

Economic Growth & Development Committee  
Planning & Community Development Agenda  
June 21, 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: Accept grant award from NYS Housing Trust Fund  
Rationale: Resolution 28 of 2021 authorized the Planning Department to submit a grant application to NYS for renovations at Countryside Adult Home. That grant was awarded as contract number 1197PF6-20 in the amount of \$300,000. The initial resolution did not provide authorization for the Chair to execute any agreements relative to the grant application. This request is to authorize the Chair to accept the grant award and execute all necessary documents for its award.
  2. Request: Establish CD76 Countryside Renovations.  
Rationale: Pursuant to resolution 28 of 2021, the County applied for funding to undertake repairs and upgrades to Countryside Adult Home. The grant was awarded through the NYS Office of Community Renewal.
  3. Request: Transfer of funds to cover postage  
Rationale: The County is required to mail a letter to all property owners within 250' of Lake George notifying them of eligibility for Septic Replacement grant funds. Cost covers postage, envelopes, labels and printing
  4. Request: Authorize County Planner to appoint a Section 3 Coordinator to ensure contractor conformance for project funded with CDBG funds.  
Rationale: Based on a webinar attended on 17 June 2021 the County is required to provide for the appointment of a Section 3 Coordinator for CDBG awards that result in contracts greater than \$200,000. The establishment of the Section 3 coordinator is required before the State can release funds for CD76 Countryside Adult Home. Similar to resolution 488 of 2013 it is requested that the County Planner appoint staff on an as needed basis for contract management.
- IV. Discussion Items:
  1. Discussion: Consolidated Funding Application proposed projects
  2. Presentation: Warren County Historic Lodging Inventory
- 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 – accept grant award from NYS Housing Trust Fund
2. Resolution Request Form No. 7 – amend county budget with grant award from NYS Housing Trust Fund
3. Resolution Request Form No. 10 – transfer of funds

4. Resolution Request Form No. 20 – authorize County Planner to appoint Section 3 Coordinator
5. Consolidated Funding Application proposed projects

# ***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: June 2021**

(a) Purpose of Request:

**Accept grant award from NYS Housing Trust Fund**

(b) Details:

Resolution 28 of 2021 authorized the Planning Department to submit a grant application to NYS for a renovations at Countryside Adult Home That grant was awarded as contract number 1197PF6-20 in the amount of \$300,000. The initial resolution did not provide authorization for the Chair to execute any agreements relative to the grant application. The request is to authorize the Chair to accept the grant award and execute all necessary documents for its award.

(c) Previous Resolution Number:

**28 of 2021**

(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. 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: June 2021**

(a) Purpose of Amendment:

**Establish CD76 Countryside Renovations. Pursuant to resolution 28 of 2021, the County applied for funding to undertake repairs and upgrades to Countryside Adult Home. The grant was awarded through the NYS Office of Community Renewal.**

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

**76 8662 470 contract- \$263,000; 76 8662 437, consulting \$15,000; 76 8686 410 supplies \$22,000.**

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

**76.8662 4910 \$278,000 and 76.8686 4910 \$22,000 Community Development**



## Homes and Community Renewal

ANDREW M. CUOMO  
Governor

RUTHANNE VISNAUSKAS  
Commissioner/CEO

May 18, 2021

Rachel Seeber  
Chairperson  
Warren County  
1340 State Route 9  
Lake George, NY 12845

Re: CDBG Program Award  
NYS CDBG Project # 1197PF6-20  
Warren County Countryside Adult Home

Congratulations! On behalf of Governor Andrew Cuomo, the Housing Trust Fund Corporation (HTFC) and the NYS Office of Community Renewal (OCR), it is my pleasure to inform you that Warren County has been awarded \$300,000 in New York State Community Development Block Grant (NYS CDBG) funds as part of the 2020 NYS CDBG Competitive Public Infrastructure, Facility and Planning Round.

OCR will award more than \$20 million in this round to assist communities across New York in addressing local community development needs. Working collaboratively with our local partners, these investments will help to revitalize communities and improve the quality of life for the working families of New York by providing a better quality of living through local community investment programs.

The OCR will advance a Grant Agreement separately for this award. The agreement will outline the conditions of the CDBG program that must be addressed to satisfy the award. Please be advised that no work can be performed, nor any cost committed or incurred prior to the execution of a grant agreement with HTFC and approval of all required environmental review record materials. The HTFC and OCR reserve the right to rescind an award and deobligate funds for projects unable to satisfy all requirements. If you applied for funding from other programs or other State agencies, you will receive information from those programs/agencies separately.

Hailey Hamias will contact you within (10) ten days of this letter to outline the procedures necessary to facilitate the grant agreement and advance this project effectively. Should you have any questions in the interim, please contact Hailey at [hailey.hamias@nyshcr.org](mailto:hailey.hamias@nyshcr.org).

Sincerely,

RuthAnne Visnauskas  
Commissioner/CEO  
NYS Homes and Community Renewal

# 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:** June 2021

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
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**Sample: A.4018.0020 110 Preventive Program – Family Health – Salaries – Regular \$xxx.xx**

**Please state reason for transfers requested:**

Funds are to be transferred to 8021 to offset postage costs for grant.

**\*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	A8021.424	Postage	\$1,858.49

**Please state reason for transfer request:** To cover the cost of postage for LG Sewer grant notices to homeowners.

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

Notes:

Approximately 3000 pieces of mail - Postage @ \$.55 each = \$1,650; Envelopes @ \$27.99/500 = \$167.94; labels \$10.55; Printing @ \$30

# ***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: June 2021**

(a) Purpose of Request:

**Authorize the County Planner to appoint a Section 3 Coordinator to ensure contractor conformance for project funded with CDBG funds.**

(b) Details:

Based on a webinar attended on 17 June 2021 the County is required to provide for the appointment of a Section 3 Coordinator for CDBG awards that result in contracts greater than \$200,000. The establishment of the Section 3 coordinator is required before the State can release funds for CD76 Countryside Adult Home. Similar to resolution 488 of 2013 it is requested that the County Planner appoint staff on an as needed basis for contract management.

(c) Previous Resolution Number:

**Similar to reso 488 of 2013**

(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

# Warren County Board of Supervisors

## RESOLUTION NO. 488 OF 2013

**Resolution introduced by Supervisors Taylor, Montesi, Monroe, Wood and Mason**

**AUTHORIZING THE COUNTY PLANNER TO APPOINT  
A LABOR STANDARDS OFFICER TO MONITOR WAGE  
RATE COMPLIANCE IN PROJECTS FUNDED WITH CDBG FUNDS**

WHEREAS, the County Planner has advised that the New York State Office of Community Renewal (“NYSOCR”) has instituted a new policy which requires the County to have on staff a Labor Standards Officer to monitor wage rate compliance in projects funded with Community Development Block Grants (“CDBG”) funds, and

WHEREAS, the County Planner is requesting authorization to appoint a Labor Standards Officer at no cost to the County to monitor wage rate compliance in projects funded with CDBG funds and the Economic Growth & Development Committee has recommended the authorization, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the County Planner to appoint a Labor Standards Officer at no cost to the County to monitor wage rate compliance in projects funded with CDBG.

**Proposed Consolidated Funding Applications - July 2021**  
**Warren County Planning Department**

**Project Name:** Warren County Recreation Economy Strategic Plan

**Project Description:** Warren County will develop a county-wide plan to activate existing recreation, outdoor, and open space assets and to identify new opportunities to complement existing assets. By leveraging existing assets, the county can support entrepreneurship, tourism, quality of life for residents, and environmental protection.

**Funding Source:** Empire State Development (ESD) Strategic Planning and Feasibility Study program. This program requires a 50% match, 10% of which must be cash. It is anticipated that the Planning Department can provide up to 15% match through staff time.

**Project Cost:** \$100,000 (\$85,000 for consultant fees)

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**Project Name:** Warren County Aquatic Invasive Species (AIS) Initiative

**Project Description:** Warren County will bolster existing AIS eradication and inspection efforts, establish additional inspection and decontamination facilities along high priority under-protected waterbodies, and expand outreach efforts to residents and visitors. This project will involve coordination with existing partners such as the Adirondack Watershed Institute and NYSDEC.

**Funding Source:** New York State Department of State (NYSDOS) Local Waterfront Revitalization Program (LWRP). This program requires a 25% match. It is anticipated that Warren County and individual municipalities will provide the match in proportion to proposed improvements/facilities.

**Project Cost:** \$200,000 (requiring \$50,000 from municipalities and County)

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**Project Name:** Warren Organics Management Plan

**Project Description:** Warren County NY will develop an Organics Management Plan that will propose a set of recommended, interrelated strategies designed to increase the collection of organics from residential, commercial, and institutional generators. Public engagement and research will inform the development of waste reduction goals and potential strategies to meet those goals will be evaluated for a range of criteria, including diversion potential, cost, convenience for residents and businesses, and community acceptance. The resulting plan will include an implementation strategy with cost estimates and timelines.

**Funding Source:** New York State Department of Environmental Conservation (NYSDEC) Climate Smart Communities (CSC) program. This program requires a 50% match. It is anticipated that this match will be included in the 2022 DPW budget.

**Project Cost:** \$80,000 (requiring \$40,000 from Warren County)

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**Project Name:** Riverfront Park Improvements

**Project Description:** The County of Warren desires to implement goals and objectives of the First Wilderness Heritage Corridor Plan. In 2013 a master plan was developed for an area in the hamlet of North Creek known as Riverfront Park. This area of the hamlet is adjacent to the historic North Creek Railway Station Complex and fronts on the Hudson River. With assistance from Warren County, the town is proposing to implement selected improvements from that plan. The town will secure additional property from the county to construct an on-site septic field as part of providing public restrooms along the water front. Additional upgrades to an existing structure, to include electrical service upgrades, will support existing arts and cultural activities that occur both onsite and inside the Barn structure.

**Funding Source:** Local Waterfront Revitalization Program, managed by Department of State

**Project Cost:** \$250,000, match provided by the Town via property donation from County.

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**Project Name:** Warrensburg Wastewater Collection System Engineering Assessment

**Project Description:** The Town of Warrensburg is requesting assistance to undertake an engineering assessment for the purposes of evaluating the wastewater collection system to make a determination of specific areas in the Town that may be in need of an upgrade or possible sewer extensions along with creating an Asset Management Plan. The Town will utilize \$43,000 of CDBG funding in addition to \$5,000 of local funding to develop preliminary engineering for sections of the Sewer district currently underserved and to complete an asset management plan for the entire district.

**Funding Source:** Office of Community Renewal CDBG program

**Project Cost:** \$48,000 including \$5,000 local match provided by Town of Warrensburg