

**TOWN OF FORESTPORT  
REGULAR TOWN BOARD MEETING MINUTES  
ORGANIZATIONAL MEETING  
FORESTPORT TOWN HALL  
JANUARY 4, 2013 @ 10:00AM**

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**MEMBERS PRESENT**

Councilman Robert Seager  
Councilwoman Nancy Kardash  
Councilwoman Joanne Kwasniewski  
Councilman William Karn  
Supervisor William Hasenauer  
Town Clerk Shelley Entwistle

**MEMBERS ABSENT**

**CALL TO ORDER:**

The meeting was called to order at 10:00 am by Supervisor William Hasenauer. The Pledge of Allegiance was recited.

**LETTERS OF APPOINTMENT:**

Supervisor Hasenauer reviewed letters of appointment from Bradley Smith, Kim Kratzenberg, and Jackie Fuller. Additionally, letters of interest were reviewed from Elizabeth Ritter, Ken Ernst, and William Gardner for the position of Animal Control Officer.

**2013 APPOINTMENTS:**

The town board reviewed the list of appointments for the 2013 year. Councilwoman Nancy Kardash stated that Supervisor Hasenauer should be added to the list as a liaison to the Highway and Building Departments.

Councilman Robert Seager stated the board should retire to executive session to review the candidates for Animal Control Officer. Supervisor Hasenauer stated the board will do so at the close of the meeting.

A motion was made by Councilman William Karn and seconded by Joanne Kwasniewski to approve the list of 2013 appointments with the exception of the Animal Control Officer. Roll call vote:

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

Planning Secretary Kim Kratzenberg inquired as to whether legal notices need to be placed in all three of the official town newspapers. Supervisor Hasenauer stated that the notice only needs to be placed in any one of the papers.

Councilman Robert Seager also inquired as to the need for an official radio station for the purpose of town notifications. Supervisor Hasenauer replied that it was not necessary, however the town may use the radio and postings in three public locations in the event a legal notice in the newspaper cannot be made to announce a special meeting.

### **PROCUREMENT POLICY:**

A motion was made by Councilman Robert Seager and seconded by Councilman William Karn to accept the 2013 Procurement Policy: Roll call vote:

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

### **GENERAL RULES:**

A motion was made by Councilman Robert Seager and seconded by Councilman William Karn to accept the 2013 General Rules and Regulations. Roll call vote:

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

### **MEETING DATES:**

A motion was made by Councilman Robert Seager and seconded by Councilman William Karn to accept the 2013 Town Board meeting dates. Roll call vote:

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

Councilwoman Joanne Kwasniewski added that she believes that an effort should be made to have all board meetings in the evening so the majority of the public may attend.

A motion was made Councilwoman Nancy Kardash and seconded by Joanne Kwasniewski to accept the Planning Board meeting dates for 2013. Roll call vote:

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

### **CODE OF ETHICS:**

A motion was made by Councilman Robert Seager and seconded by William Karn to accept the Code of Ethics for 2013. Roll call vote:

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

Supervisor Hasenauer added that he would like all employees to receive a copy of the code of ethics and the general rules for 2013.

### **PROPOSED PLANNING DEPARTMENT FEE STRUCTURE:**

Supervisor Hasenauer stated that a public hearing will be necessary in order to change the current fee structure for the planning department. Planning Secretary Kim Kratzenberg stated that the town is losing revenue through its' current fee structure as many services associated with a building project do not have a fee.

The board tentatively scheduled a public hearing concerning the fee structure for February, in conjunction with the hearing concerning the updated Site Review Law. Supervisor Hasenauer stated that Attorney Riley is currently reviewing the Site Review

Law, but should be finished by February.

Additionally, Bookkeeper Dawn Campbell announced the state auditors will be at the Town Hall on January 9<sup>th</sup> at 9:00 am.

**EXECUTIVE SESSION:**

The board retired to executive session to discuss the applications for Animal Control Officer at 10:22 am.

Councilwoman Joanne Kwasniewski returned from Executive Session at 10:40.

The remaining board members returned at 10:50 am. A motion was made by Councilman Robert Seager and seconded by Councilwoman Nancy Kardash to interview William Gardner and Elizabeth Ritter for the position of Animal Control Officer. The interviews will take place January 11<sup>th</sup>, 2013 at 10:00 am. Roll call vote:

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

Supervisor Hasenauer stated for the record that Councilwoman Joanne Kwasniewski recused herself from the Executive Session due to a relationship with Elizabeth Ritter.

**ADJOURNMENT:**

A motion was made by Councilman Robert Seager and seconded by Councilwoman Joanne Kwasniewski to adjourn the meeting. 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 10:53 am.

Respectfully submitted,

Shelley T. Entwistle  
Forestport Town Clerk

