

He suggested sending the snowmobile grant to the snowmobile clubs. Kevin explained that the state has to funnel the monies through a municipality. He would like to look at ways to reduce county time spent on these duties. Kevin agreed that the Planner does not have to do those duties.

Tori stated another entity that has not been identified on the list and that is the relationships with businesses regarding contacts for obtaining resources, i.e. congressman, senators, assemblyman, NYS DOT, NYS DEC, APA for contacts. The businesses are our tax base and we are here to help them.

Mr. Haff feels we have too many employees in the County and if Chris were in the job today, no one would think of eliminating the position. He suggested the job title might be the problem. He stated his County Planning Board does not use the County Planner.

Mrs. G. Hall stated we will be sorry if we lose businesses that want to come into the County. Mr. Campbell is in agreement with that.

Mr. Brown suggested talking about what work has to be done and how we could get it done economically. Keeping the existing businesses here is as important if not more than getting new businesses to locate here. Kevin stated the LDC and Planning are here to help keep the existing businesses here. Tori reported that there are sixty-three certified businesses in Washington County in the Empire Zone.

Roger Wickes, County Attorney, suggested creating a Special Projects Coordinator position. That position would have a planning background. Chris DeBolt, the former Director of Planning, had stated that he did not feel the Planner title designation was taken as important as a Director of Planning. Mr. Campbell mentioned the Planner position is hourly and the Director is non competitive and exempt.

Brian Gilchrist, Executive Director of Cornell Cooperative Extension and a former Director of Planning, encouraged everyone to think outside the box. He feels it is important in getting grants that the municipal planning has been done or the County will not score high enough to be competitive in the grant process. The Planner should be doing trainings with the local Planning Board. He stated the most important issues are land use and economic development. He stated the county would be better to hire a grant writer and let the Planner do his duties.

Mr. Brown asked Mr. Gilchrist what is a Planner. He feels planning is best done with two people. Planning needs to be done before you can do economic development. A planner is really helping a community with what they want for the future, putting down their vision, and what businesses they want, where do they want them located and what tools need to be in place, comprehensive plans, infrastructure, zoning, and then work with economic development. The planning visioning needs to be done up front. Mr. Brown stated it was discussed the possibility of Cooperative Extension doing some of the planning work. Mr. Gilchrist stated Cooperative Extension's role is education and community and economic development/vitality. Extension can help facilitate community meetings to discuss how the community wants to move forward. Helping to facilitate what that vision looks like.

Mr. Haff asked why did we stop looking for a director. Mr. Brown stated the job description did not match the job. If a Planner is hired then who are they accountable to.

Tom Jarrett, President of the County Planning Board, stated the vision comes from the ground roots and that gets funneled up to the planner, the focal point, and then the planner can focus that vision for us and use his tools to try to implement it. If we do not have a planner, we do not have as many tools at our disposal.

Mr. Brown suggested if we are going to advertise to fill this position what would be wrong with advertising for a full time position or two part time positions. He stated this is a way to test and see if there is someone with experience out there that might want to work part time. A motion to advertise for the Director of Planning was moved by Mr. Gordon and seconded by Mr. Haff. Discussion ensued. A Director is a salary position. Overtime expenses are a concern. Mr. Brown does not feel we are ready to structure this position. He feels the position has the need for an administrator with a planning background. Mrs. G. Hall stated on the handout, County Planning Board, planning, and land use issues are on the top of the list. Some of the other duties are clerical and does this position have to be doing some of these duties, i.e. Advisory Council on Historic Preservation. She stated economic development should also be included. The job description is going to tell applicants what that position does not the job title. It was suggested that perhaps the Director of Planning/Planner could designate someone from the community/resident to attend these various boards listed on the handout. A motion to amend that we need to come up with a plan, job title and job description before advertising was moved by Mr. Brown, seconded by Messrs. Gordon and Haff and adopted. The motion to advertise for the Director of Planning was moved by Mr. Gordon, seconded by Mr. Haff and adopted as amended.

A motion that the title be Municipal Planner was moved by Mrs. Tatko put did not receive a second. Kevin stated a planner needs to be under a Director of Planning or another department . The Director of Community Development was suggested by Mr. Haff. The Director of Planning and Community Development was suggested by Mrs. G. Hall. Tom Jarrett, County Planning Board suggested County Planner and Community Development Coordinator. The title was revised to the Coordinator of Planning and Community Development.

Chairman Campbell stated why not use the Director of Planning job description that was developed. Kevin suggested advertising for both the director/coordinator position and a planner to see what we get for applicants. A motion to advertise for the Coordinator of Planning and Community Development using the previously developed job description for the Director of Planning was moved by Mr. Haff and seconded by Mr. Brown and Mrs. Tatko. Discussion. Kevin asked if this was a department head level position and the committee stated yes, department head level position. The committee reviewed the 1/14/10 Director of Planning job description, attached, and discussed prioritizing the handout distributed listing various jobs of Washington County Planning Department. Kevin stated they will have support (clerical) through the LDC. Proposed changes to the handout discussed:

Various Jobs of Washington County Planning Department:

1. Advise, Support & Assist County & Town Officials on Planning Issues

- a. County Planning Board – Technical Assistance (Mr. Jarrett stated the County Planning Board does not need legal services provided.)
 - b. Land use issues
 - c. Agricultural district & land use
 - d. Economic Development
 - e. Works Cooperatively with LDC
 - f. General procedure items i.e.: grants & referrals
2. Oversees Grants
 - a. Senator Little's Office – DSL line expansion in Cambridge
 - b. Water Expansion Village of Granville (status – open)
 - c. IAP – Intermodal Access Program Grant
 - d. Irving Tissue Grant
 3. Supports Various County Projects
 - a. Snowmobile Grant
 - b. Tourism & Tourism Working Group
 - c. MS4/Solid Waste Planning
 - d. Census
 - e. Advisory Council on Historic Preservation
 - f. Flood Plan Management Program - Countywide
 4. Networking with County agencies and various local boards

Kevin stated he would take these suggestions (combination of various jobs handout and job description) and work between Barb Winchell, Personnel Director with assistance from Brian Gilchrist to prepare a draft job description and duties. Kevin stated last time it cost in excess of \$500 to advertise for the position. The position will be advertised and then develop questions for the interview. Mr. Brown thanked Tom Jarrett and Brian Gilchrist for participating in today's meeting. Brian Gilchrist recommends advertising on line and also to have some information on the county's website. A motion to approve changes to job description was moved by Mr. Gordon seconded by Mr. Haff and adopted. A motion that the wage stays the same was moved by Mr. Gordon and seconded by Mr. Haff. Discussion. Mr. Brown suggested why not a range. A range of \$41,000 to \$45,000 was suggested. A motion to amend to advertise a salary range of \$41,000 to \$45,000 was moved by Mr. Haff, seconded by Mr. Brown and adopted. The motion that the wage stays the same was moved by Mr. Gordon, seconded by Mr. Hall and adopted as amended. (amended to advertise a salary range of \$41,000 to \$45,000).

The meeting adjourned at 12:43 P.M.

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