

**COUNTY FACILITIES COMMITTEE MEETING
AIRPORT AGENDA
October 22 2025**

Committee Members: BRUNO, Geraci, Conover, Diamond, Strough, Etu, and Thomas

I. Committee Meeting Call to Order by Chair

II. Approval of Minutes of Prior Committee Meeting

III. Privilege of the floor and public comment

IV. Action Agenda/New Business Items:

1. Request: Apply for Grant

Rationale: Authorizing the Chairman of the Board of Supervisors to submit and execute grant application to the Federal Aviation Administration for the Cost of the AFFF testing equipment.

V. Discussion Items

1. PAPI Project update
2. Schemerhorn Aviation LLC. Lease Agreements
3. FAA Eligibility Determination

VI. Referrals/Pending Items

VII. Privilege of the floor and public comment

VIII. Motion to Adjourn

Attachments:

1. Resolution Request No. 5 – Apply for Grant

RESOLUTION REQUEST FORM NO. 5

Request to Apply for a Grant Application and Grant Agreement

DEPARTMENT NAME: Facilities - Airport

DATE: 10/22/25

- (a) Purpose of Grant: Reimbursement from FAA to cover the cost associated with the purchase of the AFFF testing equipment
 - (b) Name of Grantor: Federal Aviation Administration (FAA) Airport Improvement Program/New York State Department of Transportation (NYSDOT)
 - (c) Address of Contractor: FAA - NYADO, 1 Aviation Plaza, Room 111 Jamaica, NY 11434 & NYSDOT Albany NY
 - (d) Grantor's Contact Person and Telephone Number: E. Martinez, 718 995-5771
 - (e) Has or Will the Grant Application or Grant Agreement be provided, if so, Please Attach?
 - (f) Effective Date of Grant: NA
 - (g) Termination Date of Grant: NA
 - (h) Total Dollar Amount Involved (not to exceed): \$50,000
 - (i) Deadline to Submit Grant Application and/or Grant Agreement: NA
 - (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? Yes If Yes, Where are the Funds? List Budget Code (with title), Object Code (with title), and Amount **OR** Capital Project **OR** Capital Reserve Project Number and Title and Amount: \$50,000 (95% FAA - \$47,500, 5% Local Match \$2,500 A9950.910 Transfer - Capital Project)

**COUNTY FACILITIES COMMITTEE MEETING
BUILDINGS & GROUNDS AGENDA
October 22, 2025**

Committee Members: BRUNO, Geraci, Conover, Diamond, Strough, Etu and Thomas

I. Committee Meeting Call to Order by Chair

II. Approval of minutes of prior Committee Meeting

III. Privilege of the floor and public comment

IV. Action Agenda/New Business Items:

1. Request: Transfer of Funds
Rationale: Funds needed from Contingency to cover the cost of the utility rate increases.

V. Discussion Items

1. Work Order Request Program- 7027 (Open 32)
2. Fleet Car Request Program- 5351
3. Front Steps-Update

VI. Referrals/Pending Items

1. Regional Morgue - It was noted the construction of a regional morgue in Albany County had been put on hold as a result of the estimates for construction costs coming in significantly higher than originally anticipated. (09.25.25)

VII. Privilege of the floor and public comment

VIII. Motion to Adjourn

REQUEST FOR TRANSFER OF FUNDS

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

FROM: DEPARTMENT OF PUBLIC WORKS

Name of Department

SIGNED: _____ DATE: 10/22/2025

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>	<u>TOWN</u>
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<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Fund	A. 1624 415	Health and Human Services Building - Elec	\$35,000.00

Please state reason for transfer request:

Transfer funds to cover rate increases from NG for delivery charges

County Facilities Committee
Fire Prevention & Building Code Enforcement Agenda
October 22, 2025

COMMITTEE MEMBERS: Supervisors Bruno, Geraci, Conover, Diamond, Strough, Magowan, Thomas, 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 the Chair

II. Approval of minutes of prior Committee Meeting

III. Action Agenda/New Business Items:

IV. Discussion Items: None

V. Referrals/Pending Items:

1. Fee Schedule

VI. Privilege of the Floor and public comment (please allow 15 second delay on live stream meetings)

VII. Motion to Adjourn

Attachments:

1. Fee Comparisons

	SUGGESTED FEES	WARREN COUNTY	Washington County	Town of Queensbury	2025 FEE COMPARISONS				
					Glens Falls	Minerva	Town of Moreau	Town of Schroon	Saratoga springs
New 1 & 2 Family Dwellings	\$.35 sq.ft. \$150 Min.	\$.20 sq.ft. \$150 Min.	\$.20 sq.ft. \$150 Min.	\$.35 sq.ft.	\$.35 sq.ft. PLUS \$150 Application Fee	\$20 for Every 100 sq.ft. - Minimum \$100	1 Family - \$.23 sq.ft. \$150 Minimum 2 Family- \$.28 sq.ft. \$250 Minimum	\$25 for Every 100 sq.ft. Minimum \$100	\$175/ Unit + \$.35 sq.ft.
Additions & Alterations 1 & 2 Family Dwellings	\$.35sq.ft. \$75 Min.	\$.20sq.ft. \$50 Min.	\$.20 sq.ft. \$100 Min.	Addition \$.35 sq.ft. \$300 Minimum Alterations \$.35 sq.ft. \$250 Minimum	.30 sq.ft. PLUS \$150 Application Fee	Alterations Up to \$1,000 \$50 \$1,000 to \$5,000 \$100 Over \$5,000 \$100 for each \$5,000 Addition \$10 for Every 100 sq.ft.	1 Family - \$.23 sq.ft. \$50 Minimum 2 Family-\$.28 sq.ft. \$100 Minimum	Additions \$25 for Every 100 sq.ft. Minimum \$50 Alterations Up to \$1,000 \$60 / \$1,000 to \$5,000 \$100 Over \$5,000 \$60 for each \$5,000	\$150/ Unit + \$.25 - \$.30 sq.ft.
Residential Garages, Pole Barns, Sheds	\$.35 sq.ft. \$100 Min.	\$.20 sq.ft. \$100 Min.	Up to 250 sq.ft \$50 More than 250 sq.ft. \$.20 sq.ft., \$100 Min.	Garage \$.35 sq.ft. \$200 Minimum Shed \$100 Pole Barn \$100	\$.25 sq.ft. PLUS \$150 Application Fee	\$15 for every 100 sq.ft. Min. \$75	\$.20 sq.ft. \$50 Minimum	\$15 for Every 100 sq.ft. Minimum \$50	\$150 + \$.25 sq.ft.
Certificate of Occupancy Fee		\$25- Residential \$50-Commercial	Part of Permit Fee (N/A)	N/A	\$75 Residential \$150 Commercial	N/A	N/A	N/A	N/A

	SUGGESTED FEES	WARREN COUNTY	Washington County	Town of Queensbury	Glens Falls	Minerva	Town of Moreau	Town of Schroon	Saratoga springs
Multiple Dwellings (Town Homes, Hotel, Motels, Ect.)	0.35 sq.ft. Min. \$300	0.25 sq.ft. Min. \$300	0.25 sq.ft. Min. \$300	\$.35 sq.ft.	\$.35 - \$.45 sq.ft. PLUS \$350 Application Fee	\$25 for every 100 sq.ft. \$150 Minimum	.32 sq.ft. \$300 Minimum	\$30 for Every 100 sq.ft. Minimum \$150	\$350-\$450/ Unit + \$.35 - \$.45 sq.ft.
Multipal Dwellings/ Alterations	\$.35 sq.ft. Min. \$150	\$.25 sq.ft. Min. \$100	\$.25 sq.ft. Min. \$100	\$.35 sq.ft. Addition \$350 Minimum Alterations \$250 Minimum	\$.45 sq.ft. PLUS \$350 Application Fee	Alterations -Up to \$1,000 \$50 / \$1,000 to \$5,000 \$100 Over \$5,000 \$100 for each \$5,000	1 Family - \$.23 sq.ft. \$50 Minimum 2 Family-\$.28 sq.ft. \$100 Minimum	Up to \$1,000 \$60 / \$1,000 to \$5,000 \$100 Over \$5,000 \$60 for each \$5,000	\$350-\$450/ Unit + \$.35 - \$.45 sq.ft.
New Commercial	\$.45 sq.ft. Min. \$300	\$.30 sq.ft. Min. \$200	\$.30 sq.ft. Min. \$200	\$.35 sq.ft.	\$.35 - \$.45 sq.ft. PLUS \$350 Application Fee	\$25 for Every 100 sq.ft. \$150 Minimum	\$.32 sq.ft. \$400 Minimum	\$40 for Every 100 sq.ft. \$200 Minimum	\$350-\$450/ Unit + \$.35 - \$.45 sq.ft.
Commercial Alterations & Additions	\$.45 sq.ft. Min. \$150	\$.25 sq.ft. Min. \$100	\$.25 sq.ft. Min. \$100	Addition- \$.35 sq.ft. \$350 Minimum Alterations - \$250 Minimum	\$.45 sq.ft. PLUS \$350 Application Fee	\$25 for Every 100 sq.ft. \$150 Minimum	\$.32 sq.ft. \$200 Minimum	Addition - \$40 for Every 100 sq.ft. \$50 Minimum Alterations -Up to \$1,000 \$60 / \$1,000 to \$5,000 \$100 Over \$5,000 \$60 for each \$5,000	\$350-\$450/ Unit + \$.35 - \$.45 sq.ft.

	SUGGESTED FEES	WARREN COUNTY	Washington County	Town of Queensbury	Glens Falls	Minerva	Town of Moreau	Town of Schroon	Saratoga springs
Building Permit Amendment Fee	Residential \$.35 sq.ft. \$50 Minimum Commercial \$.45 sq.ft. \$100 Minimum	\$.20 sq.ft. - Residential \$.30 sq.ft.- Commercial	\$50	N/A	Residential \$40 PLUS Sq. Ft. Fee Commercial \$80 PLUS Sq. Ft. Fees	N/A	N/A	N/A	Residential \$40 + \$.35 sq.ft. Commercial \$80 +\$.35-\$.45 sq.ft.
Manufactured Home		\$100	\$100	\$.25 sq.ft. Minimum \$165	N/A	\$20 for Every 100 sq.ft. - Minimum \$100	\$150	\$50	\$175/ Unit + \$.35 sq.ft.
Demolition Permit		Residential \$100 Commercial \$200	Residential \$100 Commercial \$200	\$165	Residential \$175 Residential Accessory Structure \$75 Commercial \$250	\$75	\$50	\$100	Residential \$175 Residential Accessory Structure \$75 Commercial \$250
Permit Renewal		1/2 of the Original Fee	\$50 Year	Residential \$110 Commercial \$150	1/2 of Original fee (1 YR Only)	1/2 of the Original Fee	N/A	1 Year 25% of the Original Fee 2 Year 50% of the Original Fee 3 Year 75% of the Original Fee	Residential \$65 per Six Months Commercial \$130 pre Six Months
Fee for building w/o Permit		2X Permit Fee or \$100 Whichever is greater	2X Permit Fee or \$100 Whichever is greater	Permit Fee PLUS 30%	Permit Fee Doubled	50% of Applicable fee	N/A	50% of Applicable fee	Equal to Permit Fee, \$110 Minimum, \$1500 Maximum

	SUGGESTED FEES	WARREN COUNTY	Washington County	Town of Queensbury	Glens Falls	Minerva	Town of Moreau	Town of Schroon	Saratoga springs
Solid Fuel		\$50	\$50	\$275	\$150 PLUS \$150 Residential Application Fee or \$350 Commercial Application Fee	\$50	N/A	\$50	Residential \$50 Commercial \$60
Pools		\$100	\$50	\$150	Above Ground \$150 In-Ground \$250	\$75	\$25	\$50	\$200 Residential \$350 Commercial
Septic		\$75	\$75	\$85 Residential \$165 Commercial	N/A	\$75	N/A	\$45	\$180 Residential \$300 Commercial
Temporary Certificate of Occupancy		\$25	\$100	\$165 - 90 Days	Residential \$110 Commercial 10% of Per, it fee, Minimum \$250	N/A	N/A	N/A	Residential \$110 Commercial 10% of Permit Fee \$275 Minimum
Solar	\$100 Residential \$200 Commercial	\$50 Residential \$100 Commercial	Residential Up to 12 KW \$50 Over 12KW \$100 Commercial \$.60 per KW \$500 Minimum	\$100 Residential \$250 Commercial	Residential \$150 PLUS \$.25 sq.ft. Commercial \$330 PLUS .30 sq.ft.	N/A	Large Scale \$1500 Per MW PLUS \$1000	\$100	Residential \$150 PLUS \$.25 sq.ft. Commercial \$330 PLUS \$.30 sq.ft.

	SUGGESTED FEES	WARREN COUNTY	Washington County	Town of Queensbury	Glens Falls	Minerva	Town of Moreau	Town of Schroon	Saratoga springs
Short Term Rental Inspections		\$75 Per Structure	N/A	N/A	Hosted \$75 Unhosted \$150	N/A	N/A	N/A	N/A
Certificate of Occupancy/ Violation Search		\$25	\$50	N/A	Residential \$100 Commercial \$250	N/A	N/A	N/A	N/A
Temporary Tents & Structures		N/A	N/A	\$200	\$150	N/A	N/A	N/A	N/A

SUGGESTED FEES	WARREN COUNTY	Washington County	Town of Queensbury	Glens Falls	Minerva	Town of Moreau	Town of Schroon	Saratoga springs
Fire Safety Inspection Fee	\$75 per Occupancy Classification	N/A	N/A	\$200 per Assembly Occupancy Parking Structures \$150 Multipal Dwellings 3-5 Units \$75 PLUS \$25 per Unit, \$150 Minimum Multipal Dwellings 6+ Units \$100 PLUS \$25 per Unit \$250 Minimum Commercial Buildings \$200 up to 10,000 sq.ft. PLUS \$2 for each 100 sq/ft. over 10,000	\$50	N/A	\$50	N/A

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: COUNTY FACILITIES

DATE: OCTOBER 22, 2025

COMMITTEE MEMBERS PRESENT:

SUPERVISORS: BRUNO
GERACI
CONOVER
STROUGH
THOMAS

OTHERS PRESENT:

CHARLES WALLACE, ADMINISTRATOR, FIRE PREVENTION & BUILDING CODE ENFORCEMENT
KEVIN HAJOS, SUPERINTENDENT OF PUBLIC WORKS
ROBIN MAPP, AIRPORT MANAGER
SCOTT ROGERS, DIRECTOR OF FACILITIES
KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD
JOHN TAFLAN, COUNTY ADMINISTRATOR
LARRY ELMEN, COUNTY ATTORNEY
AMANDA ALLEN, CLERK OF THE BOARD
SUPERVISORS CROCITTO
STRAINER
TURNER
TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR
DEAN MOORE, DIRECTOR, PARKS, RECREATION & RAILROAD
CHRISTINE NORTON, COUNTY TREASURER
SCOTT ROYAE, SOLID WASTE COMPLIANCE OFFICER
DR. DAVID SCHWENKER, WARREN COUNTY RESIDENT
KRISTEN WILDE, UP YONDA FARM ENVIRONMENTAL EDUCATION CENTER
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD

COMMITTEE MEMBERS ABSENT:

SUPERVISORS: DIAMOND
ETU

Please note, the following contains a summarization of the October 22, 2025 meeting of the County Facilities Committee; the meeting in its entirety can be viewed on the Warren County website using the following links:

*Warren County's YouTube Channel - Part 1 - <https://www.youtube.com/watch?v=JtNrrFTLH74>
Part 2 - <https://www.youtube.com/watch?v=vuuMCm5egsI>*

Mr. Bruno called the County Facilities meeting to order at 9:00 a.m.

Copies of the Fire Prevention & Building Code Enforcement; Airport; and Building & Grounds agendas were distributed; copies of the agendas are on file with the meeting minutes.

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

The meeting commenced with a review of the Pending Items portion of the Fire Prevention & Building Code Enforcement agenda which concerned the fee schedule. The Committee reviewed a chart included in the agenda which displayed the current fees charged by the Fire Prevention & Building Code Enforcement Department, as well as the recommended fees and those charged by other local municipalities. A discussion ensued following which it was determined a resolution request would be brought before the Committee next month to increase the fees to the recommended amounts effective January 1, 2026. It was also noted the majority of the suggested fees mirrored what the Town of Queensbury charged which was what was suggested by the Budget Team. Also during the discussion the Administrator of the Fire Prevention & Building Code Enforcement Department advised they had returned to being fully staffed, adding he believed he would not have an issue filling positions should vacancies occur.

Privilege of the floor was offered for public comments:

Dr. David Schwenker, *Warren County Resident*, opined if the fees for small projects were set too high individuals would proceed with their projects without the required permits.

There being no further Fire Prevention & Building Code Enforcement business to discuss, a review commenced with the

Action Agenda/New Business Items portion of the Airport agenda which consisted of a request to authorize submission of an application to Federal Aviation Administration (*FAA*) Airport Improvement Program/New York State Department of Transportation (*NYS DOT*) to receive reimbursement from the FAA to cover the cost of the purchase of AFFF testing equipment in an amount not to exceed \$50,000 and authorizing the Chair of the Board to execute any resulting grant agreement.

Kevin Hajos, *Superintendent of Public Works*, noted the FAA had determined this was one of the projects that was eligible for funding.

Motion was made by Mr. Thomas, seconded by Mr. Strough and carried by a unanimous vote of those present (*Messrs. Diamond and Etu absent*) to approve the request as presented and the necessary resolution was authorized for the November 21st Board Meeting. *A copy of the resolution request form is on file with the meeting minutes.*

Proceeding with the agenda review, Committee reviewed the Discussion Items portion of the Airport agenda with an overview of the following:

1. PAPI Project Update.
3. FAA Eligibility Determinations. This matter was addressed during the review of the Action Agenda/New Business Items portion of the Airport agenda.
2. Schemerhorn Aviation LLC. Lease Agreements.

The County Attorney noted an executive session was required pursuant to the following Sections of Public Officer's Law: 105(1)(d) to discuss proposed pending or current litigation; 105(1)(h) to discuss the proposed acquisition, sale or lease of real property; and 108(3) to provide attorney-client communications, concerning Schemerhorn Aviation LLC. Lease Agreements.

The necessary motion was made by Mr. Strough, seconded by Mr. Geraci and carried by a unanimous vote of those present (*Messrs. Diamond and Etu absent*) to enter into executive session pursuant to Sections 105(1)(d), 105(1)(h) and 108(3) of the Public Officer's Law for the purposes outlined above.

Executive session was held from 9:18 a.m. until 10:23 a.m.

Upon reconvening, the County Attorney announced no action was taken during the executive session.

The agenda review resumed Item 3 of the Discussion Items portion of the Airport agenda concerning FAA Eligibility Determinations which the Superintendent of Public Works and Airport Manager provided updates on.

Concluding the agenda review, Mr. Bruno once again offering privilege of the floor for public comment, but there was no one wishing to speak.

There being no further Airport business to discuss, review of the Building & Grounds agenda commenced with the Action Agenda/New Business which consisted of a request for transfer of funds in the amount of \$35,000 from Budget Code A.1990 489, *Contingent Account, Other Payments/Contributions*, to Budget Code A.1624 415, *Health and Human Services Building - Elec*, to cover the cost of unanticipated utility rate increases.

Motion was made by Mr. Thomas, seconded by Mr. Strough and carried by a unanimous vote of those present (*Messrs. Diamond and Etu absent*) to approve the request as presented and forward same to the Finance & Budget Committee. *A copy of the resolution request form is on file with the meeting minutes.*

Review of the Discussion Items portion of the agenda included updates on the following:

1. Work Order Request Program.
2. Fleet Car Request Program.
3. Front Steps- Update

The Agenda review concluded with a review of the Referrals/Pending Items section, which included the following:

1. Regional Morgue - It was noted Albany County would be proceeding with the construction of a Regional Morgue once

a replacement for the Project Manger, who had recently resigned, was hired.

Privilege of the floor and public comments were called for, but there was no one wishing to speak.

As there was no further business to come before the County Facilities Committee, on motion made by Mr. Strough, seconded by Mr. Thomas and carried by a unanimous vote of those present (*Messrs. Diamond and Etu absent*), Mr. Bruno adjourned the meeting at 10:28 a.m.

Respectfully submitted,
Sarah McLenithan, Deputy Clerk of the Board