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| **Member Communities**

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| Towns ofAdamsBoylstonFlorenceHarrisburgLewisLeydenLorraineMartinsburgMontagueOsceolaPinckneyRedfield | RodmanTurinWest TurinWilliamstownWorthVillages ofAdamsConstablevilleLyons FallsPort LeydenTurin |

**Website: tughillcouncil.com** |  | **Executive Committee**ROGER TIBBETTS, *Chair*DOUGLAS DIETRICH, *Vice Chair*CARLA BAUER, *Secretary*IAN KLINGBAIL, *Director*STEPHEN BERNAT, *Director*PAULETTE WALKER*, Director*FRAN YERDON*, Director***Contact: Angie Kimball, Circuit Rider****PO Box 34, Redfield NY, 13437****Email: angie@tughill.org****Cell** **315-480-6857****Home** **315-599-8825** |

**CTHC Executive Committee Meeting Minutes 12/2/2021**

 The meeting was held via Zoom due to increased Covid-19 cases in the area and was called to order at 7:00 p.m. by Chairman R. Tibbetts. Also present for the meeting were D. Dietrich, Vice Chairman; C. Bauer, Secretary; F. Yerdon, Director; I. Klingbail, Director; S. Bernat, Director; P. Walker, Director; K. Malinowski and M. Johnson from the Tug Hill Commission and A. Kimball, Circuit Rider.

**Minutes:** The minutes of the August 24, 2021, Executive Committee meeting were reviewed by the Committee. A motion was made by D. Dietrich (Martinsburg) and seconded by F. Yerdon (Osceola) to accept the minutes. All were in favor (see attached minutes).

**Reports:** **A)** **Financial Report –** Chairman R. Tibbetts (Rodman) presented the financial report as of November 30, 2021. Year-to Date Carry Over - $38,594.24; Receipts to date - $12,642.85; Distributions to Date - $9,503.34; Net Funds Available - $41,733.75. A motion was made by F. Yerdon (Osceola) and seconded by S. Bernat (Harrisburg) to accept the report as presented. All were in favor (see attached report). The comparison of the Circuit Rider expenses and the proposed due’s structure going forward were also presented and reviewed by the Committee (see attached reports).

 **B) Reports of Towns –** A. Kimball (CR) presented the report of the Towns and reviewed the pertinent information for each. She also discussed some regional projects which are being worked on with the municipalities and what the latest hot topics were (See attached report.)

**Tug Hill Commission Topics: A) Staffing Updates:** K. Malinowski (THC) reported they have filled the Director position formerly occupied by Jean Waterbury with an internal promotion of Jennifer Harvill. This has allowed them to get the approval to fill an additional entry level position, so they will be hiring one planner and two project specialists. They anticipate making job offers to three people this week, which if all goes well would bring them back to 14 staff, out of 15 allowed. It has been many years since they have had 14 people on staff, so they are excited to the new people coming on.

 **B) Other Tug Hill updates: -**K. Malinowski reported on a recent meeting they helped set up about a proposed new non-motorized trail adjacent to the elementary school in Adams Center with some discussion about connecting with the hamlet of Rodman in the future.

 -The Local Government Conference for 2022 has been set for April 19th at the Turning Stone Event Center, hopefully in person. She discussed the advantages of the venue and the possibility of limiting attendance in the rooms if necessary for Covid concerns. They are finalizing the program now and have some great speakers lined up.

 -M. Johnson (THC) gave an update on the planning projects they are working on with the CTHC municipalities: Worth-major zoning re-write; Turin-minor zoning work; Lewis - zoning and subdivision work starting soon; Osceola – training for new planning board members and some zoning updates; C’Ville and Montague – solar laws; Martinsburg – comp plan update.

**Old Business:** **A) Letter to TH Commissioners about Sages –** A. Kimball (CR) gave the committee a draft of a letter to send to the Tug Hill Commissioners asking that they consider doing another round of Sages (see attached). The Committee reviewed the draft and had nothing they wanted added. A. Kimball (CR) will get the draft to the other Circuit Riders so they can see if their COGs are interested in signing onto the letter.

 **B) Any Other Old Business -** None

**New Business:**  **A) Karleigh Resignation/New CR Search –** Karleigh’s letter of resignation was sent to all the Committee members. She will stick with us through the end of January and would fill in here or there if needed until we get the position filled. R. Tibbetts (Rodman) stated that the last time we got no interest from the newspaper ads and some of the papers have gotten quite expensive. Indeed and Zip Recruiter were used last time as well, and A. Kimball (CR) reported on what those cost last time. She would also like to put it in the Tug Hill Times and it will be on the website and it was on the monthly announcements and will be mentioned at meetings this month. The Committee agreed with using the online services again if the prices are reasonable.

 **B) Associate’s Contracts –** A. Kimball reported that when she met with Beth and Karleigh, Beth had requested that the Committee consider a raise of her hourly rate. The Committee reviewed the draft 2022 contract (see attached) discussed the request and a motion was made by F. Yerdon (Osceola) and seconded by I. Klingbail (Lewis) to raise Beth Steria’s hourly rate to $20/hour for the 2022 contract. All were in favor. The contract for the new hire will remain at $18/hour to start.

 **C) New IMAs – update –** A. Kimball (CR) sent out the draft IMAs to the municipalities in November adding the Village of Adams and updating the term of the agreement (see attached). Hopefully the IMAs will be approved at the December meetings and they would take effect in January 2022.

 **D) Election Results –** A. Kimball (CR) reported on the election results from the 2022 general election (see attached) and sent a draft of a letter to newly elected officials for the Committee to review. There were no comments.

 **E) Any Other New Business-** S. Bernat (Harrisburg) had a question about the ARPA (Covid) funding and K. Malinowski sent him the information to access a webinar that the Commission had sponsored which hopefully will have the information he needs.

 -F. Yerdon (Osceola) talked about a continuing code enforcement issue near the Salmon River and the fact that they are incurring bills from their attorney when the County Codes Dept. (who does Osceola’s enforcement) speaks to the attorney. He spoke about some possible changes needed to the Zoning law to make sure that they can recover costs in any court case.

With no more business before the committee a motion was made by C. Bauer (Redfield) and seconded by I. Klingbail (Lewis) to adjourn the meeting at 7:50 pm. All were in favor.