

**TOWN OF FORESTPORT
ORGANIZATIONAL MEETING
FORESTPORT TOWN HALL
JANUARY 2, 2018 @ 6:30PM**

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MEMBERS PRESENT

Councilman Charles Scott
Councilwoman Nancy Kardash
Councilwoman William Rockhill
Councilman Ronald Scouten
Supervisor Harold 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.

LETTERS OF APPOINTMENT:

Supervisor Entwistle acknowledged letters of reappointment from Bonnie LeBuis, Planning Secretary, Gerry Ritter, the Planning Board Co-Chairperson and Lance Hoffert, Code Enforcement officer.

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

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

2018 APPOINTMENTS:

A motion was made by Councilman Scott and seconded by Councilman Scouten to accept the 2018 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 | Gerry Ritter |
| Term ending 12/2022 | |
| 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 Pelnó
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	Adirondack Express/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 Rockhill to approve the Procurement Policy:

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 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

Supervisor Entwistle let the Board know there are two credit cards in the building. One is locked at all times and the other one is with the Buildings and grounds maintenance worker.

INVESTMENT POLICY

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

CODE OF ETHICS:

There are no changes. Supervisor Entwistle went over the code of ethics. He stated the way the wording is, if an employee of the Town conducts himself in a manner on his/ her own time it does not have recourse.

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

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 Councilman Scott and seconded by Councilman Scouten to approve the General Rules for 2018. 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:

Supervisor Entwistle went over the Town Holidays.

TOWN BOARD MEETING DATES

Supervisor Entwistle went over the Town Board meeting dates.

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.

TRAVEL POLICY:

There will be one change in effect. The Town has allowed employees to bank their mileage for the year. All mileage reimbursements need to be placed monthly to be allowed mileage reimbursements.

AMENDMENT TO THE HANDBOOK:

Everyone who gets a paycheck has to sign the paperwork stating they have received this. If a problem ever arises as to time and salary they have something to look back at.

ADJOURNMENT:

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

