



**January 16, 2020**

**Meeting Minutes**

**CALL TO ORDER**– Acting Chair, Tim O’Hearn called the meeting to order at 9:00 AM in the STC conference room.

**ATTENDANCE**

**Chemung County** – Nicolette Wagoner; Joe Roman; Tom Sweet

**Schuyler County** – Kristin VanHorn; Tim O’Hearn; James Ryan; Carl Blowers; Judy McKinney Cherry

**Steuben County** – Heather Reynolds; Steve Maio; Joe Hauryski; Jamie Johnson; Amy Dlugos; Jack Wheeler

**STC Staff** – Chelsea Robertson; Victoria Ehlen; Brittany McKerlie; Yvonne Terwilliger; Janet Thigpen

**WELCOME/INTRODUCTIONS** – The following new Board members were welcomed and introduced: Carl Blowers from Schuyler County and Joe Roman from Chemung County.

**APPROVAL OF THE MINUTES** – On a motion duly made (Wheeler/VanHorn) and carried, the minutes of the November 21, 2019 meeting were approved.

**COMMITTEE REPORTS**

**BUDGET AND PERSONNEL COMMITTEE**

- a) **Board member updates** – Chelsea said there will be some openings on a number of committees and asked board members to let her know if they are interested in filling any of those positions. We will finalize the committee assignments with the board’s approval at the Annual meeting in February.
- b) **Final review of the personnel policy** – Policy and procedures have been revised and updated to be consistent with Steuben County personnel policy and procedures. There was discussion involving both the sexual harassment training and IT policy and procedures. The committee voted to bring the revised personnel policy to the full board for review and adoption in February. Chelsea will email the document and the changes to the board members so they can make an informed decision regarding the acceptance of the new policy.

**AUDIT COMMITTEE**

- a) **Abstract of Claims** – The audit committee reviewed abstracts totaling \$25,591.54. On a motion duly made (Johnson/McKinney Cherry) and carried, the abstracts were approved.

## REGIONAL PROGRAM ACTIVITIES

- 1) **CEDS Update** – Victoria Ehlen told the Board that we are required to submit a full update to the EDA by March 31<sup>st</sup>. This involves a 30 day notice to the public prior to the submission to the EDA. After closing the public comment period, the Board will be able to adopt the draft at the March 19<sup>th</sup> STC Board meeting. The CEDS draft will then be sent to the EDA, fulfilling our requirements. On a motion duly made (McKinney Cherry/Johnson) and carried, the Board moved to publicize the CEDS draft that comes out of the Economic Development Policy and Strategy Committee, beginning in February, for an open public comment period.

- 2) **Intergovernmental Review** – Janet Thigpen

### **1920 FFY 20-21 NYS Water Quality Management Planning Program**

Project Applicant: NYS Department of Environmental Conservation

Description: 604b Clean Water Act funding from EPA for water quality management planning, water quality standards work and total maximum daily load work.

Federal Agency: Environmental Protection Agency

Cost: Federal: \$1,771,000.00    Applicant: 0    Total: \$1,771,000.00

On a motion duly made (Dlugos/Maio) and carried, the intergovernmental review was approved.

- 3) **ARC/DDAA Conference** – The conference will be held in Washington, D.C. from March 15<sup>th</sup> to the 18<sup>th</sup>. Chelsea and Victoria will be attending along with board member, Jenn Miller. The conference provides a number of training opportunities along with valuable insight from meeting with federal funders, ARC staff and other regional boards throughout Appalachia. After attending the conference, Chelsea will give the board an update at our March meeting.
- 4) **CFA Award Announcements** – The Southern Tier Region was a big winner and STC received all the money they applied for. As a result all projects in our budget will be able to move forward.
  - a) One of the projects is Brownfield Site Profile. Chemung, Schuyler and Steuben County IDAs all committed funds to STC to help with this. STC planner, Stephanie Yezzi will be in contact with the three counties. Each county will give STC seven sights that they need to have research done on. These sights are not limited to brownfields.
  - b) Another project, funded by LWRP, is Design Guidelines for Historic Structures that fall within Floodplains.
  - c) The Town of Cameron was awarded CDBG money for a housing needs assessment. This is the first time Cameron has received money for this and STC planner, Maggie Costello will be working with them.

## OTHER BUSINESS

- 1) **Resolution to Recognize Board Member, Ted Bennett** – On a motion duly made, (Sweet/O’Hearn) and carried, the resolution was approved.
- 2) **Next Board Meeting** – The next meeting will be our Annual Meeting on February 20, 2020.
- 3) **Annual Gathering** – Chelsea told the board that we are open to suggestions on the date, time and place for our Annual Dinner sometime in May.
- 4) **24<sup>th</sup> Annual Regional Leadership Conference** – The Board was reminded of the Annual Leadership Conference coming up on April 9<sup>th</sup>. Preparations are on schedule and registrations forms will be sent out in the next two weeks.

**ADJOURN** - On a motion duly made, (Hauryski/Dlugos) and carried, the meeting adjourned at 9:30 a.m.

Respectively submitted,  
Yvonne Terwilliger  
Executive Assistant

