

**ECONOMIC DEVELOPMENT/PLANNING/
RECREATION, FORESTRY AND PARKS COMMITTEE MEETING
September 18, 2018**

PRESENT: Legislators Larry Dolhof, Ron Burns, Jerry King and Randy LaChausse, County Manager Ryan Piche, IDA Financial Assistant Cheyenne Steria, Planning Director Frank Pace, Planner Casandra Buell, Recreation and Forestry & Parks Director Jackie Mahoney.

Legislator Burns called the meeting at 8:30 a.m.

Legislator Burns made a motion to approve the 8/21/18 meeting minutes, seconded by Legislator King and carried.

The following dockets were approved:

- 1-Agreemens w/Johnson Newspaper Corp, North Country Storage Barns, Hopenhagen Farm, JCC, Naturally Lewis for advertising space on Transportation Bus; \$480, \$1,260, \$480,\$880,480 respectively
- 2- Agreements w/Spectrum Reach, The Flack Broadcasting Group for advertising bus transportation system in 2019; \$5,100 and \$1,950 respectively
- 3-Agreement w/Mohawk Valley Pictures to produce TV/Web/Radio commercials for bus system-\$5,000
- 4-Agreement w/Spectrum Reach for mobile digital audience network campaign to promote bus system
- 5-Set public hearing 11/6/18 to add Runnalls & Bauer properties to ATV Trails System
- 6-Support authorizing ATV access on the Oswegatchie Easement property

In response to Legislator King, Casandra Buell said that location placement of bus stop shelters do not need NYSDOT approval. The shelters are purchased with 5311 ATC funds. Shelters have been appropriately located at the DSS building and Hospital where there are high volumes. The next potential shelter would be placed at the Lowville Dollar General store. This year the ATC funds were used to purchase a bus w/wheelchair capabilities.

Planning Director Frank Pace reviewed his attached monthly report.

Frank informed that Mike Kaido's term on the Planning Board is due to expire 12/31/18. The Committee voiced approval to re-appoint Mr. Kaido for a succeeding term.

There are 45-50 people registered for today's land use training workshop. A NYS Dept. of State representative will make presentations on Site Plan 101 and SEQRA reviews.

The National Grid invoicing for the solar project has been implemented and will be monitored for correct credits.

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The foundation of the JCC Educational Center will be up by next week and the steel will be delivered 9/25/18.

The Clark Patterson Lee consultants are working with Town of Leyden Supervisor Rosalie White for the water project on Kelpytown Road. Names of supporters are being gathered.

In response to Chairman Dolhof, Frank Pace informed there has been no indication of support for a water project from Town of Lyonsdale officials.

There was one Fair Housing complaint that Frank had addressed determined to be primarily attributed to misunderstanding of the regulations.

Frank had provided statistical information to a local organization that intends to support/assist area youth.

He plans to attend the 9/24/18 Fort Drum Compatibility Committee meeting, which is follow-up and continuation of the Joint Land Use Study (JLUS).

Ryan Piche reported that the North Country Broadband expansion has resulted substantial advantage for some local businesses who had been interviewed by media to attest their prior poor service. We want to have a follow-up media report from those same business owners to promote the improved services. New customers are required to install a receiver on their roof in line-of-sight of a tower. North Country Broadband has competitive service rates.

Planner Casandra Buell reviewed her attached report.

The Planning Board had reviewed one request for a zoning text amendment for the Town of Turin.

She is working with local agencies to appropriately utilize or expand bus routes. Due to the number of registered persons, the one-day October bus trip to Old Forge was expanded to two days for sight-seeing and shopping.

Casandra coordinated the bus routes to maximize efficiency for attendees at the upcoming Octoberfest at Ridge View Inn.

Cornell Cooperative Extension has offered the services of students at no cost who will assist to develop a "Rider Guide".

Ridership for the Old Forge route increased by 10% this past summer to 494. Also, 214 riders used the bus transport to the Cream Cheese Festival.



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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: September 11, 2018

SUBJECT: September 2018 Committee Report (Meeting: 9/18/18 @ 8:30 AM)

DOCKET ITEMS:

1. Lewis County Public Transportation would like to enter into an agreement with "Naturally Lewis" in that "Naturally Lewis" will lease street side advertising space on a Lewis County Public Transportation bus in exchange for the rate of \$480.00 from January 1, 2019 to December 31, 2019 (same contract details as last year). Contact to be sent to Joe Lawrence, IDA Chair.
2. Lewis County Public Transportation would like to enter into an agreement with "Jefferson Community College" in that "Jefferson Community College" will lease (1) 18" x 60" street side advertising space and (1) 15"x55" curb side advertising space on a Lewis County Public Transportation bus in exchange for the rate of \$880.00 from January 1, 2019 to December 31, 2019. Contract to be sent to Ty Stone, President of JCC.
3. The County of Lewis, acting by and through the Lewis County Planning Department, desires to enter into a renewal Agreement with The Flack Broadcasting Group, LLC for advertisements on the radio stations WBRV, the Moose and WLLG, the Blizzard to serve and promote public transportation services throughout Lewis County for a twelve (12) month period. Advertisements will consist of 192 thirty (30) second commercials for 12 months at a cost not to exceed \$1,950.00 to run from 1/1/2019 to 12/31/2019. Contract to be sent to Chris Flack.

DOCKET ITEMS (Continued):

4. The County of Lewis, acting by and through the Lewis County Planning Department, desires to enter into a renewal Agreement with Spectrum Reach for a Mobile Digital Audience Network Campaign that will use Lowville Academy Central School, Jefferson Community College, Mohawk Valley Community College and SUNY POLY as geographic target areas to promote Lewis County Public Transportation for a twelve (12) month period. The advertising plan and schedule will run from January 1, 2019 through December 31, 2019 at a cost not to exceed \$3,600.00. Contract to be sent to Mary Kirch, Account Executive.
5. The County of Lewis, acting by and through the Lewis County Planning Department, desires to enter into an Agreement with Spectrum Reach for a cable advertising campaign that will include 510 spots on El, 60 spots on the Hallmark Channel, 120 spots on the History Channel, 510 spots on Spectrum News, and 510 spots on TLC over a twelve (12) month period. The advertising plan and schedule will run from January 1, 2019 through December 31, 2019 at a cost not to exceed \$5,100.00. Contract to be sent to Mary Kirch, Account Executive.
6. Lewis County Public Transportation would like to enter into an agreement with “Johnson Newspaper Corporation” on behalf of the Journal and Republican local paper for curb-side bus advertising space on a Lewis County Public Transportation bus. The Newspaper seeks to lease one (1) curb-side space in exchange for the paper providing four (4) color advertisements for Lewis County Public Transportation over the 2019 year at an equal cost value, i.e., \$480.00. Contract to be sent to John Johnson, CEO and Co-Publisher of Johnson Newspaper Corporation.
7. The County of Lewis, acting by and through the Lewis County Planning Department, desires to enter into an Agreement with Mohawk Valley Pictures for the production of TV/Web/Radio commercials that will include the production of four (4) 30 second advertisements, four (4) 15 second advertisements, and four (4) audio spots for Lewis County Public Transportation at a cost not to exceed \$5,000.00. Associated costs include access to all Mohawk Valley Pictures Inc. production equipment, sound technicians, mileage up to 200 miles from Utica, NY, all pre-production meetings, editing, graphics package, captioning, and final sign-off of video. Contract to be sent to Matt Ossowski, Mohawk Valley Pictures, Inc.

County Planning Board Reappointment

Mike Kaido's term on the CPB will expire on December 31, 2018. Request Committee's approval to ask Mr. Kaido if he wishes to continue to serve another 3-year term on the CPB.

Monthly Highlights

Annual 4-Hour Land Use Training Workshop for Planning and Zoning officials will be held on Tuesday, September 18, 2018 in the 2nd floor Legislative Board Room.

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.



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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: September 11, 2018

SUBJECT: September 2018 Committee Report (Meeting: 9/18/18 @ 8:30 AM)

Lewis County Public Transportation

- Worked with the Journal & Republican on a color ad for the JCC Connector Route. This color ad was printed in the August 22nd paper.
- Attended the New Student Orientation at Jefferson Community College on August 25, 2018 to provide new students with information regarding our JCC Connector Route. Several students expressed interest in the route and planned on taking advantage of our services.
- Worked with Steve Virkler, Lewis County Office for the Aging, and Missy Kenealy, Birnie Bus Terminal Manager, to develop an Oktoberfest Transportation Information “cheat sheet” for interested riders living in Harris Courts, Steepleview Courts, Whitten Place, High Falls Apartments, Happy Acres, and Karcher Estates who are looking to use LCPT to access Oktoberfest on October 5th.
- Researched digital advertising agencies for Lewis County Public Transportation to produce four (4) - 30 second commercials, four (4) – 15 second commercials, and four (4) audio advertisements to be used for the Flack Broadcasting contract. Three quotes were collected, and each company’s submission was reviewed by the Planning Department to award the contract based upon pricing, creativity and video quality.
- Submitted a project request to Cornell Cooperative Extension for Cornell University Communication students to assist Lewis County Public Transportation in the development of a “Rider’s Guide,” digital and print communication content, and to assist with the development and launch of LCPT on Google Transit Planner.

Lewis County Public Transportation (continued)

- Worked with several Mohawk Valley Community College students to revise Route 549 of our Utica Connector route so that they would be able to utilize our service. Our Monday/Wednesday/Friday route was revised to leave Utica 30 minutes later than originally scheduled.
- Continue to work with Laura Hacker, NYSDOT Intermodal Transportation Specialist 1, on the Master Agreement for the new LCPT bus, wheelchair van, and bus stop shelters.
- Distributed the 2019 Lewis County Public Transportation Bus Advertising Program information and have begun the contract renewal process with several advertisers. Bus advertising is planned for the new bus once it is received.
- Worked with Mary Kirch, Sales Executive for Spectrum Reach, to develop a strategic commercial campaign on cable networks like E!, Spectrum News, The Hallmark Channel, TLC and The History Channel.
- Attended the Lewis County Night Out event on September 7, 2018 to provide attendees with information regarding our public transportation system.

County Planning Board / 239-L and M Reviews

- Prepared one (1) 239-M review for the month of September and will present County Planning Board recommendations for the following municipality at the September 20, 2018 CPB meeting:
 - Zoning Text Amendment – Town of Turin Town Board

Double Play Community Center

- Attended the Double Play Board Meeting held at the Double Play Community Center on August 30, 2018 to discuss the upcoming fundraising efforts for the proposed Community Center. There are several fundraisers planned for the upcoming months:
 - Cream Cheese Festival → September 15th
 - Swing Dance Night → September 22nd
 - 80's Dance and Theme Night → October 26th

Fair Housing

- Conducted the annual review of Snow Belt Housing records in relation to their administration of the 2016 Housing Rehabilitation Program. After reviewing three (3) program recipient files, we did not find any concerns regarding the administration of the individual program files.

Community Development

- Attended the 2nd Lewis County Immunization Coalition meeting held at the Public Health Conference Room at LCGH on August 22, 2018.
- Met with Katie Malinowski, Angie Kimball and Jennifer Harvill of the NYS Tug Hill Commission to provide updates on municipal projects that both agencies, Lewis County Planning Department and the Tug Hill Commission, are assisting with. Quarterly meetings will be scheduled.
- Attended the Lewis County Wellness Committee meeting held on August 28th at the Lewis County Courthouse.
- Attended the Lewis County Priorities Council meeting held at the Lowville Commons on September 11th.

Tyler Munis Financial System Budget Report

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

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.
- Worked with SWCD, reinstalled Dadville stream gauge system in accordance with USGS criteria. Also set anchor bolts and location for the Deer River gauge system on 8/22/2018.

Advanced Educational Program

- On 8/21/2018 completed waterline pressure testing. System passed all required testing. A copy of the results was provided to the Town of Lowville.
- Lewis County Soil and Water Conservation District provided hydro seeding of waterline area for stabilization and restoration.
- Attended Town of Lowville Planning Board meeting on 8/22/2018 for final approval of site plan for JCC education facility.
- 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. Assisted engineer with Bid Package 2, RFP, and notices. Bids were opened on 8/24/2018 for review and recommendations.

County Planning Board / 239-L and M Reviews

- We have 1 referral for the month of September 2018 - Town of Turin zoning text amendment.
- Met with the Town of Denmark Town Board on 9/10/18 to discuss the Planning Board and their land applications and referral process. Provided some additional guidance to the Town Board for their consideration.

Southern Lewis County Regional Water Study

- Clark Patterson Lee continues to work with Leyden to finalize maps and district boundaries for Kelpytown Road.
- Provided CPL status correspondence to Legislators King and Dolhof on the water study.

Central Lewis County Regional Water Study

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

Community Outreach Program

- Our Transportation program will once again sponsor the transportation for the Leadership Academy. Currently there are 18 participants in this year's program. Funding will be supplied through our Community Development program budget line item at a cost not to exceed \$2,000.
- Continue to attend Senator Richie's weekly Food Hub meetings.
- On 8/21/2018 completed audit of Snowbelt Housing CDBG grant projects with Senior Planner Buell.
- Met with Tug Hill Commission on 8/27/2018 to discuss projects within Lewis County. The group agreed to meet on a quarterly basis to discuss current projects in the County for both organizations.
- Continue to manage the Fair Housing Program for Lewis County. Responded to one tenant fair housing complaint this month. Provided guidance for support agencies.
- Provided County Statistics (employment, poverty, education, etc.) to a resident that may want to develop a support group for children within the County.

Community Outreach Program (Continued)

- On 9/6/2018 attended a meeting with Senior Planner Buell regarding our Transportation Program and marketing.
- 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 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.
- 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.