

**PLANNING ADVISORY BOARD**  
**Tuesday, Sept. 13, 2022**  
**Via Zoom**  
**FINAL MEETING MINUTES**

**Members Attending**

Name		Representation	Name		Representation
Joe Bowes	P	Housing	C.J. Randall	P	Local Planning (non-urban)
Fernando de Aragón	P	Transportation	Marcus Riehl	E	Natural Environment
Jordan Decker	P	Energy	Leslie Schill	P	Education #2
Yamila Fournier	E	Built Environment	Liddy Bargar	P	Human Services
George Frantz	P	Agriculture	Andy Zepp	P	Land Preserv./Public Land Mgmt.
David Herrick	P	Facilities/Infrastructure			
Susan Holland	E	Cultural/Historic Preservation	<b>Others Present</b>		
David Kay	P	Local Planning (urban)	Eliot Benman	P	Housing & Community Development Planner
Thomas Knipe	P	Business	Katie Borgella	P	Commissioner
Anne Koreman	P	County Legislature	Nick Helmholdt	P	Tourism Program Director/Principal Planner
Ernie McClatchie	P	Education #1	Joan Jurkowich	P	Planning Administrator
Heather McDaniel	P	Economic Development	Kristin McCarthy	P	County Staff
Gay Nicholson	P	At-Large	Megan McDonald	P	Deputy Commissioner

**Guests:** None

**Call to Order/Agenda Review and Changes/Privilege of the Floor:** Vice chair C.J. Randall called the meeting to order at 4:02pm. No changes to the agenda.

**Action: Approval of Draft Minutes (July 12, 2022):** The draft July 2022 (moved by Heather McDaniel, seconded by Leslie Schill) meeting minutes were approved by the members present.

**Commissioner's Report** – *Katie Borgella, DPS*

Katie introduced Eliot Benman, the department's new housing and community development planner. He spoke about his background and the work he'll be doing for the County. Katie welcomed new member Liddy Bargar and group did a round of brief member introductions. She then provided an overview of the department's 2023 budget presentation to the County Legislature, sharing that 90% of the budget consists of requests for salary and fringe for staff. Other components include fluctuating revenues/expenditures related to grant-funded initiatives, such as the Cayuga Lake Blueway Trail, Resiliency & Recovery, Business Energy Advisors, and others. Over target requests include moving chief sustainability officer program from one-time funding to permanent funding. Katie's report and subsequent Q&A discussion covered several other topics, including a code administration study, broadband access survey, traffic calming study, UNA updates, congressional direct funds, and county planning associations.

**Report: PAB Member Recruitment** – *Megan McDonald, DPS*

Megan gave a brief update on annual membership recruitment and renewals. Members up for renewal should look for an email from Kristin and reply promptly. Committee for board officer nominations will be formed later this fall.

**Update: Expanding Broadband Access in Tompkins County** – *Nick Helmholdt, DPS*

Nick updated group on the County's efforts to explore broadband access in Tompkins, summarizing work undertaken in the last year and giving a preview of next steps in coming months. Plans switched course roughly a year ago from a study of existing infrastructure to a higher-level approach that explores getting broadband access to residents countywide. Nick's report covered RfP and vendor evaluation process; background on company selected, EEC Technologies; access to state inventory of broadband service; and validation of information provided as well as possible recommendations from EEC, including potential incentives for internet service providers and ways to expand into underserved areas. A survey both in digital and print form is being disseminated through the County's communications channels to residents asking about their broadband service. Other topics covered in Nick's report and discussion include Town of Dryden's plans for a municipal network, ground-truthing data, installation fees and other barriers, survey response rates, and more.

**Report: Tompkins County Recovery Fund** – *Joan Jurkovich, DPS*

Joan provided an overview of the County's \$6.5 million Recovery Grant Program, which is being managed by the consulting firm MRB Group. Her PowerPoint presentation walked audience through the application timeline, program priorities, eligible applicants and sample projects, scoring criteria, outreach efforts, approval process, and more. Q&A discussion covered various topics, including project leveraging, ARPA funding, Community Recovery Fund legislative committee, alignment with County Comprehensive Plan, and impacted industries/businesses.

**Member Items**

None

**Adjournment:** The meeting adjourned at 5:02pm. All were in favor.