

**REGULAR MEETING OF THE TOWN BOARD  
OF THE TOWN OF NEW HARTFORD, NEW YORK  
HELD AT BUTLER MEMORIAL HALL, NEW HARTFORD, NY ON WEDNESDAY,  
DECEMBER 19, 2018, AT 6:00 P.M.**

Town Supervisor Miscione called the meeting to order at 6:00 P.M. and led those in attendance in the Pledge of Allegiance to the American Flag. The roll was then taken with the following Town Officials and Department Heads being present during the progress of the meeting.

**TOWN BOARD MEMBERS PRESENT:**

Councilman James J. Messa  
Councilman Philip S. Cittadino  
Councilman David M. Reynolds  
Councilman Richard B. Woodland, Jr.  
Supervisor Paul A. Miscione

**OTHER TOWN OFFICIALS/EMPLOYEES PRESENT:**

Assessor Darlene Abbatecola  
Highway/Sewer Superintendent Richard C. Sherman  
Police Chief Michael S. Inserra  
Town Attorney Herbert J. Cully  
Town Clerk Gail Wolanin Young

Thereafter, the Supervisor declared a quorum present for the transaction of business.

**MINUTES**

**November 5, 2018 Town Board meeting**

Councilman Woodland introduced the following Resolution for adoption, seconded by Councilman Cittadino:

**(RESOLUTION NO. 498 OF 2018)**

**RESOLVED** that the New Hartford Town Board does hereby accept and approve as submitted the minutes of the Regular Town Board meeting held November 5, 2018 and does further waive the reading of same.

Upon roll call, the Board members voted as follows:

Councilman Messa	-	Aye
Councilman Cittadino	-	Aye
Councilman Reynolds	-	Aye
Councilman Woodland	-	Aye
Supervisor Miscione	-	Aye.

This Resolution was declared unanimously carried and duly **ADOPTED**.

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**November 19, 2018 Town Board meeting**

Councilman Reynolds introduced the following Resolution for adoption, seconded by Councilman Cittadino:

**(RESOLUTION NO. 499 OF 2018)**

**RESOLVED** that the New Hartford Town Board does hereby accept and approve as submitted the minutes of the Regular Town Board meeting held November 19, 2018 and does further waive the reading of same.

Upon roll call, the Board members voted as follows:

Councilman Messa	-	Aye
Councilman Cittadino	-	Aye
Councilman Reynolds	-	Aye
Councilman Woodland	-	Aye
Supervisor Miscione	-	Aye.

This Resolution was declared unanimously carried and duly **ADOPTED**.

**PUBLIC HEARING**

6:02 P.M.                      Local Law Introductory “H” of 2018  
Cold War Veteran’s Exemption

The current Cold War Veterans Exemption has a ten year limitation; this new Local Law will allow the exemption to go indefinitely.

There being no one from the public coming forth with comments, Councilman Woodland moved, and Councilman Cittadino seconded that Local Law Introductory “H” of 2018 be adopted as Local Law No. Ten of 2018 in the following format:

**Local Law No. Ten of 2018  
Town of New Hartford, NY**

A Local Law to amend the Code of the Town of New Hartford, Chapter 107 thereof entitled “Taxation” by removing the ten (10) year limitation.

**BE IT ENACTED** by the Town Board of the Town of New Hartford as follows:

**Section 1:** Chapter 107, Article VII entitled Cold War Veteran’s Exemption shall be amended to remove and delete in Section 107-21G the ten (10) year limitation of said exemption.

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**Section 2:** Except as modified herein, all remaining portions of Chapter 107 shall remain in full force and effect.

**Section 3:** This Local Law shall become effective immediately upon filing with the office of the Secretary of State.

Upon roll call, the Board members voted as follows:

Councilman Messa	-	Aye
Councilman Cittadino	-	Aye
Councilman Reynolds	-	Aye
Councilman Woodland	-	Aye
Supervisor Miscione	-	Aye.

This Local Law was declared unanimously carried and duly ***ADOPTED***.

**PUBLIC COMMENTS**

There were none.

**REPORTS OF TOWN OFFICIALS BY STANDING COMMITTEE**

**Public Works and Sewer Committee**

**Ice Control – NYM Union Free School District**

Upon recommendation of the Highway Superintendent, the following Resolution was introduced by Councilman Reynolds and duly seconded by Councilman Cittadino:

**(RESOLUTION NO. 500 OF 2018)**

**RESOLVED** that the New Hartford Town Board does hereby authorize and direct the Town Superintendent of Highways and the Town Supervisor to enter into and to execute an Agreement with the New York Mills Union Free School District, herein said Town will provide pure salt on an “as-needed” basis to said entities for its utilization on its property or village streets and said entities will pay Sixty-Four Dollars (\$64.00) per ton, as provided and as delivered to a stockpile location within said entity’s jurisdiction; said Agreement shall be for a period commencing on the 1<sup>st</sup> day of November 2018 and terminate on the last day of October 2019, unless sooner terminated for cause as more fully defined in the Agreement.

The Resolution was voted upon by roll call as follows:

Councilman Messa	-	Aye
Councilman Cittadino	-	Aye
Councilman Reynolds	-	Aye
Councilman Woodland	-	Aye
Supervisor Miscione	-	Aye.

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This Resolution was declared unanimously carried and duly **ADOPTED**.

DIRECTOR OF FINANCE

**Audit of Vouchers**

Councilman Reynolds presented the following Resolution for adoption; seconded by Councilman Cittadino:

**(RESOLUTION NO. 501 OF 2018)**

**RESOLVED** that the Town Board of the Town of New Hartford does hereby authorize and direct the payment of the bills itemized on the following Abstracts, which had been duly audited by the Town Board:

Capital Project - 2018- Abstract #9	
Vouchers H922-H925	\$ 23,749.00
Capital Project – Grange Hill- Abstract #7	
Vouchers HQ11	\$ 110.00
Capital Project – Gander Mountain- Abstract #6	
Vouchers HV13-HV23	\$ 297,238.15
Parks Capital Project - Abstract #4	
Vouchers HX9-HX16	\$ 28,483.26
FEMA-Federal- Abstract #18	
Vouchers C141-C144	\$ 5,506.44
FEMA-State- Abstract #16	
Vouchers C267-C271	\$ 18,545.04
Highway Fund Part-Town Abstract #26	
Vouchers DB748	\$ 97.34
Highway Fund Part-Town Abstract #27	
Vouchers DB749-DB752	\$ 51,630.18
Highway Fund Part-Town Abstract #28	
Vouchers DB753-DB782	\$ 46,451.64
Highway Fund Whole-Town Abstract #1	
Vouchers DA1-DA3	\$ 15,441.00
General Fund Part-Town Abstract #25	
Vouchers BB166-BB167	\$ 298.90
General Fund Part-Town Abstract #26	
Vouchers BB168-BB169	\$ 5,171.99
General Fund Part-Town Abstract #27	
Vouchers BB170-BB180	\$ 2,159.89
General Fund Part-Town Police Abstract #26	
Vouchers BP262-BP263	\$ 3,755.16
General Fund Part-Town Police Abstract #27	
Vouchers BP264-BP265	\$ 42,061.39
General Fund Part-Town Police Abstract #28	

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Vouchers BP266-BP287	\$ 22,078.11
Trust & Agency Fund Abstract #46	
Vouchers TT217	\$ 913.92
Trust & Agency Fund Abstract #47	
Vouchers TT218-TT221	\$ 7,701.26
Trust & Agency Fund Abstract #48	
Vouchers TT222-TT225	\$ 17,500.84
Trust & Agency Fund Abstract #49	
Vouchers TT226-TT232	\$ 8,920.11
Trust & Agency Fund Abstract #50	
Vouchers TT233-TT234	\$ 1,195.53
General Fund Whole-Town Abstract #27	
Vouchers AA1256-AA1260	\$ 5,539.31
General Fund Whole -Town Abstract #29	
Vouchers AA1273-AA1285	\$ 37,966.33
General Fund Whole -Town Abstract #30	
Vouchers AA1286-AA1366	\$ 134,316.30
Sewer Fund Abstract #27	
Vouchers SS84	\$ 7.31
Sewer Fund Abstract #28	
Vouchers SS85-SS87	\$ 3,563.93
Sewer Fund Abstract #29	
Vouchers SS88-SS89	<u>\$ 3,166.43</u>
<b>TOTAL:</b>	<b>\$ 857,307.07</b>

- \*\* Street Lighting Abstract #12-APPROVED- DEC. 5, 2018  
Vouchers SL12 \$9,733.82
- \*\* General Fund Whole-Town Abstract #28- APPROVED- DEC. 5, 2018  
Vouchers A1261-AA1272 \$20,454.35
- \*\* Parks Capital Project - Abstract #3-APPROVED- DEC. 5, 2018  
Vouchers HX6-HX8 \$43,550.14

Upon roll call, the Board members voted as follows:

Councilman Messa	-	Aye
Councilman Cittadino	-	Aye
Councilman Reynolds	-	Aye
Councilman Woodland	-	Aye
Supervisor Miscione	-	Aye.

This Resolution was declared unanimously carried and duly **ADOPTED**.

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**2018 Budget Adjustments**

On behalf of Director of Finance Daniel Dreimiller, Supervisor Miscione submitted several budget adjustments for approval.

Councilman Reynolds moved the adoption of the following Resolution; seconded by Councilman Messa:

**(RESOLUTION NO. 502 OF 2018)**

**RESOLVED** that the New Hartford Town Board does hereby authorize and direct the Finance/Accounting department to make the following 2018 Budget adjustments:

General Whole-town

<b>Expense</b>	<b>Current Budget Amount</b>	<b>Proposed Budget Amount</b>	<b>Increase (Decrease)</b>	<b>Explanation</b>
Contractual – Parks AA7110.04	\$70,000	\$75,000	\$5,000 \$0	To account for purchase of Electric Car from NYS Grant proceeds
		Total Expense Adjustment	\$5,000	

**Revenue**

State Aid – Elect. Car Grant – Parks AA3989.1	\$0	\$0	\$5,000	To account for purchase of Electric Car from NYS Grant Proceeds
		Total Revenue Adjustment	\$5,000	

The Town Board then voted upon roll call:

Councilman Messa	-	Aye
Councilman Cittadino	-	Aye
Councilman Reynolds	-	Aye
Councilman Woodland	-	Aye
Supervisor Miscione	-	Aye.

This Resolution was declared unanimously carried and duly **ADOPTED**.

Councilman Woodland moved the adoption of the following Resolution; seconded by Councilman Cittadino:

**(RESOLUTION NO. 503 OF 2018)**

**RESOLVED** that the New Hartford Town Board does hereby authorize and direct the Finance/Accounting department to make the following 2018 Budget adjustments:

General Part-town

<b>Expense</b>	<b>Current</b>	<b>Proposed</b>
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<u>Account Description</u>	<u>Budget Amount</u>	<u>Budget Amount</u>	<u>Increase (Decrease)</u>	<u>Explanation</u>
			\$0	
			\$0	
			\$0	
			\$0	
			\$0	
			\$0	
			\$0	
			\$0	
			\$0	

**Revenue**

Special Use Revenue – BB2110.1	\$500	\$13,500	\$13,000	To adjust for additional revenue in excess of budgeted line item.
Sub Division Review & Site Plan – BB2115.0	\$4,500	\$14,500	\$10,000	To adjust for additional revenue in excess of budgeted line item.
Building Permits BB255.1	\$75,000	\$87,000	\$ 12,000	To adjust for additional revenue in excess of budgeted line item.
Sales Tax Revenue BB1120	\$235,642	\$200,642	(\$35,000)	To adjust for additional revenue in excess of budgeted line item.
			\$0	
			\$0	

The Town Board then voted upon roll call:

Councilman Messa	-	Aye
Councilman Cittadino	-	Aye
Councilman Reynolds	-	Aye
Councilman Woodland	-	Aye
Supervisor Miscione	-	Aye.

This Resolution was declared unanimously carried and duly **ADOPTED**.

Councilman Reynolds moved the adoption of the following Resolution; seconded by Councilman Messa:

**(RESOLUTION NO. 503 OF 2018)**

**RESOLVED** that the New Hartford Town Board does hereby authorize and direct the Finance/Accounting department to make the following 2018 Budget adjustments:

Highway Whole-town

<u>Expense</u>	<u>Current Budget Amount</u>	<u>Proposed Budget Amount</u>	<u>Increase (Decrease)</u>	<u>Explanation</u>
Chenango Road Bridge Repair DA5120.4	\$0	\$15,441	\$15,441	To adjust for expenditure made for Chenango road bridge repair- to be reimbursed by NYS multi-modal Grant.
			\$0	
			\$15,441	
			\$15,441	

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**Revenue**

State Aid- Multi-Modal Grant (Chenango Rd. Bridg DA3505.1	\$0	\$0	\$15,441	To adjust for expenditure made for Chenango Road Bridge – Repair – To be reimbursed by NYS Multi-Modal Grant.
Total Revenue Adjustment			\$15,441	

The Town Board then voted upon roll call:

Councilman Messa	-	Aye
Councilman Cittadino	-	Aye
Councilman Reynolds	-	Aye
Councilman Woodland	-	Aye
Supervisor Miscione	-	Aye.

This Resolution was declared unanimously carried and duly **ADOPTED**.

Councilman Messa moved the adoption of the following Resolution; seconded by Councilman Cittadino:

**(RESOLUTION NO. 504 OF 2018)**

**RESOLVED** that the New Hartford Town Board does hereby authorize and direct the Finance/Accounting department to make the following 2018 Budget adjustments:

General Whole-town

<b>Expense</b>	<b>Current Budget Amount</b>	<b>Proposed Budget Amount</b>	<b>Increase (Decrease)</b>	<b>Explanation</b>
Contractual – Rec Center AA7020.04	\$31,500	\$66,500	\$35,000 \$0	To adjust for various Part- town paid from Whole- town
Total Expense Adjustment			\$35,000	

**Revenue**

Sales Tax Revenue AA1120.0	\$869,615	\$904,615	\$35,000	To adjust for various part-town IT costs (Police) Paid from Whole- Town
Total Revenue Adjustment			\$35,000	

The Town Board then voted upon roll call:

Councilman Messa	-	Aye
Councilman Cittadino	-	Aye
Councilman Reynolds	-	Aye
Councilman Woodland	-	Aye



Supervisor Miscione - Aye.

This Resolution was declared unanimously carried and duly **ADOPTED**.

**Debt Service Fund**

Due to the Town recently changing to a new accounting software, the Town Supervisor would like to establish a Debt Service fund. Councilman Messa offered the following Resolution for adoption; seconded by Councilman Woodland:

**(RESOLUTION NO. 505 OF 2018)**

**RESOLVED**, that the New Hartford Town Board does hereby create a Debt Service Fund, which would act as a “holding account” for monies received before the Town is able to make payments. The Town Attorney will look into how the account should be set up in regards to Whole Town vs. Part Town budget items.

A roll call vote ensued:

Councilman Messa	-	Aye
Councilman Cittadino	-	Aye
Councilman Reynolds	-	Aye
Councilman Woodland	-	Aye
Supervisor Miscione	-	Aye.

This Resolution was declared unanimously carried and duly **ADOPTED**.

**DIRECTOR OF SENIOR SERVICES**

**Grant- Transfer of Money**

Director of Senior Services Eileen Spellman would like to place the remaining funds in the 2018 contractual budget into the equipment budget. Since the total amounts to be changed were not available at the time of the Board Meeting it was the consensus of the Board to return to this matter at another time.

**PUBLIC SAFETY AND COURTS**

**2019 ACO Contract with Stevens –Swan Humane Society**

Upon recommendation of the Police Chief, Councilman Reynolds offered the following Resolution for adoption; seconded by Councilman Cittadino:

**(RESOLUTION NO. 506 OF 2018)**

**RESOLVED** that the New Hartford Town Board does hereby authorize and direct the Town Supervisor to enter into and to execute an Agreement between the Town of New Hartford and the Stevens-Swan Humane Society of Oneida County, Inc., for fiscal year 2019, wherein said Humane Society will provide sheltering only for dogs and cats which are picked up within the

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boundaries of the Town of New Hartford, in accordance with the terms and conditions set forth therein.

A roll call vote ensued:

Councilman Messa	-	Aye
Councilman Cittadino	-	Aye
Councilman Reynolds	-	Aye
Councilman Woodland	-	Aye
Supervisor Miscione	-	Aye.

This Resolution was declared unanimously carried and duly *ADOPTED*.

TOWN CLERK

**Setting Date for first Town Board Meeting of 2019/ Organizational Meeting**

Councilman Reynolds moved the adoption of the following Resolution; seconded by Councilman Messa:

**(RESOLUTION NO. 507 OF 2018)**

**BE IT RESOLVED** that the first Town Board meeting for the New Year, will be on Wednesday, January 2, 2019 at 6:00P.M. at the New Town Hall, located at 8635 Clinton Street, New Hartford, NY 13413.

A roll call vote ensued:

Councilman Messa	-	Aye
Councilman Cittadino	-	Aye
Councilman Reynolds	-	Aye
Councilman Woodland	-	Aye
Supervisor Miscione	-	Aye.

This Resolution was declared unanimously carried and duly *ADOPTED*.

TOWN SUPERVISOR

**Procurement Policy**

Councilman Messa moved the adoption of the following Resolution; seconded by Councilman Cittadino:

**(RESOLUTION NO. 508 OF 2018)**

**WHEREAS**, the Town of New Hartford has heretofore adopted its Purchasing Policies and Procedural Manual on January 1, 1992 which thereafter revised on July 10, 2013 and August 10, 2016, and

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**WHEREAS**, said manual currently states as follows:

When merchandise is received in the departments and quantities and items checked, the voucher, signed by both the vendor and the department head, is sent to the Finance Department, along with the original invoices (see Payment of Vouchers below), and

**WHEREAS**, New York State Law does not currently mandate vendor signatures on vouchers, it is

**RESOLVED** that the Purchasing Policies and Procedural Manual of the Town of New Hartford is **AMENDED** to **DELETE** the section set forth above and in its place provide as follows:

When merchandise is received in the departments and quantities and items checked, the voucher signed by the department head is sent to the Finance Department along with the original invoices (see Payment of Vouchers below)

Except as modified herein, all other provisions set forth in the Purchasing Policies and Procedural Manual are **AFFIRMED** herein.

A roll call vote ensued:

Councilman Messa	-	Aye
Councilman Cittadino	-	Aye
Councilman Reynolds	-	Aye
Councilman Woodland	-	Aye
Supervisor Miscione	-	Aye.

This Resolution was declared unanimously carried and duly **ADOPTED**.

**Approval of Lighting for Town Hall – Change Order**

The Town Supervisor received the following quotes for 225 LED 2x2 lighting for the new Town Hall:

- Home Depot – \$44.50 per light – \$10,012.50
- Crescent Electric – \$50.00 per light - \$11,250.00
- Kirby Risk Electric- - \$62.49 per light - \$14,060.25

The following Resolution was offered for adoption by Councilman Reynolds and duly seconded by Councilman Cittadino:

**(RESOLUTION NO. 509 OF 2018)**

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**RESOLVED**, that the New Hartford Town Board does hereby accept the low quote submitted by Home Depot for Two Hundred and Twenty Five (225) LED 2x2 lights at a total cost of \$10,012.50.

Upon roll call, the Board members voted as follows:

Councilman Messa	Aye
Councilman Cittadino	Aye
Councilman Reynolds	Aye
Councilman Woodland	Aye
Supervisor Miscione	Aye

The Resolution was declared unanimously carried and duly **ADOPTED**.

**Return of Mitigation Deposit**

Upon recommendation of the Town Supervisor, Councilman Woodland offered the following Resolution for adoption; seconded by Councilman Reynolds:

**(RESOLUTION NO. 510 OF 2018)**

**WHEREAS**, the parking lot improvement for the Special Metals Federal Credit Union project has been completed;

**BE IT RESOLVED**, that the Town Board does hereby authorize the release of the \$400.00 that Special Metals submitted as a retainer until the project was complete.

Upon roll call, the Board members voted as follows:

Councilman Messa	Aye
Councilman Cittadino	Aye
Councilman Reynolds	Aye
Councilman Woodland	Aye
Supervisor Miscione	Aye

The Resolution was declared unanimously carried and duly **ADOPTED**.

**Willowvale Fire Banquet**

The Willowvale Fire Banquet will be on Saturday, February 2, 2019 at Valentino's Banquet Hall at 6:00 PM.

**Call for Special Town Board meeting**

It was consensus of the Town Board to conduct a Special Meeting on, Friday, December 21, 2018, commencing at 12:15P.M. in Butler Memorial Hall, to address the issue of bids for the 20 – ton rooftop mounted furnace that is needed for the new Town Hall.

**Replenish Petty Cash – Highway**

Councilman Woodland offered the following Resolution for adoption; seconded by Councilman Messa:

**(RESOLUTION NO. 511 OF 2018)**

**RESOLVED** that the New Hartford Town Board does hereby approve to replenish the Highway Superintendent Office Petty Cash in the amount of Two Hundred Sixty Nine Dollars and Eighty Nine Cents (\$269.89) with the receipts to substantiate various purchases.

The Town Board voted upon roll call as follows:

Councilman Messa	-	Aye
Councilman Cittadino	-	Aye
Councilman Reynolds	-	Aye
Councilman Woodland	-	Aye
Supervisor Miscione	-	Aye.

This Resolution was declared unanimously carried and duly **ADOPTED**.

**Awarding of Plaque to Councilman Cittadino**

Councilman Reynolds offered the following Resolution for adoption; seconded by Councilman Woodland:

**(RESOLUTION NO. 512 OF 2018)**

**BE IT RESOLVED** that the Town Board of the New Hartford hereby awards Second Ward Councilman Cittadino his plaque, as a memorial of his time dedicated to the Town of New Hartford.

The Town Board voted upon roll call as follows:

Councilman Messa	-	Aye
Councilman Cittadino	-	Aye
Councilman Reynolds	-	Aye
Councilman Woodland	-	Aye
Supervisor Miscione	-	Aye.

This Resolution was declared unanimously carried and duly **ADOPTED**.

**Return of Bid- Bonds**

Councilman Reynolds offered the following Resolution for adoption; seconded by Councilman Messa:

**(RESOLUTION NO. 513 OF 2018)**

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**BE IT RESOLVED** that any Bid Bonds received for the FEMA properties along Oneida Street in Chadwicks, New York be returned to the appropriate companies.

The Town Board voted upon roll call as follows:

Councilman Messa	-	Aye
Councilman Cittadino	-	Aye
Councilman Reynolds	-	Aye
Councilman Woodland	-	Aye
Supervisor Miscione	-	Aye.

This Resolution was declared unanimously carried and duly **ADOPTED**.

**Second Ward Councilman- Swearing In**

It is the consensus of the Town Board that the new Second Ward Councilman Richard Lenart be sworn in by the Town Clerk Gail Wolanin Young at the January 2, 2019 Town Board meeting.

**ADJOURNMENT**

There being no further business to come before the Town Board, upon motion of Councilman Messa and seconded by Councilman Reynolds, the meeting was adjourned at 6:27 P.M.

Respectfully submitted,  
Town Clerk's Office  
Gail Wolanin Young, Town Clerk

Allison Adams  
Deputy Town Clerk II