

**Town of Hartwick 2021 Annual Organizational & Town Board Zoom Meeting  
January 18<sup>TH</sup>, 2021 at 6:00PM**

The meeting was called to order by Supervisor O'Brien at 6:04p.

**Present:** Supervisor Robert O'Brien, Councilperson Briggs, Councilperson Blaske, Councilperson Markusen and Councilperson Murphy, Attorney Will Green

**Resolution 1-A-2021 Blanket Undertaking**

**WHEREAS**, Public Officers Law §11(2) provides that in lieu of any individual undertaking as required by law, the Town Board may approve the procurement of a blanket undertaking, and

**WHEREAS**, the Officers of the Board, the Town Clerk, and the employees of the Town, must be covered in the blanket undertaking, and

**WHEREAS**, it is the responsibility of the Town Board to approve the form, manner, execution, and amount of surety, and

**WHEREAS**, the blanket undertaking must indemnify against losses caused by the failure of the officers or employees to faithfully perform their duties and protect against their fraudulent or dishonest acts,

**NOW BE IT RESOLVED**, that the Town Board approves the blanket undertaking issued by Hughson Benson Insurance/NYMIR for the officers of the Board, the Town Clerk, and the employees of the Town for the sum of five thousand dollars [\$5,000] and a surety of fifty thousand dollars [\$50,000]

**MOTION:** Councilperson Briggs motioned to approve **Resolution 1-A-2021 Blanket Undertaking**. Councilperson Blaske seconded the motion and the motion passed with the following votes: Supervisor O'Brien "aye", Councilperson Briggs "aye", Councilperson Blaske "aye", Councilperson Murphy "aye", Councilperson Markusen "aye".

**Resolution 1-B-2021 Annual Appointments-Budget and Finance**

**WHEREAS**, the Town Board has the responsibility to make specific appointments to carry out the duties as prescribed by law for operation of the Town of Hartwick

**NOW BE IT RESOLVED**, that the Town Board approve Budget and Finance Annual Appointments listed below for the year 2021:

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Budget & Finance

Bookkeeper

Budget Officer

Ray Holohan

Robert O'Brien

**MOTION:** Councilperson Briggs motioned to approve **Resolution 1-B-2021 Annual Appointments-Budget and Finance**. Councilperson Blaske seconded the motion and the motion passed with the following votes: Supervisor O'Brien "aye", Councilperson Briggs "aye", Councilperson Blaske "aye", Councilperson Murphy "aye", Councilperson Markusen "aye".

**Resolution 1-C-2021 Appointed Officers-Town Board Appointments**

**WHEREAS**, the Town Board has the responsibility to make specific appointments to carry out the duties as prescribed by law for operation of the Town of Hartwick

**NOW BE IT RESOLVED**, that the Town Board approve Town Board Appointments listed below for the year 2021:

Grants & Records Officer

Dog Control Officer

Registrar of Vital Statistics

Andrea Vazquez

Thomas Steel

Andrea Vazquez

**MOTION:** Councilperson Murphy motioned to approve **Resolution 1-C-2021 Appointed Officers-Town Board Appointments**. Councilperson Blaske seconded the motion and the motion passed with the following votes: Supervisor O'Brien "aye", Councilperson Briggs "aye", Councilperson Blaske "aye", Councilperson Murphy "aye", Councilperson Markusen "aye".

**Resolution 1-D-2021 Appointed Officers-Town Supervisor Appointments-Deputy Supervisor**

**WHEREAS**, the Town Supervisor has the responsibility to make specific appointments to carry out the duties as prescribed by law for operation of the Town of Hartwick

**NOW BE IT RESOLVED**, that the Town Board approve Town Supervisor Appointment listed below for the year 2021:

Deputy Supervisor

Chris Briggs

**MOTION:** Councilperson Blaske motioned to approve **Resolution 1-D-2021 Appointed Officers-Town Supervisor Appointments-Deputy Supervisor**.

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Councilperson Markusen seconded the motion and the motion passed with the following votes: Supervisor O'Brien "aye", Councilperson Briggs "abstained", Councilperson Blaske "aye", Councilperson Murphy "aye", Councilperson Markusen "aye".

**Resolution 1-E-2021 Appointed Officers-Town Supervisor Appointments-Town Historian**

**WHEREAS**, the Town Supervisor has the responsibility to make specific appointments to carry out the duties as prescribed by law for operation of the Town of Hartwick.

**NOW BE IT RESOLVED**, that the Town Board approve Town Supervisor Appointment listed below for the year 2021:

Historian

Carol Goodrich

**MOTION:** Councilperson Blaske motioned to approve **Resolution 1-E-2021 Appointed Officers-Town Supervisor Appointments-Town Historian**.

Councilperson Briggs seconded the motion and the motion passed with the following votes: Supervisor O'Brien "aye", Councilperson Briggs "aye", Councilperson Blaske "aye", Councilperson Murphy "aye", Councilperson Markusen "aye".

**Resolution 1-F-2021 - Town Clerk Appointments-Deputy Town Clerk**

**WHEREAS**, the Town Clerk has the responsibility to make specific appointments to carry out the duties as prescribed by law for operation of the Town of Hartwick Clerk's Office.

**NOW BE IT RESOLVED**, that the Town Board approve Town Clerk Appointment listed below for the year 2021:

Deputy Town Clerk

Jenna Utter

**MOTION:** Councilperson Briggs motioned to approve **Resolution 1-F-2021 - Town Clerk Appointments-Deputy Town Clerk**. Councilperson Murphy seconded the motion and the motion passed with the following votes: Supervisor O'Brien "aye", Councilperson Briggs "aye", Councilperson Blaske "aye", Councilperson Murphy "aye", Councilperson Markusen "aye".

**Resolution 1-G-2021 - Town Clerk Appointments-Deputy Registrar of Vital Statistics**

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**WHEREAS**, the Town Clerk has the responsibility to make specific appointments to carry out the duties as prescribed by law for operation of the Town of Hartwick Clerk's Office.

**NOW BE IT RESOLVED**, that the Town Board approve Town Clerk Appointment listed below for the year 2021:

Deputy Registrar Vital Statistics Jenna Utter

**MOTION:** Councilperson Briggs motioned to approve **Resolution 1-G-2021 - Town Clerk Appointments-Deputy Registrar of Vital Statistics**. Councilperson Blaske seconded the motion and the motion passed with the following votes: Supervisor O'Brien "aye", Councilperson Briggs "aye", Councilperson Blaske "aye", Councilperson Murphy "aye", Councilperson Markusen "aye".

**Resolution 1-H-2021 Highway Superintendent Appointments – Deputy Highway Superintendent**

**WHEREAS**, the Highway Superintendent has the responsibility to make specific appointments to carry out the duties as prescribed by law for operation of the Town of Hartwick Highway Department.

**NOW BE IT RESOLVED**, that the Town Board approve Highway Superintendent Appointment listed below for the year 2020:

Deputy Highway Superintendent

\*Discussion occurred on this topic to assign duties to Foreman. Need to check to see if two stipends apply. Councilperson Briggs inquired to see if we need to hire additional staff since we would be lacking the deputy. Topic tabled for further info to be acquired.

**Resolution 1-I-2021 Town Board Appointments-Special Districts Commissions-Fire**

**WHEREAS**, the Town Board has the responsibility to make specific appointments to carry out the duties as prescribed by law for operation of the Town of Hartwick Fire Companies.

**NOW BE IT RESOLVED**, that the Town Board approve Town Board Appointments listed below for the year 2021:

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Fire District Commissioners:

Robert O'Brien, Chair  
Thomas Murphy  
Jason Blaske  
Chris Briggs  
Bruce Markusen  
Andrea Vazquez, Clerk

**MOTION:** Councilperson Markusen motioned to approve **Resolution 1-I-2021 Town Board Appointments-Special Districts Commissions-Fire**. Councilperson Blaske seconded the motion and the motion passed with the following votes: Supervisor O'Brien "aye", Councilperson Briggs "aye", Councilperson Blaske "aye", Councilperson Murphy "aye", Councilperson Markusen "aye".

**Resolution 1-J-2021 Town Board Appointments-Special Districts -Water**

**WHEREAS**, the Town Board has the responsibility to make specific appointments to carry out the duties as prescribed by law for operation of the Town of Hartwick Water District.

**NOW BE IT RESOLVED**, that the Town Board approve Town Board Appointments listed below for the year 2021:

Water Operator – Chris Briggs

Water District Commissioners:

Robert O'Brien, Chair  
Thomas Murphy  
Jason Blaske  
Chris Briggs  
Bruce Markusen  
Andrea Vazquez, Clerk

**MOTION:** Councilperson Blaske motioned to approve **Resolution 1-J-2021 Town Board Appointments-Special Districts -Water**. Councilperson Markusen seconded the motion and the motion passed with the following votes: Supervisor O'Brien "aye", Councilperson Briggs "abstained", Councilperson Blaske "aye", Councilperson Murphy "aye", Councilperson Markusen "aye".

**MOTION:** Councilperson Blaske motioned to approve title change for **Resolution 1-J-2021 Town Board Appointments-Special Districts -Water** from superintendent to operator. Councilperson Markusen seconded the motion and the motion

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passed with the following votes: Supervisor O'Brien "aye", Councilperson Briggs "abstained", Councilperson Blaske "aye", Councilperson Murphy "aye", Councilperson Markusen "aye".

**Resolution 1-K-2021 Town Board Appointments-Other Boards-Board of Health**

**WHEREAS**, the Town Board has the responsibility to make specific appointments to carry out the duties as prescribed by law for operation of the Town of Hartwick.

**NOW BE IT RESOLVED**, that the Town Board approve Town Board Appointments listed below for the year 2021:

Board of Health:

Chief Health Officer	Robert O'Brien
Chief Med. Health Officer	Tim Whitaker
Councilman	Thomas Murphy
Councilman	Chris Briggs
Councilman	Jason Blaske
Councilman	Bruce Markusen
Clerk	Andrea Vazquez

**MOTION:** Councilperson Murphy motioned to approve **Resolution 1-K-2021 Town Board Appointments-Other Boards-Board of Health**. Councilperson Markusen seconded the motion and the motion passed with the following votes: Supervisor O'Brien "aye", Councilperson Briggs "aye", Councilperson Blaske "aye", Councilperson Murphy "aye", Councilperson Markusen "aye".

**Resolution 1-L-2021 Town Board Appointments-Other Boards-Board of Assessment Review (BAR)**

**WHEREAS**, the Town Board has the responsibility to make specific appointments to carry out the duties as prescribed by law for operation of the Town of Hartwick.

**NOW BE IT RESOLVED**, that the Town Board approve Town Board Appointments listed below for the year 2021:

Board of Assessment Review

Lyle Jones  
Jason Schiellak  
Jerry Wood

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**MOTION:** Councilperson Markusen motioned to approve **Resolution 1-L-2021 Town Board Appointments-Other Boards-Board of Assessment Review (BAR)**.

Councilperson Briggs seconded the motion and the motion passed with the following votes: Supervisor O'Brien "aye", Councilperson Briggs "aye", Councilperson Blaske "aye", Councilperson Murphy "aye", Councilperson Markusen "aye".

**Resolution 1-M-2021 Town Board Appointments-Other Boards-Planning Board**

**WHEREAS**, the Town Board has the responsibility to make specific appointments to carry out the duties as prescribed by law for operation of the Town of Hartwick.

**NOW BE IT RESOLVED**, that the Town Board approve Town Board Appointments listed below for the year 2020:

Planning Board

Gregory Horth

Co-Chair 2021

Alex Thomas

Co-Chair 2021

Jodi Bottita

Tom Fay

Margaret Kennedy

**MOTION:** Councilperson Briggs motioned to approve **Resolution 1-M-2021 Town Board Appointments-Other Boards-Planning Board**.

Councilperson Blaske seconded the motion and the motion passed with the following votes: Supervisor O'Brien "aye", Councilperson Briggs "aye", Councilperson Blaske "aye", Councilperson Murphy "aye", Councilperson Markusen "aye".

**Resolution 1-N-2021 Advisory Committees**

**WHEREAS**, there is a need to protect and improve the quality of our environment, to promote interest and public awareness, to maintain a quality of life free of pollutants to our air and water, to promote and support local business, and to continue to advance and protect the beauty and culture throughout our Township,

And further, any additional appointments to the committee's will be approved as needed for special projects or as a resource for the various matters or studies that are approved by the town board..

**NOW BE IT RESOLVED**, that the Town Board does agree to create the following Advisory Committees for the year 2021,

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**Conservation Committee**

Martha Clarvoe (Chair)  
Bill Powers (Vice Chair)  
Janet Williammee (Secretary)  
Connie Tedesco  
Andree Conklin  
Jane Johngren  
Heather Burgess-Grant  
Jen Millea  
Bruce Markusen – Town Board

**Climate Smart Communities**

Martha Clarvoe (Chair)  
Bruce Markusen  
Janet Willammee  
Heather Grant

**Economic Development/Revitalization Committee**

Marcy Birch (Co-Chair)  
Andrea Vazquez (Co-Chair)  
Sandy Austin  
Chris Briggs  
Alex Thomas  
Deb Taylor  
Paul Clarvoe  
Jen Dibble  
Gloria Waro  
Regina Palmer

**Youth Advisory Committee**

Elizabeth Rickard (Chair)  
Ryan West  
Marcy Birch  
Jason Blaske

**MOTION:** Councilperson Blaske motioned to approve **Resolution 1-N-2021 Advisory Committees**. Supervisor O'Brien seconded the motion and the motion passed with the following votes: Supervisor O'Brien "aye", Councilperson Briggs "aye", Councilperson Blaske "aye", Councilperson Murphy "no", Councilperson Markusen "aye".



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**Resolution 1-O-2021 Required Employees (Union & Non-Union Full-time)**

**WHEREAS**, the Town of Hartwick requires employees to carry out the necessary operations of the Township,

**NOW BE IT RESOLVED**, that the Town Board will require the following full-time employees for the year 2021:

**Town Board Operations: Full-time**

Maintenance Worker/Cleaner

**Highway Department: Full-time Employees**

Highway Employee (HMEO) Four (4)

Highway Employee (HMEO-Seasonal) One (1)

**MOTION:** Councilperson Blaske motioned to approve **Resolution 1-O-2021 Required Employees (Union & Non-Union Full-time)**. Councilperson Briggs seconded the motion and the motion passed with the following votes: Supervisor O'Brien "aye", Councilperson Briggs "aye", Councilperson Blaske "aye", Councilperson Murphy "aye", Councilperson Markusen "aye".

**Resolution 1-P-2021 Allowance of Mileage Reimbursement**

**NOW BE IT RESOLVED** that the following officials and employees are eligible to receive mileage reimbursement upon submittal of a mileage log.

Town Board Members  
Town Supervisor  
Town Bookkeeper  
Town Clerk  
Town Attorney  
Planning Board Members  
Appointed Sole Assessor  
Town Justice  
Town Historian  
Fire Chief #1 not to exceed \$500 annually  
Fire Chief #2 not to exceed \$500 annually  
EMS Captain not to exceed \$500 annually  
Water Operator

**MOTION:** Councilperson Murphy motioned to approve **Resolution 1-P-2021 Allowance of Mileage Reimbursement**. Councilperson Blaske seconded the motion and the motion passed with the following votes: Supervisor O'Brien

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"aye", Councilperson Briggs "aye", Councilperson Blaske "aye", Councilperson Murphy "aye", Councilperson Markusen "aye".

**Resolution 1-Q-2021 Holidays of The Town Office Building**

**WHEREAS**, the Town Board may establish a list of Holidays that apply to the Town Offices of the Town of Hartwick

**NOW BE IT RESOLVED**, that the Town Office Building will be closed for business on the following Holidays in for the year 2021

- |                 |                  |
|-----------------|------------------|
| 1. January 01   | New Year's Day   |
| 2. February 15  | President's Day  |
| 3. May 31       | Memorial Day     |
| 4. July 04      | Independence Day |
| 5. September 06 | Labor Day        |
| 6. November 11  | Veteran's Day    |
| 7. November 25  | Thanksgiving Day |
| 8. December 25  | Christmas Day    |

**MOTION:** Councilperson Murphy motioned to approve **Resolution 1-Q-2021 Holidays of The Town Office Building**. Councilperson Markusen seconded the motion and the motion passed with the following votes: Supervisor O'Brien "aye", Councilperson Briggs "aye", Councilperson Blaske "aye", Councilperson Murphy "aye", Councilperson Markusen "aye".

**Resolution 1-R-2021 Filing of Officers and Assessor**

**WHEREAS**, it is the Town Clerk's responsibility to file a certificate with the State Department of Audit and Control, specifying the names and addresses of all Town Officers, whether elected or appointed, and

**WHEREAS**, it is the Town Clerk's responsibility to file a certificate with the State Board of Equalization and Assessment specifying the names of all assessors, with their post office addresses, date of appointment or election and expiration of term of office,

**NOW BE IT RESOLVED**, that the Town Board directs the Town Clerk to file the necessary certificates "on or before" January 31, 2021.

**MOTION:** Councilperson Blaske motioned to approve **Resolution 1-R-2021 Filing of Officers and Assessor**. Councilperson Briggs seconded the motion and the motion passed with the following votes: Supervisor O'Brien "aye", Councilperson

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Briggs "aye", Councilperson Blaske "aye", Councilperson Murphy "aye", Councilperson Markusen "aye".

**Resolution 1-S-2021 Rules of Procedure**

**WHEREAS**, the Town Board is authorized by Town Law §63 to determine its rules of procedure for conducting Town meetings, and

**WHEREAS**, the Town Board believes it is important to clarify its procedures and guidelines for conducting meetings at the beginning of each year,

**NOW BE IT RESOLVED**, that the Rules of Procedure listed are adopted for the year 2021.

- I. Supervisor's Responsibilities
  - a. The Town Supervisor will preside over all special and regular meetings of the Town Board
  - b. The Supervisor shall call the Town Board to order
  - c. Immediately following the opening of every regular meeting, the Town Supervisor shall conduct the order of business as follows:
    1. Monthly Abstracts
    2. Financial Reports
    3. Approval of Minutes
    4. Supervisor's Comments
    5. Councilmember's Comments
    6. Correspondence
    7. Report from Town Officers/Employees
    8. Unfinished Business
    9. New Business
    10. Public Comment
    11. Executive Session
    12. Future Meetings of all Boards & Committees
    13. Agenda Items for Work Session
  - d. The Supervisor shall prepare the agenda items and the resolutions for all Board meetings
  - e. Agenda items under Unfinished Business and New Business presented in resolution format.
  - f. Items for discussion from Council members, Standing Board Committee's, and all Advisory Committee's submitted, in writing, to the Town Supervisor on the Wednesday prior to the regular meeting. The Supervisor reserves the right to waive this requirement if matter is urgent or in the best interest of the town

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- g. Correspondence received from the public will be filed in the Supervisor's office and may be read at the next Regular meeting by the Supervisor. All correspondence will be kept on file for one year.
- h. The Supervisor may offer a second on a motion without relinquishing the chair for such purpose.
- i. The Supervisor is responsible for preserving order and decorum when the Board is in session.
- II. Board Members Responsibilities
  - j. A quorum must be present in order to conduct the business of the Town. A quorum is defined as three (3) members of the Town Board.
  - k. Every resolution or motion must be seconded before being put to a vote by the Supervisor.
  - l. No Board Member shall speak more than once on any question until every member choosing to speak shall have spoken. The Supervisor is responsible for conducting, and controlling the discussion.
  - m. The Board Members must treat each other and the public with a proper decorum.
  - n. To suspend any rule of procedure, or any resolution, a majority vote of the Board shall be required.
- III. Town Clerk's Responsibility
  - o. All resolutions and motions shall be recorded in their entirety in the official minutes of the Board and all other official Town Board meetings, unless otherwise specified.
- IV. Municipal Law Responsibility
  - p. If these Rules of Procedure should at anytime become in conflict with the statutory law, the statutory law shall take preference.
- V. Public's Responsibility
  - q. Residents will be limited to speaking for two (2) minutes during public comment period, unless extended by permission of the majority consent of the Board.
  - r. Any person speaking to the Board with the consent of the Supervisor shall address his remarks to the Town Board, not to other members of the audience.
  - s. No member of the public shall engage in any demonstrations, booing, and hand clapping or otherwise disruptive behavior during a Town Meeting.
- VI. Board and Public Responsibility
  - t. When the public is speaking, they will be given respect and treated in a courteous manner by the Board. The public in return, is expected to be respectful and courteous. The use of profane and inappropriate language is not acceptable.

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**MOTION:** Councilperson Murphy motioned to approve **Resolution 1-S-2021 Rules of Procedure.** Councilperson Blaske seconded the motion and the motion passed with the following votes: Supervisor O'Brien "aye", Councilperson Briggs "aye", Councilperson Blaske "aye", Councilperson Murphy "aye", Councilperson Markusen "aye".

**Resolution 1-T-2021 Standing Board Committees**

**Appointments to Standing Committees of the Board:**

**Whereas,** the Town Supervisor may appoint committees of town Board members to make studies and report back with recommendations (Town Law § 63), and

**Whereas,** the Town Board believes that using board committee is an effective way to encourage good local government and to involve the board members more effectively in decision making.

**Now, Be It Resolved,** that Supervisor O'Brien make the following Board appointments for the year 2021, and

**Be it further resolved** that the Supervisor will be an ad hoc member of all Standing Committees of the Town Board.

**Budget**

Bruce Markusen & Chris Briggs

**Highway**

Chris Briggs & Jason Blaske

**Personnel**

Bruce Markusen & Tom Murphy

**Buildings & Grounds**

Chris Briggs & Tom Murphy

**Be It Further Resolved,** that the Town Board consider incidental expenses and mileage for standing committees of the Board, as proper expenditures in carrying out their duties.

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**Authority of Standing Committees**

Whereas, the standing committees are committees of town board members and not citizen committees;

Now, Be It Resolved that Board members assigned to the Standing Committees must follow the following guidelines:

a. Standing committees can conduct formal or informal meetings and hearings.

b. Standing committees are considered public bodies and are subject to the Open Meetings Law.

c. An individual board member may not unilaterally act on behalf of the town board. Therefore, no board member can legally act independently of the others or outside of the board. In short, this means that no single member of the Town board can give orders to any staff or can act for or commit the board as a body to any particular program or policy. Town Law 63 § 3-8. Committees.

d. All decisions made by the standing committees must be ratified at a special or regular meeting of the full board. The town board, as the executive body of the town, acts as a unit and must function as a body (Town Law §§ 60 and 63).

**MOTION:** Councilperson Briggs motioned to approve **Resolution 1-T-2021 Standing Board Committees**. Councilperson Murphy seconded the motion and the motion passed with the following votes: Supervisor O'Brien "aye", Councilperson Briggs "aye", Councilperson Blaske "aye", Councilperson Murphy "aye", Councilperson Markusen "aye".

**Resolution 1-U-2021 Establishment of Meeting Dates for all Boards and Committee's appointed by the Town Board for the Year 2021**

**WHEREAS**, the members of the Town Board and the Appointed Committee's must meet throughout the year to conduct official Town Business, and

**WHEREAS**, it is the responsibility of the Town Board and all Committee's to operate within the Open Meetings Law, the Town Board does hereby direct the Town Clerk to publish meeting dates in the Town's "official" newspaper and the Town's Website.

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**NOW BE IT RESOLVED**, that the following days and times be approved for the respective meetings. Meeting dates may be cancelled or postponed if needed; Town Clerk must be notified of any changes or postponements.

Regular Board Meeting - 2<sup>nd</sup> Monday of each month at 6:30 p.m.

January 11, 2021  
February 8, 2021  
March 8, 2021  
April 12, 2021  
May 10, 2021  
June 14, 2021  
July 12, 2021  
August 9, 2021  
September 13, 2021  
October 11, 2021  
November 8, 2021  
December 13, 2021

Work Session - 3<sup>rd</sup> Monday of each month at 7:00 p.m.

January 18, 2021  
February 15, 2021  
March 15, 2021  
April 19, 2021  
May 17, 2021  
June 21, 2021  
July 19, 2021  
August 16, 2021  
September 20, 2021  
October 18, 2021  
November 15, 2021  
December 20, 2021

Water District Meetings -

January 25, 2021 (Organizational Meeting)  
February 22, 2021  
April 26, 2021  
May 24, 2021  
July 26, 2021  
August 23, 2021  
October 25, 2021  
November 22, 2021

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Fire District Meeting as listed at 7:00 p.m.

March 22, 2021 (FD#1)

June 28, 2021 (FD #2)

September 27, 2021 (FD #1)

December 27, 2021 (FD#2)

Planning Board Meeting - 1<sup>st</sup> Tuesday each month at 7:00 p.m.

January 5, 2021

February 2, 2021

March 2, 2021

April 6, 2021

May 4, 2021

June 1, 2021

July 6, 2021

August 3, 2021

September 7, 2021

October 5, 2021

November 2, 2021

December 7, 2021

Annual Town Budget Calendar

09/01/21	Budget Officer to furnish Department Heads with
Budget Forms	
09/20/21	Dept Heads to furnish Budget Officer with completed Est. Forms [Town Law §104]
09/30/21	Filing of Tentative Budget with Town Clerk [Town Law §106(2)]
10/05/21	Town Clerk to present Town Board with Tentative Budget [Town Law §106(3)] Revision by Town Board; Preparation of Preliminary Budget [Town Law §106(4)] Upon Completion of review and modification of Tentative Budget, and prior to Public Hearing, to be filed in Town Clerk's Office. Notice of Public Hearing five days prior to Public Budget Hearing [Town Law §108]
11/15/21	Public Hearing by on or before the Thursday following Election 11/04/15; may be Adjourned but NOT beyond 11/15/12 [Town Law §108] Final Revision of Preliminary Budget after Public Hearing, but prior to Final Adoption [Town Law §109]
11/20/21	Adoption of Budget by [Town Law §109]



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**MOTION:** Councilperson Markusen motioned to approve **Resolution 1-U-2021 Establishment of Meeting Dates for all Boards and Committee's appointed by the Town Board for the Year 2021.** Councilperson Murphy seconded the motion and the motion passed with the following votes: Supervisor O'Brien "aye", Councilperson Briggs "aye", Councilperson Blaske "aye", Councilperson Murphy "aye", Councilperson Markusen "aye".

**Resolution 1-V-2021 Official Newspaper for Town Publications**

**WHEREAS**, the Town Board should designate annually the Official Newspaper for Publications of the Town of Hartwick

**NOW BE IT RESOLVED**, that the Town Board designate the *Daily Star* as its Official Newspaper of Publication for the year 2021.

**MOTION:** Councilperson Blaske motioned to approve **Resolution 1-V-2021 Official Newspaper for Town Publications.** Councilperson Briggs seconded the motion and the motion passed with the following votes: Supervisor O'Brien "aye", Councilperson Briggs "aye", Councilperson Blaske "aye", Councilperson Murphy "aye", Councilperson Markusen "aye".

**Resolution 1-W-2021 Supervisor's Powers & Duties**

- I. Payment of Bills by the Supervisor without prior audit

**WHEREAS**, payments for services must be made at specific times throughout the year, and

**WHEREAS**, the Town Board desires to avoid penalties for late payments,

**NOW BE IT RESOLVED**, that the Town Board authorize the Town Supervisor to make payments in advance of the audit of claims for the year 2021

- II. Payment of Monthly Abstract

**WHEREAS**, all payments for bills incurred from Town operations must be approved by the Town Board, and

**WHEREAS**, the Supervisor is responsible for preparing a monthly report of all receipts and disbursements,

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**NOW BE IT RESOLVED**, that all bills and payments made between Regular Town Meetings are part of the next Regular Meeting Agenda under Financial Reports, and

**BE IT FURTHER RESOLVED**, that all payments of bills shall be available to the public for review at the respective Regular Meeting

III. Supervisor's Monthly Budget Status Report

**WHEREAS**, Town Law §29, 34, and 125 allows the Town Board to designate the Supervisor to manage appropriation accounts and to prevent accounts from being overdrawn, and

**WHEREAS**, a report called the Budget Status Report should be presented at the monthly regular meeting,

**NOW BE IT RESOLVED**, that the Town Board direct the Supervisor to present a detailed Budget Status Report at each Regular Meeting to show the budgetary status of all accounts.

**MOTION:** Councilperson Briggs motioned to approve **Resolution 1-W-2021 Supervisor's Powers & Duties**. Councilperson Blaske seconded the motion and the motion passed with the following votes: Supervisor O'Brien "aye", Councilperson Briggs "aye", Councilperson Blaske "aye", Councilperson Murphy "aye", Councilperson Markusen "aye".

**Resolution 1-X-2021 Designation of Depositories and Depositors**

**WHEREAS**, the Town Board should designate each bank in which Town deposits may be made, and

**WHEREAS**, the Town Board should identify all officers authorized to receive money and to make deposits,

**NOW BE IT RESOLVED** that the depositories listed below are the Official Depositories for the Town of Hartwick for the Year 2021:

Key Bank	Community Bank
Bank of Cooperstown	
Citizen's Bank	NBT Bank

**BE IT FURTHER RESOLVED**, that the Officials listed below are authorized to deposit Town Funds received during the year 2021

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Town Supervisor, Robert O'Brien  
Town Clerk/Collector, Andrea Vazquez  
Deputy Supervisor, Chris Briggs

**MOTION:** Councilperson Blaske motioned to approve **Resolution 1-X-2021 Designation of Depositories and Depositors.** Councilperson Briggs seconded the motion and the motion passed with the following votes: Supervisor O'Brien "aye", Councilperson Briggs "aye", Councilperson Blaske "aye", Councilperson Murphy "aye", Councilperson Markusen "aye".

**Resolution 1-Y-2021 Investment Policy**

**WHEREAS**, the Town Board desires that all monies received throughout the year be placed in safe investments and earn the highest possible rate of return,

**NOW BE IT RESOLVED**, that the Supervisor and Budget Officer be directed to schedule the investments for the money received by the Town during the fiscal year, and

**NOW BE IT FURTHER RESOLVED** that the amount of money earned in 2020 be reported to the Town Board at the second Regular Meeting in 2021.

**MOTION:** Councilperson Briggs motioned to approve **Resolution 1-Y-2021 Investment Policy.** Councilperson Murphy seconded the motion and the motion passed with the following votes: Supervisor O'Brien "aye", Councilperson Briggs "aye", Councilperson Blaske "aye", Councilperson Murphy "aye", Councilperson Markusen "aye".

**Resolution 1-Z-2021 Petty Cash Funds**

**WHEREAS**, Town Law §64(1-a) allows the Town Board to establish petty cash funds for Town Officers and appointees

**NOW BE IT RESOLVED**, that the Town Clerk/Collector have a Petty Cash Fund of one hundred dollars (\$100.00).

**MOTION:** Councilperson Blaske motioned to approve **Resolution 1-Z-2021 Petty Cash Funds.** Councilperson Murphy seconded the motion and the motion passed with the following votes: Supervisor O'Brien "aye", Councilperson Briggs "aye", Councilperson Blaske "aye", Councilperson Murphy "aye", Councilperson Markusen "aye".

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**Resolution 1-AA-2021 Existing Contracts with the Town**

**WHEREAS**, it is the responsibility of the Town Clerk to “advise the Town Board of all contracts, agreements, and leases” through which the Town is currently receiving products and/or services.

**NOW BE IT RESOLVED**, that the Town Clerk report at the second Regular Town Board Meeting all current contracts and leases with the Town of Hartwick and include the date of expiration and cost for each contract and lease.

**MOTION:** Councilperson Briggs motioned to approve **Resolution 1-AA-2021 Existing Contracts with the Town.** Councilperson Blaske seconded the motion and the motion passed with the following votes: Supervisor O'Brien “aye”, Councilperson Briggs “aye”, Councilperson Blaske “aye”, Councilperson Murphy “aye”, Councilperson Markusen “aye”.

**Resolution 1-BB-2021 Town Board's Annual Financial Report**

**WHEREAS**, the Town Board is responsible for preparing and filing with the Town Clerk an annual financial report showing the monies received and disbursed, the bank certifications showing the amount of money on deposit, and an official notice stating that the annual report will be available in the office of the Town Clerk for public viewing.

**NOW BE IT RESOLVED**, that the Town Supervisor is directed by the Town Board to submit to the Town Clerk, within 60 days after the close of the fiscal year, a copy of the Annual Financial Report.

**MOTION:** Councilperson Murphy motioned to approve **Resolution 1-BB-2021 Town Board's Annual Financial Report.** Councilperson Blaske seconded the motion and the motion passed with the following votes: Supervisor O'Brien “aye”, Councilperson Briggs “aye”, Councilperson Blaske “aye”, Councilperson Murphy “aye”, Councilperson Markusen “aye”.

**Resolution 1-CC-2021 Annual Accounting for Officers Receiving or Disbursing Town Funds**

**WHEREAS**, on or before January 20, each Town Board must meet for the purpose of an annual accounting by each officer or employee who has received or disbursed Town Funds.

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**NOW BE IT RESOLVED**, that the Town Clerk, Planning Board Clerk, and Town Justices, shall meet with the Town Board for an annual accounting of money received or disbursed in the year 2020.

**MOTION:** Councilperson Blaske motioned to approve **Resolution 1-CC-2021 Annual Accounting for Officers Receiving or Disbursing Town Funds.**

Councilperson Briggs seconded the motion and the motion passed with the following votes: Supervisor O'Brien "aye", Councilperson Briggs "aye", Councilperson Blaske "aye", Councilperson Murphy "aye", Councilperson Markusen "aye".

**Resolution 1-DD-2021 Insurances**

**WHEREAS**, the Town Board is responsible for the safety of Town property from exposures to liability, damages, and claims

**NOW BE IT RESOLVED**, that the Town Board should secure full and adequate insurance to protect the property of the Town against fire and theft and to protect the Town from the many exposures to liability for tort damages and other claims.

**MOTION:** Councilperson Markusen motioned to approve **Resolution 1-DD-2021 Insurances.** Councilperson Blaske seconded the motion and the motion passed with the following votes: Supervisor O'Brien "aye", Councilperson Briggs "aye", Councilperson Blaske "aye", Councilperson Murphy "aye", Councilperson Markusen "aye".

**Resolution 1-EE-2021 Agreement of Expenditures for Highways**

**WHEREAS**, the Town Board and the Highway Superintendent should enter into an agreement relative to the expenditure of Highway money for repairs and improvements of Town Highways

**NOW BE IT RESOLVED**, that the Town Board will review the proposed agreement at the next regular meeting of the Town Board, and

**NOW BE IT FURTHER RESOLVED** that the agreement must be prepared in duplicate, signed by a majority of the Town Board members and the Highway Superintendent. In addition, the agreement must be filed in the Town Clerk's office and in the Office of the County Superintendent. [Highway Law §284]

**MOTION:** Councilperson Markusen motioned to approve **Resolution 1-EE-2021 Agreement of Expenditures for Highways.** Councilperson Blaske seconded the

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motion and the motion passed with the following votes: Supervisor O'Brien "aye", Councilperson Briggs "aye", Councilperson Blaske "aye", Councilperson Murphy "aye", Councilperson Markusen "aye".

**Resolution 1-FF-2021 Procurement Policy**

**WHEREAS**, the Town of Hartwick has established Procurement Policies (1) Purchasing Goods and Services that Require Competitive Bidding [Addendum E], and (2) Purchasing Goods and Services Not Subject to Competitive Bidding [Addendum D].

**NOW BE IT RESOLVED**, all of the Town of Hartwick's purchasing agents are expected to adhere to the Procurement Policies as set forth in Addendum D and E and the Town Board directive regarding purchases exceeding \$250.00 issued at the December 2017 regular Town Board meeting.

**MOTION:** Councilperson Briggs motioned to approve **Resolution 1-FF-2021 Procurement Policy**. Councilperson Murphy seconded the motion and the motion passed with the following votes: Supervisor O'Brien "aye", Councilperson Briggs "aye", Councilperson Blaske "aye", Councilperson Murphy "aye", Councilperson Markusen "aye".

Roll Call Attendance:

**Present:** Supervisor Robert O'Brien, Councilperson Briggs, Councilperson Blaske, Councilperson Markusen and Councilperson Murphy, Attorney Will Green

**Abstract #14: \$76,931.18**

**MOTION:** Councilperson Briggs motioned to approve Abstract #14 in the amount of **\$76,931.18**. Councilperson Markusen seconded the motion and the motion passed with the following votes: Supervisor O'Brien "aye", Councilperson Blaske "aye", Councilperson Markusen "aye", Councilperson Murphy "aye", Councilperson Briggs "aye".

**Abstract #1: \$92,749.85**

**MOTION:** Councilperson Murphy motioned to approve Abstract #1 in the amount of **\$92,749.85**. Councilperson Blaske seconded the motion and the motion passed with the following votes: Supervisor O'Brien "aye", Councilperson Blaske "aye", Councilperson Markusen "aye", Councilperson Murphy "aye", Councilperson Briggs "aye".

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**Town Clerk Report:**

**MOTION:** Councilperson Briggs motioned to accept the December Town Clerk's Report. Total Disbursements of \$158.00; NYS Ag Market payment of \$10.00; DEC Funds sent for DECALS: \$0; Water payments of \$787.56. Councilperson Markusen seconded, and the motion passed with the following votes: Supervisor O'Brien "aye", Councilperson Markusen "aye", Councilperson Blaske "aye", Councilperson Murphy "aye", Councilperson Briggs "aye".

\*Clerk advised board of note from resident regarding water being shut off and meter being pulled from Methodist Church without record or notice given to clerk. Board had issues with chain of paperwork. Highway Superintendent advised that he was asked by plumber and was worried about water freezing and thought resident would advise clerk. Had no knowledge of meter being pulled. Supervisor O'Brien checked with local plumber and was able to confirm they pulled the meter and the meter was given to Highway Department. Highway Super Koffer will follow up with his team on location of meter. Councilperson Briggs would like more discussion and for this topic to be placed on the next water meeting agenda.

**Town Justice Report:**

**MOTION:** Councilperson Briggs motioned to accept the December Town Justice Report for \$1,064.00. Councilperson Blaske seconded, and the motion passed with the following votes: Supervisor O'Brien "aye", Councilperson Markusen "aye", Councilperson Blaske "aye", Councilperson Murphy "aye", Councilperson Briggs "aye".

Supervisor O'Brien distributed monthly financials will go out next week and bank statements are available Supervisor's office.

**MOTION:** Councilperson Markusen motioned to accept Town Board Meeting Minutes for December 14, 2020. Councilperson Murphy seconded, and the motion passed with the following votes: Supervisor O'Brien "aye", Councilperson Markusen "aye", Councilperson Blaske "aye", Councilperson Briggs "aye", Councilperson Murphy "aye".

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**DEPARTMENT & STANDING COMMITTEE REPORTS**

**Highway Department Report: Fred Koffer**

- Board discussion of lease of 2020 CASE 821G Wheel Loader.  
Documentation was presented in Zoom Meeting. This is the only quote on CASE machine. Koffer has a quote for Caterpillar. Councilperson Briggs asked if Koffer specked out this equipment – Koffer responded that he did. Councilperson Briggs would like to see another quote. Councilperson Briggs would like to run it through Onondaga. Supervisor O'Brien said he would do that tomorrow. Attorney Green said this looks like a purchasing agreement and should follow the procurement process. Councilperson Blaske would like to see two more quotes if possible. Attorney Green said interest rate is too high at 4.25% based on the last bond he did. Attorney Green will bid out a rate tomorrow. Not ready to move forward on equipment. Supervisor O'Brien asked if they mentioned anything about state contract pricing. Koffer indicated that this municipal pricing. No contract number is referenced on the quote. Will readdress at February Board Meeting. Koffer will refer company to Supervisor O'Brien to explain purchase end of the process.
- **Annual Purchase Orders:**

**2021 POs**

- DA- 5142.4 Parker Excavating (sand)---- \$20,000.00
- DA- 5142.4 Parker Excavating (crusher run) ----\$5,000.00
- American Salt (450 Tons) ----\$25,000.00
- DA- 5110.4 Utica Mack /Marcy Hydraulics---- \$5,000.00
- DA- 5110.4 Fleet Pride----\$6,000.00
- DA- 5110.4 Cook Brothers----\$5,000.00
- DA- 5110.4 Burr Truck----\$3,000.00
- DA- 5110.4 Gillee's Auto Truck----\$3,000.00
- DA- 5142.4 Steel Sales----\$5,000.00
- DA- 5142.4 Lawson----\$2,000.00
- DA-5110.4 Bruce Hall Corp----\$2,000.00
- DA- 5110.4 Air Gas----\$2,000.00
- DA- 5142.4 Monroe Tractor----\$2,000.00
- DA- 5110.4 Tracey Road Equipment----\$5,000.00



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- DA- 5110.4 Wayne Bush Welding----\$2,000.00
- DA- 5110.4 Harbor Freight----\$2,000.00
- DA- 5110.4 Allegiance Truck----\$3,000.00
- DA- 5110.4 Seward Sand & Gravel----\$3,000.00
- DA- 5142.4 Northern Supply----\$4,000.00
- DA- 5110.4 Wayne's Welding----\$2,000.00
- DA- 5110.4 Comstock Logging ---- \$ 1,000.00
- DA- 5110.4 Total=\$43,000.00
- DA- 5142.4 Total=\$65,000.00

**MOTION:** Councilperson Briggs motioned to table 2021 Blanket POs for Highway Department until February so that it can be paired with the budget. Councilperson Blaske seconded the motion and the motion passed with the following votes: Supervisor O'Brien "aye", Councilperson Markusen "aye", Councilperson Blaske "aye", Councilperson Briggs "aye", Councilperson Murphy "aye".

**HCAC:** Will not meet until April.

**Planning Board Committee:** Supervisor O'Brien presented

**MOTION:** Councilperson Blaske motioned to allow Supervisor O'Brien to sign agreement with Tom Fucillo from attorney office for Planning Board to use legal services as needed basis at rate of \$285 per hour. Councilperson Briggs seconded the motion and the motion passed with the following votes: Supervisor O'Brien "aye", Councilperson Markusen "aye", Councilperson Blaske "aye", Councilperson Briggs "aye", Councilperson Murphy "aye".

**Comp Plan Update Committee:** Question regarding whether Committee needs to hold another Public Hearing before it goes to the board. Attorney Green will look into and circle back to the topic.

**Hamlet Revitalization:**

- No report. Committee waiting to schedule first meeting of the year following Annual Organizational Meeting that occurred this evening.

**Otsego County Representative, Meg Kennedy:** Joined by phone.

- Slow step into spending money this year.

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- Considering opening up community grants this year - \$50K in budget line but being cautious about opening this up. Not sure when state will reopen to allow these types of gatherings. Will advise when application process opens.
- Bed Tax – legislation does allow to go up to the 6% - waiting for advisement on when to implement. May wait until the end of the year or beginning of next year. Will keep board updated on this topic.
- Did attend first direct marketing meeting for the county. Again, slow spending. Lots of local programming and buying – that was well received. Working to maximize participation in their program.
- Calls on concerns for getting the vaccine. NYS is sending county the vaccine and County is distributing. Last week received 300 doses and they were gone quickly. Lots of interest in locals to get vaccine. Heidi Bond worked with IT to get a vaccine information line in motion --- the number is: 547-4240. This line is not to leave messages. Has reached out to senator to get more vaccines into the county.
- Intragovernmental Committee – did approve micro grants in amount of \$200,000. Emphasis on digital marketing. Will let board know when grant opportunity is open.
- Supervisor O'Brien asked question: Bed Tax Topic ---- is there a chance it can be implemented during this year? Meg Kennedy does not think it can happen. End of March is when bed tax is reported but may not need to do increase at that time. Concern with businesses having the opportunity to be able to collect now and having time to charge accordingly. Supervisor O'Brien asked for Meg Kennedy to advocate to wait until next year to give rentals time implement new pricing.
- Meg Kennedy asked Supervisor O'Brien how to get 911 signage made for homes. Supervisor O'Brien advised that local fire departments make the signs – he will provide contact info.

**Town Historian Report:**

- No report.

**Councilperson Briggs**

- Still has on radar to look at windows at fire department.

**Councilperson Markusen:**

- No report.

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**Councilperson Blaske:**

- Asked about cleaners coming and cleaning all buildings. Can we talk about getting them on a schedule?

**Councilperson Murphy:**

- Thank you to all board for their help in educating him.

**Supervisor O'Brien:**

- NYSEG accepted Street Light documents from Bank of Cooperstown. Moving forward.
- 2 highway employee accruals – no opportunity to use time in 2020. Would like to carry vacation time accruals over into 2021.

**MOTION:** Councilperson Briggs motioned to allow the two highway guys to carry over vacation accrual in 2020 to 2021. Councilperson Murphy seconded the motion and the motion passed with the following votes: Supervisor O'Brien "aye", Councilperson Markusen "aye", Councilperson Blaske "aye", Councilperson Briggs "aye", Councilperson Murphy "aye".

- Town and Court Clerk Audit – limit to one person completing the audit due to Covid. Councilperson Markusen will complete Court. Councilperson Blaske will complete Town Clerk.
- ReOpening Plan – Councilperson Murphy: Sent document. A few board members did not receive. Will resend tonight. Meeting will be held Thursday. Make recommendations before this meeting. Supervisor O'Brien will provide Union Rep information. Councilperson Briggs – do we have a timeline? Councilperson Murphy said as long as plan is submitted and board agrees – plan can be implemented. Can be approved in February and implemented at work session. Worst case scenario – open in March.
- Nothing under new business. Supervisor O'Brien had inquiry for Highway Super – wanted to talk about the sidewalk. Supervisor O'Brien commended highway for their efforts and indicated that he has been assisting when he can. Having issues with damage to machine because of debris on sidewalk – have retrieved brake pads, springs, and tire weight. Councilperson Briggs asked if this was always a problem. Koffer indicated that this has always been an issue on county and state roads. Plows clearing the road also kick debris onto the sidewalks. No remedy

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recommended. Question of sheer bolts – for safety. Worry of shooting debris through blower. Their work is appreciated.

**Public Comment:**

- Supervisor O'Brien advised to submit all public comments to [htownhall@stny.rr.com](mailto:htownhall@stny.rr.com)

**MOTION:** Councilperson Briggs motioned to adjourn at 7:59p. Councilperson Markusen seconded, and the motion passed with the following votes: Supervisor O'Brien "aye", Councilperson Markusen "aye", Councilperson Blaske "aye", Councilperson Briggs "aye", Councilperson Murphy "aye".

Respectfully submitted, Andrea Vazquez, Town Clerk