

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: **PLANNING & COMMUNITY DEVELOPMENT**

DATE: March 26, 2007

Committee Members Present:

Supervisors Stec
 Belden
 Gabriels
 Monroe
 Tessier
 Champagne
 Mason

Others Present:

Representing Planning & Community
Development Department:
 Patricia Tatich, Director
 Wayne E. LaMothe, Assistant Director
William H. Thomas, Chairman
Joan Parsons, Commissioner of Administrative
& Fiscal Services
Patricia C. Nenninger, Second Assistant
County Attorney
Joan Sady, Clerk of the Board
Representing Economic Development
Corporation:
 Leonard Fosbrook, President
 Peter Wohl, Director, Adirondack Regional
 Business Incubator
Debra L. Schreiber, Legislative Office
Specialist

Mr. Stec called the meeting to order at 11:10 a.m.

Motion was made by Mr. Belden, seconded by Mr. Gabriels, and carried unanimously to approve the minutes of the March 1, 2007 committee meeting, subject to correction by the Clerk.

Privilege of the floor was extended to Patricia A. Tatich, Director, Planning & Community Development, who distributed copies of her agenda to the committee members, and a copy of same is on file with the minutes.

Commencing with the list of pending items, Ms. Tatich reported their department had just completed a few grant applications under the Historic and Home Program but acknowledged their requests exceeded the limits of the data in that particular document that would assist them in securing the grant funds. In an attempt to secure information relative to the Abbreviated Consolidated Plan, she stated, they would enlist assistance from individuals attending the Zoning and Planning workshop scheduled for March 26, 2007. Ms. Tatich briefly reviewed the Abbreviated Consolidated Plan questionnaire that was devised by her department and anticipated distributing it to the local Planning and Zoning Board members. She said she would ask the members to utilize the questionnaire, which related to affordable housing, in gathering information from their towns. Ms. Tatich requested Committee approval to distribute the questionnaire at the Zoning & Planning

Board workshop.

Mr. Monroe commented he was encouraged by this approach and it appeared to correlate with the ideas of the Environmental Protection Fund. Mr. Gabriels asked for the working definition of “affordable housing”. Mr. LaMothe explained affordable housing was the standard mortgage lending criterion 2 ½ times the median income that would allow working families the opportunity to reside in communities of their choice. Ms. Tatich queried whether Mr. Gabriels was suggesting Bolton was a high-priced community or should they define affordable housing in the questionnaire. Mr. Gabriels responded that he learned in the Real Property Committee meeting that assessed valuations in towns throughout New York State had increased over the past six years with four towns in Warren County increasing 150%, and he queried what was “affordable housing” versus the “typical market”.

Ms. Tatich stated her office developed this survey so members of the Zoning Board in the County and Towns would have a general consensus of “affordable housing”. When the Abbreviated Consolidated Plan was complete, Mr. Champagne queried whether it was the cornerstone of future planning for grants and Mr. LaMothe responded affirmatively. Mr. LaMothe added the previous Abbreviated Consolidated Plan was adopted by resolution of the Board of Supervisors in 1996, updated in 1999 and they were now attempting to revise the Plan in 2008. In response to an inquiry by Mr. Champagne, Mr. LaMothe replied the Plan would include public facilities, economic development, as well as other areas of interest.

Messrs. Fosbrook and Wohl entered the meeting at 11:20 a.m.

With respect to Item 2 of the list of pending items, Mr. LaMothe stated that in discussions with Rick Hoffman from the Department of State, he would communicate with the County Attorney what agreements necessitated alienation legislation. Mrs. Nenninger reported that the County was unable to apply for alienation legislation until the parcel of property had been defined. According to Paul Butler, Director of Parks, Recreation & Railroad, she said, it was on their upcoming committee meeting agenda for discussion but she emphasized the time constraints should they expect this project to be completed in 2007. Mr. Stec queried whether Mr. LaMothe had any communications with the Village of Lake George and Mr. LaMothe said he anticipated the matter would be decided at the Parks, Recreation & Railroad Committee Meeting on March 27, 2007 and thereafter presented to the full Board of Supervisors.

Mr. Stec asked if there was an update to 2A and 2C on the list of pending items. There was an LDC (Local Development Corporation) meeting scheduled later in the day, apprised Mr. LaMothe, and that members of the HRLDC (Hudson River Local Development Corporation) were interested in seeing this matter go forward. Mr. Monroe suggested the Advisory Committee put forth their site recommendation.

Continuing on with Item 3 of the pending items, Ms. Tatich reported a new Board of Directors of the LDC had been formed that was comprised of members from the LDC, EDC and HRLDC. She said an organizational LDC meeting had been scheduled to define specific roles and responsibilities.

Relative to Item 4, Mr. Tessier indicated he would announce a candidate for the vacancy on the County Planning Board by the end of March.

Motion was made by Mr. Gabriels, seconded by Mr. Belden and carried unanimously authorizing the Board of Supervisors to approve the County Planning Board candidate recommended by Mr. Tessier at the April 20, 2007 Board Meeting.

Mr. LaMothe indicated that another presentation had been scheduled with the Warren County Bar Association attempting to pique their interest in the Image Mate Online System.

Joan Parsons, Commissioner of Administrative & Fiscal Services, apprised that Item 6 should have been deleted from the list of pending items, as the Committee did not take any action at the previous meeting. Mr. Stec asked if the intent was to pay this individual a percentage of the grants they secured on behalf of Warren County. In discussions with Mrs. Parsons, Ms. Tatich indicated they jointly concurred there were grant funds available to various departments that were not being taken advantage of; therefore, she suggested each departments elect an individual who had knowledge about the specific requirements within their office to secure that funding assistance. Mrs. Parsons apprised that revenues to the Counties appeared to be diminishing from the State and Federal level and departments should take advantage of these opportunities but, often they did not have the time to locate these revenue sources. Mr. Champagne queried whether all grants would flow through one particular department.

Chairman Wm. Thomas entered the meeting at 11:38 a.m.

Ms. Tatich indicated there were a few communities within Warren County that had entered into contracts with consultants either seeking or had received grant funding and the purpose of having the Planning Department involved was due to precedence and protocol that was not being followed. She said their time or services had not been budgeted when her department assisted other agencies or departments in grant writing. Ms. Tatich asked how they would engage the services of a consultant without requesting money from the General Fund. Mr. LaMothe explained that upon engaging someone to prepare the grant which eventually became funded, a separate RFP (request for proposal) would be required for the administration of the grant, which may not be the same person who prepared the grant.

Discussion ensued.

Mr. Champagne stated if there were funds available from organizations that would support

some of the departments, then perhaps the County should go further in their research for grants. Ms. Tatich stated the equation had two parts: writing the grant and understanding the background of that particular discipline. Mrs. Parsons stated when she received grant information that related to a particular department, she passed it on to the appropriate person; however, she said it appeared that many departments lacked the knowledge of how to compile the information to make it a viable grant.

Motion was made by Mr. Belden and seconded by Mr. Champagne requesting that all departments be notified relative to their interest in a grant writer.

Mr. Champagne added the department head would need to know what involvement would be required on their part in order to make this process work to benefit the County. Ms. Tatich stated each department head must have at least one individual within their office that could devote a small percentage of their time to research alternative funding sources.

After discussion, Mr. Stec called the question and the motion was carried unanimously as outlined above.

Relative to the Item B of the Agenda, Mr. Tatich requested ratifying the actions of the Chairman of the Board relative to the execution of the Quality Communities Grant documents. Mrs. Nennering apprised when the location changed from Lake Luzerne to Lake George, an amendment to the grant was required and it was unclear whether authorization had been defined so in order to be timely, Chairman Thomas executed the amendment last week but requested it be presented to the Committee for their approval.

Motion was made by Mr. Gabriels, seconded by Mr. Mason and carried unanimously approving the request to ratify the execution of the Quality Communities Grant documents by the Chairman of the Board; and the necessary resolution was authorized for the April 20, 2007 Board Meeting.

Mr. LaMothe apprised that an agreement between the County and the LDC would be required for the County to administer the Access to Home program.

Motion was made by Mr. Monroe and seconded by Mr. Champagne authorizing the request as outlined above.

Ms. Tatich added during a visit on the new home ownership program, an issue arose relative to the status of a sub-recipient agreement between the County and the LDC. While the program people acknowledged completion of the program and were aware of the regulations and the necessary LDC organizational changes, Ms. Tatich stated that several similar agreements that were either part of the Access to Home Agreement or those covered under a similar agreement would be necessary. She said it was her desire to have as many of these types of agreements as possible authorized at once and addressed under one agreement.

Mrs. Nenninger stated these were two separate grants and, therefore, would require two separate agreements. She said the Access to Home had its own grant award and the County had authorization to administer those funds; however, she said, it would not be authorized or necessarily feasible to do one blanket agreement based upon grants.

Mr. LaMothe suggested adopting a resolution that would allow agreements with the LDC and the County pending a determination by the County Attorney as to which programs necessitated which agreements. Mrs. Nenninger said this would require some research.

After discussion, Mr. Monroe amended his motion to include authorizing an agreement between the County and LDC to include grant administration of Access to Home program funds, as well as such other grant agreements as determined by the County Attorney. Mr. Champagne seconded the motion as amended, and it was carried unanimously. The necessary resolution was authorized for the April 20, 2007 Board Meeting. Copies of the resolution request forms are on file with the minutes.

Mr. LaMothe advised that just prior to the meeting, he received an email from the office of the County Attorney relative to Resolution 844 of 2006 that established a Capital Fund for the Feeder Canal Community Connections grant. He said they were in receipt of the contract documents but they now required execution of the intermunicipal agreements for the administration of that program.

Motion was made by Mr. Belden, seconded by Mr. Monroe and carried unanimously approving the request as outlined above, and the necessary resolution was authorized for the April 20, 2007 Board meeting. A copy of the resolution request form is on file with the minutes.

Mr. Monroe advised that he recently attended a meeting with Senator Little regarding cell phone towers. He stated approximately five companies were in attendance who expressed their interest in building the towers; however, he said, they requested an inventory of tall structures to be in compliance with APA policy. He asked if the County Planning Department had an inventory that would assist Senator Little with this inventory.

Motion was made by Mr. Belden, seconded by Mr. Stec and carried unanimously requesting the Planning Board supply an inventory of tall structures to Senator Little as it related to the installation of cell towers.

There being no further business to come before the Committee, on motion by Mr. Mason and seconded by Mr. Belden, Mr. Stec adjourned the meeting at 11:55 a.m.

Respectfully submitted,

Debra L. Schreiber, Legislative Office Specialist