

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PLANNING & COMMUNITY DEVELOPMENT

DATE: JUNE 29, 2009

COMMITTEE MEMBERS PRESENT:	OTHERS PRESENT:
SUPERVISORS TAYLOR	REPRESENTING PLANNING & COMMUNITY DEVELOPMENT:
BELDEN	PATRICIA TATICH, DIRECTOR
CHAMPAGNE	WAYNE LAMOTHE, ASSISTANT DIRECTOR
MERLINO	JAMIE WHITE, SMALL BUSINESS DEVELOPMENT COORDINATOR
STEC	FREDERICK MONROE, CHAIRMAN
SOKOL	TRISH NENNINGER, SECOND ASSISTANT COUNTY ATTORNEY
PITKIN	HAL PAYNE, COMMISSIONER OF ADMINISTRATIVE & FISCAL SERVICES
	JOAN SADY, CLERK OF THE BOARD
	KEVIN GERAGHTY, BUDGET OFFICER
	SUPERVISOR STRAINER
	SUPERVISOR THOMAS
	MIKE BORGOS, PRESIDENT OF THE LOCAL DEVELOPMENT CORPORATION
	SKIP STRANAHAN, WARREN COUNTY RESIDENT
	CHARLENE DiRESTA, SR. LEGISLATIVE OFFICE SPECIALIST

Mr. Taylor called the meeting of the Planning & Community Development Committee to order at 10:28 a.m.

Motion was made by Mr. Belden, seconded by Mr. Pitkin 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 the Planning & Community Development Department, who distributed copies of the agenda to the Committee members; *a copy of which is on file with the minutes.*

Ms. Tatich began the agenda review with Pending Item No. 1, by saying that she would like to remove the Adirondack Community Housing Trust from the list. She stated that Pending Item No. 2 referred to the vacancy on the Warren County Planning Board from the Town of Queensbury. Mr. Stec advised that he was interviewing a potential candidate on July 1, 2009 and he should have a suitable person to fill the vacancy by the end of the week.

Ms. Tatich apprised that Pending Item No. 3 pertained to the previous resolutions for the Quadricentennial and said that there had been some confusion as to the wording of the resolutions. She added that they had a revised format with an understanding of how funds should be dispersed from the County, who was the recipient of the grant, to the municipalities. She advised that the County would have intermunicipal agreements with the municipalities, who would receive the funds and assume the responsibility of securing the necessary services for their projects. She requested that they proceed with the resolution with the understanding that it would require the approval of the County Attorney's Office.

Motion was made by Mr. Pitkin, seconded by Mr. Belden and carried unanimously to rescind

Resolution No. 695 of 2008 and 89 of 2009 approving a resolution authorizing the Planning & Community Development Department to enter into agreements with the municipalities and upon receiving the funds, the County would disburse the funds to the municipalities; thereby, superceding any prior resolutions in a form approved by the County Attorney. *The necessary resolution was authorized for the July 17, 2009 Board meeting.*

Wayne LaMothe, Assistant Director of the Planning & Community Development Department, requested authorization for a contract with Mend Electric, Inc. for the delivery and installation of a generator for the Town of Lake Luzerne Community Center, commencing July 17, 2009 and terminating December 31, 2009, for a lump sum amount of \$23,285. He noted that Mend Electric, Inc. had been the lowest responsible bidder.

Motion was made by Mr. Sokol, seconded by Mr. Pitkin and carried unanimously to authorize a contract with Mend Electric, Inc., as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the July 17, 2009 Board meeting.*

Ms. Tatich updated the Committee on the Broadband Study by saying that there were a few items that needed to be resolved with the SUNY (State University of New York) Research Foundation. Chairman Monroe interjected that he had already signed the contract. Ms. Tatich stated that she and Mr. Thomas were members of the Broadband Advisory Committee and added that they needed to secure letters of support from businesses, agencies, community groups and residents that could be sent to Congressman Scott Murphy to validate the request for Economic Stimulus Funding. She said that page 12 of the agenda was a copy of a memo which she had sent to Mr. Thomas, in reference to the need for the letters of support. Mr. Thomas stated that he had requested the support of the Warren County Council of Chambers, who had passed a resolution of support. Mr. Belden suggested that Ms. Tatich send a letter to the individual Towns requesting resolutions of support. He further recommended that letters be sent to Congresswoman Kirsten Gillibrand and Senator Charles Schumer requesting letters of support. Chairman Monroe suggested that the letters be sent with a sample letter or sample clauses that would assist the individual entities in writing the letter of support. He said that he would meet with Congressman Murphy on July 6, 2009 to discuss broadband. Mr. Belden asked if Washington County had joined in the study and Chairman Monroe responded that Washington County was still considering it and their representatives would attend the meeting with Congressman Murphy on July 6, 2009.

Ms. Tatich thanked the Supervisors who had supported the continuation of the GIS (Geographic Information System) Program. She noted that pages 14 through 20 of the agenda packet contained information on the GIS Coordinator position and the GIS Program. She recommended that the base salary for the GIS Coordinator position be set at \$42,500 and added that a job description for the position had been included in the agenda packet. She said that page 18 of the agenda packet contained a chart of the base salaries of similar positions in counties comparable, in size to Warren County. She advised that the reclassifying of the position to GIS Coordinator would result in a savings of \$15,798.

Motion was made by Mr. Belden and seconded by Mr. Pitkin to set the base salary for the GIS Coordinator position to \$42,500 and to refer same to the Personnel Committee.

Mr. Belden asked if the individual that would assume the position would be a County employee and Ms. Tatich replied affirmatively. Mr. Belden asked who would be responsible for the employee's fringe benefits and Ms. Tatich replied that it would be the County.

Following a brief discussion, Mr. Taylor called the question and the motion was carried by majority vote to set the base salary for the GIS Coordinator position at \$42,500 and to refer same to the Personnel Committee, with Mr. Stec voting in opposition.

Ms. Tatich apprised that she had contacted the municipalities and page 15 of the agenda packet listed the amount of funding for the position which had been pledged by each municipality and several scenarios of how the municipalities could contribute to the cost of maintaining the Program. She explained that the first table listed each municipality and the number of parcels; the average amount of time per year that the former GIS Administrator had spent in each municipality based on the last three years; the amount that would be billed to the municipality if the \$.61 per parcel scenario was used with no cap; the amount that would be billed to the municipality if the \$.61 per parcel scenario was used with a cap of \$3,000; and the amount of funding that had been pledged by the municipality for 2009 and 2010.

Ms. Tatich explained that the first scenario would utilize the pledged funding from the municipalities and would bill the municipalities that had not pledged funding at a rate of \$.10 per parcel. She noted that other funding included a pledge of \$2,500 for both 2009 and 2010 from the District Attorney's Office; a pledge of \$1,250 for 2009 and \$2,500 for 2010 from both the Snowmobile Club and the Lake George Park Commission. She advised that this scenario could generate potential revenues of \$15,936 for 2009 and \$27,186 for 2010.

Ms. Tatich apprised that the next scenario was to bill each municipality \$.61 per parcel per year with the possibility of capping the larger municipalities at \$3,000. She added that this scenario could generate potential revenue totaling \$32,926.14 for 2009 and \$35,426.14 for 2010 if there was no cap; or \$27,396.21 for 2009 and \$29,896.21 for 2010 if there was a cap of \$3,000.

Mr. LaMothe explained that the \$.61 per parcel had been calculated using the average number of hours spent in the municipalities in the last three years, which totaled 830.5 hours. He stated that if Resolution No. 165 of 2000, which established fees for purchase of Warren County GIS maps produced by the Planning & Community Development Department, was amended, they recommended a fee of \$.61 per parcel with a cap of \$3,000 per municipality. Mr. Belden voiced his opinion that based on the average number of hours spent in the municipalities, the fee of \$.61 per parcel would be unfair. Ms. Tatich noted that a full-time County employee worked 2,080 hours per year and on average 830.5 hours had been spent by the former GIS Administrator working in the municipalities.

Discussion ensued.

Ms. Tatich explained that the GIS Coordinator took the parcel data, converted it to ARC information, copied the information to a disk and made appointments with the municipalities to update their information. Mr. Champagne stated that he believed in paying for services that were rendered; however, he added, it was preferable to bill the municipalities for actual time as opposed to the number of parcels. Mr. Pitkin agreed that it was preferable to pay for actual

hours used and suggested that the municipalities could budget based on the previous year's usage or a rolling three-year average.

Mr. Stec pointed out that the Planning & Community Development Department did not abolish a position as requested, instead they were transferring the financial burden of the position to the municipalities. Hal Payne, Commissioner of Administrative & Fiscal Services, noted that the salary was being reduced, as well. Mr. Taylor responded that they had reviewed all of the positions in the Department and all of the other positions had been revenue generating. Chairman Monroe stated that the municipalities had received GIS services for years and probably should have been billed since the beginning. Mr. Geraghty noted that some of the municipalities had opted not to contribute to the cost of sharing the Program. Chairman Monroe said that the municipalities could still be billed for time used. Ms. Tatich noted that Resolution No. 165 of 2000 stated that the municipalities would pay fees at \$.10 per parcel. Mr. Stec apprised that he could not support the position if the municipalities were billed per parcel, as the Town of Queensbury had their own GIS employee and would not be using the services.

Discussion ensued.

Ms. Tatich advised that there were funds that the State was not paying to the counties for 911 surcharges. She added that the GIS Coordinator position could be funded in-part by those funds. Chairman Monroe noted that the former GIS Administrator had done work for other outside entities that could be billed for future work. Mr. Belden questioned what the hourly rate would be and Mr. LaMothe responded that it would be the total cost of the GIS Coordinator salary and benefits, divided by 2,080 hours. Mr. Geraghty suggested that other County Departments that use the GIS services should also be billed. Mr. Pitkin apprised that if the service was to be billed out, similar to the way the Information Technology Department billed, they should bill the municipalities and the departments based on the three-year rolling average. Mr. Geraghty suggested that the municipalities should be charged based on current usage. Mr. LaMothe said that the three-year average had been provided to assist the municipalities with their budgeting process and added that the municipalities would only be billed for time used.

Mr. Taylor suggested that the GIS Coordinator position and the departments and entities that would be billed should be considered further and discussed again at the next meeting. Mr. Pitkin voiced his opinion that the GIS Coordinator position would set a precedent for the cost of other positions that completed work for the municipalities to be billed back to the municipalities. Mr. Thomas said that if the County back charged for all its services, the County tax rate would plummet and added that he felt it was unnecessary to bill the other departments for services. It was the consensus of the Committee to discuss the funding of the GIS Coordinator position and to determine an hourly rate to bill the municipalities and outside entities at the next Committee meeting.

There being no further business to come before the Planning & Community Development Committee, on motion by Mr. Stec and seconded by Mr. Pitkin, Mr. Taylor adjourned the meeting at 11:24 a.m.

Respectfully submitted,
Charlene DiResta, Sr. Legislative Office Specialist