



MINUTES
PLANNING & ECONOMIC DEVELOPMENT COMMITTEE
Tuesday, June 14, 2022 – to follow Public Works
Live stream Link - <https://youtu.be/SLTFnpYCnjY>

CALL TO ORDER: By Hon. Aileen McNabb-Coleman, Chair called the meeting to order at 6:10PM

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

OTHERS: Chair of the Legislature David Gould, Legislators Heidi Nightengale and Hans Pecher; Steve Lynch, Dan Welch, Bradley Broadwell, Doug Dello Stritto, Doug Kierst, Kelly King, Brittany Massi, and Secretary to the Chair Sarah Blowers.

MINUTES TO APPROVE: May 10, 2022, **Motion by Strong, 2nd by Basile, all in favor.**

APPOINTMENTS:

PRESENTATION:

DEPARTMENT UPDATES FOR COMMITTEE:

Steve Lynch (Planning & Economic Development)

- Village of Moravia Comprehensive Plan. Staff has now completed this project. Staff is assisting the Village with state grant reimbursement requests and discussing various grant opportunities for Village priority projects with the Village Board.
- Town of Moravia Comprehensive Plan. The Moravia Town Board adopted certain SEQRA resolutions required for the approval process on May 18, 2022. The Town will hold the final Public Hearing on Wednesday, July 20, 2022 at 6:30 PM. The Hearing will be followed by final action on SEQRA and adoption of the final Comprehensive Plan. Staff continues to discuss opportunities for securing NYS CFA grant funding for priority projects with the Town.
- Town of Throop Comprehensive Plan and Zoning Ordinance Update. The Comprehensive Plan Phase was adopted by the Throop Town Board on May 18th, and bound, printed copies of the Plan were hand delivered to the Town on May 31st. With completion of the Comprehensive Plan work, staff will now begin the Town Zoning Code Updates, aligned with the new Comprehensive Plan. The first step for the Town Board is to appoint a Zoning Ordinance Project Steering Committee that will work with staff on the update.
- 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 coordinated an overall review of the Phase II project scope with the new NYS Parks and Trails grant representative. The Phase II Scope that was approved by the state at the end of May has been revised slightly and will require a minor administrative amendment to the County contract. Due to the extensive engineering required for the grant (including new bridge designs and permitting) staff will be seeking a 6-month grant extension, which will be submitted to the State in September.
- 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 is being reactivated with the addition of the new staff Planner, Mr. Evan Tuthill, who joined county Planning 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 June meeting scheduled for June 21st. 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 on July 21st where a staff team will review the Inventory & Analysis Section, the results of the Community Survey and introduce the draft Community Vision Statement.

- 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 final Steering Committee Meeting is Wednesday, June 22nd where the Committee will wrap up their review of the final, full draft Plan. A final Public Meeting on the Plan is scheduled for August 24, 2022. The draft Plan has also been submitted to NYS DOS so the state staff can begin their required consistency review. This final state review can take between 6-months to 1-year, depending on state workflow. 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 June meeting scheduled for Wednesday, June 1st where the full draft Plan will be discussed. A final Public Meeting on the Full Draft Plan is scheduled for Wednesday, June 29 at 6:00 PM at the Cayuga Elementary School. As with the Sterling-Fair Haven LWRP, the Cayuga Plan also will be subject to NYS DOS consistency review with a similar time period. 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. Required resubmission of preliminary drafts to the NYSDEC and NYS DOS were made in early May, resulting in revisions to the draft. With the recent reviews and state agency edits and resubmissions, the public presentation of the Plan and recommendations have been extended into July when the project consultants will formally present the findings and recommendations of the Plan at a public meeting at Emerson Park (details forthcoming). 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 our 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 7th CAG meeting was held on 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://www.wqma.com)
- Management and Administration of Cayuga County's Finger Lakes-Lake Ontario Watershed Protection Alliance (FLOWPA) 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 (HHW) Program Event Planning. The first "Electronics Plus" Recycling Event of 2022 was held on Saturday, April 9th. The 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 have finalized our expenses for this event and our HHW program budget has sufficient funds to pay for a second Electronics Event this fall. In addition to a 2nd electronics event, staff will be coordinating with partners at SWCD and CCE for the Fall Household Hazardous Waste Event which will be held on October 29th.
- 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 \(noaa.gov\)](https://www.noaa.gov/education/outreach-and-participation/national-marine-sanctuaries/). Partners from Wayne, Cayuga, Oswego and Jefferson Counties and the City of Oswego, together with the NOAA project team, are optimistic that the US Congress will follow through on official designation of this National Marine Sanctuary in 2023.
- 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. Updates will be provided to the Legislature as the project moves forward.

Kelly King (Employment & Training) –

Career Services

- Approx. 240 customers served the center in person this month, up from 150.
- DOL staff continue to provide virtual appointments only and are not seeing in person customers.

DSS Program Update (JOBS Program)

- 57 new/additional DSS referrals this month (Safety Net, Family Assistance (TANF), Non-Employable)
- 2 Job Readiness Classes/Trainings administered weekly in person/groups (Job Clubs)
- 5 Workshops provided:
 - *Creating an Employment Portfolio
 - *Goal Setting as it Applies to Reemployment
 - *Networking (with Networking Bingo game)
 - *Leadership in the Workplace
 - *Communication Soft Skills

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

- 7 customers enrolled in training ITA (Individual Training Account)

Youth Programs

- Increase in WIOA youth work experience element
- 2 youth ITAs- continued success
- Increase in youth outreach continues to show positive results
- Summer Program (OTDA) recruitment and application process began- update will be provided
- SYEP allocation was presented showing an increase in funds by approximately 4,000. Cayuga County allocation is just over 190,000
- SYEP budget and performance goal sheet was submitted by E&T Director to WDB for submission to OTDA
- FFFS funds for Youth Employment Project has been spent out. Will continue at the completion of SYEP if granted funds again

Additional Updates:

- 309 Job Orders listed in the NYS Job Bank- referrals and matching services provided
- Cross Training and staff development training in house for the E&T team continues- Beth Bentley- new staff member was welcomed to E&T
- Increase in community job fairs within the community
- Met with CCC- HS completion program
- Developing a formal/structured employer OR for youth program
- Met the architect for the Workforce Development Building
- BOCES- SNAP grant for Health Train Model for other industries- discussions
- WIOA allocations for new fiscal program year 7/1/22-6/30/23
- Program Goals for the new program year include: Utilizing more of the 14 youth elements for enrollment; Creating a Business/Operation plan for all E&T programs and procedures; Strengthening cross training and staff development opportunities; Developing stronger relationships within the business community to promote OJT program and increase employer participation

Bradley Broadwell (CEDA) –

- Metric Snapshot through June, 2022 :
- Existing businesses assisted: 57
- Entrepreneurs assisted: 30
- City of Auburn ARPA outreach: 90 businesses
- See supplemental document for additional metrics and economic indicators.

Over 50 ARPA Grant applications have been submitted for consideration. Staff has been working with the city on creating and applying scoring criteria for award money. We will be sending out the award and denial letters and then we will be working with the city to disperse the award money.

The SBAP loan program with the city- we have been working with two companies and advising loan participants on their loan defaults. Quilts By Commission will be closing: The owner informed CEDA and the City of Auburn that she is moving out of state. She is a SBAP loan holder.

Staff will be meeting with the city to discuss possible alterations to how the next microenterprise program will be structured. The next set of loans will commence in the fall.

Working with Cayuga County and Steve Lynch. We have been advised that the County has allocated \$500,000 in ARPA funds to small business. And the County ARPA committee meets 6/9/22 to discuss the program. I am told that it has as of yet been determined who will be administering the program.

Andrea Seamans, coordinator of the "Friends" of Port Byron Old Erie Canal Heritage Park, made a request for the CDA to visit, on June 22, the Canal Society's new site (former St. John's church) the Samuel Center for Canal History in Port Byron. They are looking

for funding opportunities to enhance the recently purchased facility which will house the Canal Society of New York State's expensive canal collection and be a site for community programs.

The CDA staff has completed working with Steve Lynch and David Bottar of the Central New York Regional Planning and Development Board (CNY RPDB) in submitting final paperwork to the US Department of Commerce Economic Development Administration, Philadelphia, PA office for the ARPA EAA Application Control 119788 - Cayuga County IDA & Cayuga Co. WSA. Sewer project.

Mr. Broadwell and Ms. Reister represented Cayuga County at the New York State Economic Development Council Annual meeting in Cooperstown, NY.

CEDA is holding bi-weekly meetings with TGW Studio, the marketing agency contracted to develop the Auburn place-based brand for AIDA. TGW has produced digital ad campaigns on social media and a printed rack card, which will be distributed throughout the city and county, to promote living, working and doing business in and around Auburn. Both CEDA and AIDA ran digital campaigns during Small Business Week and Economic Development Week, which took place the first two weeks in May. Campaigns highlighted local industry and entrepreneurship. Staff has begun the recruitment and interview process for two open part-time positions at CSS. Our most recent Communications Coordinator Javani Portipilo left for a full time opportunity and our open office manager that focuses on bookkeeping and compliance, need to be filled.

Staff met with Robert Griffin, Regional Director, Small Business Development Sector to initiate a bimonthly consulting services day at the 2 State Street offices for Cayuga County business and entrepreneurs.

Working to schedule an introductory meeting the week of June 13th with Amie Gabriel, Interim CEO, Cayuga Milk Ingredients to discuss the expansion project and land purchase.

Doug Kierst (Soil & Water Conservation District)

AGRICULTURAL TECHNICAL ASSISTANCE:

- Cayuga SWCD Staff continue to work on project planning with farms in preparation for the 2022 construction implementation season. So far this year, 3 bids have been awarded to schedule construction on agricultural projects. We have 2 more opportunities currently available for contractors to bid on. The mandatory site showings for the projects will be held on June 8th and the deadline for the SWCD to receive the bids is June 29, 2022. For specific information on the projects, visit www.cayugaswcd.org
- 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 worked with farms to submit 1 grant application to the Climate Resilient Farming Grant Program (Round 6) and 5 applications to the Agricultural Nonpoint Source Abatement and Control Grant Program (Round 28). The Cayuga SWCD should be notified of successful/unsuccessful applications sometime in the Summer of 2022.

NON-AGRICULTURAL & MUNICIPAL TECHNICAL ASSISTANCE:

- Cayuga SWCD Staff assisted the Town of Niles Highway Department to complete a roadbank drainage and ditch stabilization project on Appletree Point Road in the Skaneateles Lake Watershed.
- 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. Construction is expected to begin in early June.
- Cayuga SWCD Staff continue to assist the Town of Montezuma with site construction on the Heritage Park Improvement Project.
- Cayuga SWCD Staff continue to complete septic system designs, sanitary code inspections and percolation tests for county residents. Homeowners in the Towns of Cato, Ira, Owasco, Sterling and Victory reached out to the SWCD for assistance.

OTHER SWCD NEWS, WORKSHOPS & TRAININGS:

- **THANK YOU** to everyone that helped make the Cayuga SWCD's Annual Spring Tree Seedling and Groundcover Sale & Pond Stocking Spring Fish Sale a success! Whether you purchased trees, shrubs, fish, bird houses or barley rolls for yourself or another, we appreciate your business.
- The Cayuga SWCD is partnering with other SWCDs and agricultural related organizations to promote the 2022 Soil Health & Climate Resiliency Field Days. There are 10 field days scheduled throughout NYS. Two events will be held in Central NY. The first one is scheduled for July 13th @ Rodman Lott & Son Farms in Seneca Falls (Seneca Cty) and the second one for July 25th @ Thompson Research Farm in Freeville NY (Tompkins Cty). For additional information and to register, visit: fielddays.newyorksoilhealth.org.

Dan Welch (Director Cornell Cooperative Extension)

- CCE Cayuga is collaborating with CCE Seneca and CCE Schuyler to hire a shared environmental and natural resource educator for the three counties. The focus of this position will be on watershed education, recycling/solid waste education, and engaging volunteers in several existing and new natural resource programs. The funding for this position is from an increase in statewide funding to county CCE associations.
- On May 14th, CCE Cayuga held a workshop with Dickman Farms on composting with worms for homeowners. Composting with worms enables people to compost indoors, year-round.
- CCE Cayuga’s nutrition program is helping to inform families about alternative formula brands that they can feed to their babies during the formula shortage. We are also helping to amplify similar messages from the County Health Department and WIC.
- Sara Wagner, started as CCE Cayuga’s part-time 4-H STEM educator at the end of April. Sara brings a background in food science to the position and will be leading our efforts to engage more youth through science and technology.
- The 4-H Youth Fair will be held July 28th-30th at the Ward O’Hara Agricultural Museum. There will be dairy cattle, sheep, and rabbit shows. In addition, there will be displays for photography, crafts, woodworking, horticulture, and other projects.
- As part of our new partnership with the South-Central New York Dairy and Field Crops extension team, we will be hosting two Healthy Soils workshops on July 6th. The workshops will feature the National Grazing Lands Coalition Soil Health trailer. The trailer has hands-on activities to demonstrate how to measure features of healthy soils.
- CCE Cayuga still has an open position for an Agriculture Environment Sustainability educator.

Karen Kuhl (Tourism)

	Occ %		ADR		RevPAR	
	2022	2021	2022	2021	2022	2021
Current Month - April 2022 vs April 2021	50.4	47.7	124.58	87.98	62.79	41.97
Year to Date - April 2022 vs April 2021	44.8	46.8	112.94	81.01	50.54	37.89

- Public Relations
 - Shelby Vittick, Modern Farmer Magazine – May 13-15
 - National Travel and Tourism Week
 - Madden Media FAM – May 17th
 - Upcoming
 - Rachel Elizabeth, Blond Wayfarer – June 9-12
 - Martinique Lewis & Phil Calvert – late July
- Groups
 - Attended TAP Dance Conference
 - Continuing conversations with the NYS UGRR Consortium & Niagara Bound Tours regarding Harriet Tubman and UGRR tours
- Marketing Campaigns
 - 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
 - Presenting at eToursim Summit in Orlando, FL on June 7th.
 - Brave Women FLX will continue with very minimal posting to keep audiences engaged.
 - Working with Miles Partnership on Destination Optimization
 - Working with ALON Marketing on Travel Trade Activation
- Cultural Tourism Public Relations –
 - Podcast – Podcast interview recordings have started, we have an expected launch date of mid-June
 - Harriet Tubman Byway – In conversations with NYS Underground Railroad Consortium to apply for grant money to develop them plan to apply for state byway designation. This byway would extend Maryland’s “Harriet Tubman Byway” into New York State.
 - 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. The yard signs have been delivered to our office, please stop by and pick one up.
 - Diverse Businesses – Held a very successful diverse business owner meeting on May 18th.
 - 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.

RESOLUTIONS:

PLANNING:

- 6-22-PL-1 Authorizing the signing of a Professional Services Memorandum of Agreement with Anna Feldman to assist the Cayuga County Planning Department in its work to enhance, update and utilize the Soil & Water Assessment Tool (SWAT) Model for the Owasco Lake Watershed Nine Element Plan Implementation Phase. **Motion by Calarco, 2nd by Basile, all in favor.**
- 6-22-PL-2 Authorizing the submittal of a grant application funding request to the New York State Department of State to make improvements to the Cayuga County Lake Blueway Trail with installation of an ADA-Compliant Kayak Launch at Frontenac Park in Union Springs. **Motion by Calarco, 2nd by Basile, all in favor.**
- 6-22-PL-3 Authorizing Cayuga County submission of a 2022 CFA Grant application for Emerson Park Priority Projects and Authorizing matching funds allocation and acceptance of grant funds and project activities pending award of New York State CFA Grant funds. **Motion by Shea, 2nd by Calarco, all in favor.**
- 6-22-PL-4 Authorizing the submittal of a grant application funding request to the New York State Department of State for the Sterling-Fair Haven Community Connection Trail Feasibility Study and Authorizing County ARPA funds for partial grant matching funds. **Motion by Basile, 2nd by Calarco, all in favor.**

Motion by Basile to adjourn at 6:45PM, 2nd by Strong, all in favor.