

**TENATIVE AGENDA
SENECA COUNTY
BOARD OF SUPERVISORS
COMMITTEE MEETINGS**

**TUESDAY, AUGUST 22, 2023
BEGINNING AT 5:30 P.M.**

WATER & SEWER TREATMENT MANAGEMENT & OPERATIONS

(Chair Hayes, Vice-Chair D. Trout, Borst, J. Trout, Hayssen)

1. **ISSUE:** Ongoing Issues regarding Water & Sewer Treatment Management & Operations

DESCRIPTION: Updates on issues/news/concerns regarding Water & Sewer Treatment Management & Operations

ACTION: Discussion & Feedback

UNFINISHED BUSINESS

NEW BUSINESS

HUMAN RESOURCES AND GOVERNMENT OPERATIONS

(Chair J. Trout, Vice-Chair Rhinehart, Barnhart, Partee, Shipley)

1. **ISSUE:** Amend Rules of the Board to Hold Board Meeting in Ovid
[Click here to view board resolution](#)
2. **ISSUE:** Supervisors Approve 2024 Salary Increases for Managerial and Non-Bargaining Unit Personnel, Effective January 1, 2024.
[Click here to view board resolution](#)
3. **ISSUE:** Board of Supervisors Approve the Creation and Filling of One (1) Part-time Deputy Clerk to the Board of Supervisors position for 2024 budget.
[Click here to view board resolution](#)
4. **ISSUE:** Board of Supervisors Approve the Creation and Filling of One (1) Full-time Payroll System Technician position for 2024 budget
[Click here to view board resolution](#)
5. **ISSUE:** Board of Supervisors Approve the Creation and Filling of one (1) Full-time Principal Account Clerk Position in the Treasurer's Department.
[Click here to view board resolution](#)
6. **ISSUE:** Board of Supervisors Approve the Reclassification of One (1) Full-time Employee Benefits Assistant position and Abolishing One (1) Full-time Employee Benefits/Payroll System Technician position for the 2024 budget.
[Click here to view board resolution](#)

**TENATIVE AGENDA
SENECA COUNTY
BOARD OF SUPERVISORS
COMMITTEE MEETINGS**

**TUESDAY, AUGUST 22, 2023
BEGINNING AT 5:30 P.M.**

7. **ISSUE:** Board of Supervisors Approve the Creation and Filling of One (1) full-time Director of Services position.
[Click here to view board resolution](#)

8. **ISSUE:** Board of Supervisors Approve the Reclassification and Filling of Two (2) Full-time Intensive Case Manager Positions in the Department of Human Services (DHS)
[Click here to view board resolution](#)

9. **ISSUE:** Refill Vacant Budgeted Positions
 - Director of Services – Youth Services
 - P/T- Temp Aging Services Aide – HEAP
 - GIS Mapping Technician

10. **ISSUE:** Acceptance of Absentee Ballot Pre-Paid Postage Grant Program for Seneca County Board of Elections.
[Click here to view board resolution](#)

UNFINISHED BUSINESS

NEW BUSINESS

WAYS AND MEANS

(Chair Reynolds, Vice- Chair Shipley, Barnhart, Borst, Partee)

1. **ISSUE:** 2023 Interim County Financial Reports

Description: The Finance Director will Present Interim Financial Reports for 2023

Action: Discussion Only

2. **ISSUE:** Board of Supervisors authorizes amendments to 2023 Seneca County Budget.
[Click here to view board resolution](#)

UNFINISHED BUSINESS

NEW BUSINESS:

ECONOMIC DEVELOPMENT AND TOURISM

(Chair Partee, Vice-Chair Brownell, Barnhart, Reynolds, Shipley)

**TENATIVE AGENDA
SENECA COUNTY
BOARD OF SUPERVISORS
COMMITTEE MEETINGS**

**TUESDAY, AUGUST 22, 2023
BEGINNING AT 5:30 P.M.**

1. **ISSUE:** Board of Supervisors authorize public hearing for Community Development Block Grant Program regarding the Seneca County Housing Needs Assessment
[Click here to view board resolution](#)
[Click here to view Seneca County Housing Needs Assessment](#)

2. **ISSUE:** Board of Supervisors accept findings of Seneca County Housing Needs Assessment.
[Click here to view Board Resolution](#)

3. **ISSUE:** Board of Supervisors Adopts Grow Seneca Grant Program Guidelines and Grant Application Form and Process.
[Click here to view Board Resolution](#)
[Click here to view Seneca County Grow Grant Application](#)
[Click here to view Seneca County Grant Program Guidelines](#)

PUBLIC WORKS

(Chair D. Trout, Vice-Chair Kronenwetter, Hayes, Brownell, Hayssen)

1. **ISSUE:** Cayuga-Seneca Canal Trail Maintenance

DESCRIPTION: The Committee will discuss and seek clarification on maintenance responsibilities associated with the Canal Trail.

ACTION: Discussion Only

2. **ISSUE:** Special Facilities Committee Report

DESCRIPTION: The Special Facilities Committee met on August 8, 2023, to discuss next steps on facility improvements for County Departments. The Public Works Committee will be briefed and feedback sought on next steps.

ACTION: Discussion and Feedback

UNFINISHED BUSINESS

NEW BUSINESS

TENTATIVE AGENDA
SENECA COUNTY
BOARD OF SUPERVISORS
COMMITTEE MEETINGS

TUESDAY, AUGUST 22, 2023
BEGINNING AT 5:30 P.M.

PUBLIC SAFETY AND CRIMINAL JUSTICE

(Chair Rhinehart, Vice-Chair Brownell, D.Trout, Reynolds, Ferrara)

1. **ISSUE:** Contract with Health Direct Institutional Pharmacy for one additional year.
[Click here to view board resolution](#)

UNFINISHED BUSINESS

NEW BUSINESS

**TENATIVE AGENDA
SENECA COUNTY
BOARD OF SUPERVISORS
COMMITTEE MEETINGS**

**TUESDAY, AUGUST 22, 2023
BEGINNING AT 5:30 P.M.**

AMEND RULES OF THE BOARD TO HOLD BOARD MEETING IN OVID

WHEREAS, traditionally the Seneca County Board of Supervisors meets annually for a Board Meeting in the Town of Ovid, New York, in observance and respect of its unique Dual County Seat; and

WHEREAS, this Resolution has been reviewed and approved by the Human Resources and Government Operations Standing Committee at its Meeting on August 22, 2023; now, therefore be it

RESOLVED, that the Seneca County Board of Supervisors does hereby amend its Rules of Order to hold its Board Meeting on November 14, 2023 at 6:00 p.m. at the former courthouse in Ovid, New York, also known as, the "Papa Bear" Building

[Click here to go back](#)

**TENATIVE AGENDA
SENECA COUNTY
BOARD OF SUPERVISORS
COMMITTEE MEETINGS**

**TUESDAY, AUGUST 22, 2023
BEGINNING AT 5:30 P.M.**

**SUPERVISORS APPROVE 2024 SALARY INCREASE FOR MANAGERIAL AND NON-
BARGAINING UNIT PERSONNEL, EFFECTIVE JANUARY 1, 2024**

WHEREAS, managerial and non-bargaining unit personnel received a pay increase by action of this Board on September 13, 2022, to support employee retention and recruitment in its workforce, and maintain compensation parity with bargaining unit employees; and

WHEREAS, these same managerial and non-bargaining unit personnel are deserving of a salary increase in line with the collective bargaining agreements entered into by the County in 2022; and

WHEREAS, the Seneca County Board of Supervisors supports a 3.5 % increase for said employees; and

WHEREAS, the increase shall be incorporated into the 2024 Management and Non-Bargaining Unit Employee Salary Schedule, including provisions for annual 1.9 % step increases consistent with longevity and performance requirements, which shall be effective the first full pay period after January 1, 2024, will provide for such increase for the managerial and non-bargaining unit personnel, but not Elected Officials, County Officers, and Designated Senior County Personnel; and

WHEREAS, funding will be provided for said payroll increases in the 2024 Seneca County budget, or by subsequent adjustments; and

WHEREAS, this Resolution was reviewed and approved by the HUMAN RESOURCES AND GOVERNMENT OPERATIONS Committee on August 22, 2023.

NOW, therefore be it

RESOLVED, that the Seneca County Board of Supervisors approves a 3.5% salary increase, to be effective with the first payroll period after January 1, 2024, for all managerial and non-bargaining unit personnel, said increase to be incorporated into the 2024 Management and Non-Bargaining Unit Employee Salary Schedule, including provisions for 1.9% step increases consistent with longevity and performance requirements; and be it further

RESOLVED that funding shall be provided for said increases in the 2024 Seneca County budget.
[Click here to go back](#)

**TENATIVE AGENDA
SENECA COUNTY
BOARD OF SUPERVISORS
COMMITTEE MEETINGS**

**TUESDAY, AUGUST 22, 2023
BEGINNING AT 5:30 P.M.**

**BOARD OF SUPERVISORS APPROVE THE CREATION AND FILLING OF ONE (1) PART-TIME DEPUTY CLERK
TO THE BOARD OF SUPERVISORS POSITION FOR 2024 BUDGET**

WHEREAS, the Clerk to the Seneca County Board of Supervisors has identified the need to create and fill a part-time Deputy to act for and in place of her absence; and

WHEREAS, the Finance Director has reviewed the 2024 budget and there will be sufficient funding in the 101040-51200 part-time salaries account code to cover the costs; and

WHEREAS, this position has been reviewed and approved by the Vacancy Committee and the Human Resources & Government Operations Committee on August 22, 2023; now, therefore be it

RESOLVED, that the Board of Supervisors approve the creation and filling of one (1) part-time Deputy Clerk to the Board of Supervisors at the prorated Management Grade 3, Start rate, \$25.72/hr or \$25,080; be it further

RESOLVED, that the Finance Department is authorized to make the necessary budgetary and accounting entries based upon the grant to affect the intent of this resolution.

[Click here to go back](#)

**TENATIVE AGENDA
SENECA COUNTY
BOARD OF SUPERVISORS
COMMITTEE MEETINGS**

**TUESDAY, AUGUST 22, 2023
BEGINNING AT 5:30 P.M.**

**BOARD OF SUPERVISORS APPROVE THE CREATION AND FILLING OF ONE (1) FULL-TIME PAYROLL
SYSTEM TECHNICIAN POSITION FOR 2024 BUDGET**

WHEREAS, the Finance Director and Personnel Officer have reviewed and identified a need to move payroll processing to the Finance Department; and

WHEREAS, the Finance Director would like to create and fill a full-time Payroll System Technician to be located in the Finance Department effective 1/1/2024 to take on the payroll processing duties for the County; and

WHEREAS, the Finance Director has reviewed the 2024 budget and there will be sufficient funding in the 101040-51100 full-time salaries account code to cover the costs; and

WHEREAS, this position has been reviewed and approved by the Vacancy Committee and the Human Resources & Government Operations Committee on August 22, 2023; now, therefore be it

RESOLVED, that the Board of Supervisors approve the creation and filling of one (1) full-time Payroll Systems Technician at Management Grade 4, Start rate, \$56,475; be it further

RESOLVED, that the Finance Department is authorized to make the necessary budgetary and accounting entries based upon the grant to affect the intent of this resolution.

[Click here to go back](#)

**TENATIVE AGENDA
SENECA COUNTY
BOARD OF SUPERVISORS
COMMITTEE MEETINGS**

**TUESDAY, AUGUST 22, 2023
BEGINNING AT 5:30 P.M.**

**BOARD OF SUPERVISORS APPROVE THE CREATION AND FILLING OF ONE (1) FULL-TIME PRINCIPAL
ACCOUNT CLERK POSITION IN THE TREASURER DEPARTMENT**

WHEREAS, the Seneca County Treasurer recognizes the importance of acknowledging achievements in the workplace; and

WHEREAS, the current Account Clerk employee has been consistently taking on more responsibilities to learn various duties as part of succession planning; and

WHEREAS, this would be a promotion for the current Account Clerk and the effective date of this change would occur effective 1/1/2024; and

WHEREAS, the County Treasurer would like to abolish the current full-time Account Clerk position within the department and allocate those funds to the new position; and

WHEREAS, the Finance Director has reviewed the 2024 budget and there will be sufficient funding in the 101325-51100 full time salaries account code to cover the costs; and

WHEREAS, this position has been reviewed and approved by the Vacancy Committee and the Human Resources & Government Operations Committee on August 22, 2023; now, therefore be it

RESOLVED, that the Board of Supervisors approve the creation and filling of one (1) full-time Principal Account Clerk position at CSEA Grade 5, Step 6 (\$25.958 for 2024); be it further

RESOLVED, that the Board of Supervisors abolishes one (1) full-time Account Clerk position in the County Treasurer's Department; be it further

RESOLVED, that the Finance Department is authorized to make the necessary budgetary and accounting entries based upon the grant to affect the intent of this resolution.

[Click here to go back](#)

**TENATIVE AGENDA
SENECA COUNTY
BOARD OF SUPERVISORS
COMMITTEE MEETINGS**

**TUESDAY, AUGUST 22, 2023
BEGINNING AT 5:30 P.M.**

**BOARD OF SUPERVISORS APPROVE THE RECLASSIFICATION OF ONE (1) FULL-TIME EMPLOYEE
BENEFITS ASSISTANT POSITION AND ABOLISHING ONE (1) FULL-TIME EMPLOYEE BENEFITS/PAYROLL
SYSTEM TECHNICIAN POSITION FOR THE 2024 BUDGET**

WHEREAS, the Finance Director and Personnel Officer have reviewed and identified a need to move payroll processing to the Finance Department; and

WHEREAS, the Personnel Officer would like to change the title from Employee Benefits/Payroll System Technician to Employee Benefits Assistant thereby removing the payroll function of the position from the Personnel Department effective 1/1/2024; and

WHEREAS, both positions are a Grade 4 on the Management Salary Schedule, and the Finance Director has reviewed the position and there will be sufficient funding in the 101430-51100, 601710-51100 & 651910-51100 full-time salaries account codes to cover the costs; and

WHEREAS, this position has been reviewed and approved by the Vacancy Committee and the Human Resources & Government Operations Committee on August 22, 2023; now, therefore be it

RESOLVED, that the Board of Supervisors approve the reclassification of one (1) full-time position of Employee Benefits Assistant effective 1/1/2024; be it further

RESOLVED, that the Board of Supervisors abolish the position of Employee Benefits/Payroll System Technician effective 1/1/2024; be it further

RESOLVED, that the Finance Department is authorized to make the necessary budgetary and accounting entries based upon the grant to affect the intent of this resolution.

[click here to go back](#)

**TENATIVE AGENDA
SENECA COUNTY
BOARD OF SUPERVISORS
COMMITTEE MEETINGS**

**TUESDAY, AUGUST 22, 2023
BEGINNING AT 5:30 P.M.**

BOARD OF SUPERVISORS APPROVE THE CREATION AND FILLING OF ONE (1) FULL-TIME DIRECTOR OF SERVICES POSITION

WHEREAS, the Department of Human Services has been experiencing an increase in administrative requirements, additional State demands of mandates, and the need for expertise in program supervision of front-line staff and their supervisors; and

WHEREAS, the Commissioner would like to create and fill a second Director of Services position to provide oversight over the adult services unit; and

WHEREAS, the Finance Director has reviewed the 2023 budget and there is sufficient funding in the 106010-51100 full-time salaries account code to cover the costs; and

WHEREAS, this position has been reviewed and approved by the Vacancy Committee and the Human Resources & Government Operations Committee on August 22, 2023; now, therefore be it

RESOLVED, that the Board of Supervisors approve the creation and filling of one (1) full-time Director of Services position at Management Grade 7, Hire rate, \$76,020; be it further

RESOLVED, in the likely event that an employee is promoted to this new position, the salary will increase beyond the hire rate as per the CSEA contract and would require backfills of positions as necessary;

RESOLVED, that the Finance Department is authorized to make the necessary budgetary and accounting entries based upon the grant to affect the intent of this resolution.

[Click here to go back](#)

**TENATIVE AGENDA
SENECA COUNTY
BOARD OF SUPERVISORS
COMMITTEE MEETINGS**

**TUESDAY, AUGUST 22, 2023
BEGINNING AT 5:30 P.M.**

**BOARD OF SUPERVISORS APPROVE THE RECLASSIFICATION AND FILLING OF TWO (2) FULL-TIME
INTENSIVE CASE MANAGER POSITIONS IN THE DEPARTMENT OF HUMAN SERVICES (DHS)**

WHEREAS, the number of homeless individuals and intensity of social detriments facing these individuals in Seneca County continues to rise; and

WHEREAS, the Commissioner of Human Services has identified the need to reclassify two (2) vacant Caseworker positions to the title of Intensive Case Manager who can provide a higher level of case management services to these individuals; and

WHEREAS, the two (2) vacant Caseworker positions (#701300017, #701300014) would be abolished and those funds would be allocated to the new positions; and

WHEREAS, the Finance Director has reviewed the 2023 budget and there is sufficient funding in the 106010-51100 full time salaries account code to cover the costs; and

WHEREAS, this position has been reviewed and approved by the Vacancy Committee and the Human Resources & Government Operations Committee on August 22, 2023; now, therefore be it

RESOLVED, that the Board of Supervisors approve the creation and filling of two (2) full-time Intensive Case Manager positions at CSEA Grade 8, Step Hire (\$26.819); be it further

RESOLVED, that in the event of a promotional opportunity, the salary will be adjusted per the CSEA Contractual guidelines, accordingly; be it further

RESOLVED, that the Board of Supervisors abolishes two (2) full-time Caseworker positions in the Department of Human Services to fund these reclassifications; be it further

RESOLVED, that the Finance Department is authorized to make the necessary budgetary and accounting entries based upon the grant to affect the intent of this resolution.

[click here to go back](#)

**TENATIVE AGENDA
SENECA COUNTY
BOARD OF SUPERVISORS
COMMITTEE MEETINGS**

**TUESDAY, AUGUST 22, 2023
BEGINNING AT 5:30 P.M.**

**ACCEPTANCE OF ABSENTEE BALLOT PRE-PAID POSTAGE GRANT PROGRAM FOR
SENECA COUNTY BOARD OF ELECTIONS**

WHEREAS, The New York State Aid to Localities Budget authorizes \$4 million be made available to local boards of elections for reimbursement of costs related to providing pre-paid return postage on absentee ballots and applications pursuant to a plan by the State Board of Elections; and

WHEREAS, Seneca County Board of Elections is eligible to receive \$15,523.20 for allowable and reasonable expenditures made between July 1st, 2022 and March 31st, 2024; and

WHEREAS, the Program has no local match requirement; and

WHEREAS, this resolution was approved by the Government Operations Standing Committee on August 22, 2023; now, therefore be it

RESOLVED, that the Seneca County Board of Supervisors does hereby accept the grant and authorizes the Board of Elections Commissioners to sign any and all necessary documentation related to the applications, acceptance, and administration of this grant; and be it further

RESOLVED, that the Department of Finance is hereby authorized and directed to amend the 2023 budget as follows with unused portions flowing into future years per the funding guidelines:

ABPPP	101450 43089	State Aid Revenue	Increase	Revenue	\$15,523.20
ABPPP	101450 54580	Election Supplies	Increase	Expenditure	\$9,023.20
ABPPP	101450 54240	Postage	Increase	Expenditure	\$6,000.00

;and be it further

RESOLVED, that the Department of Finance is authorized to make the necessary budgetary and accounting entries to affect the intent of this resolution.

[click here to go back](#)

**TENATIVE AGENDA
SENECA COUNTY
BOARD OF SUPERVISORS
COMMITTEE MEETINGS**

**TUESDAY, AUGUST 22, 2023
BEGINNING AT 5:30 P.M.**

**BOARD OF SUPERVISORS AUTHORIZES AMENDMENTS TO
2023 SENECA COUNTY BUDGET**

WHEREAS, amendments to the 2023 Seneca County Budget are necessary and appropriate; and

WHEREAS, funding is available in the object codes identified herein; and

WHEREAS, these amendments have been reviewed and approved by the Ways and Means Committee at its meeting on August 22, 2023; now, therefore be it

RESOLVED, that the Board of Supervisors authorizes the following amendments to the 2023 Seneca County Budget:

Line Item	Description	Increase/(Decrease)	Revenue/Expenditure	\$
Note 1: Facilities HWB Budget adjustment				
101620 44489 HWB	Other Health Federal Rev	Increase	Revenue	\$8,073.75
101620 51100 HWB	Salaries	Increase	Expenditure	\$7,500
101620 58300 HWB	Social Security	Increase	Expenditure	\$465
101620 58700 HWB	Medicare	Increase	Expenditure	\$108.75
Note 2: Sheriff Medical HWB Budget adjustment				
103151 44489 HWB	Other Health Federal Rev	Increase	Revenue	\$2,153
103151 51100 HWB	Salaries	Increase	Expenditure	\$2,000
103151 58300 HWB	Social Security	Increase	Expenditure	\$124
103151 58700 HWB	Medicare	Increase	Expenditure	\$29
Note 3: Public Health HWB Budget adjustment				
104010 44489 HWB	Other Health Federal Rev	Increase	Revenue	\$6,459
104010 51100 HWB	Salaries	Increase	Expenditures	\$6,000
104010 58300 HWB	Social Security	Increase	Expenditures	\$372
104010 58700 HWB	Medicare	Increase	Expenditures	\$87
Note 4: Addictions HWB Budget adjustment				
104220 44489 HWB	Other Health Federal Rev	Increase	Revenue	\$4,844.25
104220 51100 HWB	Salaries	Increase	Expenditures	\$4,500
104220 58300 HWB	Social Security	Increase	Expenditures	\$279
104220 58700 HWB	Medicare	Increase	Expenditures	\$65.25
Note 5: Mental Health HWB Budget adjustment				
104320 44489 HWB	Other Health Federal Rev	Increase	Revenue	\$6,459
104320 51100 HWB	Salaries	Increase	Expenditures	\$6,000
104320 58300 HWB	Social Security	Increase	Expenditures	\$372
104320 58700 HWB	Medicare	Increase	Expenditures	\$87

**TENATIVE AGENDA
SENECA COUNTY
BOARD OF SUPERVISORS
COMMITTEE MEETINGS**

**TUESDAY, AUGUST 22, 2023
BEGINNING AT 5:30 P.M.**

Note 6: Assigned Counsel Budget adjustment				
101171 43050 INCR	AC Rate Increase State Aid	Increase	Revenue	\$40,000
101171 54321 INCR	Legal Services Criminal	Decrease	Expenditure	\$30,000
101171 54322 INCR	Legal Services Family Crt	Increase	Expenditure	\$40,000
101171 54323 INCR	Legal Services Appeals	Increase	Expenditure	\$10,000
101990 54700	Contingency	Decrease	Expenditure	\$40,000
101171 54322	Legal Services Family Crt	Decrease	Expenditure	\$30,000
101171 54323	Legal Services Appeals	Decrease	Expenditure	\$20,000
101171 54321	Legal Services Criminal	Increase	Expenditure	\$50,000

[Click here to go back](#)

**TENATIVE AGENDA
SENECA COUNTY
BOARD OF SUPERVISORS
COMMITTEE MEETINGS**

**TUESDAY, AUGUST 22, 2023
BEGINNING AT 5:30 P.M.**

**BOARD OF SUPERVISORS AUTHORIZE PUBLIC HEARING FOR COMMUNITY DEVELOPMENT BLOCK
GRANT PROGRAM REGARDING THE SENECA COUNTY HOUSING NEEDS ASSESSMENT**

WHEREAS, Seneca County was awarded a Community Development Block Grant (“CDBG”) in 2021 by New York State Office of Community Renewal (the “OCR”) through the Consolidated Funding Application (“CFA”) for a Community Planning Grant to fund a Housing Needs Assessment; and

WHEREAS, The Seneca County Board of Supervisors authorized the acceptance of the NYS CDBG Community Planning Grant totaling \$50,000 with a required 5% (\$2,500) cash match in Resolution 57-22; and

WHEREAS, the Housing Needs Assessment was completed by the consulting team Highroad Community Planning & Analytics of Erie County, New York in July 2023; and

WHEREAS, the County is required to hold a public hearing under federal rules to provide information to the public and to consider citizen comments regarding the implementation of the CDBG program prior to the submission of a request for closeout; and

WHEREAS, this resolution was approved by the Economic Development & Tourism Committee on August 22, 2023; now, therefore be it

RESOLVED, that the Seneca County Board of Supervisors authorize a public hearing to be held in the Board of Supervisors Room at the Seneca County Office Building, 1 DiPronio Drive, Waterloo, New York at or about 6:00 PM on September 12th, 2023, to consider citizen comments on the CDBG Community Planning Grant and the resulting Seneca County Housing Needs Assessment; and be it further

RESOLVED, in accordance with Federal and New York State regulations, the County will post the Housing Needs Assessment document on Seneca County’s website at least 24 hours prior to the scheduled hearing and be made available for public inspection in the Seneca County Department of Planning & Community Development located on the 1st floor of the Seneca County Office Building; and be it further

RESOLVED, that the Clerk of the Board is hereby directed to post in the County Office Building and on the County’s official website, and have published at least once in a newspaper of general circulation in the County, at least nine days before the date of the scheduled hearing, the following notice; LEGAL NOTICE – HOUSING NEEDS ASSESSMENT – CDBG PROGRAM COMMUNITY PLANNING GRANT. Seneca County will hold a public hearing on September 12th, 2023 at 6:00 PM in the Board of Supervisors Room in the Seneca County Office Building, located at 1 DiPronio Drive, Waterloo, NY 13165

**TENATIVE AGENDA
SENECA COUNTY
BOARD OF SUPERVISORS
COMMITTEE MEETINGS**

**TUESDAY, AUGUST 22, 2023
BEGINNING AT 5:30 P.M.**

for the purpose of hearing public comments on Seneca County's current Community Development Block Grant (CDBG) project: 056CP24-21, Housing Needs Assessment, \$47,500. The CDBG program is administered by the New York State Office of Community Renewal (OCR), and provides resources to eligible local governments for housing, economic development, public facilities, public infrastructure, and planning activities, with the principal purpose of benefitting low/moderate income persons. The hearing will provide further information about the CDBG project. Comments related to the effectiveness of administration of the CDBG project will also be received at this time. The hearing is being conducted pursuant to Section 570.486, Subpart I of the CFR and in compliance with the requirements of the Housing and Community Development Act of 1974, as amended.

The Board of Supervisors Room is accessible to persons with disabilities. If special accommodations are needed for persons with disabilities, those with hearing impairments, or those in need of translation from English, those individuals should contact Amanda Vavra, Clerk to the Board of Supervisors, by phone at (315) 539-1700, boardofsupervisors@co.seneca.ny.us, 1 DiPronio Drive, Waterloo, NY 13165, at least one week in advance of the hearing date to allow for necessary arrangements. Written comments may also be submitted to Amanda Vavra, Clerk to the Board of Supervisors, until end of business on September 15th, 2023.

[Click here to go back](#)

**TENATIVE AGENDA
SENECA COUNTY
BOARD OF SUPERVISORS
COMMITTEE MEETINGS**

**TUESDAY, AUGUST 22, 2023
BEGINNING AT 5:30 P.M.**

**BOARD OF SUPERVISORS ADOPTS GROW SENECAGRANT PROGRAM GUIDELINES AND
GRANT APPLICATION FORM AND PROCESS**

WHEREAS, on May 9, 2023 the Seneca County Board of Supervisors, upon approval of Resolution No. 105-23, allocated Five Hundred Thousand Dollars (\$500,000.00) of the County's awarded American Rescue Plan Act Funds (ARPA Funds) to establish a small business grant and assistance program called Grow Seneca to financially assist and provide other support to small businesses within the County; and

WHEREAS, the goal of the Grow Seneca Grant Program is to assist the maximum number of small businesses in Seneca County within the resources provided by the County Board of Supervisors; and

WHEREAS, it is the intent of the Seneca County Board of Supervisors to distribute the funds to small businesses in an objective, equitable and accountable manner on behalf of the citizens of Seneca County; and

WHEREAS, the maximum grant award for any single applicant business is \$10,000; and

WHEREAS, this Resolution has been reviewed and approved by the Economic Development and Tourism Committee at its Meeting on August 22, 2023; now therefore be it

RESOLVED, that the Seneca County Board of Supervisors adopts the Grow Seneca Grant Program Guidelines and the Application Form and process.

[Click here to go back](#)

**TENATIVE AGENDA
SENECA COUNTY
BOARD OF SUPERVISORS
COMMITTEE MEETINGS**

**TUESDAY, AUGUST 22, 2023
BEGINNING AT 5:30 P.M.**

Seneca County Grow Seneca Grant Application

Applicant Information

Name of Business:	
Name of Principal Contact (must be business owner):	
Mailing Address:	
Email:	
Phone:	

Business Information

Business Address (Physical location or current/anticipated):	
Business Type:	<input type="checkbox"/> LLC <input type="checkbox"/> S Corp <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> DBA <input type="checkbox"/> Other: _____
Type of Business:	<input type="checkbox"/> Start-up (open less than 6 months) <input type="checkbox"/> Expansion: Date Business started: _____ Number of employees: _____
Type of Project (Check all that apply):	<input type="checkbox"/> Fixtures <input type="checkbox"/> Inventory <input type="checkbox"/> Equipment <input type="checkbox"/> Machinery <input type="checkbox"/> Working Capital <input type="checkbox"/> Other: _____
Federal Tax ID # (if known):	
NAICS CODE for Business*:	
Number of Full Time Equivalent (FTE) Employees (current/anticipated):	

*Please enter the business industry and North American Industry Classification System (NAICS) Code here. NAICS Codes can be found online at <https://www.census.gov/naics/>

Is the company delinquent in the payment of any state or municipal property taxes? Yes
 No

Is the company delinquent in the payment of any income tax obligation? Yes
 No

Is the company delinquent in the payment of any loans? Yes
 No

Is the company currently in default on any of its loans? Yes
 No

**TENATIVE AGENDA
SENECA COUNTY
BOARD OF SUPERVISORS
COMMITTEE MEETINGS**

**TUESDAY, AUGUST 22, 2023
BEGINNING AT 5:30 P.M.**

Are there currently any unsatisfied judgements against the company? Yes
No

Are there currently any unsatisfied judgements against any of the company's principals? Yes
No

Has the company ever filed for bankruptcy? Yes
No

Have any of the company's principals ever personally filed for bankruptcy or in any way sought protection from creditors? Yes
No

If the answer to any of the questions above is "Yes," please provide additional comments in the space below and on additional pages if necessary.

**TENATIVE AGENDA
SENECA COUNTY
BOARD OF SUPERVISORS
COMMITTEE MEETINGS**

**TUESDAY, AUGUST 22, 2023
BEGINNING AT 5:30 P.M.**

Project Description

Please provide a description of your business (products, services, business sector, etc.) and the intended use of funds. Attach additional sheets if necessary.

Job Creation

Number of Existing FTE Jobs*:	
Number of New FTE Jobs*:	
New Job Title(s) and Description(s):	

***Calculating FTE Jobs**

- One full-time employee working at least 35 hours per week year-round will count as 1 FTE.
- When calculating FTE jobs for part-time positions, divide the number of hours worked per week by 35. For example, a part-time employee working 17.5 hours per week would count as a .5 FTE, while an employee working 8.75 hours per week would count as .25 FTE.
- Seasonal employees can be counted toward FTE job creation on a pro-rata basis (based on 2,000 hours/year only if the season is long enough for the job to be considered as the employee’s principal occupation (i.e., the job comprises the majority of the hours worked by the employee

**TENATIVE AGENDA
SENECA COUNTY
BOARD OF SUPERVISORS
COMMITTEE MEETINGS**

**TUESDAY, AUGUST 22, 2023
BEGINNING AT 5:30 P.M.**

during the year). For example, if an employee works 40 hours per week for 32 weeks of the year, that would be approximately 1,280 hours or .64 FTE.

**TENATIVE AGENDA
SENECA COUNTY
BOARD OF SUPERVISORS
COMMITTEE MEETINGS**

**TUESDAY, AUGUST 22, 2023
BEGINNING AT 5:30 P.M.**

Fund Request. Total grant request may not exceed \$10,000.

Acknowledgement: Review of Program Guidelines

Please review and acknowledge the Program Guidelines.

I have read and reviewed the Program Guidelines. Review of the Program Guidelines is Mandatory.
Please indicate below if you have reviewed this material:

YES

NO

Estimated Project Costs:	
Grant Request (maximum grant amount is \$10,000):	
Do you have quotes/estimates for project costs? <i>If yes, please attach. If no, when will those be available?</i>	
Anticipated Project Start Date:	
Anticipated Completion/Business Opening:	

Source of Funds. Please complete the following chart based on the estimated project costs and identified sources of funds.

Use of Funds	Estimated Project Total	Owner Equity	Other Sources	Grant Request
Working Capital				
Fixtures				
Equipment				
Machinery				
Inventory				
Construction				
Other:				
Total				

**TENATIVE AGENDA
SENECA COUNTY
BOARD OF SUPERVISORS
COMMITTEE MEETINGS**

**TUESDAY, AUGUST 22, 2023
BEGINNING AT 5:30 P.M.**

For Existing, Expanding Businesses Only

Annual Gross Receipts Information

In the appropriate boxes below, please insert the Gross Receipts or Sales dollar amount as reported on your filed IRS Business Tax Return.

- Line 1a, IRS Form 1120 or 1065;
- Line 1, IRS Form 1040 Schedule C;
- Sum of line 1a = line 2, IRS Form 1040 Schedule F

FY20 Gross Receipts:	_____
	<input type="checkbox"/> I confirm this business did not receive tax returns for FY20
FY21 Gross Receipts:	_____
	<input type="checkbox"/> I confirm this business did not receive tax returns for FY21
FY22 Gross Receipts:	_____
	<input type="checkbox"/> I confirm this business did not receive tax returns for FY22

Acknowledgement of Business Tax Return Submission

Please check the boxes below to confirm you have submitted each of the selected year's filed IRS Business Tax Returns (and associated Schedules) with your application. Applications will not be deemed complete without submission of this supplemental information. All materials submitted will be used for the sole purpose of assessing qualifications for this grant program. *All applications and related attachments shall be treated as confidential to the fullest extent of the law and shall not be disclosed to other applicants or to anyone outside the processing staff and the Award Selection Committee, unless compelled by a court order or similar governmental process.*

Applicants should please block out all but the last four (4) digits of their Social Security number on the filed IRS Business Tax Returns submitted with their application.

- IRS Business Tax Returns for Fiscal Year 2020
- IRS Business Tax Returns for Fiscal Year 2021
- IRS Business Tax Returns for Fiscal Year 2022

TENATIVE AGENDA
SENECA COUNTY
BOARD OF SUPERVISORS
COMMITTEE MEETINGS

TUESDAY, AUGUST 22, 2023
BEGINNING AT 5:30 P.M.

For New Businesses Only

Acknowledgement of Business Plan and Credit Report Submission

Please check the boxes below to confirm you have submitted the Business Plan and personal Credit Reports for all principals (persons with 20% or greater share of profits and losses in the business) with your Application. Applications will not be deemed complete without submission of this supplemental information. All materials submitted will be used for the sole purpose of assessing qualifications for this grant program. All applications and related attachments shall be treated as confidential to the fullest extent of the law and shall not be disclosed to other applicants or to anyone outside the processing staff and the Award Selection Committee, unless compelled by a court order or similar governmental process.

Applicants should please block out all but the last four (4) digits of their Social Security number on the Credit Report(s) submitted with their application.

- Business Plan
- Personal Credit Reports for all principals (persons with 20% or greater share of profits and losses in the business)

Acknowledgement of Personal Tax Return Submission

Please check the boxes below to confirm you have submitted each of the selected year's filed IRS Personal Tax Returns (and associated Schedules) with your Application. Applications will not be deemed complete without submission of this supplemental information. All materials submitted will be used for the sole purpose of assessing qualifications for this grant program. All applications and related attachments shall be treated as confidential to the fullest extent of the law and shall not be disclosed to other applicants or to anyone outside the processing staff and the Award Selection Committee, unless compelled by a court order or similar governmental process.

Applicants should please block out all but the last four (4) digits of their Social Security number on the filed IRS Personal Tax Returns submitted with their application.

- IRS Personal Tax Returns for Fiscal Year 2020
- IRS Personal Tax Returns for Fiscal Year 2021
- IRS Personal Tax Returns for Fiscal Year 2022

**TENATIVE AGENDA
SENECA COUNTY
BOARD OF SUPERVISORS
COMMITTEE MEETINGS**

**TUESDAY, AUGUST 22, 2023
BEGINNING AT 5:30 P.M.**

Application Certification

I understand that by signing this document I agree:

- That the Seneca County Grow Seneca Grant Program will review my application and if approved, may commit up to \$10,000.
- That Seneca County may decline my application for any reasonable cause.
- That I will participate in the required Small Business Training Program through the Onondaga Small Business Development Center, as it is a pre-requisite to obtaining requested grant funds.
- That the Seneca County Grant Application Review Committee must review and approve any changes or alterations proposed to my project, after the initial approval is given.
- That the County, the Department of Planning and Community Development, and the Grow Seneca Grant Application Review Committee will not be responsible for unsatisfactory work completed or claims of property damage and/or personal injury.
- I am solely responsible for obtaining the proper permits or variances for my project.
- That businesses which cease to exist during the term of the grant agreement may be required to repay the full grant portion of the award or a prorated amount.
- That businesses that relocate to an area outside of the County during the term of the grant agreement will be required to repay the full grant portion of the award.
- That businesses have or will obtain liability, property and workman’s compensation insurance as appropriate.
- That all improvements will be conducted in conformance with the existing local and state building codes and that proof of compliance will be made available upon request.

By signing below, you certify that you are authorized by the business applicant to submit this grant application. You further certify that all of the information contained in this Application and in all statements, data and supporting documents which you have made or furnished for the purpose of receiving Seneca County Grow Seneca Small Business Assistance Grand Funding Assistance, are true, correct and complete to the best of your knowledge and belief. You acknowledge that offering a written instrument knowing that the written instrument contains a false statement or false information, with the intent to defraud Seneca County, with the knowledge that such application will be filed with or recorded by the County, constitutes a crime under New York State Law.

Signature

Printed Name and Title

Date

**TENATIVE AGENDA
SENECA COUNTY
BOARD OF SUPERVISORS
COMMITTEE MEETINGS**

**TUESDAY, AUGUST 22, 2023
BEGINNING AT 5:30 P.M.**

Application Checklist. Place an “X” in the box to confirm information is included with the application form.

For All Applicants	
<input type="checkbox"/>	Completed and signed application
<input type="checkbox"/>	Copy of Certificate of Incorporation, DBA Certificate, partnership filing, or signed letter of joint venture agreement
<input type="checkbox"/>	Personal financial statements for all principals (persons with 20% or greater share of profits and losses in the business)
<input type="checkbox"/>	Documentation showing commitment to operate with Seneca County (signed lease agreement and/or mortgage)
<input type="checkbox"/>	Cash flow projections for 3 years
<input type="checkbox"/>	Profit and loss projections for 3 years
<input type="checkbox"/>	Employment projections and wage rates for 3 years
<input type="checkbox"/>	Documentation to support use of funds and amount requested (quotes, cost estimates, etc.)
<input type="checkbox"/>	All other documents necessary to support the application (marketing materials, references, etc.)
<input type="checkbox"/>	Commitment letters from additional funding sources
For existing, expanding businesses only	
<input type="checkbox"/>	Signed copies of tax returns for past 3 years (business and personal)
<input type="checkbox"/>	Profit and loss statements
<input type="checkbox"/>	Balance sheets
For new businesses only	
<input type="checkbox"/>	Signed copies of personal tax returns for past 3 years (persons with 20% or greater share of profits and losses in the business)
<input type="checkbox"/>	Business Plan
<input type="checkbox"/>	Personal credit reports for all principals (persons with 20% or greater share of profits and losses in the business)

Please email your complete application to avavra@co.seneca.ny.us or deliver it (by mail or in-person) to:

Seneca County Board of Supervisors, Grow Seneca Committee
Seneca County Office Building
Attn: Clerk to the Board of Supervisors
1 DiPronio Drive
Waterloo, NY 13165

[Click here to go back](#)

**TENATIVE AGENDA
SENECA COUNTY
BOARD OF SUPERVISORS
COMMITTEE MEETINGS**

**TUESDAY, AUGUST 22, 2023
BEGINNING AT 5:30 P.M.**

BOARD OF SUPERVISORS ACCEPT FINDINGS OF SENECA COUNTY HOUSING NEEDS ASSESSMENT

WHEREAS, housing issues throughout Seneca County have been at the forefront of community conversations with increasing concern throughout the Covid-19 pandemic concerning affordability and availability at all income levels; and

WHEREAS, the Seneca County Economic Development Strategy adopted in 2020 identified long term housing shortages within the County as a concern and recommended the creation of a Housing Task Force; and

WHEREAS, Seneca County applied for and was awarded a Community Development Block Grant (“CDBG”) in 2021 by New York State Office of Community Renewal (the “OCR”) for a Community Planning Grant to fund a Housing Needs Assessment; and

WHEREAS, the resulting Housing Needs Assessment was completed by the consulting team High Road Community Planning & Analytics of Erie County, New York in July 2023; and

WHEREAS, the assessment includes detailed research and analysis of housing market conditions throughout Seneca County incorporating relevant demographic, economic, household, and workforce data resulting in a series of findings and projections; and

WHEREAS, based on the analysis within the assessment, the authors of the report make the conclusion that Seneca County should prioritize housing development in the same way that economic development is prioritized, as they are dependent on one another; and

WHEREAS, the assessment recommends as priority actions the establishment of a Board of Supervisors Housing Standing Committee, which in turn, would form a Housing Task Force to develop a comprehensive Seneca County Housing Strategy and Plan; and

WHEREAS, this resolution has been approved by the Economic Development and Tourism Standing Committee on August 22, 2023; now therefore be it

RESOLVED, that the Seneca County Board of Supervisors accepts the findings of the Housing Needs Assessment dated June 2023; and be it further

RESOLVED, that the Seneca County Board of Supervisors recognizes that the Housing Needs Assessment is well aligned with the 2020 Economic Development Strategy and adopts the philosophy that housing development is economic development; and be it further

RESOLVED, The Seneca County Board of Supervisors will establish a Housing Standing Committee and appoint a Housing Task Force to develop a comprehensive housing vision and strategy for the County, funding for which will be included in the 2024 Planning and Community Development Department budget.

[Click here to go back](#)

**TENATIVE AGENDA
SENECA COUNTY
BOARD OF SUPERVISORS
COMMITTEE MEETINGS**

**TUESDAY, AUGUST 22, 2023
BEGINNING AT 5:30 P.M.**

Seneca County Grow Seneca Grant Program Guidelines Background

On May 9, 2023, the Seneca County Board of Supervisors, upon approval of Resolution No. 105-23, allocated Five Hundred Thousand Dollars (\$500,000.00) of the County's awarded American Rescue Plan Act Funds (ARPA Funds) to establish a small business grant and assistance program called Grow Seneca to financially assist and provide other support to small businesses within the County.

The goal of the Grow Seneca Grant Program is to assist the maximum number of small businesses in Seneca County within the resources provided by the County Board of Supervisors. In allocating these funds, it is the intent of the Seneca County Board of Supervisors to distribute the funds to small businesses in an objective, equitable and accountable manner on behalf of the citizens of Seneca County. Specifically, the program seeks to play a catalyst role for business start-up and expansion projects in the County.

The objectives of the Grow Seneca Grant Program are:

- Assist small businesses
- Diversify the local economy
- Encourage growth and expansion of business within Seneca County
- Increase employment opportunities for Seneca County residents

Funding Award Limits

The Seneca County Board of Supervisors has allocated \$500,000 for the Grow Seneca Grant Program. The maximum grant award for any single applicant business is \$10,000. The County anticipates that requests for grant funds, in terms of total applications received and total grant funds requested, may exceed the total county allocation of \$500,000. In order to widely and equitably distribute these grant funds to the County's small business community, the county will likely allocate less than the maximum single-applicant award of \$10,000 to individual businesses, to be determined on a case-by-case basis. Therefore, applicants should carefully justify in narrative form the need for each item for which funds are requested and show how it relates to and/or will impact the success of the project, and/or how elimination of the item will impact the success of the project. Accordingly, applicants should list each item requested for the project in order of priority.

Grant Awards may be made to qualified small businesses located throughout Seneca County, following application intake and processing, with subsequent review and recommendations for grant awards made by the Grow Seneca Committee established by the Chairman of the Board of Supervisors. Grant Awards will be full grants with no matching funds required. Awards will be made through the execution of a

**TENATIVE AGENDA
SENECA COUNTY
BOARD OF SUPERVISORS
COMMITTEE MEETINGS**

**TUESDAY, AUGUST 22, 2023
BEGINNING AT 5:30 P.M.**

Grant Agreement between the awarded small business and the County. Awards will be provided in a one-time payment.

Awarded small businesses will be required, through the Grant Agreement, to provide to the County evidence of expenditures and outcomes through a one-time, end of program report that will contain the following information:

- How the awarded funds were utilized and expended;
- How the awarded funds helped the business survive and/or grow; and
- How the awarded funds affected business revenue generation.

Request for Grant Applications

Application Due Date

Businesses applying to the first round of the Grow Seneca Grant Program must submit a completed Application Form plus supporting attachments (e.g., copies of filed FY2020-2022 IRS Business Tax Returns) on or before the **Application Deadline of WEDNESDAY NOVEMBER 22, 2023, 4:00 PM**. All attachments and addenda released for this Application in advance of a Grant Contract Award are incorporated herein by reference.

Application Eligibility

It shall be the applicant's responsibility to review the full application requirements and any other components made as part of the Grow Seneca Grant Application. Applicants shall comply with all requirements and specifications attached therein.

Applicants that meet the general eligibility requirements must complete an Application to be considered for grant funding. Applicants must answer all questions and the Application must be accompanied by all required supporting documentation.

Not-for-profit entities are not eligible for the Grow Seneca Grant Program.

To be eligible for the Grow Seneca Grant Program, the Applicant business must comply with the following:

-
-
-
-

**TENATIVE AGENDA
SENECA COUNTY
BOARD OF SUPERVISORS
COMMITTEE MEETINGS**

**TUESDAY, AUGUST 22, 2023
BEGINNING AT 5:30 P.M.**

- For Existing Businesses:
 1. Business is established and located in Seneca County and licensed to do business in the State of New York and Seneca County.
 2. The Business has twenty-five (25) or fewer employees (including business owner/worker). The employee count shall be based on number of employees as of 12/31/2022.
 3. The Business Annual Gross Receipts in FY22 is \leq \$1,000,000.
 4. Business must demonstrate how the use of grant funds will result in increased profitability and/or provide a new service or product that creates additional revenue.
 5. Business is not delinquent in any Real Property Taxes or in default on any state, federal or local taxes.
 6. Business is not delinquent on any loans.
 7. Business is not currently filing or engaged in a bankruptcy proceeding.
 8. Business is not suspended or debarred from the use of federal funds.
 9. Business is not a franchise – unless that franchise is not a subsidiary of a larger corporation and is able to document that it is not a subsidiary.
 10. Business is not a chain – unless the majority of the chain locations are within Seneca County.
 11. The Business is not a passive real-estate business entity and the business's Gross Receipts are not passive income.
 12. Business commits to following all applicable local, state and federal laws and regulations, including zoning, codes, business licensure, etc.
 13. Business did not receive a grant from the recent Seneca Falls Microenterprise Assistance Program.
 14. Business will enter into a Grant Agreement with Seneca County that will include, but is not limited to, evidence of expenditures and outcomes through a one-time, end of program report that contains the following information:
 - How the awarded funds were utilized and expended;
 - How the awarded funds helped the business survive and/or grow; and
 - How the awarded funds affected business revenue generation.

- For New Businesses:
 1. Business will be established and located in Seneca County and licensed to do business in the State of New York and Seneca County.
 2. Business will commit to creating at least one Full Time Equivalent (FTE) job.
 3. The company's principals are up to date on all local, state, and federal taxes and obligations. This includes, but is not limited to, property taxes, any water/sewer fees,

**TENATIVE AGENDA
SENECA COUNTY
BOARD OF SUPERVISORS
COMMITTEE MEETINGS**

**TUESDAY, AUGUST 22, 2023
BEGINNING AT 5:30 P.M.**

sales tax, income tax, fines, etc. An applicant with past due balances being paid under a mutually agreed payment arrangement is considered current as long as the arrangement is current.

4. None of the company's principals ever personally filed for bankruptcy or in any way sought protection from creditors in the past ten (10) years.
5. Business will not be a franchise – unless that franchise is not a subsidiary of a larger corporation and is able to document that it is not a subsidiary.
6. Business will not be a chain – unless the majority of the chain locations are within Seneca County).
7. The Business will not be a passive real-estate business entity and the business's anticipated Gross Receipts will not be passive income.
8. Business commits to following all applicable local, state and federal laws and regulations, including zoning, codes, business licensure, etc.
9. Business did not receive a grant from the recent Seneca Falls Microenterprise Assistance Program.
10. Business will enter into a Grant Agreement with Seneca County that will include, but is not limited to, evidence of expenditures and outcomes through a one-time, end of program report that contains the following information:
 - How the awarded funds were utilized and expended;
 - How the awarded funds helped the business survive and/or grow; and
 - How the awarded funds affected business revenue generation.

Eligible activities for use of Grow Seneca grant funds include:

- Machinery & Equipment (*Note: Computer equipment requires prior approval and must be used solely for business purposes.*)
- Furniture & Fixtures
- Operating costs, including but not limited to Marketing, Inventory, Rent/Security Deposits, Utilities, etc.
- Construction, building renovations, and/or improvements and other types of construction or labor-related activities;
- Reimbursement of the cost to participate in the small business training program listed below.
- Only expenditures made/incurred after the signed contract date will be eligible.

Applicants must provide bids or quotes as part of their application for any proposed goods or services that will be purchased with grant funds.

Small Business Training Requirement

Awardees are required to complete the following small business training course prior to incurring any costs with any grant award made by the Grow Seneca Grant Program:

**TENATIVE AGENDA
SENECA COUNTY
BOARD OF SUPERVISORS
COMMITTEE MEETINGS**

**TUESDAY, AUGUST 22, 2023
BEGINNING AT 5:30 P.M.**

- Fast Track to Business Start-up offered by the Onondaga Small Business Development Center (www.onondagasbdc.org) or other SBDC office.

Awardees that have completed this program within 24 months prior to the Grow Seneca Grant award date may request to waive this requirement. This waiver request can be submitted to the Clerk to the Board of Supervisors and must include a letter of request from the business owner/entrepreneur, a copy of the awardee's Grow Seneca Grant Application, a resume for the owner/entrepreneur, and a copy of the training program certificate of completion. If the waiver request is not approved, the awardee must complete the above program.

Costs should not be incurred by the awardee until the training is complete or waiver is approved, and no grant disbursements will be processed until the certificate of completion or waiver approval are received by the Clerk to the Board of Supervisors.

Restrictions on the Use of Grant Funding

There are several important restrictions on the use of Grow Seneca Grant Funds. The following is a non-exhaustive list of examples of disallowable uses of Grow Seneca Grant Funds:

- Paying off non-business debt, such as personal credit cards for purchases not directly associated with the business and business operations;
- Payment on or refinancing of existing debt; payment of interest on interim financing;
- Any activity(ies) that will result in the loss of a job or jobs or the reduction of hours for any existing employee;
- Purchase of personal expenses, such as paying off a car loan or making home repairs;
- Purchase of personal items;
- Food and entertainment purchases not associated with direct business operations;
- Travel not associated with direct business operations;
- Bonuses provided to the business owner;
- Use of funds to purchase real estate;
- Religious or political activities;
- Lobbying and/or governmental activities;
- Deposit of grant funds into a pension fund;
- Use of funds to satisfy a judgement or settlement, or contribute to a "rainy day" fund;
- Use of funds for expenses which have already been reimbursed through another grant program; and
- Costs incurred prior to approval of grant award to the business.

**TENATIVE AGENDA
SENECA COUNTY
BOARD OF SUPERVISORS
COMMITTEE MEETINGS**

**TUESDAY, AUGUST 22, 2023
BEGINNING AT 5:30 P.M.**

Accessing and Completing the Application

The Grow Seneca Committee is responsible for the administration and implementation of the Grow Seneca Grant Program. All applications may be accessed and downloaded from the Official Website of Seneca County, New York here: <https://co.seneca.ny.us/>. Applicants wishing to work with a hard (paper) copy of the application may contact Amanda Vavra, Clerk to the Board of Supervisors at (315) 539-1700 and request that a paper application be mailed to them. Completed applications and all questions shall be submitted to:

Amanda Vavra, Clerk to the Board of Supervisors. Email: avavra@co.seneca.ny.us

Applications will be accepted at the contact provided above through the deadline for submissions on WEDNESDAY, NOVEMBER 22, 2023, 4:00 PM.

It is the applicant's responsibility to ensure the application is complete and all required supplemental information is submitted. The County reserves the right to accept or reject all or any part of an application and award the applications based upon the intent of Seneca County Resolution No. 105-23 (authorizing and establishing the grant program) and the overall purpose of the grant program as outlined herein. It is the responsibility of the applicant to confirm that their application is received and deemed complete by the deadline. Email (or written as necessary) confirmations will be sent by the Clerk to the Board of Supervisors in response to all applications submitted.

Application Questions

Upon review of the application document, applicants may have questions regarding the application forms and/or need clarification or interpretation of submittal requirements. To accommodate application questions, applicants should submit any such questions in writing to the Board of Supervisors, Grow Seneca Committee Members. Written questions shall be emailed (or submitted in writing if necessary to Amanda Vavra, Clerk to the Board of Supervisors at avavra@co.seneca.ny.us by November 15, 2023. Applicants must include "Grow Seneca Grant Program Questions" in the subject line of the email or written correspondence. A summary of question submittals and the grant program responses will be made available on the program website. No information, instruction or advice provided verbally or informally by any Seneca County staff, or Seneca County elected officials, whether made in response to a question or otherwise in connection with the Application, shall be considered authoritative or binding.

**TENATIVE AGENDA
SENECA COUNTY
BOARD OF SUPERVISORS
COMMITTEE MEETINGS**

**TUESDAY, AUGUST 22, 2023
BEGINNING AT 5:30 P.M.**

Application Review & Evaluation

Application Evaluation Process

All qualified and completed applications will be processed and evaluated by the Grow Seneca Committee. Awards may be made to qualified applicants meeting the requirements and funding thresholds best fitting the intent of Seneca County Board of Supervisors Resolution No. 105-23 and the purpose of the grant program. The Grow Seneca Committee will also consider the overall number of applications and total funding requests received relative to total program funding resources available when making award recommendations. All funds awarded must be appropriated by December 31, 2024. All applicants will be notified in writing as to the status of their submission.

All applications and related supporting documentation shall be treated as confidential to the fullest extent of the law and shall not be disclosed to other applicants or to anyone outside the Grow Seneca Committee, unless compelled by a court order or similar governmental process.

The Seneca County Grow Seneca Grant Program will be implemented in ways consistent with the County's commitment to state and federal equal opportunity laws. No person or business shall be excluded from participation in, denied the benefit of, or be subjected to discrimination under any program or activity funded in whole or in part with program funds on the basis of his or her religion or religious affiliation, age, race, color, ancestry, national origin, sex, marital status, familial status, physical or mental disability, sexual orientation or other arbitrary cause.

Evaluation Criteria

Following application intake and processing by Clerk to the Board of Supervisors, the completed grant application will be forwarded to the Grow Seneca Committee. The Grow Seneca Committee will review all applications based on the responses provided in the Application and Supplemental Information submitted. The evaluation/scoring process will use (but not be limited to) the criteria listed below:

Criteria	Points	Maximum Points
Start-up (in operation less than 6 months)	Yes – 5 points No – 0 points	5 points
Business Plan adequacy	Up to 5 points	5 points
Will fill vacant, street level storefront in any Seneca County town downtown area*	Yes – 5 points No – 0 points	5 points
Reasonableness of costs	Up to 5 points	5 points

**TENATIVE AGENDA
SENECA COUNTY
BOARD OF SUPERVISORS
COMMITTEE MEETINGS**

**TUESDAY, AUGUST 22, 2023
BEGINNING AT 5:30 P.M.**

Project/business feasibility**	Up to 5 points	5 points
Experience of owner	Prior experience owning a business – 1 point Demonstrated experience with product/service – 1 point	2 points
Match (as a % of grant amount)	26+% - 5 points 21 – 25% - 4 points 16 – 20% - 3 points 11 – 15% - 1 point 0 – 10% - 0 points	5 points
Job creation (not including owner)	9+ jobs – 3 points 5 – 8 jobs – 2 points 2 – 4 jobs – 1 point	3 points
Economic multiplier	Will attract visitors – 3 points Intends to procure goods/services locally – 2 points	5 points
TOTAL		40 Points

* Downtown area refers to a town’s central business district.

** A reasonable likelihood or long term viability based upon issues such as feasibility, marketability, management, competition, and capitalization.

Grant Award and Funding Disbursement

Grant Award

A grant award of \$10,000 is the maximum amount that an applicant may receive under the Grow Seneca Grant Program in accordance with the requirements and specifications outlined herein. Notwithstanding the maximum award amount, the actual grant award amounts may be less than the funding requested by the applicant, at the Grow Seneca Committee’s discretion.

Support Activities

All awardees will be required to complete a small business training program as outlined above. This program will assist them in developing business plans and learning skills that will help them to succeed in starting and growing their businesses. In addition, the Grow Seneca Program will work with awardees to identify and connect them with local and regional mentors, service providers, and peers. These networks will provide awardees with the resources and relationships they will need to continue to run

**TENATIVE AGENDA
SENECA COUNTY
BOARD OF SUPERVISORS
COMMITTEE MEETINGS**

**TUESDAY, AUGUST 22, 2023
BEGINNING AT 5:30 P.M.**

and grow their businesses, from mentorship and guidance, to financing and insurance, to personal support through the challenges and trials of business ownership. Grow Seneca will be a resource for businesses to ensure the success and longevity of Seneca County businesses.

**TENATIVE AGENDA
SENECA COUNTY
BOARD OF SUPERVISORS
COMMITTEE MEETINGS**

**TUESDAY, AUGUST 22, 2023
BEGINNING AT 5:30 P.M.**

Funding Disbursement

Funding awards to small business applicants, in amounts determined and authorized by the Grow Seneca Committee, will be made as direct grants to the small business. Payments of authorized grant funds shall be made within 30-days of receipt, review and approval of an executed Grant Funding Agreement. Grant recipients may be required to enroll in ACH/Direct Wire Transfer for disbursement of funds. Seneca County reserves the right to exercise some flexibility for payment terms on a case-by-case basis, to be finalized during contract review and execution.

Payback Contingency

- The Business Owner will be responsible for repaying the County, in full or in part, if the business ceases operation, is sold or moves outside the County prior to the end of the five-year regulatory period (five years from grant award). The amount to be repaid will depend on the length of time the business was in existence after project completion. No repayment will be required if the business meets the five-year regulatory period. The amount to be repaid will be based upon years of successful, legitimate operation according to the following schedule:
 - Default within One Year – 100% Repaid
 - Default within Two Years – 80% Repaid
 - Default within Three Years – 60% Repaid
 - Default within Four Years – 40% Repaid
 - Default within Five Years – 20% Repaid
 - Default after Five Years – No Repayment Required

Other Terms and Conditions

- The Business Owner will be required, through the Grant Agreement, to provide to the County evidence of expenditures and outcomes through a one-time, end of program report that will contain the following information:
 - How the awarded funds were utilized and expended;
 - How the awarded funds helped the business survive and/or grow; and
 - How the awarded funds affected business revenue generation.
- The Business will hold harmless the County and its agents by signing the Grant Funding Agreement.
- The County has the right to amend these guidelines at any time including, but not limited to, adjusting for clerical errors or errors of omission. Applicants or potential applicants that have requested a program package will be notified of any changes or amendments, if in the County's opinion said changes will impact the applicant's submissions or project design.

**TENATIVE AGENDA
SENECA COUNTY
BOARD OF SUPERVISORS
COMMITTEE MEETINGS**

**TUESDAY, AUGUST 22, 2023
BEGINNING AT 5:30 P.M.**

- Applicants must have site control at the time of application including ownership of the project site, or a lease with a term of five years.
- Businesses that utilize grant funds to purchase equipment will be required to execute a Uniform Commercial Code filing statement to protect the security interest of Seneca County.
- Project locations must be zoned appropriately for the project.
- [Click here to go back](#)

**TENATIVE AGENDA
SENECA COUNTY
BOARD OF SUPERVISORS
COMMITTEE MEETINGS**

**TUESDAY, AUGUST 22, 2023
BEGINNING AT 5:30 P.M.**

CONTRACT WITH HEALTH DIRECT INSTITUTIONAL PHARMACY FOR ONE ADDITIONAL YEAR

WHEREAS, the Seneca County Sheriff's Corrections Division is obligated to provide prescription medications, pharmaceuticals and related over the counter health products to incarcerated individuals at the Seneca County Jail; and

WHEREAS, Health Direct Institutional Pharmacy Services, Inc, of Dept. #781668 P.O. Box 78000 Detroit, MI 48278 for their pharmaceutical needs; and

WHEREAS, HealthDirect Institutional Pharmacy Services, Inc is currently participating in the New York State Office of General Services (OSG) Contract "Pharmaceuticals" Award Number #22884; and

WHEREAS, the New York State Office of General Services has extended the Pharmaceutical bid for an additional year January 1, 2022 through December 31, 2023; and

WHEREAS, a OGS state contract for 2024 has been award to HealthDirect Institutional Pharmacy Services, Inc ; and

WHEREAS, the request for proposal for Seneca County Sheriff's Office to award HealthDirect Institutional Pharmacy Services, Inc as our new pharmacy; and

RESOLVED, that the Seneca County Board of Supervisors does hereby authorize the award of the contract with HealthDirect Institutional Pharmacy Services, Inc for the remaining of the current year and 2024, to provide prescription medications, pharmaceuticals and related over the counter health products to incarcerated individuals at the Seneca County Jail

[Click here to go back](#)