

WARREN COUNTY  MUNICIPAL CENTER

LAKE GEORGE, NEW YORK 12845

PLANNING & COMMUNITY DEVELOPMENT
DEPARTMENT

Telephone: (518) 761-6410

**Planning and Community Development
Committee Meeting Agenda
22 September 2016**

Committee Members: McDevitt- Chairman, Wood- Vice Chairman, Beaty, Strough, Simpson, Dickinson, MacDonald, Montesi, Leggett

I. *Committee meeting called to order by Chairman*

II. *Motion to approve minutes of prior Committee meeting*

III: *Committee Actions Requested:*

1. Resolution request to transfer funds from Contingency to cover staffing costs identified in the pending item

IV. *Referral/Pending Items:*

- Mr. LaMothe to return to Committee and request a transfer of funds from the Contingent Account to fund the new position of Senior Planner, *Grade 18, Annual Base Salary \$42,837*. Note the creation of this position was approved by the Finance, Personnel & Higher Education Committee at the June 3, 2016 meeting. (06.01.16)

V. *Information for Discussion/Review:*

- Office Staffing
- Community Development programs
- First Wilderness Programs
- GIS Activities

VI. *Privilege of the floor to discuss any additional items to come before the Committee*

VII. *Motion to adjourn*

Attachments:

- Resolution request to transfer funds

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

TO: AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

DEPARTMENT NAME: Planning and Community Development

SIGNED:

DATE: 22 September 2016

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
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Please state reason for transfers requested:

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
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A.1990 469	Contingent Account- Other Payments/ Contributions	see below		
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Please state reason for transfer request:

Offset additional staffing costs

Please file original request with Clerk of the Board and retain copy for your records.

A.8021.110	Reg	\$14,828.18
A.8021.830	FICA	\$921.60
A.8021.831	Med	\$216.00
A.8021.865	Dentl	\$115.20
A.8021.860	health	\$6,127.20
A.8021.810	Retirement	\$2,340.00
A.8021.860	health	\$11,100.00

Component	Project	Cost	LWRP	Local	Match Source
1	Harris Preserve				
	Land donation	\$117,600	\$0	\$117,600	Donation
	Sehlmeyer donation	\$12,000	\$0	\$12,000	Donation
	Parking lot	\$15,000	\$15,000	\$0	Town labor & equip
	Trail layout and design	\$10,000	\$10,000	\$0	Contract
	trail development	\$50,000	\$50,000	\$0	Contract and volunteers
	Pavilion	\$40,000	\$30,000	\$10,000	Contract and volunteers
	Project total	\$244,600	\$105,000	\$139,600	
2	North Creek Station Trail	\$40,000	\$27,500	\$12,500	Contract and volunteers
3	Horicon Inclusion			\$0	
	Planning consultant	\$17,000	\$14,800	\$2,200	Town of Horicon
	Town Committee	\$3,000	\$0	\$3,000	Volunteers
	Project total	\$20,000	\$14,800	\$5,200	
4	Johnsburg Ski Bowl Connections				
	Recreational assessment	\$45,000	\$30,000	\$15,000	Contract
	Town admin	\$4,500		\$4,500	Volunteers
	Project total	\$49,500	\$30,000	\$19,500	
5	Town of Corinth				
	Pavilion at Station	\$62,000	\$31,000	\$31,000	Town labor & equip
	Sidewalk	\$8,000	\$4,000	\$4,000	Town labor & equip
	Project total	\$70,000	\$35,000	\$35,000	
6	N Creek improvements				
	Water Main install	\$125,000	\$0	\$125,000	Water district
	Engineering	\$15,000	\$15,000	\$0	Water district
	1100 ft of sidewalk and curb	\$140,000	\$140,000	\$0	none
	N Creek Alliance steering committee	\$30,000		\$30,000	Volunteers
	Project total	\$310,000	\$155,000	\$155,000	
7	Marketing and promotion	\$40,000	\$20,000	\$20,000	Warren County
8	Pottersville well head upgrade				
	engineering and permitting	\$10,000	\$10,000	\$0	none
	Well house construction	\$110,000	\$50,000	\$60,000	Town labor & equip
	Project total	\$120,000	\$60,000	\$60,000	
9	Arts and history inventory				
	Consulting	\$10,000	\$10,000	\$0	none
	Staff inventory	\$0	\$0	\$0	In kind services
	GIS Coord	\$10,000	\$0	\$10,000	In kind services
	Associate Planner	\$20,000	\$10,000	\$10,000	In kind services
	Project total	\$40,000	\$20,000	\$20,000	
	Subtotal	\$934,100	\$467,300	\$466,800	\$0
10	Project Delivery	\$1,500	\$1,500	\$0	
	General Administration				
	Director	\$42,000	\$20,000	\$22,000	In kind services
	Cost Coordinator	\$3,000	\$1,500	\$1,500	In kind services
	Office specialist	\$24,000	\$12,000	\$12,000	In kind services
	Senior Planner	\$36,000	\$18,000	\$18,000	In kind services
	Project total	\$106,500	\$53,000	\$53,500	
	Grant Total	\$1,040,600	\$520,300	\$520,300	\$0

2007 (C006828) - Project amount \$1,010,000	
Task	Status
Component 1: Planning, design and construction of improvements to the North Creek Train Station complex	Design services for construction drawings for improvements to the Train Station complex and connections to Main Street were approved in July of 2014. The LA Group, in conjunction with Warren County DPW, has provided materials that were used to solicit bids for the connection to Main street and for construction of a parking area adjacent to the train station. Streetscape work was completed in 2015
Component 2: Planning, design and construction of connections between Hadley and Lake Luzerne, including streetscape enhancements and construction of a train station and parking facilities	Complete. CLA Site of Saratoga completed the streetscape design for Lake Luzerne from Bridge Street to Rte 9N
Component 3: Updating the First Wilderness Heritage Corridor Action Plan	This element is being handled in house with outside assistance as needed. Final draft was submitted to DOS in 2015.
Component 4: Corridor coordination to assist with marketing and outreach	The County provided technical assistance to Corridor communities and advertising support for Corridor events
Close out	Close out materials and final payment request submitted in May 2016
2008 C006982) - Project amount \$516,540	
Component 1: design and construction of improvements to the North Creek Train Station complex and adjacent streetscapes	Final design Materials from LA group have been received. Schoder Rivers Engineering has completed drawings for remedial work on building. The Town has completed the renovation work.
Component 2 : develop a marketing and promotion plan to guide the preparation and delivery of events and materials to enhance regional tourism activities	On going. Draft is nearing completion and will be requesting input from professional firm.
Component 3: enhancements to the First Wilderness Heritage Corridor website	County staff have prepared a new website based on Wordpress, the live materials may be found at firstwilderness.wordpress.com .
Close out	Close out materials are being prepared for submission in Oct 2016

2009 (C007088) - Project amount \$832,012	
Component 1: The Town of Chester will assess the capability of the hamlet of Chestertown Water District to support a newly created 22-acre industrial park and a 56-acre parcel to be developed for affordable housing. As part of the project, designs for the water infrastructure extension will be completed	This element is essentially complete.
Component 2: The Town of Chester will complete streetscape enhancements in the hamlets of Chestertown and Pottersville, including lighting, sidewalks, and landscaping	This element is essentially complete. The Streetscape improvements involved new sidewalks and a Veteran's memorial in front of the Town Municipal Center.
Component 3: The Town of Stony Creek will construct non-motorized trails with associated parking and signage at Dean Farm, a 217-acre parcel owned by the ESF College Foundation, Inc., in order to create a recreational destination for residents and tourists.	The Town has done amazing work constructing the trails and elevated boardwalks. A request is pending with DOS for improvements to the visitor's center building. The Town is progressing on this activity with most of the ADA compliant trail work completed. Approximately 1.1 miles of ADA compliant trail is complete to include .12 miles of elevated boardwalk. An additional 1.8 miles of trail have been completed on the eastern section of the site. The County secured a slight program modification to allow for repairs to the visitors center as part of this project element. SHPO sign off was received in Sept 2016 with work scheduled for Oct 2016
Component 4: Using designs completed under a previous grant award, the Town of Lake Luzerne will complete streetscape enhancements in the hamlet of Lake Luzerne, including sidewalks, lighting, and landscaping	The element is awaiting complete.
Component 5: Warren County will design wayfinding sites and signage in the hamlets of Lake Luzerne, Thurman, Warrensburg, Chestertown, North Creek and Pottersville	Design is completed and Buildings and grounds is preparing the physical structures. Contract with Shannon Rose of Saratoga for updates to previous materials to be used in the kiosks is in place. All kiosks will be completed in 2016.
Component 6: Warren County will continue to provide administrative and management services for the project, including but not limited to: policy development; compliance with regulatory requirements; agency coordination; record-keeping; payment requests; consultant oversight; and compliance with reporting requirements	On going

2011 (C007159) - Project amount \$926,232	
<p>Component 1: Design of Dynamite Hill Ski Area Improvements: The project partners will complete design and engineering of improvements needed to modernize the Dynamite Hill Ski Area in the Town of Chester in order to allow it to serve as a year-round destination area in winter months and to make the park more accessible for bike and pedestrian traffic from Main Street</p>	<p>The LA Group has completed a Recreation Assessment of Town facilities to better determine gaps in facilities. On behalf of the Town, the County bid for a new lift structure to be used at Dynamite Hill. This has been purchased.</p>
<p>Component 2: Design and Construction of North Creek Streetscape Improvements The project partners will complete final design and construction of selected streetscape improvements identified in the North Creek Main Street Enhancement Plan. Improvements will be focused on the area between the municipal center and the North Creek Train Station Complex and will include lighting, sidewalks, landscaping and installation of a pedestrian gazebo</p>	<p>This element is essentially complete with some streetlights remaining to be installed.</p>
<p>Component 3: Design and Construction of Thurman and Hadley Station Improvements The project partners will complete design and construction of improvements to the Thurman and Hadley stations including enclosing the existing platforms and construction of restroom facilities.</p>	<p>This element is complete</p>
<p>Component 4: Design and Construction of Boarding Platform at the Old Corinth Station The project partners will complete design and construction of a boarding platform at the old Corinth station utilizing the design template for the recently completed platform at Stony Creek</p>	<p>Saratoga Associates and Rogers Planning have been retained to undertake site design and construction drawings. The first meeting was held 19 November at the Town of Corinth and physical work will begin in 2015. A final concept was approved on 31 March and site elements were selected.</p>
<p>Component 5: Design and Construction of Adirondack Folk School Enhancements The project partners will complete design and construction of enhancements to the Adirondack Folk School in Lake Luzerne, including a new 1,100-sq.ft. classroom, an ADA-compliant restroom and office space for administrative services</p>	<p>This project is behind schedule. The design services have been limited to reflect current fiscal limitations with the FolkSchool. The Town has replaced the roof on the structure and other work is ongoing.</p>
<p>Component 6: Corridor Marketing and Promotion The project partners will work with the rail operator to create, market and promote activities to enhance regional tourism activities</p>	<p>On going. Corridor Map and Hudson River map have been prepared and printed.</p>
<p>Component 7: Project Management and Administration Project management and administration services will be provided for the project through the Warren County Planning Department pursuant to a Memorandum of Understanding with the corridor communities</p>	<p>on going</p>

2012 (C1000267) - Project amount \$616,000	
<p>Component 1: Design and Construction of Warrensburg Main Street Improvements The Town of Warrensburg will design and restore the historic bandstand facility that serves as the focal point on Main Street and provides restroom facilities for tourists visiting the town</p>	<p>Design services and abatement are complete. The Town contracted with Mid-State Industries, Inc for construction in the Spring of 2015 and all work is complete.</p>
<p>Component 2: Design of Warrensburg Waterfront Park The Town of Warrensburg will design a new waterfront park on a 3.5 acre former brownfield site to support local and regional recreation and tourism needs. Features envisioned for the park include, but not necessarily limited to: water access for canoe/kayak; picnic and passive recreation use; public garden space(s); and historical interpretation and educational opportunities</p>	<p>Chazen Companies has been retained for design of the site plan. Construction drawings are finalized. Transfer of the property to the Town has been finalized. The Town was awarded funding for construction in the 2015 grant award.</p>
<p>Component 3: Design of Town of Corinth Rail Station The Town of Corinth will prepare designs for a new train station that will enable the community to restore passenger and freight service. There is currently no facility to board passengers at Corinth even though the rail operator identifies it as a major stop along the service to Saratoga Springs. A temporary facility is being constructed but grant funds will allow the Town to construct a more historically correct structure</p>	<p>Saratoga Associates and Rogers Planning have been retained to undertake site design and construction drawings. The first meeting was held 19 November at the Town of Corinth and physical work will is underway. The Town is completing basic site prep as part of this award.</p>
<p>Component 4: Project Management and Administration Project management and administration services will be provided for the project through the Warren County Planning Department pursuant to a Memorandum of Understanding with the corridor communities</p>	<p>on going</p>

2013 (C1000460) - Project amount \$1,107,000	
<p>Component 1: Town of Hadley – Sacandaga River Whitewater Park</p> <p>This project involves the development of the first phase of a whitewater park on the Sacandaga River in the area west of the Bow Bridge in the Town of Hadley. Phase I includes the placement of the boulders in the river to create an area for whitewater kayaking and whitewater events. All design and permits are in place and funding will be used for construction only</p>	<p>The Sacandaga Hudson Advisory Council has contracted with the McLaughlin Whitewater Group for design and construction oversight. Due to high water levels from heavy snow pack no construction can occur in 2015. The project is stalled at the moment due to National Grid denying access to the river for construction. Senator Little is involved with remedial actions.</p>
<p>Component 2: Town of Stony Creek - Dean Farm Preserve Enhancements</p> <p>This project involves the design and construction of enhancements to the Dean Farm Recreation Area in the Town of Stony Creek, including an improved parking area and development of restroom facilities</p>	<p>Cedarwood Engineering prepared design alternatives. And the Town has selected an approach. Materials will be secured in 2016 for construction in the Spring of 2017.</p>
<p>Component 3: Town of Stony Creek – Hamlet Streetscape Enhancements</p> <p>This project involves the design and construction of streetscape and gateway enhancements in the hamlet of Stony Creek, including informational signage, street furniture and landscaping. The enhancements implement recommendations adopted in the Stony Creek Hamlet Revitalization Plan.</p>	<p>CLA site has been awarded design services and a preliminary design has been prepared. The Town and Consultant are awaiting results of a public meeting to be scheduled.</p>
<p>Component 4: Town of Lake Luzerne – Adirondack Folkschool Enhancements</p> <p>This project involves the enhancement of teaching facilities at the Adirondack Folkschool in the Town of Lake Luzerne. Enhancements include: a new 1,500 sq ft blacksmith building, a new exterior siding and finish of the existing Adirondack Folkschool main building, and new concrete walkway connections between the three buildings and parking lot on the Adirondack Folk School campus</p>	<p>This project is behind schedule. Work is being undertaken by the Town and the Folkschool as time and funding allows.</p>
2014 awarded \$820,900	
<p>Component 1 - Update of the Corridor Market Study</p> <p>The study will evaluate the role of improved passenger rail in the Adirondack economy, the benefits to be gained from increased tourism and leisure expenditures and the estimated net impact on jobs and investment in this region</p>	<p>Draft work program is being developed. IBI Group has been retained to undertake this task and preliminary stakeholder info is being gathered.</p>
<p>Component 2 North Creek This component requests funding to provide the materials to replace public waterlines and laterals in the are to be improved through the previously funded streetscape program.</p>	<p>Cedarwood Engineering will complete design documents</p>

<p>Component 3 A significant impediment to economic growth in the Hamlet of North Creek is the lack of a public sewer system. The Town's engineers have recently completed a Centralized Sewer Feasibility Study for the Hamlet as part of the site reconnaissance for the streetscape work. The request is for funding to take the next step as identified in that study to create a Map and Plan Report for the formation of a Sewer District</p>	<p>Cedarwood Engineering will be completing the report.</p>
<p>Component 4: Linkage between Chestertown and Pottersville The project is to develop a concept for a 10.7-mile bike-pedestrian path between the hamlet of Chestertown to Scaroon Manor Day Use Area.</p>	<p>This element will be released for contract via the Town's PSA contract with the LA Group.</p>
<p>Component 5 - Town of Corinth Reservoir Property Concurrent with the depot master plan and station design, the Village of Corinth is preparing a recreation Master plan for the Reservoir Property located ¾ of a mile east of the depot along County Route 10.</p>	<p>This element will be bid in early summer.</p>
<p>Component 6 - Stony Creek Community Center The project consists of the rehabilitation of the historic former United Methodist Church and construction of an addition, to serve as the Stony Creek Library and community assembly space. The project also includes utilities and site improvements associated with the building construction. The Church building is listed on the National Register and design of the rehabilitation work will be consistent with the Secretary of the Interior's Standards for the Treatment of Historic Properties. Review of the project by the NYSHPO is anticipated. The scope of services covered by this Attachment is the Construction Documents phase of the project, which will include limited programmatic and technical modifications initiated by the Library to the Schematic Design dated 11/28/11.</p>	<p>The project to date has been under contract with Argus. The Community will continue using the WBE firm to complete the project tasks. Preliminary analysis indicates that on site septic issues will derail this element. Alternatives are being examined at this time.</p>
<p>Component 7 - Project Oversight: Warren County, through its Planning Department, will provide administrative services for this project.</p>	
<p>2015 award C1000670 \$851,976.00</p>	
<p>Component 1: Paper Mill Park - Town of Warrensburg The Town of Warrensburg will prepare final designs and construct selected site improvements, such as a waterfront boardwalk and a canoe/kayak access at Paper Mill Park, a new waterfront park on a 3.5 acre former brownfield site on the Schroon River.</p>	<p>Awaiting DOS contract</p>

<p>Component 2: Finalize Layout of First Wilderness Trail Warren County will prepare schematic designs for development of a regional waterfront hiking and biking trail for the First Wilderness Heritage Corridor from Corinth to Tahawus. The designs will identify the preferred trail route, property ownership, and legal and/or regulatory requirements necessary to complete the trail.</p>	<p>Awaiting DOS contract</p>
<p>Component 3: Warrensburg Community Center - Town of Warrensburg The Town of Warrensburg will prepare final designs and construct selected improvements at the Warrensburg Community Center in order to enhance its function as a focal point for downtown activities and community events.</p>	<p>Awaiting DOS contract</p>
<p>Component 4: Historic Mills District Park Improvements - Town of Warrensburg The Town of Warrensburg will prepare final designs and construct selected site improvements to the Historic Mills District Park, such as installation of permeable pavers, relocation of utilities, changes in traffic circulation, and construction of pedestrian facilities and parking enhancements.</p>	<p>Awaiting DOS contract</p>
<p>Component 5: Veterans Park Improvements - Town of Warrensburg The Town of Warrensburg will prepare final designs and construct selected site improvements to Veterans Park, such as install sidewalks, striping and wayfinding signage.</p>	<p>Awaiting DOS contract</p>
<p>Component 6: North Creek Main Street Improvements - Town of Johnsbury The Town of Warrensburg will complete selected streetscape improvements identified in the North Creek Main Street Enhancement Plan which was prepared through a previous EPF award. Improvements may include installation of sidewalks and curbs in the area between the Town Municipal center and the North Creek Train Station complex.</p>	<p>Awaiting DOS contract</p>

<p>Component 7: Local Capacity Building to Advance Waterfront and Community Revitalization The proposed project also continues support for local capacity through the Corridor Coordinator position which is responsible for overall project management and implementation, policy development, compliance with state and federal regulations, establishment of performance schedules, and interagency coordination.</p>	<p>Awaiting DOS contract</p>
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