

**TOWN OF FORESTPORT
REGULAR TOWN BOARD MEETING MINUTES
ORGANIZATIONAL MEETING
FORESTPORT TOWN HALL
JANUARY 5, 2016 @ 6:30PM**

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MEMBERS PRESENT

Councilman Charles Scott
Councilwoman Nancy Kardash
Councilwoman William Rockhill
Councilman Ronald Scouten
Supervisor TJ Entwistle

Town Clerk, Tracy Northrop

MEMBERS ABSENT

CALL TO ORDER:

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

Supervisor Entwistle acknowledged Mark Ritter for his years of service as well as Joanne Kwasniewski. He also thanked Joan Ingersoll for filling in as the Town Clerk. William Rockhill, Anthony Sege and Tracy Northrop were also welcomed.

LETTERS OF APPOINTMENT:

Supervisor Entwistle acknowledged letters of reappointment from Ginger Swasey. She has served on the board for two and a half years and would like to continue.

2016 APPOINTMENTS:

A motion was made by Councilman Scott and seconded by Councilman Rockhill to accept the 2016 appointments. All were in favor. The appointments are as follows:

- | | |
|------------------------------------|---------------|
| 1. Code enforcement Officer | Brad smith |
| 2. Secretary to the Planning Board | Bonnie LeBuis |
| 3. Planning Board Member | Ginger Swasey |
| Term ending 12/2020 | |
| 4. Planning Board Member | Gerry Ritter |

Term Ending 12/2018

5. Building Maintenance Worker	Ted Daktor
6. Budget Officer	T.J. Entistle
7. Bookkeeper to the Supervisor	Dawn Campbell
8. Well-Head Protection Coordinator	John Combs
9. Justice Clerk	Mary Ritter
10. Animal Control Officer	William Gardner
11. Town Historian	Walter Paprock
12. Registrar of Vital Statistics	Tracy Northrop
13. Senior recreation Director	Sonja Skidmore
14. Town Engineer	Jack Dodson
15. Town Attorney	William Riley
16. Sewer/Water Plant Operator	John Combs
17. Assistant Sewer/Water Plant Operator	Ted Daktor
18. Sewer Billing Clerk	Dawn Campbell
19. Sewer Rent Collector	Tracy Northrop
20. Water Billing Clerk	Dawn Campbell
21. Water Rent Collector	Tracy Northrop
22. Fire Code Inspector	Brad Smith
23. Official Town Bank (Gen & Hwy)	Adirondack Bank
24. Official Town Bank (Sewer/Water District)	Adirondack Bank
25. Official Tax Collection Bank	Community Bank NA
26. Official Town Newspapers	Adirondack Express/Boonville Herald
Supervisor Entwistle wanted it to be understood The Adirondack Weekly will no longer be the Town Newspaper	
27. Deputy Supervisor	Nancy Kardash/Ronald Scouten
28. Grant Writer	Kim Kratzenberg

TOWN BOARD LAISONS:

1. Highway	<u>Nancy Kardash</u>
2. Fire Departments	<u>William Rockhill</u>

3. Water and Sewer	<u>Charles Scott</u>
4. Assessor	<u>Nancy Kardash</u>
5. Senior Recreation	<u>Nancy Kardash</u>
6. Youth Recreation	<u>Charles Scott</u>
7. Planning	<u>Ronald Scouten</u>
8. Codes	<u>T.J. Entwistle</u>
9. Animal Control	<u>William Rockhill</u>
10. Building & Grounds	<u>T.J Entwistle</u>
11. Tax Collector	<u>Ronald Scouten</u>

PROCUREMENT POLICY:

Supervisor Entwistle stated there are several copies of the Procurement Policy going around. The amount of \$500 for the Supervisor will remain the same as amended last year.

A motion was made by Councilwoman Kardash and seconded by Councilman Scouten to approve the Procurement Policy. Roll call Vote:

Councilman Charles Scott- yes
Councilwoman Nancy Kardash - yes
Councilwoman William Rockhill - yes
Councilman Ronald Scouten - yes
Supervisor TJ Entwistle – yes

CREDIT CARD POLICY:

Supervisor Entwistle stated there was no reason to change this Policy because it was very well written. A motion was made by Councilwoman Kardash and seconded Councilman Scott to approve the Credit card policy.

Councilman Charles Scott- yes
Councilwoman Nancy Kardash - yes
Councilwoman William Rockhill - yes
Councilman Ronald Scouten - yes
Supervisor TJ Entwistle – yes

CODE OF CONDUCT FOR PUBLIC MEETINGS:

The Town Clerk will be making copies available to the public of this new policy at the January 20, 2016 meeting. Supervisor Entiwstle stated this is a pretty common standard for local municipalities. He has ordered an hourglass to keep track of the time.

A motion was made by Councilman Scouten and seconded by Councilwoman Kardash to approve the Code of Conduct Policy. Roll call Vote:

Councilman Charles Scott- yes
Councilwoman Nancy Kardash - yes
Councilwoman William Rockhill - yes
Councilman Ronald Scouten - yes
Supervisor TJ Entwistle – yes

GENERAL RULES:

Supervisor Entwistles stated the Regular Town Board meetings will be held the 3rd Wednesday of every month at 6:30 at the Forestport Town Hall. The meetings in May, June and July will be held at the Otter Lake fire Department and the meetings in August, September and October will be held at the Woodgate fire department. Water and Sewer meetings will be held before the regular Town Board meeting.

The Board approved The Codes Officer hours at the October 2015 Budget workshop Meeting as follows:

January 1-March 31: 15 hours/week
April 1-October 31: 20 hours/week
November 1-December 31: 15 hours/week

OTHER:

Supervisor Entwistle stated the keys to the doors have been changed. Town employees have a key and are required to sign for a key. All other members of the community that have use to the building are required to sign for the key and leave a \$50 deposit.

EMPLOYMEE AGREEMENT:

This employee Agreement is a draft and has not been taken into effect yet. Supervisor Entwistle stated this agreement makes it so there isn't room for discrepancies. The

employees will know at this time what hours they are working and the days. He would also like elected officials to let him along with another employee know when they are not coming into work.

PAID HOLIDAYS:

Employees should refer to their employee handbook. When someone is newly hired they need to be given an employee handbook and sign that it was received.

TOWN BOARD MEETING DATES:

PLANNING BOARD MEETING DATES:

Supervisor Entwistle noted the meetings are the 2nd Tuesday of the month and not Monday.

CODE OF ETHICS:

Supervisor Entwistle wanted to remind Town employees that it's important how they conduct themselves in and out of the office because it is a reflection of the Town. Things can be easily misinterpreted.

A motion was made by Councilman Scouten and seconded by Councilman Scott. Roll call vote:

Councilman Charles Scott- yes
Councilwoman Nancy Kardash - yes
Councilwoman William Rockhill - yes
Councilman Ronald Scouten - yes
Supervisor TJ Entwistle – yes

ADJOURNMENT:

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

Councilman Charles Scott- yes
Councilwoman Nancy Kardash - yes
Councilwoman William Rockhill - yes
Councilman Ronald Scouten - yes
Supervisor TJ Entwistle– yes

There being no further business the meeting was adjourned at 6:47 pm.

Respectfully submitted,

Tracy M. Northrop
Forestport Town Clerk