

AGRICULTURE, PLANNING, TOURISM & COMMUNITY DEVELOPMENT
COMMITTEE MEETING MINUTES – MARCH 21, 2023

AGRICULTURE, PLANNING, TOURISM & COMMUNITY DEVELOPMENT COMMITTEE MEMBERS

PRESENT: Griffith, Campbell, Hicks, O'Brien, Shaw, Skellie

AGRICULTURE, PLANNING, TOURISM & COMMUNITY DEVELOPMENT COMMITTEE MEMBERS

ABSENT: Ferguson

SUPERVISORS: Henke, Hall

Debra Prehoda, Clerk of the Board

Melissa Fitch, County Administrator

Roger Wickes, County Attorney

Al Nolette, County Treasurer

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Accept Minutes – February 21, 2023
- 3) Soil & Water – Annual Report
- 4) Snowmobile Trail – Request for SEQRA Declaration – 23-24 Application
- 5) LCLG Regional Planning Board – Review New MOA
- 6) Small Business TA Program – Beth Gilles
- 7) Broadband Updates
- 8) Community Funding Updates
- 9) Other Business
- 10) Adjournment

In the absence of Chairman Griffith, Mr. Campbell called the meeting to order at 1:00 P.M. in the second floor classroom, Room B214, Municipal Center, Fort Edward.

A motion to accept the minutes of the February 21, 2023 meeting was moved by Mr. O'Brien, seconded by Mr. Skellie, and adopted.

Chairman Griffith arrived.

SOIL & WATER – Corrina Aldrich, Executive Director, addressed the following item:

- Annual Report, attached. The Executive Director read the following from the report: "The District deeply appreciates the continuing support of the Washington County Board of Supervisors not only financially but through the resolution to keep District law the same at the local level and to keep the makeup of the District Board the same. We will look to continue being an asset to the county and its landowners. I want to reiterate that we continue to do our best to provide assistance to any and all landowners that call, email or walk through the door. Our priority is resolving resource concerns in regards to soil and water, sometimes there are not quick and easy answers or immediate funding sources available but we do our best. We also work to maintain and support our existing partnerships with Watershed Organizations, DEC, CCE, Conservation District Employees Association and the State Committee, as well as looking to create new beneficial partnerships that help us increase our expertise and assistance. These active partnerships help to provide funding, technical assistance, and planning for projects both large and small across the District. This being said we are starting on a path with strategic planning so that we may continue to build our capacity and strengthen our mission and vision to best serve the residents of the county." Mentioned the brine storage tanks provided to the town of Salem and Hartford, and addressing invasive species at the Georgi Museum. No update on the draft legislation circulating regarding changes to New York Agriculture and Markets Law, Environmental Conservation Law and Soil and Water Conservation Law affecting local Soil and Water Conservation Boards' makeup as well as the State Soil and Water Conservation Committee.

SNOWMOBILE TRAIL – Dave Perkins, representing the County Snowmobile Association, addressed the following item:

- SEQRA Declaration – 23/24 Application – Handout attached. Each club looks at their trail system to see if there are any changes from the current year to the new year which we are in. If there are changes, they need approval from NYS Parks and Recreation. The Barnstormers in Kingsbury had two trails they had to reroute due to farming operations, Salem had minor reroutes to their trails and Northern Trail Blazers in Putnam/Dresden want to add five miles of club trails. These items from the three clubs needs Parks approval and requires a SEQRA declaration from the lead agency. Motion to forward to the full Board SEQRA Declaration for snowmobile trails was moved by Mr. Campbell, seconded by Mr. Shaw and adopted. Mr. Perkins has been doing the NYS Parks and Recreation documentation for the Association since 1985 and is retiring. He introduced Becky Bodkin from the Salem Club, who will be taking over.

LAKE CHAMPLAIN LAKE GEORGE REGIONAL PLANNING BOARD

- New MOA, attached. Mr. O'Brien stated the MOA with the five counties has been reviewed, changes made and noted in the attached copy and requesting Board approval. Motion to forward Lake Champlain Lake George Regional Planning Board MOA to the Board for adoption was moved by Mr. O'Brien, seconded by Mr. Skellie, and adopted.

Laura Oswald, Economic Development Director, addressed the following items:

- SMALL BUSINESS TECHNICAL ASSISTANCE PROGRAM – The County is eligible for \$100,000 in federal funding which is somewhat part of the ARPA funding. The committee approved applying for the funding and have received the first \$50,000. Using the funding to purchase an electronic sign for the Municipal Center and fund a program through the LCLG Regional Planning Board for a technical assistance program with funding only used for Washington County businesses. The attached handout provides a brief description of the program. The funding will be split between the sign and the LCLG program. The \$100,000 will be received over a two year period. Request to recognize \$25,000 in the Planning budget so they can get invoiced and pay the LCLG Regional Planning for the Small Business Technical Assistance Program and \$25,000 to Administration for the electronic sign. Motion to move to the Finance Committee a budget amendment for \$50,000 grant funding received allocating \$25,000 for Administration for electronic sign and \$25,000 to Planning for Small Business Technical Assistance Program was moved by Mr. Shaw, seconded by Mr. O'Brien, and adopted.
- BROADBAND UPDATES: Created GIS tool to be able to review each parcel across the County for broadband access. To summarize there are 900 unserved residences, zero access to any broadband, and 800 who have access only to fixed wireless. The equipment cost on fixed wireless is fairly expensive around \$500 to \$600. Need to construct a way for the 900 unserved residences to get service and look at developing a program to help with equipment costs for those that can be served by fixed wireless. Next step is mapping the unserved residences and break the county into sections and have the providers bid to provide services to every address in the section. Working on RFP. Federal speeds are moving to 100 download by 20 megabits upload and ultimately to 100 by 100. Some of the 800 fixed wireless may already have service. There are 29,000 households in the County with about 4,500 considered vacant of which about 2,300 are seasonal so 96% of our residents right now have access to fiber or other services. Need to approach 99% served. Unserved by town: Fort Ann 137, Argyle 122, Granville 126 and Jackson 100. All of the

other towns are significantly less than 100 and towns pretty close to zero are Dresden, Fort Edward, Greenwich, Hebron, and Putnam. The towns most impacted by fixed wireless are Argyle, Easton, and Hartford. The providers will have to bid on sections of the County. She hopes to get the RFP out in the next couple of weeks. Probably not enough money to cover all these addresses and then will have to wait for money from the State. Fiber is the better long term solution. Mr. Shaw stated that the Economic Development Director has done a lot of work in his town and he hopes everybody realizes and he was impressed.

- COMMUNITY FUNDING UPDATES:

- Final CFA and funding awards:

- WQIP Grant to DPW in the amount of \$400,000 for County Route 37 project
 - WQIP Grant to Sewer District \$30,000 for a Hudson Falls infrastructure plan
 - Restore New York - Village of Hudson Falls \$600,000 for 188 Main Street
 - Restore New York – Village of Greenwich \$1.6M for the fire site and structure will be built there
 - New York Forward – Village of Cambridge \$2.25M for various projects.

In total for the year between state and federal funding received about \$6.8M went into our communities this year and that is not counting the \$10.8M that may or may not end up getting used in the Village of Cambridge for wastewater.

OTHER BUSINESS: None.

The meeting adjourned at 2:02 P.M.

Debra Prehoda, Clerk
Washington County Board of Supervisors

Conservation District Annual Report 2022

Municipal Assistance Program

Provided assistance to the County DPW in the form of permits for culvert installations-coordinated and paid for two 4 hour Erosion and Sediment control trainings for county employees. (\$3000)

Purchased \$21,200 worth of Hydroseeding and erosion and sediment control materials for the County DPW through grant funds made available by our involvement with Upper Hudson Watershed Improvement Coalition

Permitting assistance to several towns for culvert installations, technical advice regarding bank erosion issues near streams, hydroseeding of roadsides in the Upper Hudson River Watershed with funds secured through the Watershed Coalition.

Purchase of Brine Storage Tanks for the towns of Salem and Hartford.

Review of stormwater issues in the Village of Granville, provided staff to do a survey and set grades to provide guidance for cleaning a ditch line that was not draining well. Researched information regarding rail trail maintenance near Telescope furniture property and provided DEC contacts to be able to maintain that drainage area as well.

Invasive Species Management recommendations for the Georgi Museum in Salem, created a pollinator habitat garden on Salem Municipal property for the purpose of public education and outreach on the importance of pollinators, open to the public and available for school students to learn from complete with signage. This has now been designated as a People's Garden by USDA.

Landowner Assistance Program

Site visits with over 50 individual landowners regarding landscape and conservation issues, which cover a wide variety of topics from pond weed management, tree questions, bank erosion, water quality and water management, to soils and what can I grow questions. Questions beyond our scope of expertise we refer the landowner to other entities such as DEC, CCE, or Dept of Health

Applications for grant funding on behalf of 8 farms with one application ranking number 1 in the state. 7 were successfully funded. Approximately \$1 million total in funds requested from the Agricultural Non Point Source Abatement Program, Climate Resilient Farming Program and the Agricultural Environmental Management Planning Program. One CNMP Completed Plans to apply for funding for 5 farms in the next round of RFP's that will be announced in the next couple of weeks.

Farm Safety Trainings one in the spring on PTO Safety and one in the fall on Manure storage safety and noxious gases to be aware of around farms. We will try to continue with this programming to offer more safety training to farms and landowners. We are currently working with Carovail to facilitate funding for a Grain Bin Safety Training and related rescue equipment. Applications are due by April 30th.

Funding secured to do water quality assessments on several of the larger water bodies in the county.

Ag Assessments completed on 133 parcels

Over a 1000 acres of cover crops planted through various funding sources.

Purchased a new no-till drill and waiting delivery of an interseeder in April.

Tree Sale-2750 trees, 300 blueberries, 525 strawberries, 120 raspberry bushes-300 trees were donated to Southern Adirondack BOCES. Order numbers are staying steady but the size of the orders a getting smaller. This spring we have converted to accepting credit card payments through the use of Square. This year we are up to over a 100 orders, and 4600 trees with only about 100 left.

Fish Sale-snafus with suppliers and availability-Tree and Fish Sale are more about a service to county residents vs income

2 Manure storages completed, 2 Covered Heavy Use Areas completed, all were complex construction projects that required a great deal of construction oversight. These projects kept our staff quite busy last summer.

Educational display about Soil Health at Washington County Fair

Partnered with Trout Unlimited through funding and construction assistance for several projects in the Battenkill Watershed.

Funding approved and budgeted to send an employee for Rosgen Stream Training level 1 this coming fall. This is significant as it is a highly technical intensive training that is held for a week in locations such as Colorado, Montana, West Virginia, and South Carolina. It will be a great investment and a big step in increasing our technical capacity.

Have a new square account to accept credit card and online payments we have started with our annual tree sale and look forward to utilizing this platform for our fish sale and ag assessment work.

This coming year we hope to start another program to provide conservation education materials for schools and conservation/outdoors related organizations such as the Pember Museum, Camp Chinkachook, Hubbard Hall, ASA, and Camp Little Notch. We have already done a Pollinator Workshop in conjunction with Hubbard Hall and Battenkill Books for their Mud University series this spring and have been invited to do more. A District goal is to work with an expanded group of partners to provide more outreach to county residents on many topics related to soil and water conservation.

The District deeply appreciates the continuing support of the Washington County Board of Supervisors not only financially but through the resolution to keep District law the same at the local level and to keep the makeup of the District Board the same. We will look to continue being an asset to the county and its landowners. I want to reiterate that we continue to do our best to provide assistance to any and all landowners that call, email or walk through the door. Our priority is resolving resource concerns in regards to soil and water, sometimes there are not quick and easy answers or immediate funding sources available but we do our best. We also work to maintain and support our existing partnerships with Watershed Organizations, DEC, CCE, Conservation District Employees Association and the State Committee, as well as looking to create new beneficial partnerships that help us increase our expertise and assistance. These active partnerships help to provide funding, technical assistance, and planning for projects both large and small across the District. This being said we are starting on a path with strategic planning so that we may continue to build our capacity and strengthen our mission and vision to best serve the residents of the county.

APTCD Committee

Washington County Board of Supervisors

March 21, 2023

NYS Parks requires that whenever a change is planned in the snowmobile trail maintenance grant awarded to the local sponsor from the current year for the next snowmobile trail grant season that the local sponsor must seek approval from Parks prior to any changes becoming official. These changes may include either a reroute in a current trail, designation of a new trail not previously funded by Parks or a change in either its classification as a Class A or Class B trail or its designation as a corridor or secondary trail.

These changes are applied to Parks for approval by the local sponsor as part of the new season's Phase I trail grant application. As part of that application the local sponsor must complete a SEQR declaration according to the guidelines of SEQR.

Anticipated changes in the current 22-23 trail grant include two trail reroutes from the Kingsbury Barnstormers snowmobile club involving parts of two 4-mile long trails and several minor reroutes submitted by the Battenkill Snowdrifters of Salem and White Creek. In addition, the Northern Washington County Trail Blazers of Putnam and Dresden are applying for a new trail for funding. This trail has been maintained for years as a club trail. It will provide an off-ice route to connect to other parts of the trail system. It is approximately 5 miles long. As an existing trail, there are no new impacts associated with state-funding approval.

This Committee is requested to pass a resolution to the Board of Supervisors supporting this action for a SEQR declaration that would be included in this year's Phase I trail grant application.

MEMORANDUM OF AGREEMENT

BETWEEN THE FIVE COUNTIES OF CLINTON, ESSEX, HAMILTON,
WARREN AND WASHINGTON

AND THE

LAKE CHAMPLAIN - LAKE GEORGE REGIONAL PLANNING BOARD

OCTOBER, 2018

WHEREAS, the Lake Champlain-Lake George Regional Planning Board ("LCLGRP") was established in accordance with resolutions passed by counties of Warren, Washington, Essex, Clinton and Hamilton (the "Counties") in 1967, as may have been amended, as a Regional Planning Board pursuant to New York General Municipal Law ("GML") Article 12-B, Section 239-h; and

WHEREAS, the five counties have, as required by GML, adopted amended bylaws as proposed by and passed by the Lake Champlain Lake George Regional Planning Board of Directors on July 25 2018, and

WHEREAS, pursuant to General Municipal Law 239-h the counties must adopt a Memorandum of Agreement spelling out the duties and responsibilities of all parties and the financial contributions required by the member counties; It is

THEREFORE, DULY RESOLVED that the LCLGRP hereby adopts the following Memorandum of Agreement:

ARTICLE I

DUTIES

The duties of the LCLGRP shall be as follows:

1. Provide access to information on domestic assistance programs including searches on public and private funding sources for specific development projects,
2. Develop a Comprehensive Economic Development Strategy which maintains the Region's federal funding eligibility from EDA,
3. Prepare grant and loan applications on behalf of municipalities to secure

development, planning, and water quality improvement project funds from such agencies as the US Commerce Department, US Rural Development Administration, Natural Resource Conservation Service, NYS Urban Development Corporation, NYS Department of Environmental Conservation, NYS Environmental Facilities Corporation, and NYS Department of State. Grantsmanship services offered through the Board have helped local governments acquire millions in funding for the creation of industrial parks, energy and telecommunications projects, and water, sewer and transportation infrastructure upgrades,

4. Operate a small business Revolving Loan Fund to provide funding at below market rate for qualifying small businesses for fixed asset and working capital needs,
5. Work as the designated Local Development District for management of N01ihem Borders Regional Commission funding, which brings federal infrastructure improvement and telecommunications funding into the region,
6. Prepare regional watershed management planning documents on community revitalization and water quality and natural resource improvement projects,
7. Assist municipalities with work required under federal and state permits, such as the New York State Municipal Separate Sewer System (MS4) Program,
8. Provide technical assistance to municipalities, non-profit organizations and citizens groups for an array of water quality related issues,
9. Host technical trainings for local engineers, landscape architects, municipal code enforcement officers, highway department personnel and municipal planning and zoning board members,
10. Act as the federal clearinghouse for multi-jurisdictional land use planning and community development projects,
11. Publish priority issue documents and undertake special studies in response to issues of local importance,
12. Host agency for the Glens Falls/Adirondack Transportation Council, which is a Metropolitan Planning Organization created by the NYS Governor in 1982. The three core products of the metropolitan planning process are; the 20-year Long Range Plan that articulates regional goals, objectives and priorities for regional transportation system maintenance and improvements; the Transportation Improvement Program, which is a five-year roster of planned federal investments in capital projects for roads; and the Unified Planning Work Group that develops a one to two year list of planning and programming activities. Key emphasis areas are capital planning, rehabilitation and

reconstruction for transportation corridors, traffic counts, travel demand modeling, pavement scoring, safety assessments and infrastructure vulnerability assessments.

ARTICLE 2

REPORTS

1. Annual Report. The LCLGRP shall make an annual report of its activities to the Member County legislative bodies on or before June 30th of each year.
2. Independent Audit. To insure the fiscal, organizational and programmatic accountability of the LCLGRP, there shall be an annual independent audit which will be provided as part of the Annual Report.
3. Other Reports and Plans. The preparation and adoption of other reports and plans by the LCLGRP shall be as prescribed in the State General Municipal Law, Article 12-B, Section 239-h.

ARTICLE 3

FINANCING AND ADMINISTRATIVE SERVICES

- I. The fiscal year of the LCLGRP shall be the calendar year.
2. The LCLGRP, with the assistance of the Executive Director, shall prepare and adopt a proposed annual operating budget, showing proposed expenses and revenues, to carry out the responsibilities set out in this agreement. The operating budget shall consist of the following components:
 - a. An administrative budget, with expenditures broken down by objects of expense;
 - b. A project budget, showing a separate budget for each project;
 - ~~c. A contingency budget for use in funding unanticipated costs;~~
 - ~~d.~~ c. A salary schedule in support of the appropriation for personal services.
3. The LCLGRP's ~~proposed tentative~~ budget shall be submitted to the Board of Director's no later than July 30th. The tentative budget will then be submitted to the counties for informational purposes and include a notice to each member county indicating its share of the proposed budget by August 30th. The LCLGRP will proceed with securing county allocations in accordance with each county's established budget process. The LCLGRP Board of Director's will approve the final budget no later than October 30th.

~~3.— to the Board of Directors, and shall subsequently be submitted to each member county's Budget Officer by July 1st of each year. The proposed budget shall include a notice to each member county indicating its share of the proposed budget. The County Budget Officers shall review and provide recommendations on the proposed budget no later than July 15th. The proposed budget may be amended and resubmitted to the legislative bodies of each member county by July 31st. Each legislative body shall review and consider the proposed budget and shall, prior to August 31st, either adopt the proposed budget or an~~

~~advisory report suggesting modifications to the proposed budget. Upon consideration of the actions of the legislative bodies of each member county, the LCLGRP shall then adopt a budget no later than September 30th of each year. The adopted budget shall be forwarded to each member county and shall include a notice indicating each member county's share of the adopted budget.~~

4. The contribution by each member county named as Clinton, Essex, Hamilton, Warren, and Washington Counties shall be based on an annual calculation using the population of each county as of the last full census and the total equalized taxable property value of each county as of the previous year (hereinafter "proportionate share"). Population shall account for 50% of the calculation and the total equalized taxable property value will constitute the other 50%. Each 50% share shall be prorated by the percentage the county is of the total of population and assessed value. An example of the calculation will be provided as an attachment.
5. This Agreement shall be deemed executory only to the extent member counties appropriate their proportionate share. To the extent member counties appropriate money for this Agreement each year, each member county shall transfer its proportionate share no later than March 31st of each year, upon receipt of ~~a verified voucher~~ an invoice from the LCLGRP.
6. The LCLGRP will depend solely upon authorized payments received from Member Counties, in their proportionate shares, plus any local, federal, state or private grants for contract work performed. Any monies for special projects which require a local share coming from the Member Counties in advance of the commencement of a project shall be requested from Member Counties in their proportionate shares. Such projects shall not commence until the local funds are committed.

~~7. No expenditures in excess of the LCLGRP's authorized annual budget, adopted pursuant to this Article, shall be made without the written resolution of the Board of Directors setting forth the purposes and amount of such additional expenditures, as well as each member county's share of such expenditures. This resolution shall be submitted to the legislative bodies of each member county at least two weeks prior to its consideration at a meeting of the LCLGRP.~~

8.7. The LCLGRP shall be an independent fiscal entity.

ARTICLE 4

SUSPENSION

In the event that one or more of the Member Counties fails to appropriate or transfer its proportionate share of the Board's operating funds to the LCLGRP by March 31 of the LCLGRP's current fiscal year, and such failure continues thirty days after notice from the LCLGRP, such County shall be deemed to be suspended from the LCLGRP and written notice to that effect shall be sent to all other Counties. During the period of suspension, such County's representative members shall not be entitled to vote at LCLGRP or Committee meetings, and no items of business relating solely to such suspended County, including requests for review and recommendations concerning Federal or State participation in planning or projects within such suspended County, shall be voted upon or passed by the LCLGRP. Any period of suspension hereunder shall be terminated and such County restored to full membership upon receipt of payment of its delinquent share.

ARTICLE 5

BY LAWS, RULES AND REGULATIONS

The LCLGRP may adopt, amend and rescind such written By-laws, Rules and Regulations, consistent with this Agreement, which it deems necessary and appropriate to the carrying out of its duties and responsibilities hereunder and governing its meeting procedures and other day-to-day operations of the LCLGRP. All amended by-laws must be approved by the member counties legislative body as required by New York State General Municipal Law §239-h.

ARTICLE 6

ADOPTION AND AMENDMENT PROCESS

This agreement was adopted by approving resolutions of the Member Counties and may only be amended by the same process. Any change or amendment of this Agreement must be approved by each Member Counties legislative body.



Small Business Technical Assistance Program

Background: Last year, the LCLGRP updated its Comprehensive Economic Development Strategy (CEDs). This plan sets the foundation for future collaborative implementation of regional economic strategic priorities and outlines six goals to achieve the plan’s vision. Goal #4 is to support Entrepreneurship and Business Development Opportunities by improving availability of financial and technical resources for small businesses.

Scope: The LCLGRP’s *Small Business Technical Assistance Program* (SBTA) for Washington County will utilize on-call professionals in small business management to provide targeted one-on-one support to business owners. Owners will be partnered with a consultant that specializes in the need of that business owner and guide their understanding of the overall picture of running a business, keeping financials, and assist them in developing long-term business and financial plans for future endeavors. This will lead to higher employee retention percentages for the region’s small businesses, and potentially the creation of new business ventures and employment opportunities within the County.

LCLGRP EDD – CEDS Project ID #139
Create a fund available to small businesses that will facilitate technical assistance/consulting such as marketing, scale up, market research, expansion, finance, new business assistance.

To execute the program, the LCLGRP will procure a team of consultants. LCLGRP staff will manage the contracts with the consultants and facilitate the pairing of consultants to businesses, based on the information provided in the business’ application for assistance. The Program will be offered on a first-come, first-serve basis, with a maximum allotment of \$5,000 for technical assistance time provided to a singular business. Eligible businesses are those that are located within Washington County with 1-25 employees, or start-up businesses with equity or financing in place, or that are well underway to securing financing from a traditional or non-traditional source, based on a recommendation of that funding source. Priority will be given to LCLGRP and Washington County LDC loan applicants to increase lending success.

Washington County will be funding a portion of a larger program. The LCLGRP has secured \$150,000 from Warren County ARPA funding for Warren County businesses. We have also applied for a \$99,000 USDA RBDG and a \$300,000 Congressional Directed Spending grant to implement the program in Clinton, Essex, Hamilton, Warren, and Washington Counties thus ensuring a minimum of \$50,00 will be allocated to Washington County businesses.

Budget Category	Grant Funding
Personnel/Fringe	\$8,000
Consultant	\$42,000
Indirect	N/A
TOTALS	\$50,000