

## WARREN COUNTY BOARD OF SUPERVISORS

**COMMITTEE:     PARK OPERATIONS & MANAGEMENT (O&M)**

**DATE:            SEPTEMBER 11, 2012**

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**COMMITTEE MEMBERS PRESENT:   OTHERS PRESENT:**

SUPERVISORS MONROE  
                  MERLINO  
                  KENNY  
                  DICKINSON

JEFFERY TENNYSON, SUPERINTENDENT OF THE DEPARTMENT OF PUBLIC WORKS  
DAVID HARRINGTON, SUPERINTENDENT OF PUBLIC WORKS, VILLAGE OF LAKE  
                  GEORGE  
PAUL DUSEK, COUNTY ADMINISTRATOR  
AMANDA ALLEN, DEPUTY CLERK OF THE BOARD  
KEVIN GERAGHTY, BUDGET OFFICER  
SUPERVISOR THOMAS  
WILLIAM LAMY, PROJECT MANAGEMENT EXECUTIVE COMMITTEE MEMBER  
FRED AUSTIN, FORT WILLIAM HENRY  
CHARLENE DIRESTA, SENIOR LEGISLATIVE OFFICE SPECIALIST

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Mr. Monroe called the meeting of the Park Operations & Management (O&M) Committee to order at 12:09 p.m.

Motion was made by Mr. Dickinson, seconded by Mr. Merlino and carried unanimously to approve the minutes of the May 14, 2012 Committee meeting, subject to correction by the Clerk of the Board.

Copies of a draft resolution and supporting documentation were distributed to the Committee members; *a copy of same is on file with the minutes.*

Mr. Monroe announced the Committee was awaiting the arrival of a representative from the Village of Lake George. In the meantime, he requested Paul Dusek, County Administrator, to review the items for discussion.

Commencing, Mr. Dusek informed that the Village of Lake George had submitted an invoice for materials required for additional parking at the Charles R. Wood Park during the Big Apple Circus event in the amount of \$2,369.04. He said the Village of Lake George had requested reimbursement for the materials from the parking revenues for the property. He explained that Jeffery Tennyson, Superintendent of the Department of Public Works (DPW), was concerned with the current procedure which required a resolution in order to pay invoices of this nature. Prior resolutions, Mr. Dusek continued, stated there was authorization to pay invoices for such items as, portable toilets, parking attendants, etc. without the requirement of a resolution. He advised the Committee could decide to continue to require resolutions in order to approve payment of invoices or they could establish a budget to allow Mr. Tennyson the authority to pay invoices up to a certain dollar amount. He noted the necessary resolution would require adoption by the County Board and the Village Board. A brief discussion ensued.

Mr. Dusek pointed out a second invoice had been submitted by the Village of Lake George from Miller, Mannix, Schachner & Hafner, LLC for planning and zoning special counsel matters pertaining to review of the SEQRA (State Environmental Quality Review Act) Report for the former Gaslight Village Property in the amount of \$528. He said when the property was purchased and developed, a SEQRA Review had been completed and the costs had been handled through the attorneys for each of the stock holders. As the site development continued, he added, a second SEQRA Review was needed. He noted that the County Attorney had handled the County's portion of the SEQRA

Review and the Village had hired Miller, Mannix, Schachner & Hafner, LLC. Following a brief discussion on the matter, it was the consensus of the Committee to refer the issue of the invoice submitted by the Village of Lake George from Miller, Mannix, Schachner & Hafner, LLC, to the Gaslight Village Ad Hoc Committee for discussion following review by the County Attorney.

Mr. Dusek informed of a proposal from the Village of Lake George to develop a Marketing Brochure for the Festival Space at the Charles R. Wood Park. He noted the documentation packet which had been distributed contained several quotes as to the cost of production. Mr. Tennyson mentioned that Kate Johnson, Tourism Director, had been consulted by Mayor Blais about the proposal and he asked if this matter should be referred to the Tourism Committee.

David Harrington, Superintendent of Public Works for the Village of Lake George, entered the meeting at 12:20 p.m.

Mr. Monroe informed Mr. Harrington that the Committee was in the process of reviewing the invoices submitted by the Village of Lake George and he suggested the Committee entertain a motion pertaining to the invoice for additional materials required for parking during the Big Apple Circus event.

Motion was made by Mr. Dickinson, seconded by Mr. Merlino and carried unanimously to authorize reimbursement for additional materials needed for parking at the Big Apple Circus event at the Charles R. Wood Park in an amount not to exceed \$2,369.04. *The necessary resolution was authorized for the September 21, 2012 Board meeting.*

Mr. Tennyson questioned whether he was correct in assuming that he currently had the authority to expend funds for repairs and maintenance of the Park property from the established Park O & M budget but required Committee action to fund capital improvements for the property and Mr. Monroe replied affirmatively.

Mr. Dusek informed Mr. Harrington that the Committee had decided to refer the issue of the invoice submitted by the Village of Lake George from Miller, Mannix, Schachner & Hafner, LLC, to the Gaslight Village Ad Hoc Committee for discussion following review by the County Attorney.

Mr. Dusek asked Mr. Harrington for clarification on the status of the proposal to prepare a Marketing Brochure for the Festival Space at the Charles R. Wood Park. Mr. Harrington said Mayor Blais had obtained one quote thus far and had not proceeded due to the fact that he wanted to make changes to some of the pictures in the draft brochure. Mr. Dusek asked if the Village of Lake George anticipated the cost of producing the brochure would be allocated from the parking revenues and Mr. Harrington replied affirmatively. Mr. Tennyson asked if Ms. Johnson had a copy of the draft brochure and Mr. Harrington replied affirmatively. Mr. Tennyson advised the Committee would want to view and approve the draft brochure if the intention was to cover the cost of the production with parking revenues.

Mr. Tennyson stated that he needed to develop a 2013 budget for the operations and management of the Festival Space at the Charles R. Wood Park. He asked the Committee for direction on determining the anticipated revenues and expenses. Mr. Monroe noted that in 2013, the Festival Space would be under construction which would limit the number and types of events that could utilize the space. Mr. Harrington distributed copies of documents pertaining to projected 2013 revenues for the Festival Space and parking revenues collected for September 1-8, 2012 to the Committee members; *copies of same are on file with the minutes.* Concerning the document pertaining to projected revenues, Mr. Monroe asked if the Mayor believed it would be possible to

accommodate all of the events listed due to the construction. Mr. Harrington stated that Mayor Blais was hopeful that the majority of the events listed would be able to utilize the site depending on the phase of construction. Mr. Tennyson pointed out there had been negative press pertaining to the current state of the property during the Big Apple Circus event. He added there were many unknowns pertaining to the construction schedule for the Festival Space and the remainder of the Park. He stated that he anticipated a clearer construction timeline would be available in the Spring once the construction had commenced. Mr. Tennyson suggested that the anticipated revenues and expenses for the Big Apple Circus should be budgeted for 2013.

Following further discussion on the matter, it was the consensus of the Committee to authorize Mr. Tennyson to prepare a tentative 2013 Budget for submission to the Budget Officer and to include the anticipated revenues and expenses associated with the Big Apple Circus, as well as the estimated parking revenues.

As there was no further business to come before the Park Operations & Management (O&M) Committee, on motion made by Mr. Dickinson and seconded by Mr. Kenny, Mr. Monroe adjourned the meeting at 12:35 p.m.

Respectfully submitted,  
Charlene DiResta, Senior Legislative Office Specialist