

Economic Growth & Development Committee  
Planning & Community Development Agenda  
April 28, 2023

COMMITTEE MEMBERS: Supervisors **McDevitt**, Wild, Braymer, Strough, Magowan, Leggett, Smith - *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: Permission to enter into contract with Invasive Solutions Dive Company LLC for milfoil harvesting services  
Rationale: As part of the LWRP funded Schroon Lake Aquatic Invasive Species Initiative WCPD has assumed the responsibility of procuring a contractor to manage the infestation of invasive Eurasian milfoil in Schroon Lake. The Purchasing Department, with oversight from NYSDOS and WCPD, circulated an RFP and received two proposals. The company "Invasive Solutions" was selected due to lower cost and greater experience.
  2. Request: Transfer of funds for overtime.  
Rationale: WCPD staff has worked anticipated overtime
  3. Request: Permission to enter into contract with SE Inc. for the development of the Warren County Outdoor Recreation Economy Strategic Plan  
Rationale: Planning Department received funding from Empire State Development and WC Occupancy Tax to develop a plan to increase the economic impact of outdoor recreation in Warren County.
- IV. Discussion Items:
  1. Glens Falls Hospital Presentation
  2. Planning Updates
  3. GIS Updates
- 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 #3 – approval for new contract for milfoil harvesting services
2. Reso request #10- request to transfer funds- increase overtime balance
3. Reso request #3- approval for new contract for the development of an outdoor recreation economy strategic plan

# **RESOLUTION REQUEST FORM NO. 3**

## **Request for New Contract**

**DEPARTMENT NAME:** Warren County Planning Department

**DATE:** 4/27/2023

- (a) Is this a Result of a Bid or Request for Proposal?  
**Yes**
- (b) Purpose of Contract:  
**Hiring of a specialized contractor to conduct two seasons of Eurasian milfoil removal on Schroon Lake as per Schroon Lake Aquatic Invasive Species Initiative.**
- (c) Name of Contractor:  
**Invasive Solutions Dive Company LLC**
- (d) Address of Contractor: **PO Box 179, Bolton NY 12983**
- (e) Contractor's Contact Person and Telephone Number:  
**Dan Cashin (Co-founder/Operator) 518-810-3470**
- (f) Has or will the Contract be provided, if so, please attach:  
**Upon full approval by BOS**
- (g) Commencement Date of Contract:  
**June 2023**
- (h) Termination Date of Contract:  
**December 2024**
- (i) Payment Provisions: i) lump sum amount  
ii) hourly rate amount  
iii) total amount not to exceed **\$59,840**  
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.)  
**Monthly during harvest season**
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title\* and Amount: **OR** Capital Project **OR** Capital Reserve Project Number, Title, and Amount:  
**H408 9550 280**

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. 10

## Request for Transfer of Funds

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

DEPARTMENT NAME: Planning Department

SIGNED: Ethan Gaddy, AICP

DATE: April 27, 2023

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A 8021 110,	Full time salaries	A.8021 120	Overtime	\$4,000.00

Please state reason for transfers requested: Transfer due to planned staff overtime

### 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. 3**

## **Request for New Contract**

**DEPARTMENT NAME: Warren County Planning Department**

**DATE: 4/28/2023**

- (a) Is this a Result of a Bid or Request for Proposal?  
**Yes**
- (b) Purpose of Contract:  
**Hiring of a consultant to develop the "Warren County Outdoor Recreation Economy Strategic Plan"**
- (c) Name of Contractor:  
**SE Group**
- (d) Address of Contractor: **83 Lafountain Street, Burlington VT, 05401**
- (e) Contractor's Contact Person and Telephone Number:  
**Drew Pollack-Bruce 303-859-2370**
- (f) Has or will the Contract be provided, if so, please attach:  
**Upon full approval by BOS**
- (g) Commencement Date of Contract:  
**June 2023**
- (h) Termination Date of Contract:  
**December 2024**
- (i) Payment Provisions: i) lump sum amount  
ii) hourly rate amount  
iii) total amount not to exceed **\$92,500**  
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.)  
**Monthly**
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title\* and Amount: **OR** Capital Project **OR** Capital Reserve Project Number, Title, and Amount:  
**H407**

**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

**WC 20-23 - RFP FOR WARREN COUNTY OUTDOOR RECREATION ECONOMY STRATI  
OPENING: APRIL 18, 2023 @ 3:00 PM**

**PROPOSALS SUBMITTED BY:**

Company, Contact & Address	Phone No.	Fax No.	
Sno Engineering Inc. dba SE Group Attn: Mark Kane One Mill St., Suite 190 Burlington, VT 05401	802-881-1989		<a href="mailto:Mkane@seg.com">Mkane@seg</a>
Urbansense, Inc. Attn: Manasvi Menon 26 Broadway, 8 <sup>th</sup> Fl. New York, NY 10004	248-885-0680		<a href="mailto:Manasvi@urbansense.com">Manasvi@ur</a>
DCG Corplan Consulting LLC Attn: Bruce Hoch 623 Eagle Rock Ave., Suite 102 West Orange, NJ 07052	862-930-3990	862-930-3993	<a href="mailto:bmhoch@dcg.com">bmhoch@dc</a>
Jon Stover & Associates Attn: Jon Stover 1701 Rhode Island Ave. NW, Office 02-104 Washington, DC 20036	202-695-4956		<a href="mailto:Jstover@stover.com">Jstover@stov</a>
Camoin Associates Attn: Robert Camoin PO Box 3547 Saratoga Springs, NY 12866	518-899-2608	512-777-5045	<a href="mailto:christa@camoin.com">christa@cam</a>
Linnett Loving, LLC Attn: Samantha Linnett 111 King William Woods Ct. Midlothian, VA 23113	518-937-4449		<a href="mailto:Samantha@linnett.com">Samantha@l</a>

# ***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 & Community Development**

**DATE: March 23, 2023**

- (a) Purpose of Request:  
**To amend the Lake Champlain-Lake George Regional Planning Board Five County MOA as per the attached**
  
- (b) Details:  
**LCLGRPБ has made adjustments to the MOA (see attachment) and is requesting that each of the five counties involved adopt the updated version.**
  
- (c) Previous Resolution Number:  
**R440 of 2018**
  
- (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

MEMORANDUM OF AGREEMENT  
BETWEEN THE FIVE COUNTIES OF CLINTON, ESSEX, HAMILTON,  
WARREN AND WASHINGTON  
AND THE  
LAKE CHAMPLAIN - LAKE GEORGE REGIONAL PLANNING BOARD

OCTOBER, 2018

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WHEREAS, the Lake Champlain-Lake George Regional Planning Board ("LCLGRP") was established in accordance with resolutions passed by counties of Warren, Washington, Essex, Clinton and Hamilton (the "Counties") in 1967, as may have been amended, as a Regional Planning Board pursuant to New York General Municipal Law ("GML") Article 12-B, Section 239-h; and

WHEREAS, the five counties have, as required by GML, adopted amended bylaws as proposed by and passed by the Lake Champlain Lake George Regional Planning Board of Directors on July 25 2018, and

WHEREAS, pursuant to General Municipal Law 239-h the counties must adopt a Memorandum of Agreement spelling out the duties and responsibilities of all parties and the financial contributions required by the member counties; It is

THEREFORE, DULY RESOLVED that the LCLGRP hereby adopts the following Memorandum of Agreement:

ARTICLE I

**DUTIES**

The duties of the LCLGRP shall be as follows:

1. Provide access to information on domestic assistance programs including searches on public and private funding sources for specific development projects,
2. Develop a Comprehensive Economic Development Strategy which maintains the Region's federal funding eligibility from EDA,
3. Prepare grant and loan applications on behalf of municipalities to secure

development, planning, and water quality improvement project funds from such agencies as the US Commerce Department, US Rural Development Administration, Natural Resource Conservation Service, NYS Urban Development Corporation, NYS Department of Environmental Conservation, NYS Environmental Facilities Corporation, and NYS Department of State. Grantsmanship services offered through the Board have helped local governments acquire millions in funding for the creation of industrial parks, energy and telecommunications projects, and water, sewer and transportation infrastructure upgrades,

4. Operate a small business Revolving Loan Fund to provide funding at below market rate for qualifying small businesses for fixed asset and working capital needs,
5. Work as the designated Local Development District for management of N01 them Borders Regional Commission funding, which brings federal infrastructure improvement and telecommunications funding into the region,
6. Prepare regional watershed management planning documents on community revitalization and water quality and natural resource improvement projects,
7. Assist municipalities with work required under federal and state permits, such as the New York State Municipal Separate Sewer System (MS4) Program,
8. Provide technical assistance to municipalities, non-profit organizations and citizens groups for an array of water quality related issues,
9. Host technical trainings for local engineers, landscape architects, municipal code enforcement officers, highway department personnel and municipal planning and zoning board members,
10. Act as the federal clearinghouse for multi-jurisdictional land use planning and community development projects,
11. Publish priority issue documents and undertake special studies in response to issues of local importance,
12. Host agency for the Glens Falls/Adirondack Transportation Council, which is a Metropolitan Planning Organization created by the NYS Governor in 1982. The three core products of the metropolitan planning process are; the 20-year Long Range Plan that articulates regional goals, objectives and priorities for regional transportation system maintenance and improvements; the Transportation Improvement Program, which is a five-year roster of planned federal investments in capital projects for roads; and the Unified Planning Work Group that develops a one to two year list of planning and programming activities. Key emphasis areas are capital planning, rehabilitation and

reconstruction for transportation corridors, traffic counts, travel demand modeling, pavement scoring, safety assessments and infrastructure vulnerability assessments.

## ARTICLE 2

### REPORTS

1. Annual Report. The LCLGRP shall make an annual report of its activities to the Member County legislative bodies on or before June 30th of each year.
2. Independent Audit. To insure the fiscal, organizational and programmatic accountability of the LCLGRP, there shall be an annual independent audit which will be provided as part of the Annual Report.
3. Other Reports and Plans. The preparation and adoption of other reports and plans by the LCLGRP shall be as prescribed in the State General Municipal Law, Article 12-B, Section 239-h.

## ARTICLE 3

### FINANCING AND ADMINISTRATIVE SERVICES

- I. The fiscal year of the LCLGRP shall be the calendar year.
2. The LCLGRP, with the assistance of the Executive Director, shall prepare and adopt a proposed annual operating budget, showing proposed expenses and revenues, to carry out the responsibilities set out in this agreement. The operating budget shall consist of the following components:
  - a. An administrative budget, with expenditures broken down by objects of expense;
  - b. A project budget, showing a separate budget for each project;
  - ~~c. A contingency budget for use in funding unanticipated costs;~~
  - ~~d. c.~~ A salary schedule in support of the appropriation for personal services.
3. The LCLGRP's ~~proposed tentative~~ budget shall be submitted to the Board of Director's no later than July 30<sup>th</sup>. The tentative budget will then be submitted to the counties for informational purposes and include a notice to each member county indicating its share of the proposed budget by August 30<sup>th</sup>. The LCLGRP will proceed with securing county allocations in accordance with each county's established budget process. The LCLGRP Board of Director's will approve the final budget no later than October 30<sup>th</sup>.

~~3. to the Board of Directors, and shall subsequently be submitted to each member county's Budget Officer by July 1st of each year. The proposed budget shall include a notice to each member county indicating its share of the proposed budget. The County Budget Officers shall review and provide recommendations on the proposed budget no later than July 15th. The proposed budget may be amended and resubmitted to the legislative bodies of each member county by July 31st. Each legislative body shall review and consider the proposed budget and shall, prior to August 31st, either adopt the proposed budget or an~~

~~advisory report suggesting modifications to the proposed budget. Upon consideration of the actions of the legislative bodies of each member county, the LCLGRP shall then adopt a budget no later than September 30th of each year. The adopted budget shall be forwarded to each member county and shall include a notice indicating each member county's share of the adopted budget.~~

4. The contribution by each member county named as Clinton, Essex, Hamilton, Warren, and Washington Counties shall be based on an annual calculation using the population of each county as of the last full census and the total equalized taxable property value of each county as of the previous year (hereinafter "proportionate share"). Population shall account for 50% of the calculation and the total equalized taxable property value will constitute the other 50%. Each 50% share shall be prorated by the percentage the county is of the total of population and assessed value. An example of the calculation will be provided as an attachment.
5. This Agreement shall be deemed executory only to the extent member counties appropriate their proportionate share. To the extent member counties appropriate money for this Agreement each year, each member county shall transfer its proportionate share no later than March 31<sup>st</sup> of each year, upon receipt of ~~a verified voucher~~ an invoice from the LCLGRP.
6. The LCLGRP will depend solely upon authorized payments received from Member Counties, in their proportionate shares, plus any local, federal, state or private grants for contract work performed. Any monies for special projects which require a local share coming from the Member Counties in advance of the commencement of a project shall be requested from Member Counties in their proportionate shares. Such projects shall not commence until the local funds are committed.
- ~~7. No expenditures in excess of the LCLGRP's authorized annual budget, adopted pursuant to this Article, shall be made without the written resolution of the Board of Directors setting forth the purposes and amount of such additional expenditures, as well as each member county's share of such expenditures. This resolution shall be submitted to the legislative bodies of each member county at least two weeks prior to its consideration at a meeting of the LCLGRP.~~

~~8-7.~~ 8-7. The LCLGRP shall be an independent fiscal entity.

#### ARTICLE4

#### **SUSPENSION**

In the event that one or more of the Member Counties fails to appropriate or transfer its proportionate share of the Board's operating funds to the LCLGRP by March 31 of the LCLGRP's current fiscal year, and such failure continues thirty days after notice from the LCLGRP, such County shall be deemed to be suspended from the LCLGRP and written notice to that effect shall be sent to all other Counties. During the period of suspension, such County's representative members shall not be entitled to vote at LCLGRP or Committee meetings, and no items of business relating solely to such suspended County, including requests for review and recommendations concerning Federal or State participation in planning or projects within such suspended County, shall be voted upon or passed by the LCLGRP. Any period of suspension hereunder shall be terminated and such County restored to full membership upon receipt of payment of its delinquent share.

#### ARTICLE 5

#### **BY LAWS, RULES AND REGULATIONS**

The LCLGRP may adopt, amend and rescind such written By-laws, Rules and Regulations, consistent with this Agreement, which it deems necessary and appropriate to the carrying out of its duties and responsibilities hereunder and governing its meeting procedures and other day-to-day operations of the LCLGRP. All amended by-laws must be approved by the member counties legislative body as required by New York State General Municipal Law §239-h.

#### ARTICLE6

#### **ADOPTION AND AMENDMENT PROCESS**

This agreement was adopted by approving resolutions of the Member Counties and may only be amended by the same process. Any change or amendment of this Agreement must be approved by each Member Counties legislative body.