

STEBEN COUNTY AGRICULTURE, INDUSTRY AND PLANNING COMMITTEE

Wednesday, June 7, 2023

10:15 a.m.

*Legislative Chambers, 3rd Floor, Annex Building
Bath, New York*

****MINUTES****

COMMITTEE: Aaron I. Mullen, Chair Hilda T. Lando, Vice Chair Carol A. Ferratella
James Kuhl

STAFF: Jack K. Wheeler Christopher Brewer Jennifer Prossick
Jennifer Galvan Jennifer Prossick Eric Rose
Jon Haight Marie Myers Shearing Emily Simms

LEGISLATORS: Scott J. Van Etten Kelly H. Fitzpatrick K. Michael Hanna
Wendy Lozo John V. Malter Nicholas D. Pelham
Frederick G. Potter Gary D. Swackhamer

ABSENT: Paul E. Van Caeseele

OTHERS: Kevin Peterson, Executive Director, Steuben County Conference & Visitors' Bureau
Tess McKinley, Executive Director, Steuben County Cooperative Extension
Mary Perham

Secretary's Note: Paul Van Caeseele attended via Zoom, however, not under the Extraordinary Circumstance exemption.

I. CALL TO ORDER

Mr. Mullen called the meeting to order at 10:15 a.m.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE MAY 3, 2023, MEETING MADE BY MRS. LANDO. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

III. DEPARTMENTAL REQUESTS

A. Buildings & Grounds

1. **Authorization to Extend Sprinkler Inspection Contract** – Mr. Rose requested authorization to extend the contract with CW Piping for sprinkler inspections for an additional year for an annual cost of \$48,451.70. This is the first extension of a possible four.

MOTION: AUTHORIZING THE COMMISSIONER OF PUBLIC WORKS TO EXTEND THE CONTRACT WITH CW PIPING FOR SPRINKLER INSPECTIONS FOR ONE YEAR FOR AN ANNUAL COST OF \$48,451.70 MADE BY MRS. LANDO. SECONDED BY MR. KUHL. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

2. **Authorization to Award Bid for Crack Filling, Sealing and Striping of Parking Lots** – Mr. Rose requested authorization to award the bid for crack filling, sealing and striping of parking lots to Fellows Blacktop for a total price of \$19,656.12. The parking lots on this contract are the Civil Defense, Records, Veterans, Corning Mental Health, Hornell Mental Health and Hornell DMV/Probation.

MOTION: AWARDING THE BID FOR CRACK FILLING, SEALING AND STRIPING OF THE CIVIL DEFENSE, RECORDS, VETERANS, CORNING MENTAL HEALTH AND HORNEILL MENTAL HEALTH AND HORNEILL DMV/PROBATION PARKING LOTS TO FELLOWS BLACKTOP FOR A TOTAL COST OF \$19,656.12 MADE BY MR. KUHL. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

3. **Authorization to Award Bid for Detention Center Roof Replacement** – Mr. Rose requested authorization to award the bid for the Detention Center roof replacement to Charles F. Evans Company, Inc. for a total cost of \$34,963.

MOTION: AWARDING THE BID FOR THE DETENTION CENTER ROOF REPLACEMENT TO CHARLES F. EVANS COMPANY, INC. FOR A TOTAL COST OF \$34,963 MADE BY MRS. FERRATELLA. SECONDED BY MR. KUHL. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

B. Planning

1. **Department Updates** – Ms. Myers Shearing reported they held public input sessions last evening in Corning and Hornell on the Comprehensive Plan. There were 17 – 24 people in attendance and it seems as though people are liking what they are seeing on the plan. Two more public input sessions are scheduled for tomorrow in Wayland and Bath.

Ms. Myers Shearing stated the Snowmobile phase three went in to finish last year’s season and phase one went in as there were some slight GPS modifications for some of the clubs. There is a tri-annual transportation review by NYS DOT which will happen within the next couple of weeks.

Mr. Mullen asked Ms. Myers Shearing to explain the discussion regarding trying to obtain data on some of the bus routes and how that may affect funding. Ms. Myers Shearing replied we will have to have further conversations with First Transit. Mr. Mullen stated there was a discussion of more grant funding being available to support bus routes if First Transit tracked how many people are using the bus, the routes they are using, frequency of use, etc. He noted that First Transit has only been giving general information. There was discussion about whether we would consider putting out a new RFP and requiring the data that we need. Mr. Wheeler stated we can work with Ms. Myers Shearing and see what data First Transit can provide. They should be able to relatively easily provide that data. First Transit is the biggest transportation organization in our area for busing. We have done RFP’s before and that is on the horizon.

C. Historian

1. **Hall of Fame** – Ms. Simms informed the committee they received 13 submissions this year. The Hall of Fame Committee met and are submitting three individuals for induction into the 2023 Steuben County Hall of Fame. She handed out the draft resolution listing the three individuals. Mrs. Lando asked do you have many carryovers from one year to the next? Ms. Simms explained if it is a first-time nomination and they are not inducted, they are automatically carried over to the following year. After that, the nominee would have to indicate they would like their submission to be reconsidered.

MOTION: FORWARDING THE PRESENTATION OF NAMES OF PERSONS SELECTED FOR INDUCTION INTO THE STEUBEN COUNTY HALL OF FAME AND CONFIRMATION BY THE STEUBEN COUNTY LEGISLATURE MADE BY MRS. FERRATELLA. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Resolution Required

Ms. Simms noted they will be holding the reception for the inductees in July.

D. County Manager

1. **Coffee Cart Update** – Mr. Wheeler informed the committee they had a discussion with Big D and Chef T about the contract terms and they did sign the amended contract which will run through November 2023. He noted they are currently operational and providing service.

IV. OUTSIDE AGENCIES

A. Steuben County Conference and Visitors' Bureau

1. **Destination Development Grant Program** – Mr. Peterson stated he would like to propose a new Destination Development Grant program that would be administered by the SCCVB in collaboration with the AIP Committee and the Legislature. This proposed Destination Development Grant program would be administered through the formation of a 6-member grants committee which would consist of members of the AIP Committee, SCCVB Board of Directors, SCCVB President and a designated grant administrator. We would solicit grant applications which would be reviewed by the grant committee. The committee would then provide recommendations to the AIP Committee and the Legislature for award of funds.

Mr. Peterson commented this program would be dependent on the additional collection of occupancy tax from share rental properties in Steuben County and could include the management of the visitor services funding for the Steuben County Chambers of Commerce visitor services programming. The available funds would be determined annually based on the occupancy tax collections of the prior year. He stated they would propose the grant program beginning in 2024.

Mr. Peterson stated central to the work of the SCCVB is an effort to ensure that every visitor has an enjoyable experience. Our primary reason for ensuring visitors enjoy their experience in Steuben County is because it benefits our residents. When people visit Steuben County, they spend money here; creating jobs for our families, generating tax dollars, providing us with economic opportunities and supporting the amenities that enhance the quality of life for residents.

Mr. Peterson stated he would propose initial funding for this grant program of \$250,000 for 2024. He has included a placeholder of 10 percent, or \$25,000 to be used to offset any administrative costs relative to the grant program, with the remaining \$225,000 being used to fund multiple matching fund grants. These are just projected amounts, but the actual amount will be determined by the actual occupancy tax collected.

Mr. Peterson stated the priorities of this grant program will be to foster creative ideas that have meaningful impact on the people who live and work in Steuben County; have a direct impact on tourism in Steuben County; impact across multiple municipal boundaries; encourage collaboration; leverage additional resources and that residents will experience the positive impacts of tourism. Mr. Mullen asked what are some examples of projects that would be considered? Mr. Peterson replied project categories would be beautification, quality of life, visitor services, wayfinding, outdoor recreation, accessibility, events and tourism experiences. One example could be a handicap accessible kayak launch. He noted the amount of the grants could vary greatly from an award of a few thousand to upwards of \$50,000. The average grant award would probably be in the range of \$25,000 - \$30,000. All applicants would be required to show a 50 percent match in order to be considered for an award. We would also encourage applicants to reach out to us for an informal assessment of their idea or concept prior to submission of their formal application. Additionally, if an organization is awarded a grant, they will need to submit two reports to the Steuben County Destination Development Grant Committee based on the project timeline. The first report must include a progress report on the activities or the project and the final report must include proof of project completion, including copies of paid invoices associated with the project. This information will be compiled and submitted to the AIP Committee for review and filing.

Mrs. Lando commented this falls in line with having to do a plan to spend occupancy tax money. Mr. Peterson stated we are projecting occupancy tax collections of \$486,000 based on what is being reported through Key Data. Mr. Van Etten commented one of my concerns is that the funding decisions need to reside with the AIP Committee and the Legislature and not left to an outside agency. I like the idea of requiring a 50 percent match. If we don't get more agencies that apply because of the 50 percent match requirement, what other options are there? Mr. Wheeler replied there are many other options. He would recommend looking at a matching threshold. There are other things that you could allocate those funds toward. You would have the ability to fund an application without a match. Mr. Van Etten asked can we legally change the match? Ms. Prossick replied you could change it down the road, but it is good how it is written now. Mr. Wheeler stated he likes the idea of folding the Chambers of Commerce dollars into this and having the committee review.

Ms. Fitzpatrick commented if you establish parameters of various kinds of projects, based on that, the match could be defined. Mr. Wheeler stated I think you have the flexibility to do any of that. Mr. Mullen stated the match is capped at 50 percent by Legislative discretion. Mrs. Ferratella asked could you utilize in-kind services as a match? Mr. Wheeler stated this is just for feedback at this point. We are starting the implementation of the software we had talked about for tracking occupancy tax collections. Mr. Peterson's estimate of \$250,000 is a decent estimate. Once we get closer to budget time we will have a better idea of the revenue. Budgeting for next year should not be a problem. Mr. Mullen stated I like this idea and I think it is a good idea.

Mr. Peterson commented this will truly be a collaborative project. The first thing will be to form the grant committee and their first assignment will be to define the parameters. Mr. Wheeler commented we will create a separate budget item specifically for this. Mr. Peterson stated there is a high demand for sustainable tourism. Tourists want to make sure their dollars are going to the communities they visit.

Mr. Malter asked is there any indication of how much of the occupancy tax money is not coming in? Mr. Wheeler replied the occupancy tax collections are coming in slowly. The Finance Office is working on the letter that will be sent out. We have done a press release and we have had some people that have done the self-registration. Mrs. Ferratella asked when will that letter go out? Mr. Wheeler replied it has not yet been sent. He will check with the Finance Office. Mr. Peterson commented collecting the additional occupancy tax will allow us to add share rental properties to our advertisements. Share rentals are outpacing hotels. I think we will see a huge increase in occupancy for these. Mr. Hanna commented at some point the market will get saturated. It will be interesting to see how much money we do get out of this. Mr. Peterson stated based on Key Data information, collections are being done on 605 properties of Airbnb and VRBO; that does not include private owners or other agencies. Mr. Wheeler stated there was going to be a six-week implementation of the new software, but we expect that to be up and running sometime in July.

V. OTHER BUSINESS

A. *Steuben County Land Bank* – Mr. Van Etten announced the Steuben County Land Bank was recently awarded a Land Bank Initiative Grant in the amount of \$554,500.

MOTION: TO ADJOURN MADE BY MRS. FERRATELLA. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

****NEXT MEETING SCHEDULED FOR**
Wednesday, July 5, 2023
9:00 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office
NO LATER THAN NOON
Wednesday, June 28, 2023**