AGENDA
ECONOMIC DEVELOPMENT/PLANNING COMMITTEE
Wednesday, July 5th 10:00 a.m.

Members: Supervisors Spickerman, Deyo, Pagano, Manktelow and Miller

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

10:00 a.m. Tourism, Christine Worth

Monthly Report TOUR7RPT1 - Progress Report June 2017.docx

TRANSMITTAL:
- Authorization to create and fill temporary Clerk Typist position TOUR7RES 1REV1.doc

10:15 a.m. Ec. Development/Planning, Brian Pincelli

Ongoing Activities Report

TRANSMITTALS:
- Authorization to Appoint Initial Members of the Board of Directors for the Wayne County Landbank Application: Discussion &Amendments PLAN7 Res 1 County Resolution Authorizing WCLB REV1.docx
- Abolish Senior Planner Position and Create Planner Position PLANRES 2- Authorize Job Title Change Revised.docx
- Authorize Transfer of Funds PLANRES 3- Authorize Transfer of Funds REV1.docx
Christine Worth – Director

- Attended Ontario County Brochure Exchange
- Met with Syracuse Media Group for Apple Tasting Tour
- Met with Dresden Engle regarding promotion for Scenic Wonders
- Met with Laurie (Wayne County Fair) regarding TV Commercial Co-op.
- Attended Lake Ontario Wine Trail
- Attended FLRTC TPA Meeting
- Met with Don Bennet, Campground Owners of NY
- Attended Visit Rochester Networking event
- Met with Human Resources regarding department staffing.

Notes

- Apple Tasting Tour
  - Facebook giveaway program has been set up with partners
  - Brochure text was sent to the graphic designer
  - Facebook changes have been updated
  - Tour website has been updated

- Erie Canal Bike Tour
  - 18th Annual Bike Tour travels from Buffalo to Albany July 9-1, 2017
  - Travels through Wayne County on Tuesday July 11, 2017
  - Letter sent to local chamber of commerce along restaurants in Newark & Lyons, which is a popular lunch stop.

- Fall Ad
  - Messenger Post, Life in the Finger Lakes Magazine, City Magazine
  - Content is at the Graphic Designer

- Harvest Brochure
  - Great partner response, content is at the graphic designer

- I LOVE NY – Information Center update
  - Responded to I love NY request on fall activities and new restaurant.

- I LOVE NY - Matching Funds
  - Completed quarterly reports

- Macaroni Kids Silver Daisy Boondoggle event
  - Family Blogger Conference hosted by Visit Rochester
  - The FL Region is hosting a Taste of the Finger Lakes trade show on July 24
  - Wayne County is hosting 2-3 bloggers overnight in Wayne County July 26 & 27

- Scenic Wonders
  - Reviewing fall promotion

- Summer Guides
  - Distribution continues

- Restaurants
New restaurants in the county. I have reached out to them to get some details.
- Maitre D’ at Trombino’s, Lyons
- The Owl House, Pultneyville
- Craft 120, Newark

Tourism Office
- We moved on June 14.
- Met with Human Resources regarding long-term absence, which began on 6/19/17.
- Reviewing job duties and developing weekly plans to keep business as usual. Finding it difficult with a weekly shortage of 35 hours.
- Reached out to Workforce Development for possible temporary assistance.
- Tracy in Planning is assisting our office with paying bills for ust.
- Office hours are posted 9-Noon & 1-4

Sodus Point Information Center
- Opening 6/30 rather than May this year
- Organized and delivered tourism promotional materials

Wayne County Fair
- Assisting with TV Commercial

Chris Kenyon – Outdoor Recreation Coordinator

- WCFSC meeting and action items for Wayne County youth programs.
- LOSPC conference call.
- Fishing updates weekly.
- Cancelling Youth Derby correspondence.
- Attend Burnap’s Bed and Breakfast Open House
- Deliver VG’s

Important Dates

VoteTilla (July 16 – 22, 2017)
- Monday, July 17 -
  3:05 PM Arrive Clyde
- Tuesday, July 18
  9:00 AM Depart Clyde
  11:15 AM Arrive at Lyons, stop for 2 ½ hours, lunch and festivities
  1:45 PM Depart Lyons
  4:30 PM Arrive Newark. Newark is hosting a “Taste of Wayne County” event
- Wednesday, July 19
  9:00 AM Depart Newark
  11:00 AM Arrive Palmyra, stop for 2 hours, lunch and festivities.
  1:00 PM Depart Palmyra

Worlds Canal Conference (September 24-28, 2017)
Transmittal Title: AUTHORIZATION TO CREATE AND FILL A TEMPORARY FULL TIME CLERK TYPIST FOR TOURISM AND AMEND BUDGET

WHEREAS, the current Clerk Typist in the Tourism Office will be on Medical Leave expected to last for a minimum of six months; and

WHEREAS, that it is anticipated that the current Clerk Typist will return to work at the end of her recovery period; and

WHEREAS, that the Clerk Typist position is a critical position in the Tourism Office, and

WHEREAS, that the Director of Tourism & Promotions is desirous is filling the vacant Clerk Typist position with a temporary employee, and

WHEREAS, that the Director of Tourism & Promotions has worked with the HR Director and identified that a Temporary Clerk Typist position would typically not receive benefits, though could elect to be included in the retirement system, now, therefore be it

RESOLVED, that a temporary position of Clerk Typist, no benefits (CSEA Bargaining Unit, Grade 8; $ 15.215 hourly) be created beginning July 18, 2017; and further be it

RESOLVED, that the Director of Tourism & Promotions is hereby authorized to fill the Temporary Clerk Typist position beginning on July 18, 2017 and then the position will be abolished when the current Clerk Typist’s medical leave ends, and further be it

RESOLVED, that the Treasurer is authorized to make the following 2017 Budget adjustments.

A1990 General Fund Contingencies
$5,500 from 54000 Contractual Expenses

A6410 Publicity (Tourism)
$5,100 to 51104 Clerk Typist
$400 to 58200 Social Security

Budgeted: Yes Proposed Cost: $5,500 Reimbursed Amount $0 County Cost $5,500

County Administrator’s Review: ___________________________ Date: __________

Human Resources Office Review: yes ___ no ___ N/A ___ Signature: _________________________

County Attorney 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: _______________________
WHEREAS, land banks are not-for-profit corporations authorized under the Land Bank Act that allow municipalities, such as Wayne County, to acquire, redevelop and improve tax delinquent, vacant or abandoned properties, thereby providing municipalities a mechanism to acquire such properties and return them to productive use; and

WHEREAS, Wayne County acts as the sole foreclosing governmental unit for all local governments within the County’s borders, thereby making it an ideal candidate for approval of a single County-wide land bank corporation; and

WHEREAS, Wayne County anticipates that ultimately the Land Bank will be self-sufficient, and initially may be funded or supported by grants, seed money, in-kind services, and the like; and

WHEREAS, to form a land bank, Wayne County must file an application and supporting documents, including Articles of Incorporation, Bylaws and other materials, with the Empire State Development Corporation; and

WHEREAS, pursuant to the Land Bank Act, it is necessary to adopt a resolution establishing the land bank on behalf of Wayne County; now, therefore, be it

RESOLVED, the Wayne County Board of Supervisors hereby authorizes and establishes a land bank in Wayne County to be known as the “Wayne County Land Bank”; and be it further

RESOLVED, that the Finger Lakes Regional Land Bank shall have a Board of Directors with seven (7) members; and be it further

RESOLVED, that the term of the Board of Directors shall be two (2) years;

RESOLVED, that the initial members of the Board of Directors are hereby approved, as follows:

RESOLVED, that after the initial terms, Directors shall be appointed by the Chairman of the Wayne County Board of Supervisors, subject to confirmation by the Wayne County Board of Supervisors; and be it further

RESOLVED, as the Land Bank Act requires legislative approval of the Articles of Incorporation for the Finger Lakes Regional Land Bank, said Articles of Incorporation, which shall be in substantially the form attached to this resolution, are hereby approved; and be it further

RESOLVED, that the Chairman of the Wayne County Board of Supervisors is hereby authorized and directed to sign any and all documents necessary to submit an application to Empire State Development Corporation, along with any necessary supporting documents, including the Bylaws, to establish the Wayne County Land Bank; and be it further

RESOLVED, that the Chairman of the Seneca County Board of Supervisors is hereby authorized and directed to sign any and all documents necessary to submit grant applications to New York State for the purpose of acquiring grant funding to operate and support the Wayne County Land Bank.

Budgeted: yes ___ no___ Proposed Cost: 0    Reimbursed Amount __________ County cost 0 ______

Departmental 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: _________________________________________

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: ______________________________
Transmittal Title: Abolish Senior Planner Position and Create Planner Position

Brief Explanation:

WHEREAS, The County Planning Department is to provide resources empowering citizens to improve the quality of life by advancing social, economic, environmental and public health goals of their community.

WHEREAS, the Senior Planner has resigned position May 2017; and

WHEREAS, the Director of Economic Development and Planning would like to change the position title from Senior Planner (CSEA pay-grade 36) to Planner (CSEA pay-grade 32) to create a promotional ladder and attract an applicant with the skills and experience determined to be best suited to fill skill gaps in the Department; and

WHEREAS, the Civil Service/Human Resources Department has reviewed this proposed change to the title of Planner; therefore, be it

RESOLVED, that one position of Senior Planner is abolished, and one position of Planner created in the Department of Economic Development and Planning, and the Director of Economic Development and Planning and the Department of Human Resources are hereby authorized to proceed with filling this Planner position, effective July 18, 2017.

Budgeted: yes _X_ no ___ Proposed Cost: 0 Reimbursed Amount __________ County cost ___0______

Departmental 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: ________________________________

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: ________________________
Transmittal Title: Authorize Transfer of Funds

Brief Explanation:

WHEREAS, IN 2003 the Planning Department had a HUD project loan which authorized a $325,000 loan of expansion of a restaurant; and

WHEREAS, in 2015 the restaurant was sold and the loan balance paid off; and

WHEREAS, there is a balance of $21,771.59 in a savings account at LNB; and

WHEREAS, 274.05 is in an account associated with income from a Planning Seminar held in 2009 by the Planning Department that was never collected; and

WHEREAS, the HUD funds are de-federalized and can be used at the County’s discretion and there is a need for new furniture and office updates; now therefore let it be

RESOLVED, the Board of Supervisors authorizes the Director of Economic Development and Planning to purchase the needed equipment and to coordinate the office updates with the Building and Grounds Department; and be it further

RESOLVED, that authorized to close the CD 120010 Cash account and TE 2100 Planning Seminar Monies accounts and transfer the balances to the general fund, and be it further

RESOLVED, that the County Treasurer is authorized to make the following budget adjustments

A8020 Planning Board
$22,045.64 to 40000 Miscellaneous Receipts
$22,045.64 to 52500 Other Equipment

Budgeted: yes ___ no ___ Proposed Cost: 0 Reimbursed Amount ______ County cost ___0_____
Departmental 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: ________________________________
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: ______________________________