

**Steering Committee Meeting  
Joint Comprehensive Plan for Town of Chautauqua and Village of Mayville  
Carlson Community Center  
Lakeside Park  
Mayville, N.Y.**

**January 17, 2024, 7:00 P.M.**

**Present:** Pat Appelbe; Russell Boehner; Tom Carlson; Scott Cummings, Chairman; Jessica Emhardt; Tim Hull; Julie Lescynski; Dan Roush; Mary Schiller; Sharon Smead; Mark Smith, Co-Chairman; Rick Syper

**Excused Absent Members:** Sorena Gillkinson; Zach Stahlsmith

Scott Cummings called the meeting to order at 7:00 p.m.

1. Approve Minutes of Previous Meeting

Jessica Emhardt made a motion to approve the minutes from the Steering Committee meeting held on January 4, 2024; seconded by Mary Schiller.  
All voting aye, motion carried.

2. Sub-Committee Information Gathering on References

Committee members who volunteered to contact the references for the four chosen planning firms reported on their findings. Information gathered by these members was previously emailed to the full steering committee.

Ingalls –	Pat Appelbe, Scott Cummings
Pashek –	Russ Boehner
Wendel –	Mark Smith
Colliers –	Rick Syper

It was noted that some of the work done for the referenced municipalities had taken place quite some time ago. Reference contact information was not updated in some cases and projects were with communities that were dissimilar to ours. However, most comments received were very favorable for all firms.

3. Formulate Questions to Ask During Interviews

Don McCord prepared a list of questions he suggests we pose to all the firms we interview. The committee reviewed these and tweaked them to meet our understanding of our local situations, list is attached.

Question #1 is crucial since we still do not have a contract with New York State for the Smart Growth Grant awarded to the Town for the purpose of completing a Joint Comprehensive Plan with the Village of Mayville. Melissa Keller, our New York State contact at the Department of State is looking into this delay and will hopefully have an answer prior to the interviews we will hold with the consulting firms. If we must wait much longer for this NYS contract, it could mean whatever firm we would prefer may not be available to us.

From the reference findings, we were able to determine additional specific questions to ask of some of the firms such as:

Wendel and Ingalls:

- Clarification of which firm provided work done for the Town of Ripley.

Pashek

- How will the WMBE requirements be met, with sub-contractor or if Pashek becomes WMBE certified in New York State?
- How will the differences between Pennsylvania and New York State requirements be evaluated and met during the process?

Mary Schiller has volunteered to ask the committees questions during each interview. Scott has scheduled the interviews for January 23<sup>rd</sup> as follows:

1:00	Pashek
2:00	Wendel
3:30	Ingalls
4:30	Colliers

The committee will take a break between 3:00 and 3:30 for refreshments provided by the Town and Village. Following the completion of the interviews, the committee plans to rank the four firms and provide this recommendation to the Town Board at their meeting on February 14<sup>th</sup>.

#### 4. Public Input

Scott informed the committee that Karen Engstrom had sent him information regarding wind and solar energy to be forwarded to the steering committee. He asked if we were interested in receiving and reviewing this information and the general response was “no, not at this time”.

#### 5. Next Meeting

The next meeting will be Tuesday, January 23 at 1:00 p.m. to interview the four consulting firms. This will be held at the Carlson Community Center at Lakeside Park in Mayville.

#### 6. Adjourn

Tom Carlson made a motion to adjourn the meeting at 8:12 p.m.; seconded by Russ Boehner.  
All voting aye, motion carried.

Respectfully submitted,  
Sharon M. Smead