

JOINT AGRICULTURE, PLANNING, TOURISM & COMMUNITY DEVELOPMENT & FINANCE
COMMITTEE MEETING MINUTES – SEPTEMBER 19, 2023

AGRICULTURE, PLANNING, TOURISM & COMMUNITY DEVELOPMENT COMMITTEE MEMBERS

PRESENT: Campbell, Hicks, O'Brien, Skellie

AGRICULTURE, PLANNING, TOURISM & COMMUNITY DEVELOPMENT COMMITTEE MEMBERS

ABSENT: Griffith, Shaw, Ferguson

FINANCE COMMITTEE MEMBERS: Campbell, O'Brien, Haff, Hicks, Fedler, Skellie, Hogan, Clary, Wilson

FINANCE COMMITTEE MEMBERS ABSENT: Rozell, Griffith

SUPERVISORS: Henke, Hall

Debra Prehoda, Clerk of the Board

Roger Wickes, County Attorney

Melissa Fitch, County Administrator

Al Nolette, County Treasurer

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Accept Minutes – August 30, 2023
- 3) Consider 2024 Budget Requests:
 - A. Soil & Water
 - B. Cooperative Extension
 - C. Planning/Tourism/Economic Dev.
- 4) Other Business
- 5) Adjournment

Supervisor Hicks called the Agriculture, Planning, Tourism and Community Development Committee to order joining the Finance Committee already in session at 10:25 AM in the second floor classroom, Room B214.

A motion to accept the minutes of the August 30, 2023 Agriculture, Planning, Tourism and Community Development committee meeting was moved by Mr. Skellie, seconded by Mr. Campbell, and adopted.

2024 SOIL & WATER – Corrina Aldrich, Executive Director, addressed the 2024 budget request:

Conservation A.8730	Department Request	
Program Expenses	\$220,000	
Total	\$220,000	

Budget summary attached, Revenue \$639,750, expenses \$612,731 and \$27,019, amount to be added to their fund balance. Requesting \$220,000, a \$6,000 increase over the 2023 budget. They did apply for five grants for farmers this year. Going to start doing some strategic planning.

2024 CORNELL COOPERATIVE EXTENSION (CCE) – Brian Gilchrist, Executive Director, addressed the 2024 budget request:

Agriculture & Livestock A.8750	Department Request	
Program Expenses	\$423,600	
Total	\$423,600	

Draft budget attached. Requesting \$423,600, a 3% increase in county appropriation. Federal dollars are dropping from \$16,000 to \$12,000 and State money has increased the last two years, from \$68,000 to \$76,000 this year and unsure about 2024 and budgeted the same as 2023. NYS pays fringe benefits. Built into the budget is a 3% increase in salaries and they typically follow the county increase when they adopt their budget in December. Talking to Warren County about sharing a Master Gardener. Pay the county \$25,000 for rent. Looking forward, they have a decent general fund

anticipating a need to look for new office space and office systems such as the phone system. Looking to replace their 10 passenger van which is over ten years old and purchasing a minivan, and upgrades to their milk shake and food booths at the Washington County Fair. Upgrading the booths because they are now classified as a permanent food vendor verses a temporary food vendor because the food booth is open now from May through September and with this classification have to do upgrades. Will be looking at contracting for a strategic plan. Big things coming down next year; Chrys Nestle, 4-H Educator is retiring, looking at position and duties and looking at a shared position to do volunteer management and hiring more program staff to have more boots on the ground doing program with 4-H clubs and in schools. Post COVID they have seen an uptick in 4-H clubs. They do background checks on all volunteers through Choice Point (firm Cornell has contracted with) and there is a cost to that and looking to contract out to another firm and the cost will go up but they will not have to store all that information. Food booth income is not on the handout because that is their operating budget and they do not show it or use it on the operating budget but will show in December when they adopt their budget. It will show up throughout the year for things like awards, prizes, trips, and tours as they spend the funds.

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

2024 TOURISM

Publicity A.6411	Department Request	Budget Change
Expenses	\$403,000	-\$200,000 ARP

Revenue \$156,000 – Occupancy Tax \$9,000, Voluntary Occupancy Tax - Airbnb \$100,000, and State Aid for Tourism (I Love NY Revenue) \$47,000 which has been going down. General fund also contributes about \$50,000. Presentation in January about tourism programing for the upcoming year. Will be asking to move \$200,000 of ARP funding to Tourism. The budget request includes the \$200,000 ARP funding and it should not be budgeted in expenses and is not in the revenue. Will be moved by budget amendment after the first of the year along with the corresponding revenue. The tourism budget has not changed. She plans to ask to carryover any remaining ARP funding in 2023 budget to the 2024 budget.

2024 PLANNING/ECONOMIC DEVELOPMENT

Planning A. 8020	Department Request	
Personal Services	\$158,275	
Equipment	\$ 0	
Contractual	\$137,090	
Benefits	\$ 52,223	
Total	\$347,588	

Revenue:\$0. No revenue except through grants. Revenue A.8020.3902 State Aid for Planning Studies – trail grant and will have to work out at the end of year and carryover funds. It is from a grant received four years ago for the Fort Ann to Whitehall trail and it is stalled due to CP Rail. Expenses: Overall the same. Personnel request: as part of the IT budget requested some additional business analysis software and the GIS data based management software, capacity to generate data that they cannot get through Real Property. The Planner has the education and training and vetted by the software vendor so they have asked for a software license and will require an upgrade to her computer. Because of this increase in responsibility, she is also requesting an increase in the Planner

salary. The Planner position was original set as a grade 13 and then went to straight salary and that occurred when a major overhaul of the salary system was taking place and her requested change had already been submitted so between fixing that situation and adding responsibility requesting a \$3,600 increase to the Planner title. Also requesting to create a new position. There are things that are just not getting done because there are not enough resources to do it. Responsibilities would be related to both the tourism and economic development side. Black Dog is a marketing firm but they have helped out businesses with identifying what needs to be done and how the county can help with events, etc. and she would like this new position to do more along those lines. She has discussed this request with the Personnel Officer, developed a job description and responsibilities and the salary is \$70,000. The overall impact on the Planning budget would be the personnel requests.

Not in budget request but wanted to bring forward that it is becoming a more and more competitive world. The more the State takes funding away from us, the more they fund competitive grant programs. The competitive grant programs are a huge amount of work and in the county we do not have a centralized grant management system. Planning is being asked more and more to do administration of grants. For grants that come with administrative funding you can just contract/retain someone. A possible solution is to contract with Lake Champlain Lake George Regional Planning Board on a case by case basis to help with grant administration which money could be budgeted for that or ask on a case by case basis. No ask at this time but it is becoming a bigger issue. For example, she stated the SAM grant for the Fort Ann barn is a huge amount of work and there was no place else to put this but with Planning. Just putting it out to make everyone aware.

OTHER BUSINESS: None.

The Agriculture, Planning, Tourism and Community Development Committee meeting adjourned at 11:06 A.M.

*Debra Prehoda, Clerk
Washington County Board of Supervisors*

Budget Summary 2024

Budget Approved at SWCD Board Meeting 09/13/2023

	2024	2023	2022 Actual
Budgeted Revenue			
County Appropriation	\$220,000.00	\$214,000.00	\$208,000.00
Miscellaneous Revenue - Soil Worksheets, Programs, etc.	\$35,150.00	\$54,780.00	\$26,179.21
Planning Grants - WQIP, DEC, DOS, Others	\$0.00	\$2,500.00	\$240.00
State Reimbursement	\$341,000.00	\$280,000.00	\$259,054.87
State Grant Administration/Technical Service Fee	\$43,600.00	\$23,800.00	\$46,768.50
Total Budgeted Revenue	\$639,750.00	\$575,080.00	\$540,242.58
Budgeted Expenditures			
Contractual - Miscellaneous, Training, Education, Program Expenses	\$176,551.00	\$101,547.00	\$99,657.42
Equipment Purchases & Reserve Fund	\$5,000.00	\$50,500.00	\$35,137.54
Rent, Utilities, Internet Service	\$2,600.00	\$2,200.00	\$1,595.82
Personnel & Employee Benefits	\$428,580.00	\$385,193.00	\$390,154.99
Total Budgeted Expenditures	\$612,731.00	\$539,440.00	\$526,545.77
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Total Budgeted Revenue	\$639,750.00	\$575,080.00	\$540,242.58
Total Budgeted Expenditures	\$612,731.00	\$539,440.00	\$526,545.77
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Total Revenue Minus Total Expenditures	\$27,019.00	\$35,640.00	\$13,696.81

Budget Summary 2024

Allocated Fund Balance	\$0.00
Revenue	\$639,750.00
Total Income	\$639,750.00
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Fund Balance	\$27,019.00
Expenses	\$612,731.00
Total Expenses	\$639,750.00

Cornell Cooperative Extension
Draft 2024 Budget

	INCOME	Budget 2023	Draft 2024
40100	SL Fed Contrib	16,000.00	12,000.00
40200	NYS 224 Contracts	76,795.00	75,000.00
40300	NYS Fringe Benefits	54,935.00	54,935.00
40500	County Approp Contrib	411,262.00	423,600.00
44000	County Contract Contrib	6,000.00	6,000.00
44000	County Contract Contrib	3,000.00	3,000.00
45000	Enrollment Fees Contrib	2,000.00	2,000.00
45200	Program Reg Fees	2,000.00	2,000.00
45400	Regional Prog Support	4,000.00	2,000.00
47400	Printing and Duplicating	500.00	500.00
47700	Enterprise Sales	500.00	500.00
48800	Interest Income	300.00	300.00
	Total Revenue	577,292.00	581,835.00
50000	Payroll, Association	137,528.00	188,143.00
50000	Payroll, Federal Smith Lever	16,000.00	12,000.00
50200	Payroll, State 224	76,795.00	75,000.00
50200	Payroll, Grant	36,777.00	-
53100	Payroll Fringe Benefits	54,935.00	54,935.00
53300	Unemployment Ins	900.00	900.00
53500	Workers' Compensation	3,000.00	3,000.00
55100	Staff Dev, Registrations	5,000.00	6,000.00
55300	Staff Dev, Transportation	1,000.00	1,300.00
55400	Staff Dev, Lodging	3,000.00	3,500.00
55500	Staff Dev, Meals	800.00	1,000.00
60300	Advertising	500.00	1,000.00
60500	Publicity	2,000.00	2,500.00
60700	Association Services	8,200.00	9,000.00
60900	Awards and Prizes	500.00	500.00
61300	Computer and IT Services	500.00	500.00
61500	Contracted Services - STSJP YB	200.00	200.00
61500	Contracted Services - Parents Apart	400.00	400.00
61500	Contracted Services - MG Support	8,500.00	8,500.00
61500	Contracted Services - Finance Svcs	16,000.00	17,000.00
62100	Specialist Contract - ENY Hort Pgm	30,283.00	32,000.00
62700	Travel, Mileage	12,000.00	12,000.00
62900	Meetings, Food	2,300.00	3,300.00
63100	Meetings, Other	5,000.00	5,000.00
63300	Postage and Delivery	6,000.00	7,000.00
63500	Printing & Copying	4,000.00	4,000.00
63700	Small Equipment	5,000.00	5,000.00

Cornell Cooperative Extension
Draft 2024 Budget

63900	Regional Prog Support - Cap Dist Ag	98,741.00	102,000.00
63900	Regional Prog Support - SBN	15,495.00	16,000.00
64100	Rental, Equipment	8,000.00	8,000.00
64300	Rental, Facilities	25,000.00	25,000.00
64600	Repairs & Maint	4,000.00	4,000.00
64700	Enterprise, Cost of Sales	500.00	500.00
65200	Supplies, Teaching	5,500.00	5,500.00
65600	Telecommunications	4,500.00	5,000.00
65610	Internet Charges	4,000.00	4,000.00
66400	Vehicles, Repairs/Maint	2,000.00	2,000.00
67200	Insurance, General Liab	8,500.00	9,000.00
67600	Insurance, Other	2,500.00	3,000.00
67614	Insurance, 4-H Accident	800.00	1,000.00
69500	Subscript & Memberships	100.00	100.00
69600	Licenses and Fees	100.00	100.00
69610	Background/MVR Checks	500.00	1,000.00
69800	Miscellaneous Expenses	1,500.00	3,000.00
	Total Expense	618,854.00	642,878.00
90300	Trans from General	41,562.00	61,043.00