

**TOWN OF FORESTPORT  
ORGANIZATIONAL MEETING MINUTES  
FORESTPORT TOWN HALL  
JANUARY 3, 2008 @ 6:30 P.M.**

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**MEMBERS PRESENT**

Councilman Brian Fox  
Councilman Frederick Ritter  
Councilman William Rockhill  
Councilwoman Mary Ann Rubyor  
Supervisor William Hasenauer

**MEMBERS ABSENT**

**\*\* Attorney William Riley and Highway Superintendent William Gardner were absent from the meeting.**

1. The January 3, 2008 Organizational Meeting was called to order @ 6:30 p.m. by Supervisor Hasenauer.
2. A new Town Policy was read that stated "no Swearing or yelling from the Town Board or the Public. This will start immediately. If they do not stop after they are asked the meeting will be adjourned."
3. General rules :

**\*\*\* A Motion was made by Councilwoman Mary Ann Rubyor and seconded by Councilman William Rockhill for the Town's mileage to be \$.50 cents. Roll call vote:**

**Councilman Brian Fox-YES  
Councilman Frederick Ritter-YES  
Councilman William Rockhill-YES  
Councilwoman Mary Ann Rubyor-YES  
Supervisor William Hasenauer-YES**

**\*\*\* A Motion was made by Councilman Frederick Ritter and seconded by Councilwoman Mary Ann Rubyor for Regular Town Board Meetings to be held the 3<sup>rd</sup> Wednesday of every month @ 6:30 p.m. The July Town Board Meeting will be held in Woodgate Fire House and the August meeting will be held at the Otter Lake Fire House. Unless otherwise posted. Roll call vote:**

**Councilman Brian Fox-YES  
Councilman Frederick Ritter-YES  
Councilman William Rockhill-YES  
Councilwoman Mary Ann Rubyor-YES  
Supervisor William Hasenauer-YES**

**\*\*\* A Motion was made by Councilman Frederick Ritter and seconded by Councilman Brian Fox for any requests to be put on the agenda, information must be received in writing 4 days (Thursday before the scheduled meeting) prior to the Town Board Meeting. Roll call vote:**

**Councilman Brian Fox-YES  
Councilman Frederick Ritter-YES  
Councilman William Rockhill-YES  
Councilwoman Mary Ann Rubyor-YES  
Supervisor William Hasenauer-YES**

**\*\*\* A Motion was made by Councilman Frederick Ritter and seconded by Councilman Brian Fox to accept the Computer Service-payroll bills, and bookkeeping as required. Roll call vote:**

**Councilman Brian Fox-YES  
Councilman Frederick Ritter-YES  
Councilman William Rockhill-YES  
Councilwoman Mary Ann Rubyor-YES  
Supervisor William Hasenauer-YES**

**\*\*\* A Motion was made by Councilwoman Mary Ann Rubyor and seconded by Councilman William Rockhill for the following Petty cash funds.**

- 1. Town Clerk-\$150.00**
- 2. Bookkeeper to Supervisor -\$150.00**
- 3. Water Billing Clerk-\$150.00**
- 4. Tax Collector-\$150.00**
- 5. Assessor's-\$150.00**
- 6. Water Treatment Plant Operator-\$50.00**
- 7. Sewer Treatment Plant Operator-\$50.00**
- 8. Sewer Billing Clerk-\$75.00**
- 9. Planning and Codes Department-\$150.00**
- 10. Highway Superintendent-\$50.00**

**Roll call vote:**

**Councilman Brian Fox-YES  
Councilman Frederick Ritter-YES  
Councilman William Rockhill-YES  
Councilwoman Mary Ann Rubyor-YES  
Supervisor William Hasenauer-YES**

**\*\*\* A Motion was made by Councilman William Rockhill and seconded by Councilman Frederick Ritter to allow the Superintendent of Highways to purchase equipment and tools up to \$2,000.00 without Town Board approval and all other purchases by Highway Employees including Town Board, must get a Purchase Order from the Supervisor who is designated as Purchasing Agent for the Town. Each \$2,000.00 purchase is limited to one a month. Roll call vote:**

**Councilman Brian Fox-YES  
Councilman Frederick Ritter-YES  
Councilman William Rockhill-YES  
Councilwoman Mary Ann Rubyor-YES  
Supervisor William Hasenauer-YES**

**\*\*\* A Motion was made by Councilman Brian Fox and seconded by Councilman Frederick Ritter that the Supervisor shall submit to the Town Clerk within 60 days after close of the Fiscal Year, a copy of the report to be sent to the State Comptroller and to cause a notice to be published that a copy of such report is on file and available for inspection and copying . Roll vote call:**

**Councilman Brian Fox-YES  
Councilman Frederick Ritter-YES  
Councilman William Rockhill-YES  
Councilwoman Mary Ann Rubyor-YES  
Supervisor William Hasenauer-YES**

**\*\*\* A Motion was made by Councilman Frederick Ritter and seconded by Councilman Brian Fox to accept all of the working hours.**

The Clerk to the Assessors Hours: **Monday – Friday 9:00 A.m. to 4:00 P.M. with ½ hour lunch**

The Assessor's Hours: **This will vary 25 – 30 hours and some nights always on Wednesday with a ½ hour lunch** (unless otherwise posted).

The Town Clerk Hours: **Monday -Thursday 9:00 A.M. Noon to 1:00 P.M. to 3:00 p.m. closed 12:00 noon to 1:00 p.m. for lunch** (unless otherwise posted).

Bookkeeper to the Supervisor: **Monday - Friday 9:00 A.M. – 4:00 P.M. with ½ hour lunch** (unless otherwise posted).

Building and Grounds Maintenance: **Monday – Friday 7:00 A.M. – 1:30 P.M. ½ hour lunch** (Unless otherwise posted).

Tax Collector **Tuesday, Wednesday, Thursday 10:00 A.M. - 4:00 P.M. With ½ lunches** for the Month of January, February and March hours will be (Unless otherwise posted).

Planning Board Clerk: **Monday & Thursday 8:00 A.M. – 4:00 P.M. May – Oct-8:00 A.M. to 4:00 P.M. Monday, Tuesday and Thursday, ½ hour lunch** (Unless otherwise posted).

Accounting Office: **Monday – Wednesday – Friday 9:00 A.M. – 11:00 A.M.** (unless otherwise posted).

The minutes of the Town Board meetings are to be sent to the Town Board Members within 10 days of the Board Meeting. After additions and corrections, they can be accepted as written.

The Official mandatory cut-off date and time to accept claims for the payment of monthly bills is the 2<sup>nd</sup> Thursday of each month at noon.

Special Water District #1 and Special Sewer District meetings will be held immediately following the Town Board Meetings unless otherwise posted.

**Roll call vote:**

**Councilman Brian Fox-YES  
Councilman Frederick Ritter-YES  
Councilman William Rockhill-YES  
Councilwoman Mary Ann Rubyor-YES  
Supervisor William Hasenauer-YES**

**\*\*\* A Motion was made by Councilman William Rockhill and seconded by Councilman Frederick Ritter to accept the Code of Ethics. Roll call vote:**

**Councilman Brian Fox-YES  
Councilman Frederick Ritter-YES  
Councilman William Rockhill-YES  
Councilwoman Mary Ann Rubyor-YES  
Supervisor William Hasenauer-YES**

**\*\*\* A Motion was made by Councilman Brian Fox and seconded by Councilman Frederick Ritter to accept the Procurement Policy for 2008, Roll call vote:**

**Councilman Brian Fox-YES  
Councilman Frederick Ritter-YES  
Councilman William Rockhill-YES  
Councilwoman Mary Ann Rubyor-YES  
Supervisor William Hasenauer-YES**

**\*\*\* A Motion was made by Councilman William Rockhill and seconded by Councilwoman Mary Ann Rubyor to accept the 2008 Citizens' Notification Policy. Roll call vote:**

**Councilman Brian Fox-YES  
Councilman Frederick Ritter-YES  
Councilman William Rockhill-YES  
Councilwoman Mary Ann Rubyor-YES  
Supervisor William Hasenauer-YES**

**\*\*\* A Motion was made by Councilman Frederick Ritter and seconded by Councilman William Rockhill to vote on the Appointments for 2008 one at a time. Roll call vote:**

**Councilman Brian Fox-YES  
Councilman Frederick Ritter-YES  
Councilman William Rockhill-YES  
Councilwoman Mary Ann Rubyor-YES  
Supervisor William Hasenauer-YES**

**\*\*\* A Motion was made by Councilwoman Mary Ann Rubyor and seconded by Councilman Brian Fox to appoint Dawn Campbell to Bookkeeper to the Supervisor. Roll call vote:**

**Councilman Brian Fox-YES  
Councilman Frederick Ritter-YES  
Councilman William Rockhill-YES  
Councilwoman Mary Ann Rubyor-YES  
Supervisor William Hasenauer-YES**

**\*\*\* A Motion was made by Councilman William Rockhill and seconded by Councilman Brian Fox to appoint Joan Ingersoll to Budget Officer. Roll call vote:**

**Councilman Brian Fox-YES  
Councilman Frederick Ritter-YES  
Councilman William Rockhill-YES  
Councilwoman Mary Ann Rubyor-YES  
Supervisor William Hasenauer-NO**

**\*\*\* A Motion was made by Councilman William Rockhill and seconded by Councilman Frederick Ritter to appoint Donald Pfendler to Building Maintenance Worker. Roll call vote:**

**Councilman Brian Fox-YES  
Councilman Frederick Ritter-YES  
Councilman William Rockhill-YES  
Councilwoman Mary Ann Rubyor-YES  
Supervisor William Hasenauer-YES**

**\*\*\* A Motion was made by Councilwoman Mary Ann Rubyor and seconded by Councilman William Rockhill to appoint Tonya Brown to Assessor's Clerk. Roll call vote:**

**Councilman Brian Fox-YES  
Councilman Frederick Ritter-YES  
Councilman William Rockhill-YES  
Councilwoman Mary Ann Rubyor-YES  
Supervisor William Hasenauer-YES**

**\*\*\* A Motion was made by Councilman Brian Fox and seconded by Councilman William Rockhill to appoint Brad Smith as Code Enforcement Officer. Roll call vote:**

**Councilman Brian Fox-YES  
Councilman Frederick Ritter-YES  
Councilman William Rockhill-YES  
Councilwoman Mary Ann Rubyor-YES  
Supervisor William Hasenauer-NO**

**NOTE: It has been so noted that Brad Smith will use his discretion when it comes to using an assistant to the Code Enforcement Officer. Brad Smith stated that he feels he does not need an assistant at this time. When an assistant was appointed to him it was because he had another part time job and was not available as much as he is now. He has since left his part time DHL job and has more time to give to the Town.**

**\*\*\* A Motion was made by Councilwoman Mary Ann Rubyor and seconded by Councilman William Rockhill to appoint Mary Ritter to Clerk to the Town Justice. Roll call vote:**

**Councilman Brian Fox-YES  
Councilman Frederick Ritter-ABSTAIN  
Councilman William Rockhill-YES  
Councilwoman Mary Ann Rubyor-YES  
Supervisor William Hasenauer-YES**



**\*\*\* A Motion was made by Councilman William Rockhill and seconded by Councilman Frederick Ritter to appoint Charlene Sege for Animal Control. Roll call vote:**

**Councilman Brian Fox-YES  
Councilman Frederick Ritter-YES  
Councilman William Rockhill-YES  
Councilwoman Mary Ann Rubyor-YES  
Supervisor William Hasenauer-YES**

**\*\*\* A Motion was made by Councilman Brian Fox and seconded by Councilman William Rockhill to appoint John Isley to the Town Historian. Roll call vote:**

**Councilman Brian Fox-YES  
Councilman Frederick Ritter-YES  
Councilman William Rockhill-YES  
Councilwoman Mary Ann Rubyor-YES  
Supervisor William Hasenauer-YES**

**\*\*\* A Motion was made by Councilman Brian Fox and seconded by Councilman William Rockhill to appoint Jack Tompkins for Election Custodian. Roll call vote:**

**Councilman Brian Fox-YES  
Councilman Frederick Ritter-YES  
Councilman William Rockhill-YES  
Councilwoman Mary Ann Rubyor-YES  
Supervisor William Hasenauer-YES**

**\*\*\* A Motion was made by Councilwoman Mary Ann Rubyor and seconded by Councilman William Rockhill to appoint Joe Pfeiffer for Fire Code Inspector. Roll call vote:**

**Councilman Brian Fox-YES  
Councilman Frederick Ritter-YES  
Councilman William Rockhill-YES  
Councilwoman Mary Ann Rubyor-YES  
Supervisor William Hasenauer-YES**

**\*\*\* A Motion was made by Councilman Brian Fox and seconded by Councilman William Rockhill to appoint Brad Smith for Flood Insurance Program Coordinator. Roll call vote:**

**Councilman Brian Fox-YES  
Councilman Frederick Ritter-YES  
Councilman William Rockhill-YES  
Councilwoman Mary Ann Rubyor-YES  
Supervisor William Hasenauer-YES**

**\*\*\* A Motion was made by Councilman William Rockhill and seconded by Councilwoman Mary Ann Rubyor to appoint Kathy Schmelzle to Registrar of Vital Statistics. Roll call vote:**

**Councilman Brian Fox-YES  
Councilman Frederick Ritter-YES  
Councilman William Rockhill-YES  
Councilwoman Mary Ann Rubyor-YES  
Supervisor William Hasenauer-YES**

**\*\*\* A Motion was made by Councilman Brian Fox and seconded by Councilman William Rockhill to appoint Kim Kratzenberg to the Planning and Codes Secretary. Roll call vote:**

**Councilman Brian Fox-YES  
Councilman Frederick Ritter-YES  
Councilman William Rockhill-YES  
Councilwoman Mary Ann Rubyor-YES  
Supervisor William Hasenauer-YES**

**\*\*\* A Motion was made by Councilwoman Mary Ann Rubyor and seconded by Councilman Brian Fox to appoint Sonja Skidmore for the senior of Recreation Programs. Roll call vote:**

**Councilman Brian Fox-YES  
Councilman Frederick Ritter-YES  
Councilman William Rockhill-YES  
Councilwoman Mary Ann Rubyor-YES  
Supervisor William Hasenauer-YES**

**\*\*\* A Motion was made by Councilwoman Mary Ann Rubyor and seconded Councilman Brian Fox to appoint John Combs to the Sewer and Water Operator. Roll call vote:**

**Councilman Brian Fox-YES  
Councilman Frederick Ritter-YES  
Councilman William Rockhill-YES  
Councilwoman Mary Ann Rubyor-YES  
Supervisor William Hasenauer-YES**

**\*\*\* A Motion was made by Councilman Brian Fox and seconded Councilwoman Mary Ann Rubyor to appoint Donald Pfendler to the Assistant Sewer and Water Plant Operator. Roll call vote:**

**Councilman Brian Fox-YES  
Councilman Frederick Ritter-YES  
Councilman William Rockhill-YES  
Councilwoman Mary Ann Rubyor-YES  
Supervisor William Hasenauer-YES**

**\*\*\* A Motion was made by Councilwoman Mary Ann Rubyor and seconded by Councilman William Rockhill to appoint Dawn Campbell to the Sewer Billing Clerk. Roll call vote:**

**Councilman Brian Fox-YES  
Councilman Frederick Ritter-YES  
Councilman William Rockhill-YES  
Councilwoman Mary Ann Rubyor-YES  
Supervisor William Hasenauer-YES**

**\*\*\* A Motion was made by Councilman William Rockhill and seconded by Councilman Frederick Ritter to appoint Kathy Schmelzle to the Sewer Rent Collector. Roll call vote:**

**Councilman Brian Fox-YES  
Councilman Frederick Ritter-YES  
Councilman William Rockhill-YES  
Councilwoman Mary Ann Rubyor-YES  
Supervisor William Hasenauer-YES**

**\*\*\* A Motion was made by Councilman William Rockhill and seconded by Councilman Frederick Ritter to appoint William Riley to the Town Attorney. Roll call vote:**

**Councilman Brian Fox-YES  
Councilman Frederick Ritter-YES  
Councilman William Rockhill-YES  
Councilwoman Mary Ann Rubyor-YES  
Supervisor William Hasenauer-NO**

**\*\*\* A Motion was made by Councilwoman Mary Ann Rubyor and seconded by Councilman Brian Fox to appoint Dawn Campbell to the Water Billing Clerk. Roll call vote:**

**Councilman Brian Fox-YES  
Councilman Frederick Ritter-YES  
Councilman William Rockhill-YES  
Councilwoman Mary Ann Rubyor-YES  
Supervisor William Hasenauer-YES**

**\*\*\* A Motion was made by Councilwoman Mary Ann Rubyor and seconded Councilman Brian Fox to appoint Kathy Schmelzle to the Water Rent Collector. Roll call vote:**

**Councilman Brian Fox-YES  
Councilman Frederick Ritter-YES  
Councilman William Rockhill-YES  
Councilwoman Mary Ann Rubyor-YES  
Supervisor William Hasenauer-YES**

**\*\*\* A Motion was made by Councilman William Rockhill and seconded by Councilman Frederick Ritter to appoint Sonja Skidmore to the Youth Recreation Director. Roll call vote:**

**Councilman Brian Fox-YES  
Councilman Frederick Ritter-YES  
Councilman William Rockhill-YES  
Councilwoman Mary Ann Rubyor-YES  
Supervisor William Hasenauer-YES**

**\*\*\* A Motion was made by Councilman William Rockhill and seconded by Councilwoman Mary Ann Rubyor to appoint the Adirondack Bank for General, Highway and Housing Grant Rental Assistant. Roll call vote:**

**Councilman Brian Fox-YES  
Councilman Frederick Ritter-YES  
Councilman William Rockhill-YES  
Councilwoman Mary Ann Rubyor-YES  
Supervisor William Hasenauer-YES**

**\*\*\* A Motion was made by Councilman Frederick Ritter and seconded by Councilwoman Mary Ann Rubyor to appoint Community Bank for the Housing Grant Rental Assistant to use. Roll call vote:**

**Councilman Brian Fox-YES  
Councilman Frederick Ritter-YES  
Councilman William Rockhill-YES  
Councilwoman Mary Ann Rubyor-YES  
Supervisor William Hasenauer-YES**

**\*\*\* A Motion was made by Councilman William Rockhill and seconded by Councilwoman Mary Ann Rubyor to appoint OD and the Rome Sentinel for the Official Newspapers. Roll call vote:**

**Councilman Brian Fox-YES  
Councilman Frederick Ritter-YES  
Councilman William Rockhill-YES  
Councilwoman Mary Ann Rubyor-YES  
Supervisor William Hasenauer-YES**

**\*\*\* A Motion was made by Councilman Frederick Ritter and seconded by Councilman William Rockhill to appoint the Adirondack Express, Adirondack weekly and the Boonville Herald for the Informational Town Newspapers. Roll call vote:**

**Councilman Brian Fox-YES  
Councilman Frederick Ritter-YES  
Councilman William Rockhill-YES  
Councilwoman Mary Ann Rubyor-YES  
Supervisor William Hasenauer-YES**

**\*\*\* A Motion was made by Councilman Brian Fox and seconded by Councilman Frederick Ritter to appoint Jackie Fuller for 7 years to the Planning Board. Roll call vote:**

**Councilman Brian Fox-YES  
Councilman Frederick Ritter-YES  
Councilman William Rockhill-YES  
Councilwoman Mary Ann Rubyor-YES  
Supervisor William Hasenauer-YES**

**\*\*\* A Motion was made by Councilman William Rockhill and seconded by Councilman Frederick Ritter to appoint Community Bank for the Tax Collector to use for 2008. Roll call vote:**

**Councilman Brian Fox-YES  
Councilman Frederick Ritter-YES  
Councilman William Rockhill-YES  
Councilwoman Mary Ann Rubyor-YES  
Supervisor William Hasenauer-YES**

- Supervisor William Hasenauer wanted it to be known that it would save the Town a lot of money if they had appointed Steven Smith as the Town Attorney. Steve does not want the Town to pay for his Health Insurance or be part of the retirement program.

**The Town Board Liaisons:**

<b>1. Deputy Supervisor</b>	<b>Not yet appointed</b>
<b>2. Highway and Building</b>	<b>William Rockhill</b>
<b>3. Fire Departments and Assessors</b>	<b>Brian Fox</b>
<b>4. Water and Sewer</b>	<b>Frederick Ritter</b>
<b>5. Youth</b>	<b>William Hasenauer</b>

**Councilwoman Mary Ann Rubyor said she does not want to do the Youth Program**

**\*\*\* A Motion was made by Councilman Brian Fox and seconded by Councilman Frederick Ritter to appoint all of the above Liaisons. Roll call vote:**

**Councilman Brian Fox-YES  
Councilman Frederick Ritter-YES  
Councilman William Rockhill-YES  
Councilwoman Mary Ann Rubyor-NO  
Supervisor William Hasenauer-YES**

The request for authorization to spend general repair money from William Gardner was discussed and the Town Board would like to know more about this. The Town Board asked the Town Clerk to look into this.

Meeting was adjourned @7:30 p.m.

Respectfully Submitted

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Kathleen A. Schmelzle  
Forestport Town Clerk