

**Municipal Projects
Coordinator**
John Healt
(315)941-2818
jhealt@tughill.org



Executive Committee
Robert Sauer, *Chairman*
John Doiron, *Vice-Chairman*
Betsy Mack, *Fiscal Officer*
Thomas McDonald, *Director*
Lawrence Mierek, *Director*

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DRAFT MINUTES

*Northern Oneida County Council of Governments
Executive Board Meeting Minutes
March 22, 2023
Town of Trenton Municipal Offices at 2:00 pm*

Present: NOCCOG Chair Bob Sauer (BS), Fiscal Officer, Betsy Mack (BM), Director Tom McDonald (TM), Director Larry Mierek (LM) THC Executive Director, Katie Malinowski (KM), Associate Municipal Advisors, Lisa Bellinger (LB) and Joe Rowlands (JR), and Municipal Projects Coordinator, John Healt (JH).

Meeting called to order at 2:02 pm by Chair BS.

Approval of Minutes

Motion made by BM seconded by TM to approve the December 15, 2022, executive board meeting minutes. All in favor, motion carried.

Motion made by BM seconded by TM to approve the January 9, 2023, special meeting minutes. All in favor, motion carried.

Financial Report

Motion by TM, seconded by LM to approve the fiscal officer's report as presented. All in favor, motion carried.

BM questioned the need for her to be bonded, or if she would fall under the Town of Trenton's policy, as Trenton is the fiscal agent for NOCCOG. BM will research with the town. A discussion followed regarding the fiscal agent role with NOCCOG, as BM is not seeking reelection for the Trenton Town Board. KM stated the Fiscal Officer needs to be with a municipality-cannot be JH, as he is a state employee. BS mentioned that many municipalities do not want the added responsibility. Bookkeeping update presented by JH for the board's review.

Tug Hill Commission Updates

- KM reported the Tug Hill Commission met on the 20th, in Rodman. This is the first time the board has met since December 2022.
- Tug Hill Sage letter, which was signed by Chairs of all of the Council of Governments, was presented to the directors. The nomination forms are available and Sage presentations are planned for the annual dinner.
- The Local Government Conference is 2 weeks from today. Registrations are good for both sessions.
 - Following up on the agreement to cover the cost of one registration from each member municipality to the 2023 Local Government Conference, it was discussed to revise the agreement next year for the early registration rates only, but expand the offer to NOCCOG directors (saving additional costs to their municipalities) as well as NOCCOG contracted employees.
- THC 50th Anniversary- the dinner is scheduled for October 19, at the Tailwater Lodge, in Altmar. The Tug Hill Fiddlers are scheduled to play. The Commission is working with the local PBS station on a video to be released this fall.

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Villages: [Boonville](#) ~ [Camden](#) ~ [Holland Patent](#) ~ [Remsen](#) ~ [Sylvan Beach](#)

- 2023 Local Leaders Survey - KM stated that the survey is required every 5 years by NYS legislation. The survey will be mailed in mid-April, with a hybrid (mail or online) method of return. The last survey had a 60% return rate, which was exceptional.
- Laird Petrie - Laird has renewed his contract with the THC for another year. All agreed his services are very well received.
- THC Commissioner Vacancies - KM stated that they are still in the process of filling the current 2 vacant seats. She also mentioned that Commissioner Rodger Maciejko will be retiring at the end of his term.

Administrative Items

- **Membership dues** - BM reported all but 2 municipalities have paid their 2023 dues.
- **Local Government Conference** - the Village of Camden did not take advantage of NOCCOG covering the registration cost for each municipality, but already submitted their registrations. They asked if NOCCOG will reimburse one registration fee of \$85. It was agreed to do so.
- **NOCCOG Annual Dinner Meeting** - JH is hoping for suggestions for a venue.

Program Updates

- **LGEC** - JH stated Steve Smith, from MVEDD, feels the committee should disband. Steve stated in an email that “even though we have done many trainings here at MVEDD on many subjects, and your organization also has done trainings, that MVEDD has not actually fulfilled its obligation of what the former LGEC committee was doing.” Steve proposed to split the funds that were transferred to MVEDD when the original LGEC committee dissolved. It was agreed to split the money and end the LGEC. It was discussed that NOCCOG needs to continue with training, such as newly elected and Amish issues.
- **Succession Planning Training** - JH reported the February webinar was well received, and although Khris Dodson is changing jobs in the very near future, he will present on the subject at the Local Government Conference.
- **Town and Village updates** - JH states the updates are still being sent and are well received. He recently received 2 emails thanking him for the updates.
- **GPS update** - JH stated planning for this season is well underway with a new mapping program, Diamond Maps. The new program is much easier for the mappers to edit on the fly. GPS mapper Mike Thompson, LM, and JH met with the Town of Western Highway Superintendent, and she seemed very pleased to know about the program. She is hoping to have Mike start mapping on April 10th, weather permitting. Western may be looking for data points, such as Right of Way that may not be available. KM mentioned that layers requested by each municipality should be included prior to mapping, maybe through a questionnaire given to the point of contact. JH stated he has emailed Annsville and the Village of Camden to gauge their interest. It was discussed to have the mappers present at the annual dinner meeting, showcasing the program and some of the data that has been collected. There was a discussion regarding 3 mappers this year and the need for additional GPS equipment, which wasn't budgeted, to properly outfit all 3. With some documents retrieved by the THC, JH contacted the company from which the units were originally purchased. A motion was made by LM, seconded by BM to authorize JH to spend up to \$4,000 on needed equipment.
 - JH reported that he is still struggling to get listed as an administrator on the Verizon account. However, he stated that once the account is updated, NOCCOG should be able to get 3 new iPads for less than the cost of a new single iPad. It will increase the monthly bill by \$11-\$15.
- **Website** - JH reported the site is back up and running. There was an issue last December- the renewal does not go through Riverside Media, but is emailed to JH, meaning it's not included with the yearly fee from Riverside.
- **Drones** - JR reported he is studying the courses and is looking forward to the drone session at the LGC.
- **Milage Stipend** - It was mentioned that with the increase in the milage rate to \$0.655 and the lower gas prices, now is a good time to stop the stipend. All agreed that March will be the last month of the fuel stipend for all contracted employees. JH stated the yearly contracts have been signed by the mappers and should get LB and JR to sign theirs after today's meeting. BM stated that Harlan Moonen will need to have a contract if he is to cover any meetings this year.
- **NOCCOG scholarship** - JH stated that all is set with Adirondack and Camden for this year, but he has been playing phone tag with Remsen and has left a few messages with Holland Patent. JH sent each responsive

school a list of criteria for the scholarship candidates. The schools are picking each awardee and will let NOCCOG know. JH hopes to get pictures of the winners to post in the Tug Hill Times as well as the NOCCOG monthly announcements. The awards are \$500 for each district, to be paid after successful completion of their first semester.

- **NOCCOG Brochure** - JH presented a draft of a brochure. BS mentioned that in recent meetings, quick reference guides seem to be helpful. Often a board will move to Executive Session without knowing the correct stipulations. KM stated the THC commission has laminated quick reference cards with such regulations. BS thought that NOCCOG could design and produce something similar, that would have an actual use, other than a brochure that will may not be useful. BS stated it could also have a flip side to assist planning boards. JH will research.
- **Village of Boonville** - LB stated the Village of Boonville is searching for an auditor. RFPs have been sent, but all have been turned down. LB wondered if anyone knew of some other options. BM mentioned that Trenton used Mark Bono, from Rome. KM stated that she could ask Laird Petrie.

Next meeting

Scheduled for June 15, 2023, at 2pm, in person, at the Town of Trenton Municipal Offices.

Motion to adjourn made by TM, seconded by LM. All in favor. Motion approved. Meeting adjourned at 3:52 pm.

Respectfully submitted,

John Healt, Municipal Projects Coordinator