

**WARREN COUNTY BOARD OF SUPERVISORS**

**COMMITTEE: OCCUPANCY TAX COORDINATION**

**DATE: APRIL 27, 2012**

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**COMMITTEE MEMBERS PRESENT:**

SUPERVISORS KENNY  
BENTLEY  
CONOVER  
DICKINSON  
FRASIER  
WESTCOTT

**OTHERS PRESENT:**

MICHAEL SWAN, COUNTY TREASURER  
KATE JOHNSON, DIRECTOR OF TOURISM  
LEISA GRANT, PRINCIPAL ACCOUNT CLERK, TOURISM  
DANIEL G. STEC, CHAIRMAN OF THE BOARD  
PAUL DUSEK, COUNTY ADMINISTRATOR  
JOAN SADY, CLERK OF THE BOARD  
KEVIN GERAGHTY, BUDGET OFFICER

**COMMITTEE MEMBER ABSENT:**

SUPERVISOR MERLINO

SUPERVISORS THOMAS  
STRAINER  
TAYLOR  
MASON  
FRED AUSTIN, FORT WILLIAM HENRY  
CHRISTINA CURLEY, LAKE GEORGE REGIONAL CONVENTION & VISITORS  
BUREAU  
JON ALEXANDER, *THE POST STAR*  
JOANNE COLLINS, LEGISLATIVE OFFICE SPECIALIST

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Mr. Kenny called the meeting of the Occupancy Tax Coordination Committee to order at 11:00 a.m.

Motion was made by Mr. Bentley, seconded by Mr. Dickinson and carried unanimously to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Michael Swan, Treasurer, who distributed copies of the Occupancy Tax Revenues & Expenditures report for the period ending December 31, 2011, a copy of which is on file with the minutes.

Mr. Swan said he was pleased to report an 8% increase in occupancy tax revenue as of April 25, 2012. Mr. Bentley conjectured the increase may be attributed to the increase in Canadian travelers to the area. With regard to the figures for the period ending December 31, 2011, Mr. Swan reported a general ledger balance of \$2,714,786, an appropriation of \$1,866,673 for the 2012 Budget leaving an Occupancy Tax Fund Balance of \$748,113 after deducting the \$100,000 in funding approved for the Asian Clam Eradication; he noted the designated Reserve was \$500,000.

A short discussion ensued with regard to the report and Mr. Swan noted late payments received in 2012 for two hotels were included in the 2011 collection figures. Mr. Kenny apprised that the Reserve balance was used as a safety net due to the variable nature of Occupancy Tax collections. Mr. Conover suggested that if the bottom of the report followed the same organizational constructs of the previous portion, it would ease review. Mr. Swan responded affirmatively and noted he had maintained the format previously established and welcomed suggestions to enhance or clarify the review process for Supervisors.

Mr. Kenny advised that \$1,500 in Occupancy Tax funds which had previously been awarded to Sherry Management, LLC, for a Family Fun Week, had been returned and he stated there were four funding applications requiring Committee review, all of which had previously been denied 2012 funding.

Mr. Kenny summarized the applications and funding requests as follows:

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| ✓ Adirondack Chapter Antique & Classic Boat Society   | \$1,000          |
| ✓ Sunkiss Balloon Festival  | \$2,300          |
| ✓ New York State (NYS) Public High School Association<br>(Girls State Volleyball Championships) | Amount not shown |
| ✓ International Coleman Collector's Club  | \$1,375          |

Motion was made by Mr. Dickinson and seconded by Mrs. Frasier to award \$1,500 in funding to the International Coleman Collector's Club due to the fact that it was the only fully completed application.

Mr. Conover stated his support for the New York State Public High School Association's Girls Volleyball event and noted they made a notable fundraising effort and ultimately raised a significant portion of the necessary funds.

Mr. Dickinson withdrew his previous motion to award funds to the International Coleman Collector's Club, and Mrs. Frasier withdrew her second to the motion.

A short discussion ensued.

Motion was made by Mr. Dickinson, seconded by Mrs. Frasier and carried unanimously to authorize Occupancy Tax Funding Awards in the amount of \$750 each to the NYS Public High School Association, and the International Coleman Collector's Club, and the necessary resolution was authorized for the May 18, 2012 Board Meeting.

Continuing with other business, Mr. Kenny advised of a recent editorial in *The Post Star* with regard to consideration of a new basketball court (floor) for the Glens Falls Civic Center (GFCC) and a request for \$80,000 in County Occupancy Tax funds. Mr. Bentley said he felt additional costs could not be justified until the County's payment agreement for the GFCC video boards was complete. Mr. Kenny noted the County had paid \$50,000 for 2012, and would conclude its obligation with the final payment of \$50,000 in 2013. Leisa Grant, Principal Account Clerk, advised the present Occupancy Tax balance was \$248,000. Mr. Kenny stated he would obtain more information to be presented to the Committee at a subsequent meeting.

Motion was made by Mr. Dickinson, seconded by Mr. Conover and carried unanimously to table the request for funding to replace the basketball court at the GFCC pending receipt of additional information.

Ms. Grant presented a request to appropriate funds from the Occupancy Tax Reserve, to Budget Code A.6417 469 in the amount of \$23,462, to cover payments to other municipalities due to an increase in Occupancy Tax collections in 2011. She noted that payments to the Towns must be made by June 1, 2012.

Motion was made by Mr. Bentley, seconded by Mr. Dickinson and carried unanimously to approve the resolution request to appropriate funds as outlined above and refer same to the Finance Committee. *A copy of the request is on file with the minutes.*

With no further business to come before the Committee, on motion by Mr. Dickinson and seconded by Mr. Bentley, Mr. Kenny adjourned the Meeting at 11:27 a.m.

Respectfully Submitted,  
Joanne Collins, Legislative Office Specialist