

Town of Harrisburg

Town Board Meeting Agenda

Date: 8/10/04

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 	
Agenda Review	7:35 PM (5 min)	<ul style="list-style-type: none"> • Identify corrections & additions • Concur on agenda 	Input from board members on meeting agenda
Privilege of the floor	7:40 PM Open (5 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	7:45 PM (15 min)	Reports of standing committees and presentation of committee meeting minutes (if any) <ul style="list-style-type: none"> • Budget & Finance (Roof) • Economic Development (Roof) • Public Safety & Emergency Management (Roof) • 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. Building & Grounds to status parking lot plan, wastewater tank posts and well status
Correspondence & Communications	8:00 PM (5 min)	Review (read) any correspondence of importance to the board received by the Supervisor, Town Clerk or Board	Time allocated 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 	
Empire Zone Administrative Board	8:15 PM (5 min)	<ul style="list-style-type: none"> • Share information on latest activities and direction 	Betty Woods is our representative to the EZAB. Norm Roof is the alternate
Audit Bills			
Pay Bills <ul style="list-style-type: none"> • Highway • General • Capital Construction 	8:20 PM (20 min)	Board to audit the bills and approve payment.	Bills will be available for review one hour prior to the Board meeting. Board members should try to arrive early in order to review those bills to minimize time in the meeting
Highway Superintendent’s Report	8:40 PM (15 min)	<ul style="list-style-type: none"> • Status last month’s activity • Disclose plans for coming month • Status CHIPS work & 	Highway department needs to disclose a project plan for the coming year (8/20) Define work plan, objectives and current status

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		reimbursement • Charles Snyder resignation – plans & impact • Mile Square Road Project • Problems/Issues	on the Mile Square Road Project. Assess project costs and CHIPs vs. Town shares.
Highway Agreement	8:50 PM (5 min)	• Status contract	Terry & Norm to status the agreement with Flat Rock Wind Power
<i>Old Business</i>			
Approve prior meeting minutes.	8:55 PM (5 min)	• Read and approve	• When minutes have been distributed prior to the meeting, a motion can be made to approve as submitted.
Task prioritization	9:00 PM (10 min)	• Need to prioritize outstanding tasks	• Complete departmental audit reviews • Highway classification • Budget preparation • Policies & procedures development • Comprehensive Plan
<i>New Business</i>			
CHIPs reporting & reimbursement review	9:10 PM (5 min)	• Explain how the program works • Explain what expenses are reimbursable • Discuss record-keeping requirements	CHIPs is New York State's "Capital Highway Improvement Program".
Deputy Town Clerk training status	9:40 PM (5 min)	• Status the training level of the Deputy Town Clerk	Cathy to status current state. Training and experience.
Highway Classification	9:45 PM (5 min)	• Set work (meeting) schedule	Need to consider second meeting to accomplish
2005 Budget Development kickoff	9:50 PM (10 min)	• Outline actions to be taken • Set development schedule • Discuss highway dept. headcount	What we need to do; how we will do it and when it needs to be done (milestones)
County Fair Revenue appropriation	10:00 PM (5 min)	Determine where to appropriate the revenue realized from the sale of history books at the County Fair	

<i>Department Reports</i>			
Town Clerk's Monthly Report	10:05 PM (5 min)	• Review and approve the Clerk's monthly fiscal report	
Town Justice's monthly report	10:10 PM (5 min)	• Review and approve the Justice's monthly fiscal report	Report is in John Engelhart's folder
Historian's Report	10:15PM (5 min)	• Status current activity • Outline deliverables	What does the Historian plan on delivering to the Town Board and at what intervals?
Supervisor's monthly report	10:20 PM (5 min)	• Review • Approve	
Action Items Review	10:25 PM (5 min)	Review and status	See Action Items list attached
Close meeting	10:30 PM		