

WARREN COUNTY BOARD OF SUPERVISORS

BOARD WORKSHOP

DATE: FEBRUARY 3, 2021

BOARD MEMBERS PRESENT:

CHAIRWOMAN SEEBER
SUPERVISORS LEGGETT
DIAMOND
MCDEVITT
BRAYMER
BRUNO
DRISCOLL
FRASIER
SMITH
HOGAN
DICKINSON
MERLINO
STROUGH
WILD
MAGOWAN
THOMAS
SHEPLER
GERAGHTY

OTHERS PRESENT:

REPRESENTING THE WARREN COUNTY HISTORICAL SOCIETY:
TERI PODNORSZKI ROGERS, EXECUTIVE DIRECTOR
JOAN ALDOUS, CO-PRESIDENT
STAN CIANFARANO, CO-PRESIDENT
SHANE NEWELL, PROJECT PARTNER
REPRESENTING WARREN COUNTY SOIL & WATER CONSERVATION DISTRICT:
JIM LIEBERUM, DISTRICT MANAGER
REPRESENTING WARREN COUNTY HOSPITALITY & TOURISM TASK FORCE:
MARK BEHAN, BEHAN COMMUNICATIONS
SARA MANNIX, MANNIX MARKETING
SAM LUCIANO, PRESIDENT, FORT WILLIAM HENRY CORPORATION
RYAN MOORE, COUNTY ADMINISTRATOR
MARY ELIZABETH KISSANE, COUNTY ATTORNEY
AMANDA ALLEN, CLERK OF THE BOARD
TOSHA BROWNELL, COMPUTER HELP DESK TECHNICIAN
JOANNE CONLEY, WARREN COUNTY TOURISM DIRECTOR
TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR
DON LEHMAN, DIRECTOR OF PUBLIC AFFAIRS
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD

BOARD MEMBERS ABSENT:

SUPERVISORS CONOVER
BEATY
SHEPLER

Please note, the following contains a summarization of the February 3, 2021 Board Workshop meeting; the meeting in its entirety can be viewed on the Warren County website using the following link:
<https://warrencountyny.gov/bos/boardworkshops>

Note: As per Governor Cuomo's Executive Order 202.1: "Article 7 of the Public Officers Law, to the extent necessary to permit any public body to meet and take such actions authorized by the law without permitting in public in-person access to meetings and authorizing such meetings to be held remotely by conference call or similar service, provided that the public has the ability to view or listen to such proceeding and that such meetings are recorded and later transcribed". All Board members were physically present, aside from Supervisors Leggett, McDevitt, Braymer, Bruno, Driscoll, Frasier, Smith, Hogan, Dickinson, Strough and Magowan, who participated via videoconference.

Copies of the agenda were distributed to those present, those attending remotely accessed the agenda via the Warren County website; a copy of the agenda is on file with the meeting minutes.

Chairwoman Seeber opened the meeting at 4:00 p.m.; she announced no action would be taken during the meeting, nor would there be any motions to open, close or discuss any times that would require a majority vote of the Board. She indicated there were four separate items included on the meeting agenda and the Supervisors who had been unable to attend the meeting would be provided with a packet of information, as well as a copy of Robert's Rules of Order. She added a training for Robert's Rules of Order was scheduled for a future Board Workshop meeting that was included on the annual calendar, as well.

Privilege of the floor was extended to Teri Podnorszki Rogers, *Executive Director, Warren County Historical Society*, who apprised she was present today via teleconference along with members of their Board of Trustees and Officers and Shane Newell, who was there partner on their Joseph Warren Center for History and Leadership project. She stated she would like to provide a brief overview of the program before she turned the floor over to Mr. Newell to present the vision and concept plan for the Joseph Warren House Visitors Museum Project. She stated their officers who were involved in this project were Dr. Stan Cianfarano, who also served as the Warren County Historian, Joan Aldous, who was also the Town of Queensbury Historian, Tom Lynch, John Berry, Marianne Moran, Steve and Andrea Matt and Wayne Mattison. She mentioned another key individual in their project team was John Strough, Supervisor for the Town of Queensbury, who was also a noted Joseph Warren historian. She indicated a few months ago the Warren County Historical Society had been presented with the opportunity to consider use of the house next door to them on Gurney Lane. She said since 2017 they have been creating a museum and a destination venue on Gurney Lane, adding they had stepped up to the challenge given to them by the Board of Supervisors when they generously offered to their organization the use of this house for their location and to use as a museum. She advised they had some long-term plans and during the course of their own strategic planning they were pleased to be approached by Mr. Newell, who was a native of the Town of Lake George, but currently resided in Massachusetts, as well as Supervisor Strough to discuss an exciting way to use the house next door in a joint venture history project that would essentially create a one of a kind national historic site on their compound on Gurney Lane that would honor the history and legacy of Joseph Warren for whom this County was named. She apprised over the course of Mr. Newell's adult life he had amassed a great collection of Joseph Warren memorabilia and art, as well as becoming a noted Joseph Warren historian. She informed Mr. Newell had indicated a desire to find a location where this wonderful collection could be showcased and also honor the memory of Joseph Warren and his part in the creation of American democracy. She advised they have partnered with Mr. Newell in an exciting venture which would create not only a history center, but also a center wherein the spirit of Joseph Warren they could encourage leadership education.

Ms. Podnorszki Rogers informed about eight months ago they had a structural engineering examination of the house which would obviously require a significant amount of work due to its age; however, she noted, the structural engineer determined the house was in satisfactory condition to create the type of history center they were envisioning. She stated she had met with Ryan Moore, *County Administrator*, on two separate occasions over the past eighteen months to discuss their plans which he was supportive of. She said what she would like to do now was turn the floor over to Mr. Newell, who was a native of the Town of Lake George, and former owner of the Grist Mill restaurant, and was not only a Joseph Warren historian, but also the author of the book entitled "Joseph Warren and the Boston Rebellion.

Mr. Newell proceeded to review a draft plan regarding what the campus would look like and what the Joseph Warren House Visitors Museum project involved.

Chairwoman Seeber thanked Ms. Podnorszki Rogers, Mr. Newell and all of the Warren County Historical Societies members that were participating in the teleconference today, apprising she found the presentation to be very informative and interesting.

Supervisor Braymer advised she had the opportunity this past summer to visit the Warren County Historical Society museum and received a full tour from the staff which she was grateful for. She stated they had taken the Board's direction and turned the building into an exciting place for tourists to be educated about the history of the County and she encouraged any of the Board members who had not had a chance to visit their facility to do so because it was a great resource for County residents and tourists. She indicated she was looking forward to watching their future vision as it progressed.

Supervisor Strough stated Joseph Warren was the individual whose actions and words struck the match that lit the powder keg that would result in the Revolutionary War and the Countries separation from the United Kingdom. He thanked the Warren County Historical Society and Mr. Newell for taking the lead on this project which he believed would be one of the greatest things to occur in a long time and would assist with making the County a destination point if it came to fruition.

Proceeding with the agenda review, Chairwoman Seeber extended privilege of the floor to Jim Lieberum, *District Manager, Warren County Soil & Water Conservation District*, who provided a detailed overview of their organization and their accomplishments in 2020.

Chairwoman Seeber thanked Mr. Lieberum for the informative presentation regarding all of the accomplishments the Warren County Soil & Water Conservation District had made during 2020, adding she was looking forward to seeing what could be achieved in 2021. She congratulated all of their award recipients in 2020 and she acknowledged Mr. Lieberum, his staff and their organizations Board of Directors. She encouraged anyone with questions to contact Mr. Lieberum directly.

Continuing with the agenda review, Chairwoman Seeber offered privilege of the floor to Mark Behan , *President Behan Communications*, who was present along with Sarah Mannix, *Founder, Mannix Marketing and Mannix Tourism*, Sam Luciano, *President, Fort William Henry Corporation and member of the Board of Governors of Best Western Hotels*, via teleconference on behalf of the Hospitality & Tourism Task Force. He advised as they sat through the presentations regarding the beneficial work of the Warren County Soil & Water Conservation District and the vision of the Warren County Historical Society they all had to be thinking about how they could sustain this and fund all of this good work going forward to which he felt the answer was partially with tourism. He mentioned around ten months ago he had been asked by the leadership of the Board to join the Economic Recovery Task Force and work with other individuals in the business community to chart a path to safely restart the local economy after the shutdown. He stated at that time it became obvious rather quickly that there should be a focus on tourism and hospitality because of the immediate disproportionate impact of the shutdown on tourism and the impact on the County's sales tax receipts, as well as on occupancy tax revenue. He stated he had offered to form the Hospitality & Tourism Task Force and ten months later they continued to meet every Monday at 3:00 p.m. via Zoom with around forty participants, all of whom were local leaders in tourism and hospitality, the Local Chamber of Commerce's and several Supervisors who joined them on a regular basis. He extended an invitation to all of the Supervisors to join them in these weekly calls, as he would welcome any input or advice they could provide. He

mentioned they were a private group and not a sector of County government who worked closely with many Supervisors, Mr. Moore, the County Tourism Department, Public Health and the Economic Development Corporation of Warren County. He advised their purpose was to be a private resource to assist the County grow and strengthen its tourism economy safely, as well as to protect important sources of revenue to the County.

Mr. Behan proceeded with a detailed overview of “Hospitality Communication Group Answers to Warren County Board of Supervisors Question”’s and requested that the County consider partnering with them for the cost of engaging a consultant to collect information on the 10 to 20 Northeast destinations with which Warren County competes with for visitors; compare the growth of the Warren County tourism economy with these competitors regions and study the most successful regions’ tourism; *copies of the Hospitality Communications Group Answers to Warren County Board of Supervisors Questions and an Economic Impact of Visitors in New York handouts are on file with the minutes.*

Chairwoman Seeber apprised she was aware that all of the Board members were appreciative of Mr. Behan and the members of the Hospitality & Tourism Task Force efforts, as well as the information he had just provided and she asked if any of the Supervisors had questions for Mr. Behan.

Supervisor Dickinson indicated he was impressed with the presentation and had followed the groups efforts through the updates provided by Supervisor Wild. He asked why there was no mention of the Lake George Regional Chamber fo Commerce & CVB and Mr. Behan replied this was a mistake on his part, as the group had been working with them since their formation last year. Mr. Behan stated the Lake George Regional Chamber fo Commerce & CVB had been an excellent partner for them and had done excellent work for them, more specifically with generating media attention and assisting them with getting the word out on social media. He informed Gina Mintzer, *Executive Director, Lake George Chamber of Commerce and CVB*, was a true leader and had been a significant contributor to their efforts.

Mr. Wild questioned what the County could do to assist the Hospitality & Tourism Task Force with the impediments they foresaw going forward and when did they think they would have a sense about the data acquisition project and when a request might come before the Board on that. Mr. Behan responded the members of the Hospitality & Tourism Task Force would like to work with the Tourism Department and the members of the Board on finalizing an RFP (*Request for Proposal*) to go out and seek competitive proposals to collect that data as soon as possible so that it was available to use to make informed decisions as early as this spring regarding summer advertising and promotion. In terms of impediments, Mr. Behan apprised he did not foresee any, as his sense was there was a substantial willingness from the Board members, the Tourism Department, Economic Development Corporation of Warren County and the CVB and the Chambers’ to work together. He indicated he was aware there had been difficult relations over the years amongst some of these organizations; however, he noted, he had not seen any tension amongst anyone and it appeared as if everyone had a great respect for one another. He stated he was confident that a small group working together on a regular basis who were trusted by the members of the Warren Count Board of Supervisors could get things accomplished.

Supervisor Dickinson advised he had been disappointed with the information the County had received from a similar RFP they did a few years ago and he asked Mr. Behan if their RFP would be seeking a more technical report that would provide guidelines regarding what the County should be doing and where they were going. Mr. Behan replied

this was the goal, adding he believed they needed to be careful and be very certain about the questions they wanted to ask because their objective was to illicit the type of data that was truly helpful and actionable. He apprised they did not want a number of qualitative windy statements, informing they were seeking actual recommendations that could be implemented if they chose to do so. He informed they would be seeking information regarding who the best performers were among the ten to twenty tourism destinations that competed with Warren County and what they were doing and benchmark the County's performance against theirs because he believed there was always room for improvement and if they reviewed what the best performers were doing it may provide some ideas that could be acted on. He mentioned this combined with regularly collecting data going forward would put the County in the driver seat in promoting tourism for the foreseeable future.

Supervisor Dickinson remarked he was pleased with the approach the Hospitality & Tourism Task Force was taking on the RFP for this study. Chairwoman Seeber apprised she believed all of the Board members were excited about this study; she asked Supervisor Geraghty, who was the Chair of the Tourism & Occupancy Tax Coordination Committee, whether he would like to comment and/or ask any questions. Supervisor Geraghty indicated he felt the Hospitality & Tourism Task Force had addressed what they were seeking in their proposal and it should be taken back to Committee and acted upon as soon as possible to get this implemented. He advised as previously stated by Mr. Behan the earlier they had this information available to them the better off they would be to begin executing ideas for the summer tourism season. He added he was looking forward to moving this forward.

Supervisor Hogan asked Mr. Behan to elaborate on how he envisioned the public/private sharing of costs working out and whether he had an idea about how the data and analysis would be readily available to everyone. Mr. Behan responded they had not developed a final concept on this, but with respect to the cost sharing he believed they would look to those organizations in the County that represented the private sector of the hospitality industry, such as the Chamber's of Commerce, Economic Development Corporation of Warren County and others, as well as the possibility of individual contributors and ask them if they were interested in sharing a portion of the cost. He said he did not feel the cost would be of such significance that it would deter individuals, but they would make a careful analysis along with the County regarding what the potential benefit of the data gathered versus the cost. He added they wanted to ensure they were cautious about spending public and private money since their credibility was on the line and was why they needed to guarantee they received a usable study that they did not overpay for. In respect to sharing the study, Mr. Behan advised he was assuming they would do this in some format online to allow every business in Warren County that was involved in hospitality and tourism industry to have access to and benefit from the ongoing data collection. He remarked he believed providing this information to every business in Warren County that was involved in hospitality and tourism would result in them becoming more formidable with the potential for more success, as well as assisting the County by generating additional occupancy tax and sales tax revenue.

Supervisor Braymer advised although she had only been able to attend a few of their meetings, she was impressed with how well the members of the Hospitality & Tourism Task Force worked with one another. She voiced her concern regarding the potential cost for the County for this study and she suggested they look into whether the Lake George Regional Chamber of Commerce & CVB had any funds leftover from the County's contribution to their organization last year to help fund this study due to the fact that they were unable to attend any conventions. Mr. Behan stated he did not want to speak on behalf of those organizations, but he felt there would be an interest from several organizations to contribute in some manner to this work because it was something they could build off of.

He remarked he believed there should be a public/private sharing of the cost because it was a public/private partnership. Supervisor Braymer advised while she was appreciative of their idea regarding placing the data on the County website as a method of sharing the data, she was unsure this was appropriate because the County's consultant had indicated at a recent Tourism & Occupancy Tax Coordination Committee meeting that Warren County's competitors did not want to share their sales ad comparisons with their competitors and she questioned whether they wanted anyone to have access to this information, including their competitors. Mr. Behan informed the competitive information the County received was from collecting the information and whether it was posted on the County website or not the competitors would still determine what was making the County so successful. He mentioned following the end of the summer season the members of the Hospitality & Tourism Task Force met to share the best data they had at that point regarding where the summer visitors had come from and provided this information to the County, as well as anyone who requested a copy of it. He apprised he felt distributing the information was more important than obtaining the information, as it was necessary to empower these businesses to do what they could to become more competitive.

Supervisor Wild informed in his mind they were not seeking a strategic action plan, but rather data and information that they could develop their own plans from and he asked for clarification whether that was what the goal here was and how that compared to the other studies that were completed. Mr. Behan replied he believed their view had been they needed data and once they obtained it they could decide what to do with it and how to form plans around it. He mentioned the members of the Hospitality & Tourism Task Force who worked in the industry were experts in tourism and would know how to interpret and use this data in the most valuable manner. He advised he did not feel they needed an outside expert to tell them what the strategy should be, as this should come from those working in the industry in the County.

In regard to funding this study, Supervisor Dickinson advised there was more than a sufficient amount of occupancy funding available to pay for this study. He added one thing the County needed to do was stop taking away occupancy tax from other entities who had requested it and were awarded the funding, as they already had a purpose for this funding. He stated the County needed to fund this study with its own occupancy tax and not use occupancy tax funds that were awarded to another entity.

Chairwoman Seeber thanked Supervisor Dickinson for those comments which she interpreted as sharing the County's resources should be a priority.

Supervisor Driscoll stated the County consisted of twelve different municipalities, each of which had reasons to want to attract tourists to their communities. He indicated he wanted to ensure in their response that each of these municipalities were being considered in their data collection and would all have a stake in this venture. Mr. Behan concurred, apprising he believed this was an important point because all of their work had to benefit communities County-wide. He informed they could not hope to have a year-round tourism season in the County unless they were aware of what was occurring in all twelve municipalities, as it was necessary for them to use every asset at their disposal in order to develop a year-round tourism economy. He said if they did not do this they would never be able to accomplish their goal of becoming a year round destination for tourists. He stated as an example they could use events that were awarded occupancy tax funding at times of the year and in places where more business could be generated. He concluded by indicating all of their efforts were focused on a County-wide perspective.

Chairwoman Seeber remarked that she believed everyone had asked excellent questions and the Board members were all appreciative of the information the Hospitality & Tourism Task Force had provided to them today. She said what she had taken away from this was this would be going before the Tourism & Occupancy Tax Coordination Committee within the near future. She thanked Mr. Behan and the other members of the Hospitality & Tourism Task Force who were present for attending the meeting today, adding she and the Board members thoroughly enjoyed the communication, collaboration and prioritizing of “Team Warren County”.

Proceeding with the Agenda review, Chairwoman Seeber advised that Amanda Allen, *Clerk of the Board*, and Mary Elizabeth Kissane, *County Attorney*, would be reviewing a Power Point presentation they had created regarding the Rules of the Board; she added a copy of the Rules of the Board had also been distributed to the members of the Board. She mentioned she felt it was beneficial for them to review these items upon occasion to ensure they were all on the same page and she encouraged that questions be asked during the presentation. She advised Supervisor Beaty, who served as the Chair of the Governmental Operations & Advocacy Committee, would be including the Rules of the Board on the agenda for that Committee about halfway through the year to review all of the feedback in terms of how they could change the Rules of the Board if there were concerns, as this would allow them to be well informed about what some of those ideas may be moving forward. She asked that they keep their “wish list” of items they would like to discuss with the Governmental Operations & Advocacy Committee later this year. She apprised while there were a few areas they would be discussing today in regard to Robert’s Rules of Order, this was only as it pertained to the Rules of the Board. She indicated she was currently working on a future Workshop meeting pertaining to a training for the members of the Board regarding Robert’s Rules of Order. She offered privilege of the floor to Mrs. Allen and Ms. Kissane, who proceeded with a detailed overview of a Power Point presentation entitled “Warren County Board of Supervisors Rules of the Board for 2021”, during which Mrs. Allen and Ms. Kissane answered questions posed by the Board members. *A copy of the presentation entitled “Warren County Board of Supervisors Rules of the Board for 2021” and the Economic Impact of Visitors in New York 2019 Report is on file with the meeting minutes.*

In regard to the reports by the Committee Chair, Ms. Kissane stated Robert’s Rules of Order indicated these reports should only be made when there was business to report or recommendations to be made as a result of a Committee meeting and must contain the Committee’s findings, the result of its action in carrying out the task assigned to it and its recommendations. Supervisor Geraghty questioned whether this meant the Chair of a Committee had to recite each resolution that originated from that Committee in their Committee report and Ms. Kissane replied according to Robert’s Rules of Order this was required which was why every Committee report should be done in writing. Ms. Braymer inquired whether the written report could be the list of resolutions that were going before the Board through that Committee and Ms. Kissane responded the list should refer to the resolutions the Committee was recommending to be adopted by the Board of Supervisors because if the resolutions came out of Committee she would assume their recommendation would be to adopt them. Mr. Geraghty pointed out this would make their already lengthy Board Meetings go on even longer if they adhered to the rules as stated. Mrs. Allen asked if the Resolution Index, which listed all of the resolution titles and their numbers, could count as a report because it listed the Committee and what they had approved. Ms. Kissane replied how she interpreted Robert’s Rules of Order was that the Committee Chair was supposed to submit a written report to Mrs. Allen which would be entered into the record in the form that it was turned in; however, she noted, Robert’s Rules of Order indicated it should not be adhered to if this would complicate the Board’s process. She said this could be something the Board may want to discuss to determine whether that process was more complicated than what they had determined works. She added

this was a decision for the Board to make and not one that she would be making a recommendation on. Supervisor Geraghty advised he was comfortable reading out loud the Resolutions numbers and what they entailed, but his concern was with those who expounded which could make the meeting last well into the late afternoon. Chairwoman Seeber advised to Supervisor Geraghty's point she felt they all needed to be mindful of the limited time they had during those meetings. She mentioned Supervisor Driscoll was asking whether the Report by the Committee Chair could also be used to briefly inform and remind Committee members of the date and time of the next meeting and some important matters that would be discussed there. Chairwoman Seeber questioned whether it was reasonable to allow a Committee Chair to refer to the Resolution Index which included the resolution numbers, which was public information, and also highlighted the important aspects of their Committee meeting in a brief summary as a Committee Chair and Ms. Kissane replied affirmatively. Chairwoman Seeber remarked she believed this would address the concerns expressed by Supervisors Geraghty and Driscoll and then again the Standing Committees would be called based on their listing of 2021 Standing Committees. She indicated the Privilege of the Floor and Announcements portion of the meeting could be when information from other Supervisors was provided who did not Chair any Committees. Mr. Moore asked for clarification that this meant a Committee Chair could not discuss anything that did not pertain to the work of their Committee during the Reports by Committee Chair and Ms. Kissane replied affirmatively. Supervisor Wild inquired whether the written report was something that would be distributed with the Board Meeting packet resulting in more information regarding the decisions that were made rather than how they were made and Ms. Kissane responded she believed this was a determination that needed to be made by the Board. She noted currently they did not do written reports from the Committee Chair, but Robert's Rules of Order indicated that these written reports were what was appropriate and a determination by the Board was required regarding whether they wanted to implement these written reports or continue on as they had been operating. Chairwoman Seeber apprised she believed the Rules of the Board did not speak to that aspect which was more of a property of Robert's Rules of Order and the way they currently handled this was in accordance with the Rules of the Board unless she was misinterpreting what Ms. Kissane was indicating. Ms. Kissane interjected that the Rules of the Board did not address this. Chairwoman Seeber stated she felt any member of the Board could submit a written report regarding the action taken by their Committee, as well if they chose to do so. Supervisor Wild mentioned he interpreted Robert's Rules of Order as requiring a formal report that included each and every resolution and included a brief summary regarding why it was going before them and how the decision to bring it forward was made instead of this just being on the video of the Committee meeting that would need to be searched to find the decision. Chairwoman Seeber stated she felt it was beneficial that the Committee meeting minutes were produced after each one of their meetings, as this may suffice. She said this was one of the areas that could be addressed when they were reviewing the Rules of the Board later this year to make it more restrictive than it currently was. Supervisor Wild indicated since he did not Chair a Committee he would hate to impose his thoughts on the Chairs of Committees, but he felt this was something he and the public would find valuable to be able to review. Chairwoman Seeber remarked because the Rules of the Board did not require this they should add this as an agenda item to discuss at a future meeting of the Governmental Operations & Advocacy Committee; however, she noted, any member was welcome to submit that written report, as well. Supervisor Thomas remarked he believed this may actually move the Board Meetings along quicker as opposed to slowing them down because this would prevent individuals from wandering off on other topics. Chairwoman Seeber indicated she believed the consensus today was to continue on with the Reports by the Committee Chair and any other matters should be discussed during the appropriate time of the meeting. She added those written reports could also be submitted as an additional supplement to move things along at a faster pace and provide notice to the public. Chairman Geraghty questioned whether it could be a short summary of what occurred at the Committee meeting,

similar to the Report by the Chair of the Board on their activities over the past month and Ms. Kissane replied affirmatively.

In regard to the proper use of the motion to table, Supervisor Merlino informed tabled resolutions could be brought off of the table through a motion and a second, adding he did not believe it could be tabled again once it had been untabled. Ms. Kissane noted a motion, a second and 501 weighted votes of the Warren County Board of Supervisors was required in order to put something back on the agenda.

Supervisor Thomas asked if a motion to table could be used to stop debate on a resolution and Mrs. Kissane responded the Rules of the Board allowed them to stop debate with a motion to table. She noted this was specifically included in the Rules of the Board which undercut Robert's Rules of the Board. Chairwoman Seeber apprised this was one of the items she would like to discuss later this year at the Governmental Operations & Advocacy Committee meeting. She added this was a significant distinction she believed Ms. Kissane had spent a considerable amount of time researching to ensure the Board was aware the Rules of the Board were more restrictive in particular areas, this being one of them. Supervisor Thomas noted Robert's Rules of Orders interpretation of this was that a motion to table could not be used to table debate on a resolution.

Supervisor Wild asked whether they were aware which areas in Robert's Rules of Order were trumped by the Rules of the Board to allow him to mark off which ones could be disregarded. Ms. Kissane replied she was aware of a few of them, but she was not aware of all of them, as there was a significant amount of content in Robert's Rules of Order. She added as they came across them she marked them off for future reference. Chairwoman Seeber stated Ms. Kissane and Mrs. Allen were keeping a listing of these for when the training on Robert's Rules of Order was offered and discussing whether the County was too restrictive or not in particular areas and what was the will of the Board during the Board Workshop meeting on this matter. She asked Ms. Kissane to send periodic updates to the Board regarding the areas where the Rules of the Board trumped Robert's Rules of Order.

In regard to the Duties/Responsibilities of the Chair of the Board of Supervisors. Chairwoman Seeber asked for clarification that this was one of the instances where the Rules of the Board was more restrictive than Robert's Rules of the Board which allowed every member of the Board to speak twice and had a recommendation of a ten minute maximum and the Rules of the Board did not call for a limit on time unless voted by the Board and also only allowed members of the Board to speak once. Ms. Kissane replied the Rules of the Board did not limit the number of times members of the Board could speak, but rather it indicated once a member of the Board spoke they would not be permitted to speak again until every member of the Board had a right to speak. She informed Robert's Rules of Order cut off discussion at two comments per motion unless a motion was made to allow that individual to speak more than twice, adding the Rules of the Board did not have that limitation. Chairwoman Seeber apprised this meant the Rules of the Board did not have a limitation to the number of times an individual could speak and Ms. Kissane replied affirmatively.

Chairwoman Seeber questioned whether the Chair of the Board could limit the amount of discussion on a motion and Mrs. Kissane responded the Chair of the Board could make a ruling on the Rules of the Board. She said this meant if the Chair of the Board wanted to limit the discussion they could do so and if someone did not want that limitation this was an excellent example of appealing the Chair's determination and then the Board would have to vote whether to allow the discussion to continue.

Chairwoman Seeber asked on behalf of Supervisor Driscoll whether it counted as two questions when the Supervisor asked a question once again in the instances when they were not satisfied with the Chair's response if they clarified their questions and Ms. Kissane replied although it was not two separate questions the Chair of the Board had the authority to either permit them to ask the question again or stop them from asking again.

In regard to the Executive Committee, Mrs. Allen informed this was a newly formed Committee this year in an attempt to stop from having special Committee meetings before the Board Meeting to address items that came to fruition following their Committee meeting before the Board meeting was held. She said it was not unusual for an action item to occur following a Committee meeting that required action from a few different Committees. She indicated the purpose of the Executive Committee was to cover for every Committee and whose members consisted of all of the Committee Chairs to ensure regardless of what Committee an action item was coming from, that Chair was provided with the opportunity to represent whatever was occurring. She added the Chair of this Committee would essentially rotate, informing although Supervisor Beaty was the designated Chair of this Committee what would occur was Supervisor Beaty would defer to the next Supervisor in the rotation resulting in every member of that Committee chairing that Committee at some point. She advised this was also scheduled on a preset day each month rather than having to schedule a special meetings for Public Safety on one day and Finance Committee meeting on another day. She indicated the purpose was to organize the meeting calendar more efficiently in an attempt to stop from having to schedule special Committee meetings although they could still be scheduled, but this was an effort to reduce those. Mrs. Allen noted although the presentation indicated the Public Works Committee consisted of five members a resolution would be going before them at the February 19th Board Meeting that amended the Rules of the Board to add two additional members to that Committee.

Mr. Moore remarked he believed the benefit of the Executive Committee was it would allow them to identify an action that could otherwise have required a special Committee meeting to be scheduled to take action. He questioned whether an item that went before the Executive Committee that would typically have to go before the Personnel, Administration & Higher Education or Finance Committee would still have to go before them or could the Executive Committee take on that responsibility. Mrs. Allen responded she felt the envision was for the Executive Committee to cover for those Committees; however, she noted, it was necessary to review the Rules of the Board to determine whether the Executive Committee had the authority to approve any matters that went before it. Supervisor Magowan remarked he was pleased this Committee had been put into place, as he could use this to present a request on behalf of the County Facilities Committee for something that required addressing following the January 20th County Facilities Committee meeting.

Chairwoman Seeber advised she felt it was imperative to highlight the Chair of a Committee was prohibited from voting unless that vote was to break a tie in the affirmative resulting in the motion passing, as there had been instances in the past when Committee Chairs had engaged in debate and voted which was not adhering to the Rules of the Board as it related to that. Ms. Kissane noted it was improper for a Chair of either a Committee or the Board to engage in debate and their purpose was to be an unbiased member who steered the Committee or Board through the proper process.

Supervisor Merlino inquired whether the Chair could step down and ask someone else to Chair the meeting to allow them to debate the topic and Ms. Kissane replied affirmatively. Ms. Kissane explained in this case the Chair would step down and essentially appoint someone to Chair the meeting in their place so they could be permitted to debate

the topic.

Supervisor Magowan pointed out the 2021 Standing Committee list had already been established and he viewed the individuals immediately following him as the Vice-Chair and 2nd Vice-Chair and he asked whether he needed to appoint his Vice-Chair for the Committee he Chaired. Ms. Kissane responded the Rules of the Board indicated the Chair of Committees were supposed to have picked their Vice-Chair before the first regular Board meeting which she was assuming had occurred. Chairwoman Seeber interjected last year the Chair of the Board had the Committee Chairs select their Vice-Chair and 2nd Vice-Chair, but she believed this had been changed to allow her as the Chairwoman of the Board to make these appointments. Ms. Kissane advised she may have misinterpreted the Chair to be the Chair of the Committee when it was actually the Chair of the Board who made these appointments. Supervisor Magowan questioned whether he needed to confirm, as Chair of the County Facilities Committee, that he concurred with the individuals who had been appointed as his Vice-Chair and the 2nd Vice-Chair and Chairwoman Seeber replied in the negative, informing she had already made these appointments. She stated this could always be changed in the Rules of the Board for next year.

Chairwoman Seeber apprised when the Chair of a Committee stepped aside for debate, they did not have to appoint their Vice-Chair to Chair the meeting in their place to allow them to engage in debate; however, she noted, Robert's Rules of Order did discourage that.

Ms. Kissane noted according to the Rules of the Board the Vice-Chair of the Board could become an Ex-officio member and make the quorum if the Chair of the Board was absent.

In regard to the debate, Supervisor Leggett asked for clarification that the Chair of the Committee or Board could facilitate the discussion and ask questions and Ms. Kissane replied affirmatively, adding this was the purpose of having a Chair. Chairwoman Seeber requested that Supervisor Leggett repeat his question, as she had interpreted it differently. Supervisor Leggett apprised the Chair had a role and did not have to be silent when something was on the floor and did participate in the discussion by asking questions or engaging in the discussion one way or another and he felt there was a distinction between what was considered debate and what was considered facilitating a discussion. Ms. Kissane informed the Chair of the Committee or Board was responsible for facilitating the discussion and they were supposed to be unbiased. She advised if their question raised some sort of bias or was going to steer the debate in some way she would deter them from asking it, as the purpose of the Chair was to facilitate all of the discussion around the issue and not to guide it in a certain direction. Chairwoman Seeber mentioned this was a limitation that the Committee Chairs needed to be aware of because they were bound by the same rules.

Supervisor Strough stated he would like to return to the appointments of Committee Vice-Chair and 2nd Vice-Chair, apprising his interpretation of the Rules of the Board indicated the Chair appointed the Vice-Chair. Ms. Kissane advised Page 6 of 8, Section C, Paragraph 3 of the Rules of the Board did specify the Chair of each Committee shall appoint both the Vice-Chair and 2nd Vice-Chair which meant the Chair of the Committees should have made these appointments, but she was unsure if this occurred this year. Supervisor Strough pointed out the Power Point presentation signified the Chair appointed the Vice-Chair and 2nd Vice-Chair which was causing some confusion because according to the Rules of the Board the Chair of the Committee and not the Chair of the Board should be making these appointments. Chairwoman Seeber apprised this was a valid point and in order to correct this she

asked that within the next week every Chair of a Committee notify Mrs. Allen who they would like to appoint as their Vice-Chair and 2nd Vice-Chair and the listing of the 2021 Standing Committees would be corrected at the February 19th Board meeting. Chairwoman Seeber remarked she and Mrs. Allen and Ms. Kissane had put together the Rules of the Board within a minimal timeline the best they could; however, she noted, when there were errors they should be corrected and she thanked Supervisors Strough and Magowan for pointing this error out.

Supervisor Dickinson asked for further explanation as to why the Committee Chair could not participate in the debate. Ms. Kissane advised both the Rules of the Board and Robert's Rules of Order stated that a Committee or Board Chair must step down from the Chair and appoint someone to take their position in order to be able to participate in the debate and then they could take the Chair back once the debate was finished. Supervisor Dickinson voiced his opposition to this, as there were some Committees who only had a few members and he believed the Chair should be allowed to partake in the debate. Chairwoman Seeber apprised to Supervisor Dickinson's point this was why they wanted the Board Workgroup to meet periodically throughout the year and make these changes and suggestions to be voted on by the full Board. Supervisor Dickinson indicated his suggestion would be to allow the Chair to control the meeting and express their opinions, but they should not be permitted to badger the Committee members. He added many times the Chair of a Committee is more involved and informed than the Committee. Chairwoman Seeber stated she believed Robert's Rules of Order did speak to informal dialogue where there were twelve members or less, but historically this was not what the Rules of the Board had implied and was why this training was being held. Chairwoman Seeber added no action was being taken tonight and this was something that should be added to the list of things they needed to dedicate some time for further discussion to change this in the Rules of the Board later this year.

Supervisor Merlino apprised he had recently dealt with this as Chair of the Park Operations & Management Committee when the Mayor for the Village of Lake George had asked about the possibility of offering ice skating at the Charles R. Wood Park. He said he had voiced his opinion on the matter and the other Committee members concurred with him. He stated it was feasible with the larger Committees for the Chair to step down and voice their opinion, but he would adhere to whatever the rules were going forward. Chairwoman Seeber advised they needed to keep in mind the individual who yielded the floor or did not yield the floor had the unique ability to also stifle a debate, adding it was important that they were considering both the positive and negative aspects and was why Robert's Rules of Order emphasized the Chair be neutral.

Mr. Moore stated Robert's Rules of Order stressed the Chair as being neutral because as Chair they did not have to recognize anyone to speak at the meeting, as they controlled the floor. He said unless their point of order was challenged by the Committee they had the right not to call on someone if that individual did not agree with their view of the issue.

Supervisor Wild inquired whether there was a Local Law that indicated the Budget Officer and the Vice-Chair were to be paid and he asked whether that would supercede New York State's County Law Section 200 and Ms. Kissane replied there was neither a Local Law or a State Law that authorized payment of the Vice-Chair, adding she was unsure why this position was ever paid a stipend and where that authority had originated. She mentioned the Budget Officer could be paid pursuant to New York State County Law Section 351.

Supervisor Dickinson voiced his opposition to the Majority and Minority Leader positions which no specific reason

had been given for having them, adding these positions did not exist when he was a member of the Board forty years ago. He stated he was unsure what extra work was required of them that could justify them being paid an additional \$6,000 each. He mentioned the argument had been used that by creating these positions the County was actually saving money, but the money was actually being shuffled around and no money would be saved.

Chairwoman Seeber apprised this was the first time she had been made aware of Supervisor Dickinson's objections to the Majority and Minority Leader positions which she would be more than willing to discuss with him following the conclusion of the meeting. She mentioned past practices continued to pay a Vice-Chair, who at one point in 2018 was also the Chair of the Personnel, Administration and Finance Committee and this was looked into at that time and the Board was made aware that they could not pay the Vice-Chair a stipend, adding what they had done was review the policies and make changes accordingly to abide by them.

In terms of how this was found, Mr. Moore informed the question had been asked as to whether the Budget Officer had to be the Chair of the Budget Committee or whether it could be two separate individuals following which they did some research based on that as to what members of the Board of Supervisors were permitted to be paid a stipend. He advised the State Law was very clear in that it indicated the only Supervisors that could make more than a different Supervisor were the positions of Chair of the Board, Majority Leader, Minority Leader and the Budget Officer so long as the Budget Officer and the Chair of the Budget Committee was the same individual. He stated he was unsure how long the Vice-Chair had erroneously been receiving a stipend, but this was an oversight.

Supervisor Dickinson advised he had no objection to paying the Vice-Chair and Budget Officer a stipend due to the significant amount of work they did that justified this additional salary; however, he noted, he was opposed to the Majority and Minority Leader positions and the stipend they received. He indicated the Majority Party and the Minority Party should be selecting their own leaders and not have them appointed by the Chair of the Board.

Chairwoman Seeber thanked Supervisor Dickinson for his comments, adding she was aware the County Attorney had been researching this for some time now to determine in the law where it indicated how the Majority and Minority Leaders were appointed at the local level. She said she was looking forward to this discussion and dialogue in Committees to allow them to make changes moving forward and the idea of all inclusiveness was important. She concluded by asking that they allow Ms. Kissane to finish reviewing the Power Point presentation she and Mrs. Allen had worked hard on putting together. Supervisor Dickinson interjected that he would like a listing of the job duties of the Majority and Minority Leader positions. Chairwoman Seeber responded while she was appreciative of Supervisor Dickinson's comments she would like to afford Supervisor Braymer, who had not had the chance to make comments yet to do so.

Supervisor Braymer voiced her appreciation of being recognized and she asked that Chairwoman Seeber recognize Supervisor Strough and allow him to comment when she was done commenting. She indicated she found it to be ironic that Supervisor Dickinson was comfortable with paying the Vice-Chair and the Budget Officer stipends for over forty years even though that was not what the law stated when he was a member of the Majority part. She remarked she as a member of the Minority party at this point in time and felt it was beneficial to raise their presence on the Board by having this Minority Leadership position. She added what they were doing was allowing their voices to be heard while also having a stronger seat at the table. In regard to the stipend for the positions, she informed past Vice-Chairs who did little to no extra work had been paid a stipend, one of whom did not even realize

they were being paid an additional salary. She pointed out this year the stipends had been reduced resulting in a savings to the County taxpayers. She concluded by stating she was perplexed at how Supervisor Dickinson was comfortable paying the Republican a stipend, but not the Democrat regardless of the extra work she was doing.

Chairwoman Seeber interjected while she was appreciative of everyone's comments they had gone over their allotted time for the meeting which she would like to stick to. She said she would ask Ms. Kissane and Mrs. Allen to email the Board members a copy of the Power Point presentation and highlight the slides they did not have an opportunity to review and she looked forward to another Board Workshop meeting where they could continue these discussions. She mentioned the Rules of the Board did indicate this was a two hour Board Workshop meeting and she thanked them all for their time.

Supervisor Strough interjected that he had been trying to ask a question for quite some time, but he had been ignored. Chairwoman Seeber responded she would never purposely ignore Supervisor Strough and if there was no objection from the Board to go over the allotted timeframe she would be more than willing to allow him to ask his question.

Supervisor Strough informed he could not locate any law that indicated the Majority and Minority positions were required and he asked if anyone had a copy of the law that stated so that they provide him with a copy. He stated he concurred with Supervisor Dickinson that these positions were fake, troublesome, polarizing and a complete waste of money. He questioned what action could the members of the Board of Supervisors take to eliminate positions they disagreed with. Chairwoman Seeber apprised prior to Ms. Kissane addressing Supervisor Strough's question she would like to request that a copy of New York State County Law Section 200 be distributed to all of the Board members for review. Ms. Kissane informed to clarify there was no law that stated the Board had to have a Majority and Minority Leader and the law stated they could have them and it was permissible to pay them a stipend. She advised the answer to the second question was the Board members had all voted on the Rules of the Board which these positions were included in. She stated in order to eliminate the Majority and Minority Leader positions a motion had to be brought forth which required a two thirds majority vote to remove them or a motion which would delete those positions from the County Salary and Compensation Schedule could be made which she believed would also require a two thirds majority vote, but she was unsure. Mrs. Allen apprised she believed a two thirds majority vote was required because it was subject to a roll call vote, but she would need to research the matter further. Mr. Moore added this type of action would typically be brought before the Personnel, Administration and Higher Education Committee. Chairwoman Seeber mentioned to be clear a few years ago this topic was brought up and they were notified they were not permitted to waive these stipends which was why she was pleased to have the law in front of them that specifically references these positions and what they were allowed to pay them if they so chose to do so.

In response to the comments made by Supervisor Braymer, Supervisor Dickinson apprised in 1978 he was elected as Supervisor for the Town of Lake George and was sworn in to office in 1979 and he left office in 1983. He said during this time he was a registered Democrat in a Republican Town working with a Town Board made up of Republicans who had just taken over the majority from the Democrats. He stated when Supervisor Braymer preached about being the minority on the Board he could state that he had been in her shoes, adding he had no objection to her having a seat at the table. He advised his objection was to creating the seat and spending the money and was not personal against Supervisor Braymer, as he was as opposed to the Majority Leader as he was the

Minority Leader due to the fact that he felt these positions were both unnecessary. Supervisor Braymer interjected the reason she made that comment was because she had been aware that Supervisor Dickinson had previously been a registered Democrat.

Chairwoman Seeber stated she recognized discussion was important and was pleased they were doing so regarding these issues, as she believed this was beneficial. She asked that they allow Ms. Kissane to finish with the Power Point presentation she and Mrs. Allen had worked tirelessly on.

Supervisor Geraghty asked what occurred when a Supervisor abstained from voting and Mrs. Allen responded it did not count as a vote in the opposition, but it took away from the affirmative vote. Mrs. Allen stated 501 votes were needed in order to adopt something and by abstaining it was essentially the same result as if they had voted in the opposition because it took away from the total for affirmative votes. She said this meant while the vote was not registered as an opposition it impacted the positive in the same manner, adding it did not reduce the total amount needed for the majority. Supervisor Geraghty inquired whether those who recuse themselves were required to leave the meeting and Ms. Kissane replied affirmatively. Ms. Kissane clarified they were not required to leave the room, but they needed to remove themselves from the debate table.

Supervisor Geraghty asked whether Supervisor Strough needed to recuse himself from voting on any matters relating to SUNY Adirondack because he was a member of the SUNY Adirondack Board of Trustees and Ms. Kissane replied in the negative. She explained it was not necessary for Supervisor Strough to recuse himself because SUNY Adirondack was also a public entity; however, she noted, she would never opine on whether someone felt comfortable voting because even though by law he did not have to recuse himself if he felt this was the best course she believed that was appropriate.

Chairwoman Seeber asked a question on behalf of Supervisor Driscoll who was inquiring if they abstained and they were still permitted to comment on the resolution could their comments contribute to the vote and Ms. Kissane responded if a Supervisor abstained, but continued to talk about the resolution that meant they did not have a conflict. She explained if they had a conflict they should be removing themselves from the entire discussion and have no bearing.

Regarding resolutions requiring a two thirds majority vote, Ms. Kissane noted there were other times besides rescinding, suspending, waiving or changing the Rules of the Board when a two thirds vote was required by law, but those would be addressed at a future training. She said the ones listed referred to the situations included in the Rules of the Board that called for a two thirds majority vote.

Chairwoman Seeber apprised the last slide of the Power Point presentation referenced future training items which she encouraged anyone to contact Mrs. Allen or herself regarding any items they would like to address during these trainings. She voiced her appreciation for the opportunity for success as their Chairwoman of the Board this year and she hoped they were all moving in the same direction. She thanked them for taking the time this evening to discuss the Rules of the Board and she encouraged any of them with questions and/or concerns that were valuable to please feel free to email them to all of the Board members to allow them to communicate from each others questions and answers. She advised dialogue was a good thing and debate in a respectable manner was always welcome and she was appreciative of their time tonight, as well as the efforts of Mrs. Allen and Ms. Kissane for

putting together such an informative presentation that they had all learned a significant amount from.

There being no more business to discuss, Chairwoman Seeber closed the meeting at 6:23 p.m.

Respectfully submitted,
Sarah McLenithan, Deputy Clerk of the Board