip – Whetsone Magazine – Feb 4 - 6

Upcoming

- FAM trip – Andrea Sachs – Washington Post March 2-4
- FAM trip – Paula Reynolds – American Group Tours March 10-12

○ Groups

- Continuing conversations with the NYS UGRR Consortium & Niagara Bound Tours regarding Harriet Tubman and UGRR tours
- Hosting FAM of American Tour Guide group
- Participating in two co-op advertising in group publications

○ Marketing Campaigns

- Hibernation campaign will be wrapping up March 15th.
- “Where Brave Women Winter” will transition to its three-season campaign with lower profile engagement than the winter season, but will continue to support and promote women-owned businesses in the Finger Lakes Region. The campaign will have a highlight within the Brave Brews event being held in Auburn Marcy 4-6.
- “Treasurers along the Erie Canal” will release the Birding section in March. There has been key partnership with Cornell lab of Ornithology in the content of the app.
- Women’s History Month –including highlights of women-owned businesses in Cayuga County.
- Preparing for Earth Month with special recognitions of sustainable efforts around the county.
- Sweet Treat Trail 2022 is getting started, specials treats will be dedicated to Harriet Tubman.
- Attending Travel Unity in Atlanta, Ga and will be on panel to promote DEI efforts in Cayuga County.
- Brave Brews – collaborations with city Auburn and ERHC

○ Cultural Tourism Public Relations –

- Partnerships with city of Auburn and Cayuga County historians to update and release the Cayuga County & Auburn Underground Railroad Driving Tour expected to launch March 2022.
- In partnership with The Muldrow Group, CEDA and the Cayuga County Chamber we are working to develop the Cayuga County guide to diverse owned businesses.
- Feb/Mar - Letters to the Editor - With The Citizen we launched a pride building campaign calling Cayuga County residents to submit letters to the editor expressing why they are proud to live in Harriet Tubman’s hometown. Consider submitting your letter.

○ Syracuse Channel 9 Special

- The Syracuse Channel 9 “Exploring Cayuga County” aired Monday February 28th. The program was sponsored by Tour Cayuga, and we will receive a version to keep with our asset library. The special covers many activities around the county with a strong focus on the historical product.

○ Upcoming work

- Collateral with the city & county for the Harriet Tubman Underground Railroad driving tours
- Collateral - destinations to walk in Harriet Tubman’s footsteps
- Mar/Apr - Treasurers Along Erie Canal app is being expanded to include birding locations.

**Glossary: Occ = Occupancy Tax, ADR = Average Daily Rate, REVPAR = Revenue Per Available Room, CTR = Click Through Rate, FAM = Familiarization Tour

RESOLUTIONS:

PLANNING: No Resolutions

ADJOURNMENT: Motion to adjourn at 6:55 PM by Shea, 2nd by Strong. All in favor.

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.