

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: ECONOMIC GROWTH & DEVELOPMENT

DATE: JANUARY 24, 2024

COMMITTEE MEMBERS PRESENT:

SUPERVISORS: ETU
STROUGH
BEAN
MADAY
TURNER
WILD

COMMITTEE MEMBER ABSENT:

SUPERVISOR: DICKINSON

OTHERS PRESENT:

REPRESENTING THE PLANNING DEPARTMENT:

SARA FRANKENFELD, GIS ADMINISTRATOR
ETHAN GADDY, COUNTY PLANNER
LIZA OCHSENDORF, DIRECTOR, WORKFORCE DEVELOPMENT
JIM SIPLON, PRESIDENT, ECONOMIC DEVELOPMENT CORPORATION
KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD
JOHN TAFLAN, COUNTY ADMINISTRATOR
LARRY ELMEN, COUNTY ATTORNEY
AMANDA ALLEN, CLERK OF THE BOARD
FRANK E. THOMAS, BUDGET OFFICER
SUPERVISORS BRUNO
MERLINO
STRAINER
TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR
MOLLY GANOTES-GLEASON, LEGISLATIVE OFFICE SPECIALIST

Please note, the following contains a summarization of the January 24, 2024 meeting of the Economic Growth & Development Committee; the meeting in its entirety can be viewed on the Warren County website using the following links:

Warren County website - <https://warrencountyny.gov/mma>

Warren County's YouTube Channel - <https://www.youtube.com/watch?v=y3HPnuROVSI>

Mr. Etu called the meeting of the Economic Growth & Development Committee to order at 11:03 a.m.

Copies of the Planning & Community Development meeting agenda were distributed; a copy of the agenda is on file with the meeting minutes.

Motion was made by Mr. Wild, seconded by Mr. Strough and carried by a unanimous vote of those present (*Messrs. Bean and Dickinson absent*) to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Liza Ochsendorf, *Director, Workforce Development*, who provided general workforce development updates.

Mr. Bean entered the meeting at 11:07 a.m.

Privilege of the floor was extended to Jim Siplon, *President, Economic Development Corporation*, who provided the Committee with a handout entitled "*Monthly Update*" which he reviewed in detail. *A copy of the handout is on file with the minutes.*

There being no further EDC business to discuss, review of the Planning & Community Development agenda commenced with the Action Agenda/New Business Items which included the following requests:

1. To authorize a new contract with LaBella Associates in an amount not to exceed \$16,000 to provide professional planning services to develop a Warren County Housing Strategy.

Motion was made by Mr. Wild, seconded by Mr. Strough and carried by a unanimous vote of those present (*Mr. Dickinson absent*) to approve the request as presented and the necessary resolution was authorized for the February 16th Board Meeting. *A copy of the resolution request form is on file with the minutes.*

2. To extend the agreement with VHB for GIS technical support services, at a rate of \$150/hour (not to exceed \$4,000) over the term commencing February 1, 2024 and terminating December 31, 2024.

Motion was made by Mr. Wild, seconded by Mr. Maday to approve the request as presented. Upon discussion, Messrs. Wild & Maday amended their motion & second to include the option of extend the contract with VHB for two additional one year terms upon approval by both parties. Mr. Etu called the question and the motion, as amended, was carried by a unanimous vote of those present (*Mr. Dickinson absent*) and the necessary resolution was authorized for the February 16th Board Meeting. *A copy of the resolution request form is on file with the minutes.*

3. To authorize the Chairman of the Board of Supervisors to execute an agreement with the NYS Office of Homes & Community Renewal to accept RESTORE grant funds in an amount not to exceed \$200,000.

Motion was made by Mr. Strough, seconded by Mr. Wild and carried by a unanimous vote of those present (*Mr. Dickinson absent*) to approve the request as presented, as well as to authorize ant necessary budget amendment and the necessary resolution was authorized for the February 16th Board Meeting. *A copy of the resolution request form is on file with the minutes. (Note: subsequent to the meeting it was determined by the County Treasurer's Office that a Capital Project needed to be created to expend the funds and that action was refereed to the Finance & Budget Committee for approval.)*

4. To create the new position of GIS Specialist - Part Time (19 hours/week) and delete the position of Associate Planner - Per Diem \$25,855, (Grade 16, Annual Salary \$31.6827/hour), effective May 1, 2024.
5. For a transfer of funds in the amount \$25,855 from Budget Code A8021.130, *Salaries - Part Time*, to Budget Code A8022. 130, *Salaries - Part Time*.

Motion was made by Mr. Strough, seconded by Mr. Wild and carried by a unanimous vote of those present to approve both Items 4 & 5; Item 4 was and referred to the Personnel, Administration & Higher Education Committee, while Item 5 was referred to the Finance & Budget Committee. *Copies of the resolution request forms are on file with the minutes.*

The Discussion Items section of the agenda was reviewed with the following items being addressed:

1. Department overview. A Power Point Presentation was provided entitled "Who We Are and What We Do" and answered question posed by the Committee. *A copy of the presentation is on file with the minutes.*
2. Smart Growth Grant. Was discussed during the presentation.

Privilege of the Floor and Public Comment was called for, but there was no one wishing to speak.

As there was no further business to come before the Economic Growth & Development Committee, on motion made by Mr. Wild, seconded by Mr. Bean and carried by a unanimous vote of those present (*Mr. Dickinson absent*), Mr. Etu adjourned the meeting at 11:58 a.m.

Respectfully submitted,
Molly Ganotes-Gleason, Legislative Office Specialist