

PLANNING COMMITTEE MEETING AGENDA

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, Davis*, Kehl, Berwanger, Granger, Roberts, Brunner, Klein

Absent:

Also Present:

Department Agenda Item	Discussion	Decision	Action
1:00 PM Industrial Development Agency w/J. Pierce			
1. <i>Grant Application:</i> 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>	<i>The Wyoming County Business Assistance Corporation will be a subrecipient of this grant funding.</i> <u>DRAFT Resolution</u>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Wyo. Co. Business Center (LDC) w/J. Pierce			
	~ Nothing to Report ~	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
1:15 PM Wyo. Co. Chamber of Commerce w/S. Gardner			
1. <i>FYI</i> ~ • <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...		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
2. <i>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: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

Committee Chair Initials: _____

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Planning Committee Members Present: *Leuer, Davis, Kehl, Berwanger, Granger, Roberts, Brunner, Klein*

Absent:

Also Present:

Department Agenda Item	Discussion	Decision	Action
1:30 PM – Planning & Development Department w/D. Roberts			
1. <i>Discussion:</i> <ul style="list-style-type: none"> • GIS efforts <ul style="list-style-type: none"> ○ Proposed MOU with Soil and Water to assist in completing remaining layers. 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
2. <i>Discussion:</i> <ul style="list-style-type: none"> • Review of DRAFT Job Specs. for: <ul style="list-style-type: none"> ○ <u>Sr. Planner</u> ○ <u>Planner</u> 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
3. <i>From 01/27/21 Planning Committee:</i> <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. 	<i>See attached written opinion from the County Attorney's office.</i>	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			
<i>FYI ~ Referred to 03-02-21 Finance Committee from 02-23-21 Human Resources</i> <p style="text-align: center;"><i>Position Fill: Zoning</i></p> 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:

Committee Chair Initials: _____

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Planning Committee Members Present: *Leuer, Davis*, Kehl, Berwanger, Granger, Roberts, Brunner, Klein

Absent:

Also Present:

Department Agenda Item	Discussion	Decision	Action
<p><i>FYI ~ Referred to 03-02-21 Finance Committee from 02-23-21 Human Resources</i> <i>Position Fill: Zoning</i> One (1) position of <i>Zoning Enforcement Officer</i> (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.</p>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
1. <i>Monthly Report – January 2021</i>	<i><u>Attached</u></i>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
2. <i><u>Update on Annual Report</u></i>		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> <ul style="list-style-type: none"> • <i><u>Town of Irondequoit v. County of Monroe</u></i> • <i><u>Correspondence to the Town of Middlebury</u></i> 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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Absent:

Also Present:

Department Agenda Item	Discussion	Decision	Action
Ag and Business Center			
<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 (1,770 sf) • Business Education Council (338 sf) <p>For a total of 2,108 sq. ft. at the <i>Wyo. Co. Ag. and Business Center</i>, 36 Center Street Warsaw NY 14569. At the base rent amount of \$_____/sq. ft. with base utilities at \$_____/sq. ft., total new sublease amount \$_____; notices provision revised; effective February 19, 2021 through December 31, 2025.</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>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<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 1,283 sq. ft. at the <i>Wyo. Co. Ag. and Business Center</i>, 36 Center Street Warsaw NY At the base rent amount of \$_____/sq. ft. with base utilities at \$_____/sq. ft., total new sublease amount \$_____; effective March 18, 2021 through December 31, 2025.</p>	<p><i>Expiration date extends sublease renewal to less than 5 years.</i></p>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<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"> ○ 02/22/16 – 02/21/21 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

Committee Chair Initials: _____

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Planning Committee Members Present: *Leuer, Davis*, Kehl, Berwanger, Granger, Roberts, Brunner, Klein

Absent:

Also Present:

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 1,260 sq. ft. at the Wyo. Co. Ag. and Business Center, 36 Center Street Warsaw NY 14569 At the base rent amount of \$_____/sq. ft. with base utilities at \$_____/sq. ft., total new sublease amount \$_____; effective February 22, 2021 through December 31, 2025.</p>	<p><i>Expiration date extends sublease renewal to less than 5 years.</i></p>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<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 6,521 sq. ft. at the Wyo. Co. Ag. and Business Center, 36 Center Street Warsaw NY 14569 At the base rent amount of \$_____/sq. ft. with base utilities at \$_____/sq. ft., total new sublease amount \$_____; effective March 18, 2021 through December 31, 2025.</p>	<p><i>Expiration date extends sublease renewal to less than 5 years.</i></p>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Wyo. Co. Water Resource Agency w/S. Perkins			
	<p><i>~ Nothing to Report ~</i></p>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Solid Waste w/			
	<p><i>~ Nothing to Report ~</i></p>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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Absent:

Also Present:

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 _____).

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

Committee Chair Initials: _____