

**ECONOMIC DEVELOPMENT/PLANNING/
RECREATION, FORESTRY AND PARKS COMMITTEE MEETING
April 17, 2018**

PRESENT: Legislators Larry Dolhof, Ron Burns and Randy LaChausse, County Manager Ryan Piche, Economic Development/IDA Director Eric Virkler, Planning Director Frank Pace, Recreation, Forestry & Parks Director Jackie Mahoney and reporters Jamie Cook and Nick Altmire.

The meeting was called at 8:35 a.m.

Legislator LaChausse made a motion to approve the 3/20/18 meeting minutes, seconded by Legislator Burns and carried.

The following dockets were approved:

1-Adopting Loc. Law 1-2018 "Amend Loc. Law 8-2015 Restating Rules & Regulations for Administration of the Self-Insurance Plan

2-Agreement w/Jefferson-Lewis Workforce Development and the Pratt Northam "Careers Here" program for 2 summer youth interns to work up to 300 hours at \$10.40/hr. under the direction of Recreation, Forestry & Parks Director Jackie Mahoney

3-Authorize agreement w/Flack Broadcasting Group for radio advertisements for 6 months-\$1,000

Planning Director Frank Pace reviewed his monthly update report (attached).

The architectural/engineering bids were awarded for the JCC Education Center and a meeting will be held with the design team within the next two weeks.

Frank continues to assist with development of the Emergency Management Hazmat Mitigation Plan, which will likely encompass all towns and villages within the county. Most all of the municipalities have submitted the requested paperwork.

BOCES is developing the summer camp program for an automation of green house technology program with 30 student participants representing all local school districts. Colwell Farms may be utilized for teaching how to grow plants. It was noted there is an automated greenhouse in Sackets Harbor, which may also be considered as a teaching location.

In response to Legislator Burns, Frank affirmed there are no locally known hydroponic systems, but he believes hydroponics will be explored as part of the Food Hub program.

Frank has been reviewing GIS data with Real Property Tax Director Candy Akin in preparation for the 2020 census. A letter will be forwarded to rental properties to collect data in an effort to count every resident.



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Memo

TO: Ryan Piche, County Manager
Planning Legislative Committee

- Ronald Burns, Chairman
- Jerry King
- Randall LaChausse

CC: Cassandra Moser, Deputy Clerk of the Board

FROM: Frank Pace, Director of Planning

DATE: April 10, 2018

SUBJECT: April 2018 Committee Report (Meeting: 4/17/18 @ 8:30 AM)

DOCKET ITEMS:

1. Authorize Renewal Agreement with Flack Broadcasting Group for advertisements on the radio stations WBRV, The Moose and WLLG, The Blizzard to serve and promote public transportation services throughout Lewis County for a six (6) month period. Advertisements will consist of 85 sixty (60) second commercials for 6 months at a cost not to exceed \$1,000.00 commencing upon date of execution of the Renewal Agreement.

Monthly Highlights

- Lewis County-JCC Educational Center bid award for design and site plan
- Office of Emergency Management Hazard Mitigation Project, Municipal Meetings held on March 28, 2018.
- Developed Summer Camp Program with BOCES staff. Program will be the automation of a greenhouse using technology.

Cornell Cooperative Extension and Maple Producers

- Attended CCE Director Meeting on March 28, 2018
- Will be a member of Senator Richie's Food Hub Subcommittee
- Attended an Ag Seminar in Watertown on March 23, 2018

County Projects

- Continue to work with Ways & Means and Building & Grounds committees on various projects including Solar and Clean Energy Communities grant program.
- Assisting IT and County Manager with broadband project
- Attended bi-weekly conference call with Mohawk Networks working group
- Executed the amended budget for the Lyons Fall BOA. Awaiting the State of NY to sign
- Participated in review of the BC&A Strategic Plan Report. Will continue to assist the County Manager and Committee as requested.

Chamber of Commerce and Recreation, Forestry & Parks

- Staff Planner attended the March monthly Chamber meeting

Soil & Water/Flood Mitigation

- Our team continues to monitor the stream system with varying weather conditions
- On March 20, 2018 attend SWCD Annual Meeting at the Brick Oven in Beaver Falls
- Repaired and reset Mill Creek stream gauge system on March 26, 2018
- Attended meeting with Fair Committee and Soil & Water to discuss the GIGP Project just awarded for the Fairgrounds.

Advanced Educational Program

- Continue discussions with Lewis-JCC Educational Center Team. County Manager and I participated in a conference with JCC and the Hospital on March 30, 2018.
- Continue to coordinate and attend site visits between our manufacturing base and JCC for educational program development. As of the date of this report, have met with Great Lakes Cheese, Otis, HP Hood, Viking-Cives and the Hospital. We are scheduled to meet with Neenah Paper and Aris Chemical in May 2018.
- Attended quarterly Career Technical Education (CTE) BOCES meeting on April 10, 2018

County Planning Board / 239-L and M Reviews

- Three referrals for the month of April from the Town of Denmark and Village of Lowville.
- Attended the 29th Annual NYS Tug Hill Commission Local Government Conference on March 29, 2018 at JCC.

Southern Lewis County Regional Water Study

- Continue to work with Clark Patterson Lee on the project. On March 26, 2018 conducted a community meeting the Town of Lyonsdale; in attendance were Legislators Dolhof and King as well as County Manager Piche. Lyonsdale expressed an interest and our Team is assisting Lyonsdale with the possibility of water district creation.

Central Lewis County Regional Water Study

- Still awaiting NY Department of State contract for execution. Completed review of the proposed work plan and budget with DOS. Our DOS agency representative is currently awaiting the 1184 Budget approval in order to send out the contracts for execution. Upon execution of contract we can prepare RFP's.

Community Outreach Program

- Continue to work on the 2020 Census project. Real Property Director Candy Akin has prepared an informational letter and survey that will be sent out to specific target areas for updated information to import into the Census files. The letters will go out this month, response will be handled as priority information within our Census Team only as required by Federal Law.
- Only one compliance webinar for our CDBG housing grant project left to complete. These webinars will run from January through April 2018. They require participation for the grant to be executed.
- Continue to work with DANC on Lyons Falls BOA Step 3 and its scope of work and administration of the project. We have finalized the budget and submitted to DOS for approval.
- Assisted the Tourism Team with presentation in the Village of Lyons Falls on March 26, 2018.
- On April 3, 2018 attended a Workforce Taskforce development meeting. The Team will work on developing elements that can help in further programs to assist our community.
- Attended the first North Country Planning Directors Meeting in Lake Placid on April 4, 2018.
- Attended Fair Housing Seminar on April 5, 2018 in Jefferson County.
- Attended Housing Consortium meeting at DANC office for our 2018 HUD Program.
- Provided the COGEP partners with information on funding opportunities via email correspondence.

Tyler Munis Financial System Budget Report

2018 Budget is on target. #8020-Planning Year-To-Date Budget Report is attached.



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Memo

TO: Frank Pace, Director of Planning

CC: Ryan Piche, County Manager
Cassandra Moser, Deputy Clerk of the Board
Planning Legislative Committee

- Ronald Burns, Chairman
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Lewis County Public Transportation

- Met with Oneida County Rural Transportation on March 19th to discuss preparing a contract for the use of their bus on the Utica Connector Route. When the route originally launched in 2015, an MOU was not requested; however, Oneida County's attorney would now like to make sure that a contractual agreement is in place.
- Worked with Peggy Murray, Cornell Cooperative Extension, to schedule and develop materials to present to Lewis County Farmers in regards to employment transportation. On April 11th we will meet with farmers to discuss and mitigate transportation issues that their employees face.
- Prepared and submitted the 1st Quarter 2018 STOA Report to NYSDOT in the amount of \$58,386.92. Compared to the 1st Quarter of 2017, Lewis County Public Transportation has increased ridership by 534 (463 on the JCC Connector Route and 71 on all other routes).
- Facilitated the 1st Lewis County Transportation Task Force meeting of 2018 on April 5th. Attending agencies included Credo Community Services, NRCIL, Lewis County Public Health, Lewis County Community Services, Lewis County DSS, The Arc Oneida-Lewis Chapter, Transitional Living Services, Volunteer Transportation Center, Birnie Bus and Lewis County OFA. The next meeting is scheduled for May 15th.
- Working with the Lewis County Youth Bureau, Lewis County Chamber of Commerce, the Journal and Republican, Flack Broadcasting, WWNV-TV and Water Safari to market the Old Forge Season Route that is set to begin on June 13th.
- Preparing and collecting all necessary materials for the NYSDOT Section 5311 Compliance Review for Fiscal Year 2018.

Lewis County Agricultural Enhancement Plan

- Researched funding options for updating the 2014 Lewis County Agricultural Enhancement Plan. After speaking with Jeffrey Kehoe, Farmland Protection Specialist for the NYS Department of Agriculture and Markets, we found that funding is available to Lewis County for this plan's update. I am currently in the process of researching costs to update said plan.

Training

- Attended the CDBG webinar regarding "Financial Management" held on March 21, 2018.
- Attended Tug Hill Commission's Local Government Conference held at Jefferson Community College on March 29, 2018.
- Working with the NYS Tug Hill Commission to host an "All About Grants" informational session scheduled for April 30th at the Port Leyden Fire Department. It is our goal to provide the necessary tools and information to municipalities who are looking for additional funding sources.

County Planning Board / 239-L and M Reviews

- Prepared three (3) 239-M reviews for the month of April. County Planning Board recommendations will be presented for the following municipality at the April 19, 2018 CPB meeting:
 - (2) Special Use Permits - Town of Denmark Planning Board
 - (1) Site Plan Review – Village of Lowville Planning Board

Double Play Community Center

- Attended the Double Play Board Meeting held at the Double Play Community Center on March 22, 2018 to discuss the Community Center Project with VIP Structures.

Community Development

- Attended the Lewis County Priorities Council meeting held at the Community Services Conference Room on March 13, 2018.
- Attended the Lewis County Chamber of Commerce Spring Fling Committee meeting held on March 14, 2018.
- Attended the Lewis County Traffic Safety Committee meeting held at the Lowville NYSDOT office on March 20, 2018.
- Attended the Lewis County Soil and Water Annual Meeting held at the Brick Oven Inn on March 20, 2018.
- Attended the Jefferson County Transit Workgroup held at the Watertown NRCIL facility on March 22, 2018.
- Assisted with the "Recreational Engagement" presentation on March 26, 2018 at the Village of Lyons Falls meeting.
- Attended the Howard G. Sackett CTE review meeting held on March 27, 2018.
- Attended the Lewis County Leadership Academy session "The New McDonald" presented by Joe Lawrence on March 30, 2018.

Tyler Munis Financial System Budget Report

- 2018 budget is on target. #5630-Bus Operations Year-To-Date Budget Report is attached.