

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PLANNING & COMMUNITY DEVELOPMENT

DATE: AUGUST 30, 2010

COMMITTEE MEMBERS PRESENT:

SUPERVISORS TAYLOR
CONOVER
SOKOL
MCCOY
MCDEVITT

COMMITTEE MEMBERS ABSENT:

VACANT - TOWN OF THURMAN
SUPERVISOR MERLINO

OTHERS PRESENT:

REPRESENTING PLANNING & COMMUNITY DEVELOPMENT:

PATRICIA TATICH, DIRECTOR

WAYNE LAMOTHE, ASSISTANT DIRECTOR

JAMIE WHITE, SMALL BUSINESS DEVELOPMENT COORDINATOR

REPRESENTING ECONOMIC DEVELOPMENT CORPORATION:

LEONARD FOSBROOK, PRESIDENT

FREDERICK MONROE, CHAIRMAN

PAUL DUSEK, COUNTY ATTORNEY/ADMINISTRATOR

JOAN SADY, CLERK OF THE BOARD

SUPERVISORS KENNY

LOEB

STEC

STRAINER

THOMAS

LUISA CRAIGE-SHERMAN, WARREN COUNTY COUNCIL OF CHAMBERS

BLAKE JONES, *THE POST STAR*

THOM RANDALL, *THE ADIRONDACK JOURNAL*

CHARLENE DIRESTA, SR. LEGISLATIVE OFFICE SPECIALIST

Mr. Taylor called the meeting of the Planning & Community Development Committee to order at 10:16 a.m.

Motion was made by Mr. Sokol, seconded by Mr. McCoy 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 Leonard Fosbrook, President 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.*

Mr. Fosbrook announced that the EDC had applied for Foreign Trade Zone status for Warren County approximately two years ago and had recently received notification of the designation. He explained that companies in Warren County would be entitled to complete an application which would allow them to import products and raw materials to be used in the manufacturing process without requiring payment of duty tax until the final product was shipped. He added if the final product was shipped out of the United States no duty tax payment would be required. Mr. Fosbrook stated other benefits of a Foreign Trade Zone designation were that it reduced the amount of paperwork necessary and expedited the logistics. Mr. Taylor inquired as to the responsible party for processing the applications from the companies and Mr. Fosbrook replied they would be processed by the Capital District Regional Planning Commission and the EDC would assist the companies in Warren County with the application process. Mr. Fosbrook noted a detailed explanation of Foreign Trade Zones was included in the agenda packet.

Mr. Fosbrook stated the EDC had developed a marketing plan for the next two to three years. He noted a Business Attraction Marketing Plan Outline was included in the agenda packet which he reviewed in detail. He listed the industry sectors that had been identified by the EDC as potential

strategic targets for business attraction and investment in Warren County, as follows:

- ▶ semiconductors and suppliers;
- ▶ microelectromechanical systems (MEMS);and
- ▶ medical devices.

Mr. Fosbrook advised the EDC had chosen MEMS as a primary focus due to the number of applications for MEMS chips in the medical device industry. He noted another possible opportunity was the photovoltaic industry as photovoltaic plants were usually located in close proximity to chip plants. He apprised the MEMS industry was anticipated to grow from \$8 billion in 2010 to \$18 billion in 2015 and the existing plants would not have the capacity to handle the growth of the industry. He noted Warren County had two shovel ready parks, Queensbury Business Park and Tech Meadows, that would be suitable locations for MEMS plants. He added three private parks, Carey Business Park, Quaker Ridge and Chester Industrial Park, would also be suitable locations.

Discussion ensued.

Continuing review of the Business Attraction Marketing Plan Outline, Mr. Fosbrook mentioned the EDC had developed a flash drive presentation which could be distributed to businesses with an interest in relocating to the area. He added the EDC had completed an Exit 18 Corridor Map and they were working on the development of an Airport Corridor Development Map in collaboration with the GIS (Geographic Information System) Department of the Town of Queensbury. Mr. Fosbrook reported the EDC would develop a priority list of companies that might have an interest in the area and make personal contact with their representatives. He added the EDC would update their website to ensure it contained all the pertinent information that would be attractive to companies.

Mr. McDevitt inquired as to when the completed Tourism Study was anticipated and Mr. Fosbrook replied it would be available on Wednesday, September 1, 2010.

Privilege of the floor was extended to Patricia Tatich, Director of the Planning & Community Development Department, who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Referring to the pending items, Ms. Tatich said Mr. Geraghty had not yet identified a candidate from the Town of Warrensburg to serve on the Warren County Planning Board.

Relative to the pending item of a request from Up Yonda Farm for technical assistance with possible grant funding options, Ms. Tatich said she continued to have difficulty scheduling a meeting with Matt Sprow, Environmental Education Administrator at Up Yonda Farm, due to current work loads. She advised there had been discussions over the phone and she was aware of the project needs of Up Yonda Farm and would follow up with Mr. Sprow in the coming month.

In connection with the pending item pertaining to the billing process for GIS services to the Towns, Ms. Tatich reported the County Attorney's Office was working on the preparation of intermunicipal agreements. She stated that Paul Dusek, County Attorney/Administrator, had reviewed the first and second quarter billings and would base the agreements on that information.

Ms. Tatich expounded the Planning & Community Development Department had received a request from the Board of Elections (BOE) concerning the production of mandated election district maps. She said Wayne LaMothe, Assistant Director of the Planning & Community Development Department, had prepared a cost estimate for the production of the maps and she had been advised there were no funds available in the BOE budget to cover the cost.

Mr. LaMothe explained the BOE required a series of maps which labeled all of the streets in Warren County in order to allow election volunteers the ability to direct the public to the correct polling location. He advised they would need to produce 72 copies of the series of maps. He added the GIS Coordinator had met with the BOE to discuss the details. Mr. LaMothe expounded the production of the maps would require approximately 100 hours of the GIS Coordinator's time and they would need to be completed by September 13, 2010. He stated the Department could generate the maps electronically but the printing process would require an additional week; therefore, he recommended the Planning & Community Development Department create the maps in a PDF file to allow the BOE to take it to a copy store for printing. Mr. LaMothe advised the maps required printing in color and the cost for the Department to complete the printing would be approximately \$750 to \$800 for supplies. He added the Department's equipment was old and it was not advisable to complete a project of this size on the current equipment. Brief discussion ensued.

Mr. LaMothe requested to amend the 2010 County budget to increase estimated revenues and appropriations in the amount of \$300,000 in order to establish a CD71 fund for funding from the Affordable Housing Corporation (AHC) under the HOME Program. He also requested to amend the 2010 County budget to decrease estimated revenues and appropriations in the amount of \$300,000 in order to reduce the CD66 fund due to the creation of the CD71 fund. He explained CD71 was for a Performance Based Initiative which did not require the submission of a grant application as the AHC had awarded the additional \$300,000 based on the past history of awards to Warren County. He further explained the funds had initially been allocated to the CD66 fund; however, he added, the AHC had requested the funds be accounted for separately.

Motion was made by Mr. Sokol, seconded by Mr. McCoy and carried unanimously to amend the 2010 County budget as outlined and to forward same to the Finance Committee. *Copies of the resolution request forms are on file with the minutes.*

Mr. LaMothe requested a transfer of funds in the amount of \$9,000 from Administration-Consulting Fees (CD68 8686 437) to Program Activity (CD68 8668 470) to reflect a correction in the original establishment of the account. He explained when the account was established it had be set up based on the distribution requested in the application; however, he added, the distribution of the grantor agency had differed from what was requested.

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

Ms. Tatich expounded that Warren County had participated in a Broadband Study with surrounding counties. Originally the EDC had intended to contribute \$10,000 towards the cost of the Study, she continued, but was unable to do so due to budget constraints. Ms. Tatich noted the LDC (Local Development Corporation) had decided to contribute \$10,000 to the cost of the Broadband Study and had recently awarded the funds. In the meantime, she continued, the required \$10,000 had been allocated from the Planning & Community Development Department budget. She requested to amend the 2010 County budget to increase estimated revenues and appropriations in the amount of \$10,000 in order to reallocate the funds received from the LDC to the Department budget.

Motion was made by Mr. Conover, seconded by Mr. McDevitt and carried unanimously to amend the 2010 County budget as outlined and to forward same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

Chairman Monroe asked if there was any further information on the grant application for the Broadband Initiative and Ms. Tatich responded an email had been received from Howard Lowe, of CBN Connect, informing that the first round of funding only included a small award to the New York State Department of Labor. Ms. Tatich reported there were two other funding rounds remaining and she would update the Committee as further information was available.

Ms. Tatich requested to amend the 2010 County budget to increase estimated revenues and appropriations in the amount of \$493,705 to reflect the receipt of grant funding for the Westmount Sprinkler Project. She advised that Mr. LaMothe had worked with Julie Pacyna, Purchasing Agent, and Jeffery Tennyson, Superintendent of the Department of Public Works, on the details that were necessary in order to secure the grant funding. She noted this was the only community development project that was funded north of Saratoga. Mr. Conover complimented the Department on securing the grant award. Mr. Taylor asked if the funding would be received this year and Mr. LaMothe replied that funds should be released by late October. He added that the environmental review process would commence today and the RFP (Request for Proposal) for design services would be released today. He explained that \$45,000 had been requested for design fees but the grantor agency had awarded \$20,000. He continued there were funds available in the Westmount Health Facility budget to cover the remaining design fees. He noted the full amount requested for brick and mortar was awarded.

Motion was made by Mr. Sokol, seconded by Mr. McCoy and carried unanimously to amend the 2010 County budget as outlined and to forward same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

Mr. McDevitt asked when construction would commence on the Westmount Sprinkler Project and Mr. LaMothe responded completion of the Project was required by the Department of Health by September 2013. Mr. LaMothe added that the Certificate of Need (CON) required the construction drawings by the end of December 2010 and the grant funding required the completion of the Project by September 2012.

Ms. Tatich reported the Department was working with Hudson Headwaters Health Network on the re-submission of an application for an economic development project for the Carey Road Business Park Facility.

There being no further business to come before the Planning & Community Development Committee, on motion by Mr. Sokol and seconded by Mr. McCoy, Mr. Taylor adjourned the meeting at 11:01 a.m.

Respectfully submitted,
Charlene DiResta, Sr. Legislative Office Specialist