

Economic Growth & Development Committee
Planning & Community Development Agenda
February 23, 2021

COMMITTEE MEMBERS: Supervisors **HOGAN**, Wild, Frasier, Strough, Leggett, Geraghty, Merlino

I. Committee meeting called to order by the Chair

II. Approval of minutes of prior Committee Meeting

III. Action Agenda/New Business Items:

1. Request: Reso #7: Amend County Budget to Appropriate Revenue to Purchase Town Posters
Rationale: The Planning Department is low on supplies of several of the Town Posters. We would like to appropriate funds from A691.11 – Deferred Revenue – Town Poster Sales, which was set up to collect funds from poster sales and to fund the purchase of additional sales. This appropriation will cover printing 600 posters, at a cost of \$1,484.
2. Request: Reso #20: Appreciation of Donation of Printing from Mannix Marketing
Rationale: Sara Mannix of Mannix Marketing has generously offered to donate a \$1000 printing credit at Glens Falls Printing for the printing of additional Town Sell Sheets. We would like to express appreciation for this donation.
3. Request: Reso #12: Intent to Fill Vacant Position
Rationale: The Planning Department has a vacancy in the Assistant County Planner position due to a departure and is seeking to refill the position.

IV. Discussion Items:

1. Update on grant application preparation: Pottersville Water and North Creek Sewer
2. Discussion of vacant positions in the Planning Department

V. Referrals/Pending Items: None

VI. Privilege of the Floor and public comment (please allow 15 second delay on live stream meetings)

VII. Motion to Adjourn

Attachments:

1. Reso #7: Transfer of Funds for Poster Printing
2. Reso #20: Expression of Appreciation for donation from Mannix Marketing
3. Reso #12: Intent to Fill Vacant Position – Assistant County Planner

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

****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: February 2021

(a) **Purpose of Amendment:**
appropriation of funds for purchase of posters with the source of funding from A691.11 – Deferred Revenue – Town Poster Sales.

(b) **Appropriation Code, Object Code, Full Title and Amount:**

A.8021.410 Supplies \$1,484

Sample: A.1010 470 Legislative Board – Contract

(c) **Revenue Code (with title), and Amount:**

Sample: A. 6417.2654 Tourism Occupancy – Minor Sales – Tourism

*Please note all amount must be in whole dollars – no cents.

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: February 2021

- (a) Purpose of Request: Expressing appreciation to Mannix Marketing for donation

- (b) Details: below

- (c) Previous Resolution Number:

- (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

At a hospitality group meeting there was a discussion about printed maps, and Mannix Marketing offered to provide their \$1000 credit at Glens Falls printing to print the town sell sheets. The Department wishes to express our appreciation for their donation and also to recognize the private investment in promoting the economic health of the County and region.

**ACKNOWLEDGEMENT OF GIFT
FROM MANNIX MARKETING TO WARREN COUNTY**

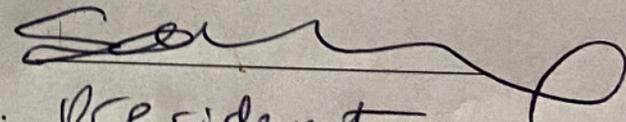
1. Mannix Marketing, Inc., with an address of 11 Broad Street, 3rd Floor, Glens Falls, New York 12801 is a corporation that provides marketing services.
2. Mannix Marketing, Inc. has a credit at Glens Falls Printing in the amount of One Thousand Dollars (\$1,000).
3. To assist with the printing of Town Sell Sheets for Warren County, Mannix Marketing, Inc. has agreed to contribute as a gift the credit amount of One Thousand Dollars (\$1,000) at Glens Falls Printing.
4. Warren County acknowledges the One Thousand Dollars (\$1,000) must be used for municipal purposes.
5. Mannix Marketing, Inc. acknowledges that they have no ownership, interest, lien or security interest in the gift.
6. Mannix Marketing, Inc. acknowledges they have contributed, gifted and transferred the gift to Warren County hereunder.

MANNIX MARKETING, INC.

By: _____

Title: _____

Date: _____


President
2-15-2021

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 Dev. Payroll Dept. No. a.8021

Title of Position Assistant County Planner Annual Salary \$61,855 Grade

Budget code and title Union Non-Union

This position is vacated due to: Retirement Resignation Termination Promotion Other

Employee No. 12964

Is this position mandated? Yes No Is the position reimbursable? Yes No

Source of reimbursement: Federal % State 30+ % Other %

Impact to Budget: None, already in the budget

Human Resources Director has approved this form when initialed. _____

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee _____ Date _____

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

The Administrator objects to the filling of the vacancy.

Administrator Signature _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee _____ Date _____

The committee has no objection to the filling of the vacancy.

The committee objects to the filling of the vacancy.

Ranking Committee Member Signature _____

PERSONNEL/HUMAN RESOURCES COMMITTEE COMPLETES THIS SECTION

Date _____

The Personnel/Human Resources Committee has no objection to the filling of the vacancy.

The Personnel/Human Resources Committee objects to the filling of the vacancy.

Ranking Committee Member Signature _____

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

AUTHORITY FOR POLICY AND PROCEDURE

Resolution 155 of 2003, amended by Resolution Nos. 497 of 2006, 710 of 2006 and 318 of 2007, provides the policy and procedure for the establishment, filling and increasing or decreasing of salaries for positions within Warren County. Copies of the resolution 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 file this notice of intent with both their Supervisory Committee and the Personnel/Human Resources Committee. A copy for informational purposes must be submitted to the Supervisory Committee with their regular agenda. Once signed by supervisory committee, the Notice shall be submitted to the Clerk of the Board for inclusion with the Personnel/Human Resources Committee agenda. If there is no supervisory committee, the Department Head should file this form with the Clerk of the Board for the Personnel/Human Resources Committee agenda. Once all signatures are obtained, the Clerk of the Board will return the form to the Department Head.

Department Heads are requested to attend the Personnel/Human Resources Committee meetings to provide any information the committee members may need to make an informed decision on the notice of intent to fill a vacancy.

OBJECTIONS

If either the Supervisory Committee or the Personnel/Human Resources Committee objects to the position being filled, the ranking committee member in attendance should affix their signatures to this form indicating the committee has an objection. In this case, the department head is advised that the position may not be filled.

All requests to fill vacant positions must be approved by a 2/3 majority vote of the Supervisory Committee, the Personnel/Human Resources Committee and the Board of Supervisors.

NO OBJECTIONS

If both the Supervisory Committee and the Personnel/Human Resources Committee have no objection to the position being filled, the ranking member in attendance for each committee should affix their signatures to their form indicating their committee has 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 Office. 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.