

**MINUTES**

# PLANNING & RESEARCH COMMITTEE MEETING

**Fred Lightfoote, Chairman**

**Tuesday, April 26, 2016**

**4:00 PM**

**Conference Room 205**

**Municipal Building**

**Members Present**

Chair – Supervisor F. Lightfoote  
Vice Chair – Supervisor R. Green  
Supervisor J. Gallahan  
Supervisor D. Marshall  
Supervisor N. Teed  
Supervisor D. Vedora

**Members  
Excused**

**Staff and Guests:**

Tom Harvey, Planning  
Reliefia Kramer, Planning  
Mary Gates, Finance  
Mike Manikowski, Economic Development  
Michael Wojcik, Economic Development  
Sue Vary, Economic Development  
Tim Davis, OC CCE  
Valerie Knoblauch, Tourism

<b>TIME</b>	<b>TOPIC</b>	<b>NOTES &amp; DISCUSSION</b>
4:00 p.m.	<b>Opening of Meeting</b>  <b>Approval of Minutes</b>	Chair Lightfoote opened the April 26, 2016 Planning and Research Committee meeting at 4:00 p.m. Supervisor Vedora was necessarily late.  Chair Lightfoote requested a motion to approve the April 5, 2016 minutes.  <i>A motion was offered by Supervisor Teed, and was seconded by Supervisor Gallahan to approve the April 5, 2016 minutes. All in favor, motion carried.</i>
4:20	<b>Cornell Cooperative Extension</b>	Chair Lightfoote welcomed Tim Davis.  Mr. Davis discussed the Farm to School Program that the Cooperative Extension is contracting out. They are working for Wayne FL BOCES who received a USDA planning grant. CCE is providing administrative leadership through Mr. Davis and subject matter expertise by Marie Anselm, Ag Economic Development Educator. They have created a coalition across the area that includes Wayne Finger Lakes BOCES, Cooperative Extension in Ontario, Yates and Seneca Counties. The school districts involved are Geneva, Penn Yan, Dundee, and Romulus. They are working with Todd Fowler, the Canandaigua and Bloomfield School District Food Service Manager, and the NYS Wine and Culinary Center. They are developing a plan that includes the food pyramid, menu planning, food safety, promotion and outreach, using school gardens, education curriculum integration, evaluation and documentation, and program sustainability. The Cooperative Extension has immense resources for many of those things. Other entities interested in local foods include the Ontario County Health

		<p>Collaborative, Harvest New York, Food Link, Eat Smart New York, Headwater Food Hub, and others. The goal of the program is to seize the opportunity to bring in local foods that are more nutritious, by bringing together the players in the local foods network and get them working together and sharing resources to create a distribution and transportation system based on local foods. Mr. Davis said that looking at this from Economic Development point of view, the four schools spend over \$939,000 a year on food and only 13% of that is going towards local foods. The project is intended to steer more of those funds toward local producers, which would be a very good fit for our Ag/Economic Development Program. They would like to increase the local share to 40%, 50% or even 60%. Some of the challenges are seasonality – local foods are typically available in late summer, not when schools are in session. The schools could possibly preserve it through freezing the food to enable using it year round. Another challenge is transportation. Schools are using just a basket or a case of a particular item, making it not cost effective for producers to ship it to schools when it is such small quantities. The opportunity exists to use a distributor like Headwater Food Hub or Food Link to integrate local foods into their distribution and transportation system. Mr. Davis said that the next step is to train cafeteria staff to prepare local foods coming right from the producers. He said that Todd Fowler from Bloomfield has the expertise for training cafeteria staff with CCE supplementing with menu planning and organizing cafeterias to encourage eating of more local foods. By bringing all the resources together, they hope to submit an implementation grant application to provide \$100,000 to be able to implement what was developed to carry on with the sustainability plan.</p> <p>Mr. Davis reported on CCE staff’s work in scheduling of participants for the County’s Household Hazardous Collection Day. He said that there were 641 signed up and 614 actually came. He said there was a lot of paint turned in. They will have more in depth information for the Environmental Quality Committee on which townships participated in the collection and whether or not they participated in last year’s collection. They are finding that at about half of the participants did not participate in last year’s collection. Mr. Davis said that there is a very high desire to have electronic waste collection.</p> <p>Mr. Davis told the committee that they are completing the engineer plans for the bathroom project at 4H Camp Bristol Hills. They will have female, male and coed bathrooms. Mr. Davis said that the septic fields are beyond their useful life so they are looking at a 1 acre raised bed on the donated property next to the camp. The project will include the upgrading the electric service and the water system.</p> <p>Supervisor Gallahan told the committee that the Town of Manchester will take electronic waste from anyone. You will need to purchase a \$30 card and then it is 30 cents a pound. Further discussion took place regarding electronic waste disposal.</p> <p>Chair Lightfoote thanked Mr. Davis.</p>
4:18	<b>Tourism</b>	<p>Chair Lightfoote welcomed Valerie Knoblauch.</p> <p>Ms. Knoblauch distributed and discussed the report “Shared Economy – the Lodging Segment and the Transportation Segment, a copy of which is on file with the official minutes in the office of the Clerk to the Board of Supervisors. Ms. Knoblauch addressed the issues related to Air B&amp;Bs and Ubers and the implications and economic impact they will have on Ontario County.</p>

		<p>Discussion took place.</p> <p>Ms. Gates added that Administration will get staff together with Ms. Knoblauch to have more discussion and bring recommendations back to the committee.</p> <p>Chair Lightfoote thanked Ms. Knoblauch.</p>
4:57	<b>Economic Development</b>	<p>Chair Lightfoote welcomed Mike Manikowski, Sue Vary, and Michael Wojcik.</p> <p>Mr. Manikowski discussed and recommends approval of a resolution – Adoption of the 2016 Ontario County Updated Economic Development Strategic Plan.</p> <p><i>A motion was offered by Supervisor Marshall, and was seconded by Supervisor Vedora to approve the above mentioned resolution. All in favor, motion carried.</i></p> <p>Chair Lightfoote thanked Mr. Manikowski, Ms. Vary, and Mr. Wojcik.</p>
4:54	<b>Planning</b>	<p>Ms. Rudzinski discussed and recommends a resolution – No Cost Extension For Contract with Fisher Associates for Ontario County Freight Corridor Development Plan Area 1 – Town of Manchester.</p> <p><i>A motion was offered by Supervisor Green, and was seconded by Supervisor Marshall to approve the above mentioned resolution. All in favor, motion carried.</i></p>
5:27	<b>Adjournment</b>	<p>There being no further business for discussion, Chair Lightfoote requested a motion to adjourn.</p> <p><i>Motion to adjourn made by Supervisor Gallahan, seconded by Supervisor Teed at 5:27 p.m. Motion carried.</i></p>

Respectfully Submitted,

Reliefia Kramer