



**MINUTES
PLANNING & ECONOMIC DEVELOPMENT COMMITTEE
TO BE HELD AT CAYUGA WORKS CAREER CENTER
199 Franklin St., Suite 204, Classroom R223, Auburn, NY
Tuesday, May 10, 2022 – to follow Public Works
Live stream Link - <https://youtu.be/kVdQtb8QtVI>**

CALL TO ORDER: By Hon. Aileen McNabb-Coleman, Chair at 6:29 pm

MEMBERS: Legislators – James Basile, Christina Calarco, Lydia Patti Ruffini, Robert Shea

EXCUSED: Vice Chair Brian Muldrow, Mark Strong

OTHERS: Chair of the Legislature, David Gould, Legislators Heidi Nightengale, Tricia Kerr, and Elane Daly; Steve Lynch, Dan Welch, Bradley Boradwell, Doug Dello Stritto, Doug Kierst, Kelly King, Jim Alberici, Mary Church, Jaime Squires, Brittany Massi, Lacey Bailey, Dan Lovell.

MINUTES TO APPROVE: April 12, 2022. Motion by Kerr, 2nd by Calarco. All in favor.

APPOINTMENTS: n/a

PRESENTATION: Kelly King gave a presentation with a history and origins of the Employment & Training Department and a tour of the current facilities.

DEPARTMENT UPDATES FOR COMMITTEE:

Steve Lynch (Planning & Economic Development)

- **Village of Moravia Comprehensive Plan.** Staff has completed this project. The final Village of Moravia Comprehensive Plan was adopted on Monday, March 28. Staff is discussing grant opportunities for Village priority projects under the upcoming 2022 NYS Consolidated Funding Application (CFA) funding round. Applications are due in July.
- **Town of Moravia Comprehensive Plan.** The Moravia Town Board reviewed the final Draft Plan and started the SEQRA review process on Wednesday, March 16. The next step is a Town Public Hearing on the Plan. The Town has now rescheduled the Public Hearing to Wednesday, May 18. The Hearing will be followed by final action on SEQRA and adoption of the final Comprehensive Plan. Opportunities for securing NYS CFA grant funding for priority projects are also being discussed with the Town.
- **Town of Throop Comprehensive Plan and Zoning Ordinance Update.** The Comprehensive Plan Phase is moving into the final adoption stage. The third Public Meeting for the Comprehensive Plan was held on March 24th. The approval process will move forward with formal adoption anticipated on May 18th. Following completion of the Comprehensive Plan work, staff will begin the Town Zoning Code Updates, aligned with the new Comprehensive Plan.
- **Sterling Nature Center Facility & Trail Restoration Project (NYS REDI Grant).** Construction of the ~5000 SF Nature Center Facility, parking areas and trail work continues under the supervision of Doug Dello Stritto, Director of County Parks and Trails. Construction meetings are currently scheduled every two weeks.
- **Erie Canal Re-watering Project with Town of Brutus (Phase II underway).** The consulting contract is with Bergmann Associates as project lead. Staff is coordinating an overall review of the Phase II project scope with the new NYS Parks and Trails grant representative. Due to the extensive engineering required for the grant (including new bridge designs and permitting) staff will be seeking a grant extension.
- **Finalizing & Closing NYS Clean Energy Communities Grant Program Projects (Jail Lighting).** 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.
- **Cayuga County Local Solid Waste Management Plan Update.** This project will be reactivated with the addition of the new staff Planner, Mr. Evan Tuthill, on May 31st.
- **Town of Conquest Comprehensive Plan.** Staff continues working with the Steering Committee with monthly Steering Committee meetings on the third Thursday of each month with the May meeting scheduled for May 19. The Steering Committee for the project, including members of the recently established and appointed Town Planning Board, is very active and engaged in the planning process. A Public Meeting on the draft Plan will be held in July (date TBD).
- **Fair Haven-Sterling Local Waterfront Revitalization Plan.** Monthly Steering Committee meetings facilitated by project staff are scheduled for every fourth Wednesday of the month. The next Steering Committee Meeting is

Wednesday, May 26th. A draft of the full Plan has been submitted to NYS DOS for early, preliminary review. The project website has additional background on the project: www.sterlingfairhaven.wixsite.com.

- **Village of Cayuga Local Waterfront Revitalization Plan.** Staff continues to work with the Village Steering Committee on the LWRP with the next meeting scheduled for Wednesday, May 4 where the final Chapters 4 & 5 will be discussed. The project website has additional background and information: www.villageofcayuga.wixsite.com.
- **Cayuga County Planning Board Training Series (ongoing).** The Planning Department's 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, entitled "Building Resiliency and Resource Protection into Your Zoning Code" is scheduled for Wednesday, August 17 at 7PM (BOCES). More information on the annual training series is on the department website: <https://www.cayugacounty.us/688/Training>.
- **Owasco Lake Watershed Nine-Element Plan (nearing completion - 2022).** The 9E Plan is in its final review and public presentation stage. A preliminary final draft was submitted to NYSDEC and NYSDOS staff for dual agency reviews in early March and staff received feedback and commenced edits in April. Required resubmission to the dual agencies will be made in early May before it can be publicly presented. With the recent reviews and state agency edits and resubmission, the public presentation of the Plan and recommendation has now been extended into June when the project consultants will formally present the findings and recommendations of the Plan. A key element of the 9-E Plan is the Soil-Water Assessment Tool - a GIS-based computer model of the 205-square mile watershed used to analyze and assess water quality mitigation efforts and their individual and cumulative impacts on Owasco Lake water quality (the "SWAT Model"). This model (and a related Lake Model) relies on the collection and input of land and water data collected within the watershed to accurately predict outcomes and evaluate the success of mitigation strategies. Maintaining and updating this data set will be the ongoing responsibility of the County Planning Department and out GIS staff working with partners throughout the watershed.
- **Department Staff are on the Steering Committee for City of Auburn Drinking Water Source Protection Plan for Owasco Lake (City of Auburn 2021 Grant).** Steve Lynch and Michele Wunderlich represent the Planning Department on the Citizens Advisory Group (CAG) for this City of Auburn water protection planning project. The 6th CAG meeting was held on Thursday, April 14 (meetings are virtual) and the next meeting is Thursday, May 17.
- **Staff to Cayuga County Water Quality Management Agency (WQMA; ongoing).** Planning Director Steve Lynch is an appointed member of the WQMA and Associate Planner Michele Wunderlich provides all staff services to the agency, including managing the three work groups, preparing annual work plans and annual reports, preparing meeting agendas and minutes and managing all communications and correspondence. Meetings are held the first Thursday of each month at 10AM in the SWCD Conference Room at the Natural Resource Center Building on County House Road. The WQMA website is here: [WQMA – Cayuga County Water](http://WQMA-Cayuga County Water)
- **Management and Administration of Cayuga County's Finger Lakes-Lake Ontario Watershed Protection Alliance (FOLLOWPA) Grant Program (ongoing).** Associate Planner Michele Wunderlich provides all staff services related to this annual grant program, including annual budgets, state reporting, preparation and administration of grantee contracts and communications.
- **2022 Household Hazardous Waste Program Event Planning.** The first "Electronics Plus" Recycling Event of 2022 was held on Saturday, April 9th from 8:30-12:30. This event was open to all Cayuga County Households and Residents. Registration opened in early March and was full at 511-vehicle registrations. The event resulted in 49,000 pounds of electronic equipment being responsibly recycled.
We are finalizing our expenses for this event and evaluating our program budget, including estimated costs for the fall HHW event, to determine if there are sufficient funds to pay for a second Electronics Event this fall.
- **Sanctuary Advisory Committee (SAC) for NOAA Lake Ontario National Marine Sanctuary (ongoing).** The most recent SAC meeting (meeting #16) was held on Thursday, April 21 at 6PM. Please see the NOAA website here for more information: [Proposed Lake Ontario National Marine Sanctuary | Office National Marine Sanctuaries \(noaa.gov\)](http://Proposed Lake Ontario National Marine Sanctuary | Office National Marine Sanctuaries (noaa.gov))
- **Advisory Committee for NYS Reimagine the Canals project at Cayuga Lake Lock #1 (Cayuga Whitewater Park Project).** This is a state-funded planning and design project started in 2021. A State-selected design consultant is leading project design.

Kelly King (Employment & Training) – Career Services

- Approx. 150 customers used the center in person this month

DSS Program Update (JOBS Program)

- 48 new/additional DSS referrals this month (SN, FA, NE)
- Strengthening referral process/communication between DSS WE program and WIOA program
- 2 Job Readiness Classes/Trainings administered weekly in person
- NE- First in person NE group conducted since the pandemic started
- 3 Workshops provided:
 - *Good Decision Making
 - *Discovering Your Interests
 - *Common Interview Questions
- 1 New workshop developed- launching next month
 - *Leadership in the workplace

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

- 11 customers enrolled in training ITA (Individual Training Account)
- Growth in utilizing a broader range of training providers and training programs

Youth Program

- Increase in WIOA youth work experience element
- 2 youth ITAs
- Increase in youth outreach continues to show positive results
- Staff attended SADD Job Fair 4/25 at Auburn High School
- Staff presented at Cayuga Onondaga BOCES 4/20 on SYEP
- Summer Program TANF applications were mailed to last years participants for early acceptance
- Work Site agreements went out this month- some returned already and new sites developed
- WIOA youth allocation should be available soon- with remaining hopefully in June for the July budget start
- SYEP allocation should be presented to me shortly- hopeful for equal or greater funds this summer

Additional Updates:

- 302 Job Orders listed in the NYS Job Bank- referrals and matching services provided
- Top 3 sectors for job postings this month are Retail (71); Human Services (50); Manufacturing (48)
- Cross Training and staff development training in house for the E&T team
- E&T Director presented at the Wednesday Morning Roundtable
- Business Services/Activities- Parks and Trails recruitment for seasonal positions; Preparation for targeted job fair at The Commons; Collaboration with Cayuga Onondaga BOCES for youth job fair
- Reviewed updated blueprints for the Workforce Development Building for camera and security purposes
- Increasing need for technology in order to provide job search and job readiness activities at the center/requesting update on the status or outcome of my computer request through ARPA funds

Bradley Broadwell (CEDA) – no updates

Doug Kierst (Soil & Water Conservation District)

AGRICULTURAL TECHNICAL ASSISTANCE:

- 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 at several farms, and the results were utilized in the development of the farms plan. Bids have been awarded for 2 projects with construction being scheduled to begin as soon as the contractor can schedule it and the weather cooperates.
- Cayuga SWCD Staff completed an Agricultural Environmental Management Tier 3A Nutrient Management plan on a farm in the Owasco Lake Watershed. Nutrient application recommendations were provided to a farm in the Cayuga Lake watershed as part of their CAFO plan. Planning is nearly complete on a farm in the Seneca River Watershed.
- Cayuga SWCD Staff continue to complete weekly construction site inspections on one SPDES permitted construction site at an agricultural operation in the Cayuga Lake Watershed.
- Cayuga SWCD Staff continue to work with farms to complete planning in preparation for grant applications to the Climate Resilient Farming (Round 6) and Agricultural Nonpoint Source Abatement and Control (Round 28) Grant Programs. The grant applications are due May 16th and May 2nd, respectively.

NON-AGRICULTURAL & MUNICIPAL TECHNICAL ASSISTANCE:

- Cayuga SWCD Staff continue to offer technical assistance to local landowners affected by drainage and flooding concerns that occurred in 2021.
- Cayuga SWCD Staff assisted the Town of Niles Highway Department with a roadbank stabilization project on Cream Hollow Road.
- Cayuga SWCD Staff continue to work with the Cayuga County Health Department, the Y-Camp (Town of Niles), The Nature Conservancy, Justin Jobin of Coastal Wastewater Solutions, LLC and engineer Bruce Natale to install 2 demonstration projects on existing camp septic systems (bath houses) for advanced nutrient removal. The primary focus of the project is on phosphorous removal.
- Cayuga SWCD Staff has been working with the Cayuga County Buildings and Grounds Department on the planning and excavation for the new electrical line at the Public Safety Building. The trenching and backfill for the new line have been completed and the new line is planned to be installed soon.

OTHER SWCD NEWS, WORKSHOPS & TRAININGS:

- Cayuga SWCD Staff taught one NYS DEC endorsed 4-hour training for contractors, municipal officials, engineers, and other groups interested in learning about erosion and sediment control methods. In 2022, 134 individuals participated in the 7 stormwater training courses offered by the Cayuga SWCD.

- 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. 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>
- The Cayuga SWCDs 2021 Spring Fish Sale for Stocking Ponds is ongoing. A variety of species of fish are available including largemouth bass, yellow perch, bluegill, black crappie and minnows. Deadline to order fish is **Tuesday, May 17th, 2022** and the pickup date is Monday, May 23rd, 2022 @ 11AM at the Cayuga SWCD Office. Order forms and on-line ordering are also available at our website: <http://www.cayugaswcd.org>.

Dan Welch (Director Cornell Cooperative Extension)

Agriculture and Food Systems

- o CCE Cayuga's Master Gardener volunteers are available every Monday, Wednesday, and Friday from 9am to 12pm to answer questions and provide advice on home gardens, lawns, trees and shrubs, and home pest control.
- o One of CCE Cayuga's first projects with the South-Central New York Dairy and Field Crops team is monitoring the height of alfalfa to inform farmers on when is the optimal time to harvest first-cutting alfalfa. This information helps farmers to harvest at the best quality, reducing the amount of purchased feed need by the farm, and is important in maintaining nutrients in balance.
- o CCE Cayuga is updating our local food and farm guide for 2022. The updated version will be available later this month.
- o CCE Cayuga continues to monitor the outbreak of Highly Pathogenic Avian Influenza across NYS and the Northeast. Through our newsletters and social media channels, CCE Cayuga is providing additional information on keeping flocks safe from HPAI.

4-H Youth Development

- o Payton Youngers, a 4-Her from Venice placed 1st in NYS horse bowl in April. She will compete nationally in Louisville, KY in October.
- o As part of our on-going partnership with the Booker T. Washington Community Center, CCE Cayuga is starting a Junior Master Gardener program for youth in the after-school program.

Nutrition

- o The CCE Cayuga nutrition program is working with the Cayuga Community College student food pantry to offer healthy eating information and incentives to students at the college.
- o SNAP-Ed educator, Rebecca Crawford, continues to work with the Food Bank of Central New York on food distribution pick-ups in Auburn, Port Byron, and Cato-Meridian School District.

Organizational Updates

- o CCE Cayuga has hired a communications coordinator in cooperation with another extension association. CCE Cayuga is hiring a finance coordinator, and an Agricultural Environment Sustainability educator.

Karen Kuhl (Tourism)

	Occ %		ADR		RevPAR	
	2022	2021	2022	2021	2022	2021
Current Month - March 2022 vs March 2021	47.5	53.3	110.34	81.04	52.36	43.19
Year to Date - March 2022 vs March 2021	42.9	46.5	108.37	78.63	46.46	36.52

- o Public Relations
 - FAM trip – April 19th & 20th Ed Finn and Shane Cullen – UK's Platinum Travel
 - Good Day Rochester – April 29th – Sweet Treat Trail with Beonca Louis
 - National Travel and Tourism Week

Coming up:

- Shelby Vittick, Modern Farmer Magazine – May 13-15
- Madden Media FAM – May 17th
- Presenting at eToursim Summit in Orlando, FL on June 7th
- Rachel Elizabeth, Blond Wayfarer – June 9-12
- Martinique Lewis & Phil Calvert - July

- Groups
 - Regional Profile Sheet creation for ABA Breakfast sponsored by NY partners.
 - Continuing conversations with the NYS UGRR Consortium & Niagara Bound Tours regarding Harriet Tubman and UGRR tours
 - Preparing for TAP Dance Conference in June
- Marketing Campaigns
 - Travel with Harriet – a new NPS Network to Freedom App, with 13 sites related to Harriet Tubman. There are 6 sites in New York and 2 sites in Cayuga County: The Harriet Tubman Home and the AME Zion Church on Parker St.
 - Spring Fishing marketing campaign to kick off in April – going strong.
 - Working with ILNY, NYSTIA and BRAND USA to reach the Canadian market. Focusing on natural and cultural assets. – continuous throughout the summer
 - Sweet Treat Trail 2022 kicked off, specials treats will be dedicated to Harriet Tubman. New digital tactics are being used this year to track visitors, we’re excited for the potential data.
- Cultural Tourism Public Relations –
 - Podcast - With Whetstone Media we’re working to develop a 4-episode podcast highlighting Harriet Tubman’s life in Cayuga County. Episode 1 – Background on Harriet Tubman and the multifaceted individual that she was, Episode 2 – Harriet Tubman in Cayuga County, Episode 3 – Harriet Tubman descendants, Episode 4 – Harriet Tubman’s legacy lives on.
 - Harriet Tubman Byway - We’re researching the potential of extending Maryland’s “Harriet Tubman Byway” into New York State, having conversations with DOT, ILNY, and NYS Underground Railroad Consortium.
 - Travel Unity Summit - We will be hosting the Travel Unity Northeast Summit in Auburn, the first week of December. The Summit will bring together superlative cases of DEI in Finger Lakes Tourism Partners as well as New York State and the Northeast. This is an amazing opportunity to position Auburn as a prime destination for meetings by elevating the efforts in our region.
 - Pride of Place promotion is moving along. We’ve designed yard signs and interviews will begin in another week.
 - Diverse Businesses - Based on the initial research has been conducted to identify diverse-owned businesses in Cayuga County. – We will be holding a get together to meet with these businesses in May.
 - Continuing working with ILNY to identify ways to bring the story of Harriet Tubman’s life and legacy in New York State to a wider audience.
 - Continuing conversations with NYS Underground Railroad Consortium for Bike the Erie Canal participation.

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

RESOLUTIONS:

PLANNING:

5-22-PL-1

Authorizing the submittal of a grant application funding request to the New York State Department of Transportation to update the Cayuga Lake Scenic Byway Corridor Management Plan. **Motion by Basile, 2nd by Calarco. All in favor.**

ADJOURNMENT: Motion to adjourn at 7:23 pm by Ruffini, 2nd by Shea. All in favor.