

July 19, 2019

New Versions of Prior Written Notices, Successful Grants Checklist, and Tug Hill Sole Source Aquifers Papers Available

Commission staff has reviewed and updated two technical papers, *Prior Written Notices* and *Making Successful Grant Applications Checklist*, and one issue paper, *Designation of the Northern Tug Hill Aquifer as a Sole Source Aquifer*. New version of these three documents are available at <https://www.tughill.org/publications/technical-issue-papers/>.

Prior Written Notices provides legal references and information that towns can use to help protect themselves from lawsuits due to dangerous conditions on town roads.

The *Making Successful Grant Application Checklist* includes how to:

- ◆ demonstrate a need for your project
- ◆ show that your project is well planned
- ◆ prove that your project has public support and has been property vetted
- ◆ accurately cost your project
- ◆ provide evidence of good management
- ◆ illustrate how the project will make a difference
- ◆ make your project attractive
- ◆ keep a positive attitude

Designation of the Northern Tug Hill Aquifer as a Sole Source Aquifer details what the designation means and where to go for more information.

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Tug Hill Commission Annual Meeting and Dinner

Save The Date

Thursday, November 7, 2019
Tug Hill Vineyards, Lowville

Featured Speaker: Joel LaLone, Research Director for the Center for Community Studies at Jefferson Community College, presenting the findings of the 2019 Tug Hill Residents and Landowners Survey.

10th Annual Black River Trash Bash Update

Several events are being planned for the 2019 Black River Trash Bash. Below are organizations that will be participating – in many cases, details on times and location are still being finalized, but we will update you as details begin to confirm. Mark your calendars or if you know of a group that would like to participate (you need as little as 2-3 people on a publicly accessible site) please contact Jennifer Harvill at jennifer@tughill.org or 315-785-2392. You will be provided with data cards, bags, gloves (donated by White’s Lumber) and grabbers (on loan from the Jefferson and Lewis County SWCD’s) for the event.

Organization	Date/Time/Location	For More Info or to Join in An Event:
Lewis County Water Quality Coordinating Committee	September 11, 2019	Nichelle Swisher, nichelleswisher@lewiscounty.ny.gov
Jefferson County Water Quality Coordinating Committee	September 18, 2019	Christine Watkins, cwatkins@centralny.twcbc.com
Lyons Falls Alive	TBD	Christine Chaufy, christinechaufy@gmail.com
Haderondah 4H Club of Old Forge	October 2019 - TBD	Jennifer Hartsig, jphartsig@gmail.com
Jefferson Community College	TBD	Chris Ebey, cebey@sunyjefferson.edu or Bruce Alexander, balexander@sunyjefferson.edu

This year, in conjunction with the 2019 International Coastal Cleanup Day, will mark our 10th Annual Black River Trash Bash! Simply put, this event, on a day of your choosing in September or October, is meant to draw awareness to the problem of trash and pollution along our waterways. Also, in cleaning up and cataloging what trash you’ve removed from the shore, you will be adding data to a worldwide dataset! Go here to see past years’ reports: <https://oceanconservancy.org/trash-free-seas/international-coastal-cleanup/annual-data-release/>

Emerald Ash Borer Continues to Spread

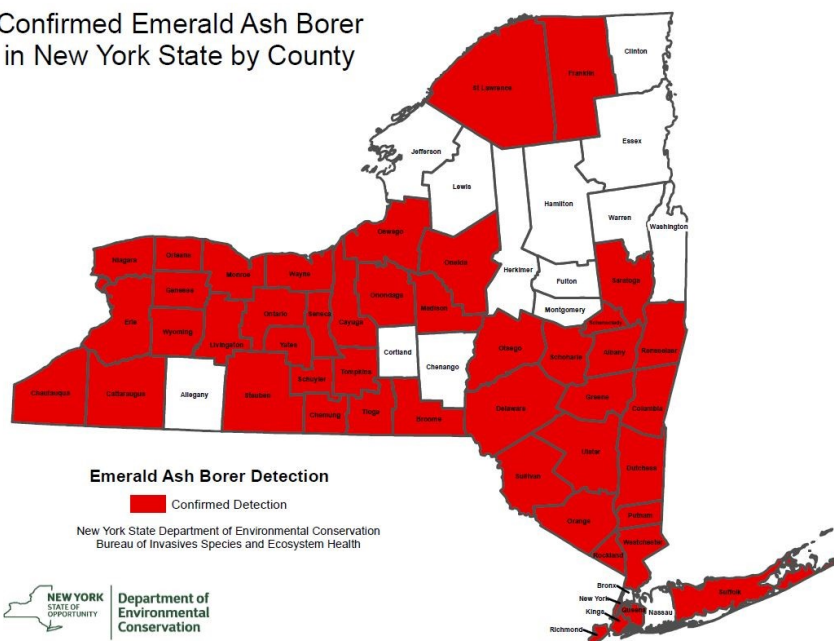
Emerald Ash Borer, an invasive insect from Asia that targets native North American ash species, continues to spread throughout the state. The NYS Department of Environmental Conservation recently updated the statewide map, available at <https://www.dec.ny.gov/animals/7253.html> and shown at right.

In Tug Hill, there are confirmed detections of EAB in Oneida and Oswego counties, but not Jefferson or Lewis counties at the current time.

Ash is a very common street tree in many New York communities. It was widely planted to replace native elms lost to Dutch elm disease. In Michigan, the first state in the U.S. infested with EAB, the greatest economic impact has been on communities faced with removal of thousands of dead ash on streets and in yards. Many of these dead trees pose significant public safety hazards and liability problems for municipalities.

Ash is also a common and valuable forest species. Ash seeds are a food source for birds and mammals. Ash species (white, green and black) comprise almost 8% of all trees in NY State. Ash is a commercially-valuable species, and is used for baseball bats, flooring, furniture, lumber, and pallet manufacture.

Confirmed Emerald Ash Borer in New York State by County



NYSDEC Urban and Community Forestry Grant Information Sessions

The NYS Urban and Community Forestry program will be holding two information sessions locally in preparation for the Round 15 grant. The application for funding is expected to be available in Fall 2019. Project categories will include planting, maintenance, tree inventories, urban forest management plans and education programs. Information sessions have been scheduled across the state, but the closest Tug Hill area locations are as follows:

Wednesday August 21, 2019

9:00 am – 11:00 am

Watertown City Hall, 245 Washington St, Watertown 13601

Thursday September 12, 2019

10:30 am - 12:30 pm

DeWitt Town Hall, 5400 Butternut Drive, East Syracuse 13057

For more information or to RSVP, call DEC Urban and Community Forestry (UCF) at 518-402-9428, email andrea.nieves@dec.ny.gov or sign up online at tinyurl.com/UCFGrantInfo. Space is limited. For all UCF upcoming activities, including other workshop locations: www.dec.ny.gov/lands/30859.html

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>)

NYCOM Fall Training School September 16-20

The annual NY Conference of Mayors fall training school will be held from September 16 to 20 at the Hilton in Saratoga Springs. Check their website for more details available soon! <https://www.nycom.org/>

NOCCOG Annual Business Meeting



Save the Date!

Thursday, September 26, 2019
Delta Lake Inn, Rome

Initiations and RSVP Information
will be mailed out in August.

Contact Us

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1-888-785-2380
Email: tughill@tughill.org

Visit us at:

Web: www.tughill.org
Facebook:
[www.facebook.com/
TugHillCommission](https://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!

Cornell Local Roads Programs Fall Workshops

Cornell Local Roads will be offering the following workshops:

- Identifying and Reducing Legal Liability: A Guide for Highway and Public Works Departments will be offered in Jefferson County, City of Watertown on September 10.
- Tools for Practical Communication will be offered in Oneida County, Village of Oriskany on September 5
- Snow and Ice Control: Operations for Local Highway Officials will be offered in Lewis County, Village of Lowville on October 10.

Workshops typically run from 8:30 am to 3:00 pm, at a cost of \$50.

For more information and to register, see <https://www.clrp.cornell.edu/workshops/workshops.htm>.

Tug Hill Tomorrow Upcoming Field Trips

Mark your calendars and join Tug Hill Tomorrow Land Trust for an upcoming field trip! For more information about each of these events, and to register, see <https://tughilltomorrowlandtrust.org/events/>.

Paddle at Westdale

July 20, 2019, 10:00 am - 2:00 pm

Bring your kayak out for this easygoing paddle! Kayakers of all skill levels are welcome to attend so invite your family and friends for an afternoon of weekend fun. Life jackets

Bring your kayak out for this easygoing paddle! Kayakers of all skill levels are welcome to attend so invite your family and friends for an afternoon of weekend fun. Life jackets are required. Wear comfortable outdoor clothes, and bring any water/snacks you may need.

A Dose of Nature in Lacona

August 3, 2019, 10:00 am – 12:00 pm

Join an easy morning nature walk at a privately owned forest property in Lacona. Linda Fellers, amateur photographer, nature enthusiast and land trust supporter, has generously offered to host us on her 12-acre property's trail system on Ballou Road, Lacona. The outing is a free, family-friendly, informal guided hike in the woods on cleared trails.