

**AGENDA**  
**ECONOMIC DEVELOPMENT/PLANNING COMMITTEE**  
**Wednesday, September 6<sup>th</sup> 10:00 a.m.**

*Members: Johnson, Groat, Chatfield, Robusto, Lasher*

10:00 a.m. **Approve minutes from previous meeting**

10:00 a.m. **Tourism, Christine Worth**

MONTHLY REPORT [TOUR09RPT1 - Progress Report August 2023.docx](#)

TRANSMITTAL:

- Authorization to Designate Tourism Promotion Agent [TOUR09RES1 - Authorize designation for Tourism Promotion Agent.docx](#)

10:10 a.m. **Cooperative Extension, Maggie McHugh**

Neighborhood Health Status Improvement Progress

10:20 a.m. **Ec. Development/Planning Department, Brian Pincelli**

TRANSMITTALS:

- Authorization to Sign Contract for Former Butler Prison Market Study [PLAN09 RES01- AUTHORIZATION TO EXTEND CONTRACT FOR THE FORMER BUTLER PRISON MARKET STUDY AND REOI.docx](#)
- Authorization to Award Contract for Brownfield Assessment Grant [PLAN09 RES02 AUTHORIZATION TO AWARD CONTRACT FOR QEP SERVICES FOR BROWNFIELD GRANTS REV1.docx](#)
- Authorization to Approve Modifications of Ag and Farmland Protection Plan [PLAN09 RES03- RESOLUTION TO APPROVE MODIFICATION OF AGRICULTURE AND FARMLAND PROTECTION PLAN.docx](#)
- Authorization to Designate Snowmobile Grant Project Administrator [PLAN09 RES04- RESOLUTION DESIGNATING PARKS SNOWMOBILE GRANT PROJECT ADMINISTRATOR.docx](#)

## PROGRESS REPORTS – August 2023

### Christine Worth – Director

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- Attended Bicentennial committee meetings
- Attended FLRTC Board Meeting
- Attended LOSCP Meeting
- Attended ROC / FLX Beverage trail meeting
- Attended Finger Lakes Tree Houses Open House
- Attended Lake Ontario Wine Trail Meetings
- Attended Wayne County Fair Dinner
- Attended Wayne County Fair
- Attended Youth Torch Relay
- Attended Lake Ontario Sportfishing Council Meeting

### Notes

- Apple Tasting Tour
  - Finalizing digital media advertising
  - Finalized Kids out and About and Pittsford-SE Rochester NY Macaroni KID opportunities.
  - Finalized PR Plan, Blog & Newsletter schedule
  - Brochure Is being distributed
  - App Platform change
- Harvest Guide
  - Brochure is being distributed
- Holiday Brochure
  - 27 participants to date
- Solar Eclipse
  - Emergency Management has a meeting scheduled for September
  - Section for Website is being finalized
  - Events can be entered at any time. Thorpe Vineyard already has an event finalized.
- Tourism Updates
  - Bicentennial Committee Meetings (Committee, Executive Committee, Family Fun Day, Marketing, Geocaching, Torch Relay, Wayne County Fair, Heritage Music Series.
  - Bicentennial – Organizing and distributing printed materials as needed
  - Bicentennial – Assisting with newsletter using constant contact and contact list
  - Bicentennial – Assisting in research and purchasing requisitions for budget allowance, including research promotional items and printing quotes.
  - Bicentennial – Social media ad campaign
  - Bicentennial – Geocaching promotion ongoing
  - Bicentennial – Heritage Music Festival promotion Bicentennial – Civil war tribute event 9/17/23
- Visitor's Guide
  - Distribution

RESOLUTION

Committee No. 4

Date: 9/6/2023

Committee Chair: Scott Johnson  
Department Head: Christine

Worth

Authorize Designation of Tourism Promotion Agent

WHEREAS, the county authorized Tourist Promotion Agency (TPA) is required to make applications and receive funds for most New York State tourism grant programs; now, therefore, be it

RESOLVED, that the Wayne County Office of Tourism and Promotion is hereby designated as the 2024 TPA for the purpose specified in the New York State Promotion Act; and be it further

RESOLVED, that the Director of Wayne County Office of Tourism and Promotion, Christine Worth, is hereby designated as Project Director for Wayne County for 2024.

Budgeted: yes  no  Proposed Cost: \_\_\_\_\_ Reimbursed Amount: \_\_\_\_\_ County Cost: \_\_\_\_\_

Department Transfer: \_\_\_\_\_ from Account No. \_\_\_\_\_ to Account No. \_\_\_\_\_

County Administrator's Review: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Office Review: yes  no  N/A  Signature: \_\_\_\_\_

County Attorney Review: yes  no  N/A  Signature: \_\_\_\_\_

Purchasing Review: yes  no  N/A  Signature: \_\_\_\_\_

Standing Committee: Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Signature/Date Rec'd: \_\_\_\_\_ Clerk, Board of Supervisors

Referred to:

Committee: \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Committee: \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

RESOLUTION

Committee No. 4

Date: September 6, 2023

Committee Chair: Scott Johnson

Department Head: Brian Pincelli

AUTHORIZATION TO EXTEND CONTRACT FOR THE FORMER BUTLER PRISON MARKET STUDY AND REOI

WHEREAS, resolution 331-23 authorized the County to execute a contract for the Former Butler Prison Market Study and Request for Expression of Interest (REOI) with MRB; and

WHEREAS, it is necessary to extend the contract with MRB since the contract expires October 31, 2023 to complete the Former Butler Prison Market Study and REOI; now, therefore be it

RESOLVED, that the Chairman of the Board of Supervisors is hereby authorized to execute an extension to the contract with MRB for the Butler Prison Market Study and REOI to expire January 31, 2024, subject to the County Attorney's approval as to form and content.

Budgeted: yes  no  Proposed Cost: \_\_\_\_\_ Reimbursed Amount: \_\_\_\_\_ County Cost:

Department Transfer: \_\_\_\_\_ from Account No. \_\_\_\_\_ to Account No. \_\_\_\_\_

County Administrator's Review: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Office Review: yes  no  N/A  Signature: \_\_\_\_\_

County Attorney Review: yes  no  N/A  Signature: \_\_\_\_\_

Purchasing Review: yes  no  N/A  Signature: \_\_\_\_\_

Standing Committee: Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Signature/Date Rec'd: \_\_\_\_\_ Clerk, Board of Supervisors

Referred to:

Committee: \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Committee: \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

RESOLUTION

Committee No. 4

Date: 9/6/2023

Committee Chair: Scott Johnson  
Department Head: Brian Pincelli

AUTHORIZATION TO AWARD CONTRACT FOR QUALIFIED ENVIRONMENTAL PROFESSIONAL (QEP) SERVICES FOR BROWNFIELD GRANTS AWARDED TO WAYNE COUNTY

WHEREAS, Resolution #290-23 authorized the release of a collaborative RFP between the Wayne County Land Bank, Economic Development and Planning Department, and Wayne Economic Development Corporation (WEDC) for the services of a Qualified Environmental Professional (QEP) for working with the agencies various EPA Brownfield grants; and

WHEREAS, Proposals were due and received on August 22nd 2023 at 2:00 PM from the following firms

C&S Engineers, Inc  
499 Co. Eileen Collins Blvd.  
Syracuse, NY 13212  
Score: /500 Points

ECS Mid-Atlantic, LLC  
421 New Karner Rd. Suite 10  
Albany, NY 12205  
Score: /500 Points

Labella Associates, D.P.C.  
316 South Clinton St. 2<sup>nd</sup> Floor  
Syracuse, NY 13202  
Score: /500 Points

Montrose Engineering & Geology PC  
1140 Valley Forge Rd, PO Box 584  
Valley Forge, PA 19482  
Score: /500 Points

Stantec Consulting Services  
61 Commercial St, Suite 100  
Rochester, NY 14614  
Score: /500 Points

LiRo Engineers, Inc  
690 Delaware Avenue  
Buffalo, NY 14209  
Score: /500 Points

WHEREAS, the proposals were individually evaluated using the evaluation criteria outlined in the RFP document by all members of the Evaluation Team. Evaluation criteria consisted of the following: Cost of proposed staffing, the offeror's business and organization, the offeror's proposed management outline and project approach, and the offeror's experience and capabilities; and

WHEREAS, the Evaluation Team conducted interviews of the three highest proposers and resubmitted evaluations post-interview. Based on the evaluations, the cumulative results score the proposal from \_\_\_\_\_ highest, making it the Evaluation Team's recommendation to award a contract to \_\_\_\_\_ for the provision of Qualified Environmental Professional (QEP) services related to the County's Brownfield grants and projects; now, therefore, be it

RESOLVED, that the Board of Supervisors hereby authorizes the selection of \_\_\_\_\_ for the provision of Qualified Environmental Professional (QEP) Services, and the Chairman of the Board of Supervisors is hereby authorized to execute a contract on behalf of the County of Wayne, subject to the County Attorney's approval as to form and content.

Budgeted: yes  no  Proposed Cost: \_\_\_\_\_ Reimbursed Amount: \_\_\_\_\_ County Cost: \_\_\_\_\_

Department Transfer: \_\_\_\_\_ from Account No. \_\_\_\_\_ to Account No. \_\_\_\_\_

County Administrator's Review: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Office Review: yes  no  N/A  Signature: \_\_\_\_\_

County Attorney Review: yes  no  N/A  Signature: \_\_\_\_\_

Purchasing Review: yes  no  N/A  Signature: \_\_\_\_\_

Standing Committee: Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Signature/Date Rec'd: \_\_\_\_\_ Clerk, Board of Supervisors

Referred to:  
Committee: \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Committee: \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

RESOLUTION

Committee No. 4

Date: September 6, 2023

Committee Chair: Scott Johnson  
Department Head: Brian Pincelli

RESOLUTION TO APPROVE MODIFICATION OF AGRICULTURAL AND FARMLAND PROTECTION PLAN

WHEREAS, the Wayne County Agricultural and Farmland Protection Plan was prepared to document the status of agriculture and farmland in Wayne County and to provide recommendations for the preservation of both farming and farmland in the county and was adopted on June 17, 1997, updated in 2012; and

WHEREAS, Wayne County Resolution No. 149-22 authorized an update to the County Farmland Protection Plan with support from New York State Department of Agriculture and Markets; and

WHEREAS, the Wayne County Agricultural Development Board, which includes six statutory farm or farm business members, participated in the development of the Plan, reviewed drafts and modified the Plan in accordance with their understanding of Wayne County and from information obtained from approximately 60 people in a survey, agribusiness interviews and public meetings and workshops; and

WHEREAS, the Wayne County Agricultural Development Board has reviewed and recommended modifications to the Wayne County Agricultural and Farmland Protection Plan for consideration by the Wayne County Board of Supervisors; and

WHEREAS, the Board of Supervisors has also conducted a public hearing; now, therefore, be it

RESOLVED, that Wayne County approves the modification of the Wayne County Agricultural and Farmland Protection Plan, and be it further

RESOLVED, that this plan be submitted with their full support to the NYS Commissioner of Agriculture and Markets for his approval.

Budgeted: yes  no  Proposed Cost: \_\_\_\_\_ Reimbursed Amount: \_\_\_\_\_ County Cost:

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County Attorney Review: yes  no  N/A  Signature: \_\_\_\_\_

Purchasing Review: yes  no  N/A  Signature: \_\_\_\_\_

Standing Committee: Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

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Committee: \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

RESOLUTION

Committee No. 4

Date: September 6, 2023

Committee Chair: Scott Johnson

Department Head: Brian Pincelli

RESOLUTION DESIGNATING SNOWMOBILE GRANT PROJECT ADMINISTRATOR

WHEREAS, Wayne County routinely applies for and administers the New York State Office of Parks, Recreation and Historic Preservation (Parks) Snowmobile Trail Grant-in-Aid program funds on behalf of the Wayne County Snowmobile Clubs; and

WHEREAS, the Parks program requires the designation of a Program Administrator; now, therefore, be it

RESOLVED, that Ora Rothfuss of the Department of Economic Development and Planning be designated to serve as Program Administrator for this program.

Budgeted: yes  no  Proposed Cost: \_\_\_\_\_ Reimbursed Amount: \_\_\_\_\_ County Cost:

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County Attorney Review: yes  no  N/A  Signature: \_\_\_\_\_

Purchasing Review: yes  no  N/A  Signature: \_\_\_\_\_

Standing Committee: Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

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