

**WARREN COUNTY GASLIGHT ADHOC COMMITTEE MEETING**

**Friday, October 7th, 2011**

**11:00 am**

**AGENDA**

- CALL TO ORDER..... Chairman Monroe**
- APPROVAL OF MINUTES..... Chairman Monroe**
- NEW BUSINESS..... Chairman Monroe**

**Item #**

- 1 (R) Amend 514 of 2011 – EPF Grant Application (\$6,500).....Jeff Tennyson**
- 2 Park Plan Update.....Lisa Nagle (Elan)**
- 3 Festival Space Revised Boundary.....Lisa Nagle (Elan)**
- 4 Festival Space Phased Development Plan.....Lisa Nagle (Elan)**
- 5 Land Swap Update..... Paul Dusek**
- 6 Westbrook Road Parking Plan..... Jeff Tennyson**
- 7 RFP for WBCI Sponsorship/Naming Rights..... Jeff Tennyson**

**Items of Interest:**

- **WBCI Public Information Meeting**

- OLD BUSINESS..... Chairman Monroe**
- REFERRALS ..... Chairman Monroe**

- 1) Mr. Dusek to draft an RFP for solicitation of naming rights to the Festival Space, assuming research determines this to be legally viable. (01.06.11)
- 2) Mr. Decker to present an interim and long term plan for maintenance of the stormwater treatment area of the property. (01.06.11)
- 3) Mr. Dusek to research the legal issues including the possible necessity of a Local Law (County, Town or Village) pertaining to metered parking on Westbrook Road. (06.03.11)
- 4) Mayor Blais, Supervisors Merlino and Monroe to meet with representatives from two company's interested in making a donation to the Festival Space project. (06.27.11)

- PRIVILEGE OF THE FLOOR..... Chairman Monroe**
- ADJOURNMENT..... Chairman Monroe**

# ***RESOLUTION REQUEST FORM NO. 20***

## ***MISCELLANEOUS***

***\*Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.  
Please attach any backup information available and be as detailed as possible.***

**DEPARTMENT NAME: Gaslight Village Ad Hoc**

**DATE: October 7, 2011**

- (a) Purpose of Request: Amending Resolution No. 514 of 2011 to authorize the Chairman of the Board to sign the grant application and to clarify use of the grant funds.
  
- (b) Details:
  
- (c) Previous Resolution Number:
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:

**Sample: A.8021 470 Planning & Community Development – Contract**

\* as listed in budget and LOGOS

# Warren County Board of Supervisors

## RESOLUTION NO. 514 OF 2011

**Resolution introduced by Supervisors Monroe and Belden**

**AUTHORIZING ELAN PLANNING, DESIGN & ARCHITECTURE, PLLC TO SUBMIT GRANT APPLICATIONS TO THE NYS OFFICE OF PARKS RECREATION AND HISTORIC PRESERVATION UNDER THE ENVIRONMENTAL PROTECTION ACT OF 1993 PARK DEVELOPMENT AND PLANNING PROGRAM AND TO THE NYS DEPARTMENT OF STATE UNDER THE WATERFRONT REVITALIZATION PROGRAM**

RESOLVED, that the Warren County Board of Supervisors authorize the submission of grant applications by Elan Planning, Design & Architecture, PLLC on behalf of Warren County to the NYS Office of Parks Recreation and Historic Preservation under the Environmental Protection Act of 1993 Park Development and Planning Program and to the NYS Department of State under the Waterfront Revitalization Program for grant funding with the source of funding for the local share to be revenue generated from the parking fees at the former Gaslight Village property, and with the Village of Lake George contributing their proportionate share in a form approved by the County Attorney.



18 DIVISION STREET  
ROOM 304  
SARATOGA SPRINGS  
NEW YORK 12866  
PHONE 518-306-3702  
FAX 518-226-0469

August 17, 2011

Mr. Jeffery Tennyson, PE  
Superintendent Warren County of Public Works  
4028 Main St.  
Warrensburg, NY 12885-1628

**RE: PROPOSAL TO SUBMIT A GRANT APPLICATION TO THE NYS OFFICE OF PARKS, RECREATION AND HISTORIC PRESERVATION'S 2011 EPF GRANT ROUND**

Dear Jeff:

Based on your request, we are pleased to present the following proposal to submit a grant application on behalf of Warren County and the Project Management Executive Committee to the NYS Office of Parks, Recreation and Historic Preservation State Fiscal year 2011-2012 grant program under the Environmental Protection Act of 1993 Park Development and Planning Program. It is expected that this application will be made using the Consolidated Funding Application (CFA) that is expected to be the vehicle for funding under the Regional Economic Development Councils.

The focus of the application will be to advance one or more components of the West Brook Conservation Initiative which could include construction dollars. The concept plan being prepared under our current contract will be used as the basis for the grant application.

The following tasks outline the steps necessary to complete both applications.

**Task 1 - Prepare Application**

Elan will complete an application package based on the requirements in the Consolidated Funding Application that is expected to be released soon and will likely follow the Parks Department's previous 'Request for Applications'. The criteria of NOFA will be reviewed for consistency to the established criteria and a project scope, budget, and timeline will be prepared.

Please keep in mind, that because previously these have been matching grant programs, the County or other PMEC members may be required to match the grant if awarded.

**Task 2 – Generate Necessary Attachments**

To help strengthen the application, Elan will develop attachments utilizing the information prepared under our current contract including the concept plan, summary of public input, photos, maps, letters of support, and other required information. It is expected that the P MEC will coordinate with other key players to obtain letters of support.

**Task 3 – Print, Bind, and Submit Application**

Once the application is complete, the required number of copies will be submitted to either the Economic Development Council or NYSOPRHP by the published due date.

**FEE STRUCTURE**

The fee to prepare both applications will be a lump-sum, not-to-exceed fee of \$6,500 (six thousand five hundred dollars.) In addition, there will be standard reimbursed expenses, which should be minimal, relating to printing, copying and transmitting of the grant. Expenses will be billed at cost.

If you agree to the above stated scope of services please counter-sign this letter and return a copy to our office. Upon receipt of the letter we will begin work.

Thank you for considering Elan Planning & Design. If you have any questions or comments, please feel free to call me at your convenience.

Sincerely,



---

Lisa C. Nagle, AICP  
Principal  
Elan Planning, Design, and Landscape Architecture

---

[Name]:  
[Title]:

# **RESOLUTION REQUEST FORM NO. 20**

## **MISCELLANEOUS**

***\*Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.  
Please attach any backup information available and be as detailed as possible.***

**DEPARTMENT NAME: Gaslight Village Ad Hoc**

**DATE: October 7, 2011**

- (a) Purpose of Request: Authorizing \$6,500 payment to Elan Planning, Design & Landscape Architecture for preparation of grant applications. Source of funding to be parking revenues.
  
- (b) Details:
  
- (c) Previous Resolution Number:
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:

**Sample: A.8021 470 Planning & Community Development – Contract**

\* as listed in budget and LOGOS

# **RESOLUTION REQUEST FORM NO. 20**

## **MISCELLANEOUS**

***\*Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.  
Please attach any backup information available and be as detailed as possible.***

**DEPARTMENT NAME: Gaslight Village Ad Hoc**

**DATE: October 7, 2011**

- (a) Purpose of Request: Approving the revised conceptual plan for the Gaslight Village property as presented by Elan Planning, Design & Landscape Architecture.
  
- (b) Details:
  
- (c) Previous Resolution Number:
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:

**Sample: A.8021 470 Planning & Community Development – Contract**

\* as listed in budget and LOGOS

# ***RESOLUTION REQUEST FORM NO. 20***

## ***MISCELLANEOUS***

***\*Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.  
Please attach any backup information available and be as detailed as possible.***

**DEPARTMENT NAME: Gaslight Village Ad Hoc**

**DATE: October 7, 2011**

- (a) Purpose of Request: Authorizing redefining of the conservation easement in connection with revised concept plan for the Gaslight Village property
  
- (b) Details:
  
- (c) Previous Resolution Number:
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:

**Sample: A.8021 470 Planning & Community Development – Contract**

\* as listed in budget and LOGOS

# ***RESOLUTION REQUEST FORM NO. 20***

## ***MISCELLANEOUS***

***\*Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.  
Please attach any backup information available and be as detailed as possible.***

**DEPARTMENT NAME: Gaslight Village Ad Hoc**

**DATE: October 7, 2011**

- (a) Purpose of Request: Authorizing the County Treasurer to reimburse the Village of Lake George in the amount of \$5,507 for expenses incurred for parking. Source of funding to be parking revenues.
  
- (b) Details:
  
- (c) Previous Resolution Number:
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:

**Sample: A.8021 470 Planning & Community Development – Contract**

\* as listed in budget and LOGOS

NO 2052

Statement  
VILLAGE OF LAKE GEORGE  
P.O. Box 791  
Lake George, New York 12845  
518-668-5771

TO: ATTN CLERK  
WARREN COUNTY BOARD OF SUPERVISORS  
WARREN COUNTY MUNICIPAL CENTER  
1340 STATE ROUTE 9  
LAKE GEORGE NY 12845

10/3/2011

DATE

---

FOR: EXPENSES RELATED TO TRANSPORTATION ENHANCEMENT PROJECT GRANT  
WEST BROOK INITIATIVE  
LEGAL ADVERTISING AND BOND COUNSEL SERVICES \$2,644.10  
WARREN COUNTY SHARE 62%

---

Total Amount Due \$1,639.34

Very truly yours,  
DARLENE GUNTHER, CLERK-TREASURER

NO 2053

Statement  
VILLAGE OF LAKE GEORGE  
P.O. Box 791  
Lake George, New York 12845  
518-668-5771

TO: WARREN COUNTY BOARD OF SUPERVISORS  
WARREN COUNTY MUNICIPAL CENTER  
1340 STATE ROUTE 9  
LAKE GEORGE NY 12845

OCT. 3, 2011  
DATE

FOR: GASLIGHT VILLAGE PARKING LOT EXPENSES

JUNE 5 - JULY 2 LABOR AND SUPPLIES \$1,596.86

JULY 21 - SEPT. 24, 2011 LABOR AND LIGHT RENTAL \$2,270.44

Total Amount Due \$3,867.30

Very truly yours,

**WESTBROOK ROAD METERED PARKING CONCEPT**  
Preliminary Estimate

Parking Type	60 Degree Angle	45 Degree Angle	Parallel (1 side)	Parallel (2 sides)	North Side Closed-45 Degree Angle (1 Side)	45 Degree Angle (2 sides)- Gaslight Village Pkmt Expansion
No. of Stalls North Side	50	55	42	84	55	110
No. of Stalls South Side	50	55	42	84	0	0
Total No. of Stalls	100	110	84	168	55	110
Estimated Additional Pavement Needed (Ft.)	2 <sup>A</sup>	4 <sup>A</sup>	0	5 <sup>A</sup>	0	18 <sup>A</sup>
Estimated Cost of Road Improvements <sup>B</sup>	\$ 30,000.00	\$ 60,000.00	\$ 500.00	\$ 75,000.00	\$ 30,000.00	\$ 100,000.00
Parking Meter Cost	\$ 70,000.00	\$ 110,000.00	\$ 80,000.00	\$ 170,000.00	\$ 50,000.00	\$ 110,000.00
<b>Total Cost</b>	<b>\$ 100,000.00</b>	<b>\$ 170,000.00</b>	<b>\$ 80,500.00</b>	<b>\$ 245,000.00</b>	<b>\$ 80,000.00</b>	<b>\$ 210,000.00</b>
<b>Estimated Annual Revenue<sup>C</sup></b>	<b>\$ 90,000.00</b>	<b>\$ 99,000.00</b>	<b>\$ 75,600.00</b>	<b>\$ 151,200.00</b>	<b>\$ 49,500.00</b>	<b>\$ 99,000.00</b>

A- Includes removing/installing sidewalks, relocating drainage and utilities, subbase and paving, and striping.

B- Does not include Labor and Meter installation costs, or annual collection/maintenance costs.

C- A Parking Meter is estimated to provide \$900 per year in revenue.