Village of Black River
Comprehensive Plan Committee
Agenda
December 11, 2025
6:30 P.M.

- Call to order
- Review of agenda
- Review & approve meeting minutes from the meeting held on November 13, 2025
- New Business: Re: Tug Hill Commission

Review the rough draft of the residents survey, discuss if any changes are needed. Review the flyers for advertisement and decide if any editing is necessary

Determine discussion points for the future SWOT exercise to take place in February

- Old Business: Village Board approval Re: Expense to cover survey cards and Postage (up to $1,000)
- Public Comments
- Comments from The Committee
- Adjournment

Please contact the village office at 315.773.5721 or email

deputyclerktreasurer@blackriverny.gov if you are unable to attend!

Approved @ 12-11-25
No agenda w/ this meeting as it was the first Meeting of the Comp. Committee
- Agenda & - Minutes will be a Part of every meeting moving forward.

Village of Black River
Comprehensive Plan Committee
Meeting
November 13, 2025
6:30 PM

Present:

Others Present: Matt Johnson — Tug Hill Commission

Maria Covey — Re: Comprehensive Plan

Meeting began at 6:30 P.M ~ Ending approximately at 8:05 P.M

The meeting opened with all members doing individual introductions.

Matt Johnson and Maria Covey from Tug Hill Commission handed out copies of a training packet for the process of a Comprehensive Plan and explained in great detail.

Comprehensive Plan: Adoption process procedure under NYS statute is a nine-step process, defined in the packet that was handed out. Step one in the process is the Village Board, by resolution, charges the Comprehensive Plan committee with the preparation of the plan. **Step one is complete**. To begin **Step two:** Matt and Maria will present a tentative plan to the committee and make any desired changes once reviewed by the committee. It will then seek approval from the Village Board to move forward in the process. The plan will include geographical maps for reference, will focus on demographics and will comply with the local zoning and will follow the code book.

Matt and Maria showed the committee examples of Community Planning surveys that other towns and villages have used, it was decided to use the example survey used for the town of Albion, with the discussed adjustments and adjusted to reflect the village of black River. At the next committee meeting in December the group will review the survey and accept it as is or request specific changes. Once the survey is accepted, it will get mailed out to each household and the residents will also have the option of completing the survey online. The survey will be mailed with the January Water/Sewer bills. The residents will have 30 days to complete the survey. At the February meeting the Comprehensive Plan Committee will review the surveys and arrange to have a SWOT (Strengths, Weaknesses, Opportunities, Threats) exercise scheduled for February. The SWOT exercise is a way to brainstorm together as a village. The Office will use the IRIS alert to inform and encourage the residents to participate in the survey and the scheduled SWOT exercise. Posters will be made to advertise for the survey and the SWOT exercise and it will also be put on the Village website and Facebook page and shared through social media.
It will be on the Village board agenda for the December meeting to amend the Comprehensive Plan committee resolution by adding Planning Board Member Allan Mace as a member of the Comprehensive Plan committee.

It will be on the Village Board agenda requesting the approval of up to $1,000 to be spent on postcards and postage for mailing of the surveys.

The next meeting is scheduled for December 11, 2025 at 6:30 P.M