

Five Councils of Governments Meet at "SuperCOG"

NOVEMBER 4, 2016



Representatives from all five Tug Hill Councils of Governments (COGs) met last week in Boonville for what is called "SuperCOG." Over thirty representatives from COGs, towns, and villages all over Tug Hill, as well as commission directors and field staff, discussed a variety of topics. Each council of government chair attended and gave a report of activity in their area, and then the floor was opened up for free discussion and brainstorming. Priorities expressed from attendees included:

- maintaining the ability of towns across Tug Hill to designate minimum maintenance roads
- continuing to look for ways to share services and increase efficiencies
- emphasizing the importance of infrastructure, from traditional sewer and water to broadband and energy transmission and interconnection

Consensus was that this exchange of ideas is very beneficial to do periodically, to provide the commission input on regional concerns, issues, and priorities. The five COG chairs will meet in the spring to further discuss outcomes and potential new initiatives.

More information about the region's councils of governments can be found on the commission website at <http://www.tughill.org/councils-of-government/>.

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Community & Regional Projects Director

Jean Waterbury, formerly a senior planner on the Tug Hill Commission's staff, was recently promoted to the commission's Associate Director of Community & Regional Projects. Jean has worked for the commission for over 30 years, and has had a wide variety of responsibilities, including organizing technical assistance, training, and the commission's annual Local Government Conference, as well as involvement in a variety of community development and planning projects. In her new capacity Jean will work more directly with councils of governments and larger regional projects. Congratulations Jean!

NYSDEC Climate Smart Communities Webinar November 10

A Climate Smart Communities webinar entitled "Adapting to a Changing Climate: Strategies for Community Planning" will be held on Thursday, November 10 from 10:30 am to 12 pm. It will provide an introduction to the state of local climate adaptation planning in the United States and ideas for the types of adaptation strategies communities can pursue. The information provided in this webinar comes from research conducted by Dr. Missy Stults looking at how local governments are planning for climate change and what opportunities exist for improving the next generation of climate adaptation plans. A portion of this webinar will draw upon a recently released paper that assesses the [quality of local climate adaptation planning](#) and one, soon to be released, that looks at the types of strategies included in local adaptation plans. In addition, real-world examples of adaptation in practice will be provided to help participants understand the array of activities available to help build local resilience to climate change.

Send your name and community affiliation, either via email or telephone to the Office of Climate Change at climatechange@dec.ny.gov or 518-402-8448, to preregister.

Focus on Black River Trash Bash at Waterworks Park

On September 28, the Jefferson County Water Quality Coordinating Committee, consisting of staff from the Jefferson County Soil and Water Conservation District, Tug Hill Commission, Save the River, and NYS Department of Environmental Conservation, participated in the annual Black River Trash Bash. The cleanup was held at the Waterworks Park shoreline, at the popular Hole Brothers whitewater rafting and kayaking destination. Staff and volunteers picked up a total of 5 bags of trash at the site, weighing approximately 47 pounds.

Of note was the 963 cigarette butts (yes, they were counted!) picked up at the location. In an article published by the New York Times in 2009 entitled [Cigarette Butts, Tiny Trash That Piles Up](#), it was indicated that smokers see butts as a natural form of trash that is biodegradable. According to the article, cigarette butts are not biodegradable; they contain tiny plastic particles that persist in the environment, can be ingested by fish and wildlife and cause health and reproductive problems. They can be consumed by small children who pick them up off the beach or along the shoreline. They can also release toxic chemicals in the water, including nicotine, benzene and cadmium. Thomas Novotny, a professor of global health at San Diego State University, said recent experiments had shown that one butt has enough poisons to kill half the minnows in a liter of water — a standard laboratory test for toxins — in 96 hours. This means that cigarette waste can reduce the popular and economically important sport fisheries in the Black River, such as trout and salmon.



Relatedly, the Jefferson County Stormwater Coalition had questions added to the annual Jefferson County survey conducted by The Center for Community Studies at Jefferson Community College, asking participants what the greatest water quality issue is in the Black River and Lake Ontario. 90% of survey participants responded that trash that gets dumped into lakes and river by boaters and recreational users causes at least some or a great deal of issues.

Hemlock Woolly Adelgid Workshop

Date/Time: Saturday, November 12th; 11am-3pm

Location: 4-H Amboy Education Center, 748 Rt. 183 Williamstown, NY

Event is Free and Open to the Public, Please Pre-Register

Hemlock Woolly Adelgid (*Adelges tusgae*) (HWA), is an invasive forest pest that causes extensive hemlock tree mortality and dramatically reduces the species biodiversity, the landscape and the overall ecology of infested areas.

Workshop Topics:

- ❖ HWA biology/infestation symptoms
- ❖ HWA Distribution in NYS
- ❖ Hemlock tree identification
- ❖ Early Detection Techniques
- ❖ How to Report Sightings
- ❖ How to use iMapinvasives.org
- ❖ Guided Field Session

**Learn How to Become Part of a Volunteer
HWA Monitoring Group!**



For More Information and to Pre-Register Contact:

Megan Pistolese (SLELO PRISM Educator)

315-387-3600 x 7724

megan.pistolese@tnc.org

Local Government Records Management Improvement Fund (LGRMIF) Due January 17, 2017

The New York State Archives and the New York State Local Government Records Advisory Council are pleased to announce the Local Government Records Management Improvement Fund (LGRMIF) grants for 2017-2018. The new LGRMIF grant application guidelines are now available on the State Archives website www.archives.nysed.gov/grants/grants_lgrmif.shtml and the eGrants system is now open for the 2017-2018 grant cycle.

All applications must be submitted via the State Archives eGrants system by 5:00 PM on Tuesday, January 17, 2017. Grant projects will run from July 1, 2017 – June 30, 2018. Please note the deadline for submitting these grant applications as it has changed from previous years.

The LGRMIF supports three types of projects: individual projects that involve a single applicant; shared services projects, involving two or more applicants; and demonstration projects, to develop model electronic records programs that can be replicated by other local governments. This year, demonstration project grants will focus on "Records-Lifecycle Management of Electronic Mail" projects, or "Electronic Mail Management" projects.

For additional information please contact the State Archives Local Government Advisory Services staff (www.archives.nysed.gov/directories/index.shtml), the State Archives Grants Administration Unit via their email at archgrants@nysed.gov or Kent Stuetz, CNY Regional Office, New York State Archives kent.stuetz@nysed.gov, (315)542-5909.

Developing Procurement Policies and Procedures

Every local government must adopt its own policies and procedures for procurements of goods and services not required by law to be competitively bid. Procurement policies and procedures generally ensure that competition is sought in a reasonable and cost effective manner for procurements below the bidding thresholds and for other contracts exempt from bidding. A procurement policy and procedures applies to:

- Purchase contracts involving expenditures of \$20,000 or less,
- Contracts for public work involving expenditures of \$35,000 or less and
- Professional services and other procurements not required by law to be competitively bid.

The law provides that goods and services not required to be competitively bid must be procured in a manner to assure the prudent and economical use of public moneys in the best interest of the taxpayers; to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost; and, to guard against favoritism, improvidence, extravagance, fraud and corruption.

When a procurement is not subject to bidding requirements, the law generally requires that the procurement policy provide that alternative proposals or quotations be obtained by use of written requests for proposals (RFPs), written quotations, verbal quotations or any other method that furthers the purposes of the law.

Each locality should develop detailed procedures that are appropriate for the size and complexity of its operations. In adopting and carrying out a procurement policy and procedures, the benefits of required actions should not outweigh the costs, nor overburden the process. Additionally, the policy and procedures must require adequate documentation of actions taken; which may include written quotation forms, RFPs, and copies of Federal, State, county contracts or other government contracts for which "piggybacking" is permitted. If a contract is awarded to an offer other than the lowest dollar offer, the policy must require that there be justification and documentation, setting forth the reasons the award furthers the purposes of the statute.

Your policies and procedures should be reviewed annually, as required by law. This annual review can help ensure that procedures are current and appropriate to meet the changing needs of your local government. Comments from purchasing officials should be requested at review time, as they may identify the need to amend the policy or procedures. (Sourced from NYS Office of the State Comptroller publication *Seeking Competition in Procurement* available in full at <http://www.osc.state.ny.us/localgov/pubs/lgmg/seekingcompetition.pdf>).

Contact Us

NYS Tug Hill Commission

317 Washington Street
Watertown, NY 13601

Phone: 315-785-2380
Toll Free within the region:
1-888-785-2380
Email: tughill@tughill.org

Visit us at:

Web: www.tughill.org
Facebook:
www.facebook.com/TugHillCommission

If you would like to receive our newsletter electronically please email your request to gwen@tughill.org or call 1-888-785-2380.

Electronic versions appear in full color!

Save the Date!

Tug Hill Commission
Local Government Conference
Thursday, March 30, 2017
at Jefferson Community College

Registration will open in December!

More information to follow in our November 18 issue.