

Town of Harrisburg

Town Board Meeting Agenda

Date: 3/9/04

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 3/8/04) and may be changed prior to the Board meeting*

Subject	Time	Objective	Pework/Comments
<i>Privilege of the floor</i>	7:30 PM - Kevin Johnson (20 min) - Kevin Townsend (30 min) - Open (10 min)	Public input to the Board <ul style="list-style-type: none"> • American Red Cross of Northern New York to speak on disaster preparedness • Town Insurance Policies with NYMIR through Eastern Shore Associates • Open for 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 • Questions from the board – 5 min. limit • No personal attacks • Groups should always select a single spokesperson
<i>Committee Reports</i>	8:30 PM (0 min)	Reports of any standing committees	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
<i>Correspondence & Communications</i>	8:30 PM (5 min)	Review (read) any correspondence of importance to the board received by the Supervisor or Town Clerk	Space to communicate letters and petitions
<i>Highway Dept. Actions</i>			Designed to accommodate superintendent’s early morning hours.
Pay Bills	8:35 PM (10 min)	Board to audit the bills and approve payment.	Bills will be available for review one hour prior to meeting or at any time by contacting the Clerk or Supervisor
Highway Superintendent’s Report	8:45 PM (5 min)	<ul style="list-style-type: none"> • Status last month’s activity • Disclose plans for coming month • Problems/Issues 	Highway department needs to disclose a project plan for the coming year Highway department needs to lead an activity on road classification
<i>Old Business</i>			
Approve prior meeting minutes	8:50 PM (5 min)	<ul style="list-style-type: none"> • Read and approve • Determine need and process 	<ul style="list-style-type: none"> • When minutes have been distributed, a motion can be made to approve as submitted. • Review the legal requirements for availability and publication

Town of Harrisburg

Town Board Meeting Agenda

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Appoint Deputy Town Supervisor	8:55PM (15 min)	Town Board is to accept nominations for Deputy Supervisor, then appoint consequential to majority vote.	
Emergency Response Coordinator	9:10 PM (5 min)	Status the discussions with the American Red Cross. Consider dropping the appointed coordinator in favor of a standing committee "Public Safety & Emergency Response" to be chaired by a board member.	Resolution 002-2004 bring back (tabled)
Resolution 015-2004	9:15 PM (5 min)	Approve resolution to join the New York State Association of Towns	Annual fee \$300. See handout for information and benefits. Cooperative Tug Hill Council has agreed to waive \$300 of their annual dues.
Highway Department Discretionary Spending	9:20 PM (5 min)	Set limits requiring Town Board approval before discretionary spend	Resolution 011-2004 bring back Should move this until the April meeting.
Deputy Highway Superintendent	9:25 PM (5 min)	Terry to status Pass tabled Resolution # 012-2004	Loren Lyndaker has agreed to accept this position
Deputy Clerk/Tax Collector	9:30 PM (5 min)	Approve the appointment to be made by the Town Clerk as per Town Law §30 "Powers & Duties of the Town Clerk"	Cathy to make a appointment of deputy who will serve at the will of the Town Board. Need to have backup access to safe and all town records.
Thomson West subscription	9:35 PM (5 min)	Status book return	McKinney's Town law books received (\$266) and were returned.
Resolution 016-2004 Personnel Policy for Hourly Highway Employees	9:40 PM (5 min)	Status activity and change bring-back date	Talk to AOTsNY proforma policies and status Gebo discussion. Distribute complete Martinsburg Policy Manual
Town Historian	9:45 PM (5 min)	Review requirements proposed by Betty Woods for suitability and determine next steps	Betty requires \$500 salary, \$500 expense account, computer with Internet access, email account and an office in the Town Hall.
<i>New Business</i>			
Ordinance Book	9:50 PM (5 min)	Share information on creation of the Ordinance Book	Town Law requires the Town have an ordinance book which contains local laws and ordinances
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.
Establish Standing Committees and appoint chair for each	10:00 PM (10 min)	<ul style="list-style-type: none"> • Budget & Finance • Buildings & Grounds • Public Safety & Emergency Management • Economic Development • Public Relations & Communications 	Gebo has issued a legal opinion that the Supervisor has the power to create standing committees.
Agway propane billing	10:10 PM (5min)	Status the billing problem and current amount owed	This issue discovered when asking questions about delivery slips, lack of billing and credit from old Town house
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Town of Harrisburg

Town Board Meeting Agenda

Subject	Time	Objective	Pework/Comments
Town Clerk's Monthly Report	10:15 PM (5 min)	<ul style="list-style-type: none"> • Review and approve the Clerk's monthly fiscal report 	
Town Justice's monthly report	10:20 PM (5 min)	<ul style="list-style-type: none"> • Review and approve the Justice's monthly fiscal report 	
Supervisor's monthly report	10:25 PM (5 min)	<ul style="list-style-type: none"> • Review • Approve 	December financial report. Clerk's report was covered in the 1/7/04 special meeting
Action Items Review	10:30 PM (5 min)	Review and status	See Action Items list attached
Next meeting	10:35PM (5 min)	Review actions items Set key agenda topics	Agenda items for future meetings can be found in the "Future Agenda Items" table.

Town of Harrisburg

Town Board Meeting Agenda

Future Agenda Items

Powers and Duties	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
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
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 (Code of Conduct)	There is an existing policy that should be reviewed and updated.

Town of Harrisburg Town Board Meeting Agenda

Action Items

Assign Date	Action	Assigned To	Deliverable	Due Date	Status
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, 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	Complete Report
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	3/30/04	Open - Report
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	Closed
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	Closed - Books Returned
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	Done Schedule (April?)
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 SEQRA 	2/10/04	Complete Reported Change to law not required
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	Active - Call made will status 3/9/04
	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	Completed
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	Done - report
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	Inactive - reschedule

Town of Harrisburg Town Board Meeting Agenda

3/9/04	Check to see if Terry's contract is void	Norm Roof			
3/9/04	Public officials policy (\$1100/yr)	Norm Roof	Call Kevin. To cover actions of all public officials		
3/9/04	Disability insurance	Norm Roof	NYMIR		
	Resolution to appoint Paul Widrick to ZBA		Correct erms of office if necessary		
	Generator maintenance log				