

TUG HILL COMMISSION

MINUTES OF MEETING

June 21, 2022

Adams Municipal Building, 3 South Main St. Adams, NY 13605

Via Zoom – us02web.zoom.us/j/85692979650 Meeting ID: 856 9297 9650

Chairman Bogdanowicz opened the meeting at 10:12 a.m.	Opened
Commission members included Messrs. Bogdanowicz, Boxberger, Yerdon, Scriber and Mdm. Chereshnoski and Ritter. Staff included Katie Malinowski, Gwen Decker, Jennifer Harvill, Patricia Shulenburg and Matt Johnson. Guests – Sandra March, C2AE engineers; Phil Chatterton, village of Adams mayor; Lee Willbanks, counsel.	Attendance
On a motion made by Commissioner Chereshnoski and seconded by Commissioner Boxberger members approved the agenda as presented.	Agenda Approved
On a motion made by Commissioner Boxberger and seconded by Commissioner Yerdon members approved the minutes of May 16, 2022.	Minutes Approved
Chairman’s report followed.	Chairman’s Report
Chairman Bogdanowicz welcomed everyone and thanked Adams for hosting today’s meeting. Introductions were made.	Welcome
The new Congressional, State Senate, and State Assembly maps were provided, showing our region in relation to the districts. The congressional map shows districts 21, 24 and 22. The senate map shows districts 49, 53 and 50. The assembly map shows districts 116, 120, 117, 118, and 119.	
Members should have received a letter regarding major breach in data with JCOPE. It is recommended you change your password. The Ethics Reform Act of 2022 enacted as part of the 2022-23 fiscal year state budget will make significant changes to Executive Law §94 and replaces JCOPE with the Commission on Ethics and Lobbying in Government. The changes in the law take effect on July 8, 2022.	
Executive Director’s report followed.	Executive Director’s Report
Mrs. Malinowski reported she meet with Robert Rodriguez last week in Albany. He is the new secretary of state. Discussions included minimum maintenance roads and broadband. DOS is reviewing programs. Additional meetings while in Albany included discussions on Downtown Revitalization Initiative and the New York Forward program unveiling next week for smaller rural communities.	Administration
Mrs. Malinowski has reached out the New York State Museum and learned the museum is currently being renovated. She will stay in connect with them about refreshing the commissions display once the museum renovations are completed.	
Matthew Smith has accepted the planner position. The paperwork is in process, and he should be starting early August. Ms. Mallette will be back from maternity leave early August also. There will be one remaining vacancy, which will remain empty for now.	

Performance advances for eligible employees went through. Also, Management Confidential cost of living increases are likely as well.

We are still working to finalize the contract with Turning Stone for the 2023 Local Government Conference. The cost of \$50,000 from this year's conference OSC to do a review. OSC excused us this time as it was our first situation and not aware of pre-approval. Moving forward for 2023 we will need to do the appropriate documentation.

LGC

There is a new federal co-chair for Northern Border Regional Commission and Mrs. Malinowski will coordinate to meet with him when in the area possibly late July. We have a couple projects pending and look forward to continuing working with them.

**Northern Border
Regional Commission**

Updates were made to the Personnel Policy (handout). The previous policy was emailed to members, but not included in handout. A few things were added such new health care provider piece. Mrs. Malinowski, Mr. Johnson, and Mrs. Harvill took part in a management training and learned about things that we've been behind on with human resources. Commissioner Scriber asked who handles human resources at the commission office. Mrs. Malinowski stated there is no in-house human resources and mostly it falls to her, and Mrs. Passino handles some. Mrs. Malinowski will refer to commission's counsel Mr. Wilbanks or DOS if needed. Commissioner Scriber requested a word document of the personnel policy be emailed to him.

Personal Policy

On a motion made by Commissioner Boxberger and seconded by Commissioner Yerdon members accepted the personnel policy as presented.

The MOU between the Tug Hill Commission and WPBS-TV outlines that the Tug Hill Commission agrees to pay \$10,000 total for the documentary. \$2,500 will be paid upon signing and the remaining \$7,500 will be paid upon completion. The documentary project will begin this summer and be completed and ready for release at the commissions 50th Anniversary annual dinner in October 2023.

WPBS TV

On a motion made Commissioner Boxberger and seconded by Commissioner Cheresnoski members approved the MOU as presented.

Dr. Gallucci presentation on the Castorland Journal will be July 28 in-person at Lowville Academy in Lowville and via webinar. This is part of the Riverfest series events. Commission staff is also working on other historical upcoming webinars.

Gallucci Presentation

NY Forward is being released soon by DOS. This is a new program for smaller communities and modeled after the Downtown Revitalization Initiative. Many in our region will be interested in the program.

NY Forward

SRCG and NorCOG will hold a joint meeting on July 7 at Tailwater Lodge in Altmar. Dave Turner from Oswego County will be speaker. Mrs. Malinowski is also attending an Oswego County Shared Services meeting with him and Dave Turner to discuss broadband.

**Joint SRCG/NorCOG
meeting**

Mrs. Harvill, Projects Director reported staff is working on three CFA grants: village of Adams Playground, town of Martinsburg for trails at Whitaker Park, village of Boonville on town and village comp plan.

Projects Reports

Phill Chatterton, village of Adams mayor shared the former Shultz building was donated to the village at no cost. They are looking to incorporate walking trails as well playground.

Mrs. Harvill reported the Black River Watershed Conference was a success with approximately 80 in attendance. Planning is underway for the Black River Trash Bash. Staff is working with Snow Ridge rider for an upcoming webinar about downhill skiing. We are also working with Khri Dodson at EFC in Syracuse on succession planning. The MVEDD asked us to be on a steering committee for their continued broadband efforts.

Mrs. Malinowski shared with members that Woodmen's Field Days asked the commission to exhibit at the event in August with no charge. The Oneida County Fair exhibit cost is double from other counties. She asked board what they would like to do. Members preferred trying Woodmen's Field Days and not exhibiting at the Oneida County Fair. Mrs. Malinowski will provide dates and a sign-up sheet for volunteering.

Mrs. Malinowski shared the Advocate Drum has reached out to ask her to be chair of their sustainability committee, per a referral by Dave Zembeic. She has accepted.

The 2021-22 financial statement is almost complete, with a few outstanding expenses being reconciled for the 2021-22 budget year. **Finance Report**

The 2022-23 financial statement shows a loss for the 2022 LGC. We are working to adjust things for the 2023 LGC to break even. OGS and DOB have signed off on our vehicle purchase. We will search for a hybrid SUV vehicle replacement. We hope to have it before winter. There is \$10,000 on research and analysis line, for the Tug Hill video. We haven't heard anything yet on the grant for the Black River History Cultural Resource Inventory that was discussed a few months ago.

Commissioner Bogdanowicz opened the floor for public comment. **Public Comment**

Commissioner Ritter asked about community recognition award being presented at the annual dinner. Mrs. Malinowski shared there will be an award presented again this year.

There being no further business, on a motion made by Commissioner Boxberger and seconded by Commissioner Ritter members adjourned the meeting at 11:07 a.m. **Adjourn**

These minutes were approved by the Board of Commissioners.

Tom Boxberger

Secretary