

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: OCCUPANCY TAX COORDINATION

DATE: MARCH 29, 2018

COMMITTEE MEMBERS PRESENT:

SUPERVISORS MERLINO
FRASIER
LEGGETT
GERAGHTY
DRISCOLL

OTHERS PRESENT:

REPRESENTING THE TOURISM DEPARTMENT:
JOANNE CONLEY, DIRECTOR
LEISA GRANT, PRINCIPAL ACCOUNT CLERK
TANYA BRAND, GROUP TOUR PROMOTER
MARY ELIZABETH KISSANE, FIRST ASSISTANT COUNTY ATTORNEY
AMANDA ALLEN, CLERK OF THE BOARD

COMMITTEE MEMBERS ABSENT:

SUPERVISORS DICKINSON
SIMPSON
STROUGH
BEATY

FRANK E. THOMAS, BUDGET OFFICER
FRED AUSTIN, FORT WILLIAM HENRY
TOM GUAY, SAGAMORE RESORT
MOLLY GANOTES-GLEASON, LEGISLATIVE OFFICE SPECIALIST

Please note, the following contains a summarization of the March 29, 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/>

In the absence of Committee Chairman Dickinson, Vice Chairman Merlino called the meeting of the Occupancy Tax Coordination Committee to order at 1:01 p.m.

Motion was made by Mr. Driscoll, seconded by Mr. Geraghty and carried unanimously to approve the minutes of the previous Occupancy Tax Coordination Committee meeting, subject to correction by the Clerk of the Board.

Copies of the meeting agenda were distributed and a copy of same is on file with the meeting minutes.

Mr. Merlino informed Michael Swan, *County Treasurer*, had provided the Occupancy Tax Report during the Tourism Committee meeting held earlier that morning.

Privilege of the floor was extended to Leisa Grant, *Principal Account Clerk*, who apprised an RFP (*Request for Proposals*) had been released for Website Creation/Hosting, Brochure Creation, Social Media/Web Content Management for Festival Commons at Charles R. Wood Park. She spoke briefly about the proposals submitted before recommending that Black Dog Designs, the lowest responsible bidder, be chosen for the contract. Ms. Grant then presented a formal request to authorize an agreement with Black Dog Designs in an amount not to exceed \$12,000 to provide Website Creation/Hosting, Brochure Creation, Social Media/Web Content Management for Festival Commons at Charles R. Wood Park over the term commencing upon execution and terminating December 31, 2018.

Mr. Merlino remarked Black Dog Designs was a local business, housed in the City of Glens Falls, and he noted it would be nice to work with a business in close proximity.

Motion was made by Mr. Driscoll, seconded by Mr. Leggett and carried unanimously to approve the request and the necessary resolution was authorized for the April 20th Board Meeting. *A copy of the resolution request form is on file with the minutes.*

Mr. Geraghty apprised it was recently brought to his attention that the Warrensburg Bike Week event had been denied 2018 Occupancy Tax funding after submitting an application or letter; he noted this event had requested \$5,000, which was not a significant amount in comparison to what others received.

He stated he did not recall this application having been brought to the Committee's attention and he opined the Committee should be made aware of applications for funding as they were received, as well as those that were denied funding. Mrs. Frasier asked who had denied the request and Mr. Geraghty replied Mr. Dickinson, as Committee Chair, had denied the request. Mr. Leggett mentioned that the occupancy tax awards were also determined without Committee input.

A discussion ensued, following which it was the consensus of the Committee that Mr. Merlino would meet with Mr. Dickinson to resolve this issue.

As there was no further business to come before the Occupancy Tax Coordination Committee, on motion made by Mr. Leggett and seconded by Mrs. Frasier, Mr. Merlino adjourned the meeting at 1:08 p.m.

Respectfully submitted,
Molly Ganotes-Gleason, Legislative Office Specialist
As transcribed by Leslie Lovelace, Secretary to the Clerk of the Board