



LAKE CHAMPLAIN-LAKE GEORGE

# REGIONAL PLANNING

BETH GILLES  
*DIRECTOR*

PO BOX 765  
LAKE GEORGE, NY 12845  
518-668-5773  
[WWW.LCLGRPB.ORG](http://WWW.LCLGRPB.ORG)

## EXECUTIVE COMMITTEE

### Special Meeting

December 12, 2025

11:00 am

#### Meeting Locations:

LCLGRPB, 1 Lower Amherst Street, Lake George NY 12845

Hampton Town Hall, 2629 State Route 22A, Hampton NY 12837

Washington County Treasurer's Office, 383 Broadway, Fort Edward NY 12828

Warren County Administrator's Office, 1340 US 9, Lake George NY 12845

Hamilton County Economic Development Office, 102 County View Drive, Lake Pleasant NY 12108

Town of Queensbury Supervisor's Office, 742 Bay Road, Queensbury NY 12804

### AGENDA

1. Welcome
2. Approval of November 17, 2025 Meeting Minutes
3. Award of Procurement ID LCLGRPB-08-2025 On-Call Data, Planning and Engineering Services
4. Award of Procurement ID LCLGRPB-09-25 On-Call Human Resources Services
5. De-obligation of USDA Rural Development Funding
6. Other
7. Adjourn

Chairman O'Brien called the meeting to order at 11:02 am.

### MEMBERS PRESENT

Dave O'Brien  
Al Nolette  
John Taflan  
John Strough  
Christy Wilt



LAKE CHAMPLAIN-LAKE GEORGE

# REGIONAL PLANNING

BETH GILLES  
*DIRECTOR*

PO BOX 765  
LAKE GEORGE, NY 12845  
518-668-5773  
[WWW.LCLGRPB.ORG](http://WWW.LCLGRPB.ORG)

## **ALSO PRESENT**

Beth Gilles  
Kiersten McCane

## **Approval of November 17, 2025 Meeting Minutes**

Chairman O'Brien asked for a motion to approve the November 17, 2025 meeting minutes.

Motion made by Mr. Strough.

Seconded by Mr. Taflan.

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

## **Award of Procurement ID LCLGRPB-08-2025 On-Call Data, Planning and Engineering Services**

Ms. Gilles explained that LaBella Associates has been LCLGRPB's provider with this contract for the last 4 years, but the contract is expiring at the end of 2025. An RFP was issued and it received 12 responses. Of those 12 responses, LaBella Associates and MJ Engineering have both been chosen to be awarded. Ms. Gilles complimented the work that LaBella has completed throughout the last 4 years, as well as shared excitement for working with MJ Engineering as they've been expanding their mark in the Adirondacks. Additionally, Ms. Gilles shared that with the large amount of work that will need to be done within this contract, it will be beneficial to have 2 on-call providers to share the workload.

Chairman O'Brien asked for a motion to approve the award of LCLGRPB-08-2025 to LaBella Associates and MJ Engineering.

Motion made by Mr. Taflan.

Seconded by Mr. Strough.

Hearing no further discussion and no opposition, motion carried.

## **Award of Procurement ID LCLGRPB-09-25 On-Call Human Resources Services**

Ms. Gilles explained that an RFP for on-call Human Resources Services was sent out with the purpose of furthering internal process upgrades to align with the Strategic Plan. Two responses were received, so Ms. Gilles would like to award Everstrive Solutions having used the best value criteria. Everstrive Solutions created LCLGRPB's Strategic Plan, so Ms. Gilles explained that they're already familiar with the organization's work and they're aware of the next steps that should be taken to align with future plans and goals.



Chairman O'Brien asked if the work Everstrive Solutions will be doing may be impeded or costs would be increased due to distance with the consultants being located in Missouri. Ms. Gilles said that they successfully completed the Strategic Plan while being in Missouri, so she doesn't expect it to be an issue at all.

Chairman O'Brien asked for a motion to approve the award of LCLGRPB-09-25 to Everstrive Solutions.

Motion made by Mr. Strough.

Seconded by Mr. Taflan.

Hearing no further discussion or opposition, motion carried.

#### **De-Obligation of USDA Rural Development Funding**

In 2023, LCLGRPB received funding from Warren and Washington Counties, as well as a one-year USDA grant on behalf of Essex, Clinton and Hamilton Counties for the Small Business Technical Assistance Program. The funding wasn't spent by 2024, so Ms. Gilles filed for an extension that took six months to be approved. Once the extension was approved, that allowed for only 6 months to use the funding. The total amount of funding spent in that six-month period was \$30,000, but there is \$12,795.17 in grant funds remaining. For USDA to close-out the grant, they require a resolution to de-obligate the remaining funds.

Chairman O'Brien asked for a motion to de-obligate \$12,795.17 from USDA grant that was previously received for the Small Business Technical Assistance Program.

Motion made by Mr. Nolette.

Seconded by Mr. Taflan.

Hearing no further discussion and no opposition, motion carried.

#### **Other**

Ms. Gilles mentioned that the RPB has received all back payments from EDA for the 2025 contract.

#### **Adjourn**

Chairman O'Brien adjourned the meeting at 11:11 am.

*Respectfully submitted by Kiersten McCane, Operations Coordinator*