

Town of Harrisburg

Town Board Meeting Agenda

Date: 1/10/04

Time: 9:00 – 10:00 AM

Place: Harrisburg Town Hall

Notes:

- *This meeting is the first business meeting of the new board*

Subject	Targeted Time	Objective	Prewrite/Comments
<i>Privilege of the floor</i>	9 AM (10 min)	Public input to the Board	Rules for floor privilege <ul style="list-style-type: none"> • Statements limited to five minutes • State name and residency status • Questions from the board – 5 min. limit • No personal attacks • Groups should always select a spokesperson
<i>Old Business</i>			
Reading of prior meeting minutes	9:10 AM (5 min)	<ul style="list-style-type: none"> • Read and approve • Determine need and process 	<ul style="list-style-type: none"> • It is not legally required for the Town Board to approve the Clerk's minutes • Review the legal requirements for availability and publication
<i>New Business</i>			
Deputy Clerk/Tax Collector	9:15 AM (5 min)	Introduce requirement (discuss) Determine next step	
Contact Information	9:20 AM (2 min)	Remind board to turn in contact forms with DOB	
Review Town Information	9:22 AM (3 min)	Review, correct and give to Cathy for submission	This request for information verification came from Lewis County ORPTS
Supervisor's monthly report	9:25 AM (10 min)	<ul style="list-style-type: none"> • Review • Approve 	December financial report. Clerk's report was covered in the 1/7/04 special meeting
Pay NYS Withholding Tax	9:35 AM (5 min)	Pay bill	Money withheld from final quarter of 2003
Thomson West subscription	9:40 AM (5 min)	<ul style="list-style-type: none"> • Inform Board of new books • Share info on subscription 	McKinney's Town law books received (\$266?)
Request for change to zoning laws	9:45 AM (5 min)	Determine course of action	Need to determine what we want to do; change zoning or offer variance
Review NYMIR insurance invoice	9:50 AM (5 min)	Share information	Wasn't paid until Feb 20 last year
Computer Backup	9:55 AM (5 min)	Share information	Norm will describe what he is currently doing
Age discounts on RPT	10:00 AM (10 min)	Review and determine if change to age exemptions should be changed	Response to overdue request from Lewis County ORPTS
Pay Bills	10:10 AM (20 min)	Get Town Board approval on the bills to pay	Will introduce a future resolution to allow supervisor to pay: <ul style="list-style-type: none"> • Telephone Bill • Electric Bill • Propane Bill
Next meeting	10:30 AM (10 min)	Review actions taken later than first meeting Pick meeting time and date Set key agenda topics	There are a number of items required that the board accomplish. Some have specific dates to complete.

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<i>Future Agenda Items</i>			
Town Insurance	30 min	Get an overview of the Town's insurance policy from NYMIR	Kevin Townsend of Eastern Shore Associates is scheduled to make a presentation to the board on 2/10/03
Training for local govt. officials	15 min	Discuss: <ul style="list-style-type: none"> • Training req'd. • Training taken • Training scheduled 	Norm will track. Bring any information you have on training along with your personal training requirements.
Roles and Responsibilities	10 min	Determine how to proceed to develop written records defining Roles and Responsibilities for all elected and appointed officials and for Town Employees	Charlotte should bring the benchmark documents she had procured from neighboring towns. This is instrumental to development of the employee policy documents
Standing Committees	30 min	Expose the new board to the concept of standing committees and what purposes they serve	A proposal will be made available prior to the meeting. This will be foundational to this discussion
Budget and Finance	30 min	Review the 2003 budget	Norm will have handouts for each board member. This will include the budget filed with the Clerk of the County legislature
Computer Backup	15 min	Present a recommendation and supporting resolution	
Broadband Internet Access for Offices	20 min	Bring in a proposal with alternatives	Want to select a provider to enable Internet access for the municipal offices
Process Development – Office Hours	10 min	Develop a recommendation for: <ul style="list-style-type: none"> • Clerk's office hours • Supervisor's office hours 	
Government/Student Cooperative Work Proposal	20 min	Gain agreement in principle	Norm has begun work on this proposal and will continue gathering information to present to the Board.
Comprehensive Plan	30 min	Review the process and set action for a "Plan-for-the-Plan"	Make sure planning board is represented at this meeting. Perhaps Jessica or John can present (Lewis Co. Planning).
Zoning Board of Appeals	10 min	Determine whether to keep our own ZBA or to use the CTHC's Cooperative ZBA	Norm to bring information on how the CZBA works, who is on it, how much it costs.
RPT exemption status	15 min	Understand what exemptions are used and by whom	Prompted by the request to evaluate the current age and income exemption

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Action Items

Assign Date	Action	Assigned To	Deliverable	Due Date
1/10/04	Check with banks and/or Mark Gebo to understand legal requirements and/or limitations regarding secondary signatory on all bank accounts (supervisor, justice, town clerk	Norm Roof	Deliver a recommendation to the Town Board for a policy that will result in having backups to the primary signatory	2/10/04
1/10/04	Call Lewis County RPT on the list to find out if the addresses desired are official or residence	Cathy Hosmer	Get requirement, update and return list to Ramona @ RPT	2/10/04
1/10/04	Call Steve Bernat to see how he handled deposits to the Chase Bank Accounts	David Chase	Deliver information to Norm Roof	2/10/04
1/10/04	Check on the subscription (\$266) with West Group for McKinney's Town Law (61) books	Norm Roof	Determine who ordered the subscription and what alternatives exist	2/10/04
1/10/04	Call Roger Tibbetts and ask him to present to the Board information on the current RPT exemptions	Norm Roof	Set up objectives for presentation and schedule the session at a regularly scheduled board meeting	2/10/04
1/10/04	Call John McHugh regarding the Mark Gebo request for change to the zoning law	Randy Nicol	<ul style="list-style-type: none"> • Determine if the change to the zoning law is the only option open to us (variance?). • Verify that the wind turbine is precluded from the H-1 zone • Determine what is required for SEQR in light of the existence of the Draft Environmental Impact Statement from Flat Rock currently under review 	2/10/04
1/10/04	Call Agway to get the credit for the propane that was in the two 100 gallon tanks removed from the old Town House	Norm Roof	Get the credit!	2/10/04
	Generator – <ul style="list-style-type: none"> • Get information on fuel capacity and run time at half load • Create a maintenance log and schedule required maintenance • Lock the generator 	Norm Roof	<ul style="list-style-type: none"> • Get the service manual into a more accessible location • Maintenance requirements and schedule established with associated responsibilities • Generator locked, keys in the building 	2/10/04
1/10/04	Call Verizon and Frontier to get the Town telephone numbers properly listed	Norm Roof	Two phone numbers listed, one for offices the other for highway. Get listing in Blue Pages (and yellow?)	2/10/04
1/10/04	Follow on the status of the snowmobile policies and get copies of the policies	Norm Roof	Need to talk to Jan Bogdanowicz about policy problems (Supervisor Montague, 376-6996)	