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Beth Gilles, Director  
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July 13, 2021 1:00 pm  
Lake George Senior Center Schuyler Street, Lake George, NY  
1130 Deerland Road, Long Lake, NY  
Clinton County Legislative Conference Room, Second Floor Clinton County Government  
Center  
137 Margaret Street, Suite 208 Plattsburgh, NY 12901

### AGENDA

1. Roll Call
  2. Approval of April 13, 2021 meeting transcript (Board Action)
  3. Treasurer's Report (Board Action)
    - April, May, June Abstracts (Board Action)
  4. Creation of a Junior Planner Position (Board Action)
  5. 2022 Budget (Board Action)
  6. 2022 Salary Schedules (Board Action)
  7. Establish Records Management Officer (Board Action)
  8. Adopt Records Retention schedule (Board Action)
  9. New LCLGRP logo (Board Action)
  10. EDA Risk Assessment Letters
  11. Loan Committee report
    - COVID-19 Small Business Recovery loan fund
  12. Senior Planner Report
  13. Economic Development Coordinator Report
  14. Director's Report
  15. Other
  16. Executive Session
  17. Next Meeting Date – October 12, 2021 at 1:00 pm
  18. Adjourn
- 

Ms. Gilles welcomed everybody to the board meeting.  
Mr. O'Brien called the meeting to order and asked for a roll call.  
Ms. Gilles took roll call.

### ROLL CALL





Lake Champlain - Lake George  
Regional Planning Board  
THE COUNTIES OF  
CLINTON, ESSEX, HAMILTON, WARREN & WASHINGTON

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MEMBERS PRESENT

Glen Cutter  
Wendell Hughes  
Joe Giordano  
Clay Arsenault  
Christy Wilt  
Bill Farber  
Beth Hunt  
Dennis Dickinson  
John Strough  
Sue Clary  
Bob Henke  
Dave O'Brien  
Al Nolette

MEMBERS ABSENT

Mark Henry  
Kimberly Davis  
Karl Weiss  
Charles Harrington  
Ike Tyler  
Shaun Gilliland  
Mike Diskin  
Jim Dougan  
Steve Tomlinson  
Tracy Eldridge  
Edna Frasier  
Rachel Seeber  
Mike Swan  
Kevin Hajos  
Sam Hall  
Deb Donohue

ALSO PRESENT

Beth Gilles  
Carrie Yakush  
Allison Gaddy  
Chris Belden  
Dave O'Brien  
Shannon (Clinton Co. office)

Ms. Gilles established there are enough voting members present for a quorum.  
Mr. Nolette asked Chairman O'Brien to lead the Pledge of Allegiance.  
Pledge of Allegiance led by Chairman O'Brien

APPROVAL OF APRIL 13, 2021 MEETING TRANSCRIPT

Chairman O'Brien asked for a motion to approve the meeting transcript from April 13, 2021.  
Motion made by Mr. Henke.  
Seconded by Mr. Strough.  
Hearing no additions or corrections and no opposed, motion carried.

TREASURER'S REPORT

Mr. Nolette gave the Treasurer's report and noted that the financial position of the LCLGRP has significantly improved since 2018. He stated that the Cares Act funding helped the financial position. The financials were sent to the board (see attached) and since then four more invoices were completed, bringing the operating fund balance up to \$610,000. Mr. Nolette stated the revolving loan funds are doing well





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and the majority of borrowers are making their payments. There are still a few borrowers lagging on payments, but they have always struggled to make payments.

Chairman O'Brien asked for a motion to approve the Treasurer's Report.

Motion made by Mr. Dickinson.

Seconded by Mr. Giordano.

No comments, discussion arose.

Hearing none opposed, motion carried.

- APRIL, MAY, JUNE ABSTRACTS

Chairman O'Brien asked for a motion to approve the abstracts for April, May and June.

Motion made by Mr. Henke.

Seconded by Mr. Dickinson.

Hearing no comments or discussion and no opposed, motion carried.

### CREATION OF A JUNIOR PLANNER POSITION

Ms. Gilles asked for the board to create a Junior Planner position to assist with planning and grant applications. She would like this position to start at the beginning of 2022, full-time at \$47,000. It is an existing title at Warren County Civil Service. Advertising would probably be in September or October with the hopes to have someone on board by the beginning of the year.

Mr. Dickinson made the motion to approve the creation of a junior planner position. Seconded by Mr. Giordano. Chairman O'Brien asked if the position should be filled now based on income for the rest of this year. Ms. Gilles affirmed but said it could be November by the time someone is hired. Mr. Strough asked if the new position was calculated in the 2022 budget. Ms. Gilles said it was and said it is not in the 2021 budget but there's also a position in the 2021 budget that is not filled right now.

Chairman O'Brien asked to amend the motion to allow the junior planner position to be filled this year.

Mr. Dickinson amended the motion.

Seconded by Mr. Giordano.

Mr. Nolette asked that the amendment was amending the staffing pattern for 2021 to included a junior planner.





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Chairman O'Brien said that is correct.  
With no further discussion and no objections, motion carried.

### EXECUTIVE SESSION

Chairman O'Brien requested to go into Executive Session to discuss personnel matters, specifically salaries. Mr. Strough made the motion, seconded by Mr. Giordano. Executive Session ensued for 14 minutes.

### 2022 SALARY SCHEDULES

Chairman O'Brien discussed the salary schedule that was sent out. He suggested based on the discussion held in executive session to increase the salary of the Director from \$81,949 to \$90,000.

Chairman O'Brien asked for a motion to adjust the 2022 salary schedule.

Motion made by Mr. Henke.

Seconded by Mr. Dickinson.

Motion carried.

Chairman O'Brien addressed the rest of the salary schedule for 2022. Ms. Gilles said there will be a 2.5% cost of living raise and also adjusted the Senior Planner salary an additional \$2,000 based on workload and responsibilities.

Chairman O'Brien asked for a motion to accept the 2022 salary schedule.

Motion made by Mr. Giordano.

Seconded by Mr. Dickinson.

Hearing no comments or discussion and no opposed, motion carried.

### 2022 BUDGET

Ms. Gilles reviewed the expense spreadsheet that was emailed (see attached). The Fringe line was increased for employees based on bringing on additional staff, the fringe for retirees is going decrease slightly based on retirees ages. The Audit line increased to \$15,000 as our three-year contract with the EFPR has expired and we will RFP for services for the next three years. Contracts line have decreased, we only have half a year of the COVID funding left and not as much work going out to consultants. The Operating line is the same and Travel and Training Line went down slightly. We're at \$641,400. In terms of revenue, Ms. Gilles said she is going to ask each county for a 2% increase in their allotment, which equates to a total of \$815. We have our





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\$70,000 EDA grant, the remainder of our two COVID-19 grants, and we got next year's DEC grant allocation of \$96,812.40 with some money we rolled over for the last couple of years which brings it to \$110,000. Ms. Gilles reviewed the grant contracts. Three of them are going to age out at the end of the year. The interest for the loans was bumped up because in July of 2022 we'll be able to start taking the 75% of the interest income from RLF5. The remainder comes from our host agency agreement and Northern Borders Administration which brings it to \$641,400.

Chairman O'Brien asked if there were any questions on the 2022 budget.

He asked for a motion to adopt budget as presented.

Motion made by Mr. Strough.

Seconded by Mr. Henke.

Hearing no comments or discussion and no opposed, motion carried.

#### ESTABLISH RECORDS MANAGEMENT OFFICER

Mr. Belden said we are looking at digitizing our existing records library as we have reports dating back to the 1960's. He has been exploring different funding sources to digitize those records. To do so, the LCLGRP needs to appoint a Records Management Officer and adopt the new state records retention schedule, LG1, which went into effect on January 1, 2021. The duty of the Records Management Officer is to ensure records are being maintained and disposed of properly. Mr. Dickinson asked if it included hiring someone. Ms. Gilles said the Records Retention Officer would be Mr. Belden.

Mr. Dickinson made a motion.

Chairman O'Brien asked for a second to appoint Mr. Belden as Records Management Officer.

Seconded by Mr. Giordano.

Mr. Strough asked if Mr. Belden will also be the FOIL Officer as well. Mr. Belden said it would be more appropriate for that to remain as Ms. Gilles. Mr. Belden said this would be ensuring that as retention on certain documents lapses that we are disposing of things accordingly. Mr. Nolette asked if he was working with NYS Archives on some grants. Mr. Belden said yes and that they were slow with issuing awards for last year's round because of COVID and that they will be putting out a solicitation beginning of next year. Mr. Belden said that we've already met with the provider that would digitize the records, which is a single source contract that the state uses, and they've given us an estimate of cost.

Hearing no comments or discussion and no opposed, motion carried.





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## ADOPT RECORDS RETENTION SCHEDULE

Chairman O'Brien asked for a motion to adopt the records retention and disposition schedule for New York local government records.

Motion made by Ms. Clary.

Seconded by Mr. Dickinson.

Hearing no comments or discussion and no opposed, motion carried.

## NEW LCLGRP B LOGO

Ms. Gilles informed the board that she retained Sidekick Creative to create a new logo for LCLGRP B and distributed copies of the suggested logo. Discussion ensued. Some board members felt the logo looks too similar to Washington County and Gore Mountain's logos. Some feel the colors are too dark and it doesn't represent the organization well. Ms. Gilles said she could ask for another round of edits but needs to know from the board specifically what they are looking for. Chairman O'Brien would like the name to be in a different font/size. Mr. Nolette said the buildings feel a little industrial. Chairman O'Brien agreed. Ms. Gilles said she would work with Sidekick Creative to trim down the buildings and enlarge the environmental background. She will also ask for more definition on the various pieces of the logo.

## EDA RISK ASSESSMENT LETTERS

Ms. Gilles reviewed the EDA Risk Assessment letters that were sent to the board (see attached). She said every year EDA sends us risk assessment letters for each of our revolving loan funds based on a certain criteria and point system. It determines how often you must report to the EDA. For RLF1, our points increased to 42, which is Level A, meaning we only have to report to EDA once a year. For RLF2 the total score is 25 which is a Level B and must report to EDA twice a year. She said once the loan funds are defederalized we will no longer have to report to EDA. For RLF4 the total score is 31 which is Level A. We can apply for defederalization for RLF4 next year.

## LOAN COMMITTEE REPORT

Ms. Wilt gave the loan committee report. She said since the last board meeting the loan committee had two meetings. The committee approved a \$150,000 working capital COVID-19 Small Business Recovery loan to Black River Valley Natural in





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Lewis County. They also approved a \$25,000 working capital COVID-19 Small Business Recovery loan to Irish Treasures in Lake Placid in Essex County. They discussed two additional \$150,000 COVID-19 Small Business Recovery loan applications. One for Glenmore Lodge in Warren County, and one for Skewed Brew in Lewis County. They decided that additional information was needed, and the Regional Planning Board staff is working on getting that information for the Committee.

Ms. Gillis said Jamie White is no longer with the Regional Planning Board. Her last day was mid-June. Ms. Gilles has been working on underwriting the loans and Ms. Yakush has been helping with the financial spreadsheets. Ms. Gilles stated that we contracted with Mohawk Valley Economic Development District (MVEDD) out of Mohawk, New York. They received \$2.7 million in Cares Act RLF funding and have gotten it all out and they already have \$200,000 back into their banking account. They're starting on their second round of loans. Heather and Steve from MVEDD will be doing the COVID-19 loan work moving forward. Ms. Gilles stated she received a letter from the EDA, included in the packet sent to the board. It states that if we don't give out at least 25% of RLF funding by November, they're going to start reducing our award. And if we don't have 75% out by April 1<sup>st</sup>, they will further reduce our award. And at the end of June 2022, they'll take back whatever wasn't loaned. Chairman O'Brien expressed offering a balloon payment option to possible loan recipients to help ease the high monthly payment amount on \$150,000 loans. Ms. Gilles said she would look into the rules to see if the terms can be deviated.

#### SENIOR PLANNER REPORT

Ms. Gaddy reviewed the Senior Planner Report that was included in the meeting packet.

#### ECONOMIC DEVELOPMENT COORDINATOR REPORT

Mr. Belden reviewed the Economic Development Coordinator report that was included in the meeting packet.

Mr. Giordano asked how towns and counties submit for projects to get done with LCLGRPB. Ms. Gaddy responded saying they will ask for work to be done and we will keep it in mind for when the opportunity comes up. She said as far as grant writing goes, we offer grant writing as a service to the community at no cost because the county is already providing money. The grant administration is incorporated in the total of the





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grant ask. Mr. Belden said that is the purpose of all the planning is to be aware of the needs of the counties and region.

#### DIRECTOR'S REPORT

Ms. Gilles reviewed the Director's Report that was included in the meeting packet.

#### OTHER

None.

#### NEXT MEETING DATE – OCTOBER 12, 2021 AT 1:00PM

Ms. Gilles said she already booked the Warren County Board room for October 12, 2021 at 1:00pm.

#### ADJOURN

Chairman O'Brien adjourned the meeting at 2:34pm.

*Respectfully submitted by Carrie Yakush, Senior Account Clerk, LCLGRP*

