

Executive Committee

Robert Sauer, *Chair*
Thomas McDonald, *Vice-Chair*
Betsy Mack, *Fiscal Officer*
Lawrence Mierek, *Director*
Pamela Dibble, *Director*

Municipal Projects Coordinator

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DRAFT MINUTES

*Northern Oneida County Council of Governments
Executive Board Meeting Minutes
December 18, 2025
Town of Western Municipal Offices at 2:00 pm*

Present: Chair, Bob Sauer (BS), Vice-Chair, Tom McDonald (TM), Fiscal Officer Betsy, Mack (BM), Director, Larry Mierek (LM), Director Pam Dibble (PD), Associate Municipal Advisors, Lisa Bellinger, Joe Rowlands (JR), and Mike Thompson (MT), THC Associate Director of Community and Regional Projects, Jen Harvill, (JHa), and Municipal Projects Coordinator, John Healt (JH).

There were three visitors from the Western community also in attendance, to observe the meeting.

The meeting was called to order at 2:05 pm by Chair, BS. Chair Sauer remarked that 2025 went well for NOCCOG, with progress being made regarding workshops, the GPS mapping program, and getting out in the communities.

Approval of Minutes

Motion made by TM seconded by LM to approve the September 26, 2025, executive board meeting minutes. All in favor, motion carried.

Financial Report

Fiscal Officer, BM reported that the 2026 membership invoices will be sent to the towns (village invoices are sent in April.) 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. JH reported all necessary paperwork has been submitted to the county and he hopes to receive the actual contract soon. It was discussed to have Larry Mierek take the position of bookkeeper. LM will give it some thought and let the board know.

Tug Hill Commission Updates

JHa reported that:

- Workshops
 - 2-day accounting training with Laird Petrie, June 18-19, Tailwater Lodge
 - Winter wildlife webinar series is under development
 - Newly elected will probably take place early in the year
- Super Cog Meeting - didn't happen this past fall, but will try again in the spring 2026

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

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

- Planning work

COMP PLANS:

- Floyd - hope to resume work in January
- Ava - 75% complete
- Boonville - THC assisted the consultant with plan
- Remsen will be underway, soon

ZONING:

- Holland Patent - possibly working with them in January
- Vienna - assisting with updates

- Grants

- Annsville is looking for bridge funding, with the best option to apply to WQIP
- CHIPS and Extreme Weather Recovery (EWR) money, LGE open right now
- Remsen Park will resume in the spring
- Trenton did not receive BRICKS funding

- 2026 Local Government Conference, April 20 & 21, 2026, Turning Stone. The session on the 20th is Planning for Growth. Registration for the conference will open VERY soon. Mailers have been sent.
- Tug Hill Commissioner, Leona Chereshnoski, is retiring from board after 42 years

Administrative Items

- Membership - as noted in her fiscal report, BM stated invoices for 2026 membership are being sent to the towns.
- Annual Dinner Meeting - JH stated that it went well, and Sarah Foster Calero did a good job and he received many compliments on her presentation. Former Associate Advisors, Harlan Moonan and Susan Martin did attend. JH said he will work harder to get more alumni next year. It was noted that coffee should be available at the tables to prevent people from getting up during the presentation. Also noted was lighting and sound issues. McConnellsville Golf Course was discussed as a possible location for 2026. JH and the associate advisors will research.
- Verizon Contract - JH asked the board if this is something they want him to pursue. JH hasn't followed up since last meeting. There may be a balance owed to NOCCOG. JH will research when time allows
- Associate Contracts - JH presented the 2026 associate advisors and GPS mapper contracts for board review and for Bob and contracted employees to sign. There were no changes in hourly rates, but mileage did increase to \$0.725 per mile.
- LGC Sponsorship - a motion was made by TM, seconded by PM to sponsor at the \$1,500 level, allowing for a booth with 2 people for both days. All in favor. Motion approved.
- LGC Registration for Directors and Members- a motion was made by BM, seconded by LM, for NOCCOG to cover the registration costs for board members and 1 person from each member municipality. All in favor. Motion approved.

Program Updates

- Training/Workshops – JH reported MVEDD did a community visit in the Town of Camden in November. While he didn't know about it, Amanda, from MVEDD, included him when sending the report to the town. JH provided a copy of the report to the board. The ATV session in Boonville is rescheduled for January 8th. There is a possibility of having/hosting a workshop regarding the Samsara (equipment tracking) program and Oneida County.
- Town/Village Updates - JH reported the summaries are still being compiled and sent.
- GPS Program – MT spoke briefly about some of the work he has done in the area. Including finishing up in Forestport, and the hope to finish in Annsville in the spring. TM stated that Remsen's new Highway Superintendent is interested in getting with MT for some details and a refresher on the Diamond Maps program. Mapping short-term rentals was discussed.
- Scholarship Program - JH will contact the participating schools regarding continuing the program in 2026.

- Quick Reference Guide - JH stated copies will be provided to newly elected officials and copies of the latest section on planning boards will be distributed to all member municipalities. JH may attend planning board meetings to distribute the new section regarding the responsibilities of planning boards.
- Website - JH reported the website is still being updated and kept current.

Other Items

- Project for 2026 - It was noted that the Village of Remsen could not consider a comprehensive plan project knowing they could not provide the 10% municipal contribution. Discussed was whether this type of situation something where NOCCOG could assist, or should the village ask the THC, as they assist with comp plans for no cost. Also discussed were the digitization of records and the value associated with that, noting possibilities with State Archives.
- Oneida County Planning - THC and NOCCOG met with them last fall. Discussed was the possibility of scheduling another meeting, maybe with CEOs, planning and zoning boards, to discuss vacant and abandoned housing. Discussed also was a workshop regarding abandoned housing issues. Short-term rentals and the registering of short-term rentals with the county were discussed, which brought further questions. JH will reach out to the planning department.
- NYCLASS - JH stated he worked with Kathy to get logged into the account (JH can only view, not deposit or withdraw) but had issues. She is supposed to reset everything, but he hasn't heard back from her. He will reach out to her again.
- Forestport Community Expo - September 24. - JH and MT attended, both stated it went well with a good turnout. Both feel that good connections were made, and it's good PR
- Bookkeeper - Larry Mierek will consider the position, in addition to his NOCCOG director's duties, later this spring. There is nothing in the NOCCOG Bylaws stating the bookkeeper can't be a board member.
- Oneida County Town Clerk's Association - JH stated he attended their Dec. 5th meeting and that it was beneficial. He mentioned that the meeting itself was informal, but there were many NOCCOG clerks, and I was able to help with a few questions.
- Other Items - discussed was addressing the Oneida County Legislators again. JH will get something set up for March. JH will also write up a year-end review to be presented at each municipal board meeting in January. Genesis legislative forum is January 30. JH will attend.

Associate Municipal Advisors Reports

A very nice, handwritten thank you card was received from the John Urtz family.

Next Meeting of the Board

- Thursday, March 19, 2026, at 2:00 p.m. in person at the Town of Annsville Municipal Offices

Motion to adjourn made by LM, seconded by TM. All in favor. Motion carried. Meeting adjourned at 3:37 pm.

Respectfully submitted,

John Healt, *Municipal Projects Coordinator*