

Agenda
Tompkins County Council of Governments

Thursday, March 22, 2018 3:00 PM

Scott Heyman Conference Room

- | | | |
|--------------|--|----------------------|
| I. | Call to Order | B. Goodman |
| II. | Greeting/Sign In/Review Agenda | |
| III. | Minutes Approval
a. January 25, 2018
b. February 22, 2018 | |
| IV. | Announcement of Green Building Workshop for Municipal Officials (3:05) | L. Walker/I. Shapiro |
| V. | Emergency Services Task Force Report (3:10) | I. Weiser |
| VI. | County Administration (3:40) | |
| VII. | Cayuga Lake Watershed Intermunicipal Organization (3:45) | R. Dietrich |
| VIII. | Tompkins County Electric Vehicle Accelerator Program (ITCEV) (4:00) | B. Roy/V. McGarrill |
| IX. | Report from Subcommittees (4:20)
a. Emergency Services Task Force (I. Weiser)
b. Community Choice Aggregation Work Group (I. Weiser)
c. Transit Services Committee
d. Energy Task Force (L. Thomas)
e. Cable Committee (R. Dietrich) | |
| X. | Next Meeting Agenda Items (see list attached to agenda packet) | |
| XI. | Adjournment | |

Tompkins County Council of Governments
 Regular Meeting Minutes - DRAFT
 Thursday, January 25, 2018 3:00 PM
 Scott Heyman Conference Room

Attendance

Attendee Name	Title	Status	Arrived
Elizabeth Thomas	Member, Town of Ulysses	Present	
Betty Conger	Vice-Chair, Village of Groton	Present	
Bill Goodman	Co-Chair, Town of Ithaca	Present	
Ric Dietrich	Member, Town of Danby	Present	
Marty Petrovic	Member, Village of Trumansburg	Present	
Jason Leifer	Member, Town of Dryden	Present	
Casey Powers	Member, Town of Newfield	Present	
Linda Lavine	Alternate, Town of Dryden	Present	
Donna Fleming	Co-Chair, City of Ithaca	Present	
Ed Lavigne	Alternate, Town of Lansing	Present	
Mark Witmer	Alternate, Town of Caroline	Present	
Linda Woodard	Member, Village of Cayuga Heights	Present	
Pat O'Rourke	Member, Village of Lansing	Present	
Beth McGee	Member, Town of Enfield	Present	
Joe Wetmore	Member, Town of Lansing	Late	4:20 PM
George McGonigal	Alternate, City of Ithaca	Present	
Marcia Lynch	Public Info. Officer, County Administration	Present	
Katrina McCloy	Legislature Office	Present	
Lee Shurtleff	Director, Department of Emergency Response	Present	

Guests: Mike Thorne, Superintendent of Public Works, City of Ithaca; Nick Goldsmith, City of Ithaca; Terry Carroll, Clean Energy Coordinator Program, NYSERDA; and Kate Supron, Office of Community Relations, Cornell University; Matt Bishop, local resident and CEO, Open City Labs

Call to Order

Mr. Goodman, Co-Chair, called the meeting to order at 3:00 p.m.

Greeting/Sign In/Review Agenda

The following changes were made to the agenda:

The interim report from the Emergency Services Task Force was deferred to the March meeting and an update by Mr. Dietrich on the Cayuga Watershed Inter-Municipal Organization was added to the agenda. Mr. Goodman requested the subcommittee report of the Community Choice Aggregation Work Group be removed from the agenda and future agendas as there is no activity from the subcommittee at this time.

Minutes Approval

December 14, 2017

Minutes Acceptance: Minutes of Jan 25, 2018 3:00 PM (Minutes Approval)

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RESULT: ACCEPTED [UNANIMOUS]
MOVER: Betty Conger, Vice-Chair, Village of Groton
SECONDER: Ric Dietrich, Member, Town of Danby
AYES: Thomas, Conger, Goodman, Dietrich, Petrovic, Leifer, Powers, Fleming, Lavigne, Witmer, Woodard, O'Rourke, McGee

Discussions:

Cayuga Watershed Inter-Municipal Organization Update

Mr. Dietrich stated there was overwhelming support by those in attendance at the Cayuga Watershed Inter-Municipal Organization meeting last night for the Cayuga Watershed Initiative and the conference being held in Seneca Fall later in the Spring. Cornell University will be assisting with the conference and the Seneca Falls Community Center has donated the use of its facility. Mr. Dietrich stated the initiative is to reduce the amount of erosion coming from the various municipalities into Cayuga Lake. He believes if everyone could get together to discuss this and some of the projects involved a solution can be found.

Mr. Dietrich stated the Governor has announced the release of funding for the lakes systems and he is asking municipalities to write a letter of support for the conference and initiative. A copy of the letter of support from the Town of Ulysses was shared at the meeting and a copy will be e-mailed to all TCCOG members. In addition, all entities across the County that are involved with water are being included and will be invited to the conference.

Mr. Goodman stated the municipalities and organizations around Cayuga Lake updated the Watershed Management Plan and the Inter-Municipal Organization received a three-year grant from New York State to work with the Central New York Planning Agency to develop projects to implement the Plan. The funding now being sought by the Watershed Inter-Municipal Organization is to implement those projects.

Streetlight Conversion to LEDs (ID #7512)

Mr. Thorne stated there is a Countywide effort to change streetlights to light-emitting diode (LED) fixtures that use approximately one-third of the energy. He said the City of Ithaca has contracted with George Woodbary, Light Smart Energy Consulting of North Carolina, who specializes in streetlight conversion to LED and will provide the same services to municipalities at their cost if they decide to do this. Mr. Thorne reviewed in detail a document entitled Scope of Work, Street light Consulting Services, City of Ithaca and Tompkins County Municipalities, that laid out the steps involved in the streetlight conversion process and provided estimated costs.

Report on Tompkins County Emergency Response and Oversight Committee

Appoint a TCCOG representative

Mr. Shurtleff distributed a document that outlined the Tompkins County Emergency Response Oversight Committee (EROC) and provided a brief background on the development of the Committee. He stated today there is a much broader use of the emergency communication network and involvement and a need for a broader EROC. He stated the Legislature approved new bylaws last fall and now there is

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a seat on EROC for a TCCOG member to gain the local municipality perspective. He envisions the Committee will meet Wednesdays for two hours on a bi-or tri-monthly basis at the Emergency Response Center.

Pat O'Rourke, Village of Lansing, expressed that she was interested but did not want to commit until she has been given an opportunity to look into it further. Mr. Goodman stated she could be given that opportunity and can report back to TCCOG next month.

Report from Subcommittees

Cable Committee

Mr. Dietrich updated TCCOG members that negotiations have resumed and there is a planning session scheduled to bring everyone up-to-speed on this followed by a meeting to review the draft contract, which has a rural and City component. He suggested that members from each municipality review the draft document and familiarize themselves with this. Mr. Goodman suggested this be a topic of discussion at a future meeting.

Mr. McGonigal stated when Spectrum took over Time Warner WENY, Channel 19, was dropped from the local station channel availability and was replaced with a Syracuse-based channel. He believes the local coverage was better with the Elmira station. However, he has found that WENY is available on the newer Spectrum cable boxes as channel 1210 but is concerned that it will be eliminated in the future. He would like the affected municipalities in the County to write letters to Spectrum and State and Federal officials requesting that Spectrum continue to offer WENY. Mr. Goodman suggested he provide a sample letter. Ms. Robertson stated the Legislature will need updated information prior to passing a resolution regarding its support.

Energy Task Force

Ms. Thomas reported the Task Force has been working on the LED streetlight conversion. She said at the last meeting they were also working on the Countywide Electric Vehicle Initiative Grant. She stated there is no meeting today.

Transit Services Committee

Ms. Fleming stated the TCCOG seat on the Transit Services Committee was set up to provide input from rural communities to the Committee. She is a City representative and believes the seat would be better suited for a representative from a rural area. Mr. Witmer is interested in the seat and will speak with Ms. Fleming and report back next month.

Future Meeting Agenda Items

Following a discussion by Committee members the next meeting agendas will include:

- February 22, 2018, Meeting
 - Overview of the Swift 911 Services Available
 - Planning and Sustainability Department Overview of Services and assistance they can provide
 - Further discussion of extending the meeting to two hours
 - Appointment of TCCOG representative to Emergency Response and Oversight Committee
- March 22, 2018, Meeting
 - Update from Tompkins County Planning Department on Article 239 review process

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- Cayuga Lake Water Basin Summit
- Establishing an Emergency Preparedness Task Force
- Consideration of extending meeting length to two hours

- Future Meetings
 - Municipal Check-ins (Reports by members on large issues municipalities are currently engaged in)
 - Priorities for 2018
 - Work with Cornell University and Schedule Lobbying Efforts

Adjournment

The meeting adjourned at 4:36 p.m.

Tompkins County Council of Governments
 Regular Meeting Minutes - DRAFT
 Thursday, February 22, 2018 3:00 PM
 Legislature Chambers

Attendance

Attendee Name	Title	Status	Arrived
Martha Robertson	Member, Tompkins County	Present	
Elizabeth Thomas	Member, Town of Ulysses	Present	
Mark Witmer	Alternate, Town of Caroline	Late	3:05 PM
Linda Woodard	Member, Village of Cayuga Heights	Present	
Tammy Morse	Alternate, Village of Trumansburg	Present	
Beth McGee	Member, Town of Enfield	Late	3:21 PM
Donna Fleming	Co-Chair, City of Ithaca	Present	
Donald Scheffler	Member, Town of Groton	Present	
Jason Molino	County Administrator	Present	
Marcia Lynch	Public Info. Officer, County Administration	Present	
Katrina McCloy	Legislature Office	Present	
Christina Dravis	Director of Dispatch	Present	
Lee Shurtleff	Director, Department of Emergency Response	Present	

Guests: Paula Younger, Executive Director of Government and Community Relations, Ithaca College; Martha Hubbard, Director of Community and Corporate Partnerships, Tompkins Cortland Community College; Kate Supron, Office of Community Relations, Brian Robinson, and Osamu Tsada, Cornell University; and Media

Call to Order

Ms. Fleming, Co-Chair, called the meeting to order at 3:02 p.m.

Greeting/Sign In/Review Agenda

Ms. Fleming stated there was a lack in attendees today likely due to the New York State Association of Towns Conference.

There were no changes to the agenda.

Minutes Approval

January 25, 2018

RESULT: DEFERRED

Introduction and Welcome of New County Administrator, Jason Molino

Ms. Fleming introduced and welcomed Jason Molino, County Administrator, to the meeting.

Mr. Molino provided a brief background of his work in municipal government including his

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position as City Manager of Batavia, Genesee County, New York. He has worked with a similar group to this committee in Genesee County and looks forward to working with the Tompkins County Council of Governments. He would like to meet with each jurisdiction in the next few months to discuss issues and begin developing a good working relationship.

Mr. Witmer arrived at this time.

Presentation and Discussion - Swift911

Ms. Dravis provided a PowerPoint presentation entitled SWIFT911 for Tompkins County Municipalities and Departments, which provided a brief overview of the Swift 911 System launched by the County and City the Fall of 2017. She explained the System is available for use by municipalities and this presentation is the first official outreach to municipalities as a whole and offered to provide the same to individual municipalities if they are interested. She stated each municipality would have a primary and secondary contact person to send out the messages and the 911 Center could also be utilized to send out messages if there was a need. She will also provide training to designated personnel.

Ms. Lynch explained there was a news conference in October 2017 regarding the System and there are plans to hold more in the future to further publicize and provide information to the public.

Ms. Robertson inquired about how this system works in relation to the State system. Ms. Dravis explained that a notification would be received from the State system and forwarded through the County system if need be. Ms. Robertson suggested reaching out to Highway Departments as this may be beneficial to them regarding road conditions.

Ms. Morse arrived at this time.

Update on Training Academy

Ms. Hubbard reviewed the background of the TCCOG Training Academy creation resulting from a desire to have high-quality, affordable training to all local governments within the County and part of the New York State Shared Services Property Tax Savings Plan for Tompkins County. The Academy is operated by Tompkins Cortland Community College (TC3) BIZ and provides a variety of trainings to all local governments within Tompkins County at a discounted price. She explained the trainings are based on and customized for local governments and municipalities which differ from private sector business.

Ms. Hubbard spoke of trainings available including communication, listening, conflict management, and Excel skills. She distributed a list of workshops with a brief description of each and briefly reviewed them. She also welcomes any input for other topics people are looking for.

Ms. Hubbard is still in need of a designated “point person” to approve and register municipal employees for trainings from the Towns of Caroline, Danby, Enfield, and Groton and the Villages of Cayuga Heights, Freeville, and Lansing. She explained that with one person registering individuals from various municipalities they maintain control of their training budget. She is in need of help spreading the word about these workshops and these opportunities for the success of the program overall.

Committee members made the following suggestions to Ms. Hubbard:

- Distribute the flyers electronically to the TCCOG distribution list; and
- Offer workshops in the areas of Microsoft Word, Public Meetings Law, communicating with constituents and complaints, and required annual planning board member trainings; and

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- Offer workshops during evening hours.

Ms. Hubbard stated that when employees are sent to training during work hours the employer is reinforcing the importance of learning and they are investing in that employee and his or her training.

Report from Subcommittees

Transit Services Committee

Mr. Witmer reported he attended his first meeting of the Transit Services Committee and there was a large amount of talk regarding the future of the Tompkins Consolidated Area Transit (TCAT). TCAT will be receiving eleven new buses and plans to retain three older buses to begin new services in developing areas. In addition, TCAT is looking to expand its garage facility and is in the preliminary stages of looking at new areas for such a facility. Mr. Witmer spoke of the possibility of the TCAT facility sharing a space with one of the Town Highway Departments.

Ms. McGee inquired about the downtown bus terminal and stated it is in very unpleasant conditions. She believes there should be something done as this is a gateway for people to enter this community. She suggested if there are plans for TCAT to expand its space could something be done in conjunction with the bus terminal. Ms. Fleming will check with the City to see what she can find out regarding the terminal.

Cable Committee

Ms. Fleming stated Ric Dietrich was unable to be at the meeting but had e-mailed his report from the Cable Committee. "The Committee had its first meeting with Charter and they next meet on March 16th".

Committee members discussed and agreed it is difficult to reach someone at Spectrum to talk about the problem of service being decreased but rates still being increased.

Committee members are interested in more information regarding a franchise agreement. Ms. Supron spoke of the need to negotiate franchise agreements as a group. She explained that communities that had an agreement that has expired have tried to negotiate and never received a response. She suggested speaking with Jason Leifer and Ric Dietrich about the franchise group. Ms. Robertson inquired if this could be a monopoly and if communications need to be made to the Attorney General's Office.

Ms. Fleming will obtain more information regarding the March 16th meeting to send out to members and suggested contacting the Public Service Commission since they also accepted complaints regarding this.

Energy Task Force

Ms. Thomas reported the Energy Task Force will not be meeting today. She stated the LED street lights are moving forward and Michael Thorne, City of Ithaca, has organized a meeting, "LED Street Lights, What Municipalities Need To Know", with George Woodbarry, Light Smart Energy Consulting, March 12, 2018, 1:00 p.m. to 4:00 p.m., at the Tompkins County Public Library. All elected officials and municipal employees are welcome to attend.

Next Meeting Agenda Items

Extending Meetings to two hours?

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Ms. Thomas explained the idea of extending the meeting time is only for certain lengthier topics or discussions that may run over the regular time period allotted and this would only be on an occasional basis.

Future Meeting Agenda Items (ID #7642)

Ms. Fleming stated there have been two topics added in the meeting: franchise agreement discussions and conditions of the downtown bus terminal. She invited Committee members to make any suggested topics if they wish to do so.

Ms. Robertson clarified that the County Housing Officer report should be changed to County Housing Planners and they should be ready to report earlier than Fall 2018 and possibly in a few months. She explained that one issue Megan McDonald, Deputy Commissioner of Planning and Sustainability Department, is interested in reporting on is the infill analysis she has completed; she has met with some municipalities and is interested in meeting with the remaining ones.

Ms. Thomas is concerned about the bacteria in the lake and is interested in forming a group to lobby in Albany for water quality. She inquired about previous discussions regarding planning a trip to Albany to do some lobbying and suggested moving some of the water quality topics to earlier months. Ms. Fleming stated there were other topics they were interested in lobbying for besides water quality.

Ms. McGee is interested in hearing from other municipalities regarding their practices in contracting and how they account for Fire Department Management. She would also like to discuss the possibility of a shared position, a shared service, between municipalities to assist with economic development in all municipalities countywide.

RESULT: COMPLETED

Adjournment

The meeting adjourned at 4:15 p.m.

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Tompkins County Council of Governments

Governor Daniel D. Tompkins Building
Ithaca, NY 14850

Meeting: 03/22/18 03:00 PM
Department: Tompkins County Council of Governments
Category: Intermunicipal Related

**REPORT OR DISCUSSION ITEM NO.
(ID # 7699)**

Cayuga Lake Watershed Intermunicipal Organization

CAYUGA LAKE WATERSHED INTERMUNICIPAL ORGANIZATION

Brief Organizational Description and Activities Update

The Cayuga Lake Watershed Intermunicipal Organization (IO) was formed in the late 1990s as part of the preparation of a watershed management plan for Cayuga Lake. Each watershed municipality is invited to appoint a representative to the IO and asked to contribute annual dues.

The original watershed management plan was completed in 2001 and updated in 2017. Both plans were largely funded by the New York State Department of State, which provides funding to municipalities for watershed management planning initiatives. The plan provides a detailed description of the watershed, an assessment of water quality issues, and a number of recommendations for restoring and protecting water quality. The recommendations run the gamut from public education, to increased public access, to more frequent and routine monitoring, to regulations on private septic systems, to improvements in stormwater management, to regulations on agriculture. In the eyes of the State, the development of a watershed management plan is a first step in a watershed wide approach to addressing water quality issues. Once completed, the plan better positions watershed municipalities to access state funding for water quality projects.

The Cayuga Lake watershed contains 38 towns and villages, 1 city, and 6 counties. It is a challenging task to coordinate the efforts of these 45 individual municipalities. Many of the watershed municipalities do not border on the lake or have a significant percentage of their land in the watershed. The majority of municipalities within the watershed are small towns and villages and they are constrained by limited staff and limited budgets. Historically there has been no one entity charged with monitoring and protecting the health of the watershed; it has been the responsibility of the watershed's 45 municipalities to come together to collaborate their efforts in protecting water quality and it is the purpose of the watershed management plan to focus those collaborative efforts.

To help make this happen, the Town of Ithaca, on behalf of the IO applied for a NYSDOS grant to hire Central New York Regional Planning and Development Board (CNYRPDB) to work with municipalities. The grant was awarded and the project is scheduled to begin in April. CNYRPDB's environment Planner, Kathy Bertuch, will be working to bring together municipal officials, professional staff, and regional state agencies to partner in identifying, planning, and implementing regional watershed improvement projects. An additional component of the grant is to look at the structure of the IO and make organizational recommendations.

The IO is sponsoring an April 19th Watershed Summit to kick off this initiative. Watershed mayors, supervisors, highway superintendents and appropriate county personnel have received an invitation to the event. TCOG member are also welcome to attend and an invitation is included.

Please feel free to contact me if you have any questions, would like additional information, or would like to be part of this work.

Tee-Ann Hunter
 Chair, Cayuga Lake Watershed Intermunicipal Organization
 Councilperson, Ithaca Town Board

The Cayuga Lake Watershed Intermunicipal Organization

Invites you to a

Watershed Summit



Where: Seneca Falls Community Center, 35 Water St., Seneca Falls, NY

When: Thursday, April 19, 2018, 8:30 a.m. – 1:30 p.m.

8:30 Coffee is served • 9:00 Meeting begins • 12:00 Lunch by Dinosaur Bar-B-Que



Please join watershed officials, highway superintendents, and public works personnel to learn about state funding opportunities for water quality improvement projects.



The Cayuga Lake Watershed Intermunicipal Organization has been awarded a NYS Department of State grant to help municipalities identify projects, develop project ideas, and ready them for state funding applications. This meeting will bring municipal staff and officials together with state agency representatives to learn about funding opportunities, and brainstorm municipal project ideas.

Come meet Central New York Regional Planning and Development Board's environmental planner, who is being hired to assist municipalities in developing project ideas and readying them for funding applications.

Presenters will include:

- Kathy Bertuch, Central New York Regional Planning and Development Board
- Tony Prestigiacomio, New York State Department of Environmental Conservation
- Stephanie Wojtowicz, New York State Department of State
- Rebecca Schneider, Cornell University Department of Natural Resources
- Bud Shattuck, Mayor of Union Springs
- C.J. Randall, Town of Danby Planner

Questions about this event: Tee-Ann Hunter, thunter@town.ithaca.ny.us

Please RSVP by Wednesday, April 11 to prosa@town.ithaca.ny.us
or call Paulette at 607-273-1721 ext. 110