



Bruce E. Young  
Chairman

Dave Wick  
Executive Director

## **MEETING MINUTES**

**MEETING No. 481**

**TUESDAY, JANUARY 22, 2019**

**FORT WILLIAM HENRY CONFERENCE CENTER, LAKE GEORGE, NY**

**PRESIDING:** Kenneth W. Parker, Vice-Chairman

**COMMISSION MEMBERS PRESENT:**

Marc Migliore  
Joe Stanek  
Catherine LaBombard  
Dean Cook  
William Mason  
James Kneeshaw

**COMMISSION MEMBERS ABSENT:**

Bruce E. Young  
John McDonald  
Dave Floyd

**COMMISSION STAFF PRESENT:**

Dave Wick, Executive Director  
Molly Gallagher, Environmental Analyst II  
Joseph Johns, Director of Law Enforcement  
Roger Smith, Conservation Operations Supervisor III  
Michelle Way, Office Assistant II  
Constance Harris, Environmental Permits Aide  
Justin Luyk, Park Ranger

**COMMISSION COUNSEL PRESENT:**

Karla Buettner

**OTHERS PRESENT:**

Mike Savioli                      Walt Lender  
Pat Dowd                              Gwen Craig

**Item #1 — Introductions, Roll Call, Minutes of Previous Meeting: Kenneth W. Parker, Vice-Chairman**

The meeting was called to order at 10:03 a.m. and the roll call was taken.

William Mason made a motion to approve the December meeting minutes which was seconded by Joe Stanek; all members present voted unanimously.

**Item #2 — Fiscal Actions Report for December 2018: Kenneth W. Parker, Vice-Chairman**

Joe Stanek made a motion to approve the December Fiscal Actions Report which was seconded by William Mason; all members present voted unanimously.

**Resolution 2019-04 — Procurement of New Regulatory Database System**

Executive Director, Dave Wick, said that the Commission has a good group of people evaluating these systems. A total of 16 systems have been evaluated and one stands out as being the best fit for the Lake George Park Commission.

Mr. Wick said that it will take approximately 3 months to integrate all of our forms and to work out any kinks. He is hoping that the system will be up and running in the fall.

Joe Stanek made a motion to approve Resolution 2019-04 which was seconded by Dean Cook; all members present voted unanimously.

- Whereas** the Commission administers a regulatory program including docks, marinas, tour boats, stormwater management and similar activities, and
- Whereas** administration of the regulatory program is managed by Commission staff using hard copy communications including applications and permits, as well as an antiquated FoxPro database system created in the 1980's, and
- Whereas** the Commission finds that the FoxPro software system is considerably out of date, is at risk of failure, and lacks modern functionality, and
- Whereas** the Commission has researched more than a dozen software systems to replace the current system, comparing functionality, cost, and efficiency, and

**Whereas** the Commission has determined that the cloud-based software package “CitizenServe” is the product that best fits the needs of the Commission and is reasonably priced compared with similar systems, and

**Whereas** CitizenServe facilitates online submittal, review, and management of regulatory payments and applications, which will reduce traditional administrative inefficiencies, ultimately saving considerable cost over time,

**Now Therefore Be It Resolved That** the Commission hereby authorizes the Executive Director to accept CitizenServe’s proposal for development of a new cloud-based regulatory database system at a cost of \$9,800, with an annual subscription agreement of \$2,400 per Commission user.

**Item #3 — Project Review, Acceptance of the Project Review Actions Report: Molly Gallagher**

***Resolution 2019-01 — Project Review Actions Report***

Joe Stanek read and moved to approve the Project Review Actions Report which was seconded by Dean Cook; all members present voted unanimously.

**WHEREAS** the Commission has received and reviewed the Project Review Actions Report prepared by staff and dated January 9, 2018.

**WHEREAS** the Project Review Committee recommends acceptance of the Project Review Actions Report.

**NOW THEREFORE BE IT RESOLVED** that the Commission directs that the Project Review Actions Report be incorporated in the minutes of the full Commission meeting.

**Variance Request for Wharf Modification Submitted by Congers Point Association, Town of Bolton, Warren County**

Molly Gallagher introduced the application submitted by Congers Point Association. She said that the applicant is before the Commission seeking an approval to reconfigure their existing wharf complex. A variance is required.

Molly Gallagher explained that the Commission took a look at this application in November.

Mike Savioli of the Dock Doctors spoke on behalf of the applicant. Mr. Savioli said that a last minute resubmission was provided to the Park Commission on Friday.

Mr. Savioli spoke about the various alternatives being presented. He said that the Congers Point Association members are in favor of the proposed layout or Alternative 4.

A discussion followed regarding the Order on Consent and violation that occurred at the subject property. Congers Point Association has up to one year to remove this but they are hoping to keep it as they have had this in place for the last 25-30 years. They do not need it but are used to having it.

A brief discussion among the Commission members followed where they discussed the removal of the dock, shallow water conditions, the beach location and size limits on boats.

Congers Point Association will be coming back to present their application at the February Lake George Park Commission meeting to allow the Commission members time to review their "last minute" submission.

**Item #4 — Law Enforcement Committee Report: Kenneth Parker, Vice-Chairman**

Vice-Chairman Parker said that a Law Enforcement meeting was held at 9 a.m. where they met and discussed on going enforcement cases.

**Resolution 2019-03 — Law Enforcement Committee Report**

Joe Stanek read and moved to approve Resolution 2019-03 which was seconded by Dean Cook; all members present voted unanimously.

**WHEREAS** the Law Enforcement Committee met January 22, 2019 to review matters pertaining to the Lake George Park Commission's Marine Patrol and the Commission's Law Enforcement Program, and

**WHEREAS** active Law Enforcement cases and their status were reviewed in Executive Session, and

**WHEREAS** the Law Enforcement Committee has reported on the results of that committee meeting at this full Commission meeting, and

**WHEREAS** the Law Enforcement Committee recommends acceptance of this month's Law Enforcement Report.

**NOW THEREFORE BE IT RESOLVED** that the Commission accepts the report of the Law Enforcement Committee.

## **Item #5 — Public Comments**

Dave Wick, Executive Director, of the Lake George Park Commission said that we are in the process of attempting to replace our existing office building and are hoping to get bids out in the next few weeks.

Mr. Wick also spoke about the additional \$200,000 of Environmental Protection Funds that have been slated to go to the LGPC for the new building.

Kenneth Parker said that he went to the Lake George Town offices to meet with the Mayor to discuss how we continue the work of the Watershed Coalition with the “Lake George Partners.”

Pat Dowd of the Lake George Association said that they received a report from Carla Burhoe regarding the new Watershed Coalition. He said that they were very pleased with the collaboration efforts.

## **Item #6 — Adjournment**

Dean Cook made a motion to adjourn the meeting which was seconded by Marc Migliore; all members present voting affirmatively. The meeting was adjourned at 10:45 a.m.

**SECRETARY’S NOTE:** The next Commission meeting is scheduled for **Tuesday, February 26, 2019 at the Holiday Inn, Lake George, NY.**