

TUG HILL COMMISSION

MINUTES OF MEETING

July 15, 2024

Town of Denmark, 3707 Roberts Rd., Carthage, NY 13619

Chairman Bogdanowicz opened the meeting at 10:08 a.m.

Opened

Commission members included Messrs. Bogdanowicz, Boxberger, Keller, Scriber, and Mdms. Ritter and Cheresnoski. Staff included Katie Malinowski, and Gwen Decker. Guests – Christine Healt, CTHC associate circuit rider, Heidi Tompkins, SRCG associate circuit rider, Lee Willbanks, commission attorney, Fred Munk.

Attendance

On a motion made by Commissioner Scriber and seconded by Commissioner Boxberger members approved the agenda as presented.

Agenda Approved

On a motion made by Commissioner Boxberger and seconded by Commissioner Scriber, members approved the minutes of May 20, 2024.

Minutes Approved

Chairman's report followed.

Chairman's Report

Chairman Bogdanowicz welcomed everyone and thanked the town of Denmark for hosting the meeting. Thank you to the board being flexible with the reschedule of June meeting to July. Hope all fared well during the storm that went through last Wednesday. It was unfortunate for Lowville with flooding and many compromised areas including roads and bridges.

Welcome

Commissioner Bogdanowicz witnessed the North Winds Gravel Classic cycling event that was held on the Tug Hill July 13 that consisted of a 25-mile and 60-mile course. The group was impressive, and the event was well organized. Proceeds from the North Winds Gravel Classic will benefit the Adirondack Cycling Club's All Kids Bike program.

Thank you to the bylaws subcommittee and Mr. Willbanks for working through the bylaws to provide the consolidated procedures, principles and policies draft (handout). Committee members were pleased with the consolidation and feel it brings a clearer understanding of the policies and procedures. Mr. Willbanks enjoyed working with the committee. He suggested the board could move to adopt the draft today or take more time to review it. He also suggested adding an appendix to review the policy and procedures yearly, being a state agency there may be changes on the state level. Commissioner Scriber suggested the board move to adopt the draft consolidated procedures, principles, and policies and procedures today and can make changes if necessary and move on it later.

On a motion made by Commissioner Scriber and seconded by Commission Boxberger, members approved to adopt the Consolidated Procedures, Principles, and Policies and Procedures as presented.

Commissioner Bogdanowicz would like to appoint a nominations committee for the election of officers. Current officers are Jan Bogdanowicz, chair; Mike Yerdon, vice chair; Tom Boxberger, secretary. He read the policy on elections to the board. A nominations committee is made two months prior to elections. A slate of officers will be announced at the October 21 board meeting. Election of officers will be at the December 9 board meeting. He asked commissioners Keller, Scriber and Ritter to be on the Nominations Committee. All agreed to be on the committee

On a motion made by Commissioner Boxberger and seconded by Commissioner Cheresnoski members approved the Nominations Committee.

Executive Director's report followed.

ED Report

Ms. Malinowski reported there are three positions we are currently advertising for, Planner, Municipal Management Consultant, and Planner/Local Government Specialist (handout). Advertising on Newzjunky, Indeed, Handshake, NYPF site, and through planning schools in the state. We have a contract with Phil Street for planning support as needed to help assist Mr. Johnson and Mr. Barboza. Mr. Street will help in the southwest corner of the region, Albion and Orwell area.

Administration

Ms. Malinowski, Mr. Johnson and Ms. Harvill were in Albany last month and met with AOT new executive director, Chris Koetzle. We have been invited to present some sessions at their conference in NYC in February. We met with Peter Frank at DEC Lands and Forests to discuss 480a revisions and 30x30. We also met with Sarah Crowell at ORES to discuss solar and leases and if there is any information they could share with us for our communities and discussed leases. They are planning a fall meeting and we have offered to host.

A 2023-24 summary report (handout) on the trainings Mr. Petrie provided last year was reviewed. Two budget workshops are scheduled for August.

Training Report

It is almost time for the commission's strategic plan update. At the staff retreat on August 19 we will have discussion and brainstorming with the board and staff.

Strategic Planning/Retreat

Ms. Malinowski has reached out to Dick Halpin for facilitating at the staff retreat. The fee for his services is \$2,000. Members are in favor of having a facilitator for the staff retreat.

On a motion made by Commissioner Boxberger and seconded by Commission Keller, members voted to accept the facilitator cost \$2,000 for Dick Halpin.

Ms. Malinowski has made a binder of past strategic plans for members to review information from years past. (handout)

Invitations are scheduled to go out in the mail next week for the annual dinner September 19 at the Hayloft at Moonshine Farms in Port Leyden. Please let Ms. Decker know if you plan to attend. If you bring a guest, you will need to pay for them.

Annual Dinner

We will also be hosting the NYSACC conference reception at our annual dinner. The conference will be held September 18-20 (handout). If commissioners would like to attend any of the topic sessions or field trips, please let Ms. Malinowski or Ms. Lee know.

Staff are in the process of working on grants for salt sheds for the towns of Croghan, Turin, West Turin, and Western, and the town of Lee for parks.

CFA Grants

The G&W bridge over Fish Creek is closed upon a DOT inspection. Landowners can get access to Tug Hill Traverse trail work was recently done on a section of the trail from the intersection with G&W Road to the north end of the Tug Hill Wildlife Management Area.

East Branch Fish Creek

The PILOT agreement remains the same as the previous PILOT.

There is a lot of discussion in communities regarding ATV's and trail usage. We are working on updating our 2004 issue paper for internal use, and may publish it publicly. A map is being put together with allowed trails and unallowed trails for ATVs. Ms. Malinowski will share with the board to review when finished. She will also look up a Lewis County

ATV Paper

snowmobile survey that was done previously. Members agree there is considerable confusion with trail usage.

We have been brainstorming with CNYRPDB on ways to support comprehensive planning and zoning to support communities with a 45-minute drive radius of Micron. As proposed, the economic development project could create lots of development, most of it housing related, in nearby communities.

Micron

Mrs. Malinowski reported for RACOG – Mr. Barboza is working on a transportation report to be done for the September board meeting. April Roggio from the University of Albany is also still asking communities to fill out a survey she is working on , with the results potentially helping with future funding. The Civic Service Student Activity Program (CSSAP) will be starting for the 2024-25 school year. The local government program is offered to high school students and is a collaboration with NYS, BOCES and the Tug Hill Commission. October 1 is the deadline for students to sign up. We are taking a summer break from the Fort Drum Internship program. Previous Fort Drum inter Paul Shepard has been approved for the Associate Circuit Rider position. Comprehensive plans are in progress for the towns of Wilna and Denmark, and villages of Carthage, Deferiet, Castorland and Copenhagen.

COG Report

The 2023-24 end of year statement (handout) has been processed and we were under budget. Our expenses were 89% of the total allocated budget.

Finance Report

Financial statement for 2024-25 (handout) we are at 25% on expenses for our first quarter. We have seen some reimbursement from the GTSC grant.

Proposed 2024-25 Budget Amendment (handout) we have broken down expenses for the LGC on separate lines for costs of printing, training and supplies to track better. There is no change to the total revenue of \$1,400,000.

On a motion made by Commissioner Scriber and seconded by Commission Keller members approved the 2024-25 Amended Budget as presented.

Commissioner Bogdanowicz opened the floor for public comment. Commissioner Ritter shared that National Grid has been in Remsen, Forestport and Boonville for a few weeks. It is unclear in the communities currently what work they are doing. She also shared the Adirondack Elementary School in West Leyden is closing.

Public Comment

A discussion took place with members regarding power and solar energy and the 70x30 initiative.

There being no further business, on a motion made by Commissioner Boxberger and seconded by Commissioner Cheresnoski members adjourned the meeting at 11:27 a.m.

Adjourn

These minutes were approved by the Board of Commissioners.

Tom Boxberger
Secretary