

### Member Communities

Towns of  
Adams  
Boylston  
Florence  
Harrisburg  
Lewis  
Leyden  
Lorraine  
Martinsburg  
Montague  
Osceola  
Pinckney  
Redfield

Rodman  
Turin  
West Turin  
Williamstown  
Worth  
  
Villages of  
Adams  
Constableville  
Lyons Falls  
Port Leyden  
Turin



### Executive Committee

ROGER TIBBETTS, *Chair*  
DOUGLAS DIETRICH, *Vice Chair*  
CARLA BAUER, *Secretary*  
IAN KLINGBAIL, *Director*  
STEPHEN BERNAT, *Director*  
PAULETTE WALKER, *Director*  
FRAN YERDON, *Director*

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### **CTHC Fall Dinner Meeting Minutes 09/26/2024**

The meeting was called to order following dinner at 7:00 p.m. by Chairman R. Tibbetts. Roll Call of Towns showed 13 towns and three villages in attendance for the meeting with representatives from V/Adams, Constableville, Florence, Harrisburg, Lewis, Leyden, Martinsburg, Montague, Osceola, Pinckney, Redfield, Rodman, T/V of Turin, West Turin and Worth present. Also present as guests were three Tug Hill Commissioners, three members of the Tug Hill staff, and 13 other guests for a total attendance of 45 people. Introductions of attendees followed roll call was completed and then a break was then taken for dinner, and the meeting was reconvened at 7:43 p.m.

**Minutes:** The minutes from May 16, 2024, were reviewed (see attached). A motion was made by D. Dietrich (Martinsburg) and seconded by E. Hayes (West Turin) to accept the minutes as presented. All were in favor.

**Reports: Financial Report** – A copy of the Financial Report as of August 31, 2024, was presented by Chairman R. Tibbetts (Rodman) for review by members (see attached). Year-to-Date Carryover: \$32,666.36; Receipts to Date: \$14,739.68; Distributions to Date: \$11,134.72; Current Net Funds Available: \$36,271.32. Following review, a motion was made by S. Bernat (Harrisburg) and seconded by T. Thisse (Martinsburg) to accept the report as presented. All were in favor. The proposed dues structure through 2029 was also presented for review by members (see attached).

**Discuss and Approve the 2025 Budget:** The proposed 2025 budget was presented by Chairman R. Tibbetts (Rodman) (see attached). The budget was proposed to show an increase in the expected interest revenue due to the investments in NY CLASS and the meetings expense line was proposed to be increased by \$400 to cover increased cost for dinner meetings. This resulted in a transfer from revenues in the income category of \$6,100 rather than the \$6,600 proposed in the 2024 budget and a total budget of \$20,300 for 2025. A motion was made by F. Yerdon (Osceola) and seconded by L. Wojnowski (Turin) to accept the budget as presented. All were in favor.

**Speaker:** The speaker for the evening was Laird Petrie. Laird spoke about his history as an Associate Circuit Rider for CTHC and then in 1994 he went to work for the State Comptroller's Office. When he retired three years ago, the Commission scooped him up to contract with them to provide technical assistance to the Tug Hill towns and villages. He stated that he thought that this type of service should be provided for municipalities statewide, which the attendees agreed with wholeheartedly.

Laird then outlined some of the services that he can offer to towns and villages including help with budgets, sometimes he has been on-site with municipalities to help them develop their budget. Another very important issue is fund balance management and the development and use of reserve funds, and he has helped some municipalities learn about reserve funds and properly establish them. He has helped with many AUD (annual updated document), which is now called the AFR (annual financial report), and some towns and villages are many years behind on filing these annual reports with the Comptroller's office. Accounting records need to be accurate and up to date to file these reports and many times they are not, which causes problems. There is a big difference between the work of a regular CPA and municipal accounting, which can cause difficulties.

There is also a requirement for boards to do annual audits of their officials' books and he has helped some boards learn how to do an effective audit so it can be done in-house, and they don't have to spend money in the future for an external audit. He also does many training sessions for Tug Hill including budgeting, red flags for fraud and a budgeting and accounting school geared more toward small municipalities.

Following Laird's remarks there were several comments thanking him for his help and people commenting that Laird was the best at helping people learn as he is very hand-on.

**Tug Hill Commission topics:** K. Malinowski (THC) reported on the following subjects:

**a) Minimum Maintenance Roads Update, Lorraine Progress** – The Lorraine Highway Law exception went into effect 8/2024. The Commission is working with them to get back through the local law adoptions. We are getting an attorney (Ken Ayers) to make sure we follow all the procedures correctly and to work on some questions we have with the procedure. Montague has a bill submitted to be added to the provision of law, but there hasn't been any movement yet.

**b) Ambulance Issues, Paper Update, Recent Legislation** – The Ambulance Issues white paper has been updated and re-released. There has been a request to form a new service from a north country hospital and they have requested letters of support for a new Certificate of Need (CON), the towns and villages in the service area are for the most part, not in favor of the new CON. A. Kimball and K. Malinowski will be going to the Association of Towns conference in February in NY City to present a session on this subject. There has been some recent legislation approved and signed by the Governor on medical reimbursements for non-transporters and allowing blood products to be carried on some ambulances.

**c) 480A Updates** – The tax shift that is still going on from this program was discussed. Katie Patronis, the deputy Director of Natural Resources at DEC spoke at the Commission's annual meeting in September, and she talked about the issue of municipal reimbursement and that this needs to be corrected, especially before the program is expanded. The Commission's paper on this subject is also undergoing updates currently.

**d) East Branch of Fish Creek Meeting, PILOT Update** – The East Branch of Fish Creek Working Group meeting is scheduled for 10/3. The PILOT between the Nature Conservancy and the four towns in the East Branch of Fish Creek project area has been renegotiated and has now been signed and in action for the next 10 years.

**e) Planning Updates** – M. Johnson, Tug Hill's Planning director reported on the current work they are doing in the CTHC municipalities. They have been very busy, and he reported that all the towns have adopted their mini-comp plans. They are working on a comp plan in Rodman, have zoning amendments underway in Florence and the T/Turin, a first zoning law in Constableville and several on the list to start soon including Harrisburg, West Turin and first zoning laws in Williamstown and Port Leyden.

**Old Business: a) Cooperative ZBA update** – A. Kimball reported on the draft IMAs that will be out to the towns for a final review soon. It is hoped that the IMAs will be approved in November or December and the new Boards will take effect in January 2025.

**b) Any other old business** - None

**New Business: a) CTHC 50<sup>th</sup> Anniversary** – A. Kimball (CR) reviewed the brochure for the 50<sup>th</sup> Anniversary of the CTHC (see attached). She also mentioned that Fran Yerdon from Osceola was their original representative in 1974 and is still a representative from Osceola in 2024 and is still on the Executive Committee today. Thanks for your years of service, Fran!

**b) Associate Circuit Rider Search** – A. Kimball reported on the search for an Associate Circuit Rider and that they finally have a possible candidate. She will be talking to the Executive Committee about whether they would like to interview the individual. There is hope to have someone under contract soon.

**c) Fire Brigade Standard Changes by OSHA** – A. Kimball reviewed the changes that OSHA is proposing to the Fire Brigade Standard which will have catastrophic effects on the volunteer fire service if they are approved as written (see attached fact sheet). She asked if the Council would be amenable to send written comments on the impact these proposed changes will have on the CTHC municipalities, copying our federal legislators. A motion was made by E. Hayes (West Turin) and seconded by T. Ross (V/Adams) to send written comments regarding the impact on the proposed OSHA changes to the Fire Brigade Standard on the CTHC municipalities (see attached letter). All were in favor.

**Any other new business** - None

**Supervisor's and Mayor's Topics:** None

With no other business before the Council, a motion was made at 8:27 pm by S. Bernat (Harrisburg) and seconded by I. Klingbail (Lewis) to adjourn the meeting. All were in favor.