

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...

Committee meetings are now open to the general public.
We ask that you continue to practice safe social distancing requirements.

Thank you!

*The public may continue to observe meetings via **BOS YouTube Channel** (<https://www.youtube.com/channel/UCcfZs0H1gcOlb67vIR8g-Ow>)

Date: Wednesday, July 28, 2021 @ 1:00 PM

Location: **Supervisors' Chambers, 2nd floor of the government center & Zoom Conference Call.**

Planning Committee Members Present: **Leuer, Davis,** Kehl, Berwanger (1:09 PM), Granger, Brunner, Klein

Absent: Roberts,

Also Present: C. Ketchum/Board Clerk; J. Wujcik/Co. Attorney (Zoom); B. Ryan/Board Chair; M. Adamczak/Director of Buildings & Grounds; J. Cook/Budget Officer (1:40 PM)

Department Agenda Item	Discussion	Decision	Action
<p>Walk in:</p> <ul style="list-style-type: none"> • PH Admin. L. Paolucci and Director of Env. Health, R. Jines were invited to attend this afternoon's Planning Committee to explain an opportunity to fund a GIS Technician position through grant funding. NYSDOH announced the NYS Public Health Corps Fellowship Program. Wyoming County received an award announcement for up to \$548,752.00 over the next two years to fund three (3) fellows. Review proposed projects and discuss options to implement the program. <p><i>This will be brought back to PHC for permission to apply and accept grant funds once details are available from NYS.</i></p>		<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<p>Three (3) eligible projects have been identified by Health Dept. staff:</p> <ol style="list-style-type: none"> 1. GIS Technician <ol style="list-style-type: none"> a. <i>To be housed in the Planning Department</i> b. <i>Utilized by the County Health Dept., Real Property Tax Services, Emergency Services, Planning & Development, et. al</i> c. <i>Plus the grant provides up to \$50K for local health departments to manage employees.</i> 			
<p>At 1:09 PM Supervisor Berwanger, T/Arcade entered the meeting during the above discussion.</p>			
Committee Chair's Agenda			
		<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
1:00 PM – Planning & Development Department w/J. Bragg			
<p>1. Planner's Report</p>	<p>The Senior Planner was introduced to other department heads to develop solid relationships and set up a clear direction for the Department of Planning & Development.</p>	<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>

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Department Agenda Item	Discussion	Decision	Action
1:15 PM Countywide Zoning Program w/D. Roberts			
1. <u>Monthly Report – June 2021</u>	Attached	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
2. Update on the ZEO position status <ul style="list-style-type: none"> Advertised 4 ½ mos. Inquiries but no interest at the current \$34K annual salary. 	Request for immediate salary adjustments for current ZEO & posted position.	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<p><i>Committee Chair Leuer, T/Middlebury asked CEO Roberts to provide salary comparisons. CEO Roberts offered according to his research, \$56K to \$84K for Zoning Enforcement Officer and/or Building Inspector duties. Supervisor Brunner, T/Java questioned how participating towns feel about an increase in their current rate. Supervisor Klein, T/Castile responded by saying they are not interested in looking to hire their own ZEO. Cost would be considerably more. He felt much more protective of what is happening here at the county. There are 11 participating municipalities. Supervisor Brunner, T/Java added that she is all for it...</i></p>			
Amend Salary Schedule S <ul style="list-style-type: none"> Set the salary of the Zoning Enforcement Officer (position code 023.554) at \$42,000.00 annually; effective 01/01/2022 Set the salary of the Zoning Enforcement Officer (position code 026.554) at \$38,000.00 annually with eligibility for a \$2,000.00 increase after 2nd year and satisfactory performance and meeting pre-established goals; effective 01/01/2022 		Motion: Berwanger Ayes: 3 Noes: 4 Kehl, Granger, Davis, Brunner Absent: 1 Roberts	Carried: Defeated: XXX Referred to:

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Department Agenda Item	Discussion	Decision	Action
Amend Salary Schedule S <ul style="list-style-type: none"> Set the salary of the Zoning Enforcement Officer (position code 026.554) at \$38,000.00 annually with eligibility for a \$2,000.00 increase after 2nd year and satisfactory performance and meeting pre-established goals; effective 01/01/2022 		Motion: Brunner Ayes: 5 Noes: 2 Kehl, Davis Absent: 1 Roberts	Carried: XXX Defeated: Referred to: FINANCE
3. Position Create/Fill: <ul style="list-style-type: none"> Creation of an Account Clerk as a promotional opportunity for the current Keyboard Specialist (Position Code 028.337) 	Grade2/step-3 step 2 (16.87/hr.) (\$16.58/hr. as of June 01, 2021) to Grade 4/step-2 step 1 (17.42/hr.) .55 (\$17.10/hr.) .52 increase	Motion: Brunner Ayes: 7 Noes: Absent: 1 Roberts	Carried: XXX Defeated: Referred to: FINANCE
Ag and Business Center			
<p><i>At 1:43 PM there was a motion by Supervisor Kehl to enter an executive session to discuss the proposed acquisition of real property, but only when publicity would substantially affect the value thereof. This was seconded by Supervisor Granger and all voted aye. Clerk Ketchum, Director Adamczak, Sr. Planner Bragg, CEO Roberts and Budget Officer Cook remained</i></p> <p><i>At 2:07 PM there was a motion by Supervisor Granger to end the executive session and continue the regular meeting. This was seconded by Supervisor Davis and all voted aye.</i></p>			
Approve a down payment of \$75,000.00 for a real property transfer involving 36 Center Street, Warsaw NY		Motion: Davis Ayes: 7 Noes: Absent: 1 Roberts	Carried: XXX Defeated: Referred to: FINANCE
Ag Center Space & Building Report			
	<p>~ Nothing to Report ~</p>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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Department Agenda Item	Discussion	Decision	Action
1:30 PM w/Wyo. Co. Water Resource Agency w/S. Perkins			
1. Professional Services Contract \$5,001 or greater: Authorize Chairman to sign a contract, pursuant to General Municipal Law §104(b), with Municipal Solutions, Inc. , Jeffery R. Smith, Pres., 62 Main Street, Leroy, NY 14482 to provide documentation required for NYS Consolidated Funding Applications: Local Government Efficiency (LGE) and Local Waterfront Revitalization Program (LWRP) in the amount of \$148/hour, not to exceed \$8,938.40; effective June 1, 2021 through December 31, 2021.		Motion: Brunner Ayes: 7 Noes: Absent: 1 Roberts	Carried: XXX Defeated: Referred to:
2. 2021 Appropriation: To: 01.48.8310.4.40301 Prof. Svc Contract \$8,938.40 w/01.03.8310.1289 Other Depart. Income \$8,938.40 Reason: In order to pay for unbudgeted grant writing services for the NYS Consolidated Funding Application: Local Government Efficiency (LGE) and Local Waterfront Revitalization Program (LWRP). Funds will be realized through billable reimbursements from each participating municipalities as part of their pro-rated grant required local share.		Motion: Brunner Ayes: 7 Noes: Absent: 1 Roberts	Carried: XXX Defeated: Referred to:
3. Operational Update (As Needed): <ul style="list-style-type: none"> • 2022 WCWRA Strategic Planning • Silver Lake Dredging Project 		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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Department Agenda Item	Discussion	Decision	Action
Wyo. Co. Chamber of Commerce w/S. Gardner			
	~ Nothing to Report ~	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Industrial Development Agency w/J. Pierce			
	~ Nothing to Report ~	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:
Solid Waste w/			
1. Press Release and posters for upcoming 2021 Household Hazardous Waste/Pharmaceutical and Electronics Collections.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Space Allocation w/			
	~ Nothing to Report ~	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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Department Agenda Item	Discussion	Decision	Action
Arts Council w/J. Swaby			
	~ Nothing to Report ~	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
Business Education Council w/J. Duppengieser			
	~ Nothing to Report ~	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

Supervisor Davis informed the committee of a possible increase in the Genesee Finger Lakes Regional Planning Council's Blanket Fidelity Bond of 10%. The annual county contribution would go from \$6,647.00 to \$7,311.70. This information has been provided to the Budget Office.

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

Next Planning Committee Meeting scheduled for **Wednesday, September 01, 2021 @ 1:00 PM.**

Committee Chair Initials: _____