

Town of Harrisburg

Town Board Meeting Agenda

Date: 6/8/04

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 and may be changed prior to the Town Board meeting

Subject	Time	Objective	Pework/Comments
Open Meeting	7:30 PM (5 min)	<ul style="list-style-type: none"> • Roll Call • Pledge of Allegiance 	
Privilege of the floor	7:35PM Open (15 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 • No personal attacks; direct comments to the board, not individuals • Groups should always select a single spokesperson • Questions from the board – 5 min. limit
Committee Reports	7:50 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. Discuss Procurement & Investment Policies
Correspondence & Communications	8:00 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
CTHC Report	8:05 PM (10 min)	<ul style="list-style-type: none"> • Report from Jeanne Wooding • Resource Inventory Status 	Discuss new Tug Hill Commission, GIS inventory work and how it will be foundational to a Comprehensive Plan
Empire Zone Administrative Board	8:15 PM (5 min)	<ul style="list-style-type: none"> • Share information on latest activities and direction • Board needs to appoint an alternate under new EZAB bylaws 	Betty Woods is our representative to the EZAB
Highway Dept. Actions Audit Bills			Designed to accommodate superintendent’s early morning hours.
Pay Bills <ul style="list-style-type: none"> • Highway • General • Capital Construction 	8:20 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
Highway Superintendent’s Report	8:30 PM (10 min)	<ul style="list-style-type: none"> • Status last month’s activity • Disclose plans for coming month (CHIPS) 	Highway department needs to disclose a project plan for the coming year Highway department needs to lead an

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Subject	Time	Objective	Prewrite/Comments
		<ul style="list-style-type: none"> • Problems/Issues 	activity on road classification
Highway Reclassification	8:40 PM (10 min)	<ul style="list-style-type: none"> • John Englehart to status laws • Determine next steps 	
Highway Agreement	8:50 PM (5 min)	<ul style="list-style-type: none"> • Status contract 	Terry & Norm to status
Old Business			
Approve prior meeting minutes	8:55 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.
Old town house & Highway Garage	9:00 PM (10 min)	<ul style="list-style-type: none"> • Status the removal • Determine next steps 	Insurance was cancelled on the old town hall <i>Resolution # 024-2004</i>
Wastewater system status	9:10PM (10 min)	<ul style="list-style-type: none"> • Status the work and condition of the highway garage, wastewater holding system • Remaining work? • Reimbursement for hauling 	Norm will status. Asphalt around holding tank covers
Deputy Clerk/Tax Collector	9:20 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 status. Oath needs to be properly completed.
Safe Combination	9:25 PM (5 min)	Status the action to have a backup who knows how to open the safe	Does Arlene know how to open the safe??
Town Historian Resolution # 023-2004	9:30 PM (5 min)	<ul style="list-style-type: none"> • Review legal opinion of Association of Towns • Norm to appoint a historian 	
New Business			
Pilot Agreement Resolution	9:35 PM (5 min)	<ul style="list-style-type: none"> • Review, answer questions • Board to approve Supervisor to sign (resolution) 	Review PILOT and submit questions to Norm IN ADVANCE!
Web site	9:40 PM (5 min)	Status development of web site <ul style="list-style-type: none"> • History Page • Harrisburg Harold 	
Sales promotion of the Town History books (Res. No. 020-2004)	9:45 PM (5 min)	<ul style="list-style-type: none"> • Historical Society sales • 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	9:50 PM (5 min)	Status Bicentennial Committee actions & plans (Charlotte)	Betty Woods is our representative to the Lewis Co. bicentennial committee. Charlotte Wheeler is backup
Departmental Reports			
Town Clerk's Monthly Report	9:55 PM (5 min)	<ul style="list-style-type: none"> • Review and approve the Clerk's monthly fiscal report 	
Town Justice's monthly report	10:00 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	10:05PM (5 min)	<ul style="list-style-type: none"> • Review • Approve 	
Action Items Review	10:10 PM (10 min)	Review and status	See Action Items list attached

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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	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
Public Officer's Insurance	10 min	Norm to status <ul style="list-style-type: none"> • Request to CTHC • Request to AOToNY 	More work needs to be done, but legal exposure is less than described by Kevin Townsend (Eastern Shore/NYMIR)
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

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Action Items

Assign Date	Action	Assigned To	Deliverable	Due Date	Status
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
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	COMPLETE Schedule (June?)
3/9/04	Check to see if Terry's contract is void	Norm Roof	Building should have been removed	4/13/04	COMPLETE
	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	COMPLETE
4/18/04	Resolution to appoint Paul Widrick to ZBA		Correct terms of office if necessary	5/12/04	COMPLETE
4/25/04	Highway Reclassification Project – applicable laws	John Engelhart	Research applicable law on road classification to shore up the reclassification activity	6/8/04	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
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!	7/12/04	Active - Call made – NO CREDIT YET!!
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)	7/12/04	Active
3/9/04	Disability insurance	Norm Roof	NYMIR	7/12/04	Inactive
4/13/04	Competitive Bids on Propane & Diesel fuels	Norm Roof	Get bids and bring before Town Board	7/12/04	Tentative