

**TOWN OF FORESTPORT
REGULAR TOWN BOARD MEETING MINUTES
ORGANIZATIONAL MEETING
FORESTPORT TOWN HALL
JANUARY 6, 2014 @ 6:00PM**

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MEMBERS PRESENT

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

MEMBERS ABSENT

Town Clerk Shelley Entwistle

CALL TO ORDER:

The meeting was called to order at 6:00 pm by Supervisor Snead. The Pledge of Allegiance was recited.

LETTERS OF APPOINTMENT:

Supervisor Snead stated that the board has received numerous letters of interest for town positions.

2014 APPOINTMENTS:

The town board reviewed the list of appointments for the 2013 year.

A motion was made by Councilwoman Nancy Kardash and seconded by Councilman Charles Scott to approve the following list of 2014 appointments with the exception of Flood Insurance Program Coordinator and Youth Recreation Director which were tabled and Councilwoman Kwasniewski as Deputy Supervisor.

2014 APPOINTMENTS- TOWN OF FORESTPORT

- | | |
|---------------------------------|----------------------|
| 1. Bookkeeper to the Supervisor | <u>Dawn Campbell</u> |
| 2. Budget Officer | <u>Parker Snead</u> |
| 3. Building Maintenance Worker | <u>Ted Daktor</u> |
| 4. Building Maintenance Helper | <u>Jim Freeman</u> |

5. Assessor (Six year term Oct. 1, 2013- Sept. 30, 2019)
Tonya Brown
6. Code Enforcement Officer PT
Brad Smith
7. Well-Head Protection Coordinator
John Combs
8. Clerk to Town Justice
Mary Ritter
9. Animal Control Officer
William Gardner
10. Town Historian
Walter Paprock
11. Fire Code Inspector
Brad Smith
12. Flood Insurance Program Coordinator
TABLED
13. Registrar of Vital Statistics
Shelley Entwistle
14. Secretary to the Planning Board
Kim Kratzenberg
15. Senior Recreation Director
Sonja Skimore
16. Youth Recreation Director
TABLED
17. Town Engineer
Jack Dodson
18. Town Attorney
Felt Evans
19. Sewer and Water Plant Operator
John Combs
20. Assistant Sewer and Water Plant Operator
Ted Daktor
21. Sewer Billing Clerk
Dawn Campbell
22. Sewer Rent Collector
Shelley Entwistle
23. Water Billing Clerk
Dawn Campbell
24. Water Rent Collector
Shelley Entwistle
25. Official Town Bank (General& Hwy.)
Adirondack Bank
26. Official Tax Collection Bank
Community Bank NA
27. Official Town Bank (Special Sewer
District #1 and Water District #1)
Adirondack Bank

- | | |
|------------------------------|---|
| 29. Official Town Newspapers | <u>Weekly Adirondack</u>
<u>Boonville Herald</u> |
| 30. Part-Time Clerk | <u>Kim Kratzenberg</u> |
| 31. Deputy Supervisor | <u>Joanne Kwasniewski</u> |

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 Nancy Kardash to accept 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

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</u> |

- | | |
|------------------------|---------------------------|
| 7. Planning | <u>Parker Snead</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:

A motion was made by Councilwoman Nancy Kardash and seconded by Councilman Charles Scott to accept the 2014 Procurement Policy: Roll call vote:

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

GENERAL RULES:

A motion was made by Councilwoman Nancy Kardash and seconded by Councilman Charles Scott to accept the 2014 General Rules and Regulations as presented with the addition of the Assessor's hours (Monday, Tuesday and Thursday 9am-4pm). 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:

A motion was made by Councilwoman Nancy Kardash and seconded by Councilman Charles Scott to accept the Employee Benefits with the following corrections: 1.) Martin Luther King Day- January 20, 2014 and 2.) Three (3) weeks of vacation after five (5) years of service. Roll call vote:

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

MEETING DATES:

A motion was made by Councilman Charles Scott and seconded by Councilwoman Joanne Kwasniewski to accept the 2014 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 Councilman Charles Scott and seconded by Councilwoman Joanne Kwasniewski to accept the Planning Board meeting dates for 2014. 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 Councilwoman Nancy Kardash and seconded by Councilwoman Joanne Kwasniewski to accept the Code of Ethics for 2014. 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 Parker Snead and seconded by Councilwoman Nancy 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 6:21 pm.

Respectfully submitted,

Shelley T. Entwistle
Forestport Town Clerk