

WARREN COUNTY MUNICIPAL CENTER



LAKE GEORGE, NEW YORK 12845

PLANNING & COMMUNITY DEVELOPMENT
DEPARTMENT

Telephone: (518) 761-6410

**Planning and Community Development Committee
December 6, 2011
Meeting Agenda**

A. Pending Items: (None Identified)

B. Committee Actions:

- 1.) Review Planning Department suggested staffing plan and budget refinement for consistency with the County's Budget for 2012 (See attachments).
- 2.) Discussion and potential action concerning the remaining funds for home improvement assistance that is presently in an account managed by the Warren County LDC. (Approximate balance remaining of \$48,986.37).
- 3.) Pending applications for assistance and funding announcements scheduled by Governor Cuomo on Thursday. Future determination on administration of funding awards.

C.) Planning and Community Development:

- 1.) County Planning Board - Suggested notifications regarding changes in review agency to local planning boards. Letter of appreciation to the current members of the Warren County Planning Board. Status of County Planning Board files.
- 2.) Other discussion as requested by the Committee.....

**Warren County Planning Department
Programs, Staffing and Budget
2012
(Suggested Plan)**

The County Planning Director and the Chairman of the Planning and Community Development Committee met with the County Administrator and his staff prior to the adoption of the County Budget to determine a potential course of action for staffing the Planning Department in 2012. Recognizing that there would be a reduction in available resources from the County combined with a realignment of program responsibilities, required an approach that would involve maximizing current funding resources and maintaining a staffing level that would best assist the towns in completing planned projects. Emphasis was placed on a conservative estimate of available administrative revenues, a timely reimbursement schedule to the grantor agencies and the development of a plan that would fit with the Boards efforts to initiate multi-year budgeting process.

The adoption of the County's Budget for 2012 resulted in the availability of \$134,883 in County resources and the identification of \$101,701 in current program revenues from existing funding awards. The Planning Committee Chairman and key planning staff developed a plan that would address the following objectives:

Programs.....

- Assist the towns that have developed local budgets to complete projects with funding awards from the NYS Department of State Local Waterfront Redevelopment Program (LWRP). Presently, there are project activities totaling \$2,449,338. These project activities will be completed over a 24-month period. Additionally, the County is waiting to hear on the status of an LWRP request for \$ 463,116.
- Assist the Towns and the County with the identification of planning, design and special studies that can be financially assisted through the recent federal funding award to the Adirondack Gateway Council.
- Assist the County in the completion of the CDBG project for the installation of the fire suppression system (sprinklers) at the Westmount Infirmary.
- Develop the revisions in the newly completed First Wilderness Heritage Byway Corridor Management Plan (replaces and incorporates the former Dude Ranch Trail Byway) for presentation to the National Scenic Byway Committee. Identify roadway and signage improvements for federal assistance within byway communities. Identify other byway project enhancement activities for funding through ANCA and NYS DOT.

- Provide for the continuation of shared staff services for fire inspections to the Department of Building and Fire Codes.
- Administer housing improvement programs (completion or initiation, if directed).
- Assist the County Administrator with special projects as requested.

Staffing.....

- Maintain the availability of professional staff to work with the communities and County Departments to complete community development projects and achieve maximum reimbursements from funding awards.
- Identify 2012 as a transition year that will include scheduled retirements, part-time employment of existing employees and a succession plan to include a new planner.
- Work with the County Administrator to insure that projects are progressing in a timely manner and to use his assistance, where appropriate, to resolve project issues or reimbursement delays.
- Enhance the working knowledge of the Administrator as it relates to the communities and programs of the First Wilderness Heritage Corridor, the lake shore communities of the Lake to Locks Corridor and the Adirondack Gateway Council.
- Continue to utilize the Planning and Community Development Committee for guidance as well as issue or project identification.
- Maintain quality working relationships with local and state organizations that build on Warren County's long term success with funding awards and special program initiatives (e.g. First Wilderness Heritage Corridor, Housing Trust Fund Corporation, etc.)

Budget.....

- The attached budget for the Planning Department reflects the staffing needs to complete projects and achieve maximum revenue reimbursement. Staffing adjustments compliment the type of projects to be completed and can be modified going forward in the County budget planning process for 2013.

Salaries:

	Patricia	Wayne	Martin	Glenda	Ret Payout	New planner	FWHC	
Salary	\$26,000	\$47,065	\$42,830	\$21,492	\$13,000	\$22,000	\$4,751	\$177,138
Fringe	\$5,200	\$9,413	\$8,566	\$4,298	\$2,600	\$4,400	\$950	\$35,428
Subtotal	\$31,200	\$56,478	\$51,396	\$25,790	\$15,600	\$26,400	\$5,701	\$212,565

Revenue sources:

CD72 Westmount	\$5,000		\$5,000	\$2,000				\$12,000
2004 LWRP								\$0
2007LWRP	\$6,500	\$7,500		\$1,000				\$15,000
2008LWRP		\$5,000	\$2,000	\$1,000				\$8,000
2009LWRP		\$15,000		\$1,000			\$5,701	\$21,701
Codes			\$18,000					\$18,000
LDC (Hsg)			\$12,000					\$12,000
Contracts								\$0
Sales								\$0
8029	\$6,500	\$7,500		\$1,000				\$15,000
Subtotal	\$18,000	\$35,000	\$37,000	\$6,000	\$0	\$0	\$5,701	\$101,701
Net cost to County	\$13,200	\$21,478	\$14,396	\$19,790	\$15,600	\$26,400	\$0	\$110,864

Revenues:

Grants	\$101,701
Available from County	\$134,883
Total revenue	\$236,584

Expenses:

Salaries	\$177,138
Fringe	\$35,428
.4's	\$10,729
Total expenses	\$223,294

Note: Pam is paid from the "H" account and is not part of the budget
Pam salary and Fringe \$15,600
Revenue \$15,600
Cost to County \$0

Project Summary 2009

Project	Cost	Status	Next Steps
Town of Chester			
Water study	\$85,000	Engineer selected, contract with Town being prepared	Approval with DOS and work completed by May 2012
Main Street Improvements	\$127,789	Behan planning and Design is in final stages of plan design.	Town forces will commence streetscape improvements in 2012 and complete in 2013
Stony Creek			
Dean farm	\$444,520	Permits in place and most design elements are completed.	DOS to approve designs and then determine how town wants to approach physical improvements.
Lake Luzerne			
Main Street improvements	\$59,128	Design elements completed and awaiting DOS approval	Town to commence physical work elements in 2012
L Luz, Thurman, Chestertown, Pottersville, North Creek, Warrensburg wayfinding	\$53,060	Awaiting design and site selection	Work with County Engineer to design kiosks. Panel development with Marci Phinney.
General Administration items	\$46,000		
	\$815,496		

Project Summary-2008

Project	Cost	Status	Next Steps
North Creek Train Station Complex			
1-2 Design services	\$30,000	To be secured after completion of 2007 funded design/inspection	
1-3 Stabilization of stables and barn	\$97,770		
2. Update of the N. Creek Action Plan	\$93,700	Interest by the community but no matching funds provided as of yet	Consider re-programming funds for Main Street design and streetscape improvements
4. Market Study update	\$81,800	Oh hold	
5. Website upgrades and maintenance	\$30,000	Some work done	Consider Mannix Marketing to design website and local pages.
6. Open space donation	\$205,000	Completed	
Project Delivery	\$77,500		
General Administration items	\$7,500		
	\$623,270		

Project Summary 2007

Project	Cost	Status	Next Steps
North Creek Train Station Complex			
1-1 Public input process	\$20,000	Ongoing-	
1-2 Design services/ in house by DPW	\$30,000	Contract services have been bid and contract will be executed by Town and Schoder Rivers	Building inspections will be completed by early 2012 and further design work to be negotiated.
1-3 Adaptive reuse of Scales building	\$349,000		
1-3a Owen's House heat and materials	\$15,000	heat unit complete	Owens House has yet to provide info on matching funds for remainder of work.
1-4 Design for Sullivan's Island trail	\$20,000	awaiting action by local committee	
1-5 Hudson river canoe Access	\$18,000	awaiting action by local committee	
3. Extension of First Wilderness Plan to Tahawus			
4. Hadley/ Lake Luzerne Connections			
4-1 Station site connections	\$189,572	Completed as part of station construction	Submit reimbursement request
4-2 Hadley Linkage	\$165,000	Town to provide final design elements. Some basic activities completed	Review scope with Town and determine next steps.
4-3 Lake Luzerne linkage	\$50,000	Design pending at DOS	Work to be completed by Town during summer of 2012
Project Delivery	\$154,000		
General Administration items			
	\$1,010,572		

Project summary 2004 award

Project	Cost	Status	Next Steps
North Creek	\$15,700.00	Planning and design: Completed	
	\$80,927.32	Site improvements: Completed	
Lake Luzerne	\$27,250.00	Rest rooms on Main Street - Completed	
Displays	\$15,261.98	Completed August 2009	
Website	\$15,000.00	Due to the nature of the subject, this element will be in constant update and maintenance mode.	
Stony Creek	\$68,000.00	Platform - 2009/2010 Ramps for Hadley & Thurman- Completed	
Event Coordinator	\$70,000.00	Support to L Luz on trial basis - completed	
Event technical Assistance	\$10,000.00	Staff will assist Event Coordinator with tasks and monitor program performance	
Administration & Tech Assist.	\$55,350.00	The County continues to administer this grant through a MOU with all participating towns.	
Training	\$2,350.00	Wayne, Glenda and Laura attended training as required. - Completed	
	\$359,839.30		