

AGRICULTURE, PLANNING, TOURISM & COMMUNITY DEVELOPMENT  
COMMITTEE MEETING MINUTES – FEBRUARY 22, 2016

AGRICULTURE, PLANNING, TOURISM & COMMUNITY DEVELOPMENT COMMITTEE MEMBERS

PRESENT: Fedler, Idleman, Shay, Haff, Armstrong, Moore, Skellie

AGRICULTURE, PLANNING, TOURISM & COMMUNITY DEVELOPMENT COMMITTEE MEMBERS

ABSENT: None

SUPERVISORS: Henke, Hicks, Gang, O'Brien, Campbell

Debra Prehoda, Clerk of the Board

Al Nolette, Treasurer

Roger Wickes, County Attorney

Chris DeBolt, County Administrator

Laura Oswald, Economic Dev. Director

Laura Oswald, Economic Dev. Director

Public & Media

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Accept Minutes – January 21, 2016
- 3) Washington County Soil and Water Conservation District
  - A. AG Nonpoint Grant Applications
  - B. Proposed Funding Increase to the EPF
  - C. Cossayuna Lake Management Plan
- 4) Tourism – Jay Kerr – Battenkill Valley Chambers
- 5) Planning
- 6) Other Business
- 7) Adjournment

Chairwoman Fedler called the meeting to order at 1:00 P.M.

A motion to accept the minutes of the January 21, 2016 meeting was moved by Mr. Moore, seconded by Mr. Armstrong and adopted.

**BATTENKILL VALLEY – TOURISM PRESENTATION** - Jay Kerr and Suzanne Becker addressed the committee. Jay Kerr stressed the importance of the I Love NY program and advertising. Ms. Becker stated they represent 600 businesses in Washington County. She represents the Greenwich Chamber of Commerce which she stated is the largest chamber in Washington County and very strong. They have paid someone to make sure they stay on track and she stated the County needs to look at having someone to keep things on track. The money coming into the County from tourist related activities is important and advertising is necessary. She stated we are a day trip destination or having people stop as they travel through; we cannot quantify tourism based on heads in beds that is not Washington County. The Chamber is willing to help but they cannot take it all on. Mr. Kerr understands we are in transition and things take time. He feels a study would be great but we need to allow some things to go on as they have for years; continue the branding. Battenkill Valley website handouts on file. Ms. Becker expressed concern with being able to get ads out while the County is considering what to do. She stated the I Love NY money is a huge asset and it gets us outside of Washington County but they cannot take that on. A motion to hire Sara Kelly to do some advertising along the lines of what we have done in the past so that at least we will have some advertising out there with funds from contingency was moved by Ms. Idleman and seconded by Mr. Armstrong. Discussion. The Treasurer stated I Love NY requires a budget plan on how we plan to spend money. Chris DeBolt, County Administrator, has submitted a budget plan and he did not indicate any advertising plan but he also said in that part II application that the County was looking at all options, trying to figure out how to move forward and do not hold us to this. He may have the ability to change what he submitted in part II and would need to check with I Love NY to see if he can make a change.

Mr. O'Brien stated we have to make sure monies are spent equally throughout the County. Mr. Campbell stated we have to get it right this time because we have not gotten it right in the past. Adding that he would like to see if we can do something within the framework of I Love NY because he does not think we should let our businesses down that have needed this for their advertising in the past. Chairman Fedler stated what worries her about going ahead and hiring someone at this point is we do not even know where we want to advertise and what we want to do yet. Mr. Shay suggested giving the funds to the various groups to promote themselves. The County Administrator stated you cannot just give I Love NY funds to another entity and say go promote yourself. He stated the County has applied to I Love NY for the full amount but how much it will cost for a consultant to conduct a study remains unknown. He stated if we have to cut back this year, short term, the board is looking for a long term solution. Ms. Becker suggested using the bed tax monies to fund the ads. The County Treasurer stated last year \$106,000 was budgeted between I Love NY and County: \$77,000 of that amount spent on advertising. His office collects the bed tax and none of the advertising is advertising the lodging accommodations and if you are going to use those funds they should be part of the advertising campaign. A motion to call the question was moved by Ms. Idleman but did not receive a second. A motion to table the motion to hire Sara Kelly to do some advertising along the lines of what we have done in the past so that at least we will have some advertising out there with funds from contingency was moved by Ms. Idleman, Mr. Armstrong and adopted. Motion Tabled.

WASHINGTON COUNTY SOIL AND WATER CONSERVATION DISTRICT – Corrina Aldrich, Director, addressed the following items with the committee:

- Ag Nonpoint Grant Applications – The are working on grant applications for the ag nonpoint source funding which is to help farms invest in environmental best practices. The RFP came out the end of January and are due by April 1<sup>st</sup>. They plan to submit three applications: Woody Hill Farm, Land View and Kenyon Hill Farms and Walker Farm/Twin Brooks Farm and possibly another farm.
- Proposed Funding Increase to the EPF – the Environmental Protection Fund being fully funded will have a huge trickledown effect for rural counties. .
- Cossayuna Lake Management Plan – Working actively with Cossayuna Lake on updating their watershed management plan that was created in 1999. When they apply for funding, they need an updated plan document.
- Miscellaneous: Ms. Idleman stated she received a letter from the County Superintendent of Public Works regarding a dam in the town of Greenwich. Soil and Water did not receive this communication.

WASHINGTON COUNTY COOPERATIVE EXTENSION - Brian Gilchrist, Executive Director, addressed the following items with the committee:

- Programmatic updates:
  - Parenting and financial management – funded by a grant from the Washington County Youth Bureau and that grant has been extended for another year.
  - SUNY Adirondack Continuing Education handout distributed, attached – Farm Business and Marketing Workshop Services.
  - Ag In the Class – working with area schools – gardening project in Whitehall and interest from Cambridge School.
  - Ag and Food System Education - Working on some food system topics for roundtable discussions and in June set up a meet your farmer activity.
  - March Ag Literacy Week – volunteers to read to second graders and at public libraries.

**TOURISM** – The County Administrator, Chairwoman Fedler and the Economic Development Coordinator met with Supervisor Gene Merlino from the Town of Lake Luzerne, the Warren County Administrator and Tourism personnel. Washington County is going to continue to look at what is our identity and how are we going to move forward with specific emphasis on how we can partner with Warren County. Possibly work together for new and different things for people to do when they come to Lake George/Warren County. They do not have any agricultural type events; i.e. maple weekends, fiber tour, cheese tour. Just in preliminary discussions with Warren County. Chairwoman Fedler felt it was very beneficial in their fact gathering. She has also set up a round table discussion for Monday Marth 14<sup>th</sup> at 1 PM in the second floor classroom of the Washington County Municipal Center. Nine stakeholders have been invited to participate. Everyone can ask questions. Mr. Haff requested a list of the questions to be asked. It was suggested that Kate Johnson, former Warren County Tourism Director, should be contacted to participate.

**SECTION 3 CDBG GRANT REQUIREMENT** – Laura Oswald, Economic Development Coordinator, addressed a CDBG grant requirement that the County have a Section 3 Policy in place. Section 3 is really all about fair housing. A proposed policy was distributed, attached. She also stated a Section 3 Coordinator has to be named and recommends naming the County Administrator. A motion to move Section 3 Plan for Washington County to the full Board was moved by Ms. Idleman, seconded by Mr. Moore and adopted.

**PLANNING** – Laura Oswald, Economic Development Coordinator, addressed the following with the committee:

- County Planning Board:
  - February meeting information, attached.
  - County Planning Board Members - A motion to reappoint Planning Board members, John Pederson and Robert Liebig, effective January 1, 2016 and expiring December 31, 2022 was moved by Ms. Idleman, seconded by Mr. Armstrong and adopted.
- Discussion has taken place in the past on whether or not to have a County Planning Board. Mr. Haff mentioned that the three matters the Planning Board considered were all determined to be matters of local concern. Ms. Oswald stated there is a legal requirement to refer some matters to a local planning board. The County Administrator explained County Law – Municipal Section 239 sets up the Planning Board and requirements. Some projects might have intermunicipal impacts.

**ECONOMIC DEVELOPMENT** – Laura Oswald, Economic Development Coordinator, stated nowhere in the job description did the word planning or planner appear. Shortly after she was hired, the budget was changed without discussion with her and permission was given to hire a part time Planner. She stated the part time Planner left and now the department consists of the Economic Development Coordinator and a part time Clerk. She is doing economic development, planning and now tourism was added. She is working on broadband, a variety of projects going on with our major employers, inquiries for grant monies, SUNY feasibility study, constantly being asked for help with funding sources and grant writing, and serves on a number of boards. Also, she is working on the county ag plan, keeping up with current issues like solar farms and trying to keep up with tourism. She is looking to the committee for some direction on what is critical to follow up on. Regarding hiring a Planner, she stated this committee approved at the end of last year hiring a Planner full time at a salary of approximately \$52,000 but when it went to the Personnel Committee it was staffed as a 35 hour per week position at \$40,000. Apparently, the Personnel Committee overrode this committee. They advertised for the Planner position but did not include a salary understanding that they might be able

to come back and get the salary changed back to what it was originally approved at. Four responses were received for the position and none of the applicants met all of the qualifications but one would have if the residency requirement was waived. She stated the committee could decide to hire a Director of Planning or change the salary back to what this committee proposed and try to find someone to fill the slot. With what is going on with tourism, there is a lot in flux. She can do all of these things but not by herself and all at once. The requirement for residency can be removed if you have had recruitment difficulties. Melissa Moulthrop, Personnel Director, joined the meeting and stated she can waive the residency requirement during times of recruitment difficulty. Many counties including our neighboring counties are less stringent with residency requirements. Washington County residency is required for entry level not for promotional exams. A motion to waive the residency requirement for the Planner position was moved by Mr. Haff and seconded by Mr. Shay. Discussion. Mr. Haff stated he would like as part of the motion to advertise out one more time at the 35 hours before going to full time. It was stated that 35 hours a week is full time. This position can be exempt. A motion to waive the residency requirement for the Planner position was moved by Mr. Haff, seconded by Mr. Shay and adopted. Mr. Haff stated he only removed the residency requirement; no salary change. The County Administrator stated \$52,500 was budgeted. The Personnel Director stated the Board establishes the salary; whatever the Board wants to pay this position. Further discussion on what was originally proposed for this position being requested. A Director of Planning would report directly to the Board not the Economic Development Coordinator. The County Attorney stated the town of Lake George hired a Planner with a Masters degree for \$48,000 several months ago. A motion to recommend to the Personal Committee establishing a Planner position at \$52,000 was moved by Ms. Idleman, seconded by Mr. Shay and adopted.

Ms. Oswald stated regarding tourism, it was discussed going forward with strategic planning that we needed to do some asset mapping across the County. She mentioned that Hubbard Hall recently received funding to do some asset mapping and they want to get together with us so we already have a head start.

Mr. Armstrong feels we are hurting our businesses by not doing the advertising and by not having a tourism director and someone coordinating the tourism. He feels we should have carried forward with tourism using our 2016 budget and moved forward figuring things out for 2017. Tourism is important and he stated we may be the only county in the state without someone directing tourism. It is important to us. The Treasurer agrees with the County Administrator on taking the year to do some planning and invest in a long term strategy, the county will be well paid back for that. He does not think any of the events happening in Washington County this year will go unadvertised. He feels the people that organize these events will continue to advertise. Mr. Armstrong does not object to taking the year to look at things but services should have continued in the interim. Mr. O'Brien stated we have not discussed what was going right with tourism. Chairwoman Fedler stated the committee is moving along with the steps proposed; met with Warren County and she has set up the first roundtable discussion with stakeholders. Possibly have the local Chambers at the second roundtable discussion.

#### OTHER BUSINESS:

RFP – CONSULTANT – The County Administrator would like permission to develop the RFP for the consultant.

CONTRIBUTION TO I LOVE NY REQUIRED IF WE ACCEPT FUNDING - Laura Oswald, Economic Development Coordinator, believes the amount is \$5,000. A motion to fund regional I Love NY required contribution was moved by Mr. Shay, seconded by Ms. Idleman and adopted.

Ms. Idleman had proposed hiring Sara Kelly and Mr. Haff asked why because he looked at a website she created and found it extremely unimpressive. Ms. Idleman stated because she does our tourism website and has experience doing the ads. Sara Kelly, who was in attendance, stated how she has worked with tourism over the years and had developed the previous tourism website when Marge Mohn served as Tourism Director. She had been working with Christine Hoffer, the former Tourism Director, on I Love NY advertising and is familiar with the I Love NY print criteria. Ted Berndt, public, stated he has worked with Sara Kelly with his business and the customer service and turnaround time is excellent.

Chairwoman Fedler will proceed with setting up another roundtable discussion with the local Chambers of Commerce.

The meeting adjourned at 3:07 P.M.

Respectfully submitted,  
*Debra Prehoda, Clerk*  
*Washington County Board of Supervisors*

# FARM BUSINESS AND MARKETING WORKSHOP SERIES

## PEER TO PEER CLASSES FOR FARMERS WHO WANT TO STRENGTHEN AND EXPAND THEIR BUSINESS

This three-part series is designed to bring farmers together to share experiences and ideas. Your participation, discussions and experiences will help shape each session. The mission of the peer to peer network is to strengthen the future of our local agricultural economy by fostering connections and support between farmers. *Sessions 1 & 2 will feature local food prepared by the SUNY Adirondack Culinary Arts students.*

### SESSION #1

#### **BUILDING RESILIENCE INTO YOUR FARM BUSINESS PLAN**

February 29 | 9am to 2pm

Changing markets, a changing climate, and unpredictable personal events necessitate having a good plan and the ability to make adjustments to your farm business. This workshop is designed for farmers who would like to sharpen their business planning skills to enhance their farms personal and financial growth.

Learn to plan for changes in a proactive way. Through an interactive peer to peer process you will outline your future goals and identify potential hurdles. Armed with this information, you will cultivate your business skills and apply them to your new and more resilient business plan.

### SESSION #2

#### **BREAKING INTO WHOLESALE MARKETING**

March 15 | 9am to 2pm

Good local food is in high demand, yet there are still obstacles to get the food from the farm to the consumer. This workshop will introduce you to the art of making a profit wholesaling. You will learn about many of the existing wholesale outlets and successful models, as well as learn how to embrace your inner entrepreneur and create your own wholesale programs. Additionally, you will be introduced to the most recent farm-to-institution purchasing programs.

### SESSION #3

#### **FEEDBACK FOLLOW-UP**

Fall 2016, Date TBD

As part of the peer-to-peer process there will be an end of the season follow up. We will coordinate a gathering where everyone can reconnect and discuss how their season went. The feedback that we receive during this session will drive our decisions for future workshops.

### INSTRUCTORS:

*Steve Hadcock is Team Coordinator with the Cornell Cooperative Extension Capital Area Agricultural and Horticulture Program.*

Steve provides education and technical assistance to agricultural entrepreneurs in the six-county area he covers. He provides education on an individual and group basis to those interested in agricultural entrepreneurship and for those who have been farming for less than 10 years. Steve also educates and assists farmers in identifying new marketing opportunities and determining their cost of production.

Steve's interest and passion for farming started at age 10 when he visited a dairy farm near his home and participated in 4H. He attended SUNY Cobleskill and Cornell University as an undergraduate and received a Bachelor's of Science degree in Animal Science. Upon graduation, he was employed with Cornell Cooperative Extension and has been an Extension Educator for nearly 34 years.

*Bob Weybright is an Extension Agricultural Development Specialist, with Cornell Cooperative Extension's Eastern New York Commercial Horticulture Team.*

Bob brings a strong agricultural economic development and marketing background to the team. After receiving his undergraduate degree from Michigan State University and his graduate degree from the California State University, Bob has been actively involved in a number of agriculture development projects. He has experience in all phases of agriculture, including production, processing, marketing and sales. Bob is active in employing methods that producers can use to develop innovative new products and increase their marketing opportunities, especially in the local foods area.

*Jesse Strzok is a Production Economics Specialist with Cornell Cooperative Extension's Eastern New York Commercial Horticulture Team.*

He provides education focused on economics and conducts relevant research throughout eastern NY. He earned his Master's degree from Iowa State University in economics where he was involved in a number of projects focused in agricultural and experimental economics. Jesse uses his diverse background to sustain and improve commercial horticulture through the development of new and existing programs.

### WHERE:

SUNY Adirondack's Queensbury Campus  
Washington Hall room #131

### REGISTRATION:

Pres-registration through the Office of Continuing Education is required, see reverse for form.

### COST:

\$35 per person for the full series, \$20 per person if you would like to attend just one of the sessions. Add \$5 per session for additional guests from the same farm. Session #3 is free.

We do not want cost to be a barrier and scholarships are available through the SUNY Adirondack Sustainable Agriculture Fund, administered through the SUNY Adirondack Foundation. Please contact Jared Woodcock at woodcockj@sunyacc.edu for more information regarding scholarships



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# Washington County, NY

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Section 3 Plan  
for Washington County  
CDBG Programs

*Produced by the Washington County Planning Department*



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## **General Policy Statement**

Washington County has developed this Section 3 Plan and Policies in compliance with Title 24 CFR Part 135 - Economic Opportunities for Low- and Very Low-Income Persons. Such plan is intended to ensure that employment and other economic opportunities generated by qualifying HUD financial assistance shall, to the greatest extent feasible, benefit persons and business identified in the regulation. This document is applicable to contractors, subcontractors, vendors, and suppliers when threshold amounts meet or exceed \$100,000 expended for (1) housing rehabilitation (including reduction and abatement of lead-based paint hazards), (2) housing construction, and (3) other public construction. Planning only activities are not required to meet this requirement.

## **Section 3 Purpose**

Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701 u) requires Nassau County to ensure, to the greatest extent feasible, that employment and other economic and business opportunities generated by the HUD financial assistance are directed to public housing residents and other low-income persons, particularly recipients of government housing assistance and business concerns that provide economic opportunities to low- and very-low income persons.

## **Section 3 Contracting Policy and Procedures**

It is the policy of Washington County to monitor contractors to assure they provide equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, handicap, familial status, sexual orientation or gender identity. Further, it is the policy of Washington County to monitor contractors to assure they create employment and business opportunities for residents in Section 3 Covered Projects that occur in their respective communities and for other qualified low- and very low-income persons residing in low-moderate income areas.

Washington County will assure that all Section 3 language is incorporated in all applicable procurement documents generated in conjunction with the use of HUD funding. Goal requirements are set forth in 24 CFR Part 135 for awarding contracts to Section 3 Business Concerns and are delineated in Section III. Section 3 Business, Employment Training and Contracting Goals.

To the greatest extent feasible, information will be made available to persons with Limited-English Proficiency (LEP) in compliance with E.O. 13166.

## Section 3 Plan

Washington County has developed this Section 3 Plan to create consistency in applying the provisions of 24 CFR Part 135 objectives, and to guide the action steps that will be implemented to ensure compliance with the requirements of Section 3. The Plan covers HUD-funded programs including but not limited to CDBG-DR, CDBG, HOME, ESG, housing construction, housing rehabilitation, and public improvements construction projects.

### **I. Section 3 Coordinator**

Washington County will identify an employee who will oversee Section 3 responsibilities herein called "Section 3 Coordinator". In particular, said employee will identify programs, projects and activates which may trigger Section 3 compliance. The Section 3 Coordinator will be responsible for assuring that contractors reach out to section 3 businesses and individuals. Methods that contractors can use are listed below:

#### **A. Contractor Outreach for Section 3 Businesses**

- Advertisement of contracting opportunities via newspaper, mailings, posting notices that provide general information about the work to be contracted and where to obtain additional information.
- Distributing notices of upcoming projects to local Public Housing Agencies, contractor associations, community organizations, Small Business Administration (SBA), Minority and Women's Business Enterprise M/WBE association, and Community Development Corporations.
- Conduct an annual staff workshop on contracting procedures to include bonding, insurance, and other pertinent requirements, in a timely manner in an effort to allow Section 3 business concerns the opportunity to take advantage of any upcoming contracting opportunities.
- Provide Technical Assistance directly or through contracted organizations to help Section 3 businesses meet bonding and insurance requirements and become certified as Section 3 businesses. Additionally, this assistance will focus on helping existing Section 3 eligible contractors to identify and utilize other Section 3 businesses, subcontractors, and suppliers.

#### **B. Contractor Outreach for Section 3 Individuals**

To help Section 3 eligible residents learn about Section 3 employment opportunities,

contractors can:

- Register Section 3 workers, and refer them to job training they may need to be successful as workers on projects under Section 3;
- Advertisement of contracting opportunities via newspaper, mailings, posting notices that provide general information about the work to be contracted and where to obtain additional information.
- Distributing notices of upcoming projects to local Public Housing Agencies, contractor associations, community organizations, Small Business Administration (SBA), Minority and Women's Business Enterprise M/WBE association, and Community Development Corporations.
- Distributing target flyers and outreach in neighborhoods of Section 3 eligible activities

C. The Section 3 Coordinator will be responsible for assuring compliance by:

- Verifying Section 3 Contract Clauses are incorporated into contracts for Section 3 covered activities between the unit of local government and first tier contractors.
- Informing general contractors of the language necessary to include in their agreements with subcontractors for Section 3 covered projects. The Section 3 Clauses are attached as (Exhibit E) or may be obtained at 24 CFR Part 135.38.
- Annually updating Section 3 compliance documents with HUD Section 8 income limits.
- Point of contact for information regarding Section 3 compliance, reporting, business certification process and all other related matters.
- Further, the Section 3 Coordinator is responsible for obtaining information necessary to remit Section 3 annual reports and remit said reports as required by HUD.

D. Section 3 Reporting

Annual Reporting

Washington County Section 3 Coordinator will report to HUD/State/or local Government, annual accomplishments regarding employment and other economic opportunities provided to low and very low income persons under Section 3. Form

HUD-60002 is currently being utilized for reporting accomplishments. This form may be changed and updated from time to time as required by HUD and 24 CFR 135.

The Section 3 Coordinator will assure that each covered contractor reports the following:

- Contractors are required to submit to Washington County a Monthly Compliance Form, Monthly Employee Utilization Report, and an Employee Data and Certification form for all new hires.
- Contractors are required to submit a Monthly Employee Utilization Report, and an Employee Data and Certification form for all new hires for each of their subcontractors.
- Notice of termination and job problems related to Section 3 eligible workers.

Contractor payment requests may be held until all reporting requirements have been met.

#### E. Procurement

Washington County's Section 3 Coordinator, will, when feasible, attend scheduled pre-bid, pre-construction, bid opening and construction meetings or will be available as needed by client. Section 3 Coordinator will also provide guidance on procurement preference provisions as outlined in Part 135.36 of the Section 3 Regulation.

## II. Section 3 Business, Employment Training and Contracting Goals

### A. Contractor Employment Goals; Compliance Review

Contracts partially or wholly funded with monies from the U.S. Department of Housing and Urban Development (HUD). HUD has established minimum employment and training goals that contractors and subcontractors, should meet in order to comply with Section 3 requirements.

The numerical goals established in this section represent minimum numerical targets (reference 24 CFR 135.30 - Numerical goal for meeting the greatest extent feasible requirement).

- 30 percent of the aggregate number of new hires/training opportunities annually;
- 10 percent of the total dollar amount of all Section 3 covered construction contracts annually.
  - o Building trades work arising in connection with housing

rehabilitation, housing construction and other public construction (ex. demolition);

- 3 percent of the total dollar amount of covered non-construction (ex. professional services) contracts annually.
  - o Section 3 covered non-construction projects include professional service contracts associated with construction (ex.: architectural, engineering, legal services, accounting, marketing, etc.)

Pursuant to the U.S. Housing Act of 1937 (42 U.S.C. 1437a (b) (2)) and 24 CFR 135.5, the Secretary is authorized to establish income limits to consider an individual to be a Section 3 resident. This Notice authorizes grantees to determine that an individual is eligible to be considered a Section 3 resident if the annual wages or salary of the person are at, or under, the HUD-established income limit for a one-person family for the jurisdiction.

It is the responsibility of contractors to implement efforts to attain Section 3 compliance. Any contractor that does not meet the Section 3 numerical goals must demonstrate why meeting such goals was not feasible. Those contractors that demonstrate exceeding minimum Section 3 goals and/or provide internal training/apprenticeship opportunities shall receive preference for additional projects.

Should the contractor fail to meet the Section 3 reporting requirements, the following actions may be taken:

- Written warning notice of non-compliance and remedial actions needed; and/or
- Failure to meet the reporting requirements may result in termination of the contract for default, suspension or jeopardize receiving future HUDS funded contracts.

#### B. Contractor Requirements

After the award of contract but prior to beginning work, the contractor must, in a visible location within the construction site, complete and post a formal notice to project residents which will provide the following information:

- Set forth number of jobs and titles for hire
- Availability of apprenticeships and training positions, if any
- Contact information for person(s) taking applications or providing information on qualifications for new hires, apprenticeships and training positions
- Anticipated date the work shall begin

If a Section 3 eligible worker is removed from a position, the employer must first seek to

again fill the job with a Section 3 eligible worker.

Contractors are encouraged to offer on-the-job or continuing training to Section 3 hires that is comparable to, or exceeds, the training provided to non-- Section 3 eligible employees throughout the life of the contract/project.

### **III. Section 3 Procedure for Reporting Non-Compliance**

In an effort to resolve Section 3 concerns due to non-compliance, Washington County encourages a written submittal of the concerns to its Section 3 Coordinator. Concerns should contain the name of the complainant and a brief description of the alleged violation. An investigation will be conducted to determining if the Section 3 requirements were fulfilled in compliance with the Section 3 laws and regulations and the contract.

In the event the Section 3 resident or Section 3 business does not feel Washington County satisfactorily resolved the concern, complainants should file the concern using form HUD 958 and submit to:

U.S. Department of Housing and Urban Development  
451 7th Street S.W.  
Washington, DC 20410

A complete complaint must be received no later than 180 days of the action of omission upon which the complaint is based, unless the time for filling is extended by the Assistant Secretary for good cause shown. Submission must include name and address of complainant, name and address of party against whom the complaint is remitted (Respondent), description of acts or omissions by Respondent.



**WASHINGTON COUNTY**  
**PLANNING DEPARTMENT**  
 Washington County Municipal Center  
 383 Broadway  
 Fort Edward, New York 12828  
 Tel: (518) 746-2290 Fax: (518) 746-2293

**Agriculture/Planning/Tourism/Community Development Committee Update**

Meeting Dates:  
 January 21, 2016  
 February 9<sup>th</sup>, 2016

**County Planning Board:**

January Meeting: The Planning Department canceled the January meeting due to hazardous weather

February Meeting:

**Nomination of Officers:** The Planning Board elected the following slate of officers

Chairman: John Pederson

Vice Chairman: Peter Beyer

Secretary: Howard Hunt

The Following projects were discussed at this month's regular County Planning Board Meeting:

D)

<i>Applicant</i>	<i>Municipality</i>	<i>Project Type</i>	<i>Description</i>	<i>Recommendation</i>
Primax Properties, LLC. C/O Bohler Engineering	T/O Fort Ann	Approval of Site Plan	Demolish existing structure and construct Dollar General	<ul style="list-style-type: none"> <li>• Matter of Local Concern w/ Comments</li> <li>• Amendment- to add additional comments</li> </ul>

Comments with the original motion:

- Recommend that the town consider analyzing traffic impacts to ensure no hazards for community.
- Recommendation that the town move ingress and egress across from Mountain View Drive to line up the entrances as well as for a potential future traffic signal if needed.

Comments with amendment:

- Recommendation that the town review the wetlands on the plan and define whether or not they are state or federal wetlands
- Recommendation that the town proximity of the septic system to the wetlands

II)

<i>Applicant</i>	<i>Municipality</i>	<i>Project Type</i>	<i>Description</i>	<i>Recommendation</i>
Shawn Camara/ DeBonis, Wright, and Carris P.C.	T/O Kingsbury	Approval of Site Plan	Change of use to a commercial lot for automobile sales	Matter of Local Concern with Comments

Comments:

- Recommend that there is no new commercial drive to Dix Ave.
- Recommend a buffer zone be provided to east, to shield visibility for neighbors
- Recommend that the lighting be down cast and shielded
- Recommend grounding be stabilized for car storage and no runoff from property onto roadway

III)

<i>Applicant</i>	<i>Municipality</i>	<i>Project Type</i>	<i>Description</i>	<i>Recommendation</i>
Auto Zone (Designated agents: Langan Engineering)	T/O Greenwich	Approval of Site Plan	Construction of 7,381 square foot AutoZone retail store	<ul style="list-style-type: none"> <li>• Matter of Local Concern</li> <li>• Amendment- To Add Comments</li> </ul>

Amendment Comments:

- Recommend that a pedestrian connection is constructed between the construction site and bank

**County Planning Board Resignations\*:**

Robert Somers (White Creek)

**2015 Members lacking training:**

Ethan Allen (Easton), Dave Ripley (Argyle)

**Expired terms:**

John Pederson  
Robert Liebig  
Ethan Allen

Resolution to re-instate terms, for another seven (7) years, for: John Pederson and Robert Liebig.

*\*It has come to our attention that with a resignation the County Planning Board now has two (2) vacancies that need to be filled.*

**Planning Training:**

The Planning Department Clerk, Layne Darfler, along with several members of the Planning Board attended the annual Saratoga Planning and Zoning Conference on January 27<sup>th</sup> at the Saratoga Springs City Center. With a variety of courses to choose from the Planning Board members had a great opportunity to learn and sharpen their skills. The members who attended were: Peter Beyer, Lee Comar, Howard Hunt, John Pederson, and Tom Jarret.

**Solar Training:**

With growing interest in the County in regards to Solar, the Washington County Planning Department has asked NYSERDA to provide training for municipal representatives. This training will be on April 19<sup>th</sup> from 5pm to 8 pm, location is TBD-possibly Kingsbury Vol. Firehouse. The course being provided is titled: **Planning, Permitting and Zoning for Solar.**

This workshop will discuss basic strategies to develop a policy and planning framework that supports a growing solar market. Participants will learn about public engagement techniques to support solar policies, the legal process in plan making, and nationally accepted best practices and common features found in comprehensive and other local plans. The workshop will present sample provisions for permitted uses, dimensional standards, development standards and definitions. In addition, the NY State Unified Solar Permit will be reviewed. Policymakers who complete this course are eligible to receive complementary one-on-one technical support in designing and implementing smart solar policy in their local jurisdiction.

*L.D.*