

# Town of Harrisburg

## Town Board Meeting Agenda

Date: 4/13/04

Time: 7:30 PM – 10:30 PM

Place: Harrisburg Town Hall

Notes:

- Please review the handouts prior to the meeting
- Submit resolutions to the Supervisor as far in advance of the meeting as possible
- This agenda is submitted as a “Preliminary” agenda (dated 4/10/04) and may be changed prior to the Board meeting

Subject	Time	Objective	Prewrite/Comments
<b><i>Privilege of the floor</i></b>	7:30 PM - Open (10 min)	<ul style="list-style-type: none"> <li>• Open for non-scheduled speakers</li> </ul>	Rules for floor privilege <ul style="list-style-type: none"> <li>• Statements limited to five minutes unless otherwise specified</li> <li>• State name and residency status</li> <li>• Questions from the board – 5 min. limit</li> <li>• No personal attacks; direct comments to the board, not individuals</li> <li>• Groups should always select a single spokesperson</li> </ul>
<b><i>Committee Reports</i></b>	7:40 PM (15 min)	Reports of standing committees and presentation of meeting minutes (if any) <ul style="list-style-type: none"> <li>• Budget &amp; Finance (Roof)*</li> <li>• Economic Development (Roof)*</li> <li>• Public Safety &amp; Emergency Management (Wheeler)</li> <li>• Communications &amp; Public Relations (Tanner)</li> <li>• Building &amp; Grounds (Snyder)</li> </ul> * <i>Written reports submitted</i>	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.
<b><i>Correspondence &amp; Communications</i></b>	7:55 PM (5 min)	Review (read) any correspondence of importance to the board received by the Supervisor or Town Clerk	Place to communicate letters and petitions  Correspondence folder is available for review in the Supervisor’s office
<b><i>Highway Dept. Actions Audit Bills</i></b>			Designed to accommodate superintendent’s early morning hours.
Pay Bills <ul style="list-style-type: none"> <li>• Highway</li> <li>• General</li> <li>• Capital Construction</li> </ul>	8:00 PM (20 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	8:20 PM (5 min)	<ul style="list-style-type: none"> <li>• Status last month’s activity</li> <li>• Disclose plans for coming month</li> <li>• Problems/Issues</li> </ul>	Highway department needs to disclose a project plan for the coming year Highway department needs to lead an activity on road classification
<b><i>Old Business</i></b>			
Approve prior meeting minutes	8:25 PM (5 min)	<ul style="list-style-type: none"> <li>• Read and approve</li> <li>• Determine need and process</li> </ul> Note: <i>Minutes are distributed prior to meeting and can be approved as submitted.</i>	<ul style="list-style-type: none"> <li>• When minutes have been distributed, a motion can be made to approve as submitted.</li> <li>• Review the legal requirements for availability and publication</li> </ul>

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Old Town House & Highway Garage	8:30 PM (15 min)	<ul style="list-style-type: none"> <li>• Status the removal</li> <li>• Determine appropriate action to for removal (i.e. grant additional time, break ties with Terry and pick a new path)</li> <li>• Get agreement on clean up of old highway garage</li> <li>• Who will do finish work on the remaining old garage?</li> </ul>	<p>Original contract had a 60 day contract which has been exceeded (August '03?)</p> <p>Town continues to pay insurance on the Town House.</p>
Association of Towns	8:45 PM (10 min)	<ul style="list-style-type: none"> <li>• Status and distribute AOTofNYS materials</li> <li>• Show video tape</li> </ul>	<b><i>Keep track of your actions undertaken to support a cost vs. benefits analysis</i></b>
Deputy Clerk/Tax Collector	8:55 PM (5 min)	Revisit 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.
Safe Combination	9:00 PM (5 min)	Status the action to turn the combination of the safe to Mark Gebo	Cathy was directed by Board to give this information to the Town Attorney.
Resolution 016-2004 Personnel Policy for Hourly Highway Employees	9:05 PM (5 min)	<ul style="list-style-type: none"> <li>• Set next meeting date</li> <li>• Determine scheduling around and with audits</li> </ul>	Need to determine what to work on and when to work on it.
Town Historian	9:10 PM (5 min)	<p>Review requirements proposed by Betty Woods for suitability and determine next steps</p> <p>Status offer made to Betsy Nicol</p>	<p>Betty requires \$500 salary, \$500 expense account and computer with Internet access, email account and an office in the Town Hall.</p> <p>Local Law required for an out of Town appointment (make contingent on not having a local elector available)</p> <p>No interest to take this job has been discovered within Town (req'd. by law)</p>
Public Officer's Insurance	9:15 PM (5 min)	Status discovery and reference handout materials	More work needs to be done, but legal exposure is less than described by Kevin Townsend (Eastern Shore/NYMIR)
<b><i>New Business</i></b>			
Donation of History Books to local schools & libraries; Resolution No. 019-2004	9:20 PM (5 min)	Discuss and approve resolution	Historical Society probably has one of these books. Need to check
Resolution to change the price of the Harrisburg history books. Resolution No. 020-2004	9:25 PM (5 min)	Discuss and approve resolution	Look for opportunities to sell these books. We have at least 250 copies (more if some books still stored with Madeline Bernat
Resolution appointing Paul Widrick to ZBA and adjusting ZBA appointments Resolution No. 021-2004	9:30 PM (5 min)	Discuss and approve resolution	Zoning Law requires five ZBA members even though Town Law only requires three (three to seven). Appointments need to be staggered to replace one ZBA member each year.
CTHC Report	9:35 PM (10 min)	Share information important to Harrisburg from the CTHC and the	Jeanne Wooding is our CTHC (Cooperative Tug Hill Council) representative.

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Subject	Time	Objective	Prewrite/Comments
		Tug Hill Commission	
Town Clerk's Monthly Report	9:45 PM (5 min)	<ul style="list-style-type: none"> <li>• Review and approve the Clerk's monthly fiscal report</li> </ul>	
Town Justice's monthly report	9:55 PM (10 min)	<ul style="list-style-type: none"> <li>• Review and approve the Justice's monthly fiscal report</li> </ul>	Report is in John Engelhart's folder
Supervisor's monthly report	10:05 PM (10 min)	<ul style="list-style-type: none"> <li>• Review</li> <li>• Approve</li> </ul>	John will answer questions on the report Report pre-submitted
Action Items Review	10:15 PM (5 min)	Review and status	See Action Items list attached
Next meeting	10:20 PM (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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### *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 <del>John</del> 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. Review status of the creation of the County's Board of Ethics

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## *Action Items*

<b>Assign Date</b>	<b>Action</b>	<b>Assigned To</b>	<b>Deliverable</b>	<b>Due Date</b>	<b>Status</b>
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 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 – NO CREDIT YET!!
	Generator – <ul style="list-style-type: none"> <li>• Get information on fuel capacity and run time at half load</li> <li>• Create a maintenance log and schedule required maintenance</li> <li>• Lock the generator</li> </ul>	Norm Roof	<ul style="list-style-type: none"> <li>• <del>Get the service manual into a more accessible location</del></li> <li>• Maintenance requirements and schedule established with associated responsibilities</li> <li>• <b>Generator locked, keys in the building</b></li> <li>• Generator maintenance log</li> </ul>	5/1/04	Active
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)		Inactive - reschedule
3/9/04	Check to see if Terry's contract is void	Norm Roof	Building should have been removed	4/13/04	Scheduled
3/9/04	Public officials policy (\$1100/yr)	Norm Roof	Call Kevin. To cover actions of all public officials Need legal opinion on necessity (see legal memorandum on this subject from Norm)		Active
3/9/04	Disability insurance	Norm Roof	NYMIR		
	Resolution to appoint Paul Widrick to ZBA		Correct terms of office if necessary		