

Planning, Development, and Environmental Quality Committee
 Regular Meeting Minutes – Approved 9-7-17
 Thursday, August 3, 2017 3:00 PM
 Legislature Chambers

Attendance

| Attendee Name | Title | Status | Arrived |
|----------------------|---|---------------|----------------|
| Martha Robertson | Chair | Present | |
| Dooley Kiefer | Vice Chair | Late | 3:04 PM |
| Michael Sigler | Member | Present | |
| David McKenna | Member | Present | |
| Carol Chock | Member | Present | |
| Katrina McCloy | Deputy Clerk, Legislature | Present | |
| Joe Mareane | County Administrator | Present | |
| Ed Marx | Planning and Sustainability Commissioner | Present | |
| Katie Borgella | Deputy Planning & Sustainability Commissioner | Present | |
| Frank Proto | Water Resources Council | Present | |
| Heather McDaniel | Director of Economic Development Services, TCAD | Present | |
| Margaret Frank | Asst. Director, Economic Development Services, TCAD | Present | |
| Julia Mattick | Director, Workforce Development | Present | |
| Marcia Lynch | Public Info. Officer, County Administration | Present | |
| Scott Doyle | Associate Planner, Planning & Sustainability Dept. | Present | |
| Megan McDonald | Senior Planner, Planning & Sustainability Dept. | Present | |

Guests: Irene Weiser, Council member, Town of Caroline; Jennifer Dotson, Executive Director, Ithaca Carshare; and David West, Randall + West, Inc.

Call to Order

Ms. Robertson, Chair, called the meeting to order at 3:03 p.m.

Public Comment

There were no members of the public present.

Changes to Agenda

There were no changes to the agenda.

Water Resources Council

Presentation of Water Resources Council 2016 Annual Report (ID #7173)

Ms. Kiefer arrived at this time.

Workforce Development

Resolution No. - Appropriation from Contingent Fund – Terminal Pay – Employment and Training Director – Office of Employment and Training (ID #7178)

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|------------------|---|
| RESULT: | RECOMMENDED [UNANIMOUS] |
| MOVER: | Carol Chock, Member |
| SECONDER: | Michael Sigler, Member |
| AYES: | Robertson, Kiefer, Sigler, McKenna, Chock |

WHEREAS, the Workforce Development One Stop Career Center had one (1) Employment and Training Director leave employment June 30, 2017, and

WHEREAS, the Fiscal Policy of Tompkins County allows for terminal-pay reimbursement to Departments from the Contingent Fund, and

WHEREAS, the County's Fiscal Policy (05-02) characterizes the Airport, the Recycling and Materials Management Department, the Ithaca-Tompkins County Transportation Council, and the Workforce Development Board as enterprise units and therefore not eligible for reimbursement of terminal pay, and

WHEREAS, unlike other enterprise units, the Workforce Development Board and the Office of Employment and Training do rely on County revenue to sustain their operations and do not have an alternative source of funding to support terminal pay, now therefore be it

RESOLVED, on recommendation of the Planning, Development, and Environmental Quality and the Budget, Capital and Personnel Committees, That Section 5.03-A-4 of the County Policy 05-02, prohibiting the use of County contingency funds to support terminal pay for Workforce Development be waived,

RESOLVED, further, That the Director of Finance be and hereby is authorized and directed to make the following budget appropriation for 2017:

| | | |
|-------------------|--------------------------------|-------------|
| FROM: A1990.54440 | Contingent Fund | \$18,115.05 |
| TO: 6292.51000189 | Employment & Training Director | \$12,631.65 |
| 6292.58800 | Fringes | \$ 5,483.40 |

SEQR ACTION: TYPE II-20

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Planning and Sustainability Department

Resolution No. - Authorization for Rent and Vacancy Survey RFP (ID #7190)

Following discussion it was MOVED by Mr. Sigler, seconded by Mr. McKenna, to authorize the Tompkins County Department of Planning and Sustainability to proceed with the RFP and to award the contract to provide assistance in developing (1) the methodology and procedures for conducting an annual rent and vacancy survey of rental housing throughout Tompkins County; and (2) conducting said survey in early 2018.

A voice vote on the motion resulted as follows: Ayes - 4 (Legislators Chock, McKenna,

Robertson, and Sigler); No - 1 (Legislator Kiefer). MOTION CARRIED.
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Resolution No. - Authorization to Proceed with RFPs for Medium-Scale (250-500kW) Wind Site Feasibility Project (ID #7192)

It was MOVED by Mr. McKenna, seconded by Ms. Kiefer, and unanimously adopted by voice vote, to authorize the Tompkins County Department of Planning and Sustainability to proceed with the RFP and to award the contract to seek consulting, engineering, and customer relations services to identify 2-3 sites in Tompkins County with appropriate wind resources and landowners willing to collaborate on developing the information needed to apply for NYSERDA Small Wind Turbine Program funding, or other appropriate funding sources to purchase and install a medium-scale (250-500kW) turbine.
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Resolution No. - Authorization to Proceed with Tompkins County Forest Management Services RFQ as Proposed (ID #7196)

It was MOVED by Ms. Chock, seconded by Mr. Sigler, to authorize the Tompkins County Department of Planning and Sustainability to proceed with the RFP and to award the contract to a forestry firm or independent, Certified Forester, to help update recommended harvest information and provide forestry services related to timber harvest on County Forest stands in the Town of Newfield according to the standards and timelines outlined in the Tompkins County Forest Management Plan (2007).

A voice vote on the motion resulted as follows: Ayes - 4 (Legislators Chock, McKenna, Robertson, and Sigler); No - 1 (Legislator Kiefer). MOTION CARRIED.
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Discussion regarding Potential Tompkins County Membership in Southern Tier East Regional Planning Development Board (STERPDB) (ID #7194)

Mr. Marx stated the Board Chair and the Director would be willing to come speak to the Committee later in the fall. Ms. Robertson agreed to have them attend.

It was MOVED by Mr. McKenna, seconded by Mr. Sigler, and unanimously approved by a show of hands, to move forward and have representatives from the STERPDB meet with Tompkins County and following that meeting plan accordingly through the budget process.
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Resolution No. - Budget Adjustment and Appropriation of Unspent Funds from 2016 and Prior Years to Various Accounts of Departments that Report to the Planning, Development, and Environmental Quality Committee (ID #7188)

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|------------------|---|
| RESULT: | RECOMMENDED [UNANIMOUS] |
| MOVER: | Carol Chock, Member |
| SECONDER: | Michael Sigler, Member |
| AYES: | Robertson, Kiefer, Sigler, McKenna, Chock |

WHEREAS, Section 4.06 of Tompkins County Fiscal Policy on “Re-appropriation (Carryover or

Rollover)” authorizes County Department Heads to “request re-appropriation of unspent funds from the previous year, provided that they are certified by the Director of Finance to be available and provided that this re-appropriation is authorized by the established appropriation procedures of the Legislature,” and

WHEREAS, various departments have been certified by the Director of Finance to have available unspent appropriations and excess revenues from 2016 totaling \$698,168, which, combined with balances from prior years, results in an available rollover balance of \$1,135,477 on the County’s books as of December 31, 2016, and

WHEREAS, pursuant to County Fiscal Policy, surplus funds have been requested for use by departments that report to the Planning, Development, and Environmental Quality Committee in the amount of \$59,250 in the current year budget, now therefore be it

RESOLVED, on recommendation of the Planning, Development, and Environmental Quality and the Budget, Capital, and Personnel Committees, That the following transactions are approved:

BUDGET APPROPRIATION:

| | | | |
|--------------|--|----------------|--------------------|
| FROM: | General Fund Balance | | \$59,250.00 |
| TO: | | | <u>Requested</u> |
| <u>Dept.</u> | <u>Use of Funds</u> | <u>Account</u> | <u>Rollover</u> |
| | Planning & Sustainability | | |
| | Office Space Improvements, furnishings | 8020.52214 | \$37,500.00 |
| | Office Space Improvements, for Facilities for building renovations | 8020.54470 | \$18,750.00 |
| | Computer Replacement (2) | 8020.52206 | \$3,000.00 |

SEQR ACTION: TYPE II-20

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Commissioner's Report (ID #7195)

Ms. Kiefer asked if Mr. Marx has been able to follow-up on the dredging spoils location activity by the City of Ithaca. Mr. Marx stated he has not but will look into it and let her know.

Minutes Approval

June 20, 2017

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| RESULT: | ACCEPTED [UNANIMOUS] |
| MOVER: | Dooley Kiefer, Vice Chair |
| SECONDER: | Michael Sigler, Member |
| AYES: | Robertson, Kiefer, Sigler, McKenna, Chock |

June 29, 2017

Minutes
Planning, Development, and Environmental Quality Committee
Thursday, August 3, 2017

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|----------------|-----------------|
| RESULT: | DEFERRED |
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Adjournment

The meeting adjourned at 5:23 p.m.