

Organization River Area Council of Governments

Board Executive Board

Date and Time Tuesday, May 15 2001 at 7:00 PM

Place Village of Carthage Municipal Building, 120 S Mechanic St., Carthage NY 13619

Contact [Chris Vargulick](#) Town Clerk Phone (315) 493-3240 Fax(315) 493-2900

Minutes

TO: Mayors/Supervisors and Boards of the T/Champion, T/Wilna, V/Carthage and V/West Carthage

FROM: Chris Vargulick, Council Secretary

DATE: May 16, 2001

RE: Minutes from May 15, 2001 River Area Council of Governments meeting

Members present: W. McIlroy, M. Sligar, J. Smith, T. Buckley, L. Gerber, and D. Getman and T. Stewart

Members absent: M. Franchini

Others present: K. Amyot, B. Clemons, S. Clemons, C. Berg, L. Borland, and L. Hamilton.

Chairman McIlroy called the meeting to order at 7:12PM.

D. Getman made a motion to approve the minutes from the April 17 meeting, T. Buckley seconded the motion, which was approved and carried by the board.

Reports:

M. Sligar presented the ad hoc advisory sub-committee report regarding the search for a qualified consultant to assist the communities to envision short and long-range planning through traditional renderings and computer simulation, and fundamentally outlined in the Quality Communities Grant Proposal.

Five responses to a Request for Qualification (RFQ) have been received and are ready for review. Therefore, the ad hoc advisory executive committee recommends RACOG establish a selection committee of 4-5 persons.

In addition, M. Sligar suggested a timeline the selection committee considers in completing the interview process and present RACOG with the recommended choice. While the timeline is ambitious, it is being proposed position the project towards TEA-21 grant funding and expected to be announced in the fall as well as the possibility of implementing the Microenterprise CDBG, if approved. The suggested timeline is as follows:

- Selection Committee meet, schedule, and conduct 1st round of interviews, to be completed by Thursday, May 31, 2001 (Goal is to focus on principle terms of an agreement and to short list the group to 2-3);
- During the week of June 4th, the committee draft terms of agreement and schedule for a second round of interviews with the "short list," to be completed by Wednesday, June 13th (Goal is to have a finalized agreement and a recommended choice).
- Finalize an agreement and gain the consent of the recommended choice and present the entire package to RACOG for action at its June 19th meeting.

To assist the selection committee with the interview process, M. Sligar disseminated a copy of informal guidelines suggested by D. Zembiec, Tug Hill Commission.

T. Buckley reiterated that funding to contract with the consultant is provided through the Quality Communities Grant funding and he is confident the selection committee could complete the process with two meetings. The first meeting will be to interview all respondents and second meeting with final candidates.

D. Getman suggested a RACOG representative from each municipality serve on the selection committee.

J. Smith, T. Buckley, L. Gerber, and M. Sligar have been selected by RACOG to serve on the selection committee. D. Zembiec, Tug Hill Commission, will also be asked to assist in the process.

T. Buckley suggested the selection committee meet with the RFQ respondent prior to making a short list of final candidates.

Following the ad hoc advisory sub-committee report, the Board reviewed and accepted the monthly report of the Circuit Rider.

The Microenterprise CDBG Joint Application was submitted on April 23, 2001 to the NYS Governors Office of Small Cities. A follow-up call confirmed its arrival and that everything was in order. As previously agreed upon at the second hearing by the two villages, The Village of Carthage is the lead agent. It is expected that the Village of Carthage can expect a response sometime late summer or early fall.

K. Amyot stated RACOG has received access to funding awarded through the Quality Communities Grant, therefore, funds are in place to proceed with the hiring of a consultant as outlined in the application.

Brian is assisting R. Planty, village of W. Carthage clerk, in designing a web page for the village of West Carthage using the Town of Champion template and plans to contact the other clerks, as his schedule permits.

New Business

T. Buckley suggested the two villages meet in preparation for the next steps associated with the Microenterprise Joint Application to discuss options associated with implementation if it were to be approved.

T. Buckley made a motion that RACOG write a letter of support to be sent to the Town of Watertown Board for an extension of the Empire Development Zone to Deferiet with an offer to participate upon the request of Deferiet. L. Gerber seconded the motion, which was approved and carried.

The next regular meeting of the River Area Council of Governments will be held on Tuesday, June 19, 2001 at 7:00PM at the Village of Carthage Municipal Building.

Motion by T. Stewart, seconded by J. Smith to adjourn. The meeting adjourned at 8:21PM.

Kathy Riches-Amyot, RACOG Circuit Rider