

Economic Growth & Development Committee  
Planning & Community Development Agenda  
February 23, 2023

COMMITTEE MEMBERS: Supervisors **McDevitt**, Wild, Braymer, Strough, Magowan, Leggett - *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: Approval for out of state travel  
Rationale: Permission for Wayne LaMothe to attend the 2023 National Planning Conference in Philadelphia, April 1-5, 2023
  2. Request: Approval for out of state travel  
Rationale: Permission for Ethan Gaddy to attend the 2023 National Planning Conference in Philadelphia, April 1-5, 2023.
  3. Request: Notice of Intent to Fill – Assistant County Planner  
Rationale: Permission to post job for Assistant County Planner position due to promotion
  4. Request: Notice of Intent to Fill – Principal Planner  
Rationale: Permission to post job for Principal Planner due to vacancy
  5. Request: Amend revenue codes to reflect ARPA administrative funding  
Rationale: add \$66,040 to code 8021.4999 4090 for ARPA administrative funding as per resolution 260 of 20922
  6. Request: Transfer from unappropriated surplus A.909.00 to 8020.470  
Rationale: Reso 156/2022 authorized funding for the County Comp Plan. Those funds were transferred to the Department. After release of an RFP and subsequent review LaBella was awarded at the Nov 18 2022 board meeting. LaBella did not sign the agreement until January 11 2023. Without a signed agreement we were not able to create a purchase order to hold 2022 funds. The Treasurer's office now requires a Board resolution to carry those funds forward.
- IV. Discussion Items:
  1. Discussion of Water Infrastructure Grant opportunities for Adirondack communities from NYS Environmental Facilities Corporation
  2. Update on bus transportation merger between GGFT and CDTA from Mayor Collins
- 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. Reso request #15 – approval for out of state travel Wayne LaMothe
2. Reso request #15 – approval for out of state travel Ethan Gaddy
3. Reso request #12 – intent to fill Assistant County Planner
4. Reso request #12 – intent to fill Principal Planner
5. Reso request #7 – request to amend county budget – ARPA administrative funding
6. Reso request #20 – request transfer from unappropriated surplus

# ***RESOLUTION REQUEST FORM NO. 15***

## ***Requesting Approval for Out-of-State Travel\****

***\*If the conference announcement or details are available in writing, please attach.***

**DEPARTMENT NAME: Planning and Community Development**

**DATE: 23 February 2023**

- (a) Dates of Travel: **1 April 2023 through 5 April 2023**
  
- (b) Purpose (include complete name of any conference, school, etc.):  
**2023 National Planning Conference**
  
- (c) City/Town & State:  
**Philadelphia, PA**
  
- (d) Employee(s) Traveling (include title(s):  
**Wayne E LaMothe, Director of Planning and Community Development**
  
- (e) Is County paying the costs or is another Agency?  
**County**
  
- (f) Mode of Transportation to be Use: **POV at personal expense**  
(County Vehicle or Mass Transportation)

***Please note: If County vehicle use is requested, upon resolution approval, please provide Fleet Manager Frank Morehouse with vehicle request form properly completed.***

# ***RESOLUTION REQUEST FORM NO. 15***

## ***Requesting Approval for Out-of-State Travel\****

***\*If the conference announcement or details are available in writing, please attach.***

**DEPARTMENT NAME: Planning and Community Development**

**DATE: 23 February 2023**

- (a) Dates of Travel: **1 April 2023 through 5 April 2023**
  
- (b) Purpose (include complete name of any conference, school, etc.):  
**2023 National Planning Conference**
  
- (c) City/Town & State:  
**Philadelphia, PA**
  
- (d) Employee(s) Traveling (include title(s):  
**Ethan Gaddy, County Planner**
  
- (e) Is County paying the costs or is another Agency?  
**County**
  
- (f) Mode of Transportation to be Use: **TBD**  
(County Vehicle or Mass Transportation)

***Please note: If County vehicle use is requested, upon resolution approval, please provide Fleet Manager Frank Morehouse with vehicle request form properly completed.***

# 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 Development Payroll Dept. No: a.8021  
Title of Position: Assistant County Planner Base Salary of Position: \$63,711 Grade: \_\_\_\_\_  
Filling at Step # (If Known): \_\_\_\_\_ \$19,431 (DDU 4-1)  
Budget code and title: A.8021.110 Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No./Last Name: 13515, Gaddy Date of Vacancy: 27 Feb 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.** 2/19/23  
**Human Resources Director has approved this form when initialed.** AP 2/10/23

### 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 [Signature] Date 2/10/2023

### 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 2/17/23

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Economic Branch 4 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 [Signature] Date 2/23/2023

# 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 Development Payroll Dept. No: a.8021  
Title of Position: Principal Planner Base Salary of Position: \$69,431 Grade: \_\_\_\_\_  
Filling at Step # (If Known): \_\_\_\_\_  
Budget code and title: A.8021.110 Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No./Last Name: None Date of Vacancy: 1 January 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.** Per 2/9/23  
**Human Resources Director has approved this form when initialed.** AS 2/10/23

### 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 [Signature] Date 2/20/23

### 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 2/17/23

### 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 [Signature] Date 2/23/2023

# **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: 23 February 2023**

(a) Purpose of Amendment:

**Amend revenue codes to reflect ARPA administrative funding for 2023 per resolution 260 of 2022**

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

**A.8021.4999 110 Salaries, regular, \$52,000 American Rescue Plan Act (ARPA)**

**A.8021.4999 810 Retirement \$5,500**

**A.8021.4999 830 Social Security \$3,400**

**A.8021.4999 831 Medicare Contribution \$800**

**A.8021.4999 860 Hospitalization \$4,300**

**A.8021.4999 865 Dental Insurance \$40**

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

**A.8021.4999 4090 – Coronavirus Local Fiscal Recovery Fund (CLFRF) \$66,040**

# ***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:** 23 Feb 2023

- (a) Purpose of Request: Request transfer from unappropriated surplus A.909.00 to 8020.470
- (b) Details: see below
- (c) Previous Resolution Number: 156/2022
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: unappropriated surplus

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

\* as listed in budget and LOGOS

Reso 156/2022 authorized funding for the County Comprehensive Plan in the amount of \$200,000. Those funds were transferred to the Department's 8020.470 account. After release of an RFP and subsequent review a contract with LaBella was awarded by reso 621/2022 at the 18 Nov Board meeting. The County Attorney and Chairman Geraghty signed the agreement on 23 November.

The issue arises that the partner for LaBella, Chris Rounds, did not sign the agreement until 11 January 2023. Without a signed agreement we were not able to create a purchase order to hold the 2022 funds. The Treasurer's office now requires a Board resolution to carry those funds forward.



**Environmental  
Facilities Corporation**

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**Register for the March 14, 2023**

**Water Infrastructure  
Grants and Financing Workshop for  
Adirondack Communities**

- Learn about EFC wastewater and drinking water funding programs with NYS officials.
- Discuss unique challenges Adirondack Communities face.
- EFC technical assistance with project development and the application process.

*Presented by Environmental Facilities Corporation, Essex County Office of Community Resources, and the Adirondack Council*

**When: Tuesday, March 14, 2023. Time: 12:30 – 3:00 PM**

**Where: Essex County Supervisors Board Room—Building #4  
Essex County Offices 7551 Court Street, Elizabethtown, NY 12932**

**Register Here:** <https://app.smartsheet.com/b/form/60c63e6da3ae4fd59e1ef2f0f54f8d64>

More agenda information and details will be announced in mid-February. Don't forget to register, and we look forward to seeing you there!

If you have questions, please email/call NYSEFC at:  
[efc.dl.CommunityAssistance@efc.ny.gov](mailto:efc.dl.CommunityAssistance@efc.ny.gov) / 518-402-6924 or  
Rob Wick at Essex County Community Resources  
[Rob.Wick@essexcountyny.gov](mailto:Rob.Wick@essexcountyny.gov) / (518) 873-3426.