

**TOWN OF FORESTPORT  
ORGANIZATIONAL MEETING MINUTES  
FORESTPORT TOWN HALL  
JANUARY 4, 2012 @ 6:30P.M**

**MEMBERS PRESENT**

Councilman Robert Seager  
Councilwoman Nancy Kardash  
Councilwoman Joanne Kwasniewski  
Councilman William Karn  
Supervisor William Hasenauer  
Deputy Supervisor John Isley

**MEMBERS ABSENT**

**CALL TO ORDER:**

The meeting was called to order at 6:28pm by Supervisor William Hasenauer. Supervisor Hasenauer welcomed new board members Nancy Kardash and Joanne Kwasniewski, along with new Town Clerk Shelley Entwistle.

**LETTERS OF RE-APPOINTMENT:**

A motion was made by Councilman William Karn and seconded by Councilwoman Joanne Kwasniewski to accept the re-appointment of Kim Kratzenburg as Planning & Codes Clerk, Bradley Smith as Codes Enforcement Officer, and Daniel Gilmore as a member of the Planning Board. Roll call vote:

Councilman Robert Seager – yes  
Councilwoman Nancy Kardash - yes  
Councilwoman Joanne Kwasniewski – yes  
Councilman William Karn – yes  
Supervisor William Hasenauer – yes

**APPOINTMENTS:**

Discussion took place regarding the hiring of a new Aid to the Assessor. Supervisor Hasenauer stated that it is a Civil Service position, and the exam is being scheduled.

A motion was made by Councilwoman Nancy Kardash and seconded by Councilman William Karn to accept the appointments for 2012 as presented. Roll call vote:

Councilman Robert Seager – no  
Councilwoman Nancy Kardash - yes  
Councilwoman Joanne Kwasniewski – yes  
Councilman William Karn – yes  
Supervisor William Hasenauer – yes

### **TOWN OF FORESTPORT PROCUREMENT POLICY 2012:**

The Procurement Policy was reviewed and amended, effective immediately.

A motion was made by Councilman Robert Seager and seconded by Councilman William Karn to accept the Procurement Policy as amended. Roll call vote:

Councilman Robert Seager – yes  
Councilwoman Nancy Kardash - yes  
Councilwoman Joanne Kwasniewski – yes  
Councilman William Karn – yes  
Supervisor William Hasenauer – yes

### **TOWN OF FORESTPORT GENERAL RULES 2012:**

The office hours for tax collector were changed for January 2012. The corrected office hours are as follows: **Friday – 10:30 am to 7:00 pm and Saturday – 10:00 am to 2:00 pm.** February and March hours remain as posted.

A motion was made by Councilman Robert Seager and seconded by Councilman William Karn to accept the General Rules as presented. Roll call vote:

Councilman Robert Seager – yes  
Councilwoman Nancy Kardash - yes  
Councilwoman Joanne Kwasniewski – yes  
Councilman William Karn – yes  
Supervisor William Hasenauer – yes

### **TOWN BOARD MEETING DATES 2012:**

Supervisor Hasenauer noted that the Woodgate Board meeting and the Otter Lake Board meeting have been moved to June and July respectively, unlike past years which were July and August, respectively.

A motion was made by Councilman William Karn and seconded by Councilman Robert Seager to accept the Town Board meeting dates as presented. Roll call vote:

Councilman Robert Seager – yes  
Councilwoman Nancy Kardash - yes  
Councilwoman Joanne Kwasniewski – yes  
Councilman William Karn – yes  
Supervisor William Hasenauer – yes

### **PLANNING BOARD MEETING DATES 2012:**

A motion was made by Councilman Robert Seager and seconded by Councilwoman Joanne Kwasniewski to accept the Planning Board dates as presented. Roll call vote:

Councilman Robert Seager – yes  
Councilwoman Nancy Kardash - yes  
Councilwoman Joanne Kwasniewski – yes  
Councilman William Karn – yes  
Supervisor William Hasenauer – yes

**TOWN OF FORESTPORT CODE OF ETHICS 2012:**

The Code of Ethics was reviewed, and revisions to Section 3 were noted.

A motion was made by Councilman Robert Seager and seconded by Councilwoman Joanne Kwasniewski to accept the Code of Ethics as revised. Roll call vote:

Councilman Robert Seager – yes  
Councilwoman Nancy Kardash - yes  
Councilwoman Joanne Kwasniewski – yes  
Councilman William Karn – yes  
Supervisor William Hasenauer – yes

**OTHER BUSINESS:**

Shirleen Paschke asked that no town employees accept tax payments from residents.

Kim Kratzenburg asked about the cost per page for a Freedom of Information Act request. Discussion followed, and Gerry Ritter stated that she would confirm the cost and report back. Supervisor Hasenauer stated the Board would review the matter further at the next meeting.

**ADJOURNMENT:**

A motion was made for adjournment by Councilman Robert Seager and seconded by Councilman William Karn. Roll call vote:

Councilman Robert Seager – yes  
Councilwoman Nancy Kardash - yes  
Councilwoman Joanne Kwasniewski – yes  
Councilman William Karn – yes  
Supervisor William Hasenauer – yes

There being no further business the meeting was adjourned at 7:08 pm.

Respectfully submitted:

Shelley Entwistle  
Forestport Town Clerk