



TOWN of NEW HARTFORD

8635 Clinton Street, New Hartford, NY 13413 • 315-733-7500 • www.townofnewhartfordny.gov

TOWN BOARD MEETING

TOWN BOARD AGENDA

February 4, 2026 at 6:00 P.M.

TOWN OF NEW HARTFORD MUNICIPAL HALL

8635 Clinton Street, New Hartford, New York

I. BOARD MEETING MINUTES

- November 19 Board Minutes approval
- Jan 7 Board Minutes approval
- Jan 21 Board Minutes approval

II. PUBLIC COMMENTS (Limited 3 Minutes)

PRESENTATIONS TO TOWN BOARD

CHAConsulting, Inc – Zone Change Application for Residential Planned Development District (RPDD) 4647 Middlesettlement Road – CHA Project No. 102120 – Preliminary Review by Town Board

III. PUBLIC HEARING -Large Scale Energy Systems Moratorium

IV. VOUCHERS – Approval of vouchers

V. MATTERS SUBMITTED BY TOWN SUPERVISOR

- 1) Recognizing retirement of 24-year employee – Barb Schwenzfeier
 - a. Posted position on TONH Website and Oneida County site
 - b. Anticipating initial rounds of interviews from the Chair and Co-Chair of the Personnel Committee within the coming weeks
 - c. Goal would be to fill position by mid-March
- 2) Councilman Dave Reynolds additional signer for checks at all approved financial institutes approved at the organizational meeting
- 3) NYS Comptrollers
 - a. Selected the Town of New Hartford for an Audit
 - b. Auditors are onsite and have started their preliminary assessment
- 4) NHCS D – submitted letter advising the town that they will be moving out of the space by end of June
 - a. We will be looking for a new tenant in the coming months
- 5) Security enhancements
 - a. Town Hall – additional cameras
 - b. Rec Center – obtaining quotes for better security system and cameras
 - c. Animal Shelter – camera system?
- 6) Meetings held in the first 30 day – (in attendance were David Tehan and Christina Lacy)
 - a. Bonadio – 2 staff members were onsite for a full day and several Teams calls
 - i. Also had a Teams call with Fiscal Advisors and Bonadio
 1. Discussed Debit Services

2. Reviewed BAN Renewal coming up in April
3. Discussed being removed from Credit Watch and reinstating our S&P Rating projected timeline 2027
- b. Drescher and Malecki – met with 2 staff members
 - i. Discussed having the 2024 Audit completed by April 2026
 - ii. Discussed having the 2025 Audit completed by August 2026
- c. High Street Insurance
 - i. Beginning of year review – will meet quarterly
 - ii. Also, they will review our insurance with other carriers for better pricing
- 7) Meeting with Oneida County regarding funding projects
- 8) Meeting with Governor Kathy Hochul regional representative – (David Tehan and I)
 - a. Discuss grant opportunities
 - b. Assistance if natural disaster hits our town
- 9) I will be reviewing various internal contracts as we may need to go out for RFP
- 10) Associations of Towns Meeting in NYC – Feb 15th – 17th
 - a. Who will be attending?
- 11) General Security Maintenance Garage Agreement
- 12) Dory Shaw notary license - renew for four years
- 13) Confidential Secretary Christine Martin worked on:
 - a. Reformatting of the website - ongoing
 - b. Town Crier Monthly Announcement
 - c. Met with various department heads
 - i. Reviewing process and looking for efficiencies
 - ii. Met with Barb to understand and document some of her daily work
 - d. Assisting with the inquiries from website – Report a Concern from residents
 - i. Will be promoting this in the next Town Crier article
 - e. Creating the PowerPoint Decks for Department Heads and Councilmen
 - f. Creation of an official Town YouTube channel for improved user experience when viewing video online. Allowing video to be streamed without having to upload or download large files to and from the website.
 - g. Established partnership with WKTV through NYS Dept of Labor for job postings to be advertised on WKTV and distributed through email to targeted subscribers.

VI. MATTERS SUBMITTED BY TOWN ATTORNEY

- 1.) Introduce Local Law to re-instate Town Supervisor Salary to the rate it was from previous years (less health benefits)
- 2.) Introduce Local Law regarding Term Limits for Town Supervisor and Councilman
- 3.) Discussion regarding Fire Districts
- 4.) Executive Session - Discuss Personnel matter - town employee

5.) REPORTS OF TOWN DEPARTMENTS

- a. **Town Clerk – Michele Moran**
 - 1.) 2025 Annual Clerk’s financial report
 - 2.) 2025 November Clerk’s financial report
 - 3.) 2025 December Clerk’s financial report
 - 4.) 30-day Advance Notice Liquor License - Mitsuba Restaurant, Inc.
 - 5.) NYS AOT Membership for Town Clerk
 - 6.) LGS-1 Records Retention Affirm/reaffirm adoption

- b. **Chief Ronald Fontaine**
 - 1) Pleasant St at Sylvan Glenn Rd. Request for Stop Sign
 - 2) Andover Ave – Vehicle and Traffic Complaint
 - 3) Municipal Animal Shelter Internet Connection, ACO Authority, Rates Discussion, Facility Alarm Quotes.
 - 4) Parking Complaints Reports Fawn Crest Blvd. and Church St.
 - 5) Fun Nation Nuisance Abatement Letter
 - 6) Burglary Investigation Update
 - 7) Sherrill Brook Park – Permit Application
 - 8) Security – Door Reader Quote and camera quote
 - 9) Town of Marcy Animal Sheltering Agreement

c. **Personnel Department** - No items requested

d. **Assessors Office** - No items requested

- e. **Highway**
 - 1) Ditching and Mowing Contract
 - 2) Winter Storm related equipment expenses
 - 3) New Hire – Seasonal, Full-Time, Thomas Lacy
 - 4) New Hire – Seasonal, Temporary, Daniel Achen

f. **Codes** - No items requested

g. **Library** – Anne DuRoss – Monthly report

6.) MATTERS SUBMITTED BY COUNCILMEN

- a. **Councilman Reynolds:**
 - 1.) Total number of Fire safety inspections for January (report by Codes)
 - 2.) Total fees collected for Fire safety inspections in January (report by Codes)
 - 3.) Truck traffic on Andover at Wilbur Road
- b. **Councilman Tehan** – No Matters submitted
- c. **Councilman Latini**
 - 1.) New stop sign - corner of Pleasant Street and Sylvan Way
 - 2.) Quotes for new Front Doors
- d. **Councilman Pristera** - No Matters submitted

Next Meeting March 4, 2026

Last updated: 2/3/2026 6:38 PM