

Town of Harrisburg

Town Board Meeting Agenda

Date: 12/14/04

Time: 7:30 PM – 10:00 PM

Place: Harrisburg Town Hall

Notes:

- *This is the regular, monthly business meeting of the Town Board*

Subject	Time	Objective	Prework/Comments
<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>Privilege of the floor</i>	7:40 PM Open (10 min)	<ul style="list-style-type: none"> • Open for scheduled and non-scheduled speakers • Guest to speak on the well situation 	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>Committee Reports</i>	7:50 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>	8:00 PM (5 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>	8:05 PM (10 min)	<ul style="list-style-type: none"> • Report from Jeanne Wooding • CHTC Grant. Discuss/determine use 	
<i>Empire Zone Administrative Board</i>	8:15 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

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<i>New Business</i>			
Resolution 49-2004 Procurement Policy	8:20 PM (15 min)	<ul style="list-style-type: none"> Set appropriate spending limits in the policy Adopt the procurement policy 	We may want to establish the policy, but adopt it in the “Organizational” meeting for 2005 (first meeting in January)
Resolution 50-2004 County Contract for Snow & Ice Removal	8:35 PM (5 min)	<ul style="list-style-type: none"> Adopt resolution allowing Supervisor & Superintendent to enter into agreement with County 	Payment amount has been slightly increased for 2005
Highway Law §284 Agreement See “Town Topics” Vol. 18, No. 5 (pgs. 5 & 6)	8:40 (10 min)	<ul style="list-style-type: none"> Develop parameters for a required agreement under Highway Law, Section 284 Reach agreement on how the to execute the agreement 	Under Highway Law, Section 284, it is illegal for the Highway Superintendent to expend any funds appropriated for highway construction or maintenance in the absence of this agreement made between the Town Board & Hwy. Superintendent See “ http://assembly.state.ny.us/leg/?cl=50&a=12 ”
2005 Final Budget Review	8:50 PM (10 min)	<ul style="list-style-type: none"> Answer any questions 	Review handout
<i>Audit Bills</i>			
<i>CHIPs Funding</i>	9:00 PM (5 min)	<ul style="list-style-type: none"> Discuss the last CHIPs submission 	Review the CHIPs worksheet handout
<i>Pay Bills</i> <ul style="list-style-type: none"> Highway General Capital Construction 	9:05 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	9:20 PM (10 min)	<ul style="list-style-type: none"> Status last month’s activity Disclose plans for coming month Status temp help hiring Status road inventory work Status any effort regarding buying gasoline from Copenhagen School Status record keeping vs. requirements Problems/Issues 	<p>Highway department needs to disclose a project plan for the coming year (8/20)</p> <p>As long as we use the current pickup, we need to find a gasoline supply that doesn’t require a man to drive truck to Lowville to get gas when going to Watertown.</p> <p>Road inventory was to include a list of signs that could be ordered, but reimbursed by CHIPS</p>
Town Clerk’s Monthly Report	9:30 PM (5 min)	<ul style="list-style-type: none"> Review and approve the Clerk’s monthly fiscal report Review “Town Topics” article on SARA grant 	Town needs to apply for a SARA grant. Cathy needs to take a leadership role in this activity
Town Justice’s monthly report	9:35 PM (5 min)	<ul style="list-style-type: none"> Review and approve the Justice’s monthly fiscal report Justice Court Software status 	
Historian’s Report	9:40 PM (5 min)	<ul style="list-style-type: none"> Status current activity Outline deliverables 	What does the Historian plan on delivering to the Town Board and at what intervals?
Supervisor’s monthly report	9:45 PM (5 min)	<ul style="list-style-type: none"> Approve 	
<i>Wrap Up</i>			
Action Item Review	9:50 PM (5 min)	Review and status	See Action Items list attached
Close meeting	9:55 PM	Adjourn	