

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

COMMITTEE MEMBERS: Supervisors **McDevitt**, Wild, Braymer, Smith, Strough, Magowan and 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: Permission to enter into contract with for development of the “Warren County Modernization and Connectivity Plan for Multi-Use Trails.”  
Rationale: As part of the Northern Borders Regional Commission (NBRC) grant award WCPD received multiple proposals to develop a multi-use trail improvement study. The Purchasing Department, with oversight from WCPD, circulated an RFP and received four proposals. The proposal evaluation team selected one contractor. (PENDING FINAL REVIEW)
  2. Request: Apply for funding through NYS HOME program.  
Rationale: WCPD staff anticipates submitting a grant application to the NYS HOME program for housing related programs.
  3. Request: Apply for grant funding through various NYS programs via the 2023 Consolidated Funding Application (CFA) process.  
Rational: The CFA process is the primary mechanism to apply for funding through various state agencies. In order to submit applications, the WCPD would like pre-authorization in advance of the July 28, 2023 deadline.
  4. Request: Increase part-time salaries  
Rational: The purpose is twofold – first to allow staff time to oversee completion of the Housing study and the second is to assist with CFA application preparation
- IV. Discussion Items:
  1. Comprehensive Plan Updates
  2. 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

---

Attachments:

1. Reso request #3 – approval for new contract for multi-use trail modernization and connectivity study
2. Reso request #5- request to apply for grant NYS HOME program
3. Reso request #5- request to apply for grant programs through NYS CFA process
4. Reso request #7- request to increase part time salaries

# **RESOLUTION REQUEST FORM NO. 3**

## **Request for New Contract**

**DEPARTMENT NAME:** Warren County Planning Department

**DATE:** 5/24/2023

- (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 Modernization and Connectivity Plan for Multi-Use Trails"**
- (c) Name of Contractor:  
**Barton & Loguidice, D.P.C.**
- (d) Address of Contractor: **10 Airline Drive, Suite 200, Albany, NY 12205**
- (e) Contractor's Contact Person and Telephone Number:  
**Daniel Rourke 518-218-1801**
- (f) Has or will the Contract be provided, if so, please attach:  
**Upon full approval by BOS**
- (g) Commencement Date of Contract:  
**July 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 **\$195,000**  
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:  
**H. 423**

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. 5***

### ***Request to Apply for a Grant Application and Grant Agreement***

**DEPARTMENT NAME: Planning and Community Development**

**DATE: May 2023**

- (a) Purpose of Grant:  
**application to the Housing Trust Fund Corporation under the Unified Funding Application process for HOME funds to assist County residents with housing needs**
- (b) Name of Grantor:  
**Housing Trust Fund Corporation**
- (c) Address of Contractor: **Office of Community Renewal, Hampton Plaza, 38-40 State Street, Albany NY 12207**
- (d) Grantor's Contact Person and Telephone Number:  
**Sarah Braymer 518.474.2057**
- (e) Has or Will the Grant Application or Grant Agreement be provided, if so, Please Attach? **No**
- (f) Effective Date of Grant: **TBD**
- (g) Termination Date of Grant: **TBD**
- (h) Total Dollar Amount Involved (not to exceed): **TBD**
- (i) Deadline to Submit Grant Application and/or Grant Agreement:  
**July 2023**
- (j) Is a Budget amendment required? **No** If yes, also complete and submit Form No. 7.
- (k) Are the funds to go into a Capital Project or Capital Reserve Project? **No** If yes, also complete and submit Form No. 8 or Form No. 9, as applicable.
- (i) Is a Local Share Required? **No** If Yes, Where are the Funds? List Budget Code, Object Code, Full Title\* and Amount **OR** Capital Project **OR** Capital Reserve Project Number and Title and Amount:

**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. 5***

## ***Request to Apply for a Grant Application and Grant Agreement***

**DEPARTMENT NAME: Planning and Community Development**

**DATE: May 2023**

- (a) Purpose of Grant:  
**Consistent with programs attached to include County sponsored programs and partnering with local municipalities.**
- (b) Name of Grantor:  
**To be determined based on program**
- (c) Address of Contractor: **To be determined based on program**
- (d) Grantor's Contact Person and Telephone Number:  
**To be determined based on program**
- (e) Has or Will the Grant Application or Grant Agreement be provided, if so, Please Attach?
- (f) Effective Date of Grant: **To be determined based on program**
- (g) Termination Date of Grant: **To be determined based on program**
- (h) Total Dollar Amount Involved (not to exceed):
- (i) Deadline to Submit Grant Application and/or Grant Agreement:  
**28 July 2023 or varies by program**
- (j) Is a Budget amendment required?            If yes, also complete and submit Form No. 7.
- (k) Are the funds to go into a Capital Project or Capital Reserve Project?            If yes, also complete and submit Form No. 8 or Form No. 9, as applicable.
- (i) Is a Local Share Required?            If Yes, Where are the Funds? List Budget Code, Object Code, Full Title\* and Amount **OR** Capital Project **OR** Capital Reserve Project Number and Title and Amount:

**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

This year the State is dedicating nearly \$27 million to fund transformational and impactful improvements in New York communities through five programs. Funding includes:

- \$16.3 million through our **Local Waterfront Revitalization Program (LWRP)** to advance community revitalization and climate resiliency priorities to create more accessible, sustainable, and resilient waterfront communities;
- \$4 million through our **Local Government Efficiency Program (LGE)** to incentivize shared services, consolidation and other efficiency efforts of local governments which will reduce the cost of municipal operations and modernize the delivery of local services, thereby limiting growth in property taxes;
- \$2.5 million through the **Brownfield Opportunity Area Program (BOA)** to advance the transformation of brownfield, vacant and abandoned sites through area-wide, community- based planning to effectively turn these sites into catalytic properties that facilitates further investments;
- \$2 million through the **Smart Growth Community Planning and Zoning Program (SGCP)** to assist communities in preparing land use plans and zoning ordinances that integrate smart growth principles which will shape community growth and character; establish land use policies which support smart growth and clean energy principles; and cultivate sustainable economic development;
- \$2 million through the **Smart Growth Countywide Resiliency Program (CWRP)** to develop countywide plans that address climate change risks and vulnerabilities and identify strategies for planning and implementing projects in a socially, environmentally, fiscally, and economically sustainable way .

*Open now:*

**\$20,000,000 NYS Community Development Block Grant Program CFA Activities**

*Public Infrastructure, Public Facility and Community Planning*

- Funding Round materials now available online,
- Deadline 4:00 pm on Friday July 28, 2023

**\$15,000,000 NYS Community Development Block Grant Program Housing Activities**

*Housing Rehab, Residential Sewer/Water Laterals, Manufactured Housing Replacement*

- Funding Round materials now available online,
- Deadline 4:00 pm on Monday, August 7, 2023

**\$4,200,000 New York Main Street Program**

*Technical Assistance and Building Rehabilitation in downtown, mixed-use commercial districts*

- Funding Round materials now available online,
- Deadline 4:00 pm on Friday July 28, 2023

*Opening soon:*

**\$10,000,000 NYS HOME Program**

*Housing Rehab, Down payment Assistance, Manufactured Housing Replacement, Tenant Based Rental Assistance*

Funding Round materials will be available online Friday, July 14, 2023,

- Deadline 4:00 pm on Thursday, September 7, 2023

**RESOLUTION REQUEST FORM NO. 10**

***Request for Transfer of Funds***

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

**DEPARTMENT NAME:** Planning & Community Development

**SIGNED:**

**DATE:** May 24, 2023

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.8021 110	Planning, Full-time Salaries	A.8021 130	Planning, Part-time salaries	\$2,500

**Please state reason for transfers requested:**

**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.**