

TOWN BOARD MEETING
TOWN BOARD AGENDA (updated 3/31/26 8:25 am)
April 1, 2026 at 6:00 P.M.
TOWN OF NEW HARTFORD MUNICIPAL HALL
8635 Clinton Street, New Hartford, New York

I. BOARD MEETING MINUTES

- March 4th Minutes approval

II. PUBLIC COMMENTS (Limited 3 Minutes)

III. PRESENTATIONS –

- Parkinson’s Awareness Walk – September 12, 2026 – Alison Swartz Parkinson’s Director Community Wellness Partners
 - Spark the Night
 - Town Proclamation – presented by supervisor, councilman and town clerk
- Upper90 – Overview on Cybersecurity - Wayne
- Bonadio Group – presenting the work conducted in first 90 days to town board and residents – Lee Ann Wells

IV. VOUCHERS – Approval of vouchers

V. MATTERS SUBMITTED BY TOWN SUPERVISOR

- Review town meeting decorum
- NYAOT – Finance & Personnel School May 6-7 Albany - \$250, plus associated travel cost – Christina Lacy
- Update on meeting with the Mayors of the Village of New Hartford, New York Mills and Supervisor from Whitestown
- Grant writer – Discuss outsource assistance to secure funding from NYS and Federal Gov’t.
- Paychex – upgrade to current payroll platform
 - Moving to a digital time management system – clocking in via laptop or cell phone – moving away from paper/manual payroll entry process – additional monthly fee of \$258.00 (to our existing service fee) and a one-time set-up fee of \$1500.
 - Reduces extensive amount of manual entry
 - Better record keeping for the town and employees
 - Request for time off done through the site
 - Employee approval of their time and Department Head approving direct report time
- Review going digital for board agenda packets – looking for approval to purchase tablets for board members and panel. Real time updates to the agenda and associated information versus town clerk continuing to send revisions. Reduces paper, ink/copier charges, personnel time and overall waste. We will use tablets at each meeting.
- Update on print, social media and website – Christine Martin
- Standing Committee Review
 - Chair person and/or Co-Chair to hold meetings with their committees
 - Report each month at board meetings
- BAN renewal

VI. MATTERS SUBMITTED BY TOWN ATTORNEY

VII. REPORTS OF TOWN DEPARTMENTS

a. **TOWN CLERK – MICHELE MORAN**

- Clerk's Monthly report
- Everyone can Play 5K Walk – Large Assembly Permit - Samanta Mastrovito-Smith
- Tax Receiver update – end of Town's collection period

b. **CHIEF RONALD FONTAINE**

- Grateful for Graham Walk – Phil Trzcinski
- Animal Shelter Volunteers
- Animal Shelter Adoption process fees
- Personnel / Staff Matters
- Building and Grounds Matters

c. **ASSESSORS OFFICE – NO ITEMS SUBMITTED**

d. **HIGHWAY**

- New Hire
- Fred's Flags program
- Brooke Lane and Ross Ct (Cynthia Knappi)
- Camera Installations
- Sign Removal from corners, posts & ROWs
- Approval needed for Teamster Contract addendum
- Approval and signature needed for Valley View & Capman Rd light (John Dunkle)
- Mailers for Green waste, brush and trash pick up mailed
- Equipment Surplus

e. **CODES – NO ITEMS SUBMITTED**

f. **FINANCE/PERSONNEL – NO ITEMS SUBMITTED**

g. **LIBRARY**

- January 2026 Stats
- NHPL Directors Report

VIII. **MATTERS SUBMITTED BY COUNCILMEN**

a. **COUNCILMAN REYNOLDS:**

- Total number of Fire Safety inspections for March
- Total Fire Safety fees collected for March
- Battery Storage Systems

b. **COUNCILMAN TEHAN**

- 30 day advance notice liquor license – Chipolte Mexican Grill – 4815 Commercial Drive
- Heartford Luxury Apartments - Review/approval not found for construction underway (Status update)
- 4451 Middle Settlement Rd - drainage and commercial lighting concern

c. **COUNCILMAN LATINI**

- Ross Court – Discuss netting as relates to Town plowing
- 127 Sedgewick Park – funding source

d. **COUNCILMAN PRISTERA – NO ITEMS SUBMITTED**