

**WARREN COUNTY BOARD OF SUPERVISORS**

**COMMITTEE: OCCUPANCY TAX COORDINATION COMMITTEE**

**DATE: JANUARY 24, 2017**

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**COMMITTEE MEMBERS PRESENT:**

SUPERVISORS: DICKINSON  
MERLINO  
SIMPSON  
STROUGH  
FRASIER  
LEGGETT  
MONTESI  
MACDONALD  
GERAGHTY  
VACANT

**OTHERS PRESENT:**

REPRESENTING THE TOURISM DEPARTMENT:  
JOANNE CONLEY, TOURISM COORDINATOR  
LEISA GRANT, PRINCIPAL ACCOUNT CLERK  
TANYA BRAND, GROUP TOUR PROMOTER  
PETER GIRARD, CREATIVE DIRECTOR  
RONALD F. CONOVER, CHAIRMAN OF THE BOARD  
BRIAN REICHENBACH, COUNTY ATTORNEY  
AMANDA ALLEN, CLERK OF THE BOARD  
FRANK THOMAS, BUDGET OFFICER  
SUPERVISORS BRAYMER  
SEEBER  
VANSELOW  
MICHAEL SWAN, COUNTY TREASURER  
JEFF MEAD, GLENS FALLS CIVIC CENTER GENERAL MANAGER  
LESLIE LOVELACE, SECRETARY TO THE CLERK OF THE BOARD  
PLEASE SEE SIGN-IN SHEET FOR ALL OTHER MEETING ATTENDEES

**COMMITTEE MEMBER ABSENT:**

SUPERVISOR: BEATY

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*Please note the following contains a summarization of the January 24, 2017 meeting of the Occupancy Tax Coordination Committee; the meeting in its entirety can be viewed on the Warren County website via this link: <http://www.warrencountyny.gov/gov/comm/Archive/2017/occupancy/>*

In the absence of Committee Chairman Dickinson, Supervisor Merlino, as Vice Chairman, called the meeting of the Occupancy Tax Coordination Committee to order at 1:23 p.m.

Motion was made by Mr. Strough, seconded by Mr. Montesi and carried unanimously to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Copies of the Occupancy Tax Coordination agenda were distributed to the Committee members and a copy of same is on file with the meeting minutes.

Commencing the review of the Occupancy Tax Coordination agenda, privilege of the floor was extended to Jeff Mead, Glens Falls Civic Center General Manager, who gave an update on the first quarter of 2017. He provided an overview of the past events at the Civic Center and what upcoming events would be held which included: the Foothills High School Basketball Finals, Section II Basketball Finals, Brantley Gilbert, Casting Crowns, Harlem Globetrotters, and seventeen events in February, as well as shows to be announced for April. He then reviewed the 2016 Financial Summary and thanked the Committee for the funding from the County. Mr. Mead also formalized the request from the Adirondack Civic Center Coalition for the 2017 first quarter disbursement of \$75,000 from the County.

Privilege of the floor was then extended to Mike Swan, Warren County Treasurer, who distributed copies of his 2016 Occupancy Tax Revenues and Fund Balance Report, a copy of which is on file with the meeting minutes. He reviewed the report briefly, pointing out the 2016 year-end balance for occupancy tax revenues collected was \$4,120,602.51 and noting he anticipated receipt of more monies for 2016 during the next six weeks. Mr. Swan apprised that the revenues collected reflected an increase as compared to the previous year.

Mr. Simpson requested an update on the Airbnb inquiry he made at a previous meeting. Mr. Swan apprised that he had received an opinion from the County Attorney's Office indicating that Airbnb's were included in the County's Occupancy Tax Law, but he was awaiting a determination as to whether Warren County was able to enforce the Law and collect occupancy tax. A brief discussion ensued.

Leisa Grant, Principal Account Clerk, reminded the Committee of Mr. Mead's request for release of the Adirondack Civic Center Coalition's 2017 first quarter disbursement of \$75,000 and she requested that the Committee make a motion to authorize same.

Motion was made by Mr. Simpson, seconded by Mr. Montesi and carried unanimously to authorize the disbursement of 2017 first quarter funding in the amount of \$75,000 to Adirondack Civic Center Coalition, as requested.

Next, Mr. Merlino apprised that at the December 15, 2016 Tourism & Occupancy Tax Workshop there was a total of \$285,000 granted to various events and he requested \$110,000 be appropriated from the Occupancy Tax Reserve Fund for these allocations.

Motion was made by Mr. Simpson, seconded by Mrs. Frasier and carried unanimously to approve the request and forward same to Finance Committee. *A copy of the resolution request form is on file with the minutes.*

Mr. Merlino continued with the next request, to reallocate \$150,000 for the water feature at the Festival Commons.

Mr. Dickinson entered the meeting at 1:33 p.m.

Motion was made by Mr. Strough, seconded by Mr. Montesi and carried by majority vote, with Mr. Geraghty voting in opposition, to approve the request and forward same to Finance Committee. *A copy of the resolution request form is on file with the minutes.*

Concluding the agenda review, Mr. Merlino presented a request to allocate \$9,287 from the Occupancy Tax Reserve Fund to Up Yonda Farm Environmental Education Center for a butterfly house.

A brief discussion ensued as to whether this expense was to be funded from the Occupancy Tax Reserve or from the Public Works budget, following which a motion was made by Mr. Dickinson, seconded by Mr. Strough and carried unanimously to table this item until a funding determination was made.

Ms. Seeber requested the Committee ask the County Attorney to review the uniform forms that had been implemented, but which towns were not using, and for the County Treasurer and County Attorney's Office work together to create a formal policy for the occupancy tax funds allocated to the towns due to the fact that there was no current formal review or audit process in place to document how those monies were used. It was the consensus of the Committee to proceed with this suggestion.

There being no further business to come before the Occupancy Tax Coordination Committee, on motion made by Mrs. Frasier and seconded by Mr. Simpson, Mr. Merlino adjourned the meeting at 1:35 p.m.

Respectfully submitted,  
Leslie Lovelace, Secretary to the Clerk of the Board