

**Finance & Rules Committee**  
**April 29, 2025**  
**Minutes**

**Members Present:** Committee Chair Michael Montigelli, Legislators Robert Cantwell, Philip Reed, Daniel McBride, Robert Ferris, Frances Calarco, Steel Potter, Board Chair William Johnson

**Others Present:** Legislators Tina Bartlett-Bearup, James Nabywaniec, Patrick Jareo, Christopher Boulio, Steel Potter, Anthony Doldo, County Administrator Ryan Piche, Deputy Administrator Dylan Soper, County Attorney John Sabik, County Auditor Stefanie LaPier, Human Resources Director Valerie Nugent, Information Technologies Director Sean Vincent, Insurance Director Matthew Roy, County Treasurer Brian Peck, Confidential Secretary Jill Jones, Confidential Secretary Jaimie Lee

Chairman Montigelli called the meeting to order at 6:35 p.m. and offered Privilege of the Floor.

Mark Irwin, representing Zoo New York and Thompson Park Conservancy invited legislators to Zoo New York's seasonal opening on May 3<sup>rd</sup>, and asked them to consider funding for the Zoo as an investment in the community. He said they are at a critical juncture and funding from the County would continue the progress that they have been able to gain.

Emily Griffin, 225 General Grant Circle, Sackets Harbor, thanked the Board for their ongoing consideration of the funding request from Zoo New York. She said they have a good team in place and outlined successful events as well as new exhibits that are planned, and said the focus of the Zoo is community, conservation and education. She suggested the County could allocate money from fund balance for the Zoo.

The Committee approved the minutes of the April meeting.

Corey Fram, Executive Director, Thousand Islands International Tourism Council, made a presentation to the Committee about tourism promotion of the County that is done by his organization. He went over the different methods and markets used in their promotion efforts, and also outlined metrics used to gauge the success of marketing and promotion efforts and to further refine them. He pointed out that there are many ways to track how and where people spend their time and money and marketing efforts can be targeted with that information. He answered questions of legislators relative to their marketing efforts.

Deputy Administrator Soper outlined changes to the Occupancy Tax Local Law that will be needed in light of changes that were made to New York State Law that allows for collection of Occupancy Tax on short term rentals (STR). He said the local law will be updated and a registration system implemented to align with New York State Law S820 definitions and structure. This will enable collection and enforcement of taxes and implementation of a registration system for STRs in Jefferson County to be fully operational by November 22.

Administrator Piche provided the Committee with an Occupancy Tax Fund Balance History for the last ten years, an outline of funding for the Thousand Islands Tourism Council for the same time period, and an Occupancy Tax Distribution by Year for each municipality for the last six years. He outlined a plan to use Occupancy Tax Fund Balance whereby \$350,000 will be allocated to the Thousand Islands International Tourism Council and \$350,000 would be allocated for a Tourism Development Grant Program. He detailed the use of the funds in both instances, and said general buy in from the Committee was being requested this evening and if that is agreeable, a fully fleshed program would be brought forward at a later time. The Committee was in general agreement with this plan of action.

Chairman Montigelli introduced a resolution Setting and Reporting Standard Work Day Hours to the New York State and Local Employees' Retirement System for Certain Elected Officials and entertained a motion for consideration. A motion was duly made by Legislator Ferris seconded by Legislator Calarco and there being no debate, the Committee agreed to sponsor the resolution as presented.

Chairman Montigelli introduced Local Law Intro No. 2 of 2025 A Local Law Authorizing the County Administrator to Approve and Sign Certain Contracts and entertained a motion for consideration. A motion was duly made by Legislator Reed seconded by Legislator Ferris and there being no debate, the Committee agreed to sponsor the Local Law as presented.

Chairman Montigelli introduced a resolution Approving Mortgage Tax Report and entertained a motion for consideration. A motion was duly made by Legislator Potter seconded by Legislator Ferris and there being no debate, the Committee agreed to sponsor the resolution as presented.

Chairman Montigelli introduced a resolution Authorizing An Inter-Municipal Agreement with Jefferson-Lewis-Hamilton-Herkimer-Oneida BOCES for Provision of Drug and Alcohol Testing and entertained a motion for consideration. A motion was duly made by Legislator Potter seconded by Legislator Calarco and there being no debate, the Committee agreed to sponsor the resolution as presented.

Chairman Montigelli introduced a resolution Amending Jefferson County Administrative Policies and Procedures for Management and Management Confidential Employees and entertained a motion for consideration. A motion was duly made by Legislator Cantwell seconded by Legislator Reed and there being no debate, the Committee agreed to sponsor the resolution as presented.

Chairman Montigelli introduced a resolution Amending 2025 County Budget for the Information Technology Department Relative to General Ledger Coding Review and entertained a motion for consideration. A motion was duly made by Legislator Potter seconded by Legislator Calarco and there being no debate, the Committee agreed to sponsor the resolution as presented.

Chairman Montigelli introduced a resolution Authorizing an Agreement with AP Global Insurance Services, LLC to Conduct a Retiree Drug Subsidy Reopening for the Jefferson County Health Benefits Program and entertained a motion for consideration. A motion was duly made by Legislator McBride seconded by Legislator Ferris and there being no debate, the Committee agreed to sponsor the resolution as presented.

Chairman Montigelli advised that the resolution Authorizing Settlement of Claim Relative to Damage to Motor Vehicle Owned by Leslie Baker was being withdrawn from consideration at this time.

Chairman Montigelli introduced a resolution Authorizing Appointments/Reappointments to the Workforce Development Board and entertained a motion for consideration. A motion was duly made by Legislator Potter seconded by Legislator Cantwell and there being no debate, the Committee agreed to sponsor the resolution as presented.

Chairman Montigelli introduced a resolution Increasing County Treasurer Petty Cash Fund and entertained a motion for consideration. A motion was duly made by Legislator Ferris seconded by Legislator Cantwell and there being no debate, the Committee agreed to sponsor the resolution as presented.

Chairman Montigelli introduced a resolution Authorizing an Agreement with Granicus for a Short-Term Rental and Occupancy Tax Management System and Support and Amending the 2025 Budget in Relation Thereto and entertained a motion for consideration. A motion was duly made by Legislator Reed seconded by Legislator Ferris and there being no debate, the Committee agreed to sponsor the resolution as presented.

On a motion by Legislator McBride seconded by Legislator Cantwell and unanimously carried, the Committee approved the following General Services Committee sponsored resolutions:

- ✓ Amending the 2025 County Budget and Capital Plan in Relation to 911 Emergency EXACOM Dispatch Recorder System
- ✓ Amending the 2024 County Budget and Capital Plan to Reappropriate American Rescue Plan Act (ARPA) Funds in Relation to Certain Highway Projects
- ✓ Amending the 2025 County Budget to Reappropriate New York State Statewide Investment in More Swimming (NYSSWIMS) Grant Funds

On a motion by Legislator Ferris seconded by Legislator Potter and unanimously carried, the Committee approved the following Health & Human Services Committee sponsored resolution:

- ✓ Authorizing Amended Agreements with the Home Care Association of New York State and Iroquois Healthcare Association Related to Additional Funding for the Community Medicine and Paramedicine Programs and Amending the 2025 County Budget in Relation Thereto

Legislator Jareo clarified the available County's projected fund balance figures in light of comments made earlier in the meeting.

On a motion by Legislator Potter seconded by Legislator Ferris and unanimously carried, the Committee went into executive session at 8:00 p.m. to discuss proposed, pending or current litigation. On a motion by Legislator Potter seconded by Legislator Ferris and unanimously carried the Committee returned to open session at 8:21 p.m.

The Committee agreed to the settlement of a lawsuit with Brandon Miller in the amount of \$10,000.

There being no further business of the Committee, on a motion by Legislator Cantwell seconded by Legislator Reed and unanimously carried, the meeting was adjourned at 8:22 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Ryan Piche". The signature is written in a cursive, flowing style.

Ryan Piche  
Clerk of the Board