

**ECONOMIC DEVELOPMENT/PLANNING/
RECREATION, FORESTRY AND PARKS COMMITTEE MEETING
August 21, 2018**

Planning Director Frank Pace reviewed his attached monthly report.

Frank requests permission to transfer \$4,000-\$5,000 from the Community Development budget into Bus Operations to cover the additional amount for the bus purchase that would leave a balance of \$14,000 for Planning Projects. Legislator King made a motion to approve utilizing Community Development funds for the bus, seconded by Legislator Burns and carried.

Soil & Water is assisting to reinstall the stream gauge at Dadville pursuant to USGS national flood stage criteria. A gauge unit will also be installed at Deer River.

The County Highway Department has completed the water line preparation and the contractors are on site at the JCC Educational Center. The Highway crew will also place top soil; and Soil & Water Conservation District has agreed to hydro-seed the property at no cost to the County, saving thousands of dollars.

The Clark Patterson Lee consultants are assisting southern Lewis County Towns and Village of Lyons Falls officials with the process to form water districts.

Upon receipt of executed NYSDOS contract, the Central Lewis County water project is ready to advertise for bids.

Frank has assisted the Village of Copenhagen to redevelop their zoning and planning protocols.

He continues to work with Cornell Cooperative Extension on agriculture issues, particularly encouraging dairy farmers to diversify their farming operations to enhance sustainability.

Planner Casandra Buell reviewed her attached report. The additional bus purchase has been approved, for which the local match will be provided by NYSDOH, with the balance from Community Development funds. Also, delivery of the wheelchair van is expected soon.

The updated map of New Hartford, Watertown and Old Forge bus routes is attached.

Casandra confirmed with Watertown city officials there are no conflicts with the Lewis County bus route stops in Watertown. Some people are riding the bus to work. The County has a lot of discretion to choose routes.

Compliance Review regulators reported overall approval of grant management policies and services. It was recommended to install locked fare boxes, which will be done. Also, Birnie Bus is to amend their policies to adhere to preventive maintenance standards and County personnel will monitor their records for 6 months to assure compliance. Casandra will assist Birnie Bus to incorporate standard civil rights language into their policies.



OFFICE OF LEWIS COUNTY PLANNING

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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: August 14, 2018

SUBJECT: August 2018 Committee Report (Meeting: 8/21/18 @ 8:30 AM)

DOCKET ITEM:

1. Request approval to move approximately \$4,000.00 for Bus Purchase

County Projects

- Continue to work with Ways & Means and Building & Grounds committees on various projects including the Solar Electric Bill Invoicing, Education Project and Clean Energy Communities grant program.
- Assisting IT and County Manager with broadband project.
- Attended bi-weekly conference call with Mohawk Networks working group.
- On August 2, 2018 attended NYSDOT Transportation Audit.
- On August 8, 2018 met with Treasurer and County Manager to review 2019 Planning Department Budget.

Soil & Water/Flood Mitigation

- Our team continues to monitor the stream system with varying weather conditions. Continue to have weekly meetings on the drought conditions and public notices that were sent out by SWCD.
- Working with SWCD to reinstall Dadville Stream Gauge system in accordance with USGS criteria.

Advanced Educational Program

- Continue discussions with Lewis-JCC Educational Center Team and County Manager on project development. Attended budget meeting with County Manager, Treasurer and Director of Maintenance on O&M Budget for new facility.
- Project Management of education center construction and coordination with Highway Department on-site work and waterline installation. Assisted Engineer with Bid Package 2, RFP and notices.
- Attended a meeting in Clinton County with Vice President Harris of JCC for a walk-through of their new Tech-space and equipment on August 9, 2018.

County Planning Board / 239-L and M Reviews

- There are three referrals for the month of August 2018.

Southern Lewis County Regional Water Study

- Clark Patterson Lee is finalizing engineering report for Constableville water line replacement and the map, plan and report for Leyden's Kelpytown Road project.
- On August 8, 2018 had a conversation with Rosalie White of Leyden. Ms. White wanted to discuss status of CPL Report and next community meeting. Dave Chase reached out to her to discuss concerns and coordinate project.
- On August 7, 2018, CPL and Kate O'Brien, Lyonsdale Councilwoman discussed formation of a Lyonsdale Water District.
- Received a call from Mayor Huntress of the Village of Lyons Falls regarding documents related to formation of a water district and the requirements for water supply. Provided guidance regarding the process and documents.

Central Lewis County Regional Water Study

- Awaiting DOS final execution of contract. Upon execution of contract we can prepare RFPs.

Community Outreach Program

- On August 6, 2018 assisted Copenhagen Village Board with guidance on their zoning for the Village. Also offered to meet with the Village Trustees again to provide guidance on the Zoning and Planning protocols.
- Continue to attend Senator Richie's weekly Food Hub meetings.
- August 6, 2018 attended our Workforce Community services meeting to discuss poverty issues and healthcare.
- Our Team continues to work on the 2020 Census project. The first round of data was submitted to the State for review and comment. There were 11,000 entry adjustments made to our files, based on the survey responses.
- Continue to work with DANC on Lyons Falls BOA Step 3 and its scope of work and administration of the project. Scheduled additional work with consultant for the mill and school properties. Met with Bergmann, DANC and Terry Thisse on July 19, 2018 to review environmental reports on the Thisse property.
- Continue to work with CCE on agriculture issues. On August 8th and 10th, 2018 attended interviews for Farm Business Agent as a CCE Director.

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

- Ronald Burns, Chairman
- Jerry King
- Randall LaChausse

FROM: Casandra Buell, Senior Planner

DATE: August 14, 2018

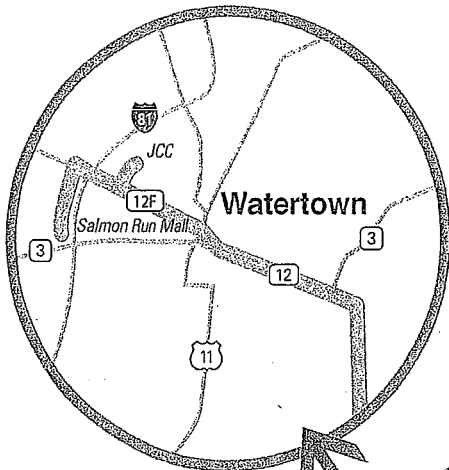
SUBJECT: August 2018 Committee Report (Meeting: 8/21/18 @ 8:30 AM)

Lewis County Public Transportation

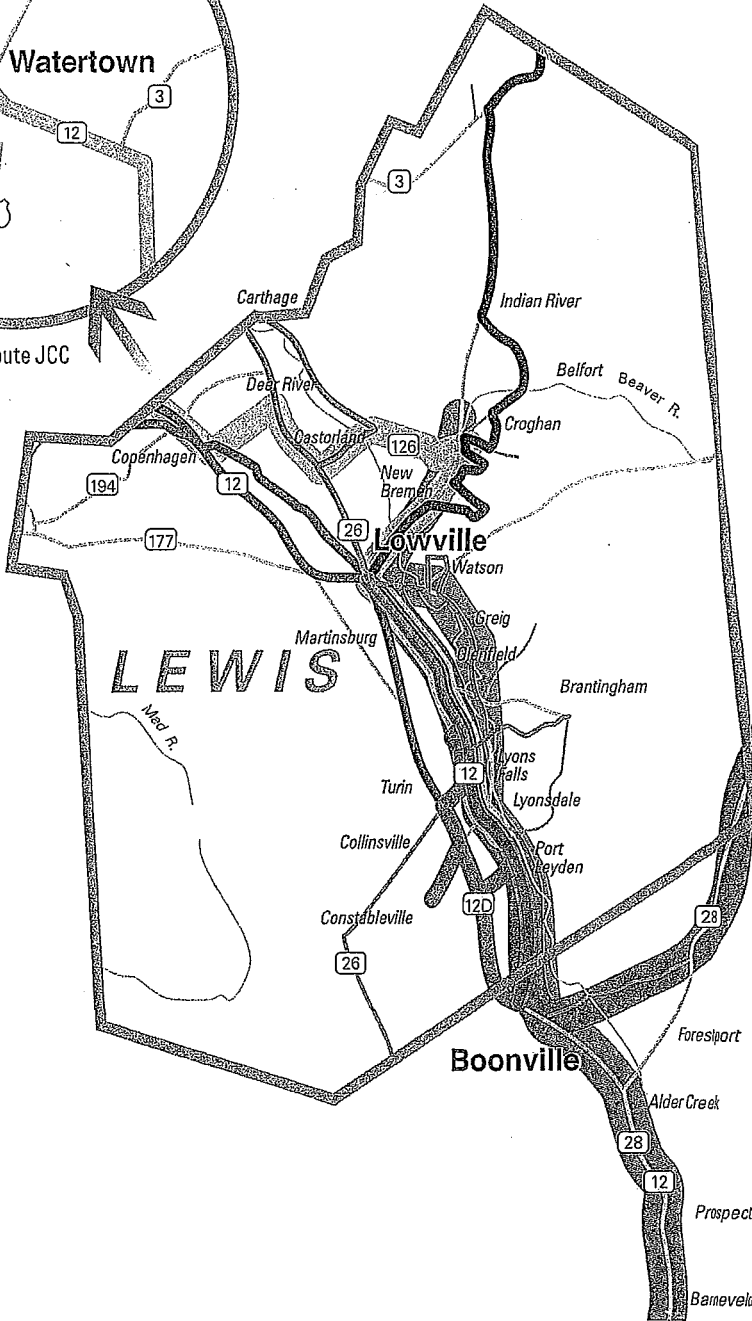
- Prepared and submitted the 2nd Quarter 2018 STOA request in the amount of \$61,261.26. When analyzing 2nd Quarter ridership statistics, it was found that there was a 27% increase in ridership on the Old Forge Seasonal Route from June 2017 to June 2018.
- Lewis County Public Transportation received 5311 Capital funds to purchase an additional bus for our system. The State Match will be provided by NYS Accelerated Transit Capital (ATC) and the local share will be covered by a combination of NYSDOH funds, \$10,870.00 and Community Development Funds, estimated to be \$4,587.67. Once we receive the Master Contract Agreement from NYSDOT, we can move forward with ordering the bus via NYSOGS Lot K.
- Worked with Leslie DiStefano, Marketing & Communications Director for JCC, on Bus Advertising for the balance of the Fiscal Year 2018. The sign was installed on our bus July 23rd. An invoice has been sent to JCC in the amount of \$480.00.
- Researched and applied for the purchase of a wheelchair van with Accelerated Transit Capital on July 25th. Our application was approved the following day, on July 26th, for \$53,551.00. We are currently waiting for a Master Contract Agreement to be sent by NYS prior to submitting bid information to OGS.

Lewis County Public Transportation (continued)

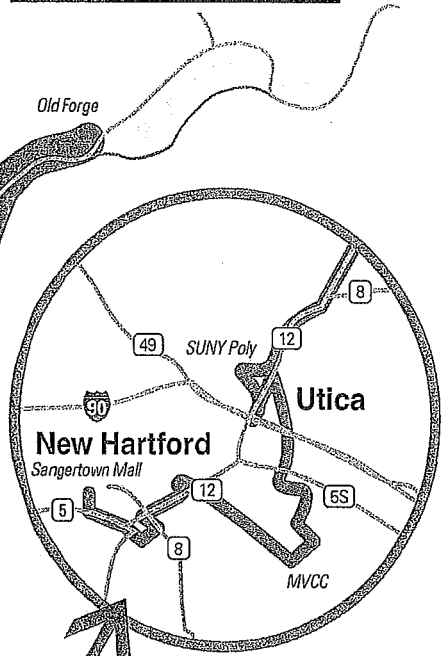
- Coordinated the Lewis County Public Transportation's participation in this year's Lewis County Fair Parade on July 17th. Community members, riders and Birnie Bus drivers joined forces to represent LCPT while giving away promotional items that included t-shirts, pens, notepads, USB drives, carabiners and, for the children, candy.
- Worked with The Paige Group to update the 2013 Lewis County Public Transportation Route Map. The attached up-to-date route map includes our JCC Connector Route, Utica Connector Route and Old Forge Seasonal Route.
- Met with Joe Condello of Community Broadcasters to discuss radio advertisement campaigns for 2019. It is our intention to pursue a 3-month contract with Community Broadcasters to target riders for the JCC Connector Route, Utica Connector Route and Old Forge Seasonal Route through the use of "The Wolf" and "The Border" radio frequencies.
- Submitted a formal letter to Patrick Keenan, Superintendent of Public Works, to inform the City of Watertown that we have received a request from a Lewis County resident to pick up and drop off along our JCC Connector Route at the PIVOT location, just off of the Square.
- Met with Laura Hacker, NYDOT Intermodal Transportation Specialist 1, and John Clare, Consultant at Milligan and Company, LCC to discuss the desk review recommendations prior to the scheduled 5311 Review Site Visit. Preliminary questions were answered, and further details were reviewed.
- Prepared for and participated in the first NYSDOT Section 5311 Compliance Review on August 2nd. Overall, the review went very well and both NYSDOT and Milligan were pleased with our grant management and services. Although it is not mandatory, it was recommended that LCPT invest in secure fare boxes and create a "Rider's Guide" to further improve our system. After they completed the review and site visit, it was concluded that Birnie Bus was not adhering to PM (Preventative Maintenance) standards as defined in their maintenance plan or the manufacturer's suggested mileage intervals. With that said, LCPT will now be required to monitor Birnie Bus's maintenance records for a 6 months period and will submit them to NYSDOT for review.
- Attended the Jefferson Community College New Student Orientation held on August 6th at the Jules Center. As a student service, we were able to speak one-on-one with students from Lewis County regarding our JCC Connector Route and the benefits of using our service. At this particular event, there were 4 students who were looking to utilize the service for the upcoming Fall Semester.
- Worked with NYSDOT and the Lewis County Highway Department to produce and install Lewis County Public Transportation bus stop signs across Jefferson and Lewis Counties. To-date, the two crews have installed 28 bus stop signs and there are plans to produce and install 10 more to finish out the ATC-funded project.
- Prepared and submitted the county 2019 Bus Operations budget. Changes from the 2018 Bus Operations budget include an increase in Marketing, Dial-A-Ride and NEMT Services and a decrease in vehicle expenditures.
- Continue to research and collect revised quotes for the two ATC-approved bus shelters. Once we receive the Master Contract Agreement from NYSDOT, we can move forward with the purchase and installation.
- Working with Steve Virkler, Lewis County Office for the Aging, to set up a one-day route extension from Lowville to Old Forge on October 11th. Lewis County Public Transportation will provide the buses to riders for a \$1 fare each way.
- Continue to work on increasing LCPT presence on social media. In one month, we have increased Facebook followers from 100 to 159 and reached 3,150 people from our posts (see attached analytics). We hope to continue this trend in the coming months.



Continuation of Route JCC



Route OF		PINK
Route JCC		YELLOW
Route UC		TEAL
Route 518		RED
Route 630		GREEN
Route 631		BLUE
Route 632		BLACK
Route 633		ORANGE
Route 634		PURPLE



Continuation of Route UC

Casandra Buell

From: Schindler@twcny.rr.com
Sent: Tuesday, July 31, 2018 3:54 PM
To: Casandra Buell
Subject: MVCC Bus Route

Good Afternoon,

I just wanted to let you know what a wonderful opportunity it has been for our son, Joshua, to ride the Lewis County Transportation bus last school year to MVCC in Utica. He will once again be riding this year. It is so convenient and a great benefit for college students who are trying to pay for college. I wish more students would take advantage of this opportunity. Thank you so much for providing this service!

Wayne & Beth Schindler
315-348-8246

Lewis County Public Transportation (continued)

- Received an email (see attached) from Wayne and Beth Schindler thanking Lewis County Public Transportation for making it possible for their son Joshua to attend MVCC.

County Planning Board / 239-L and M Reviews

- Prepared three (3) 239-M reviews for the month of August and will present County Planning Board recommendations for the following municipalities at the August 16, 2018 CPB meeting:
 - Zoning Map Amendment – Village of Lowville Village Board
 - Zoning Text Amendment – Village of Lowville Village Board
 - Use Variance – Town of Turin Zoning Board of Appeals

Double Play Community Center

- Attended the Double Play Board Meeting held at the Double Play Community Center on July 25, 2018 to discuss the fundraising efforts for the proposed Community Center. As a result of this meeting, we are combining efforts to launch a fundraiser at the upcoming Cream Cheese Festival.

Community Development

- Attended the MAST Camp graduation at the Howard G. Sackett Technical Center on July 19th where students presented their model greenhouses.
- Attended the Lewis County Wellness Committee meeting held on July 24th at the Lewis County Courthouse.
- Attended the Lewis County Chamber of Commerce Board Meeting held on August 1st at the Lewis County Chamber of Commerce office.
- Attended the Lewis County Priorities Council meeting held at the Lowville Commons on August 14th.

Tyler Munis Financial System Budget Report

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