

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PLANNING & COMMUNITY DEVELOPMENT

DATE: APRIL 21, 2011

COMMITTEE MEMBERS PRESENT:

SUPERVISORS WOOD
SOKOL
TAYLOR
LOEB

OTHERS PRESENT:

REPRESENTING PLANNING & COMMUNITY DEVELOPMENT:
PATRICIA TATICH, DIRECTOR
WAYNE LAMOTHE, ASSISTANT DIRECTOR
DANIEL G. STEC, CHAIRMAN OF THE BOARD
PAUL DUSEK, COUNTY ATTORNEY/ADMINISTRATOR
JOAN SADY, CLERK OF THE BOARD
SUPERVISOR STRAINER
DON LEHMAN, *THE POST STAR*
CHARLENE DIRESTA, SR. LEGISLATIVE OFFICE SPECIALIST

COMMITTEE MEMBER ABSENT:

SUPERVISOR MCCOY

Mrs. Wood called the meeting of the Planning & Community Development Committee to order at 10:06 a.m.

Motion was made by Mr. Taylor, seconded by Mr. Sokol and carried unanimously to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Patricia Tatich, Director of the Planning and Community Development Department, who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing with the agenda review, Ms. Tatich said the first pending item pertained to three vacancies on the Warren County Planning Board: two from the northern part of the County and one from the Town of Queensbury and she noted the Supervisors of the Towns had been notified of the need to fill the vacancies. She pointed out there had been items which were referred back to the Towns during previous Planning Board meetings due to an insufficient number of members present to take action; therefore she requested the Committee's consideration of any out-of-Committee resolution requests that might be presented if the appropriate candidates were selected prior to the next Board meeting.

Ms. Tatich stated the next pending item pertained to the proposed changes to the GIS (Geographic Information Systems) Fee Schedule which had been discussed at the previous Committee meeting by Sheri Norton, GIS Coordinator. Ms. Tatich commented that a copy of the proposed Warren County GIS Fee Schedule was included in the agenda packet; *a copy of same is on file with the minutes.* She pointed out the most significant change to the fee schedule pertained to the inclusion of fees for E-911 addressing services.

Mr. Loeb advised he had no basis for making a decision on the issue and preferred to rely on the expertise of Ms. Tatich. He said he was in favor of the concept of requiring the owner of the property requesting the addressing service to pay the fee, as opposed to the municipality. Wayne LaMothe, Assistant Director of the Planning & Community Development Department, mentioned that the rate of \$15 per address had been determined based on Ms. Norton's salary which was \$30 per hour and noted the average E-911 addressing service took approximately 30 minutes to complete unless field time was required. He explained that if Ms. Norton was required to travel to the Town of Johnsbury, for example, to complete an E-911 address request, the process could take a few hours time. He recommended the Committee consider a maximum amount to be charged for this service and he

suggested \$60. Ms. Tatich noted the Town of Johnsbury was the furthest away from the Municipal Center and Ms. Norton had suggested the \$60 maximum charge based on that distance.

Paul Dusek, County Attorney/Administrator, asked if the municipalities currently paid according to the same fee schedule and Mr. LaMothe responded affirmatively. Mr. Dusek questioned if the proposed fee schedule meant that a contractor with a 30 lot sub-division would be required to pay a fee of \$450 for E-911 addressing services and Ms. Tatich replied affirmatively. Mr. Dusek pointed out that if the County charged a fee for field time, it would mean that residents in the Town of Johnsbury would be charged a higher fee than residents in the Town of Queensbury for the same service. Mr. LaMothe apprised that 90% of the E-911 address requests were completed using aerial imagery in the Office and field time was only required when they were unable to locate a reference point making it necessary to visit the property. Mr. Dusek expressed his concern with the concept of charging residents a different fee based on location. He recommended that field time be charged excluding travel time to and from the location.

Discussion ensued.

Mr. Dusek noted if the Committee approved the proposed fee schedule, it would be necessary to introduce a proposed local law at the May 20, 2011 Board meeting, hold a public hearing and adopt the local law at the June 17, 2011 Board meeting.

Following further discussion on the matter, motion was made by Mr. Taylor, seconded by Mr. Loeb and carried unanimously to introduce Local Law No. 3 of 2011, Establishing the Warren County GIS Fee Schedule as it pertained to E-911 addresses, as presented; excluding the fees listed for field time. *The necessary resolution was authorized for the May 20, 2011 Board meeting.*

Ms. Tatich stated the last pending item pertained to a referral from the Real Property Tax Services Committee to discuss a possible source of grant funding to perform clean up of property with potential environmental issues located adjacent to the Bike Trail on Bay Road in the Town of Queensbury. She advised she had researched the New York State Department of State (NYS DOS) Brownfield Opportunity Program and had determined that the funding was awarded by a nomination process. She added the majority of the funding awards were for projects which included multiple properties in a community or county. She said it was unlikely that a single property project would receive funding under this program. Ms. Tatich apprised she could pursue funding under the Brownfield Opportunity Program if that was the desire of the Committee but she recommended including all properties in the County which had potential environmental issues. She noted that a small working group could be established in order to determine which properties should be included in the grant application. She presented an example to the Committee by explaining that the City of Glens Falls intended to complete a pre-nomination study of a 1,300 acre area containing 35 to 45 potential Brownfield sites located downtown and along the Hudson River and advised a project of this scale would likely receive funding.

Mr. Taylor apprised he was aware of three properties in Warren County with potential environmental issues and he asked if that would be sufficient to submit an application. Ms. Tatich responded that in her experience, funding awards of this type were determined by aggregate acreage and the Brownfield Opportunity Program guidelines required a number of sites and larger acreage. Mr. LaMothe noted the first step would be to identify the properties in Warren County which had potential environmental issues and determine if the County was eligible for the program.

Discussion ensued.

Mr. Loeb reminded the Committee that a resolution had been passed to no longer continue to accrue County taxes on the three properties. He noted the County had no desire to foreclose on the properties and assume liability. Mr. Taylor asked if Brownfield Opportunity Program funding was the only available option for environmental clean up and Mr. Dusek informed the Town of Warrensburg had received funding through the New York State Department of Environmental Conservation (NYS DEC) to clean up two properties. He said the NYS DEC program required a local municipality to assume liability for the property and administer the project. He explained with the NYS DEC program it was necessary to pay the associated costs and submit for reimbursement. Chairman Stec advised he was willing to have the Town of Queensbury staff investigate the possibility of pursuing the NYS DEC program for the property in question. Mr. LaMothe asked if the County would assume liability once they identified a property as having potential environmental issues and Mr. Dusek replied liability would be assumed by causing the issue, buying the property or acquiring the property through foreclosure. Following further discussion on the matter, it was the consensus of the Committee for Ms. Tatich to research properties in Warren County to determine if there was a possibility of qualifying for the NYS DOS Brownsfield Opportunity Program funding; and to find further information on the NYS DEC program used by the Town of Warrensburg for environmental clean up of properties to determine if the property with potential environmental issues located adjacent to the Bike Trail on Bay Road in the Town of Queensbury would qualify for funding.

Ms. Tatich requested to amend the Memorandum of Understanding (MOU) with Adirondack North Country Association (ANCA) for the First Wilderness Scenic Byway Corridor Management Plan to reduce the amount of the contract for Warren County by \$14,017.88 to allow for the hiring of an outside consultant. She explained that changes in the timetable for submission of the Plan had resulted in the addition of a consultant by ANCA in order to complete the Plan by the June 30, 2011 deadline. She noted the County had received \$23,610.40 in 2010 for staff services in furtherance of the Plan and upon completion of the documents would receive an additional \$21,397.72 in 2011.

Ms. Tatich distributed copies of the Adirondack North Country Region Scenic Byways Road Map to the Committee members and reviewed in detail the location of the First Wilderness Scenic Byways Corridor; *a copy of the map is on file with the minutes*. She advised a copy of the map would be submitted with the First Wilderness Scenic Byway Corridor Management Plan to the New York State Byways Committee.

Following a brief discussion, motion was made by Mr. Sokol, seconded by Mr. Loeb and carried unanimously to amend the MOU with ANCA as outlined above. *The necessary resolution was authorized for the May 20, 2011 Board meeting.*

Continuing with the agenda review, Mr. LaMothe updated the Committee by reporting that the Department was currently working on the submission of grant applications to the New York State Housing Trust Fund, Office of Community Renewal under the HOME, Access to Home and RESTORE Programs. He noted the Access to Home application was completed and had been submitted the previous day and the RESTORE and HOME applications were due by Friday, April 29, 2011.

Ms. Tatich reported the Department continued to review other projects for the possible submission of grant applications under the New York State Office of Community Development, Community Development Block Grant Program. She said discussions had been held with representatives of the Towns of Chester and Warrensburg pertaining to the possibility of being co-applicants for select projects. She noted they were trying to focus on Public Works related projects for this grant program.

Pertaining to the Census 2010 data file, Ms. Tatich stated at this point only basic information was available. She said she was aware there was interest in obtaining information as it related to re-apportionment. She reported that the State University of New York (SUNY) Plattsburgh Technical Assistance Center would assist the County in obtaining the necessary data file by allowing use of their portal next week. She announced that the Technical Assistance Center would discontinue their services in June or July 2011 as SUNY Plattsburgh would not be continuing the contract due to the associated costs. Mr. LaMothe commented that based on information obtained from the Census 2010 website, the preliminary data for New York State would not be released until May 7, 2011 and the full data files would not be available until August or September 2011.

Ms. Tatich expressed her appreciation to the Committee members for allowing Mr. LaMothe and herself to attend the American Planning Association 2011 National Planning Conference on April 9-12, 2011 in Boston, Massachusetts. She noted the information which had been received was valuable to the Department. Mrs. Wood stated that the Committee and the Board appreciated Mr. LaMothe's and Ms. Tatich's willingness to cover the cost of their own travel, lodging and meals. Mr. LaMothe mentioned the occupancy tax in the City of Boston was 14.85%.

There being no further business to come before the Planning & Community Development Committee, on motion made by Mr. Sokol and seconded by Mr. Loeb, Mrs. Wood adjourned the meeting at 11:00 a.m.

Respectfully submitted,
Charlene DiResta, Sr. Legislative Office Specialist