

**TOWN OF FORESTPORT
REGULAR TOWN BOARD MEETING MINUTES
ORGANIZATIONAL MEETING
FORESTPORT TOWN HALL
JANUARY 3, 2017 @ 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 Brad Smith for his years of service as Code Enforcement Officer. An ad will be placed to fill this position.

Ria Chase, the new Senior Rec Director and Jennifer Piper, the new grant writer were welcomed.

LETTERS OF APPOINTMENT:

Supervisor Entwistle acknowledged letters of reappointment from Bonnie LeBuis, Planning Secretary and Paul Rejman, Planning Board Chairman.

2017 APPOINTMENTS:

A motion was made by Councilman Rockhill and seconded by Councilman Scouten to accept the 2017 appointments except for the reappointment of Planning Board Chairman, Paul Rejman. All were in favor. The appointments are as follows:

- | | |
|------------------------------------|---------------|
| 1. Code enforcement Officer | TBD |
| 2. Secretary to the Planning Board | Bonnie LeBuis |
| 3. Planning Board Member | Paul Rejman |
| Term ending 12/2021 | |
| 4. Planning Board Member | Adam Doktor |
| Term Ending 12/2018 | |

5. Building Maintenance Worker	Ted Doktor
6. Budget Officer	T.J. Entwistle
7. Bookkeeper to the Supervisor	Dawn Campbell
8. Well-Head Protection Coordinator	Ted Doktor
9. Justice Clerk	Shirleen Paschke
10. Animal Control Officer	Craig Jenks
11. Town Historian	Walter Paprock
12. Registrar of Vital Statistics	Tracy Northrop
13. Senior recreation Director	Ria Chase
14. Town Engineer	Jack Dodson
15. Town Attorney	William Riley
16. Sewer/Water Plant Operator	Ted Doktor
17. Assistant Sewer/Water Plant Operator	Jim Peln
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	TBD
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
27. Deputy Supervisor	Nancy Kardash/Ronald Scouten
28. Grant Writer	Jennifer Piper

A motion was made by Councilman Scott and seconded by Councilman Scouten to reappointment Planning Board Chairman Paul Rejman. Roll Call Vote:

Councilman Charles Scott- yes
Councilwoman Nancy Kardash - abstain
Councilwoman William Rockhill - no
Councilman Ronald Scouten - yes
Supervisor TJ Entwistle – yes

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:

A motion was made by Councilwoman Kardash and seconded by Councilman Rockhill 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:

A motion was made by Councilman Scott and seconded Councilman Scouten 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

TRAVEL POLICY

A motion was made by Councilman Scouten and seconded Councilman Rockhill 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:

A motion was made by Councilwoman Kardash and seconded by Councilman Scott 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 Entwistle read the General rules for the Town.

A motion was made by Councilwoman Kardash and seconded by Councilman Rockhill to approve the General Rules for 2017. Roll call Vote:

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

EMPLOYEE BENEFITS:

A motion was made by Councilman Scouten and seconded by Councilman Scott to approve the Employee benefits. Roll call Vote:

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

OFFICIAL TOWN HOLIDAYS:

A motion was made by Councilwoman Kardash and seconded by Councilman Scouten to approve the Official Town Holidays. Roll call Vote:

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

TOWN BOARD MEETING DATES

A motion was made by Councilman Scouten and seconded by Councilman Rockhill to approve the Town Board meeting dates. Roll call Vote:

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

PLANNING BOARD MEETING DATES:

A motion was made by Councilwoman Kardash and seconded by Councilman Rockhill to approve the Planning Board meeting dates. Roll call Vote:

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

CODE OF ETHICS:

A motion was made by Councilman Scouten and seconded by Councilman Scott to approve the Town of Forestport Code of Ethics. Roll call vote:

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

EXECUTIVE SESSION:

A motion was made by Councilman Scott and seconded by Councilman Scouten to enter executive session regarding a personnel matter and returned at 7:00pm with no action taken.

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 7:06 pm.

Respectfully submitted,

Tracy M. Northrop
Forestport Town Clerk