

December 28th, 2012
End-Of-Year Meeting
Petersburgh Town Board

The End-of-Year Meeting of the Petersburg Town Board was held on December 28th, 2012 at 7:00 PM at the Petersburg Town Hall, 65 Main Street, Petersburg, New York.

Present: Supervisor Siegfried Krahforst
Councilman William Seel
Councilman Richard Snyder
Councilman David Alderman
Highway Superintendent Raymond Harrison

Absent: Councilman Duane Goodermote

Guests: Emily Harrison

Following the Pledge of Allegiance, Supervisor Krahforst called the meeting to order at 7:00 PM.

NEW BUSINESS

- Digital Towpath: Supervisor Krahforst requested that the Board consider granting approval to join an organization known as Digital Towpath. This organization is a non-for-profit association available to municipalities throughout New York State for assistance with websites and electronic record storage. Recent discussions with this organization have also prompted an interest for a shared grant service for the Towns within Rensselaer County, for the purpose of obtaining funding to have older records converted to electronic format. If stored through Digital Towpath's system, the records are guaranteed to be stored safely and in compliance with State and Federal regulations. Supervisor Krahforst stated that he would like to take the annual fee of approximately \$500.00 out of this year's remaining Supervisor's contractual budget so that the Town could become involved with the proposed shared grant. A resolution was passed in favor of joining.

Resolution #93
Digital Towpath

On motion of Supervisor Krahforst, the following resolution was adopted. Be it resolved that the Town of Petersburg is hereby authorized to join Digital Towpath. Councilman Snyder seconded such motion, and roll call showed the following results:

Supervisor Siegfried Krahforst

Aye

Councilman Richard Snyder	Aye
Councilman William Seel	Opposed
Councilman Duane Goodermote	Aye
Councilman David Alderman	Aye

Supervisor Krahforst declared that the foregoing resolution was duly adopted.

- Water District Superintendent Job Description: was reviewed by the Board. Several amendments were made to clarify the required duties. The final description is as follows:

- **INSPECTIONS**

- System check
- Chlorine monitoring
- Building clean and neat
- Keep piping in the Pump Station clean

- **RECORD KEEPING**

- Daily total usage water quantities
- Chemicals used

- **DAILY DUTIES**

- Monitor answering machine and respond to calls
- System Inspection at the Pump Station

- **MONTHLY DUTIES**

- Take and deliver/mail water samples to R.C.H.D. (preferably via mail)
- Written Report to Town Board prior to the 3rd Monday of the month
- Operational Report to R.C.H.D. prior to the 10th day of the month

- **BI-ANNUAL DUTIES**

- Recording of meter readings prior to January 1st and July 1st of each year
- Patrons' notification of hydrant flushing via newspaper advertisement
- Flushing of fire hydrants

- **ANNUAL DUTIES**

- Preparation of Annual Estimate of Expenditures budget form in September
- Review and update of List of Patrons

- **REPAIRS**

- Performance of all repairs on meters, pipes, etc. as needed
- Coordination of digging with Town Highway Dept.
- Report to Town Board and R.C.H.D. any problems
- Immediately inform Town Supervisor & Fire Chief of all issues (breaks, non-operating hydrants, etc.)

- **OTHER RESPONSIBILITIES**

- Shovel snow at pump building as required (plowing done by Town Highway Dept.)
- Complete all other paperwork as required
- Assist with resolving billing discrepancies
- Exercise system valves once a year

- Resolve unforeseen difficulties encountered within the Water District
- Make recommendations for improvements in W.D. operations and infrastructure
- Other reporting as required by R.C.H.D., or other agencies
- Attend a minimum of 6 (six) Town Board Meetings per year
- Ordering and use of chemicals and other required supplies

JOB DUTIES ARE SUBJECT TO CHANGE AT THE DISCRETION OF THE TOWN SUPERVISOR
UOPN CONSENT OF THE WATER DISTRICT SUPERVISOR AND TOWN BOARD.

- Lawn Care Agreement: as this project has not been put out to bid in a number of years, a decision was made to create specifications based on this year's information and put the 2013 Lawn Care Agreement out to bid. The cemeteries, Town Park, and Municipal Complex will be separated for clarity. The matter was tabled.
- Kennel Contract:

Resolution #94

Pondview Country Kennel Annual Contract

On motion of Councilman Seel, the following resolution was adopted. Be it resolved that the annual contract between the Town of Petersburg and Pondview Country Kennels be approved as presented. Councilman Snyder seconded the motion, and roll call showed the following results:

Supervisor Siegfried Krahforst	Aye
Councilman Richard Snyder	Aye
Councilman William Seel	Aye
Councilman Duane Goodermote	Aye
Councilman David Alderman	Aye

Supervisor Krahforst declared that the foregoing resolution was duly adopted.

OLD BUSINESS

- Bond to retire USDA Loan: Supervisor Krahforst informed the Board that as of yesterday, the bond has been paid off.
- Audit of Justice's Books:

Resolution #95

Audit of Judge's Books

On motion of Councilman Seel, the following resolution was adopted. Be it resolved that both Judge Montgomery's and Judge Manchester's' books were audited on

December 28th, 2012, and found to be satisfactory by the Board. Such motion was seconded by Councilman Snyder, and roll call showed the following results:

Supervisor Siegfried Krahforst	Aye
Councilman Richard Snyder	Aye
Councilman William Seel	Aye
Councilman Duane Goodermote	Aye
Councilman David Alderman	Aye

Supervisor Krahforst declared that the foregoing resolution was duly adopted.

- Transfer of Funds: a list of funds to be transferred compiled by the Bookkeeper provided to the Board. Councilman Seel stated that the Board should have been provided with balance sheets so that the funds could be further reviewed, as the transfers should be decided by the Board. One correction was made to a fund account number, and the transfers were approved as follows:

TTRANSFERS FOR DECEMBER 2012

GENERAL FUND

TRANSFER TO

11104	JUSTICE CONTRACT.	329
14104	TOWN CLERK CONTRACT	472
14101	TOWN CLERK PERS. (asst)	2366
14304	PERSONNEL CONTRACTUAL	414
13304	TAX COLLECTOR CONTRACTUAL	72
16202	BUILD CONTRACT	1137
50104	SUPER HIGH. CONTRACT	363
71104	PARKS CONTRACTUAL	208
73104	YOUTH CONTRACT	747
90508	UNEMPLOYMENT INS	667
90608	MEDICAL INS	13
90408	WORKERS COMP	<u>112</u>
	TOTAL	6900

TRANSFER FROM

19904	CONTINGENT	6900
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HIGHWAY TRANSFER TO

51122	PERMANENT IMPROVEMT	39052
51304	MACHINERY CONTRACTUAL	<u>19826</u>
	TOTAL	58878

TRANSFER FROM

51204	BRIDGES CONTRACT	33048
51421	SNOW REMOVAL PERSONAL	12795
90108	STATE	6419
	RETIREMENT	
90308	SOCIAL SEC.	493
90558	DISABILITY INS	119
90108	STATE	<u>6004</u>
	RETIREMENT	
	TOTAL	58878

WATER

TRANSFER TO

83304	PURIFICATION CONTRACT	5880
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TRANSFER FROM

83104	ADMIN CONTRACTUAL	221
83204	SOURCE POWER PUMP CE	1147
83404	TRANS/DISTB	<u>4512</u>
	TOTAL	5880

Resolution #96
Transfer of Funds

On motion of Councilman Seel, the following resolution was adopted. Be it resolved that the 2012 transfer of funds be approved with corrections. Councilman Goodermote seconded such motion, and roll call showed the following results:

Supervisor Siegfried Krahforst	Aye
Councilman Richard Snyder	Aye
Councilman William Seel	Aye
Councilman Duane Goodermote	Aye
Councilman David Alderman	Aye

Supervisor Krahforst declared that the foregoing resolution was duly adopted.

- Hiring Policies: Councilman Seel requested that the following be added to the resolutions to be adopted at the 2013 Organizational Meeting: "Any new

employee of the Town of Petersburg requires the consent of the Town Board prior to hiring."

- Audit of Bills #13/12:

Resolution #97

Audit of Bills

On motion of Councilman Snyder, the following resolution was adopted. Be it resolved that the bills as listed on abstract # 12/12 be paid in the following amounts:

General Fund # 244-248	\$ 4,013.29
Highway Fund # 248-256	\$ 75,997.86
Light District # SL1-SL2	\$ 794.03
Library Fund # 95-100	\$ 3,394.08

Councilman Goodermote seconded such motion, and roll call showed the following results:

Supervisor Siegfried Krahforst	Aye
Councilman Richard Snyder	Aye
Councilman William Seel	Aye
Councilman Duane Goodermote	Aye
Councilman David Alderman	Aye

Supervisor Krahforst declared that the foregoing resolution was duly adopted.

With no further business, on motion of Councilman Seel, seconded by Councilman Snyder, the meeting was adjourned at 7:28 PM.

Respectfully Submitted,

Callie Crisp, Town Clerk