



November 19, 2018

Meeting Minutes

CALL TO ORDER– Chair Joseph Hauryski called the meeting to order at 9:01 AM in the STC conference room.

ATTENDANCE

Chemung County – Nicolette Wagoner; Ernie Hartman; Tom Sweet

Schuyler County – Kristin VanHorn; Dennis Fagan; Tim O’Hearn; Phil Barnes

Steuben County – Amy Dlugos; Joe Hauryski; Jack Wheeler; Heather Reynolds; Jamie Johnson; Bob Nichols

STC Staff – Stephanie Yezzi; Brittany McKerlie; Chelsea Robertson; Victoria Ehlen; Yvonne Terwilliger, Maggie Costello

APPROVAL OF THE MINUTES – On a motion duly made (Barnes/Wagoner) and carried, the minutes of the September 20, 2018 meeting were approved.

COMMITTEE REPORTS

AUDIT COMMITTEE

Abstract of Claims – The audit committee reviewed abstracts totaling \$25,370.58. On a motion duly made (O’Hearn/Wheeler) and carried, the abstracts were approved.

BUDGET AND PERSONNEL COMMITTEE

1. **2019 Cost Allocation Plan** - Chelsea and Brittany reviewed the plan which amounts to an overall indirect cost rate of 28.72%. This equates to an indirect burden rate, per hour of staff time billed, of approximately 27.86%. On a motion duly made (Wheeler/Johnson) and carried, the 2019 Cost Allocation Plan was approved.
2. **2019 STC Budget** – The Budget and Personnel Committee recommended approval of the proposed STC 2019 budget totaling \$981,208.00 (see attached). After a brief discussion, on a motion duly made (Wheeler/Hartman) and carried, the 2019 budget was approved.

ORIGINATING SOURCE OF FUNDING	CONTRACTING AGENCY	STC PROJECT NAME	PROGRAM TYPE	2018 Projected to Year-End		2019 Proposed Budget	
				AMOUNT	SOURCE TOTAL	AMOUNT	SOURCE TOTAL
FEDERAL							
Appalachian Regional Commission	Directly with STC	LDD	LDD - Administration	\$ 100,000		\$ 100,000	
*	*	ARCTA	Local Assistance	\$ 121,000		\$ 121,000	
*	*	TECH	Computer & Mapping Assist	\$ 68,000		\$ 68,000	
*	*	I-86 (Waterway)	Economic Development/WQ	\$ 40,000		\$ 40,000	
Economic Development Administration	*	EDA	Economic Development	\$ 71,341		\$ 72,500	
Environmental Protection Agency	NYS-DEC	604(b)	Water Quality	\$ 72,454	\$ 472,795	\$ 73,000	\$ 474,500
STATE							
NYSERDA	Painted Post/Riverside	NYSERDA-PPR	Energy	\$ 31,508		\$ -	
Environmental Protection Agency	NYS-DEC	LWRP HP	Flood Mitigation - Historic	\$ -		\$ 7,500	
ESD	Directly with STC	I-86 (Waterway)	Economic Development/WQ	\$ -		\$ 76,250	
					\$ 31,508		\$ 83,750
COUNTY							
Chemung County		Grant matches for ARC & Staff Salaries	Administration and all of above	\$ 85,000		\$ 85,000	
Schuyler County				\$ 35,000		\$ 35,000	
Steuben County				\$ 85,000	\$ 205,000	\$ 85,000	\$ 205,000
LOCAL CONTRACTS							
Village of Hammondsport	"	TECH	Computer Assistance	\$ 2,284		\$ 2,284	
Hutchison & Maio	"	TECH	Computer Assistance	\$ 2,174		\$ 4,074	
Village of Painted Post	"	TECH	Computer Assistance	\$ 2,905		\$ 2,905	
Town of Prattsburgh	"	TECH	Computer Assistance	\$ 3,958		\$ 3,958	
Village of Watkins Glen	*	TECH	Computer Assistance	\$ 5,667		\$ 5,667	
Town of Hector	*	TECH	Computer Assistance	\$ 2,112		\$ 2,112	
Chemung County	*	GIS Chemung	GIS Support	\$ 76,000		\$ 70,000	
Chemung County	*	Chemung 911	GIS Support	\$ 1,750		\$ 2,500	
City of Elmira	"	GIS Elmira	GIS Support	\$ 906		\$ -	
Environmental Emergency Services	"	EES Tech	Environmental	\$ 5,000		\$ 5,000	
Village of Addison	"	PA Addison	Local Assistance	\$ 7,523		\$ 5,900	
Town of Caton	"	PA Caton	Local Assistance	\$ 4,700		\$ 4,850	
Town of Corning	"	PA Corning	Local Assistance	\$ 15,100		\$ 16,000	
Village of Painted Post	*	PA Painted Post	Local Assistance	\$ 5,012		\$ 5,150	
Village of Riverside	*	PA Riverside	Local Assistance	\$ 900		\$ 1,000	
Town of Big Flats	*	PA Big Flats	Local Assistance	\$ 5,040		\$ -	
The Nature Conservancy	*	TNC	Economic Development/WQ	\$ 27,324		\$ 29,780	
Town of Hector	*	PAHector	Local Assistance	\$ 10,000		\$ -	
ASFPM	*	ASFPM	Flood Mitigation Support	\$ 1,498		\$ -	
I-86 Waterway	"	I-86 (Waterway)	Local Assistance	\$ 5,000		\$ 10,000	
Southern Tier Network	"	STN	Economic Development	\$ 6,000		\$ 6,000	
Chemung & Steuben County	"	Risk MAP	Flood Mitigation	\$ 1,285	\$ 192,138	\$ 6,000	\$ 183,180
NON-CONTRACT INCOME							
Attendees		ANDIN	Annual Dinner	\$ 1,868		\$ 2,200	
Sponsors, Participants & Advertisers		GA Conf.	Leadership Training	\$ 35,754		\$ 33,500	
Chemung Travel		Chem Travel	Travel Reimbursement	\$ 650	\$ 38,272	\$ 650	\$ 36,350
		SUB TOTAL			\$ 939,713		\$ 982,780

O:\2019 Budget Wksts - Not Linked\Consolidated Budget.xlsx

	2018 Budget As Approved	2018 Year End as Projected	2019 Budget Proposed
INCOME			
Federal Grant Amount	513,300	472,795	474,500
State Grant Amount	91,523	31,508	83,750
Private Grant	-	-	-
Other Grants - TBD	-	-	-
Local Share-County	205,000	205,000	205,000
Contracts	210,097	190,319	175,680
Other	37,150	40,092	43,850
TOTAL INCOME	1,057,070	939,713	982,780
EXPENSES			
Direct			
Total Direct Salaries Expense	474,828	426,354	421,853
Indirect			
Total Indirect Salaries Expense	105,938	114,198	118,368
TOTAL SALARIES EXPENSE	580,765	540,552	540,222
OPERATING EXPENSES			
Consultants (Direct)	350	230	350
Consultants (Indirect)	-	550	-
Contractual (Direct)	71,200	31,400	48,700
Contractual (Indirect)	16,167	9,000	21,755
Conference Registration (Direct)	2,000	4,150	3,580
Conference Registration (Indirect)	-	45	-
Travel Mileage (Direct)	3,025	3,200	3,675
Travel Mileage (Indirect)	600	100	-
Per Diem (Direct)	6,498	7,500	9,958
Per Diem (Indirect)	-	-	-
Rental - Office Space (Direct)	-	2,000	2,000
Rental - Office Space (Indirect)	43,322	40,000	39,900
Rental Equipment (Direct)	-	175	150
Rental Equipment (Indirect)	3,969	3,300	3,770
Office Equipment (Direct)	1,000	100	100
Office Equipment (Indirect)	11,500	5,700	6,750
Consumables (Direct)	3,148	4,000	2,778
Consumables (Indirect)	5,726	4,200	4,700
Dues & Subscriptions (Direct)	1,850	500	2,000
Dues & Subscriptions (Indirect)	4,220	4,000	4,220
Postage (Direct)	-	50	75
Postage (Indirect)	1,042	1,200	1,642
Printing (Direct)	1,300	200	-
Printing (Indirect)	-	-	-
Prop. Liability & D&O/EPL Ins (D)	-	160	-
Prop. Liability & D&O/EPL Ins (I)	3,261	3,000	3,214
Software Licenses & Maint. (Dir.)	2,035	1,800	1,885
Software Licenses & Maint. (Ind.)	4,287	4,022	4,287
Telephone & Internet (Direct)	-	700	350
Telephone & Internet (Indirect)	4,080	4,080	4,080
Fringe Benefits (Direct)	231,485	202,000	201,158
Fringe Benefits (Indirect)	45,534	60,000	69,847
Miscellaneous (Direct)	60	35	60
Miscellaneous (Indirect)	600	-	-
TOTAL NON-SALARY EXPENSES	468,259	397,397	440,986
TOTAL EXPENSES	1,049,024	937,949	981,208
NET (before ACA's AJE)	8,046	1,764	1,572
Accrued Comp. Absences AJE	-	-	-
NET (after ACA's AJE)	8,046	1,764	1,572
Beginning Fund Balance	422,814	422,814	424,578
Ending Fund Balance	430,860	424,578	426,150
Change in Fund Balance	8,046	1,764	1,572

FUND BALANCE HISTORY
STCRPDB

YEAR	NET	UNRESTRICTED FUND BALANCE	RESTRICTED FUND BALANCE	TOTAL FUND BALANCE
2004 Audited	\$ -	\$ 88,310		
2005 Audited	22,995 From Operations (29,422) Write Off A/R's		81,883	
2006 Audited	5,553 From Operations	87,436		
2007 Audited	28,978 From Operations	116,414		
2008 Audited	53,748 From Operations	170,161		
2009 Audited	(12,336) From Operations	157,825		
2010 Audited	37,446 From Operations	195,271		
2011 Audited	37,183 From Operations	232,454		
2012 Audited	55,707 From Operations	288,161		
2013 Audited	(36,245) From Operations	251,916		
2014 Audited	23,827 From Operations 20,000 From Marcia's 2013 Grant	275,743	20,000	295,743
2015 Audited	34,765 From Operations	330,508		330,508
2016 Audited	\$ 58,601 From Operations	\$ 389,109		\$ 389,109
2017 Audited	\$ 24,132 From Operations	\$ 413,241		\$ 413,241
2018 Estimated	\$ 1,764 From Operations	\$ 415,005		\$ 415,005
2019 Estimated	\$ 1,572 From Operations	\$ 416,577		\$ 416,577

REGIONAL PROGRAM ACTIVITIES

1. **STC's New Attorney** - Chelsea introduced attorney Jeff Evans, from Welch and Zink, to the board.
2. **ARC Co-Chair October Visit** – Chelsea recapped the highlights from Mr. Thomas' visit to our region. STC, and STW, spoke with him about housing needs, and also introduced him to the importance of agriculture in our region. His dinner meeting about Broadband went well. Also, he discussed the opioid addiction epidemic and the possible creation of funding to help assist those who are seeking treatment in order to get back to employment. Mr. Thomas was enthused about the MakerSpace in Binghamton.
3. **Board Appointments** – We have a lot of vacancies in Chemung County and we'll have some vacancies in Schuylar County, as well. We will do nominations for office in February. Board members can email Chelsea with their ideas for board appointments by January. The next Chair will be from Schuylar County and the Vice Chair will be from Chemung County.
4. **Additional Planning Contracts** – Maggie Costello told the board that STC feels we have the capacity to take on at least one or two more towns or villages. We currently have Riverside, Caton, Town of Corning, Painted Post, Addison, and Hector. Informational emails were sent out to towns and villages in all three counties and we received a response from the villages of Hammondsport, Bath and Savona.

OTHER BUSINESS

1. **Awards** – STC has received two awards this fall, one was for the Schuylar County NYSERDA Project, from the Upstate American Planning Association, for the best Comprehensive Planning Implementation. The other award was given in Albany from the Department of State for the Best Partner in Local Government.
2. **2019 Calendar** – Calendars with the 2019 STC Board meeting dates were given out.
3. **Next Board Meeting** – The next meeting will be on January 17, 2019

ADJOURN – on a motion duly made (Nichols/Fagan) and carried, the meeting adjourned at 9:26 AM.

Respectfully submitted,
Yvonne Terwilliger
Executive Assistant