

PLANNING COMMITTEE MEETING MINUTES

In accordance with Executive Order 202.1 issued by Governor Cuomo, dated March 12, 2020 and entitled, CONTINUING TEMPORARY SUSPENSION AND MODIFICATION OF LAWS RELATING TO THE DISASTER EMERGENCY (COVID 19) permits any public body to meet and take such actions authorized by law without permitting in public in-person access to meetings and authorizing such meetings to be held remotely by conference call or similar service, provided that the public has the ability to view or listen to such proceeding...

Date: Wednesday, February 24, 2021 @ 1:00 PM

Location: *Supervisors' Committee Room, 2nd floor of the government center & Zoom Conference Call. Meetings remain closed to the public.*

The public can observe via *BOS YouTube Channel* (<https://www.youtube.com/channel/UCcfZs0H1gcOl67v1R8g-Ow>)

Planning Committee Members Present: *Leuer* (Zoom), *Davis*, Berwanger (1:04 PM), Granger (Zoom), Roberts (1:04 PM), Brunner, Klein

Absent: Kehl,

Also Present: C. Ketchum/Board Clerk; B. Ryan/Board Chair; J. Brick, T/Perry; R. Jacoby, T/Wethersfield (Zoom); M. Roche, T/Eagle (Zoom)

Department Agenda Item	Discussion	Decision	Action
1:00 PM Industrial Development Agency w/J. Pierce (Zoom)			
<i>At 1:04 PM Supervisor Berwanger, T/Arcade entered the meeting during the below agenda item.</i>			
<i>At 1:05 PM Supervisor Roberts, T/Genesee Falls entered the meeting during the below agenda item.</i>			
<p>1. Grant Application: Authorize Chairman to sign a grant application with the <i>New York State Housing Trust Fund Corporation</i> as represented by the New York State Office of Community Renewal (OCR) through the Community Development Block Grant (CDBG), to fund a Microenterprise Grant Program in a minimum amount of \$300,000.00; effective 24 months from date of award. <i>A public hearing, as required by the NYS OCR, will be held on April 13, 2021.</i></p>	<p><i>The Wyoming County Business Assistance Corporation will be a subrecipient of this grant funding.</i></p> <p><u>DRAFT Resolution</u></p> <p><i>This grant will provide mini grants in the amount of \$10K - \$20K to eligible applicants.</i></p>	<p>Motion: Klein Ayes: 7 Noes: Absent: 1 Kehl</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: center;">*RESOLUTION</p>
Wyo. Co. Business Center (LDC) w/J. Pierce			
	<i>~ Nothing to Report ~</i>	<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
1:15 PM Wyo. Co. Chamber of Commerce w/S. Gardner & E. Szucs			
<p>1. FYI ~</p> <ul style="list-style-type: none"> <u>Letter dated January 28, 2021</u> from S. Gardner, Pres. & CEO of Wyoming County Chamber of Commerce, Chair of the Wyoming County COVID Recovery Taskforce to Vinnie Esposito, Regional Director for Empire State Development – Finger Lakes requesting that New York State accelerate Phase 1b COVID-19 vaccine eligibility to correspond with CDC guidelines to minimally include agriculture and essential manufacturing workers as defined by the CDC... 		<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>

Committee Chair Initials: _____

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Department Agenda Item	Discussion	Decision	Action
<i>Director of Wyoming County Tourism and Marketing, E. Szucs provided the committee with an update on programs and why receiving the county appropriation all at once during the first quarter of the year is beneficial to Tourism. Chairwoman Ryan talked about the invitation she extended to Laura Penman, Letchworth State Park Autism trail presentation during either the April or May Board of Supervisors' regular monthly meeting.</i>			
<i>2. Request permission to receive County Appropriation for the year 2021 in one payment; effective January 2021.</i>	<i>Refer to Finance Committee for further action per the language of the Letter of Understanding.</i>	Motion: Granger Ayes: 7 Noes: Absent: 1 Kehl	Carried: XXX Defeated: Referred to: FINANCE
1:30 PM – Planning & Development Department w/D. Roberts			
1. Discussion:		Motion:	Carried:
<ul style="list-style-type: none"> • GIS efforts <ul style="list-style-type: none"> ○ S. Gardner, J. Pierce participated via Zoom ○ J. Santullo and S. Perkins participated in person ○ S. Gardner asked S. Perkins to give the Committee Members an update to a meeting of GIS stakeholders that recently took place. S. Perkins explained that the project has been on hold for about a year and a half. Supervisor Brunner, T/Java questioned what department the position should be located in. Other counties have a GIS employee under the Planning Department with heavy Information Technology oversight. S. Perkins recommended the Planning Dept. to oversee mapping and IT to oversee the licensing... ○ GIS layers are available for viewing on the county web site and were displayed on the overhead for the Supervisors to see progress made to date. ○ Proposed MOU with Soil and Water to assist in completing remaining layers. Short term solution. ○ There was some discussion over hiring someone that could focus on the county's GIS efforts 		Ayes: Noes: Absent:	Defeated: Referred to:
2. Discussion:		<i>Motion to move forward with creation of an entry level County Planner:</i>	Carried: XXX
<ul style="list-style-type: none"> • Review of DRAFT Job Specs. for: <ul style="list-style-type: none"> ○ Sr. Planner ○ Planner 		Davis Ayes: 7 Noes: Absent: 1 Kehl	Defeated: Referred to: APPROVED

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Department Agenda Item	Discussion	Decision	Action
3. From 01/27/21 Planning Committee: <ul style="list-style-type: none"> Code Enforcement Officer Roberts was instructed to research whether or not paying the County Planning Board Members a flat stipend vs. mileage reimbursement would convert volunteers to employee status. 	<u>See attached written opinion from the County Attorney's office.</u>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
4. <u>Annual Report Update</u>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Countywide Zoning Program w/D. Roberts			
FYI ~ Referred to 03-02-21 Finance Committee from 02-23-21 Human Resources Position Fill: Zoning One (1) position of <u>Zoning Enforcement Officer</u> (FT – 1.0 FTE) (Position # 026.554) on Salary Schedule S at an hourly rate of \$18.02/hr. Person Vacating: Jenna Marley, effective April 1, 2021. Position Available: April 2, 2021.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<i>During the review of the below positions Code Enforcement Officer, D. Roberts questioned comments made by HR Director Farberman relative to an indemnification agreement and 3 year non-compete clause. He explained that there is no “exorbitant” cost related to training. Trainings are free to municipal employees. There is no formal Zoning Enforcement Officer Training. Code Enforcement Officer Roberts sends Zoning Enforcement Officers to Code Enforcement Officer training as this is the best training for this type of work.</i>			
FYI ~ Referred to 03-02-21 Finance Committee from 02-23-21 Human Resources Position Fill: Zoning One (1) position of <u>Zoning Enforcement Officer</u> (FT – 1.0 FTE) (Position # 023.554) on Salary Schedule S at an hourly rate of \$21.81/hr. Person Vacating: Alyssa Cutcliffe, effective January 20, 2021. Position Available: March 3, 2021.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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Department Agenda Item	Discussion	Decision	Action
1. <i>Monthly Report – January 2021</i>	<u>Attached</u>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<i>Code Enforcement Officer Roberts offered additional clarification to the 02/23/21 Human Resource Committee meeting minutes:</i>			
<ul style="list-style-type: none"> • <i>Chairwoman Ryan, T/Warsaw explained that the agreement between the county, towns and villages for Fire and Building Code Enforcement services states that once a municipality opts out of the county program, they can never opt back in.</i> • <u>See attached response from the Department of State.</u> 			
2. <u>Update on Annual Report</u>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Ag Center Space & Building Report w/D. Roberts			
		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Committee Chair's Agenda			
1. <i>Discussion:</i>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<ul style="list-style-type: none"> • <u>Town of Irondequoit v. County of Monroe</u> • <u>Correspondence to the Town of Middlebury</u> 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

Committee Chair Initials: _____

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Department Agenda Item	Discussion	Decision	Action
Ag and Business Center			
<i>Board Chair Ryan, T/Warsaw expressed to Planning Committee Chair Leuer, T/Middlebury that she would concede to the omission of a 2% inflation clause this round of sublease renewals only. After that she promised to haunt the Committee Chair over its inclusion.</i>			
<p>1. Professional Service Contract \$5,001 or greater: Authorize Chairman to sign Amendment No. 5 to Sublease agreement with <i>Wyo. Co. Industrial Development Agency</i>, 36 Center Street, Warsaw NY 14569 for lease of</p> <ul style="list-style-type: none"> • IDA office space (1,442 sf) • Business Education Council (328 sf) <p>For a total of 1,770 sq. ft. at the Wyo. Co. Ag. and Business Center, 36 Center Street Warsaw NY 14569. At the base rent amount of \$14.24/sq. ft., total new sublease amount \$25,204.80; notices provision revised; effective <i>February 19, 2021 through December 31, 2025.</i></p>	<p><i>Tabled one month during the 01/27/21 Planning Committee meeting.</i></p> <p><i>Expiration date extends sublease renewal to less than 5 years.</i></p>	<p>Motion: Berwanger Ayes: 7 Noes: Absent: 1 Kehl</p>	<p>Carried: XXX Defeated: Referred to:</p> <p>*RESOLUTION</p>
<p>2. Professional Service Contract \$5,001 or greater: Authorize Chairman to sign Sublease agreement with <i>Wyo. Co. Chamber of Commerce</i>, 36 Center Street, Warsaw NY 14569 for lease of 1,189 sq. ft. at the Wyo. Co. Ag. and Business Center, 36 Center Street Warsaw NY At the base rent amount of \$14.24/sq. ft., total new sublease amount \$16,931.36; effective <i>March 18, 2021 through December 31, 2025.</i></p>	<p><i>Expiration date extends sublease renewal to less than 5 years.</i></p>	<p>Motion: Berwanger Ayes: 7 Noes: Absent: 1 Kehl</p>	<p>Carried: XXX Defeated: Referred to:</p> <p>*RESOLUTION</p>
<p>3. Amend Resolution Number 16-174 to reflect a corrected term for Wyoming County Soil and Water Conservation District:</p> <ul style="list-style-type: none"> • Original term <ul style="list-style-type: none"> ○ 03/01/16 – 02/28/21 • Corrected (to match executed sublease) term <ul style="list-style-type: none"> ○ <i>02/22/16 – 02/21/21</i> 		<p>Motion: Berwanger Ayes: 7 Noes: Absent: 1 Kehl</p>	<p>Carried: XXX Defeated: Referred to:</p> <p>*RESOLUTION</p>

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Department Agenda Item	Discussion	Decision	Action
<p>4. Professional Service Contract \$5,001 or greater: Authorize Chairman to sign Sublease agreement with <i>Wyo. Co. Soil & Water Conservation District</i>, 36 Center Street, Warsaw NY 14569 for lease of 1,059 sq. ft. at the Wyo. Co. Ag. and Business Center, 36 Center Street Warsaw NY 14569 At the base rent amount of \$14.24/sq. ft., total new sublease amount \$15,080.16; effective <i>February 22, 2021 through December 31, 2025.</i></p>	<p><i>Expiration date extends sublease renewal to less than 5 years.</i></p>	<p>Motion: Berwanger Ayes: 7 Noes: Absent: 1 Kehl</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: center;">*RESOLUTION</p>
<p>5. Professional Service Contract \$5,001 or greater: Authorize Chairman to sign Sublease agreement with <i>Cornell Cooperative Extension of Wyoming County</i>, 36 Center Street, Warsaw NY 14569 for lease of 3,050 sq. ft. at the Wyo. Co. Ag. and Business Center, 36 Center Street Warsaw NY 14569 At the base rent amount of \$14.24/sq. ft., total new sublease amount \$43,432.00; effective <i>March 18, 2021 through December 31, 2025.</i></p>	<p><i>Expiration date extends sublease renewal to less than 5 years.</i></p>	<p>Motion: Berwanger Ayes: 7 Noes: Absent: 1 Kehl</p>	<p>Carried: XXX Defeated: Referred to:</p> <p style="text-align: center;">*RESOLUTION</p>
Wyo. Co. Water Resource Agency w/S. Perkins			
	~ Nothing to Report ~	<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
Solid Waste w/			
	~ Nothing to Report ~	<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>

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Department Agenda Item	Discussion	Decision	Action
Space Allocation w/			
	<i>~ Nothing to Report ~</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Arts Council w/J. Swaby			
	<i>~ Nothing to Report ~</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Business Education Council w/J. Dueppengiesser			
	<i>~ Nothing to Report ~</i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

Signature of Committee Chairman: p/D. Leuer (minutes prepared by C. Ketchum _____).

Next Planning Committee Meeting scheduled for **Wednesday, March 31, 2021 @ 1:00 PM.**

Committee Chair Initials: _____