

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: ECONOMIC GROWTH & DEVELOPMENT

DATE: JANUARY 28, 2015

COMMITTEE MEMBERS PRESENT:

SUPERVISORS TAYLOR
WOOD
BEATY
STROUGH

OTHERS PRESENT:

WAYNE LAMOTHE, COUNTY PLANNER
SARA FRANKENFELD, GIS COORDINATOR
REPRESENTING ECONOMIC DEVELOPMENT CORPORATION:
ED BARTHOLOMEW, PRESIDENT
JENNIFER SWITZER, DIRECTOR OF FINANCE
JOANN MCKINSTRY, ASSISTANT TO THE COUNTY ADMINISTRATOR
MARTIN AUFFREDOU, COUNTY ATTORNEY
JOAN SADY, CLERK OF THE BOARD
FRANK E. THOMAS, BUDGET OFFICER
SUPERVISORS MCDEVITT
MERLINO
SEEBER
DON LEHMAN, *THE POST STAR*
THOM RANDALL, *ADIRONDACK JOURNAL*
CHARLENE DIRESTA, SR. LEGISLATIVE OFFICE SPECIALIST

COMMITTEE MEMBER ABSENT:

SUPERVISOR MONROE

Mr. Taylor called the meeting of the Economic Growth & Development Committee to order at 10:29 a.m.

Motion was made by Mr. Strough, seconded by Ms. Wood 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 Wayne LaMothe, County Planner, who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing the agenda review, Mr. LaMothe explained he would present the requests out of order so that the first item, the elimination of E-911 addressing fees could be discussed at the end of the meeting.

Mr. LaMothe requested authorization for out-of-State travel to allow his attendance at the American Planning Association 2015 National Planning Conference in Seattle, Washington on April 17-23, 2015 in order to obtain the necessary law and ethics credits for his required re-certification, with the cost to be covered by First Wilderness Heritage Corridor (FWHC), Making the Connection grant funding (H292). Mr. Strough asked if there were any regional or State conferences which could be attended instead and Mr. LaMothe responded there were but they did not offer the necessary law and ethics credits which were required by December in order for his re-certification. Mr. Strough asked the total anticipated costs and Mr. LaMothe replied approximately \$2,400.

Motion was made by Ms. Wood, seconded by Mr. Strough and carried unanimously to authorize out-of-State travel as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the February 20, 2015 Board meeting.*

Mr. LaMothe requested authorization to submit a grant application to the New York State Housing Trust Fund Corporation, Office of Community Renewal under the Community Development Block Grant (CDBG) Program for an amount not to exceed \$750,000; under the Access to HOME Program

for an amount not to exceed \$150,000; and under the RESTORE Program for an amount not to exceed \$75,000. He advised the State had released a Notice of Funding Availability (NOFA) which was included in the agenda packet. He said he had not identified projects for the funding yet but he wanted to submit the application and would determine projects to meet the requirements of each program. Mr. Taylor asked if these programs required matching funds and Mr. LaMothe replied that as far as he could tell, no matching funds were required.

Motion was made by Ms. Wood, seconded by Mr. Strough and carried unanimously to authorize submission of the grant application as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the February 20, 2015 Board meeting.*

Mr. LaMothe requested to establish Capital Project No. H356.9550 280, First Wilderness Plan Implementation 2014, in the amount of \$410,450 in order to administer the New York State Department of State (NYS DOS) grant award for projects which would be discussed later in the meeting when he would complete a review of the FWHC Program for the Committee members. He noted he had discussed the capital project with the County Treasurer's Office. He commented there was a matching funds requirement for the grant and the investment made by the Saratoga & North Creek Railway (SNCR) and Iowa Pacific, Inc. into the infrastructure counted towards this requirement. Mr. Taylor asked if there was grant funding towards the administration of the projects and Mr. LaMothe replied affirmatively and noted it was \$75,000.

Motion was made by Ms. Wood, seconded by Mr. Strough and carried unanimously to establish Capital Project No. H356.9550 280, First Wilderness Plan Implementation 2014 as outlined above and to forward same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

Mr. LaMothe requested to amend the 2015 County budget to increase estimated revenues and appropriations in the amount of \$400,000 in order to establish CD74 to administer grant funding associated with the connection of Countryside Adult Home to the Town of Warrensburg sewer system. He noted this project would be jointly undertaken with the Town of Warrensburg.

Motion was made by Mr. Strough, seconded by Ms. Wood and carried unanimously to amend the 2015 County budget as outlined above and to forward same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

Mr. LaMothe requested to amend the existing Intermunicipal Agreement governing the administration of the Local Waterfront Revitalization Program (LWRP) funds for the FWHC Program to add SNCR and the Sacandaga Hudson River Advisory Council as partners in order to make these entities eligible to receive funding. He explained the existing agreement authorized funding to not-for-profit organizations and authorities and this amendment would make these entities eligible to receive funding under the original agreement.

Motion was made by Mr. Strough, seconded by Ms. Wood and carried unanimously to amend the existing Intermunicipal Agreement as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the February 20, 2015 Board meeting.*

Mr. LaMothe provided a presentation on the LWRP funding and FWHC Program projects from 2007 until present including a status report for each project; *a list of LWRP funding and FWHC Program*

projects including their current status is on file with the minutes. He explained the Department had 7 different grant awards that they were administering for a total of approximately \$5.8 million in projects. He added there were 39 separate projects which were currently underway or proposed and the Department was currently administering 24 separate contracts with consulting firms for design, construction or other elements. He said the grant funding was for the benefit of establishing improvements in the public infrastructure along the rail corridor and to allow the communities to better utilize and market their resources. He commented the 2007 grant would need to be closed out in 2015 and the Department was working on finalizing all of those projects. He reviewed the amount of funding received each year and gave a brief overview for each of the projects, as follows:

- ▶ 2007 funding amount of \$1,010,000 for improvements to the North Creek Train Station; connections between the Towns of Hadley and Lake Luzerne including streetscape enhancements, construction of a train station and parking facilities; update of the FWHC Action Plan; and assistance with FWHC marketing and outreach;
- ▶ 2008 funding amount of \$516,540 for improvements to the North Creek Train Station complex and adjacent streetscapes; marketing and promotion plan for events and materials to enhance regional tourism activities; and enhancements to the FWHC website;
- ▶ 2009 funding amount of \$832,012 for an assessment of the capability of the Chestertown Water District to support the newly created 22 acre Industrial Park and a 56 acre parcel to be developed for affordable housing which included design of the water infrastructure extension; streetscape enhancement of the hamlets of Chestertown and Pottersville including lighting, sidewalks and landscaping; non-motorized recreational trails with associated parking and signage constructed at Dean Farm in the Town of Chester to create a recreational destination for residents and tourists; streetscape enhancements for the hamlet of Lake Luzerne including sidewalks, lighting and landscaping; design of wayfinding sites and signage in the hamlets of Lake Luzerne, Thurman, Warrensburg, Chestertown, North Creek and Pottersville; and administrative and management services provided by Warren County Planning Department;
- ▶ 2011 funding amount of \$926,232 for a design to modernize Dynamite Hill Ski Area in the Town of Chester to allow it to serve as a year round destination area and to be more accessible for bike and pedestrian traffic from Main Street; streetscape improvements in the hamlet of North Creek as part of the North Creek Main Street Enhancement Plan including lighting, sidewalks, landscaping and a pedestrian gazebo; improvements to the Thurman and Hadley Train Stations including enclosing the platforms and construction of restrooms; construction of a boarding platform at the Old Corinth Station; enhancements to the Adirondack Folk School in the Town of Lake Luzerne including a new 1,100 square foot classroom, an Americans with Disabilities Act (ADA) compliant restroom and an office space for administrative services; FWHC marketing and promotion to enhance regional tourism activities; and administrative and management services provided by Warren County Planning Department;
- ▶ 2012 funding amount of \$616,000 for restoration of the historic bandstand in the Town of Warrensburg; design of Warrensburg Waterfront Park on 3.5 acres of former Brownfield site to support local and regional tourism; design of Town of Corinth Rail Station to restore passenger and freight service; and administrative and management services provided by Warren County Planning Department;
- ▶ 2013 funding amount of \$1,107,000 for development of phase 1 of the Sacandaga River Whitewater Park in the Town of Hadley; enhancements to the Dean Farm Recreation Area in the Town of Stony Creek including improved parking area and restroom facilities; streetscape and gateway enhancements in the Town of Stony Creek including informational signs, street furniture and landscaping; and enhancement of teaching facilities at the Adirondack Folk School in the Town of Lake Luzerne including a 1,500 square foot blacksmith building, new

exterior siding, completion of the main building and new concrete walkway connections between three buildings and the parking lot; and

- ▶ 2014 funding amount of \$820,900 for update of the FWHC Market Study to evaluate the role of improved passenger rail in the Adirondack economy, benefits from increased tourism and leisure expenditures and the impact on jobs and investment in the region; materials to replace waterlines and laterals in the area to be improved through a previously funded streetscape program; creation of a map and plan report for the formation of a sewer district in the hamlet of North Creek; development of a concept for a 10.7 mile bike and pedestrian path between the hamlet of Chestertown and the Scaroon Manor Day Use Area; preparation of a recreation master plan for the Reservoir Property in the Village of Corinth located 3/4 of a mile east of the depot along County Route 10; rehabilitation of the historic former United Methodist Church and the construction of an addition to serve as the Stony Creek Library and community assembly space including utilities and site improvements consistent with the Secretary of the Interior's Standards for the Treatment of Historic Properties; and administrative services provided by Warren County Planning Department.

Mr. LaMothe informed that under Section 239(d), Paragraph 6 of the General Municipal Law, the County Planning Board was required to complete a year end report. He noted the Planning & Community Development Department under local law functioned as the County Planning Board and as such the last page of the agenda packet reflected the 2014 Report. He noted 279 projects had been reviewed by Departmental staff and the Report contained a breakdown by community and type of project.

Pertaining to the topic of E-911 addressing, Mr. Lamothe introduced Sara Frankenfeld, GIS (Geographic Information Systems) Coordinator, and noted she had been previously employed by the Department in the late 1990's until about 2000 when she left to assume a consulting position. He said Ms. Frankenfeld had returned to the Department when the previous GIS Coordinator left the position vacant. He noted Ms. Frankenfeld was a part-time employee who administered the GIS Program for Warren County which she had originally established. He stated Ms. Frankenfeld was excellent in her role and was well known throughout the State agencies. He said the Enhanced E-911 System project was quite involved but it was believed that the end result would be worth the effort. He pointed out a briefing paper entitled "Interdepartmental and Intermunicipal Data Sharing for Emergency Response Data" was included in the agenda packet; he commented the FWHC and the Enhanced E-911 Program had staffing implications which required discussion at this or a future Committee meeting.

Ms. Frankenfeld commented there had been previous discussions pertaining to the Enhanced or Next-Gen (next generation) E-911 Program. She noted this was a nationwide effort to improve the E-911 capabilities which currently used analog technology that was outdated and could not accept digital information, such as GPS (Global Positioning System) locations. She commented the Planning & Community Development Department issued the E-911 addresses and maintained the data used in the 911 Call Center which used New World software. She explained that historically the data maintained by the Department had been based on road center lines and a range of addresses for each intersection along the center line. She said the software received the address from Verizon's database and interpolated the location of the point along the road center line. She apprised there were numerous addressing anomalies throughout the County and some Counties in New York State had chosen to address these problems. She explained the problems included multiple structures with the same E-911 address; addresses out of sequence; and housing structures which did not have an address.

Ms. Frankenfeld commented this was a large problem in Warren County because there were thousands of residences for which the owners did not receive mail, such as seasonal second homes. She stated some Counties had chosen to completely re-address the entire County and she noted this concept was difficult and not politically popular because a lot of businesses would receive new addresses. She commented the next best way of correcting the anomalies would be to have a GPS point on each structure in the County with its associated E-911 address. She explained when a call came in the map in the 911 Call Center could pinpoint the rooftop in question, as opposed to the software having to interpolate along a set of address ranges which might contain anomalies.

Ms. Frankenfeld advised the development of the new dataset would be extremely time consuming and due to staffing the Department had been unable to undertake the process. She noted there would be a lot of field work and data collection involved in the process. She explained New York State had worked with the E-911 communities to develop address points for the entire State. She commented Warren County had provided the available data including road center lines, Real Property Tax Services (RPTS) information and United States Post Office databases. Over the course of a year, she continued, the State had worked with a consultant to develop the data which the Planning & Community Development Department had received in November of 2014. She explained there were over 40,000 address points in Warren County; however, she added, there were lots of problems with the data received from the State. She explained the State did not have people to go into the field and the best available data sources had been used. She said there were many cases where the State had been unable to locate a structure or determine a correct E-911 address. She expressed there were issues with condos, townhouses, apartment buildings, strip malls or anywhere there were multiple structures on one parcel. She stated the Department was at the beginning of a process to review and correct all of the data which was a large undertaking. She said the Department had a temporary employee who worked 200 hours in 2014 and was slated to work an additional 200 hours in 2015 and she noted another staff member in the Department had been working on the project, as well. She explained they had coordinated with the Town of Queensbury which had a full time GIS Coordinator who would review and correct the addresses for Queensbury residents. She said all of the remainder of Warren County would need to be reviewed by the Department to ensure correct address points and E-911 addresses. She noted this would be time consuming and require a lot of staff time.

Ms. Frankenfeld explained this database would need to work in sync with a number of other databases, such as the road center line database and two of Verizon's databases because all four databases were used in the 911 Call Center. She commented they had a good working relationship with Verizon and had obtained all of their data. She advised there were about 4,000 mismatches in the Verizon database which required correction. Within the next six months, she continued, they hoped to get the database to a point where it could be uploaded to the 911 Call Center. She apprised it would be necessary to establish procedures to keep the new database up to date.

Ms. Frankenfeld apprised the current system of assigning E-911 addresses was done upon the request of the property owner who was charged a \$15 fee to do so. She explained that when a property owner began construction on a new project they requested an E-911 address as part of the process. She noted the address was issued and a letter was emailed to the property owner for them to provide it to National Grid, as required. Because this process was initiated by the property owner, she continued, there were many cases in which the Department was not made aware of new development. She explained that some developers had contacts at National Grid and they guessed the E-911 address for the property in question in order to bypass the process. She expressed there were many cases where a property was sub-divided and someone in the process took it upon themselves to guess the E-911 address. She noted there were also cases where the property was

sub-divided and the assessor used the same E-911 address for both properties. Because the Department would be responsible for maintaining the data at the individual structure level, Ms. Frankenfeld said they would like to change the process for assigning E-911 addresses. She mentioned the RPTS Office would notify the Planning & Community Development Department when a new sub-division was filed. She apprised they would need to make hundreds of corrections to existing E-911 addresses and they would be suggesting changed addresses as necessary; however, she continued, this would not make it feasible to continue to collect the \$15 fee from each property owner.

Mr. LaMothe requested to amend Local Law No. 3 of 2011 to remove the E-911 addressing fee and he noted a copy of this local law was included in the agenda packet. He said the local law was outdated and would require the review of Martin Auffredou, County Attorney. He noted the RPTS Office had established their own fees for map generation and the fees for reprinting of existing maps were included in this local law. He explained the Department had to correct the database and assign E-911 addresses for a number of parcels and it was not feasible to assume that property owners would be willing to pay a fee for a service they did not request.

Motion was made by Mr. Strough and seconded by Ms. Wood to amend Local Law No. 3 of 2011 as outlined above.

Mr. Auffredou advised he would need to review the local law, prepare revisions and review those revisions with this Committee. Once the revisions were approved by the Committee, he continued, a resolution introducing a proposed local law and authorizing a public hearing would need to be adopted. He commented the entire process would take two to three months. Mr. LaMothe expressed his concern with the lengthy process and noted there were other portions of the process they could work on in the meantime. He commented that when the Department corrected the E-911 addresses for a Town, they would want to be able to complete the entire municipality without the need to go back and finish the properties which required correction. Mr. Taylor asked if the motion should be voted on prior to Mr. Auffredou's review and revisions and Mr. Auffredou responded that the Committee should review the revisions to Local Law No. 3 of 2011 prior to voting.

Following a brief discussion, Mr. Strough amended his motion and Ms. Wood amended her second to the motion which was carried unanimously to authorize the County Attorney to review and revise Local Law No. 3 of 2011 in order to remove the \$15 fee for E-911 addresses and make other updates as determined necessary to be brought back to the Committee for further action.

Mr. Taylor asked if the necessary funding was available for the project or if there was an intention to apply for grant funding. Ms. Frankenfeld said there had been a historical mismatch of address assignments some of which happened at the Town level and some at the County level. Over the course of the last several years, she continued, the County had assumed address assignments for all of its municipalities, with the exception of the Towns of Queensbury and Stony Creek. She noted the Town of Queensbury had historically handled their own address assignments and had a full time GIS Coordinator. She reiterated that a process had already been established to handle any corrections necessary in the Town of Queensbury. She mentioned the Planning & Community Development Department would like to assume responsibility for address assignments in the Town of Stony Creek due to the new dataset and the technical requirements. Mr. LaMothe pointed out maintaining the new dataset would require significant software and equipment purchases by the Town which were already in place at the County. Mr. Thomas pointed out the Town of Stony Creek employed a 911 Facilitator and he asked who else received the dataset besides the 911 Call Center. He asked if this was a parcel locator or a people locator system and Ms. Frankenfeld replied it was

a structure locator. She pointed out this was a requirement for the Next-Gen E-911 System and was being completed nationwide. She expressed there would not be an owner's name associated with the address point, it would be solely an address point and an E-911 address. She noted the type of point would also be included, such as rooftop, driveway entrance, main entrance, etc. She stated the purpose of the dataset was to improve emergency response.

Ms. Frankenfeld explained existing address points had been generated using aerial photography and the vendor who developed the point data used the most current aerial photography which in New York State was updated every three to four years. She noted there were locations in the north country where due to tree cover it was difficult to determine where the rooftops were located and field work would be conducted to correct these address points. Mr. Strough stated SUNY (State University of New York) Adirondack Campus was all one mailing address and Ms. Frankenfeld replied that addresses such as that would be corrected. A brief discussion ensued.

Ms. Frankenfeld reiterated the current data existed from points located on rooftops using aerial photography which was only provided every three or four years and due to that there was concern about how the structures would be located for the new points. She said the Department realized that Building Inspectors from the Fire Prevention & Building Code Enforcement Department were already out in the field and could collaborate with the Planning & Community Development Department by collecting the location of the structures while completing their work. She added it would be helpful if they could also take a couple of photos of each address. She noted the Fire Prevention & Building Code Enforcement Department was willing to assist and they had determined the most cost effective way to do so. She stated the Planning & Community Development Department had a very high accuracy GPS receiver which they used for field work which would not be necessary to correct the address points. She commented it was determined that the Building Inspectors would merely need the type of GPS available within a tablet or smart phone and with the assistance of the Information Technology (IT) Department they had obtained some quotes to determine the lowest cost solution. She noted the total cost would be about \$1,500 for four tablets; however, she continued, each tablet would require a myfi card to allow connectivity in the field which was anticipated to cost approximately \$30 per month per unit. She pointed out that use of the tablets would also allow the Building Inspectors to collect and input information on their inspections while they were in the field, as opposed to writing the information down and having an employee input the information upon return to the office.

Mr. Taylor mentioned the meeting was running behind schedule and he asked if there were any further matters which required action by the Committee. Mr. LaMothe stated there might be a grant program available from the State with a submission deadline in early March and he requested Committee approval to submit a grant application to the New York State Archives for grant funding in an amount not to exceed \$150,000 to cover the cost of software, equipment and staff time relative to the Next-Gen E-911 Addressing upgrade.

Ms. Frankenfeld apprised of a new State law which had taken effect in January of 2015 that required truss roofed buildings to be placarded and the information to be disseminated through the 911 Call Center to the local Fire Chiefs. She noted they had determined a possible way to coordinate the two projects and the tentative solution determined by the Fire Prevention & Building Code Enforcement Department and the Office of Emergency Services (OES) was to fill out a hard copy form, scan and email it to OES and then email it to the Fire Chiefs. She noted it would be difficult to locate this emailed document in the event of an emergency so a more feasible solution was developed. She said the solution involved centralizing and managing this data in conjunction with the address points and uploading it to the 911 Call Center. She noted the Town of Queensbury and the City of Glens

Falls would need to be involved with this initiative because they issued their own building permits. She noted the initiative would also include the Fire Prevention & Building Code Enforcement Department, OES and the Sheriff's Department 911 Call Center. She said she had contacted representatives from New World, the software used by the 911 Call Center to determine if the concept was feasible and they felt it was. Mr. LaMothe requested the County Administrator to coordinate a meeting of all of the involved Departments, as well as to provide some direction that this was the preferred approach. JoAnn McKinstry, Assistant to the County Administrator, indicated she would ensure that Paul Dusek, County Administrator, was made aware of the matter.

Motion was made by Ms. Wood, seconded by Mr. Strough and carried unanimously to authorize a grant submission to the New York State Archives for grant funding in an amount not to exceed \$150,000 to cover the cost of software, equipment and staff time relative to the Next-Gen E-911 Addressing upgrade. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the February 20, 2015 Board meeting.*

This concluded the Planning & Community Development portion of the Committee meeting and the Economic Development Corporation (EDC) portion of the meeting commenced at 11:31 a.m.

Privilege of the floor was extended to Ed Bartholomew, President of the EDC, who indicated that he had previously distributed the EDC 2014 Year End Report at the January 16, 2015 Board meeting. He noted there was still time to register for the EDC Breakfast to be held on Friday, January 30, 2015. He commented a number of Supervisors were anticipated to attend and Chairman Geraghty would provide some opening remarks. He stated there would be a broad representation of attendees including the Publisher of the *Post Star*, the President of Angiodynamics, the President of SUNY Adirondack and the President of Arrow Financial.

Mr. Bartholomew announced the EDC had started the second class orientation for the EPA (Environmental Protection Agency) Job Training Program which would commence on Thursday, February 5, 2015 at the New York State Department of Labor (NYS DOL) One Stop Center. He added the classes would commence on Thursday, February 12, 2015. He acknowledged the cooperation of the NYS DOL and the Warren County Employment & Training Administration (ETA) in coordinating this program. He noted there had been 23 graduates in the first class of the EPA Job Training Program and he added Mr. Taylor had attended the graduation. He pointed out that 5 graduates of the first class had obtained gainful employment and the second class would have 25 participants. He pointed out a third class was anticipated to commence in June with an additional 25 participants for a total of 73 graduates. Mr. Bartholomew apprised that due to the materials being taught in the job training the class size was limited to 25 participants.

There being no further business to come before the Economic Growth & Development Committee, on motion made by Mr. Strough and seconded by Ms. Wood, Mr. Taylor adjourned the meeting at 11:34 a.m.

Respectfully submitted,
Charlene DiResta, Sr. Legislative Office Specialist