

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PLANNING & COMMUNITY DEVELOPMENT

DATE: DECEMBER 1, 2008

COMMITTEE MEMBERS PRESENT:

SUPERVISORS SOKOL
CHAMPAGNE
MERLINO
STEC
TAYLOR

COMMITTEE MEMBERS ABSENT:

SUPERVISORS BELDEN
TESSIER

OTHERS PRESENT:

REPRESENTING PLANNING & COMMUNITY DEVELOPMENT:
PATRICIA TATICH, DIRECTOR
WAYNE LAMOTHE, ASSISTANT DIRECTOR
JAMIE WHITE, SMALL BUSINESS DEVELOPMENT
COORDINATOR
REPRESENTING WARREN COUNTY ECONOMIC DEVELOPMENT
CORPORATION:
LEONARD FOSBROOK, PRESIDENT
JOHN WHEATLEY, PROJECT MANAGER, QUEENSBURY
INDUSTRIAL PARK
FREDERICK MONROE, CHAIRMAN
HAL PAYNE, COMMISSIONER OF ADMINISTRATIVE & FISCAL
SERVICES
JOAN SADY, CLERK OF THE BOARD
KEVIN GERAGHTY, BUDGET OFFICER
SUPERVISOR STRAINER
SUPERVISOR THOMAS
LUIA CRAIGE-SHERMAN, DIRECTOR OF THE LAKE GEORGE
REGIONAL CHAMBER OF COMMERCE
TOM RANDALL, *THE ADIRONDACK JOURNAL*
CHARLENE DIRESTA, SR. LEGISLATIVE OFFICE SPECIALIST

Mr. Sokol called the meeting of the Planning & Community Development Committee to order at 10:18 a.m.

Motion was made by Mr. Champagne, seconded by Mr. Taylor 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 Patricia Tatich, Director of Planning & Community Development, who distributed copies of the agenda; a copy of which is on file with the minutes.

Commencing with a review of the pending items, Ms. Tatich stated that she had attempted to arrange for a speaker from the New York State Office of Technology, to address the Committee on the topic of broadband as it related to the pending study that was being undertaken by Warren County. She said that she had been informed

that due to the current State budget constraints, the Office of Technology was curtailing any unnecessary travel and would therefore be unable to send a speaker. She requested authorization to establish a capital project for the Broadband Study in order for the funds to be expended in 2009.

Motion was made by Mr. Champagne, seconded by Mr. Merlino and carried unanimously to establish the Capital Project No. H295.9550 280, Countywide Broadband Study, in the amount of \$30,000 utilizing funds which had been earmarked in the 2008 budget and to refer same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

Ms. Tatich explained that pending item two pertained to the scheduling of a meeting between the Planning & Community Development Department and the Adirondack Community Housing Trust (ACHT) to begin discussions on collaboration activities. She added that the ACHT was not available until January and discussions would begin at that time.

Wayne LaMothe, Assistant Director of Planning & Community Development, apprised that pending item three pertained to the shared services of an event coordinator and pending item four pertained to funding for a rail station platform at the Stony Creek Station. He added that he would meet with representatives from the Department of State next week to discuss both items and finalize the contract for the rail station. He advised that the contract would expire at the end of the month and that once the details were worked out an extension would be issued for one year.

Ms. Tatich expounded that pending item five pertained to expiring appointments to the Warren County Planning Board. She requested authorization to re-appoint Eileen Fraiser, Christopher Kilmartin, Robert Thurling and Susan Wilson to the Warren County Planning Board, commencing January 1, 2009 and terminating December 31, 2009. She said that all four people had been contacted and had agreed to the re-appointments.

Motion was made by Mr. Champagne, seconded by Mr. Merlino and carried unanimously to re-appoint members of the Warren County Planning Board, as outlined above. *Copies of the resolution request forms are on file with the minutes and the necessary resolution was authorized for the December 19, 2008 Board meeting.*

Ms. Tatich requested authorization to establish a capital project to administer Local Waterfront Revitalization Program (LWRP) Grant funding in the amount of \$525,000. Mr. LaMothe noted that \$505,000 in grant funding had been awarded with \$20,000 from an interfund transfer. He added that \$90,000 would be used for the construction of the platform at the Hadley Station. Ms. Tatich reported that the request was to establish the Capital Project No. H292.9550 280, FWHC (First Wilderness Heritage Corridor) - Making the Connection, in the amount of \$ 525,000.

Mr. Champagne questioned how the grant funding would be expended. Mr. LaMothe responded that in addition to the platform at the Hadley Station, \$200,000 would be utilized for the rehabilitation of the buildings on the Kellogg property; a portion would be spent for website development and the shared services for an event coordinator position. Mr. Merlino interjected that \$25,000 had been earmarked for sidewalk maintenance in the Town of Lake Luzerne. Mr. Champagne asked the percentage of local match and Mr. LaMothe replied that the local share was 50%; however, he added, force account labor and in-kind services would be used for a large portion of the local match.

Mr. LaMothe stated that one of the items on the agenda was to discuss the allocation of funding for the event coordinator position which would be a shared services position. He explained that the position had been incorporated into the grant proposal although the matching funds needed for the position had not been established. He questioned if the Committee wanted to request Occupancy Tax funding for the local match for the event coordinator position. He advised that there had been many discussions with the Lake George Regional Chamber of Commerce as to the specifics of how the services would be shared. He said that Warren County would need to contribute \$30,000 to \$35,000 per year for two to three years as their share. He added that funding for two years was included in the grant and another grant award would fund year three.

Discussion ensued pertaining to the event coordinator position.

Hal Payne, Commissioner of Administrative & Fiscal Services, advised that the Occupancy Tax Coordination Committee had received an application to fund the hiring of an event planner. Luisa Craige-Sherman, Director of the Lake George Regional Chamber of Commerce, explained that there were two separate requests from the Chamber. The first, she continued, was the FWHC Event Coordinator position that would work with each of the municipalities to attract new events and increase attendance at existing events. She expounded the second request was a proposal to create a sales position, that would look regionally, state-wide and nationally to attract new events, conferences and conventions to the area.

Mr. Champagne asked if the Tourism Department staff already performed these duties and Mr. Payne responded that the Tourism Department staff promoted tourism to bus tours and consumers. He added that the Tourism Department had recently designed an advertisement to attract conventions and small meetings to the area. Mr. Taylor asked if the FWHC Event Coordinator position would be a salaried position and Ms. Sherman responded that it would be a contract position with an incentive program.

Motion was made by Mr. Merlino, seconded by Mr. Champagne and carried unanimously to establish Capital Project No. H292.9550 280, FWHC - Making the Connection, in the amount of \$525,000 to administer the LWRP grant funding and to forward same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

Mr. Payne asked if an application for Occupancy Tax funding had already been submitted and Mr. LaMothe replied that he had not submitted an application because he wanted to determine the Committee's wishes.

Mr. LaMothe requested a Memorandum of Understanding (MOU) with the Town of Johnsbury for administration of the LWRP Grant funding which had been awarded to the Town for the FWHC. He explained that the County was not eligible to receive funding and the application had been submitted by the Town of Johnsbury.

Motion was made by Mr. Taylor, seconded by Mr. Merlino and carried unanimously to authorize an MOU with the Town of Johnsbury as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the December 19, 2008 Board meeting.*

Ms. Tatich requested authorization to extend the existing MOU with the Town of Johnsbury for administration of FWHC Grant funding (C006530) until December 2009. She said that the State was revising the work program to include the construction of the Stony Creek platform which would be constructed in 2009.

Motion was made by Mr. Merlino, seconded by Mr. Champagne and carried unanimously to extend the existing MOU with the Town of Johnsbury as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the December 19, 2008 Board meeting.*

Mr. LaMothe asked if a referral would be sent to the Occupancy Tax Coordination Committee regarding the FWHC Event Coordinator position.

It was the consensus of the Committee that the request for Occupancy Tax funding for a FWHC Event Coordinator position be referred to the Occupancy Tax Coordination Committee.

Mr. LaMothe noted that the County had been awarded an additional \$258,270 for the FWHC through the LWRP which would be used to accomplish numerous site improvements on the Kellogg property.

Ms. Tatich recapped the projects which had received grant funding for 2008 and announced that the funding totaled \$1,648,270. She said there were also two grant applications pending, which totaled \$225,000.

Ms. Tatich noted that there had been a recent monitoring visit from the Office of Community Renewal. She said they had closed out a Community Development grant (CD63), which had been The Dome Adirondack Sports Complex project.

Jamie White, Small Business Development Coordinator for the Planning & Community Development Department, explained that in 2005 they had applied for and received

\$316,000 from the Office of Small Cities. She said that it had been a grant to the County to be lent to The Dome for their \$3.3 million project. She advised that they had lent The Dome \$309,000 and the total project had cost \$3.5 million. She advised that the loan was current and seven additional positions had been created than had been anticipated. She apprised that during the monitoring visit it had been determined that The Dome had not been providing the necessary income forms. Mr. Champagne asked what the term of the loan was and Ms. White replied it was seven years. Ms. White explained that \$180,000 of the loan had been for equipment and the remainder had been for working capital. She said that she had received all of the invoices filed for the equipment; however, she added, they had never been required to report on how the working capital was expended in the past. She advised that the issue had been resolved during the course of the visit. She apprised that during the monitoring visit it had been determined that an agreement between the Local Development Corporation and Warren County had never been executed.

Ms. Tatich stated that there would be an additional monitoring visit for the Ski Bowl project in the Town of Johnsbury. She said that she expected similar issues with that visit.

Discussion ensued.

Ms. Tatich reviewed a list of the Department's goals for 2009; a copy of which is on file with the minutes. She noted that the Department had held their annual GIS (Geographic Information System) Day last week which had been successful.

Mr. Geraghty stated that it should be a goal of each Department Head to find ways in which additional funds could be saved within their Department. He suggested that it should be a requirement of each Department Head that they come up with at least one cost savings idea for their Department for 2009.

Ms. Tatich and Mr. LaMothe exited the meeting at 11:15 a.m.

Privilege of the floor was extended to Len Fosbrook, President of the Warren County Economic Development Corporation (EDC), who distributed three handouts to the Committee members; copies of which are on file with the minutes.

Mr. Fosbrook advised that his goal for the meeting was to outline the EDC's marketing plan for 2009. He noted that the total 2008 appropriations for marketing were \$40,000, which would address 75% of the economy that the EDC attended to. He advised that the handout entitled 'EDC Marketing Plan 2009 - Outline' represented an internal and external marketing plan. He said that the annual luncheon and the Emerging Business Trends event, which had been held in 2008 would both be held again in 2009. He added that they would attend a number of trade shows and conferences in 2009.

Mr. Fosbrook stated that the annual report and brochures were significant marketing tools. He added that two new brochures had been designed for 2009. He said the EDC would continue to maintain their website, which marketed all available sites in Warren County to businesses. He noted that the hits on the website for 2008 had doubled as compared to 2007.

Mr. Fosbrook introduced John Wheatley, Project Manager for Queensbury Industrial Park, who maintained the real estate section of the website. Mr. Fosbrook stated that the two best tools the EDC had to promote Warren County were the website and personal contact networking. He added that the networking took place at meetings and conventions outside of Warren County. He advised that the EDC belonged to the Center for Economic Growth (CEG), which had marketed the phrase 'Tech Valley'. He added by contributing \$1,500 per year to belong to CEG, the EDC was able to 'piggyback' their marketing plan with the Center's. He said that any show that was attended by representatives from the CEG, had the EDC's literature on display.

Mr. Fosbrook apprised that biomedical was the biggest medical device cluster within Warren County. He said that part of the EDC's initiative was to recruit biomedical companies. He said the New York State Economic Development Council organized a display that was taken to major shows and the Warren County EDC was represented on the display. He advised that he and Mr. Wheatley had attended three medical device meetings in 2008.

Mr. Fosbrook apprised that the EDC planned to do two mass mailings with the two new brochures they had developed. He said that the first of the new brochures promoted the Queensbury Business Park and the second brochure promoted all of Warren County.

Mr. Fosbrook expounded that the Luther Forest Development Corporation had been designed for the large chip factories. He said that The Foundry Company would produce chips for companies other than AMD, and it opened additional opportunities for design companies. He noted that the majority of foundry companies had been relocated overseas.

Discussion ensued.

Mr. Fosbrook stated that the brochure that promoted all of Warren County was intended to close the geographical gap. He noted that New York City, Montreal and Boston were a very short distance from Warren County. He said that they had highlighted the local colleges on the brochure map, as recruitment of new employees was a key feature for prospective employees.

Mr. Fosbrook explained that the third handout included a diagram of the EDC's Growth Strategy and an EDC Economic Impact Statement. He advised that the most important function of the EDC was to create wealth. He said that the three major components of

economic development were retention, job growth and planning for the future.

Mr. Fosbrook expounded that Tribune Media Services had been looking for a new location for their offices. He added that a parcel off Exit 18 of the Adirondack Northway had been sold to Tribune. He advised that the addition of Tribune Media Services had created a \$20 million annual payroll, resulting in a \$140 million annual economic impact for Warren County. He noted that the EDC had spent \$75,000 of grant funds that had been received from Assemblywoman Sayward's Office, to extend the sewer line near Exit 18. He apprised that the Queensbury Business Park would create an additional 1,000 jobs, which would amount to an annual payroll of approximately \$20 million.

There being no further business to come before the Planning & Community Development Committee, on motion by Mr. Taylor and seconded by Mr. Merlino, Mr. Sokol adjourned the meeting at 11:53 a.m.

Respectfully submitted,

Charlene DiResta, Sr. Legislative Office Specialist