



# Tug Hill Times

*Tug Hill Times* is published semimonthly by the Tug Hill Commission for its board members, staff and associates, and the local representatives on the region's councils of governments.

## **SARA GRANT INFORMATION SESSIONS COMING UP!**

This is a reminder that the grant application deadline for the 2008-2009 cycle of the Local Government Records Management Improvement Fund is just around the corner on February 1, 2008. State Archives anticipates that the upcoming grant cycle will be very competitive, so it will be particularly important to get as much insight into the LGRMIF grant application as possible so that you can obtain much-needed resources to help with your records programs!

Grant Application Information Sessions will be held at the following locations:

Marcy Town Hall, Oneida County  
*Tuesday, November 27th*  
Liverpool Village Hall, Onondaga County  
*Thursday, November 29th*  
Watertown Public Health, Jefferson County  
*Thursday, December 6th*

These sessions generally run from 9:00 a.m. to about 12:30 p.m. You may register online at:

<http://iarchives.nysed.gov/WorkShops/workshopsDetailsServlet?owner=LG&cat=season&subject=Fall>

Attendance at a Grant Application Information Session is a critical step in developing your grant proposal. There have been several significant changes in the LGRMIF grant program over the past two years, and the above listed sessions are the only venue where the revised application process is going to be covered in detail.

The grant application booklet is available at [http://www.archives.nysed.gov/a/grants/grants\\_lgrmif\\_appl.shtml](http://www.archives.nysed.gov/a/grants/grants_lgrmif_appl.shtml). A copy of the booklet will be available at the sessions.

Grant applications and records management projects do take effort, but the benefits of establishing a systematic records management program in your local government will be well worth your efforts! If you have any questions, please call the State Archives office in Utica at 315-793-2780.

## **LOCAL GOVERNMENT CONFERENCE EARLY NOTICE POSTCARDS IN THE MAIL SAVE THE DATE MARCH 27, 2008**

The 19<sup>th</sup> Annual Local Government Conference held at Jefferson Community College, Watertown, is just four months away on Thursday, March 27, 2008.

Postcards were mailed last week to local officials in the Tug Hill region and to clerks outside the region announcing the March 27, 2008 conference.

Registration information and conference schedule will be mailed in early January.

## **VISUALIZE YOUR COMMUNITY IN 3D**

Are you interested in seeing your community in 3D? Here is your chance to participate in a program to do that. The "Visualize Your Community in 3D" program is put on by Green Mountain GeoGraphics, Ltd. This is a free program where they train you on how to construct 3D building models in Google Earth using a software called SketchUp. No previous experience is needed and anyone is welcome to participate.

How do you get involved in the program? There has to be a team of at least 10 people signed up. If there are enough signed up, two teams could be formed and training could take place at two different locations.

The Tug Hill Commission's GIS Specialist Mickey Dietrich is trying to set up a team. If you are interested and want more information, please contact him at 315-785-2380 or e-mail [mickey@tughill.org](mailto:mickey@tughill.org).

### **WORKSHOP: RESPONSIBILITIES OF PUBLIC OFFICIALS**

A workshop targeting newly elected town officials will be held 7:00 p.m. to 8:30 p.m., Thursday, December 20<sup>th</sup> at the Boonville Municipal Building on Route 12 (South of the Village past Headwaters Plaza and Burger King). Michael Kenneally, Associate Counsel, NYS Association of Towns, will highlight key legal responsibilities of public officials, including conflicts of interest; codes of ethics; financial disclosure requirements; dual office holding and compatibility of office; the appearance of impropriety; defense and indemnification; liability for acts in office; appointments; resignations; and filling vacancies in offices.

This free workshop is sponsored by the Tug Hill Commission, Cooperative Tug Hill Council, Northern Oneida County Council of Governments, River Area Council of Governments, North Shore Council of Governments and Salmon River Council of Governments. Pre-registration is required. Please contact the Tug Hill Commission at 1-888-785-2380 by Tuesday, December 18<sup>th</sup>.

### **TRAINING SESSION FOR LOCAL PLANNING & ZONING OFFICIALS**

Commission staff will participate in two end-of-year training sessions for local planning and zoning officials. Lewis County is hosting a four-hour session on Tuesday, November 27<sup>th</sup> at 5 p.m. at the Lowville High School. This will cover county referrals, a general overview of the planning and zoning actors, site plan reviews and special permits, and variances.

The Town of Boonville is hosting a two-hour session on December 4<sup>th</sup> at the Town/Village offices starting at 6:30 p.m. This session will cover special use permits and site reviews.

### **HEALTH INSURANCE AND SMSI**

In response to the recent survey of Tug Hill Communities we will be hosting a meeting on opportunities for shared health insurance programs and the possibility of preparing a Shared Municipal Services Grant application for local officials. The meeting will be on December 4, 2007 at 3:00 p.m. at the Lowville Town Hall. Survey respondents indicated that they would like to learn more about options for collaborative health insurance programs. At the meeting we'll have information on the survey results and some input from experts on the topic. If you have any questions regarding the meeting please contact Carla Malmgren at 1-888-785-2380 or e-mail to: [carla@tughill.org](mailto:carla@tughill.org).

*On behalf of the Tug Hill  
Commissioners and staff we wish  
you all a safe and happy  
Thanksgiving!*

