I. **CALL TO ORDER**

Ms. Lattimer called the meeting to order at 9:30 a.m.

II. **APPROVAL OF MINUTES**

**MOTION:** Approving the minutes of the January 6, 2021, and January 25, 2021, meetings made by Mrs. Lando. Seconded by Mr. Hanna. All being in favor. Motion carries 5-0.

III. **DEPARTMENTAL REQUESTS**

A. **Planning**

1. **Authorizing a Public Hearing** – Mr. Sousa requested authorization to hold a public hearing for the annual Community Development Grant (CDBG) applications. He noted that due to COVID, no 2020 CDBG funds were expended so we will actually be applying for 2020 funds for projects occurring in 2021.

**MOTION:** Authorizing a public hearing for the annual Community Development Block Grant (CDBG) applications made by Mr. Van Caeseele. Seconded by Mr. Hanna. All being in favor. Motion carries 5-0.

2. **Authorizing the Submission of a Community Development Block Grant Application** – Mr. Sousa requested authorization to submit a Community Development Block Grant (CDBG) application through the Consolidated Funding Application process for the Woodlands Community in Hornellsville. This project was started three years ago with a sewer and water upgrade. It has taken a couple of years to submit an application for a grant for the electrical upgrades and road maintenance and this grant is targeted for those purposes.

Ms. Lattimer asked what is the projected cost? Mr. Sousa replied I don’t know the projected cost, but the grant is not to exceed $1 million. The grant they received prior was $750,000. The County is only a pass through for these funds. The Woodlands Community is incorporated and they are working with Labella. Ms. Lattimer asked we are acting as the lead agency? Mr. Sousa replied yes.
MOTION: AUTHORIZING THE SUBMISSION OF A COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION THROUGH THE CONSOLIDATED FUNDING APPLICATION PROCESS FOR THE WOODLANDS COMMUNITY, INC. IN HORNELLSVILLE MADE BY MRS. LANDO. SECONDED BY MR. VAN CAESEELE FOR DISCUSSION.

Mrs. Lando asked will these funds finish this project? Mr. Sousa replied I believe this is the final piece of what has become a five year endeavor. Mr. Potter asked why isn’t the Woodlands Community, Inc. applying for these funds themselves? Mr. Sousa replied a municipality has to be the applicant for CDBG funds. Mr. Potter asked so this is not the Village of North Hornell? Mr. Sousa replied no. This is the actual residents of the Woodlands Community. Ms. Lattimer stated if I remember correctly, back in the day this was a privately owned community and because it fell into disrepair it transitioned into member owned. The upgrades are necessary because it was in such disrepair and this is improving both the health and safety of the people living there.

VOTE ON PREVIOUS MOTION: ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

IV. OTHER BUSINESS

A. Goals – Ms. Lattimer stated I just want to follow up on the discussion about goals. There will be two goals that I will submit to Chairman Van Etten and the County Manager, and the committee can provide input. The first goal is to revise or amend the County Loan Fund that was set up through the IDA and REDEC administration. There will have to be some reworking and discussion about ideas we could consider to maybe tweak that. The second goal is one that Chairman Van Etten had suggested, to pursue negotiating an agreement with VRBO as we had with Airbnb. That is a doable goal for the committee.

Mrs. Lando stated I completely agree with pursuing the VRBO agreement as that is money we should have and use for our tourism efforts. Ms. Lattimer stated that is something that we should get accomplished. Mr. Hanna asked how much money are we talking about? What do we get from Airbnb? Mr. Wheeler replied maybe about $40,000. Mr. Hanna asked is there an impact study from NYSAC members on the sales tax on seasonal rental properties? Mr. Wheeler replied I would have to dig more into that; normally it is occupancy tax that is collected. Mrs. Lando stated the nice thing about this is that VRBO will be doing the collecting and cutting us a check and that is the best way. Mr. Van Caeseele commented I am in support of that.

Ms. Lattimer asked are there any other ideas to submit? I think these are the two priorities. Mrs. Lando asked should we wait until March to get the goals from department heads? Mr. Wheeler stated as with every year, the departments will submit their goals and I have asked them to be concise and very brief. That could inform your goals. Ms. Lattimer stated okay, I will submit these two goals tentatively and we can make additions if we need to after reviewing what the departments submit.

V. OUTSIDE AGENCIES

A. Cornell Cooperative Extension

1. Update – Ms. McKinley stated I wanted to thank you for the proclamation for America Saves Week which is the end of February and we will be doing financial classes around that. She stated there is great education right now for farmers and this is a great time to get your agriculture credits. She stated right now we are supporting farmers by helping them with seeds and storage issues. Ms. McKinley stated our 4-H program has not been able to meet due to COVID, however, we are giving out boredom buster kits and these are available to the community as well.

Ms. McKinley stated with our agriculture teams and educators we have made 100 visits to wineries and our southwest dairy, livestock, and field crop teams made 400 visits. Additionally there were 256 visits to vegetable farmers. We are helping a lot of farms and I will be sending this information out in our annual report.

Mrs. Lando asked when is the work starting on the fairgrounds bathrooms? Ms. McKinley replied that is scheduled to begin in April or May. The fair manager will be in charge of doing that along with some volunteers.
Ms. Lattimer commented in the most recent Cooperative Extension newsletter I was drawn to the program for downloading materials for younger children to learn financial management and I thought that was good. That is another resource for people. Ms. McKinley stated that was made possible by a donation from a financial planning group.

Mrs. Lando stated I send out a monthly email to the retiree group at Corning Inc., and about six months ago I started to send out information that I have seen in the Cooperative Extension newsletters. I have received favorable comments. She stated I get approval ahead of time to pass that information on and this also gives publicity to Cooperative Extension.

**MOTION: TO ADJOURN MADE BY MR. HANNA. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR**

Wednesday, March 3, 2021
9:30 a.m.

Please send agenda items to the Clerk of the Legislature’s Office
NO LATER THAN NOON
Wednesday, March 31, 2021