

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: ECONOMIC GROWTH & DEVELOPMENT

DATE: AUGUST 20, 2025

COMMITTEE MEMBERS PRESENT: OTHERS PRESENT:

SUPERVISORS ETU

STROUGH

WILD

TURNER

CROCITTO

REPRESENTING THE WORKFORCE DEVELOPMENT DEPARTMENT:

LIZA OCHSENDORF, DIRECTOR,

JESSIE WILSON, FISCAL COORDINATOR

REPRESENTING THE PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT:

SARA FRANKENFELD, GIS ADMINISTRATOR

ETHAN GADDY, COUNTY PLANNER

COMMITTEE MEMBERS ABSENT: GRETCHEN STEFFAN, EXECUTIVE DIRECTOR, SARATOGA-WARREN-

SUPERVISORS BEAN

DIAMOND

WASHINGTON WORKFORCE DEVELOPMENT BOARD

JIM SIPLON, PRESIDENT, ECONOMIC DEVELOPMENT CORPORATION

KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD

JOHN TAFLAN, COUNTY ADMINISTRATOR

LARRY ELMEN, COUNTY ATTORNEY

AMANDA ALLEN, CLERK OF THE BOARD

FRANK E. THOMAS, BUDGET OFFICER

SUPERVISORS GILLIGAN

STRAINER

TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR

CHRISTINE NORTON, COUNTY TREASURER

LESLIE LOVELACE, LEGISLATIVE OFFICE SPECIALIST

Please note, the following contains a summarization of the August 20, 2025 meeting of the Economic Growth & Development Committee; the meeting in its entirety can be viewed using the following links:

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

Warren County's YouTube Channel - <https://www.youtube.com/watch?v=a5XxqYdkwDg>

Mr. Etu called the meeting of the Economic Growth & Development Committee to order at 9:31 a.m.

Motion was made by Mr. Crocitto, seconded by Ms. Turner and carried by a unanimous vote of those present (*Messrs. Bean, Wild and Diamond absent*) to approve the minutes from the previous Economic Growth & Development Committee meeting, subject to correction by the Clerk of the Board.

Copies of the Workforce Development and Planning & Community Development meeting agendas were distributed; copies of the agendas are on file with the meeting minutes.

The meeting commenced with review of the Action Agenda/New Business section of the Workforce Development agenda, which included the following requests:

- A. To renew agreement with Big Brothers Big Sisters (*BBBS*) of the Southern Adirondacks in an amount not to exceed \$10,000 to maintain the youth employment mentoring program and support costs of BBBS staff work for a term commencing September 1, 2025 and terminating February 28, 2026.

Mr. Wild entered the meeting at 9:33 a.m.

Motion was made by Mr. Strough, seconded by Mr. Crocitto and carried by a unanimous vote of those present (*Messrs. Bean and Diamond absent*) to approve the request as outlined above and the necessary resolution was authorized for the September 19th Board meeting. *A copy of the resolution request form is on file with the minutes.*

- B. To authorize a transfer of funds amongst various budget codes totaling \$99,467 to reflect transitional fiscal year updates and balance New World allocations.

Motion was made by Mr. Strough and seconded by Ms. Turner and carried by a unanimous vote of those present (*Messrs. Bean and Diamond absent*) to approve the request as outlined above and refer same to the Finance & Budget Committee. *A copy of the resolution request form is on file with the minutes.*

- C. To approve the Saratoga-Warren-Washington Workforce Development Board (*SWW WDB*) budget for program year 2025.

Privilege of the floor was extended to Gretchen Steffan, *Executive Director, SWW WDB*, who spoke with regard to the budget for program year 2025 and the SWW WDB and answered questions posed by Committee members.

Motion was made by Mr. Strough and seconded by Ms. Turner to approve the request as presented; following discussion, Mr. Etu called the question and the motion was carried by a unanimous vote of those present (*Messrs. Bean and Diamond absent*) to approve the request as outlined above and the necessary resolution was authorized for the September 19th Board meeting. *A copy of the resolution request form is on file with the minutes.*

- D. To authorize a new agreement with Nazareth University to help place students in internships at Warren County departments, agencies and businesses (at a minimum rate of \$17.50/hr) for a term commencing September 1, 2025 and terminating June 30, 2026.

Mr. Etu informed Committee Item D could be withdrawn, as the Clerk of the Board apprised authority was provided by a prior resolution regarding the Warren County Intern Policy.

The Information for Discussion/Review portion of the agenda was reviewed, which included the following:

- A. General workforce updates
- a. Unemployment rate and industry trends.
 - b. Funding updates.
 - c. SYEP wrap up.
 - d. Annual hospitality workforce celebration.
 - e. Upcoming fall job fairs.

Privilege of the floor and public comments were called for:

Ms. Steffan spoke with regard to a possible workforce housing collaboration opportunity for Warren and Saratoga County properties.

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

1. To amend the County Budget in the amount of \$32,182.52 to reflect ARPA administrative funding for 2025 per Resolution No. 260 of 2022.

Motion was made by Mr. Wild and seconded by Ms. Turner to approve the request as presented; following discussion, Mr. Etu called the question and the motion was carried by a unanimous vote of those present (*Messrs. Bean and Diamond absent*) to approve the request as outlined above and refer same to the Finance & Budget Committee. *A copy of the resolution request form is on file with the minutes.*

2. To authorize an MOU (*Memorandum of Understanding*) with Warren County Soil and Water Conservation District in an annual amount of \$1,600 to purchase GIS software for Warren County Soil and Water Conservation District use.

Motion was made by Mr. Strough, seconded by Mr. Wild and carried by a unanimous vote of those present (*Messrs. Bean and Diamond absent*) to approve the request as outlined above and the necessary resolution was authorized for the September 19th Board meeting. *A copy of the resolution request form is on file with the minutes.*

3. To amend the County Budget in the amount of \$1,600 to reflect reimbursement of GIS software maintenance costs from Warren County Soil and Water Conservation District.

Motion was made by Mr. Crocitto, seconded by Mr. Wild and carried by a unanimous vote of those present (*Messrs. Bean and Diamond absent*) to approve the request as outlined above and refer same to the Finance & Budget Committee. *A copy of the resolution request form is on file with the minutes.*

4. To authorize a new contract with Suozzo, Doty and Associates in an amount not to exceed \$60,000 to provide engineering consulting services for the “Thriving Hamlets” initiative for a term commencing upon execution and terminating July 31, 2027.

Larry Elmen, *County Attorney*, asked if the services would be a lump sum or hourly and Sara Frankenfeld, *GIS Administrator*, replied hourly and they were variable.

Motion was made by Ms. Turner, seconded by Mr. Strough and carried by a unanimous vote of those present (*Messrs. Bean and Diamond absent*) to approve the request as outlined above and the necessary resolution was authorized for the September 19th Board meeting. *A copy of the resolution request form is on file with the minutes.*

5. To authorize a new contract with MJ Engineering, Architecture, Landscape Architecture, and Land Surveying, P.C. in an amount not to exceed \$52,000 to provide engineering consulting services for the CDBG (*Community Development Block Grant*) septic replacement program.

Motion was made by Mr. Wild and seconded by Mr. Crocitto to approve the request as presented; following discussion, Mr. Etu called the question and the motion was carried by a unanimous vote of those present (*Messrs. Bean and Diamond absent*) to approve the request as outlined above and the necessary resolution was authorized for the September 19th Board meeting. *A copy of the resolution request form is on file with the minutes.*

6. To authorize submission of a grant application to NYSDEC Adirondack Smart Growth Program for funding in an amount not to exceed \$125,000 or \$300,000 to support local comprehensive plans, First Wilderness, Warren County 2040 and ORESP.

Mr. Wild exited the meeting at 10:29 a.m.

Motion was made by Ms. Turner, seconded by Mr. Strough and carried by a unanimous vote of those present (*Messrs. Bean, Wild and Diamond absent*) to approve the request as outlined above and the necessary resolution was authorized for the September 19th Board meeting. *A copy of the resolution request form is on file with the minutes.*

Next, the Discussion Items portion of the agenda, included the following items:

1. Project Updates.
2. Grant Updates/Opportunities.

Mr. Wild re-entered the meeting at 10:31 a.m.

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3. Economic Development Corporation updates were provided by Jim Siplon, *President, Economic Development Corporation*.

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

There being no further business to come before the Economic Growth & Development Committee, on motion made by Mr. Strough, seconded by Mr. Wild and carried by a unanimous vote of those present (*Messrs. Bean and Diamond absent*), Mr. Etu adjourned the meeting at 10:54 a.m.

Respectfully submitted,
Leslie Lovelace, Legislative Office Specialist