

Minutes

Planning & Economic Development Committee

Wednesday, January 18, 2017, 6:00 pm, Room 331

Gerace Office Building, Mayville, NY

Members Present: Chagnon, Starks, Odell,

Members Absent: Borrello, Niebel

Others: Tampio, Himelein, D. Spann, D. McCoy, N. Aldrich, Abdella

Vice Chairman Chagnon called the meeting to order at 6:04 p.m.

MOVED by Legislator Odell, SECONDED by Legislator Starks and duly carried the minutes were approved. (12/14/16)

Unanimously Carried

Privilege of the Floor

No one chose to speak at this time.

Proposed Resolution – Authorize Extension of Lease Agreement for Department of Planning & Economic Development at the BWB Center

Mr. Aldrich: I'm in for Don McCord tonight. Most of you remember me.

Legislator Odell: Welcome back Nate.

Vice Chairman Chagnon: Don sends you and you are coming to look for money, is that what it is?

Mr. Aldrich: Absolutely. So this resolution is pretty standard. As you know, we moved offices from Riverside in Jamestown over to the BWB Center. The amount of the lease has been the same for six plus year with the IDA, same is true for this year. The only difference, this is the extension of the lease over at BWB Center.

Vice Chairman Chagnon: And this is consistent with the 2017 budget so that is good. Any questions or comments?

Legislator Odell: Extension of what we voted on at the beginning of last Fall.

Vice Chairman Chagnon: All those in favor?

Unanimously Carried

Proposed Resolution – Authorize Agreement with Small Business Development Center at Jamestown Community College

Mr. Aldrich: This is another cyclical resolution. Nothing has changed from last year. It's the same amounts. We get quarterly reports from Small Business Development Center on what they have accomplished each quarter as far as providing technical assistance to small businesses across the County.

Vice Chairman Chagnon: And the amount of this agreement is consistent with what is in the 2017 budget as well. Any questions or comments on this resolution?

Legislator Odell: Just a comment. I appreciate the agency. My company used it years ago to get out of the stone age and into social media. I like to keep tabs on what they are doing and they are doing great stuff.

Unanimously Carried

Proposed Resolution – Authorize Agreement with the County of Chautauqua Industrial Development Agency for Industrial Development and Promotion

Mr. Aldrich: Again, this is same annual resolution. Nothing has changed from last year, same amounts. Focuses on industrial development and promotion including job retention, creation and growth. Focuses on - some of the funding has gone to craft beverage summit, workforce development summit, manufacturing summits, to name a few and other ongoing business attraction and retention activities that the IDA is involved with.

Vice Chairman Chagnon: Once again the amount that is listed is consistent with 2017 budget. Any questions or comments on this resolution?

Unanimously Carried

Proposed Resolution – Authorize Agreement with the County of Chautauqua Industrial Development Agency for the Business Assistance Program

Mr. Aldrich: Again, this is an another cyclical resolution. Same amount as in years past. This funds the Business Permit Center at JCC out of SBDC but different than the previous resolution. (*Inaudible*) funds, IDA initiatives such as property listings, such as the State data base that you'll hear a presentation on next month and other retention and expansion efforts.

Vice Chairman Chagnon: Once again consistent with 2017 budget. Any questions or comments on this resolution?

Unanimously Carried

Proposed Resolution – Authorize Agreement with County of Chautauqua Industrial Development Agency for Attraction and Development of Tourism Businesses

Mr. Aldrich: Again, this is in order of last year's resolution focusing on marketing and tourism, aspects of the IDA. The funds in this resolution helps to put on events such as the Grand Fondo, PGA tournament, LECOM Health Challenge, goes to attracting waterfront and hotel related developments and also goes through to fund IDA marketing initiatives such as a complete redo of their website that took place this year. Al Tech loan fund brochures, Be on the Move brochure you see and new initiatives coming this year that you will hear about soon.

Vice Chairman Chagnon: Once again consistent with 2017 budget. Nate, my only question on this one was that it didn't seem to go into much detail as the other resolutions about what it was specifically for. You mentioned the LECOM Health Challenge and Grand Fondo and those types of activities then.

Mr. Aldrich: Yes.

Vice Chairman Chagnon: Any questions or comments on this resolution?

Unanimously Carried

Proposed Resolution – Close Accounts for Completed Planning and Development Capital Projects as of 12/31/16

Mr. Aldrich: This resolution was put forward by Sue Marsh but the first account has a balance of zero. Our responsibility of this project, South County Industrial Park, will be transferred to the IDA with some assistance from George Spanos and TPF. The second account, scattered site developments, it's been a wide variety of projects since it was created and it's served its useful purpose. Moving forward for future needs a new account will be created in its place.

Legislator Odell: Housekeeping.

Vice Chairman Chagnon: Actually for the Committee, it's a bit more than housekeeping because in Audit & Control, we have been reviewing open capital projects and we were questioning the duration of some of the capital projects. As you can see the first one was initiated in 1986. So, we actually changed the policy and procedures with capital projects to make the more current and timely and avoid having them drag on for such a duration. So, having done that, Don McCord initiated a request to Finance as well as the different departments to try and get some of these older projects closed up so that if there was a need for additional work, open a new project, a current project that we could manage according to the new policies and procedures. I appreciate Don McCord following through on his commitment to get these two taken care of. That is where we are at. Any questions or comments?

Unanimously Carried

Discussion – Soil & Water Projects – Dave Spann

Discussion – Amend Rules and Regulations – Verbatim Minutes

Clerk Tampio: This has been discussed at all the other previous committees and I will tell you know that both Public Safety today and Human Services made a recommendation to be forwarded to Audit & Control that there will be no changes at this time after discussion with Steve Abdella and myself.

Legislator Starks: You said no changes?

Clerk Tampio: Correct.

Vice Chairman Chagnon: They actually passed a motion then?

Clerk Tampio: Yes.

Legislator Starks: Did any other committee have any other recommendation?

Clerk Tampio: They didn't put forward a recommendation. They asked several questions that we were answering, Steve Abdella and myself. Concerns about access to audio files, how did this come about. I explained the process with the Audit & Control Committee and their concerns about time consumption for transcription and possible drudgery involved and so on and looking at ways to be more efficient in the legislative office regarding minutes. So we explained all that. We also explained the information that was provided by the I.T. Department regarding the transcription software that exists right now and upon their review of all those products, they basically came back and said that none of them are satisfactory for our purposes at this time and they are very costly. So, the Audit & Control Committee felt that they came up with this recommendation to change to remove verbatim from the rules and regulations of the Legislature and then the Chairman of the Legislature felt that it was important to hear from all of the committee members and get their opinions and questions answered.

Legislator Starks: Can you say again what two committees recommended no changes?

Clerk Tampio: Public Safety today and Human Services.

Legislator Starks: How many more committees have to still hear or have this discussion?

Clerk Tampio: Audit & Control is tomorrow and everybody has discussed it.

Legislator Starks: And all the other committees just had questions and took the information in?

Clerk Tampio: Yes.

Vice Chairman Chagnon: I think that it would be most appropriate that any Legislator who felt that this is not a good idea to volunteer to take a turn transcribing the committee meeting minutes so they can have personal experience with what a wonderful chore it is.

Clerk Tampio: I did explain that this was not an initiative that started by the legislative staff.

Vice Chairman Chagnon: Right.

Clerk Tampio: And that we're more than willing to do the minutes as the Legislature wants and we are keeping up with our current staff with getting the minutes done now.

Legislator Starks: Are you finding that other things are not getting done that you are responsible for in a timely manner?

Clerk Tampio: I don't think so. There are certain times of the month, depending on our workload, like when we are getting profiles done, some things may take a little bit longer than we want them to but we're still getting the information out that is requested. I did mention that the only time that we have delays is during the budget hearings in getting those minutes out. As you know this year and even prior years when we still had a third person in the office, those budget meetings are not transcribed prior to the Legislature meeting when the budget is approved. So, there was input from Jim Caflisch, representing a department head and how he utilizes the minutes that are posted as they are now, verbatim and there are also searchable documents so you can put in key words and search if you are looking for something that happened in past committee meetings. That's a support issue that has come up for them and his suggestion was that you could hire a stenographer to come in during those meetings at approximately a \$1,000 a day and do those if you want them prior to the meeting. It has been our practice in the office that you have the legislative meetings, the budget hearings, and then we have the regular committee meetings such as we're doing now, that becomes a priority to get those minutes done first. We get them done first and then we'll go back and finish the budget hearing minutes. But as you saw, it came in quite a bit, especially Audit & Control, a lot of them were – it's (*audible*) meeting so there is a lot of transcription hours.

Legislator Starks: How available are stenographers in the world? It seems as though it's a fading profession like, is there even someone in the area?

Clerk Tampio: He got a recommendation from a few individuals apart from the Court system. None of the court reporters can do that but the other option that I thought of to consider is, if a Legislator wanted to hear the budget hearings and the official minutes were not completed, they could request our office to send the audio file to them.

Legislator Odell: Is the equipment we have now sufficient for audio file because that interests me?

Clerk Tampio: Yes, we have software is how we do it. Once the meeting is completed, we take the recorder to the office and it's downloaded onto one of two computers that have the software and that exists in the file and maintain it. We have been maintaining them for at least a year at this point. So, it's up for your consideration. Steve offered some advice on the legal aspects and if we didn't have verbatim minutes the audio files would have to be kept permanently and they also have to be available to anyone that request to hear them.

Legislator Starks: The same as verbatim minutes.

Clerk Tampio: It's public record.

Legislator Odell: Verbatim minutes are kept on the website, right? Right now.

Clerk Tampio: Right now the transcribed minutes are on the website.

Legislator Odell: Could be the audio files as well.

Legislator Starks: They take up more space technologically wise so depending our web servers services and what we have that may or may not – I know there is a big difference in space with audio files and documents on websites.

Clerk Tampio: I did talk with Jon DeAngelo about that today and he said that we have enough space currently to put those files on for probably the next 10 years and then if you get to the point where you needed another server, than that is an expense at that time. If the software changes through the years, which is does, then they would have to transfer those files to the new formats.

Legislator Starks: Which is common practice in the technology world.

Legislator Odell: Have we reached out to other counties in what they are doing or not doing?

Clerk Tampio: That was another question that we had earlier too. The Clerk's Association sent out an inquiry which all the other Clerks can respond if they want to. One person asked if anybody used transcription software. The question wasn't about whether you do verbatim minutes or not, it was just about the software and I can tell you that of all the responses, only one Clerk said that they tried transcription software, Dragon product, and found it to be unsatisfactory and they stopped using it.

Vice Chairman Chagnon: Steve, at Public Facilities yesterday, reading the minutes there was a question about whether the audio tapes would be required to be on the website and I believe your response was that was something you were going to have to look into.

Mr. Abdella: I don't think that they would be but I guess historically you have put the verbatim minutes up there so it might bait the question –

Vice Chairman Chagnon: But we would place the minutes there. The summary minutes would be on the website but the audio file wouldn't have to be on the website.

Legislator Starks: And could be requested.

Vice Chairman Chagnon: It would be available as requested but that was the question that was being discussed yesterday.

Mr. Abdella: I don't see it being required.

Legislator Starks: Have you mentioned that there were recommendations of stenographers in the area. Does anyone know who those people are, like would they even be willing and available first such a task?

Clerk Tampio: I do have a couple of names but they haven't been explored.

Legislator Starks: It could be that they exist, I'm just (*cross talk*)

Mr. Abdella: They still exist and are used by attorneys for different things. So, with advanced notice they would generally be available.

Legislator Odell: That is the most important one, is budget time when you are in that crunch between budget committee meetings and going (*inaudible*), unless you are sitting here which many of us try and catch as many meetings are possibly, you miss it. Conversely those could be a (*inaudible*) bring in a cam cord, catch it and put it on (*inaudible*) server or private you tube and watch it when you would like.

Vice Chairman Chagnon: Any other discussion? Kathy, thank you for the update.

Clerk Tampio: You are welcome.

Other

Vice Chairman Chagnon: Anything else to come before the committee?

Legislator Starks: Move that we adjourn.

Legislator Odell: Second.

Unanimously Carried

Meeting was adjourned at 6:37 p.m.

Respectfully submitted and transcribed,
Kathy K. Tampio, Clerk/Lori J. Foster, Deputy Clerk/Secretary to the Legislature