

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: ECONOMIC GROWTH & DEVELOPMENT

DATE: MARCH 23, 2021

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**COMMITTEE MEMBERS PRESENT:**

SUPERVISORS: HOGAN  
FRASIER  
WILD  
STROUGH  
LEGGETT  
GERAGHTY  
MERLINO

**OTHERS PRESENT:**

REPRESENTING THE PLANNING DEPARTMENT:  
WAYNE LAMOTHE, COUNTY PLANNER  
SARA FRANKENFELD, GIS ADMINISTRATOR  
LIZA OCHSENDORF, DIRECTOR, EMPLOYMENT & TRAINING  
RACHEL E. SEEBER, CHAIRWOMAN OF THE BOARD  
RYAN MOORE, COUNTY ADMINISTRATOR  
AMANDA ALLEN, CLERK OF THE BOARD  
ROBERT TERWILLIGER, FIRST ASSISTANT COUNTY ATTORNEY  
FRANK E. THOMAS, BUDGET OFFICER  
SUPERVISORS DRISCOLL  
MAGOWAN  
SMITH  
TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR  
DON LEHMAN, DIRECTOR OF PUBLIC AFFAIRS  
TOSHA BROWNELL, HELP DESK TECHNICIAN  
ANDREA DEEPE, CEO, WARREN WASHINGTON ASSOCIATION OF  
MENTAL HEALTH  
SCOTT SOPCZYK, TRANSPORTATION DIRECTOR, GREATER GLENS FALLS  
TRANSIT  
BRIAN BEAROR, PRESIDENT/CEO, YMCA GREATER GLENS FALLS AREA  
MICHAEL BITTEL, PRESIDENT/CEO, ADIRONDACK REGIONAL CHAMBER  
OF COMMERCE  
MOLLY GANOTES-GLEASON, LEGISLATIVE OFFICE SPECIALIST

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*Please note, the following contains a summarization of the March 23, 2021 meeting of the Economic Growth & Development Committee; the meeting in its entirety can be viewed on the Warren County website using the following link: <https://warrencountyny.gov/mma>*

*Note: As per Governor Cuomo's Executive Order 202.1: "Article 7 of the Public Officers Law, to the extent necessary to permit any public body to meet and take such actions authorized by the law without permitting in public in-person access to meetings and authorizing such meetings to be held remotely by conference call or similar service, provided that the public has the ability to view or listen to such proceeding and that such meetings are recorded and later transcribed". Supervisors Frasier, Geraghty and Merlino were physically present, while Supervisors Hogan, Wild, Strough and Leggett participated remotely.*

Ms. Hogan called the meeting of the Economic Growth & Development Committee to order at 11:36 a.m.

Motion was made by Mr. Geraghty, seconded by Mr. Leggett and carried unanimously to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Ms. Hogan announced there were special guests attending today's meeting. She informed months prior she had a conversation with Mrs. Frasier regarding how her community functioned during which Mrs. Frasier recalled work that was performed by volunteers. Ms. Hogan spoke regarding moving forward with economic recovery and how to

use the stimulus money each Town received. She advised it was important to hear how some area not-for-profits maximized the money they received and what the economic payback was.

Ms. Hogan introduced Michael Bittel, *President/CEO, Adirondack Chamber of Commerce*, who indicated he was excited to hear from Andrea Deepe, *CEO, Warren Washington Association of Mental Health*, and Brian Bearor, *President and CEO YMCA Greater Glens Falls Area*, and the impact they had in the community and on individuals. He said the Adirondack Regional Chamber of Commerce had accounts with eighty different not-for-profits.

Privilege of the floor was extended to Ms. Deepe, who indicated she was very compassionate about the mission at Warren Washington Association of Mental Health which was to improve the quality of life for those diagnosed with mental health issues. She stated the goal was to meet individuals and listen to them, embrace them and try to use all their knowledge to try to assist each and everyone. She explained they met individuals when they were in their acute phase where they were just coming out of a psychiatric unit or hospital, reporting there was a large number of the community that was homeless who they also tried to help. She expressed there was also a lot of “Asset Limited Restrained, but Employed” individuals in the community who earned above the Federal poverty level, but could not afford the bare bones household budget. She conveyed they provided services in several locations and served over 1,200 individuals with a staff of 125, apprising they had care and case management services to link individuals with other services along with support services. She conveyed these services were provided for individuals to grow and thrive. Mr. Bittel informed the Warren Washington Association of Mental Health serviced individuals who were employed and who needed help, advising mental health challenges had increased to 96% over the past year. He advised the YMCA also provided a great service.

Privilege of the floor was extended to Mr. Bearor who provided a PowerPoint presentation regarding what programs were available at the YMCA. He indicated they provided half a million dollars in scholarships a year. Mr. Bittel advised the Adirondack Regional Chamber of Commerce had a group that met with not-for-profit organizations which were vital to the area.

Continuing with a review of the Employment & Training Administration agenda, Liza Ochsendorf, *Director, Employment & Training Administration*, presented a request to authorize an agreement with Greater Glens Falls Transit to expand the CDPHP (*Capital District Physician Health Plan*) Cycle Bike Share Program to Warren County at a cost of \$25,000 per year, which included Warren County’s local share of \$10,000; she informed there was a lot of interest from supporters. Mr. Leggett apprised this was a great tie in from what they just heard from Ms. Deepe, Mr. Bearor and Mr. Bittle. Mr. Leggett inquired how many bikes would be used and Ms. Ochsendorf replied they would start with twenty bikes. Mr. Wild stated \$10,000 was not easy to acquire and he questioned if there would be a continued cost to the County and Ms. Ochsendorf answered this was the pilot year and there were \$25,000 in operating costs. She added the MOU (*Memorandum of Understanding*) had to be renewed yearly and could be negotiated. Mr. Strough inquired if the funding had been secured and Ms. Ochsendorf replied in the negative. She informed HHHN (*Hudson Headwaters Health Network*) had provided \$5,000, the Queensbury Hotel had provided \$2,500 and the Fort William Henry had provided \$2,500; she noted she was still discussing the matter with the private sector and the City of Glens Falls. She said the goal was to launch the program in May. Ryan Moore, *County Administrator*, informed this was an expense that fell under the COVID-19 stimulus, and he suggested they use funds from the Contingent account and return them when the County received the stimulus funds.

Motion was made by Mr. Leggett, seconded by Mr. Wild and carried unanimously to approve the request and refer same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

There being no further Employment & Training Administration business to discuss, privilege of the floor was extended to Wayne LaMothe, *County Planner*, who presented a request to set a Public Hearing related to Community

Development Block Grant (CDBG) Program funds made available through the Coronavirus Aid, Relief and Economic Security (CARES) Act. He informed the CARES Act had opened a round of funding that would be awarded on a first come first serve basis and it closed in August. He suggested holding a Public Hearing at the April 16<sup>th</sup> Board Meeting. Ms. Hogan inquired what was necessary to set the public hearing for April 16<sup>th</sup> and Mr. Moore responded they needed to hold a Special Board Meeting. Mr. LaMothe said the longer they wait the less money would be available. A brief conversation ensued, during which Amanda Allen, *Clerk of the Board*, noted a Special Board Meeting could be held on April 1<sup>st</sup> the same day as the upcoming Personnel, Administration & Higher Education and Finance Committee meetings, to authorize the Public Hearing April 16<sup>th</sup>, the date of the regular Board Meeting. In these discussions Chairwoman Seeber agreed to call a Special Board Meeting on April 1<sup>st</sup>, as suggested.

Motion was made by Mrs. Frasier, seconded by Mr. Leggett and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the Special Board Meeting to be scheduled for April 1<sup>st</sup>. *A copy of the resolution request form is on file with the minutes.*

Mr. Merlino exited the meeting at 12:30 p.m.

Next, Mr. LaMothe introduced a request to authorize a grant application to NYS (*New York State*) Housing Trust Act for CDBG program funding available under the CARES Act in an amount to be determined for specific projects that met the criteria. Mr. Leggett inquired if there were any projects that qualified for the funding and Mr. LaMothe replied he had a quote of \$36,000 to update the HVAC (*Heating Ventilation and Air Conditioning*) system due to COVID-19.

Motion was made by Mr. Leggett, seconded by Mr. Strough and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the April 16<sup>th</sup> Board Meeting. *A copy of the resolution request form is on file with the minutes.*

Privilege of the floor was extended to Sara Frankenfeld, *GIS Administrator*, who spoke regarding the Capital Improvement Plan. She mentioned she had worked with other Planning staff on new Zoning Maps, APA (*Adirondack Park Agency*) Land Classification Maps and Sewer Maps which they had not had a chance to discuss. She informed the Capital Improvement Plan would be budgeted for five years. She displayed and reviewed a web page she had created for the Capital Improvement Plan and answered question posed by the Committee.

Ms. Hogan asked if there were any public comments and Don Lehman, *Director of Public Affairs*, replied in the negative.

As there was no further business to come before the Economic Growth & Development Committee, on motion made by Mrs. Frasier, seconded by Mr. Leggett and carried unanimously, Ms. Hogan adjourned the meeting at 1:03 p.m.

Respectfully submitted,  
Molly Ganotes-Gleason, Legislative Office Specialist

Economic Growth & Development  
Department of Employment and Training

AGENDA  
March 23, 2021

Committee Members: HOGAN, Wild, Frasier, Strough, Leggett, Geraghty, Merlino

- I. Committee meeting called to order by Chairman
- II. Motion to approve minutes of prior Committee meeting
- III. Action Agenda/New Business:  
Resolution Request for CDPHP Cycle bike share program expansion to Warren County
- IV. Referral/Pending Items
- V. Information for Discussion/Review
- VI. Privilege of the Floor and public comment (please allow for 15 second delay on live stream meetings)
- VII. Motion to adjourn

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**Attachments:**

- A. Resolution Request Form 20
- B. Draft Agreement with Greater Glens Falls Transit

## *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:** Employment & Training Administration

**DATE:** March 23, 2021

- (a) Purpose of Request:  
**Expansion of CDPHP Cycle bike share program to Warren County is a private-public investment and in collaboration with Greater Glens Falls Transit. Requesting funds not to exceed \$10,000.00 to support the total operating costs of \$25,000.00 per year.**
  
- (b) Details:  
**This initiative will serve the transportation needs of residents, workers, and tourists. The agreement will be with Greater Glens Falls Transit and would be renewed each year. The program operates for three seasons and the operating costs cover all bikes, bike maintenance, marketing, and technology support.**
  
- (c) Previous Resolution Number:  
**N/A**
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:  
**To be discussed and determined.**

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

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



495 Queensbury Avenue  
Queensbury, New York 12804  
(518)792-1086 792-7952 fax

## DRAFT

### Greater Glens Falls Transit Bike Share Memorandum of Understanding

The agreement is made between Greater Glens Falls Transit (GGFT), a Department of the City of Glens Falls, and Warren County for the financial support of CDPHP/CDTA Cycle Bike share program in Warren County during calendar 2021. Terms of this M.O.U. are as follows:

1. GGFT will enter into an agreement with the Capital District Transportation Authority (CDTA) in Albany for it to extend the operation of its CDPHP Cycle program into Warren County in 2021.
2. CDTA will operate and manage the Bike share program, being responsible for the maintenance of system equipment, software, and major marketing efforts.
3. GGFT will monitor program operation in Warren County and be the point of contact to CDTA.
4. To help cover program operating costs, Warren County will contribute up to \$10,000 to in 2021. This amount will be payable to GGFT to cover annual expenses it incurs through its agreement with CDTA.
5. Warren County will work with the CDPHP Cycle to help facilitate the installation of up to two(2) bike dock stations and related signage at mutually agreed upon locations along the Warren County Bikeway.
6. GGFT will report to Warren County on agreed upon intervals regarding the operation of the program, and at the end of the year regarding any recommendations for the following year.
7. This MOU may be renewed on an annual basis for up to two additional years

*Accepted terms of this Memorandum of Understanding agreement*

**Warren County Representative:** \_\_\_\_\_

**Name (Printed):** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Greater Glens Falls Transit:** \_\_\_\_\_

**Name (Printed):** \_\_\_\_\_

**Date:** \_\_\_\_\_

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

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

- I. Committee meeting called to order by Chair
- II. Approval of minutes of prior Committee Meeting
- III. Action Agenda/New Business Items:
  1. Request: Schedule public hearing for CARES Act submission  
Rationale: On 19 March 2021 the State announced a funding round for Cares Act applications. Applications are open until 27 August 2021 with a rolling window that is now open. This is extremely short notice to meet all the regulatory requirements. In order to submit any applications from the County it is required to hold a public hearing to inform the public and solicit public comment regarding the types of applications to be submitted. Action to establish a public hearing for the April meeting needs to happen this month in order to be eligible to apply for funding. Further information concerning suggested activities to be included in any applications will take place at the next Committee meeting.
  2. Request: Request to Apply for CARES Act funding through the NYS Housing Trust Fund  
Rationale: The Department is requesting authorization to submit one or more applications under the CARES Act Program. Specific projects that meet ALL of the program criteria will be reviewed and final determination of project(s) will be made in consultation with the County Administrator and Committee Chair or a special meeting of the committee.
- IV. Discussion Items:
  1. ARCC presentation
  2. Update on grant application submissions: Pottersville Water, Warrensburg Sewer, Countryside
  3. Discussion of the Capital Improvement Project Inventory and planning process and demonstration of the CIP website.
- V. Referrals/Pending Items: None
- VI. Privilege of the floor and public comment (please allow for 15 second delay on live stream meetings)
- VII. Motion to adjourn

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Attachments:

1. Resolution Request Form No. 20 – Schedule public hearing for CARES Act submission
2. Resolution Request Form No. 5 – Apply for CARES Act grant funding

# ***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:** March 2021

- (a) Purpose of Request: Schedule public hearing for CARES Act submission
  
- (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

On 19 March 2021 the State announced a funding round for CARES Act applications. Applications are open until 27 August 2021 with a rolling window that is now open. This is an extremely short notice to meet all the regulatory requirements. In order to submit any applications from the County it is required to hold a public hearing to inform the public and solicit public comment regarding the types of applications to be submitted. Action to establish a public hearing for the April meeting needs to happen at the this month in order to be eligible to apply for funding. Further information concerning suggested activities to be included in any applications will take place at the next Committee meeting.

# ***RESOLUTION REQUEST FORM NO. 5***

## ***Request to Apply for a Grant Application and Grant Agreement***

**DEPARTMENT NAME:** Planning and Community Development

**DATE:** March 2021

- (a) Purpose of Grant:  
CARES Act funding
- (b) Name of Grantor:  
NYS Housing Trust Fund
- (c) Address of Contractor:  
To be determined
- (d) Grantor's Contact Person and Telephone Number:
  
- (e) Has or Will the Grant Application or Grant Agreement be provided, if so, Please Attach? NOFA attached
- (f) Effective Date of Grant: TBD by grantor agency
- (g) Termination Date of Grant: 2 years from award date
- (h) Total Dollar Amount Involved (not to exceed): TBD by individual project sponsors
  
- (i) Deadline to Submit Grant Application and/or Grant Agreement:  
Open until 27 August 2021
- (j) Is a Budget amendment required? No If yes, also complete and submit Form No. 7.
  
- (k) Are the funds to go into a Capital Project or Capital Reserve Project? If yes, also complete and submit Form No. 8 or Form No. 9, as applicable.
  
- (i) Is a Local Share Required? Yes If Yes, Where are the Funds? List Budget Code, Object Code, Full Title\* and Amount **OR** Capital Project **OR** Capital Reserve Project Number and Title and Amount:

Local share to be provided by individual project sponsors

**Sample: A.1010 470 Legislative Board – Contract \$xx.xx**

**Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx**

\* The Department is requesting authorization to submit one or more applications under the CARES Act Program. Specific projects that meet ALL of the program criteria will be reviewed and final determination of project(s) will be made in consultation with the County Administrator and Committee Chair or a special meeting of the Committee

NOTICE OF FUNDING AVAILABILITY  
STATE AND FEDERAL FUNDS  
HOUSING TRUST FUND CORPORATION  
OFFICE OF COMMUNITY RENEWAL  
38-40 STATE STREET, 4<sup>th</sup> FLOOR SOUTH  
ALBANY, NY 12207

**NEW YORK STATE HOMES AND COMMUNITY RENEWAL  
HOUSING TRUST FUND CORPORATION  
OFFICE OF COMMUNITY RENEWAL  
2020 NOTICE OF FUNDING AVAILABILITY (NOFA)  
Coronavirus Aid, Relief, and Economic Security Act (CARES)**

The Housing Trust Fund Corporation (HTFC) announces the availability of approximately \$60 million of Federal funds for the following programs:

- **\$60 million** - NYS Community Development Block Grant (CDBG) funding for CDBG-CV (COVID-19 Response)

**NYS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM-CV**

***Program Description***

The New York State Community Development Block Grant Program (NYS CDBG) is a federally funded program administered by the Housing Trust Fund Corporation's (HTFC) Office of Community Renewal (OCR). The CDBG-CV COVID 19 program will provide resources to non-entitlement communities and all entitlement jurisdictions to prevent, prepare for, and respond to COVID-19.

***CDBG Eligible Applicants***

Eligible applicants include non-entitlement Villages, Towns, Cities or Counties throughout New York State, and all metropolitan cities and urban counties that are HUD designated Entitlement communities. HCR will make \$60 million available with no less than \$30 million to be awarded to non-entitlement communities. Additional funds may be made available in a subsequent funding round.

***CDBG-CV General Activity Areas***

An applicant may request funding for one or more activities. Applicants must document need and demand for proposed activities and present clear proposal for timely expenditure of funds.

- ***Supporting Small Business***
  - Examples: Point of sale improvements, new equipment or fixtures to guide social distancing, working capital to resume operations, etc.
- ***Improving Air Quality in Public Facilities***
  - Examples: Assist municipal public facilities, nursing homes, supportive and public housing developments and other critical institutions with reconfiguration and physical adjustments to comply with social distancing, reduced occupancy and other requirements
- ***Environmental Improvements in Housing for Safe Shelter***
  - Examples: Lead remediation, rental and single-family homeowner repairs, reconfiguration of communal spaces, down payment assistance to increase homeownership and reduce density in housing, etc.
- ***Conversion of Underutilized Buildings for Affordable Housing***
  - Examples: Conversion of vacant and abandoned residential and commercial properties for housing and to better respond to COVID-19.
- ***Public Services***
  - Example: Vaccine Outreach and awareness, Support for mental health services, wi-fi connectivity for underserved communities

## **2020 CDBG-CV Funding Limits**

	<b>Minimum</b>	<b>Maximum</b>
<i>Towns, Cities and Villages:</i>	\$100,000	\$ 500,000
<i>Counties and New York City:</i>	\$100,000	\$1,000,000
<i>All Municipalities - Combined Activities</i>	\$100,000	\$2,000,000

These limits are provided as guidelines for expected award limits. Larger awards may be approved based on demonstrated need and capacity to complete proposed activities within 12-month term.

### ***Application for Funding***

The 2020 Application for CDBG-CV Activities will be available on the [NYS CDBG Homes and Community Renewal web site](#) on Wednesday, March 17<sup>th</sup>, 2021. Applications will be accepted on an open round basis with rolling awards until **4:00 pm Friday, August 27, 2021** or until funding has been exhausted. Applications must be submitted using the application form provided online and submitted to CDBG CARES@nyshcr.org.

The above-stated application deadline is firm as to date and hour. In the interest of fairness to all applicants, applications received after the specified date and time will be deemed ineligible and will **not** be considered for funding. Applicants should make early submission of their applications to avoid risks of ineligibility resulting from unanticipated delays or problems.

Applicants may make a request, based on demonstrated need, to submit a paper application in lieu of using the provided email inbox. Requests for approval to submit a paper application must be sent to: Crystal Loffler, Deputy Commissioner, NYS Homes and Community Renewal, Office of Community Renewal, Hampton Plaza, 38-40 State Street, 4<sup>th</sup> Floor South, Albany, NY 12207.

### ***Contact Information***

For inquiries or technical assistance regarding the NYS CDBG program, please contact:

*NYS Home and Community Renewal  
Office of Community Renewal  
38-40 State Street, 4<sup>th</sup> Floor South  
Albany, NY 12207  
[CDBG CARES@NYSHCR.ORG](mailto:CDBG CARES@NYSHCR.ORG)  
<https://hcr.ny.gov/community-development-block-grant>  
Telephone: (518) 474-2057*

THIS NOTICE WAS PREPARED AND SUBMITTED BY:  
CRYSTAL LOFFLER, DEPUTY COMMISSIONER  
HOUSING TRUST FUND CORPORATION  
OFFICE OF COMMUNITY RENEWAL  
38-40 STATE STREET, 4<sup>th</sup> FLOOR  
ALBANY, NY 12207