

Economic Growth & Development Committee
Planning & Community Development Agenda
September 26, 2024

COMMITTEE MEMBERS: Supervisors **Etu**, Strough, Bean, Maday, Turner, Crocitto and Wild - *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:

- a) Transfer funds from contingency account to transfer account for capital projects H356, H380, H383 and H372
- b) Increase H356, H380, H383, H372
- c) Close capital fund H382 and return balance to the general fund
- d) Close capital funds CD74, CD75, H356, H372, H380, H382, and H383

Rationale: The above transfers will clear outstanding balances and bring these capital funds to a zero balance so they can be closed out. The programs associated with these Capital Funds are completed and have been closed out with the grantor agencies.

2. Request: Transfer of funds from salaries to contracts

Rational: Using unspent 2024 salaries to fund existing contracts for projects associated with the First Wilderness Heritage Corridor Initiative

3. Request: Apply for grant funding through the Northern Borders Regional Commission Catalyst Program

Rationale: The Warren County Planning Department is requesting funds from the NBRC to support improvements to the Warren County Fish Hatchery.

4. Request: Apply for funding through NYS DEC Municipal Waste Reduction and Recycling program

Rationale: The Warren County Planning Department in partnership with the Solid Waste Coordinator anticipates requesting funds to support ongoing efforts to reduce waste and increase recycling.

5. Request: Apply for grant funding via the Adirondack Glens Falls Transportation Council's Make the Connection Program

Rational: Warren County Planning Department is requesting authorization to submit grant applications for projects that design, design and construct, or construct pedestrian or bicycle safety improvements along roadways. Specific projects are being determined with municipal and internal partners.

IV. Discussion Items:

1. 2025 Budget
2. Project 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 # 10- Transfer of funds- grant closeouts
2. Reso request #9 Increase capital project
3. Reso request #9 Increase capital project
4. Reso request #9 Increase capital project
5. Reso request #9 Increase capital project
6. Reso request #20- Closure of capital accounts- grant closeouts
7. Reso request #10- Transfer of funds- salaries to contracts
8. Reso request #5- Authorization to apply for grant- NBRC Catalyst Program
9. Fish Hatchery Master Plan
10. Reso request #5- Authorization to apply for grant- NYSDEC MWR&R
11. Reso request #5- Authorization to apply for grant- AGFTC Make the Connection
12. 2025 Budget Package

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: Department of Planning and Community Development

SIGNED:

DATE: 8/30/24

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.9550.910	Contingent account	A.9550.910	Transfer Account	\$20,033.95

Please state reason for transfers requested:

To close out capital projects. Projects are completed and final payments have been received from the State.

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	A.9550 910	Transfer Account	\$20,033.95

Please state reason for transfer request:

To bring balances to zero and close out capital fund accounts.

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

RESOLUTION REQUEST FORM NO. 9

Request to Increase or Decrease or Amend Existing 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: 9/17/24

- (a) Exact Title and Number of Project*:
H356 First Wilderness 2014
- (b) Is this a Capital Project?
yes
- (c) Is this a Capital Reserve Project?
no
- (d) Amount of Increase (if applicable):
\$9675.39
- (e) Amount of Decrease (if applicable):
- (f) Source of Funding (if Increase) (including name & title of codes, etc.):
A.9550.910 Transfers Capital Projects, Interfund Transfers
- (g) Changes in Funding (if Amendment):
- (h) Purpose of Increase or Decrease or Amendment:
bring balance to zero to close out capital fund

RESOLUTION REQUEST FORM NO. 9

Request to Increase or Decrease or Amend Existing 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: 9/17/24

- (a) Exact Title and Number of Project*:
H372 First Wilderness 2015
- (b) Is this a Capital Project?
yes
- (c) Is this a Capital Reserve Project?
no
- (d) Amount of Increase (if applicable):
\$9345.98
- (e) Amount of Decrease (if applicable):
- (f) Source of Funding (if Increase) (including name & title of codes, etc.):
A.9550.910 Transfers Capital Projects, Interfund Transfers
- (g) Changes in Funding (if Amendment):
- (h) Purpose of Increase or Decrease or Amendment:
bring balance to zero to close out capital fund

RESOLUTION REQUEST FORM NO. 9

Request to Increase or Decrease or Amend Existing 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: 9/17/24

- (a) Exact Title and Number of Project*:
H380 Smart Growth
- (b) Is this a Capital Project?
yes
- (c) Is this a Capital Reserve Project?
no
- (d) Amount of Increase (if applicable):
\$409.28
- (e) Amount of Decrease (if applicable):
- (f) Source of Funding (if Increase) (including name & title of codes, etc.):
A.9550.910 Transfers Capital Projects, Interfund Transfers
- (g) Changes in Funding (if Amendment):
- (h) Purpose of Increase or Decrease or Amendment:
bring balance to zero to close out capital fund

RESOLUTION REQUEST FORM NO. 9

Request to Increase or Decrease or Amend Existing 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: 9/17/24

- (a) Exact Title and Number of Project*:
H383 Schroon Lake Invasives
- (b) Is this a Capital Project?
yes
- (c) Is this a Capital Reserve Project?
no
- (d) Amount of Increase (if applicable):
\$603.08
- (e) Amount of Decrease (if applicable):
- (f) Source of Funding (if Increase) (including name & title of codes, etc.):
A.9550.910 Transfers Capital Projects, Interfund Transfers
- (g) Changes in Funding (if Amendment):
- (h) Purpose of Increase or Decrease or Amendment:
bring balance to zero to close out capital fund

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: September 2024

(a) Purpose of Request:

To close Capital Projects CD74, CD75, H356, H372, H380, and H383. To close Capital Project H382 and return estimated cash balance of \$2448 to the General Fund.

(b) Details:

These projects have all been completed and final payments have been received from the state.

(c) Previous Resolution Number:

(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. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: Planning and Community Development

SIGNED:

DATE: 8/30/24

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.8021 110	Planning (and Comm Dev), Salaries - Regular	A.8021 470	Planning (and Comm Dev), Contracts	\$25,000

Please state reason for transfers requested:

To change source of funds for a contract currently encumbered in a Capital Project that is ready to be closed.

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. 5

Request to Apply for a Grant Application and Grant Agreement

DEPARTMENT NAME: Planning

DATE: 9/17/2024

- (a) Purpose of Grant:
Funding support for improvements to the Warren County Fish Hatchery
- (b) Name of Grantor:
Northern Borders Regional Commission
- (c) Address of Contractor: **Northern Border Regional Commission (NBRC)**
James Cleveland Federal Building, Suite 1501
53 Pleasant Street
Concord, New Hampshire 03301
- (d) Grantor's Contact Person and Telephone Number:
Andrea Smith (603) 369-3001 ext 3
- (e) Has or Will the Grant Application or Grant Agreement be provided, if so, Please Attach? **NA**
- (f) Effective Date of Grant: **early 2025**
- (g) Termination Date of Grant: **TBD**
- (h) Total Dollar Amount Involved (not to exceed): **\$1.5m**
- (i) Deadline to Submit Grant Application and/or Grant Agreement:
October 18, 2024
- (j) Is a Budget amendment required? **NA** If yes, also complete and submit Form No. 7.
- (k) Are the funds to go into a Capital Project or Capital Reserve Project? **NA** If yes, also complete and submit Form No. 8 or Form No. 9, as applicable.
- (i) Is a Local Share Required? **Yes** 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:

TBD \$210,620

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

Warren County Fish Hatchery Master Plan

August 2024

Prepared by Warren County Department of Planning and Community Development with assistance from LaBella Associates

**WARREN
COUNTY**
 **PLANNING
AND
COMMUNITY
DEVELOPMENT**



Introduction

The Warren County Fish Hatchery is operated by the Parks, Recreation and Railroad division of the Warren County Department of Public Works. The Hatchery has been in operation since 1914. Warren County obtained the facility from New York State in 1982. Since then, the facility has enjoyed great success in raising domestic brook trout, rainbow trout, landlocked Atlantic salmon, and heritage brook trout. Domestic strains of rainbow and brook trout are stocked every spring as yearlings. Wild strains of brook trout, provided by NYSDEC, are raised and stocked as fingerlings each fall. The fish raised here provide improved sport fishing throughout Warren County waters.

The Fish Hatchery is an extremely unique site located along the banks of the Hudson River and provides year-round outdoor recreational opportunities that are cherished by the local community and regional visitors. The site serves to protect and preserve the riparian habitat associated with the Hudson River for future generations, while simultaneously providing an outdoor resource for recreational and educational uses.

Additionally, the facility and grounds support the outdoor recreational economy of the region by providing access to the river and the educational spaces within the Fish Hatchery facility. The educational aspects of the site and the Fish Hatchery serve to provide both indoor and outdoor classrooms for school-aged children and foster awareness of the benefits of both conservation and recreation. The grounds of the facility provide diverse settings for seasonal interests and activities including picnicking, access to the Hudson River, use of pavilions, disc golf, and various other uses of the existing open lawn areas.



Existing welcome kiosk at the Warren County Fish Hatchery.



The annual "Spring Zing" day at the Fish Hatchery gives people an opportunity to learn about trout fishing.



The Hudson River constitutes the Fish Hatchery's western boundary, providing direct fishing access.

The First Wilderness Heritage Corridor

For the past 25 years, Warren County has directed over \$10M of investments into the First Wilderness Heritage Corridor Initiative – a community development effort that builds on the region’s rich environmental, historic, natural, and recreational assets. The Fish Hatchery embodies the types of projects that the First Wilderness Initiative supports.

In 1995, Warren County purchased the forty-mile right-of-way for the former Adirondack Branch of the Delaware and Hudson Railroad, extending from the Town of Corinth in Saratoga County to the Hamlet of North Creek in Warren County, Town of Johnsbury. Since the 1860s, that rail line has played a central role in various aspects of Adirondack life.

Following its acquisition by the County, the former Adirondack Branch is taking on a new role in the region. It has become the focus of tourism development activities along the Northern Hudson River.

Warren County is pursuing ways to tap into the tourism potential of the right-of-way and connected communities as a springboard to enhance tourism development along the entire Northern Hudson Corridor from Corinth to North Creek.

The First Wilderness Action Plan represents the interest of numerous communities throughout the corridor and establishes an action plan by which local community, recreational, cultural, and historic resources can be coordinated to encourage the creation of a fully integrated tourist promotion effort along the Northern Hudson Corridor.

Through an intermunicipal agreement, the Warren County towns of Johnsbury, Thurman, Stony Creek, Warrensburg, and Lake Luzerne are joining with the Towns of Hadley and Corinth in Saratoga County to create a corridor-long revitalization plan under the aegis of the New York State Department of State’s Local Waterfront Revitalization Program. The Fish Hatchery in Warrensburg, Warren County represents a distinct opportunity to promote the goals of the First Wilderness Action plan by advancing improvement projects, programs, and settings that encourage environmental protection, foster economic development, protect valuable water resources, and improve public waterfront access.



Fish Hatchery Setting

The Warren County Fish Hatchery consists of 38 acres along the Hudson River located in the Town of Warrensburg. The Fish Hatchery campus is a short walk to Warrensburg's historic downtown hamlet and is on route to the NYS operated Gore Mountain Ski Resort. Aside from the Hatchery operations, these grounds offer two sheltered picnic areas with restrooms, a 9-hole disc golf course, a children's play area, canoe access site, as well as a large open area for other activities. The Fish Hatchery has become a favorite spot for picnickers and fisherman alike! Access and views to the scenic Hudson River are unparalleled.

In the Visitor Center, you will find a variety of educational opportunities, including a video describing the year-round hatchery routine and educational displays that are well-utilized by school groups and visitors.

The Hatchery building is where the process all begins. The fish raised at the Hatchery are obtained as eggs from state and federal hatcheries. They are incubated, hatched and transferred to "grow out" in on-site raceways. In the summer months, they are moved to rearing ponds, on-site raceways, and circular tanks.

The facility currently utilizes eleven rearing ponds and a Display Pond. The Display Pond allows visitors a unique close-up view of mature trout. Their ages range from 1 to 5 years and may weigh upwards of 5 pounds.



Southern view of the Hudson River from Fish Hatchery access point.



Raceways in the Hatchery building.

Events and Activities at the Fish Hatchery

The Fish Hatchery is a favorite spot for picnickers, fisherman, school groups, and the public to enjoy this unique facility and Hudson River open space setting. The scenic open lawn areas provide for a wide variety of educational opportunities and recreational activities. Some of the more notable organized events and uses include:

- Regularly scheduled Fish Hatchery Tours, as well as by request.
- Year-round use for canoe/kayak launch and disc golf.
- Envirothon – An annual Soil and Water Conservation District educational event for high school students that advances to state and national level.
- Cornell Cooperative Extension – Environmental field days for school-age groups for educational purposes.
- Spring Zing – A free learn-to-fish day that includes fishing, fishing instruction, environmental vendors and educational opportunities.
- Special Events – High school graduations, weddings, birthdays and anniversary parties.
- Rapid River Fondo – A bicycle-related event for the local area bicycle club.
- County Employee Events.



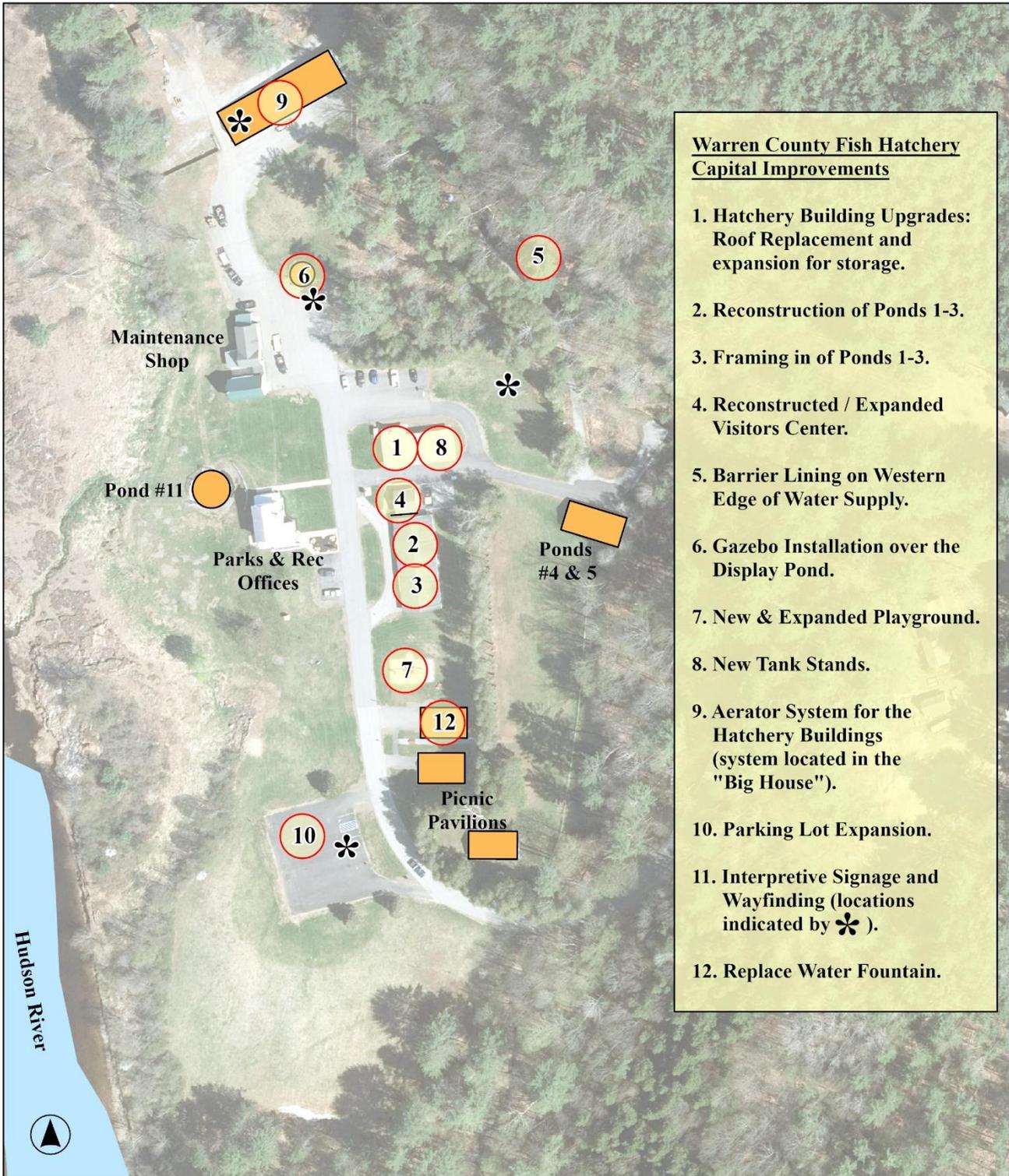
The Fish Hatchery offers a great location for events.



Visitor's Center / Classroom at the Fish Hatchery.

Proposed Improvements Master Plan

The Warren County Fish Hatchery is a long-standing community, county and regional resource that serves to promote the conservation of the local environmental ecology along the Hudson River and to promote the rearing of domestic and native fish. Additionally, the facility promotes tourism and provides for distinct recreational opportunities as well a cherished outdoor gathering area and event space. This Master Plan offers a detailed summary of improvements that Warren County is planning for the at the Fish Hatchery.



Warren County Fish Hatchery Master Plan

Map prepared by Warren County GIS August 2024, in collaboration with LaBella Associates.

Priority Projects

In addition to the Master Plan diagram on the prior page, Warren County has prepared a list of priority projects that will help to preserve, promote, and sustain the maintenance and growth of the facility and surrounding landscape, including both recreational and educational amenities that further support the mission of the Fish Hatchery.

- 1. Hatchery Building Upgrades.** The campus is greatly in need of a new roof to protect the nearly 100-year-old hatchery facility. A better location is needed to store fish food as the current area is undersized and separated from the building, making it difficult to deliver and transfer. By constructing an additional room on the north side of the structure, the roof could be extended for a small addition that would accommodate storage and protection of the food. This newly constructed feed room (~15' x 20') would be on grade with an entrance that would allow for the immediate storage of the pallets, protecting them from inclement weather. By combining the roof replacement and food storage projects, two issues are solved at once. The Hatchery Building is the most critical structure to ensure the best development of the fish at the facility. They are most fragile in their early stages from egg to fry. The new roof would protect equipment and materials for the treatment of fish as well as a recently upgraded lighting system.
- 2. Reconstructing the Front Three Ponds.** Ponds 1-3 are constructed of laid up stone and mortar which over the years has cracked and deteriorated. New concrete ponds would reduce annual maintenance costs, water loss, and stress to the fish while increasing the water quality. Reconstructing the front three ponds will improve rearing practices.
- 3. Framing in Ponds 1-3.** Siding and enclosing the front three ponds will eliminate weather damage to the rearing ponds and greatly reduce the impacts of predation from mink, herons, and kingfishers. Currently, a combination of chain link fence and plastic mesh fence is in place to deter predators. These ponds are essential to the visitor experience as they offer a protected space for guided tours and school groups to learn about trout in the region.
- 4. Reconstructed Visitors Center.** A reconstructed visitors center would allow the Hatchery to re-stabilize the building that rests on an old raceway from the previous hatchery and upgrade piping for the discharge water from the adjacent ponds. The new structure could be expanded to abut the structure housing ponds 1-3 and provide a door and observation window for educational purposes. This visitors center would retain all of the educational components it currently provides.
- 5. Barrier Lining on the Western Edge of Water Supply.** The single most important resource that allows the hatchery to operate is the availability of spring water. This supply has been cold, clean, and available for more than 100 years. Several springs feed a detention area above the hatchery that is reinforced on the lower edge with a barrier lining to protect the bank and minimizes loss of water through the substrate. This barrier maximizes the detention and distribution of the water supply to the hatchery and all rearing ponds. A new, more stable barrier is needed to preserve this resource.

6. **Gazebo Over the Display Pond.** A gazebo over the Display Pond would protect several majestic 3-6-year-old Rainbow, Brook Trout and Atlantic Salmon that serve as icons for learning about fish identification and help prevent predation specifically from great blue herons, Bald eagles, and ospreys. This structure would offer protection from the elements for a feeding station that would allow visitors to get an up-close look at the fish. The Gazebo would provide Individual groups ample space to relax and observe fish that have lived beyond their native life expectancy. The structure would house several new educational and historical panels about the fish and history of the area. The location is currently part of a letter boxing program established throughout the County. Interpretive signs will be added to inform visitors of the area's hydrology (i.e., Hudson River ice meadows and ice jams).
7. **Playground.** Thousands of people visit the Hatchery for educational tours and recreation throughout the year. A 60'x60' modern, state-of-the-art playground would offer safe, enjoyable, and inclusive play for children of all abilities. This would provide another quality experience to the many visitors, schools groups, and special needs groups that enjoy the facility's multiple offerings throughout the year.
8. **New Tank Stands.** New tank stands are needed in the Hatchery Building for the raceways between the circular tanks that hold fish from fingerling size to young adult. Currently, heavy cinderblocks and lumber are used as an improvised and temporary measure to support the raceways and tanks in the hatchery. A fabricated aluminum or metal frame would remove the concerns of rot and replacement.
9. **Aerator System for the Hatchery Buildings.** In the warmer months of the year, the Hatchery supplements the oxygen present in the water to minimize the stress on the fish. Currently, each of the rearing ponds has a paddled agitator that creates supplemental oxygen. This system is outdated, costly, and demanding on energy usage. Costly mechanical issues with the aerators can be eliminated with the new system.
10. **Expanded Parking Lot.** The Warren County Fish Hatchery is a multiple-use recreation and educational facility, including a visitor center for the Hatchery. The facility offers two large pavilions for public use and event rentals throughout the spring, summer, and fall. The Hatchery grounds also offer a canoe access site to the Hudson and the recent addition of a 9-hole disc golf course on the southern portion of the parcel. The escalating use and appreciation of the facility has resulted in a need for additional parking areas.
11. **Interpretive Signage/Wayfinding.** The Hatchery's visitors would greatly benefit from improved informative and educational signage, additional wayfinding displays, and interpretive panels on the grounds. Currently, images are printed and laminated. Signage that is uniform and professionally designed would improve the visitor experience, allowing for a pleasant, organized, and memorable visit to the facility.
12. **New Water Fountain for the Restrooms.** The Hatchery hosts thousands of visitors every year including school children for tours, disc golf players, walkers, bikers, hikers, hatchery visitors, pavilion events, and canoers and kayakers. The current water fountain is outdated and requires constant maintenance. An upgraded system that allows for better filtration and water bottle fill up would greatly benefit visitor experience and extend stay.

Proposed Improvements and Project Costs

Due to cost, capacity, and timeliness, the proposed improvements have been divided into two phases. Phase 1 consists of the immediate needs. These are improvements that are essential to the continued operation of this high-quality facility, to serve the public at large. Additional facility and amenity improvements that will further enhance the visitor experience have been identified in Phase 2.

Proposed Improvements – Phase 1		Cost
1	Hatchery Building Upgrades – New Roof and Food Storage Replace existing roof, add food storage on north wall, replace roof ridge to soffit over feed room,	\$400,000
2	Reconstruct Front Ponds (3)/Upgrade Infrastructure Prevent water loss and minimize maintenance.	\$240,000
3	Frame in Ponds 1-3 Frame, sheet and side building and add lighting system.	\$25,000
4	Reconstruct the Visitors Center Replace existing building and old raceway, plumb water from ponds 1-3, incorporate window and access to ponds 1-3.	\$465,000
5	Barrier Lining on Western Edge of Water Supply Collect, retain, and direct water to ponds.	\$15,000
A.	NEPA Environmental Assessment – Phase 1 To be completed prior to construction.	\$10,000
B.	Grant Administration – Phase 1 To be performed by the Lake Champlain / Lake George Regional Planning Commission at 2% of overall project cost.	\$23,100

PHASE 1 TOTAL: \$1,178,100

Proposed Improvements – Phase 2		Cost
6	Gazebo Constructed Over Display Pond (Pond 10) Pressure treated 20’ diameter (kit).	\$35,000
7	New Playground Area 60’x60’, constructed to code in same general location as existing; expanded footprint and Musical Nature Play Area	\$243,000
8	New Tank Stands – Fabricated Ideal Circular Tank support structure; concrete block and timber construction,	\$5,000
9	Aerator System for Hatchery Buildings (Rearing Ponds 1-9) Replace paddle agitator with regenerative blower system.	\$30,000
10	Expand the Parking Lot 40’x60’ extension to the north side of lot to accommodate pavilion and disc golf use	\$35,000
11	Interpretive Signage/Wayfinding Interpretive panels on/in buildings, at ponds; a new centralized wayfinding location for facility post stocking information, events, canoe access, disk golf info	\$12,500
12	New Water Fountain for the Bedrooms Install Elkay (LZS8WSLP) Wall Mount or comparable	\$1,600
A.	NEPA Environmental Assessment – Phase 2 To be completed prior to construction.	\$10,000
B.	Grant Administration – Phase 2 To be performed by the Lake Champlain / Lake George Regional Planning Commission at 2% of project cost.	\$7,442

PHASE 2 TOTAL: \$379,542

TOTAL IMPROVEMENTS: \$1,557,642

RESOLUTION REQUEST FORM NO. 5

Request to Apply for a Grant Application and Grant Agreement

DEPARTMENT NAME: Planning/DPW

DATE: 9/17/2024

- (a) Purpose of Grant:
Funding to support ongoing education, outreach, and training to support waste reduction, recycling, and organics management
- (b) Name of Grantor:
NYSDEC
- (c) Address of Contractor: **DEC, Bureau of Solid Waste Management
625 Broadway
Albany, NY 12233**
- (d) Grantor's Contact Person and Telephone Number:
SWMFprogram@dec.ny.gov 518-402-8678
- (e) Has or Will the Grant Application or Grant Agreement be provided, if so, Please Attach? **NA**
- (f) Effective Date of Grant: **Early 2025**
- (g) Termination Date of Grant: **TBD**
- (h) Total Dollar Amount Involved (not to exceed): **\$40000**
- (i) Deadline to Submit Grant Application and/or Grant Agreement:
Rolling
- (j) Is a Budget amendment required? **NA** If yes, also complete and submit Form No. 7.
- (k) Are the funds to go into a Capital Project or Capital Reserve Project? **NA** If yes, also complete and submit Form No. 8 or Form No. 9, as applicable.
- (i) Is a Local Share Required? **Yes** 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:

Volunteer and in-kind services

**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

DATE: 9/17/2024

- (a) Purpose of Grant:
Funding support for pedestrian, bicycle, and roadway safety projects in Warren County
- (b) Name of Grantor:
Adirondack Glens Falls Transportation Council
- (c) Address of Contractor: **Adirondack / Glens Falls Transportation Council
11 South Street, Suite 203
Glens Falls, NY 12801**
- (d) Grantor's Contact Person and Telephone Number:
Jack Mance 518-223-0086
- (e) Has or Will the Grant Application or Grant Agreement be provided, if so, Please Attach? **See Solicitation (attached)**
- (f) Effective Date of Grant: **early 2025**
- (g) Termination Date of Grant: **TBD**
- (h) Total Dollar Amount Involved (not to exceed): **\$500,000**
- (i) Deadline to Submit Grant Application and/or Grant Agreement:
October 31, 2024
- (j) Is a Budget amendment required? **NA** If yes, also complete and submit Form No. 7.
- (k) Are the funds to go into a Capital Project or Capital Reserve Project? **NA** If yes, also complete and submit Form No. 8 or Form No. 9, as applicable.
- (i) Is a Local Share Required? **Yes** 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:
TBD

**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



Make the Connection Program **For Small – Scale Bicycle and Pedestrian Projects**

The *Make the Connection Program* assists municipal project sponsors to fund improvements to the region's bicycle and pedestrian travel network. The intent of the program is to improve the non-motorized travel network by addressing gaps or deficiencies in the existing surface transportation system that discourage or physically impede efficient and safe bicycle and pedestrian activities. This includes improvements which address problems at specific locations such as intersections, short lengths of roadways or trails, or single destinations that generate pedestrian and bicycle travel.

Project candidates need to directly benefit cyclists and/or pedestrians and should be confined to a small, definable area. Only projects that are designed specifically to improve bicycle and/or pedestrian activity will be considered in this program. All projects must comply with the Americans with Disabilities Act (ADA) and associated design guidelines. The following list contains examples of the types of projects that will be considered as part of the *Make the Connection Program*:

- ✓ new sidewalks that connect to existing facilities
- ✓ new multi-use trails or trail segments
- ✓ safety improvements geared towards pedestrians or cyclists
- ✓ improvements to existing multi-use trails
- ✓ projects to bring existing facilities into compliance with Americans with Disabilities Act (ADA) standards, such as curb ramps with detectable warning treatments or pedestrian count-down signals
- ✓ improvements to bikeable areas of roadways (i.e. bike lanes or shoulders), including but not limited to shoulder widening, bicycle-friendly drainage grates, and pavement repairs
- ✓ traffic calming deployments such as speed tables, bulbouts and median islands
- ✓ installation of pavement markings that enhance bicycle and pedestrian safety and/or delineate bicycle and pedestrian space
- ✓ traffic signal upgrades that create new pedestrian or bicycle actuation and improved phasing for bicyclists and pedestrians
- ✓ bicycle/pedestrian improvements to transit facilities
- ✓ bicycle and pedestrian improvements to be carried out concurrently with other roadway projects
- ✓ sidewalk repair elements in conjunction with any of the above

Additional types of project candidates will be considered as warranted if they are not included on the list of project types that are hereby defined as ineligible:

- × any project primarily intended to benefit operations of motorized vehicles with no tangible improvement to bicyclists and pedestrians
- × any project contingent on the completion of unscheduled work by another municipality or private interest
- × any project where all the necessary conditions to enable the completion of the project are not within the control of the project sponsor
- × projects which do not meet federal and state environmental regulations
- × any bicycle or pedestrian project which is principally for recreational, rather than transportation, purposes

Project sponsors should consider the ownership of the project area when completing their application. This program does not include right-of-way acquisition as an eligible expense. Project applicants should provide details concerning ownership of the project area. For projects which are not owned by the project sponsor (such as privately-owned property or NYS-highway right-of-way), the application must state how the applicant will coordinate with the property owner to complete the project. Special consideration will be given to applications which demonstrate coordination between the project sponsor and property owner (correspondence, easements, work permits, MOUs, etc.)

Questions regarding potential project eligibility should be directed to A/GFTC staff.

Project Phasing

Make the Connection grants can be awarded for design, construction, or both design and construction. All phases must comply with applicable state and federal regulations. **Applications for first-time federal-aid project sponsors are limited to design phase funding requests only.** Construction funding requests will only be granted to applicants that have completed the design phase according to NYSDOT's procedures for Locally Administered Federal Aid Projects (LAFAP).

It is recommended that projects which may have complicating factors, such as right-of-way, utility relocations, or the potential for unanticipated issues, or projects with the potential for a high level of public interest and involvement, apply for design phase funding only. This will allow project sponsors to best determine appropriate design solutions without the potential for project delivery issues related to construction. In addition, completing the design as a stand-alone phase allows project sponsors to be better prepared to apply for funding from other sources, such as the DOT Transportation Alternatives Program or through the NYS Consolidated Funding Application.

Questions regarding project phasing should be directed to A/GFTC staff.

Project Cost

A/GFTC has programmed \$1.5M in matched federal dollars that is available for award through this solicitation. The following project minimums have been established:

- **Design-only: \$20,000**, for a total matched project minimum of \$25,000.
- **Construction-only or Design and Construction: \$60,000**, for a total matched project minimum of \$75,000

Please note: Partial funding for projects will not be awarded. A minimum local cash match of 20% is required, and overmatching on behalf of the sponsoring municipality is encouraged. In-kind labor **cannot** be counted towards the local match.

Project Management

The Make the Connection Program is a reimbursement program. Project sponsors will be required to **first** secure construction authorization from NYSDOT Region 1 and then first-instance project costs of the project prior to receiving reimbursement for the federal share. The amount of the federal share assigned to any project funded under this program will not change; any cost overruns will be the responsibility of the project sponsor. Reimbursement will not be available for costs incurred by the project sponsor prior to project selection, such as those resulting from preliminary design or document production. Projects must be sponsored by a municipality located within the A/GFTC planning area, which includes Warren and Washington Counties, as well as the Town of Moreau in Saratoga County.

It is also important to consider the administrative responsibilities attached to federal funding programs. Once federal funds are awarded through the *Make the Connection Program*, the project sponsor will have to fulfill federal and state requirements for Locally-Administered Federal Aid Projects, such as consultant procurement regulations, SEQR

determination, preliminary NEPA checklist, and design report. Such requirements can be a burden to municipalities without dedicated staff or experience with the federal reimbursement process. Project sponsors should carefully weigh the benefits and costs of federal funding when deciding to pursue assistance through the *Make the Connection Program*. The project selection process has been designed to strongly favor those municipalities that have demonstrated experience in delivering locally-administered federal aid transportation projects.

Project Completion Schedule

Awarded projects must adhere to the following schedule for completion:

- **Project Initiation:** 18 months from date of award letter, with State - Local Agreements in place within 6 months of project award. Project initiation shall be defined as any action which commences construction or substantially commits the project sponsor to the construction of the project, including issuing Request for Proposals for consultant services, SEQR compliance, advertising for construction bids, or purchase of materials.
- **Project completion:** 3 years from date of award letter. Project completion shall be defined as the substantial completion of construction of the project.

Project Evaluations

A selection committee comprised of A/GFTC committee members and staff will review all applications based upon their ability to satisfy the following considerations:

- **Eligibility:** Ineligible projects will receive no further consideration.
- **Feasibility:** Can the project be completed in three years? Does the project sponsor have direct control over the project area, or has the sponsor obtained appropriate work permit/permissions for construction? Does the potential for environmental impacts exist? Does the project require design, survey, or utility work? If so, how will this work be funded?
- **Benefits:** Does the project benefit a large portion of the community, including underserved populations? Does the project provide benefit to both cyclists and pedestrians?
- **Significance of Deficiency to be Addressed:** Does the project address a location where no bike ped/facility currently exists, or where the facility is unusable (including ADA compliance), or does the project improve convenience of bike/ped use in area where alternative facilities exist? Does the project link to significant bike/ped generators and receptors? Does the project connect to existing bike/ped infrastructure? Note: projects that would primarily repair existing sidewalks without providing meaningful expansion of the bicycle/pedestrian network will be given lower priority.
- **Planning Consistency:** Is the project consistent with local and regional plans? Is the project an integral element of a larger project or plan? Does a one-time or limited-time opportunity exist to accomplish this project?
- **Project Delivery:** Is there a reasonable assurance that the 20% minimum match is readily available? Can the sponsor provide a match in excess of 20%? Has the sponsor successfully delivered other Make the Connection or federal-aid projects in the past?

Timetable/Deadlines

Date	Activity
August 19, 2024	Project solicitation
October 31, 2024	Applications due to A/GFTC staff
December 11, 2024	Target date for completed project evaluation and selection by A/GFTC

Project applications should be delivered to A/GFTC via e-mail (preferred) or letter no later than October 31, 2024 using the contact information below:

Adirondack / Glens Falls Transportation Council
11 South Street, Suite 203
Glens Falls, NY 12801
Phone: 518-223-0086 Fax: 518-223-0584
Email: jack@agftc.org

Warren County Department of Planning and Community Development

FY-25 Budget Memorandum

To: Budget Review Committee
From: Ethan Gaddy AICP, County Planner; Sara Frankenfeld, GIS Administrator 30
Date: August 2024
Re: Proposed Recommendations for 8020, 8021, 8022 and 8029

The following proposed Department budgets are presented to the Committee for review and consideration. Information is provided for the four separate budgets managed by the Department. This budget was prepared under the directive to achieve an overall 5% reduction from the 2024 budget. Budget codes 8020, 8022, and 8029 will meet or exceed reduction targets, while 8021 will not. The following documentation and justification outline how the requested funds for 8021 are to be spent, alongside the uncontrollable factors that make the 5% reduction target unfeasible.

Budget Account Code 8020: With the dissolution of the County Planning Board, this code has carried a zero balance. The Department will continue to utilize this code for special planning initiatives funded by the County.

Budget Account Code 8021: The proposed FY-25 budget for the Planning and Community Development Department represents a 2% increase, driven primarily by significant increases in retirement, hospitalization, and retirees' hospitalization costs, totaling \$45,987.

Following the departmental reorganization in Fall 2023, we have been able to hire additional professional staff as top-of-scale staff retired. This reorganization, which included removing the Director position and splitting leadership responsibilities between the County Planner and GIS Administrator, resulted in a net decrease of \$31,439 in Personal Services. However, legacy retirement costs offset these savings. As a result, while we now have more staff at lower costs, the legacy costs continue to exert upward pressure on the budget.

Notably, we are requesting to delete the position of Office Specialist 1 and create a new position for a Financial Coordinator. The current Office Specialist has been performing duties far beyond their job description, including the administration, tracking, and reporting of millions of dollars in ARPA funds and approximately \$1.3 million in funding under the NYSDEC Septic Replacement Program.

The only substantial increase in the .4 category is an increase from \$200 to \$1800 for subscriptions to account for new cloud based software subscription fees.

The County Planning Department has pending funding assistance requests for various county and town projects, as authorized by the Committee and the Board of Supervisors. Ongoing grant-funded projects include staff compensation, and pending grant applications could provide \$203,486 in funding for administrative costs and salaries. Even with a modest success rate, we expect to generate at least

\$100,000 in revenue for 2025 and 2026. With our fully staffed and highly experienced team, the Department is well-positioned to continuously apply for grants that have significant revenue potential.

Budget Account Code 8022: This GIS budget reflects a 10% decrease from the 2024 Amended Budget. Contributing factors include the retirement of the Construction Cost Coordinator and the elimination of the position, along with increased revenue from grant funding, occupancy tax funding, and shared services agreements. Cost containment measures, such as halving the tech support contract and the Travel/Education/Conference line item, have also been implemented, though these may not be sustainable long-term.

The Supplies code has been increased to cover the cost of materials for letterboxing, printed passports, and promotional materials for visitors' centers, previously funded through supplemental sources. These costs are now proposed to be covered by occupancy tax funding, reflected in the 2025 budget. Additionally, the increase in the maintenance-equipment budget reflects additional software licenses and increased maintenance costs, partly offset by revenue from occupancy tax and shared services agreements.

Budget Account Code 8029: This account covers the local matching share requirements for the First Wilderness Heritage Corridor Program under the Local Waterfront Revitalization Program (LWRP), totaling \$10,000—a \$10,000 decrease from the 2024 budget. These additional funds will enhance the County's competitive advantage in securing Corridor funding.

Future Budget Considerations: The Clean Water, Clean Air, and Green Jobs Environmental Bond Act, a \$4.2 billion initiative approved by NYS voters in 2022, will disburse funds through new and existing grant programs. Many Bond Act funding priorities align with Warren County's needs, including stormwater and green infrastructure. To maximize these opportunities, the County may need to invest in local matching funds and grant application preparedness, such as engineering and feasibility studies.

In 2026, NYS is expected to fly new aerial photography, requiring Warren County to provide an approximately \$60,000 match. This request is anticipated for the 2026 budget.

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

WARREN COUNTY BUDGET SUMMARY SHEET

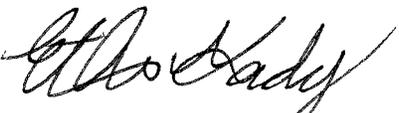
PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Planning
BUDGET ACCOUNT CODE: A.8020

OBJECT CODES	2023 EXPENDITURES	2024 ADOPTED	2024 AMENDED	2025 DEPARTMENT REQUESTS
100's PERSONAL SERVICES				\$0.00
200's EQUIPMENT	\$297.64			\$0.00
400's CONTRACTUAL	\$76,525.31	\$0.00	\$124,457.92	\$0.00
800's EMPLOYEE BENEFITS				\$0.00
TOTALS	\$76,822.95	\$0.00	\$124,457.92	\$0.00

2023 REVENUES	2024 ADOPTED REVENUES	2024 AMENDED REVENUES	2025 DEPARTMENT REQUESTS
\$3,386.54			\$0.00

SIGNED: 
DEPARTMENT HEAD
TITLE: County Planner
DATE: 8/30/24

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund	A - General					
	REVENUE					
	Department 8020 - Planning					
	<i>Departmental Income</i>					
2002	Donation-Bed Tax	3,386.54	.00	.00	.00	.00
	<i>Departmental Income Totals</i>	\$3,386.54	\$0.00	\$0.00	\$0.00	\$0.00
	Department 8020 - Planning Totals	\$3,386.54	\$0.00	\$0.00	\$0.00	\$0.00
	REVENUE TOTALS	\$3,386.54	\$0.00	\$0.00	\$0.00	\$0.00

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund A - General						
EXPENSE						
Department 8020 - Planning						
Equipment						
210	Furniture/Furnishings	297.64	.00	.00	.00	.00
<i>Equipment Totals</i>		\$297.64	\$0.00	\$0.00	\$0.00	\$0.00
<i>Contractual Expense</i>						
410	Supplies	946.33	.00	.00	.00	.00
423	Telephone	72.90	.00	.00	.00	.00
470	Contract	75,506.08	.00	124,457.92	54,178.76	.00
<i>Contractual Expense Totals</i>		\$76,525.31	\$0.00	\$124,457.92	\$54,178.76	\$0.00
Department 8020 - Planning Totals		\$76,822.95	\$0.00	\$124,457.92	\$54,178.76	\$0.00
EXPENSE TOTALS		\$76,822.95	\$0.00	\$124,457.92	\$54,178.76	\$0.00
Fund A - General Totals						
REVENUE TOTALS		\$3,386.54	\$0.00	\$0.00	\$0.00	\$0.00
EXPENSE TOTALS		\$76,822.95	\$0.00	\$124,457.92	\$54,178.76	\$0.00
Fund A - General Totals		(\$73,436.41)	\$0.00	(\$124,457.92)	(\$54,178.76)	\$0.00
Net Grand Totals						
REVENUE GRAND TOTALS		\$3,386.54	\$0.00	\$0.00	\$0.00	\$0.00
EXPENSE GRAND TOTALS		\$76,822.95	\$0.00	\$124,457.92	\$54,178.76	\$0.00
Net Grand Totals		(\$73,436.41)	\$0.00	(\$124,457.92)	(\$54,178.76)	\$0.00

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Planning (and Comm. Dev.)
BUDGET ACCOUNT CODE: A.8021

OBJECT CODES	2023 EXPENDITURES	2024 ADOPTED	2024 AMENDED	2025 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$249,819.23	\$420,552.00	\$386,636.00	\$389,113.00
200's EQUIPMENT		\$0.00	\$2,813.00	\$0.00
400's CONTRACTUAL	\$23,590.80	\$13,507.00	\$18,747.78	\$14,087.00
800's EMPLOYEE BENEFITS	\$108,527.60	\$163,401.00	\$163,401.00	\$208,706.00
TOTALS	\$381,937.63	\$597,460.00	\$571,597.78	\$611,906.00

2023 REVENUES	2024 ADOPTED REVENUES	2024 AMENDED REVENUES	2025 DEPARTMENT REQUESTS
\$3,582.71	\$106,270.00	\$106,270.00	\$41,000.00

SIGNED: 
DEPARTMENT HEAD
TITLE: County Planner
DATE: 9/5/24

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request												
Fund A - General																		
REVENUE																		
Department 8021 - Planning (and Comm. Dev.)																		
<i>Departmental Income</i>																		
1289	Other General Governmental Income	.00	.00	.00	.00	6,000.00												
2002	Donation-Bed Tax	.00	.00	.00	.00	20,000.00												
<i>Departmental Income Totals</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$26,000.00												
<table border="1"> <thead> <tr> <th>Comments</th> <th>Account</th> <th>Level</th> <th>Comment</th> </tr> </thead> <tbody> <tr> <td></td> <td>1289</td> <td>Departmental Request</td> <td>Salary reimbursement from Thriving Hamlets grant award.</td> </tr> <tr> <td></td> <td>2002</td> <td>Departmental Request</td> <td>\$20,000 in support of planning projects aligned with tourism promotion goals.</td> </tr> </tbody> </table>							Comments	Account	Level	Comment		1289	Departmental Request	Salary reimbursement from Thriving Hamlets grant award.		2002	Departmental Request	\$20,000 in support of planning projects aligned with tourism promotion goals.
Comments	Account	Level	Comment															
	1289	Departmental Request	Salary reimbursement from Thriving Hamlets grant award.															
	2002	Departmental Request	\$20,000 in support of planning projects aligned with tourism promotion goals.															
<i>Intergovernmental Charges</i>																		
2210	General Services, Intergovt	3,582.71	.00	.00	.00	.00												
<i>Intergovernmental Charges Totals</i>		\$3,582.71	\$0.00	\$0.00	\$0.00	\$0.00												
<i>Interfund Revenues</i>																		
2801	Interfund Revenues	.00	77,770.00	77,770.00	.00	.00												
<i>Interfund Revenues Totals</i>		\$0.00	\$77,770.00	\$77,770.00	\$0.00	\$0.00												
<i>State Aid</i>																		
3905	Local Waterfront - State	.00	28,000.00	28,000.00	.00	15,000.00												
<i>State Aid Totals</i>		\$0.00	\$28,000.00	\$28,000.00	\$0.00	\$15,000.00												
<table border="1"> <thead> <tr> <th>Comments</th> <th>Account</th> <th>Level</th> <th>Comment</th> </tr> </thead> <tbody> <tr> <td></td> <td>3905</td> <td>Departmental Request</td> <td>Schroon Lake Aquatic Invasive Species- Admin/Program Funds from NYS</td> </tr> </tbody> </table>							Comments	Account	Level	Comment		3905	Departmental Request	Schroon Lake Aquatic Invasive Species- Admin/Program Funds from NYS				
Comments	Account	Level	Comment															
	3905	Departmental Request	Schroon Lake Aquatic Invasive Species- Admin/Program Funds from NYS															
<i>Sale of Property And Compensation for Loss</i>																		
2655	Minor Sales, Other	.00	500.00	500.00	.00	.00												
<i>Sale of Property And Compensation for Loss Totals</i>		\$0.00	\$500.00	\$500.00	\$0.00	\$0.00												
Department 8021 - Planning (and Comm. Dev.) Totals		\$3,582.71	\$106,270.00	\$106,270.00	\$0.00	\$41,000.00												
REVENUE TOTALS		\$3,582.71	\$106,270.00	\$106,270.00	\$0.00	\$41,000.00												

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund A - General						
EXPENSE						
Department 8021 - Planning (and Comm. Dev.)						
<i>Personal Services</i>						
110	Salaries - Regular	234,961.43	392,697.00	380,636.00	177,018.15	387,113.00
120	Salaries - Overtime	4,835.03	2,000.00	6,000.00	3,140.57	2,000.00
130	Salaries - Part Time	10,022.77	25,855.00	.00	.00	.00
<i>Personal Services Totals</i>		\$249,819.23	\$420,552.00	\$386,636.00	\$180,158.72	\$389,113.00

Comments	Account	Level	Comment
	110	Departmental Request	Please note that there is a pending personnel request which would delete Office Specialist 2 (\$44,790) and eliminate \$2,000 in overtime, while ADDING the title of Fiscal Coordinator (\$54, 136). The new position better reflects the duties/responsibilities of staff currently administering ARPA funds, NYS Septic Replacement Funds, and pending housing rehabilitation grants. The next increase resulting from this change is \$7,346.00.

<i>Equipment</i>						
210	Furniture/Furnishings	.00	.00	2,813.00	1,886.30	.00
<i>Equipment Totals</i>		\$0.00	\$0.00	\$2,813.00	\$1,886.30	\$0.00

<i>Contractual Expense</i>						
410	Supplies	2,388.67	2,000.00	7,152.26	6,602.40	2,000.00
418	Ins-General Liability	932.00	715.00	715.00	715.00	790.00
423	Telephone	566.84	650.00	2,150.00	865.37	650.00
424	Postage	2,099.98	150.00	150.00	15.69	150.00
426	Subscriptions	162.25	200.00	200.00	159.90	1,800.00
427	Memberships & Dues	782.00	1,200.00	1,246.15	1,246.15	1,525.00
428	Data Processing & Internet Fees	350.00	492.00	492.00	492.00	492.00
436	Advertising Fees	181.52	100.00	400.00	270.02	400.00
439	Misc Fees & Expenses	.00	.00	60.00	60.00	.00
441	Auto-Supplies & Repair	80.84	500.00	500.00	.00	500.00
442	Automotive - Gas & Oil	325.98	700.00	448.59	80.60	700.00
444	Travel/Education/Conference	536.72	6,800.00	5,233.78	2,920.83	5,080.00
470	Contract	15,184.00	.00	.00	17,099.50	.00
<i>Contractual Expense Totals</i>		\$23,590.80	\$13,507.00	\$18,747.78	\$30,527.46	\$14,087.00

Comments	Account	Level	Comment
	427	Departmental Request	The Planning Department will have three AICP planners in 2025 and this funding will allow for certification maintenance and American Planning Association dues.

<i>Employee Benefits</i>						
810	Retirement	34,312.20	45,894.00	45,894.00	18,874.67	54,146.00
830	Social Security	14,877.27	26,074.00	26,074.00	10,471.47	24,124.00
831	Medicare Contribution	3,479.32	6,098.00	6,098.00	2,449.00	5,641.00

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund A - General						
EXPENSE						
Department 8021 - Planning (and Comm. Dev.)						
<i>Employee Benefits</i>						
860	Hospitalization	33,180.88	58,046.00	58,046.00	29,509.85	72,944.00
865	Dental Insurance	287.90	480.00	480.00	200.21	576.00
<i>Employee Benefits Totals</i>		\$86,137.57	\$136,592.00	\$136,592.00	\$61,505.20	\$157,431.00
<i>Other Benefits</i>						
840	Workmen's Compensation	1,287.00	1,425.00	1,425.00	1,425.00	1,554.00
861	Retirees Hospitalization	21,103.03	25,384.00	25,384.00	19,435.74	48,221.00
862	Health Insurance Cost Reimbursement	.00	.00	.00	170.66	1,500.00
<i>Other Benefits Totals</i>		\$22,390.03	\$26,809.00	\$26,809.00	\$21,031.40	\$51,275.00
Department 8021 - Planning (and Comm. Dev.) Totals		\$381,937.63	\$597,460.00	\$571,597.78	\$295,109.08	\$611,906.00
EXPENSE TOTALS		\$381,937.63	\$597,460.00	\$571,597.78	\$295,109.08	\$611,906.00
Fund A - General Totals						
REVENUE TOTALS		\$3,582.71	\$106,270.00	\$106,270.00	\$0.00	\$41,000.00
EXPENSE TOTALS		\$381,937.63	\$597,460.00	\$571,597.78	\$295,109.08	\$611,906.00
Fund A - General Totals		(\$378,354.92)	(\$491,190.00)	(\$465,327.78)	(\$295,109.08)	(\$570,906.00)
Net Grand Totals						
REVENUE GRAND TOTALS		\$3,582.71	\$106,270.00	\$106,270.00	\$0.00	\$41,000.00
EXPENSE GRAND TOTALS		\$381,937.63	\$597,460.00	\$571,597.78	\$295,109.08	\$611,906.00
Net Grand Totals		(\$378,354.92)	(\$491,190.00)	(\$465,327.78)	(\$295,109.08)	(\$570,906.00)

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Planning GIS Program
BUDGET ACCOUNT CODE: A.8022

OBJECT CODES	2023 EXPENDITURES	2024 ADOPTED	2024 AMENDED	2025 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$164,654.20	\$193,437.00	\$219,292.00	\$226,032.00
200's EQUIPMENT				\$0.00
400's CONTRACTUAL	\$19,471.41	\$27,563.00	\$34,323.83	\$70,134.00
800's EMPLOYEE BENEFITS	\$35,683.34	\$45,305.00	\$45,305.00	\$51,743.00
TOTALS	\$219,808.95	\$266,305.00	\$298,920.83	\$347,909.00

2023 REVENUES	2024 ADOPTED REVENUES	2024 AMENDED REVENUES	2025 DEPARTMENT REQUESTS
\$10,536.50	\$47,500.00	\$54,253.61	\$92,722.00

SIGNED: Sara Frankenthal
DEPARTMENT HEAD
TITLE: GIS Administrator
DATE: 8/30/24

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund A - General						
REVENUE						
Department 8022 - Planning GIS Program						
<i>Departmental Income</i>						
1289	Other General Governmental Income	.00	.00	.00	.00	9,222.00
2002	Donation-Bed Tax	.00	.00	.00	.00	30,000.00
<i>Departmental Income Totals</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$39,222.00
<i>Comments</i>						
<i>Account</i>	<i>Level</i>	<i>Comment</i>				
1289	Departmental Request	this is salary money covered by our Thriving Hamlets grant				
2002	Departmental Request	Occupancy tax revenue will cover printing costs and ongoing promotional materials contract				
<i>Intergovernmental Charges</i>						
2210	General Services, Intergovt	10,536.50	47,500.00	54,253.61	2,480.61	53,500.00
<i>Intergovernmental Charges Totals</i>		\$10,536.50	\$47,500.00	\$54,253.61	\$2,480.61	\$53,500.00
<i>Comments</i>						
<i>Account</i>	<i>Level</i>	<i>Comment</i>				
2210	Departmental Request	\$15,000 AGFTC \$15,000 LGLC \$15,000 LCLGRPC \$2,500 LCPC \$5,000 City of Glens Falls \$1,000 Lake George Village				
Department 8022 - Planning GIS Program Totals		\$10,536.50	\$47,500.00	\$54,253.61	\$2,480.61	\$92,722.00
REVENUE TOTALS		\$10,536.50	\$47,500.00	\$54,253.61	\$2,480.61	\$92,722.00

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund A - General						
EXPENSE						
Department 8022 - Planning GIS Program						
<i>Personal Services</i>						
110	Salaries - Regular	149,831.31	159,577.00	159,577.00	97,333.57	160,870.00
130	Salaries - Part Time	14,822.89	33,860.00	59,715.00	11,541.29	65,162.00
<i>Personal Services Totals</i>		\$164,654.20	\$193,437.00	\$219,292.00	\$108,874.86	\$226,032.00

Comments		
Account	Level	Comment
130	Departmental Request	Eliminating Housing Cost Coordinator position -33,860 Total budget will be \$31,302

<i>Contractual Expense</i>						
410	Supplies	170.88	600.00	600.00	589.41	15,000.00
418	Ins-General Liability	80.01	430.00	293.93	283.23	308.00
422	Repair/Maint-Equipment	17,713.40	19,813.00	29,636.90	21,503.29	38,200.00
423	Telephone	406.94	400.00	400.00	53.57	1,500.00
424	Postage	8.24	100.00	100.00	.64	100.00
426	Subscriptions	180.85	465.00	465.00	227.99	1,030.00
428	Data Processing & Internet Fees	440.84	255.00	328.00	328.00	246.00
444	Travel/Education/Conference	95.25	1,500.00	(1,500.00)	.00	750.00
470	Contract	375.00	4,000.00	4,000.00	75.00	13,000.00
<i>Contractual Expense Totals</i>		\$19,471.41	\$27,563.00	\$34,323.83	\$23,061.13	\$70,134.00

Comments		
Account	Level	Comment
410	Departmental Request	Letterboxing and printing supplies previously covered by "supplemental" funding, so did not appear in our regular budget codes. Starting in 2025 these costs will be covered with occupancy tax funding.
422	Departmental Request	Increased costs include: - \$4290 payment of software license that was previously paid via a consultant contract via occ tax; now covered by occ tax directly in budget - \$7600 license for software used as a match for DEC Thriving Hamlets project -\$6000 software licenses for Glens Falls and LGV, which they pay for (see revenue code 2210)
423	Departmental Request	Increase is due to switching phone costs between 8022 and 8021 to reflect usage (8021 will go down). 8022 costs are for phones used for field data collection in summer months.
426	Departmental Request	Make, Canva, Adobe Subscriptions. Increased cost is due to Adobe subscriptions - additional license, changed licensing model, and paying these costs out of our regular budget instead of "supplemental".
444	Departmental Request	Plan to cut this in half for 2025.
470	Departmental Request	two contracts: - annual tech support contract with VHB. Plan to half this from \$4000 to \$2000 for 2025. - Contract with Cliff&Redfield Interactive. This contract has been covered with occupancy tax funding and will be continued with an allocation of occupancy tax versus through the occ tax application process. Plan to drop contract amount by \$5000

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund A - General						
EXPENSE						
Department 8022 - Planning GIS Program						
<i>Employee Benefits</i>						
810	Retirement	16,379.78	23,260.00	23,260.00	13,906.42	26,431.00
830	Social Security	10,086.48	11,993.00	11,993.00	6,668.35	14,014.00
831	Medicare Contribution	2,358.94	2,804.00	2,804.00	1,559.52	3,277.00
860	Hospitalization	5,507.39	5,528.00	5,528.00	4,194.15	6,391.00
865	Dental Insurance	122.75	120.00	120.00	84.10	120.00
<i>Employee Benefits Totals</i>		\$34,455.34	\$43,705.00	\$43,705.00	\$26,412.54	\$50,233.00
<i>Other Benefits</i>						
840	Workmen's Compensation	775.00	850.00	850.00	850.00	760.00
862	Health Insurance Cost Reimbursement	453.00	750.00	750.00	.00	750.00
<i>Other Benefits Totals</i>		\$1,228.00	\$1,600.00	\$1,600.00	\$850.00	\$1,510.00
Department 8022 - Planning GIS Program Totals		\$219,808.95	\$266,305.00	\$298,920.83	\$159,198.53	\$347,909.00
EXPENSE TOTALS		\$219,808.95	\$266,305.00	\$298,920.83	\$159,198.53	\$347,909.00
Fund A - General Totals						
REVENUE TOTALS		\$10,536.50	\$47,500.00	\$54,253.61	\$2,480.61	\$92,722.00
EXPENSE TOTALS		\$219,808.95	\$266,305.00	\$298,920.83	\$159,198.53	\$347,909.00
Fund A - General Totals		(\$209,272.45)	(\$218,805.00)	(\$244,667.22)	(\$156,717.92)	(\$255,187.00)
Net Grand Totals						
REVENUE GRAND TOTALS		\$10,536.50	\$47,500.00	\$54,253.61	\$2,480.61	\$92,722.00
EXPENSE GRAND TOTALS		\$219,808.95	\$266,305.00	\$298,920.83	\$159,198.53	\$347,909.00
Net Grand Totals		(\$209,272.45)	(\$218,805.00)	(\$244,667.22)	(\$156,717.92)	(\$255,187.00)

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Planning-Local Waterfront

BUDGET ACCOUNT CODE: A.8029

OBJECT CODES	2023 EXPENDITURES	2024 ADOPTED	2024 AMENDED	2025 DEPARTMENT REQUESTS
100's PERSONAL SERVICES				\$0.00
200's EQUIPMENT				\$0.00
400's CONTRACTUAL	\$4,358.13	\$20,000.00	\$20,000.00	\$10,000.00
TOTALS	\$4,358.13	\$20,000.00	\$20,000.00	\$10,000.00

SIGNED:



DEPARTMENT HEAD

TITLE:

County Planner

DATE:

8/30/24

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request								
Fund A - General														
EXPENSE														
Department 8029 - Planning-Local Waterfront														
<i>Contractual Expense</i>														
410	Supplies	308.88	.00	.00	.00	.00								
444	Travel/Education/Conference	4,049.25	.00	.00	.00	.00								
470	Contract	.00	20,000.00	20,000.00	.00	10,000.00								
<i>Contractual Expense Totals</i>		\$4,358.13	\$20,000.00	\$20,000.00	\$0.00	\$10,000.00								
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Comments</th> <th>Account</th> <th>Level</th> <th>Comment</th> </tr> </thead> <tbody> <tr> <td></td> <td>470</td> <td>Departmental Request</td> <td>This funding supports the implementation of the First Wilderness Heritage Corridor initiative.</td> </tr> </tbody> </table>							Comments	Account	Level	Comment		470	Departmental Request	This funding supports the implementation of the First Wilderness Heritage Corridor initiative.
Comments	Account	Level	Comment											
	470	Departmental Request	This funding supports the implementation of the First Wilderness Heritage Corridor initiative.											
Department 8029 - Planning-Local Waterfront Totals		\$4,358.13	\$20,000.00	\$20,000.00	\$0.00	\$10,000.00								
EXPENSE TOTALS		\$4,358.13	\$20,000.00	\$20,000.00	\$0.00	\$10,000.00								
Fund A - General Totals		\$4,358.13	\$20,000.00	\$20,000.00	\$0.00	\$10,000.00								
EXPENSE TOTALS		\$4,358.13	\$20,000.00	\$20,000.00	\$0.00	\$10,000.00								
Fund A - General Totals		(\$4,358.13)	(\$20,000.00)	(\$20,000.00)	\$0.00	(\$10,000.00)								
Net Grand Totals														
REVENUE GRAND TOTALS		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00								
EXPENSE GRAND TOTALS		\$4,358.13	\$20,000.00	\$20,000.00	\$0.00	\$10,000.00								
Net Grand Totals		(\$4,358.13)	(\$20,000.00)	(\$20,000.00)	\$0.00	(\$10,000.00)								

2025 Salary Schedule (Position Budgeting)
Planning.GIS Program

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan1 Grade & Rate	Ann. Grade & Rate				
13311	Beck, Amanda	GIS Specialist	\$62,081.00	Full Time	CSEA/FT	4/1/2019
	16-05 / \$29.85	16-06 / \$29.85				
10056	Dixon, Ronald	GIS Specialist - PT	\$31,302.00	Less than Half	Less P/T12/21/12	5/1/2024
	16-23 / \$31.68	N/A / \$31.68				
6980	Fitzgerald, Martin	Construction Cost Coordinator	\$33,860.00	Part Time	Out of UnitPT	4/23/2018
	N/A / \$32.56	N/A / \$32.56				
9915	Frankenfeld, Sara	GIS Administrator	\$98,789.00	Full Time	Out of UnitFT	1/2/2014
	N/A / \$47.49	N/A / \$47.49				
		4	\$226,032.00			

2025 Salary Schedule (Position Budgeting)
Planning.Planning

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan1 Grade & Rate	Ann. Grade & Rate				
13842	Brugger, Sarah	Principal Planner	\$81,644.00	Full Time	Out of UnitFT	11/1/2023
	N/A / \$39.25	N/A / \$39.25				
13902	Castler, Sara	Office Specialist	\$43,682.00	Full Time	CSEA/FT	3/18/2024
	07-00 / \$20.76	07-01 / \$21.07				
13515	Gaddy, Ethan	County Planner	\$86,024.00	Full Time	Appointed F/T	4/12/2021
	N/A / \$47.27	N/A / \$47.27				
11992	Martin, Gina	Office Specialist #2	\$44,790.00	Full Time	CSEA/FT	7/5/2022
	07-02 / \$21.39	07-03 / \$21.71				
13930	Nelson, David	Principal Planner #2	\$81,644.00	Full Time	Out of UnitFT	5/28/2024
	N/A / \$39.25	N/A / \$39.25				
13931	Smith, Matthew	Junior Planner	\$49,329.00	Full Time	CSEA/FT	6/3/2024
	12-00 / \$23.55	12-01 / \$23.86				
		Overtime-Planning	\$2,000.00			
	N/A / \$0.00	N/A / \$0.00				
		7	\$389,113.00			

2025 BUDGET - PERSONNEL REQUEST

DEPARTMENT NAME: Planning

BUDGET CODE: 8021

TITLE OF POSITION: Fiscal Coordinator

FOR NEW POSITIONS

Is the requested position: In Unit Out of Unit

Annual Base Salary (and Grade if Applicable): \$54,136 Grade 15

List any position(s) in the Department's Table of Organization being DELETED as a result of this request (Include annual Salary and grade if applicable): Office Specialist 2 \$44,790.00

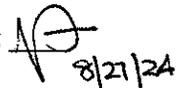
Is this a mandated position? If so, please explain: No

Is there expected Revenue from this position? If so, please explain: Yes, this position will be able to be reimbursed for grant administration services. Funding is often provided via NYS grants that our department applied for.

Is this a new title in your department? YES NO

If this is a new title in your department, the Human Resource Director must review and approve this form prior to being presented to the Budget Team.

Human Resource Director has approved the above title/classification (if required above) when initialed :

 8/21/24

FOR OTHER PERSONNEL REQUESTS (Change in Employee Status FT/PT/Temp/Per Diem)

Description of Change: Click or tap here to enter text.

Justification for Request: Click or tap here to enter text.

Projected change in Salary Dollars: Click or tap here to enter text.

Is there expected Revenue impact from this change? If so, please explain: Click or tap here to enter text.

Memorandum

To: Budget Review Committee
From: Ethan Gaddy AICP, County Planner
Date: 27 August 2024
Re: Personal Request- Office Specialist to Fiscal Coordinator- Justification

Justification for Position Change from Office Specialist to Fiscal Coordinator:

The current Office Specialist has taken on responsibilities that extend beyond the original scope of the role, aligning closely with those of a Fiscal Coordinator. This staff member plays a critical role in the administration and success of the ARPA and NYSDEC Septic Replacement programs, ensuring these initiatives run effectively. Additionally, as the department plans to launch more housing-oriented programs, their coordination will be crucial, particularly as we anticipate the need for financial oversight and compliance with upcoming projects funded by Homes and Community Renewal and the Community Development Block Grant program.

Their current duties include reviewing and performing processes related to maintaining and checking financial records and reports; overseeing and assisting in classifying complex receipts and expenditures and distributing costs according to prescribed codes; supporting audits of various accounts, claims, and records, and preparing detailed financial reports; handling the receipt and accounting of large sums of money for various obligations; preparing complex quarterly reports for submission to the U.S. Treasury regarding ARPA expenditures; and ensuring compliance with financial and administrative requirements for various grant programs, contributing significantly to their success.

These responsibilities closely align with the Fiscal Coordinator position, which involves overseeing the department's fiscal processes, preparing financial documents, and monitoring contracts and service agreements. Transitioning this staff member to the Fiscal Coordinator role is necessary and appropriate, providing a title and compensation that reflect the complexity of their work. This change will allow the department to continue effectively supporting financial operations and ensuring the success of critical programs.

This staffing change is essential for retaining and appropriately compensating a key employee. Transitioning the current Office Specialist to Fiscal Coordinator acknowledges the significant financial management responsibilities and supports the continued efficiency of the department's operations.