

WARREN COUNTY  MUNICIPAL CENTER

LAKE GEORGE, NEW YORK 12845

PLANNING & COMMUNITY DEVELOPMENT  
DEPARTMENT

Telephone: (518) 761-6410

Planning and Community Development  
Committee Meeting Agenda  
July 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 amend existing Capital Fund H380 Promoting the First Wilderness with additional funds from Occupancy Tax
- Resolution request to transfer funds to clear a negative balance in H341
- Resolution request to amend Capital Project - Flood Mitigation Grant H341 to cover public hearing expenses
- Resolution request to close out four capital funds
- Resolution request to transfer funds to offset cost-of-living salary increase for GIS Administrator

*IV. Information for Discussion/Review:*

- Final update on grant applications submitted via the CFA

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

*VI. Motion to adjourn*

*Attachments:*

- Resolution request form #9 – amend Capital Fund 380
- Resolution request form #10 – transfer of funds
- Resolution request form #9 – amend Capital Fund 341
- Resolution request form #20 – close out four capital funds
- Resolution request form #10 – salary adjustment
- Updated CFA Grant Summary Sheet

## ***RESOLUTION REQUEST FORM NO. 9***

### ***Request to Increase or Decrease or Amend Existing 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 and Community Development**

**DATE: 29 July 2019**

- (a) Exact Title and Number of Project\*:  
**H380 Promoting the First Wilderness**
- (b) Is this a Capital Project?  
**Yes**
- (c) Is this a Capital Reserve Project?
- (d) Amount of Increase (if applicable):  
**H380.9550 280 – Projects - \$6,851**
- (e) Amount of Decrease (if applicable):
- (f) Source of Funding (if Increase) (including name & title of codes, etc.):  
**A.9550 910 – Capital projects**
- (g) Changes in Funding (if Amendment):
- (h) Purpose of Increase or Decrease or Amendment:  
**Reso 220 of 2019 authorized Occupancy Tax revenues to offset contract costs.**

# RESOLUTION REQUEST FORM NO. 10

## Request for Transfer of Funds

TO: AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

FROM: Planning and Community Development  
Name of Department

SIGNED: DATE: 29 July 2019

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A8021.110	Salary	A9950 910	Transfers	\$858.18

Sample: A.4018.0020 110 Preventive Program – Family Health – Salaries – Regular \$xxx.xx

Please state reason for transfers requested:

to clear a negative balance in H341

\*Please note: All amounts must be in whole dollars – no cents.

### CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions			

Please state reason for transfer request:

Please file original request with Clerk of the Board and retain copy for your records.

## ***RESOLUTION REQUEST FORM NO. 9***

### ***Request to Increase or Decrease or Amend Existing 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 and Community Development**

**DATE: 29 July 2019**

- (a) Exact Title and Number of Project\*:  
**Flood Mitigation Grant**
- (b) Is this a Capital Project?  
**Yes**
- (c) Is this a Capital Reserve Project?
- (d) Amount of Increase (if applicable):  
**H341.9550 280 – Projects - \$858.18**
- (e) Amount of Decrease (if applicable):
- (f) Source of Funding (if Increase) (including name & title of codes, etc.):  
**A.9550 910 – interfund transfers**
- (g) Changes in Funding (if Amendment):
- (h) Purpose of Increase or Decrease or Amendment:  
**Public Hearing expenses**

# **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 and Community Development**

**DATE: 29 July 2019**

(a) Purpose of Request:

Resolution to authorize closing the following accounts as all funds have been expensed and the grantor agency has closed out the program. H297 County Quadrecentennial Program, H314 First Wilderness Scenic Byways, H341 Flood Mitigation Grant, H363 Loc Gov Records Mgmt Imprv Fund.

(b) Details:

**Any remaining funds to be returned to the General Fund.**

**H297 Balance of \$0.00**

**H314 Balance of \$9.61**

**H341 Balance of 0.00**

**H363 Balance of \$11.37**

(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. 10

## Request for Transfer of Funds

TO: AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

FROM: Planning and Community Development  
Name of Department

SIGNED: DATE: 29 July 2019

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A8021.110	Salary Full Time	A8022.110	Salary	\$1,628
A8021.110	Salary Full Time	A8022.880	FICA	\$100.94
A8021.110	Salary Full Time	A8022.831	Medical	\$23.61
A8021.110	Salary Full Time	A8022.810	Retirement	\$255.60

Sample: A.4018.0020 110 Preventive Program – Family Health – Salaries – Regular \$xxx.xx

Please state reason for transfers requested:  
offset salary increase

\*Please note: All amounts must be in whole dollars – no cents.

### CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions			

Please state reason for transfer request:  
To transfer to Capital funds as matching/supplemental funds

Please file original request with Clerk of the Board and retain copy for your records.

# 2019 Consolidated Funding Applications (CFA)

Warren County Department of Planning & Community Development

Total Funding Request \$2,177,973



	Project/Project Lead(s)	Description	Total Cost	Local Match	Local Match Source
1	Town of Johnsburg Public Sewer Design  <i>Local Waterfront Revitalization Prog. NYS Department of State</i>	The application requests funds to complete final engineering design and construction drawings for a municipal sewer in the Hamlet of North Creek.	\$400,000	\$100,000	Town of Johnsburg (cash)
2	Resilient Lake George: Transforming Community Infrastructure to Protect Water Quality  <i>Local Waterfront Revitalization Prog. NYS Department of State</i>	Warren County will work with communities in the Lake George watershed to undertake stormwater and wastewater improvements.	\$497,000	\$126,250	<b>Cash Match</b> • Town of Bolton <b>In-Kind Match</b> • Village/Town of Lake George • Ticonderoga • Warren Co. DPW
3	Mill Creek Recreation Area Improvements  <i>Local Waterfront Revitalization Prog. NYS Department of State</i>	The Town of Johnsburg has accepted the transfer of approximately 216 acres from the Open Space Institute commonly referred to as the 'Black Hole'. The Town will complete an overall site utilization plan, trail work and related site improvements.	\$287,500	\$75,000	Town of Johnsburg (value property)
4	Climate Smart Communities Certification Actions  <i>Climate Smart Communities Program NYSDEC</i>	Complete six priority certification actions: • Natural Resource Inventory • Climate Vulnerability Assessment • Climate Adaptation Strategy • Climate Smart Resiliency Plan, • Fleet Inventory • Heat Emergency Plan	\$100,000	\$50,000	• Warren County (in-kind) • Warren County Soil & Water Conservation (in-kind)
5	Pottersville Public Water Infrastructure  <i>Community Development Block Grant Division of Homes &amp; Comm. Renewal</i>	The Town of Chester is seeking funding to upgrade the aging municipal drinking water system in the Hamlet of Pottersville.	\$790,000	\$40,000	Pottersville Water District (cash)
6	Warren County Hamlet Initiative  <i>Adirondack Park Smart Growth Grant NYSDEC</i>	<ul style="list-style-type: none"> <li>• Develop a "Hamlet Mapper" to promote economic vitality.</li> <li>• Assist with update of Town of Horicon Community Development Strategic Plan.</li> <li>• Develop design workbook for First Wilderness Trail.</li> </ul>	\$103,473	\$3,500	Town of Horicon (cash)