

# Town of North East Millerton, New York

## Town Board

### Agenda

#### Organizational Meeting for the Year 2017

Tuesday, January 3, 2017, 5:00 P.M. , Town Hall

1. Call to Order
2. Acceptance of agenda
3. Supervisor's Welcome
4. Appointment of Deputy Supervisor by Supervisor
5. Designate regular meeting times and place
  - Set monthly business meeting
  - Adoption of official meeting schedule
6. Designation of official depositories
7. Designation of official newspapers
8. Appointment of legal counsel
  - Appoint Attorney for the Town
  - Authorize Supervisor to secure services
9. Appointment for engineering services
  - Appointment for engineering services
  - Authorize Supervisor to secure services
10. Appointment of accounting services
  - Appointment of accounting services provider
  - Authorize Supervisor to secure services.

11. Resolution to authorize Supervisor to appoint a Bookkeeper  
-Appointment by Supervisor
12. Resolution to authorize Supervisor to appoint a Budget Officer  
-Appointment by Supervisor
13. Appointment of Assessor's Aide
14. Appointment of Real Property Data Lister
15. Appointment of Secretary to Planning Board
16. Appointment of Secretary to Building Department
17. Appointment of Secretary to the Zoning Board of Appeals
18. Appointment of Clerk to the Justices
19. Appointment of Building Inspector/Code Enforcement Officers  
-Appointment of Building Inspector/CEO  
for administrative and zoning matters  
-Appointment of Deputy Building Inspector/CEO  
for building/fire inspections and field work
20. Appointment of Deputy Town Clerk  
-Deputy Town Clerk (for office assistance)
21. Appointment of Registrars of Vital Statistics  
-Appointment of Registrar of Vital Statistics  
-Registrar's appointment of Deputy Registrar
22. Resolution designating the Town Clerk as the Records  
Management Officer
23. Resolution to adopt the Records Retention and Disposition  
Schedule MU-1
24. Appointment of Data Clerk
25. Appointment of Scan Clerk

26. **Zoning Board Appointments**
  - Appointment of Edie Greenwood for a term ending December 31, 2021
  - Appointment of Julie Schroeder and Edie Greenwood as Co-Chairpersons
27. **Planning Board Appointments**
  - Appointment of Dale Culver as Chairman
  - Appointment of a person to be named later for a term ending December 31, 2023
28. **Ethics Committee Appointments**
  - Appointment of Lance Middlebrook for a term ending December 31, 2021.
29. **Appointment of Highway MEO Foreman**
  - Appointment of Highway Assistant Foreman
30. **Appointment of Dog Control Officer**
31. **Appointment of Town Board Members to Committees**
32. **Resolution to fix the salaries of all elected and appointed officers, and establish the wage rates for all other personnel.**
33. **Authorize the Town Clerk to open competitive bids on public works or purchase contracts as required to be advertised.**
34. **Establish mileage rates for Code Enforcement Officers, Dog Control Officer, Assessor and Real Property Data Lister for town business within the town, and for all officers or employees for town business outside the town.**
35. **Appointment of Emergency Interim Successors by Supervisor.**
36. **Authorization for appointed and elected officials to attend the NYS Association of Towns Annual Meeting in New York City, February 19-22, 2017.**
37. **Designation of Delegate to Annual Meeting of the NYS Association of Towns**
38. **Adoption of The North East Town Board Meetings: Rules of Procedure for 2017.**