

Village of Chittenango - NY Forward Local Planning Committee (LPC) Meeting #1

Meeting Notes

Date/Time	May 20, 2025 / 3-5pm
Place:	Chittenango Landing Canal Boat Museum, 717 Lakeport Road
LPC Attendees:	Louis Cianfrocco , Village of Chittenango Mayor, Co-Chair Kipp Hicks , Madison County IDA, Co-Chair John Bonura Scott Baldwin Peg Engasser Dana Kent Allison Lehr (via speakerphone) Carrie Montroy Jackie Mowers Ashton Nelson Ross Relyea Deb Rose Jacob Tanner John VanDeusen
LPC Not in Attendance:	Ryan Powell Melissa Stanek
State/Consultant Team:	Lissa D'Aquanni , New York State (NYS) Department of State (DOS) Patricia O'Reilly , NYS Homes and Community Renewal (HCR) Zach Becker , Empire State Development (ESD) Melissa Davis , Empire State Development (ESD) Steve Kearney , Stantec Phil Schaeffing , Stantec

The Village of Chittenango's first NY Forward Local Planning Committee (LPC) meeting took place on Tuesday, May 20, 2025, at the Chittenango Landing Canal Boat Museum. The meeting's primary purpose was to introduce the NY Forward process and LPC responsibilities to committee members, review the Village's successful application, discuss opportunities and challenges, and review community engagement plans with the committee. Lissa D'Aquanni from DOS and Steve Kearney and Phil Schaeffing from the consultant team presented the attached slideshow. No members of the public signed in to observe the committee's working meeting. The Village Administrator and a Madison County planning staff member also observed the meeting.

NY Forward Overview and Planning Process

- Lissa reviewed the LPC Code of Conduct and the role LPC members have in the planning process.
- Steve outlined the goals of the NY Forward program for the \$4.5 million awarded to the Village of Chittenango for project implementation in and near the downtown area.
- Phil described the approximately eight-month planning process.

- The final product of the planning process will be a Strategic Investment Plan (SIP) for the Village. It will identify a slate of projects recommended by the LPC for State funding consideration. The slate will include \$6-8 million in NY Forward funding requests, from which the State will select projects to be awarded the \$4.5 million in implementation funding.
- Melissa from ESD shared information about upcoming informational workshops for business owners to learn about the State's Consolidated Funding Application (CFA) process which closes July 31. Potential NY Forward sponsors should consider attending to learn about additional funding opportunities from other State agencies that can be combined with a NY Forward funding request.
- Phil discussed the upcoming Open Call for Projects, a critical phase of the process during which potential project sponsors (property and business owners, the Village) must submit a form providing information about their proposed project for the consultant team and LPC to review. Matching fund requirements and project evaluation were discussed.
- Steve discussed the public engagement process which will include an Open Call for Projects, two public workshops, and six LPC meetings. In addition, consultant team members will attend a local event to share NY Forward program information and gather additional public feedback. A project webpage has been setup on the Village's new website for the public to review past meeting presentations, learn about upcoming events, and complete online surveys.
- Phil briefly presented the preliminary NYF boundary, project ideas, and draft vision statement from the Village's successful NY Forward application.

LPC Discussion

1. LPC Logistics

- LPC members discussed future LPC meeting days and times. Mondays and Thursdays are less preferable, Tuesdays and Wednesdays better except for one member with a conflict on Wednesdays they will try to resolve.
 - Second LPC meeting planned for Wednesday, June 25 from 3-5pm at the Chittenango Landing Canal Boat Museum. Future meetings will be scheduled via email and publicized once confirmed.

2. NY Forward Planning Process

- Is it correct the LPC will recommend a list of projects for funding consideration that is larger than the Village's \$4.5 million award? Yes, the LPC's recommended list of potential projects should total \$6-8 million in requested NY Forward funding. The State will select projects from that list to be awarded funding. The larger list is required in case an awarded project cannot be completed – the money would then be awarded to another project on the list.
- LPC members discussed the minimum match requirement. The State requires at least a 25% match for private projects. Members discussed a match as high as 60% so that the Village's NY Forward award can support as many projects as possible. The State and consultant team mentioned the minimum match had previously been 40%.

- No final decision was made. Once a minimum match is confirmed, the LPC can still consider exceptions (at least 25%) if the sponsor demonstrates significant public benefit and need.
- It was noted that Madison County IDA has bridge funding opportunities available to help sponsors cover the full cost of the project prior to being reimbursed for their NY Forward award.
- Who is responsible for promoting public events? The consultant team will provide flyers, social media text, press releases, and other promotional materials. LPC members should share that material with their networks and encourage people to attend the two public workshops.
- Are interest payments on bridge loans for NY Forward projects eligible to be reimbursed? Not directly, but the additional cost can be included in the overall project cost.

3. Review of the NYF Boundary

** The boundary discussed is included at the end of these meeting notes.*

- The preliminary boundary from the Village's application was presented for LPC discussion. The NY Forward program encourages a compact, walkable boundary focused on the downtown area to concentrate investment.
- LPC members generally agreed with the boundary extents.
- One member noted the Canal Boat Museum owns a property across the river outside the NYF boundary that could be a potential project location. However, it is outside the Village and the NYF boundary must be within the Village limits.
- The boundary will be included in the Open Call for Projects form. Potential projects near the boundary but outside are still encouraged to submit a form. The LPC will review those forms and determine whether to make minor adjustments to the boundary or not.

4. Public Comments

There was a public comment period at the end of the LPC meeting and a comment card was available for written comments. No members of the public attended.

The meeting adjourned at 5:05pm.

Please send corrections, questions, or comments regarding the meeting notes to Phil Schaeffing, project manager for the State's consultant team ([philip.schaeffing\(at\)stantec.com](mailto:philip.schaeffing@stantec.com)).

Stantec Consulting Services Inc.

* Preliminary NY Forward boundary discussed during the LPC meeting:

