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Beth Gilles, Director  
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Lake Champlain – Lake George Regional Planning Board  
Regular Meeting of the Board  
October 12, 2021 1:00 pm  
Warren County Municipal Center  
Lake George, NY 12845

AGENDA

1. Pledge of Allegiance
  2. Roll Call
  3. Approval of July 13, 2021 meeting minutes (Board Action)
  4. Treasurer's Report (Board Action)
    - a. July, August, September Abstracts (Board Action)
  5. Time Off Accrual Policy (Board Action)
  6. 10-year DOT Contract for AGFTC
  7. COVID-19 RLF Management Plan Addendum changes (Board Action)
  8. Defederalized RLF Management Plan (Board Action)
  9. Creation of RLF 6 (Board Action)
  10. Loan Administrative Committee report
    - a. COVID-19 Small Business Recovery loan fund
  11. Forward Together: Economic Resiliency Plan presentation
  12. Senior Planner Report
  13. Economic Development Coordinator Report
  14. Director's Report
  15. 2022 Meeting Calendar
  16. Other
  17. Executive Session
  18. Next Meeting Date – January 11, 2022
  19. Adjourn
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Chairman O'Brien called the meeting to order at 1:02pm and led the Pledge of Allegiance.

Ms. Gilles took roll call.





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#### MEMBERS PRESENT

Glen Cutter  
Joshua Kretser  
Wendell Hughes  
Ike Tyler  
Clay Arsenault  
Christy Wilt  
Beth Hunt  
Edna Frasier  
Rachel Seeber  
Sue Clary  
Bob Henke  
David O'Brien  
Al Nolette  
John Strough

#### MEMBERS ABSENT

Mark Henry  
Kimberly Davis  
Karl Weiss  
Charles Harrington  
Shaun Gilliland  
Mike Diskin  
Jim Dougan  
Steve Tomlinson  
Bill Farber  
Tracy Eldridge  
Dennis Dickinson  
Mike Swan  
Kevin Hajos  
Sam Hall  
Deb Donohue  
Joe Giordano

#### ALSO PRESENT

Beth Gilles  
Carrie Yakush  
Allison Gaddy  
Chris Belden  
Aaron Frankenfeld

#### APPROVAL OF JULY 13, 2021 MEETING MINUTES

Chairman O'Brien asked for a motion to approve the meeting minutes from July 13, 2021.

Motion made by Ms. Frasier.

Seconded by Mr. Hughes.

Hearing no additions or corrections and no opposed, motion carried.

#### TREASURER'S REPORT

##### • JULY, AUGUST, SEPTEMBER ABSTRACTS

Mr. Nolette gave the Treasurer's report. He reviewed over the packets that were previously emailed to the board. He stated that the RPB is financially strong. He stated that the board staying engaged is the most important piece, even when times are good. He said the RPB is growing and getting stronger. He said RLF5 is moving forward.

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

Motion made by Mr. Tyler.

Seconded by Mr. Henke.

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





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#### TIME OFF ACCRUAL POLICY

Ms. Gilles reviewed the time off accrual policy she put together that was previously emailed to the board (see attached). Ms. Gilles asked the board if they had any questions.

Mr. Strough asked for clarification on how many hours an employee works to be considered part time.

Ms. Gilles said part time is at least 29 hours.

Mr. Strough said 29 hours or less does not get vacation time but was not sure on sick leave and the other time off accrual. Ms. Gilles stated they do not get sick or other leave.

Mr. Strough asked if part time would get personal time and floating holidays.

Ms. Gilles reiterated that part time employees shall receive the benefit of floating holidays in the same proportion as the ratio of the number of hours that they work in a regular work week.

Mr. Strough thanked Ms. Gilles for clarification.

Chairman O'Brien asked if there were any other questions on the time off policy.

Chairman O'Brien asked for a motion to approve the Time Off Accrual Policy.

Motion made by Mr. Strough.

Seconded by Mr. Hughes.

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

#### 10-YEAR DOT CONTRACT FOR AGFTC

Mr. Frankenfeld stated that the contract between New York State and Lake Champlain Lake George Regional Planning Board to act as the host agency to the transportation council expires on March 21, of 2022. He said the State Department of Transportation is currently working to renew those host agency contracts, and they are planning on sending a 10-year contract agreement to the Regional Planning Board, which is the same term as the existing contract. Mr. Frankenfeld would like to ensure that the RPB is interested in hosting AGFTC for the next 10 years. The Board was amenable.

Mr. Nolette asked if the board should pass a resolution to authorize the chairman to or the executive director to execute the contract with DOT when it arrives.

Mr. Frankenfeld stated that the contract would not need to be signed until April 1<sup>st</sup>. Ms. Gilles noted there will be an RPB Board meeting in January where she can provide the board with a copy of the contract with DOT to look over before passing a resolution for signature.

#### COVID-19 RLF MANAGEMENT PLAN ADDENDUM CHANGES

Ms. Gilles said the loan committee wanted to change the terms of the RLF fund to make it more enticing to people. Ms. Gilles reviewed the revised addendum to the RLF plan that was previously emailed to the board. The changes were sent to the EDA and the EDA approved the changes. The last step is for the board to approve the changes.

Chairman O'Brien encouraged the board to have businesses send applications to the RPB.





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Chairman O'Brien asked for a motion to accept the changes to the COVID-19 RLF Management Plan.

Motion made by Mr. Strough.

Seconded by Ms. Frasier.

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

#### DEFEDERALIZED RLF MANAGEMENT PLAN

Ms. Gilles stated that RLF1 and RLF2 are officially defederalized. Reporting to the federal government on these funds is no longer required. Ms. Gilles reviewed the highlighted changes of the Small Business Loan Fund Management Plan that was emailed to the board. Some changes are as follows: a name change from Revolving Loan Fund to Small Business Loan Fund. The new plan would cover our existing counties of Clinton, Essex, Hamilton, Jefferson, Lewis, Warren, and Washington in addition to Franklin County. Another change would be to reduce the minimum loan amount to \$10,000 and increase the maximum loan amount to \$200,000. There will no longer be the need for a bank declination letter. Repayment terms will remain at a maximum of 15 years. Deviation of the loan terms is determined on a case-by-case basis. Job creation and retention survey is no longer needed. The loans still must abide by the federal law that it is an economic development project.

Mr. Strough suggested stating the plan will adhere to the RPB's Ethics Policy rather than stating it adhere to the RPB's 2018 Ethics Policy.

Ms. Gilles said that can be changed.

Chairman O'Brien asked if there were any other questions.

Chairman O'Brien for a motion to approve the Small Business Loan Fund Management Plan.

Motion made by Mr. Henke.

Seconded by Mr. Strough.

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

#### CREATION OF RLF 6

Ms. Gilles stated that a new bank account needs to be created because loans given out of RLF 6 have to follow different rules than loans that were given out of RLF 1 and RLF 2. For auditing purposes, it simplifies things. Ms. Gilles would like to ask the board for resolution to create RLF 6 and also authorize the Treasurer to move all the residual monies from RLF 1 and RLF 2 into RLF 6.

Mr. Strough suggested calling the bank account SBLF, not RLF 6 to reduce future confusion.

Chairman O'Brien agrees.

Mr. Nolette said the existing loans will continue to be serviced by the bank and the proceeds would be transferred over to the bank account.





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Ms. Gilles asked for a resolution to create the SBLF and allow the Treasurer to move all residual monies from RLF 1 and RLF 2 into that account.

Chairman O'Brien asked for a motion.

Motion made by Mr. Strough.

Seconded by Mr. Kretser.

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

#### LOAN ADMINISTRATIVE COMMITTEE REPORT

Ms. Wilt gave the loan committee report. The LAC has met three times since the last board meeting. The LAC approved six COVID-19 loans. One in the amount of \$30,000, working capital loan to the Lake Champlain Yoga & Wellness in the Town of Essex, in Essex County. Another for \$30,000, working capital loan to Green.Light.House in the Town of Essex, Essex County. One for \$50,000, working capital loan to The UPS Store in Alexandria Bay in Jefferson County. Another loan for \$150,000, fixed asset loan to Skewed Brew in Lowville of Lewis County. \$60,000 working capital loan to Karasell Flowers in Fort Edward, Washington County. \$150,000 working capital loan to Adirondack Winery in Queensbury, Warren County. The loan administrative committee approved a \$50,000 small business loan to barVino in North Creek in Warren County. However, the owners decided not to take the loan. The LAC approved a \$68,000 small business loan to Karasell Flowers for real estate purchase and denied a COVID-19 loan to the Glenmoore Lodge in Queensbury, Warren County. The Committee approved the defederalization of the RLF management plan. And in RLF 1,2, and 4 there were four loan payoffs.

#### • COVID-19 SMALL BUSINESS RECOVERY LOAN FUND

Ms. Gilles stated that getting funding out has been a struggle, so an RFQ was put out to hire an outside marketing firm. Mannix Marketing was hired to market the loan fund with a new name and new terms in an effort to get the money lent out. The new name is ADK Small Business Resiliency Fund. Mannix Marketing will also be doing all our Facebook and Google Marketing to the businesses in the eight counties that these loan funds are available to.

#### FORWARD TOGETHER: ECONOMIC RESILIENCY PLAN PRESENTATION

Ms. Gilles stated that Forward Together is our EDA Cares Act funded recovery and resiliency plan for the region. We were awarded \$400,000 last year. Chazen, Camoin and Sidekick Creative were hired to put together the plan. Ms. Gilles presented the *Forward Together: Economic Resiliency Plan* to the Board. See attached presentation. The presentation is also available on the RPB's website and the RPB's Facebook page.

#### SENIOR PLANNER REPORT

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





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#### ECONOMIC DEVELOPMENT COORDINATOR REPORT

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

#### DIRECTOR'S REPORT

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

#### 2022 Meeting Calendar

Ms. Gilles reviewed the schedule of 2022 meetings that was included in the meeting packet.

The next meeting date is January 11, 2022.

With no further comments, meeting adjourned at 2:18pm.

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

