

# **Digital Towpath Cooperative Annual Meeting**

## **September 30 2011**

### **Summary**

#### ***ATTENDING***

DTC Members– Dan Fleming, Town of Scio; Chuck Vivacqua, Herkimer County; Mary Ruckel, Town of Deerfield; Dawn Meland, Village of Medina; Charley Welden, Town of Danube; Mitch Levinn, Town of Nassau/Village of East Nassau; Bev Merriman, Town of Westmoreland; Bill Smith, Town of Floyd; Stephanie Wickham, Town of Vienna; Anita Adam, Village of Barneveld.

Advisory Board members - Arnie Talgo; Gerry Ritter

Non-DTC members attending: 18

#### ***TRAINING***

There were four workshops during the morning in two tracks. One track focused on newer users; the other more experienced users. The sessions were led by Dawn Meland, Caroline Williams, Mary Ruckel, Joe Aiello and Mitch Levinn. Thirty-two people attended.

#### ***PROGRAM***

During lunch, Jeanne Brown updated the attendees on the history of Digital Towpath and changes since the last annual meeting. There are 12 new members, three of which have also joined the Cooperative.

#### ***DTP Stats reported:***

- 160 domains; 139 local governments in 40 counties; 41 members of DTC
- 2070 email accounts; 620 user accounts
- Monthly webstats for the project as a whole: 400,000 visits; 4.5 million hits

#### ***Updates***

- SARA Grant – Electronic Document Management - no word yet, but encouraged
  - Blog – new blog will be established to coordinate partners’ efforts
- Email security – SSL added (encryption); changes to local client setup discussed
- AVG – program continuing but not being used as much as expected. Will need to examine the advisability of continuing or finding other ways to help members deal with security
- Cyber Security survey – extended through October 31. Initial returns verify that there are many projects that could be undertaken to assist towns and villages and there is a great need for them.
- Broadband speed test – project is continuing. New information is posted to the website at <http://nyspeedtest.org>
- Mandates
  - Started in 2009 with
    - Retirement resolution
    - Financials – budgets, financial reports, audits
  - With 2010 budget
    - Assessment Roll

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- Specific placement required
- This information was distributed to the membership
- Under consideration now
  - Open Government
    - Project by Megan Sutherland, graduate student at SUNY Albany to assess the effect of the mandate on small governments
      - Digital Towpath given strong recommendation
      - Report posted to Committee on Open Government website
- New forum pages to be established for
  - Asset management/GIS planning
    - Initiate planning for new functionality to be added to Digital Towpath
    - Tracking utility with spatial component
  - Mining
    - Centralize information about mining regulation changes
    - Model local laws and outcomes

### *Speakers*

To begin the discussion of integrating spatial information into Digital Towpath for use with new asset management functionality, we heard from Mickey Dietrich, GIS Specialist with the Tug Hill Commission, who has been involved in a joint highway asset management project in the North Country. This project, which is being funded through a DOS shared services grant, is designed to give participating governments a very high level of spatial information. The technology chosen for the project is not what Digital Towpath would use, but the decisions made as to assets to be tracked, as to what information about assets will be collected, and how the information will be accessed and used helped us understand the process better.

Our second speaker, Steve Signell, GIS Specialist from SUNY ESF in Newcomb, showed us a GIS project he has developed and is working on for DEC which uses technologies compatible with DTP that could give us much, if not all, of the spatial information functionality we want to add to our project. Although the subject matter of Steve's program is not necessarily germane to most Digital Towpath communities, the way it is collected and made available is a model for our GIS planning project. Our goal is to develop spatial information integration or build an interface with an existing program within the DTP environment, without having to reinvent the process.

The new discussion thread on our forum will be used to formulate a first project for integration of GIS into DTP. We need to decide what specific information we can most easily collect and integrate into a spatial format and what funding sources are available to support development. It was suggested that codes and zoning actions, related to tax map information, may be the best place to start.

Steve and Mickey will join us in the online discussion. Jeanne will set up the discussion and their access to it, and then alert the DTP community to it, so the discussion can get started.

### *Resolutions/Election of Executive Board*

The members in attendance passed two resolutions and elected our initial executive board.

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On motion by Dawn Meland, seconded by Mary Ruckel, the following resolution was adopted by voice vote, with all members present voting Aye.

### **2011-01**

A resolution adopting Organizational Regulations and authorizing an initial election of Executive Board members:

WHEREAS the Digital Towpath Cooperative Board, with the support of the Institute for Local Government of SUNY Institute of Technology, has undertaken the administrative functions related to the day-to-day operation of the Digital Towpath Cooperative and the Digital Towpath Project; and

WHEREAS the Digital Towpath Cooperative Board has established committees and defined roles that have contributed to its effectiveness; and

WHEREAS the Digital Towpath Cooperative and the Digital Towpath Project have grown in both scope and participation during the past years; and

WHEREAS the Digital Towpath Cooperative Board recognizes the need to formalize the governance of the Cooperative to a greater degree in order to facilitate additional growth of the Digital Towpath Project; and

WHEREAS the Digital Towpath Cooperative Board has developed Organizational Regulations for the Digital Towpath Cooperative to this end;

THEREFORE be it resolved that:

The Digital Towpath Cooperative adopts the Organizational Regulations, as submitted to the membership for consideration in advance of the 2011 Annual Meeting, and authorizes the initial election of Executive Board members.

On motion by Dan Fleming, seconded by Dawn Meland, the following resolution was adopted by voice vote with all members present voting Aye.

### **2011-02**

A resolution establishing fees for 2012 and reaffirming the method used for invoicing annual fees:

WHEREAS the Digital Towpath Cooperative sets fees for use of the Digital Towpath Project tools; and

WHEREAS the annual fee is currently \$1000 for county-level governments and \$600 for all other members and this fee has not changed for many years; and

WHEREAS the Digital Towpath Cooperative is in the process of developing new services and these services will require substantial additional resources; and

WHEREAS the Digital Towpath Cooperative sends an invoice to each participant in the Digital Towpath Project on the initiation of their membership and again each 12-month anniversary of their participation and each DTP member is required to provide an official email address when registering for Digital Towpath;

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THEREFORE be it resolved that:

Although the base annual fee for existing services provided through the Digital Towpath Project will not change for 2012, as new, more resource-consuming tools are developed and deployed through the Digital Towpath Project, the Digital Towpath Cooperative reserves the right to increase fees to those members using those specific services; and

All invoices will continue to be sent by email as a PDF attachment to the email address on file unless a DTP member informs the Digital Towpath Cooperative that they require an invoice by regular mail. All DTP prospective members will be advised on this procedure on the registration pages of the Digital Towpath website and all DTP members will be responsible for advising the Digital Towpath Cooperative of any change in the email address to be used for this purpose.

### **Election of the Board**

As outlined in the Organizational Regulations, the members present elected the following people to the initial Digital Towpath Cooperative Executive Board, with all members present voting Aye:

- Chair – Mitch Levinn
- Deputy Chair – Dawn Meland
- Treasurer – Mary Ruckel
- Director, Chair of Governance – Chuck Vivacqua
- Director, Chair of Marketing – Arnie Talgo\*
- Director, Chair of Finance – Steve Hunter\*\*

\*Tentative, pending IMA

\*\*Tentative, pending IMA, acceptance

### *Awards*

Three Digital Towpath member municipalities received a Digital Towpath Innovation Award for 2011. The Village of Barneveld was recognized for exceptional presentation of historical information. The Town of Russia was recognized for outstanding use of information specific to town residents, which has been incorporated into their site in spite of their relatively short development time. The Town of Fine was recognized for the overall quality of their site and their integration of social media into their online offerings.