

WARREN COUNTY MUNICIPAL CENTER



LAKE GEORGE, NEW YORK 12845

PLANNING & COMMUNITY DEVELOPMENT  
DEPARTMENT

Telephone: (518) 761-6410

Planning and Community Development  
Committee Meeting Agenda  
October 2018

*Committee Members:* MCDEVITT, Beaty, Leggett, Braymer Strough, Hogan, Magowan, Simpson, Wild

I. *Committee meeting called to order by Chairman*

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

III. *Committee Actions Requested:*

- Resolution request to fill the vacant position of Office Specialist (part time)
- Resolution request to transfer funds (2)

IV. *Referral/Pending Items:*

V. *Information for Discussion/Review:*

- Digital review of First Wilderness grant programs <https://tinyurl.com/y8jmqvgw>

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

VII. *Motion to adjourn*

*Attachments:*

- Resolution request form #12
- Resolution request form #10

# RESOLUTION REQUEST FORM NO. 12

Schedule "A"

## NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

### DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Planning and Community Development Payroll Dept. No: 8021  
Title of Position: Office Specialist part-time Base Salary of Position: \$15.74/hr (10-15hrs/wk) Grade: 7  
Filling at Step # (If Known): \_\_\_\_\_  
Budget code and title: 8021.130 Salaries - Part Time Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No./Last Name: \_\_\_\_\_ Date of Vacancy: \_\_\_\_\_  
Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal \_\_\_\_\_%  State \_\_\_\_\_%  Other \_\_\_\_\_%

### CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list  Competitive-no list (*hiring would be provisional*)  Non-Competitive  Other \_\_\_\_\_

Actual Impact to Budget Report will be provided monthly by Human Resources Director

Candidate's qualifications must be approved by Personnel Officer prior to hiring. *10/15/18*

Human Resources Director has approved this form when initialed. *10/15/18*

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- The Administrator has no objection to the filling of the vacancy.  
 The Administrator objects to the filling of the vacancy.

Administrator Signature *[Signature]* Date 10/15/18

### BUDGET OFFICER COMPLETES THIS SECTION

- The Budget Officer has no objection to the filling of the vacancy.  
 The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature *Frank E. Thomas* Date 10/19/18

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Economic Growth + Development

- The committee has no objection to the filling of the vacancy.  
 The committee objects to the filling of the vacancy.  
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.  
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature *[Signature]* Date 10/29/18

**RESOLUTION REQUEST FORM NO. 10**

**Request for Transfer of Funds**

TO:

AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

FROM:

Planning and Community Development

SIGNED:

DATE:

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.8021 110	Salaries-Full Time	A.9950 910	Transfer Capital Project	\$694.70
A.8021 810	Retirement	A.9950 910	Transfer Capital Project	\$109.07
A 8021 830	FICA	A.9950 910	Transfer Capital Project	\$39.81
A.8021 831	Medicare	A.9950 910	Transfer Capital Project	\$9.31
A.8021 860	Health	A.9950 910	Transfer Capital Project	\$181.79
A.8021 865	Dental	A.9950 910	Transfer Capital Project	\$2.14

REASON FOR TRANSFER: 50% match for salaries; Sue & Chris 2nd Qtr 2018, H349 TOTAL \$1,036.82

CONTINGENT FUND TRANSFER REQUEST

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
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REASON FOR TRANSFER:

**RESOLUTION REQUEST FORM NO. 10**

**Request for Transfer of Funds**

TO:

AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

FROM:

Planning and Community Development

SIGNED:

DATE:

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.8021 110	Salaries-Full Time	A.9950 910	Transfer Capital Project	\$712.09
A.8021 810	Retirement	A.9950 910	Transfer Capital Project	\$115.87
A 8021 830	FICA	A.9950 910	Transfer Capital Project	\$42.53
A.8021 831	Medicare	A.9950 910	Transfer Capital Project	\$9.95
A.8021 860	Health	A.9950 910	Transfer Capital Project	\$180.64
A.8021 865	Dental	A.9950 910	Transfer Capital Project	\$2.14

REASON FOR TRANSFER:

50% match for salaries;  
Wayne, Sue, Chris 3rd Qtr 2018, H349

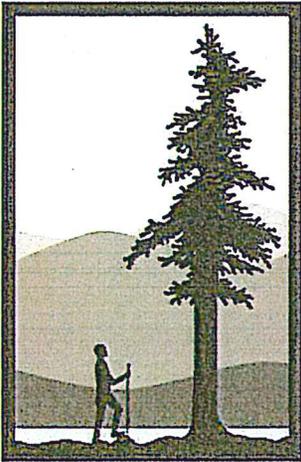
TOTAL \$1,063.22

CONTINGENT FUND TRANSFER REQUEST

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
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REASON FOR TRANSFER:

FIRST



WILDERNESS

CORRIDOR

Projects and Activities

## **Various locations - Corridor Wayfinding projects**

**1998** Funding secured to initiate the strategy for development of the Corridor

**2002** Funding secured to develop the Action Plan

**2009** The County will work cooperatively to develop wayfinding sites and signage in the Hamlets of Lake Luzerne, Thurman, Warrensburg, Chestertown, North Creek and Pottersville. The County will engage the services of a consultant to develop the graphics for a wayfinding panel for each Hamlet. The County will also work with the towns to design and build a modest protective shelter for the signage.

**2011** Corridor Marketing and Promotion The project partners will work with the rail operator to create, market and promote activities to enhance regional tourism activities

**2014** Update of the Corridor Market Study 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

**2015** 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.

**2016** Expansion of First Wilderness to in Town of Horicon With the recent addition of the Schroon River to the Inland Waterways list it is advantageous to include the community of Horicon into the First Wilderness Corridor Program. As noted in numerous locations throughout the First Wilderness Plan, the Town of Horicon was a major destination for early travelers along the Hudson River/ Rail corridor

**2016** Social media marketing and promotion The County will contract with Trampoline Advertising and Design (a certified WBE) to provide electronic media services and promotion. The County Tourism already uses this firm for the general tourism market and these additional services will solely benefit the Corridor communities.

**2016** LWRP Project Identification: Mapping inventory of local and regionally significant, historic structures, sites, cemeteries - including environmentally significant public spaces. Identify creative and cultural organizations that can provide a connection to local artisans,

## **Town of Chester**

**2009** Water District Study for Chestertown - The plan to be accomplished will identify the feasibility of connecting the Chestertown water district to a site identified for development of affordable housing and an industrial park. It is worth noting that of all the APA industrial zoned property in Warren County, fully 28% of it exists in the Chestertown Industrial Park. The plan will also provide the documentation to expand the district to include the aforementioned parcels. Given the identified lack of industrial parcels within the APA, it becomes even more apparent that existing industrial parks be afforded any assistance available to ensure success.

Streetscape improvements - The Town will complete elements identifies in the Chestertown Main Street Enhancement Plan relating to selected streetscape improvements between the Town Municipal center and

the “four corners” intersection. Tasks will include purchase and installation of 10 low level sidewalk lights to match others recently installed and to replace 300 feet of deteriorated sidewalks. There will be additional landscaping and a pedestrian gazebo.

**2009** The Town will also undertake Main street work in the Hamlet of Pottersville to implement selected components of the Pottersville Main Street Plan. These elements include 250 feet of sidewalks, ten sidewalk lights and selected landscaping improvements to better separate pedestrian areas from travel lanes.

**2011** 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

**2014** 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.

**2016** Pottersville well head upgrades As part of the 2009 EPF award to Warren County (C007088) an analysis of the existing water district infrastructure in the hamlets of Chestertown and Pottersville was completed. One of the most pressing needs identified in the report is the need to upgrade the exiting wellhead structure and piping to eliminate flooding and dangerous working conditions that are in violation of OSHA standards.

#### **Town of Corinth**

**2011** 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

**2012** 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

**2014** 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  $\frac{3}{4}$  of a mile east of the depot along County Route 10.

**2016** Town of Corinth Station site improvements The Town of Corinth desires to continue the task of replacing their Station stop which was torn down a number of years ago.

#### **Town of Hadley**

**1999** Hadley and Corinth secure funding to be included in the strategy for redevelopment of the Corridor

**2007** The \$90,000 for improvements to the Hadley station has been expended for site work that facilitates pedestrian access to the business centers of Hadley and Lake Luzerne. These activities will tie

into the streetscape improvements to be undertaken by both communities. Matching funds are from the County's capital investment in the Hadley Station property and force account labor and equipment from the communities.

**2007** Improving the pedestrian facilities along Rockwell Street from the train tracks to the Rockwell Falls Bridge is a continuation of the streetscape improvements that were recommended at the Rockwell Falls Gateway. These improvements include curbs and sidewalks along Rockwell Street, street trees, pedestrian lighting, and decorative features that identify the community and would help create a sense of community.

**2011** 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

**2013** Sacandaga River Whitewater Park 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

**Town of Johnsburg**

**2000** Restoration of the turntable at N Creek station with Parks funding

**2001** Parks funding secured for improvements to the N Creek Ski Bowl to include construction of the Pavilion and rework of the existing structure as a ski lodge.

**2004** -North Creek Planning and design: Site improvements: The County parks and recreation crews have undertaken numerous site work elements including stabilization of the "T" building through roof replacement and other structural work. Site improvements include grade improvements to the slope on the "Mundy" property to connect to Main Street, construction of a pedestrian bridge and stairs to Main Street and construction of two pavilions.

**2007** - North Creek North Creek projects consist of site work and physical improvements to the historic structures located on site. There was assistance to the Owen's House not for profit organization to assist with building improvements that allows them to provide educational and interpretive classes to the local schools. Assistance to the Owens House was in the amount of \$9,949.85 and is matched by staff volunteers and cash contributions by the Town of Johnsburg.

Component 1-2. Design services for adaptive re-use of the "scales" building at the North Creek Train Station Complex. It is anticipated that this building will serve the entire facility for public restrooms and interpretive venues. Restrooms are necessary to support public utilization of the property and for access to the waterfront. These design services are estimated at \$30,000 with a grant request of \$15,000. Matching funds are in an existing Capital Fund.

Component 1-3. Construction activities to re-use the scales building for public purposes. The structure requires extensive rehab and is subject to review by SHPO. Rehab is based on a square foot cost of \$160. For the 2,400 sqft structure this cost is estimated at \$384,000 with \$192,000 requested from grant funds. The County will use existing in kind services for the matching funds.

Component 1-4. Design services to Sullivan's Island to include means of connection to the island from a waterfront trail. Sullivan's Island is located on the outside of a slight bend in the Hudson River just north of the train station. The island encompasses about 3.47 acres and will provide good opportunities for the development of displays and exhibits depicting common aspects of the Adirondack Park. This task is estimated at \$20,000.

Component 1-5. Design and construct a removable floating dock to assist canoe and kayak launching between the turntable and the stable building. Ensure appropriate measures to mitigate shoreline erosion and enhance safety along the river's edge. This task is estimated at \$18,000.

**2008 - North Creek** The work plan is to stabilize the existing structures for future use as museum/exhibit space and to prepare the site to function as space for the museum and public restrooms for the North Creek Train Station Complex. The County will repair the sills on the historic barn (Building number 1 on the site map in Attachment B) and replace roofing material with materials similar to what is currently on the structure. Review materials for all three buildings on the site have been submitted to SHPO and results are pending. To facilitate public access to these structures, site work will be accomplished to support provision of restrooms in building number three. Site work will include development of a parking area, water lines and sewer with associated infrastructure

**2011 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

**2014** 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

**2015 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.

**2015 North Creek Station Trail** The community of Johnsbury is interested in upgrading the walking path established by the Rotary Club along North Creek, from the Tannery Pond Community Center to the new Riverfront Park Trail. The total length of the trail is approximately 2,200 feet.

**2016 North Creek Ski Bowl Connections** The Community is requesting funding to conduct a recreational assessment of the land adjacent to Ski Bowl Park for expansion

**2016 North Creek Main Street improvements:** The Town will complete elements identified in the North Creek Main Street Enhancement Plan (Attachment) relating to selected streetscape improvements between the Town Municipal center and the North Creek Train Station Complex.

**Town of Lake Luzerne**

**2007** The Town provided rest rooms on Main Street that are accessible to a river walk trail being constructed with a separate LWRP grant to the Town.

**2007** The Town of Lake Luzerne will undertake streetscape improvements that compliment the actions of the Town of Hadley.

**2009** The Town of Lake Luzerne will undertake enhancements to Main Street in the Hamlet of Lake Luzerne. These efforts will build upon work underway with funding from the 2007 Local Waterfront Program. The Town will install an additional 250 of sidewalks and streetscape improvements in the Hamlet along with 12 decorative streetlights to match existing units.

**2011 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

**2013 Adirondack Folkschool Enhancements** 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

**2016 Harris Preserve** The project involves 105 acres of land off Potash Road in Lake Luzerne to be used by Hadley-Luzerne Central School students and the greater community. The goal is to connect the state-owned land at the top of Potash Mountain with the Harris land, so there's a continuous access to the top of Potash Mountain which is currently land locked.

**Town of Stony Creek**

**2004** The County will construct a raised covered platform in 2010 consistent with plan developed in the Corridor Plan. The County Engineer will develop stamped plans and force account labor will be used to construct the platform and ADA compliant components.

**2009- Dean Farm Site** - The Town will assist the ESF College Foundation with development of approximately 3 miles of non motorized trails on a 217 acre parcel. The trails will mostly follow existing logging roads or cross open meadows. Supporting actions include a parking area and signage. These actions will implement a plan drafted by ESF in consultation with the Town and other stakeholders. The trails will be for non-motorized use as hiking trails in the summer and cross country skiing/snowshoeing in the winter. Approximately 1.13 miles of trail will be ADA accessible

**2013 Town of Stony Creek - Dean Farm Preserve Enhancements** 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

**2013 Town of Stony Creek – Hamlet Streetscape Enhancements** 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.

**2014 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.

#### **Town of Thurman**

##### **2011 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

#### **Town of Warrensburg**

**2012 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

**2011 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

**2015 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.

**2015 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.

**2015 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

**2015 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.

Funding mix for Corridor projects and related investments

Year	Program	Award	Match	
1989	Planning Assistance	\$20,000.00	\$10,000	
1999	Turntable	\$30,000.00	\$20,000	
1999	LWRP	\$27,500.00	\$27,500	
2000	Qual Comm	\$35,000.00		
2002	ANCA	\$30,000.00		
2002	L&WCF	\$175,000.00		
2002	LWRP	\$85,000.00	\$85,000	
2004	LWRP	\$150,000.00	\$15,000	
2005	QC	\$9,725.00		
2006	GOSC	\$516,000.00		
2007	LWRP	\$505,000.00	\$505,000	
2008	GOSC	\$400,000.00		
2008	DEC	\$45,000.00		
2008	LWRP	\$258,270.00	\$258,270	
2009	LWRP	\$415,006.00	\$415,006	
2010	ANCA	\$59,206.00		
2011	LWRP	\$463,116.00	\$463,116	
2012	LWRP	\$308,000.00	\$308,000	
2013	LWRP	\$553,500.00	\$553,500	
2014	LWRP	\$410,050.00	\$410,050	
2015	LWRP	\$425,988.00	\$425,988	
2016	LWRP	\$520,300.00	\$520,300	
2017	Smt Gth	\$69,700.00	\$2,500	
		\$5,511,361.00	\$4,019,230	\$9,530,591