LAKE CHAMPLAIN–LAKE GEORGE
REGIONAL PLANNING

BETH GILLES
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Regular Meeting of the Board

October 13, 2026 1:00 pm

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

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

Clinton County Legislative Board Room, 137 Margaret Street, Plattsburgh, NY 12901

AGENDA

1. Pledge of Allegiance
2. Roll Call
3. Approval of July 14, 2026 Meeting Minutes (Board Action)
4. Treasurer's Report (Board Action)
   - July, August, September 2026 Abstracts (Board Action)
   - County Allocation Requests
   - Accounting System update
5. Adoption of new Employee Manual (Board Action)
6. Appointment of Records Retention Officer (Board Action)
7. 2027 Board Appointments
8. 2027 Meeting Dates
9. Loan Committee report
10. 2026 Forward, Together Conference
11. Principal Planner Report
12. Principal Project Coordinator Report
13. Executive Director's Report
14. Other
15. Next Meeting Date – ANNUAL MEETING: January 12, 2027 at 1:00 pm, Warren County
16. Adjourn

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Chairman Taflan called the meeting to order at 1:06 PM and led the Pledge of Allegiance.

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

Ms. Gilles took roll call and established quorum.

Approval of July 14, 2026 Meeting Minutes (Board Action)
Chairman Taflan asked for a motion to approve the July 14, 2026 meeting minutes.
Motion made by Mr. Strough.
Seconded by Mr. O'Brien.
Hearing no additions or corrections, and no opposed, motion carried.

Treasurer's Report (Board Action)
Ms. Gilles informed the Board about the financials, including the profit and loss statements, along with the balance sheet through September 30th, 2026 and it shows a net income of $172,000 for the year. A majority of funds remain in the ICS account accruing interest, and year to date, has accrued almost $80,000 in interest.

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

July, August, September 2026 Abstracts

Chairman Taflan asked for a motion to approve the July, August and September 2026 Abstracts.
Motion made by Mr. O'Brien.
Seconded by Mr. Strough.
Hearing no further discussion and no opposed, motion carried.

County Allocation Requests

Ms. Gilles shared that the county allocation requests as per the LCLGRPB 5-Year Strategic Plan have been submitted, so if anyone has additional questions, she'd be happy to answer them.

Ms. Thayer, Mr. Kretser, Mr. Randall, and Mr. Lozier all entered the meeting at 1:10 pm.

Accounting System Update

Ms. McCane updated the Board about the recent accounting system change. She said that as of September 1st, 2026, LCLGRPB has moved to an internal accounting system and is working with HBK Accountants throughout the transition. LCLGRPB is now using a new payment system to pay bills and is using QuickBooks to maintain accounting records. As of the date of this meeting, most of the transactions through 9/30/2026 have been reconciled.

Mr. Arsenault commented that the Town of Long Lake similarly uses Bill.com to process their payments, and it's a great system to use once it's familiarized. Ms. McCane agreed that once training was complete, it's been a seamless transition, and that it allows for better transparency in viewing the payment status once a check is mailed, delivered and cleared by the recipient.

Adoption of New Employee Manual (Board Action)

Ms. Gilles referred to the new Employee Manual that was emailed out prior to this meeting. She said that for many years, LCLGRPB has relied on Warren County's Employee Manual and one of the goals that came out of the Strategic Plan was to create an independent manual for employees as the organization continues to grow. Ms. Gilles confirmed that the new Employee Manual meets all of New York State requirements, and it's gone through legal review by the attorneys with no

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comments. Additionally, Ms. Gilles didn't receive any comments from board members when the manual was emailed out one week prior to this board meeting.

Mr. Taflan asked for a motion to approve the new Employee Manual.
Motion made by Ms. Hunt.
Seconded by Mr. Randall.
Hearing no further discussion and no opposed, motion carried.

Appointment of Records Retention Officer (Board Action)
Ms. Gilles explained that when creating the new Employee Manual, the need for a Records Retention Officer became evident, so she's chosen Kiersten McCane to become the Records Retention Officer.

Chairman Taflan asked for a motion to appoint Kiersten McCane to be the Records Retention Officer.
Motion made by Ms. Wood.
Seconded by Mr. Fernandez.
Hearing no further discussion and no opposed, motion carried.

2027 Board Appointments
Ms. Gilles shared that the following board members are required to be re-appointed for next years board:

- Mr. Kretser for Clinton County
- Ms. Wood for Essex County
- Mr. Etu for Warren County
- Ms. Clary for Washington County
- Both Hamilton and Warren County will need new representatives as the current representatives will no longer be in office at the start of the new term in 2027.

Ms. Gilles informed board members that it's preferred to have the appointments decided in December but understands if it can't be decided until the County organizational meetings in January 2027.

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2027 Meeting Dates

Ms. Gilles shared the following dates for the 2027 board meetings:

- January 12, 2027 IN-PERSON at Warren County Municipal Center
- April 13, 2027
- July 13, 2027
- October 12, 2027

Loan Committee Report

Ms. Wilt shared the following information about the Loan Administrative Committee (LAC):

- The committee has met twice since the last LCLGRPB board meeting.
- War Cannon Spirits of Crown Point has requested an additional loan modification. Their production building located in Ticonderoga is being sold, which LCLGRPB has a co-equal second mortgage on with the Essex County IDA. The LAC approved releasing the collateral on the Ticonderoga building for the sale and taking a new co-equal third mortgage on the space in Crown Point.
- There are two new loans under development, and 3 loans have matured this quarter.
- The loan portfolio currently has 46 loans, which include 19 in Warren County, 9 in Essex County, 8 in Washington County, 4 in Hamilton County, 3 in Clinton County, and 1 each in Jefferson, Lewis, and St. Lawrence Counties. All the loans total $5.3 million in loan capital, and $3 million in principal is outstanding.

2026 Forward, Together Conference

Ms. Gilles shared that the Forward, Together Conference that took place on October 1, 2026, was sold out with 90 registrations, including attendees from all five counties, State and Federal Agencies, Nonprofits, and Consultants, along with new attendees. The keynote speaker was Michael Morris, Deputy Secretary of State for Local Governments, there were 21 Presenters that spoke throughout the event, and there were 9 Agency Representatives for the "Funders Roundtable Lunch".

Principal Planner Report

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

- Recent grant awards include the Jay Salt Reduction Plan, Safe Streets for All for the City of Plattsburgh, the Community Development Block Grant for the City of Plattsburgh's Fire Company, and the Local Waterfront Revitalization Project for the Lee Park Waterfront Improvements. Additionally, the Jay Road Salt Reduction Plan has begun, and the planning

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process for Moriah and Minerva Comprehensive Plans have kicked off with their first committee meetings.

- Education and outreach include the Forward, Together Conference, the Long Lake NY Forward's public meeting that took place and had a great turnout with a large number of businesses willing to work with LCLGRPB to put projects forward, and Ms. Herman attended the Hamilton County Recreation Economy for Rural Communities workshops and tour in early October.
- For general updates, there are a total of 23 ongoing grants/projects. Hamilton County Courthouse (WQIP), Elm Street Park (OPRHP), and the Horicon Comprehensive Plan are either completed or in process of closing out. Additionally, the CEDS update is underway with the SWOT Analysis finalized, goals and strategies were updated after committee review, and the list of projects are in the initial draft. Ms. Herman said they're taking on project ideas, so she encouraged board members to send project recommendations to her.

Principal Project Coordinator Report

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

- There are 32 active grants, with some in close out, and they cover a variety of Federal and State funding sources. Additionally, there are 20 LDD contracts that are being managed for Northern Border Regional Commission (NBRC).
- The following application were submitted and awarded this year:
    - Washington County was submitted for the ESD County Infrastructure Grant Program and awarded $660,000 for the Drifting Ridge Wastewater upgrades. The total project cost will be $1.32 million, but the secured funding will assist increased housing in the Drifting Ridge neighborhood.
    - Additional funding for the Village of Granville's Water Main Extension project was applied for due to the total project cost being higher than expected when the Village was awarded funding two years ago through NBRC.
    - A WIIA application for Washington County Sewer District's HF-1A Sewer Separation Project was submitted.
- Completed projects include the Loon Lake Dam Rehabilitation and the Washington County WQIP grants for Roadside Erosion and Culvert Replacements

Executive Director's Report

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

- The following CFA applications were submitted in July:
    - Long Lake Recreational Facility Upgrades through OPRHP ($675,000)

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  - Long Lake Tourism Infrastructure Enhancement Project through NYS ESD ($600,000)
  - Bulwagga Bay Shoreline Stabilization through DEC WQIP ($1,000,000)
  - Town of Moriah Waterfront Pavilion through NYS DOS LWRP ($1,548,605)
  - Town of Peru Smart Growth Comprehensive Plan through NYS DOS ($93,750)
- Ms. Gilles informed the board that LCLGRPB is managing the Lake George Small Project Fund as part of their Downtown Revitalization Initiative. The program manual and applications were created, 8 applications were received and reviewed by the committee, and the committee awarded 3 applications. They're now working with business owners to coordinate the scopes and proceed to the bidding process.
- Ms. Gilles provided an update on the North Country Cellular Deployment project that's been ongoing. She explained that there are 4 priority sites being reviewed, which are Chazy, Warrensburg, Arietta, and White Creek. The project is currently in the cell site candidate review process, which reviews parcels within the areas that don't have cell service, and determines which locations would provide the best coverage if a cell tower was to be placed on it. The consultants working on this project are working on soft outreach to landowners to see if the they would be interested in a land lease for a cell tower, and that outreach has been completed in Clinton and Warren Counties so far. In terms of the entire project, most tasks have been completed and the data collected will be used to apply for NBRC funding to complete an Adirondack-wide cellular deployment project.
- Ms. Gilles shared the following information about workforce housing in the region:
  - Ms. Gilles attended a roundtable with the NYS Homes and Community Renewal Commissioner
  - LCLGRPB received a $750,000 grant to work with Paul Smith's College to create a workforce housing modular factory.
  - Work is being done in preparation for receiving $5 million from the U.S. Department of Housing and Urban Development.
  - LCLGRPB was awarded $20,000 from the Adirondack Community Foundation to do a feasibility study on whether the region needs a non-profit housing development corporation. The study determined that the region would benefit from that, so Ms. Gilles and others are determining how to utilize the $5 million to create an organization for the region, along with what's needed to have homes be built by the non-profit development corporation.
  - A Housing Zoning guide for the North Country was released.
  - Ms. Gilles and a workforce housing consultant are working to remove some restrictions on the NBRC Revolving Loan Fund for Workforce Housing.

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- Ms. Gilles shared administrative items including LCLGRPB receiving $210,000 from the contracted Year 4 604(b) funding allocation, which is the most that's been allocated. LCLGRPB has new accountants and a new RLF Collection Attorney, the Employee Handbook and Policies have been updated, collateral has been released on 3 loans, and the RDC dissolution is almost complete.

Ms. Gilles explained that LCLGRPB is applying for an NBRC grant this week, and a resolution is required that authorizes Ms. Gilles to sign and submit the application. The application is to create an Emerging Leaders for the Adirondacks program, which would be a workforce development program for governments, non-profits, and mid-level career folks to create the next leaders for the Adirondack Park.

Chairman Taflan asked for a motion to authorize Ms. Gilles to sign and apply to Northern Borders Regional Commission to create Emerging Leaders for the Adirondacks.
Motion made by Mr. Etu.
Seconded by Mr. O'Brien.
Hearing no further discussion and no opposed, motion carried.

Other
Mr. Taflan shared excitement for the future of LCLGRPB and the work that's being done, especially within housing workforce. He thanked the board members for support, guidance and mentorship during this year as Chairman.

Next Meeting Date – Annual Meeting: January 12, 2027 at 1:00 Warren County

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

Meeting adjourned at 1:34 pm.

Respectfully submitted by Kiersten McCane, Operations Coordinator

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