

**Municipal Projects  
Coordinator**  
John Healt  
(315)941-2818  
[jhealt@tughill.org](mailto: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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## MINUTES

*Northern Oneida County Council of Governments  
Executive Board Meeting Minutes  
September 21, 2023  
Town of Trenton Municipal Offices at 2:00 pm*

Present: NOCCOG Chair, Bob Sauer (BS), Vice Chair, John Doiron (JD) Fiscal Officer, Betsy Mack (BM), Director Tom McDonald (TM), Director Larry Mierek (LM), GPS Mapper, Mike Thompson (MT) THC Executive Director, Katie Malinowski (KM), THC Director of Community and Regional Projects, Jennifer Harvill (JenH), Associate Municipal Advisor, Lisa Bellinger (LB), and Municipal Projects Coordinator, John Healt (JH).

Meeting called to order at 2:00 pm by Chair BS.

### **Approval of Minutes**

Motion made by LM seconded by BM to approve the June 15, 2023, executive board meeting minutes. All in favor, motion carried.

### **Financial Report**

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

Bookkeeping update presented by JH for the board's review. JH mentioned that he emailed Oneida County regarding the 2023 contribution and just received a copy of the contract. Once signed by BS, the contract will be sent back to the County.

2024 Proposed Budget presented for the board's review. BM stated in the proposed budget the annual dinner meeting is also shown as a line item under revenues, as money is received for the event. It was agreed to present the proposed budget to the NOCCOG Membership at the annual dinner meeting.

### **Tug Hill Commission Updates**

- JenH reported the Tug Hill Commission met September 18<sup>th</sup>, in Williamstown. The Outside Region Policy has been presented to all the councils of governments. KM stated the sub-committee has met twice, but no action on the policy has taken place.
- THC 50<sup>th</sup> Anniversary tops off with the annual dinner at the Tailwater Lodge, in Altmar. They will premiere the Tug Hill video by PBS and the new round of Tug Hill Sages will be introduced.
- 2023 Local Leaders Survey has been completed with a 55% return rate. The results of the legislatively mandated survey have been very positive.
- JenH stated the 2024 Local Government Conference is confirmed for May 1 & 2 at the Turning Stone Event and Conference Center. Session planning is well underway, with ideas still needed for the afternoon session on the 1<sup>st</sup>.
- THC Staffing- JenH reported that Carla Fowler has accepted a position with a different agency, and new planner, Chris Barboza (former Fort Drum intern) should be on board very soon.
- The Highway Budget workshop, with Laird Petrie, held in August at the Trenton Municipal Offices went well, and was very well attended, with a few municipalities from outside the region attending.

**Towns:** *Annsville ~ Ava ~ Boonville ~ Camden ~ Floyd ~ Forestport ~ Lee ~ Remsen ~ Steuben ~ Trenton ~ Vienna ~ Western*

**Villages:** *Boonville ~ Camden ~ Holland Patent ~ Remsen ~ Sylvan Beach*

## Administrative Items

- **Membership dues** - BM reported a municipality is lacking payment of their 2023 dues. JH will contact the member in question.
- **NOCCOG Annual Dinner Meeting** – is confirmed for Thursday October 26<sup>th</sup>, at the Woods Valley Ski Area in Western. JH reported that Oneida County Planning Commissioner James Genovese has agreed to be the speaker. There will also be a GPS program update. The cost per person will be \$32. JH also stated that if linens for the tables were wanted, there will be an additional charge of around \$600. The Board agreed the plain tables are fine. JH stated \$1,800 was budgeted for the dinner with the idea of only charging \$30 per person to attend. NOCCOG cover speakers and their guests, directors, advisors, and GPS mappers.

## Program Updates

- **Training/Workshops** - JH reiterated the Highway Budget Training, went very well and was good to have it held a little closer. JenH mentioned scheduling the newly elected online training with the Association of Towns at the end of the year or January. A more local, panel discussion, style newly elected workshop, possibly in March, was also discussed.  
JH is hoping to attend an MVEDD and Herkimer County workshop entitled “Putting Projects into High Gear” to see if it’s worth repeating in Oneida County.
- **Town and Village Updates** - are still being completed and shared. It was noted that although the summaries from the Town of Boonville meetings are not included, the Town of Boonville does still receive the meeting summaries of the other member municipalities.
- **GPS update** - Taylor McKinney joined the meeting via Zoom as JH mentioned the possibility of NOCCOG getting their own subscription to Dimond Maps. Discussed were the perceived administration limitations within the program, if NOCCOG continues to operate under the Tug Hill Commissions credentials. It was decided that the program is workable as it stands, and NOCCOG will continue using the program until there is no more room for additional municipal administrators. A brief rundown of the Diamond Maps program was presented to the Board. It was discussed to have a GPS flyer available to the membership at the annual dinner. JH mentioned he will meet with the mappers over the winter. It was also mentioned that linking Diamond Maps to the NOCCOG website might be beneficial. MT reiterated the ease of the program. The consensus was It was a good season overall.
- **Drones** - JH stated that JR’s schedule is very full. The question of the need for a NOCCOG drone program was discussed, and it may be a duplication of what’s already offered by various other agencies. LM would be interested in obtaining his license and certification if the program progresses.
- **NOCCOG Scholarship** – JH stated he will be contacting the schools before the end of the year.
- **NOCCOG Brochure/Quick Reference Guide** -BS presented a list of ideas regarding a “Quick Reference Guide” as an aid to municipal officials. Ther was much discussion and input, even the possibility of a digital app. The guide will continue to be a work in progress.
- **Other Items** - JH reported the Village of Boonville was looking for letters of support for NY Forward grant funding. JH drafted a letter and presented it to the Board for their review.  
JH mentioned the climbing gas price. Previously, the Board had agreed to a gas stipend for the municipal advisors once gas reached \$4/gallon. The current price is \$3.99/gallon. It was agreed to reinstate the stipend starting in October.

## Associate Municipal Advisors

- LB stated that she enjoys attending municipal meetings, and changing the schedule periodically allowing advisors to attend different meetings is welcome.

## Next Meeting

Scheduled for December 14, 2023, at 2pm, in person, at the Town of Trenton Municipal Offices.

Motion to adjourn made by BM, seconded by BS. All in favor. Motion approved. Meeting adjourned at 3:47 pm.

*Respectfully submitted,*  
*John Healt, Municipal Projects Coordinator*