

Village of Chittenango - NY Forward Local Planning Committee (LPC) Meeting #2

Meeting Notes

Date/Time	June 25, 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 Scott Baldwin Peg Engasser Dana Kent Allison Lehr Carrie Montroy Ashton Nelson (via Zoom) Ross Relyea Deb Rose Melissa Stanek Jacob Tanner John VanDeusen
LPC Not in Attendance:	John Bonura Jackie Mowers Ryan Powell
State/Consultant Team:	Lissa D'Aquanni , New York State (NYS) Department of State (DOS) Zach Becker , Empire State Development (ESD) Steve Kearney , Stantec Phil Schaeffing , Stantec

The Village of Chittenango's second NY Forward Local Planning Committee (LPC) meeting took place on Wednesday, June 25, 2025, at the Chittenango Landing Canal Boat Museum. The meeting's primary purpose was to summarize input from the first public meeting, refine the vision and goals for downtown revitalization, and discuss the upcoming Open Call for Projects. Steve Kearney and Phil Schaeffing from the consultant team presented the attached slideshow. Five 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.

Public Meeting #1 Recap

- Phil presented themes from input gathered at the first public meeting on June 11, which had a great turnout of approximately 80 people. This feedback will be used to inform the vision and goals discussion.

Vision and Goals Discussion

- Steve led a discussion of revisions to the preliminary vision statement and the draft goals suggested by the consultant team based on public input.

Revised Vision

- One member noted that they saw several Oz-themed places on a recent road trip out West, evidence that Oz is still an attraction for a lot of people.
- Question re: first sentence - What is the village's collective identity? What does the village want to be in?
- *Committee supported* vision statement as revised

Draft Goals

- Bit of redundancy, for example between fourth and fifth goals re: public spaces
 - *Committee agreed* to remove fourth goal ("Enhance parks and public spaces") and revise fifth goal to "*Enhance and promote Chittenango's...*"
- What about idea of 'connecting'? It's in vision statement but not goals.
 - Should it be a goal or a strategy? Agreed it should be a goal or part of one.
 - *Committee agreed* to revise third goal to "Improve downtown's buildings, streetscapes, *and connectivity*"
- *Committee supported* draft goals as revised

Recent Investment and Evaluation Criteria

- Phil presented summary of recent investments and described project evaluation criteria.
- Committee member asked about remaining Vision 2020 projects. Co-chair Kipp Hicks mentioned several, including extending the yellow brick sidewalks further north to Dr. West Park.
- Committee discussed \$75,000 or \$100,000 threshold between Small Project Fund projects and larger "transformative" projects. DOS recommended \$100,000 threshold based on prior experience, rising construction costs, and to focus individual project evaluation on larger projects. *Committee supported* recommendation after discussion.
 - Would increasing to \$100,000 raise the cost of individual projects? No, discussion is about the upper threshold of the Small Project Fund. Projects can be less than upper threshold.
 - \$75,000 doesn't seem like it could be really transformative.
- How do we protect against a business getting a NYF grant and then leaving?
 - NYF funding is for permanent, physical improvements. Things like equipment or furnishings that could 'walk out' with a tenant are not eligible.
 - NYF grant is a reimbursement, not paid up-front, and there is a clawback period.
- Does prevailing wage requirements apply to NYF projects? Those raise costs.
 - Prevailing wage applies to projects greater than \$5 million that receive more than 30% funding. NYF projects will typically be smaller than that.
- Committee discussed NYF boundary:
 - What about Lions Botanical Garden south of current boundary? Could be park or Creekwalk improvements there. *Committee agreed* to extend boundary to include parcel.
 - What about Race St (current) or creek on west edge? That area residential so not eligible for NYF. *Committee agreed* to keep current Race St edge.

- What about Pottery Rd (current) on north edge? *Committee agreed* to keep current northern boundary.

Open Call for Projects

- Committee discussed whether to add reference to Vision 2020 plan to Open Call form but decided not to.
- Private sponsors are required to provide a 25% minimum funding match but LPC can increase minimum match if desired.
 - Would a higher match like 40% preclude any potential projects?
 - Noted that people were told during village's application process that match was 40%.
 - Also noted that Empire State Development (ESD) typically requires an 80% match.
 - *Committee decided* to increase minimum match to 40% to help NYF award support more projects.
- Small Project Fund (SPF) discussion:
 - What is State role if SPF recommended by LPC and awarded by State?
 - Project sponsor (either Village or County IDA most likely) would procure a grant administrator to develop separate application, form committee to evaluate applications, and administer funds.
 - Project sponsors would contract with grant admin rather than State agency.

Upcoming Dates

- Interested project sponsors encouraged to attend drop-in office hours July 9 from 4-6pm at Canal Boat Museum and/or online webinar July 10 from noon-1pm.
- Remaining LPC dates are on Village's NYF webpage.

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 written comments were submitted.

- Two people shared that they are planning to submit an Open Call for Projects form and gave initial project information to the consultant team.

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@stantec.com).

Stantec Consulting Services Inc.