

**WARREN COUNTY BOARD OF SUPERVISORS**

**COMMITTEE: OCCUPANCY TAX COORDINATION**

**DATE: OCTOBER 24, 2023**

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**COMMITTEE MEMBERS PRESENT:**

SUPERVISORS: MERLINO  
GERACI  
RUNYON  
DIAMOND

**COMMITTEE MEMBERS ABSENT:**

SUPERVISORS: DICKINSON  
WILD  
STROUGH

**OTHERS PRESENT:**

REPRESENTING THE TOURISM DEPARTMENT:

HEATHER BAGSHAW, DIRECTOR  
PAUL TACKETT, ASSISTANT TOURISM COORDINATOR  
LEISA GRANT, PRINCIPAL ACCOUNT CLERK

MICHAEL R. SWAN, COUNTY TREASURER

KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD

JOHN TAFLAN, COUNTY ADMINISTRATOR

LARRY ELMEN, COUNTY ATTORNEY

AMANDA ALLEN, CLERK OF THE BOARD

FRANK E. THOMAS, BUDGET OFFICER

SUPERVISORS BRUNO

DRISCOLL

TAMMIE DeLORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR

AMY COLLINS, TOURISM & DOWNTOWN BUSINESS COORDINATOR

REPRESENTING QUEENSBURY EMS:

SHANE IRWIN, CHIEF OF OPERATIONS

CARLINE KELLY-BARNES, PRESIDENT

REPRESENTING THE LAKE GEORGE REGIONAL CHAMBER OF COMMERCE &  
CVB:

GINA MINTZER, EXECUTIVE DIRECTOR

AMANDA METZGER, MARKETING DIRECTOR

JESSE JACKSON, EXECUTIVE DIRECTOR, LAKE GEORGE TV

ED LARKIN, SR. VICE PRESIDENT, HOOD COMMUNICATIONS

DAVID STRAINER, TOWN OF QUEENSBURY RESIDENT

GARY THORNQUIST, GENERAL MANAGER, LAKE GEORGE RV PARK

MOLLY GANOTES-GLEASON, LEGISLATIVE OFFICE SPECIALIST

LESLIE LOVELACE, SECRETARY TO THE CLERK OF THE BOARD

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*Please note, the following contains a summarization of the October 24, 2023 meeting of the Occupancy Tax Coordination Committee; the meeting in its entirety can be viewed using the following links:*

*Warren County website - <https://warrencountyny.gov/mma>*

*Warren County's YouTube Channel - <https://www.youtube.com/watch?v=EFoX3ABzdUw&t=21s>*

In the absence of Committee Chair Dickinson, Mr. Merlino as Vice-Chair, called the meeting of the Occupancy Tax Coordination Committee to order at 11:32 a.m.

Motion was made by Ms. Runyon, seconded by Mr. Diamond and carried by a unanimous vote of those present (*Messrs. Dickinson, Wild and Strough 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; *a copy of the agenda is on file with the minutes.*

Privilege of the floor and public comment was called for, but there was no one wishing to speak.

The Committee commenced with a review of the Action Agenda/New Business Items portion of the agenda, which

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included the following requests:

- a. To amend Local Law No. 5 of 2018 to increase the amount of Occupancy Tax retained by Warren County for administrative purposes from 3% to 6% (*Previous Resolution No. 367 of 2018*).

Privilege of the floor was extended to Michael Swan, *County Treasurer*, who apprised he had made the suggestion to increase the percentage of administrative fees retained due to the substantial amount of time the collection required from his staff as well as a way to help offset the loss of revenue in the County Budget.

Motion was made by Mr. Diamond and seconded by Ms. Runyon to approve the request as presented.

Privilege of the floor was extended to Gary Thornquist, *General Manager, Lake George RV Park*, who expressed his opposition of raising the Occupancy Tax retained by the County from 3% to 6%. A brief discussion ensued.

Following discussion, Mr. Merlino called the question and the motion was carried by a unanimous vote of those present (*Messrs. Dickinson, Wild and Strough absent*) to approve the request as outlined above and the necessary resolution was authorized for the November 17<sup>th</sup> Board meeting. *A copy of the resolution request is on file with the minutes.*

- b. To amend Resolution No. 334 of 2021 to approve the changes to the Warren County Tax Grant Funding Application, as provided.

Motion was made by Mr. Diamond, seconded by Ms. Runyon and carried by a unanimous vote of those present (*Messrs. Dickinson, Wild and Strough absent*) to approve the request as outlined above and the necessary resolution was authorized for the November 17<sup>th</sup> Board meeting. *A copy of the resolution request is on file with the minutes.*

Privilege of the floor was extended to Shane Irwin, *Chief, Queensbury EMS*, and Carline Kelly-Barnes, *President, Queensbury EMS*, who spoke regarding their application for \$7,500 for Occupancy Tax funding.

Motion was made by Ms. Runyon, seconded by Mr. Diamond and carried by a unanimous vote of those present (*Messrs. Dickinson, Wild and Strough absent*) to award Queensbury Emergency Medical Service, Inc., \$7,500 in occupancy tax funding for reimbursement of costs associated with the 2023 Adirondack Balloon Festival and the necessary resolution was authorized for the November 17<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

Two additional items not included on the agenda were presented as follows:

- Request to award Warren County Sheriff's Office \$15,130.64 in occupancy tax funding to cover payroll expenses associated with special events.

Discussion ensued, following which a motion was made by Mr. Diamond, seconded by Ms. Runyon and carried by a unanimous vote of those present (*Messrs. Dickinson, Wild and Strough absent*) to approve the request as presented and the necessary resolution was authorized for the November 17<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

- Request to amend Resolution No. 735 of 2022 to indicate the agreement for distribution of funds was with the Warren County Historical Society, rather than the Warren County Historian.

Motion was made by Mr. Diamond, seconded by Ms. Runyon and carried by a unanimous vote of those present (*Messrs. Dickinson, Wild and Strough absent*) to approve the request as presented and the necessary resolution was

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authorized for the November 17<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

Discussion Items portion of the agenda, as follows:

- c. Treasurer's Report - Mr. Swan explained due to no changes there was no report to review.
- d. Occupancy Tax Budget Review 2024 - Heather Bagshaw, *Director, Tourism*, explained the difference in the 2022 Actual Amount and the 2024 Departmental Request .
- e. Lake George CVB, 3<sup>rd</sup> Quarter update - Gina Mintzer, *Executive Director, Lake George Regional Chamber of Commerce & CVB*, provided a review of the report; a copy of which is on file with the meeting minutes.
- f. Cool Insuring Arena, 3<sup>rd</sup> Quarter update - An update would be provided next month.
- g. Lake George TV, 3<sup>rd</sup> Quarter update - Jesse Jackson, *Executive Director, Lake George TV*, Ed Larkin, *Sr. Vice President, Hood Communications*, and Amanda Metzger, *Marketing Director, Lake George Regional Chamber of Commerce & CVB*, provided a detailed presentation on the progress over the past year.

Privilege of the floor and public comment was called for, but there was no one wishing to speak.

As there was no further business to come before the Occupancy Tax Coordination Committee, on motion made by Mr. Geraci and seconded by Ms. Runyon, Mr. Merlino declared the meeting adjourned at 1:02 p.m.

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