



Adirondack/Glens Falls Transportation Council

11 South Street, Suite 203

Glens Falls, NY 12801

p: (518) 223-0086 f:(518) 223-0584

info@agftc.org www.agftc.org

To: A/GFTC Municipalities and Partnering Organizations
From: Jack Mance
Date: October 16, 2025
Re: **Transportation Planning Program (UPWP) Solicitation**

The Adirondack/Glens Falls Transportation Council is currently developing its annual work program, a list of transportation planning projects for the upcoming State Fiscal Year (April 2026 – March 2027). Through the annual work program, A/GFTC collaborates with member municipalities to undertake transportation plans that consider all modes of travel, thereby maximizing the value and performance of the regional surface transportation system. By updating the planning project list each year, A/GFTC can entertain new priorities and reconsider candidates previously submitted but not executed due to resource limitations.

There is **no cash expense** to the municipality for transportation planning projects undertaken by A/GFTC. Sponsoring municipalities instead contribute to the required local share of the project costs in the form of in-kind labor on project steering committees and assistance from professional staff and municipal representatives.

Project candidates for SFY 2026-2027 should fall within the following program categories:

- **Traffic Studies** to examine the operation of a roadway or intersection(s), including traffic patterns, signal timing, lane and intersection configuration, on-street parking, land use, and may also include bicycle/pedestrian considerations. While traffic studies were previously typically conducted in anticipation of planned major investments such as a significant reconstruction of an existing highway, they can also be useful to identify smaller or incremental improvements that improve the operation of the roadway. A recent example is the [Warrensburg Main Street \(US 9\) Corridor Study](#).
- **Regional Transportation Studies** that address transportation issues which have a regional impact. A recent example is the [Rural Workforce Mobility Plan](#).
- **Local Transportation Planning and Engineering Assistance Program** utilizes A/GFTC on-call consultants for small-scale projects and analyses; project costs cannot exceed \$25,000. Previous studies include intersection safety and operations analyses, wayfinding and signage studies, and conceptual designs of bicycle/pedestrian improvements. This program may also be used to supplement technical analysis of projects undertaken by A/GFTC staff. A recent example is the [Grant Avenue Supplemental Analysis in Glens Falls](#).

- **Public Transit Planning** to identify potential improvements to the operation and/or infrastructure associated with public transit and must include the participation of the Capital District Transit Authority (CDTA).
- **Safety Analyses** which examine the safety performance of an existing or planned transportation facility. A/GFTC recently worked with the Lake Champlain – Lake George Regional Planning Board on a [Safe Streets 4 All \(SS4A\) plan](#), which outlined potential safety-based initiatives for the region. Municipalities may request additional detailed analyses or conceptual design for safety-related improvements to implement the plan. In addition, other safety analyses could include plans such as [Road Safety Audit \(RSAs\)](#).
- **Local Bicycle and Pedestrian Improvement Feasibility Studies** assess existing infrastructure and identify municipal bicycle and pedestrian improvements, providing municipalities with a realistic feasibility assessment including detailed cost estimates. A/GFTC assistance is also available for concept planning for complete street improvements such as bike lanes and road diets. These studies are not intended to act as design documents for construction. A recent example is the [Greenwich Bike and Pedestrian Connectivity Improvements](#) plan.
- **ADA Transition Plan** assistance for municipalities to comply with the requirements of accessibility in the public right-of-way under Title II of the Americans with Disabilities Act, especially with regards to GIS-based condition inventories of pedestrian facilities such as sidewalks, crosswalks, and curb ramps. An example is the [Town of Lake George ADA Transition Plan](#).
- **Complete Streets Policies and Transportation-Related Land Use Planning** determine the potential impacts and mitigation of land use decisions on the transportation system. This can include build-out analyses, parking analyses, access management planning, the identification of zoning or subdivision updates to address transportation issues, and/or Complete Street policy implementation. A recent example is the [Village of Greenwich Complete Street Zoning Updates](#).
- **Infrastructure Resiliency Plans** identify and quantify transportation infrastructure, including bridges and culverts, that may be vulnerable to severe weather events, flooding, or washouts, and to develop strategies to assist municipalities in pursuing related improvements. An example includes the [White Creek Watershed Infrastructure Flood Vulnerability and Mitigation Assessment](#).

The A/GFTC Planning Committee will consider program requests for eligibility and consistency with A/GFTC's [Planning Principles](#) prior to formulation of the work program. Any program requests **must** be received from the sponsoring municipality's chief elected official. For projects which cross jurisdictional boundaries, the participation of all involved agencies is required. Collaboration between municipalities, advocacy groups, and/or community organizations is encouraged.

Please submit any written requests or suggestions to A/GFTC staff via email to Aaron Frankenfeld (aaron@agftc.org) or Jack Mance (jack@agftc.org) by **Monday, December 8, 2025**.

Project requests should include the following, to the extent practicable:

1. A description of the geographic area to be included; maps are preferred but not required.
2. A description of the transportation issues to be addressed
3. An explanation of any relevant jurisdictional issues or anticipated collaboration
4. If available, an anticipated cost for consultant services. If no cost is available, A/GFTC staff will use professional judgement and experience with related projects to assign a budget to the project.
5. If multiple projects are requested, these should be listed in order of priority.

Previously submitted requests that have yet to be initiated should be resubmitted by the sponsoring municipality to affirm continued interest. Project requests received after December 8, 2025 will only be considered as time and remaining resources allow. Thank you for your consideration.

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

Formatted: Highlight

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

Formatted: Font: Garamond

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

Formatted: Space After: 0 pt

Formatted: Not Highlight

Formatted: Not Highlight

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.

Formatted: Not Highlight

Formatted: Not Highlight

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, ~~appointed by the Board~~ ~~and~~ ~~one~~ ~~additional~~ ~~at~~ ~~large~~ ~~member~~, ~~appointed~~ ~~by~~ ~~the~~ ~~Chair~~, ~~appointed~~ ~~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

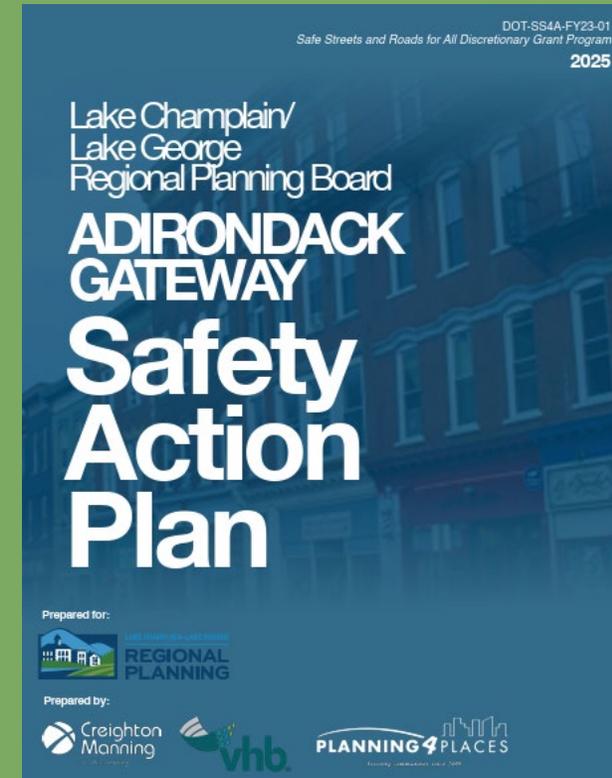
(h) Had County Administrator Reviewed and Approved Creation of New Position? YES NO
*(approval is necessary **BEFORE** bringing the request to Committee)* Co. Admin Initial [Signature]

(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



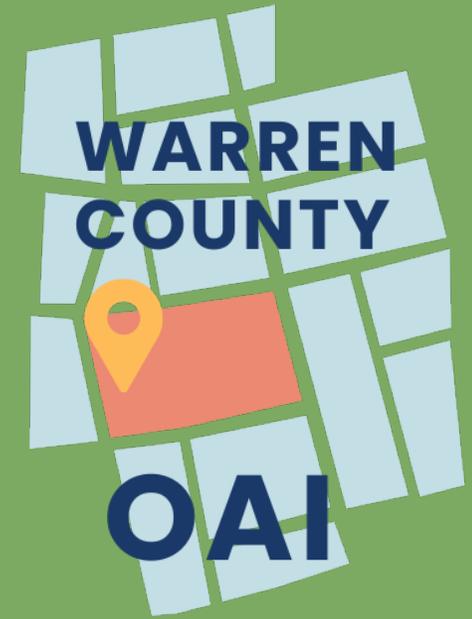
Project Update: Planning and Zoning Group

- **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



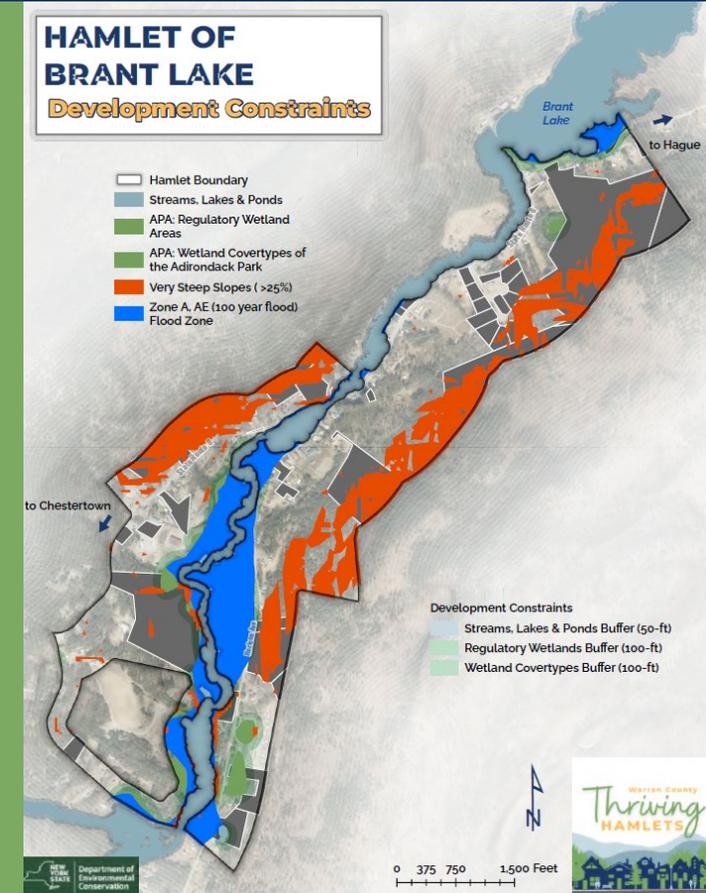
Project Update: Opportunity Area Inventory

- 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



WC OAI PROGRAM SUMMARY

- Warren County is taking a proactive approach to identify underutilized sites that may hold future potential for community benefit. The OAI will help local leaders, municipal staff, and planning partners better understand where there may be clusters of vacant buildings, former industrial or commercial properties, and publicly owned land that could support long-term community goals.
- This initiative is funded by the NYSDOS Brownfield Opportunity Area (BOA) Program. While the BOA program includes the term “brownfield,” Warren County’s approach is broader, encompassing a range of sites.



Inventory of
Brownfield,
Vacant, or
Deteriorated Sites

For updates view
our website!



warrencountyny.gov/planning

WARREN COUNTY



OAI

Warren County Opportunity Area Inventory (OAI)

PROJECT TIMELINE

Sept 2025–
Nov 2026



Inventory of Brownfield, Vacant, and/or Deteriorated Sites

Dec 2026–
Jan 2027



Analysis of Concentrations and High-Impact Sites

Feb 2027



Preliminary Determinations of Boundaries for Further OAI Analysis and Planning

March 2027–
April 2027



Preparation of Draft Opportunity Area Inventory and Analysis Report

May 2027–
June 2027



Public Outreach/Public Update

July 2027–
August 2027



Preparation of Final Opportunity Area Inventory and Analysis Report

Economic Growth & Development
Department of Workforce Development
AGENDA

October 22, 2025

Etu, Strough, Bean, Wild, Turner, Crocitto and Diamond

- I. Committee meeting called to order by Chairman**
 - II. Motion to approve minutes of prior Committee meeting**
 - III. Privilege of the Floor and Public**
 - IV. Action Agenda/New Business:**
 - A. Resolution request to amend budget to receive WIOA allocation for Program Year 2025 that runs through June, 2026.
Rationale: The WIOA allowable carryover is now depleted and the new allocation is available in increments for the Youth, Adult, and Dislocated Worker populations.
 - V. Referral/Pending Items**
 - VI. Information for Discussion/Review**
 - A. General workforce updates
 - a. Funding updates
 - b. Unemployment rate and workforce trends
 - c. Job fairs
 - VII. Privilege of the Floor and Public**
 - VIII. Motion to Adjourn**
-

Attachments:

- 1. Resolution Request to Amend County Budget
- 2. Object Codes for WIOA Revenue and Allocations
- 3. Warren County Graph of WIOA Funding Reduction Last Three Years
- 4. Proposed Warren County Allocation for Workforce Development in Warren County Draft 2026 Budget

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: Department of Workforce Development

DATE: October 22, 2025

(a) Purpose of Amendment: Amend Department of Workforce Development budget to include the Workforce Innovation & Opportunity Act (WIOA) federal grant allocation for Program Year 2025 which runs through June 30, 2026.

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

Workforce Innovation & Opportunity Act (WIOA) Total \$620,154.30

WIOA Adult 40 6293 0300 \$216,702.85

WIOA Dislocated Worker 40 6293 0305 \$142,379.72

WIOA Youth 40 6293 0310 \$211,075.69

WIOA Administrative 40 6293 0313 \$49,996.04

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

4791 (Workforce Innovation & Opportunity Act) Total \$620,154.30

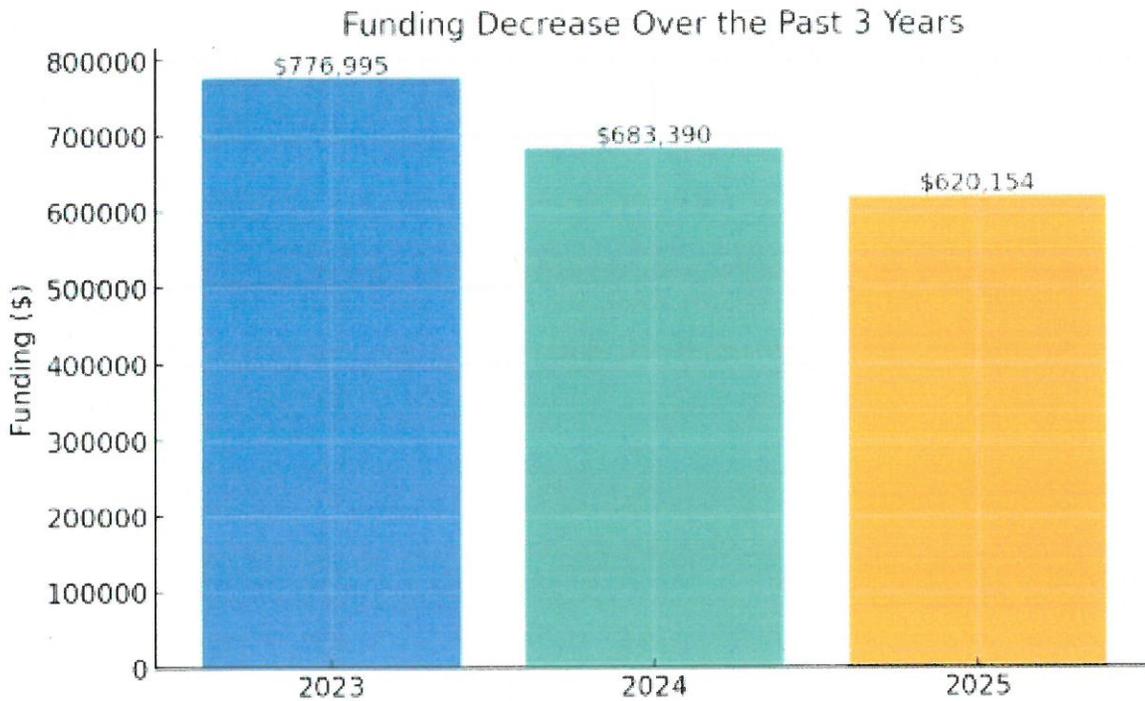
WIOA Adult 40.6293.0300 4791 \$216,702.85

WIOA Dislocated Worker 40.6293.0305 4791 \$142,379.72

WIOA Youth 40.6293.0310 4791 \$211,075.69

WIOA Administrative 40.6293.0313 4791 \$49,996.04

REVENUES		TOTAL	\$	620,154.30
40.6293.0300 4791	* Program Year 2024 WIOA Title - Program - Adult		\$	216,702.85
40.6293.0305 4791	* Program Year 2024 WIOA Title - Program - Dislocated Worker		\$	142,379.72
40.6293.0310 4791	* Program Year 2024 WIOA Title - Program - Youth		\$	211,075.69
40.6293.0313 4791	* Program Year 2024 WIOA Title - Program - Admin		\$	49,996.04
2025 WIOA Title- Program- Adult			\$	216,702.85
40.6293.0300 110	Salary - Regular		\$	116,006.81
406293.0300 120	Salaries - Overtime		\$	6.73
40.6293.0300 411	Rent-Building/Property		\$	15,785.20
40.6293.0300 421	Equipment rental		\$	85.90
40.6293.0300 428	Data Processing & Internet		\$	900.00
40.6293.0300 433	Training - Client		\$	29,493.30
40.6293.0300 470	Contract		\$	4,984.80
40.6293.0300 810	Retirement		\$	19,108.40
40.6293.0300 830	Social Security		\$	7,646.40
40.6293.0300 831	Medicare contribution		\$	1,079.95
40.6293.0300 860	Hospitalization		\$	16,454.40
40.6293.0300 865	Dental		\$	166.16
40.6293.0300 861	Retiree Hospitalization		\$	4,984.80
2025 WIOA Title- Program- Dislocated Worker			\$	142,379.72
40.6293.0305 110	Salary-Regular		\$	98,886.93
40.6293.0305 470	Contract		\$	2,000.00
40.6293.0305 810	Retirement		\$	14,299.37
40.6293.0305 830	Social Security		\$	3,183.50
40.6293.0305 831	Medicare contribution		\$	1,813.50
40.6293.0305 840	Worker's Compensation		\$	2,007.64
40.6293.0305 860	Hospitalization		\$	17,262.51
40.6293.0305 861	Retiree Hospitalization		\$	2,926.27
2025 WIOA Title-Program - Youth			\$	211,075.69
40.6293.0310 110	Salaries - Regular		\$	106,688.69
40.6293.0310 130	Salaries - Part Time		\$	17,000.00
40.6293.0310 410	Supplies		\$	2,000.00
40.6293.0310 411	Rent - Building/Property		\$	16,150.00
40.6293.0310 423	Telephone		\$	1,000.00
40.6293.0310 428	Data Processing & Internet		\$	500.00
40.6293.0310 434	Allowances		\$	9,000.00
40.6293.0310 444	Travel/education/conference		\$	1,250.00
40.6293.0310 470	Contract		\$	22,487.00
40.6293.0310 810	Retirement		\$	11,000.00
40.6293.0310 830	Social Security		\$	8,000.00
40.6293.0310 831	Medicare		\$	1,000.00
40.6293.0310 840	Worker's Compensation		\$	2,500.00
40.6293.0310 860	Hospitalization		\$	9,000.00
40.6293.0310 861	Retirees hospitalization		\$	3,500.00
2025 WIOA Title-Program - Admin			\$	49,996.04
40.6293.0313 110	Salaries - Regular		\$	34,000.00
40.6293.0313 410	Supplies		\$	896.04
40.6293.0313 411	Rent-Building/Property		\$	3,000.00
40.6293.0313 423	Telephone		\$	600.00
40.6293.0313 426	Subscriptions		\$	200.00
40.6293.0313 428	Data processing & internet fees		\$	400.00
40.6293.0313 470	Contract		\$	500.00
40.6293.0313 810	Retirement		\$	1,000.00
40.6293.0313 831	Medicare contribution		\$	600.00
40.6293.0313 840	Worker's Compensation		\$	800.00
40.6293.0313 861	Hospitalization		\$	6,000.00
40.6293.0313 860	Retiree Hospitalization		\$	2,000.00



- **Overall (2023 → 2025):** In just three years, our WIOA funding has decreased by more than **\$156,000** (over 20%), during the same period that expenses for salaries, fringe, training, and supplies have steadily grown.

- **Impact:** Each year we are facing reduced resources to cover rising costs, making it increasingly difficult to maintain the same level of services and operations.

- Retiree Insurance (861) increased from \$1,261/month (\$15,132/year) in 2024 to \$2,698.96/month (\$32,387.52/year) in 2025, more than doubling — and it is expected to rise again in December/January.
- Rent increased this fiscal year from \$54,000 to \$84,000.
- Other fringe benefits are also projected to increase, though the final amounts are still TBD.

- **Spending Requirements:** With the requirement to spend **80% of our allocation**, we are in a difficult position of needing to use funds quickly while simultaneously cutting costs to adjust to lower allocations. This makes it challenging to ensure healthy carryover amounts for future planning.

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: ECONOMIC GROWTH & DEVELOPMENT

DATE: OCTOBER 22, 2025

COMMITTEE MEMBERS PRESENT: OTHERS PRESENT:

SUPERVISORS ETU
 STROUGH
 WILD
 TURNER
 CROCITTO

REPRESENTING THE PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT:
 SARA FRANKENFELD, GIS ADMINISTRATOR
 ETHAN GADDY, COUNTY PLANNER
 KEVIN B. GERAGHTY, CHAIRMAN
 JOHN TAFLAN, COUNTY ADMINISTRATOR
 LARRY ELMEN, COUNTY ATTORNEY

COMMITTEE MEMBERS ABSENT:

SUPERVISORS BEAN
 DIAMOND

AMANDA ALLEN, CLERK OF THE BOARD
FRANK E. THOMAS, BUDGET OFFICER
SUPERVISORS: BRUNO
 STRAINER
TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR
MONICA STARK, DEPUTY COUNTY TREASURER
LESLIE LOVELACE, LEGISLATIVE OFFICE SPECIALIST

Please note, the following contains a summarization of the October 22, 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 - Part 1 - <https://www.youtube.com/watch?v=xGAyDzjrR2g>

Warren County's YouTube Channel - Part 2 - https://www.youtube.com/watch?v=gRxAbv_IGq8

Mr. Etu called the meeting of the Economic Growth & Development Committee to order at 11:29 a.m.

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 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 a review of the Action Agenda/New Business section of the Workforce Development agenda, which included a request to amend the County Budget in the amount of \$620,154.30 to reflect receipt of Federal WIOA (*Workforce Innovation & Opportunity Act*) funding for the program year 2025. In the absence of the Workforce Development Director, the County Administrator spoke with regard to the request, providing comments regarding the ongoing Federal Government shutdown and how that could possibly impact program funding.

Motion was made by Mr. Strough and seconded by Mr. Wild 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.*

The Information for Discussion/Review portion of the agenda, which included the following items, was outlined briefly by Mr. Etu:

- A. General workforce updates
 - a. Funding updates - discussed during resolution request.
 - b. Unemployment rate and workforce trends - no Department of Labor information currently available.
 - c. Job fairs - summary of recent job fairs provided.

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

1. To accept grant award in the amount of \$231,300 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 and authorizing the Chair of the Board to execute any resulting grant agreement for same.
2. To establish Capital Project No. H450, *Freight House Restoration*, in the amount of \$77,111.
3. To appropriate funds in the amount of \$77,111 from Budget Code A.899.00, *Reserve, County Railroad Repairs*, to Budget Code A.9950 910, *Transfers-Capital Proj, Interfund Transfers*, to cover the local share associated with the establishment of Capital Project No. H450, *Freight House Restoration*.

Motion was made by Mr. Strough and seconded by Ms. Turner to approve the requests 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 requests as outlined above. The necessary resolution for Item 1 was authorized for the November 21st Board meeting, while Items 2 and 3 were referred to the Finance & Budget Committee. *Copies of the resolution request forms are on file with the minutes.*

4. To approve updates to the Lake Champlain-Lake George Regional Planning Board By-Laws.

The County Administrator briefly spoke on the revisions made to the By-Laws, explaining a redlined version of the changes was provided by the Lake Champlain-Lake George Regional Planning Board and a copy of same was included in the agenda packet.

Motion was made by Mr. Crocitto, 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 the necessary resolution was authorized for the November 21st Board meeting. *A copy of the resolution request form is on file with the minutes.*

5. To establish Capital Project No. H449, *LCPB Septic Replacement*, in the amount of \$111,000.

The Clerk of the Board noted the resolution request form contained a typographical error pertaining to the Capital Project Number which should be H449, not H499.

Motion was made by Mr. Strough 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 refer same to the Finance & Budget Committee. *A copy of the resolution request form is on file with the minutes.*

6. To amend the contract with New England Aquatic Services, LLC to reflect the weekly rate of \$14,750 as opposed to the daily rate of \$2,950. (*Previous Resolution No. 243 of 2025*)

Motion was made by Ms. Turner and seconded by Mr. Crocitto to approve the request as presented. The County Attorney noted this request was subject to further legal review before being presented at the Board meeting as the contractor had not signed the incorrect contract, rather the contract that was provided was based on the bid. 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 November 21st Board meeting. *A copy of the resolution request form is on file with the minutes.*

7. To amend the Table of Organization and Salary Schedule to create the new position of Senior Planner, *Grade 18, Base Annual Salary \$60,920*, and delete the position of Principal Planner #2, *Base Annual Salary \$84,093*,

effective November 21, 2025.

The County Administrator requested to table the item until further notice due to information that had just come to his attention, which could not be discussed in open session. As there were further questions from the Committee on the matter, the County Attorney advised an executive session could be called to discuss the issue in executive session, pursuant to the following Sections of the Public Officer's Law: 105(1)(f), to discuss the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation; 105(1)(d), regarding discussions including proposed, pending or current litigation; and 108(3), pertaining to any matter made confidential by Federal or State law.

A motion was made by Mr. Wild to enter into executive session under the sections of the Public Officer's Law outlined above, and he requested that Ethan Gaddy, *County Planner*, and Sara Frankenfeld, *GIS Administrator*, be permitted to participate in the executive session; Mr. Crocitto seconded the motion. Mr. Etu called the question and the motion was carried by a unanimous vote of those present (*Messrs. Bean and Diamond absent*) to enter into executive session pursuant to Sections 105(1)(f), 105(1)(d) and 108(3) of the Public Officer's Law.

Executive session was held from 11:46 a.m. until 12:09 p.m.

Upon reconvening, Mr. Etu announced no action was taken during the executive session and no action would be taken on Agenda Item 7.

Ms. Turner exited the meeting at 12:10 p.m.

Continuing with the agenda, the Discussion Items section commenced with a review of the following item:

1. Project Updates (Presentation) - *a copy of the powerpoint presentation is included in the agenda packet.*

Mr. Etu apprised the Economic Development Corporation would present at next month's meeting. He informed he and Mr. Wild had attended the Albany Business Review power breakfast that morning hosted by EDC; as well, he noted that himself, along with Supervisors Turner, Crocitto and Strough, had attended the fall economic network in Lake George last week hosted by the Lake George Regional Chamber of Commerce.

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. Crocitto and carried by a unanimous vote of those present (*Ms. Turner and Messrs. Bean and Diamond absent*), Mr. Etu adjourned the meeting at 12:37 p.m.

Respectfully submitted,
Leslie Lovelace, Legislative Office Specialist