

**TOWN OF FORESTPORT
ORGANIZATIONAL MEETING
FORESTPORT TOWN HALL
10275 State Route 28, Forestport, N.Y. 13338
January 4, 2022**

MEMBERS PRESENT:

Councilwoman Abrial
Councilwoman Kardash
Councilwoman Verschneider
Supervisor Entwistle

Tracy Terry, Town Clerk

MEMBERS ABSENT:

Councilman Scouten

CALL TO ORDER:

Supervisor Entwistle called the meeting to order at 6:30 pm with the Pledge of Allegiance.

LETTERS OF REAPPOINTMENT:

A motion was made by Councilwoman Kardash and seconded by Councilwoman Abrial to reappoint Paul Rejman as Planning Board Chairman.

Councilman Scouten – absent
Councilwoman Verschneider – yes
Councilwoman Abrial- yes
Councilwoman Kardash – yes
Supervisor Entwistle – yes

APPOINTMENTS FOR 2022:

Supervisor Entwistle read through the appointments. Councilwoman Verschneider is the liaison for Senior recreation with help from Councilwoman Kardash and Supervisor Entwistle. Tonya Brown, webmaster stated she would like to resign from the position of webmaster. She suggested Tracy Terry, the Town Clerk be the webmaster as she is the keeper of the records and puts minutes and meetings on the website already. Supervisor Entwistle thanked Tonya for being the webmaster the last few years and told Tracy Terry, the Town Clerk to think about being the webmaster.

A motion was made by Councilwoman Abrial and seconded by Councilwoman Verschneider to approve the list of 2022 appointments.

Councilman Scouten – absent
Councilwoman Verschneider – yes
Councilwoman Abrial- yes
Councilwoman Kardash – yes
Supervisor Entwistle – yes

TOWN OF FORESTPORT PROCUREMENT POLICY:

A motion was made by Councilwoman Kardash and seconded by Councilwoman Abrial to approve the Procurement Policy as presented.

Councilman Scouten – absent
Councilwoman Verschneider – yes
Councilwoman Abrial- yes
Councilwoman Kardash – yes
Supervisor Entwistle - yes

TOWN OF FORESTPORT CREDIT CARD POLICY:

The Town Board received an updated credit card policy that was revised at the 2019 Organizational Meeting.

A motion was made by Councilwoman Kardash and seconded by Councilwoman Abrial to approve the Credit Card Policy as presented.

Councilman Scouten – absent
Councilwoman Verschneider – yes
Councilwoman Abrial- yes
Councilwoman Kardash – yes
Supervisor Entwistle - yes

TOWN OF FORESTPORT INVESTMENT POLICY:

A motion was made by Councilwoman Kardash and seconded by Councilwoman Verschneider to approve the Investment Policy as presented.

Councilman Scouten – absent
Councilwoman Verschneider – yes
Councilwoman Abrial- yes
Councilwoman Kardash – yes
Supervisor Entwistle - yes

TOWN OF FORESTPORT SEXUAL HARASSMENT POLICY:

A motion was made by Councilwoman Kardash and seconded by Councilwoman Abrial to approve the Sexual Harassment Policy as presented.

Councilman Scouten – absent
Councilwoman Verschneider – yes
Councilwoman Abrial- yes
Councilwoman Kardash – yes
Supervisor Entwistle - yes

TOWN OF FORESTPORT WORKPLACE VIOLENCE POLICY FOR HIGHWAY AND TOWN HALL:

Supervisor Entwistle stated the Department of Labor required a risk assessment for the Town Hall and the Highway Department and an emergency action plan.

A motion was made by Councilwoman Verschneider and seconded by Councilwoman Abrial to approve the Workplace Violence Policy as presented.

Councilman Scouten – absent
Councilwoman Verschneider – yes
Councilwoman Abrial- yes
Councilwoman Kardash – yes
Supervisor Entwistle – yes

TOWN OF FORESTPORT CODE OF CONDUCT FOR PUBLIC MEETINGS:

A motion was made by Councilwoman Kardash and seconded by Councilwoman Abrial to approve the Code of Conduct for public meetings as presented.

Councilman Scouten – absent
Councilwoman Verschneider – yes
Councilwoman Abrial- yes
Councilwoman Kardash – yes
Supervisor Entwistle - yes

CODE OF ETHICS:

Supervisor Entwistle stated the Code of Ethics has been amended several times and should be looked at again sometime.

A motion was made by Councilwoman Kardash and seconded by Councilwoman Verschneider to approve the Code of Ethics as presented.

Councilman Scouten – absent
Councilwoman Verschneider – yes
Councilwoman Abrial- yes
Councilwoman Kardash – yes
Supervisor Entwistle - yes

GENERAL RULES:

Supervisor Entwistle read the hours of operation for the Town offices. The Planning Board Secretary hours are changing. The Tax Collector's hours are January: Monday, Wednesday and Friday 9am-1pm, February 14th, and 28th 9am-1pm and March 16th and 30th 9am-1pm. Tonya Brown, the Assessor stated she would like to change her public hours to Tuesday's only but will still be available to the public. Since August, she has had one person come in on a Monday. Supervisor Entwistle stated the Board will discuss it at the January meeting and let her know.

A motion was made by Councilwoman Kardash and seconded by Councilwoman Abrial to table Tonya Brown, the Assessor's hours and to approve the remainder of the 2022 General Rules as presented.

Councilman Scouten – absent
Councilwoman Verschneider – yes
Councilwoman Abrial- yes
Councilwoman Kardash – yes
Supervisor Entwistle - yes

2022 EMPLOYEE BENEFITS/OFFICIAL HOLIDAYS

A motion was made by Councilwoman Abrial and seconded by Councilwoman Verschneider to approve the 2022 employee benefits and official holidays as presented.

Councilman Scouten – absent
Councilwoman Verschneider – yes
Councilwoman Abrial- yes
Councilwoman Kardash – yes
Supervisor Entwistle - yes

TOWN BOARD AND PLANNING BOARD MEETING DATES 2022:

The Town Board meetings are the third Wednesday of every month, with January through April at the Town Hall, May, June and July in Otter Lake and August, September and October in Woodgate. The Planning Board meetings are all held at the Town Hall the second Wednesday of the month.

A motion was made by Councilwoman Verschneider and seconded by Councilwoman Abrial to approve the 2022 Town Board and Planning Board meeting dates as presented.

Councilman Scouten – absent
Councilwoman Verschneider – yes
Councilwoman Abrial- yes
Councilwoman Kardash – yes
Supervisor Entwistle - yes

ADJOURNMENT:

There being no further business, a motion was made by Councilwoman Kardash and seconded by Councilwoman Abrial to adjourn the meeting at 6:50 pm.

Councilman Scouten – absent
Councilwoman Verschneider – yes
Councilwoman Abrial- yes
Councilwoman Kardash – yes
Supervisor Entwistle – yes

Respectfully submitted,

Tracy M. Terry
Forestport Town Clerk