

**WARREN COUNTY BOARD OF SUPERVISORS**

**COMMITTEE: OCCUPANCY TAX COORDINATION**

**DATE: APRIL 25, 2022**

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**COMMITTEE MEMBERS PRESENT:**

SUPERVISORS: DICKINSON  
MERLINO  
WILD  
STROUGH  
GERACI

**COMMITTEE MEMBERS ABSENT:**

SUPERVISORS: MAGOWAN  
RUNYON

**OTHERS PRESENT:**

REPRESENTING THE TOURISM DEPARTMENT:

JOANNE CONLEY, DIRECTOR  
LEISA GRANT, PRINCIPAL ACCOUNT CLERK  
KRISTEN HANIFIN, DEVELOPMENT/EVENT COORDINATOR  
MICHAEL R. SWAN, COUNTY TREASURER  
JEFFREY MEAD, GENERAL MANAGER, COOL INSURING ARENA  
GINA MINTZER, EXECUTIVE DIRECTOR, LAKE GEORGE REGIONAL  
CHAMBER OF COMMERCE & CVB  
KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD  
RYAN MOORE, COUNTY ADMINISTRATOR  
LARRY ELMEN, COUNTY ATTORNEY  
AMANDA ALLEN, CLERK OF THE BOARD  
FRANK E. THOMAS, BUDGET OFFICER (VIA ZOOM)  
SUPERVISORS BRUNO  
DRISCOLL (VIA ZOOM)  
LEGGETT  
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 April 25, 2022 meeting of the 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.*

Mr. Dickinson called the meeting of the Occupancy Tax Coordination Committee to order at 11:24 a.m.

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

Copies of the meeting 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.*

Commencing with the Action Agenda/New Business Items, the following request was reviewed:

- a. To authorize the appropriation of funds in the amount of \$474,000 from Budget Code A.881.00, *Reserve, Occupancy Tax*, to Budget Code A.6417.0002 469, *Tourism/Occupancy, Occupancy Tax, Other Payments/Contributions*, to pay the final distribution of 2021 Occupancy Tax collections to the towns, Village of Lake George and City of Glens Falls.

Motion was made by Mr. Strough and seconded by Mr. Wild to approve the request as presented.

Mr. Geraci entered the meeting at 11:29 a.m.

Following discussion Mr. Dickinson called the question and the motion carried by a unanimous vote of those present (*Mr. Magowan and Ms. Runyon absent*) to approve the request as outlined above and refer same to the Finance Committee. *A copy of the resolution request form is on file with the minutes. Note: Following the meeting, it was administratively recommended that this matter go before the Board at their May 5<sup>th</sup> meeting if the measure was approved by the Finance Committee.*

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

- a. Treasurer's Report - a review of the Treasurer's Report was provided by Michael Swan, *County Treasurer*, a copy is on file with the minutes.
- b. Quarterly Report, Cool Insuring Arena - Jeffrey Mead, *General Manager, Cool Insuring Arena*, provided a review of the 1<sup>st</sup> Quarter report/update.
- c. Quarterly Report, Lake George CVB - A Power Point presentation entitled "LGRCVB Q1 Outcomes" was provided by Gina Mintzer, *Executive Director, Lake George Regional Chamber of Commerce & CVB*, a copy of which is on file with the minutes.
- d. Occupancy Tax Funding Strategy Overview - a review was provided by Kristen Hanifin, *Development/Event Coordinator*.
- e. Occupancy Tax Special Event Funding Applications for Non-Peak Awards:
  - i. 2022 Special Olympics - request to amend Resolution No. 570 of 2021 to authorize agreement and funding in the amount of \$50,000 in Special Event Funding for their 2022 Fall Games.

Motion was made by Mr. Strough, seconded by Mr. Wild and carried by a unanimous vote of those present (*Mr. Magowan and Ms. Runyon absent*) to approve the request as outlined above and the necessary resolution was authorized for the May 20<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

- ii. Adk Christkindlemarkt - request to amend Resolution No. 570 of 2021 to authorize agreement and funding in the amount of \$25,000 for the December 2022 event. Following discussion the consensus of the Committee was that the application would need to be resubmitted or Ms. Hanifin would provide the Committee with further information on the event budget.
- f. Great Escape Vampire Bar - a request to amend Resolution No. 570 of 2021 to authorize agreement and funding in the amount of \$25,000 for the Six Flags Great Escape Vampire Bar at Frightfest 2022. The event did not appear to fit the criteria and Ms. Hanifin stated she would request more information for the Committee to make an informed decision.
- g. Occupancy Tax Supplemental Municipal Funding Request:
  - i. Village of Lake George - a request to amend Resolution No. 570 of 2021 to authorize agreement and funding in the amount of \$25,000 in Municipal Application Funding for 2022 weekly summer events.

Motion was made by Mr. Geraci, seconded by Mr. Strough and carried by a majority vote of those present (*Mr. Magowan and Mrs. Runyon absent*), with Mr. Wild opposing, to approve the request as outlined above and the

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necessary resolution was authorized for the May 20<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

- h. Winterfest contractual insurance requirement discussion. Mr. Dickinson informed there had been an issue with Winterfest obtaining insurance for their 2022 event which was a requirement for receiving occupancy tax funding. He said even though there was no insurance the event had been held without incident. He suggested funding the event and addressing the matter at the beginning of 2023, before next years event began.

Motion was made by Mr. Strough and seconded by Mr. Merlino to disburse funds for the 2022 Winterfest event in the amount of \$50,000. Larry Elmen, *County Attorney*, apprised the statute of limitations on negligence was three years from the date of the incident and State Law required an indemnification provision in the contract for the County which made it difficult to prepare a contract without compliance of insurance in order to disburse money. He said he would review the matter and provide suggestions at the next meeting.

Mr. Dickinson asked Mr. Strough if he wished to withdraw his motion and Mr. Merlino his second, and they both replied in the affirmative.

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 by unanimous vote of those present (*Mr. Magowan and Ms. Runyon absent*), Mr. Dickinson adjourned the meeting at 12:26 p.m.

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