

COMMITTEE: LAKE CHAMPLAIN-LAKE GEORGE REGIONAL PLANNING BOARD

DATE: July 16, 2019

MEMBERS PRESENT:

DAVID O'BRIEN,
CHAIRMAN
JOHN STROUGH
BETH HUNT
CHRISTY WILT
PETE KENNAN
PATTY WALDRON
BRIAN WELLS
RICHARD MOORE
ROBERT HENKE
ALBERT NOLETTE
DENNIS DICKINSON
JOHN FREY
MICHAEL SWAN
RONALD CONOVER
EDNA FRASIER
WILLIAM FARBER
TRACY ELDRIDGE
RODNEY BROWN

MEMBERS ABSENT:

HARRY MCMANUS
KINBERLY DAVIS
KARL WEISS
DEBORAH DONOHUE
SHAUN GILLILLAND
MICHAEL DISKIN
CHRIS GARROW
KEVIN HAJOS
MATTHEW HICKS
MICHAEL TYLER
RONDALD JACKSON
CHARLES
HARRINGTON

OTHERS PRESENT:

REPRESENTING THE LAKE CHAMPLAIN-LAKE GEORGE
REGIONAL PLANNING BOARD:
BETH GILLES, EXECUTIVE DIRECTOR
ALLISON GADDY, SENIOR PLANNER
CARRIE YAKUSH, SENIOR ACCOUNT CLERK
CHRIS DEBOLT, WASHINGTON COUNTY ADMINISTRATOR
DON LEHMEN, POST STAR
TRAVIS WHITEHEAD, WARREN COUNTY RESIDENT
LYNN CLAUER, WASHINGTON COUNTY RESIDENT
BENNET DRISCOLL, WARREN COUNTY BOS
JACK MANCE, A/GFTC

Chairman O'Brien called the meeting of the Lake Champlain Lake George Regional Planning Board to order at 1:20 p.m.

Roll Called, the following members present: Rodney Brown, Pete Keenen, Patty Waldron, John Frey, Christy Wilt, Brian Wells, William Farber, Beth Hunt, Tracy Eldridge, Dennis Dickinson, Edna Fraiser, John Strough, Ron Conover, Michael Swan, Richard Moore, Dave O'Brien, Robert Henke, Albert Nolette.

The following members absent: Harry McManus, Kimberly Davis, Karl Weiss, Charles Harrington, Ronald Jackson, Michael Tyler, Shaun Gilliland, Michael Diskin, Chris Garrow, Kevin Hajos, Matthew Hicks and Deborah Donohue.

Chairman O'Brien asked for a motion to approve the April 18, 2019 minutes. Motion was made by Mr. Frey and seconded by Ms. Waldron. Motion carried.

Chairman O'Brien reminded the members that Ms. Gilles emailed out the training video for Workplace Violence and Sexual Harassment that we are all required to take. There is a quiz that needs to be completed and submitted back to us. Please complete promptly as the deadline is less than 90 days. Also, Financial Disclosure Statements were sent out to be completed. This also needs to be promptly submitted.

Next, Mr. Nolette provided a Treasurer report. He reviewed the packet he distributed to all the members. Mr. Nolette stated that the RPB cash flow has greatly improved and that the RPB pays Washington County on time.

Chairman O'Brien asked for a motion to accept the Treasurer's report. Motion was made by Mr. Moore, seconded by Ms. Keenan. Motion carried.

Chairman O'Brien asked for a motion to accept the April – June 2019 abstracts that were included in the meeting packet. Motion was made by Ms. Frasier and seconded by Mr. Brown. Mr. Nolette asked the Board if they still want the abstracts and if they do, do they want to see them in the manner to which they have always been provided? Mr. Nolette stated that since he is now doing the RPB's financials he can provide them easily from his accounting system. Chairman O'Brien would like to see what the abstract would look like coming from Mr. Nolette's office. Mr. Nolette stated when July is closed, he will send out a sample of what the abstract from his office would look like. Motion carried.

Ms. Wilt gave the loan committee report. The Loan Advisory Committee had 2 meetings. One on May 14, 2019 and the other on June 25, 2019. Ms. Wilt reviewed the minutes that was included in the meeting packet. Chairman O'Brien stated the RPB paid Anton Copper's taxes of \$6,772.55 because if we didn't, we would have lost our property liens on the loan collateral. Chairman O'Brien stated Anton Cooper is in the process of declaring bankruptcy. Mr. Cooper's goal is to still log the property while in bankruptcy. Our collateral includes the timber value on the property. Mr. Finnegan, North Country Restaurant, just declared bankruptcy. We are reviewing our options with our attorney. Mr. Brand is a work-out situation. We will continue foreclosure proceedings if it doesn't work out. Mr. Nolette and Mr. Moore expressed their concerns over the Brand loans. A short discussion ensued on the concern over the Brand loans.

Ms. Gilles reviewed the RLF Risk Letters from EDA that were included in the meeting packet. Mr. Brown questioned the low rating in the Timely and Complete Reporting and Tenure categories. Ms. Gilles stated that the 2017 Audit was not submitted on time in 2018. Ms. Gilles also said they give points for how long one has held the position. Both Ms. Gilles and Mr. Nolette have been in the position for less than 2 years and maximum points are awarded for the position being held for more than 3 years.

Ms. Gaddy reviewed the Senior Planner Report that was included in the meeting packet.

Ms. Gilles reviewed the Director's Report that was included in the meeting packet. Mr. Conover stated it would be helpful to have an operating statement. Mr. Nolette stated that with their new accounting system this can be accomplished.

Ms. Gilles presented a slideshow of and reviewed the visit by Ed Hummel who is the NY and NJ representative for the Economic Development Administration. The tour was 3 days and covered various local municipalities and businesses in Warren, Washington, Essex, Clinton and Hamilton Counties.

Next, Ms. Gilles reviewed some 2019 budget amendments. The following amendments are being asked:

Increase the Rent expense budget to \$5,520

Increase the Legal expense budget to \$10,000

Increase the Audit expense budget to \$18,950

Increase the Operating expense budget to \$10,000

Increase the County Allocations Revenue to \$38,709.00

Increase the NYS DEC 604(b) Planning Grant Revenue to \$97,770

Increase the Water Quality Grant Admin to \$55,000

Chairman O'Brien asked for a motion to make the above adjustments. Motion made by Ms. Waldron and seconded by Mr. Strough. Motion carried.

Chairman O'Brien highlighted accomplishments made in the last year and the bright future ahead and turned discussion about the 2020 budget over to Ms. Gilles. Ms. Gilles reviewed the LCLGRP 2020 budget sheet that was included in the meeting packet. After Ms. Gilles reviewed the 2020 budget, Chairman O'Brien asked for a motion to go into Executive Session. Motion made by Mr. Frey and seconded by Ms. Wilt.

Executive Session

Chairman O'Brien reopened the public meeting asking a motion to amend the salary schedule to reflect the Director's salary at \$78,000. Motion made by Mr. Frey and seconded by Mr. Keenan. Motion carried.

Chairman O'Brien asked for a motion to adopt the 2020 budget with the reduction of \$4.00 interest income. Motion made by Ms. Waldron and seconded by Ms. Frasier. Motion carried.

Concluding, it was decided to hold the next meeting on October 15, 2019 at 1:00 p.m. at the Warren County Municipal Center.

As there was no further business to come before the Lake Champlain Lake George Regional Planning Board, on a motion made by Ms. Frasier and seconded by Ms. Waldron, Chairman O'Brien adjourned the meeting.