



November 15, 2013

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Tug Hill Times

Tug Hill Times is published semimonthly by the Tug Hill Commission for its board members, staff and associates, and the local representatives of the region's communities.

EFC Announces 2014 Mini-Grants for Asset Management

With support from USDA Rural Development, the Environmental Finance Center is offering mini-grants of up to \$5,000 for Asset Management Inventory Development. The EFC will award three grants of up to \$5,000 during one round of funding. Rural municipalities within New York State may apply (communities with a population not in excess of 10,000 and not in a Metropolitan Statistical Area). All proposals must be received by 5:00pm on January 3, 2014, to be considered. Awards will be announced no later than February 1, 2014. Work must be completed no later than August 31, 2014. For more information, contact Khri Dodson at kdodson@syracusecoe.org.

This mini-grant program seeks to provide rural municipalities with the proper tools and resources to fully conduct an Asset Management (AM) inventory for their water or wastewater system. An AM inventory can serve as a useful first-step for creating an Asset Management plan, which can then be used as a decision-making tool to aid municipalities in the development of a capital management plan. Possible uses of the mini-grant are:

- Staff and/or intern time to conduct AM inventory
- Hiring of a consultant to conduct AM inventory
- Materials to support the AM inventory
- Purchase of appropriate AM software for municipal computers

More information is available on EFC's website at:

<http://efc.syracusecoe.org/efc/whatsnew.html?skuvar=133>

**25th Annual Local Government Conference
March 27, 2014
Mark your calendar!**

Tug Hill Commission to Meet November 21

The Tug Hill Commission will meet Thursday, November 21, 2013, from 10:00am - noon at the Parish Village Gym, 2938 East Main Street (NYS Route 69), Parish, NY 13131. Highlights of the meeting will include routine business of the Commission, latest updates of the Regional Economic Development Councils, discussion with the Salmon Rivers Council of Governments and North Shore Council of Governments and discussion and review of major projects and activities in the region. The public is welcome to attend and there will be a public comment period at the end of the meeting.



Nominations Open for Invasive Species Projects

The St. Lawrence Eastern Lake Ontario Partnership for Regional Invasive Species Management (SLELO PRISM) is accepting nominations for 2014 invasive species related projects. The four project categories are:

1. Early detection and site assessments to evaluate invasive species populations.
2. Eradication and control of low-abundance species populations PRISM-wide or in managed areas to protect rare species and significant natural communities, recreation resources, and agriculture including restoration of control sites.
3. Education and outreach for prevention.
4. Projects that address whole systems (eco-regions) prevention and pathway issues and/or citizen science activities.

Applicants may submit proposals for projects of up to \$25,000. Projects do not require any matching funds, but outside funding will be taken into account when ranking proposals, and projects must be completed in calendar year 2014. Nominations must be received by 3 p.m. on January 10, 2014.

For more information, contact Katie at the Tug Hill Commission, 785-2380 or katie@tughill.org.



Contracting GIS Services & RFP Guidelines

For communities looking to contract out for GIS services, there are guidelines from private industry as well as guidelines from New York State Archives. Some of these recommendations can be applied to Request for Proposals (RFPs) for other services other than GIS.

Private Industry Guidelines:

http://gis.ny.gov/coordinationprogram/workgroups/wg_7/related/Guidelines-Contracting-GIS-Services.pdf

State Archive Guidelines

http://www.archives.nysed.gov/a/records/mr_erecords_gis_rfp.shtml

Key Points

When writing RFPs allow consultants the ability to give their own methodology or strategy. Do not get too software or hardware specific, because this could limit your options. The specifics should be focused on what needs to be accomplished, but not on what type of software or hardware should be used. For example, if you are looking at cloud solutions, don't specify what type of application you want like Esri ArcGIS Online, GIS Cloud, etc. Just state in the RFP that you are looking for a cloud GIS solution. Let the different consultants provide what software they think would work the best.

The technology for GIS is changing very fast and there are many options out there. Make sure your RFPs allow other potential consultants or service providers the ability to give you what they see as the best solution. Competition among service providers and consultants will give you the best options in the end.

If unsure before releasing a RFP, have an outside third party take a look and give you their thoughts. Staff at Tug Hill Commission are available for assistance and have experience with a variety of projects.

Roles & Responsibilities of Town Official's

Free Workshop

Presented by Mike Kenneally and Sarah Brancatella,
Associate Counsel, NYS Association of Towns

Monday, December 2, 2013
7:00 - 8:30 p.m.

Boonville Municipal Building
13149 U.S. Route 12
Boonville, New York

(South of Village past Aubuchon Plaza & Burger King)

Overview of topics:

- ⇒ Conflicts of interest
 - ⇒ Code of ethics, boards of ethics, and financial disclosure requirements
 - ⇒ Dual office holding and compatibility of office
 - ⇒ Appearance of impropriety
 - ⇒ Defense and indemnification
 - ⇒ Liability for acts in office
 - ⇒ Appointments
 - ⇒ Town services and improvement districts
 - ⇒ Typical town offices and their roles
 - ⇒ Oath of office
 - ⇒ Preparing for your first meeting
- Question & Answer following topics.

*Pre-registration
Requested*

In cooperation with the NYS Tug Hill Commission, Cooperative Tug Hill Council, Northern Oneida County Council of Governments, River Area Council of Governments, North Shore Council of Governments and Salmon River Council of Governments

To register please contact the Tug Hill Commission at 1-888-785-2380 by Friday, November 29.

Contact us at:

**NYS Tug Hill
Commission**
317 Washington St.
Watertown, NY 13601

We are located on the
6th Floor of the Dulles
State Office Building.

Phone: 315-785-2380
Toll Free within the
region:
1-888-785-2380

Email:
tughill@tughill.org
Website:
www.tughill.org

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Wildlife Tracking Workshops December 7 and 8

The Staying Connected Initiative, a partnership between the Tug Hill Commission, Tug Hill Tomorrow Land Trust, Wildlife Conservation Society, The Nature Conservancy, and NOCCOG, is hosting two day-long workshops for interested members of the public to learn about wildlife tracking. They are free and open to the public; anyone interested in learning more about tracking wildlife is encouraged to attend. No experience is necessary! Participants in the workshops will receive expert training in how to interpret wildlife tracks, including a classroom introduction and a variety of indoor and outdoor tracking exercises.

The same workshop is being offered on two dates:

**SATURDAY, DECEMBER 7, 10:00am – 3:30pm
THE WHITE OTTER CLUB, WOODGATE**

**SUNDAY, DECEMBER 8, 10:00am – 3:30pm
BROEP'S BLACK RIVER FOREST CAMPUS**

The tracking workshops will kick off a volunteer citizen science effort called WildPaths. WildPaths volunteers will sign up to perform roadside surveys of a mile-long stretch of a town road in the towns of Steuben, Remsen, Boonville, Forestport, Ava, or Western, and will report the wildlife tracks and sign that they observe during their surveys. Participants in the training sessions will learn more about WildPaths and have the opportunity to sign up to help with surveys, but there is no commitment required for attending the training sessions.

The Staying Connected Initiative is a project to maintain and enhance ecological connectivity between the Adirondacks and the Tug Hill. If you are interested in attending the workshops, or need more information, please call (518) 891-8872 or email Leslie Karasin at lkarasin@wcs.org.

Village of West Carthage Working to Implement Tree Planting

The Village of West Carthage is applying for \$8,750 in the Round 12 Community & Urban Forestry Program through the NYS Department of Environmental Conservation to implement a \$17,500 tree planting and replacement initiative on publicly owned property throughout the village. Based upon information outlined in the 1999 Community Forest Plan and updated in the 2011 Street Tree Ecosystem Analysis by Jefferson County Soil & Water Conservation District, plantings will be selected from a list of recommendations. Using a pro-active approach, the village allocates annual funding through the DPW Budget to manage the community forest. In an effort to maximize limited local resources, the village will leverage the funding in an effort to secure additional \$8,750 to contract for professional landscape service to purchase and plant 26 additional trees at the Boat Launch and Picnic Area on South Main Street. If funded, the project will divert stormwater run-off while reducing soil erosion along the Black River waterfront.