

# Town of Harrisburg

## Town Board Meeting Agenda

Date: 8/25/04

Time: 7:30 PM – 9:30 PM

Place: Harrisburg Town Hall

Notes:

- *This is a special meeting to deal with issues surrounding the highway department and begin the process of highway classification.*
- *Since this is a special meeting to accomplish specific tasks and goals the privilege of the floor will not be offered at this meeting.*

<b>Subject</b>	<b>Time</b>	<b>Objective</b>	<b>Pework/Comments</b>
<i>Open the Meeting</i>	7:30 PM (5 min)	<ul style="list-style-type: none"> <li>• Roll Call</li> <li>• Pledge of Allegiance</li> </ul>	
<i>Agenda Review</i>	7:35 PM (5 min)	<ul style="list-style-type: none"> <li>• Identify corrections &amp; additions to the agenda</li> <li>• Concur on the agenda</li> </ul>	Input from board members on meeting agenda
<i>Correspondence &amp; Communications</i>	7:40 PM (5 min)	Review (read) any correspondence of importance to the board received by the Supervisor relative to the subjects at hand	Time allocated to communicate letters and petitions (related to highway department)  Correspondence folder is available for review in the Supervisor's office
CHIPs reporting & reimbursement review	7:45 PM (30 min)	<ul style="list-style-type: none"> <li>• Explain how the CHIPS program works</li> <li>• Explain what expenses are reimbursable</li> <li>• Establish planning and budgetary management processes</li> <li>• Establish record-keeping requirements</li> </ul>	CHIPs is New York State's "Capital Highway Improvement Program".  Review the handout "Guidelines, CHIPS Capital Program" dated June 2002
Mile Square Road Project Review	8:15 PM (15 min)	<ul style="list-style-type: none"> <li>• Discuss project goals</li> <li>• Establish funding source (% CHIPS vs. Town)</li> <li>• Assess the total project cost vs. available funds</li> </ul>	
Highway Classification Process Review	8:30 PM (10 min)	<ul style="list-style-type: none"> <li>• Refresh understanding of the steps involved in classifying low volume roads</li> </ul>	Review the process steps outlined in the handbook "Classifying and Managing Low-Volume Local Roads"
Local Law Establishment Process Review	8:40PM (10 min)	<ul style="list-style-type: none"> <li>• Understand what needs to be done to pass a local law</li> </ul>	
Highway Classification Next Steps	8:50 PM (10 min)	<ul style="list-style-type: none"> <li>• Establish actions and actioners to for tasks that are to be accomplished</li> </ul>	Review the "Classify local roads" steps outlined in the handbook "Classifying and Managing Low-Volume Local Roads"
Inventory Process Review	9:00 PM (15 min)	<ul style="list-style-type: none"> <li>• Establish specific actions to be taken to gather road inventory data</li> <li>• Begin the process of identifying road sign requirements</li> </ul>	Review the "Classify local roads" steps. Specifically: <ul style="list-style-type: none"> <li>• Conduct inventory</li> <li>• Obtain traffic data</li> <li>• Identify adjacent land use</li> </ul>
Action Item Review	9:15 PM (5 min)	<ul style="list-style-type: none"> <li>• Clearly state and agree upon actions and who is responsible for each</li> </ul>	