

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: ECONOMIC GROWTH & DEVELOPMENT

DATE: AUGUST 29, 2012

COMMITTEE MEMBERS PRESENT:

SUPERVISORS TAYLOR
CONOVER
WOOD
MASON

OTHERS PRESENT:

WAYNE LAMOTHE, DIRECTOR OF PLANNING & COMMUNITY
DEVELOPMENT
PATRICIA TATICH, ASSOCIATE PLANNER
JENNIFER SWITZER, DIRECTOR OF FINANCE, WARREN COUNTY
ECONOMIC DEVELOPMENT CORPORATION
PAUL DUSEK, COUNTY ADMINISTRATOR
AMANDA ALLEN, DEPUTY CLERK OF THE BOARD
SUPERVISOR STRAINER
SUPERVISOR THOMAS
DON LEHMAN, *THE POST STAR*
THOM RANDALL, *ADIRONDACK JOURNAL*
NICOLE LIVINGSTON, SECOND DEPUTY CLERK

COMMITTEE MEMBER ABSENT:

SUPERVISOR MONROE

Mr. Taylor called the meeting of the Economic Growth & Development Committee to order at 9:34 a.m.

Motion was made by Mrs. Wood, seconded by Mr. Mason 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 Wayne LaMothe, Director of Planning & Community Development, who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Mr. LaMothe advised the first matter on the Agenda was a Pending Item, a presentation on the First Wilderness Scenic Byway, and he requested Patricia Tatich, Associate Planner, to address this item. Ms. Tatich distributed a packet entitled "First Wilderness Scenic Byway Corridor Management Plan", a copy of which is on file with the minutes. She said that the packet was an excerpt from the Plan, noting the full Plan was approximately two hundred pages. She stated she could provide the full Plan on CD or by thumb drive for the Committee members to review. Ms. Tatich recalled back in 2006 the Board of Supervisors had advocated for a name change of the Scenic Byway known as the Dude Ranch Trail to the First Wilderness Scenic Byway. She apprised at that time, ANCA (Adirondack North Country Association) had suggested the County consider refocusing and re-purposing the Scenic Byway to something more relevant; and therefore, she said, the County entered into an agreement with ANCA to proceed with a Corridor Management Plan which was required to change the name of the Scenic Byway. Ms. Tatich expounded the result was the Plan she was presenting today. She referenced the goals listed in the Plan which encompassed Economic and Community Development; Tourism Marketing and Promotion; Recreation; Signage and Interpretation; Transportation, Safety and Community Design; and Stewardship. She added the Plan reflected the projects that were needed in the communities and also assisted when submitting grant applications because the grantor

agencies at both the State and Federal level wanted third party documentation proving the funding was necessary as part of a larger plan process. The Committee requested the full Plan be provided by thumb drive and Ms. Tatich acknowledged the request.

Motion was made by Mr. Mason, seconded by Mrs. Wood and carried unanimously supporting the First Wilderness Scenic Byway Corridor Management Plan. The necessary resolution was authorized for the September 21, 2012 Board Meeting.

Continuing the Agenda review with Action items, Mr. LaMothe presented a request to close three Capital Projects, as requested by the Treasurer's Office. He listed the projects as follows: Capital Project No. H224.9550 280 Implementation First Corridor; Capital Project No. H229.9550 280 Scaroon Manor Improvement; and Capital Project No. H271.9550 280 Feeder Canal Community Connections. He noted the Scaroon Manor Improvement project did have remaining funds totaling approximately \$37,000 which would be returned to the General Fund.

Motion was made by Mrs. Wood, seconded by Mr. Conover and carried unanimously to approve the request to close the three Capital Projects as outlined above, and refer the same to the Finance Committee. A copy of the resolution request form is on file with the minutes.

Mr. LaMothe presented a request for a transfer of funds from Salaries-Regular to Salaries-Part Time in the amount of \$57,023 to cover the part time salary positions, as a result of the reorganization of the Department.

Motion was made by Mr. Conover, seconded by Mr. Mason and carried unanimously to approve the request as outlined above, and to refer the same to the Finance Committee. A copy of the Request for Transfer of Funds is on file with the minutes.

Mr. LaMothe requested to reclassify the position of Construction Cost Coordinator to reduce the position to part time, 24 hours per week, due to a reduction in grant funds. He added that he hoped this would be temporary until additional grant funds were secured.

Motion was made by Mrs. Wood, seconded by Mr. Conover and carried unanimously to approve the request as outlined above, and to refer the same to the Personnel Committee. A copy of the resolution request form is on file with the minutes.

Mr. LaMothe reported that additional funds had been received under the LWRP (Local Waterfront Revitalization Program); therefore, he requested to reclassify the position of Office Specialist from 24 hours per week to full time to provide the necessary staff assistance in implementing LWRP awards. He noted the funds were included in the Departmental budget to cover this action.

Paul Dusek, County Administrator, commented that during the budget process this was discussed and it seemed to be appropriate. He recalled last year during the budget process, the position of Office Specialist had been reduced, as well as the staffing level in the Department. He further stated that due to the current work load within the Office for this

particular position, he felt increasing this position to full time was justified and he supported the request. Mr. LaMothe added as a result of the reorganization last year, 96 man hours per week were lost and he was requesting 16 of those hours to be reinstated.

Motion was made by Mrs. Wood, seconded by Mr. Mason and carried unanimously to approve the request as outlined above, and to refer the same to the Personnel Committee. A copy of the resolution request form is on file with the minutes.

Mr. LaMothe requested a Memorandum of Understanding (MOU) with the Towns of Bolton and Thurman for administration of the Flood Mitigation Grant that was awarded to the County.

Motion was made by Mr. Conover, seconded by Mrs. Wood and carried unanimously to approve the request as outlined above, and the necessary resolution was authorized for the September 21, 2012 Board Meeting. A copy of the resolution request form is on file with the minutes. *Please note: subsequent to the meeting, it was determined an additional resolution was not needed as Resolution No. 132 of 2012 that authorized the submission of the grant included the authorization of any MOU's as needed.*

Mr. LaMothe requested an executive session to discuss the employment history of a particular person, as well as future employment of a particular person.

Motion was made by Mr. Conover, seconded by Mrs. Wood and carried unanimously that executive session be declared pursuant to Section 105 (f) of the Public Officers Law.

Executive session was declared from 9:57 a.m. to 10:27 a.m.

The Committee reconvened and Mr. Taylor announced no action was necessary pursuant to the executive session.

Concluding the Agenda review, Mr. LaMothe provided an update on a number of grant applications that had been prepared and submitted. He acknowledged the amount of work that he and Ms. Tatich put into these applications and noted they had never applied for that amount of funding in one year. He asserted one notification had been received awarding the Flood Mitigation grant. He stated he expected notification on the other applications within six to eight weeks.

Mr. Dusek commended Mr. LaMothe, Ms. Tatich and the entire Planning & Community Development Department staff for the tireless effort they put into the preparation of the grant applications. Following the restructuring of the Department, he continued, he had experienced nothing but cooperation and willingness from the staff and he felt there had been a considerable amount of success with the way the Department was restructured.

Privilege of the floor was extended to Jennifer Switzer, Director of Finance of the Economic Development Corporation (EDC), who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Ms. Switzer announced that Vicki Pratt Gerbino, President of EDC, was unable to attend the meeting today and she was here in her absence to provide the Committee with an overall update of the EDC's projects and programs. She reported the EDC was currently working on twenty-two projects, twelve of which were new to Warren County, nine were existing businesses in the County that were considering investment and three were currently negotiating on existing buildings in the County.

Reviewing ongoing programs, Ms. Switzer apprised the EDC continued to manage the Empire Zone benefits to thirty-eight businesses in Warren County, and the latest job data available for these businesses indicated that they represented a total of 4,596 jobs in the County, with over 50% in manufacturing.

Ms. Switzer stated the EDC was still located at 234 Glen Street in Glens Falls; however, she said, they anticipated moving into their new location by December 1, 2012. She explained they were mandated by the grant to follow the Minority and Women Business Enterprises (MWBE) guidelines as adopted by the State, which they were unaware of until after they received notification of the award. She asserted they were required to utilize a list supplied by the State to locate MWBE businesses to bid on the project. She added they were currently in the process of requesting a waiver from the State due to the enormous cost increase in the bids received. Ms. Switzer noted that the Bi-County Loan Fund was created in conjunction with Washington County and they continued to work to finalize the documents for ESD (Empire State Development) approval on the Fund.

Ms. Switzer advised the EDC had assisted with the submission of five CFA's (Chartered Financial Analyst), three of which were priority projects, and it was anticipated that the next CFA round of funding would open in May 2013, with a July 2013 submission date.

Ms. Switzer provided an updated document of five-year data from the New York State Department of Labor that broke out Compensation by Industry Sector with job numbers for Warren County, a copy of which is on file with the minutes. She stated the EDC collected and analyzed this data to assist in focusing their efforts in determining trends in compensation and in which industry sectors they occurred.

Ms. Switzer informed the 2013 Marketing Plan had been drafted and would be presented to the EDC Board of Directors at the September meeting. She noted the draft did include the cost allocation of the Marketing Plan and the various programs within.

Concluding the Agenda review, Ms. Switzer referred to the many committees initiated within EDC, and reported the Product Improvement Committee would be releasing a 'best practices' white paper aimed at sharing processes used elsewhere that reduced the time of permit issuance for commercial projects. She added that the Committee was also in the process of discussing the potential for a workshop targeted at permitting issues as a whole.

There being no further business to come before the Economic Growth & Development Committee, on motion made by Mr. Conover and seconded by Mr. Mason, Mr. Taylor adjourned the meeting at 10:53 a.m.

Respectfully submitted,

Nicole Livingston, Second Deputy Clerk