

# TUG HILL COMMISSION

## MINUTES OF MEETING

Watertown, New York

March 30, 2016

Chairman Bogdanowicz opened the meeting at 4:10 p.m.

**Opened**

Commission members included Mdm. Chereshnoski and Messrs. Boxberger, Bogdanowicz, Maciejko and Talgo. Staff included Mrs. Malinowski, Mrs. Decker, CTHC Circuit Rider Mrs. Kimball, NorCOG/SRCG Circuit Rider Mr. Baxter, NOCCOG Circuit Rider Jennifer Armstrong, and RACCOG Circuit Rider Kathy Amyot. Guests – CTHC Chair Roger Tibbetts.

**Attendance**

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

**Agenda Approved**

On a motion made by Commissioner Maciejko and seconded by Commissioner Boxberger, members approved the minutes of January 25, 2016.

**Minutes Approved**

Chairman's report followed.

**Chairman's Report**

Commissioner Bogdanowicz thanked staff for all the hard work for tomorrow's Local Government Conference. Close to 700 participants are expected to attend. It should be a great event!

**Welcome**

Chairman Bogdanowicz provided an update on Commissioner Vigus, that he is in Faxton St. Lukes Healthcare in Utica to start undergoing treatment for leukemia. He is expected to be in the hospital for a month. He is in good spirits. Cards, emails, or calls would be appreciated.

Governor Cuomo has made Rosanna Rosado Acting Secretary of State. Commissioner Bogdanowicz sent to her a letter inviting her to the Local Government Conference and offering a Tug Hill tour and possibly a flyover with Light Hawk and Bob Keller. She wrote back and is unable to attend the conference but looks forward to working with us. Mrs. Malinowski and Chairman Bogdanowicz will follow up with her personally in Albany this spring.

Executive Director's report followed.

**Executive Director's Report**

Mrs. Malinowski updated members that she has received 4 resumes to date for the Associate Director/Director of Community & Regional Projects position. The job description is included in your packets.

**Administration**

In your packets is the vision statement, mission statement and operating philosophy that we reviewed at last month's meeting. Commissioner Boxberger had suggested including the word "assist" in the operation philosophy wording. No other suggestions were given. The word "assist" will be added and a draft done and we can move forward with updating. The vision and mission statements are good. Commissioner Boxberger made a motion to adopt the vision and mission statements as is, and the operating philosophy once edited to include the word "assist". Commissioner Chereshnoski seconded the motion, and the motion carried.

New Standards for Internal Control in NYS Governments was released by the Comptroller's office. Mrs. Malinowski will be reviewing. Commissioner can be expect to soon receive an email regarding filing their annual financial disclosure forms electronically.

The Cornell Internship program didn't work out for this year as the one student who applied ended up taking a position on campus. We will regroup and work on it for next year.

**Internship**

The website is up-to date and we have started a Facebook page.

**Website/Facebook**

Headwaters is done! We are including it in the LGC packets. It will be going out in the mail as well. BCA staff assisted us in the new design. We went full color this year and worked with a new printer Speedway Press in Oswego who has very competitive rates. We are excited about the finished product!

**Headwaters**

We previous discussed whether to have a large annual meeting. Mrs. Malinowski recommended not holding an annual meeting in May, but suggested a November date to replace the scheduled November 14<sup>th</sup> commission meeting. One possibility would be holding it on Thursday, November 10 at a new "barn" the Tailwater Lodge is building that is to be done by October. Some ideas to showcase -Venerable Folks exhibit, fiddlers, highlight local projects (Altmar school reuse, dissolution, water project), potential new THC video. She asked commissioners for ideas on what to highlight. Commissioner Bogdanowicz suggested a thorough look at what we want to achieve with an annual meeting.

**Annual Meeting**

In your packets is a copy of a letter that Mrs. Malinowski sent to COG Chairs to invite them to and informal meeting with her, Phil Street and the four circuit riders on April 26 at the RiverHouse Restaurant in Pulaski.

**COG Chairs Meeting**

Mrs. Malinowski attended Fort Drum day in Albany on March 22. There were several meetings with various senate and assembly committees on topics relevant to Fort Drum. There was also a large meeting with the Governor's office staff including several deputy secretaries, including Pat Hooker, who has become a big advocate for the ACUB program. It was a good day!

**Fort Drum Day**

We have been asked by the Northern Border Regional Commission to consider becoming a grant administrator for Jefferson, Lewis, St. Lawrence and Franklin counties. They are looking for a local organization help administer grants that are granted to organizations in those four counties. There would be funding to cover costs. It is a little out of our realm but something to consider, as it could help strength ties with the NBRC and potentially assist our communities. We would need to consider if we want staff to allocate time to the grants. Commissioner Talgo expressed a concern taking money in and how it that would work with DOB. Commissioner Boxberger was concerned on the reaction of some of our communities if the commission was to do this. Commissioner Bogdanowicz suggested it would be a good opportunity to bring it to ANCA. Mrs. Malinowski stated that Mark Scarano, NBRC will be at the conference tomorrow and we can talk with him.

**Northern Border  
Regional Commission**

Mrs. Malinowski will be attending the ANCA board of directors meeting on March 25 in Glens Falls, as she has been invited to sit on the board.

**ANCA**

Commission staff held a meeting on February 29<sup>th</sup> in Altmar to discuss the TIR properties that are currently for sale. Several towns attended and were interested to hear about the community forest concept. We will reach out to communities that were not present

**Community Forest**

Lewis County, working with DANC and Mohawk Networks, is submitting an application to the NY Broadband Fund. Towns are being asked to submit support letters to Lewis County

**Broadband**

In your packets are recent articles on proposed wind farms by Iberdrola Renewables and Hudson Energy Development. Iberdrola's project would be located in the towns of Harrisburg/Montague/Pinckney. Hudson Energy is looking at South Jefferson County that would involve Henderson, Hounsfield, Adams, Rodman, Ellisburg and Lorraine.

**Wind Projects**

We are working with THTLT on a significant update to the Tug Hill Recreation Guide. They received a Pratt-Norhtam Foundation grant for an intern to work with them for this summer. His name is Leif Ostrum and he will be working closely with Mickey to collect GPS trail data. Major revisions are planned for the guide.

**Tug Hill Recreation Guide**

In your packets is the Commission Counsel contract with Lee Willbanks. The contract is the same as the previous year.

**Commission Counsel Contract**

On a motion by Commissioner Boxberger and seconded by Commissioner Talgo, members approved the contract as presented.

Mr. Baxter, NorCOG/SRCG – There has been some talk as to whether the raceway will be opening on time

**COG Reports**

Angie Kimball, CTHC – The highway mapping project is almost complete.

Kathy Amyot, RACOG – Herrings has passed the halfway point on the dissolution. RACOG has been approached for growth by the Rutland and Deferiet.

Jennifer Armstrong, NOCCOG – NOCCOG is exploring the idea to reeducate and reinvigorate on what assistance they can provide and what they do to help the communities.

Commissioner Bogdanowicz wanted to follow up on last month's meeting that included a staff report. He encourages staff to continue to come the meetings and provide updates on projects and let commissioners know how they can help with resources.

**Staff Report**

Mrs. Malinowski relayed that staff has signed up to do reports for 2016 meeting schedule.

Chairman Bogdanowicz presented a request made by Commissioner Boxberger to adjust the 2016 schedule for meetings to be held from 10:00 a.m. – 12:00 p.m. The March meeting would remain at 4:00 p.m.

**Commission Meeting Schedule**

Members were all in agreement the scheduling change of the 2016 calendar.

In your packets is the year to date 2015-16 financial statement. There are still expenses not showing due to end of the year processing.

**Finance Report**

Commissioner Boxberger shared that the value of the commission goes very far and thanked everyone. Chairman Bogdanowicz relayed that the town of Montague has approached the commission for assistance regarding a small piece of land near the town barn and a land swap between the town and state. Commission staff are communicating with DEC on it.

**Public Comment**

There being no further business before the board, on a motion made by Commissioner Boxberger and seconded by Commissioner Talgo members adjourned the meeting at 5:14 p.m.

**Adjourn**

Respectfully Submitted,

Tom Boxberger  
Secretary