

**TOWN OF FORESTPORT
REGULAR TOWN BOARD MEETING MINUTES
ORGANIZATIONAL MEETING
FORESTPORT TOWN HALL
JANUARY 7, 2015 @ 6:30PM**

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MEMBERS PRESENT

Councilman Charles Scott
Councilwoman Nancy Kardash
Councilwoman Joanne Kwasniewski
Councilman Ronald Scouten
Supervisor Parker Snead

Town Clerk Shelley Entwistle

MEMBERS ABSENT

CALL TO ORDER:

The meeting was called to order at 6:30 pm by Supervisor Snead. The Pledge of Allegiance was recited.

LETTERS OF APPOINTMENT:

Supervisor Snead acknowledged letters of reappointment from Kim Kratzenberg and Mary Rieth.

2015 APPOINTMENTS:

A motion was made by Supervisor Snead and seconded by Councilwoman Kwasniewski to appoint Brad Smith as the Codes Enforcement Officer. Roll call vote:

Councilman Charles Scott- yes
Councilwoman Nancy Kardash - yes
Councilwoman Joanne Kwasniewski - yes
Councilman Ronald Scouten - yes
Supervisor Parker Snead – yes

A motion was made by Councilwoman Kardash and seconded by Councilwoman Kwasniewski to appoint Kim Kratzenberg as the Planning Board Secretary. Roll call vote:

Councilman Charles Scott- yes
Councilwoman Nancy Kardash - yes
Councilwoman Joanne Kwasniewski - yes
Councilman Ronald Scouten - yes
Supervisor Parker Snead – no

Supervisor Snead would like Ms. Kratzenberg to work on grants for the town in addition to her Planning Department duties.

A motion was made by Supervisor Snead and seconded by Councilman Scott to appoint Mary Rieth to the Planning Board for the term 1/1/2015- 12/31/2019. Roll call vote:

Councilman Charles Scott- yes
Councilwoman Nancy Kardash - yes
Councilwoman Joanne Kwasniewski - yes
Councilman Ronald Scouten - yes
Supervisor Parker Snead – yes

A motion was made by Supervisor Snead and seconded by Councilman Scouten to appoint Ted Daktor as Building Maintenance Worker. Roll call vote:

Councilman Charles Scott- yes
Councilwoman Nancy Kardash - yes
Councilwoman Joanne Kwasniewski - yes
Councilman Ronald Scouten - yes
Supervisor Parker Snead – yes

A motion was made by Councilman Scott and seconded by Councilwoman Kwasniewski to appoint Parker Snead as Budget Officer. Roll call vote:

Councilman Charles Scott- yes
Councilwoman Nancy Kardash - yes
Councilwoman Joanne Kwasniewski - yes
Councilman Ronald Scouten - yes
Supervisor Parker Snead – abstain

A motion was made by Supervisor Snead and seconded by Councilwoman Kardash to appoint Dawn Campbell as Bookkeeper to the Supervisor. Roll call vote:

Councilman Charles Scott- yes
Councilwoman Nancy Kardash - yes

Councilwoman Joanne Kwasniewski - yes
Councilman Ronald Scouten - yes
Supervisor Parker Snead – yes

A motion was made by Supervisor Snead and seconded by Councilman Kwasniewski to appoint John Combs to Well-Head Protection Coordinator. Roll call vote:

Councilman Charles Scott- yes
Councilwoman Nancy Kardash - yes
Councilwoman Joanne Kwasniewski - yes
Councilman Ronald Scouten - yes
Supervisor Parker Snead – yes

A motion was made by Supervisor Snead and seconded by Councilwoman Kwasniewski to appoint Mary Ritter as Clerk to the Town Justice. Roll call vote:

Councilman Charles Scott- yes
Councilwoman Nancy Kardash - yes
Councilwoman Joanne Kwasniewski - yes
Councilman Ronald Scouten - yes
Supervisor Parker Snead – yes

A motion was made by Supervisor Snead and seconded by Councilwoman Kardash to appoint William Gardner as Animal Control Officer. Roll call vote:

Councilman Charles Scott- yes
Councilwoman Nancy Kardash - yes
Councilwoman Joanne Kwasniewski - yes
Councilman Ronald Scouten - yes
Supervisor Parker Snead – yes

A motion was made by Supervisor Snead and seconded by Councilwoman Kwasniewski to appoint Brad Smith as Fire Code Inspector. Roll call vote:

Councilman Charles Scott- yes
Councilwoman Nancy Kardash - yes
Councilwoman Joanne Kwasniewski - yes
Councilman Ronald Scouten - yes
Supervisor Parker Snead – yes

A motion was made by Supervisor Snead and seconded by Councilwoman Kardash to appoint Shelley Entwistle as Registrar of Vital Statistics. Roll call vote:

Councilman Charles Scott- yes
Councilwoman Nancy Kardash - yes
Councilwoman Joanne Kwasniewski - yes
Councilman Ronald Scouten - yes
Supervisor Parker Snead – yes

A motion was made by Supervisor Snead and seconded by Councilwoman Kwasniewski to appoint Sonja Skidmore as Senior Recreation Director. Roll call vote:

Councilman Charles Scott- yes
Councilwoman Nancy Kardash - yes
Councilwoman Joanne Kwasniewski - yes
Councilman Ronald Scouten - yes
Supervisor Parker Snead – yes

A motion was made by Supervisor Snead and seconded by Councilwoman Kardash to appoint Jack Dodson as the Town Engineer. Roll call vote:

Councilman Charles Scott- yes
Councilwoman Nancy Kardash - yes
Councilwoman Joanne Kwasniewski - yes
Councilman Ronald Scouten - yes
Supervisor Parker Snead – yes

A motion was made by Supervisor Snead and seconded by Councilwoman Kwasniewski to appoint Felt Evans Group as the Town Attorney's. Roll call vote:

Councilman Charles Scott- yes
Councilwoman Nancy Kardash - yes
Councilwoman Joanne Kwasniewski - yes
Councilman Ronald Scouten - yes
Supervisor Parker Snead – yes

Councilwoman Kardash stated that she would like to be included in

the correspondence with the Town Attorney.

A motion was made by Supervisor Snead and seconded by Councilman Scouten to appoint John Combs as the Sewer and Water Plant Operator. Roll call vote:

Councilman Charles Scott- yes
Councilwoman Nancy Kardash - yes
Councilwoman Joanne Kwasniewski - yes
Councilman Ronald Scouten - yes
Supervisor Parker Snead – yes

A motion was made by Supervisor Snead and seconded by Councilwoman Kardash to appoint Ted Daktor as Assistant Sewer and Water Plant Operator. Roll call vote:

Councilman Charles Scott- yes
Councilwoman Nancy Kardash - yes
Councilwoman Joanne Kwasniewski - yes
Councilman Ronald Scouten - yes
Supervisor Parker Snead – yes

A motion was made by Supervisor Snead and seconded by Councilwoman Kwasniewski to appoint Dawn Campbell as Sewer Billing Clerk. Roll call vote:

Councilman Charles Scott- yes
Councilwoman Nancy Kardash - yes
Councilwoman Joanne Kwasniewski - yes
Councilman Ronald Scouten - yes
Supervisor Parker Snead – yes

A motion was made by Supervisor Snead and seconded by Councilwoman Kwasniewski to appoint Shelley Entwistle as the Sewer Rent Collector. Roll call vote:

Councilman Charles Scott- yes
Councilwoman Nancy Kardash - yes
Councilwoman Joanne Kwasniewski - yes
Councilman Ronald Scouten - yes
Supervisor Parker Snead – yes

A motion was made by Supervisor Snead and seconded by Councilwoman Kwasniewski to appoint Dawn Campbell as Water Billing Clerk. Roll call vote:

Councilman Charles Scott- yes
Councilwoman Nancy Kardash - yes
Councilwoman Joanne Kwasniewski - yes
Councilman Ronald Scouten - yes
Supervisor Parker Snead – yes

A motion was made by Supervisor Snead and seconded by Councilman Scott to appoint Shelley Entwistle as Water Rent Collector. Roll call vote:

Councilman Charles Scott- yes
Councilwoman Nancy Kardash - yes
Councilwoman Joanne Kwasniewski - yes
Councilman Ronald Scouten - yes
Supervisor Parker Snead – yes

A motion was made by Supervisor Snead and seconded by Councilwoman Kardash to approve Adirondack Bank as the official town bank for general and highway funds. Roll call vote:

Councilman Charles Scott- yes
Councilwoman Nancy Kardash - yes
Councilwoman Joanne Kwasniewski - yes
Councilman Ronald Scouten - yes
Supervisor Parker Snead – yes

A motion was made by Supervisor Snead and seconded by Councilwoman Kwasniewski to approve Community Bank as the official tax collection bank. Roll call vote:

Councilman Charles Scott- yes
Councilwoman Nancy Kardash - yes
Councilwoman Joanne Kwasniewski - yes
Councilman Ronald Scouten - yes
Supervisor Parker Snead – yes

A motion was made by Supervisor Snead and seconded by Councilwoman Kardash to approve Adirondack Bank as the official town bank for the Sewer and Water Districts. Roll call vote:

Councilman Charles Scott- yes
Councilwoman Nancy Kardash - yes
Councilwoman Joanne Kwasniewski - yes
Councilman Ronald Scouten - yes
Supervisor Parker Snead – yes

A motion was made by Supervisor Snead and seconded by Councilman Scott to approve the Weekly Adirondack and Boonville Herald as the official town newspapers. Roll call vote:

Councilman Charles Scott- yes
Councilwoman Nancy Kardash - yes
Councilwoman Joanne Kwasniewski - yes
Councilman Ronald Scouten - yes
Supervisor Parker Snead – yes

A motion was made by Supervisor Snead and seconded by Councilman Scouten to appoint Councilwoman Kwasniewski as Deputy Supervisor. Roll call vote:

Councilman Charles Scott- yes
Councilwoman Nancy Kardash - yes
Councilwoman Joanne Kwasniewski - abstain
Councilman Ronald Scouten - yes
Supervisor Parker Snead – yes

The board agreed to look into the job description of Town Historian before appointing anyone to this position.

Supervisor Snead read the following:

TOWN BOARD LAISONS:

- | | |
|---------------------|---|
| 1. Highway | <u>Nancy Kardash & Ronald Scouten</u> |
| 2. Fire Departments | <u>Ronald Scouten</u> |
| 3. Water and Sewer | <u>Charles Scott</u> |

- | | |
|------------------------|---|
| 4. Assessor | <u>Nancy Kardash</u> |
| 5. Senior Recreation | <u>Joanne Kwasniewski</u> |
| 6. Youth Recreation | <u>Charles Scott (Supervisor Snead will help</u>
<u>when needed)</u> |
| 7. Planning | <u>Ronald Scouten</u> |
| 8. Tax Collector | <u>Joanne Kwasniewski</u> |
| 9. Animal Control | <u>Nancy Kardash</u> |
| 10. Building & Grounds | <u>Parker Snead</u> |
| 11. Codes | <u>Parker Snead</u> |

PROCUREMENT POLICY:

The board agreed to table the procurement and credit card policies until the January Board Meeting.

Supervisor Snead reported that \$44,000 less was spent in 2014 compared to 2013. Dave Ultsch inquired as to where the tax break is if there was a savings to the town. Supervisor Snead stated that he would like to use this savings to pay on the Twin Bridges.

GENERAL RULES:

A motion was made by Supervisor Snead and seconded by Councilwoman Kwasniewski to accept the 2015 General Rules as presented. Roll call vote:

Councilman Charles Scott- yes
Councilwoman Nancy Kardash - yes
Councilwoman Joanne Kwasniewski - yes
Councilman Ronald Scouten - yes
Supervisor Parker Snead – yes

EMPLOYEE BENEFITS:

The board agreed to table the Employee Benefits until the January Board Meeting.

MEETING DATES:

A motion was made by Supervisor Snead and seconded by Councilwoman Kardash to accept the 2015 Town Board meeting dates. Roll call vote:

Councilman Charles Scott- yes
Councilwoman Nancy Kardash - yes
Councilwoman Joanne Kwasniewski - yes
Councilman Ronald Scouten - yes
Supervisor Parker Snead – yes

A motion was made by Supervisor Snead and seconded by Councilwoman Kwasniewski to accept the Planning Board meeting dates for 2015. Roll call vote:

Councilman Charles Scott- yes
Councilwoman Nancy Kardash - yes
Councilwoman Joanne Kwasniewski - yes
Councilman Ronald Scouten - yes
Supervisor Parker Snead – yes

CODE OF ETHICS:

A motion was made by Supervisor Snead and seconded by Councilwoman Kwasniewski to accept the Code of Ethics for 2015. Roll call vote:

Councilman Charles Scott- yes
Councilwoman Nancy Kardash - yes
Councilwoman Joanne Kwasniewski - yes
Councilman Ronald Scouten - yes
Supervisor Parker Snead – yes

ADJOURNMENT:

A motion was made by Supervisor Snead and seconded by Councilwoman Kardash to adjourn the meeting. Roll call vote:

Councilman Charles Scott- yes
Councilwoman Nancy Kardash - yes
Councilwoman Joanne Kwasniewski - yes
Councilman Ronald Scouten - yes
Supervisor Parker Snead – yes

There being no further business the meeting was adjourned at 6:49 pm.

Respectfully submitted,

Shelley T. Entwistle
Forestport Town Clerk