

  
**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 2019

*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:*

- Resolution request to Establish Capital Project for Schroon Lake Invasive Species Prevention and Control Program
- Resolution request to enter into MOA with Schroon Lake grant partners
- Resolution request to fill Junior Planner position

*IV. Information for Discussion/Review:*

- Brief demonstration and discussion of Capital Improvement Plan survey and website

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

*VI. Motion to adjourn*

*Attachments:*

- Resolution request form #8
- Resolution request form #20
- Resolution request form #12

## ***RESOLUTION REQUEST FORM NO. 8***

### ***Request to Establish Capital Project or Capital Reserve Project\****

*\*If this is the result of a grant award, also complete and submit Form No. 5 or 6*

**DEPARTMENT NAME:** Planning & Community Development

**DATE:** March 11, 2019

- (a) Exact Title\* and Number of Project (must be obtained from Treasurer's Office):  
**H383 - Schroon Lake Invasive Species Prevention & Control Program**
- (b) Is this a Capital Project?  
**Yes**
- (c) Is this a Capital Reserve Project?  
**No**
- (d) Amount of Project:  
**\$386,334.00**
- (e) Source of Funding (including name & title of codes, etc.):  
**See details below \*\*\***
- (f) Purpose of Establishment:  
**Warren County was awarded \$289,750.00 from the New York State Department of State, to implement a comprehensive aquatic invasive species prevention and control program for the Schroon Lake Basin.**

**\*Title should reflect department if possible:**

**i.e. Capital Project No. H274.9550 280 *Replace VASI with PAPI* would be clearer if name was listed as Airport Replace VASI with PAPI.**

\*\*\*

H383.9550 3890 - Schroon Lake Invasive Species Prevention & Control: \$289,750  
H383.9550 2791 - In-Kind Contributions: \$6,350  
H383.9550 2790 - Share of Joint Activity, Local: \$90,234

## ***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 Developemnt**

**DATE: March 15, 2019**

- (a) Purpose of Request: **Draft and enter into a memorandum of agreement with project partners to implement projects identified in the 2018 Local Waterfront Revitalization Program (LWRP) Funding Award (State Contract #C1001354) to Warren County from the New York State Department of State.**
- (b) Details: **Warren County was the receipt of funding from the New York State Department of State to implement a comprehensive invasive species prevention and control program on Schroon Lake. It is requested that all participating municipalities and organizations enter into a memorandum of agreement. Those participating include:**
- Warren County;**
  - Town of Horicon;**
  - Town of Chester;**
  - Town of Schroon; and,**
  - Warren County Soil & Water Conservation District.**
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:

**Sample: A.8021 470 Planning & Community Development – Contract**

**\* as listed in budget and LOGOS**

# RESOLUTION REQUEST FORM NO. 12

Schedule "A"

## NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

### DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Planning and Community Development Payroll Dept. No: 8021  
Title of Position: Junior Planner Base Salary of Position: \$38,810 Grade: 12  
Filling at Step # (If Known): \_\_\_\_\_  
Budget code and title: 8021.110 Salaries - Regular Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No./Last Name: \_\_\_\_\_ Date of Vacancy: \_\_\_\_\_  
Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal \_\_\_\_\_%  State \_\_\_\_\_%  Other \_\_\_\_\_%

### CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list  Competitive-no list (*hiring would be provisional*)  Non-Competitive  Other \_\_\_\_\_

Actual Impact to Budget Report will be provided monthly by Human Resources Director.

Candidate's qualifications must be approved by Personnel Officer prior to hiring.

Human Resources Director has approved this form when initialed. 3/13/19 3/13/19

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- The Administrator has no objection to the filling of the vacancy.  
 The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 3/26/19

### BUDGET OFFICER COMPLETES THIS SECTION

- The Budget Officer has no objection to the filling of the vacancy.  
 The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas Date 3/15/19

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Economic Growth + Development

- The committee has no objection to the filling of the vacancy.  
 The committee objects to the filling of the vacancy.  
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.  
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature [Signature] Date 3/25/19

# RESOLUTION REQUEST FORM NO. 12

## Schedule "A"

### **AUTHORITY FOR POLICY AND PROCEDURE**

Resolution 155 of 2003, amended by Resolution Nos. 497 of 2006, 719 of 2006, 318 of 2007, 374 of 2011 and 259 of 2014, provides the policy and procedure for the establishment, filling and increasing or decreasing of salaries for positions within Warren County. Copies of the resolutions are available from the Clerk of the Board.

### **WHAT FORM TO USE**

- For giving notice of intent to fill an existing vacant position, use this form.
- For creating a new position, complete Resolution Request Form No. 11.
- For increasing or decreasing salary of non-union position, complete Resolution Request Form No. 13.
- For reclassification of position, complete Resolution Request Form No. 14.

These forms are available from the Clerk of the Board.

### **HOW TO USE THIS FORM**

Department heads must first file this notice of intent with the Human Resources Director/Personnel Officer for review and approval of position details. Once the form has been initialed by both the Human Resources Director and Personnel Officer, it should be forwarded on to the County Administrator for approval. The County Administrator shall furnish a copy of the notice to the Budget Officer. Once both the County Administrator and the Budget Officer have executed the form, a copy must be submitted by the Department Head to the Supervisory Committee with their regular agenda. Once signed by the Chair of the Supervisory Committee, the Notice of Intent shall be submitted to the Clerk of the Board, who shall report the action on the Personnel Committee agenda and forward the fully executed form to the Department Head.

### **OBJECTIONS**

If either the County Administrator, Budget Officer or Supervisory Committee objects to the position being filled, each should affix their signature to this form indicating they have an objection. In this case, the department head is advised that the position may not be filled unless otherwise determined by the Board of Supervisors. All requests to fill vacant positions must be approved by the County Administrator, Budget Officer and a 2/3 majority vote of the Supervisory Committee or oversight Committee Chair approval as provided in the Rules of the Board.

### **NO OBJECTIONS**

If the County Administrator, Budget Officer and Supervisory Committee have no objection to the position being filled, each should affix their signatures to this form indicating they have no objection.

### **PAPERWORK**

To fill the position, complete the 426 Report of Personnel Change, attach the original of this form to the back of the 426, along with the Resolution approving same and submit to the Human Resources and Civil Service Department. Be certain to make a copy of both the 426 and this form for retention in your department files.

*Department Heads are reminded that an oath of office must be filed in the Office of the County Clerk. Oaths of Office forms are available from the County Clerk.*