

Economic Growth & Development Committee
Planning & Community Development Agenda
January 24, 2023

- I. Committee meeting called to order by Chair
- II. Approval of minutes of prior Committee Meeting
- III. Action Agenda/New Business Items:
 1. Request: Transfer \$15,000 to CD76 and \$109,700 to CD77
Rationale: Requested by grantor agency. The state will be amending the budget in the contracts to move all admin and engineering costs to the program activity. This is due to the County engaging CHA prior to the State issuing an authorization to expend funds. Previous resolutions: CD76 293/2021, CD 77 457/2021
 2. Request: Public Hearing Request for CD76 and CD77
Rationale: The County received grant funds from NYS Housing and Community Renewal for renovations for Countryside Adult Home. Program requirements stipulate that a public hearing must be held when approximately 80% of the project funds have been expended. The department anticipates this threshold will be met in May 2023 and is requesting a Public Hearing be held at the May Board of Supervisors meeting.
 3. Request: Public Hearing Request for CD78
Rationale: The County received grant funds from NYS Housing and Community Renewal for a Housing Market and Demand needs analysis. Program requirements stipulate that a public hearing must be held when approximately 80% of the project funds have been expended. The department anticipates this threshold will be met in March 2023 and is requesting a Public Hearing be held at the March Board of Supervisors meeting.
 4. Request: Amend contract with VHB
Rationale: extend existing GIS tech support contract with VHB through 2023.
 5. Request: Create H423 NBRC2022
Rationale: The total project is \$200,000 with \$160,000 NBRC grant through the 2022 State Economic & Infrastructure Development (SEID) program. The application was authorized by 263/2022. 635/2022 allocated \$25,000 of Occ Tax funding towards the required \$40,000 match.
- IV. Discussion Items:

None
- 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

Attachments:

1. Reso request #10 – transfer of funds for CD76 and CD77
2. Reso request #20 – request for Public Hearing for CD76 and CD77
3. Reso request #20 – request for Public Hearing for CD78
4. Reso request #4 – extend tech support contract with VHB
5. Reso request #8 – establish H423 – NBRC 2022

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

TO: AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

DEPARTMENT NAME: Planning and Community Development

SIGNED:

DATE: January 2023

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
CD76 8662 437	consulting	CD 76 8662 470	Contracts	\$15,000.00
CD 76 8686 410	Supplies	CD 76 8662 470	Contracts	\$22,000.00
CD77 8662 437	Consulting	CD 77 8662 470	Contracts	\$71,200.00
CD 77 8686 410	Supplies	CD 77 8662 470	Contracts	\$16,500.00

Please state reason for transfers requested:

Requested by grantor agency. Previous resolutions CD76 293/2021 and CD77 457/2021

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			

Please state reason for transfer request:

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

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: January 2023

(a) Purpose of Request:

Schedule Public Hearings CD76 and CD77

(b) Details:

The County received grant funds from NYS Housing and Community Renewal for renovations at Countryside Adult Home. Prior to submitting the applications for funding the County held the required first Public Hearings. Program requirements stipulate that a second public hearing must be held when approximately 80% of the project funds have been expended. The Department is anticipating that threshold will be met in May of 2023 and is requesting that a Public Hearing pursuant to the CDBG regulations be held at the May Board of Supervisors meeting.

(c) Previous Resolution Number:

28/2021 and 123/2021

(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. 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: January 2023

(a) Purpose of Request:

Schedule Public Hearing

(b) Details:

The County received grant funds from NYS Housing and Community Renewal for a Housing Market and Demand needs analysis. Prior to submitting the applications for funding the County held the required first Public Hearings. Program requirements stipulate that a second public hearing must be held when approximately 80% of the project funds have been expended. The Department is anticipating that threshold will be met in March of 2023 and is requesting that a Public Hearing pursuant to the CDBG regulations be held at the March Board of Supervisors meeting.

(c) Previous Resolution Number:

28/2021

(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. 4

Request for Extending, Rescinding or Amending Existing Contract

DEPARTMENT NAME: Planning Department

DATE: 1/11/23

- (a) Purpose of Contract Change:
Extend agreement with VHB for GIS technical support services
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract:
58 of 2022
- (c) Name of Contractor:
VHB
- (d) Address of Contractor: **100 Great Oaks Blvd
Suite 118
Albany NY 12203**
- (e) Contractor's Contact Person and Telephone Number:
Christine Smith 518-389-3600
- (f) Commencement Date of Extension: **2/1/2023**
- (g) Termination Date of Extension: **12/31/2022**
- (h) Payment Provisions: i) lump sum amount
ii) hourly rate amount **\$150/hr**
iii) total amount not to exceed **\$4,000**
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
monthly
- (i) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR** Capital Project **OR** Capital Reserve Project Number, and Title, and Amount:
8022.470

Sample: A.1010 470 Legislative Board – Contract \$xx.xx
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx

*as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 8

Request to Establish 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: January 2023

(a) Exact Title* and Number of Project (must be obtained from Treasurer's Office):
H423 – NBRC 2022

(b) Is this a Capital Project?

(c) Is this a Capital Reserve Project?
No

(d) Amount of Project:
H423.9550 280 - \$200,000

(e) Source of Funding (including name & title of codes, etc.):
H423.9550 XXX - \$165,000 – Share of Joint Activity, Local, H423.9550 XXX - \$15,000 – Culture & Recreation, H423 9950 XXX Transfers -\$25,000

(f) Purpose of Establishment:
Administer grant award from Northern Border Regional Commission

The NBRC grant number is NBRC22GNY10. The total project is \$200,000 with \$160,000 NBRC grant through the 2022 State Economic & Infrastructure Development (SEID) program. The application was authorized by 263/2022. 635/2022 allocated \$25,000 of Occ Tax funding towards the required \$40,000 match.

Revenue codes yet to be provided by the Treasurer's office

***Title should reflect department if possible:**

i.e. Capital Project No. H274.9550 280 *Replace VASI with PAPI* would be clearer if name was listed as Airport Replace VASI with PAPI.