

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: TOURISM & OCCUPANCY TAX COORDINATION (WORKSHOP)

DATE: MAY 13, 2021

COMMITTEE MEMBERS PRESENT:

SUPERVISORS: GERAGHTY
MERLINO
BRAYMER
WILD
HOGAN
BEATY
STROUGH

OTHERS PRESENT:

REPRESENTING THE TOURISM DEPARTMENT:

JOANNE CONLEY, DIRECTOR
LEISA GRANT, PRINCIPAL ACCOUNT CLERK
KRISTEN HANIFAN, DEVELOPMENT/EVENT COORDINATOR

RACHEL E. SEEBER, CHAIRWOMAN OF THE BOARD

AMANDA ALLEN, CLERK OF THE BOARD

RYAN DICKEY, SECOND ASSISTANT COUNTY ATTORNEY

SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD

FRANK E. THOMAS, BUDGET OFFICER

SUPERVISORS DRISCOLL

FRASIER

MAGOWAN

MCDEVITT

SHEPLER

SMITH

TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR

MICHAEL SWAN, COUNTY TREASURER

DOUG MILLER, ADIRONDACK SPORTS COMPLEX, LLC

DON LEHMAN, DIRECTOR OF PUBLIC AFFAIRS

LESLIE LOVELACE, SECRETARY TO THE CLERK OF THE BOARD

Please note, the following contains a summarization of the May 13, 2021 meeting of the Tourism & Occupancy Tax Committee; the meeting in its entirety can be viewed on the Warren County website using the following link:

<https://warrencountyny.gov/mma>

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". Supervisors Geraghty, Merlino, Braymer, Wild, and Beaty were physically present, while Supervisors Hogan and Strough participated virtually.

Mr. Geraghty called the meeting of the Tourism & Occupancy Tax Committee to order at 10:03 a.m.

Motion was made by Mr. Beaty, 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.

Copies of the Tourism & Occupancy Coordination agenda were distributed to those in attendance and those participating virtually accessed the agenda via the Warren County website; *a copy of the agenda is on file with the meeting minutes.*

Mr. Geraghty apprised the purpose of this meeting was to discuss the past occupancy tax special event funding scoring system and present the newly developed scoring system to determine which system the Committee preferred.

Privilege of the floor was extended to Kristen Hanifan, *Development/Event Coordinator*, who reviewed revisions made to the Scoring System Guidelines and Occupancy Tax Scoring Sheet, copies of which are on file with the minutes.

Mr. Wild inquired if the new guidelines included scoring for events that return funds, such as the WinterFest event had. Ms. Hanifan replied in the negative, noting this was a good suggestion for the future.

Ms. Hogan stated the scoring changes were thoughtful; however, she suggested that the Committee refrain from accepting incomplete applications.

Ms. Braymer entered the meeting at 10:11 a.m.

A discussion ensued in regard to information required on the applications and scoring.

Mr. Geraghty requested Leisa Grant, *Principal Account Clerk*, provide the total of available funds for distribution. Ms. Grant reported there was \$285,000 available, but noted there were two re-occurring events that also needed to be paid from that figure which were the North Creek Shuttle Bus in the amount of \$12,500, which was the last year of a three-year commitment, and the Hague Fire Tower in the amount of \$2,500.

Mr. Wild suggested discussion on budget amendments take place after award were decided and the amount of funding shortage was known. Mr. Geraghty stated he concurred with Mr. Wild and would prefer to proceed with the review of the event applications and decide award amounts before taking any action on budget amendments. Ms. Hogan mentioned an e-mail sent by Ryan Moore, *County Administrator*, yesterday indicating that budget amendments would likely be needed to make awards and she stated she was not in favor of voting on applications until the full amount of funds to be spent was determined.

Mr. Geraghty announced the Committee would enter into a workshop session to review the applications. He stated the members of the public were able to stay and listen to deliberations during the workshop session, but would not be permitted to participate or make comments.

The workshop session was held from 10:24 a.m. until 12:25 p.m.

Ms. Hogan left the meeting at 11:46 a.m.; Mr. Wild left the meeting at 12:10 p.m.; Mr. Beaty left the meeting at 12:14 p.m.; Chairwoman Seeber left the meeting at 12:15 p.m.; and Ms. Braymer left the meeting at 12:17 p.m.

As of 12:17 p.m. a quorum of the Committee no longer existed.

Upon exiting the workshop session, Mr. Geraghty noted no action would be taken due to the lack of a quorum; he announced the meeting adjourned at 12:26 p.m.

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