

Economic Growth & Development Committee
Planning & Community Development Agenda (v4)

September 23, 2026

COMMITTEE MEMBERS: Supervisors Wild, Crocitto, Bruno, Patchett, Diamond, Beaty, Niles - 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:** Authorization to accept NYS Department of State LWRP grant funding for the Mill Creek Recreation Area Trails project and authorize the Chairman to execute necessary agreements.

Rationale: Warren County has been awarded \$262,500 through the NYS Department of State LWRP program for the Mill Creek Recreation Area Trails project, DOS Contract No. C1003645. The project is part of the County's broader First Wilderness Heritage Corridor implementation effort and will advance public access, recreation, tourism, and community revitalization goals in the Town of Johnsbury. Total project cost is \$350,000. Authorization is needed to accept the award and execute required grant agreements.

2. **Request:** Establish Capital Project H458 - Mill Creek Recreation Area.

Rationale: A capital project is needed to administer the Mill Creek Recreation Area Trails project. Total project cost is \$350,000, including \$262,500 in NYS DOS grant funding, \$23,000 from A.9950.910, \$4,500 in Warren County staff in-kind, \$35,000 in Town of Johnsbury cash, and \$25,000 in Town of Johnsbury in-kind services.

3. **Request:** Authorization to transfer \$23,000 from A.8021.470 to A.9950.910 for Capital Project H458 - Mill Creek Recreation Area.

Rationale: The Mill Creek Recreation Area Trails project requires a local match. Warren County will provide \$23,000 from A.8021.470 as part of the local share for the project. This request will authorize the transfer of those funds to A.9950.910 for Capital Project H458 - Mill Creek Recreation Area.

4. **Request:** Authorization to accept NYS Department of State LWRP grant funding for the Mountain to River Downtown Connection Initiative - Phase 2 and authorize the Chairman to execute necessary agreements.

Rationale: Warren County has been awarded \$221,958 through the NYS Department of State LWRP program for the Mountain to River Downtown Connection Initiative - Phase 2, DOS Contract No. C1003641. The project is part of the County's broader First Wilderness Heritage Corridor implementation effort and will advance multi-modal connectivity, downtown revitalization, waterfront access, and tourism-related economic development in North Creek. Total project cost is \$295,944. Authorization is needed to accept the award and execute required agreements.

5. **Request:** Establish Capital Project H457 - Mountain to River.

Rationale: A capital project is needed to administer the Mountain to River Downtown Connection Initiative - Phase 2 project. Total project cost is \$295,944, including \$221,958 in NYS DOS grant funding, \$50,000 from A.9950.910, \$3,986 in Warren County staff in-kind, and \$20,000 in Town of Johnsbury cash.

6. **Request:** Authorization to transfer \$50,000 from A.8029.470 to A.9950.910 for Capital Project H457 - Mountain to River.

Rationale: The Mountain to River Downtown Connection Initiative - Phase 2 requires a local match. Warren County will provide \$50,000 from A.8029.470 as part of the local share for the project. This request will authorize the transfer of \$50,000 to A.9950.910 for Capital Project H457 - Mountain to River.

7. **Request:** Authorization to accept NYS Department of State Local Government Efficiency grant funding for the EMS DOS Study and authorize the Chairman to execute necessary agreements.

Rationale: Warren County has been awarded \$50,000 through the NYS Department of State Local Government Efficiency program for the EMS DOS Study (R44 of 2026). Total project cost is \$100,000. Authorization is needed to accept the award and execute required grant agreements.

8. **Request:** Establish Capital Project H460 - EMS DOS Study.

Rationale: A capital project is needed to administer the EMS DOS Study project budget. Capital Project H460 - EMS DOS Study will be used to receive grant funds, account for project expenses, and manage the required County share.

9. **Request:** Appropriate funds from a TBD source in the amount of \$50,000 for the local share of the EMS DOS Study.

Rationale: Local funding equal to 50% of the project cost is required to match the \$50,000 NYS DOS LGE award for the EMS study. This request will appropriate \$50,000 from a source to be determined for the required local share of Capital Project H460 - EMS DOS Study.

10. **Request:** Authorization to submit application, accept award, and execute necessary agreements for grant funding through the NYS Department of State Countywide Resilience Implementation Strategy Program (CRISP), RFA #26-OPD-36.

Rationale: Warren County Planning and Community Development seeks authorization to apply for up to \$150,000 through the CRISP funding opportunity. State assistance may fund up to 90% of eligible project costs and would require a 10% local share, or up to \$15,000 for a \$150,000 project. CRISP funding, if awarded, would allow Warren County to build off the capital project inventory, Hazard Mitigation Plan, and Warren County 2040 to identify and advance preliminary design of high-priority resiliency projects.

11. **Request:** Amend Capital Project H437 - Board Room Renovations to increase the project by \$10,000 using funds from A.8021.4999 110 Planning ARPA Salaries.

Rationale: This amendment would increase Capital Project H437 - Board Room Renovations by \$10,000 using funds from A.8021.4999 110, allowing unused ARPA administrative funds to be expended for County board room improvements.

12. **Request:** Authorization to enter into a new contract with TBD contractor for the installation of septic systems.

Rationale: Warren County Planning is administering a septic replacement program via the Community Development Block Grant (CDBG) program (R76 of 2025). This contract will require no county funding. Consultant will be selected via Warren County procurement policy and all applicable CDBG program requirements. Funding is associated with CD80. Pre-emptive approval is sought to avoid project delays which could push project past contract expiration at the end of January 2027.

IV. Discussion Items:

1. 2027 Budget

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 #5: Accept NYS DOS LWRP Grant - Mill Creek Recreation Area Trails Project
2. Resolution Request #8: Establish Capital Project H458 - Mill Creek Recreation Area
3. Resolution Request #10: Transfer \$23,000 from A.8021.470 to A.9950.910 for H458 - Mill Creek Recreation Area
4. Resolution Request #5: Accept NYS DOS LWRP Grant - Mountain to River Downtown Connection Initiative - Phase 2
5. Resolution Request #8: Establish Capital Project H457 - Mountain to River
6. Resolution Request #10: Transfer \$50,000 from A.8029.470 to A.9950.910 for H457 - Mountain to River
7. Resolution Request #5: Accept NYS DOS LGE Grant - EMS DOS Study
8. Resolution Request #8: Establish Capital Project H460 - EMS DOS Study
9. Resolution Request #20: Appropriate \$50,000 from TBD source for local share of EMS DOS Study
10. Resolution Request #5: Apply for NYS DOS CRISP Grant
11. Resolution Request #9: Increase/Amend Capital Project H437 - Board Room Renovations
12. Resolution Request #3: New Contract for installation of septic systems for CDBG program
13. Proposed FY 2027 Budget

RESOLUTION REQUEST FORM NO. 5

Request to Apply for a Grant Application and Grant Agreement

DEPARTMENT NAME: Planning

DATE: 9/14/2026

- (a) Purpose of Grant:
Accept \$262,500 NYS DOS LWRP award for Mill Creek Recreation Area Trails (C1003645), a First Wilderness project. Authorize Chairman to execute necessary agreements with NYS and Town of Johnsburg.
- (b) Name of Grantor:
NYS Department of State
- (c) Address of Contractor:
One Commerce Plaza, 99 Washington Ave, Albany NY 12231
- (d) Grantor's Contact Person and Telephone Number:
NYS DOS OPDCI / assigned contract manager
- (e) Has or Will the Grant Application or Grant Agreement be provided, if so, Please Attach?
Award / contract materials to be provided.
- (f) Effective Date of Grant:
TBD based on state contract
- (g) Termination Date of Grant:
TBD based on state contract
- (h) Total Dollar Amount Involved (not to exceed):
\$350,000
- (i) Deadline to Submit Grant Application and/or Grant Agreement:
TBD based on state contract
- (j) Is a Budget amendment required? If yes, also complete and submit Form No. 7.
TBD
- (k) Are the funds to go into a Capital Project or Capital Reserve Project? If yes, also complete and submit Form No. 8 or Form No. 9, as applicable.
Yes - Capital Project H458 Mill Creek Recreation Area
- (l) Is a Local Share Required? If Yes, Where are the Funds? List Budget Code, Object Code, Full Title* and Amount OR Capital Project OR Capital Reserve Project Number and Title and Amount:
Yes. Local share \$87,500: \$23,000 8021.470; \$4,500 County in-kind; \$35,000 Town cash; \$25,000 Town in-kind.

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. 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 and Community Development**

DATE: **9/15/2026**

- (a) Exact Title* and Number of Project (must be obtained from Treasurer's Office):
 Capital Project No. H458 - Mill Creek Recreation Area

- (b) Is this a Capital Project?
 Yes

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

- (d) Amount of Project:
 \$350,000

- (e) Source of Funding (including name & title of codes, etc.):
 **NYS DOS LWRP: \$262,500; A.9950.910 - Transfers - Capital Projects: \$23,000; County in-kind: \$4,500;
 Town of Johnsbury cash: \$35,000; Town in-kind: \$25,000.**

- (f) Purpose of Establishment:
 **Establish H458 to administer the Mill Creek Recreation Area Trails project, a First Wilderness Heritage
 Corridor implementation project.**

***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. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: Planning and Community Development

SIGNED: Ethan Gaddy, AICP, County Planner

DATE: 9/15/2026

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.8021 470	Planning & Comm. Dev. - Contract	A.9950 910	Transfers - Capital Projects	\$23,000

Please state reason for transfers requested:

Transfer \$23,000 from A.8021.470 to A.9950.910 for the County cash match associated with Capital Project H458 - Mill Creek Recreation Area.

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions			

Please state reason for transfer request:

Please file original request with Clerk of the Board and retain copy for your records.

RESOLUTION REQUEST FORM NO. 5

Request to Apply for a Grant Application and Grant Agreement

DEPARTMENT NAME: Planning

DATE: 9/14/2026

- (a) Purpose of Grant:
Accept \$221,958 NYS DOS LWRP award for Mountain to River Phase 2 (C1003641), a First Wilderness project. Authorize Chairman to execute necessary agreements with NYS and Town of Johnsburg.
- (b) Name of Grantor:
NYS Department of State
- (c) Address of Contractor:
One Commerce Plaza, 99 Washington Ave, Albany NY 12231
- (d) Grantor's Contact Person and Telephone Number:
NYS DOS OPDCI / assigned contract manager
- (e) Has or Will the Grant Application or Grant Agreement be provided, if so, Please Attach?
Award / contract materials to be provided.
- (f) Effective Date of Grant:
TBD based on state contract
- (g) Termination Date of Grant:
TBD based on state contract
- (h) Total Dollar Amount Involved (not to exceed):
\$295,944
- (i) Deadline to Submit Grant Application and/or Grant Agreement:
TBD based on state contract
- (j) Is a Budget amendment required? If yes, also complete and submit Form No. 7.
TBD
- (k) Are the funds to go into a Capital Project or Capital Reserve Project? If yes, also complete and submit Form No. 8 or Form No. 9, as applicable.
Yes - Capital Project H457 Mountain to River
- (l) Is a Local Share Required? If Yes, Where are the Funds? List Budget Code, Object Code, Full Title* and Amount OR Capital Project OR Capital Reserve Project Number and Title and Amount:
Yes. Local share \$73,986: \$50,000 First Wilderness cash (8029); \$3,986 County in-kind (Planning salaries); \$20,000 Town cash.

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. 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 and Community Development**

DATE: **9/15/2026**

- (a) Exact Title* and Number of Project (must be obtained from Treasurer's Office):
 Capital Project No. H457 - Mountain to River

- (b) Is this a Capital Project?
 Yes

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

- (d) Amount of Project:
 \$295,944

- (e) Source of Funding (including name & title of codes, etc.):
 NYS DOS LWRP: \$221,958; A.9950.910 - Transfers - Capital Projects: \$50,000; County in-kind: \$3,986 (Planning salaries); Town of Johnsbury cash: \$20,000.

- (f) Purpose of Establishment:
 Establish H457 to administer the Mountain to River Downtown Connection Initiative - Phase 2, a First Wilderness Heritage Corridor implementation project.

***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. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: Planning and Community Development

SIGNED: Ethan Gaddy, AICP, County Planner

DATE: 9/15/2026

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.8029 470	First Wilderness - Contract	A.9950 910	Transfers - Capital Projects	\$50,000

Please state reason for transfers requested:

Transfer \$50,000 from A.8029.470 to A.9950.910 for the County cash match associated with Capital Project H457 - Mountain to River.

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions			

Please state reason for transfer request:

Please file original request with Clerk of the Board and retain copy for your records.

RESOLUTION REQUEST FORM NO. 5

Request to Apply for a Grant Application and Grant Agreement

DEPARTMENT NAME: Planning

DATE: 9/14/2026

- (a) Purpose of Grant:
Accept \$50,000 NYS DOS LGE award for EMS DOS Study.
- (b) Name of Grantor:
NYS Department of State
- (c) Address of Contractor:
One Commerce Plaza, 99 Washington Ave, Albany NY 12231
- (d) Grantor's Contact Person and Telephone Number:
NYS DOS Local Government Services / assigned contract manager
- (e) Has or Will the Grant Application or Grant Agreement be provided, if so, Please Attach?
Award / contract materials to be provided.
- (f) Effective Date of Grant:
TBD based on state contract
- (g) Termination Date of Grant:
TBD based on state contract
- (h) Total Dollar Amount Involved (not to exceed):
\$100,000
- (i) Deadline to Submit Grant Application and/or Grant Agreement:
TBD based on state contract
- (j) Is a Budget amendment required? If yes, also complete and submit Form No. 7.
TBD
- (k) Are the funds to go into a Capital Project or Capital Reserve Project? If yes, also complete and submit Form No. 8 or Form No. 9, as applicable.
Yes - Capital Project H460 EMS DOS Study
- (l) Is a Local Share Required? If Yes, Where are the Funds? List Budget Code, Object Code, Full Title* and Amount OR Capital Project OR Capital Reserve Project Number and Title and Amount:
Yes. Local share \$50,000 County cash, source TBD / per separate transfer request.

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. 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 and Community Development

DATE: 9/14/2026

- (a) Exact Title* and Number of Project (must be obtained from Treasurer's Office):
Capital Project No. H460 - EMS DOS Study
- (b) Is this a Capital Project?
Yes
- (c) Is this a Capital Reserve Project?
No
- (d) Amount of Project:
\$100,000
- (e) Source of Funding (including name & title of codes, etc.):
NYS DOS Local Government Efficiency grant: \$50,000; County/local match: \$50,000, source TBD.
- (f) Purpose of Establishment:
Establish H460 to administer the EMS DOS Study project budget.

*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 and Community Development**

DATE: **9/15/2026**

(a) Purpose of Request:

Appropriate funds from a TBD source in the amount of \$50,000 for the local share of the EMS DOS Study.

(b) Details:

Warren County has been awarded \$50,000 through the NYS Department of State Local Government Efficiency program for the EMS DOS Study. Total project cost is \$100,000. This request appropriates \$50,000 from a source to be determined for the required local share of Capital Project H460 - EMS DOS Study.

(c) Previous Resolution Number:

R44 of 2026

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

Source TBD - \$50,000

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

RESOLUTION REQUEST FORM NO. 5

Request to Apply for a Grant Application and Grant Agreement

DEPARTMENT NAME: Planning

DATE: 9/14/2026

- (a) Purpose of Grant:
Apply for up to \$150,000 through NYS DOS CRISP to prepare a Countywide Resilience Implementation Strategy Plan.
- (b) Name of Grantor:
NYS Department of State
- (c) Address of Contractor:
Office of Planning, Development & Community Infrastructure, 99 Washington Ave, Suite 1010, Albany NY 12231
- (d) Grantor's Contact Person and Telephone Number:
Countywide RFA Questions / Resilience@dos.ny.gov
- (e) Has or Will the Grant Application or Grant Agreement be provided, if so, Please Attach?
Application to be submitted through CFA.
- (f) Effective Date of Grant:
TBD based on state contract
- (g) Termination Date of Grant:
TBD based on state contract
- (h) Total Dollar Amount Involved (not to exceed):
\$150,000
- (i) Deadline to Submit Grant Application and/or Grant Agreement:
10/26/2026 at 4:00 PM
- (j) Is a Budget amendment required? If yes, also complete and submit Form No. 7.
No at application stage
- (k) Are the funds to go into a Capital Project or Capital Reserve Project? If yes, also complete and submit Form No. 8 or Form No. 9, as applicable.
TBD if awarded
- (l) Is a Local Share Required? If Yes, Where are the Funds? List Budget Code, Object Code, Full Title* and Amount OR Capital Project OR Capital Reserve Project Number and Title and Amount:
Yes. 10% local share required; up to \$15,000, source TBD.

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. 9

Request to Increase or Decrease or Amend Existing 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: **9/15/2026**

(a) Exact Title and Number of Project*:

H437, Board Room Renovations

(b) Is this a Capital Project?

Yes

(c) Is this a Capital Reserve Project?

No

(d) Amount of Increase (if applicable):

\$10,000

(e) Amount of Decrease (if applicable):

N/A

(f) Source of Funding (if Increase) (including name & title of codes, etc.):

A. 80210.4999 110 – Planning (and Comm. Dev.) ARPA Salaries Regular

(g) Changes in Funding (if Amendment):

Increase H437 by \$10,000

(h) Purpose of Increase or Decrease or Amendment:

Move unused ARPA administrative funds to the Board Room Renovation Project.

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

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Planning

DATE: 9/15/2026

- (a) Is this a Result of a Bid or Request for Proposal?
Yes pending WC 36-26 "CDBG Septic Installations"
- (b) Purpose of Contract:
Installation of septic systems associated with CDBG Septic Replacement Program. Procurement will follow all applicable Warren County and CDBG requirements.
- (c) Name of Contractor:
TBD- procurement to commence once septic systems are designed.
- (d) Address of Contractor: **TBD**
- (e) Contractor's Contact Person and Telephone Number:
TBD
- (f) Has or will the Contract be provided, if so, please attach:
TBD
- (g) Commencement Date of Contract:
Upon execution by both parties
- (h) Termination Date of Contract:
January 26, 2027
- (i) Payment Provisions: i) lump sum amount
ii) hourly rate amount
iii) total amount not to exceed **\$316,600**
iv) how will payments be made (i.e. monthly, quarterly,
upon completion of the project, etc.
Monthly
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title*
and Amount: **OR Capital Project OR Capital Reserve Project Number, Title, and
Amount:
CD80**

Sample: A.1010 470 Legislative Board – Contract \$xx.xx

*as listed in budget and LOGOS

Warren County Department of Planning and Community Development

FY-27 Budget Memorandum

To: Budget Review Committee
From: Ethan Gaddy AICP, County Planner; Sara Frankenfeld, GIS Administrator
Date: 18 August 2026
Re: DRAFT Proposed Recommendations for 8020, 8021, 8022 and 8029

Planning, Budget Account Code: 8020

This budget line remains at zero. The dissolution of the County Planning Board left this code inactive, though it is retained for future use in County-initiated planning initiatives if needed.

Significant Changes

None.

2027 Initiatives and Goals

This code is not currently associated with any active initiatives or expenses but may be used in the future for flexible planning-related projects supported directly by the County.

Planning and Community Development: Budget Account Code: 8021

The overall FY-27 request for Account 8021 is \$710,728, a decrease of \$246 from the 2026 adopted budget. The budget therefore remains essentially flat while absorbing increases in retirement, hospitalization, insurance, and other operating costs. Departmental revenues are projected to increase by \$5,000, resulting in a decrease of \$5,246 in the net County-supported cost of Account 8021.

Significant Changes

Revenues

- Increase of **\$5,000**, consisting of:
 - **\$30,000** in Occupancy Tax (used to fund planning initiatives aligned with tourism enhancement)
 - **\$15,000** in grant related revenue associated with Planning and administrative services provided through state and federal grant-funded projects

Expenses

- **Personal Services (.100):** Decrease of \$12,988, from \$438,914 to \$425,926, reflecting lower regular salary costs and the removal of the \$2,000 overtime appropriation.
- **Contractual Expenses (.400):** Increase of \$5,877, from \$43,346 to \$49,223. The primary change is an increase in the Occupancy Tax-funded Contract (.470) line from \$25,000 to \$30,000, which is fully offset by corresponding revenue. Smaller increases reflect insurance, subscriptions, memberships and dues, and postage.

- **Employee Benefits (.800):** Employee Benefits increase by \$11,882, primarily due to higher retirement and hospitalization costs. This is partially offset by decreases in retiree hospitalization, health insurance reimbursement, and Workers' Compensation costs.
- Overall, the combination of lower Personal Services costs and increased revenues allows the Department to absorb higher benefit and operating costs while slightly reducing both the gross budget and the net County-supported cost.

2027 Initiatives and Goals

- **Advance Implementation of Warren County 2040:** Continue implementation of the adopted Comprehensive Plan and use it as the primary framework for County and municipal planning initiatives, capital project development, infrastructure investment, and economic development activities.
- **Implement Housing Strategy Action Items:** Continue implementation of the Warren County Housing Strategy, including housing rehabilitation programs, municipal regulatory assistance, housing site readiness, and other actions intended to expand and improve the County's housing supply.
- **Advance Outdoor Recreation Economy Goals:** Continue development and implementation of projects identified through the Outdoor Recreation Economy Strategic Plan, including coordination with municipalities and partner organizations and pursuit of outside funding for priority projects.
- **Expand Technical Assistance to Municipalities:** Provide direct planning assistance to municipalities with limited staff capacity, including comprehensive planning, zoning and land-use regulations, housing initiatives, project development, grant readiness, and other locally identified priorities. Continue to strengthen County support for municipalities facing staff or leadership transitions and loss of institutional knowledge.
- **Administer and Leverage State and Federal Funding:** Continue administration of the Department's growing portfolio of state and federal grant-funded projects and pursue additional non-local funding to advance Warren County and municipal priorities while minimizing reliance on local funds.
- **Translate Plans into Implementation Projects:** Use Warren County 2040, the Housing Strategy, the Outdoor Recreation Economy Strategic Plan, and municipal planning efforts to identify, develop, fund, and advance implementation-ready projects.

GIS Program: Budget Account Code: 8022

The overall 2027 budget remains relatively steady from 2026. The overall increase over the 2026 Adopted Budget is \$11,317, of which \$8,570 is an increase in salary and benefits.

Significant Changes

Revenues - Overall Increase: \$20,500

- Increase of \$10,000 in revenues over 2026 for the ongoing Brownfield Opportunity Area project

- Increase of \$19,000 in revenues from Warren County Soil and Water for providing extensive technical support for an MS4 project funded by DEC
- Increase of \$1,500 in revenues from the Town of Bolton for an Intermunicipal Agreement for GIS software
- Decrease of \$5,000 in revenues for the Thriving Hamlets project, which will be completed this year

Expenses - Overall Increase: \$23,247

Contracts (.470): Primary increase in cost is \$32,000 to pay New York State ITS for updated orthoimagery flown in 2026. This will be invoiced by the State in the first quarter of 2027. Two other smaller annual contracts will be eliminated or reduced to help offset costs in this line item.

Subscriptions (.426): Increase of \$447 due to increased Adobe and Microsoft Office 365 costs.

All other expenses have stayed steady or been reduced over 2026.

2027 Initiatives and Goals

- Support major Planning Department initiatives, including the Brownfield Inventory, the Technical Assistance Pro Housing Grant, and the Municipal Culvert Inventory
 - Work with the Pro Housing Communities and Consultant to implement a new comprehensive planning and zoning permitting system that is GIS based and user friendly, for both municipal staff and the public
 - Continue to develop the Brownfield Inventory, including a comprehensive online dashboard
 - Assist with the management and deployment of the grant funded Municipal Culvert Inventory project
- Continue to transition the Recreation Mapper to Experience Builder
 - Continue to increase knowledge and skills in ArcGIS Experience Builder
 - Following guidelines outlined in the Outdoor Recreation Economy Strategic Plan, continue work on the redevelopment and deployment of an updated Recreation Mapper that will be integrated with county wayfinding initiatives
- MS4 Mapping
 - Work with Warren County Soil and Water, Warren County DPW, the Lake George Park Commission and the municipalities to develop a comprehensive, integrated database for tracking all information related to MS4s.
- Continue to work with County departments, municipalities and partner agencies to support and expand GIS initiatives

Local Waterfront Revitalization (LWRP): Budget Account Code: 8029

The 2027 request maintains the \$50,000 allocation established in the 2026 adopted budget to support local match requirements for First Wilderness Heritage Corridor and Local Waterfront Revitalization

Program (LWRP) implementation projects. Maintaining this funding provides the County with local match capacity to pursue and leverage state grant opportunities as they become available.

Significant Changes

None.

2027 Initiatives and Goals

- Provide matching funds for implementation of projects under the Local Waterfront Revitalization Program (LWRP), including a pending grant application which will require \$25,000 in local share.
- Support eligible activities under the First Wilderness Heritage Corridor Plan

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2027 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Planning

BUDGET ACCOUNT CODE: A.8020

OBJECT CODES	2025 EXPENDITURES	2026 ADOPTED	2026 AMENDED	2027 DEPARTMENT REQUESTS
100's PERSONAL SERVICES				\$0.00
200's EQUIPMENT				\$0.00
400's CONTRACTUAL	\$8,800.47			\$0.00
800's EMPLOYEE BENEFITS				\$0.00
TOTALS	\$8,800.47			\$0.00

2025 REVENUES	2026 ADOPTED REVENUES	2026 AMENDED REVENUES	2027 DEPARTMENT REQUESTS
\$0.00			\$0.00

SIGNED:



DEPARTMENT HEAD

TITLE:

County Planner

DATE:

8/17/2026

Account	Account Description	2025 Actual Amount	2026 Adopted Budget	2026 Amended Budget	2026 Actual Amount	2027 Departmental Request
Fund	A - General					
	EXPENSE					
	Department 8020 - Planning					
	Contractual Expense					
470	Contract	8,800.47	.00	.00	.00	.00
	Contractual Expense Totals	\$8,800.47	\$0.00	\$0.00	\$0.00	\$0.00
	Department 8020 - Planning Totals	\$8,800.47	\$0.00	\$0.00	\$0.00	\$0.00

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2027 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Planning (and Comm. Dev.)
BUDGET ACCOUNT CODE: A.8021

OBJECT CODES	2025 EXPENDITURES	2026 ADOPTED	2026 AMENDED	2027 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$347,104.67	\$438,914.00	\$438,193.52	\$427,926.00
200's EQUIPMENT	\$22,536.64			\$0.00
400's CONTRACTUAL	\$65,579.06	\$43,346.00	\$52,801.07	\$49,223.00
800's EMPLOYEE BENEFITS	\$172,319.40	\$228,714.00	\$228,377.47	\$235,579.00
TOTALS	\$607,539.77	\$710,974.00	\$719,372.06	\$712,728.00

2025 REVENUES	2026 ADOPTED REVENUES	2026 AMENDED REVENUES	2027 DEPARTMENT REQUESTS
\$0.00	\$40,000.00	\$40,000.00	\$45,000.00

SIGNED:



DEPARTMENT HEAD

TITLE:

County Planner

DATE:

8/17/2026

Account	Account Description	2025 Actual Amount	2026 Adopted Budget	2026 Amended Budget	2026 Actual Amount	2027 Departmental Request
Fund	A - General					
REVENUE						
Department	8021 - Planning (and Comm. Dev.)					
Departmental Income						
1289	Other General Governmental Income	.00	15,000.00	15,000.00	.00	15,000.00
2002	Donation-Bed Tax	.00	25,000.00	25,000.00	.00	30,000.00
Departmental Income Totals		\$0.00	\$40,000.00	\$40,000.00	\$0.00	\$45,000.00
	Comments					
	Account	Level	Comment			
	1289	Departmental Request	Revenue for Planning/Admin services associated with grants			
	2002	Departmental Request	Occupancy Tax set-aside from Tourism			
Department	8021 - Planning (and Comm. Dev.) Totals	\$0.00	\$40,000.00	\$40,000.00	\$0.00	\$45,000.00
	REVENUE TOTALS	\$0.00	\$40,000.00	\$40,000.00	\$0.00	\$45,000.00
Fund	A - General Totals					
	REVENUE TOTALS	\$0.00	\$40,000.00	\$40,000.00	\$0.00	\$45,000.00
	EXPENSE TOTALS	\$616,340.24	\$760,974.00	\$779,372.06	\$268,122.20	\$762,728.00
Fund	A - General Totals	(\$616,340.24)	(\$720,974.00)	(\$739,372.06)	(\$268,122.20)	(\$717,728.00)
Net Grand Totals						
	REVENUE GRAND TOTALS	\$0.00	\$40,000.00	\$40,000.00	\$0.00	\$45,000.00
	EXPENSE GRAND TOTALS	\$616,340.24	\$760,974.00	\$779,372.06	\$268,122.20	\$762,728.00
Net Grand Totals		(\$616,340.24)	(\$720,974.00)	(\$739,372.06)	(\$268,122.20)	(\$717,728.00)

Account	Account Description	2025 Actual Amount	2026 Adopted Budget	2026 Amended Budget	2026 Actual Amount	2027 Departmental Request
Fund A - General						
EXPENSE						
Department 8021 - Planning (and Comm. Dev.)						
Personal Services						
110	Salaries - Regular	347,104.67	436,914.00	414,062.18	148,665.32	425,926.00
120	Salaries - Overtime	.00	2,000.00	2,000.00	.00	2,000.00
130	Salaries - Part Time	.00	.00	22,131.34	8,173.60	.00
Personal Services Totals		\$347,104.67	\$438,914.00	\$438,193.52	\$156,838.92	\$427,926.00
Comments						
Account		Level		Comment		
120		Departmental Request		Please remove. Unable to remove with current permission level in Logos		
Equipment						
220	Office Equipment	34.28	.00	.00	.00	.00
230.1	Automotive Equipment - Reserve	22,502.36	.00	.00	.00	.00
Equipment Totals		\$22,536.64	\$0.00	\$0.00	\$0.00	\$0.00
Contractual Expense						
410	Supplies	2,338.25	2,000.00	2,000.00	965.00	2,000.00
418	Ins-General Liability	1,116.38	1,395.00	1,533.14	1,533.14	1,717.00
423	Telephone	250.35	650.00	650.00	330.78	650.00
424	Postage	176.79	.00	100.00	81.24	150.00
426	Subscriptions	1,766.92	3,920.00	3,920.00	209.90	4,000.00
427	Memberships & Dues	1,225.00	1,525.00	1,525.00	1,498.20	2,050.00
428	Data Processing & Internet Fees	450.00	456.00	456.00	456.00	456.00
436	Advertising Fees	.00	400.00	400.00	.00	400.00
441	Auto-Supplies & Repair	.00	500.00	261.86	.00	500.00
442	Automotive - Gas & Oil	153.48	700.00	700.00	238.88	500.00
444	Travel/Education/Conference	4,906.96	6,800.00	6,800.00	3,578.02	6,800.00
470	Contract	53,194.93	25,000.00	34,455.07	2,215.83	30,000.00
Contractual Expense Totals		\$65,579.06	\$43,346.00	\$52,801.07	\$11,106.99	\$49,223.00
Comments						
Account		Level		Comment		
470		Departmental Request		\$30,000 Occupancy Tax-funded contractual services for planning and community development projects supporting tourism enhancement. Fully offset by revenue in A.8021.2002. Specific projects/vendors to be authorized in accordance with County procurement and contracting requirements		
Employee Benefits						
810	Retirement	38,437.83	66,071.00	65,970.12	24,176.19	72,928.00
830	Social Security	20,144.58	27,212.00	27,173.01	8,939.47	26,532.00
831	Medicare Contribution	4,710.69	6,365.00	6,355.88	2,090.65	6,205.00
860	Hospitalization	58,853.21	74,281.00	74,095.52	28,392.11	79,906.00

Account	Account Description	2025 Actual Amount	2026 Adopted Budget	2026 Amended Budget	2026 Actual Amount	2027 Departmental Request
Fund	A - General					
	EXPENSE					
	Department 8021 - Planning (and Comm. Dev.)					
	Employee Benefits					
865	Dental Insurance	458.65	576.00	573.94	253.23	816.00
	Employee Benefits Totals	\$122,604.96	\$174,505.00	\$174,168.47	\$63,851.65	\$186,387.00
	Other Benefits					
840	Workmen's Compensation	1,554.00	1,606.00	1,606.00	1,606.00	1,350.00
861	Retirees Hospitalization	46,514.33	50,353.00	50,353.00	27,640.31	47,092.00
862	Health Insurance Cost Reimbursement	1,646.11	2,250.00	2,250.00	223.53	750.00
	Other Benefits Totals	\$49,714.44	\$54,209.00	\$54,209.00	\$29,469.84	\$49,192.00
	Department 8021 - Planning (and Comm. Dev.) Totals	\$607,539.77	\$710,974.00	\$719,372.06	\$261,267.40	\$712,728.00

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2027 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Planning GIS Program
BUDGET ACCOUNT CODE: A.8022

OBJECT CODES	2025 EXPENDITURES	2026 ADOPTED	2026 AMENDED	2027 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$181,532.71	\$208,956.00	\$208,956.00	\$212,576.00
200's EQUIPMENT	\$29.99			\$0.00
400's CONTRACTUAL	\$43,342.64	\$70,366.00	\$79,526.00	\$93,613.00
800's EMPLOYEE BENEFITS	\$46,335.11	\$54,727.00	\$54,727.00	\$59,677.00
TOTALS	\$271,240.45	\$334,049.00	\$343,209.00	\$365,866.00

2025 REVENUES	2026 ADOPTED REVENUES	2026 AMENDED REVENUES	2027 DEPARTMENT REQUESTS
\$37,161.37	\$110,100.00	\$110,100.00	\$130,600.00

SIGNED: Sara Frankenfeld
DEPARTMENT HEAD

TITLE: GIS Administrator

DATE: 8/11/2026

Account	Account Description	2025 Actual Amount	2026 Adopted Budget	2026 Amended Budget	2026 Actual Amount	2027 Departmental Request	
Fund	A - General						
REVENUE							
Department	8022 - Planning GIS Program						
Departmental Income							
1289	Other General Governmental Income	.00	29,000.00	29,000.00	.00	34,000.00	
2002	Donation-Bed Tax	21,478.88	25,000.00	25,000.00	.00	20,000.00	
Departmental Income Totals		\$21,478.88	\$54,000.00	\$54,000.00	\$0.00	\$54,000.00	
Comments							
Account	Level	Comment					
1289	Departmental Request	\$34,000 BOA grant					
Intergovernmental Charges							
2210	General Services, Intergovt	15,682.49	56,100.00	56,100.00	7,801.87	76,600.00	
Intergovernmental Charges Totals		\$15,682.49	\$56,100.00	\$56,100.00	\$7,801.87	\$76,600.00	
Comments							
Account	Level	Comment					
2210	Departmental Request	\$15,000 AGFTC \$15,000 LGLC \$15,000 LCLGRPB \$2,500 LGPC \$6,000 City of Glens Falls \$1,000 Lake George Village \$1,500 Town of Bolton \$20,600 Warren County Soil and Water					
Department	8022 - Planning GIS Program Totals		\$37,161.37	\$110,100.00	\$110,100.00	\$7,801.87	\$130,600.00
REVENUE TOTALS		\$37,161.37	\$110,100.00	\$110,100.00	\$7,801.87	\$130,600.00	

Account	Account Description	2025 Actual Amount	2026 Adopted Budget	2026 Amended Budget	2026 Actual Amount	2027 Departmental Request
Fund A - General						
EXPENSE						
Department 8022 - Planning GIS Program						
Personal Services						
110	Salaries - Regular	149,791.63	172,963.00	172,963.00	87,998.09	175,340.00
130	Salaries - Part Time	31,741.08	35,993.00	35,993.00	14,137.72	37,236.00
Personal Services Totals		\$181,532.71	\$208,956.00	\$208,956.00	\$102,135.81	\$212,576.00
Equipment						
220	Office Equipment	29.99	.00	.00	.00	.00
Equipment Totals		\$29.99	\$0.00	\$0.00	\$0.00	\$0.00
Contractual Expense						
410	Supplies	9,221.86	12,500.00	11,500.00	9,034.25	12,500.00
422	Repair/Maint-Equipment	29,944.37	38,200.00	38,200.00	28,600.09	35,900.00
423	Telephone	939.93	.00	1,000.00	352.13	1,100.00
424	Postage	7.02	100.00	100.00	24.64	100.00
426	Subscriptions	1,348.83	2,088.00	2,088.00	227.99	2,535.00
428	Data Processing & Internet Fees	225.00	228.00	228.00	228.00	228.00
444	Travel/Education/Conference	763.13	750.00	5,010.00	4,280.00	750.00
470	Contract	892.50	16,500.00	21,400.00	7,400.00	40,500.00
Contractual Expense Totals		\$43,342.64	\$70,366.00	\$79,526.00	\$50,147.10	\$93,613.00
Comments						
Account Level Comment						
410 Departmental Request This includes letterboxing and printing for promotional materials. All but \$1k covered by occ tax allocation.						
422 Departmental Request ESRI: \$32,000						
426 Departmental Request Schneider Geospatial: \$3,900						
470 Departmental Request MS Office356 \$915						
Canva \$120						
Adobe \$900						
SketchUp \$600						
NYS ITS Orthoimagery \$32,000						
First Wilderness Occ Tax Initiatives \$8,500						
Employee Benefits						
810	Retirement	26,109.56	30,846.00	30,846.00	15,210.82	34,707.00
830	Social Security	11,147.89	12,956.00	12,956.00	6,242.89	13,180.00
831	Medicare Contribution	2,607.19	3,030.00	3,030.00	1,460.04	3,082.00
860	Hospitalization	5,411.74	6,508.00	6,508.00	3,687.08	7,158.00
865	Dental Insurance	106.77	120.00	120.00	68.06	120.00
Employee Benefits Totals		\$45,383.15	\$53,460.00	\$53,460.00	\$26,668.89	\$58,247.00

Account	Account Description	2025 Actual Amount	2026 Adopted Budget	2026 Amended Budget	2026 Actual Amount	2027 Departmental Request
Fund	A - General					
	EXPENSE					
	Department 8022 - Planning GIS Program					
	<i>Other Benefits</i>					
840	Workmen's Compensation	760.00	517.00	517.00	517.00	680.00
862	Health Insurance Cost Reimbursement	191.96	750.00	750.00	572.80	750.00
	<i>Other Benefits Totals</i>	\$951.96	\$1,267.00	\$1,267.00	\$1,089.80	\$1,430.00
	Department 8022 - Planning GIS Program Totals	\$271,240.45	\$334,049.00	\$343,209.00	\$180,041.60	\$365,866.00
	EXPENSE TOTALS	\$271,240.45	\$334,049.00	\$343,209.00	\$180,041.60	\$365,866.00
	Fund A - General Totals					
	REVENUE TOTALS	\$37,161.37	\$110,100.00	\$110,100.00	\$7,801.87	\$130,600.00
	EXPENSE TOTALS	\$271,240.45	\$334,049.00	\$343,209.00	\$180,041.60	\$365,866.00
	Fund A - General Totals	(\$234,079.08)	(\$223,949.00)	(\$233,109.00)	(\$172,239.73)	(\$235,266.00)
	Net Grand Totals					
	REVENUE GRAND TOTALS	\$37,161.37	\$110,100.00	\$110,100.00	\$7,801.87	\$130,600.00
	EXPENSE GRAND TOTALS	\$271,240.45	\$334,049.00	\$343,209.00	\$180,041.60	\$365,866.00
	Net Grand Totals	(\$234,079.08)	(\$223,949.00)	(\$233,109.00)	(\$172,239.73)	(\$235,266.00)

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2027 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Planning-Local Waterfront

BUDGET ACCOUNT CODE: A.8029

OBJECT CODES	2025 EXPENDITURES	2026 ADOPTED	2026 AMENDED	2027 DEPARTMENT REQUESTS
100's PERSONAL SERVICES				\$0.00
200's EQUIPMENT				\$0.00
400's CONTRACTUAL	\$0.00	\$50,000.00	\$60,000.00	\$50,000.00
TOTALS	\$0.00	\$50,000.00	\$60,000.00	\$50,000.00

SIGNED:



DEPARTMENT HEAD

TITLE:

County Planner

DATE:

8/17/2026

Account	Account Description	2025 Actual Amount	2026 Adopted Budget	2026 Amended Budget	2026 Actual Amount	2027 Departmental Request
Fund	A - General					
	EXPENSE					
	Department 8029 - Planning-Local Waterfront					
	Contractual Expense					
470	Contract	.00	50,000.00	60,000.00	6,854.80	50,000.00
	Contractual Expense Totals	\$0.00	\$50,000.00	\$60,000.00	\$6,854.80	\$50,000.00
	Department 8029 - Planning-Local Waterfront Totals	\$0.00	\$50,000.00	\$60,000.00	\$6,854.80	\$50,000.00
	EXPENSE TOTALS	\$616,340.24	\$760,974.00	\$779,372.06	\$268,122.20	\$762,728.00

2027 BUDGET - PERSONNEL REQUEST

DEPARTMENT NAME: Planning

BUDGET CODE: A.8021.120

TITLE OF POSITION: Overtime- Planning

FOR NEW POSITIONS

Is the requested position: ☐ In Unit ☐ Out of Unit

Annual Base Salary (and Grade if Applicable): [Click or tap here to enter text.](#)

List any position(s) in the Department's Table of Organization being DELETED as a result of this request (Include annual Salary and grade if applicable): [Click or tap here to enter text.](#)

Is this a mandated position? If so, please explain: [Click or tap here to enter text.](#)

Is there expected Revenue from this position? If so, please explain: [Click or tap here to enter text.](#)

Is this a new title in your department? ☐ YES ☐ NO

If this is a new title in your department, the Human Resource Director must review and approve this form **prior to being presented to the Budget Team.**

Human Resource Director has approved the above title/classification (if required above) when initialed : _____

FOR OTHER PERSONNEL REQUESTS (Change in Employee Status FT/PT/Temp/Per Diem)

Description of Change: Eliminate \$2,000 in overtime appropriation from the 2027 departmental budget

Justification for Request: The Department does not anticipate a need for overtime funding in 2027. No overtime expenditures were incurred in 2025 or during 2026 to date. Removal of this appropriation better reflects anticipated departmental staffing costs.

Projected change in Salary Dollars: -\$2,000

Is there expected Revenue impact from this change? If so, please explain: None