TUG HILL COMMISSION

**MINUTES OF MEETING**

**Watertown, New York**

**March 26, 2014**

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| Chairman Bogdanowicz opened the meeting at 4:05 pm. | **Opened** |
| Commission members included Mdm. Chereshnoski and Messrs. Boxberger, Yerdon, Maciejko, and Vigus. Also in attendance Circuit Rider Mrs. Kimball and Mrs. Ritter. Counsel Lee Willbanks. Staff members Mr. Bartow and Mrs. Malinowski. | **Attendance** |
| On a motion made by Commissioner Boxberger and seconded by Commissioner Yerdon members approved the agenda presented. | **Agenda** **Approved** |
| On a motion made by Commissioner Chereshnoski and seconded by Commissioner Yerdon members approved the minutes of January 13, 2014. | **Minutes Approved** |
| Chairman’s report followed. | **Chairman’s** **Report** |
| Chairman Bogdanowicz welcomed everyone and introductions were made. John Doiron, chair of NOCCOG Executive Committee and Emily Sheridan the new Eastern Great Lakes Watershed Coordinator was introduced. It is the eve of our 25th Local Government Conference. Tomorrow is a long day for staff and on behalf of myself all the commissioners we thank you for all the hard work and how well organized and successful the event is with over 575 registrations and over 100 speakers, dignitaries and vendors. Today is a tight schedule as our dinner is at 5:30pm. | **Welcome** |
| Our White Paper on the Local Leaders Survey is out. There is a 98% response rate for the THC to continue. In your packets is correspondence from Attorney General Eric Schneiderman regarding receipt of our white paper.  It appears we are on our way to another on time budget and it looks like the Commission will have level funding for State Fiscal year 2014-15. We are grateful to Governor Cuomo and our Tug Hill legislative delegation for this level of funding.  I am pleased to say that we were able to offer staff their “step” advances for those who are not at their grade “job rates”. This is good since all staff have not received performances advances since 2009. In your packets is a recent letter from the NYS Organization of Management Confidential Employees to Speaker Silver regarding the possibility of including an M/C Salary Commission and performance advances for M/C employees in this year’s Budget.  In your packets is also an e-mail we received from Ed Davis, Town of Lee regarding Phil Street and our training services. Nice job Phil, and it is always nice to hear from our constituents regarding our programs and services.  Gerry Ritter, our NOCCOG Circuit Rider, has announced her retirement in June of this year. John and staff have been working with the NOCCOG Executive Committee on the process for hiring a new Circuit Rider. In your packets is a letter from John Doiron to NOCCOG local mayors and supervisors and a job narrative and summary of the process for recruitment. Commissioner Bogdanowicz asked Mr. Bartow to provide a summary of the process. Mr. Bartow summarized that there will be the same level of funding for the position. We will need to get advertisements out in the newspaper to recruit interested applicants. Mr. Doiron has a panel of 5 in place to take part in the hiring process. Mr. Bartow went over the job narrative handout with commissioners. A discussion took place on the criteria for experience. Members agreed that Mr. Bartow would rework the wording to 5-10 years’ experience with local government.  Commissioner Bogdanowicz asked for a resolution in favor of the hiring process. On a motion made by Commissioner Vigus and seconded by Commissioner Maciejko the following resolution was passed.  **RESOLUTION # 2014-1**  **BE IT RESOLVED** to approve and move forward with the NOCCOG Circuit Rider hiring process. | **White Paper**  **2014-15 Budget**  **Ed Davis email**  **NOCCOG Circuit Rider**  **Resolution #2014-1** |
| Following the State Budget, Commissioner Bogdanowicz would like John to work on scheduling meetings in Albany during April for both of them to meet with POGS Executive Deputy Commissioner Joe Rabito, to discuss our process for recruiting the NOCCOG Circuit Rider as well as pending Gubernatorial Appointments to the Commission. We could also schedule a meeting with Secretary Perales when he is in Albany just to catch up on some matters. | **Upcoming Meetings** |
| Executive Director’s Report followed. | **Executive** **Director’s** **Report** |
| Mr. Bartow welcomed Emily Sheridan who has been on board about a month as the new Natural Heritage Watershed Coordinator. Carla Malmgren’s father passed in February and she is now taking extended leave to help her mother with health issues. | **Administration** |
| The next North Country REDC meeting is April 4 in Watertown at Best Western on Washington Street. Mr. Bartow has spent time with the council working on Startup NY for JCC. The next round of CFA’s is expected in April or May. | **REDC’s** |
| In your packets is the session schedule for tomorrows 25th Local Government Conference. Our attendance is higher than last year. Peter Baynes, NYCOM is excited about being keynote speaker. Peter and his associate will also be doing session - Property Tax Freeze and Rebate Program. | **LGC** |
| We will be attending a Lewis County Legislators briefing on Tuesday April 1 at 4 p.m. to meet and do a presentation to introduce the Tug Hill Commission to the new Lewis County manager Liz Swearingin. DANC will also be doing a presentation. | **Lewis County Manager** |
| We continue to work with Prospect and Trenton. They are working with an attorney. Mrs. Ritter updated commissioners that Prospect has been hit with another claim. Mr. Bartow said they plan to work on a joint fire district in Trenton and will be meeting with Villages of Barneveld and Holland at the Town of Trenton. | **Prospect Update** |
| Mrs. Malinowski continues to work with the MS4 consortium. We are waiting to hear on the DEC grant that was submitted in December with Jefferson County Soil & Water Conservation District. | **Urbanized Area** |
| Last month we mentioned regrouping with EBFC. Mrs. Malinowski has been working on this. In your packets is a brief outline of topics of interest that the group could review. We plan reach out to the group and meet in May and see what develops. | **ESFC** |
| We are working with TAUNY and St. Lawrence County Arts Council to focus on the cultural heritage of the Tug Hill/Black River Valley. A meeting is scheduled for April 26 with Jill Bright from TAUNY to overview the project. On May 8 Jill will come to Lowville and Boonville for a public presentation with staff from TAUNY, SLC Arts and THC to gather information on partnering with artists, musicians and organizations in the Black River Valley/Tug Hill Region. Local artist Loretta Lepkowski of Glenfield is interested in getting involved. | **Black River Valley Cultural** |
| We anticipate the $1 million ACUB funding through the Environmental Protection Fund for the “Army Compatible Use Buffer” (ACUB) program will be included in the Governors 2014-15 budget. We attended the Fort Drum day in Albany, it was well attended. We have been asked to do a Programmatic Environmental Assessment. | **Fort Drum ACUB** |
| The Super Cog Meeting is scheduled for May 29 in Lowville at Ridgeview Inn. The focus will be on the Local Leaders Survey and our Strategic Plan. We will also provide updates on major regional projects. | **Super COG Meeting** |
| In your packets is the 2013-2014 finance report handouts. The budget is still on track from what was approved in January. We are closing out the fiscal year on March 31. Included is a list of expenditures in excess of $1,000 for tires, office supplies and equipment to purchase ahead that needs approval of the Commissioners. We have about $20,000 to spend. We would like to transfer up to $14,000 from NPS to PS that also needs approval.  Commissioner Bogdanowicz asked for a resolution to approve the list of expenditures. On a motion made by Commissioner Yerdon s and seconded by Commissioner Chereshnoski the following resolution was passed.  **RESOLUTION # 2014-2**  **BE IT RESOLVED** to approve the list of expenditures as follows:   |  |  | | --- | --- | | Goodyear- Tires/Brakes for Rav | $ 1,126.00 | | Time Warner Cable- Paid ahead for 2014-15 | $ 3,923.74 | | GIS Cloud License | $ 1,200.00 | | Ve rizon Wireless- Paid ahead for 2014-15 | $ 1,200.00 | | GSS Info Tech - Computer for Paul & Sue Martin | $ 1,365.00 | | Progressive Insurance- Ca r insurance | $ 1,218.00 | | Gholka rs- Toner's and battery backup's | $ 1,250.00 | |  | $ 11,282.74 |   Commissioner Bogdanowicz asked for a resolution to approve the transfer of $14,000 from NPS to PS. On a motion made by Commissioner Vigus and seconded by Commissioner Boxberger the following resolution was passed.  **RESOLUTION # 2014-3**  **BE IT RESOLVED** to transfer $14,000 from NPS to PS.  We are ending the year with Personal Service and Non-Personal Service within Cash Ceiling with transfers to date. Depending how the final payroll is split between FY 2013-14 and FY 2014-15 our salaries may be over our “Cash Ceiling”. This may necessitate further transfers.  Commissioner Mileage Reimbursements. Felicia is processing the mileage reimbursements for April 2013 through March 2014. Please complete the sheets for March 26th and 27th 2014 as well as May 30, 2013 for the Annual Meeting in Rome.  An amended 2014-15 budget will be provided in April if it is different than what was approved in January. | **Finance Report**  **Resolution # 2014-2**  **Resolution # 2014-3** |
| Chairman Bogdanowicz opened the meeting for public comment. | **Public Comment** |
| There being no further business before the board, on a motion made by Commissioner Boxberger and seconded by Commissioner Yerdon members adjourned the meeting at 4:58 p.m. | **Adjourn** |
| Respectfully Submitted,  Tom Boxberger  Secretary |  |