

## 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...

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Thank you!

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Date: Wednesday, February 23, 2022 @ 1:00 PM

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

Planning Committee Members Present: **Leuer, Davis**, Berwanger (1:24 PM), Gozelski (1:24 PM), Granger, Roberts, Ryan (ex-officio member)

Absent: Kehl, McCormick

Also Present:

Department Agenda Item	Discussion	Decision	Action
<b>Committee Chair's Agenda</b>			
		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>1:00 PM Arts Council w/J. Swaby</b>			
1. <b>General Update:</b>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
2. <a href="#"><u>ARTSnews (Spring 2022)</u></a>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>1:15 PM Wyo. Co. Chamber of Commerce w/S. Gardner &amp; E. Szucs</b>			
1. <b>Professional Service Contract \$5,001 or greater:</b> Authorize Chairman to sign a contract, pursuant to General Municipal Law §104(b), with <b>Wyoming County Chamber of Commerce and Tourism</b> , 36 Center Street, Suite A, Warsaw NY 14569 to provide America Rescue Plan Act funding for website redesign in an amount not to exceed \$45,000.00 (forty-five thousand dollars); effective January 1, 2022 through December 31, 2022.		Motion: Davis Ayes: 6+1 Noes: Absent: 2 Kehl, McCormick	Carried: <b>XXX</b> Defeated: Referred to:  <b>*RESOLUTION</b>

Committee Chair Initials: \_\_\_\_\_

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Absent: Kehl, McCormick

Also Present:

Department Agenda Item	Discussion	Decision	Action
<p>2. <b>2022 Appropriations</b>  <b>To:</b> 016420.540910 Tourism \$45,000.00  w/01642001.440890R Federal Recovery \$45,000.00  <b>Reason:</b> To appropriate Recovery funding previously approved for a redesign of the Tourism Website</p>		<p>Motion: Davis  Ayes: 6+1  Noes:  Absent: 2 Kehl,  McCormick</p>	<p>Carried: <b>XXX</b>  Defeated:  Referred to:   <b>FINANCE</b></p>
<p>3. <b>Professional Service Contract \$5,001 or greater:</b>  Authorize Chairman to sign a contract, pursuant to General Municipal Law §104(b), with <b>Wyoming County Chamber of Commerce and Tourism</b>, 36 Center Street, Suite A, Warsaw NY 14569 to provide America Rescue Plan Act funding for Fresh Air Adventures – Regional Marketing and Public Relations campaign in an amount not to exceed \$20,000.00 (twenty thousand dollars); effective January 1, 2022 through December 31, 2022.</p>		<p>Motion: Davis  Ayes: 6+1  Noes:  Absent: 2 Kehl,  McCormick</p>	<p>Carried: <b>XXX</b>  Defeated:  Referred to:   <b>*RESOLUTION</b></p>
<p>4. <b>2022 Appropriations</b>  <b>To:</b> 016420.540910 Tourism \$20,000.00  w/01642001.440890R Federal Recovery \$20,000.00  <b>Reason:</b> To appropriate Recovery funding previously approved for Fresh Air Adventures – Regional Marketing and Public Relations campaign</p>		<p>Motion: Davis  Ayes: 6+1  Noes:  Absent: 2 Kehl,  McCormick</p>	<p>Carried: <b>XXX</b>  Defeated:  Referred to:   <b>FINANCE</b></p>
<p>S. Gardner outlined <b>three (3) options for receptionist services:</b></p> <ol style="list-style-type: none"> <li>1. <b>One person at 30 hrs./week @ \$13.20/hr.</b></li> <li>2. <b>Two persons at 38 hrs./week collectively @ \$13.20/hr.</b></li> <li>3. <b>Two persons at 38/hrs./week collectively @ \$13.20/hr. with some flexibility to move them around.</b></li> </ol>			

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Planning Committee Members Present: **Leuer, Davis**, Berwanger (1:24 PM), Gozelski (1:24 PM), Granger, Roberts, Ryan (ex-officio member)

Absent: Kehl, McCormick

Also Present:

Department Agenda Item	Discussion	Decision	Action
<b>5. Professional Service Contract \$5,001 or greater:</b> Authorize Chairman to sign a contract, pursuant to General Municipal Law §104(b), with <b>Wyoming County Chamber of Commerce and Tourism</b> , 36 Center Street, Suite A, Warsaw NY 14569 for receptionist services in an amount not to exceed \$28,000.00 (twenty-eight thousand dollars); effective January 1, 2022 through December 31, 2022.		Motion: Ryan Ayes: 6+1 Noes: Absent: 2 Kehl, McCormick	Carried: <b>XXX</b> Defeated: Referred to:  <b>*RESOLUTION</b>
<b>6. 2022 Appropriations</b> <b>To:</b> 016420.540910 Tourism \$28,000.00 w/any funds available \$28,000.00 <b>Reason:</b> To appropriate funding for a contractual agreement to provide front desk attendance at the Ag Business Center.		Motion: Ryan Ayes: 6+1 Noes: Absent: 2 Kehl, McCormick	Carried: <b>XXX</b> Defeated: Referred to:  <b>FINANCE</b>
<b>The county is scheduled to close on the Ag. &amp; Business Center, Monday, February 28, 2022.</b>			
<b>1:30 PM Industrial Development Agency w/J. Pierce</b>			
<b>1. Reappointment:</b> <b>Industrial Development Agency</b> <b>Board of Directors</b> <b>For a three (3 ) year term; effective February 07, 2022 through February 6, 2025</b> <ul style="list-style-type: none"> <li><b>James Rutowski</b>, 75 North Main Street, Warsaw NY 14569 (position formerly held by Sandra Pirdy).</li> </ul>		Motion: Granger Ayes: 6+1 Noes: Absent: 2 Kehl, McCormick	Carried: <b>XXX</b> Defeated: Referred to:  <b>*RESOLUTION</b>
<b>Wyo. Co. Business Center (LDC) w/J. Pierce</b>			
	~ Nothing to Report ~	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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Absent: Kehl, McCormick

Also Present:

Department Agenda Item	Discussion	Decision	Action
<b>1:45 PM Countywide Zoning Program w/D. Roberts</b>			
1. <i>Monthly Report – Jan. 2022</i>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
2. <i>Munis Income Statement</i>	<u><a href="#">Attached</a></u>	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>2:00 PM Wyo. Co. Water Resource Agency w/S. Perkins</b>			
1. <i>FYI~ Contract (\$3,000 and under)</i>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<ul style="list-style-type: none"> <li>• <b>Ti Sales</b>, 36 Hudson Road, Sudbury, MA 01776 for the lease of water meter reading equipment in an amount not to exceed \$1,500.00; effective January 1, 2022 through June 30, 2022.</li> </ul>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
2. <i>Project Opportunity list still out there. Please reach out with priority opinions.</i>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>2:15 PM – Planning &amp; Development w/J. Bragg</b>			
1. <i>Discussion:</i>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<ul style="list-style-type: none"> <li>• Roll out of totes with P. Martino/Waste Management.</li> <li>• 04/04/2022 start of tote distribution. Will last 3-4 weeks.</li> </ul>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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Absent: Kehl, McCormick

Also Present:

Department Agenda Item	Discussion	Decision	Action
<p><b>2. Permission to pay bills from 2020.</b> It is an oversight. Confirmed invoices never paid..</p> <ul style="list-style-type: none"> <li><b>Thomson Reuters</b> - total of \$1,594.00 (invoice date 10/4/2020 for Planning/Zoning publications)</li> <li><b>Johnson Newspaper Corp.</b> – total of \$42.00 (invoice date 8/29/20 for publication ad for final request for bids for curbside collection)</li> </ul>		<p>Motion: Roberts Ayes: 6+1 Noes: Absent: 2 Kehl, McCormick</p>	<p>Carried: <b>XXX</b> Defeated: Referred to:</p> <p style="text-align: center;"><b>APPROVED</b></p>
<p><b>3. 2021 Transfer:</b> <i>From:</i> 018020.510001 Salary S/D/I \$1,594.00 <i>To:</i> 018020.542301 Books/Publications 1,594.00 <i>Reason:</i> To cover the cost of Thomson Reuter invoice from 2020.</p>	<p><i>Withdrawn</i> By Budget Officer Cook</p>	<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>
<p><b>4. Position Create/Fill</b> <b>Planning Department</b> Create one (1) position of <b>Keyboard Specialist, PT (Temp.)</b> (.4 FTE), CSEA agreement, sch. A, grade 2/step 3 (\$17.29/hr.) – not to exceed 14 hours per week); effective February 15th, 2022 through March 25th, 2022 (for a period not to exceed 6 weeks).</p>	<p><i>Emergency fill executed by Chairwoman Ryan on February 15th, 2022</i></p>	<p>Motion: Davis Ayes: 6+1 Noes: Absent: 2 Kehl, McCormick</p>	<p>Carried: <b>XXX</b> Defeated: Referred to:</p> <p style="text-align: center;"><b>FINANCE</b></p>
<p><b>5. Professional Service Contract \$5,001 or greater:</b> Authorize Chairwoman to sign a contract with <b>GLOW Solid Waste Management Committee</b>, Genesee County Building 2, 3837 West Main Street Road, Batavia, NY for the provision of Inter-Municipal Cooperation Agreement in an amount not to exceed \$18,107.00 per year; effective January 1, 2022 through December 31, 2022.</p>	<p><i>See attached</i> <i>Withdrawn</i> <i>Already approved Res. #21-310; passed 07/13/21</i></p>	<p>Motion: Ayes: Noes: Absent:</p>	<p>Carried: Defeated: Referred to:</p>

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Absent: Kehl, McCormick

Also Present:

Department Agenda Item	Discussion	Decision	Action
6. <b>Amend Resolution 21-063</b> passed by the Board of Supervisors on February 9th, 2021 with Environmental Enterprises, Inc. for GLOW Region 2021 Household Hazardous Waste Collection Program in an amount not to exceed \$32,000.00 to extend for 2022 collection.	<i>Template resolution provided</i>	Motion: Davis Ayes: 6+1 Noes: Absent: 2 Kehl, McCormick	Carried: XXX Defeated: Referred to:  <b>*RESOLUTION</b>
7. <b>Broadband update:</b> <ul style="list-style-type: none"> <li>• ECC Survey currently at 4.9% response rate.</li> <li>• Needs to be greater than 5%, 50 more people needed to respond to the survey.</li> </ul>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
8. <b>Discussion on employee distribution of workload</b>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
9. <b><u>Monthly Planning Report</u></b>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>Space Allocation w/</b>			
1. <b><u>Review 01/31/22 e-mail from Buildings &amp; Grounds Director Adamczak.</u></b>		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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Absent: Kehl, McCormick

Also Present:

Department Agenda Item	Discussion	Decision	Action
<b>2. Move Veteran Services to the Ag. Center.</b> <ul style="list-style-type: none"> <li>Modifications to accommodate the department estimated to be \$3,500.00.</li> </ul>		Motion: Roberts Ayes: 6+1 Noes: Absent: 2 Kehl, McCormick	Carried: <b>XXX</b> Defeated: Referred to:  <b>APPROVED</b>
3. Supervisor Davis, T/Covington and Public Health Committee Chair asked that consideration be made to identify suitable office space for the Mental Health Department and Partners for Prevention. Approximately 2,500 sq. ft. to accommodate 10 employees.		Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>Ag and Business Center</b>			
	~ Nothing to Report ~	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>Ag Center Space &amp; Building Report</b>			
	~ Nothing to Report ~	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:
<b>Solid Waste w/</b>			
	~ Nothing to Report ~	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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Absent: Kehl, McCormick

Also Present:

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<b>Business Education Council w/J. Duppengesser</b>			
	~ Nothing to Report ~	Motion: Ayes: Noes: Absent:	Carried: Defeated: Referred to:

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

Next Planning Committee Meeting scheduled for **Wednesday, March 30, 2022 @ 1:00 PM.**

Committee Chair Initials: \_\_\_\_\_