

**WARREN COUNTY BOARD OF SUPERVISORS**

**COMMITTEE: TOURISM & OCCUPANCY TAX COORDINATION**

**DATE: JULY 29, 2021**

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**COMMITTEE MEMBERS PRESENT:**

SUPERVISORS: GERAGHTY  
BRAYMER  
WILD  
HOGAN  
BEATY

**COMMITTEE MEMBERS ABSENT:**

SUPERVISORS: MERLINO  
STROUGH

**OTHERS PRESENT:**

REPRESENTING THE TOURISM DEPARTMENT:

JOANNE CONLEY, DIRECTOR  
LEISA GRANT, PRINCIPAL ACCOUNT CLERK  
KRISTEN HANIFIN, DEVELOPMENT/EVENT COORDINATOR  
DANIELLE LACAVALLA, COMMUNICATIONS & DEVELOPMENT DIRECTOR,  
NY SKI FOUNDATION  
RACHEL E. SEEBER, CHAIRWOMAN OF THE BOARD  
RYAN MOORE, COUNTY ADMINISTRATOR  
AMANDA ALLEN, CLERK OF THE BOARD  
ROBERT TERWILLIGER, ACTING COUNTY ATTORNEY  
FRANK E. THOMAS, BUDGET OFFICER  
SUPERVISORS FRASIER  
LEGGETT  
MAGOWAN  
MCDEVITT  
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD  
KEVIN HAJOS, SUPERINTENDENT OF PUBLIC WORKS  
JAMES LAFARR, SHERIFF  
WILLIAM VANNESS, COMMISSIONER (R) BOARD OF ELECTIONS  
JULIE BUTLER, PURCHASING AGENT  
TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR  
DON LEHMAN, DIRECTOR OF PUBLIC AFFAIRS  
LESLIE LOVELACE, SECRETARY TO THE CLERK OF THE BOARD

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*Please note, the following contains a summarization of the July 29, 2021 meeting of the Tourism & Occupancy Tax Coordination Committee; the meeting in its entirety can be viewed on the Warren County website using the following link: <https://warrencountyny.gov/mma>*

Mr. Geraghty called the meeting of the Tourism & Occupancy Tax Coordination Committee to order at 11:55 a.m.

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

Mr. Beaty entered the meeting at 11:56 a.m.

Copies of the meeting agenda were distributed to those in attendance; *a copy of the agenda is on file with the meeting minutes.*

The agenda review commenced with a review of the Discussion Items, which included the following:

- a. Report on revenues by Treasurer, Mike Swan - due to the absence of Mr. Swan this item was not discussed.
- b. Occupancy Tax Grant application: NY Ski Educational Foundation- Committee reviewed the Occupancy Tax funding application from NY Ski Educational Foundation with input from Danielle LaCavalla, *Communications & Development Director, New York Ski Educational Foundation*, who attended remotely.

Motion was made by Mr. Wild, seconded by Ms. Hogan and carried unanimously to authorize an agreement with NY Ski Educational Foundation for the disbursement of \$15,000 from the 2021/2022 Occupancy Tax funding for their 2021/2022 event and the necessary resolution was authorized for the August 20<sup>th</sup> Board meeting.

- c. Granicus Short-Term Rental Compliance - Mr. Geraghty apprised the Treasurer requested the Committee discuss this item at a future date.
- d. Draft Evaluation Strategy, Grading Criteria and Scoring Sheet - the revised draft document was re-presented, reviewed and discussed.

A motion was made by Mr. Wild and seconded by Ms. Hogan to authorize adopting the revised Evaluation Strategy, Grading Criteria and Scoring Sheet.

- e. Draft - Occupancy Tax Application - the revised draft was re-presented, reviewed and discussed.

Mr. Wild amended his motion, and Ms. Hogan her second, to approve both items d and e. Mr. Geraghty called the question and the motion was carried unanimously to approve items d and e as presented and the necessary resolutions were authorized for the August 20<sup>th</sup> Board meeting.

Continuing to the Referrals/Pending Items portion of the agenda, Mr. Geraghty requested the Committee postpone discussion regarding an updated municipal agreement and occupancy tax spending guidelines prepared by the County Attorney until the next Committee meeting to allow time for all of the Town Supervisors to review and compare past documents. A brief discussion ensued in regards to the two Occupancy Tax funding sources for the Towns.

A brief discussion ensued in regards to adding a reserve fund from a portion of the occupancy tax proceeds and the importance of the short-term rental compliance which was a great revenue source for occupancy tax, following which a motion was made by Ms. Braymer and seconded by Mr. Beaty to approve the Granicus Short-Term Rental Compliance. After opposition from Mr. Wild and Ms. Hogan was expressed, Ms. Braymer withdrew her motion, and Mr. Beaty his second, to allow the County Treasurer to be present and provide input on the subject.

Mr. Geraghty apprised there was a request not included on the agenda to authorize the printing of an additional 3,000 copies of Letterboxing passports.

Motion was made by Ms. Hogan, seconded by Mr. Wild and carried unanimously to approve the request and the necessary resolution was authorized for the August 20<sup>th</sup> Board meeting. Note: Subsequent to the meeting it was determined no resolution was necessary.

Privilege of the floor was extended to Joanne Conley, *Director, Tourism*, who stated she would like to request the allowance of a multi-year agreement with Ice Castle, LLC as requested by the business community. A lengthy discussion ensued following which it was the consensus of the Committee to review the event funding agreement, as well as the contract for use of the Charles R. Wood Park by Ice Castle, LLC at the next Committee meeting.

As there was no further business to come before the Tourism Committee, on motion made by Mr. Wild, seconded by Ms. Braymer and carried unanimously, Mr. Geraghty adjourned the meeting at 12:27 p.m.

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