

Economic Growth & Development Committee
Planning & Community Development Agenda
October 22, 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: Authorize Grant Agreement with OPRHP for Freight House Restoration
Rationale: Accept 2024 funding and authorize Warren County to proceed with developing contract with OPRHP for project to replace Freight House Roof and other improvements to North Creek station.
 2. Request: Establish capital project H450 Freight House Restoration
Rational: As per preceding resolution request. Total project cost is \$308,441. \$231,300 NYS share and \$77,111 local contribution for the replacement of roof and other improvements to North Creek Freight House.
 3. Request: Appropriate funds to cover local share associated with Capital Project H450
Rational: Funds are located in the reserve account for railroad repairs
 4. Request: Approve updates to Lake Champlain Lake George Regional Planning Board By-Laws
Rational: Bylaws were updated early 2025, Warren County approval is required
 5. Request: Establish capital project H499, LCPB Septic Replacement in the amount of \$111,000
Rational: Establishes Capital Project in the full amount of the contract with the Lake Champlain-Lake George Regional Planning Board (R47/2025) to allow Planning staff to bill for administrative services associated with the Septic Replacement program. 100% reimbursement to be provided via the Lake George Basin Program on a reimbursement basis
 6. Request: Amend contract with NE Aquatics to reflect weekly rates
Rational: Amend contract with NE Aquatic Services to reflect weekly (as opposed to daily) rates. Weekly rate is \$14,750, not \$2,950.00. The accurate number was captured during bidding and contractor selection process but not transferred onto final contract.
 7. Request: Create new position of Senior Planner
Rational: Create new position of Senior Planner to accommodate staffing needs. Creation of this position will delete vacant "Principal Planner #2."
- IV. Discussion Items:
 1. Project Updates (Presentation)
- 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. Resolution Request 20: OPRHP Grant Acceptance
2. Resolution Request 08: Freight House Restoration Capital Project
3. Resolution Request 20: Approp. of funds – Freight House Restoration Capital Project
4. Resolution Request 20: Update LCLGRP Bylaws
5. Updated LCLGRP Bylaws
6. Resolution Request 08: LCBP Septic Replacement Capital Project H499
7. Resolution Request 04: Amend existing contract with NE Aquatics
8. Resolution Request 11: Create new Senior Planner position, delete Principal Planner #2 position

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

DATE: 10/14/2025

(a) Purpose of Request:

To authorize Warren County to accept grant funding from the New York State Office of Parks, Recreation and Historic Preservation (OPRHP) under the Environmental Protection Fund Historic Preservation Program for the North Creek Freight House Restoration project.

(b) Details:

Warren County was awarded \$231,300 from OPRHP's Environmental Protection Fund–Historic Preservation Program (EPF-HP-D, Project No. 138036) to repair the roof and siding of the historic North Creek Freight House in Johnsbury. This resolution authorizes acceptance of the grant and execution of the required State contract, subject to review by the County Attorney and Chairman of the Board.

(c) Previous Resolution Number:

R191 of 2024

(d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

NA

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 8

Request to Establish 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

DATE: 10/14/2025

- (a) Exact Title* and Number of Project (must be obtained from Treasurer's Office):
Freight House Restoration - H450

- (b) Is this a Capital Project?
Yes

- (c) Is this a Capital Reserve Project?
No

- (d) Amount of Project:
\$308,441 (\$231,300 NYS share; \$77,111 local share)

- (e) Source of Funding (including name & title of codes, etc.):
\$231,300 - NYS Share - grant funded
\$77,111 - Local Share - A.9950 910, Transfers-Capital Proj, Interfund Transfers

- (f) Purpose of Establishment:
Warren County was awarded \$231,300 from OPRHP's Environmental Protection Fund - Historic Preservation Program (EPF-HP-D, Project No. 138036) to repair the roof and siding of the historic North Creek Freight House in Johnsbury. Grant was applied for via Res 191 of 2024

***Title should reflect department if possible:**

i.e. Capital Project No. H274.9550 280 *Replace VASI with PAPI* would be clearer if name was listed as Airport Replace VASI with PAPI.

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

DATE: 10/14/2025

(a) Purpose of Request:

To appropriate funds in the amount of \$77,111 to cover the local share cost associated with the establishment of Capital Project H450, Freight House Restoration

(b) Details:

Appropriate funds from:

A.899.00 - Reserve, County Railroad Repairs - \$77,111

Appropriate funds to:

A.9950 910, Transfers-Capital Proj, Interfund Transfers - \$77,111

(c) Previous Resolution Number:

N/A

(d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

see details section, above

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

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

DATE: 10/14/2025

- (a) Purpose of Request:
Update Lake Champlain Lake George Regional Planning Board Bylaws

- (b) Details:
See following page

- (c) Previous Resolution Number:
NA

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
NA

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

- Clarified language around Appointed Directors (voting) and Ex-officio Directors (non-voting). We gave both types of Director's uniform titles to reduce confusion throughout the document.
- Added term limits for Officers to two consecutive terms.
- Annual audit report is due within nine months to conform with federal clearinghouse rules (previously 6 months)
- Non-attendance threshold lowered from three to two consecutive meetings before notice of potential removal.
- Changed Board meetings from bi-monthly to quarterly
- Reduced meeting notice to the Board threshold from 10 days to 7 days
- Clarified that Committees are established by the Board, committee members are appointed by the Chair
- Clarified that the budget is adopted at the Budget meeting, not the organization meeting
- Added language that conflicts of interest are to be referred to the appointing county
- Clarified that all five counties must approve the bylaws before they are in effect.



**BY-LAWS OF THE
LAKE CHAMPLAIN-LAKE GEORGE REGIONAL PLANNING BOARD**

Amended April 8, 2025~~13~~, 2021

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WHEREAS, the Lake Champlain-Lake George Regional Planning Board (“LCLGRP”) was established in accordance with an agreement among the counties of Warren, Washington, Essex, Clinton and Hamilton (the “Counties”) in 1967, as may have been amended, (the “5 County Agreement”) as a Regional Planning Board pursuant to New York General Municipal Law (“GML”) Article 12-B, Section 329-h; and

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WHEREAS, pursuant to GML §239-h(3)(g), the LCLGRP shall adopt by-laws governing its operations which shall be approved by the collaborating legislative bodies and shall keep a record of its resolutions, transactions, findings, and determinations, which record shall be a public record; and

WHEREAS, pursuant to GML § 239-h(3)(a), the LCLGRP shall be considered an agency of a political subdivision or municipality for purposes of section 103, 104 and Article 18 of the GML and Articles 6 and 7 of the Public Officers Law; and

WHEREAS, pursuant to and in accordance with the 5 County Memorandum of Agreement and GML §239-h(3)(g), the LCLGRP hereby desires to adopt bylaws for the efficient and proper administration of its affairs; it is

THEREFORE, DULY RESOLVED that the LCLGRP hereby adopts the following By-laws:

Article I. NAME

The name of the organization shall be the Lake Champlain-Lake George Regional Planning Board.

ARTICLE II. PURPOSE, POWERS AND JURISDICTION

PURPOSE:

The Lake Champlain-Lake George Regional Planning Board was created in 1967 as a development organization operating in New York State under Article 12-B, Section 239b of the General Municipal Law. The specific section governing operations is 239h. The LCLGRP’s mission is to promote sustainable economic development that strengthens our communities, provides quality jobs and preserves the unique natural, historical and cultural characteristics of the region.

POWERS:

The LCLGRP shall have all the powers and shall conduct its affairs in accordance with the Provisions of Article 12-B of the New York State General Municipal Law, including amendments thereto.

JURISDICTION:

The Board shall have and exercise the powers, duties, and functions hereby conferred with respect to the area encompassing the participating Counties.

ARTICLE III. COUNTY MEMBERSHIP

The LCLGRP is one of nine regional planning and development organizations operating in New York State. The LCLGRP covers the five counties of Clinton, Essex, Hamilton, Warren, and Washington.

Each county has evidenced its membership in the LCLGRP by the adoption of the 5 County Memorandum of Agreement. In addition, each county must make all necessary appointments to the Board of Directors and provide its respective share of funds for the annual operation of the LCLGRP as spelled out in the Memorandum of Agreement executed by the five participating counties.

ARTICLE IV. BOARD OF DIRECTORS

SECTION 1. REPRESENTATION:

The LCLGRP shall be governed by a Board of Directors (Board). The number of directors constituting the entire Board shall be thirty (30). Each member-county shall ~~have appoint~~ six ~~Directors onto~~ the Board. The Chairperson of the ~~Legislative Board Board of Supervisors~~, the Chief Financial Officer and the Highway Superintendent of each member county shall be Ex-Officio ~~members-Directors~~ of the LCLGRP. Three additional ~~D~~irectors shall be appointed by the Chairperson of the ~~Legislative Board Board of Supervisors~~ of each member county. Ex-Officio ~~Directorsmembers~~ are deliberative ~~members-Directors~~ of the board but are not voting ~~members Directors~~ nor do they count towards a quorum.

SECTION 2. APPOINTMENTS:

All persons appointed to the Board (except ex-officio ~~Directors~~) shall be appointed by ~~the Chairperson of the their~~ respective county ~~Legislative Body chair of the Board of Supervisors or chief elected officer~~ ("Appointing Body").

SECTION 3. TENURE:

The tenure of Ex-Officio ~~Directors Officers~~ shall be consistent with their terms of office. The additional three (3) ~~Appointed Directors members~~ shall be appointed to terms of three (3) years and staggered so that one director term shall expire each year. Reappointment by the Appointing Body shall therefore consist of the appointment of one director to the LCLGRP annually. ~~Appointed d~~irectors may serve more than one term. Initial appointments to the Board should be staggered on a three-year basis so that one term expires every year.

SECTION 4. VACANCIES:

Any vacancy that occurs on the Board shall be filled by the respective county's Appointing Body.

SECTION 5. DESIGNEES:

No designee, transfer, or assignment on the Board will be permitted.

SECTION 6. COMPENSATION:

No director shall receive a salary or compensation for their service, except that the Board may authorize reimbursement of a director's expenses if reasonably incurred on behalf of and for the benefit of the LCLGRP.

SECTION 7. REMOVAL:

Upon the majority vote of ~~all directors~~ Appointed Directors of the Board, the ~~Chairperson~~ shall have the authority to request, and the respective county's Appointing Body shall have the power to remove for cause, any ~~non-ex-officio~~ Appointed Director.

SECTION 8. VOTING RIGHTS:

At all meetings of the LCLGRP, each ~~Appointed Director~~ director with voting rights (15 total) who is properly appointed and present shall be entitled to cast one vote on each matter properly submitted to a vote of the Board. The affirmative vote of a majority of all Appointed Directors ~~directors~~ of the LCLGRP who have voting rights shall be necessary for the adoption of any proposed action, resolution or for any business for which the LCLGRP was established. ~~A director~~ An Appointed Director must attend the meeting in person or in accordance with the LCLGRP Board adopted videoconferencing policy(ies) via video conference in order to vote. **Vote by proxy, unanimous written consent or teleconference is not permitted.**

SECTION 9. RESIGNATION:

A ~~non-ex-officio director~~ Appointed Director may resign from office by delivering a resignation in writing to the Chairperson and the acceptance of such resignation, unless required by the terms thereof, shall not be necessary to make such resignation effective.

ARTICLE V. OFFICERS

SECTION 1. OFFICERS:

The officers of the LCLGRP shall be a Chairperson, a Vice Chair, a Secretary and a Treasurer to be elected annually by the ~~directors~~ Appointed Directors at the Annual Meeting. All officers must be members of the Board. The Chair and Vice Chair must be ~~voting members of the Board of Directors~~ Appointed Directors. The Chair and Vice-Chair must come from two different counties and may serve only two consecutive terms. The Secretary and Treasurer may be an ex-officio ~~member~~ Director of the board and may only serve two consecutive terms. A maximum of two (2) officers may come from one county.

SECTION 2. DUTIES AND ATTENDANCE:

DUTIES:

The Chairperson shall call and preside at all meetings of the Board. He or she shall have the power to sign all necessary documents in the name of the LCLGRP, unless the Board shall specifically require additional signatures, and in general perform all duties incident to the office of Chair as may

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be prescribed by the Board from time to time. The Chairperson can appoint directors to the committees.

A **Vice-Chair** ~~so designated~~elected by the Board, shall perform the duties of the Chair in case of the Chairperson's absence and shall perform such other duties as the Board or Chair may prescribe from time to time.

The Secretary shall keep or cause to be kept by staff the minutes of all meetings of the Board in books to be kept for this purpose, serve or cause to be served by staff, all notices of the LCLGRP, and perform all duties incident to the office of the Secretary and such other duties as from time to time may be assigned by the Board.

The Treasurer shall keep or cause to be kept by staff complete and accurate accounts of receipts and disbursements of the LCLGRP and shall deposit or cause to be deposited all moneys and other valuable effects of the LCLGRP in the name and to the credit of the LCLGRP in such banks and depositories as the Board may designate. Whenever required by the Board, he or she shall render a statement of the accounts. He or she shall at all reasonable times and with adequate notice exhibit or cause to be exhibited by staff the books and accounts of the LCLGRP to any officer or Director and shall perform all duties incident to the office of the Treasurer, and such other duties as may be assigned by the Board.

The Treasurer shall present to the Board or cause to be presented by staff on an annual basis an audit report showing in detail the assets, liabilities, revenue, and expenses of the LCLGRP for a twelve-month period that covers the prior fiscal year. Such report must be presented to the Board within ~~nine six~~ months of the completion of the fiscal year. The report must be filed with the minutes of the Board meeting.

The Treasurer also shall ensure that quarterly financial reports shall be submitted to the Board of Directors on a timely basis. Copies of any other required financial reporting documents shall be provided on a timely basis.

In addition to any report required herein or otherwise, the Board shall submit an annual report prepared by a certified public accountant to the legislative bodies of the member counties and to the NYS Comptroller pursuant to and in accordance with GML Section 239-h(5).

ATTENDANCE:

Appointed directors and officers:

Should any director or officer appointed to the LCLGRP fail to attend any regular meeting of said LCLGRP, or Committees thereof, for ~~two~~ three consecutive times and fail to explain his or her absence in writing addressed to the ~~Chairman~~, immediate notice thereof shall be given to his or her respective ~~Appointing Body County Board of Supervisors~~ by the ~~Chair Secretary~~ with the recommendation of removal from the Board by the respective Appointing Body.

Ex-Officio members:

Should any of the ex-officio ~~members~~ Director serving on the LCLGRP Board be unable to attend any of the Board meetings, ~~or committees thereof, an effort shall be made to have a representative present to act in the stead of the ex-officio member. immediate notice thereof shall be given by the ex-officio member to his or her deputy. The deputy officer so notified shall attend the meeting of the LCLGRP, or Committees thereof, and shall act as the ex-officio member for said meetings.~~

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SECTION 3. ELECTION:

The election of officers shall be conducted by a vote of the ~~voting directors of the Board~~ Appointed Directors at the annual meeting. The officers shall be elected for one-year terms and serve at the pleasure of the Board.

Each officer shall continue in office until his or her successor shall have been elected at the annual meeting, or until his or her death, resignation or removal. Any officer may be removed, with or without cause, by a vote of ~~the majority of~~ Appointed Directors on the Board.

SECTION 4. VACANCIES:

Any officer may resign at any time by notifying the directors in writing. In the event of a vacancy in the Office of the Chair, the Vice Chair shall preside at the next Board meeting, at which time an election shall be held to fill the unexpired term of the office. All other officer vacancies shall be filled for the unexpired term by appointment of the Chairperson, such appointments to be ratified at the next meeting of the Board.

ARTICLE VI. MEETINGS

SECTION 1. REGULAR:

Regular meetings of the Board shall be held ~~on a bi-monthly basis~~ quarterly, unless otherwise ordered by the Chairperson, at a place designated by the Chairperson.

SECTION 2. ANNUAL:

An annual meeting of the Board shall be held the second Tuesday of January each year.

SECTION 3. SPECIAL:

Special meetings of the Board may be called in compliance with Open Meetings Law and be held by order of the Chairperson, Vice Chair, Executive Director, or on request of three (3) of the directors.

SECTION 4. NOTICE OF MEETINGS:

Notice of each regular and annual meeting, and minutes from the previous meeting, must be mailed or provided electronically ~~seven ten~~ days prior to the meeting. All scheduled meetings will be posted on the LCLGRP web-site.

SECTION 5. QUORUM:

At all meetings of the LCLGRP, a quorum shall consist of ~~a majority of the voting directors~~ Appointed Directors (8 total) of the Board. A quorum must be present for the transaction of any business and for the exercise of any power or function of the Board. If a quorum is not present at any meeting of the Board, a majority of the ~~directors~~ Appointed Directors present may adjourn the meeting and set a special meeting if needed at a subsequent date. All Appointed Directors ~~A director~~ must attend the meeting in person or ~~via video conference in accordance with the LCLGRP Board adopted videoconferencing policy(ies)~~ in order to vote. **Vote by proxy, unanimous written consent or teleconference is not permitted.**

SECTION 6. MANNER OF ACTING:

The affirmative vote of at least eight (8) Appointed Directors ~~a majority of all voting directors (8 total) present at a meeting at which a quorum is present~~, shall be necessary for the adoption of any proposed action, resolution or any business thereof unless a greater proportion is required by law or by these by-laws.

SECTION 7. RULES OF PROCEDURE:

Unless otherwise specified, Robert’s Rules of Order shall govern the proceedings at all meetings of the Board, or committees. All meetings are subject to and shall be in compliance with the Open Meetings Law contained in Article 7 of the New York Public Officers Law (“POL”) and shall be open to the general public except when such meetings are voted into executive session by a majority of all voting directors pursuant to and in accordance with POL Section 105.

SECTION 8. PROXIES:

No proxies shall be permitted at any meeting.

ARTICLE VII. COMMITTEES

The Board may ~~establish~~ ~~appoint~~ committees of any number with such authority as shall be designated by the Board; however, no Committee shall take financial authority unless specifically authorized by the Board.

Executive Committee:

The officers, ~~elect~~ ~~by the Appointed Directors~~, and one additional at large member, ~~appointed by the Chair~~, ~~elect~~ ~~by the Board~~ shall compose a standing committee consisting of five (5) ~~D~~irectors called the Executive Committee. The Executive Committee shall act at the direction of the Board. The Board may modify the powers of the Executive Committee by resolution.

The Executive Committee shall not have the authority to amend, alter, or repeal the by-laws, elect, appoint or remove any director, officer, or the Executive Director of the LCLGRP, alter or repeal any resolution of the Board, or authorize the dissolution of the LCLGRP.

The designation and appointment of any such committee and the delegation thereto of authority shall not relieve the Board, or any individual director, of any responsibility imposed upon it or them by law.

Loan ~~Administrative~~ Committee:

The Board may appoint a Loan ~~Administrative~~ Committee who shall operate in the manner adopted by the board with policies or by-laws governing the conduct and authority of the Loan ~~Administrative~~ Committee.

ARTICLE VIII. STAFF

SECTION 1. EXECUTIVE DIRECTOR:

The LCLGRP shall be managed by an Executive Director with such title as appropriate under civil service rules, who shall serve as the chief operating and financial manager of the organization and attend all Board meetings.

ARTICLE IX. FINANCES, CONTRACTS, AND POLICIES

The Board shall review and adopt at an annual ~~budget~~ ~~organizational~~ meeting, an annual work plan and operating budget.

Except as otherwise required by law or provided for by the Board, all contracts, which are consistent with the purpose, program, policies, and financial resources of the LCLGRP, may be executed on behalf of the LCLGRP by the Chairperson or Executive Director. All such action is subject to the review and approval of the Board.

In accordance with the policies of the LCLGRP, the Board is authorized to select the banks and depositories it deems proper for the funds of the LCLGRP.

The Executive Director, Chairperson, Vice Chair, Secretary or Treasurer shall be authorized to sign checks, drafts, or other orders for payment of money, acceptances, notes, or other evidences of indebtedness. Said authority shall be subject to the signature requirements adopted by the Board. Two of the five ~~persons~~ ~~officers~~ named above signatures are required on every check.

At every meeting, the Board shall review a current financial statement that lists the LCLGRP's assets, liabilities, revenues, expenses, and accounts payable/check register report.

The LCLGRP shall have a handbook, which outlines the policies, procedures, and employee practices of the organization. Said handbook is subject to review and approval by the Board.

The fiscal year of the LCLGRP shall be for a twelve-month period, which shall run from January through December of each calendar year.

ARTICLE X. OFFICE AND BOOKS

The office of the LCLGRP shall be located at such place as the Board may from time to time determine.

Article XI. DEFENSE AND INDEMNIFICATION

The LCLGRP shall provide for the defense of each member, director, officer and employee (collectively "Employee") in any civil action or proceeding, state or federal, arising out of any alleged act or omission which occurred or allegedly occurred while the Employee was acting within the scope of his or her official capacity. This duty to provide for a defense shall not arise where such civil action or proceeding is brought by or at the behest of the LCLGRP. The LCLGRP shall also indemnify and save harmless its Employees in the amount of any judgment obtained against such Employee in a state or federal court, or in the amount of any settlement of a claim, provided that the act or omission from which the judgment or claim arose occurred while the Employee was acting within the scope of his or her duties and also provided that in the case of settlement, the duty to indemnify and save harmless shall be conditioned upon the approval of the amount of settlement by the Board. The duty to indemnify and save harmless as set forth herein shall not arise where the injury or damage resulted from intentional wrongdoing or recklessness on the part of such Employee.

Article XII. CONFLICTS OF INTEREST

Every member, director, officer and employee of the LCLGRP is subject to the ~~conflict of interest~~ ~~conflict-of-interest~~ provisions contained in Article 18 of the GML, and LCLGRP Ethics Policy. Any member, Director, or officer-related conflict-of-interest that arises will be forwarded to the county of the Appointing Body.

Article XIII. NOTICES

Any notice required or provided for in these Bylaws shall be made in writing and sent by mail, electronic mail or facsimile to the last known address on record of the LCLGRP. Attendance at a meeting shall confirm receipt of proper notice.

Article XIV. RECORDS

All records of the LCLGRP are subject to public disclosure in accordance with the Freedom of Information Law contained in Article 6 of the POL.

Article XV. PROCUREMENTS

Procurements of the LCLGRP are subject to the competitive bidding requirements of GML Sections 103 and 104 and LCLGRP Procurement Policy.

ARTICLE XVI. AMENDMENTS

These By-Laws can be amended on seven ~~ten~~ days given notice of such amendment, at any regular or special meeting of the Board by a two-thirds vote of eligible voting members, provided that the requested amendment(s) is presented by a ~~director~~an Appointed Director and has been reviewed by the Board. All amendments must be approved by the five member County governing boards before the amended by-laws go into effect.

RESOLUTION REQUEST FORM NO. 8

Request to Establish 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

DATE: 10/14/2025

- (a) Exact Title* and Number of Project (must be obtained from Treasurer's Office):
LCBP Septic Replacement - H449

- (b) Is this a Capital Project?
Yes

- (c) Is this a Capital Reserve Project?
No

- (d) Amount of Project:
\$111,000

- (e) Source of Funding (including name & title of codes, etc.):
H499.9550 2791 - In-kind Contrib. (revenue) - \$111,000
H449.9550 280 - Projects (expense) - \$111,000

- (f) Purpose of Establishment:
Establish project at full amount of contract and allow Planning staff to bill for administrative services associated with the Septic Replacement program. See R47 of 2025 - 100% reimbursement to be provided via the Lake George Basin Program on a reimbursement basis

***Title should reflect department if possible:**

i.e. Capital Project No. H274.9550 280 *Replace VASI with PAPI* would be clearer if name was listed as Airport Replace VASI with PAPI.

RESOLUTION REQUEST FORM NO. 4

Request for Extending, Rescinding or Amending Existing Contract

DEPARTMENT NAME: Planning

DATE: 10/14/2025

- (a) Purpose of Contract Change:
Amend contract with NE Aquatic Services to reflect weekly (as opposed to daily) rates. Weekly rate is \$14,750, not \$2,950.00. The accurate number was captured during bidding and contractor selection process but not transferred onto final contract.
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract:
Res 243 of 2025 (July 18, 2025)
- (c) Name of Contractor:
New England Aquatic Services LLC
- (d) Address of Contractor: **12 Leach Hollow Road, Sherman CT, 06784**
- (e) Contractor's Contact Person and Telephone Number:
Matthew Vogt (203) 885-2318
- (f) Commencement Date of Extension: **7/18/2025**
- (g) Termination Date of Extension: **12/31/2025**
- (h) Payment Provisions: i) lump sum amount
ii) hourly rate amount
iii) total amount not to exceed **\$50,000**
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.)
Monthly
- (i) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR Capital Project OR Capital Reserve Project Number, and Title, and Amount:**
H408

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. 11

Request to Create New Position

DEPARTMENT NAME: Planning

DATE: 10/15/2025

(a) Title of Requested Position: Senior Planner

(b) Annual **Base** Salary (and Grade if Applicable): \$60,920 (Grade 18)

(c) Effective Date for New Position*: November Board meeting

**Please do not backdate unless the purpose is to correct an error.*

(d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request:
(Include annual salary and grade if applicable):

Principal Planner #2 \$84,093.00

(e) Where are Funds in the Budget for this Position?

List Budget Code, Object Code, Full Title and Amount:

A. 8021 100 "Personal Services"

(f) Is a Budget Transfer needed? YES NO

If yes, please complete Resolution Request Form No. 10 – Transfer of Funds

If no, please provide details on how the increase will be funded with the current budget:

(g) Has Director of Human Resources Reviewed and Approved of the New Position Title? YES NO
(approval is necessary BEFORE bringing the request to Committee) HR Director Initial AB

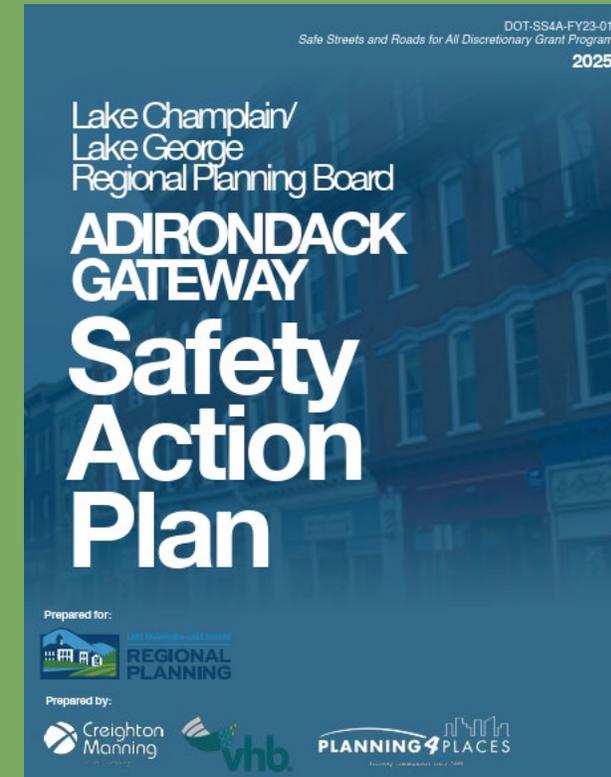
(h) Had County Administrator Reviewed and Approved Creation of New Position? YES NO
(approval is necessary BEFORE bringing the request to Committee) Co. Admin Initial [Signature]

(i) Is this a mandated position? YES NO
If yes, please explain:

(j) Is there expected revenue from this position? YES NO
If yes, please explain and complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue:

Plan Highlight: ADK Gateway Safety Action Plan (LCLGRP)

- Data-driven plan with clear actions and accountability to make county roads safer.
- Regional Safe Streets for All plan covering Warren, Washington & Saratoga Counties
 - Uses crash data to identify high-risk roads and behaviors
 - Provides specific actions, responsible entities, and funding paths for implementation



WARREN COUNTY PLANNING AND COMMUNITY DEVELOPMENT

Project Update: Housing Task Force



- **September 30 meeting completed**
- **Land Bank Initiative:** evaluating model for county-municipal collaboration
- **Pro-Housing TA funding:** coordinating with towns for potential applications



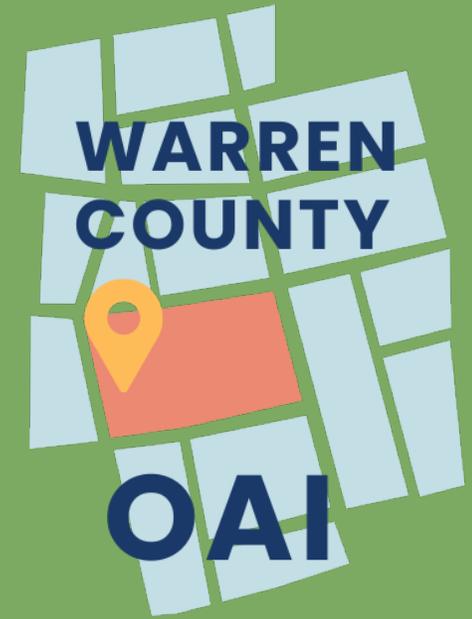
Project Update: Planning and Zoning Group

- **3 meetings** held (March, May, September)
- Coordination and technical support for **Short Term Rental regulation**
- Countywide survey launched efforts toward **streamlined permitting and technical support**
- **Trainings:** NYSDOS, Shoreline & Low-Impact Development



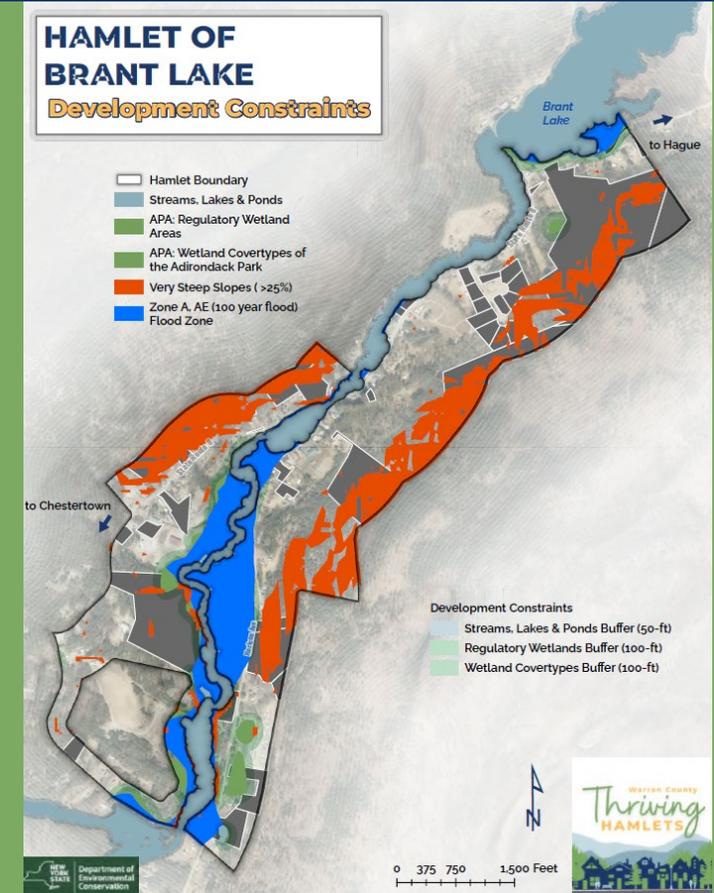
Project Update: Opportunity Area Inventory

- Identifies vacant and underused sites with housing and reuse potential
- Advances *Warren County 2040* Goal 2 (Improve Housing Access & Quality) and Goal 3 (Revitalize Downtowns & Hamlets)
- Implements *Housing Strategy* action to inventory and reactivate vacant properties



Project Update: Thriving Hamlets

- Advances actions from the *Housing Strategy* including **Increase County Staff Resources Toward Housing and Seek Opportunities for Grant and Technical Assistance that Supports Housing**
- **Phase II complete and Phase III initiated** with engineering consultant secured



WARREN COUNTY PLANNING AND COMMUNITY DEVELOPMENT

Grant Update:

Recent Successes:

- NYSDOS Local Government Efficiency Program- Trash Hauling Initiative \$422,668
WC2040 Priority Action 5.14: “Optimize Waste Hauling and Recycling Systems
- NYSDOS Resiliency- Schroon River Access Site Resiliency Improvements \$535,401
ORESP Program Area 3: “Investing in Public Access to Water”

Tracking:

- County Infrastructure Program
- Pro-Housing Technical Assistance
- NBRC Catalyst Program 2026
- CDGB Technical Assistance/Infrastructure

