

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PLANNING & COMMUNITY DEVELOPMENT

DATE: OCTOBER 28, 2011

COMMITTEE MEMBERS PRESENT:

SUPERVISORS WOOD
SOKOL
TAYLOR
MCCOY
LOEB

OTHERS PRESENT:

REPRESENTING PLANNING & COMMUNITY DEVELOPMENT:
PATRICIA TATICH, DIRECTOR
WAYNE LAMOTHE, ASSISTANT DIRECTOR
DANIEL G. STEC, CHAIRMAN OF THE BOARD
PAUL DUSEK, COUNTY ADMINISTRATOR
JOAN SADY, CLERK OF THE BOARD
KEVIN GERAGHTY, BUDGET OFFICER
SUPERVISOR THOMAS
KAREN PUTNEY, ADMINISTRATOR, FIRE PREVENTION & BUILDING CODE
ENFORCEMENT
DON LEHMAN, *THE POST STAR*
JOANNE COLLINS, LEGISLATIVE OFFICE SPECIALIST

Mrs. Wood called the meeting of the Planning & Community Development Committee to order at 11:00 a.m.

Motion was made by Mr. Sokol, seconded by Mr. McCoy 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 & Community Development Department, who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Ms. Tatich presented a request to authorize an amendment agreement between Warren County and the Warren County Local Development Corporation (LDC) for the provision and payment of services through December 31, 2011. She explained the agreement included reimbursement for services provided by Jamie White, Small Business Development Coordinator, and noted the agreement was approved by the LDC on March 28, 2011.

Motion was made by Mr. McCoy, seconded by Mr. Sokol and carried unanimously to approve the request authorizing an amendment agreement as outlined above and the necessary resolution was authorized for the November 18, 2011 Board Meeting. *A copy of the resolution request form is on file with the minutes.*

Pertaining to the Westmount Fire Suppression System, Wayne LaMothe, Assistant Director, informed the completion of the system was delayed due to an issue with the notification system capabilities and modification of the bid specifications were necessary. He added contract development was currently underway in the County Attorney's Office.

Ms. Tatich reported that two applications had been submitted for the Local Waterfront Revitalization Program as follows:

- 1) Town & Related Projects, which included the rail line; and
- 2) Community Development Block Grant Programs

Mr. LaMothe apprised that the new consolidated funding application format yielded the highest pool ever recorded and he pointed out that funding could be arranged under different source names.

Ms. Tatich said she expected to receive notification of funding in December for the following applications:

- Community Development Block Grant (CDBG) - Town of Warrenburg - Water Meters \$264,000
- Home: Housing Improvement, \$440,000
- Restore: Housing Improvement, \$75,000, (for elderly)
- Access: Special Needs Housing, \$200,000

Ms. Tatich noted that the City of Glens Falls' Shelter Planning Office was managed by consultants, in the same manner that she had managed the CDBG for the County. Mr. LaMothe explained that funding for the consolidated funding grant application, which included eleven programs, had a degree of flexibility within the listed programs and he noted applicants were required to submit a project outline. Ms. Tatich remarked that a 12% ceiling on economic development projects had been reduced to a flat \$16,000 for program administration which was not sufficient. She said companies had been willing to match funds and recommended the County invite applicant participation.

Regarding the transition, Mr. LaMothe expounded that under the new system, a large sum would be deposited into a regional pool for consolidated funding application awards. Ms. Tatich advised the focus of the program was on economic development (Capital Region Economic Development Council).

Mrs. Wood informed she had met with Ms. Tatich and Mr. LaMothe and she asked the Committee for recommendations regarding the restructuring plan which must include notifications to the Planning Board and the local community, as well as the handling of pending grants for a smooth transition. Mrs. Wood indicated that both Ms. Tatich and Mr. LaMothe were considering retirement, as well as the possibility of continuing work on a part-time basis. She acknowledged that the smaller northern municipalities depended heavily on the services of the Planning Department which should be considered during the transition.

Ms. Tatich recounted that in 2010, shared services strategies had been initiated, and she apprised that the Planning Department had received repayment money from a homeowners program which was used prudently with approval from the LDC, who held fiduciary responsibility. Ms. Tatich recommended continuation of Martin Fitzgerald's employment as Cost Coordinator. She advised that Mr. Fitzgerald had a very good business relationship with the Office of Community Renewal, was familiar with forms and pending grant applications, and could collaborate with Jeff Tennyson, Superintendent of Public Works.

Continuing, Ms. Tatich said that although there was not currently an agreement between the Planning & Community Development and Fire Prevention & Building Code Enforcement Offices, she and Karen Putney, Administrator, Fire Prevention & Building Code Enforcement, had agreed on a procedure to allow the transfer of funding. She recommended that the vehicle currently used by Mr. Fitzgerald to travel to inspection sites be retained for that purpose.

Mr. Dusek stated that he would compile information to address the Committee's concerns and issues relative to the transition and the development of a plan. He said Mr. Geregthy had done the initial work which preceded budgeting. He said some aspects of the planning must include the Department, the EDC and LDC, and an effort to keep the programs active. Mr. Dusek stated he would meet with Ms. Tatich to develop a proposal and present it to the Committee. Mrs. Wood said she would like to be part of those discussions.

Mr. Goodspeed asked that Mr. Dusek remain mindful of the fact that the Towns of Johnsburg, Stony Creek and Lake Luzerne were unique in terms of their reliance on the Planning Department, namely

Ms. Tatich and Mr. LaMothe. He said that although all municipalities shared a common mission, varying conditions made them vastly different. He expressed the need for continuity as the plan evolved especially for the Towns along the Hudson River and he cautioned that the administration of a grant by a new staff person was unrealistic.

There being no further business to come before the Planning & Community Development Committee, on motion made by Mr. Sokol and seconded by Mr. McCoy, Mrs. Wood adjourned the meeting at 11:40 a.m.

Respectfully submitted,

Joanne Collins, Legislative Office Specialist