

**River Area Council of Governments**  
**March 15, 2022**

**Members present:** S. Burto, W. McIlroy, R. Mullin, M. Souva, S. Storms, C. Terrillion, F. Wadsworth, and J. Zando

Others: M. Dietrich, J. Harvill, B. Phelps, N. Carroll, and A. Velez

Chairman McIlroy called the remote meeting to order at 6:00pm.  
Motion by S. Storms, seconded by J. Zando to approve the minutes of January 25, 2022. All in favor.

S. Burto introduced Nikki Carroll and Amy Velez from CGI to discuss the production of promotional video for the RACOG area. N. Carroll asked the group to share what they would like to see the focus of a video to be. S. Burto recommended recreation, tourism and economic development. N. Carroll suggested also noting quality of life issues and parks and recreation.

A. Velez explained that the two-minute video could be personalized to include an introduction by each chief elected for each communities website. The filming, editing and final approval by the group would take 12-14 weeks of production time. The cost to produce the video is at no cost to the communities. CGI will contact local business to offer the firm's services to them at a cost and promote those business' with a link on the site with the RACOG promotional video. Community non-profits can also be included at no cost.

N. Carroll stated that they can also provide banners supported by sponsors. If no business is interested in sponsoring, then fifteen free banners can be supplied for RACOG. The design would be up to the communities and CGI will insure them and will have them hung. In response to a question from F. Wadsworth, N. Carroll stated that the banners would be sized to the intended pole but can be as large as 8 feet by 30 inches. S. Burto questioned if banners could be unique to the individual RACOG members. N. Carroll advised that she will share information.

**Circuit Rider report**

M. Dietrich reported on a number of topics:

- The River Area Visioning Economic Summit is scheduled for April 28, 2022 from 9am-noon at Zero Dock Street.
- Clean energy community certifications
- Josh Lumsden, Fort Drum Intern
- Friends of the Black River Zoom meeting on March 17, 2022 at 2pm.
- Municipalities will be receiving less that originally budgeted in reimbursement for LED lighting and labor.

## New Business

- M. Dietrich reviewed the IT proposals from Brian Phelps and Riverside Media. B. Phelps discussed his approach to maintaining the websites and email accounts explaining that when there is an issue with the sites that the amount of time it takes to fix it cannot be limited because it must be fixed. He offered an example of a large, unexplained increase in CPU usage that required reviewing a number of logs to identify the issue and then to blacklist the bad actors. He discussed communication issues including the site passwords being changed and not shared with him and lead time for project requests. M. Dietrich stated that he changed the passwords because there was no approved contract and he wanted to make ensure that no one could harm the sites. M. Dietrich discussed the amount of time he personally spends on designing community websites and uploading information. S. Burto questioned what he was uploading. M. Dietrich explained that he uploads local laws and previous minutes. C. Vargulick stated that B. Phelps is responsive to issues and provides a dependable level of support.

Motion by S. Burto, seconded by S. Storms to contract with Brian Phelps at the cost of \$1,500. All in favor.

- M. Dietrich discussed the role that an associate circuit rider would fill – attending meetings in his absence and passing along pertinent information. S. Burto stated that if M. Dietrich is not present at a village meeting where assistance from the Tug Hill Commission was discussed that he would contact the Commission independently. He said that meeting attendance was not necessary. His position was reiterated by W. McIlroy, J. Zando, and S. Storms.
- Motion by F. Wadsworth, seconded by R. Mullin to support the THC Local Government Conference at the bronze level (\$250.00). All in favor. Mayor Burto will be listed as the complimentary registration.
- Members discussed the proposal from Zero Dock Street in the amount of \$474 w/o tax to host the economic summit and provide a limited continental breakfast and beverages. W. McIlroy suggested only serving beverages. Motion by S. Burto, seconded by F. Wadsworth to approve the proposal in the amount of \$474 w/o tax as presented (limiting food to the 30-attendee estimate) and unlimited beverage. All in favor.
- Motion by S. Burto, seconded by R. Mullin to proceed with the production of a regional promotional video by CGI. All in favor.
- Members agreed to meet in person for the May meeting.
- Motion by M. Souva, seconded by R. Mullin to adjourn. The meeting adjourned at 7:22pm.

*Christina Vargulick*

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RACOG Secretary