

**WARREN COUNTY BOARD OF SUPERVISORS**

**COMMITTEE: ECONOMIC GROWTH & DEVELOPMENT**

**DATE: MAY 24, 2021**

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**COMMITTEE MEMBERS PRESENT:**

SUPERVISORS HOGAN  
FRASIER  
WILD  
GERAGHTY

**OTHERS PRESENT:**

ANNIE MCMAHON, FISCAL MANAGER, EMPLOYMENT & TRAINING  
ADMINISTRATION  
JIM SIPLON, PRESIDENT, ECONOMIC DEVELOPMENT CORPORATION  
GINA MINTZER, EXECUTIVE DIRECTOR, LAKE GEORGE CHAMBER OF  
COMMERCE & CVB

**REPRESENTING PLANNING & COMMUNITY DEVELOPMENT:**

WAYNE LAMOTHE, COUNTY PLANNER  
SARA FRANKENFELD, GIS ADMINISTRATOR  
ETHAN GADDY, ASSISTANT COUNTY PLANNER  
RACHEL E. SEEBER, CHAIRWOMAN OF THE BOARD  
RYAN MOORE, COUNTY ADMINISTRATOR  
ROBERT TERWILLIGER, ASSISTANT COUNTY ATTORNEY  
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD  
FRANK E. THOMAS, BUDGET OFFICER

**COMMITTEE MEMBERS ABSENT:**

SUPERVISORS STROUGH  
LEGGETT  
MERLINO

SUPERVISORS BRAYMER  
CONOVER  
DIAMOND  
DICKINSON  
DRISCOLL  
MAGOWAN  
SMITH

DEANNA PARK, DIRECTOR, OFFICE FOR THE AGING  
TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR  
DON LEHMAN, DIRECTOR OF PUBLIC AFFAIRS  
LESLIE LOVELACE, SECRETARY TO THE CLERK OF THE BOARD

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*Please note, the following contains a summarization of the May 24, 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". All of the Committee members in attendance were physically present.*

Ms. Hogan called the meeting of the Economic Growth & Development Committee to order at 10:09 a.m.

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

Copies of the Planning & Community Development and Employment & Training Administration agendas were distributed to those in attendance and those participating virtually accessed them via the Warren County website;

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copies of the agendas are on file with the meeting minutes.

Privilege of the floor was extended to Annie McMahon, *Fiscal Manager, Employment & Training Administration*, who presented the following requests:

- 1) To amend the 2021 County Budget in the amount of \$11,222.48 to reflect receipt of funds from the Employment Recovery Dislocated Workers Grant.

Motion was made by Mr. Wild, seconded by Mrs. Frasier 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.*

- 2) To authorize a transfer of funds in the amount of \$13,000 between various budget codes to carryover a budget adjustment.

Motion was made by Mrs. Frasier, 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 Jim Siplon, *President & CEO, Warren County EDC*, who presented a Power point presentation entitled "EDC Broadband Project Update May, 2021", which he reviewed in detail. *A copy of the presentation is on file with the minutes.*

Privilege of the floor was extended to Gina Mintzer, *Executive Director, Lake George Regional Chamber of Commerce & CVB*, who informed the Lake George Group was working on the future of the Lake George Forum building. She advised the group was requesting assistance from the County Planning Department for a CFA (*Consolidated Funding Application*) grant in the near future to purchase the building for economic growth in the area. A brief discussion ensued in regards to the grant for the prospective project.

Privilege of the floor was then extended to Wayne LaMothe, *County Planner*, who stated prior to commencing the Planning & Community Development agenda he wanted to address an e-mail from Chairwoman Seeber in regards to the Department of Social Services pertaining to a grant that his Department submitted on behalf of Countryside Adult Home for which the award of \$300,000 had been announced on the prior Friday. He said the County had committed \$1 million from the budget for the project and said he would be busy working with the County Facilities Committee and Kevin Hajos, *Superintendent of Public Works*, on that upcoming project.

Continuing with the agenda review, Mr. LaMothe presented the following requests:

- 1) To establish Capital Project H405, *Lake George Septic Replacement Program* in the amount of \$340,000.

Following a brief discussion, motion was made by Mr. Wild, seconded by Mr. Geraghty 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.*

- 2) To authorize the County's participation in the Clean Energy Communities Solarize Campaign to become eligible for NYSERDA (*New York State Energy Research & Development Authority's*) Clean Energy Communities Leadership Round grant funding.

Following a brief discussion, motion was made by Mrs. Frasier, seconded by Mr. Wild and carried unanimously to approve the request and the necessary resolution was authorized for the June 16<sup>th</sup> Board meeting. *A copy of the*

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*resolution request form is on file with the minutes.*

- 3) To authorize the Chair of the Board to execute all the necessary grant documentation relative to NYS (*New York State*) DEC (*Department of Environmental Conservation*) grant for a Municipal Waste Reduction and Recycling Program in the amount of \$10,000.

Motion was made by Mr. Geraghty, seconded by Mrs. Frasier and carried unanimously to approve the request and authorize the necessary resolution for the June 16<sup>th</sup> Board meeting, as well as to refer same to the Public Works Committee to work on the grant administration. *A copy of the resolution request form is on file with the minutes.*

- 4) To amend the 2021 County Budget in the amount of \$5,000 to reflect receipt of grant award from NYSERDA for the Climate Smart Bronze Certification.
- 5) To authorize the new contract with L&S Energy Services, Inc. to conduct a Level 2 Energy Audit for the Municipal Center utilizing FlexTech contractor per NYSERDA's program guidelines in an amount not to exceed \$9,984 for a term commencing prior to June 30, 2021 and terminating November 30, 2021.
- 6) To authorize a transfer of funds in the amount of \$4,984 from Budget Code A.1990 469, *Contingent Account - Other Payments/Contributions*, to Budget Code A.8021 470, *Contract*, for the NYSERDA Level 2 Energy Audit.

Motion was made by Mr. Geraghty, seconded by Mr. Wild and carried unanimously to approve the requests as outlined above and refer Items 4 and 6 to the Finance Committee and to authorize the necessary resolution for the June 16<sup>th</sup> Board meeting for Item 5. *Copies of the resolution request forms are on file with the minutes.*

- 7) To authorize a transfer of funds in the amount of \$1,443.34 from Budget Code A.1990 469, *Contingent Account - Other Payments/Contributions*, to Budget Code A9901.901, *Interfund Transfer*, to offset State receivables.

Motion was made by Mr. Geraghty, seconded by Mrs. Frasier 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.*

- 8) To authorize offsetting of State Receivables in the amount of \$1,433.34 for a public hearing in New York City relating to the Section 108 loan program which was not an eligible grant cost.

Motion was made by Mr. Geraghty, seconded by Mrs. Frasier 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.*

- 9) To authorize the submission of grant applications for multiple projects for Local Waterfront and Community Development projects through the Consolidated Funding Application in an amount to be determined.

Motion was made by Mr. Geraghty, seconded by Ms. Frasier and carried unanimously to approve the request and the necessary resolution was authorized for the June 16<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

Moving along to the Discussion Items portion of the agenda, privilege of the floor was extended to Sara Frankenfeld, *GIS Administrator*, who provided an update on the First Wilderness Letterboxing Trail program through New York State DEC (*Department of Environmental Conservation*) which would launch on June 5<sup>th</sup> and included kick off

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events at Kinnear Museum in Lake Luzerne, as well as at Martin's Lumber. She explained letterboxing was similar to geocaching, but used written clues in the form of a riddle with hand carved stamps at each wilderness town and event locations. She said passport booklets had been printed with an area for each of the stamps and once the passport had all of the 18 completed stamps the passports could be submitted to the Planning Department for a First Wilderness patch. She said the passports would be available at Visitor Centers, the Chambers of Commerce, Town Halls and participating museums. She advised the website coincided with the passports which was on the First Wilderness site that allowed for passports to be printed from besides being available in locations. She noted hike completions were not mandatory to receive the stamps and receive a patch, adding seven or eight of the sites were ADA (*Americans Disability Act*) accessible and were marked in both the passports, as well as on the website. She indicated the grant representative was in a wheelchair and had helped her test the sites. Ms. Hogan stated she had been a beta tester and noted the program was creative and beautifully done. Ms. Frankenfeld extended her appreciation to Gina Martin, *Part-Time Office Specialist*, who she said hand carved the stamps which were a major component of letterboxing and Sue Tucker, *Office Specialist*, who had been an integral part of the process, noting she would not have been able to coordinate the program without their assistance.

Next, Ms. Frankenfeld provided an update on the Capital Improvement Project Plan, noting the website would be public later today to view all of the town projects. She stated she removed the Cool Insuring and SUNY Adirondack projects temporarily, as she had not received feedback from them, however; she said, once she received a response from them she would add those projects back. She provided an overview on the new website and how to access the information. She indicated the website was located on the County website on the GIS page. Ms. Hogan expressed her appreciation to Ms. Frankenfeld for her work on the website.

Continuing to the Referrals/Pending Items portion of the agenda, Mr. LaMothe apprised the first item had been discussed during the first request. He stated he was unsure what the second item referred to. Ryan Moore, *County Administrator*, advised the referral item was premature and would be discussed at a future meeting as he was in the process of working with Mr. Hajos, the County Historian, along with others who were involved in the Joseph Warren Center to add phases and estimated costs into the Capital Improvement Plan.

There being no further business to come before the Committee, on motion made by Ms. Frasier, seconded by Mr. Wild and carried unanimously, Ms. Hogan adjourned the meeting at 11:14 a.m.

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