

JOINT FINANCE & AGRICULTURE, PLANNING, TOURISM & COMMUNITY DEVELOPMENT
COMMITTEE MEETING MINUTES – SEPTEMBER 23, 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.

FINANCE COMMITTEE MEMBERS PRESENT: Campbell, LaPointe, Shay, Idleman, Haff, O'Brien,
Fedler, Shaw, Hogan

FINANCE COMMITTEE MEMBERS ABSENT: Suprenant, Pitts

SUPERVISORS: Henke, Hicks, Gang

Debra Prehoda, Clerk of the Board

Roger Wickes, County Attorney

Al Nolette, County Treasurer

Brian Gilchrist, Exec. Director Cooperative Extension

Public

Chris DeBolt, County Administrator

Laura Oswald, Economic Dev. Director

Corrina Aldrich, Director Soil & Water & Staff

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Accept Minutes – July 18, 2016
- 3) Nick Caimano & Bob Nemer – Discuss Civic Center
- 4) Consider Budget Requests:
 - a) Cornell Cooperative Extension
 - b) Soil & Water Conservation District
 - c) Tourism
 - d) Economic Development/Planning
- 5) Other Business
- 6) Adjournment

Chairwoman Fedler and Chairman Campbell called the joint Agriculture, Planning, Tourism and Community Development and Finance Committee meeting to order at 10:00 A.M.

A motion to accept the minutes of the July 18, 2016 Agriculture, Planning, Tourism and Community Development Committee meeting was moved by Mr. Shay, seconded by Mr. Skellie and adopted.

Nick Caimano addressed the committee. He is a former Warren County Supervisor and is now a member of the Civic Center Coalition Board. They are reaching out to us because the Civic Center is a community civic center and possibly the County could use the civic center for a function such as an ag equipment show or business show. They are a 501C corporation. The civic center is a center for the community and they would like the County to be more active over there. Mr. Haff stated in the past the Civic Center has asked for County support and does not feel Washington County gets anything from this center but a place to go. Concern was expressed that this will lead to a request for a financial commitment from the County. Mr. Caimano stated this is a different group running the Civic Center from several years ago. The center used to be owned by a public organization by the City of Glens Falls. The Civic Center is a for profit business but members of the Board get no financial gain. He is not asking for money or a donation. Spend money if you like to do things for the benefit of Washington County at the Civic Center. He stated use the Civic Center for our benefit and yes that will cost. They just received \$2M for renovations/upgrades to the Civic Center. The coalition that runs the Civic Center is a 501C management company running a for profit business, the Civic Center. The city of Glens Falls still owns the building at this time. Mr. Henke stated it is nice to know it is available.

BUDGET REQUEST PRESENTATIONS:

CORNELL COOPERATIVE EXTENSION - Brian Gilchrist, Executive Director, addressed Cornell Cooperative Extension 2017 budget request:

A8750	Appropriation	Revenue
Agriculture & Livestock	\$326,363	\$0.00

- Distributed and explained attached handout, Cornell Cooperative Extension Washington County – 2016 Budget Request Highlights. He stated a food event or cow show would be possible at the Civic Center. This budget represents a 5% increase in the County contribution. The parenting education program will be continued and they will use some of the County appropriation for that program. Using a little over \$17,000 of their General Fund to balance this budget. Salaries were budgeted with a 2% increase. They give back to the County \$25,000 in the form of rent. Informational handout on programs distributed, attached. Changes to the Fair Labor Standards Act will impact the 4-H program and that staff will move from salary to hourly, 37.5 hours per week plus overtime. Staffing level remains the same as last year.

SOIL & WATER CONSERVATION DISTRICT – Corrina Aldrich, Director, addressed Soil & Water 2017 budget request:

A8730	Appropriation	Revenue
Conservation	\$170,000	\$0.00

- Distributed and explained attached handout, Washington County SWCD 2016 Financial Plan. Requesting the same appropriation as last year. They did write and successfully received three grants for \$1.7M for five area farms to address environmental issues. At the State level for conservation districts, increase in environmental protection funds and some of those coming to the district to be spent on water quality projects. They are discussing looking at projects that will give back to the county – purchasing sediment basins for use by County and town highways. The money must be spent within a year. Discussion ensued on addressing the weeds in the swimming area at Lake Lauderdale. Laura Oswald, Economic Development Director, stated through the CFA process, the WQIP program there are invasive species and water control grants. It is possible the County could get a WQIP grant to address issues. Soil and Water are seeing fewer tree and shrub orders. The fall fish orders are minimal and they are considering possibly rotating fall orders with other counties. The fund balance is doing a little better than last year. They are going to need to hire someone probably by the end of next year. Currently have four full time employees and typically one summer intern a year.

TOURISM: addressed the 2017 budget request:

A6411	Appropriation	Revenue	Net Cost
Publicity – I Love NY	\$0	\$0	\$0

The County Administrator stated he plans to address tourism the same as this year. They are working with the consultant and hope to get as much out of them as possible by year end and pay them out of this year's I Love NY grant allocation which ends with the calendar year. He recommends taking the I Love NY appropriation for 2017 at the first of the year and put it in contingency; approximately \$80,000. He did not budget the revenue from I Love NY or occupancy tax. The occupancy tax will be used towards the cash match to the RFP. The County has \$44,996 in the occupancy tax account. A motion to use occupancy tax as the cash match for tourism consultant RFP was moved by Ms. Idleman and seconded by Mr. Shay. Discussion. No occupancy taxes have been expended for several years. The County Administrator had discussions with Airbnb at the recent NYSAC

conference. They are aggressively contacting counties stating they will enter into a revenue collection agreement and collect occupancy tax for the county on all of their rentals in the county. The money would then be remitted to the Treasurer. Sales tax is collected on State authority so they cannot collect. He will continue his discussions with Airbnb and bring the revenue collection agreement to the Finance Committee for consideration once that happens. The motion to use occupancy tax as the cash match for tourism consultant RFP was moved by Ms. Idleman, seconded by Mr. Shay and adopted. Corrections to budget lines: 2016 estimated revenue State Aid for Tourism should be \$60,098 and revenue A.6411.1113 occupancy tax should be \$5,000. It was noted that the occupancy tax has decrease substantially due to closure of several lodging facilities.

ECONOMIC DEVELOPMENT – Laura Oswald, Director, addressed the following 2016 items:

- Budget Amendment – Ag Plan with ASA – Part of the ag plan was paid in 2015 and ASA is billing the County for work to date. This is being paid through a reimbursement grant but the County has to first pay and then request reimbursement. A motion by the Finance Committee to amend budget for payment of the Countywide ag plan in the amount \$38,250, recognize grant revenue in State Aid account 4625 and expense, was moved by Mrs. Fedler, seconded by Ms. Idleman and adopted.
- County Planning Board projects for August, handout attached. She mentioned ongoing discussions regarding the ultimate fate of the County Planning Board.
- Copier – quote comparison handout attached. The current copier is over twenty years old. There is \$7500 in the 2016 budget under miscellaneous that was dedicated for payment of the County’s portion of the ag plan but that invoice was paid in 2015 leaving these funds available. She recommends going with the Konika C308 at approximately \$3800. Requesting a budget amendment to move funds from miscellaneous to equipment for the copier purchase. A motion to amend budget moving funds from miscellaneous to equipment for the purchase of a copier was moved by Ms. Idleman and seconded by Mr. Shay. Discussion. Mr. O’Brien asked if a better quality printer would last longer. The Veterans Office copier is also failing and a larger copier could serve both departments. A motion to amend to authorize moving forward with the purchase of an adequate copier to meet the needs of both Economic Development and Veterans and move the funds from miscellaneous to equipment was moved by Ms. Idleman, seconded by Mr. Shay and adopted. The motion by the Finance Committee to amend budget moving funds, \$7500, from miscellaneous to equipment for the purchase of a copier was moved by Ms. Idleman, seconded by Mr. Shay and adopted as amended.
- Economic Development and Planning Department: 2016 Highlights, handout attached. There has been significant activity regarding the dewatering site. Discussion ensued on the call for more dredging by state and federal officials. The issue is that the scope of remediation was not sufficient. The argument is that they did not dredge enough areas.

Economic Development 2017 budget request:

A8020	Appropriation
Personnel	\$125,416
Equipment	\$0
Contractual	\$129,000
Total	\$254,416

Revenue: None. Net Cost: \$254,416 plus benefits.

The budget request is for level funding but would like the committee to decide what they believe the county should be as a resource. She cannot continue with the capacity of work that office has been

handling. She stated when the position of Economic Development Coordinator was created there was not one word about planning or tourism. Essentially, she has undertaken the responsibility of three different departments. The Characteristics Department Functions/Services handout was distributed and sees that as a menu of services. Some they do and some are handled by other departments. She is essentially doing all of these typical functions that these departments do and most counties have five to twelve employees responsible for these tasks. The committee needs to decide what services they want to see delivered. She stated what happens is that you become so fractured you can't do a good job with all of it. Last year they budgeted for the Economic Development Director, Senior Planner and a Clerk. The Senior Planner could not be found and a Junior Planner was hired (Clerk was qualified and hired as the Junior Planner) and the Clerk position was not backfilled. Possibilities: they can stay the way they are and eliminate the Clerk position and reduce job responsibilities; decide what responsibilities you want to see and look at the resources to deliver them. The tourism study will guide how the County wants to proceed. There is about \$15,000 in the budget for a part time Clerk plus tourism funding in contingency that could be applied towards creating a tourism position. What she is asking for, because they did not hire a Senior Planner and a Clerk therefore there is \$35,000 remaining in the personal services 2016 budget and it would be really nice to have just a one-time check in compensation for trying to hold all this all together for the last year. It is a committee discussion to determine what services should be provided. Her job description does not include planning. The County Administrator recommends looking at an alternative to the current County Planning Board. He has a local person with thirty-five years of Planning experience who is willing to do 239 referrals on a contract basis. That would allow us to eliminate the County Planning Board and contract for the 239 referrals which would free up the Jr. Planner. It would cost about \$15,000 to outsource 239 referrals. The Jr. Planner would then help municipalities with site plan reviews and be a floating resource in land use issues. A motion to go ahead with RFP for county planning 239 referral services and elimination of the County Planning Board was moved by Mr. Moore and seconded by Ms. Idleman. Discussion. The Economic Development Director stated what would be helpful is giving the second GIS license to the Jr. Planner. Mr. Campbell stated the license makes sense if the two departments, Real Property and Economic Development, work together. The motion to go ahead with RFP for county planning 239 referral services and elimination of the County Planning board was moved by Mr. Moore seconded by Ms. Idleman and adopted. Contractual includes Boards and Counsels: County Planning Board about \$2000 for training, etc, Lakes to Locks and Lake George Lake Champlain Planning Board. Just today received a funding request from Lakes to Locks to increase their funding from \$3500 to \$5000 to help with funding the Hoosic Hudson Partnership. Recommendation was not to increase funding and leave the allocation level at \$12,000.

The Economic Development Director mentioned the additional compensation request noting that there is \$35,000 remaining in personal services in the 2016 budget.

Executive Session - A motion to enter executive session to discuss matters leading to the employment, promotion, demotion, etc. of a particular person was moved by Ms. Idleman, seconded Mr. Armstrong and adopted. A motion to return to regular session was moved by Mr. Shay, seconded by Ms. Idleman and adopted. No action was taken in the executive session.

OTHER BUSINESS:

- Hudson River Black River – The amount is the same. Our agreement ends in 2018 and we need to talk to our elected officials.
- ANCA – A.6410.4290 - \$2500 allocation. Mr. Haff questioned what they do for the County. Information sent with their 2017 allocation request will be forwarded to all Supervisors. Mr. Campbell stated all the allocations to special groups will be discussed during the budget process.

The joint meeting adjourned at 12:40 P.M.

Respectfully submitted,

Debra Prehoda, Clerk
Washington County Board of Supervisors

Statement of Operations

Cornell Cooperative Extension Assoc. Washington County
2017 Draft Budget

YTD is 6 Months Ended (Jan-June)

	CURRENT MONTH	Y.T.D. ACTUAL	ANNUAL BUDGET	UNDER/(OVER) BUDGET	2017
Insurance-Property	0.00	193.31	400.00	206.69	\$400.00
Insurance-Other	0.00	2,276.31	2,200.00	(76.31)	\$2,500.00
Subscriptions & Memberships	0.00	61.00	100.00	39.00	\$100.00
Miscellaneous	0.00	0.00	1,500.00	1,500.00	\$1,500.00
GRANTS & CONTRACTS					
Specialist Contract ENYCHP	2,312.00	13,872.00	36,800.00	22,928.00	\$40,800.00
Regional Program Support Regional Ag	7,891.63	47,349.78	94,700.00	47,350.22	\$99,000.00
Regional Program Support SBN	1,040.18	6,241.08	12,783.00	6,541.92	\$12,895.00
Association Services	0.00	0.00	4,600.00	4,600.00	\$4,600.00
BUILDINGS & GROUNDS					
Repair & Maint. Furn. & Equip.	780.04	2,808.60	4,000.00	1,191.40	\$4,000.00
INTEREST EXPENSE					
EXPENSE OF FIXED ASSETS					
NON-OPERATING					
NET ASSETS-RECLASSIFICATION					
Total Expenses	55,757.21	293,011.05	489,320.00	196,308.95	\$497,904.00

Statement of Operations

Cornell Cooperative Extension Assoc. Washington County
 2017 Draft Budget
 YTD is 6 Months Ended (Jan-June)

	CURRENT MONTH	Y.T.D. ACTUAL	ANNUAL BUDGET	UNDER/(OVER) BUDGET	2017
REVENUES					
FEDERAL					
Federal Smith Lever	869.92	5,219.51	10,000.00	4,780.49	\$10,000.00
Federal Smith Lever-EFNEP	0.00	3,285.11	0.00	(3,285.11)	\$0.00
STATE					
State Appropriation - 224	8,635.60	51,137.56	68,220.00	17,082.44	\$68,220.00
Fringe Benefits through Cornell	11,076.78	65,946.47	0.00	(65,946.47)	
COUNTY					
County Appropriation	0.00	155,411.00	310,822.00	155,411.00	\$326,363.00
County Agreements/Contracts State Opportunities	15,824.00	15,824.00	15,000.00	(824.00)	\$15,000.00
County Agreements/Contracts State YDDP	0.00	0.00	7,000.00	7,000.00	\$8,067.00
OTHER GRANTS/CONTRACTS					
Private Contracts 4-H Foundation Walmart Grant	0.00	0.00	750.00	750.00	\$0.00
CONTRIBUTIONS					
Contributions Unrestricted	0.00	5,000.00	5,000.00	0.00	
INVESTMENT EARNINGS					
Interest Income	9.91	74.41	200.00	125.59	\$200.00
Rental Income Short-Term	10.00	10.00	0.00	(10.00)	\$0.00
PROGRAM/OPERATING REVENUES					
Enrollment Fees	50.00	1,935.00	2,500.00	565.00	\$2,500.00
Program Participation Fees	10.00	4,208.36	4,000.00	(208.36)	\$4,000.00
Regional Programs	1,500.00	3,000.00	6,000.00	3,000.00	\$6,000.00
Sale of Printing/Duplicating Services	0.00	1,642.97	2,000.00	357.03	\$2,000.00
Enterprises Sales	134.00	1,035.00	1,500.00	465.00	\$1,500.00
Reimbursement Prof. Services Making Ends Meet	0.00	63.52	0.00	(63.52)	\$0.00
Reimbursement Prof. Services Extended School Day Warren County	0.00	0.00	3,500.00	3,500.00	\$0.00
Reimbursement Prof. Services F/M Director	0.00	0.00	29,664.00	29,664.00	\$29,664.00
Reimbursement Prof. Services F/M Accounting	574.67	3,448.02	6,896.00	3,447.98	\$7,034.00
Reimbursement Prof. Services Printing	1,006.69	1,006.69	0.00	(1,006.69)	\$0.00
Total Revenues	39,701.57	318,247.62	473,052.00	154,804.38	\$480,548.00
TRANSFERS FROM FUND BALANCES					
Transfer From Designated Funds:					
Transfer from General Funds	0.00	16,268.00	16,268.00	0.00	
Total Transfers from Fund Balances	0.00	16,268.00	16,268.00	0.00	\$17,356.00
TOTAL REVENUES & TRANSFERS FROM FUND BALANCES	39,701.57	334,515.62	489,320.00	154,804.38	\$497,904.00

EXPENSES					
SALARIES					
Salaries & Wages - Federal	869.92	5,219.51	10,000.00	4,780.49	\$10,000.00
Salaries & Wages - State 224	8,635.60	51,137.56	68,220.00	17,082.44	\$68,220.00
Salaries & Wages - Association	10,760.04	61,635.73	158,978.00	97,342.27	\$159,094.00
EMPLOYEE BENEFITS					
Fringe Benefits through Cornell	11,076.78	65,946.47	0.00	(65,946.47)	
Unemployment Insurance	0.00	1,183.64	1,189.00	5.36	\$1,189.00
Workers' Compensation	1,356.05	1,356.05	1,600.00	243.95	\$1,356.00
Staff Development - Registrations	395.00	580.00	3,500.00	2,920.00	\$3,500.00
Staff Development - Travel & Mileage	10.00	17.32	500.00	482.68	\$500.00
Staff Development - Meals & Lodging	162.97	468.97	1,200.00	731.03	\$1,200.00
PROGRAM/OPERATING EXPENSES					
Classified Ads	0.00	0.00	500.00	500.00	\$500.00
Publicity	390.00	890.00	2,000.00	1,110.00	\$2,000.00
Computer & IT Services	350.00	350.00	350.00	0.00	\$350.00
Contracted Services	305.00	367.50	1,000.00	632.50	\$1,000.00
Travel, Mileage & Tolls	1,661.77	3,477.50	10,000.00	6,522.50	\$10,000.00
Meetings, Food & Beverages	0.00	57.79	2,200.00	2,142.21	\$2,200.00
Meetings, Other Expenses	98.75	349.04	5,000.00	4,650.96	\$5,000.00
Communication - Postage	(305.08)	1,859.76	6,000.00	4,140.24	\$6,000.00
Printing, Copying & Binding	115.22	1,341.21	3,000.00	1,658.79	\$3,000.00
Equipment Non-Capitalized	0.00	321.57	5,000.00	4,678.43	\$5,000.00
Rental - Equipment	532.00	3,192.00	7,500.00	4,308.00	\$7,500.00
Rental - Facilities	6,250.00	12,500.00	25,000.00	12,500.00	\$25,000.00
Enterprises - Cost of Sales	122.50	697.26	1,500.00	802.74	\$1,500.00
Supplies-Teaching Materials	0.00	917.55	2,200.00	1,282.45	\$2,200.00
Supplies-Office	(90.57)	(687.60)	2,000.00	2,687.60	\$2,000.00
Communication - Telephone	363.16	2,496.72	6,000.00	3,503.28	\$6,000.00
Vehicles-Repairs & Maint.	0.00	851.67	2,000.00	1,148.33	\$2,000.00
Insurance-Vehicles	0.00	362.50	800.00	437.50	\$800.00
Insurance-General Liability	674.25	3,319.25	5,000.00	1,680.75	\$5,000.00

A lecture series on the regional farm and food system

GLOBAL ISSUES, LOCAL SOLUTIONS

GMO's: Distinguishing Fact from Fiction

Dr. Margaret Smith, a plant breeder from Cornell University will explain the science behind genetically modified organisms and will frame the controversy and define the concerns surrounding this technology. In addition to her primary program emphasis on improving the genetics of corn, Dr. Smith strives to improve public understanding of plant breeding, crop varieties, and genetic engineering and increase awareness of the benefits that have been derived from genetic improvement of plants.

OCTOBER 27, 2016

The New Bread Basket

How grain growers, plant breeders and local food enthusiasts are redefining our daily loaf – Amy Halloran, author of *The New Bread Basket* will discuss how bread is building community as a new band of farmers work to reinvent local grain systems. While eating locally grown vegetable crops has become the norm, grains are late in arriving to local tables. Gradually people are shifting grain markets from commodity exports to regional production, giving consumers an alternative to industrial bread and beer, and returning their production to a sustainable scale.

DECEMBER 1, 2016

Climate Change and Agriculture

No Longer Business as Usual – Dr. Michael Hoffman, Cornell University entomologist and executive director of the Cornell Institute on Climate Change and Agriculture will talk about the extensive evidence of an increasingly erratic climate and how this effects local, national and worldwide agriculture. Dr. Hoffman will discuss ways that farmers and all food consumers can take advantage of changes while also decreasing their contribution to disastrous consequences.

JANUARY 26, 2017

The Renaissance of Hops and Farmstead Brewing

Laura Ten Eyck, co-author of *The Hop Grower's Handbook - The Essential Guide for Sustainable, Small-Scale Production for Home and Market* along with several local brewers, will describe how the runaway craft beer market's convergence with the ever-expanding local foods movement is helping to spur a local-hops renaissance. The demand from craft brewers for local ingredients to make beer—such as hops and barley—is robust and growing. Come learn and taste some locally brewed beer!

MARCH 14, 2017

LECTURES Registration 6:30pm / Program 7:00pm

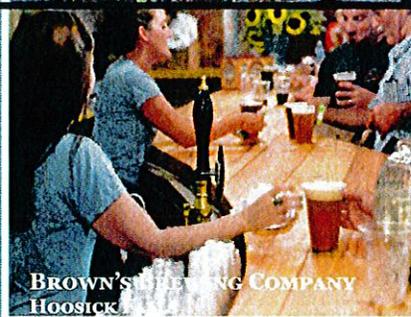
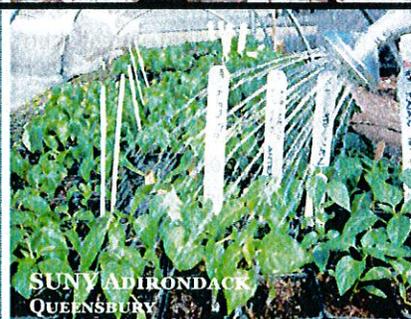
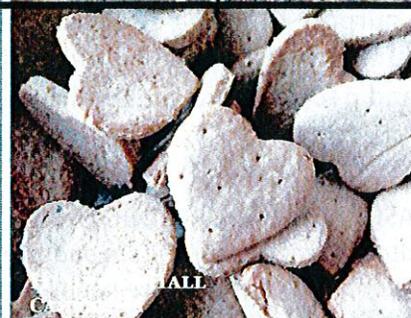
October 27, 2016, Gardenworks Farm
1055 County Route 30, Salem

December 1, 2016, Hubbard Hall - Love Joy Building
5 Washington Street, Cambridge

January 26, 2017, SUNY Adirondack - Main Campus
640 Bay Road, Queensbury

March 14, 2017, Brown's Brewing Company - Waloomsac Tap Room
50 Factory Hills Road, Hoosick Falls (snow date March 21)

Register online at www.sunyacc.edu/continuinged or by calling 518-743-2238



Sponsored by



Association of Sustainable Agriculture

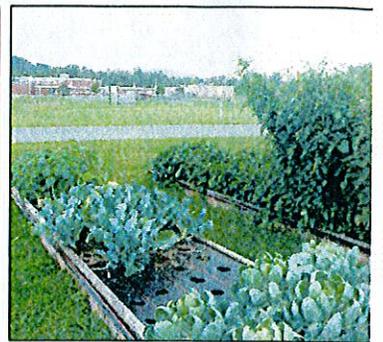


Cornell University
Cooperative Extension

SUNYADIRONDACK
Experience It For Yourself

Ag and Food Systems Education

Engaging youth & communities in their ag and food systems



INCREASED KNOWLEDGE AND INSIGHTS

Into the County's ag and food systems

A MORE SKILLED AND BETTER PREPARED WORKFORCE

for jobs on area farms and in local ag enterprises

EDUCATED CONSUMERS

Able to make well-informed food choices

The purpose of the Ag and Food Systems Education Program is to develop residents that have a greater understanding and appreciation for the relationships between agriculture, the environment, food and fiber systems, and people. Outcomes will be achieved mainly through youth-centered programming, and also as a result of some programming targeted to the general public.

SCHOOL-BASED AGRICULTURE EDUCATION

Goal: Educate students on agriculture and strengthen their connection to the agriculture present in their community.

- All students would experience hands-on activities designed to cultivate their knowledge and interest in agriculture to be future informed consumers.
- Agriculture is integrated into local school curriculum and meets Common Core standards.
- Youth learn how the food they eat and the fibers they wear get from farm to table/closet.

EXPERIENTIAL LEARNING

Goal: Through hands-on opportunities youth and adults learn about working farms and food businesses

- Offer or partner with existing programs to coordinate internships in agriculture, food systems and nutrition education for students.
- Working with Master Gardeners and other initiatives, youth learn how to grow and prepare their own food.
- Youth learn for themselves, and teach others, about the relationship between food, health, their community, and the environment.

JOBS AND THE ECONOMY - WORKFORCE DEVELOPMENT PROGRAMS

Goal: Help youth and adult learners develop the skills and knowledge they need to build sustainable local food systems.

- Youth and adults work together to grow vegetables for donation to local food pantries and for sale throughout the county in partnership with food community leaders. Workshops and discussions about nutrition, sustainable agriculture, food systems, leadership, diversity and service are also an integral part of the program.
- By exposing students to a diverse array of nutritious and flavorful foods, and by bringing awareness to growing their own food and farming's environmental benefits, students will be encouraged to make healthy choices for their bodies and for their communities.



Cornell University
Cooperative Extension
Washington County

Washington County SWCD 2017 Financial Plan

09/23/2016

*LEAVE BUDGET FIGURES IN

	2013 Actual	2014 Actual	2015 Actual	*2016 Budget	Estimated 12/31/2016	2017 Budget
Revenues:						
Grant Administration	4,130	4,295	0	5,000	8,000	6,000
Agricultural Assessments	5,069	4,792	5,081	4,300	6,400	6,000
Tree & Fish Programs	16,634	14,358	13,645	14,200	11,400	11,500
No-Till Seeder Rental	9,280	9,389	14,087	9,500	9,000	9,200
Sale of Equipment	0	0	0	0	0	0
Interest	503	484	349	500	400	400
Donations	630	630	630	630	630	630
Refund: Retiree Health	1,399	1,085	4,247	2,395	2,139	2,300
Refund: Employee Dental	2,523	2,565	1,947	2,200	2,075	2,300
Federal grants & reimbursements	0	1,112	1,870	0	0	0
State grants & reimbursements	97,067	82,213	108,527	94,600	111,400	120,000
County Appropriation	150,000	150,000	150,000	170,000	170,000	170,000
Allocated Fund Balance		36,708	37,793	34,676	2,464	27,632
Total Income:	287,235	307,631	338,176	338,001	323,908	355,962
Expenses:						
Personnel (includes \$4K for intern)	137,329	148,961	159,100	165,270	159,784	168,577 **
Director Per Diem	488	413	313	500	500	500
Payroll Taxes	10,543	11,427	12,195	12,681	12,262	12,900
Retirement	23,215	30,966	30,966	19,000	10,094	25,885
Health & Dental	60,070	68,801	72,212	78,000	77,868	85,500
Retiree Health	6,994	5,338	21,029	17,000	15,625	17,000
Travel & Training	3,974	4,746	5,000	4,000	3,500	5,000
Purchase of Equipment	908	175	2,550	2,500	3,142	0
Tree & Fish Program	11,792	11,604	10,755	11,200	7,400	7,800
Office & Field Supplies	3,109	2,968	3,008	2,800	3,000	3,200
Project Supplies (Part B & C)	268	3,814	541	5,000	6,000	6,000
Information/Education	3,861	4,043	2,918	4,000	4,500	5,000
Bonds & Insurance	2,550	2,497	2,483	2,550	2,533	2,600
Repairs & Maintenance	424	2,032	2,228	1,200	5,000	3,000
County Pool Car (fuel/maintenance)	8,734	6,846	9,053	8,300	8,700	9,000
Professional Dues	4,650	3,000	3,825	4,000	4,000	4,000
Dedicated Equipment Fund	0	0	0	0	0	0
Rent	0	0	0	0	0	***
Fund Balance	8,326	0	0	0	0	0
Total Expenses:	287,235	307,631	338,176	338,001	323,908	355,962

** Includes \$4,000 payroll for intern

***Potential Rent Expense for office space

Estimated 2016 Fund Balance

Available Balances (as of September 23, 2016):

General Operating checking account		\$ 27,765
Money Market account (less dedicated funds \$58,000)		<u>\$ 70,950</u>
		Total: \$ 98,715

Plus anticipated income:

Seeder Rental		1,500
Ag Assessment		<u>700</u>
NYS Ag & Markets: Ag Environmental Management (AEM)		<u>0</u>
NYS Ag & Markets: Part B Funds (funds received)		<u>0</u>
NYS Ag & Markets: Part C Funds (funds received)		<u>0</u>
Interest		<u>100</u>
		\$ 2,300

Less anticipated disbursements:

Staff Payroll		46,312
Director Per Diem		<u>500</u>
Payroll Taxes (Staff & Director Per Diem)		<u>3,580</u>
Annual Retirement Payment		<u>25,885</u>
Health & Dental (less employee dental portion)		<u>13,100</u>
Retiree Health (less retiree refund)		<u>2,300</u>
Travel & Training		<u>1,000</u>
Equipment Purchase		<u>0</u>
Office & Field Supplies		<u>800</u>
Information/Education		<u>600</u>
Repairs & Maintenance		<u>1,000</u>
Fuel/County Pool Car		<u>3,500</u>
Project Supplies (includes Part B & C Projects)		<u>6,000</u>
		\$ 104,577

Estimated Fund Balance, 12/31/16:		\$ (3,562)
Minus 1st January payroll of 2017:	6,815	
Minus Allocated Fund Balance, as stated on 2017 Budget:	27,632	\$ (38,009)

Copiers	E-studio 450--Current Existing Copier	HP M775f-CC523A	Konika C554e	Konika C308
Provider	Electronic Office Products	CDW-G	Seeley's	Seeley's
Location of Provider	located out of Saratoga	located out of Albany	Located out of GF	Located out of GF
Printing Speed Color	NA	30ppm	up to 55ppm	30ppm
Printing Speed BW	45ppm	30ppm	up to 55ppm	30ppm
Time to Warm Up (seconds)	20	Not listed	22 or less	20 or less
Time to first page with power on	3.9	10.5	4	7
Quality	600 dpi	600dpi	600dpi	600dpi
Scanning	Yes-Duplex	Yes - Duplex	Yes Duplex	Yes Duplex
Fax	Yes	Yes	Yes Added Cost (Inc. Internet Fax)	Yes
Duplexing	Y	Y	Y	Y
Wireless	N	Y	Add -on Option	Add-on Option
Stapling	It might	N	Add -on Option	Add-on Option
Folding	N	N	Y	Y
Collate	Y-sometimes	Add-on cost unknown	Y	Y
Punch	N	N	Y	Y
Max paper size	8.5x11	11x17	11x17	11X17
Memory		Banner 11.75x47.25 1.536 GB	Banner 11.75x47.25 2.1 GB	Banner 11.75x47.25 2GB
Toner	Included in Service Contract	3-year service contract does not apply	Included in Service Contract	Included in Service Contract
Black	Included in Service Contract	\$140.09	Included in Service Contract	Included in Service Contract
Cyan	Included in Service Contract	\$352.73	Included in Service Contract	Included in Service Contract
Yellow	Included in Service Contract	\$352.73	Included in Service Contract	Included in Service Contract
Magenta	Included in Service Contract	\$352.73	Included in Service Contract	Included in Service Contract
Toner Life time	21,000 pgs	13,500 pgs	26-27,000 pgs	26-28,000pgs
Current Copier Use: 2500-3000 pgs/mo.				
Est. Toner order needs	included in service contract	We would need 2-3 orders a yr BW/ 1-2 orders for color	included in service contract	included in service contract
Copier Cost	Current	\$,4587.59 with install	\$5503.2 with install	\$3,445.12 with install
Service Contract	Pay monthly per page 0.0095 BW	3-yr contract \$1281.56	Pay per page 0.004/pg -BW	Pay per page \$0.004 /Pg -BW
		Service contract does not apply to toner	0.045/Page -Color	0.04/ Page -Color
	Service and Toner included in Contract		Service and Toner included in Contract	Service and Toner included in Contract
Add-ons needed			\$588.8 Fax kit	
Totals:	Current Copier	Without add-ons \$5869.15	With Needed Fax kit \$6092	Without add-ons \$3445.12
Monthly Costs Breakdown	\$28 +/- service contract (pay /pg)	\$36/mo (\$1,281.56-3 yr service contract)	\$27 +/- service cont (pay/pg)	\$27 +/- service contract (pay/pg)
Yearly Costs	\$342 est. from service contract	est: \$1190-2296.38 toner est.	\$324 est. from service contract	\$324 est. from service contract
	Cost per page per year	Service Plan has to be renewed every 3 years, breaks down to \$427.19/yr	Cost per page per year	Cost per page per year
Total for the First year	Current Copier	Printer+ 3yr service contract \$7150.71*	Printer + 12month est cost/pg \$6416	Printer + 12month est cost/pg \$3769.12
		*Assuming toner include in install/setup		

HP uses a 3-yr service plan that costs \$1281.56 and covers next day service needs only, toner not included.
Our current Printer and the Konika options use a service contract where they charge per page, service and toner are included.

2016 New Projects

- Approximately 16 applications were submitted this year via the Consolidated Funding Application
- Business assistance
 - In addition to responding for requests to assist with project development assorted assistance has been provided to several companies including:
 - Morcon
 - Irving Tissue
 - Battenkill Fibers
 - Commonwealth Plywood
 - Strand Theater/HR Music Hall
 - Adirondack Studios
 - Lavinlair Farm
 - Wallies of Greenwich
 - Lucy Joe's Coffee
 - UV Biotek
 - Cambridge: Hospital Hill
 - Kingsbury Senior Center
 - Locust Grove
- Sites: Dewatering site significant developer/site selector activity

Economic Development and Planning: 2016 Highlights

Capital Region CFA Award Totals

2015 REDC Capital Region Awards

County	# of Projects	Total Award (in Millions)	Washington County: Overall Ranking by \$ Award
Albany	42	\$34,101	
Rensselaer	19	\$6,881	
Washington	11	\$5,878	2015: 3d
Columbia	9	\$4,213	
Schenectady	12	\$2,189	2014: 2d
Saratoga	8	\$2,095	2013: 8 th
Warren	7	\$1,352	2012: 5 th
Greene	6	\$1,132	2011: 5 th
	<hr/> 114	<hr/> \$58 million	

Economic Development and Planning: 2016 Highlights

Ongoing Projects/Activities

- Countywide Ag Plan
 - Completion anticipated end of 2016
- SUNY Adirondack Feasibility Study
 - Completed
- SAM Grants
 - Assistance to several communities
- WIA → WIOA
 - Re-formation of the WDB Board
- Planning
 - Hired Jr Planner
 - Solar
 - Salem Comp Plan I&A
 - Granville Trail
- CDBG funding for ICC Cambridge
 - Project completed early, exceeded goals; loan repayment commenced
- County Grants developed
 - WCSD #2
 - LGE Highway Shared Services
- Tourism
 - Website
 - TPA/Regional activity
 - Roundtables
 - Develop RFP/consultant selection
- AGFTC
 - White Creek Watershed – completed
 - Worked with AGFTC to fund plan Champlain Trail for trail re-route Fort Edward/Kingsbury
 - Pavement preservation projects
- Utilities; Advocate/Monitor for expanded access
 - Broadband
 - Broadband for All
 - TWC/BrightHouse = Spectrum
 - Natural Gas
 - Dominion - New Market
 - Additional capacity from Saratoga; GF



**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 Date: September 23rd, 2016

County Planning Board:

Meeting Date: August 9th, 2016

*Note there was no meeting in July due to lack of Quorum

<i>Applicant</i>	<i>Municipality</i>	<i>Project Type</i>	<i>Description</i>	<i>Recommendation</i>
Casey Owens Pumpkin Valley Farm	T/O Kingsbury	Site Plan	Add Pumpkin Valley Farm – Open for public events- Pick your own Pumpkins and fall festival type activities	Matter of Local Concern
Woody Hill Farm, LLC; Salem Youth Sports	T/O Salem	Site Plan/ Granting a Special Use Permit	Subdivide 6.10 acres off of 112 acre parcel and create/develop little league athletic fields with parking and future concession area.	Matter of Local Concern with Comments Comments: Recommendation to develop a better parking plan
Joseph Locke	T/O Kingsbury	Site Plan	Add use as detail and light mechanical shop	Matter of Local Concern with comments. Comments: Recommend that the local board look closely at waste water management and chemical handling.
Deanna Fajen	T/O Greenwich	Granting Area Variance	Erect Single Family Residence and Secondary Structure	Matter of Local Concern

Other Business: Question was brought up by the Chairman as to how to address the vacancies and repeat absences on the board. Suggestion was made to ask the governing board, Ag/Planning Tourism Committee, to suggest or appoint new members and/ or lower the number of board members. Suggestion was also made to send notice letter to members lacking attendance of their offense and possible replacement.

Meeting Date: September 13th, 2016

<i>Applicant</i>	<i>Municipality</i>	<i>Project Type</i>	<i>Description</i>	<i>Recommendation</i>
Theodore Chittenden	T/O Kingsbury	Granting Area Variance	Convert existing office space to multi-dwelling units (3 units)	Matter of Local Concern
Town of Fort Edward	T/O Fort Edward	Adoption or amendment of a zoning ordinance or local law	Local law regulating solar energy collectors	Matter of Local Concern with Comments Comments: Recommendation that the town consider checking cross references regarding Section 3 subsection B(2): Height limitations, and Section 3 subsection E(10): Site Plan Review

Next regularly scheduled meeting is October 11, 2016 at 7:00 pm in the Annex II.

L.D

Characteristic Department Functions/Services

Economic Development

- Business development/attraction
- Business outreach/retention
- Business assistance; financial tools, regulatory, connections to technical assistance etc.
- Marketing
- Adaptive reuse strategies
- Real Estate management (IDA)
- Liaison; Chambers of Commerce, State/Federal Agencies, other ED organizations etc.
- Site database management
- Investor relations
- Workforce development
- Events coordination

Planning

- Zoning/Land Use, Comprehensive, Revitalization, Strategic, Master, Feasibility, Needs Assessment, Watershed Management, Trails/Blueway Trails, Agriculture, Hazard Mitigation, Brownfield, Transportation, Environmental, Sustainability, Resilience, Smart Growth
- Technical assistance to Board of Supervisors and local governments and citizens
- ZBA technical assistance
- Floodzone information
- Ag district technical assistance
- Census data analysis
- Monitor relevant state and federal project proposals and laws
- Grant writing/administration
- GIS services
- GML 239 review
- County PB training coordination

Community Development

- Housing
- Infrastructure
- Public facilities
- Health/recreation coordination
- Architecture/façade/streetscape/historic preservation

Tourism

- Marketing/Advertising
- Disseminate information (visitors center)
- Arts/culture/heritage/natural resource/agritourism
- Events/entertainment coordination
- Public relations
- Asset and events database management

G/L Account Number	Account Description	2015 Actual Amount	2016 Amended Budget	2017 Department Requested	2016 Adopted Budget	16 Adopted/17 Requested Variance
Fund: A - General Fund						
REVENUES						
Department: 6411 - Tourism						
1110-1199 - Non Property Tax Items						
A.6411.1113	Tax on Hotel Room Occupancy	15,958.61	12,000.00	0.00	12,000.00	(12,000.00)
<i>Account Classification Total: 1110-1199 - Non Property Tax Items</i>		\$15,958.61	\$12,000.00	\$0.00	\$12,000.00	(\$12,000.00)
2651-2699 - Sale of Property & Compensation for Loss						
A.6411.2655.06	Minor Sales Buy Local - Matching Funds	(675.00)	0.00	0.00	0.00	0.00
A.6411.2655.07	Minor Sales Tourism - Matching Funds	(305.00)	0.00	0.00	0.00	0.00
<i>Account Classification Total: 2651-2699 - Sale of Property & Compensation for Loss</i>		(\$980.00)	\$0.00	\$0.00	\$0.00	\$0.00
3000-3999 - State Aid						
A.6411.3715	State Aid for Tourism Promotion	52,303.00	60,098.00	0.00	0.00	0.00
<i>Account Classification Total: 3000-3999 - State Aid</i>		\$52,303.00	\$60,098.00	\$0.00	\$0.00	\$0.00
Department Total: 6411 - Tourism		\$67,281.61	\$72,098.00	\$0.00	\$12,000.00	(\$12,000.00)
Department: 8020 - Planning						
2651-2699 - Sale of Property & Compensation for Loss						
A.8020.2655.01	Minor Sales Minor Sales, Other	0.00	500.00	0.00	0.00	0.00
<i>Account Classification Total: 2651-2699 - Sale of Property & Compensation for Loss</i>		\$0.00	\$500.00	\$0.00	\$0.00	\$0.00
2700-2799 - Misc Local Sources						
A.8020.2706	Grants from Local Governments	5,000.00	0.00	0.00	0.00	0.00
<i>Account Classification Total: 2700-2799 - Misc Local Sources</i>		\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00
3000-3999 - State Aid						
A.8020.3780	Agriculture & Farmland Protection Planning Grant	604,843.00	0.00	0.00	0.00	0.00
<i>Account Classification Total: 3000-3999 - State Aid</i>		\$604,843.00	\$0.00	\$0.00	\$0.00	\$0.00
4000-4999 - Federal Aid						
A.8020.4910	Community Development Act	0.00	337,000.00	0.00	0.00	0.00
<i>Account Classification Total: 4000-4999 - Federal Aid</i>		\$0.00	\$337,000.00	\$0.00	\$0.00	\$0.00
Department Total: 8020 - Planning		\$609,843.00	\$337,500.00	\$0.00	\$0.00	\$0.00
REVENUES Total		\$677,124.61	\$409,598.00	\$0.00	\$12,000.00	(\$12,000.00)
EXPENSES						
Department: 6411 - Tourism						
40 - Contractual						
A.6411.4000.01	Tourism ILNY - Advertising	77,471.35	0.00	0.00	0.00	0.00
A.6411.4000.03	Tourism ILNY - Mailing	995.00	0.00	0.00	0.00	0.00
A.6411.4000.04	Tourism ILNY - Travel	1,172.10	0.00	0.00	0.00	0.00
A.6411.4000.05	Tourism ILNY - Web Development	2,032.99	0.00	0.00	0.00	0.00
A.6411.4000.09	Tourism ILNY - Displays	1,342.00	0.00	0.00	0.00	0.00
A.6411.4000.12	Tourism ILNY - Other	4,374.98	0.00	0.00	0.00	0.00
A.6411.4000.13	Tourism ILNY - Familiarization	18,849.55	0.00	0.00	0.00	0.00
A.6411.4068	Contracted Services	30,000.00	2,400.00	0.00	0.00	0.00
A.6411.422004	I Love New York	0.00	120,196.00	0.00	0.00	0.00
A.6411.4220A	Administration fees	2,393.79	0.00	0.00	0.00	0.00
A.6411.4220P	Tourism Prior Year	0.00	900.00	0.00	0.00	0.00
A.6411.4440.18	Miscellaneous Other	326.00	0.00	0.00	0.00	0.00
<i>Account Classification Total: 40 - Contractual</i>		\$138,957.76	\$123,496.00	\$0.00	\$0.00	\$0.00
Department Total: 6411 - Tourism		\$138,957.76	\$123,496.00	\$0.00	\$0.00	\$0.00
Department: 8020 - Planning						
10 - Personal Services						
A.8020.121	Regular Earnings	97,636.51	140,000.00	125,416.00	140,000.00	(14,584.00)
A.8020.122	OT (1.0)	16.69	0.00	0.00	0.00	0.00
A.8020.9010	State Retirement	10,296.15	0.00	0.00	0.00	0.00
A.8020.9030	Social Security/Medicare	7,357.07	0.00	0.00	0.00	0.00
A.8020.9040	Workers Compensation	2,144.00	0.00	0.00	0.00	0.00
A.8020.9060.01	Hospital & Medical Insurance	7,781.30	0.00	0.00	0.00	0.00
<i>Account Classification Total: 10 - Personal Services</i>		\$125,231.72	\$140,000.00	\$125,416.00	\$140,000.00	(\$14,584.00)

G/L Account Number	Account Description	2015 Actual Amount	2016 Amended Budget	2017 Department Requested	2016 Adopted Budget	16 Adopted/17 Requested Variance
<i>40 - Contractual</i>						
A.8020.4010	Telephone	664.20	1,500.00	1,500.00	1,500.00	0.00
A.8020.4020	Postage	8,574.28	1,000.00	1,000.00	1,000.00	0.00
A.8020.4030.01	Office Supplies Other	1,160.70	1,500.00	1,500.00	1,500.00	0.00
A.8020.4068	Contracted Services	80,000.00	80,000.00	105,000.00	80,000.00	25,000.00
A.8020.4069	Non Medical Jail	37,850.00	25,000.00	0.00	25,000.00	(25,000.00)
A.8020.4070	Dues & Subscriptions	0.00	500.00	1,500.00	0.00	1,500.00
A.8020.4100	Printing	3,128.01	1,000.00	1,000.00	1,000.00	0.00
A.8020.4180	Conference Expense	478.81	2,700.00	3,000.00	3,500.00	(500.00)
A.8020.4220	Advertising/Publicity	0.00	1,300.00	0.00	0.00	0.00
A.8020.4260	Mileage Expenses/Car Pool	1,529.55	2,500.00	2,500.00	3,000.00	(500.00)
A.8020.4410	Boards & Councils	5,830.00	12,000.00	12,000.00	12,000.00	0.00
A.8020.4440.18	Miscellaneous Other	7,500.00	7,500.00	0.00	7,500.00	(7,500.00)
A.8020.4625.01	Grants Other	604,843.00	337,000.00	0.00	0.00	0.00
<i>Account Classification Total: 40 - Contractual</i>		\$751,558.55	\$473,500.00	\$129,000.00	\$136,000.00	(\$7,000.00)
Department Total: 8020 - Planning		\$876,790.27	\$613,500.00	\$254,416.00	\$276,000.00	(\$21,584.00)
Department: 8730 - Conservation						
<i>40 - Contractual</i>						
A.8730.4290	Program Expenses	150,000.00	170,000.00	170,000.00	170,000.00	0.00
<i>Account Classification Total: 40 - Contractual</i>		\$150,000.00	\$170,000.00	\$170,000.00	\$170,000.00	\$0.00
Department Total: 8730 - Conservation		\$150,000.00	\$170,000.00	\$170,000.00	\$170,000.00	\$0.00
Department: 8750 - Agriculture & Livestock						
<i>40 - Contractual</i>						
A.8750.4290	Program Expenses	273,225.00	310,822.00	326,363.00	310,822.00	15,541.00
<i>Account Classification Total: 40 - Contractual</i>		\$273,225.00	\$310,822.00	\$326,363.00	\$310,822.00	\$15,541.00
Department Total: 8750 - Agriculture & Livestock		\$273,225.00	\$310,822.00	\$326,363.00	\$310,822.00	\$15,541.00
EXPENSES Total		\$1,438,973.03	\$1,217,818.00	\$750,779.00	\$756,822.00	(\$6,043.00)
Fund REVENUE	Total: A - General Fund	\$677,124.61	\$409,598.00	\$0.00	\$12,000.00	(\$12,000.00)
Fund EXPENSE	Total: A - General Fund	\$1,438,973.03	\$1,217,818.00	\$750,779.00	\$756,822.00	(\$6,043.00)
Fund Total: A - General Fund		(\$761,848.42)	(\$808,220.00)	(\$750,779.00)	(\$744,822.00)	(\$5,957.00)
REVENUE GRAND Totals:		\$677,124.61	\$409,598.00	\$0.00	\$12,000.00	(\$12,000.00)
EXPENSE GRAND Totals:		\$1,438,973.03	\$1,217,818.00	\$750,779.00	\$756,822.00	(\$6,043.00)
Grand Totals:		(\$761,848.42)	(\$808,220.00)	(\$750,779.00)	(\$744,822.00)	(\$5,957.00)