**MINUTES**

**COMMITTEE:** Robin K. Lattimer, Chair  
Hilda T. Lando, Vice Chair  
K. Michael Hanna  
Carol A. Ferratella

**STAFF:**  
Jack K. Wheeler  
Christopher Brewer  
Matt Sousa  
Eric Rose  
Jennifer Prossick  
Tammy Hurd-Harvey

**LEGISLATORS:**  
Scott J. Van Etten  
Kelly H. Fitzpatrick  
John V. Malter  
Aaron I. Mullen  
Gary D. Swackhamer  
Steven P. Maio  
Robert V. Nichols

**OTHERS:**  
Chelsea Robertson, Executive Director, Southern Tier Regional Planning & Development  
James Kuhl, Legislator-Elect  
Mary Perham

I. CALL TO ORDER

Ms. Lattimer called the meeting to order at 9:40 a.m. and asked Mrs. Lando to lead the Pledge of Allegiance.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE NOVEMBER 3, 2021, MEETING MADE BY MRS. LANDO. SECONDED BY MR. VAN CAESEELE. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENTAL REQUESTS

A. Buildings & Grounds

1. **Authorization to Solicit Bids**  
   Mr. Rose requested authorization to solicit bids for the annual testing and maintenance of the alarm systems. We have numerous contracts that we would like to combine to get better pricing.

MOTION: AUTHORIZING THE SUPERINTENDENT OF BUILDINGS AND GROUNDS, IN CONJUNCTION WITH THE PURCHASING DIRECTOR, TO SOLICIT BIDS FOR THE ANNUAL TESTING AND MAINTENANCE OF THE ALARM SYSTEMS MADE BY MRS. FERRATELLA. SECONDED BY MR. VAN CAESEELE. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **ServU**  
   Mr. Van Etten asked have we closed on this property? Mr. Wheeler replied yes. The State is coming today and hopefully, based on the layout, don’t recommend substantial changes. The primary issue will be the line of site for test taking and that may need a little renovation. State IT has given their approval on everything. We have money in the Buildings and Grounds budget and will do a lateral connection to STN fiber for approximately $2,000. Once we do that and depending on the recommendations of the State we are talking a couple of months. Mrs. Ferratella asked was the State involved in the preliminary review? Mr. Wheeler replied they were made aware. This is just the formal site visit.

B. Planning

1. **2022 Contracts**  
   Mr. Sousa presented his 2022 contracts for approval.
MOTION: APPROVING THE FOLLOWING 2022 CONTRACTS TO BE PAID OUT OF THE ECONOMIC DEVELOPMENT FUND: STEUBEN COUNTY INDUSTRIAL DEVELOPMENT AGENCY - $75,000; APPROVING THE FOLLOWING 2022 CONTRACTS TO BE PAID OUT OF THE GENERAL FUND: BATH SNO FLAKES - $17,000; FIRST TRANSIT - $24,233; MARVIN RETHMEL - CODE ENFORCEMENT - $20.00/HOUR; QUAD COUNTY SNOWMOBILE CLUB - $8,300; SOUTHERN TIER LIBRARY SYSTEM - $79,600; STEUBEN COUNTY FEDERATION OF CONSERVATION CLUBS - $4,000; ARC OF STEUBEN D/B/A STEUBEN AREA RIDES - $110,000; TEN TOWNS SNOWMOBILE CLUB ASSOCIATION, INC. - $15,500; AND SOUTHERN TIER SNOW RIDERS, INC. - $5,000; AND APPROVING THE FOLLOWING 2022 CONTRACTS TO BE PAID OUT OF ROOM TAX: ARTS OF THE SOUTHERN FINGER LAKES - $36,700; BATH CHAMBER OF COMMERCE, INC. - $5,000; FINGER LAKES TOURISM ALLIANCE - $29,500; FINGER LAKES WINE COUNTRY - $95,000; GREATER CORNING AREA CHAMBER OF COMMERCE, INC. - $20,000; GREATER HAMMONDSPORT CHAMBER OF COMMERCE, INC. - $15,000; HORNELL AREA ARTS COUNCIL – $7,500; HORNELL AREA CHAMBER OF COMMERCE - $5,000; STEUBEN COUNTY DAIRY FESTIVAL - $1,000; AND STEUBEN COUNTY CONFERENCE & VISITORS' BUREAU - $685,000 MADE BY MRS. LANDO. SECONDED BY MR. VAN CAESEELE. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. ARPA Funding Request – Comprehensive Plan – Mr. Sousa stated back in July he proposed a request for $100,000 in ARPA funds to do a Comprehensive Plan. This would also be a part of the proposed Climate Smart Communities Grant. He introduced Chelsea Robertson, Executive Director of STC who is also here to answer any questions. He stated this is a two for one proposal as he could also use this as the match for the $115,000 Climate Smart Communities Grant. The first component of my proposal is to spend $100,000 on a Comprehensive Plan. This will be a community generated plan and is something that we have never done before. The second component is the Climate Smart Communities Grant which will help with the development of a bicycle and pedestrian master plan which will supplement the Comprehensive Plan and check off some Climate Smart Communities action items that will hopefully position the County to be able to access additional State funds. Mr. Sousa stated with the Climate Smart Communities Grant we will need to know if we have the matching dollars in place as they are expected to make the awards soon. If we will not be contributing matching funds, then I will need to withdraw our application. Mr. Wheeler commented it has been a few months since we last talked about this. We would recommend the allocation for this and we had talked about using the Climate Smart Communities grant for leverage.

Mr. Van Etten asked how would you spend this $215,000? Mr. Sousa replied we would need to hire a consultant and that consultant would organize the advisory committee which would include representation from the Legislature, community members, department heads and municipal officials. The consultant would do a tremendous amount of outreach, organizing the workshops, public meetings and advertising. The comprehensive plan will be a grassroots plan generated by surveys, etc. This would also include plan development and outreach efforts to gather information as well as mapping that information. The comprehensive plan is probably a two-year project.

Ms. Lattimer asked the plan will be good for 20 years? Mr. Sousa replied it will be good for 30 years, until 2052. Mr. Wheeler stated the $100,000 is an estimated cost and we would need to issue an RFP for the consultant services. Mr. Sousa commented I think the $100,000 is reasonable.

Mrs. Ferratella stated a comprehensive plan is a living document and will have to be changed. How will you follow-up on that? Mr. Sousa explained comprehensive plans can be updated every five to ten years. I would anticipate we would do a ten year update and that would require a small amount of money to go through that process. The updates are much more cut and dry.

Mrs. Lando commented the City of Corning has a master plan and that is updated on a regular basis. I would hope both plans would work together. Mr. Sousa replied I would anticipate that the Corning City Planner, Jennifer Miller, would be on the advisory committee.
Mr. Nichols asked what exactly are you looking at; growing the economy, planning for more industries? Mr. Sousa replied all of the above. The plan will be what people want to see. Mr. Wheeler stated there will be outreach with businesses, workforce development agencies as well as elected and appointed officials. Mr. Nichols commented I have seen a lot of plans over the years and many of those fade away. Mr. Wheeler stated ARPA funds seemed ideal as the money is for you to use for transformative efforts and a comprehensive plan fits that. Mr. Sousa commented the State has not provided funding for comprehensive plans since 2015.

Mr. Maio asked how many of our municipalities have comprehensive plans and if we do this, is this something they can piggyback off? Mr. Sousa replied about 60 percent of the municipalities have a plan; some are from as far back as 1967 and 1951. That is part of our goal; to create a document for those communities that don’t have a plan and that they could piggyback off. The plan will be generated from representation from their communities. Those with plans could look to it for a potential update.

Ms. Fitzpatrick stated I have been an advocate for internet across the County as well as changing our transportation. The other thing is the EMS study and provision of service. How will the study help us in those efforts? I don’t want to wait another two years before we move forward on those initiatives. Mr. Sousa replied transportation would certainly be a major component of the plan. These projects will feed off each other. The comprehensive plan will touch on the broadband expansion. This will lay the foundation and be the springboard for those major projects.

Mr. Wheeler commented with regard to broadband, that will not be held up and that is an ever changing landscape. That will be on the fast track as much as you want it to be. With transportation you could make a decision to change things; you could take action no matter what. The EMS study would be similar. You could take that at whatever pace you chose. Ms. Fitzpatrick stated I am in favor of the plan, but there are other issues that cannot wait.

Ms. Lattimer stated having served on a Town Board and developed a comprehensive plan, it is integral to economic development activity. If you have a plan in place, you set yourself up for getting future grant funding. Mr. Sousa stated economic activity and quality of living are paramount.

Mr. Van Etten asked for an explanation of the Climate Smart Communities Grant. Ms. Robertson explained the Climate Smart Communities is a Department of Environmental run program similar to, but different from the Clean Energy Communities. With both programs, you need to be a certified community in order to get funding. There is a checklist for the Climate Smart Communities and a lot of our planning is related to those items on the checklist, such as having a comprehensive plan. One checklist item is having walkable communities. With that they are looking for community input and discussion and they talk about clean energy as a piece of that. That criteria may not apply to every community. The other advantage is the $100,000 is enough for a comprehensive plan and if you marry that with another grant, that shows efficiencies. Another checklist item is creating a task force and that can be our comprehensive plan advisory committee. All of these things will potentially happen simultaneously. Some pieces of the checklist STC will be good at and other pieces will come more from the Planning Department. For the $100,000 you are getting a $215,000 plan as well as some efficiencies. You will be to say on your grant applications that you have a comprehensive plan and that you are progressing toward being a Climate Smart Community.

MOTION: APPROPRIATING $100,000 IN UNRESTRICTED ARPA FUNDING FOR THE DEVELOPMENT OF A COUNTY-WIDE COMPREHENSIVE PLAN MADE BY MRS. LANDO. SECONDED BY MRS. FERRATELLA FOR DISCUSSION.

Mr. Van Caeseele commented this is an opportune time to take advantage of projects with ARPA funds and I commend you for wanting to take this project on. We are a pioneer and an innovator and we are showing that we can get something like this to work. Mr. Potter commented this is a jumping off point for communities that do not have a master plan. Ms. Robertson stated absolutely and this provides a great benefit to the communities.
Mr. Malter asked Mr. Sousa to provide the checklist for action under the Climate Smart Communities Grant so that we can see what it is all about.

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

C. County Manager
1. Livingston County Weights & Measures Contract – Mr. Wheeler requested authorization to renew the contract with Livingston County for providing Weights and Measures services. The rate for 2022 is $62,500 plus we will get reimbursed for mileage.

**MOTION:** AUTHORIZING THE RENEWAL OF THE INTER-MUNICIPAL AGREEMENT WITH LIVINGSTON COUNTY FOR THE PROVISION OF WEIGHTS AND MEASURES SERVICES FOR $62,500 ANNUALLY PLUS MILEAGE REIMBURSEMENT MADE BY MRS. LANDO. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

**IV. OTHER BUSINESS**
A. Goals – Ms. Lattimer stated Mr. Van Etten had asked for update on the status of the committee’s goals. Our goal was VRBO and it has taken us six months to get a contact there plus COVID was going on at the same time. We did make some progress, but there has been no finalization to that contact. Ms. Prossick stated you had asked me to reach out to their legal department to inform them of the possibility of the County amending their Local Law relative to hotel room tax. I did receive a confirmation that the email was received, however, I have not heard back from them. Mr. Wheeler stated we are working on drafting a local law for you to consider. There are nuances because we do have a voluntary collection agreement with one agency.

Mrs. Lando commented this should be a goal for 2022 as we are potentially talking about a lot of money. Ms. Fitzpatrick asked if we establish a local law, what kind of enforcement ability will we have? Ms. Prossick replied we have a local law with an enforcement mechanism in it. I would not recommend you change it. The issue is the rentals and how we find out. The mechanism for enforcement is a civil procedure. Mr. Wheeler explained we can, and do, enforce, but it is a lot of work on the Finance Office. In the time that I have been here, we have run into two issues. Ms. Prossick stated we typically send a letter and they normally comply.

Ms. Lattimer commented we would need to carve Airbnb out of any potential future local law as they are already collecting. Ms. Prossick stated we would need to change the definition of a hotel/motel to read except for Airbnb. Mr. Wheeler explained it gets pretty muddy. If we don’t have a third party collection agreement you would be requiring the tax be paid by the homeowner. My recommendation would be to carve Airbnb out as they are already taking that burden. Of those that rent other than through Airbnb it would revert back to the homeowner to remit the taxes to the County.

Mr. Hanna commented we are seeing increases in the weekly rental rates on Keuka and Waneta Lakes. They are increasing from $3,000 a week to $5,000 a week and there is some talk of going up to $6,000 a week. Mr. Wheeler stated Airbnb represents about 40 percent of the market. Mr. Van Etten commented my issue is that it is not uniform. Mr. Wheeler stated VRBO, which is the home company of HomeAway, represents about 60 percent of the market.

Ms. Lattimer commented this will be an ongoing goal for the next committee to tackle.

B. Recognition – Mrs. Ferratella stated I would like to thank Ms. Lattimer for all of her efforts. Ms. Lattimer stated I thoroughly enjoyed being on this committee. It has been a challenge and it has been a lot of fun working with all of the committee members, the County Manager and the County Attorney; thank you for all the help. I think it is a pretty important committee; all of the committees are important. This will be my last in-person meeting. Thank you all, you have been very supportive and we cannot do it alone.

C. Cornell Cooperative Extension – Mrs. Lando stated she just wanted to give a quick update. She stated that she did send an email to Chris Curtis who is the Director of Cornell Cooperative Extension for the State and he did
acknowledge my email. He responded and said that they will discuss legislative representation at one of their next meetings and that he will follow up.

Mrs. Lando stated they had a successful Achievement Night and awards were given out to over 100 youth. Also our annual dinner went very well and we recognized various people and the organization. Mr. Potter stated they are gearing up to provide multiple educational opportunities for youth as well as for farmers.

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

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR**

Wednesday, January 5, 2022
9:00 a.m.

Please send agenda items to the Clerk of the Legislature’s Office

NO LATER THAN NOON

Wednesday, December 29, 2021