

**ECONOMIC DEVELOPMENT/PLANNING/
RECREATION, FORESTRY AND PARKS COMMITTEE MEETING
November 20, 2018**

Planning Director Frank Pace - reference the attached report for County Projects.

Frank began by asking if the Committee would support Casie Buell sitting on the Chamber of Commerce Board. The Committee unanimously agreed that she should become a board member.

There are many projects moving forward. Frank is working with Adam on the broadband initiative. JCC Education Project is on track. The windows are going in, electrical lines are being run, drywall is going up and painting should begin on Monday. Boilers will be installed next week and the sewer line is in.

The Central Lewis County Regional Water Study is awaiting the final execution of the contract from the comptroller's office and it should be in by the end of the month. Frank has given all the information to the Village of Lowville per Legislators Chartrand's request and was told by the municipal Board that they are reviewing it. Legislator King made it a point that when the time comes to move forward the project needs to move forward whether or not the Village of Lowville is on board.

Planner Casandra Buell – reference the attached report

Casie reported that she has submitted 2 MEP applications; the first is a large project with an estimated cost of \$1.5 million and the second is a smaller project with an estimated cost of \$980,000. She feels confident that the county will be approved for one of the two projects.

The new commercials were produced with the assistance of Matt Ossowski and will hopefully air on local stations by the end of the month and on Spectrum as of the 1st of the year. The Birnie Bus contract does have a 2% increase over last year but should remain relatively budget neutral because the fair box revenue will no longer go to them but instead come back to the county. Casie continues to work with Cornell University on the Rider's Guide.

Casie reported that she is working with the Town of Croghan Clerk to create a "Site Plan Checklist" as a way to ensure that any future projects presented will be handled in a more organized manner, making sure to follow the Town's Review Laws.

The meeting concluded at 9:58 a.m.

Respectfully submitted,
Cassandra Moser, Deputy Clerk of the Board



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Memo

TO: Ryan Piche, County Manager
Planning Legislative Committee
▪ Ronald Burns, Chairman
▪ Jerry King
▪ Randall LaChausse

CC: Cassandra Moser, Deputy Clerk of the Board

FROM: Frank Pace, Director of Planning

DATE: November 13, 2018

SUBJECT: November 2018 Committee Report (Meeting: 11/20/18 @ 8:30 AM)

DOCKET ITEM:

1. Authorize renewal of agreement with Birnie Bus to provide busing operations for the Lewis County Public Transportation System for period covered 1/1/2019 – 12/31/2019

Topic for Committee Discussion/Approval

In the past, the Planning Department has supplied a liaison representative to the Chamber of Commerce. The Chamber has recently asked if our Senior Planner would be interested in sitting on the Chamber Board, thus, would like the Committee's comment and/or approval to submit a letter of interest.

County Projects

- Continue to work with Ways & Means and Building & Grounds committees on various projects including the education project and Clean Energy Communities grant program.
- Assisting IT and County Manager with broadband project. Continue to assist Mohawk Networks with zoning for their tower in the Town of Croghan.
- Attended bi-weekly conference call with Mohawk Networks working group.

Soil & Water/Flood Mitigation

- Our team continues to monitor the stream system with varying weather conditions.
- We are awaiting the configuration of the new modem for Deer River site. Upon completion, weather permitting we will install gauge and sensors.

Advanced Educational Program

- Met Tom Roman, Engineer for DANC, regarding fiber optic for education facility. Coordinated next steps in the installation process.
- Contacted National Grid for transformer placement. Should be completed the week of 11/12/2018.
- On October 30 and 31, 2018 attended a meeting between JCC and BOCES on curriculum development and coordination.
- On November 9, 2018 met with linkinglewiscounty.com for interview and tour of education center project.
- Continue discussions with Lewis-JCC Educational Center Team and County Manager on project development. Attend weekly conference calls and bi-weekly meetings with contractor and engineer and management team.
- Project management of education center construction. Continue to coordinate project, review project submittals and invoices for payment.

County Planning Board / 239-L and M Reviews

- We have one referral for the month of November 2018; review Town of Watson moratorium on campgrounds.

Southern Lewis County Regional Water Study

- Final report for Leyden and the project was completed October 2018 with copies submitted to County Manager and Legislators Dolhof and King for their review.
- November 9, 2018 met with John Demarest, Case Manager for NYDOS regarding the Southern Water Study and the Central Water Study projects. Mr. Demarest provided an overview of some new programs that will be available through DOS in 2019.

Central Lewis County Regional Water Study

- Awaiting DOS final execution of contract. According to DOS it is in the final stage of review with DOS auditors.

Community Outreach Program

- On November 5, 2018 attended the annual CCE meeting held at Tug Hill Vineyards.
- Provided guidance to the owners of the Towpath Inn regarding possible funding options for their business.
- Will attend November 13, 2018 annual meeting of the Lowville Producers Dairy Cooperative on dairy production and agricultural issues facing farmers.
- Continue to attend Senator Richie's weekly Food Hub meetings.
- Continue to work with DANC on Lyons Falls BOA Step 3 and its scope of work and administration of the project. Reviewed DANC invoices for the quarter. On November 15, 2018 will participate in conference call on final steps for the Lyons Falls BOA with DANC and Bergmann.
- Our Team continues to work on the 2020 Census project. Awaiting next round of data to be reviewed and submitted to State.
- Continue to work with CCE on agriculture issues.

Tyler Munis Financial System Budget Report

2018 Budget is on target. #8020-Planning Year-To-Date Budget Report is attached.



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Memo

TO: Frank Pace, Director of Planning

CC: Ryan Piche, County Manager
Cassandra Moser, Deputy Clerk of the Board
Planning Legislative Committee:

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Lewis County Public Transportation

- Attended the New York State Department of Transportation Modernization and Enhancement Program, also referred to as MEP, Supplemental Webinar on October 10, 2018. This webinar gave detailed instructions to prospective MEP applicants as to what projects can be funded through this grant, associated deadlines, and project management expectations.
- Researched and submitted a MEP Supplemental Application for 2 proposed projects (only 1 project will be awarded).
 - Project #1
 - 5 Conventional 28-32 Passenger Buses (LOT K)
 - 3 Dual Rear Wheel Cutaway 16-18 Passenger Buses (LOT G)
 - 2 Wheelchair Vans (LOT D)
 - 8 WiFi Modems
 - 11 Electronic Fare Boxes
 - 1 Fare Box Vault
 - LED Terminal Sign
 - 6 Bus Stop Shelters
 - Website/App Development

- Project # 2
 - 5 Conventional 28-32 Passenger Buses (LOT K)
 - 5 WiFi Modems
 - 8 Electronic Fare Boxes
 - 1 Fare Box Vault
 - 6 Bus Stop Shelters
- Worked with Matt Ossowski of Mohawk Valley Pictures to coordinate and plan four (4) Lewis County Public Transportation commercials that highlight the Fixed Route System, Utica Connector Route, JCC Connector Route and the Old Forge Seasonal Route. We have shot three (3) out of the four (4) commercials and the associated audio will be aired on The Moose as part of the LCPT contract with Flack Broadcasting.
- Attended the Lewis County Head Start Informational Fair held at the Lowville Fire Department on October 18, 2018. Through this event, I was able to connect with residents who would greatly benefit from the use of our services.
- Presented Lewis County Public Transportation service information and future aspirations at the North Country Health Compass meeting held on October 23, 2018. Through this meeting, we were able to make connections with Jefferson County agencies that are interested in utilizing our services for their clients. The FDRHPO is also focused on finding funds to assist those in need of transportation services.
- Attended the North County Mass Transit Board, NEMT, meeting held at the Volunteer Transportation Center in Watertown, NY on October 26, 2018. NEMT is a non-profit organization that is focused on the integration of urban and rural transit solutions throughout the North County. It was requested that I become part of this board to represent Lewis County Public Transportation's role in the efforts of integration.
- Met with Williem Vandermeulen-Birnie Bus Business Analyst, Terry Inkawhich-Birnie Bus VP Business Operations and Administration and Missy Kenealy-Birnie Bus Terminal Manager, to discuss and negotiate the upcoming 2019 contract. Our system has avoided a rate increase since 2016; however, this year, we are proposing to provide Birnie with a 2% increase as requested.
- Patty Strife, WWNY-TV Account Executive, requested our participation in a promotional commercial series for the network. Lewis County Public Transportation will be featured over the next several months as a feature of this series at no cost to the County.
- Continue to work with Cornell University students to develop and launch a Lewis County Public Transportation's Rider's Guide and presence on Google Transit Planner. The Google Terms and Conditions have been agreed to and we are currently in "Phase 2" of the project; creating our Transit "Partnerdash". This Partner Dashboard will be used to manage and monitor our feeds.
- The "Day Trip to Old Forge" scheduled for October 11th was a success and, in the end, we had to add a subsequent bus the following day to accommodate all of those interested. LCPT had 45 riders for these two trips.

County Planning Board / 239-L and M Reviews

- Prepared one (1) 239-M review for the month of November and will present County Planning Board recommendations for the following municipality at the November 15, 2018 CPB meeting:
 - Moratorium on campgrounds – Town of Watson Town Board
- Worked with the Town of Croghan Clerk to develop a "Site Plan Checklist" as it relates to the Town of Croghan Site Plan Review Law.

Double Play Community Center

- Attended the Double Play Board Meeting held at the Double Play Community Center on October 25, 2018 to review the proposed Community Center project details.

Community Development

- Attended the Lewis County Ag Roundtable meeting held at the Cornell Cooperative Extension Conference Room on October 10, 2018.
- Attended the Lewis County Priorities Council meeting held at the Community Services Conference room on October 16, 2018.
- Attended the Lewis County Wellness Committee meeting held at Lewis County Courthouse on October 23, 2018.
- Attended the Lewis County Chamber of Commerce Board Meeting on November 7, 2018.

Tyler Munis Financial System Budget Report

- 2018 budget is on target. #5630-Bus Operations Year-To-Date Budget Report is attached.