

Town of Harrisburg

Town Board Meeting Agenda

Date: 5/11/04

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 the final agenda, but is subject to change by the Town Board*

Subject	Time	Objective	Prewrite/Comments
<i>Call to Order</i>	7:30 PM (5 min)	<ul style="list-style-type: none"> • Roll Call • Pledge of Allegiance 	
<i>Guest Speaker</i> Floyd Martin	7:35 PM (15 min)	<ul style="list-style-type: none"> • Explain junk and junkyard law • Share information on “litter” laws (West Turin?) 	Floyd recently toured Harrisburg and will notify those in violation of current law. Focus is on “junk” (cars, ATV’s, snowmobiles, appliances, etc.)
<i>Guest Speaker</i> John Englehart	7:50 PM Open (10 min)	<ul style="list-style-type: none"> • Share information on highway reclassification 	John has researched applicable law and will review his findings and perhaps have some benchmark info from Martinsburg
<i>Privilege of the floor</i>	8:00 PM Open (10 min)	<ul style="list-style-type: none"> • 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; direct comments to the board, not individuals • Groups should always select a single spokesperson
<i>Committee Reports</i>	8:10 PM (10 min)	Reports of standing committees and presentation of meeting minutes (if any) <ul style="list-style-type: none"> • Budget & Finance (Roof) • Economic Development (Roof) • Public Safety & Emergency Management (Wheeler) • 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>	8:20 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
<i>CTHC Report</i>	8:25 PM (10 min)	<ul style="list-style-type: none"> • Report from Jeanne Wooding • CTHC Annual dinner meeting • GIS Inventory initiative 	Discuss new Tug Hill Commission, GIS inventory work and how it will be foundational to a Comprehensive Plan
<i>Empire Zone Administrative Board</i>	8:35 PM (5 min)	<ul style="list-style-type: none"> • Share information on latest activities and direction 	Betty Woods is our representative to the EZAB
<i>Highway Dept. Actions Audit Bills</i>			Designed to accommodate superintendent’s early morning hours.
Pay Bills <ul style="list-style-type: none"> • Highway • General • Capital Construction 	8:40 PM (10 min)	Board to audit the bills and approve payment.	Bills will be available for review prior to meeting or at any time by contacting the Clerk or Supervisor

Town of Harrisburg

Town Board Meeting Agenda

Subject	Time	Objective	Prewrite/Comments
Highway Superintendent's Report	8:50 PM (10 min)	<ul style="list-style-type: none"> • Status last month's activity • Disclose plans for coming month (CHIPS) • Problems/Issues 	Highway department needs to disclose a project plan for the coming year Highway department needs to lead an activity on road classification
Old Business			
Approve prior meeting minutes	9:00 PM (5 min)	<ul style="list-style-type: none"> • Read and approve • Determine need and process <p><i>Note: Minutes are distributed prior to meeting and can be approved as submitted.</i></p>	<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
Old town house & Highway Garage Resolution No. 024-2004	9:05 PM (10 min)	<ul style="list-style-type: none"> • Status the removal • Disposition the resolution • Determine appropriate action to take • Get agreement on clean up of old highway garage 	Original contract had a 60-day contract that has been exceeded (August '03?) Town continues to pay insurance on the Town House.
Wastewater system status	8:40 PM (10 min)	<ul style="list-style-type: none"> • Status the work and condition of the highway garage, wastewater holding system 	Norm will status.
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.
Town Historian Resolution No. 023-2004	9:10 PM (5 min)	Disposition the resolution	Local Law required for an out of Town appointment (make contingent on not having a local elector available) No interest to take this job has been discovered within Town (req'd. by law)
Public Officer's Insurance	9:15 PM (0 min)	No action this meeting. Keeping on the platter	More work needs to be done, but legal exposure is less than described by Kevin Townsend (Eastern Shore/NYMIR)
New Business			
Donation of History Books to local schools & libraries; Resolution No. 019-2004	9:15 PM (5 min)	Status distribution of books	Resolution was passed, Tammy to status
Sales promotion of the Town History books (Res. No. 020-2004)	9:20 PM (5 min)	Discuss sale potential (Lewis County Fair, Bicentennial)	Look for opportunities to sell these books. We have at least 250 copies (more if some books still stored with Madeline Bernat Lewis County bicentennial is next year
Lewis County bicentennial celebration	9:25 PM (5 min)	Status Bicentennial Committee actions & plans	Betty Woods is our representative to the Lewis Co. bicentennial committee.
Resolution changing Paul Widrick's term of office. Resolution No. 022-2004	9:30 PM (5 min)	Discuss and approve resolution	Error made in original term. This action will set correct term and ensure proper rotation of terms for ZBA appointees.

Town of Harrisburg

Town Board Meeting Agenda

Subject	Time	Objective	Pework/Comments
Fund transfer to increase Bldg. Expense account. Resolution No. 025-2004	9:35 PM (5 min)	Transfer \$400 from the Contingency Account A1990.4 to the Building Expense account A1620.4	Account is currently overextended and there are more planned expenditures.
Fund transfer to increase Registrar Salary account. Resolution No. 026-2004	9:40 PM (5 min)		
Departmental Reports			
Town Clerk's Monthly Report	9:45 PM (5 min)	<ul style="list-style-type: none"> • Review and approve the Clerk's monthly fiscal report 	
Town Justice's monthly report	9:50 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
Supervisor's monthly report	9:55 PM (10 min)	<ul style="list-style-type: none"> • Review • Approve 	
Action Items Review	10:05 PM (10 min)	Review and status	See Action Items list attached
Next meeting	10:15 PM (15 min)	<ul style="list-style-type: none"> • Review actions items • Set key agenda topics • Determine special meeting needs (policies, procedures, highway classification, etc.) 	Agenda items for future meetings can be found in the "Future Agenda Items" table.
Adjourn Meeting	10:30 PM	<ul style="list-style-type: none"> • Leave 	

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	Will use Martinsburg & Pinkney as templates. Need to get info from Assoc. of Towns
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. Review status of the creation of the County's Board of Ethics
Highway Reclassification	30 min	Need to: <ul style="list-style-type: none"> • Review pertinent laws • Report on benchmarking • Schedule and then report on road trip 	Reference the Babbits Corners lawsuit against Rodman. Montague, West Turin & Martinsburg have reclassified & Pinkney is in process
Budget Process	20 min	Establish budget process & timeline (schedule)	All departments to begin planning for 2005 requirements.
Friends of Harrisburg			

Town of Harrisburg Town Board Meeting Agenda

Action Items

Assign Date	Action	Assigned To	Deliverable	Due Date	Status
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 (June?)
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"> • 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 • Generator maintenance log 	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		Inactive
4/18/04	Resolution to appoint Paul Widrick to ZBA		Correct terms of office if necessary	5/12/04	Active
4/13/04	Public Officer's Insurance	Norm Roof	Glean accurate information and bring before the Town Board for proper decision	6/8/04	Active
4/13/04	Competitive Bids on Propane & Diesel fuels	Norm Roof	Get bids and bring before Town Board	7/13/04	Tentative
4/25/04	Highway Reclassification Project – applicable laws	John Engelhart	Research applicable law on road classification to shore up the reclassification activity	5/12/04	Active