

**CITY OF FULTON
BROWNFIELD OPPORTUNITY AREA NOMINATION STUDY**

Steering Committee Meeting Minutes

Meeting Date: July 24th, 2008

Time: 1:00 P.M. – 3:00 P.M.

Location: Fulton City Municipal Building

Attendees: Mayor Ronald Woodward, Sr., *City of Fulton*
Karen Noyes, *Oswego County*
Dan O'Brien, *City of Fulton*
Ron Edick, *City of Fulton*
Jim Laboda, *City of Fulton*
Joe Fiumara, *Fulton Community Development Agency*
Carl Ciupyo, *NYS Department of Environmental Conservation*
Nicole Allen, *Laberge Group*
Michael Hiller, *Laberge Group*

Nicole Allen from Laberge Group opened the Steering Committee meeting on July 24th, 2008 at 1:00 P.M. The following highlights the discussion:

I. Review May Meeting Minutes

Laberge Group presented the draft Steering Committee minutes from May 22, 2008. Each Steering Committee member was emailed an electronic version of the minutes prior to the meeting and was requested to review for accuracy and changes. Nicole Allen of the Laberge Group asked the Steering Committee if there were any questions, comments or changes to the May 22nd minutes. There were no changes made to the minutes, and the Steering Committee unanimously approved the minutes. The Committee agreed that it would be beneficial for the public if the minutes were posted on the Oswego County website for public review. This process would allow Fulton residents to be actively involved in the process and aware of any major decisions or important dates that can be obtained through the meeting minutes. The Laberge Group will send an electronic version of the finalized minutes to Oswego County to be forwarded to the website administrator for public viewing.

II. Review Committee Workbooks

Laberge Group reviewed the draft Steering Committee Workbook Summary with the Committee. The Workbook Summary was compiled using answers gathered from workbooks distributed to each of the Committee members electronically via email following the May 22nd meeting, with questions regarding desired goals to be achieved through successful completion of the BOA program, as well as several other questions regarding the quality of life in Fulton. Each Committee member was requested to complete the Survey and return it to the Laberge Group prior to the July 24th meeting.

Laberge Group discussed each question in the Workbook Survey, highlighting important responses from Committee members. Several responses to the question of how the BOA Nomination Study will benefit the City of Fulton focused on using the document as a tool and vision for future redevelopment of current brownfield sites. The Committee emphasized through their answers the necessity for detailed research and analysis of expedient and proper ways to clean up individual sites, as a means to move redevelopment projects forward. Important issues currently facing the City of Fulton that were identified by the Steering Committee included economic development, job creation, improving infrastructure, population stability, and working with the general public on community image and trust of the current administration and its policies.

The workbook also asked the Committee to identify a list of important agencies and organizations that will be important in the redevelopment planning process of the identified sites. Responses included the City of Fulton, Oswego County, City of Fulton Community Development Agency, and Operation Oswego County. The Committee expanded on organizations identified in the workbook to include the Chamber of Commerce, the Fulton Empire Zone Administrative Board, local Rotary Club, Sandy Watson (Planning Commission), local schools, and major real estate companies who may be helpful in identifying potential investors for brownfield sites. Further discussion identified a newly formed “Development Team” in the City of Fulton, which consists of volunteers from local public agencies that will assist in expediting the development process. The Laberge Group will gather contact information from all identified agencies and organizations and compile a community contacts list for the next Steering Committee meeting for use as a resource directory for involved agencies.

III. Public Participation

Based on information given by the Steering Committee during the May 22nd meeting, the Laberge Group drafted a Community Participation Plan (CPP). The document is to serve as the primary tool for direction and tasks established as important in developing a BOA Nomination Study that is crafted towards the goals and visions of the residents of Fulton. The main elements of the CPP are stakeholder interviews, resident and business surveys, interviews with major employers, public workshops, public hearings, and marketing and promotion. The CPP also identifies the roles of the BOA Steering Committee and the Oswego County Community Brownfield Advisory Group (CBAG) as the leaders and visionaries for executing the BOA Program.

The CPP included several methods of public outreach and marketing techniques that have proven successful in previous planning processes, including using local newsletters, personal invitations, announcement flyers, save the date mailings, press releases, and website postings. Community participation is most successful when there are joint partnerships and open communication between civic groups, local organizations and community groups. The Laberge Group identified through the CPP several groups that could be utilized in organizing public outreach efforts, however requested that upon further review the Steering Committee make direct recommendations and suggestions as to agencies that would be most successful at their efforts of creating public interest in meetings and workshops.

The Laberge Group explained the process for public meetings, which includes three workshops and any necessary additional public hearings for approval of the final BOA Nomination Study. The workshops will include Strengths, Weaknesses, Opportunities and Threats (SWOT) interactive process, a second visioning workshop focused on specific redevelopment issues and sites, as well as a final workshop, a “Walk and Talk” of the BOA Study Area.

The Committee discussed the best dates to hold the public workshops, and determined the first workshop will be held on September 25, 2008 for workshop #1, held between the times of 7:00PM to 9:00PM.

Workshop #2 will be held on October 23, 2008 between the times of 7:00PM to 9:00 PM. The Committee decided that it would be best to hold Workshop #3 in the spring when the weather would more conducive towards an outdoor walking tour, however concluded that the exact date would be determined at a future meeting. The Mayor requested that meeting times of the Steering Committee be moved from 1:00PM to 2:30PM. The Committee unanimously approved the date and times for the public workshops and the revised Committee meeting time. Laberge Group reviewed the process of posting the resident survey online for public participation, and suggested a posting date of August 2008 to September 25, 2008. The Committee unanimously approved the dates and posting of the survey links on the City of Fulton Community Development Agency and City of Fulton websites.

** Subsequent to the July 24th meeting, it was noted that the resident survey is included as part of Grant #2, which has not yet been authorized by the Department of State (DOS). Therefore, the resident survey will not be issued in August. However, this task will be initiated immediately upon authorization by the DOS.*

IV. Discuss Potential Brownfield Sites

The Laberge Group distributed updated maps along with corresponding site information for potential brownfield site candidates, as well as projects that are currently included in other federal or state remediation programs related to environmental cleanup. The list totaled thirty (30) potential sites, which included revisions from the previous Steering Committee meeting and Geographic Information System (GIS) data. The Committee reviewed each site, and discussed its past history and potential for redevelopment, and the relevance of the sites in the BOA Nomination Study. Carl Ciuplyo, the Committee representative from the NYS Department of Environmental Conservation (DEC) commented on the status of the projects that were listed under the Environmental Restoration Program.

There was an overall concern from Committee members regarding 203 E. Broadway, the former Alaskan Oil site, which is under Common Consent Order from the NYS DEC. Carl Ciuplyo of the NYS DEC said that he would investigate into the subject matter further and provide information to the Laberge Group. The Committee commented that the discussion of each site was helpful in establishing a perimeter for the Study boundary and which sites it will include. It was agreed that the Laberge Group would continue analysis of each site through the use of Sanborne Maps and other available resources, to continue to identify which sites are potentially contaminated and which sites are simply vacant or underutilized. This research, along with public input will help in formulating a concise plan for realistic redevelopable properties.

V. Next Steps & Homework

The Laberge Group reviewed the upcoming next steps and Committee member responsibility prior to the next Steering Committee meeting on September 25, 2008 from 2:30PM to 4:30PM. The next meeting date will also be the same date as the first public workshop. The Committee is responsible for reviewing the CPP and media list by August 28, 2008, and updating any information that can be more specific towards the Fulton community. The Laberge Group will continue analysis of brownfield sites, along with information gathered by the NYS DEC, to further narrow down potential sites. The Committee will also receive a sample postcard for mailing to residents to notify them of the public workshop dates. It was recommended that the postcard be mailed by the City/ County prior to Labor Day.

Laberge Group closed the meeting at 3:00PM.