

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: OCCUPANCY TAX COORDINATION

DATE: NOVEMBER 14, 2025

COMMITTEE MEMBERS PRESENT:

SUPERVISORS: CROCITTO
RUNYON
PATCHETT
ETU
THOMAS
MERLINO

OTHERS PRESENT:

REPRESENTING THE TOURISM DEPARTMENT:
HEATHER BAGSHAW, DIRECTOR
PAUL TACKETT, TOURISM COORDINATOR
JESSICA CARSON, FISCAL COORDINATOR
CHRISTINE NORTON, COUNTY TREASURER
KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD
JOHN TAFLAN, COUNTY ADMINISTRATOR
LARRY ELMEN, COUNTY ATTORNEY
AMANDA ALLEN, CLERK OF THE BOARD
SUPERVISORS STRAINER
WILD
TAMMIE DeLORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR
LESLIE LOVELACE, LEGISLATIVE OFFICE SPECIALIST

COMMITTEE MEMBER ABSENT:

SUPERVISOR: GILLIGAN

Please note, the following contains a summarization of the November 14, 2025 meeting of the Occupancy Tax Coordination Committee; the meeting in its entirety can be viewed on the Warren County website using the following links:

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

Warren County's YouTube Channel - https://www.youtube.com/watch?v=4z39py_I15Q

Mr. Crocitto called the meeting of the Occupancy Tax Coordination Committee to order at 10:00 a.m.

Motion was made by Mr. Etu, seconded by Ms. Runyon and carried by a unanimous vote of those present (*Ms. Gilligan 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 meeting minutes.

Privilege of the floor and public comments were 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 included the following request:

- a. To authorize a new contract with Neumo Tax & Licensing, LLC in a total amount not to exceed \$180,000 for End-to-End Occupancy Tax Portal (registration through tax remittance) pursuant to the terms and provisions of the specifications (WC 42-25) and proposal for a term commencing upon execution by both parties and terminating three years from the date of execution, with the option to renew for one additional three-year term.

Motion was made by Ms. Runyon and seconded by Mr. Thomas to approve the request as presented. The Tourism Director apprised there was an error on the resolution request form; she explained the total not to exceed amount for the three year term should be \$145,000, rather than \$180,000. She outlined the annual cost for each year of the contract as being \$55,000 for Year 1 (*\$40,000 annual fee plus a \$10,000 implementation fee and a \$5,000 module fee*) and \$45,000 in Years 2 and 3 (*\$40,000 annual fee plus a \$5,000 module fee*). A discussion ensued during which the County Treasurer provided an overview of the contract and the benefits to County in terms of optimizing occupancy tax processes for Warren County lodging properties, including hotels, motels, resorts and short-term rentals, and her plans to possibly offer these services to other Counties through this contract in the future to generate a new revenue source for Warren County.

Following discussion, Mr. Crocitto called the question and the motion was carried by a unanimous vote of those present (*Ms. Gilligan absent*) to approve the aforementioned request at the correct total, which was in an amount not to exceed \$145,000 for a three-year term, and the necessary resolution was authorized for the November 21st Board meeting. *A copy of the resolution request form is on file with the minutes.*

Privilege of the floor and public comments were 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. Etu, seconded by Mr. Patchett and carried by a unanimous vote of those present (*Ms. Gilligan absent*), Mr. Crocitto adjourned the meeting at 10:20 a.m.

Respectfully submitted,
Leslie Lovelace, Legislative Office Specialist