



SOUTHERN TIER CENTRAL REGIONAL PLANNING AND DEVELOPMENT BOARD

Thursday, September 17, 2026

In-person

BOARD MEETING MINUTES

CALL TO ORDER

Chair, Shawn Rosno, called the STC Board Meeting to order at 9:04 a.m.

ATTENDANCE

Chemung County – Jennifer Furman, Anita Lewis, Dave McCormick, and Kyle Sullivan

Schuyler County – Shawn Rosno and Carl Blowers

Steuben County – Kelly Fitzpatrick, James Johnson, Hilda Lando, Jenn Miller, Heather Reynolds, Marie Myers Shearing, and Michael Volino

STC Staff – Chelsea Robertson, Katie Heverly, Jack Cook, Victoria Ehlen, James McKinley, Cathy Rook, Alison Salisbury, and Janet Thigpen

WELCOME & INTRODUCTIONS

Chelsea Robertson introduced and welcomed **new hire, James McKinley**, who began working at STC on August 3, 2026, as a Planner. James is the current Code Enforcement Officer for the Town of Jerusalem and also a certified Floodplain Manager. James brings a great deal of knowledge and experience to STC and we are excited to have him join the STC staff.

APPROVAL OF MINUTES

On a motion duly made (Kelly Fitzpatrick and Hilda Lando) and carried, the **July 16, 2026, Board Meeting Minutes** were approved.

COMMITTEE REPORTS

1. Audit Committee

- a. Jamie Johnson presented the **Abstract of Claims** totaling \$48,908.13 to the board for approval. On a motion duly made (Jamie Johnson and Carl Blowers) and carried, 11 abstracts were approved.

2. Budget and Personnel Committee

- a. The **Budget Update** was presented by Chelsea Robertson. Chelsea began with good news stating that EDA will soon pay backdated funds to STC, as per our contract. Regarding ARC, STC has been under contract but no payment has been received yet. This morning, Chelsea received an email from ARC stating STC should expect to receive payment for 3/4 of this year.

- b. Chelsea Robertson gave reminders for upcoming meetings regarding **STC's 2027 Budget:**

- i. The **Budget and Personnel Committee** is currently reviewing dates so Chelsea can schedule the committee's **Budget Breakfast** for some time in mid-November. Once the date is set, calendar invites will be sent out to the committee members.
- ii. The **2027 Budget Approval Meeting** is scheduled for Thursday, **December 3, 2026**. This is an in-person Board Meeting that will require a board vote to approve the 2027 STC Budget and **quorum is required for the vote**. The November and December Board Meetings will be combined into one meeting on December 3, 2026. Chelsea asked the Board to please be available to attend this important Board Meeting, in-person, at STC.

REGIONAL PROGRAM ACTIVITIES

1. The **IRT (Innovative Readiness Training) Mission** update presentation was given by Chelsea Robertson. Per previous update given by Dot Richter, the IRT Mission application was submitted for Schuyler County approximately a year and half ago. Unfortunately, the application was not picked up for a 2027 IRT mission, so now consideration is being given as to whether or not STC should re-apply for an IRT mission in 2028. One of the biggest challenges will be finding an alternative host location for an IRT mission. The original host was going to be the Watkins Glen School District; however, they will be doing some remodeling work in 2028 and will be unable to host the mission during construction. Alternative host locations are being considered throughout Schuyler, Chemung, and Steuben Counties. Ideally, the host location will be centrally located so that as many residents as possible can attend and receive free health care services (dental, medical, school physicals, etc.) and also take advantage of free veterinarian services during the two-week mission period. The host location must be able to house up to 200 military service members, provide access to bathrooms and showers, provide a commercial kitchen on site (that is not shared with or in use by any other organization during the 14-day mission period), and also provide the location at no cost to the IRT mission. This is a huge undertaking and commitment for the host location. Several alternative locations have already been considered, but in many cases the commercial kitchen is under contract with a food or catering service and so the location is unable to host a mission. Chelsea concluded by stating the search for an alternative host location will continue and the STC Board committed to helping with that search.

2. Intergovernmental Reviews

- a. **IGOR 2609 for applicant: NYSDEC – Division of Water** was handled by Alison Salisbury and Janet Thigpen and presentation was given by Alison Salisbury. The applicant requested \$2,829,884.00 in federal funding through the U.S. Environmental Protection Agency, Chesapeake Bay Program, for NYSDEC Signatory Implementation Grant I to reduce excess nutrient and sediment pollution loads from the headwaters of the Chesapeake Bay. A portion of this funding will support capacity for the Upper Susquehanna Coalition (USC) and New York State Department of Agriculture and Markets. USC will use funds to collect and process data; provide training, outreach and education; coordinate on the ground project planning and implementation within the framework of New York's Agricultural Environmental Management program; and interact with the Chesapeake Bay Program on behalf of New York State. The remaining funds will be used for NYSDEC staff to support issuance, compliance, and enforcement of State Pollutant Discharge Elimination System (SPDES) permits, watershed planning and implementation, data management and technical assistance, and grant administration. Two positive review comments were received from Joann Lindstrom and James Diederich stating the project should be approved. STCRPDB approved IGOR 2609 without conditions and the Date of Clearinghouse Action was August 8/11/2026 (to meet the 30-day process timeline).
On a motion duly made (Jamie Johnson and Jenn Miller) and carried, IGOR 2609 was accepted and approved by the board.
3. **STC Evening Trainings 2026** was presented by Victoria Ehlen. Part of STC's scope of work for ARC (Appalachian Regional Commission) is to provide capacity building trainings to local governments in Chemung, Schuyler, and Steuben Counties. STC provided some evening trainings at the beginning of this year and then in June concentrated on providing training at STC's 29th annual Regional Leadership Conference. STC will continue its trainings this fall and some of the training topics planned for are: Pro-Housing Review of Data, New Housing Development, NYS Pro-Housing Community Program, Aging Services, and possibly a class for Moratoriums on State and Municipal Hiring. At the end of the year, Land Use training will be offered and conducted by NYS DOS (Department of State). Notifications will be sent out for each of the various training classes and Victoria asked the board to please share the notifications on social media or with any person or municipality that may benefit from the trainings. Victoria also reported that she had conducted an assessment to determine which municipalities had participated in trainings conducted by or hosted by STC. As expected, the assessment showed that most of the rural towns across the STC region have not participated in the trainings at the same level as the urban towns did. To reach more of the rural municipalities, Victoria is planning some off-site trainings.
4. A presentation regarding **Culvert Assessment Training** was given by Alison Salisbury. STC will be partnering with NYS DEC (Department of Environmental Conservation) to hold Culvert Assessment training the week of April 26, 2027, for interested individuals in the STC region. The culvert assessment information is helpful both in terms of observing water quality as well as assessing the status of culverts, including the risk of failure or vulnerability. These assessments can also be helpful when applying for funding opportunities that rely on North Atlantic Aquatic Connectivity Collaborative (NAACC) style assessments, including WQIP (Water Quality Improvement Project) aquatic connectivity construction funding and nonpoint-source planning grants for engineering,

feasibility, and stream corridor work. The training is free and consists of a 4-hour online course (done individually), a 1-hour in-person group training class, and two days of field work assessing culverts. This training has room for a maximum number of 14 people. More information will be provided when we get closer to scheduling the in-person training and fieldwork to gauge interest and secure registrations. If there are municipalities that would benefit from having their culverts assessed, and since STC will be looking for locations to conduct the field work, any interested municipality is encouraged to contact Alison Salisbury.

5. Chelsea Robertson presented an overview of **Grants and Proposals Submitted** for the Region. CFAs (Consolidated Funding Application) closed in July and Chelsea recapped the grants that STC either wrote, were contracted to write, or assisted with.
 - a. T. of Thurston Comprehensive Planning Grant – the is second grant application submitted and STC is hopeful it will be funded this year.
 - b. T. of Thurston CDBG Housing Rehab grant will be submitted by Sept 23.
 - c. T. of Southport Zoning Rewrite Grant was submitted on July 31. The Town finished their comprehensive plan and this is the follow-up.
 - d. Assisted Steuben County CDBG Mobile Home Replacement Program. Victoria Ehlen did an excellent job providing narrative information to the Steuben County grant writer.
 - e. V. of Savona Comprehensive Planning Grant submitted. The V. of Savona is also looking at the Climate Smart Communities grant program and STC is discussing the AARP Age Friendly Communities grant program with them.
 - f. Contract for T. of Wayland Development Review for the Bonatran industrial site. Chelsea thanked Jamie Johnson, Executive Director of the Steuben County IDA, for suggesting that the T. of Wayland contact STC for assistance and also noted that STC welcomes opportunities to support communities. The T. of Wayland appreciates STC's help and it is a great partnership.

INTERBOARD REPORTING

1. City Planner, Heather Reynolds, for the City of Hornell Planning Office, presented an inter-board report. The **City of Hornell Planning Board** consists of 7 members in total who are well-rounded in their knowledge and one of those members has an engineering background. The Planning Board meets monthly and recently submitted a Climate Smart Communities grant application for funding to update the city's comprehensive plan. Their goal is to begin that work next year. The Planning Board also handles a lot of reviews and some of those reviews are for the Overlay District in downtown Hornell. Heather explained that the Overlay District operates similar to a Historic District and so, per code, any building permits in that district require a Planning Board Review first. This requirement helps the city enforce the Design Guidelines, which were developed during the DRI (Downtown Revitalization Initiative) program.
2. Jamie Johnson, Executive Director, of the **Steuben County IDA** (Industrial Development Agency), presented an inter-board report. Jamie has been the Executive Director of the Steuben County IDA since 2011 and his primary focus is to facilitate business expansion and retention throughout Steuben County. Unlike the Chemung County and Schuyler County IDA's which are associated in some part with a not-for-profit organization, the Steuben County IDA is a stand-alone organization. Kelly Fitzpatrick, Chair of the Steuben County Legislature, is also the Vice Chair for the Steuben County IDA. In addition to business retention and attraction, SCIDA is involved in downtown development primarily

associated with the NYS DRI (Downtown Revitalization Initiative) program as well as large scale development. Some of the SCIDA projects include the re-development of the old Dana L. Lyons Elementary school in the Village of Bath (converted into residential apartments), the Curtiss School redevelopment in the Village of Hammondsport (converting into mixed use residential apartments and commercial property), a large-scale housing project in the Town of Erwin, and currently engaged with the City of Hornell about redevelopment of the old St. James Hospital. Some of the smaller municipalities within Steuben County need additional capacity to handle infrastructure and infrastructure redevelopment, so SCIDA has helped by providing a support position to primarily focus on infrastructure related activities. Matt Bull is the Director of Community and Infrastructure Development for SCIDA and provides needed support to the municipalities. Post covid, and in addition to DRI projects, SCIDA has successfully leveraged over \$2 billion in energy and development projects for Steuben County. Jamie sited two examples of their successes - the attraction of LP Building Solutions to Bath and Bonatran to Wayland.

OTHER BUSINESS

1. The **next STC Board Meeting** will be held virtually on **October 15, 2026**.
2. Chelsea Robertson announced the retirement of Janet Thigpen and stated that today was Janet's last official STC Board Meeting. Janet began her career at STC in 1996 with flood recovery. During her 30 years of dedicated service to STC and the Southern Tier region, Janet worked on numerous water quality and water mitigation projects and also trained every Planner, GIS Specialist, and Economic Development person on staff at STC. In appreciation of her many years of faithful service and knowledge shared, Chelsea presented a plaque from STCRPDB to Janet depicting a river scene with an inscription that read, "Like a river shaping the land through steady persistence, your life's work has protected our waters, strengthened our communities, and created a legacy that will flow for generations." **Thank you, Janet, and congratulations on your well-deserved retirement!**

ADJOURN

On a motion duly made (Carl Blowers and Jenn Miller) and carried, the Board Meeting adjourned at 9:50 a.m.