

# Town of Harrisburg

## Town Board Meeting Agenda

Date: 9/14/04

Time: 7:00 PM – 9:30 PM

Place: Harrisburg Town Hall

Notes:

- *This is a special meeting follow up on actions set during earlier financial audits.*

<b>Subject</b>	<b>Time</b>	<b>Objective</b>	<b>Pework/Comments</b>
<b>Call to Order</b>	7:00 PM (5 min)	<ul style="list-style-type: none"> <li>• Roll Call</li> <li>• Pledge of Allegiance</li> </ul>	
<b>Financial Audit Review</b>	7:05 PM (20 min)	Review actions recommended <ul style="list-style-type: none"> <li>• Town Clerk/Tax Collector</li> </ul>	<ul style="list-style-type: none"> <li>• Zoning Officer had no action</li> <li>• Justice Court reviewed on 9/11/05, supervisor will report</li> </ul>
<b>Agenda Review</b>	7:25 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
<b>Privilege of the floor</b>	7:30 PM Open (5 min)	<ul style="list-style-type: none"> <li>• Open for scheduled and 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>• No personal attacks; direct comments to the board, not individuals</li> <li>• Groups should always select a single spokesperson</li> <li>• Questions from the board – 5 min. limit</li> </ul>
<b>Committee Reports</b>	7:35 PM (10 min)	Reports of standing committees and presentation of committee 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 (Roof)</li> <li>• Communications &amp; Public Relations (Tanner)</li> <li>• Building &amp; Grounds (Snyder)</li> </ul>	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>Correspondence &amp; Communications</b>	7:45 PM (10 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
<b>CTHC Report</b>	7:55 PM (5 min)	<ul style="list-style-type: none"> <li>• Report from Jeanne Wooding</li> </ul>	
<b>Empire Zone Administrative Board</b>	8:00 PM (5 min)	<ul style="list-style-type: none"> <li>• Share information on latest activities and direction</li> </ul>	Betty Woods is our representative to the EZAB. Norm Roof is the alternate
<b>Audit Bills</b>			
<b>Pay Bills</b> <ul style="list-style-type: none"> <li>• Highway</li> <li>• General</li> <li>• Capital Construction</li> </ul>	8:05 PM (15 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

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<b><i>Department Reports</i></b>			
Highway Superintendent's Report	8:20 PM (10 min)	<ul style="list-style-type: none"> <li>• Status last month's activity</li> <li>• Disclose plans for coming month</li> <li>• Status CHIPS work &amp; reimbursement</li> <li>• Waldroff charges</li> <li>• Problems/Issues</li> </ul>	Highway department needs to disclose a project plan for the coming year (8/20)  Define work plan, objectives and current status on the Mile Square Road Project. Assess project costs and CHIPS vs. Town shares.
Town Clerk's Monthly Report	8:30 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	8:35 PM (5 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
Historian's Report	8:40 PM (5 min)	<ul style="list-style-type: none"> <li>• Status current activity</li> <li>• Outline deliverables</li> </ul>	What does the Historian plan on delivering to the Town Board and at what intervals?
Supervisor's monthly report	8:45 PM (5 min)	<ul style="list-style-type: none"> <li>• Review</li> <li>• Approve</li> </ul>	
<b><i>New Resolutions</i></b>			
041-2004; Authorization for locksmith services	8:50 PM (5 min)	<ul style="list-style-type: none"> <li>• Review</li> <li>• Approve</li> </ul>	
042-2004; Transfer money to supervisor expense account	8:55 PM (10 min)	<ul style="list-style-type: none"> <li>• Review</li> <li>• Approve</li> </ul>	
043-2004; Resolution to reverse traffic fine law change	9:05 PM (10 min)	<ul style="list-style-type: none"> <li>• Review</li> <li>• Approve</li> </ul>	
<b><i>Wrap Up</i></b>			
Action Item Review	9:15 PM (5 min)	Review and status	See Action Items list attached
Close meeting	9:20 PM		