

JOINT AGRICULTURE, PLANNING, TOURISM & COMMUNITY DEVELOPMENT & FINANCE  
COMMITTEE MEETING MINUTES – SEPTEMBER 22, 2020

AGRICULTURE, PLANNING, TOURISM & COMMUNITY DEVELOPMENT COMMITTEE MEMBERS

PRESENT: Fedler, Campbell, Hicks, Griffith

AGRICULTURE, PLANNING, TOURISM & COMMUNITY DEVELOPMENT COMMITTEE MEMBERS

ABSENT: Shaw, Rozell

FINANCE COMMITTEE MEMBERS: Campbell, O'Brien, Hicks, Fedler, Skellie, Clary, Losaw, Griffith

FINANCE COMMITTEE MEMBERS ABSENT: Hogan, Rozell, Ward

SUPERVISORS: Hall, Henke, Ferguson

Debra Prehoda, Clerk of the Board

Roger Wickes, County Attorney

Laura Oswald, Economic Development Director

Chris DeBolt, County Administrator

Al Nolette, County Treasurer

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Accept Minutes – August 25, 2020
- 3) Consider 2021 Budget Requests:
  - a) 1:00 PM Soil and Water
  - b) 1:15 PM Cooperative Extension
  - c) 1:30 PM Planning/Tourism/Economic Dev
- 4) Other Business
- 5) Adjournment

Chairwoman Fedler and Chairman Campbell called the joint Agriculture, Planning, Tourism and Community Development Committee and the Finance Committee meeting to order at 1:00 P.M

2021 SOIL & WATER – Corrina Aldrich, Director

Conservation A.8730	Department Request	
Program Expenses	\$204,000	
Total	\$204,000	

Requesting level funding. Fund balance is growing/being restored which is needed for the grants they handle.

Highlights, budget summary attached:

- Projects that are or will be completed this fall: \$1.2M project at Land View Farm in White Creek, habitat restoration (fish passage and habitat connectivity) on Coulter Brook off Co. Rt. 61 in the Town of Jackson, one project under construction at Heritage Hill farm in Fort Ann, starting a waste storage project at Twin Brooks Farm in Hartford and a silage leachate project at the Wolf farm in Cambridge.
- Plan to close out three grants by the end of the year and file for a couple of extensions on waste storage grants because they are due to end in March and construction has not commenced.
- Waiting to hear on Round 26 (Agricultural Nonpoint Source Abatement and Control) applications and climate resiliency applications that were submitted in the beginning of the year.
- They always match the County's appropriation dollar for dollar.

2021 CORNELL COOPERATIVE EXTENSION (CCE) – Brian Gilchrist, Executive Director

Agriculture & Livestock A.8750	Department Request	
Program Expenses	\$391,454	
Total	\$391,454	

Provided draft budget, attached. Requesting level funding for 2021. Working under the assumption that their state funds will be cut 20% for 2020 amounting to about \$13,600 and anticipates a 20% cut in 2021. Expenses are down for 2020 due to less travel and professional development. Program revenue is down due to no classes or workshops and fund raisers from the fair did not happen this year resulting in a loss of about \$20,000 program generated revenue. Taste New York contract extended for another year but cut by \$4,000 down to \$36,000. Built in a 3% increase and will adjust in January when they see where all of their funds come in and set salaries at that time. Cooperative Extension pays \$25,000 in rent from their appropriation that goes right back to County. Fully transitioned to Albany County for finance and human resource services.

PLANNING/ECONOMIC DEVELOPMENT – Laura Oswald, Director, addressed the following items with the committee:

- Workforce Development Board Appointments – The County appoints members to the Workforce Development Board. The next meeting date is in November and a new Director will be appointed very soon. Washington County has a vacant seat to fill and Ms. Oswald is up for reappointment. Mary Ann Spiezio, Human Resources Director at Fort Miller, has expressed interest in serving on the Workforce Development Board. A motion to reappoint Laura Oswald and appoint Mary Ann Spiezio to the Workforce Development Board was moved by Mr. Campbell, seconded by Mr. Skellie and adopted.
- Discussion on the draft solid waste management plan was moved to the October meeting.

2021 PLANNING/ECONOMIC DEVELOPMENT - Laura Oswald, Director

Planning A. 8020	Department Request	
Personal Services	\$135,000	
Equipment	\$ 0	
Contractual	\$111,250	
Benefits	\$ 36,477	
Total	\$282,727	

Revenue: \$188,000 - census and trail grants. Highlights: Expenses reduced overall by about \$4,000 except personal services and benefits. Biggest reduction was in the car pool line. Equates to level funding next year.

Publicity A.6411	Department Request	
Expenses	\$55,000	

Revenue \$68,000.

In 2020 budgeted for a total of about \$152,000 which included \$60,000 in I Love NY funding. Notified that the State was going to reimburse for I Love NY 1<sup>st</sup> quarter funding and 2<sup>nd</sup> quarter was up in the air and unlikely for 3<sup>rd</sup> and 4<sup>th</sup> quarter funding to be reimbursed. Our 1<sup>st</sup> quarter I Love NY expenditures totaled \$14,600 and I Love NY reduced our reimbursed by the annual payment due the Capital Saratoga Region and we will receive reimbursement for the 2<sup>nd</sup> quarter funding but it will be reduced if the checks were not cut and deposited by the end of June so the reimbursement will be either \$25,000 or \$15,000. The county match out of general fund will be either \$62,000 or \$72,000 versus the original budgeted \$92,000 so cut a substantial amount out of general fund funding. Recently signed contract with Airbnb and they will pay us monthly. For 2021 estimating about

\$50,000 per year. Historically \$15,000 to \$18,000 in occupancy tax budgeted. Anticipates total budget for 2021 around \$130,000; \$25,000 from Airbnb, \$50,000 in I Love NY money and \$55,000 general fund. By 2022 possibly use very little to no general fund revenue in this budget. Budgeted \$5,000 for Cornell Cooperative down from \$10,000. We are contracted with Black Dog for 2021 and will put the budget together in January once the County and I Love New York contributions are known. A scope of services has been developed based on the tasks that were in this year’s budget and need to allocate a dollar amount to the tasks. Includes contribution to Cornell Cooperative Extension \$5,000.

Snowmobile Trail Funds A.7120	Department Request
Expenses	\$120,000

Revenue \$120,000 - The County Administrator stated this is pass through funding.

Joint Planning Boards A.8025	Department Request	
Expenses	\$8,560	

Highlights: Appropriation to Lake Champlain Lake George Regional Planning Board

**OTHER BUSINESS:**

The Agriculture and Farmland Protection Board met today, reviewed Consolidated Agricultural District #5 and the annual inclusions of parcels in agricultural districts and recommend moving forward to reaffirm CAD#5 and approved the annual inclusions. A motion to set a public hearing on CAD#5 and the annual inclusions for the October Board meeting and then adopt at the November Board meeting was moved by Mr. Skellie, seconded by Mr. Campbell and adopted.

The joint committee meeting adjourned at 1:40 P.M.

*Debra Prehoda, Clerk  
Washington County Board of Supervisors*

**Washington County SWCD  
Budget Summary 2021**

	<b>2021</b>	<b>2020</b>	<b>2019</b>
<b>Revenue</b>			
County Appropriation	\$204,000.00	\$204,000.00	\$200,000.00
Miscellaneous Revenue - Soil Worksheets, Programs, etc.	\$30,500.00	\$31,300.00	\$27,615.00
Planning Grants - WQIP, DEC, DOS, Others	\$5,000.00	\$2,500.00	\$0.00
State Reimbursement	\$166,000.00	\$171,000.00	\$160,222.00
State AEM Program	\$67,000.00	\$70,000.00	\$53,372.00
State Grant Administration/Technical Service Fee	\$48,230.00	\$20,000.00	\$36,618.00
<b>Total Revenue</b>	<b>\$520,730.00</b>	<b>\$498,800.00</b>	<b>\$477,827.00</b>
<b>Expenditures</b>			
Contractual - Miscellaneous & State	\$87,181.00	\$87,325.00	\$80,587.00
Equipment Purchase & Reserve Fund	\$6,800.00	\$5,000.00	\$6,476.00
Rent & Utilities	\$625.00	\$0.00	\$0.00
Personnel & Employee Benefits	\$386,070.00	\$397,670.00	\$354,644.00
<b>Total Expenditures</b>	<b>\$480,676.00</b>	<b>\$489,995.00</b>	<b>\$441,707.00</b>
<b>Total Revenue</b>	<b>\$520,730.00</b>	<b>\$498,800.00</b>	<b>\$477,827.00</b>
<b>Total Expenditures</b>	<b>\$480,676.00</b>	<b>\$489,995.00</b>	<b>\$441,707.00</b>
<b>Total Revenue Minus Total Expenditures</b>	<b>\$40,054.00</b>	<b>\$8,805.00</b>	<b>\$36,120.00</b>

**Budget Summary 2021**

Allocated Fund Balance	\$0.00
Revenue	\$520,730.00
<b>Total Income</b>	<b>\$520,730.00</b>
Fund Balance	\$40,054.00
Expenses	\$480,676.00
<b>Total Expenses</b>	<b>\$520,730.00</b>

Statement of Operations

Cornell Cooperative Extension Assoc. Washington County  
DRAFT 2021 BUDGET

	2020	
	ANNUAL BUDGET	Draft 2021
<b>REVENUES</b>		
<b>FEDERAL</b>		
Federal Smith Lever	16,000.00	16,000.00
<b>STATE</b>		
State Appropriation - 224	101,608.48	88,967.00
State Grants/Contracts Cornell	0.00	
Fringe Benefits through Cornell	0.00	
<b>COUNTY</b>		
County Appropriation	391,454.00	391,454.00
County Arrangement - tourism	10,000.00	0.00
County Agreements/Contracts State STSJP	6,000.00	6,000.00
County Agreements/Contracts State YDDP	3,000.00	3,000.00
<b>OTHER GRANTS/CONTRACTS</b>		
Private Contracts Taste of NY - Lake George Chamber	19,500.00	18,000.00
Private Contracts Walmart Grant	0.00	0.00
Private Contracts Stewart's Food and Fiber	0.00	0.00
<b>CONTRIBUTIONS</b>	0	0
<b>INVESTMENT EARNINGS</b>		
Interest Income	200.00	150.00
<b>PROGRAM/OPERATING REVENUES</b>		
Enrollment Fees	2,500.00	2,000.00
Program Participation Fees	4,000.00	2,000.00
Regional Programs	6,000.00	6,000.00
Sale of Printing/Duplicating Services	1,500.00	500.00
Enterprises Sales	1,500.00	500.00
Total Revenues	<u>563,262.48</u>	<u>534,571.00</u>
<b>TRANSFERS FROM FUND BALANCES</b>		
<b>Transfer From Designated Funds:</b>		
Transfer from General Funds	31,494.65	37,879.50
<b>TOTAL REVENUES &amp; TRANSFERS FROM FUND BALANCES</b>	<u>594,757.13</u>	<u>572,450.50</u>
<b>EXPENSES</b>		
<b>SALARIES</b>		
Salaries & Wages -	294,591.13	283,349.00
<b>EMPLOYEE BENEFITS</b>		
Fringe Benefits through Cornell	0.00	0.00
Unemployment Insurance	700.00	700.00
Workers' Compensation	1,822.00	1,822.00
Staff Development - Registrations	4,100.00	4,100.00
Staff Development - Travel & Mileage	500.00	375.00
Staff Development - Meals & Lodging	2,000.00	2,050.00
<b>PROGRAM/OPERATING EXPENSES</b>		
County Tourism	10,000.00	0.00
Classified Ads	500.00	500.00
Publicity	2,000.00	2,000.00
Computer & IT Services	350.00	350.00
Contracted Services Master Gardener	8,500.00	8,500.00
Contracted Services Parenting	1,000.00	1,600.00
Contracted Services - Albany Co. Finance	10,000.00	12,000.00
Awards and Prizes	0.00	500.00
Travel, Mileage & Tolls	10,000.00	10,200.00
Meetings, Food & Beverages	2,200.00	2,300.00
Meetings, Other Expenses	5,000.00	5,000.00
Communication - Postage	6,000.00	6,000.00
Printing, Copying & Binding	4,000.00	4,000.00
Equipment Non-Capitalized	5,000.00	5,000.00
Rental - Equipment	8,000.00	8,000.00
Rental - Facilities	25,000.00	25,000.00
Enterprises - Cost of Sales	1,500.00	500.00
Supplies-Teaching Materials	3,000.00	3,000.00
Supplies-Office	2,000.00	2,000.00
Communication - Telephone & Internet	5,500.00	5,500.00
Vehicles-Repairs & Maint.	2,000.00	2,000.00
Insurance-General Liability	7,400.00	7,400.00
Insurance-Other	2,500.00	2,500.00

Statement of Operations

Cornell Cooperative Extension Assoc. Washington County  
DRAFT 2021 BUDGET

	2020	
	ANNUAL BUDGET	Draft 2021
Subscriptions & Memberships	100.00	100.00
Fees & Licenses & Background checks	100.00	600.00
Miscellaneous	1,500.00	1,500.00
<b>GRANTS &amp; CONTRACTS</b>		
Specialist Contract ENYCHP	37,486.00	29,700.00
Regional Program Support Regional Ag	105,150.00	108,304.50
Regional Program Support SBN	14,258.00	15,000.00
Association Services	7,000.00	7,000.00
<b>BUILDINGS &amp; GROUNDS</b>		
Repair & Maint. Furn. & Equip.	4,000.00	4,000.00
<b>INTEREST EXPENSE</b>		
<b>EXPENSE OF FIXED ASSETS</b>		
<b>NON-OPERATING</b>		0.00
<b>NET ASSETS-RECLASSIFICATION</b>		0.00
Total Expenses	594,757.13	572,450.50