

Economic Growth & Development Committee
Planning & Community Development Agenda
August 20, 2025

COMMITTEE MEMBERS: Supervisors **Etu**, Strough, Bean, Wild, Turner, Crocitto and Diamond - *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: Amend County Budget
Rationale: Amend revenue codes to reflect ARPA administrative funding for 2025 as per resolution 260 of 2022.
 2. Request: Enter into an MOU with Warren County Soil and Water Conservation District
Rationale: Warren County GIS manages WCSWCD's GIS software licensing, this will allow Warren County GIS to partner with WCSWCD to purchase annual GIS software for WCSWCD to use.
 3. Request: Amend/Increase County Budget
Rationale: Amend the Planning GIS Program budget by \$1,600 to cover GIS software maintenance costs reimbursed by Warren County Soil and Water Conservation District
 4. Request: Enter into contract with contractor for "Thriving Hamlets"
Rationale: As per workplan for "Thriving Hamlets" initiative, Warren County will hire qualified engineering consultants to support planning work. Suozzo, Doty, and Associates have been selected through competitive RFP process.
 5. Request: Enter into contract with contractor for CDBG Septic Replacement program
Rationale: Warren County is administering CDBG septic replacement program. Qualified contractors were solicited via competitive process through Purchasing.
 6. Request: Authorization to apply for NYSDEC Adirondack Park and Catskill Park Community Smart Growth program
Rationale: NYSDEC program applications are due October 1st, 2025. Awards are capped at \$125,000 or \$300,000 with a sliding local match contribution amount.
- IV. Discussion Items:
 1. Project Updates
 2. Grants Updates/Opportunities
 3. Economic Development Corporation 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 07- Amend county budget for ARPA administration
2. Reso Request 03- Enter into new contract with WCSWCD for GIS software purchase
3. Reso Request 07- Amend county budget to reflect payment from WCSWCD for GIS software
4. Reso request 07- Enter into new contract with Suozzo, Doty, and Associates for engineering consulting services
5. Reso request 07- Enter into new contract with TBD engineering firm for septic design services for CDBG septic replacement program
6. Reso request 05- Authorization to apply for NYSDEC Smart Growth grant

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

**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: August 5, 2025

(a) Purpose of Amendment:

Amend revenue codes to reflect ARPA administrative funding for 2025 as per resolution 260 of 2022

(b) Appropriation Code, Object Code, Full Title and Amount:

A.8021.4999 110 Salaries, regular \$30,967.17

A.8021.4999 801 Retirement \$461.92

A.8021.4999 830 Social Security \$225.39

A.8021.4999 831 Medicare Contribution \$52.71

A.8021.4999 860 Hospitalization \$474.98

A.8021.4999 Dental Insurance \$00.35

(c) Revenue Code (with title), and Amount:

**A. 8021.4999 4090 - Coronavirus Local Fiscal Recovery Fund (CLFRF)
total of \$32,182.52**

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: **Planning**

DATE: **August 4, 2025**

- (a) Is this a Result of a Bid or Request for Proposal?
No
- (b) Purpose of Contract:
Enter into an MOU with Warren County Soil and Water Conservation District for the purpose of purchasing GIS software
- (c) Name of Contractor:
Warren County Soil and Water Conservation District
- (d) Address of Contractor: **394 Schroon River Rd
Warrensburg, NY 12885**
- (e) Contractor's Contact Person and Telephone Number:
Jim Lieberum 518-623-3119
- (f) Has or will the Contract be provided, if so, please attach:
- (g) Commencement Date of Contract:
Upon BOS approval
- (h) Termination Date of Contract:
- (i) Payment Provisions: i) lump sum amount
ii) hourly rate amount
iii) total amount not to exceed **\$1600 annually**
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
annually
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR** Capital Project **OR** Capital Reserve Project Number, Title, and Amount:

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. 7

Request to Amend County Budget*

****If this is the result of a grant award, also complete and submit Form No. 5 or 6***

DEPARTMENT NAME: Planning

DATE: 8/4/2025

(a) Purpose of Amendment:

To amend the Planning GIS Program budget to cover GIS software maintenance costs reimbursed by Warren County Soil and Water Conservation District

(b) Appropriation Code, Object Code, Full Title and Amount:

8022 422 Planning GIS Program, Repair/Maintenance - Equipment \$1600

(c) Revenue Code (with title), and Amount:

8022 2210 Planning GIS Program, General Services, Intergovt \$1600

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Planning

DATE: August 4, 2025

- (a) Is this a Result of a Bid or Request for Proposal?
Yes
- (b) Purpose of Contract:
Engineering consulting services to support "Thriving Hamlets" initiative
- (c) Name of Contractor:
Suozzo, Doty, and Associates
- (d) Address of Contractor: **4607 Lake Shore Drive, Bolton Landing NY 12814**
- (e) Contractor's Contact Person and Telephone Number:
Sean Doty 518-240-6293
- (f) Has or will the Contract be provided, if so, please attach:
- (g) Commencement Date of Contract:
Upon BOS approval
- (h) Termination Date of Contract:
7/31/2027
- (i) Payment Provisions: i) lump sum amount
ii) hourly rate amount
iii) total amount not to exceed **\$60000**
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.)
monthly
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR** Capital Project **OR** Capital Reserve Project Number, Title, and Amount:
H433

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. 3

Request for New Contract

DEPARTMENT NAME: Planning

DATE: August 22, 2025

- (a) Is this a Result of a Bid or Request for Proposal?
Yes WC 27-25
- (b) Purpose of Contract:
Engineering consulting services to support CDBG septic replacement program
- (c) Name of Contractor:
MJ Engineering, Architecture, Landscape Architecture, and Land Surveying, P.
- (d) Address of Contractor: **Attn: Michael Panichelli, PE
21 Corporate Drive
Clifton Park, NY 12065**
- (e) Contractor's Contact Person and Telephone Number:
Michael Panichelli, PE (518) 371-0799
- (f) Has or will the Contract be provided, if so, please attach:
No
- (g) Commencement Date of Contract:
Upon BOS approval
- (h) Termination Date of Contract:
December 2029
- (i) Payment Provisions: i) lump sum amount
ii) hourly rate amount
iii) total amount not to exceed **\$52,000**
iv) how will payments be made (i.e. monthly, quarterly,
upon completion of the project, etc.
monthly
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title*
and Amount: **OR Capital Project OR Capital Reserve Project Number, Title, and
Amount:
CD80**

**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 Planning Department



August 22, 2025

Julie A. Butler Purchasing Agent
Warren County
1340 State Route 9
Lake George, NY 12845

RE: WC 27-25 Engineering Services: Septic Replacement Program; Recommendation of Award

Dear Ms. Butler,

The Planning Department has reviewed the proposals for the subject contract. Based on the review and rating of the six proposals submitted, the Planning Department recommends the contract be awarded to:

MJ Engineering, Architecture, Landscape Architecture, and Land Surveying, P.C.

Attn: Michael Panichelli, PE

21 Corporate Drive

Clifton Park, NY 12065

Sincerely,

A handwritten signature in black ink, appearing to read 'Ethan Gaddy'.

Ethan Gaddy AICP
County Planner

RESOLUTION REQUEST FORM NO. 5

Request to Apply for a Grant Application and Grant Agreement

DEPARTMENT NAME: Planning

DATE: 8/6/2025

- (a) Purpose of Grant:
Community development projects aligned with local comprehensive plans, First Wilderness, Warren County 2040, and ORESP via the NYSDEC Adirondack Smart Growth program
- (b) Name of Grantor:
NYSDEC
- (c) Address of Contractor: **Division of Lands and Forests, 625 Broadway, Albany NY 12233**
- (d) Grantor's Contact Person and Telephone Number:
518-402-9405
- (e) Has or Will the Grant Application or Grant Agreement be provided, if so, Please Attach? **NA**
- (f) Effective Date of Grant: **NA**
- (g) Termination Date of Grant: **NA**
- (h) Total Dollar Amount Involved (not to exceed): **Award capped at \$125k or \$300k**
- (i) Deadline to Submit Grant Application and/or Grant Agreement:
October 1st
- (j) Is a Budget amendment required? **No** If yes, also complete and submit Form No. 7.
- (k) Are the funds to go into a Capital Project or Capital Reserve Project? **TBD** If yes, also complete and submit Form No. 8 or Form No. 9, as applicable.
- (i) Is a Local Share Required? **No** If Yes, Where are the Funds? List Budget Code, Object Code, Full Title* and Amount **OR** Capital Project **OR** Capital Reserve Project Number and Title and Amount:

**Sample: A.1010 470 Legislative Board – Contract \$xx.xx
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx**

*as listed in budget and LOGOS