

Town of Harrisburg

Town Board Meeting Agenda – Wed, 10/13/04, 7:30PM

Subject	Time	Objectives	Comments/Prework
<i>Call to Order</i>	7:30 PM (5 min)	<ul style="list-style-type: none"> • Roll Call • Pledge of Allegiance 	
<i>Agenda Review</i>	7:35 PM (5 min)	<ul style="list-style-type: none"> • Identify corrections & additions to the agenda • Concur on the agenda 	Input from board members on meeting agenda
<i>Approval of Prior Meeting Minutes</i>	7:40 PM (5 min)	<ul style="list-style-type: none"> • Review and resolve any issues around accuracy of the prior town board meeting (s) 	
<i>Privilege of the floor</i>			
<i>Kevin Townsend of NYMIR</i>	7:45 PM (30 min)	<ul style="list-style-type: none"> • Answer Town Board questions on municipal insurance including public officer's insurance. 	John Englehart will review current laws and call Assoc. of Town of NYS to help make decision on whether or not to purchase Public Officer's Insurance.
<i>Roger Tibbetts</i>	8:15 PM (20 min)	<ul style="list-style-type: none"> • Roger Tibbetts, sole assessor, will answer your questions on assessment and the impact to RPT of wind farm and 	
<i>Open Privilege</i>	8:35 PM (10 min)	<ul style="list-style-type: none"> • Open for scheduled and non-scheduled speakers 	Rules for floor privilege <ul style="list-style-type: none"> • Statements limited to five minutes unless otherwise specified • State name and residency status • No personal attacks; direct comments to the board, not individuals • Groups should always select a single spokesperson Questions from the board – 5 min. limit
<i>Town Books audit follow-up; Justice Court – John Woods</i>	8:45 PM (10 min)	<ul style="list-style-type: none"> • Board to audit changes recommended consequential to the audit of the Justice Court 	
<i>Committee Reports</i>	8:55 PM (10 min)	Reports of standing committees and presentation of committee meeting minutes (if any) <ul style="list-style-type: none"> • Budget & Finance (Roof) • Economic Development (Roof) • Public Safety & Emergency Management (Roof) • Communications & Public Relations (Tanner) • Building & Grounds (Snyder) 	Committees proposing action that requires resolution of the Town Board should submit their recommendations to the Supervisor prior to the meeting so that a formal, written resolution can be prepared. Committee chairs are reminded that minutes should be kept of all meetings and those minutes should be given to the Town Clerk.
<i>Correspondence & Communications</i>	9:05 PM (10 min)	Review (read) any correspondence of importance to the board received by the Supervisor relative to the subjects at hand	Time allocated to communicate letters and petitions (related to highway department) Correspondence folder is available for review in the Supervisor's office
<i>CTHC Report</i>	9:15 PM (5 min)	<ul style="list-style-type: none"> • Report from Jeanne Wooding 	

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<i>Empire Zone Administrative Board</i>	9:20 PM (5 min)	<ul style="list-style-type: none"> Share information on latest activities and direction 	Betty Woods is our representative to the EZAB. Norm Roof is the alternate
<i>Audit Bills</i>			
<i>Pay Bills</i> <ul style="list-style-type: none"> Highway General Capital Construction 	9:25 PM (15 min)	Board to audit the bills and approve payment.	Bills will be available for review one hour prior to the Board meeting. Board members should try to arrive early in order to review those bills to minimize time in the meeting

<i>Department Reports</i>			
Highway Superintendent's Report	9:40 PM (10 min)	<ul style="list-style-type: none"> Status last month's activity Disclose plans for coming month Status CHIPS work, budget & reimbursement Status highway budget 	Highway department needs to disclose a project plan for the coming year (8/20) Define plan, objectives and current status on the Mile Square Road Project. Status project costs and report current highway fund balances
Town Clerk's Monthly Report	9:50 PM (5 min)	<ul style="list-style-type: none"> Review and approve the Clerk's monthly fiscal report 	
Town Justice's monthly report	9:55 PM (5 min)	<ul style="list-style-type: none"> Review and approve the Justice's monthly fiscal report 	Report is in John Engelhart's folder
Historian's Report	10:00 PM (5 min)	<ul style="list-style-type: none"> Status current activity Outline deliverables Status Bicentennial activities 	<ul style="list-style-type: none"> Need to check with Betty Woods and/or Charlotte Beagle for status. What do we need to plan on in the budget for bicentennial activities?
Supervisor's monthly report	10:05 PM (5 min)	<ul style="list-style-type: none"> Review Approve 	
<i>New Resolutions</i>			
044-2004; Transfer funds to Bldg. Expense Account #A1620.4	10:10 PM (5 min)	<ul style="list-style-type: none"> Review Approve 	This account is over budget. The actual 2004 expenditures would be OK, but we paid for left over 2003 propane bills
045-2004; Assign quarantine rights to Lewis Co. Public Health	10:15 PM (5 min)		
046-2004; Pass Local Law	10:20 PM (10 min)	<ul style="list-style-type: none"> Pass local law No. 1-2004; Establishing Standards for Low Volume Roads 	
<i>2005 Budget Status</i>			
Review Status of Tentative Budget	10:30 PM (10 min)	<ul style="list-style-type: none"> Review errors, corrections and line item additions Review process and workshop dates for development of preliminary budget 	This is NOT a workshop session to negotiate line item amounts but only time to clarify and correct the tentative budget.
<i>Wrap Up</i>			
Action Item Review	10:40 PM (5 min)	Review and status	See Action Items list attached
Close meeting	10:45 PM		