Regular Meeting of the Board

July 14, 2026 Immediately following LCLGRDC Membership Meeting (1:00 pm)

<u>Meeting Locations:</u>

Washington County Committee Room, 383 Broadway, Fort Edward, NY 12828

Essex County Supervisor's Conference Room, 7559 Court Street, Elizabethtown, NY 12932

Hamilton County Committee Room, 102 County View Drive, Lake Pleasant, NY 12108

66 Brinkerhoff Street, Plattsburgh, NY 12901

<u>AGENDA</u>

1. Pledge of Allegiance
2. Roll Call
3. Approval of April 14, 2026 Meeting Minutes (Board Action)
4. Treasurer's Report (Board Action)
    - April, May, June 2026 Abstracts (Board Action)
5. Approval of 2025 Audit (Board Action)
6. Amendment to 2026 Salary Schedule and Budget (Board Action)
7. 2027 Salary Schedule (Board Action)
8. 2027 Budget and County Allocation Requests (Board Action)
9. Reject all proposals for Procurement ID #LCLGRPB-02-26 Technical Assistance for Town and Village of Argyle Comprehensive Plan (Board Action)
10. Award of Procurement ID #LCLGRPB-05-26 Legal Services – Loan Collection and Collateral Recovery (Board Action)
11. Adoption of new Financial Management Policies (Board Action)
12. Award of Procurement ID #LCLGRPB-06-26 Outsourced Accounting and Financial Services (Board Action)
13. Revisions to LCLGRPB Workforce Housing Revolving Loan Fund Management Plan (Board Action)

14. Annual adoption of Revolving Loan Fund Management Plan (Board Action)
15. Comprehensive Economic Development Strategy update
16. Loan Committee report
17. Senior Planner Report
18. Principal Project Coordinator Report
19. Executive Director's Report
20. Other
21. Next Meeting Date – October 13, 2026 at 1:00 pm. Locations – Hamilton, Clinton, Warren Co's
22. Adjourn

Chairman Taflan called the meeting to order at 1:07 pm and led the Pledge of Allegiance.

MEMBERS PRESENT ***(voting in italics)***	**MEMBERS ABSENT**	**ALSO PRESENT**
Shannon Thayer (Elizabethtown)	Mark Henry	Beth Gilles
Joshua Kretser (Plattsburgh)	Karl Weiss	Charles Tall
Kevin Randall (Elizabethtown)	Michael Diskin	Jessica Leerkes
Randy Lozier (Elizabethtown)	Jim Dougan	Sam Blake
Matt Brassard (Elizabethtown)	Clay Arsenault	Kiersten McCane
Margaret Wood (Elizabethtown)	Tracy Eldridge	Colleen Nelson
Ike Tyler (Elizabethtown)	Nathan Etu	Elliot Lear
Steve McNally (Elizabethtown)	John Strough	
Anthony Fernandez (Lake Pleasant)	Kevin Geraghty	
Beth Hunt (Lake Pleasant)	Christine Norton	
Christy Wilt (Lake Pleasant)	Robert Henke	
Jodie Small (Lake Pleasant)	Deborah Donohue	
John Taflan (Elizabethtown)		
Kevin Hajos (Fort Edward)		
Evera Sue Clary (Fort Edward)		
David O'Brien (Fort Edward)		
Albert Nolette (Elizabethtown)		

Ms. Gilles took roll call and established quorum.

Approval of April 14, 2026 Meeting Minutes

Chairman Taflan asked for a motion to approve the April 14, 2026 meeting minutes.
Motion made by Mr. Randall.
Seconded by Mr. O'Brien.
Hearing no additions or corrections, and no opposed, motion carried.

Treasurer's Report

Ms. Hunt shared that the fund balance totals more than $1,000 over this time last year, not including any of the second quarter invoices, and second quarter reimbursables total more than $185,000. Year-to-date interest earned from the ICS account is $57,189.28, and total interest earned from the ICS account through June 30, 2026, is $243,511.49, which was commended by Ms. Hunt. Additionally, Ms. Hunt shared that the organization's financial statements demonstrate that the agency is financially stable and capable of resuming responsibility for its accounts payable processing.

Chairman Taflan asked for a motion to approve the Treasurer's report.
Motion made by Ms. Thayer.
Seconded by Mr. Randall.
Hearing no further discussion and no opposed, motion carried.

Chairman Taflan asked for a motion to approve the 2026 April, May and June Abstracts as presented.
Motion made by Mr. Brassard.
Seconded by Mr. O'Brien.
Hearing no further discussion and no opposed, motion carried.

Amendment to 2026 Salary Schedule and Budget

Ms. Gilles referred to the modified 2026 Salary Schedule to request a change in salary for Principal Planner from $90,000 to $92,000, to remove the Project Coordinator position from the salary schedule at $75,000 and replace it with a Planner position at $67,000.

Chairman Taflan asked for a motion to approve the amendment to the 2026 Salary Schedule.
Motion made by Ms. Thayer.
Seconded by Mr. Brassard.
Hearing no further discussion and no opposed, motion carried.

Ms. Gilles explained the need for amending the 2026 budget is due to outsourcing accounting for the organization. The accounting budget line-item has been increased from $12,000 per year according to the agreement with Washington County, to $65,500 for the new accounting firm to be hired, and it includes transfer of information from Washington County, as well as onboarding for

LCLGRPB staff. An RFP was issued and 4 companies were interviewed. Ms. Gilles negotiated with the company and reduced the fee by $15,000, so the total spent will be less than the budgeted amount.

Chairman Taflan asked for a motion to increase the Accounting line-item expenditure.
Motion made by Mr. O'Brien.
Seconded by Ms. Thayer.
Hearing no further discussion and no opposed, motion carried.

Mr. Nolette entered the meeting at 1:15 pm.

Approval of 2025 Audit

Mr. Nolette shared that the 2025 audit went smoothly, and the organization is in a great spot to move on to a different accounting firm and system. The fund balance is very strong, even without the second quarter invoices that were included in the Treasurer's report. Additionally, Mr. Nolette shared that this will be his last meeting on the board as he is retiring.

Mr. Taflan commended and thanked Mr. Nolette for his hard work, recommendations and notable contributions during his time as Washington County Treasurer and LCLGRPB Board Member.

Mr. O'Brien shared positive experiences about working with Mr. Nolette, echoing Chairman Taflan's remarks, and commended Mr. Nolette on the great job he's accomplished.

Chairman Taflan asked for a motion to approve the 2025 Audit.
Motion made by Ms. Thayer.
Seconded by Mr. Randall.
Hearing no further discussion and no opposed, motion carried.

Chairman Taflan asked for a motion to enter Executive Session to discuss an item in the 2025 Audit that pertains to compensation to an employee.
Motion made by Mr. Brassard.
Seconded by Ms. Thayer.
Hearing no further discussion and no opposed, motion carried.

Executive session began at 1:22 pm.

The Board discussed compensation matters pertaining to an employee.

Chairman Taflan asked for a motion to leave Executive Session.
Motion made by Mr. Brassard.
Seconded by Ms. Thayer.
Hearing no further discussion and no opposed, motion carried.

Executive session ended at 1:39 pm.

Chairman Taflan asked for a motion to allow the organization to pay the Executive Director 120 days of vacation time paid at 10 days per month over the next 12 months.
Motin made by Mr. O'Brien.
Seconded by Ms. Clary.
Hearing no further discussion and no opposed, motion carried.

2027 Salary Schedule

Ms. Gilles explained that each position was provided with a 3.5% cost of living raise, along with the Principal Project Coordinator and the Planner were each provided with a $350 longevity bonus added to their salary. Additionally, there was a $1,000 salary adjustment for the Principal Project Coordinator, Senior Planner, two Planner positions, Junior Planner, and Operations Coordinator to keep up with rising salaries of Planners in the region.

Chairman Taflan asked for a motion to approve the 2027 Salary Schedule.
Motion made by Mr. O'Brien.
Seconded by Ms. Thayer.
Hearing no further discussion and no opposed, motion carried.

2027 Budget and County Allocation Requests

Ms. Gilles explained the 2027 budget with the following information:

- The Legal line-item was reduced significantly due to not needing to pay for legal fees associated with implementation of the strategic plan.
- The Accounting line-item is noted at $54,000. Ms. Gilles shared that she negotiated with the new accounting firm to go from a monthly payment of $4,500 to $3,750 and it will be re-visited in 3-6 months based on the amount of work they'll be doing.
- The Audit line-item is set at $15,500 and that number is directly from the quote provided by the Auditors.
- The Human Resource Contract line-item is for the Strategic Plan implementation, which will include professional development and onboarding contract management system for LCLGRPB grants.
- The Workforce Housing Contractor is a new line-item for the on-call contract that was awarded at the last board meeting to manage the myriad of workforce housing projects

going on. Ms. Gilles explained that the line-item is large due to the incoming $5.75 million CDS awards that will be going online in 2027 and is fully grant funded.

- The Loan Underwriting line-item was reduced from $50,000 to $20,000 due to the contract costing less than anticipated.
- Ms. Gilles noted that the Grant Contracts line-item at $1 million is money that LCLGRPB pays to consultants for ongoing projects, but it's all covered by secured grants.

Chairman Taflan asked for a motion to approve the 2027 Budget and County Allocations Requests.
Motion made by Mr. O'Brien.
Seconded by Mr. Randall.
Hearing no further discussion and no opposed, motion carried.

Mr. O'Brien asked how the equalized taxable value was determined and if it will fluctuate on an annual basis. Ms. Gilles explained that when the county allocation schedule was approved by the Board, it was known that the numbers would fluctuate based on the previous year's equalized taxable value.

Reject All Proposals for Procurement ID #LCLGRPB-02-26 Technical Assistance for Town and Village of Argyle Comprehensive Plan

Ms. Gilles explained that there was a Request for Proposal (RFP) issued to hire a consultant to assist with certain parts of the Town and Village of Argyle's Comprehensive Plan. The project was ultimately re-assessed, and it was decided that the scope of the work needed to change, so the RFP responses must be rejected to issue a new RFP.

Chairman Taflan asked for a motion to reject all proposals for Procurement ID #LCLGRPB-02-26.
Motion made by Mr. O'Brien.
Seconded by Mr. Randall.
Hearing no further discussion and no opposed, motion carried.

Award of Procurement ID #LCLGRPB-05-26 Legal Services – Loan Collection and Collateral Recovery

Ms. Gilles shared that an RFP for legal services was issued due to the lack of assistance being provided by the current company that's hired. There was 1 response to the RFP, so Ms. Gilles is requesting the Board to award this RFP to Ezra Law, PC.

Chairman Taflan asked for a motion to award Procurement ID #LCLGRPB-05-26 to Ezra Law, PC.
Motion made by Mr. Randall.
Seconded by Ms. Wood.

Hearing no further discussion and no opposed, motion carried.

Adoption of New Financial Management Policies

Ms. Gilles has been working with EverStrive to consolidate financial management policies and procedures in response to bringing a new accounting firm online. Ms. Gilles referred board members to the new Financial Management Policies packet, which includes the first 6 pages outlining the roles and responsibilities processes. The travel policy is new, which will switch to a per-diem model for when staff travel versus the current reimbursement model.

Chairman Taflan asked for a motion to adopt the new Financial Management Policies.
Motion made by Ms. Wood.
Seconded by Mr. Brassard.
Hearing no further discussion and no opposed, motion carried.

Award of Procurement ID #LCLGRPB-06-26 Outsourced Accounting and Financial Services

Ms. Gilles shared that an RFP was issued for outsourced accounting and financial service. The RFP received 4 responses, 3 of which were interviewed and it was agreed that HBK was the best choice. They're a large firm with a lot of support and have many New York municipality and non-profit clients. Following the interview, they had a better understanding of the organization's needs, so Ms. Gilles was able to negotiate the onboarding and monthly fees. HBK is planning to integrate the organization's financials with a program, Sage Intacct, which is geared more towards governmental accounting as opposed to QuickBooks. The onboarding will be done by HBK, and they'll work with Mr. Nolette to ensure a smooth transition prior to him leaving.

Chairman Taflan asked for a motion to award LCLGRPB-06-26 to Hill, Barth and King LLC dba HBK CPAs and Consultants.
Motion made by Mr. Brassard.
Seconded by Mr. Randall.
Hearing no further discussion and no opposed, motion carried.

Revisions to LCLGRPB Workforce Housing Revolving Loan Fund Management Plan

Ms. Gilles shared with the board members that there's a Workforce Housing Revolving Loan Fund Management Plan, but no loans have been given through the program due to lack of applicants. Upon discussions with the recently hired workforce housing consultant, it's become evident that there are issues with the current management plan that are prohibitive to applicants. In the revised management plan, there are a few changes which include removal of the pre-payment penalties, no longer requiring a NEPA assessment, and some language edits. The only addition to the plan is requiring applicants to fill out a 21 Externalities form, which is similarly used in the LCLGRPB Small Business Loan Fund, and it's a list of federal policies the borrower must follow.

Chairman Taflan asked for a motion to approve the updated LCLGRPB Workforce housing Revolving Loan Fund Management Plan.
Motion made by Ms. Thayer.
Seconded by Mr. Randall.
Hearing no further discussion and no opposed, motion carried.

Annual Adoption of Revolving Loan Fund Management Plan

Ms. Gilles explained that LCLGRPB is required to annually adopt the Revolving Loan Fund (RLF) Management Plan due to RLF 5 being federally regulated. There are no changes to the plan, and it remains to be the same plan that's been adopted the last few years.

Chairman Taflan asked for a motion to adopt the annual Revolving Loan Fund Management Plan as presented.
Motion made by Mr. Brassard.
Seconded by Ms. Thayer.
Hearing no further discussion and no opposed, motion carried.

Comprehensive Economic Development Strategy Update

Mr. Blake shared that in accordance with the Economic Development Administration (EDA) funding that LCLGRPB receives, the Comprehensive Economic Development Strategy (CEDS) is required to be updated every 5 years. The CEDS are a massive plan that assesses the region's economic conditions, challenges and various opportunities. During the update, LCLGRPB is establishing goals and strategies towards what the communities and counties investment priorities are, along with adding potential funding streams that could supplement those priorities and goals.

Mr. Blake explained that the whole project consists of 4 components, which include the Summary, Background, Strengths and Weaknesses, and Opportunities and Threats. The final product is what LCLGRPB will use each year over the next 5 years to ensure progress is being made in implementing the plan.

A snapshot of the region's demographic profile for the 5 counties in LCLGRPB's region was provided by Mr. Blake, where he compared the data from the last CEDS update in 2020 to this most recent update. The profiles include the following information:

- The region has 250,000 people, which is a slight decline from 2020.
- The region's median age is 45 years old, which highlights the aging population of the region and has implications for workforce development and availability.
- There are 140,000 housing units with a median home value of $215,000.
- The median household income of the region is $73,791.
- The poverty rate is 12%

- The largest industries include healthcare and social assistance, public administration, accommodation and food services, retail trade, and educational services.

LCLRPB staff have been working with consultants to conduct stakeholder interviews and have held six focus groups. A community survey was released, so LCLGRPB staff and consultants are currently reviewing regional data and stakeholder feedback to develop SWOT analysis to identify regional goals, strategies and priorities. The next steps include refining goals and vision with the committee, expecting the draft plan to be completed by October for comments, and once the plan is finalized, it will be submitted to the EDA in November.

Mr. Nolette asked if transportation has been mentioned as a hurdle in the survey answers. Mr. Blake said that transportation hasn't been brought up in the survey responses. Ms. Thayer said that she hears from people about the lack of transportation to medical appointments, along with the lack of medical care throughout the region. Mr. Blake replied that they've heard concerns about the lack of senior citizens' access to transportation as an issue, but not necessarily the workforce having transportation issues.

Loan Committee Report

Ms. Wilt reported that the Loan Administrative Committee has met once since the last board meeting. The committee approved a loan modification for War Cannon Spirits, which added an additional 7 years to the loan to assist the owner with restructuring the business model.

Senior Planner Report

Ms. Nelson shared the following information to update the board:

- The LCLGRPB Planning team is currently working on 9 CFA Grant applications, including the Village of Granville's Church Street water main, Towns of Hampton and Hebron salt sheds, the Town of Horicon's Mill Pond Beach access and park and Town of Moriah's Champ Beach Park Pavilion, the Town of Newcomb's Hudon River Trail, and the Town of Peru's Smart Growth Comprehensive Plan.
- Ms. Nelson is working with towns and villages to become Pro-Housing Communities, which assists in potential grant funding for future projects. As of this meeting, Ms. Nelson updated board members with the towns and villages that are certified Pro-Housing Communities, and the Towns of Arietta, Long Lake, and Wells have submitted their Letter of Intent.
- Recent education and outreach completed includes public meetings for Comprehensive Plans for the Towns of Chester, Salem and Long Lake. Additionally, there's been public outreach for the Clinton County Resiliency Plan, and LCLGRPB staff attended the annual Adirondack Planning Forum in Saranac Lake.

- Specific updates include 19 ongoing grants/projects in progress, mailings for Warren, Washington, and Clinton Counties were sent for the Septic Smart Program, the Essex County Blight Inventory Report was completed, and the CEDS update is underway.

Principal Project Coordinator Report

Ms. Leerkes shared the following information to update the board:

- For grant management, there are 32 active grants, 3 of those are in close-out, and 19 of those are LDD contracts.
- Grant applications include the Washington County ESD County Infrastructure for Drifting Ridge Wastewater upgrades, the Village of Granville's Water Main Extension, and WCSD#2 - HF-1A Sewer Separation.
- The EPA Brownfields project is moving along, and there are several EPA-approved sites including but not limited to the City of Plattsburgh, Town of Moriah, Town of Indian Lake, and Town of Johnsburg. Work is already underway in the Towns of Jay and Long Lake.

Executive Director's Report

Ms. Gilles shared the following information to update the board:

- State and federal outreach includes presenting at the Southern Vermont Economic Summit and to the NYS Department of State Local Government Division staff, hosted Chittenden County RPC and City of Burlington, along with attending the APA Local Government Conference, AATV, APLGRB, and North Country Alliance.
- Administrative items include hiring a new Principal Planner and an intern, multiple RFPs were sent out and received responses, an updated Employee Policy handbook is being drafted along with the new Financial Policy, and a new grant management system is being researched.
- Grant awards include the Village of Lake George Septage Handling Usage Project ($3.208 million), Great Chazy River Marina Revitalization Project ($200,000), both of which are CDS funded by Congresswoman Stefanik and/or Senator Schumer. Jennings Pond Re-Use Study in the Town of Long Lake ($100,000) was awarded by NBRC. Grant applications include Long Lake Beach Restoration and Bulwagga Bay Implementation. Additionally, Ms. Gilles shared that she's leading the Lake George DRI Small Project Fund, which has $600,000 to loan out to applicants. Materials and the application are available on the LCLGRPB website, and the application period is officially open.
- The annual Forward Together Conference is scheduled for October 1, 2026, at The Lodge at Schroon Lake. Ms. Gilles shared the agenda and informed board members that registration is open.

Other

Chairman Taflan presented Mr. Nolette with a challenge coin to thank Mr. Nolette for all his hard work and dedication during his time on the board.

Next Meeting Date
Chairman Taflan reminded board members that the next board meeting is scheduled for October 13th, 2026 at 1:00 pm. The locations will include Hamilton, Clinton and Warren Counties.

Adjourn
Mr. Taflan asked for a motion to adjourn the meeting.
Motion made by Ms. Wood.
Seconded by Mr. Randall.
Hearing no further discussion and no opposed, motion carried.

Meeting adjourned at 2:10 pm.

Respectfully submitted by Kiersten McCane, Operations Coordinator