

JOINT AGRICULTURE, PLANNING, TOURISM & COMMUNITY DEVELOPMENT & FINANCE
COMMITTEE MEETING MINUTES – SEPTEMBER 20, 2022

AGRICULTURE, PLANNING, TOURISM & COMMUNITY DEVELOPMENT COMMITTEE MEMBERS

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

AGRICULTURE, PLANNING, TOURISM & COMMUNITY DEVELOPMENT COMMITTEE MEMBERS

ABSENT: Campbell, Ferguson

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

FINANCE COMMITTEE MEMBERS ABSENT: Campbell, Haff, Rozell

SUPERVISORS: Hall, Henke

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 31, 2022
- 3) Consider 2022 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

Chairman Griffith called the Agriculture, Planning, Tourism and Community Development Committee to order and Mr. O'Brien reconvened the Finance Committee at 1:05 PM in the second floor classroom, Room B214.

A motion to accept the minutes of the August 31, 2022 Agriculture, Planning, Tourism and Community Development committee meeting was moved by Mr. Skellie, seconded by Mr. Shaw, and adopted.

2023 SOIL & WATER – Lori Sheehan, Office Manager

Conservation A.8730	Department Request	
Program Expenses	\$214,000	
Total	\$214,000	

Budget summary attached. \$6,000 increase over the 2022 budget. Five staff members. Closed 4 grants and waiting on some. Expenses: Major office renovations upgrading computers, purchase cubicles and office equipment. Salaries increased 3%, approved by the Soil and Water Board of Directors.

2023 CORNELL COOPERATIVE EXTENSION (CCE) – Brian Gilchrist, Executive Director, was not available for today's meeting and submitted the attached budget handouts.

Agriculture & Livestock A.8750	Department Request	
Program Expenses	\$411,262	
Total	\$411,262	

Requesting a 3% increase in county appropriation.

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

2023 PLANNING/ECONOMIC DEVELOPMENT - Laura Oswald, Director

Planning A. 8020	Department Request	
Personal Services	\$153,000	
Equipment	\$ 0	
Contractual	\$112,440	
Benefits	\$ 42,250	
Total	\$307,690	

Revenue:\$0. Rev. A.8020.3902 State Aid for Planning Studies – will have to work out at the end of year – rollover funds. It is from a grant four years ago for the Fort Ann to Whitehall trail and it is stalled due to CP Rail. Expenses: Flat except for salary increases. Budget Officer increased car pool expense.

Publicity A.6411	Department Request	
Expenses	\$203,000	

Revenue \$157,000 – Occupancy Tax \$9,000, Airbnb \$100,000, and State Aid for Tourism \$48,000. In previous years started with zero budget because I Love NY unknown and added funds when known. This year based on the state budget approximately the same funding and will request a budget amendment once actual amount known, estimate of occupancy tax and Airbnb collections for \$157,000 in anticipated revenue. To effectively operate and do the same kinds of things we have been doing with tourism for the past couple of years that budget needs to be funded around \$200,000 and have \$157,000 in revenue and will require from the General Fund about \$46,000 which is half of what she has looked for the last couple of years. Trying to setup a year over year revenue approach. Noted an occurrence coming up with a lot of interest is the 2023 solar eclipse. Expenses: Allocated ARPA funding for specific projects and probably will spend about \$100,000 by year end and the balance will be rolled over. The Treasurer reminded the committee of the commitment was \$200,000 a year for three years so this is just the first.

OTHER BUSINESS:

250th Anniversary of the American Revolution – Pat Niles, N. Huntington, President of the Washington County Historical Society and Kevin McCarty, Fort Edward Town Historian addressed the committee on the upcoming 250th Anniversary of the American Revolution and the request to have the committee recognized. The celebration starts in 2024. Paul McCarty, FE Historian, provided some history of events that took place in Washington County (1976 – 1984) in the past organized by a similar type of committee. He stated they want to have a committee and flush out ideas. Colleagues from Warren County have reached out to them because Warren County was part of Washington County up until 1813 for doing some things together.

Pat Niles addressed the committee stating that the group has only met once or twice informally to start to flush out ideas. They would like to contact each town historian and every historical organization to come together for one meeting to see who wants to be on the committee and what the objectives are for the celebration which is going to run from 2023 – 2033, a ten-year period. Once organized they need some goals, objectives, and a mission statement. He read an example of a type of mission statement that would fit this committee: Vermont’s 250 Anniversary Commission will inspire all Vermonters to learn from the history, legacy, and context of the past to build strong

Vermont communities for the future. Through collaborative local and statewide initiatives that explore an inclusive history of the American revolution, Vermont 250 will support and encourage the preparation, planning, and execution of programs and events that examine a formative period of our nation and how it continues to shape our culture and values. He would like to see similar, along these lines, mission statement for this committee to bring Washington County together with historical community as well as the citizens of Washington County. They will need to set up terms and subcommittees that will run this. There are grants in the state and national level and to do that will need some recognition by Washington County. Washington County has a significant amount of history. They hope Washington County could provide a small amount of funding for clerical expenses. They are just starting this process of forming a committee and recommended that they come back once organized with their requests. Mr. Niles stated a letter from the county recognizing them would be a step in the right direction. He suggested the committee would be called the Washington County 250th Revolutionary War committee. They need to come up with a mission statement, organizational bylaws, and possibly a bank account. The County can transfer monies for historical celebrations or fund in tourism budget with an agreement or organized committee under the Washington County Historical Society. Proposed committee needs to organize more and then approach the County with their requests.

The Agriculture, Planning, Tourism and Community Development Committee and Finance Committee both adjourned at 1:50P.M.

*Debra Prehoda, Clerk
Washington County Board of Supervisors*

Washington County SWCD

9/7/2022

Budget Summary 2023

Budget Approved at SWCD Board Meeting 09/07/2022

	2023	2022	2021
Budgeted Revenue			
County Appropriation	\$214,000.00	\$208,000.00	\$204,000.00
Miscellaneous Revenue - Soil Worksheets, Programs, etc.	\$54,780.00	\$97,800.00	\$26,851.02
Planning Grants - WQIP, DEC, DOS, Others	\$2,500.00	\$0.00	\$1,167.00
State Reimbursement	\$280,000.00	\$236,000.00	\$188,005.00
State Grant Administration/Technical Service Fee	\$23,800.00	\$82,100.00	\$76,048.00
Total Budgeted Revenue	\$575,080.00	\$623,900.00	\$496,071.02
Budgeted Expenditures			
Contractual - Miscellaneous, Training, Education, Program Expenses	\$101,547.00	\$89,781.00	\$80,516.91
Equipment Purchases & Reserve Fund	\$50,500.00	\$80,000.00	\$3,000.00
Rent, Utilities, Internet	\$2,200.00	\$2,900.00	\$1,307.28
Personnel & Employee Benefits	\$385,193.00	\$394,750.00	\$402,992.33
Total Budgeted Expenditures	\$539,440.00	\$567,431.00	\$487,816.52
Total Budgeted Revenue	\$575,080.00	\$623,900.00	\$496,071.02
Total Budgeted Expenditures	\$539,440.00	\$567,431.00	\$487,816.52
Total Revenue Minus Total Expenditures	\$35,640.00	\$56,469.00	\$8,254.50

Budget Summary 2023

Allocated Fund Balance	\$0.00
Revenue	\$575,080.00
Total Income	\$575,080.00
Fund Balance	\$35,640.00
Expenses	\$539,440.00
Total Expenses	\$575,080.00

**CORNELL COOPERATIVE EXTENSION WASHINGTON COUNTY
2023 Draft Budget Explanation**

Note:

- A: Seeking a 3% increase in county appropriation
- B: Transfer from General Fund to balance the budget
- C: Reflects the likely end of Taste NY position and salary \$, reflected in loss of private contract income.
- D: Slight increase in cost of mileage due to increase reimbursement rate
- E: Regional Program Support – Cap District Ag Team – increase in their budget, mainly due to increase in Salaries and other program related expenses. 5 member team with Admin support. Employed by CCE Albany County. Paid in by % share of each commodity group.
- F: Regional Program Support, SBN – Shared Business Network providing high level support to HR, IT, and Finance services. Increase due to increased salaries and expanded finance position. Cost shared between 7 Associations and CCE Admin. Pay in based on # of employees.
- G: Rental – paid to Washington County. This represents an in and an out of County Appropriation. Line item was increased a bit last year thinking we might have to move. A move does not seem immediate at this time.
- H: Contracted Service – Finance. When our local finance staff retired, we contracted with Albany County to do day-to-day finances for the Association resulting in a cost savings on having to fill a position.
- I: Specialist Contract – Eastern NY Hort Team, a 17 county team employing 10 specialist, 3 techs and admin support. Pay in based on share of commodity as defined by Ag Census numbers. Cost shared between Associations, CCE Admin and program generated income. Slight increase due to finally implementing the 2017 Census numbers which are always a few years delayed before released and due to holding shares level over the last 2 years due to covid and loss of income by some associations.

			2022	2022	2023
	YTD-Sept	2021	Proposed	Adopted	Draft
Fed Smith Lever	\$ 15,160.91	\$ 16,000.00	\$ 16,000.00	\$ 16,000.00	\$ 16,000.00
NYS 224 Contracts	\$ 52,658.12	\$ 54,576.33	\$ 76,795.00	\$ 76,795.00	\$ 76,795.00
County Approp	\$ 391,454.00	\$ 391,454.00	\$ 403,198.00	\$ 399,283.00	\$ 411,262.00
Other County	\$ 5,999.94	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00
Private Contracts	\$ 18,500.00	\$ 18,000.00	\$ 13,750.00	\$ 13,750.00	\$ -
Contrib. unrestrict	\$ 450.00	\$ -	\$ -	\$ -	\$ -
Contrib temp restrict	\$ 335.12	\$ -	\$ -	\$ -	\$ -
Interest income	\$ 231.07	\$ 150.00	\$ 150.00	\$ 150.00	\$ 300.00
Enrollment Fees	\$ 615.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
Program Reg Fees	\$ 260.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
Regional Prog Support	\$ 4,500.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
Printing and dup	\$ -	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
Enterprise Sales	\$ 480.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
Reimburse profes svc	\$ 2,426.88	\$ -	\$ -	\$ -	\$ -
Fundraising	\$ 49,565.79	\$ -	\$ -	\$ -	\$ -
Rental, short term	\$ 40.00	\$ -	\$ -	\$ -	\$ -
Trans from General	\$ 3,500.00	\$ 17,545.56	\$ 54,174.00	\$ 44,285.00	\$ 56,340.00
Total Income	\$ 546,176.83	\$ 517,725.89	\$ 584,067.00	\$ 570,263.00	\$ 580,697.00
EXPENSE					
Payroll	\$ 195,762.88	\$ 247,757.89	\$ 298,622.00	\$ 269,861.00	\$ 267,068.00
Payroll - 4 month train overlap				\$ 11,262.00	0
Unemploy Ins	\$ 925.62	\$ 700.00	\$ 900.00	\$ 900.00	\$ 900.00
Work Comp	\$ 2,178.80	\$ 1,822.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
Staff dev, registration	\$ 625.00	\$ 4,100.00	\$ 4,600.00	\$ 4,600.00	\$ 5,000.00
Saff dev, transport	\$ -	\$ 375.00	\$ 450.00	\$ 450.00	\$ 1,000.00
Saff dev, lodging	\$ -	\$ 1,550.00	\$ 2,500.00	\$ 2,500.00	\$ 3,000.00
Staff dev, meals	\$ 45.70	\$ 500.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Advertising	\$ 60.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
Publicity	\$ 351.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
Award & Prizes	\$ 1,803.91	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
Computer & IT	\$ -	\$ 350.00	\$ 350.00	\$ 350.00	\$ 500.00
Travel, meals	\$ 26.20	\$ -	\$ -	\$ -	\$ -
Travel, mileage	\$ 2,139.33	\$ 10,200.00	\$ 10,700.00	\$ 10,700.00	\$ 12,000.00
Meetings, food	\$ 334.28	\$ 2,300.00	\$ 2,300.00	\$ 2,300.00	\$ 2,300.00
Meetings, other	\$ 20.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
Postage & delivery	\$ 1,800.52	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
Print & Copying	\$ -	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
Small Equip	\$ 53.49	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
Reg Prog Support - Cap Ag	\$ 82,588.86	\$ 110,120.00	\$ 113,495.00	\$ 98,085.00	\$ 115,000.00
Reg Prog Support - SBN				\$ 13,954.00	\$ 16,840.00
Rental, equipment	\$ 7,004.65	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00
Rental, facilities	\$ 18,068.00	\$ 25,000.00	\$ 25,000.00	\$ 32,000.00	\$ 25,000.00
Enterprise, cost of sales	\$ 160.50	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
Fundraise expenses	\$ 33,950.21	\$ -	\$ -	\$ -	\$ -
Supplies, Teaching	\$ 2,761.86	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
Supplies, office	\$ 1,736.91	\$ 2,000.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
Telecommunications	\$ 443.64	\$ 1,500.00	\$ 1,500.00		\$ 1,500.00
Internet charges	\$ 2,954.85	\$ 4,000.00	\$ 4,000.00	\$ 6,900.00	\$ 4,000.00
new phone and IT set up				\$ 3,000.00	\$ 3,000.00
Trips & tours	\$ 70.00	\$ -	\$ -	\$ -	\$ -
Vehicles, fuel	\$ 47.70	\$ -	\$ -	\$ -	\$ -
Vehicles, repair maint	\$ -	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
Insurance, gen liability	\$ 7,024.89	\$ 7,400.00	\$ 8,100.00	\$ 8,100.00	\$ 8,100.00

NOTES

A

B

C

D

E

F

G

Insurance, other	\$ 229.48	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
Insurance, 4-H			\$ 550.00	\$ 550.00	\$ 800.00
Subscrip & Member	\$ 26.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
Licenses & Fees	\$ -	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
Background checks	\$ 45.45	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
Misc Expenses	\$ -	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
Contracted Services	\$ 5,750.00	\$ 22,100.00	\$ 21,100.00		
Contracted Svc - stipend				\$ 600.00	\$ 600.00
Contracted Svc - MG				\$ 8,500.00	\$ 8,500.00
Contracted Svc - finance				\$ 12,000.00	\$ 16,000.00
Specialist contract -	\$ 17,818.00	\$ 23,751.00	\$ 30,000.00	\$ 23,751.00	\$ 29,689.00
Assoc Servies	\$ 5,466.36	\$ 7,000.00	\$ 8,200.00	\$ 8,200.00	\$ 8,200.00
Repairs and Maint	\$ 811.54	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
Total expenses		\$ 517,725.89	\$ 584,067.00	\$ 570,263.00	\$ 580,697.00

Trans to balance

\$ - \$ -

22 Salary line was keeps Taste at PT (FT orig proposed). Includ Barb position for full year. Does not include grant reimburse for Farm to school