

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: ECONOMIC GROWTH & DEVELOPMENT

DATE: OCTOBER 10, 2012

COMMITTEE MEMBERS PRESENT:

SUPERVISORS TAYLOR
CONOVER
MONROE
WOOD
MASON

OTHERS PRESENT:

WAYNE LAMOTHE, COUNTY PLANNER
DANIEL G. STEC, CHAIRMAN OF THE BOARD
PAUL DUSEK, COUNTY ADMINISTRATOR
JOAN SADY, CLERK OF THE BOARD
KEVIN GERAGHTY, BUDGET OFFICER
SUPERVISOR THOMAS
CHARLENE DiRESTA, SR. LEGISLATIVE OFFICE SPECIALIST

Mr. Taylor called the meeting of the Economic Growth & Development Committee to order at 11:01 a.m.

Motion was made by Mrs. Wood, seconded by Mr. Monroe 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, County Planner, who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing the agenda review, Mr. LaMothe requested to ratify the actions of the Chairman of the Board in entering into a contract with Fountains Spatial for GIS (Global Information Systems) staffing services for a term commencing October 1, 2012 and terminating December 31, 2012 at a rate of \$65 per hour not to exceed \$15,000. He explained that Sheri Norton, GIS Coordinator, had recently resigned and accepted a position with Ontario County. He advised that Sara Frankenfeld, of Fountains Spatial, was working in the Planning Office two mornings each week and also completed work from her home.

Motion was made by Mrs. Wood, seconded by Mr. Mason and carried unanimously to ratify the actions of the Chairman of the Board as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the October 19, 2012 Board meeting.*

Mr. LaMothe requested a transfer of funds for a total amount of \$10,900 between various codes to appropriate the additional funds required to cover the aforementioned contract.

Motion was made by Mrs. Wood, seconded by Mr. Conover and carried unanimously to approve the request for a transfer of funds as outlined above and to forward same to the Finance Committee. *A copy of the Request for Transfer of Funds form is on file with the minutes.*

Mr. LaMothe noted the next item on the agenda was a request for a transfer of capital funds in order to reallocate project funding as needed. He added he was awaiting further information from the State and would present this request at the next Committee meeting.

Concerning the GIS update, Mr. LaMothe reported that Ms. Frankenfeld worked in the Office on Tuesday and Friday mornings and had unlimited availability by phone or email. He said this seemed to be working for now and they would just need to resolve some of the details. At the time that Ms. Norton resigned, he continued, the Department was in the middle of a software upgrade which included updating information for the Real Property Tax Services Department. He stated the 911

Addressing was time consuming as it took approximately one hour per address. He added Ms. Frankenfeld and Marty Fitzgerald, Building Project Coordinator, were completing the 911 Addressing requests as they were received. Mr. LaMothe informed that he had requested Ms. Frankenfeld to look into the possibility of converting the current GIS System to a Distributed Computer System which would allow the County and the individual Town Assessors to work off a shared database. Mr. LaMothe stated that Ms. Frankenfeld had completed a Needs Assessment for the County a few years ago and contracting with Fountains Spatial had the added benefit of updating the Needs Assessment without any additional cost. He said he was unsure if the GIS Services could continue to function efficiently using contracted services but he planned to advertise for a GIS Coordinator and make a decision at a later date, as to whether the services would remain contracted or an employee would be hired. Paul Dusek, County Administrator, stated the County needed to be conservative when it came to the budget. He added that changes made to the Planning & Community Development Department last year had been positive. He advised it was best for Mr. LaMothe to attempt the contracted services to determine if the mission could be accomplished without filling the vacant position.

Referring to the Distributed Computer System, Mr. Taylor asked if this would make combined services possible and Mr. LaMothe responded that combined services could be possible in the future. Mr. LaMothe pointed out one advantage of switching to a Distributed Computer System was that the County and the individual Towns would be able to update the system daily as opposed to every two months. He noted the current procedure for updating the Towns involved downloading the updates onto a CD and driving to each Town to download the information onto their computer systems. Mr. LaMothe noted another advantage would be that the individual Towns would no longer need licensing agreements for the software and the cost of the County's licensing agreements could be reduced. Mr. LaMothe apprised that the Department had been in the process of working on a Town Atlas Project with the Office of Emergency Services which had been put on hold due to the recent changes in personnel. He said he had asked Ms. Frankenfeld to concentrate on keeping the GIS System operational, servicing the existing contracts and keeping the 911 Addressing up to date.

Pertaining to GIS Services, Mr. Monroe said that at one point the individual Towns had been requested to contribute funding towards the continuation of this service. Mr. LaMothe replied that this had been attempted but did not seem to work well for all of the Towns. Mr. Conover asked if the vacant position of GIS Coordinator would be advertised and Mr. LaMothe replied affirmatively. Mr. Conover asked if proposals had been obtained from Fountains Spatial or other companies to determine the cost of a 12 month contract compared to the salary for a GIS Coordinator and Mr. LaMothe replied in the negative.

Discussion ensued.

Chairman Stec entered the meeting at 11:16 a.m.

Continuing with the program updates, Mr. LaMothe announced that The LA Group had been selected by the Town of North Creek for completion of their Streetscapes Plan and by the Town of Chester for their Recreation Plan funded under the First Wilderness Heritage Corridor Grant Project. He informed of a meeting scheduled for October 11, 2012 with the Department of Public Works to discuss enclosing the Thurman and Hadley Railroad Stations utilizing \$130,000 in grant funding. He advised the Department was currently working on updating the Action Plan which had last been updated in 2004 and was preparing to update the Marketing Plan for use of advertising funding and promotions for the Railroad.

Pertaining to Planning Referrals, Mr. LaMothe stated the Department was managing to complete the referrals resulting from the elimination of the County Planning Board. He noted they had handled 37 referrals last month and although General Municipal Law Section 239 allowed up to 30 days for a response, most referrals were handled within 3 to 4 days. He said he anticipated an increase in referrals over the winter and he was concerned that the Town Zoning Officers would begin to expect the quick response time. A brief discussion ensued.

Mr. Dusek suggested that a notice be sent to the Town Officials on a regular basis to remind them that referrals could take up to 30 days for a response. Mr. LaMothe replied that this had been his intention and he planned to send the notices quarterly. Mr. Monroe pointed out that the Town Planning Boards only met once a month and that a recommendation to deny a referral changed the number of voting members necessary by the Boards. Mr. LaMothe informed he had only recommended one referral be denied due to it being a large event on a County Road and he had asked that a parking and traffic analysis report be submitted to be reviewed by the Town Planning Board. Mr. Monroe asked if referrals which did not receive a response within 30 days were considered to be approved and Mr. LaMothe replied affirmatively.

Mr. LaMothe stated he would like to schedule another Committee meeting next month in order to present the Action Plan and Scenic Byways updates and Joan Sady, Clerk of the Board replied that a Committee meeting would be scheduled for October 31, 2012 at the request of the Economic Development Corporation.

There being no further business to come before the Economic Growth & Development Committee, on motion made by Mr. Monroe and seconded by Mr. Mason, Mr. Taylor adjourned the meeting at 11:25 a.m.

Respectfully submitted,
Charlene DiResta, Sr. Legislative Office Specialist