

**WARREN COUNTY BOARD OF SUPERVISORS**

**COMMITTEE: OCCUPANCY TAX COORDINATION**

**DATE: JANUARY 26, 2018**

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**COMMITTEE MEMBERS PRESENT:**

SUPERVISORS: DICKINSON  
MERLINO  
SIMPSON  
STROUGH  
LEGGETT  
GERAGHTY  
DRISCOLL

**OTHERS PRESENT:**

REPRESENTING THE TOURISM DEPARTMENT:  
JOANNE CONLEY, DIRECTOR  
PETER GIRARD, CREATIVE DIRECTOR  
LEISA GRANT, PRINCIPAL ACCOUNT CLERK  
RONALD F. CONOVER, CHAIRMAN OF THE BOARD  
MARY ELIZABETH KISSANE, COUNTY ATTORNEY  
AMANDA ALLEN, CLERK OF THE BOARD  
FRANK E. THOMAS, BUDGET OFFICER  
ROBERT LYNCH, DEPUTY COUNTY TREASURER

**COMMITTEE MEMBERS ABSENT:**

SUPERVISORS: BEATY  
FRASIER

SUPERVISORS HOGAN  
HYDE  
LOEB  
MAGOWAN  
SOKOL  
WILD  
FRANK DITTRICH, WARREN COUNTY LODGING ASSOCIATION  
DON LEHMAN, *THE POST STAR*  
MOLLY GANOTES-GLEASON, LEGISLATIVE OFFICE SPECIALIST  
\*SEE SIGN IN SHEET FOR OTHER MEETING ATTENDEES

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*Please note, the following contains a summarization of the January 26, 2018 meeting of the Occupancy Tax Coordination Committee; the meeting in its entirety can be viewed on the Warren County website using the following link: <http://www.warrencountyny.gov/gov/comm/Archive/2018/occupancy/>*

Mr. Dickinson called the meeting of the Occupancy Tax Coordination Committee to order at 12:09 p.m.

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

Privilege of the floor was extended to Robert Lynch, Deputy County Treasurer, who reviewed the 2017 Occupancy Tax Report, which reflected an increase in collections of 3.19% over 2016. He noted that the total collected for 2017, \$4,257,668.43, was \$257,668.46 more than the \$4 million included in the 2017 Budget. He noted that 2017 occupancy tax revenues would continue to be collected through March 31, 2018. *A copy of the 2017 Occupancy Tax Report is on file with the minutes.*

Commencing the review of the Action Agenda, Mr. Dickinson presented a request authorize continuation of the intermunicipal agreement with the Village of Lake George to provide funding in the amount of \$25,000 for promotional space within the Lake George Visitor Center for the Tourism Department.

Motion was made by Mr. Geraghty, seconded by Mr. Simpson and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the February 16<sup>th</sup> Board Meeting. *A copy of the resolution request form is on file with the minutes.*

With regard to the next agenda item, pertaining to continuing the Tourist and Convention Development Agreement with the Adirondack Civic Center Coalition, Mary Elizabeth Kissane, County Attorney, advised no action on this matter was necessary as a resolution authorizing continuation of the agreement was already approved in 2017 (*Resolution No. 456 of 2017*).

Moving on, Mr. Dickinson addressed the request to authorize the first quarter advance in the amount of \$75,000 to the Adirondack Civic Center Coalition for the aforementioned Tourist and Convention Development Agreement once the contract was signed. Ms. Kissane informed that because the agreement was approved in November, the contract should be ready to be signed.

Motion was made by Mr. Simpson, seconded by Mr. Merlino and carried unanimously to approve the first quarter advance to the Adirondack Civic Center Coalition, as requested, once the appropriate contract documents were signed.

Finally, Mr. Dickinson spoke regarding the RFP (*Request for Proposal*) for website creation and updates, photography, and promotion of the Festival Commons at Charles R. Wood Park. Leisa Grant, Principal Account Clerk for the Tourism Department, notified the Lake George Chamber of Commerce & CVB had been providing website design for them and she indicated an RFP was required before they could go forward with a contract for these services to the best provider. Following some discussion, motion was made by Mr. Simpson, seconded by Mr. Strough and carried unanimously to move forward in developing and releasing the RFP for these services.

Mr. Dickinson informed negotiations between the Lake George Chamber of Commerce & CVB and the Tourism Department were ongoing in an attempt to reorganize how the occupancy tax revenues were used. He mentioned one change would be that the Tourism Department would work closer with the Chamber, and he asked them to provide a proposal showing what they could accomplish. A brief conversation ensued.

Mr. Simpson exited the meeting at 12:18 p.m.

Frank Dittrich, Warren County Lodging Association, thanked the Committee for the excellent job they did. He commended Kristen Hanifan, Lake George Chamber of Commerce and CVB Special Events & Convention Sales Director, for her efforts and he advised that occupancy tax fueled the economy in Warren County.

As there was no further business to come before the Occupancy Tax Coordination Committee, on motion made by Mr. Geraghty and seconded by Mr. Merlino, Mr. Dickinson adjourned the meeting at 12:39 p.m.

Respectfully submitted,  
Molly Ganotes-Gleason, Legislative Office Specialist