

March 17th, 2014

Regular Meeting

Petersburgh Town Board

Present: Supervisor Siegfried Krahforst, Councilman Jack Barnhill, Councilwoman Denise Church, Councilman Neil Geary, Councilman Alan Webster, Library Director Sharon Hodges, Highway Superintendent Ray Harrison, Supervisor's Secretary Ann Crisp

Guests: Emily Harrison, Tom Berry, Joseph Dunlop, Sean O'Donovan, Priscilla Maxon, Timothy Church, Terry Neaton, Rossie Knight, Jeff Knight, Sherry Bowman-Kluck, Gene Kluck

Press: Alex Brooks, The Eastwick Press

Call to order: Following the Pledge of Allegiance, Supervisor Krahforst called the meeting to order at 6:58 PM.

PUBLIC ADDRESS

- **Thomas Berry:** addressed the Board and public in regard to last month's meeting, in which one resident objected having a public address portion of the meeting. Mr. Berry read the Open Meeting Law requirements on public involvement during Town Board meetings, summarizing that informing the public is mandated. Mr. Berry went on to say that many residents are unaware of exactly what is entailed in the roles of Town Officials, and presented an informational packet written by the Office of the State Comptroller. Furthermore, Mr. Berry indicated a large amount of resources he'd compiled to be given to the Board for review. Information was given on topics such as financial responsibility and auditing processes for local governments, cooperative emergency procedures, and various areas of road maintenance. Supervisor Krahforst eventually asked that Mr. Berry conclude, as the allotted five minutes for public address had well passed and it was now twenty minutes into the meeting. Mr. Berry finished by stating that the aforementioned manuals and documents were available for reference.
- **Joseph Dunlop:** questioned the reason for a recent reduction of Town Clerk open office hours. The Town Clerk explained that the 4 hours less per week change was not intended to inconvenience residents, and services are being made available online and/or by appointment. The decision was based on the average amount of business handled for residents per day, and was necessary in order to be able to complete the large amount of tasks at hand. Mr. Dunlop stated that additional positions within the Town should not be created if public hours were being cut, and indicated that the Clerk's fewer public hours would result in an increased hourly pay rate. Supervisor Krahforst clarified that this position was salary and therefore the amount of open office hours was not taken into account, and the Town Clerk conceded by furthering that countless hours of efforts were spent working from home on Town business and pertaining responsibilities. Board members and residents within the audience also contributed opinions in agreement of the new schedule as being convenient and sufficient for residential needs.

Prior to the regular meeting commencing, Supervisor Krahforst again asked the public to sustain from commenting during the business portion of meeting. If any matters discussed were to raise questions or concerns, he asked that it be put in writing to be addressed at the next meeting.

APPROVAL OF MINUTES

- Approval of Minutes:

RESOLUTION #25. APPROVAL OF MINUTES

On motion of Councilman Webster, the following resolution was adopted. Be it resolved that the minutes from the January 9th, 2014 Organizational Meeting; January 27th, 2014 Regular Meeting; February 7th, 2014 Special Meeting; and February 24th, 2014 Regular Meeting be hereby approved as presented. Councilman Geary seconded such motion, and roll call showed the following results:

Supervisor Siegfried Krahforst	Aye
Councilman Jack Barnhill	Aye
Councilwoman Denise Jacon Church	Aye
Councilman Neil Geary	Aye
Councilman Alan Webster	Aye

Supervisor Krahforst declared that the foregoing resolution was duly adopted.

REPORTS

Beginning this month, Departmental Reports were made available to the public for review during the meeting.

- Town Clerk: submitted a report for the Board's review, showing a total of \$2,567.50 for the month of February.
- Superintendent of Highways: Harrison reported that the crew had been plowing and sanding, and closely monitoring the limited supply of sand for use during the remainder of this season.
- Supervisor: submitted the Supervisor's monthly report to the Board. It showed \$681,303.95 received, \$145,664.92 dispersed, leaving a total of \$591,619.40 as of March 17th, 2014. This report is on file in the Town Clerk's office. On motion of Councilwoman Church, seconded by Councilman Webster, the Supervisor's report was approved.
 - Supervisor Krahforst read a letter from Andrew Zlotnick, Boy Scout Leader of Petersburg Troup 222. The letter requested that the public be informed of Troup 222's plans to complete an environmental service project on April 26th at the Petersburg Town Park. This is part of an Earth Day service project through Twin River Council covering areas from Colombia County to the Canadian border. General clean-up services will be performed to remove items that have built up, and support from the community is needed. Instructions were provided in how to become involved and pertaining information will be made available on the Town's website.
 - Also reported was a meeting that took place between Supervisor Krahforst and engineering company GPI in regard to the Broken Wheel Bridge project. The groundbreaking is scheduled to commence in 2015, as certain trees in the location may

(Supervisor's Report, Continued)

only be cut during a specified time to protect native environmentally endangered species. The payments and reimbursement process had also been clarified.

- Board of Ethics: submitted a monthly report for the Board's review, requesting the appointment of two members.

RESOLUTION #26. BOARD OF ETHICS APPOINTMENTS

On motion of Councilwoman Church, the following resolution was adopted. Be it resolved that Rossie Knight and William Shorter Sr. be hereby appointed to the Board of Ethics for a term ending December 31st, 2014. Councilman Barnhill seconded such motion, and roll call showed the following results:

Supervisor Siegfried Krahforst	Aye
Councilman Jack Barnhill	Aye
Councilwoman Denise Jacon Church	Aye
Councilman Neil Geary	Aye
Councilman Alan Webster	Aye

Supervisor Krahforst declared that the foregoing resolution was duly adopted.

- CEO/Building Inspector: a monthly report was submitted to the Board, which showed two building permits issued for the month of February. One application has already that has been finalized, and the second is pending completion.
- Planning Board: was also holding their monthly meeting this evening, and a report was submitted for the Board's review. An Organizational Meeting was held on January 27th, in which the nominations of officers resulted in Frank Sheldon as the new Chairman, Tim church as the Vice Chair, Brigitta Schmidt as the new Recording Officer, Sue Dawes as Secretary, Lance Yerdon as Engineer, and Stanton King as Planning Board Attorney. Chairman Timothy Church, who was present, reported that the Planning Board has an informational presentation scheduled for April 28th, 2014 at 6:30 PM: Workshop by the Rensselaer Plateau Alliance. Anyone interested was invited to attend.
- Dog Control Officer: submitted a report for the Board's review, showing no calls for the month of February.
- Water District: a report was provided for the Board's review. Repairs have been made to the manifold system so that daily water usage may be correctly recorded, as well as several other repairs within the water control building.

OLD BUSINESS

- 103 Mill Yard Road: no new information has been received. Once the weather becomes consistently warmer, Supervisor Krahforst and the Town's new CEO plan to follow up with Rensselaer County in regard to this building's demolition.
- Members Needed: still looking for one Planning Board member and several Board of Ethics members.

- Town Committee Appointments: new members for the Youth and Recreation Committee were presented for appointment.

RESOLUTION #27. YOUTH AND RECREATION COMMITTEE APPOINTMENTS

On motion of Councilman Barnhill, the following resolution was adopted. Be it resolved that Sherry Bowman-Kluck, Alan Webster, Joan Buzerak, Denise Church, and Cindi Mars be hereby appointed to the Youth and Recreation Committee for a term ending December 31st, 2014. Councilman Geary seconded such motion, and roll call showed the following results:

Supervisor Siegfried Krahforst	Aye
Councilman Jack Barnhill	Aye
Councilwoman Denise Jacon Church	Abstained
Councilman Neil Geary	Aye
Councilman Alan Webster	Abstained

Supervisor Krahforst declared that the foregoing resolution was duly adopted.

- Transfer Station Agreement: a workshop meeting has been scheduled with the Berlin Town Board on March 27th at 6:00 PM at the Berlin Municipal Complex. Supervisor Krahforst stated that a disgruntled message had been received from the Berlin Supervisor, stating that the meeting may not take place unless specific information was provided ahead of time. Correspondence had been sent with hopes to keep discussions amicable and ensure that this meeting will still take place.
- Insurance Workshop: a meeting has been scheduled with guest speaker Lee Pollock III, CIC of Rose & Kiernan Insurance Company (the Town's current provider). A preliminary agenda was provided showing general liability topics to be covered.
- Draft Gravel and Ice Control Sand Bid Form: a document had been drafted by Highway Superintendent Raymond Harrison with assistance from Rensselaer County Highway Department. The bid form was provided to the Board for review, and the matter was tabled until next month for further discussion.

NEW BUSINESS

- 2014 Department Administrators: preliminary lists of administrators and responsibilities were presented for review and adoption.

2014 Department Administrators:

DEPARTMENT	AUTHORIZED ADMIN. NAME, TITLE	CONTACT INFORMATION	FUND CODE	ANNUAL BUDGET
Justice	Allison Oswald, Court Clerk	P.O. Box 130, Petersburg, NY 12138 Office: (518) 658-3777 Ext. 15 Court@Petersburgh.org	A1110.4	\$4,000.00
Supervisor	Siegfried Krahforst, Supervisor	P.O. Box 130, Petersburg, NY 12138 Office: (518) 658-3777 Ext. 12 SiegfriedK@Petersburgh.org	A1220.4	\$2,000.00
Tax Collection	Emily Harrison, Tax Collector	P.O. Box 130, Petersburg, NY 12138 (518) 658-0868	A1330.4	\$325.00
Assessor	Craig Surprise, Assessor	P.O. Box 130, Petersburg, NY 12138 (518) 658-3777 Ext. 16 PetersburghAssessor@aol.com	A1355.2	\$900.00
			A1355.4	\$4,050.00
Town Clerk	Callie Crisp, Town Clerk	P.O. Box 130, Petersburg, NY 12138 Office: (518) 658-3777 Ext. 10 CallieC@Petersburgh.org	A1410.2	\$1,460.00
			A1410.4	\$2,000.00
Attorney	Salvatore Ferlazzo	20 Corporate Woods Blvd, Albany, NY 12211 (518) 462-0300	A1420.4	\$4,000.00
Personnel	Callie Crisp, Town Clerk	P.O. Box 130, Petersburg, NY 12138 Office: (518) 658-3777 Ext. 10 CallieC@Petersburgh.org	A1430.4	\$1,500.00
Control of Dogs	Lynne Torello-Burns, Dog Control Officer	P.O. Box 130, Petersburg, NY 12138 (518) 794-0406 DCO@Petersburgh.org	A3510.4	\$1,800.00
Safety Inspection (Building Dept.)	Martin Conboy, Code Enforcement Officer/Building Insp.	P.O. Box 130, Petersburg, NY 12138 Office: (518) 658-3777 Ext. 13 CEO@Petersburgh.org	A3620.4	\$1,125.00

2014 Department Administrators, *Continued*:

Highway Superintendent	Raymond Harrison, Highway Supt.	P.O. Box 13, Petersburg, NY 12138 Garage: (518) 658-3541 RaymondH@Petersburgh.org	A5010.4	\$800.00
Programs for the Aging (Sunshine Seniors)	Marylou Walters, President	18 Old Orchard Way, Petersburg, NY 12138 (518) 658-0136 MarylouWalters@fairpoint.net	A6772.4	\$2,500.00
Veteran's Services	David Alderman, Veteran's Services Officer	170 East Hollow Rd, Petersburg, NY 12138 (658) 658-2126 AldermanDave@hotmail.com	A6510.4	\$450.00
Youth Program	(TBD)	(TBD)	A7310.1	\$1,500.00
			A7310.4	\$1,500.00
Historian	Peter Schaaphok, Historian	P.O. Box 130, Petersburg, NY 12138 (518) 658-9163 Historian@Petersburgh.org	A7510.4	0 <i>(fundraising)</i>
Planning Board	Frank Sheldon, Chair (or) Timothy Church, Vice Chair	P.O. Box 130, Petersburg, NY 12138 (518) 658- PlanningBoard@Petersburgh.org	A8020.4	\$2,000.00

Buildings Fund (A):

DEPARTMENT	AUTHORIZED ADMIN. NAME, TITLE	CONTACT INFORMATION	FUND CODE	ANNUAL BUDGET
Library	Sharon Hodges, Director	P.O. Box 250, Petersburg, NY 12138 (518) 658-2927 Director@PetersburghPublicLibrary.org	A1620.4	*
PVMCC	Jeanne Ferland, President (or) Anne Schnoop, Treasurer	P.O. Box 516, Petersburg, NY 12138 jeanneferland@hotmail.com aschnoop@yahoo.com	A1620.4	*
Town Hall	Siegfried Krahforst, Town Supervisor	P.O. Box 130, Petersburg, NY 12138 Office: (518) 658-3777 Ext. 12 SiegfriedK@Petersburgh.org	A1620.4	*

2014 Department Administrators, Continued:**Garage Fund (A):**

DEPARTMENT	AUTHORIZED ADMIN. NAME, TITLE	CONTACT INFORMATION	FUND CODE	ANNUAL BUDGET
Highway	Jack Barnhill (or) Neil Geary, Highway Liaison Committee	P.O. Box 130, Petersburg, NY 12138 Barnhills@yahoo.com nigelgears@yahoo.com	A5132.4	\$11,700.00

Water District Funds (SW):

DEPARTMENT	AUTHORIZED ADMIN. NAME, TITLE	CONTACT INFORMATION	FUND CODE	ANNUAL BUDGET
Administration	Ben Krahforst, W.D. Superintendent	P.O. Box 130, Petersburg, NY 12138 (518) 658- ACTElectric@ACT-Electric.com	SW8310.4	\$100.00
Purification	Ben Krahforst, W.D. Superintendent	P.O. Box 130, Petersburg, NY 12138 (518) 658- ACTElectric@ACT-Electric.com	SW8330.4	\$9,000.00
Transmission & Distribution	Ben Krahforst, W.D. Superintendent	P.O. Box 130, Petersburg, NY 12138 (518) 658- ACTElectric@ACT-Electric.com	SW8340.4	\$4,000.00

FUND CODES: A = General Fund, SW = Water District Fund. .1 = salary; .2 = equipment; .4 = contractual expenses.

**Total amount of \$34,920.00 includes pertaining building expenditures such as fuel oil, office and toiletry products, equipment, repairs, etc., and other purchases previously unbudgeted; in addition to expenditures for nonexistent budgets.*

Not included are: DA = Highway Fund; L = Library; SL-1 & SL-2 = Light District 1 & 2; and Fire District Fund.

Both the Library and Fire Dist. are accounted for separately on an annual basis; budgets are then submitted to the Town.

2014 Department Administrator Responsibilities:**PURCHASES**

- To be made in accordance with the Town's Purchasing Policy.
- Voucher must be submitted for payment prior to the 2nd Monday of the month to CallieC@Petersburgh.org.
- Bills are paid during Regular Monthly Town Board Meetings once a month, held the third Monday at 7:00PM. At the end of December, a meeting will be scheduled where you may submit any final purchases of the year. If vouchers are received after the date of this meeting, the funds may be deducted from the following calendar year's budget.

2014 Department Administrator Responsibilities, Continued:**SUPPLY ORDERS**

- Provide item # and quantity to CallieC@Petersburgh.org . The Town currently has accounts with vendors to be provided to each Department Administrator.
- Once the order invoice has been received, payments are to be processed according to the following.

FUND TRACKING

- Maintain list to date of expenditures made and remaining balance of any equipment and contractual funds allotted (refer to following fiscal responsibilities chart). Tracking worksheets in Microsoft Excel are available for each departmental fund upon request, in addition to instructions for entering data in this format.
- In September, complete the Annual Estimate of Expenditures form for consideration in next year's budget. This form includes a section where the department may request revisions to pertaining fund amounts.

2014 Department Administrators Fiscal Responsibilities:

DEPARTMENT	FISCAL RESPONSIBILITIES
Justice	<i>Monitoring of .1 Clerk fund, .1 Deputy fund, and .4 Contractual Expenses</i>
Supervisor	<i>Monitoring of .1 Secretary fund and .4 Contractual Expenses</i>
Tax Collection	<i>Monitoring of .4 Contractual Expenses</i>
Assessor	<i>Monitoring of .1 Clerk fund, .2 Equipment fund, and .4 Contractual Expenses</i>
Town Clerk	<i>Monitoring of .1 Clerk fund, .2 Equipment fund, and .4 Contractual Expenses</i>
Attorney	<i>Monitoring of .4 Contractual Expenses</i>
Personnel	<i>Monitoring of .4 Contractual Expenses</i>

2014 Department Administrator Fiscal Responsibilities, Continued:

Control of Dogs	<i>Monitoring of .4 Contractual Expenses</i>
Safety Inspection (Building Dept.)	<i>Monitoring of .4 Contractual Expenses</i>
Highway Superintendent	<i>Monitoring of .4 Contractual Expenses</i>
Programs for the Aging (Seniors)	<i>Monitoring of .4 Contractual Expenses</i>
Veteran's Services	<i>Monitoring of .4 Contractual Expenses</i>
Youth Program	<i>Monitoring of .1 Salary fund, .4 Contractual Expenses, and funds raised</i>
Historian	<i>Monitoring of Funds raised</i>
Planning Board	<i>Monitoring of .4 Contractual Expenses</i>
Library	<i>N/A (Per usual)</i>
PVMCC	<i>Monitoring of building related expenses (utilities, toiletries, etc.)</i>
Town Hall	<i>Monitoring of building related expenses (utilities, toiletries, etc.)</i>
Highway Garage	<i>Monitoring of .4 Contractual Expenses</i>
Water District	<i>Monitoring of various district funds</i>

RESOLUTION #28. DEPARTMENT ADMINISTRATORS

On motion of Councilman Barnhill, the following resolution was adopted. Be it resolved that the 2014 Department Administrators and Responsibilities be hereby adopted as presented. Councilwoman Church seconded such motion, and roll call showed the following results:

Supervisor Siegfried Krahforst	Aye
Councilman Jack Barnhill	Aye
Councilwoman Denise Jacon Church	Aye
Councilman Neil Geary	Aye
Councilman Alan Webster	Aye

Supervisor Krahforst declared that the foregoing resolution was duly adopted.

- CEO Salary and Contractual Expenses: the Board was provided with an excel breakdown for review of these funds, showing tentative balances based on proposed expenditures.
- Town Hall Copier: specifications of the current copy machine show the machine as having networking capabilities already built-in for use. A local technician has been consulted to determine the process for establishing interdepartmental connections.
- Rubin Grant for Rensselaer County: a local community grant opportunity is now accepting applications for project funding and support that allows government agencies to be partnered with local education institutions for mutual benefits. Supervisor Krahforst read a draft application to be submitted by the Town for consideration of participation.
- Planning Board Expenditure: as David Miller has resigned from Chairman after many years of service on the Planning Board, Supervisor Krahforst requested the Board's approval to purchase a recognition gift. The Board agreed to the expenditure being made from general funds, and decided a plaque would be an appropriate choice.

RESOLUTION #29. PLANNING BOARD EXPENDITURE APPROVAL

On motion of Councilwoman Church, the following resolution was adopted. Be it resolved that Board hereby approved an expenditure to be made not to exceed \$100.00 for the purchase of a recognition plaque for retired Planning Board member David Miller. Councilman Barnhill seconded such motion, and roll call showed the following results:

Supervisor Siegfried Krahforst	Aye
Councilman Jack Barnhill	Aye
Councilwoman Denise Jacon Church	Aye
Councilman Neil Geary	Aye
Councilman Alan Webster	Aye

Supervisor Krahforst declared that the foregoing resolution was duly adopted.

- PVMCC Use Agreement: the changes as previously discussed will be included for the agreement to be adopted next month.
- Councilman Barnhill: clarified his inquiry addressed at last month's regular meeting. The currently submitted quarterly reports show fund expenditures and balances to date, but do not seem to match figures referenced in other reports. This discrepancy may be a result of the funds being accounted for on varying dates, and the bookkeeper will be consulted for clarification.
- Audit of Bills: #3/14

RESOLUTION #30. AUDIT OF BILLS 3/14

On motion of Councilwoman Church, the following resolution was adopted. Be it resolved that the bills as listed on abstracts #3/14 be paid in the following amounts:

General:	# 48 – 60	\$ 6,967.89
Highway:	# 33 - 46	\$ 11,845.47
Light District:	# SL1- SL2	\$ 787.57
Water District:	# 5 - 8	\$ 3,800.11
Library:	# 13 – 20	\$ 3,424.99

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

Supervisor Siegfried Krahforst	Aye
Councilman Jack Barnhill	Aye
Councilwoman Denise Jacon Church	Aye
Councilman Neil Geary	Aye
Councilman Alan Webster	Aye

Supervisor Krahforst declared that the foregoing resolution was duly adopted.

Adjourn: With no further business, on motion of Councilman Webster, seconded by Councilwoman Church, the meeting was adjourned at 8:50 PM.

Respectfully Submitted,

Callie Crisp, Town Clerk

****Minutes Approved April 21, 2014****