



**Occupancy Tax Coordination Committee
AGENDA
October 21, 2025**

Committee Members: CROCITTO, Runyon, Patchett, Gilligan, Etu, Thomas, Merlino

Chair of the Board shall serve as an Ex-Officio member when needed in accordance with Section C (4) of the Rules of the Board.

- I. Committee meeting called to order by Chairman Crocitto.
- II. Motion to approve minutes of the September 23, 2025 Occupancy Tax Coordination Committee meeting.
- III. Privilege of the floor and public comment
- IV. Action Agenda/New Business Items:
 - a. **Resolution Request:** To compensate South Queensbury Volunteer Fire Department.
Rationale: To reimburse agency for costs incurred while providing emergency oversight services at the 2025 Adirondack Balloon Festival in an amount not to exceed **\$2,300.00**.
 - b. **Resolution Request:** Extend and amend existing contract with Lyme Adirondack Forest Company, LLC
Rationale: Extend contract with Lyme Adirondack Forest Company LLC, and amend the amount called for in the contract from \$2,704 to **\$2,785** annually to provide access over a parcel owned by Lyme to the Swede Mountain fire tower owned by Warren County.
- V. Discussion Items:
 - a. Glens Falls Mayor Bill Collins – Making request for 2026 Municipal Supplemental funding
 - b. Shane Irwin – Queensbury EMS request for reimbursement of Balloon Festival expenses
 - c. John Taflan – Warren County Workforce Development request for funding of end-of-the-year Annual Hospitality Workforce Celebration and Awards in the amount of \$1,872.50.
 - d. Consider applications for 2026 Special Events Occupancy Tax Funding. Committee will hear five-minute presentations from five new applicants for 2026 funding, but no action will be taken at this meeting.
 - 1. Jose Filomeno – Celebration of the Nations – A Festival of Tribes
 - 2. Tommy Struzzieri – GenZHomes DBA Alpha Win - Bolton Landing Triathlon
 - 3. Cam Cardinale – Glens Falls Collaborative - The Vietnam Traveling Memorial Wall
 - 4. George Normandin – Normandin Marketing - Adirondack Alumni Weekend Music and Arts Festival
 - 5. Randy Galusha – Thurman Maple Days
 - e. Jessica Carson – Cash Flow Report
 - f. Christine Norton – Treasurer Report
- VI. Referrals: None

VII. Privilege of the floor and public comment

VIII. Motion to adjourn

Attachment #1: Resolution Request Form 20 Queensbury Volunteer Fire Department

Attachment #2: Resolution Request Form 04 Extend and amend contract with Lyme Adirondack Forest Co.

Attachment #3: Resolution 369 of 2024

Attachment #4: Cash Flow Report

Attachment #5: Treasurer Report

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

****Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.***

DEPARTMENT NAME: Tourism Department

DATE: October 21, 2025

- (a) Purpose of Request: **To compensate the South Queensbury Volunteer Fire Department**
- (b) Details: **To reimburse agency for costs incurred while providing emergency oversight services at the 2025 Adirondack Balloon Festival in an amount not to exceed \$2,300.00.**
- (c) Previous Resolution Number: **None**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: **A.6417.0002.480 Occupancy Tax - Special Events**

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 4

Request for Extending, Rescinding or Amending Existing Contract

DEPARTMENT NAME: Tourism Department

DATE: October 21, 2025

- (a) Purpose of Contract Change: **Extend and amend the existing contract with Lyme Adirondack Forest Company LLC**
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: **369 of 2024**
- (c) Name of Contractor: **Lyme Adirondack Forest Company LLC**
- (d) Address of Contractor: **123 Quaker Road, Suite 107, Queensbury, NY 12804**
- (e) Contractor's Contact Person and Telephone Number: **Ed Konwinski, 518-793-4481**
- (f) Commencement Date of Extension: **November 1, 2025**
- (g) Termination Date of Extension: **October 31, 2026**
- (h) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed **\$2,785**
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
- (i) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR Capital Project OR Capital Reserve Project Number, and Title, and Amount: A.6417.0002 480.03 Tourism/Occupancy, Occupancy Tax, Tourism-Special Events Discretionary Fund. \$2,785**

**Sample: A.1010 470 Legislative Board – Contract \$xx.xx
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx**

*as listed in budget and LOGOS

August 29, 2025

**Statement of Account For
Warren County Tourism**

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Account: 30852

Due Date: November 1, 2025

Unit: EAST

Lease #: NY-3419-HT

**Warren County Tourism
Kevin Geraghty
1390 State Route 9
Lake George, NY 12845**

Please remit payment to:
LAT I, LLC
Attn: Dara Halliday
123 Quaker Rd., Suite 107
Queensbury, NY 12804

Total Balance Due on Account 30852 is \$2,785.00 due by 11/1/2025			
Lease Balance:	\$2,785.00	Tax Balance:	\$0.00

<u>Date</u>	<u>Type</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>
11/1/2025	Charge	Lease #NY-3419-HT 11/1/2025 to 10/31/2026	\$2,785.00	\$2,785.00

Total Debits: \$0.00 Total Credits: \$0.00 Balance: \$2,785.00

Inquiries concerning your lease should be directed to Edward Konwinski of our Queensbury, New York office (518) 793-4481 at ext. 308. Any Lessee receiving a certified letter concerning non-payment of lease fee shall be assessed the cost of mailing the notice.



August 28, 2025

Kevin Geraghty
Chairman of the Board
County of Warren, New York
Warren County Municipal Center
1390 State Route 9
Lake George, New York 12845

Re: Extension of License Agreement Renewal

Chairman Geraghty,

Lyme Adirondack Timberlands I, LLC ("Lyme") and The County of Warren, New York ("Warren County") entered into a license agreement dated as of December 16, 2019 to provide access over a parcel owned by Lyme to a fire tower owned by Warren County (the "Agreement"). The executed license agreement has been amended annually to extend the Term and maintain an active agreement.

Lyme is willing to extend the term of the Agreement for an additional period (running from **November 1, 2025** through **October 31, 2026**) provided that:

1. Warren County remits the annual rental payment (**\$2,785**) along with a countersigned version of this letter amendment ("Amendment") indicating its acceptance of the terms of this Amendment; and
2. The period of permissible public access, as provided in Section 3(a) of the Agreement, will be **December 16, 2025** through **September 10, 2026**.

In the event a conflict between the terms of the Agreement and the terms of the Amendment, the terms of this Amendment shall control. Except as set forth herein, Lyme and Warren County agree that all of the other terms and conditions contained in the Agreement remain in full force and effect.

Please let us know if you have any questions or want to discuss.

Very truly yours,

A handwritten signature in black ink, appearing to read "Edward R. Konwinski", is written over a horizontal line.

Edward R. Konwinski
Leasing and Project Manager
Lyme Adirondack Forest Company, LLC

Accepted by:
County of Warren, New York

By: _____
Name:
Its:
Dated:

Warren County Board of Supervisors

RESOLUTION No. 369 OF 2024

RESOLUTION INTRODUCED BY SUPERVISORS MERLINO, STROUGH, RUNYON, BEAN, GERACI, CROCITTO AND STRAINER

AUTHORIZING AGREEMENT WITH LYME ADIRONDACK TIMBERLANDS I, LLC FOR HIKING TRAIL LOCATED IN THE TOWN OF HAGUE

WHEREAS, the Tourism Director requested, and the Tourism & Occupancy Tax Coordination Committee approved, to enter into an agreement with Lyme Adirondack Timberlands I, LLC, to use their property to create a public hiking trail to the Swede Fire Tower located in the Town of Hague, for an amount not to exceed Two Thousand Seven Hundred Four Dollars (\$2,704), for a term commencing November 1, 2024 and terminating October 31, 2025, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Chair of the Board of Supervisors to execute an agreement with Lyme Adirondack Timberlands I, LLC, 123 Quaker Road, Suite 107, Queensbury, New York 12804, to use their property to create a public hiking trail to Swede Fire Tower located in the Town of Hague, for an amount not to exceed Two Thousand Seven Hundred Four Dollars (\$2,704), for a term commencing November 1, 2024 and terminating October 31, 2025, in a form approved by the Count Attorney, and be it further

RESOLVED, that the funds for this agreement shall be expended from Budget Code A.6417.0002, 480.03 Tourism/Occupancy, Occupancy Tax, Tourism-Special Event Discretionary Fund.

Warren County Cash Flow - Tourism 3 Month Projection September 2025			
	<u>Actual</u>		
	Actual July 2025	Actual August 2025	Actual Sept 2025
Beginning Cash Flow Balance	\$ 1,301,136	\$ 766,725	\$ 1,345,946
Receipts			
State/Federal Aid	\$ -	\$ -	\$ -
All Other Revenue	\$ 577,293	\$ 1,058,369	\$ 2,473,151
Total Receipts	\$ 577,293	\$ 1,058,369	\$ 2,473,151
Disbursements			
Payroll	\$ 40,908	\$ 40,983	\$ 41,277
Employee Benefits	\$ 13,402	\$ 13,501	\$ 13,608
All Other Disbursements	\$ 1,057,394	\$ 424,664	\$ 1,077,177
Total Disbursements	\$ 1,111,704	\$ 479,148	\$ 1,132,062
Ending Cash Flow Balance	\$ 766,725	\$ 1,345,946	\$ 2,687,035

<u>Projected</u>		
Projected Oct 2025	Projected Nov 2025	Projected Dec 2025
\$ 2,687,035	\$ 2,330,140	\$ 1,973,245
\$ -	\$ -	\$ -
\$ 900,000	\$ 450,000	\$ 700,000
\$ 900,000	\$ 450,000	\$ 700,000
\$ 43,575	\$ 43,575	\$ 44,372
\$ 13,320	\$ 13,320	\$ 15,739
\$ 1,200,000	\$ 750,000	\$ 600,000
\$ 1,256,895	\$ 806,895	\$ 660,111
\$ 2,330,140	\$ 1,973,245	\$ 2,013,134

ACTUAL Tourism Cash on HAND vs. INVESTED:			
Tourism CASH ON HAND	\$ (506,803)	\$ 717,909	\$ 1,406,320
Tourism CASH INVESTED (ICS Reserve)	\$ 1,273,528	\$ 628,014	\$ 1,280,715
Total Tourism Cash Balance	\$ 766,725	\$ 1,345,923	\$ 2,687,035

<u>Projected</u>		
\$ 830,140	\$ 473,245	\$ 513,134
\$ 1,500,000	\$ 1,500,000	\$ 1,500,000
\$ 2,330,140	\$ 1,973,245	\$ 2,013,134

WARREN COUNTY TREASURER

Christine V. Norton

County Treasurer

OCCUPANCY TAX REPORT

Tuesday, October 14th 2025

TOTAL COLLECTIONS

Revenue Collected Through 10/14/2025	\$	5,525,352.99
* Unallocated STR Revenue	\$	102,047.07
TOTAL Revenue Collected Through 10/14/2025	\$	<u>5,627,400.06</u>
Revenue Collected Through 10/14/2024	\$	5,327,428.42
Increase/Decrease from 2024	\$	<u>299,971.64</u>
Percent Change:		5.6%

HOTEL MOTEL & RESORT

Revenue Collected Through 10/14/2025	\$	4,840,331.34
Revenue Collected Through 10/14/2024	\$	4,629,908.94
Increase/Decrease from 2024	\$	<u>210,422.40</u>
Percent Change:		4.5%

SHORT TERM RENTAL COLLECTIONS

Revenue Collected Through 10/14/2025	\$	685,021.65
* Unallocated STR Revenue	\$	102,047.07
TOTAL Revenue Collected Through 10/14/2025	\$	<u>787,068.72</u>
Revenue Collected Through 10/14/2024	\$	697,519.48
Increase/Decrease from 2024	\$	<u>89,549.24</u>
Percent Change:		12.8%

Analysis:

We are seeing solid growth in occupancy tax dollars. To date, we are up \$299,971.K or 5.6% across the board. Hotels, Motels and Resorts are seeing an increase in revenue over the peak months of the 2025 Summer season. This sector is up 4.5% compared to last year at this time. When applying unallocated revenue to Short term rentals we are seeing growth of over \$89k or 12.8%.