



LAKE CHAMPLAIN–LAKE GEORGE

REGIONAL PLANNING

BETH GILLES

DIRECTOR

PO BOX 765

LAKE GEORGE, NY 12845

518-668-5773

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Lake Champlain – Lake George Regional Planning Board

Annual Meeting of the Board

January 13, 2026

1:00 pm

Meeting Location:

Warren County Committee Room, 1340 US 9 Lake George, NY 12845

AGENDA

1. Pledge of Allegiance
 2. Roll Call
 3. Election of Officers (Board Action)
 - Chairperson
 - Vice-Chairperson
 - Treasurer
 - Secretary
 4. Appointment of Executive Committee At-Large Member
 5. Approval of October 7, 2025, Regular Meeting minutes (Board Action)
 6. Treasurer's Report (Board Action)
 - September, October, November, December 2025 Abstracts (Board Action)
 - 2025 Year End and Audit
 7. Re-affirmation of Policies (Board Action)
 8. Re-designation of Banks and Newspapers (Board Action)
 9. Re-appointment of Loan Administrative Committee Members (Board Action)
 10. 2026 Interest Rate Approval (Board Action)
 11. Strategic Plan Update
 12. Loan Committee Report
 13. *2025 By the Numbers* Presentation
 14. Principal Planner Report
 15. Principal Project Coordinator Report
 16. Executive Director's Report
 17. Other
 18. Next Meeting Date – April 14, 2026 at 1:00 pm. Location TBD.
 19. Adjourn



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Ms. Gilles called the meeting to order at 1:03 pm and led the Pledge of Allegiance.

MEMBERS PRESENT

Shannon Thayer (*voting*)
Joshua Kretser (*voting*)
Matt Brassard (*voting*)
Meg Wood (*voting*)
Ike Tyler (*voting*)
Anthony Fernandez (*voting*)
Beth Hunt (*voting*)
Christy Wilt (*voting*)
Clay Arsenault
John Taflan (*voting*)
John Strough (*voting*)
Kevin Geraghty
Christine Norton
Kevin Hajos
Sue Clary (*voting*)
Charles Tall (*voting*)
David O'Brien (*voting*)
Bob Henke
Al Nolette
Deb Donohue

MEMBERS ABSENT

Kevin Randall
Mark Henry
Randy Lozier
Karl Weiss
Steve McNally
Mike Diskin
Jim Dougan
Jodie Small
Tracy Eldridge

ALSO PRESENT

Beth Gilles, LCLGRPB
Allison Gaddy, LCLGRPB
Jessica Leerkes, LCLGRPB
Sam Blake, LCLGRPB
Kiersten McCane, LCLGRPB
Colleen Nelson, LCLGRPB
Elliot Lear, LCLGRPB

Ms. Gilles took roll call, established quorum and asked the LCLGRPB staff to introduce themselves.

Election of Officers

Ms. Gilles opened the floor for nominations for Chair. Mr. O'Brien nominated John Taflan, seconded by Mr. Strough. No other nominations.

Motion to close nominations made by Mr. O'Brien, seconded by Ms. Hunt. Hearing no further discussion and no opposed, motion carried.

Ms. Gilles called the question to elect John Taflan as 2026 Chair. Hearing no further discussion and no opposed, motion carried.



Chairman Taflan opened the floor for nominations for Vice-Chair. Ms. Thayer nominated Matt Brassard, seconded by Mr. Tyler. No other nominations.

Motion to close nominations by Mr. O'Brien, seconded by Ms. Wood. Hearing no further discussion and no opposed, motion carried.

Chairman Taflan called the question to elect Matt Brassard as 2026 Vice-Chair. Hearing no further discussion and no opposed, motion carried.

Chairman Taflan opened the floor to nominations for Treasurer. Mr. Strough nominated Beth Hunt, seconded by Mr. Fernandez. No other nominations.

Motion to close nominations by Mr. O'Brien, seconded by Ms. Wood. Hearing no further discussion and no opposed, motion carried.

Chairman Taflan called the question to elect Beth Hunt as 2026 Treasurer. Hearing no further discussion and no opposed, motion carried.

Chairman Taflan opened the floor to nominations for Secretary. Mr. Kretser nominated Shannon Thayer, seconded by Mr. Brassard. No other nominations.

Motion to close nominations made by Ms. Hunt, seconded by Ms. Wood. Hearing no further discussion and no opposed, motion carried.

Chairman Taflan called the question to elect Shannon Thayer as 2026 Secretary. Hearing no further discussion and no opposed, motion carried.

Appointment of Executive Committee At-Large Member

Chairman Taflan opened the floor for nominations of the At-Large Executive Committee Member. Mr. Strough nominated Dave O'Brien, seconded by Ms. Clary. No other nominations. Hearing no further discussion and no opposed, motion carried.

Approval of October 7, 2025 Regular Meeting Minutes

Chairman Taflan asked for a motion to approve the October 7, 2025 meeting minutes.

Motion made by Ms. Thayer.

Seconded by Mr. O'Brien.

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

Treasurer's Report

- September, October, November, December 2025 Abstracts
- 2025 Year End and Audit



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Mr. Nolette started off by sharing sentimental notes about the progress that the organization's had since Ms. Gilles has become Executive Director. He complimented Ms. Gilles' leadership and team, and how appreciative he is to have been Treasurer for the last 8 years. Mr. Nolette acknowledged the 'behind the scenes' work that Ms. Gilles and her staff do on behalf of the region, and that he's honored to work with them every day.

In his Treasurer's report, Mr. Nolette said that there will be approximately \$900,000 in the fund balance. As a result of Ms. Gilles transferring funds into the ICS account, there was \$109,000 in ICS interest in 2025, which is additional revenue the organization wouldn't have had if not for investing funds. Additionally, Mr. Nolette advised the new Executive Committee members that he'd like to meet with them after the audit to discuss the future and new financial strategic goals for 2026.

Chairman Taflan asked for a motion to approve the Treasurer's report.

Motion made by Ms. Wood.

Seconded by Mr. Tall.

Hearing no further discussion and no opposed, motion carried.

Chairman Taflan asked for a motion to approve the September, October, November and December 2025 Abstracts.

Motion made by Mr. Brassard.

Seconded by Mr. O'Brien.

Hearing no further discussion and no opposed, motion carried.

2025 Year End and Audit

Ms. Gilles shared that the Auditors will be here the week of February 9th, 2026.

Re-Affirmation of Policies

Policies to be re-affirmed:

- Electronic Banking Policy
- Credit Card Policy
- Ethics
- Investment Policy
- Procurement Policy
- Sexual Harassment Prevention Policy and Program
- Workplace Violence Policy
- Loan Collection Process



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- Petty Cash Policy and Procedures
- Time Off Accrual Policy
- Videoconferencing in Extraordinary Circumstances Policy

Chairman Taflan asked for a motion to re-affirm policies listed above that were sent to board members prior to the meeting.

Motion made by Mr. Tyler.

Seconded by Ms. Hunt.

Hearing no further discussion and no opposed, motion carried.

Re-Designation of Banks and Newspapers

Ms. Gilles shared that the Operating and Revolving Loan Funds are held at Arrow Bank, and legal notices are sent to the Post Star and the Press Republican.

Chairman Taflan asked for a motion to re-designate the use of above-mentioned banks and newspapers.

Motioned made by Mr. O'Brien.

Seconded by Ms. Wood.

Hearing no further discussion and no opposed, motion carried.

Re-Appointment of Loan Administrative Committee Members

Ms. Gilles explained that there are four seats to be re-appointed on the Loan Administrative Committee (LAC). There are three current members that would like to continue their service, which are Paul Hamilton, a small business owner in Clinton County, Christy Wilt from the Hamilton County IDA, and Marc Monahan from NBT Bank in Warren County. The fourth seat was held by Juan Gonzales who has decided to step down, so Ms. Gilles asked to appoint Ryan Roberts of Great Meadow Federal Credit Union to be the Washington County representative on the committee.

Chairman Taflan asked for a motion to re-appoint Paul Hamilton, Christy Wilt and Marc Monahan, and appoint new-committee member Ryan Roberts to the Loan Administrative Committee.

Motion made by Ms. Thayer.

Seconded by Ms. Hunt.

Hearing no further discussion and no opposed, motion carried.



2026 Interest Rate Approval

Ms. Gilles said the LAC recommended an interest rate range of 5% - 9%, which is consistent with the rate range for 2024 & 2025.

Chairman Taflan asked for a motion to accept an interest rate range of 5% - 9% for the LAC.

Motion made by Mr. Brassard.

Seconded by Mr. Tall.

Hearing no further discussion and no opposed, motion carried.

Mr. Hajos entered the meeting at 1:18 pm.

Strategic Plan Update

Ms. Gilles shared the strategic plan update. On the current timeline for the plan, the first goal is to implement the strategy to phase in increases to each county's general support dollars over five years to secure supplemental local match funding and unencumbered operational funding. The increase in requests began in 2026, and each county allocated the requested amount, so Ms. Gilles shared her appreciation. Additionally, Ms. Gilles mentioned an RFP was sent out at the end of 2025 and EverStrive Solutions was chosen for the on-call assistance to help implement the strategic plan, who is the same business that created the strategic plan for the LCLGRPB. They're currently helping LCLGRPB with implementing a project management software and a shared file system to assist in monitoring the current 70 contracts being managed. EverStrive Solutions is also assisting LCLGRPB with creating an official onboarding process for new staff, as well as a review of our policies which will take place over the next 6 months.

Loan Committee Report

Ms. Wilt shared that the LAC has met once since the last quarterly board meeting. The 2026 LAC elections include Ms. Wilt as Chair and Marc Monahan as Secretary. Of the 5 new loans the LAC approved of in 2025, 3 of them were in Hamilton County, so Ms. Wilt shared her excitement.

2025 By The Numbers Presentation

Ms. Gilles presented the following information to the board:

- LCLGRPB submitted 61 grant applications in 2025 which account for \$66.5 million in ask. For comparison, 31 grant applications were submitted in 2024. As of the date of this meeting, LCLGRPB has been awarded 11 grants totaling \$7.8 million. Ms. Gilles noted that 27 of the 61 grants have not been announced yet, so it's unknown who those will be awarded to, and 3 of the 61 totaling \$8.75 million will be funded in the FY26 HUD bill if the US Congress passes it. Within those 3 grants, there is \$5 million for the LCLGRPB and \$3 million for Adirondack Roots both to be



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allocated towards workforce housing, along with another \$750,000 to work on a project with Paul Smiths College.

- Awarded grants for projects include:
 - o An NBRC Opportunity Fund for engineering to create a wastewater system in Elizabethtown (\$500,000)
 - o The LCLGRPB to complete an economic analysis of clean water in the Lake Champlain Basin in conjunction with organizations in Vermont and Quebec (\$199,650)
 - o Workforce housing to complete a build-out analysis in Schroon, North Hudson, Minerva and Newcomb (\$240,000)
 - o Work on pollution prevention education for the region (\$20,000)
 - o Town of Salem's trail plan (\$32,500)
 - o City of Plattsburgh's SS4A funding for an intersection safety audit throughout the city, as well as funding for a wastewater capacity study on Ruger Street (\$100,000)
 - o Village of Whitehall for a wastewater project (\$500,000)
 - o Town of Westport for Lee Park (\$225,000)
- LCLGRPB efforts throughout the region in 2025:
 - o Ms. Gilles and staff brought NBRC through Essex County
 - o LCLGRPB had the 4th annual Forward Together Conference
 - o There were many community outreach events for all the comprehensive plans and community planning actions.
- Economic Development Highlights
 - o Ms. Gilles explained that Jessica Leerkes, Principal Project Coordinator, has 16 ongoing projects, as well as managing 15 additional NBRC projects within economic development.
 - o Some project highlights include EPA Brownfield Planning funding for the Clinton County BOA inventory, completed the cell service drive testing in the region and found 19 areas with no cell service, public Wi-Fi buildout in the Town of Jay, the North Creek sewer system began construction, and the Economic Valuation of Clean Water in the Lake Champlain Basin began.
- Community Development Highlights
 - o Ms. Gilles shared that there are currently 12 ongoing projects within community development. Some 2025 highlights include the comprehensive plan for the Town of Johnsburg, completing the Adirondack Gateway and North Country SS4A Plans, securing US EPA Recreation Economy for Rural Communities for Hamilton County, and working on 7 ongoing comprehensive plans.
- Workforce Housing Highlights
 - o Ms. Gilles shared that there are currently 4 ongoing projects within workforce housing. A few 2025 project highlights include securing a \$225,000 contract from Adirondack



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Community Foundation for Accelerate Workforce Housing in the Adirondacks Program, the Essex County Vacant and Blighted Properties Inventory, advanced environmental testing in the Town of Arietta, and there were 4 communities designated as pro-housing communities.

- Water Quality Program Highlights
 - o Ms. Gilles shared that there are 18 ongoing projects. Some 2025 project highlights include completion of the Town of Salem salt shed, completion of the Green Infrastructure Plan for Hamilton County Courthouse Complex, the Wood Creek – Champlain Canal Sub Watershed Plan began, a shoreline stabilization plan for Bulwagga Bay began, and \$627,000 in grants for Washington County DPW were closed out.
- The LCLGRPB is managing 56 grants on behalf of municipalities, non-profit organizations and economic development organizations. In addition to that, the LCLGRPB has 19 grants of their own that they're managing.
- Small Business Loan Fund
 - o Loans Approved in 2025: 5
 - o Capital Loaned: \$504,000
 - o Loans Denied: 0
 - o Loans Modified: 2
 - o Loans Defaulted: 6 (9% rate)
 - o Defaulted Principal Outstanding: \$452,574
 - o Loans Matured: 1
 - o Loan Paid Off: 3
 - o Paid-Off Principal: \$193,668
 - o Loans in Portfolio Beginning 2026: 54 totaling \$5.73M in loaned capital
 - o Money in the Bank: \$2.26M to lend
 - o The distribution of the Small Business Loan Fund throughout the counties is Warren (38.9%), Essex (22.2%), Washington (14.8%), Clinton (9.3%), Hamilton (7.4%), Jefferson (3.7%), Lewis (1.9%), and St. Lawrence (1.9%).
- The Small Business Technical Assistance Program has concluded. There were 29 businesses that benefitted from the program throughout the 5 counties on a range of topics including business planning, financial and marketing strategies, business and financial planning, and access to capital.

Principal Project Coordinator Report

Jessica Leerkes presented the following information to the board:

- There are currently 26 active grants, including 4 in the close-out process and 6 new grants.



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- The update on the Elizabethtown sewer included the town being awarded \$500,000 in funding from NBRC to advance design. The funding will allow the project to achieve 30% design, which will allow the town to be in a better position to receive future grant funding.
- The City of Plattsburgh was awarded \$115,000 for their Intersection Safety Audit

Principal Planner Report

Allison Gaddy presented the following information to the board:

- Grant Applications
 - o There was 1 CDBG grant application submitted, which was for the City of Plattsburgh for \$600,000., 4 HCR Pro-Housing Technical Assistance to Grow (TAG) Applications for the Town of Salem and the Villages of Granville, Champlain and Speculator, and 3 NYS DEC Invasive Species Grant Applications for Loon Lake, Brant Lake, Paradox Lake/Schroon Lake Associations.
- Grant Awards
 - o The Town of Salem was awarded \$32,500 for the Battenkill Railroad Future Use Feasibility Study and the Town of Westport was awarded \$225,000 for the Lee Park Waterfront Improvements.
- LCLGRPB assisted 12 communities in becoming certified Pro-Housing Communities Ms. Gaddy reminded the board that if anyone's town/village is interested in becoming a Pro-Housing Community, they should reach out to begin the process.
- Ms. Gaddy spoke on education and outreach staff has participated in, including presenting at the Hudson River Watershed Alliance's annual conference and Sam Blake is on the planning committee for CWICNY's North Country Stormwater Tradeshow.
- Updates:
 - o There are 16 ongoing grants/projects as of the date of this meeting
 - o LCLGRPB are wrapping up the Town of Horicon Comprehensive Plan, which is anticipated to be adopted by the Town in March 2026.
 - o LCLGRPB is preparing two Municipal Parks and Recreation Grants for the town of Plattsburgh and the Village of Champlain, and they're preparing 1 NY PLAYS application for the Village of Speculator.

Executive Director's Report

Ms. Gilles spoke about her State and Federal outreach in 2025 that included presenting at the National Association of Development Organizations annual conference and the North County Chamber of Commerce's Board Retreat, toured project sites in the City of Plattsburgh with the Mayor and attended the Common Ground Alliance conference. Additionally, Ms. Gilles mentioned that she's hired a Junior Planner, Elliot Lear. Ms. Gilles discussed contracting with two on-call planning/engineering firms, as well



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as a contract for on-call HR assistance. As of the date of this meeting, all back payments from EDA in 2025 totaling \$70,000 have been paid.

Ms. Gilles is currently writing 2 Transportation Alternative Program (TAP) grants for the streetscape in the Village of Granville and the roundabout in the City of Plattsburgh, as well as developing multiple Congressionally Directed Spending applications.

Next Meeting Date

The next meeting date for the board is April 14, 2026, at 1:00 pm in Clinton County, with a satellite meeting location in Warren County.

Other

Chairman Taflan complimented the work that LCLGRPB accomplishes throughout the region and shared his appreciation for their focus and intelligence spent improving the region.

Adjourn

Chairman Taflan asked for a motion to adjourn the meeting.

Motion made by Mr. Tyler.

Seconded by Ms. Hunt.

Hearing no further discussion and no opposed, motion carried.

Meeting was adjourned at 1:39 pm.

Respectfully submitted by Kiersten McCane, Operations Coordinator