

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: OCCUPANCY TAX COORDINATION

DATE: MARCH 21, 2022

COMMITTEE MEMBERS PRESENT:

SUPERVISORS: DICKINSON  
MERLINO  
WILD  
RUNYON (ZOOM)  
STROUGH  
GERACI (ZOOM)

COMMITTEE MEMBER ABSENT:

SUPERVISOR: MAGOWAN

OTHERS PRESENT:

REPRESENTING THE TOURISM DEPARTMENT:  
JOANNE CONLEY, DIRECTOR  
LEISA GRANT, PRINCIPAL ACCOUNT CLERK  
KRISTEN HANIFIN, DEVELOPMENT/EVENT COORDINATOR  
KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD (ZOOM)  
RYAN MOORE, COUNTY ADMINISTRATOR  
LARRY ELMEN, COUNTY ATTORNEY  
AMANDA ALLEN, CLERK OF THE BOARD  
FRANK E. THOMAS, BUDGET OFFICER (ZOOM)  
SUPERVISORS BRAYMER (ZOOM)  
BRUNO (ZOOM)  
HOGAN (ZOOM)  
LEGGETT  
DON LEHMAN, DIRECTOR OF PUBLIC AFFAIRS  
LIZA OCHSENDORF, DIRECTOR, EMPLOYMENT & TRAINING  
MICHAEL SWAN, COUNTY TREASURER  
DAVE EHMANN, IMPROV RECORDS (ZOOM)  
DOUG MILLER, ADIRONDACK SPORTS COMPLEX  
GINA MINTZER, LAKE GEORGE CHAMBER OF COMMERCE AND CVB,  
EXECUTIVE DIRECTOR  
SCOTT SOPCZYK, TRANSPORTATION DIRECTOR, GREATER GLENS FALLS  
TRANSIT (ZOOM)  
LESLIE LOVELACE, SECRETARY TO THE CLERK OF THE BOARD  
MOLLY GANOTES-GLEASON, LEGISLATIVE OFFICE SPECIALIST

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Please note, the following contains a summarization of the March 21, 2022 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>

**Note: Pursuant to New York State Legislation (S.50001/A.40001): “Notwithstanding the provisions of article 7 of the public officers law to the contrary, any state agency, department, corporation, office, authority, board, or commission, as well as any local public body, or public corporation as defined in section 66 of the general construction law, or political subdivisions as defined in section 100 of the general municipal law, or a committee or subcommittee or other similar body of such entity, shall be authorized to meet and take such action authorized by law without permitting in public in-person access to meetings and authorize 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 of the Committee members in attendance were physically present aside from Supervisors Runyon and Geraci who attended virtually.**

Mr. Dickinson called the meeting of the Occupancy Tax Coordination Committee to order at 1:46 p.m.

Motion was made by Mr. Wild, seconded by Mr. Strough and carried by a unanimous vote of those present (*Mr. Magowan absent*) to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

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

Privilege of the floor was extended to Michael Swan, *County Treasurer*, who provided the Occupancy Tax Report, *a copy of the report is on file with the minutes.*

Commencing the Occupancy Tax Coordination agenda review, the following requests were presented:

- 1) To approve award and authorizing agreement with the Adirondack Wolf Stock for distribution of \$6,000 in funding from the Municipal Supplemental Fund, *A.6417.0002 469.05*, for the event held in Chestertown.

Motion was made by Mr. Merlino, seconded by Mr. Strough and carried by a unanimous vote of those present (*Mr. Magowan absent*) to approve the request as presented and the necessary resolution was authorized for the April 14<sup>th</sup> Board Meeting. *A copy of the resolution request form is on file with the minutes.*

- 2) To approve award and authorizing agreement with the Adirondack Sport Complex, LLC for distribution of \$45,000 in funding from the Special Event Occupancy Tax Fund, *A.6417.0002 480*, for a 2022 Softball Tournament.

Motion was made by Mr. Strough, seconded by Mr. Wild and carried by a unanimous vote of those present (*Mr. Magowan absent*) to approve the request as presented and the necessary resolution was authorized for the April 14<sup>th</sup> Board Meeting. *A copy of the resolution request form is on file with the minutes.*

- 3) To approve award and authorizing agreement with the Greater Glens Falls Transit for distribution of \$10,000 in funding from the Sepcial Event Occupancy Tax Fund, *A.6417.0002 480*, for the CDPHP Cycle Program.

Motion was made by Mr. Wild, seconded by Mr. Strough and carried by a unanimous vote of those present (*Mr. Magowan absent*) to approve the request as presented and the necessary resolution was authorized for the April 14<sup>th</sup> Board Meeting. *A copy of the resolution request form is on file with the minutes.*

The Discussion Items portion of the agenda was reviewed, as follows:

- a) Occupancy Tax Update - presented at the beginning of the meeting. *A copy of the report as on file with the minutes.*
- b) Request to authorize use of the Adirondack Sport Complex property and general liability insurance as an eligible expense to pay the \$40,000 award for 2021.

Motion was made by Mr. Strough, seconded by Mr. Wild and carried by a unanimous vote of those present (*Mr. Magowan absent*) to approve the request as presented and the necessary resolution was authorized for the April 14<sup>th</sup> Board Meeting. *A copy of the resolution request form is on file with the minutes.*

- c) Request to authorize Improv Records to use the \$40,000 Occupancy Tax allocation for two concerts, instead of the three outlined in the funding application, during the July 4<sup>th</sup>, 2022 weekend.

Motion was made by Mr. Wild, seconded by Mr. Merlino and carried by a unanimous vote of those present (*Mr. Magowan absent*) to approve the request as presented and the necessary resolution was authorized for the April 14<sup>th</sup> Board Meeting. *A copy of the resolution request form is on file with the minutes.*

- d) Request to amend the contract with Cycling Advocates to include a \$3,000 allocation for a bike rack sponsorship and a \$1,000 allocation from CDCHP for the Bike Share Program.

Motion was made by Mr. Wild, seconded by Mr. Merlino and carried by a majority vote of those present (*Mr. Magowan*

*absent*) with Mr. Strough abstaining, to approve the request as presented and the necessary resolution was authorized for the April 14<sup>th</sup> Board Meeting. *A copy of the resolution request form is on file with the minutes.*

The Referral Item listed on the agenda was addressed with the County Attorney speaking regarding the updated Municipal Agreement and Occupancy Tax Spending Guidelines he was tasked with providing; Committee was advised the County Attorney's Office was still working on going through the 2007 contract and amendments, and would provide the updated documents at a future meeting.

Privilege of the floor was extended to Gina Mintzer, *Executive Director, Lake George Chamber of Commerce and CVB*, who distributed and reviewed the 2021-2022 Winter Post Survey spreadsheet, which she indicated included preliminary data. *A copy of the spreadsheet is on file with the minutes.*

As there was no further business to come before the Occupancy Tax Coordination Committee, on motion made by Mr. Strough, seconded by Mr. Wild and carried unanimously, Mr. Dickinson adjourned the meeting at 2:17 p.m.

Respectfully submitted,  
Molly Ganotes-Gleason, Legislative Office Specialist