

WARREN COUNTY MUNICIPAL CENTER



LAKE GEORGE, NEW YORK 12845

PLANNING & COMMUNITY DEVELOPMENT  
DEPARTMENT

Telephone: (518) 761-6410

Planning and Community Development  
Committee Meeting Agenda  
March 2018

*Committee Members:* MCDEVITT, Beaty, Leggett, Braymer, Strough, Hogan, Magowan, Simpson, Wild

*I. Committee meeting called to order by Chairman*

*II. Motion to approve minutes of prior Committee meeting*

*III. Committee Actions Requested:*

**1. Resolution request to amend Resolution No. 73 of 2014**

Request to amend Resolution No. 73 of 2014, which ratified the actions of the Board of Supervisors in executing a Memorandum of Understanding (MOU) with the Lake George Park Commission for Invasive Species Management and Control, to include other agencies. The grantor agency, the New York State Department of State has requested that the other agencies (the Lake George Association and the Fund for Lake George) included in the budget and work plan for the project (Contract C1000461), be included in the MOU document.

**2. Resolution request to create new position.**

Currently the 2018 budget includes in the table of organization the position of "Planner". The desire of the Planning Department is to staff this position with an entry-level planner. In discussing the matter with the Personnel Officer, it has been decided that a more appropriate title would be "Junior Planner". A half-year salary was included in the budget. While we intend to staff the position sometime after July 1, 2018, we intend to announce the vacancy before May 2018.

**3. Resolution request to amend the table of organization.**

Request to amend the table of organization to reflect personnel changes in the Planning Department. The Construction Cost Coordinator (Employee #6980) will change status from Full-Time to Part-Time (20 hours).

*IV. Referral/Pending Items:*

*V. Information for Discussion/Review:*

*VI. Privilege of the floor to discuss any additional items to come before the Committee*

*VII. Motion to adjourn*

*Attachments:*

- Resolution request forms

**RESOLUTION REQUEST FORM NO. 20**

**MISCELLANEOUS**

*\*Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.  
Please attach any backup information available and be as detailed as possible.*

**DEPARTMENT NAME: PLANNING & COMMUNITY DEVELOPMENT**

**DATE: MARCH 16, 2018**

- (a) Purpose of Request:  
To amend Resolution No. 73 of 2014, which ratified the actions of the Board of Supervisors in executing an MOU with the Lake George Park Commission for Invasive Species Management and Control, to include additional agencies.
- (b) Details:  
The grantor agency, the New York State Dept. of State has requested that the other agencies (Lake George Association and Fund for Lake George) included in the budget and work plan for the project (Contract C1000461), be included in the MOU document.
- (c) Previous Resolution Number:  
Res. No. 73 of 2014
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:  
N/A

Sample: A.8021 470 Planning & Community Development - Contract

\* as listed in budget and LOGOS

# Warren County Board of Supervisors

## RESOLUTION NO. 73 OF 2014

Resolution introduced by Supervisors Dickinson, Conover, Monroe, Frasier, Beaty, Simpson and Strough

**RATIFYING THE ACTIONS OF THE CHAIRMAN OF THE  
BOARD OF SUPERVISORS IN EXECUTING A MEMORANDUM  
OF AGREEMENT WITH THE LAKE GEORGE PARK COMMISSION  
FOR INVASIVE SPECIES MANAGEMENT AND CONTROL IN LAKE GEORGE**

WHEREAS, Warren County has been awarded a grant in the amount of Four Hundred Eighty-Two Thousand Fifty Dollars (\$482,050) through the Local Waterfront Revitalization Program of the New York State Department of State for Lake George invasive species and management control (CFA#32168), and

WHEREAS, Warren County has received written confirmation from the New York State Secretary of State that expenses incurred under CFA#32168 prior to contract execution will be eligible for reimbursement under CFA#32168, and

WHEREAS, Warren County Board of Supervisors Resolution No. 47 of 2014 authorized the Warren County Treasurer to advance and make available the sum of Two Hundred Thousand Dollars (\$200,000), allocated as One Hundred Thousand Dollars (\$100,000) for the purchase of the five (5) boat wash stations and One Hundred Thousand Dollars (\$100,000) for administration of the Lake George boat launch inspection and boat wash program ("Program"), and

WHEREAS, following adoption of Resolution No. 47 of 2014, the Warren County Attorney was notified that the Village of Lake George would not be serving as administrator of the One Hundred Thousand Dollars (\$100,000) allocation for administration of the Program and the Lake George Park Commission ("Commission") will be serving in this role, and

WHEREAS, as a member of the Lake George Watershed Coalition, the Commission is undertaking implementation of the Lake George boat launch inspection and boat wash Program, which is scheduled to commence on or around May 15, 2014 and the Commission has made request to the County to advance to

*RESOLUTION NO. 73 OF 2014**PAGE 2 OF 2*

the Commission the sum of One Hundred Thousand Dollars (\$100,000) prior to the execution of the CFA#32168 contract to assist the Commission with procurement and acquisition of essential Program equipment and support services and associated administrative expenses, and

WHEREAS, the Warren County Attorney prepared a Memorandum of Agreement between Warren County and the Commission setting forth the terms and conditions of the advancement of the One Hundred Thousand Dollars (\$100,000) to assist the Commission with procurement and acquisition of essential Program equipment and support services and associated administrative expenses, and

WHEREAS, the Chairman of the Board of Supervisors executed the Memorandum of Understanding between Warren County and the Commission prior to the Board meeting scheduled for February 21, 2014 in order for the Commission to undertake and accomplish pre-Program tasks in time for the May 15, 2014 Program commencement date, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby ratifies the actions taken by the Chairman of the Board of Supervisors in executing a Memorandum of Agreement between Warren County and the Commission.

# RESOLUTION REQUEST FORM NO. 11

## *Request to Create New Position*

DEPARTMENT NAME: **Planning & Community Development**

DATE: **March 19, 2018**

- (a) Title of Requested Position: **Junior Planner**
- (b) Annual Base Salary (and Grade if Applicable): **To be determined**
- (c) Effective Date for New Position:\* **July 1, 2018**  
\*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):  
**Planner - The creation of the Junior Planner position to replace the Planner position**
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:  
**A.8021 110**
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)  
**Yes**
- (g) Is this a mandated position? If so, please explain:  
**No**
- (h) Is there expected revenue from this position? If so, please explain:  
**Yes. The Junior Planner will be utilized on several funding awards the Department has been successful in obtaining, as well as future funding awards.**

# RESOLUTION REQUEST FORM NO. 14

## Request to Reclassify Position

DEPARTMENT NAME: Planning & Community Development

DATE: March 19, 2018

- (a) Title of Reclassified Position: **Construction Cost Coordinator (Part-Time, 20 Hrs)**
- (b) Annual Salary of Reclassified Position (and Grade if Applicable):\* **Pay Rate: No Change**  
\*(This should be the Base Salary for the position if it is being filled by a **new** employee, or the salary, including longevities, for any **existing** employee who is filling the position.
- (c) Title and Employee Number of Position to be Deleted:  
**Construction Cost Coordinator (Full Time) - #6980**
- (d) Annual Salary of Position to be Deleted (and Grade if Applicable):\* **Pay Rate: No Change**  
\*(This should be the Base Salary for the position if it is being filled by a **new** employee, or the salary, including longevities, for any **existing** employee who is filling the position.
- (e) Effective Date:\* **April 20, 2018**  
\*Please do not backdate unless the purpose is to correct an error.
- (f) Where are the Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:  
  
**A.8021 130**
- (g) Has Personnel Officer Reviewed and Approved of the New Position Title?:\*  
\*This is necessary **BEFORE** bringing the request to committees.

**Yes**

**Note:**

The purpose of this request is to amend the table of organization to reflect a change in status for the Construction Cost Coordinator (Employee #6980) from Full-Time to Part-Time (20 hours).

**OUTSTANDING LOAN PORTFOLIO**

<b><u>NAME</u></b>	<b><u>AMOUNT</u></b>	<b><u>INTEREST</u></b>	<b><u>TERM</u></b>
Thomas Barber	\$150,000	5%	15 yr
Iseneker Funeral	\$100,000	6.5%	15yr
Hitching Post	\$150,000	6.5%	15 yr
Adirondack Forest	\$27,500	6.5%	7 yr
Willows Café	\$131,000	6.5%	15 yr
Adirondack Restaurant	\$140,000	5%	15 yr
Carl R's	\$60,000	5%	5 yr
LG Boat Rentals	\$70,000	5%	10 yr
Trail Head Resort	\$80,000	5%	12 yr
All About You Boutique	\$50,000	5%	12 yr
Adirondack Pub	\$150,000	5%	15 yr
Quicksilver Air	\$65,000	5%	7 yr
Brand Redemption	\$35,000	5%	7 yr
Washington Co. Agri Park	\$143,000	5%	15 yr
Washington Co. Agri Park #2	\$45,000	5%	12 yr
MSRY Rentals	\$75,000	5%	12 yr
Brand Redemption # 2	\$150,000	5%	15 yr

GFK9	\$25,000	5%	5 yr
High Peaks Distilling	\$150,000	5%	15 yr
Burlap & Beams	\$25,000	5%	5 yr
Schroon Lake Campground	\$56,250	6.5%	10 yr
Cloud Splitters	\$65,000	6.5%	12 yr
Spa Salon	\$20,000	5%	5 yr
Global Fitness	\$40,000	5%	7 yr
Brand Redemption # 3	\$35,000	5%	7 yr
Fat Kid Foods	\$35,099	5%	7 yr
Star Way Service	\$150,000	5%	15 yr
Crown Point Bread	\$40,000	6.5%	5 yr
North Country Restaurant	\$105,000	6.5%	15 yr
Market Street Books	\$105,000	6.5%	15 yr
Adirondack Meat	\$150,000	5%	15 yr
Monty's Bay Marina	\$130,000	5%	15 yr
Adirondack Tech Solutions	\$150,000	5%	15 yr
King Neptune's	\$100,000	5%	10 yr
Hilltop Slate	\$150,000	5%	10 yr
Fort William Henry	\$150,000	5%	7 yr
Storied Boards	\$150,000	5%	15 yr

Cooper Logging	\$150,000	5%	15 yr
A & S Customs	\$50,000	5%	7 yr
Trinity Rock Redemption	\$86,000	5%	10 yr
DLS Enterprises	\$50,000	5%	8 yr
Queensbury Truck Stop	\$20,000	5%	5 yr