

**AGRICULTURE, INDUSTRY AND PLANNING COMMITTEE**

*Wednesday, April 5, 2023*

*9:50 a.m.*

*Legislative Chambers, 3<sup>rd</sup> Floor, Annex Building  
Bath, New York*

**\*\*MINUTES\*\***

<b>COMMITTEE:</b>	Aaron I. Mullen, Chair Paul E. Van Caesele	Carol A. Ferratella	James Kuhl
<b>STAFF:</b>	Jack K. Wheeler Marie Myers Shearing Lisa Tracy	Christopher Brewer Jon Haight	Jennifer Prossick Tammy Hurd-Harvey
<b>LEGISLATORS:</b>	Scott J. Van Etten Robert V. Nichols Gary D. Swackhamer	Kelly H. Fitzpatrick Nicholas D. Pelham	Wendy Lozo Frederick G. Potter
<b>ABSENT:</b>	Hilda T. Lando, Vice Chair		
<b>OTHERS:</b>	Mary Perham		

*Secretary's Note: Hilda Lando attended via Zoom, however, not under the Extraordinary Circumstance exemption.*

**I. CALL TO ORDER**

Mr. Mullen called the meeting to order at 9:50 a.m.

**II. APPROVAL OF MINUTES**

**MOTION: APPROVING THE MINUTES OF THE MARCH 1, 2023, MEETING MADE BY MR. KUHL. SECONDED BY MR. VAN CAESELE. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**III. DEPARTMENTAL REQUESTS**

A. Planning

1. **Authorization to Apply for CDBG Grants and Hold a Public Hearing** – Ms. Myers Shearing requested authorization to apply for CDBG Grants for 2023 and to hold a public hearing.

**MOTION: AUTHORIZING THE PLANNING DIRECTOR TO APPLY FOR CDBG GRANTS FOR 2023 AND TO HOLD A PUBLIC HEARING MADE BY MRS. FERRATELLA. SECONDED BY MR. VAN CAESELE. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

2. **STC Conference** – Ms. Myers Shearing informed the committee that at tomorrow's STC Conference, the consultant, MRB, will be there conducting the survey for the comprehensive plan. This will be the last push to get the public to participate in the survey.

B. Buildings and Grounds

1. **Authorization to Enter into Agreement for Driveway Adjacent to ProAction** – Mr. Haight requested authorization to enter into a boundary line agreement with the property owners adjacent to the ProAction Building. He noted that the Law Department has reviewed and approved the agreement.

**MOTION: AUTHORIZING THE COMMISSIONER OF PUBLIC WORKS TO ENTER INTO A BOUNDARY LINE AGREEMENT WITH THE PROPERTY OWNERS ADJACENT TO THE PROACTION BUILDING MADE BY MR. KUHL. SECONDED BY MR. VAN CAESEELE.**

Mr. Haight explained we had put out a bid for the grinding and paving of the ProAction Building driveway. We always had an agreement with the adjacent property owner that we would maintain their driveway and in return the water and sewer line runs into our shop. This will just formalize that agreement.

**VOTE ON PREVIOUS MOTION: MOTION CARRIES 3-0-1. (MR. MULLEN ABSTAINED DUE TO A CLIENT RELATIONSHIP). Resolution Required.**

2. **Bid for Crack Filling, Sealing and Striping Parking Lots** – Mr. Haight requested authorization to solicit bids for crack filling, sealing and striping of the parking lots for Civil Defense, Corning Mental Health, Hornell DMV/Probation, Hornell Mental Health and Records/Veterans.

**MOTION: AUTHORIZING THE COMMISSIONER OF PUBLIC WORKS, IN CONJUNCTION WITH THE PURCHASING DIRECTOR, TO SOLICIT BIDS FOR THE CRACK FILLING, SEALING AND STRIPING OF THE CIVIL DEFENSE, CORNING MENTAL HEALTH, HORNELL DMV/PROBATION, HORNELL MENTAL HEALTH AND RECORDS/VETERANS PARKING LOTS MADE BY MR. VAN CAESEELE. SECONDED BY MR. KUHL. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

3. **Bid for Roofing of the Detention Center Garage** – Mr. Haight requested authorization to solicit bids for the roofing of the Detention Center Garage.

**MOTION: AUTHORIZING THE COMMISSIONER OF PUBLIC WORKS, IN CONJUNCTION WITH THE PURCHASING DIRECTOR, TO SOLICIT BIDS FOR ROOFING OF THE DETENTION CENTER GARAGE MADE BY MR. VAN CAESEELE. SECONDED BY MRS. FERRATELLA.**

Mr. Mullen asked is the roof in bad shape? Mr. Haight replied yes. The roof has not been done in 30 – 40 years.

**VOTE ON PREVIOUS MOTION: ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**IV. OUTSIDE AGENCIES**

A. Cornell Cooperative Extension

1. **Activity Update** – Mr. Potter stated that Ms. McKinley asked if he could provide the update as she is on vacation. They will be holding a Sweets and Greet reception to thank volunteers for National Volunteers Week on April 21<sup>st</sup>. They are getting ready for the second year of the veggie van. The first year was very successful. They have received funding from Excellus, Office for the Aging and the Corning Foundation to do this for another year. This year they will be doing six stops weekly throughout the County from July to September. He stated they have done several presentations to school principals and superintendents to share the importance of agriculture in the classroom. They have received a \$26,000 grant to do ag in the classroom activities and they plan to obtain more funding from the schools to hire a full-time ag in the classroom educator. Mr. Potter stated they also have scheduled several workshops including a beginning gardener workshop and a special workshop for starting a farm.

**V. OTHER BUSINESS**

A. *Corning Motor Vehicles* – Mr. Kuhl asked for an update on the Corning Motor Vehicles Office? Mr. Brewer replied they anticipate being back up and running tomorrow. They are receiving the part today and State IT will be down tomorrow to install it.

B. *2023 Goals* – Mr. Mullen asked if anyone had any thoughts for goals for the committee? He stated he has a few things that he has thought about. One of them is with regard to Soil & Water; I think that we should be considering succession planning with that. I think we should be considering whether we should have a deputy or something along

those lines. With the volume of work that he does and that is needed, that could be good operationally. Mr. Van Etten asked does that even fall within our purview? They are a separate agency and we just fund them. Mr. Mullen stated I'm not sure exactly how the employment part of it works. Mr. Van Etten stated they are not County employees. Mr. Brewer stated Mr. Parker isn't, but the other guys are. Mr. Nichols stated no, only the shared services part. He stated he is on the Soil & Water Board of Directors. The regular employees there are not County employees. With shared services work, County employees from Public Works run their equipment, but the main employees with Soil & Water are not County employees.

Mr. Van Etten commented I agree that succession planning there is critical. He stated Mr. Parker spent almost a year trying to find someone to fill a position. Mr. Mullen stated I think that if we had Mr. Parker's buy-in; it doesn't necessarily need to be a Soil & Water employee. We do shared services and if we had someone we were training, potentially that person could step into his shoes.

Mr. Van Etten asked how does the District Manager get hired? Mr. Nichols explained with the Board of Directors, we are trying to hire people to replace those that have left. We have one that is a possible replacement for Mr. Parker and we are getting that individual trained in the different aspects of the job. This is a concern. One of the issues we have is Soil & Water is not in the State retirement system. If they were, that would be a draw to help with recruitment. They do have a 401k plan. It is cost prohibitive for them to join the State retirement system at this point because both Mr. Parker and Mrs. Parker have so much time in that the cost to join would be astronomical. After they retired, then the district could join the retirement system.

Mrs. Ferratella asked is the Board of Directors looking at a succession plan? Mr. Nichols replied yes. Mr. Mullen asked is Mr. Parker the only individual that is certified for grants and other work? Mr. Nichols replied yes and we have the individual that we have been training who is starting to get some of those certifications. Mr. Mullen asked have you looked at trying to raise the salaries? Mr. Nichols stated we have done that and some of those we have raised this year.

Mr. Van Etten stated I agree with you and it's definitely a concern as Mr. Parker is the key individual there. The services that they do for the County are just phenomenal. Mr. Mullen stated we have a lot of bridges, and just land and streams in general and there is so much other stuff that he does. Mr. Van Etten asked are Soil & Water Districts their own separate entity? Mr. Wheeler stated that he is not aware of any counties that have a Soil & Water director through the County. He stated he can reach out to other counties. His assumption is that most are separate. Ms. Prossick stated all Soil & Water Districts are set up by the State.

Mr. Mullen commented maybe we could work with Public Works together on some sort of succession plan as we will be affected by it. Mrs. Ferratella commented I'm not sure if it is under our purview to look at this.

*Secretary's Note: The Committee agreed to continue discussion on this.*

Mr. Mullen stated for other goals he could like to continue to follow-up on Broadband and complete the Comprehensive Plan.

Mr. Kuhl stated his idea for a goal was related to the room tax. He wanted to look into that; analyzing compliance and the impact. He would like to look at the roll out of the collections and compliance part. Mr. Mullen stated he would like to couple that with the funding of the outside agencies and where we want those dollars to go. Mr. Wheeler commented with regard to room tax specifically, he, Mr. Brewer, Mrs. Hurd-Harvey and Mr. Alger will be doing a demo on compliance collection software and will likely be recommending a special meeting prior to the Legislative meeting to award that contract and get that up and running.

Mr. Mullen stated additionally he wanted to compare our goals against the department head goals as well. He stated we can have a follow-up discussion next month.

**MOTION: TO ADJOURN MADE BY MR. KUHL. SECONDED BY MR. VAN CAESEELE. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

**\*\*NEXT MEETING SCHEDULED FOR\*\***  
**Wednesday, May 3, 2023**  
**9:30 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office**  
**NO LATER THAN NOON**  
**Wednesday, April 26, 2023**