



January 21, 2021

Meeting Minutes

CALL TO ORDER– Chair, Carl Blowers, called the meeting to order at 9:01 AM via teleconference, due to NYS public meeting restrictions put in place because of COVID-19.

ATTENDANCE

Chemung County – Tom Tranter; Joe Roman; Dawn Burlew; Aaron Dowd; Vinnie Azzarelli; Randy Reid; Michael Collins; Ernie Hartman

Schuyler County – Kristin VanHorn; Tim O’Hearn; Chad Hendrickson; Carl Blowers; Judy McKinney Cherry; Phil Barnes

Steuben County – Heather Reynolds; Bob Nichols; Jenn Miller; Jamie Johnson; Matt Sousa; Jack Wheeler

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

WELCOME/INTRODUCTIONS – The following new Board members were welcomed and introduced: Aaron Dowd and Vinnie Azzarelli from Chemung County.

APPROVAL OF THE MINUTES – On a motion duly made (VanHorn /Miller) and carried, the minutes of the November 19, 2020 meeting were approved.

COMMITTEE REPORTS

BUDGET AND PERSONNEL COMMITTEE

- a) **Open Budget Issues** – Carl Blowers said the committee decided that there needs to be more communication between the three counties because there are some questions of communication for 2020 and what is allocated for the 2021 budget and what are the plans going forward. Tim O’Hearn, Schuyler County Administrator, will set up a meeting with the other two county executives to discuss the financial issues regarding apportionment. Chemung County also has questions/concerns about GIS billing.
- b) **County Dues and Membership** – A draft document was shared with the Board that explains how STC will handle the fact that after the 2021 budget was adopted in November 2020, and was based on a 40/40/20 split among the three counties, in December Chemung County reduced the amount they will pay to STC in dues to 75% of what they owe. STC will move forward with ARC and EDA programs as normal in light of the reduced county dues that will be received in 2021. A motion was duly made (McKinney Cherry/VanHorn) and carried, to accept the draft and make it a final document.

- c) **Creation of New By-Law Review Committee for 2021** - Because our current By-Laws haven't changed since 2008 and don't address the situation of partial payment of dues, after much discussion it was agreed that we would create a By-Law Review Committee made up of the Chair, Vice Chair, and one representative from each of the three counties. Vinnie Azzarelli shared his concerns about the billing process. He stated that Chemung County feels that funding should be representative of the population of the counties. A motion was duly made (Azzarelli/VanHorn) and carried, to create a new By-Law Review Committee.
- d) **Nominating Committee** – The committee is currently made up of Tim O'Hearn, Jack Wheeler and Tom Tranter along with the chair and the vice chair. On a motion duly made (VanHorn/Miller) and carried, the members of the Nominating Committee were approved.
- e) **Committee Appointments** – Chelsea asked the board members to let her know what committees they are interested in. Appointments will be made at the Annual Meeting in February.

AUDIT COMMITTEE

- a) **Abstract of Claims** – The audit committee reviewed abstracts totaling \$40,001.13. On a motion duly made (Tranter/Barnes) and carried, the abstracts were approved.

REGIONAL PROGRAM ACTIVITIES

1) Intergovernmental Reviews – Janet Thigpen

- a) **Airport Improvement Program (Elmira Corning Regional Airport)**
2023 Acquire AFFF Foam Testing Equipment
 Project Applicant: Chemung County
 Description: Acquisition of the AFFF input based testing equipment would allow required testing to be conducted without discharging to the surface, which is an environmental concern, when performing the testing of its Aircraft Rescue and Firefighting Equipment.
 Federal Agency: Federal Aviation Administration
 Cost: Federal: \$36,000.00 Applicant: \$2,000.00 State: \$2,000.00 Total: \$40,000.00
- b) **2024 Reconstruct Taxiway A and Lighting (Section A-5) – Design**
 Project Applicant: Chemung County
 Description: Design for reconstruction of a 100' x 75' portion of Taxiway A. Project includes new pavement markings, replacement of cable and counterpoise, and light bases. Extra light fixtures will be installed on the new bases. The project includes miscellaneous drainage improvements.
 Federal Agency: Federal Aviation Administration
 Cost: Federal: \$135,900.00 Applicant: \$7,550.00 State: \$7,550.00 Total: \$151,000.00
- c) **2025 Conduct Obstruction Study**
 Project Applicant: Chemung County
 Description: This project involves conducting an airport wide obstruction study. The study will identify and prioritize obstruction removal projects.
 Federal Agency: Federal Aviation Administration
 Cost: Federal: \$135,000.00 Applicant: \$7,500.00 State: \$7,500.00 Total: \$150,000.00

- d) 2026 Reconstruct Echo Apron and Lighting – Design**
Project Applicant: Chemung County
Description: This project involves reconstruction of an approximately 25,000 square foot Echo Apron including apron edge lights and guidance signs. The project also includes drainage improvements. The Echo Apron was last rehabilitated in the late 1990's.
Federal Agency: Federal Aviation Administration
Cost: Federal: \$203,400.00 Applicant: \$11,300.00 State: \$11,300.00 Total: \$226,000.00
- e) 2027 ARFF Facility Rehabilitation – Design**
Project Applicant: Chemung County
Description: This project involves design for rehabilitation of the existing approximately 4,000 square foot ARFF facility.
Federal Agency: Federal Aviation Administration
Cost: \$180,000.00 Applicant: \$10,000.00 State: \$10,000.00 Total: \$200,000.00
- f) 2028 Install Passenger Boarding Bridge – Design**
Project Applicant: Chemung County
Description: This project is for design, bidding and award of a Passenger Boarding Bridge.
Federal Agency: Federal Aviation Administration
Cost: \$45,000.00 Applicant: \$2,500.00 State: \$2,500.00 Total: \$50,000.00
- g) 2101 Corning-Painted Post Airport Runway 13-31 Rehabilitation (Design)**
Project Applicant: Town of Erwin, IDA
Description: The project will design the rehabilitation of Runway 13-31 (3,850' x 75') and runway/taxiway intersections. Improvements will include milling the pavement surface, crack repair (as necessary), placement of asphalt overlay, and new pavement markings.
Federal Agency: Federal Aviation Administration
Cost: Federal: \$118,227.00 Applicant: \$6,569.00 State: \$6,568.00 Total: \$131,364.00
- h) 2102 FFY 20-21 NYS Water Quality Management Planning Program**
Project Applicant: NYS Department of Environmental Conservation
Description: The Division of Water will continue its work to restore and protect New York's watersheds by increasing public awareness and understanding of issues. The Division of Water will also continue to implement a State water quality standards program. In addition, the funding would be used to continue ongoing work developing total maximum daily loads or alternative restoration approaches for impaired waters that will achieve water quality standards.
Federal Agency: Environmental Protection Agency
Cost: Federal: \$1,771,000.00 State: 0 Total: \$1,771,000.00
- i) 2103 Corning-Painted Post Regional Airport Improvement Program
Sanitary Sewer Connection – Construction**
Project Applicant: Town of Erwin, IDA
Description: This project will remove an existing septic system in service for the terminal building. The sanitary septic system will be replaced with a sanitary lateral connection, approximately 1,000 feet, to a recently installed municipal sanitary sewer system on Victory Highway.
Federal Agency: Federal Aviation Administration
Cost: \$108,000.00 Applicant: \$6,000.00 State: \$6,000.00 Total: \$120,000.00

On a motion duly made (McKinney Cherry/Barnes) and carried, the intergovernmental reviews were approved.

OTHER BUSINESS

1) **Next Board Meeting** – The next meeting will be our Annual Meeting on February 18, 2021.

ADJOURN - On a motion duly made, (Tranter/OHearn) and carried, the meeting adjourned at 9:52 a.m.

Respectively submitted,
Yvonne Terwilliger
Executive Assistant



March 18, 2021

Meeting Minutes

CALL TO ORDER– Chair, Carl Blowers, called the meeting to order at 9:02 AM via teleconference, due to NYS public meeting restrictions put in place because of COVID-19.

ATTENDANCE

Chemung County – Tom Tranter; Dawn Burlew; Aaron Dowd; Vinnie Azzarelli; Ernie Hartman

Schuyler County – Kristin VanHorn; Chad Hendrickson; Carl Blowers; Judy McKinney Cherry; Phil Barnes; James Ryan

Steuben County – Heather Reynolds; Jenn Miller; Matt Sousa

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

WELCOME/INTRODUCTIONS

APPROVAL OF THE MINUTES – On a motion duly made (McKinney Cherry/VanHorn) and carried, the minutes of the January 21, 2021 meeting were approved.

COMMITTEE REPORTS

COMMITTEE MEMBER UPDATES

- a) Chelsea went over the committee assignments for 2021. A printout of the 2021 Committee Roster will be distributed to board members at the April meeting. On a motion duly made (Tranter/VanHorn) and carried, the committee assignments were approved.

NOMINATING COMMITTEE

- a) Tom Tranter listed the slate of officers for 2021, and on a motion duly made (Tranter/Barnes) and carried, the officers were accepted as follows:

Chair:	Carl Blowers
Vice Chair:	Scott VanEtten
Executive Secretary:	Chelsea Robertson
Treasurer:	Brittany McKerlie

BUDGET AND PERSONNEL COMMITTEE

- a) Carl gave an update on the audit. He said it will be moved out to April because we are still waiting on some paperwork from Steuben County.
- b) Carl noted that Brittany explained our billing process and the cost allocation plan through a ZOOM meeting with various members of the Board on Tuesday, March 16th.
- c) Carl told the Board that Tim O'Hearn and Jack Wheeler have spent time with Chemung County regarding the financial issues that were discussed at the meeting in January and it looks favorable that it should all be resolved by June. Cash flow looks good through September.

AUDIT COMMITTEE

- a) **Abstract of Claims** – The audit committee reviewed abstracts totaling \$24,739.24. On a motion duly made (Tranter/VanHorn) and carried, the abstracts were approved.

REGIONAL PROGRAM ACTIVITIES

- 1) **Approve CEDS Update for EDA** – Victoria said the committee met on Tuesday to review the semi-final draft. The committee decided after much discussion not to include the major employers list in the CEDS this year, and recommended that the Board review and adopt the changes to the draft. On a motion duly made, (Barnes/VanHorn) and carried, the CEDS Update was approved.
- 2) **Intergovernmental Reviews** – Janet Thigpen

2106 NYSDEC Division of Water SFY21-22 Performance Partnership Grant

Project Applicant: NYS Department of Environmental Conservation

Description: The grant supports DEC efforts to prevent, reduce and eliminate water pollution to both surface water and groundwater.

Federal Agency: Environmental Protection Agency

Cost: Federal: \$13,000,000.00 Applicant: \$8,000,000.00 Total: \$21,000,000.00

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

OTHER BUSINESS

- 1) **Next Board Meeting** – The next meeting will be on April 15, 2021.

ADJOURN - On a motion duly made, (Blowers/Tranter) and carried, the meeting adjourned at 9:20 a.m.

Respectively submitted,
Yvonne Terwilliger
Executive Assistant



April 15, 2021

Meeting Minutes

CALL TO ORDER– Chair, Carl Blowers, called the meeting to order at 9:02 AM via teleconference, due to NYS public meeting restrictions put in place because of COVID-19.

ATTENDANCE

Chemung County – Tom Tranter; Aaron Dowd; Vinnie Azzarelli; Ernie Hartman

Schuylar County – Kristin VanHorn; Tim O’Hearn; Chad Hendrickson; Carl Blowers; Judy McKinney Cherry; Phil Barnes; James Ryan

Steuben County – Heather Reynolds; Bob Nichols; Jenn Miller; Jamie Johnson; Matt Sousa; Scott VanEtten; Jamie Johnson

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

WELCOME/INTRODUCTIONS

APPROVAL OF THE MINUTES – On a motion duly made (VanHorn/VanEtten) and carried, the minutes of the March 18, 2021 meeting were approved.

COMMITTEE REPORTS

BUDGET AND PERSONNEL COMMITTEE

- a) **Approving the Audit** – Richard McNeilly presented the 2020 audit to both the Budget and Personnel and the Audit Committee. The audit was good and there were no issues. Chelsea mentioned that due to Covid-19 funding was delayed in many areas, but the EDA Cares Act helped out and filled the gaps. The board thanked Brittany McKerlie for her excellent work. On a motion duly made (Tranter/VanEtten) and carried, the 2020 audit was accepted as presented.
- b) **Board Meetings** – Chelsea talked with the board about how they feel about virtual meetings as opposed to in-person, or taking a hybrid approach. She brought up the possibility of meeting in person for about 4 of the monthly meetings, and having the rest virtual. After suggestions from different board members it looks like the majority feel that it would be beneficial to meet in person, with a virtual option, a few times a year, and then have the rest of the meetings virtually. It was noted that virtual meetings are more convenient, efficient and have better attendance. Chelsea will present a plan to the board in the next couple months that contains both in-person and virtual board meetings.

AUDIT COMMITTEE

- a) **Abstract of Claims** – The audit committee reviewed abstracts totaling \$17,949.78. On a motion duly made (Tranter/O’Hearn) and carried, the abstracts were approved.

REGIONAL PROGRAM ACTIVITIES

- 1) Southern Tier Network, Grants and the State of Broadband – Steve Manning/Chelsea Robertson**
Steve told the board that this process started in 2018 when the counties were looking at how to address the unserved/underserved households in their counties. The leadership from the five counties that have formed the Southern Tier Broadband Coalition (Schuyler, Steuben, Chemung, Tioga and Yates) recognized that they wanted to address the issue and the lack of ultra-high speed internet services to all households, and that it is an expensive and complex initiative that requires resources. The five counties talked with the STN Board and they created an intermunicipal agreement charging STN to coordinate and contract with a professional firm to do a study. STN and the Five County Coalition worked with Corning Inc. and had two or three workshops in 2019. Nokia and Fujitsu came in and did an overview of what it would take to put a study together. By February 2020 they signed an agreement with Fujitsu to do a comprehensive five county study. The objectives were:
- a) To plan for delivering high speed broadband to primarily the rural areas, the unserved/underserved areas in the five counties.
 - b) To create a high-level network architecture that could be used to buildout and to provide this infrastructure and these services.
 - c) To present business and operational strategies that could be utilized for the next 30-40 years in operating the business.
 - d) To generate pro-form of financials, identify operational costs, identify and estimate revenue streams, and define construction and maintenance costs for the infrastructure as it was constructed.

The study was wrapped up and completed in November 2020. STN and the Five County Coalition are involved in discussions on how and where to go from here with this information.

After Steve's presentation, Chelsea said that STC has utilized the results of this study to guide what we are doing in the form of grant applications and obtaining funding for broadband.

2) Intergovernmental Review – Janet Thigpen

2107 State and Tribal Response Program Grants

Project Applicant: NYS Department of Environmental Conservation

Description: Funding for Brownfield programs and activities

Federal Agency: Environmental Protection Agency

Cost: Federal: \$948,095.00 Applicant: 0 State: 0 Total: \$948,095.00

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

OTHER BUSINESS

- 1) 2021 Regional Leadership Conference –** Reminder that the Conference will be virtual this year and the sessions will be on June 8,10,15 and 17th.
- 2) Next Board Meeting –** The next meeting will be on May 20, 2021.

ADJOURN - On a motion duly made, (Barnes/McKinney Cherry) and carried, the meeting adjourned at 9:41 a.m.

Respectively submitted,
Yvonne Terwilliger
Executive Assistant



May 20, 2021

Meeting Minutes

CALL TO ORDER– Chair, Carl Blowers, called the meeting to order at 9:05 AM via teleconference, due to NYS public meeting restrictions put in place because of COVID-19.

ATTENDANCE

Chemung County – Dawn Burlew; Aaron Dowd; Vinnie Azzarelli; Ernie Hartman; Kevin Meindl; Joe Roman; Mike Collins

Schuylers County – Kristin VanHorn; Tim O’Hearn; Carl Blowers; Judy McKinney Cherry; Phil Barnes

Steuben County – Heather Reynolds; Bob Nichols; Jenn Miller; Jamie Johnson; Matt Sousa; Jack Wheeler

STC Staff – Chelsea Robertson; Victoria Ehlen; Brittany McKerlie; Yvonne Terwilliger; Janet Thigpen; Courtney Cornell; Maggie Costello; Stephanie Yezzi

WELCOME / INTRODUCTIONS

APPROVAL OF THE MINUTES – On a motion duly made (VanHorn/Barnes) and carried, the minutes of the April 15, 2021 meeting were approved.

COMMITTEE REPORTS

BUDGET AND PERSONNEL COMMITTEE

- a) **County Shares** – Carl told the Board that in the next week or so, the Budget and Personnel Committee will have a resolution drawn up to bring to the Board regarding the accounts that are due to STC.

AUDIT COMMITTEE

- a) **Abstract of Claims** – The audit committee reviewed abstracts totaling \$14,725.14. On a motion duly made (VanHorn/Miller) and carried, the abstracts were approved.

REGIONAL PROGRAM ACTIVITIES

- 1) **Finger Lakes as a Heritage Area – Resolution of Support** – Maggie Costello said that the National Park Service is conducting a feasibility study looking at designating the Finger Lakes as a Heritage Area. They are looking for public support and STC has created a resolution of support. One of the benefits of this is, as far as tourism goes it would bring more visitors to our area who would spend more dollars in our region. It would also qualify organizations in our area for potential funding and technical assistance from the National Park Service. On a motion duly made, (Azzarelli/VanHorn) and carried, the Heritage Resolution was approved.
- 2) **GIS Tools and Potential for Government Efficiency** – Courtney Cornell told the Board that we have an opportunity through the CFA to potentially apply for funding which would grant us a regional planning enterprise license agreement. This would allow us to expand our licensing to municipalities to be able

to use, we currently have one inhouse license. Chemung County already has their enterprise license agreement, but Schuyler and Steuben County do not. She listed the many ways that municipalities would benefit from this - ranging from code enforcement, economic development, planning projects, map surveys, location data, a citizen reporter, and parks and recreation. These licenses would reduce human error in data analysis, reduce paper and also have the potential to bring in tourism because it can create more of an online presence for businesses seeking to promote area attractions.

- 3) Current and Future Land Use Trends and Role of Planning** – Kristin VanHorn spoke about using a regional approach to wind and solar because so many municipalities seem to have different local laws regarding solar energy. She thought perhaps STC could create some model laws that could be shared with the towns in the region. Beyond that there's also the issue of marijuana becoming legal and how we could create a model ordinance that includes design guide lines for our local municipalities to use. The Board agreed that the three County planners will meet and have a discussion to see how they can bring their ideas about this to the IDA's.

4) Intergovernmental Reviews – Janet Thigpen

2108 Village of Odessa Wastewater Treatment Plan

Project Applicant: Village of Odessa

Description: Construct a public sewage collection system for the sewer service area designated by the Village. Construct a subsurface infiltration system to receive flows from the new sewer service area. Connect existing homes, businesses and public buildings within the sewer service area to the public collection system and decommission the existing individual septic systems.

Federal Agency: USDA Rural Development – Rural Utilities Service

Cost: Federal: \$3,763,625.00 Applicant: \$6,000.00 State: \$691,375.00 Local: \$1.00 Total: \$4,461,001.00

2109 NYSDEC 2021 Cooperating Technical Partners Flood Risk Project

Project Applicant: NYS Department of Environmental Conservation

Description: Money applied for would be used to develop and support flood hazard data for the National Flood Insurance Program by completing technical risk analyses, mapping, and outreach activities. These activities may result in a new or updated planning level flood hazard information for the communities within the project area. All developed information and community feedback will be used to inform DEC and FEMA of community specific mapping needs, as well as the accuracy of existing mapping.

Federal Agency: Department of Homeland Security – FEMA

Cost: Federal: \$100,000.00

Total: \$100,000.00

On a motion duly made (VanHorn/Barnes) and carried, the intergovernmental reviews were approved.

OTHER BUSINESS

- 1) 2021 Regional Leadership Conference** – Reminder that the Conference will be virtual this year and the sessions will be on June 8,10,15 and 17th.
- 2) 2020 Annual Report** – Chelsea told the Board that the 2020 Annual Report is available online.
- 3) Next Board Meeting** – The next meeting will be on July 15, 2021.

ADJOURN - On a motion duly made, (Barnes/Johnson) and carried, the meeting adjourned at 9:38 a.m.

Respectively submitted,
Yvonne Terwilliger
Executive Assistant