

Town of Harrisburg

Town Board Meeting Agenda

Date: 2/10/04

Time: 7:30 – 10:30 AM

Place: Harrisburg Town Hall

Notes:

- *Please review the handouts*
- *Submit any additional resolutions to the Supervisor in advance if possible*
- *This agenda is submitted as a “Preliminary” agenda (dated 2/5/04) and may be changed prior to the Board meeting*

Subject	Targeted Time	Objective	Prewrite/Comments
<i>Privilege of the floor</i>	7:30 PM (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 single spokesperson
<i>Old Business</i>			
Reading of prior meeting minutes	7:40 PM (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
Emergency Response Coordinator	7:45 PM (5 min)	Status the discussions with the American Red Cross	Resolution 002-2004 bring back (tabled) Norm is still looking for the right candidate
Zoning Board of Appeals Appointment	7:50 PM (5 min)	Appoint Dan Murdie to chair the Zoning Board of Appeals	Resolution 003-2004 bring back (amend)
Highway Department Discretionary Spending	7:55 PM (10 min)	Set limits requiring Town Board approval before discretionary spend	Resolution 011-2004 bring back
Deputy Highway Superintendent	8:05 PM (5 min)	Terry to status	Terry was to check with Loren Lyndaker
Deputy Clerk/Tax Collector	8:10 PM (5 min)	Approve the resolution	Cathy to make a recommendation
Thomson West subscription	8:15 PM (5 min)	<ul style="list-style-type: none"> • Inform Board of new books • Share info on subscription 	McKinney’s Town law books received (\$266?). Steve initiated subscription
Request for change to zoning laws	8:20 PM (5 min)	Status the Town Board on this action and the wind farm, permit process	Randy Nicol reports that no variance required as wind turbines not prohibited in highway zone
<i>New Business</i>			
Resolution 013-2004 Contract with Lewis Co. for snowplowing	8:25 PM (10 min)	Approve resolution allowing execution of contract with Lewis Co. for snow and ice removal	Board must sign part of agreement Inform board of insurance status
Resolution 014-2004 Pay bills prior to Board audit	8:35 PM (10 min)	Approve resolution allowing Town Supervisor to pay certain financial obligations prior to Town Board audit	Bills thus paid must be presented at the next Town Board meeting.
Resolution 015-2004	8:45 PM (10 min)	Approve resolution to join the New York State Association of Towns	Annual fee \$300. See handout for information and benefits
Resolution 016-2004 Personnel Policy for Hourly Highway Employees	8:55 PM (15 min)	Introduce the policy “strawman” and begin the work to formalize this policy	We are required to have certain policies, in writing. This is one of them.

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Resolution 017-2004 Policy on Security and Personal Conduct	9:10 PM (15 min)	Introduce the policy “strawman” and begin the work to formalize this policy	We need to discuss holding “working” meetings in order to get policies and procedures documented.
Resolution 018-2004 Appointment of Dan Murdie to ZBA	9:25 PM (5 min)	<ul style="list-style-type: none"> • Approve resolution thereby appointing Daniel Murdie to the Harrisburg Zoning Board of Appeals as chairman • Set terms of office for all ZBA members 	Supercedes part of Resolution 003-2004 appointing a three member ZBA with John Englehart as chairman
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 	
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 	
Supervisor’s monthly report	9:40 PM (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
Review NYMIR insurance invoice	9:50 PM (5 min)	Share information Status Kevin Townsend visit Discuss the possible changes discussed with Kevin Townsend	Wasn’t paid until Feb 20 last year
Training – 15 th Annual Local Government Conference	9:55 PM (10 min)	Determine: <ul style="list-style-type: none"> • Who will attend • What courses will be taken 	We need to maintain and improve our job skills and this is an excellent opportunity. Please review the curriculum
Action Items Review	10:05 PM (10 min)	Review and status	See Action Items list attached
Pay Bills	10:15 PM (10 min)	Get Town Board approval on the bills to pay	
Next meeting	10:25PM (5 min)	Review actions items Set key agenda topics	Agenda items for future meetings can be found in the “Future Agenda Items” table.

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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 3/9/04
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
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
Procurement Policy	30 min	Develop and approve a procurement policy and procedures document for the Town	The Town must have a written procurement policy. Use Assoc. of Towns pro forma.
Town Board Procedures	30 min	Start development of the procedures document for the business of the Town Board	Board should have a procedure document that defines how the Town Board will conduct it's business
Ethics Policy	30 min	General Ethics Policy update	There is an existing policy that should be reviewed and updated.

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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)	3/9/04