

WARREN COUNTY MUNICIPAL CENTER



LAKE GEORGE, NEW YORK 12845

PLANNING & COMMUNITY DEVELOPMENT
DEPARTMENT

Telephone: (518) 761-6410

**Planning and Community Development
Committee Meeting Agenda
June 23, 2020**

Committee Members: WILD, Hogan, Leggett, Braymer, Diamond, Dickinson, Magowan, McDevitt, Seeber

I. Committee meeting called to order by Chairman

II. Motion to approve minutes of prior Committee meeting

III. Committee Actions Requested:

- Resolution #4 to amend contract with Advokate. The Department is requesting the Committee ratify the expenditure of funds to purchase artwork and resizing of display boards consistent with the direction provided at the 21 October 2019 Committee meeting. There is no impact to the budget as the expenditure occurred in 2019. The action is necessary to allow for an increase in the contract with Advokate. Total expenditure was \$660 to resize the display boards and \$3,300 to purchase the rights to the artwork. Total contract adjustment is for \$3,960.

IV. Information for Discussion/Review:

- Discussion as directed by the Committee Chair

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

VI. Motion to adjourn

Attachments:

- *Resolution #4: Amend Contract with Advokate*

RESOLUTION REQUEST FORM NO. 4

Request for Extending, Rescinding or Amending Existing Contract

DEPARTMENT NAME:

DATE:

- (a) Purpose of Contract Change:

- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract:

- (c) Name of Contractor:

- (d) Address of Contractor:

- (e) Contractor's Contact Person and Telephone Number:

- (f) Commencement Date of Extension:

- (g) Termination Date of Extension:

- (h) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.

- (i) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR** Capital Project **OR** Capital Reserve Project Number, and Title, and Amount:

*as listed in budget and LOGOS

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INVOICE

BILL TO

Sara Frankenfeld
First Wilderness Heritage
Corridor

INVOICE # 3467

DATE 10/22/2019

DUE DATE 11/01/2019

TERMS Due on receipt

DATE	ACTIVITY	QTY	RATE	AMOUNT
10/22/2019	Graphic design:Poster Poster resizing; Price includes the resize of (12) poster designs. \$55 per poster	12	55.00	660.00
10/22/2019	Graphic design Licensing; Unlimited usage of custom artwork in print and online media for perpetuity; \$275.00 per artwork (12 artworks)	12	275.00	3,300.00

Thank you for your business!

BALANCE DUE

\$3,960.00

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: ECONOMIC GROWTH & DEVELOPMENT

DATE: OCTOBER 21, 2019

COMMITTEE MEMBERS PRESENT:

SUPERVISORS MCDEVITT
BEATY
LEGGETT
BRAYMER
STROUGH
HOGAN
MAGOWAN
SIMPSON
WILD

OTHERS PRESENT:

REPRESENTING PLANNING & COMMUNITY DEVELOPMENT:

CHRIS BELDEN, ASSISTANT COUNTY PLANNER
SARA FRANKENFELD, GIS ADMINISTRATOR
AMANDA BECK, JUNIOR PLANNER
PATRICIA TATICH, ASSOCIATE PLANNER

REPRESENTING ECONOMIC DEVELOPMENT CORPORATION:

ED BARTHOLOMEW, PRESIDENT
JOHN WHEATLEY, VICE PRESIDENT
JENNIFER SWITZER, DIRECTOR OF FINANCE
RONALD F. CONOVER, CHAIRMAN OF THE BOARD
RYAN MOORE, COUNTY ADMINISTRATOR
MARY ELIZABETH KISSANE, COUNTY ATTORNEY
AMANDA ALLEN, CLERK OF THE BOARD
FRANK THOMAS, BUDGET OFFICER

SUPERVISORS DRISCOLL

GERAGHTY
MERLINO
SOKOL

TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR
STAN CIANFARANO, COUNTY HISTORIAN
TRAVIS WHITEHEAD, TOWN OF QUEENSBURY RESIDENT
DON LEHMAN, *THE POST STAR*
LESLIE LOVELACE, SECRETARY TO THE CLERK OF THE BOARD

Please note, the following contains a summarization of the October 21, 2019 meeting of the Economic Growth & Development Committee; the meeting in its entirety can be viewed on the Warren County website using the following link:

<http://www.warrencountyny.gov/gov/comm/Archive/2019/economic>

Mr. McDevitt called the meeting of the Economic Growth & Development Committee to order at 9:00 a.m.

Motion was made by Mr. Beaty, seconded by Mr. Wild and carried unanimously to approve the minutes of the previous Economic Growth & Development Committee meeting, subject to correction by the Clerk of the Board.

Copies of the meeting agenda were distributed to the Committee members and a copy of same is on file with the meeting minutes.

Mr. McDevitt wished Ed Bartholomew, *President of the Economic Growth & Development Corporation (EDC)*, a happy birthday. A round of applause was given.

Commencing the Planning & Community Development agenda review, Mr. McDevitt presented a request to authorize a letter to Senator Little requesting that Brant Lake be considered among one of the Waterways in the Intercoastal Waterway System, as suggested by a New York State

Department of State representative.

Motion was made by Mr. Magowan, seconded by Mr. Leggett and carried unanimously to approve the request and the necessary resolution was authorized for the November 15th Board meeting. *A copy of the resolution request form is on file with the minutes.*

Privilege of the floor was extended to Chris Belden, *Assistant County Planner*, who explained the request was a result of working with the Department of State and the Town of Horicon to incorporate them into the First Wilderness Corridor. He added many future changes would be centered around Brant Lake.

A lengthy discussion ensued in regards to other lakes that could benefit from a future request that they also be added to the intercoastal waterway system.

Privilege of the floor was extended to Sara Frankenfeld, *GIS Administrator*, who displayed and reviewed the new web-based Warren County History Mapper; she thanked Stan Cianfarano, *County Historian*, for his assistance in developing the site, as well as Amanda Beck, *Junior Planner*, who had also been instrumental in the project.

Next, Ms. Frankenfeld displayed for the Committee examples of the new posters for each town and the City of Glens Falls which would be placed in the Lake George Visitors' Center. She apprised there had been some discussion about potentially selling copies of the posters and she advised in order to do this they would need to purchase the artwork included on the posters for a total cost of \$3,300 (*\$275 for each of the 12 posters*). Ms. Frankenfeld noted once the artwork was purchased, they could use it for any County platform.

A brief discussion ensued in regards to the request and the source of funding. Ryan Moore, *County Administrator*, advised that if the funding could not be found within the Planning & Community Development budget, a request could be brought to the upcoming Finance Committee meeting to determine how the expense would be covered.

A motion was made by Mr. Wild, seconded by Ms. Braymer and carried unanimously to authorize the purchase of the digital artwork. *Note: subsequent to the meeting it was determined the funding to cover this expense was available within the Planning & Community Development budget and would be transferred internally. A resolution is not necessary for this action.*

Ms. Frankenfeld apprised a Census 2020 Complete Count Committee had been formed to assist with completion of the 2020 Census. She informed the Committee would meet on November 4th at 10:00 a.m. at the Human Services Building. She informed meetings would be scheduled once a month until May 2020.

Privilege of the floor was extended to Patricia Tatich, *Associate Planner*, who apprised she had attended a meeting sponsored by EDC (*Economic Development Corporation*) in March which highlighted the issue of affordable housing. Ms. Tatich informed she had provided a memorandum including details from the meeting and to preview an upcoming housing study request; a copy of the memorandum is on file with the minutes. Ed Bartholomew, *President of the EDC*, stated he believed this was a key collective effort in which they would partner with the Warren County Supervisors to promote an affordable housing study because there was a demonstrated need in this area; he added the lack of such element was hindering the work force.

A lengthy discussion ensued in regards to the affordable housing study during which Ms. Tatich apprised she would like to form a working group to advance this project and would be working to do so in the coming months.

Moving along to the EDC portion of the meeting, Mr. Bartholomew presented a request to authorize an 18-month extension agreement for the sale of property by Warren County to the EDC and allow for a site survey by Chazen Company to be paid for by EDC, as well as to authorize a public hearing for same to be held at the November 15th Board Meeting. *A copy of a draft resolution distributed by Mr. Bartholomew is on file with the meeting minutes.*

In response to a question posed by Travis Whitehead, *Town of Queensbury Resident*, as to whether the Committee had the authority to approve a public hearing for the next Board Meeting, Mary Elizabeth Kissane, *County Attorney*, advised the resolution setting the public hearing would be presented to the Board of Supervisors at the Special Board Meeting scheduled for November 1, 2019, and if approved, the public hearing would be held at the regular Board Meeting on November 15, 2019.

Motion was made by Mr. Beaty, seconded by Mr. Magowan and carried unanimously to approve the request and the necessary resolution was authorized for the November 1st Special Board meeting.

There being no further business to discuss, on motion made by Mr. Magowan and seconded by Mr. Beaty, Mr. McDevitt adjourned the meeting at 10:07 a.m.

Respectfully submitted,
Leslie Lovelace, Secretary to the Clerk of the Board