

# Town of Harrisburg

## Town Board Meeting Agenda

Date: 1/7/04

Time: 8:00 – 10:00 PM

Place: Harrisburg Town Hall

Notes:

- *This meeting is the first meeting of the new board. This meeting is the annual “Organizational” meeting. It has as its primary objective the official establishment of elected and appointed official positions and the related salaries (if any) associated with them.*
- *Because of the timing of this meeting and the objectives, there will be no supervisor’s financial report at this time.*

Subject	Targeted Time	Objective	Pework/Comments
Oath of Office	8:05 PM (5 min)	<ul style="list-style-type: none"> <li>• Review the process and requirements with the Board</li> <li>• Administer oath to Tammy Tanner</li> </ul>	
Official Undertaking	8:10 PM (5 min)	<ul style="list-style-type: none"> <li>• Review the law (§25 of Town Law)</li> <li>• Determine what is required</li> <li>• Make resolution if required</li> </ul>	<ul style="list-style-type: none"> <li>• Norm to review insurance and understand what the current (blanket) coverage is</li> <li>• Gain clear understanding of the law from Mark Gebo</li> </ul>
<b><i>Privilege of the floor</i></b>	8:25 PM (10 min)	Public input to the Board	Rules for floor privilege <ul style="list-style-type: none"> <li>• Statements limited to five minutes</li> <li>• State name and residency status</li> <li>• Questions from the board – 5 min. limit</li> <li>• No personal attacks</li> <li>• Groups should always select a spokesperson</li> </ul>
<b><i>Old Business</i></b>			
Reading of prior meeting minutes	8:35 PM (5 min)	<ul style="list-style-type: none"> <li>• Read and approve</li> <li>• Determine need and process</li> </ul>	<ul style="list-style-type: none"> <li>• It is not legally required for the Town Board to approve the Clerk’s minutes</li> <li>• Review the legal requirements for availability and publication</li> </ul>
<b><i>New Business</i></b>			
Contact Information	8:40 (2 min)	<ul style="list-style-type: none"> <li>• Review the new form for all employees and officials</li> <li>• Set requirement for filing the names and addresses of all Town officials with NYS</li> </ul>	Need current information for emergency contact and to comply with Town Law §30(3). <ul style="list-style-type: none"> <li>• Must file names and addresses of all elected &amp; appointed officials with NYS Dept of Audit &amp; Control by 1/10/04</li> <li>• Must file certificate with ORPS with info on Roger Tibbetts (by 1/10/04)</li> <li>• Must certify to the county clerk within 20 days of appointment the names &amp; addresses of appointees. (see Law)</li> </ul>
Resolution development	8:42 PM (5 min)	<ul style="list-style-type: none"> <li>• Discuss requirements to have resolutions in writing</li> <li>• Show resolution book</li> <li>• Show database and discuss it’s use</li> </ul>	Resolutions should be made available as soon as practical to the Town Clerk. The Clerk will distribute in the pre-meeting package. Resolutions and amendments can be developed in the Board meetings.

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## Town Board Meeting Agenda

Resolution to create the position of Deputy Court Clerk	8:47 PM (3 min)	Pass the resolution authored by Norm to create the Deputy Clerk position.	Position allowed under law, but requires that the board pass a resolution to have this position for Harrisburg. No record of this being done previously, even though Betty Woods filled this position
Resolution to create the position of "Emergency Response & Services Coordinator	8:50 PM (5 min)	<ul style="list-style-type: none"> <li>• Create the position</li> <li>• Summarize the meeting with the American Red Cross</li> </ul>	Norm has meeting with JoAnn Houston of NNY American Red Cross. This is only a first, fact-finding meeting. We can table this for further discussion/amendment.
Appointments	8:55 PM (10 min)	Make appointments as necessary for: <ul style="list-style-type: none"> <li>• Town Attorney</li> <li>• Registrar of Vital Statistics</li> </ul>	Resolution to be provided by Norm. The appointments shall also note fees, salaries and the term of office of each appointee.
Vacancies	9:05 PM (5 min)	Determine if any vacancies exist and identify people to fill them.	Still looking for a Historian
Resolution setting Town salaries	9:10 PM (5 min)	Set salaries and payment schedule by resolution	In accordance with Town Law §27, elected officials cannot adopt salaries that exceed the appropriation made in the 2004 budget
Travel Reimbursement	9:15 PM (5 min)	Set rates and terms for travel reimbursement	Suggests moving rate from \$0.24 to \$0.25
Establish Town Board meeting schedule	9:20 PM (2 min)	Pass resolution setting a schedule of meetings for the Town Board	This is necessary to avoid having to publish a notice for each meeting (Open Meetings Law)
Designating Official Town Newspaper	9:22 PM (1 min)	Pass resolution designating the official town newspaper	All notifications and legal postings shall be in the official newspaper
Designation of Depositories	9:23 PM (3 min)	Pass resolutions designating the financial institutions that where Town moneys will be deposited, invested and dispersed	There are presently four bank accounts
Establishment of Petty Cash fund for Town Clerk	9:26 PM (5 min)	Establish fund and set amount and record keeping requirement	Law allows a petty cash fund up to a maximum of \$1000
Establishment of Petty Cash fund for Supervisor	9:31 (4 min)	Establish fund and set amount and record keeping requirement	Law allows a petty cash fund up to a maximum of \$1000
Highway superintendent spending limit	9:35 PM (10 min)	Establish spending limits and conditions beyond which the Town Board must approve expenditures	Highway Law, §142(1a)
Establish the appointed position of Deputy Highway Superintendent	9:45 PM (10 min)	Establish the position of Deputy Highway superintendent	This appointment goes to fulfilling a campaign pledge work towards redundancy (having a fill-in). Terry has 5 days to appoint a deputy, after, Board appoints
Next meeting	9:55 PM (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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## Town Board Meeting Agenda

<b><i>Future Agenda Items</i></b>			
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"> <li>• Training req'd.</li> <li>• Training taken</li> <li>• Training scheduled</li> </ul>	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	20 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
Process Development – Office Hours	10 min	Develop a recommendation for: <ul style="list-style-type: none"> <li>• Clerk's office hours</li> <li>• Supervisor's office hours</li> </ul>	
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			
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.

