

**Executive Committee**

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

**Municipal Projects Coordinator**

John Healt  
(315)941-2818  
[jhealt@tughill.org](mailto:jhealt@tughill.org)



**DRAFT MINUTES**

*Northern Oneida County Council of Governments  
Executive Board Meeting Minutes  
June 20, 2024  
Town of Trenton Municipal Offices at 2:00 pm*

Present: Chair, Bob Sauer (BS) Vice Chair, John Doiron (JD), 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), Trenton Supervisor, Steve Godfrey, and Municipal Projects Coordinator, John Healt (JH).

Meeting called to order at 2:03 pm by Chair, BS.

**Approval of Minutes**

Motion made by BM seconded by TM to approve the March 28, 2024, executive board meeting minutes. All in favor, motion carried.

**Financial Report**

Fiscal Officer, BM reported issues with billing from Verizon, that JH will research. Also noted was that membership dues has yet to be received from 4 of the 5 NOCCOG villages. BM asked to research tax exempt status, and the possibility of being covered by the Town of Trenton. KM mentioned the CTHC has invested with NYCLASS for a better return on their savings. BS stated that it's better to invest in the NOCCOG communities by providing services, such as the GPS Program or possible drone program. Motion by LM, seconded by TM to approve the fiscal officer's report as presented. All in favor, motion carried.

Bookkeeping update presented by JH for the board's review.

**Guest** - Town of Floyd Supervisor, Willard Strieff was invited to the meeting but had to change his plans at the last minute. The board will invite him to the September meeting. Trenton Supervisor, Steve Godfrey, joined the meeting and gave an update on some of the activities and issues in Trenton, such as the \$30 million water and wastewater improvements, hopefully with some financing through WIA funding. There are still issues with condemned housing and limited resources to assist. Steve also mentioned the town's summer program is back after 4 years.

**Tug Hill Commission Updates - KM**

- The Tug Hill Commission will meet July 15, in Denmark. The June meeting was postponed.
- Newest Commissioner, Bob Keller, from Boonville, is officially on Board.
- Local Government Conference review - the conference went well, with NOCCOG very well represented. The 2025 date is still to be finalized as the Turning Stone is in high demand.
- THC Strategic Plan- the current plan ends in 2024. The Commission may ask for specific input.

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

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

- Staffing- Matthew Smith has moved on after 2 years. Advertising for a Senior Planner has not been well received, so it will be readvertised, back down to an entry level planning position. The Commission is currently advertising 3 positions: Planner, Municipal Advisor for Salmon Rivers to replace Paul Baxter, retiring after 43 years, and a 15<sup>th</sup> position, which could be a planner with a local government emphasis.
- NYSACC Conference, Sept. 18-20. It's a combination of virtual sessions on Wednesday and field trips on Thursday and Friday. The event will coincide with the THC annual dinner at the Hayloft in Port Leyden.
- Consolidated Funding Applications due 7/31. Jillian Lee is working with the Town of Western for a new salt shed, and Jen Harvill is working with the Town of Lee for a possible town park expansion. Annsville is looking to expand their water district.
- It was discussed to hold a town budget workshop with Laird Petrie prior to "budget season."

#### Administrative Items

- **Membership Dues / Letters** – As reported earlier, only one village has paid their membership dues. BM will send new invoices, as their fiscal year just started.
- **NOCCOG Annual Dinner Meeting** – It was decided to return to Woods Valley again, and aske Steve Smith, from MVEDD, as the possible speaker.

#### Program Updates

- **Training/Workshops** - JH stated there has been some interest in an Amish workshop, but regarding traffic safety or building codes? JH will research.
- **Town and Village Updates** - are still being compiled and shared. JH reported that the Town of Lee just voted to change the position of Town Clerk from elected to appointed. It will be on the November ballot.
- **GPS Program** - JH reported there has been no immediate interest, but Annsville would like to have some work done in the fall. There were a few interested people that stopped by the NOCCOG booth at the Local Government Conference (LGC). A slide show could be used for next year's conference. Further, a GPS Mapping session could also be a possibility at next year's LGC. There were discussions regarding a workshop that explains the benefits of digital mapping and meeting with individual Highway Superintendents directly. JH mentioned a concern may be a municipality not having the manpower to spare in the summer months. It was discussed to have the mappers map what they can in a community on their own, and then share data with that municipality for edits and corrections.
- **Drones** - JH mentioned that Peter Healt, from the Oneida County Sheriff's Office, is willing to train any interested candidates to become drone pilots. The anticipated course would be 20 hours, at \$85/hour. Pursuing the purchase of a drone was discussed, with the possibility of the program being a duplication of service. A possible survey could go to the membership to gauge interest.
- **Scholarship Program** - JH reported that this year's awardees are Dalayna DeVoe, from Adirondack, Ava Platt, from Camden, Heather Buchanan-Wise, from Holland Patent, and Frank Austin, from Remsen.
- **Quick Reference Guide** - JH has not done much with the guide since the last meeting. Discussed were the many resources available with the same information. KM referenced the laminated cards the THC passes out to municipalities. BS feels much information in one place is helpful to all board members. KM will bring up the topic with the new Executive Director at the Association of Towns. JH will continue to gather information and resources.
- **Website** - JH stated the website is still being updated with announcements and minutes.

#### Other Items

- **Scholarship Program** - JH reported that he and BS attended the awards ceremony in Camden. Although they had to wait almost an hour before presenting the NOCCOG award, JH felt that presenting personally was well worth it.
- **Genesis Group Membership** - further discussion on joining. Tabled.

#### Additional Items

- **Trainings** - the topic of a Clerk's Training has been discussed in the past. JH reached out to a few clerks concerning a panel style workshop but got no response. It was mentioned there is a Clerk's tract at the LGC. Discussed was a "lunch and learn" format, with help from the THC and their connections. Also discussed was training geared for specific positions, such as supervisors, board members or codes. JH will continue working towards workshops.

**Associate Advisors**

Both LB and JR reported that feedback from the LGC was extremely positive.

**Next Meeting**

Scheduled for Thursday, September 26, 2024, 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 3:51 pm.

*Respectfully submitted,*



*John Healt, Municipal Projects Coordinator*