



LAKE CHAMPLAIN-LAKE GEORGE

REGIONAL PLANNING

BETH GILLES
DIRECTOR

PO BOX 765
LAKE GEORGE, NY 12845
518-668-5773
WWW.LCLGRPB.ORG

Lake Champlain – Lake George Regional Planning Board

Regular Meeting of the Board

April 8, 2025

1:00 pm

Hamilton Co Bd of Supervisors Conference Room, 102 County View Dr Lake Pleasant, NY 12108

Clinton County Legislative Conference Room, 137 Margaret Street #208 Plattsburgh, NY 12901

Washington County Old Supervisors Classroom, 383 Broadway Fort Edward, NY 12828

Town of Queensbury Supervisors Chambers, 742 Bay Road Queensbury, NY 12804

AGENDA

1. Pledge of Allegiance
2. Roll Call
3. Approval of January 14, 2025 Annual Meeting minutes (Board Action)
4. Treasurer's Report (Board Action)
 - January, February, March 2025 Abstracts (Board Action)
5. LCLGRPB By-Laws Update (Board Action)
6. 2025 Budget Amendment (Board Action)
7. Resolution approving the submission of NBRC grant (Board Action)
8. Revised RLF 5 Management Plan (Board Action)
9. Award of Procurement ID LCLGRPB-04-24 Mobile Wireless Drive Test and Data Collection (Board Action)
10. RLF 5 EDA Risk Rating
11. 2024 Annual Report
12. Strategic Plan Update
13. Board Member List Update
14. Loan Committee Report
15. Principal Planner Report
16. Economic Development Coordinator Report
17. Executive Director's Report
 - Update on Federal Funding
18. Other
19. Next Meeting Date – July 8, 2025 at 1:00 pm



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20. Adjourn

PLEDGE OF ALLEGIANCE

Chairman O'Brien called the meeting to order at 1:01 pm and led the Pledge of Allegiance.

ROLL CALL

Ms. Gilles took roll call and established a quorum.



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MEMBERS PRESENT (voting in italics)

Shannon Thayer (Plattsburgh)

Meg Wood (Fort Edward)

Ike Tyler (Plattsburgh)

Beth Hunt (Lake Pleasant)

Joshua Kretser (Plattsburgh)

Jodie Small (Lake Pleasant)

John Taflan (Queensbury)

Frank Thomas (Fort Edward)

John Strough (Queensbury)

Anthony Fernandez (Lake Pleasant)

Christine Norton

Sue Clary (Fort Edward)

Charles Tall (Fort Edward)

David O'Brien (Lake Pleasant)

Al Nolette (Fort Edward)

Clay Arsenault (Lake Pleasant)

Ken Hughes (Plattsburgh)

MEMBERS ABSENT

Kevin Geraghty

Christy Wilt

Mark Henry

Rebecca Murphy

Karl Weiss

Kevin Randall

Shaun Gilliland

Mike Diskin

Jim Dougan

Bob Henke

Tracy Eldridge

Kevin Hajos

Deb Donohue

ALSO PRESENT

Beth Gilles

Sam Blake

Allison Gaddy

Cassandra VanCott

Karen Coughlan

Jessica Leerkes

Colleen Nelson

APPROVAL OF JANUARY 14, 2025 ANNUAL MEETING MINUTES (BOARD ACTION)

Chairman O'Brien asked for a motion to approve the meeting minutes from January 14, 2025 annual meeting.

Motion made by Ms. Hunt. Seconded by Mr. Tyler.

Hearing no additions or corrections and no opposed, motion carried.

TREASURER'S REPORT (BOARD ACTION)

- JANUARY, FEBRUARY, MARCH 2025 ABSTRACTS (BOARD ACTION)



Mr. Nolette gave the Treasurer's report. The unaudited financials for 2024 show that the Regional Planning Board's net assets (also known as the fund balance) have grown to \$842,000, up from \$180,000 in 2018 when Ms. Gilles took over management of funds. In 2024, the fund increased \$76,458 due solely to investments by Ms. Gilles. Mr. Nolette also highlighted that under Ms. Gilles's management, the RPB's current assets now exceed the goal of \$500,000. He emphasized that this represents "sustainable growth" as a result of her oversight.

Chairman O'Brien asked for a motion to accept the Treasurer's Report. Motion made by Mr. Tyler. Seconded by Mr. Thomas.

Hearing no comments or discussion and no opposed, motion carried.

Chairman O'Brien asked for a motion to adopt the January February, and March 2025 abstracts.

Motion made by Mr. Tall. Seconded by Ms. Hunt.

Hearing no comments or discussion and no opposed, motion carried.

Mr. Nolette left the meeting at 1:07 pm.

LCLGRPB BY-LAWS UPDATE (BOARD ACTION)

Chairman O'Brien opened the room for discussion on the updated Regional Planning Board by-laws that were previously distributed to all members.

Per Ms. Gilles, in 2024, the Board created a separate By-laws Committee which consisted of a representative from each county. The committee met twice in 2024 to revise the language to better reflect the needs of the RPB. She went on to review each change request as discussed in prior committee meetings.

Mr. Hughes entered the meeting at 1:17 pm.

Discussion Highlights:

- Chairman O'Brien raised his concerns about term limits for Officers outlined in *Article V: Officers*. He expressed a need for continuity in appointments rather than imposing term limits.
- Ms. Gilles responded, emphasizing that term limits for Officers are in the agency's best interest, promoting rotation through the Executive Committee and ensuring participation from all counties.
- Mr. Kretser agreed, noting his experience serving on various boards where rotation brought fresh ideas and increased engagement.
- Ms. Thayer agreed with Mr. Kretser, adding that term limits are essential for proper oversight of the Regional Planning Board.



- Mr. Tyler raised concerns about potential issues if no one from the five counties is willing to serve on the Executive Board.
- Mr. Tall supported term limits if mentorship and engagement occur at lower levels. He stressed the need for coordination between leadership levels to maintain a strong candidate pool.
- Mr. Taflan agreed with the importance of rotating Officer representation from each county, which he said creates opportunities for broader participation.
- Chairman O'Brien challenged this by also making the Secretary and the Treasurer subject to term limits.
- Ms. Gilles reminded members that the committee originally supported term limits because the Chair and Vice-Chair are chosen only from the voting members, 15 total. The positions of Treasurer and Secretary are open to Ex-Officio members as well, meaning there is twice the pool to choose from for those positions.
- Chairman O'Brien reiterated his stance:
 - His first preference is to eliminate all term limits.
 - His second preference is to impose term limits on all four Officers (Chair, Vice-Chair, Treasurer, and Secretary).

Further discussion ensued. Chairman O'Brien asked for a motion to approve term limits for the Chair, Vice-Chair, Treasurer, and Secretary.

Motion by Ms. Hunt. Seconded by Mr. Strough.

Ms. Gilles clarified order of operations. The motion was withdrawn.

Chairman O'Brien then revisited his initial concern and raised a new question:

If Board members serve their terms and step down, can they later return to the Board or be re-nominated for an officer position after a certain period?

Mr. Tall asked if the original intent of revising the by-laws was to clean up the language or to change the organization's governance.

Ms. Gilles responded that the intent was to clarify language – an effort reviewed and approved by legal counsel. Other than the addition of term limits for Officers, there were no structural governance changes proposed.

Mr. Tall summarized that the governance changes being discussed now are different from those proposed by the By-laws Committee. He suggested allowing more time for deliberation and recommended a side-by-side comparison of both versions.

Chairman O'Brien stated he didn't think this was necessary.



Mr. Tall then proposed adopting a three (3) year term limit for all Officers.

Chairman O'Brien summarized the three (3) choices he sees available:

1. The by-laws are adopted as presented.
2. The by-laws are amended to include term limits for the Treasurer and Secretary.
3. The by-laws are amended to remove all term limits for Officers.

Chairman O'Brien asked for a motion to adopt the by-laws as amended as adding term limits to the Treasurer and Secretary.

Motion by Mr. Taflan. Seconded by Mr. Strough.

Hearing no further comments or discussion and no opposed, motion carried.

Ms. Gilles offered to assist in each county explaining the amended version.

2025 BUDGET AMENDMENT (BOARD ACTION)

Ms. Gilles asked for a budget amendment for the following:

- Worker Compensation costs increased from \$4,000 to \$4,200.
- Technology Assistance costs increased from \$12,000 to \$15,000.

Chairman O'Brien asked for a motion to adopt the 2025 budget amendment.

Motion by Ms. Hunt. Seconded by Mr. Tyler.

Hearing no comments or discussion and no opposed, motion carried.

RESOLUTION APPROVING THE SUBMISSION OF NBRC GRANT (BOARD ACTION)

Ms. Gilles explained that NBRC requires a resolution from the Board to submit the grant application. This grant will focus on workforce housing planning in four towns in Essex County.

Ms. Gilles is requesting the Board's approval as the Executive Director of LCLGRP.BORG to apply for a \$240,000 NBRC grant and authorize her to sign all necessary documentation.

Chairman O'Brien asked for a motion.

Motion by Mr. Tyler. Seconded by Ms. Thayer.

Hearing no comments or discussion and no opposed, motion carried.

REVISED RLF 5 MANAGEMENT PLAN (BOARD ACTION)



Ms. Gilles explained that the EDA is now requiring the LCLGRPB Board of Directors to approve the loan after closing. Additionally, the loan documents must include Board meeting minutes and resolution approving the RLF loan. Ms. Gilles revised the RLF 5 Management Plan to reflect these changes.

Chairman O'Brien asked for a motion to approve the revised RLF 5 management plan.

Motion by Ms. Hunt. Seconded by Mr. Tall.

Hearing no comments or discussion and no opposed, motion carried.

AWARD OF PROCUREMENT ID LCLGRPB-04-24 MOBILE WIRELESS DRIVE TEST AND DATA COLLECTION
(BOARD ACTION)

Ms. Gilles explained an RFP was sent out and 8 responses were received. The Board has been provided with a copy of the price breakdown per 100 miles from each company.

Three companies were interviewed in collaboration with a representative from the Connect-All office. Based on the interviews, Ms. Gilles would like to award LCLGRPB-04-24 Mobile Wireless Drive Test and Data Collection to Global Technology Associates.

Chairman O'Brien asked for a motion to approve the award of Procurement ID LCLGRPB-04-24 Mobile Wireless Drive Test and Data Collection to Global Technology Associates.

Motion by Mr. Fernandez. Seconded by Ms. Hunt.

Hearing no comments or discussion and no opposed, motion carried.

RLF 5 EDA RISK RATING

Ms. Gilles explained the EDA has changed their risk rating point system from last year. The Planning Board was rated a "B" in 2024, which required a bi-annual report. The rating has been updated to an "A", which only requires an annual report.

2024 ANNUAL REPORT

Ms. Gilles told the committee members the annual report will be finished next week and sent to everyone then.

STRATEGIC PLAN UPDATE

Ms. Gilles summarized the kick-off meeting with EverStrive Solutions. She set a goal to complete the strategic plan in 6 months. As a part of this effort, Ms. Gilles is asking all committee members to attend a Board Retreat on August 5th and 6th as well as small group Zoom meetings with an EverStrive representative. More information is forthcoming.



BOARD MEMBER LIST UPDATE

Ms. Gilles sent everyone an updated Board member contact list.

LOAN COMMITTEE REPORT

Ms. Gilles is presenting the Loan Committee report on behalf of Ms. Wilt.

- The committee has met twice since the last Board meeting.
- The committee approved a \$61,500 SBLF loan to Adirondack Mountain Outfitters for equipment and working capital.
- BTrue's Mad Flava loan was closed on March 19, 2025.
- Karasell Flowers (Washington County) has defaulted on both loans. Our attorney is handling all correspondence and repayment efforts.
- A certified letter was sent to both owners of Savor and Scoop (dba Happy Pike) in Clinton County. All payments have stopped since the dissolution of their partnership. The last payment was made in October 2024.
- \$75,000 was recaptured from the escrow account for the Trailhead Restaurant Group in Essex County. These funds were applied to back payments which brought the loan current. The next step is to re-amortize the remaining term.
- In March, the RPB was served a notice from the first mortgagee on Joe Brand's house in Warren County. The attorney has filed the necessary paperwork with the courts to ensure the RPB receives any remaining funds after the taxes and the first mortgage are settled.

PRINCIPAL PLANNER REPORT

Ms. Gaddy presented the Principal Planner report.

- The Johnsburg Comprehensive Plan is in its final stages.
- Other ongoing Comprehensive Plans include:
 - Town of Horicon
 - Town of Chester
 - Village of Speculator
 - Town and Village of Argyle
 - Town of Salem
- Safe Streets and Roads for All (SS4A)
- Funding Requests
- Lake Champlain Basin Program Organizational Support - \$20,000.



- Congressional Directed Spending Request - \$3,750,000 for North Country Housing Pre-Development Initiative (Adirondack Roots).
- NYS Pollution Prevention Institute - \$20,000 for Stormwater education and MS4 Lite program.
- Two Municipal Parks and Recreation (MPR) grants are underway.
- Other activities include:
 - Administering grants on behalf of communities
 - Further development on drinking water source protection plans.
 - Water quality.

ECONOMIC DEVELOPMENT COORDINATOR REPORT

Ms. Leerkes highlighted current projects:

- NYDOS Brownfield Opportunity Area (BOA) Grant - \$200,000 for Countywide Pre-Planning Brownfield Inventory and Analysis Report in Clinton County. RFP review process for consultants to complete the BOA Inventory & Analysis which will be completed by end of April.
- North Creek Sewer
 - Project to bring municipal sewer to downtown business district in the Hamlet of North Creek along with the Ski Bowl, Health Center, and Nursing Home.
 - Notice of awards issued to contractors in March.
 - Applying for an additional \$2,000,000 from the town through ESD to fund the shortfall based on the higher bids. The original estimate was \$8,000,000 and has risen to 10,000,000. This will cover a brand-new system as there isn't an existing one.
- Washington County Internet Deployment
 - Approximately 200 interested respondents.
 - Approximately 60 residents have submitted necessary documentation.
 - Community events will be held throughout the Washington County throughout May and June.

EXECUTIVE DIRECTOR'S REPORT

- UPDATE ON FEDERAL FUNDING

Ms. Gilles highlighted the State/Federal Outreach she's been involved with.

- Association of Towns Annual conference.
- NADO on the Hill in Washington, DC
 - Senator Schumer's Office.
 - Senator Gillibrand's Office.
 - Congresswoman Stefanik's Office.



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- Congresswoman Tenney's Office.
- Governor's Assistant Secretary for Housing and Assistant Secretary for Economic Development.
- Senate Majority Leader's staff to discuss housing.

Grant applications submitted:

- \$3,900,000 Village of Lake George Septage Hauling Capacity Project (CDS)
- \$750,000 LCLGRPB Workforce Housing Site Feasibility (CDS)
- \$500,000 Washington County Infrastructure Grant Program, Whitehall (NYSESD)
- \$100,000 City of Plattsburgh WW Feasibility Study (NBRC)
- \$100,000 ARCC Foundation Workforce Grant (NBRC)
- \$240,000 Workforce Housing Buildout Analysis, Essex County (NBRC)
- \$200,000 LCBP grant for "Economic Value of clean Water in the Lake Champlain Basin"

Ms. Gilles summarized we have 50 total loans which equal \$5.76 million in loaned capital throughout the 5 counties.

Ms. Gilles gave an update on our federal funds with the EDA.

OTHER

No other items discussed.

NEXT MEETING DATE – JULY 8, 2025 AT 1:00 PM

July meeting will be held in Clinton County with satellite locations in Hamilton County and Warren County.

ADJOURN

Chairman O'Brien adjourned the meeting at 2:07 pm.

Respectfully submitted by Karen Coughlan, LCLGRPB Administrative Assistant