

Economic Growth & Development Committee
Planning & Community Development Agenda
November 22, 2022

COMMITTEE MEMBERS: Supervisors **WILD**, McDevitt, Hogan, Strough, Leggett, Frasier, Magowan - *Chair of the Board shall serve as an Ex-Officio member when needed in accordance with the Section C(4) of the Rules of the Board*

- I. Committee meeting called to order by Chair
 - II. Approval of minutes of prior Committee Meeting
 - III. Action Agenda/New Business Items:
 1. Request: Allocate \$71,715.86 to transfer fund
Rationale: Resolution 364 of 2022 allocated \$71,715.86 from H340 to the Transfer Account for use in later grant awards. The Department is requesting these funds be re-appropriated to the appropriate codes to increase A.1325 5031 and A.9950.910
 2. ~~Request: Establish Capital Project for Schroon Lake Aquatic Invasive Species Initiative~~
~~Rationale: Establish Capital Project to administer grant award from NYS DOS~~
 3. Request: Transfer \$20,000 to H408 Schroon Lake Aquatic Invasive Species Initiative Capital Fund
Rationale: Resolution 364 of 2022 allocated \$71,715.86 from H340 to the General Fund for use in later grant awards. These funds will be used to cover cost increases in State Contract equipment. Capital Fund H408 initially authorized by resolution 99/2022.
 4. Request: Transfer \$51,715.96 to First Wilderness Capital Fund
Rationale: Increase Capital fund H367 to retain funds transferred to the transfer account. We are still awaiting notification of 2022 CFA applications and the funds will be used for local match purposes if we receive funding. In the event that we are not awarded funding the funds will be returned to the General Fund when we close the Capital Fund sometime in 2023.
 5. Request: Enter into an agreement to provide GIS technical support to LGLC
Rationale: The Planning Department will provide GIS technical support services to the Lake George Land Conservancy, as needed, on an hourly basis, at an amount not to exceed \$15,000 annually.
 6. Request: Intent to Fill – Director of Planning and Community Development
Rationale: Required for implementation of 2023 budget due to staff reorganization
 7. Request: Intent to Fill – County Planner
Rationale: Required for implementation of 2023 budget due to staff reorganization
 - IV. Discussion Items:
 1. Update on current projects
 - V. Referrals/Pending Items:
 1. It was the consensus of the Committee to continue discussion regarding a request to introduce Local Law No. 5 of 2022 entitled “A Local Law Providing That No Exemption Under Real Property Tax Law Section 487 be Applicable Within The Jurisdiction of the County of Warren With Respect to Any Solar or Wind Energy System or Farm Waste Energy System”. (10.25.22)
 - VI. Privilege of the floor and public comment (please allow for 15 second delay on live stream meetings)
 - VII. Motion to adjourn
-

Attachments:

1. Reso request #7 – Allocate funds to transfer fund
2. Reso request #9 – Increase Schroom Lake Aquatic Invasive Species Initiative Capital Fund
3. Reso request #9 – Increase First Wilderness Capital Fund
4. Reso request #20 – Enter into an MOA with LGLC
5. Reso request #12 – Intent to Fill Planning Director
6. Reso request #12 – Intent to Fill 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: November 2022

- (a) Purpose of Amendment:
Allocate funds to transfer account
- (b) Appropriation Code, Object Code, Full Title and Amount:
increase A.9950 910. \$71,715.86

Sample: A.1010 470 Legislative Board – Contract

- (c) Revenue Code (with title), and Amount:
A.1325 5031 - \$71,715.86

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

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

Notes:

Resolution 364 of 2022 allocated \$71,715.86 from H340 to the General Fund for use in later grant awards. The Department is requesting these funds be re-appropriated to the appropriate codes to increase A.1325 5031 and A.9950 910.

RESOLUTION REQUEST FORM NO. 9

Request to Increase or Decrease or Amend Existing Capital Project or Capital Reserve Project*

****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: November 2022

- (a) Exact Title and Number of Project*:
H408 Schroon Lake Aquatic Invasive Species Initiative 2022.
- (b) Is this a Capital Project?
Yes
- (c) Is this a Capital Reserve Project?
- (d) Amount of Increase (if applicable):
H408.9550 280 – Projects - \$20,000
- (e) Amount of Decrease (if applicable):
- (f) Source of Funding (if Increase) (including name & title of codes, etc.):
H408 9950 5031 Transfers -\$20,000
- (g) Changes in Funding (if Amendment):
- (h) Purpose of Increase or Decrease or Amendment:

Resolution 364 of 2022 allocated \$71,715.86 from H340 to the General Fund for use in later grant awards. These funds will be used to cover cost increases in State Contract equipment. Capital Fund H408 initially authorized by resolution 99/2022.

RESOLUTION REQUEST FORM NO. 9

Request to Increase or Decrease or Amend Existing Capital Project or Capital Reserve Project*

****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: November 2022

- (a) Exact Title and Number of Project*:
H367 First Wilderness
- (b) Is this a Capital Project?
Yes
- (c) Is this a Capital Reserve Project?
- (d) Amount of Increase (if applicable):
H367.9550 280 – Projects - \$51,715.96
- (e) Amount of Decrease (if applicable):
- (f) Source of Funding (if Increase) (including name & title of codes, etc.):
H367 9950 5031 Transfers -\$51,715.96
- (g) Changes in Funding (if Amendment):
- (h) Purpose of Increase or Decrease or Amendment:

Resolution 364 of 2022 allocated \$71,715.86 from H340 to the General Fund for use in later grant awards.

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: November 2022

(a) Purpose of Request:

Authorize MOA with Lake George Land Conservancy for GIS services

(b) Details:

The County received a request from the Lake George Land Conservancy to provide limited GIS services. Their Board has authorized up to \$15,000 per year. As the data generated will also be useful to the County the Department is recommending entering into this agreement. The contact person is Sarah Hoffman, 4905 Lake Shore Drive, P.O. Box 1250, Bolton Landing, New York, 12814, Phone: 518-644-9673

(c) Previous Resolution Number:

(d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

Revenue code A8022 2189 GIS subscription fee

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

* as listed in budget and LOGOS

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 & Community Development Payroll Dept. No: A.8021
Title of Position: Director of Planning and Community Development Base Salary of Position: \$107,637 Grade:
Filling at Step # (If Known):
Budget code and title: A.8021 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: Date of Vacancy: 1/31/2023
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State 30+ % Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (hiring would be provisional) Non-Competitive Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed. 12/15/22

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

The Administrator has no objection to the filling of the vacancy.
The Administrator objects to the filling of the vacancy.
Administrator Signature Date 12/15/2022

BUDGET OFFICER COMPLETES THIS SECTION

The Budget Officer has no objection to the filling of the vacancy.
The Budget Officer objects to the filling of the vacancy.
Budget Officer Signature Frank E. Thomas Date 12/16/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Economic Growth + Dev.
The committee has no objection to the filling of the vacancy.
The committee objects to the filling of the vacancy.
In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature Date 12/20/22

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.

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 County Planner Annual Salary \$81,600 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"

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