

April 24, 2020

2020 Census Returns to Date in the Four County Tug Hill Region

Census Day was April 1, but it is not too late to respond! Go to 2020census.gov for more information. An accurate census is important for many reasons, and especially because:

- ⇒ Census results help determine how billions of dollars in federal funding flow into states and communities each year.
- ⇒ The results determine how many seats in Congress each state gets.
- ⇒ It is mandated by the U.S. Constitution in Article 1, Section 2. The U.S. has counted its population every 10 years since 1790.

Response rates to date in the four county Tug Hill region are much lower than the 2010 response rate. Certainly, the COVID-19 pandemic is dominating people's lives, but it only takes 10 minutes to respond online. The next step will eventually be enumerators going door-to-door to non-respondents, but that is currently hampered by public health concerns.

County	2020 Response Rate To Date	2010 Response Rate
Oneida	48%	65%
Oswego	46.2%	63.5%
Jefferson	32%	59.1%
Lewis	29%	66.2%

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Updated Executive Order Information for Local Governments

Please check the commission's website (www.tughill.org/covid-19/) for updates to our Public Meetings and Municipal Employees FAQs. NY PAUSE has been extended through May 15. Look next week for a FAQ on where things stand with elections.

[Executive Order 202.16](#) (April 12) requires employers to provide masks to employees: "For all essential businesses or entities, any employees who are present in the workplace shall be provided and shall wear face coverings when in direct contact with customers or members of the public. Businesses must provide, at their expense, such face coverings for their employees."

[Executive Order 202.18](#) (April 16) extends the provisions of previous selected Executive Orders until May 15, 2020 unless later extended by a future Executive Order.

[Executive Order 202.19](#) (April 17) explicitly prohibits local governments from taking "any actions that could affect public health without consulting with the state department of health. No local government official shall take any action that could impede or conflict with any other local government actions, or state actions, with respect to managing the COVID-19 public health emergency."

[Executive Order 202.22](#) (April 20) extends the requirement of Article 5 of Real Property Tax Law that requires the tentative Assessment roll to be filed on or before June 1, 2020 to "allow the tentative and final assessment rolls to be filed, at local option, up to 30 days later than otherwise allowable, to allow an assessing unit to set a date for hearing assessment complaints that is at least 21 days after the filing of the tentative roll, to allow notice of the filing of the tentative roll to be published solely online so long as the date for hearing complaints is prominently displayed, to suspend in-person inspection of the tentative roll, and to allow local Boards of Assessment Review to hear complaints remotely by conference call or similar service, provided that complainants can present their complaints through such service and the public has the ability to view or listen to such proceeding."

Siting Utility Scale Solar Projects Webinar Well Attended

The Tug Hill Commission, in conjunction with Barton & Loguidice, hosted a webinar Wednesday April 22 on important environmental, zoning and legal aspects to consider with the siting of utility scale solar projects. This talk was originally scheduled to be presented at the commission's local government conference, but due to the COVID-19 pandemic, the presentation was instead given to over 490 participants in a live webinar. The webinar was moderated by John Condino of Barton & Loguidice, and presented by John Langey, attorney with Costello, Cooney, & Fearon, PLLC and Stephen LeFevre, Senior Managing Hydrogeologist with B&L.

For those that could not join, the presentation was recorded and will be uploaded to the commission's 2020 Local Government Conference webpage at www.tughill.org/services/training/local-government-conference/2020-conference-presentations/. There are also links to handouts, recordings or other training materials that would have been covered at the in-person conference. This page is updated as presentations become available, so please check back often.

Please send ideas for future webinar topics to us at tughill@tughill.org.



T U E S D A Y , A P R I L 2 8 , 2 0 2 0

W E B I N A R 3 P M T O 5 P M

**RESERVE FUNDS
AND LONG TERM
PLANNING**

**LAIRD PETRIE, OFFICE OF THE
STATE COMPTROLLER**

[https://meetny.webex.com/meetny/j.php?
MTID=m7f0e4ce6a7d5883382f00fd8876b936d](https://meetny.webex.com/meetny/j.php?MTID=m7f0e4ce6a7d5883382f00fd8876b936d)
Password: Reserve1

Webinar May 14, 10:30 am to Noon

Small Wireless Facilities and 5G in New York State

Rebecca Ruscito, Counsel, NY Conference of Mayors, will deliver a live webinar on **Thursday, May 14, 10:30 am—Noon** on ***Small Wireless Facilities and 5G in New York State***.

Originally scheduled for the Tug Hill Local Government Conference in March, Rebecca will describe the next generation of mobile networks, which builds on today's 4G wireless broadband infrastructure. This next generation of wireless service uses higher-frequency wavelengths transmitted through a network of "small cell" devices, roughly the size of a backpack, scattered throughout communities. As stewards of substantial amounts of public rights-of-way, municipalities are concerned with recent federal actions that undermine local governments' ability to serve as trustees of public property, safety and well-being. This session will discuss this issue and next steps in the 5G infrastructure build-out. There will be time for questions and answers at the end of the webinar.

Registration information will be available on our website early next week. To receive a direct invitation to register, please send an email to gwen@tughill.org with "5G Webinar" in the subject heading.

OSC Training for Local Officials

The following are upcoming webinars hosted by the Office of the State Comptroller. More information, including links to registration and past webinar recordings can be found here: <https://www.osc.state.ny.us/localgov/academy/webinarstraining.htm>

Multiyear Financial Planning | Thursday, April 30, 2020 | Event Time: 1:30 - 2:30 PM

Hosted By: The Office of the State Comptroller

Please join us as we discuss the key elements of an effective multiyear financial plan and ways to help identify and manage potential fiscal difficulties. There will also be opportunities for you to submit questions during the presentation.

Policies and Procedures for Managing Your Municipality/District | Wednesday, May 20, 2020 | Event Time: 10:30 - 11:30 AM

Hosted By: The Office of the State Comptroller

State law mandates that local governments adopt certain policies to provide standards and guidance for their employees. In addition, there are a host of other subject areas where “best practices” guide operations and where local governments should adopt policies and procedures tailored to suit their needs. This session will focus on the many programmatic areas where written policies are either required or highly recommended. There will also be opportunities for you to submit questions during the presentation.

Fiscal Responsibilities of the Town Clerk | Wednesday, May 27, 2020 | Event Time: 10:00 - 11:00 AM

Hosted By: The Office of the State Comptroller

OSC staff will discuss the collecting and depositing of money, the disbursement of money, maintaining adequate accounting records and reporting responsibilities. There will also be opportunities for you to submit questions during the presentation.

Application Period Opens Next Week for \$35 Million in Fire Prevention and Safety Grants Funding

The Notice of Funding Opportunity (NOFO) is available for \$35 million in funding for the Fiscal Year 2019 Fire Prevention and Safety Grants, and FEMA will begin accepting FP&S applications at 8 a.m. ET on Monday April 27, 2020.

The application period will close at 5 p.m. ET on Friday, May 29, 2020, so start planning your application now by reviewing the NOFO, Economic Hardship Waivers Information Bulletin and technical assistance tools below. These tools were produced to help potential applicants begin to plan their FY19 applications ahead of the application period. These documents can be viewed on the AFGP website at www.fema.gov/fire-prevention-safety-grants and/or downloaded to your computer. For additional assistance, please contact your circuit rider or commission staff at tughill@tughill.org.

Funding Available for Tree Planting and Forest Health Improvement, Applications Due June 26

The U.S. Department of Agriculture, Forest Service anticipates that up to \$4.2 million in new funds will be available for tree planting and forest health improvement in the Great Lakes Basin through the GLRI. This funding will be awarded to the highest ranked proposals received through the **June 26, 2020** deadline at Grants.gov.

The minimum and maximum Federal funding requests vary depending on program area, with an overall range of \$50,000 to \$300,000. A 20 percent non-Federal cost share of the total program cost is required. For more information, visit: <https://www.fs.usda.gov/naspf/working-with-us/grants/great-lakes-restoration-initiative>

An Informational Webinar will be held May 12, 10:00 am Eastern/9:00 am Central. [Click to register and for more information!](#)

NYS Pollution Prevention Institute Community Grants Available, Due May 29

The [NYS Pollution Prevention Institute \(NYSP2I\) Community Grants](#) 2020-2021 request for applications is seeking project proposals through May 29, 2020, for pollution prevention outreach and education projects. Eligible applicants, including municipalities and not for profit organizations, are able to receive up to \$20,000 to fund their project.

New Local Government Retention Schedule

Let the word go forth! In case you don't know, an updated, revised retention schedule is on its way!

At its March meeting, the Board of Regents adopted proposed amendments, paving the way for a new local government retention and disposition schedule. The new schedule -- the LGS-1 -- will combine and replace all four current local government schedules (CO-2, MU-1, ED-1, MI-1).

Notice of the proposed LGS-1 schedule was published in the March 18th State Register as part of the public regulatory process. Once the public comment period has closed and any final revisions are made, we will publish the new schedule -- **currently anticipated for this August**.

*****IMPORTANT: Under the proposed regulations, local governments must adopt the new schedule by January 1, 2021, when the current schedules will no longer be valid.*****

State Archives will be providing additional information and training on the new schedule throughout the year.

Quick links to items of interest:

- [COVID-19: Records Management as a Function of Business Continuity](#)
- [RESOURCE: Archivists at Home \(working remotely\)](#)
- [Documenting Your Community's Experience of COVID-19: A Resource List](#)
- [The Future of Past Email is PDF](#)
- [PDF is Here to Stay: Archiving with the Portable Document Format](#)

Records Management/Archives Questions? Contact: Michael Martin, New York State Archives, Regional Advisory Officer for Central New York Region, 518-330-7987, michael.martin@nysed.gov, www.archives.nysed.gov

NYS Archives: COVID-19 Emergency Response Retention

If you are thinking about how you should retain and manage records related to your government's COVID-19 response you are not alone. State Archives has put together this list of health and safety related items and other appropriate retention items related to emergency response including:

Disaster Response Files: [CO-2 item 61](#); [MU-1 item 74](#); [MI-1 item 136](#)

School/BOCES Safety Files: [ED-1 item 66a](#)

Chief Executive Files: [CO-2 item 271a](#); [MU-1 item 581](#); [ED-1 item 33a](#); [MI-1 item 198a](#)

Correspondence Files: [CO-2 item 10a](#); [MU-1 item 10a](#); [ED-1 item 10a](#); [MI-1 item 10a](#)

Official Publications: [CO-2 item 11a](#); [MU-1 item 11a](#); [ED-1 item 11a](#); [MI-1 item 11a](#)

Contact State Archives if you have any other questions about these types of records or how you might document your government and communities during this pandemic.

Contact Us

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1-888-785-2380.

For upcoming trainings, grant deadlines, and meetings, view our [calendar](#).