

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PARK OPERATIONS & MANAGEMENT (O&M)

DATE: DECEMBER 8, 2015

COMMITTEE MEMBERS PRESENT:

SUPERVISORS: MONROE
MERLINO
KENNY
DICKINSON

OTHERS PRESENT:

VOTING MEMBER:
ROBERT BLAIS, MAYOR OF THE VILLAGE OF LAKE GEORGE
JEFFERY TENNYSON, SUPERINTENDENT OF THE DEPARTMENT OF
PUBLIC WORKS
LEISA GRANT, PRINCIPAL ACCOUNT CLERK
DAVID HARRINGTON, SUPERINTENDENT OF PUBLIC WORKS,
VILLAGE OF LAKE GEORGE
MICHAEL SWAN, COUNTY TREASURER
WILLIAM LAMY, PROJECT MANAGEMENT EXECUTIVE COMMITTEE
MEMBER
AMANDA ALLEN, CLERK OF THE BOARD
FRANK E. THOMAS, BUDGET OFFICER
SUPERVISORS FRASIER
GIRARD
SIMPSON
SOKOL
WOOD
MICHAEL CONSUELO, EXECUTIVE DIRECTOR OF THE LAKE GEORGE
CHAMBER OF COMMERCE AND CVB
DON LEHMAN, *THE POST STAR*
MOLLY GANOTES, LEGISLATIVE OFFICE SPECIALIST

Mr. Monroe called the meeting of the Park Operations & Management (O&M) to order at 10:01 a.m.

Motion was made by Mr. Kenny, seconded by Mayor Blais 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 Jeffrey Tennyson, Superintendent of the Department of Public Works, who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing agenda review, Mr. Tennyson presented a request to authorize appropriation of funds in the amount of \$7,620.52 from Budget Code A.691.07, Deferred Revenue, Gaslight Village Parking Fees, to Budget Code A.1625 470, Gaslight Village Property, Contract, to reimburse the Village of Lake George for labor, material and contract expenses. He informed he was going to transfer all bills into the County's name so they could be paid out of the Operational Budget, and he notified the phone bill would remain in the Village's name until the contract expired in April 2016.

Motion was made by Mr. Kenny, seconded by Mr. Dickinson and carried unanimously to approve to approve the request and to forward same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

Mr. Tennyson spoke of the Festival Commons routine utilities; he said the utility bills would be moved to the County and paid out of the existing Budget Code 1625. He informed in the future budget adjustments would have to be made to accommodate the costs.

Privilege of the floor was extended Robert Blais, Mayor of the Village of Lake George, who explained he received the County Attorney's suggested changes for the rules at the Skate Park, he informed the rules were adopted by the Village of Lake George and put into Local Law.

Regarding development of a policy/procedure for handling reimbursement of deposits received for Festival Commons events, Mayor Blais advised all deposits were given to the County. Mr. Tennyson informed they had yet to develop a plan or policy in regards to how much notice was required for cancellations and under what circumstances refunds would be given. Mr. Kenny added 60 days notice was fair and Mayor Blais expressed the current contract required either 60 or 90 days notice for cancellations. Mr. Tennyson advised he would inform the Committee of the existing permits at the next Committee meeting.

Next, Mr. Monroe informed he had a meeting with the Project Management Executive Committee (PMEC), and there were items that needed to be discussed. He said the first item was cash flow; he stated the Village had to borrow \$400,000 and \$600,000 on Bond Anticipation Notes (BAN). He indicated the Village would have to repeat the \$600,000 (BAN) in 2016. Bill Lamy, Project Management Executive Committee Member, reported the County paid 62% of the contracts that were administered by the Village. Mr. Tennyson stated the reason for this was that the County had the money in the Fund Balance to float the project with reimbursements from the Village for their share typically received in six to nine months. He notified cash flow requests were processed quickly and in the future he would pay invoices directly through the Treasures Office. Mr. Lamy provided a breakdown of the Department of State (DOS) grant extension, and the water feature and park entrance sign grant. A brief discussion ensued at which Mayor Blais suggested authorizing the County Attorney to draft an Inter Municipal Agreement for Contract 8, relating to a \$200,000 grant that would apply to the planned water feature and Park entrance sign.

Motion was made by Mr. Kenny, seconded by Mr. Merlino and carried unanimously to approve the request and the necessary resolution was authorized for the December 18th Board Meeting.

David Harrington, Superintendent of Public Works, Village of Lake George, discussed the flag pole at the Festival Commons. He informed a 35 foot pole with a flag size of 4' x 6' at an average cost of \$3,800 was appropriate for the size of available space. Mayor Blais stated the Village of Lake George would pay for the flag pole and the work around it and he wanted to dedicate it in memory of Howard Krantz. He said the work would be done in conjunction with the County.

Motion was made by Mayor Blais, seconded by Mr. Dickinson and carried unanimously to approve a 35 foot flag pole at the Festival Commons with the cost being paid by the Village of Lake George.

Next, Mayor Blais notified of two upcoming events in the Village of Lake George, the Catskill Chill in September 2016 and the Harvest Festival in October 2016. He informed he would have to receive permission from the State for the use of Million Dollar Beach and Battleground Park facilities. He noted June and September were booked and they were working to fill July and August.

Mr. Monroe indicated a possible shortfall of \$45,000 for all projects at the Festival Commons and the Skate Park. He mentioned projects may have to be budgeted individually if revenue from the Westbrook Parking Lot was not available.

There being no further business to come before the Park Operations and Management Committee, on motion made by Mr. Dickinson and seconded by Mr. Kenny, Mr. Monroe adjourned the meeting at 10:30 a.m.

Respectfully submitted,
Molly Ganotes, Legislative Office Specialist