

**TOWN OF FORESTPORT
ORGANIZATIONAL MEETING
FORESTPORT TOWN HALL
JANUARY 3, 2019 @ 6:30PM**

**TOWN OF FORESTPORT
ORGANIZATIONAL MEETING
FORESTPORT TOWN HALL
JANUARY 3, 2019 @ 6:30PM**

MEMBERS PRESENT

Councilman Charles Scott
Councilwoman Nancy Kardash
Councilman Ronald Scouten
Supervisor Harold Entwistle

Town Clerk, Tracy Northrop

MEMBERS ABSENT

Councilman Rockhill

CALL TO ORDER:

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

EXECUTIVE SESSION:

A motion was made by Councilwoman Kardash and seconded by Councilman Scouten to enter executive session regarding personnel matters. Roll Call Vote:

Councilwoman Kardash-yes

Councilman Scouten-yes

Councilman Scott-yes

Supervisor Entwistle-yes

The Board returned at 6:50 with no action taken

LETTERS OF APPOINTMENT:

Supervisor Entwistle acknowledged letters of reappointment from Bonnie LeBuis, Planning Secretary and Adam Daktor, Planning Board Member.

A motion was made by Councilman Scott and seconded by Councilman Rockhill to reappoint Bonnie LeBuis and Lance Hoffert. Roll Call Vote:

Councilman Charles Scott- yes

Councilwoman Nancy Kardash - yes

Councilman Ronald Scouten - yes

Supervisor TJ Entwistle – yes

2018 APPOINTMENTS:

A motion was made by Councilman Scouten and seconded by Councilman Scott to accept the 2019 appointments. All were in favor. The appointments are as follows:

- | | |
|---|---------------------------------|
| 1. Code enforcement Officer | Lance Hoffert |
| 2. Secretary to the Planning Board | Bonnie LeBuis |
| 3. Planning Board Member
Term ending 12/2023 | Adam Doktor |
| 4. Building Maintenance Worker | Ted Doktor |
| 5. Budget Officer | T.J. Entwistle |
| 6. Bookkeeper to the Supervisor | Dawn Campbell |
| 7. Well-Head Protection Coordinator | Ted Doktor |
| 8. Justice Clerk | Shirleen Paschke |
| 9. Animal Control Officer | Craig Jenks |
| 10. Town Historian | Walter Paprock |
| 11. Registrar of Vital Statistics | Tracy Northrop |
| 12. Senior Recreation Director | Ria Chase |
| 13. Town Engineer | Jack Dodson |
| 14. Town Attorney | William Riley |
| 15. Sewer/Water Plant Operator | Ted Doktor |
| 16. Assistant Sewer/Water Plant Operator | Jim Pelno |
| 17. Sewer Billing Clerk | Dawn Campbell |
| 18. Sewer Rent Collector | Tracy Northrop |
| 19. Water Billing Clerk | Dawn Campbell |
| 20. Water Rent Collector | Tracy Northrop |
| 21. Fire Code Inspector | Lance Hoffert |
| 22. Official Town Bank (Gen & Hwy) | Adirondack Bank |
| 23. Official Town Bank (Sewer/Water District) | Adirondack Bank |
| 24. Official Tax Collection Bank | Community Bank NA |
| 25. Official Town Newspapers | Boonville Herald |
|
 | |
| 26. Deputy Supervisor | Nancy Kardash/Ronald
Scouten |
| 27. Grant Writer | Jennifer Piper |

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 Councilman Scott and seconded by Councilman Scouten to approve the Procurement Policy:

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

CREDIT CARD POLICY:

Supervisor Entwistle requested increasing the limit for the Credit Card. As of now it is \$1,000. The Youth Ski Trip could only be paid partly on the Credit Card. Conferences are sometimes paid for using the credit card and if more than one person is attending at the same time, the Credit Card cannot be used for both.

A motion was made by Councilman Scouten and seconded Councilwoman Kardash to increase the Credit card limit to \$2,500.

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

INVESTMENT POLICY

A motion was made by Councilwoman Kardash and seconded Councilman Scott to approve the Investment policy.

Councilman Charles Scott- yes
Councilwoman Nancy Kardash - 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 Scouten to approve the Code of Conduct Policy. Roll call Vote:

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

CODE OF ETHICS:

Supervisor Entwistle reminded everyone when you are out in public, try to remember you are a Town Employee.

A motion was made by Councilwoman Kardash and seconded by Councilman Scouten to approve the Code of ethics as presented.

Councilman Charles Scott- yes
Councilwoman Nancy Kardash - 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 Scott to approve the General Rules for 2019. Roll call Vote:

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

OFFICIAL TOWN HOLIDAYS:

Councilwoman Kardash suggested shutting down the Town for the week of the 4th of July. There are other municipalities that shut down the week of Christmas and the 4th of July. Supervisor Entwistle stated he will be tabling this for now so he can do more research.

TOWN BOARD MEETING DATES

A motion was made by Councilman Scouten and seconded by Councilwoman Kardash to accept the Town Board Meeting dates for 2019. Roll call vote:

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

PLANNING BOARD MEETING DATES:

Supervisor Entwistle stated the Planning board meetings will be held at the Forestport Town Hall throughout the year instead of in Otter Lake, Woodgate and Forestport.

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
- Councilman Ronald Scouten - yes
- Supervisor TJ Entwistle– yes

There being no further business the meeting was adjourned at 7:08 pm.

Respectfully submitted,

Tracy M. Northrop
Forestport Town Clerk