

**ORGANIZATIONAL MEETING OF THE TOWN BOARD
OF THE TOWN OF NEW HARTFORD, NEW YORK,
HELD AT TOWN HALL, 8635 CLINTON STREET, NEW HARTFORD, NY ON
TUESDAY, JANUARY 2, 2024 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 John Latini
Councilman David M. Reynolds
Councilman David Tehan
Supervisor Paul A. Miscione

OTHER TOWN OFFICIALS/EMPLOYEES PRESENT:

Deputy Town Supervisor, Anthony J. Trevisani
Town Attorney, Herbert Cully
Town Clerk, Cheryl A. Jassak-Huther
Highway Superintendent, Richard Sherman
Personnel Technician, Barbara Schwenzfeier
Bookkeeper to Supervisor, Deanna Spina

Thereafter a quorum was declared present for the transaction of business.

2024 Organizational Resolutions

The following Resolution was introduced for adoption by Councilman Latini and duly seconded by Councilman Reynolds:

(RESOLUTION NO. 1 OF 2024)

RESOLVED that the Town Board of the Town of New Hartford does hereby establish the normal operating hours for the Town of New Hartford offices to be 8:00 A.M. through 4:00 P.M., Mondays through Fridays during Fiscal Year 2024;

RESOLVED that Paul A. Miscione, Supervisor of the Town of New Hartford, New York, be and he hereby is authorized and directed to sign all checks for the disbursement of funds of the Town of New Hartford for the Fiscal Year 2024;

RESOLVED that the New Hartford Town Board does hereby re-adopt the “*TOWN OF NEW HARTFORD EMPLOYEES HANDBOOK*”, prepared by AMTEK, dated September 15, 1999, and thereafter amended from time to time. Also adopted herewith is the Non-Union Benefits and Compensation document with updates.

RESOLVED that the New Hartford Town Board does hereby establish the mileage rate at sixty-seven cents (\$.67) for all Town Officials and employees while performing regular and continuous business

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transactions in and for the Town of New Hartford during the Fiscal Year 2024; Effective January 11, 2017, Officials and employees shall be paid for travel as provided in the Internal Revenue Service (IRS) rules and regulations; namely, from the town office to the destination and return to the town office;

RESOLVED that the Town Board of the Town of New Hartford does hereby designate as Official Depositories in which all funds of the Town of New Hartford shall be deposited in 2024 the following institutions:

- BNY Mellon
- Chase Bank
- NBT Bank, N.A.
- Adirondack Bank (to include tax collection)
- Wilmington

and that the Town Supervisor or Deputy Town Supervisor of said Town be and hereby is authorized and directed to secure a Pledge of Security covering the maximum amount of money the Town would have on deposit at any one time during the Fiscal Year 2024 from each of the Official Depositories designated. A written security agreement and custodial agreement (which can be combined into one document) must be obtained. The Town, however, will try to have delivery of the collateral to an unrelated third party. If this cannot be affected, then all pertinent legal and financial risks will be evaluated;

RESOLVED that the Town Board of the Town of New Hartford does hereby authorize the Town Supervisor or Deputy Town Supervisor of the said Town to deposit funds not needed for immediate expenditures in the form of interest-bearing Certificates of Deposit, Repurchase Agreements, Treasury Bills and Money Market Certificates with the Official Depositories listed in the official Investment Policy of the Town, which policy is presented herein as a separate Resolution;

RESOLVED that the New Hartford Town Board does hereby appoint Anthony J. Trevisani as Marriage Officer in and for the Town of New Hartford for a one-year term commencing January 1, 2024, and ending December 31, 2024, with no remuneration;

RESOLVED that the Town Board of the Town of New Hartford does hereby re-appoint the President of the New Hartford Historical Society as the Town's Historian for Fiscal Year 2024 at a contractual sum of **\$3,700.00** payable to the Historical Society. Jeffrey Madden was re-appointed as the president;

RESOLVED that the New Hartford Town Board does hereby confirm the Supervisor's appointment of Anthony J. Trevisani as Deputy Town Supervisor, to serve at the pleasure of the Town Supervisor, with a corresponding stipend of One Thousand Two Hundred Dollars (\$1,200) annually;

RESOLVED that Anthony J. Trevisani, Deputy Town Supervisor of the said Town be, and he hereby is authorized and directed to sign all checks for disbursements of funds of said Town for Fiscal Year 2024, in the absence of the Town Supervisor;

RESOLVED that the New Hartford Town Board does hereby authorize the Town Supervisor or Bookkeeper to Supervisor to pay bills/expenses to National Grid, to the Mohawk Valley Water Authority, to all telephone carriers, Credit Cards; to the Town's designated vendors for all insurance premiums, to Ford Credit, to Verizon On-line, to Spectrum, and to the United States Postal Service (electronic replenishing of postage meter), Keybank, without prior final audit by the Town Board and does further

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authorize the Town Supervisor or Personnel Technician to pay bills/expenses to the New York State and Local Retirement Systems (Employees' Retirement System and Police and Fire Retirement System) for employer contributions without prior final audit by the Town Board;

RESOLVED that the New Hartford Town Board does hereby re-adopt the Purchasing Policies and Procedural Manual, originally adopted on January 1, 1992 and revised on December 5, 2018.

RESOLVED that the New Hartford Town Board does hereby re-adopt the Official Investment Policy for the Town of New Hartford originally adopted on March 3, 1993, last amended on July 13, 2013, and in accordance with Chapter 708 of the Laws of 1992;

RESOLVED that the Town Board of the Town of New Hartford does hereby designate The Rome Sentinel as the Town's official newspaper for Fiscal Year 2024.

RESOLVED that the Rules of Procedure which were initially adopted April 21, 1965, and amendments thereto, are hereby affirmed and re-adopted by the New Hartford Town Board for Fiscal Year 2024 as set forth in the attached Schedule "A" that is made a part of this Resolution;

SCHEDULE "A"
RULES OF PROCEDURE

I. REGULAR MEETINGS:

Regular meetings of the New Hartford Town Board shall be held in the Town of New Hartford Municipal Building, 8635 Clinton Street, New Hartford, New York, on the following days commencing at 6:00 P.M. for the Fiscal Year 2024, unless otherwise changed and publicized:

January 24
February 7
March 6
April 17
May 8
June 5
July 10
August 7
September 4, September 18
*October 2, **October 16
***November 6, November 20
December 11

*(Tentative Budget to Town Board)

**October ... (preliminary budget to be adopted)

***November ... (annual budget adoption deadline)

II. SPECIAL MEETINGS:

The Supervisor may, and upon written request of two (2) members of the Board, call a special meeting of the Town Board at any time by giving at least three (3) days' notice in writing (email) to the Town Clerk and other members of the Board of the time when and the place where the meeting is to be held.

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III. QUORUM:

A majority of the Board shall constitute a quorum for the transaction of business, but a lesser number may adjourn.

IV. VOTING UPON QUESTIONS:

Every act, motion or resolution shall require for its adoption the affirmative vote of a majority of all members of the Town Board, except in such instances in which a large number of affirmative votes shall be required by law. The vote upon every question shall be taken by Ayes and nays, and the names of the members present and their votes shall be entered in the minutes.

V. STANDING COMMITTEES:

The Supervisor shall appoint the following Standing Committees (refer to page 8):

- Assessor
- Human Resource
- IT Committee
- Public Safety and Courts
- Public Works and Sewer
- Senior Citizens
- Town Clerk
- Village/Town/School Liaison
- Zoning (Codes) and Planning
- Library
- Parks and Recreation

Such Committees shall consist of members of the Board and shall assist the Town Board in the performance of its duties with reference to such matters as may from time to time be referred to such Committees.

VI. SPECIAL COMMITTEES:

The Town Board may, from time to time, appoint such Special Committees as may be deemed desirable to assist the Board in performance of its duties. Such Committees may include Town Officers other than Board members in their membership in an advisory capacity only.

- Each group is to consist of at least one (1) Town Board member and one (1) Department Head, which act in an ADVISORY CAPACITY only, unless prohibited by law
- Each group is to have at least
 - A written list of objectives
 - A Chairperson who is to be recommended by the group's members and submitted to the Town Board for approval. Duties of Chairperson shall include:
 1. Chair open meetings
 2. Act as the official spokesperson for said group
 - Vice-Chairperson is to be appointed directly by the group members. Duties of Vice-Chairperson shall include:

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Assume the duties of the Chairperson in his/her absence

- Maximum number of members to be determined by the Department Head. Unexcused absence from four (4) consecutive meetings is cause for removal of member(s) by the Chairperson
- If possible, each group shall consist of one member from each of the four (4) Wards in the Town. Selection of Members:
 1. Participation shall be based on written request to the Department Head for consideration.
 2. Appointed by the Town Board
 3. If there are more volunteers than openings, membership shall be determined by the Department Head who shall consider:
 - i. Resume or list of qualifications
 - ii. Personal interview
- Term limits not to exceed two (2) four-year terms, which shall be staggered
- Remuneration to members shall require Town Board budget approval
- Department Heads shall maintain a list of all appointments and terms which shall be reviewed annually with the Town Board and filed with the Town Clerk's Office
- This policy EXCLUDES:
 - Zoning Board of Appeals
 - Planning Board
 - Board of Assessment Review
 - Police Commission
 - Library Board of Trustees

All member terms of the above boards/committees/commissions shall be posted on the Town's website so that the public is aware of when terms end and that any individual desiring to serve on a board, committee, commission must submit their letter of interest/resume to the Town Supervisor's Office at least six (6) months in advance of the term expiration.

Discussion: Councilman Tehan – did not see any listing of names and their terms for Town Board Members, Zoning Board of Appeals, Planning Board and Library Board of Trustees listed on the Town's Website – these items need to be reviewed; Supervisor Miscione said we can add the Terms of the members to the website

VII. ORDER OF BUSINESS:

The business of all regular meetings of the Town Board shall be transacted in the following order:

- Reading of minutes of previous meeting, unless waived by a majority of the members of the Board present
- Public Hearings (6:00 P.M.)

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- Consideration of Public Presentations
- Reports of Town Officials presented by the Chairperson of the respective Standing Committee
- Reports of Standing Committees
- Reports of Special Committees
- Consideration of matters submitted by Town Board members
- Consideration of matters submitted by Town Supervisor in the following order:
 - Financial and other routine reports
 - Miscellaneous communications
 - Unfinished business
 - New business.

VIII. LEGISLATIVE MATTERS:

All resolutions, ordinances and local laws, other than routine resolutions approving payment of bills, minutes and like matters, shall be in writing and filed with the Town Clerk and made available to Board members not later than the Saturday prior to the meeting at which they are to be introduced unless this provision be waived as to any such resolution, ordinance or local law by a majority of the members of the Board present at such meeting.

Resolutions, ordinances and local laws shall be introduced in the regular order of business and shall be read aloud by the Town Clerk before being acted upon by the Board.

IX. ABSENCE OF SUPERVISOR:

In the absence of the Supervisor, the Deputy Supervisor shall call the Town Board to order and shall be Chairman of the meeting; and, in the absence of the Supervisor and the Deputy Supervisor, then the Town Clerk shall call the Town Board to order and if a quorum be present, the Town Board shall elect one of its members as Chairman of the meeting.

X. MEMBERS MAY NOT ABSENT THEMSELVES:

No member of the Town Board may absent himself from a meeting of the Town Board for more than ten (10) minutes at a time unless for good cause he is excused by the Supervisor.

XI. REFUSAL TO VOTE:

Each member of the Board shall vote upon each question presented unless for good cause he is excused present to Town Law.

XII. PARLIAMENTARY RULES:

Except as otherwise provided herein, all parliamentary questions shall be decided in accordance with the latest edition of Roberts' Rules of Order, revised, for deliberative assemblies.

XIII. SUSPENSION OF RULES:

Any rule of the Town Board may at any time be temporarily suspended for special reasons by a majority vote of all of the members of the Town Board present at a meeting thereof. No permanent alteration may be made except by resolution in writing duly filed with the Town Clerk prior to the meeting at which such amendment is introduced.

The Town Board voted upon roll call, resulting as follows:

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Councilman Messa	-	Aye
Councilman Latini	-	Aye
Councilman Reynolds	-	Aye
Councilman Tehan	-	Aye
Supervisor Miscione	-	Aye

The Resolutions were unanimously carried and duly *ADOPTED*.

XIV. Appointment – Planning Board Chairman

The following Resolution was then introduced for adoption by Councilman Reynolds and duly seconded by Councilman Latini:

(RESOLUTION NO. 2 OF 2024)

RESOLVED, that the New Hartford Town Board does hereby re-appoint Heather Mowat as Chairman of the Planning Board for a one (1) year term commencing January 1, 2024 and ending December 31, 2024.

The Town Board voted upon roll call, resulting as follows:

Councilman Messa	-	Aye
Councilman Latini	-	Aye
Councilman Reynolds	-	Aye
Councilman Tehan	-	Aye
Supervisor Miscione	-	Aye

The Resolutions were unanimously carried and duly *ADOPTED*.

XV. Appointment – Chairman - Zoning Board of Appeals

The following Resolution was then introduced for adoption by Councilman Messa and duly seconded by Councilman Reynolds:

(RESOLUTION NO. 3 OF 2024)

RESOLVED, that the New Hartford Town Board does hereby re-appoint Randy Bogar as Chairman of the Zoning Board of Appeals for a one (1) year term commencing January 1, 2024 and ending December 31, 2024.

The Town Board voted upon roll call, resulting as follows:

Councilman Messa	-	Aye
Councilman Latini	-	Aye
Councilman Reynolds	-	Aye
Councilman Tehan	-	Aye
Supervisor Miscione	-	Aye

The Resolutions were unanimously carried and duly *ADOPTED*.

XVI. Appointment – CHAIRMAN – Police Commission

The following Resolution was then introduced for adoption by Councilman Reynolds and duly seconded by Councilman Messa:

(RESOLUTION NO. 4 OF 2024)

RESOLVED, that in accordance with the Town Code, Chapter 24, Police Commission, Section 24-3, Paragraph E. the Town Board does hereby re-appoint Patrick Cardinale as Chairman of the Town Police Commission for a one-year term beginning January 1, 2024 and ending December 31, 2024.

The Town Board voted upon roll call, resulting as follows:

Councilman Messa	-	Aye
Councilman Latini	-	Aye
Councilman Reynolds	-	Aye
Councilman Tehan	-	Aye
Supervisor Miscione	-	Aye

The Resolutions were unanimously carried and duly *ADOPTED*.

XVII. Appointment – STANDING COMMITTEE

The following Resolution was then introduced for adoption by Councilman Latini and duly seconded by Councilman Tehan.

(RESOLUTION NO. 5 OF 2024)

RESOLVED, that in accordance with the Town Law, Town Board does hereby appoint standing committees for a one-year (1) term commencing January 1, 2024 and ending December 31, 2024.

Committee	Chairperson	Co-Chairperson	Department Head
Assessor	Miscione	Reynolds	Abbatecola
IT Committee	Tehan	Latini	Schwenzfeier
Library	Miscione	Reynolds	Anne DuRoss
Parks and Recreation	Miscione	Reynolds	Randall/Jassak-Huther
Personnel	Tehan	Latini	Schwenzfeier
Public Safety and Courts	Miscione	Reynolds	Chief Fontaine
Public Works and Sewers	Tehan	Latini	Sherman
School/Village/Town Liaison	Reynolds	Messa	Dr. Cosimo Tangorra, Jr.
Senior Citizens	Reynolds	Messa	Kelly Walters
Town Clerk	Miscione	Messa	Jassak-Huther
Zoning (Codes) and Planning	Miscione	Reynolds	Shaw

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The Town Board voted upon roll call, resulting as follows:

Councilman Messa	-	Aye
Councilman Latini	-	Aye
Councilman Reynolds	-	Aye
Councilman Tehan	-	Aye
Supervisor Miscione	-	Aye

The Resolutions were unanimously carried and duly *ADOPTED*.

XVIII. TOWN CLERK DEPARTMENT MATTERS

1. **Re-Appointment – Registrar of Vital Statistics**

The following Resolution was introduced for adoption by Councilman Reynolds and duly seconded by Councilman Latini:

(RESOLUTION NO. 6 OF 2024)

RESOLVED that the New Hartford Town Board does hereby approve Town Supervisor Miscione to re-appoint Cheryl Jassak-Huther as Registrar of Vital Statistics for the Town of New Hartford, commencing January 1, 2024 and ending December 31, 2024.

The Town Board voted upon roll call, resulting as follows:

Councilman Messa	-	Aye
Councilman Latini	-	Aye
Councilman Reynolds	-	Aye
Councilman Tehan	-	Aye
Supervisor Miscione	-	Aye

The Resolutions were unanimously carried and duly *ADOPTED*.

2. **Oneida County Youth Bureau – 2024**

The following Resolution was then introduced for adoption by Councilman Latini and duly seconded by Councilman Messa:

(RESOLUTION NO. 7 OF 2024)

RESOLVED, that the New Hartford Town Board does hereby approve to set the Public Hearing for the Oneida County Youth Bureau Youth Employment Program – allowing Cheryl Jassak-Huther to take on an additional position and accept the addition to her salary of \$3,500.00 (public hearing date – January 24, 2024.)

The Town Board voted upon roll call, resulting as follows:

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Councilman Messa	-	Aye
Councilman Latini	-	Aye
Councilman Reynolds	-	Aye
Councilman Tehan	-	Aye
Supervisor Miscione	-	Aye

The Resolutions were unanimously carried and duly **ADOPTED**.

3. **Veterans Memorial Park** – Cheryl Jassak-Huther will be in charge of the Veterans Memorial park (Christmas decorations and will set up a committee with Residents); as well as landscaping – she will get three bids for stamped concrete and start pricing new monuments and will form a committee with the residents for flowers/decorations and stay on top of the maintenance with the Parks Department/Highway Department; Rick Sherman would like to be part of the committee

The following Resolution was then introduced for adoption by Councilman Messa and duly seconded by Councilman Latini:

(RESOLUTION NO. 8 OF 2024)

RESOLVED, that the New Hartford Town Board does hereby approve Cheryl Jassak-Huther as Chairman, of the Veterans Memorial Park Revitalization (Holiday decorations, flowers, etc.).

The Town Board voted upon roll call, resulting as follows:

Councilman Messa	-	Aye
Councilman Latini	-	Aye
Councilman Reynolds	-	Aye
Councilman Tehan	-	Aye
Supervisor Miscione	-	Aye

The Resolutions were unanimously carried and duly **ADOPTED**.

The following Resolution was then introduced for adoption by Councilman Reynolds and duly seconded by Councilman Messa:

(RESOLUTION NO. 9 OF 2024)

RESOLVED, that the New Hartford Town Board does hereby approve Richard Sherman as Co-Chairman, of the Veterans Memorial Park Revitalization (Holiday decorations, flowers, etc.).

The Town Board voted upon roll call, resulting as follows:

Councilman Messa	-	Aye
Councilman Latini	-	Aye
Councilman Reynolds	-	Aye
Councilman Tehan	-	Aye

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Supervisor Miscione - Aye

The Resolutions were unanimously carried and duly *ADOPTED*.

4. **NYS Gaming Commission – Raffle Consent**

The following Resolution was then introduced for adoption by Councilman Latini and duly seconded by Councilman Tehan:

(RESOLUTION NO. 10 OF 2024)

RESOLVED, that the New Hartford Town Board does hereby allow Notre Dame Jr./Sr. High School to sell raffle tickets in the Town of New Hartford (beginning 11/15/2023 - retroactive) and Cheryl Jassak-Huther to sign the NYS Gaming Commission Raffle Consent form giving permission.

The Town Board voted upon roll call, resulting as follows:

Councilman Messa	-	Aye
Councilman Latini	-	Aye
Councilman Reynolds	-	Aye
Councilman Tehan	-	Aye
Supervisor Miscione	-	Aye

The Resolutions were unanimously carried and duly *ADOPTED*.

5. **Secretary – Town Clerk’s Office**

Councilman Latini introduced the following Resolution for adoption and duly seconded by Councilman Reynolds:

(RESOLUTION NO. 11 OF 2024)

RESOLVED, that the New Hartford Town Board does hereby approve for the Town of New Hartford to create a Secretary position, full-time, tested position for Denise Hensel to start Full-Time with benefits, in budget (currently part-time). She will need to pass the Civil Service Exam; effective January 2, 2024.

The Town Board voted upon roll call, resulting as follows:

Councilman Messa	-	Aye
Councilman Latini	-	Aye
Councilman Reynolds	-	Aye
Councilman Tehan	-	Aye
Supervisor Miscione	-	Aye

The Resolutions were unanimously carried and duly *ADOPTED*.

XIX. Appointment – BOARD OF ETHICS

The following Resolution was then introduced for adoption by Councilman Reynolds and duly seconded by Councilman Latini:

(RESOLUTION NO. 12 OF 2024)

RESOLVED, that the New Hartford Town Board does hereby appoint Ralph B. Humphreys, Richard Pratt and Councilman Tehan to the Board of Ethics.

The Town Board voted upon roll call, resulting as follows:

Councilman Messa	-	Aye
Councilman Latini	-	Aye
Councilman Reynolds	-	Aye
Councilman Tehan	-	Aye
Supervisor Miscione	-	Aye

The Resolutions were unanimously carried and duly **ADOPTED**.

XX. 2024 Salary Schedule

The following Resolution was then introduced for adoption by Councilman Latini and duly seconded by Councilman Reynolds:

(RESOLUTION NO. 13 OF 2024)

WHEREAS, Town Law, Section 27, provides that the Town Board of each town shall fix, from time to time, the salaries of all officers, officials and employees of said town, whether elected or appointed, and determine when the same shall be payable;

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of New Hartford does hereby approve and establish the following Schedule of 2024 Salaries for the employees and officials of the Town of New Hartford, payable in the manner designated:

2024 Salaries

WHEREAS, Town Law, Section 27, provides that the Town Board of each town shall fix, from time to time, the salaries of all officers, officials and employees of said town, whether elected or appointed, and determine when the same shall be payable;

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of New Hartford does hereby approve and establish the following Schedule of 2024 Salaries for the employees and officials of the Town of New Hartford, payable in the manner designated:

<u>Title and Name</u>	<u>2024 Rate</u>	<u>2024 Salary</u>	<u>Manner of Payment</u>
Councilman James Messa		\$16,000	bi-weekly

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Councilman John Latini	\$16,000	bi-weekly	
Councilman David M. Reynolds	\$16,000	bi-weekly	
Councilman David Tehan	\$16,000	bi-weekly	
Town Justice Kevin Copeland	\$30,450	bi-weekly	
Senior Justice William Virkler	\$ 3,564	bi-weekly	
Town Justice William M. Virkler	\$30,450	bi-weekly	
Clerk to Court Justice Dorothy Spina	\$23.09/hr		bi-weekly
Court Attendant John Abounader	\$25.00/hr.	bi-weekly	
Court Attendant Raymond Hamo	\$25.00/hr	bi-weekly	
Court Attendant Jerome Murray	\$25.00/hr.	bi-weekly	
Clerk to Court Justice Gertrude Pick	\$22.00/hr		bi-weekly
Clerk PT (or Clerk) Meghann Wheat	\$19.82/hr		bi-weekly
Supervisor Paul Miscione	\$32,000	bi-weekly	
Deputy Town Supervisor Anthony Trevisani	\$ 1,200		annually
Secretary Christina Lacy	\$22.00/hr	bi-weekly	
Bookkeeper to Supervisor Deanna Spina	\$22.00/hr		bi-weekly
Assessor Darlene Abbatecola	\$37.21/hr	bi-weekly	
Real Property TSA Teresa Webb	\$23.99/hr	bi-weekly	
Assessor PT Clerk	\$ 0.00/hr	bi-weekly	
BAR Member Wilmar Sifre	\$ 400	annually	
BAR Chairman Duane C. Farr	\$ 500	annually	
BAR Member Anthony Trevisani	\$ 400	annually	
BAR Member Byron W. Elias	\$ 400	annually	
BAR Member Jonathan Purdy	\$ 400	annually	
Town Clerk Cheryl Jassak-Huther	\$61,672	bi-weekly	
Deputy Town Clerk I Donna Owens	\$22.00/hr		bi-weekly
Deputy Town Clerk II	\$22.00/hr	bi-weekly	
Clerk PT Denise Hensel	\$22.00/hr	bi-weekly	
Clerk PT Shannon Madore	\$18.90/hr	bi-weekly	
Asst. Dir. of Personnel Barbara Schwenzfeier	\$46.91/hr		bi-weekly
Town Attorney Herbert J. Cully	\$85,000	bi-weekly	
Cleaner,	\$19.10/hr	bi-weekly	
*Police Chief Ronald Fontaine	\$65.81/hr	bi-weekly	
*Police Lieutenant Thomas Hulser	\$55.21/hr)	bi-weekly	
*Police Officer Kristy Allen	\$34.57/hr)	bi-weekly	
*Police Officer Annemarie Brelinsky	\$40.20/hr)		bi-weekly
*Police Officer Eric Cappelli	\$40.20/hr)	bi-weekly	
*Police Officer Robert Cornish	\$37.38/hr)	bi-weekly	
*Police Officer Sanel Galijasevic	\$40.20/hr)	bi-weekly	
*Police Officer Justin Gehringer	\$42.21/hr)	bi-weekly	
*Police Officer Brett Grabeldinger	\$37.38/hr)	bi-weekly	
*Police Officer Emrah Latic	\$40.20/hr)	bi-weekly	
*Police Officer Mark Moskal	\$40.20/hr)	bi-weekly	
*Police Officer Patrick Sacco	\$40.20/hr)	bi-weekly	
*Police Officer Adam Sardina	\$37.38/hr)	bi-weekly	
*Police Officer Stacie Skidmore	\$40.20/hr)	bi-weekly	

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*Police Officer Andrew Sobel	\$40.20/hr)	bi-weekly	
*Police Officer Nicholas Spina	\$40.20/hr)	bi-weekly	
*Police Officer Jordan Spinella	\$42.21/hr)	bi-weekly	
*Police Officer Part-time Barton Paczkowski	\$40.20/hr)		bi-weekly
*Police Officer Part-time Joseph Zwijacz	\$40.20/hr)		bi-weekly
*Police Officer Part-time Donald Cinque	\$40.20/hr)		bi-weekly
*Police Officer Part-time Paul Colburn	\$40.20/hr)		bi-weekly
*Police Officer Part-time Gaetano LaGatta	\$40.20/hr)		bi-weekly
*Police Officer Part-time Jason Livingston	\$40.20/hr)		bi-weekly
*Police Officer Part-time Anthony Salerno	\$40.20/hr)		bi-weekly
*Police Officer Part-time Michael Slade	\$40.20/hr)		bi-weekly
*Police Officer Part-time Richard Wehrle	\$40.20/hr)		bi-weekly
*Police Sergeant Andrew Allen	\$47.70/hr)	bi-weekly	
*Police Sergeant Peter Allen	\$47.70/hr)	bi-weekly	
*Police Sergeant Jeffrey Emerson	\$47.70/hr)	bi-weekly	
*Police Sergeant W. Jason Freiberger	\$47.70/hr)		bi-weekly
*Police Sergeant Matthew Sica III	\$47.70/hr)	bi-weekly	
School Crossing Guard Judith Butler	\$12.01/hr		bi-weekly
School Crossing Guard MaryAnn Jordan	\$12.01/hr		bi-weekly
School Crossing Guard Jacqueline Mosakowski	\$12.01/hr		bi-weekly
School Crossing Guard Peter Rebisz	\$12.01/hr		bi-weekly
School Crossing Guard Tina Ryan	\$12.01/hr		bi-weekly
PT Clerk Debra Spadafora	\$19.48/hr		bi-weekly
Office Specialist I Brittany Cosentino	\$22.00/hr		bi-weekly
Animal Control Officer John Treen	\$26.47/hr		bi-weekly
ACO Part-time Jeffery Madden	\$18.43/hr		bi-weekly
Office Specialist II Susan Keller	\$22.00/hr		bi-weekly
Highway Superintendent Richard Sherman		\$50,626	bi-weekly
Youth Employment Director Cheryl Jassak-Huther		\$3,500	annually
Laborer Anthony Messa	\$17.00/hr		bi-weekly
Laborer Haoran Chen	\$20.00/hr		bi-weekly
Working Supervisor John Randall	\$26.63/hr		bi-weekly
Registrar of Vital Statistics Cheryl Jassak-Huther		\$15,659	annually
Dpty Registrar of Vital Statistics Theresa Messa	\$22.00/hr		bi-weekly
Codes Enforcement Officer Lary Gell	\$30.60/hr		bi-weekly
Codes Enforcement Officer PT George Farley	\$24.00/hr		bi-weekly
Fire Inspector Part-time Michael Connors	\$22.00/hr		bi-weekly
Fire Inspector Part-time Daniel Trevisani	\$22.00/hr		bi-weekly
Laborer Dolores B. Shaw	\$22.28/hr		bi-weekly
Zoning Board of Appeals Chairman Randy Bogar		\$ 2,500	semi-annual
ZBA Member Timothy Tallman		\$ 1,250	semi-annual
ZBA Member Daniel McNamara		\$ 1,250	semi-annual
ZBA Member Lenora Murad		\$ 1,250	semi-annual
ZBA Member Byron W. Elias		\$ 1,250	semi-annual
ZBA Member Michelle Mandia		\$ 1,250	semi-annual
ZBA Member Karen Stanislaus		\$ 1,250	semi-annual
Planning Board Chairman Heather Mowat		\$ 2,500	semi-annual

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Planning Board Member Lisa Britt	\$ 1,250	semi-annual
Planning Board Member James Decker	\$ 1,250	semi-annual
Planning Board Member Manzurul Sikder	\$ 1,250	semi-annual
Planning Board Member Julius V. Fuks, Jr.	\$ 1,250	semi-annual
Planning Board Member Wilmar Sifre	\$ 1,250	semi-annual
Planning Board Member	\$ 1,250	semi-annual
Automotive Mechanic		
William Bell	\$29.82/hr	bi-weekly
Lynne Brodock	\$29.82/hr	bi-weekly
Jeremy Waterman	\$29.82/hr	bi-weekly
Heavy Equipment Operators:		
Christopher Budlong	\$30.31/hr	bi-weekly
Ferdinand Callahan	\$27.02/hr	bi-weekly
Keith Gehringer	\$30.31/hr	bi-weekly
Corey Halpin	\$30.31/hr	bi-weekly
Christopher R. Moran	\$30.31/hr	bi-weekly
Jeff Mundrick	\$30.31/hr	bi-weekly
Thomas Panzone	\$30.31/hr	bi-weekly
Bryon Rich	\$30.31/hr	bi-weekly
Michael Smoulcey	\$30.31/hr	bi-weekly
Gerald Webb	\$30.31/hr	bi-weekly
Laborer		
David Jones	\$22.00/hr	bi-weekly
Ryan Conte	\$22.00/hr	bi-weekly
Gerald Gage	\$22.00/hr	bi-weekly
Devin Goracy	\$22.00/hr	bi-weekly
Sean Nadeau	\$22.00/hr	bi-weekly
Motor Equipment Operator		
Matthew Brown	\$23.14/hr	bi-weekly
Candy Currier	\$26.79/hr	bi-weekly
Daniel Currier	\$22.53/hr	bi-weekly
Thomas Farley	\$23.14/hr	bi-weekly
William Farley	\$22.53/hr	bi-weekly
Matthew Jones	\$22.53/hr	bi-weekly
Jeffrey Kolek	\$23.14/hr	bi-weekly
Robert Walker	\$22.53/hr	bi-weekly
Sewer Superintendent Richard Sherman	\$28,000	annually

The Town Board voted upon roll call, resulting as follows:

Councilman Messa	-	Aye
Councilman Latini	-	Aye
Councilman Reynolds	-	Aye
Councilman Tehan	-	Aye
Supervisor Miscione	-	Aye

The Resolutions were unanimously carried and duly *ADOPTED*.

XXI. RE-Appointment – New Hartford Library Board of Trustees

The following Resolution was then introduced for adoption by Councilman Tehan and duly seconded by Councilman Reynolds:

(RESOLUTION NO. 14 OF 2024)

RESOLVED, that the New Hartford Town Board does hereby reappoint Lawrence Dunn as a member of the Library Board of Trustees for a five (5-year term commencing January 1, 2024 and ending December 31, 2028.

The Town Board voted upon roll call, resulting as follows:

Councilman Messa	-	Aye
Councilman Latini	-	Aye
Councilman Reynolds	-	Aye
Councilman Tehan	-	Aye
Supervisor Miscione	-	Aye

The Resolutions were unanimously carried and duly *ADOPTED*.

The following Resolution was then introduced for adoption by Councilman Reynolds and duly seconded by Councilman Latini:

(RESOLUTION NO. 15 OF 2024)

RESOLVED, that the New Hartford Town Board does hereby reappoint Heather Mowat as a member of the Library Board of Trustees for a five (5) year term commencing January 1, 2024 and ending December 31, 2028.

The Town Board voted upon roll call, resulting as follows:

Councilman Messa	-	Aye
Councilman Latini	-	Aye
Councilman Reynolds	-	Aye
Councilman Tehan	-	Aye
Supervisor Miscione	-	Aye

The Resolutions were unanimously carried and duly *ADOPTED*.

XXII. Appointment – Planning Board

The following Resolution was then introduced for adoption by Councilman Latini and duly seconded by Councilman Tehan:

(RESOLUTION NO. 16 OF 2024)

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RESOLVED, that the New Hartford Town Board does hereby appoint Rocco Arcuri as a member to the Planning Board for a two (2) year term to replace the vacant position by John Latini commencing January 1, 2024 and ending December 31, 2025; it is a 7-year term commencing (John Latini had two years left).

The Town Board voted upon roll call, resulting as follows:

Councilman Messa	-	Aye
Councilman Latini	-	Aye
Councilman Reynolds	-	Aye
Councilman Tehan	-	Aye
Supervisor Miscione	-	Aye

The Resolutions were unanimously carried and duly **ADOPTED**.

XXIII. Fire Inspector

Supervisor Miscione - We have had a lot of fire inspections that have not been done in the past, approx. \$25,000 that has not been recovered from them – safety part of it, not enough fire inspectors for that position, would like to put on Daniel Trevisani – former Utica City Fire Marshall, Fire Inspector, has all the credentials, part-time, \$22/hour, no benefits; Councilman Tehan – asked to elaborate on the inspections and \$25,000; Supervisor Miscione – we have one inspector and can’t handle all the workload, safety issue in our Town – looking to put on one or two more fire inspectors – would like to put on Daniel Trevisani and will look for an additional person; Councilman Tehan – asked if we have a list; Councilman Reynolds – this is extremely important but would like to get a better handle on where we are exactly, we did it with one person in the past and now we are looking to add three (3) people, understand want to take care of a back log, etc., but would like to sit down with the Codes Officer and Inspector to see the short comings might be and also we had also hired Christina Lacy back in July to help Dory Shaw and would like to know how that is working and do we have to back fill to help Dory – thinks this needs a more in depth look and would like to hold off on hiring at this time until we have more figures, better handle on this, where are the short comings are and how do we get back on track – if it wasn’t done by the one (1) individual that was hired, lets back up and look into why – whether it is volume or he just can’t do it; Town Attorney Herbert Cully – if you have more than one person who are authorized to do the inspections that facilitates the process now, if one can’t do it, the other can; Councilman Tehan – how is Christina qualified/certified?; Town Attorney Herbert Cully – she took a course; Councilman Reynolds – its not a question of qualifications, it’s a question on how it is being handled; Supervisor Miscione – this is for a fire inspector to come on Board (the Resolution); Councilman Reynolds – would like to see the list of what was done and what wasn’t done, how it is being handled, what hours the current fire inspector is working – need more information before we add anyone, this is extremely important, will talk to Dory and the current inspector to get the data, find out the issue on why they are not done – will set up a meeting before the next Town

Board Meeting; Councilman Tehan – is it in the budget and would like to see the back log list; Supervisor Miscione – yes, in the Codes Budget and the real list is in the Assessor’s Office for anyone to see; Hiring of Daniel Trevisani – fire inspector - is tabled to the next Board Meeting

XXIV. Seed and Weed Garden Club

A club to enhance the park and offer a quiet place for people to relax and enjoy nature. They maintained new plants, compost, mulch, professional pruning and paint for the arbor. They would like to create a proper path to the garden from the end of the blacktop surrounding the building to the arbor entrance of the garden at Sherrill Brook Park. Ann Siegel is the contact.

The following Resolution was then introduced for adoption by Councilman Reynolds and duly seconded by Councilman Messa:

(RESOLUTION NO. 17 OF 2024)

RESOLVED, that the New Hartford Town Board does hereby approve give the Seed and Weed Garden Club \$2,000.00 for the cost of materials for the Sherrill Brook Park.

The Town Board voted upon roll call, resulting as follows:

Councilman Messa	-	Aye
Councilman Latini	-	Aye
Councilman Reynolds	-	Aye
Councilman Tehan	-	Aye
Supervisor Miscione	-	Aye

The Resolutions were unanimously carried and duly *ADOPTED*.

XXV. Employee Assistance Program

Gives employees a hotline to call if they have issues, problems (personal, work related), can help people with financial things – annual renewal contract.

The following Resolution was then introduced for adoption by Councilman Reynolds and duly seconded by Councilman Tehan:

(RESOLUTION NO. 18 OF 2024)

RESOLVED, that the New Hartford Town Board does hereby approve for Town Supervisor Miscione to sign the Employee Assistance Program annual renewal contract for the cost of \$3,078.24 annually.

The Town Board voted upon roll call, resulting as follows:

Councilman Messa	-	Aye
Councilman Latini	-	Aye
Councilman Reynolds	-	Aye

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Councilman Tehan - Aye
Supervisor Miscione - Aye

The Resolutions were unanimously carried and duly *ADOPTED*.

XXVI. Re-Appointment – Town Attorney

The following Resolution was then introduced for adoption by Councilman Latini and duly seconded by Councilman Reynolds:

(RESOLUTION NO. 19 OF 2024)

RESOLVED, that the New Hartford Town Board does hereby re-appointment Herbert Cully as the Town Attorney commencing January 1, 2024 and ending December 31, 2025.

The Town Board voted upon roll call, resulting as follows:

Councilman Messa - Aye
Councilman Latini - Aye
Councilman Reynolds - Aye
Councilman Tehan - Aye
Supervisor Miscione - Aye

The Resolutions were unanimously carried and duly *ADOPTED*.

XXVII. TOWN COURT EMPLOYEE

The following Resolution was then introduced for adoption by Councilman Latini and duly seconded by Councilman Reynolds:

(RESOLUTION NO. 20 OF 2024)

RESOLVED, that the New Hartford Town Board does hereby approve Meghann Wheat, Clerk to Town Justice, full-time, \$22.00 per hour, benefits, effective February 1, 2024 (upon the retirement of Gertrude Pick).

The Town Board voted upon roll call, resulting as follows:

Councilman Messa - Aye
Councilman Latini - Aye
Councilman Reynolds - Aye
Councilman Tehan - Aye
Supervisor Miscione - Aye

The Resolutions were unanimously carried and duly *ADOPTED*.

XXVIII. EXCESS EMPLOYERS LIABILITY

The following Resolution was then introduced for adoption by Councilman Latini and duly seconded by Councilman Tehan:

(RESOLUTION NO. 21 OF 2024)

RESOLVED, that the New Hartford Town Board does hereby approve for Town Supervisor Miscione to sign the Claim Expenses and Terrorism Disclosure/Excess Employers Liability form from Gates Cole Insurance.

The Town Board voted upon roll call, resulting as follows:

Councilman Messa	-	Aye
Councilman Latini	-	Aye
Councilman Reynolds	-	Aye
Councilman Tehan	-	Aye
Supervisor Miscione	-	Aye

The Resolutions were unanimously carried and duly **ADOPTED**.

XXIX. A.R. Building Company, Inc.

The following Resolution was then introduced for adoption by Councilman Reynolds and duly seconded by Councilman Messa:

(RESOLUTION NO. 22 OF 2024)

RESOLVED, that the New Hartford Town Board does hereby approve for Town Supervisor Miscione to sign the Agreement between A.R. Building Company, Inc. and for the Town of New Hartford to accept the \$5,000.00 check to be deposited into the Engineering Escrow account.

The Town Board voted upon roll call, resulting as follows:

Councilman Messa	-	Aye
Councilman Latini	-	Aye
Councilman Reynolds	-	Aye
Councilman Tehan	-	Aye
Supervisor Miscione	-	Aye

The Resolutions were unanimously carried and duly **ADOPTED**.

XXX. MATTERS SUBMITTED BY TOWN SUPERVISOR

1. Planning Board

The following Resolution was then introduced for adoption by Councilman Latini and duly seconded by Councilman Tehan:

(RESOLUTION NO. 23 OF 2024)

RESOLVED, that the New Hartford Town Board does hereby reappoint Wilmar Sifre as a member to the Planning Board for a seven (7) year term commencing January 1, 2024 and ending December 31, 2030.

The Town Board voted upon roll call, resulting as follows:

Councilman Messa	-	Aye
Councilman Latini	-	Aye
Councilman Reynolds	-	Aye
Councilman Tehan	-	Aye
Supervisor Miscione	-	Aye

The Resolutions were unanimously carried and duly *ADOPTED*.

2. MITIGATION FEES

a. 4794 - 4796 Commercial Drive

The following Resolution was then introduced for adoption by Councilman Reynolds and duly seconded by Councilman Latini:

(RESOLUTION NO. 24 OF 2024)

RESOLVED, that the New Hartford Town Board does hereby approve the check for lieu of mitigation fees in the amount of \$15,442.54, for a coffee shop, 4794 - 4796 Commercial Drive – a building permit can now be issued.

The Town Board voted upon roll call, resulting as follows:

Councilman Messa	-	Aye
Councilman Latini	-	Aye
Councilman Reynolds	-	Aye
Councilman Tehan	-	Aye
Supervisor Miscione	-	Aye

The Resolutions were unanimously carried and duly *ADOPTED*.

3. PILOT PROGRAMS

a. Special Metals Corporation

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The following Resolution was then introduced for adoption by Councilman Reynolds and duly seconded by Councilman Latini:

(RESOLUTION NO. 25 OF 2024)

RESOLVED, that the New Hartford Town Board does hereby approve the payment in lieu of taxes for Special Metals Corporation, pilot program, Property Tax Map # 328.000-2-25, total tax amount is \$11,218.57, in budget.

The Town Board voted upon roll call, resulting as follows:

Councilman Messa	-	Aye
Councilman Latini	-	Aye
Councilman Reynolds	-	Aye
Councilman Tehan	-	Aye
Supervisor Miscione	-	Aye

The Resolutions were unanimously carried and duly *ADOPTED*.

b. **STD Realty LLC (McCraith Beverages)**

The following Resolution was then introduced for adoption by Councilman Latini and duly seconded by Councilman Reynolds:

(RESOLUTION NO. 26 OF 2024)

RESOLVED, that the New Hartford Town Board does hereby approve the payment in lieu of taxes for STD Realty, LLC (McCraith Beverages), pilot program, Property Tax Map # 317.014-5-5, total tax amount is \$3,447.36, in budget.

The Town Board voted upon roll call, resulting as follows:

Councilman Messa	-	Aye
Councilman Latini	-	Aye
Councilman Reynolds	-	Aye
Councilman Tehan	-	Aye
Supervisor Miscione	-	Aye

The Resolutions were unanimously carried and duly *ADOPTED*.

c. **ICA Holdings III, LLC (Hartford Insurance Company)**

The following Resolution was then introduced for adoption by Councilman Latini and duly seconded by Councilman Reynolds:

(RESOLUTION NO. 27 OF 2024)

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RESOLVED, that the New Hartford Town Board does hereby approve the payment in lieu of taxes for ICA Holdings III, LLC, pilot program, Property Tax Map # 316.000-2-41.1, total tax amount is \$25,180.49, in budget.

The Town Board voted upon roll call, resulting as follows:

Councilman Messa	-	Aye
Councilman Latini	-	Aye
Councilman Reynolds	-	Aye
Councilman Tehan	-	Aye
Supervisor Miscione	-	Aye

The Resolutions were unanimously carried and duly *ADOPTED*.

d. **Burrstone Energy Center, LLC**

The following Resolution was then introduced for adoption by Councilman Reynolds and duly seconded by Councilman Messa:

(RESOLUTION NO. 28 OF 2024)

RESOLVED, that the New Hartford Town Board does hereby approve the payment in lieu of taxes for Burrstone Energy Center, LLC, pilot program, Property Tax Map # 317.000-2-2.61, total tax amount is \$2,730.00, in budget.

The Town Board voted upon roll call, resulting as follows:

Councilman Messa	-	Aye
Councilman Latini	-	Aye
Councilman Reynolds	-	Aye
Councilman Tehan	-	Aye
Supervisor Miscione	-	Aye

The Resolutions were unanimously carried and duly *ADOPTED*.

4. **Meadows at Middlesettlement, Inc. (Phase I)**

The following Resolution was then introduced for adoption by Councilman Reynolds and duly seconded by Councilman Latini:

(RESOLUTION NO. 29 OF 2024)

RESOLVED, that the New Hartford Town Board does hereby approve the payment in lieu of taxes for Meadows at Middlesettlement, Inc (Phase I), pilot program, Property Tax Map # 328.000-2-65.2, total tax amount is \$18,600.00, in budget.

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The Town Board voted upon roll call, resulting as follows:

Councilman Messa	-	Aye
Councilman Latini	-	Aye
Councilman Reynolds	-	Aye
Councilman Tehan	-	Aye
Supervisor Miscione	-	Aye

The Resolutions were unanimously carried and duly *ADOPTED*.

5. **Meadows Phase II Housing**

The following Resolution was then introduced for adoption by Councilman Reynolds and duly seconded by Councilman Latini:

(RESOLUTION NO. 30 OF 2024)

RESOLVED, that the New Hartford Town Board does hereby approve the payment in lieu of taxes for Meadows Phase II Housing, pilot program, Property Tax Map # 328.000-2-65.1, total tax amount is \$20,400.00, in budget.

The Town Board voted upon roll call, resulting as follows:

Councilman Messa	-	Aye
Councilman Latini	-	Aye
Councilman Reynolds	-	Aye
Councilman Tehan	-	Aye
Supervisor Miscione	-	Aye

The Resolutions were unanimously carried and duly *ADOPTED*.

5. **VOUCHERS**

- a. Councilman Reynolds – very difficult to go through all the vouchers at the Board Meeting, in the past we had a system where they were available to us a day or two prior to go over them; like to see them available to use prior; they use to be made available in the Town Clerk’s Office – a week prior
- b. Councilman Tehan – would like to see them prior to ensure there is value to the approvals being made by the Councilmen
- c. Town Supervisor Miscione – they are already approved by the Town Supervisor, they are so that the Councilmen approve and know he is not doing anything wrong; Councilmen can go to the Town Clerk’s Office at any time when the vouchers are made available; Deanna will get the vouchers to Cheryl in the Town Clerk’s Office to be made available to the Councilmen
- d. Councilman Messa – in the future, we should have a December meeting, even if it is to approve the vouchers

The following Resolution was then introduced for adoption by Councilman Reynolds and duly seconded by Councilman Latini:

(RESOLUTION NO. 31 OF 2024)

RESOLVED, that the New Hartford Town Board does hereby approve that all bills (vouchers) of the Town of New Hartford, to be delivered to the Town Clerk's Office, no later than Thursday, close of business, prior to the next Town Board Meeting, or they will not be paid until the next Town Board Meeting.

The Town Board voted upon roll call, resulting as follows:

Councilman Messa	-	Aye
Councilman Latini	-	Aye
Councilman Reynolds	-	Aye
Councilman Tehan	-	Aye
Supervisor Miscione	-	Aye

The Resolutions were unanimously carried and duly *ADOPTED*.

6. EXCESS EMPLOYERS LIABILITY INSURANCE

The following Resolution was then introduced for adoption by Councilman Reynolds and duly seconded by Councilman Latini:

(RESOLUTION NO. 32 OF 2024)

RESOLVED, that the New Hartford Town Board does hereby approve to pay the Excess Employers Liability Insurance from Gates Cole Insurance in the amount of \$1,595.00.

The Town Board voted upon roll call, resulting as follows:

Councilman Messa	-	Aye
Councilman Latini	-	Aye
Councilman Reynolds	-	Aye
Councilman Tehan	-	Aye
Supervisor Miscione	-	Aye

The Resolutions were unanimously carried and duly *ADOPTED*.

XXXI. MATTERS SUBMITTED BY TOWN ATTORNEY

1. **VIOLATIONS** – Oxford Road & Snowden Hill Road, tax map number 339.000.2-21.26; a letter of violation was sent to the owner; residents have come to meetings to offer concerns about a structure (not sure it is a house); originally said it was going to be a ranch home; being constructed over a period of three (3) years, debris on the outside, front door is boarded up, looks like a barn; Codes Enforcement Officer has sent out a

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notice; Councilman Messa has gone over and look at it as well, would like to see the original plans (submission – it’s in the packet given to the Councilmen); Supervisor Miscione has seen the plans and did stop the project when it first started with the Codes Dept. because there were things that were not done correctly – major issues in the beginning, they changed and fixed some of the items, changed some characteristics to help; Town Attorney Herbert Cully – we are going to take action – the big problem is, the building permit is based on the drawings provided to the Codes Officer and you are supposed to complete the construction within a year, been going on two or three years and stuff is outside, eye sore in a nice neighborhood – would like to initiate action with the Boards approval to determine or not we can revoke the building permit based on the failure to move forward in a reasonable fashion.

The following Resolution was then introduced for adoption by Councilman Latini and duly seconded by Councilman Reynolds:

(RESOLUTION NO. 33 OF 2024)

RESOLVED, that the New Hartford Town Board does hereby approve to initiate action at 3889 Snowden Hill Road, tax map number 339.000.2-21.26 based on the failure to move forward in a reasonable fashion.

The Town Board voted upon roll call, resulting as follows:

Councilman Messa	-	Aye
Councilman Latini	-	Aye
Councilman Reynolds	-	Aye
Councilman Tehan	-	Aye
Supervisor Miscione	-	Aye

The Resolutions were unanimously carried and duly **ADOPTED**.

Discussion: Councilman Messa/Town Supervisor Miscione – we need to stay on top of ALL building permits and look at the Codes. Permits not getting approved by the Town Board or Supervisor – Town Attorney Herbert Cully will do Local Law – plans get reviewed before moving forward – architectural compatibility

The following Resolution was then introduced for adoption by Councilman Latini and duly seconded by Councilman Messa (**VIDEO 1:39:43**):

(RESOLUTION NO. 34 OF 2024)

RESOLVED, that the New Hartford Town Board does hereby approve all new residential builds are to submit an application to the Town Clerk’s Department, five (5) days before the Town Board Meeting, for the Town Board Members to review the material. The application will include: driveway permit, mitigation fees in the district, sewer permit and survey (plans). Five (5) copies are to be submitted to the Town Clerk five (5) days prior to the Town Board Meeting. Once submitted, the Town Board will

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approve or deny on characteristics. Once approved at the Town Board Meeting, the Town Clerk will submit to the Codes Department.

The Town Board voted upon roll call, resulting as follows:

Councilman Messa	-	Aye
Councilman Latini	-	Aye
Councilman Reynolds	-	Aye
Councilman Tehan	-	Aye
Supervisor Miscione	-	Aye

The Resolutions were unanimously carried and duly *ADOPTED*.

Discussion: Town Attorney Herbert Cully will work on the application with Town Clerk.

The following Resolution was then introduced for adoption by Councilman Latini and duly seconded by Councilman Messa:

(RESOLUTION NO. 35 OF 2024)

RESOLVED, that the New Hartford Town Board does hereby approve for Town Attorney Herbert Cully to prepare a Local Law for Zoning Code for characteristics of architectural compatibility.

The Town Board voted upon roll call, resulting as follows:

Councilman Messa	-	Aye
Councilman Latini	-	Aye
Councilman Reynolds	-	Aye
Councilman Tehan	-	Aye
Supervisor Miscione	-	Aye

The Resolutions were unanimously carried and duly *ADOPTED*.

The following Resolution was then introduced for adoption by Councilman Messa and duly seconded by Councilman Latini:

(RESOLUTION NO. 36 OF 2024)

RESOLVED, that the New Hartford Town Board does hereby approve for the Sunset Law which Town Attorney Herbert Cully preparing a Sunset Law.

The Town Board voted upon roll call, resulting as follows:

Councilman Messa	-	Aye
Councilman Latini	-	Aye
Councilman Reynolds	-	Aye

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Councilman Tehan - Aye
Supervisor Miscione - Aye

The Resolutions were unanimously carried and duly *ADOPTED*.

The following Resolution was then introduced for adoption by Councilman Reynolds and duly seconded by Councilman Latini (**VIDEO 1:43:05**):

(RESOLUTION NO. 37 OF 2024)

RESOLVED, that the New Hartford Town Board does hereby approve for residents to hire Dunn and Sgromo Engineering Firm to represent the Town of New Hartford to look at the site and get engineering plans for an inground swimming pools and backyard work for ALL residents.

The Town Board voted upon roll call, resulting as follows:

Councilman Messa - Aye
Councilman Latini - Aye
Councilman Reynolds - Aye
Councilman Tehan - Aye
Supervisor Miscione - Aye

The Resolutions were unanimously carried and duly *ADOPTED*.

Discussion: Also permits to are to be reviewed by the Town Board prior to the Codes Department for fences and sheds (**VIDEO 1:45:46**)

XXXII. MATTERS SUBMITTED BY HIGHWAY SUPERINTENDENT

1. **Stormwater Bond – Middlesettlement Road (Meadows)** – Town Supervisor Miscione – five (5) year bond – they don’t get back – stays locked in for the term of the contract (from completion); need to ask Barb Schwenzfeier where the Bonds are as this was before the current Town Clerk’s term (per Supervisor Miscione)

XXXIII. MATTERS SUBMITTED BY COUNCILMEN

1. **Councilman Messa** – Twyndom and Roman project – need to come up with verbiage for the contract (in Executive Session); need to talk to the owner again
2. **Councilman Reynolds** –
 - a. Middlesettlement project and Foxcroft – thanked the Highway Dept. for their work with the retention ponds
 - b. Flooding on Rt. 12B – Steve Buck project – retention pond; Councilman Tehan – open culvert – Steve Buck apartments retention ponds– couldn’t handle the flow of water, went over the road – front yards, driveways; Supervisor Miscione – he also has a performance Bond on it – we need to determine what needs to be done, have Dunkle look at it; Highway Richard Sherman – ponds were not designed

- correctly (his engineer, not our engineer design); will set up a meeting with Steve Buck; have Dunkle go and look at it and it will come out of the Bond to pay
 - c. Project in Kirkland where they want to put a Solar Farm – adjacent to the Town of New Hartford in which we will have comment on as well – would like to have our engineer look at the project – reach out to the Town of Kirkland
 - d. Lithium Battery Farm - Larry Adler going to propose in the future – we have to look at this harder and have an expert come in and comment on these, going to take a lot of study and reach out to the State of New York
3. **Councilman Tehan** –
- a. Financial Reporting (**VIDEO 2:14:05**)– where can I find financial reporting and audited financial statements, which were not listed on the website since 2018 - will meet with Supervisor Miscione to review financial reporting and get a better understanding on how Supervisor Miscione does all the reporting to the Town and State and to the Town Board; will set up a meeting within the next week to review the process
 - b. Had some flooding just upstream from Mudd Creek – open swale area with all the rocks and it breached and went into the neighbors yards; Supervisor Miscione – Jim Brock property above there – deal with Town to do a detention pond – was willing to do a deal before, need to go out for the grant

XXXIV. MATTERS SUBMITTED BY TOWN SUPERVISOR

1. **VOUCHERS (VIDEO 3:11:16)**

The following Resolution was then introduced for adoption by Councilman Latini and duly seconded by Councilman Reynolds:

(RESOLUTION NO. 38 OF 2024)

RESOLVED, that the New Hartford Town Board does hereby approve to pay the vouchers.

The Town Board voted upon roll call, resulting as follows:

Councilman Messa	-	Aye
Councilman Latini	-	Aye
Councilman Reynolds	-	Aye
Councilman Tehan	-	Aye
Supervisor Miscione	-	Aye

The Resolutions were unanimously carried and duly **ADOPTED**.

XXXV. MATTERS SUBMITTED BY CHIEF OF POLICE

- 1. **Annual Recap of accomplishments** – will give a recap so the Town Board can review and then will submit to Town Crier, Facebook, etc.
- 2. **Police Officer Appointment**

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The following Resolution was then introduced for adoption by Councilman Messa and duly seconded by Councilman Latini:

(RESOLUTION NO. 39 OF 2024)

RESOLVED, that the New Hartford Town Board does hereby approve to appoint Joeseeph Pruckno to the open police officer position, lateral transfer from another agency, start date of January 22, 2024, salary per PBA contract. (once signed).

The Town Board voted upon roll call, resulting as follows:

Councilman Messa	-	Aye
Councilman Latini	-	Aye
Councilman Reynolds	-	Aye
Councilman Tehan	-	Aye
Supervisor Miscione	-	Aye

The Resolutions were unanimously carried and duly *ADOPTED*.

XXXVI. MATTERS SUBMITTED BY TOWN SUPERVISOR

1. TRANSFERS (Video 3:28:40)

a. Central Printing & Mailing Contractual to Central Comm. System Contractual

The following Resolution was then introduced for adoption by Councilman Messa and duly seconded by Councilman Latini:

(RESOLUTION NO. 40 OF 2024)

RESOLVED, that the New Hartford Town Board does hereby approve \$5,143.00 to be transferred from Central Printing & Mailing Contractual A-16700-40 to Central Comm. System Contractual A-16500-40.

The Town Board voted upon roll call, resulting as follows:

Councilman Messa	-	Aye
Councilman Latini	-	Aye
Councilman Reynolds	-	Aye
Councilman Tehan	-	Aye
Supervisor Miscione	-	Aye

The Resolutions were unanimously carried and duly *ADOPTED*.

b. Utilities to Traffic Control

The following Resolution was then introduced for adoption by Councilman Reynolds and duly seconded by Councilman Messa:

(RESOLUTION NO. 41 OF 2024)

RESOLVED, that the New Hartford Town Board does hereby approve \$1,000.00 to be transferred from Utilities A-16200-41 to Traffic Control A-33100-40.

The Town Board voted upon roll call, resulting as follows:

Councilman Messa	-	Aye
Councilman Latini	-	Aye
Councilman Reynolds	-	Aye
Councilman Tehan	-	Aye
Supervisor Miscione	-	Aye

The Resolutions were unanimously carried and duly *ADOPTED*.

c. **Sales Tax – Highway Part-Town/Machinery Repairs**

The following Resolution was then introduced for adoption by Councilman Latini and duly seconded by Councilman Messa:

(RESOLUTION NO. 42 OF 2024)

RESOLVED, that the New Hartford Town Board does hereby approve to increase sales tax for \$2,749.72 Highway Part-Town and increase Machinery Repair for \$2,749.72, DB-51300-400.

The Town Board voted upon roll call, resulting as follows:

Councilman Messa	-	Aye
Councilman Latini	-	Aye
Councilman Reynolds	-	Aye
Councilman Tehan	-	Aye
Supervisor Miscione	-	Aye

The Resolutions were unanimously carried and duly *ADOPTED*.

d. **Tires to Machinery Repairs**

The following Resolution was then introduced for adoption by Councilman Reynolds and duly seconded by Councilman Latini:

(RESOLUTION NO. 43 OF 2024)

RESOLVED, that the New Hartford Town Board does hereby approve \$823.18 to be transferred from Tires DB 51300-40 to Machinery Repairs DB 51300-400.

The Town Board voted upon roll call, resulting as follows:

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Councilman Messa	-	Aye
Councilman Latini	-	Aye
Councilman Reynolds	-	Aye
Councilman Tehan	-	Aye
Supervisor Miscione	-	Aye

The Resolutions were unanimously carried and duly *ADOPTED*.

e. **Stock to Machinery Repairs**

The following Resolution was then introduced for adoption by Councilman Latini and duly seconded by Councilman Messa:

(RESOLUTION NO. 44 OF 2024)

RESOLVED, that the New Hartford Town Board does hereby approve \$426.11 to be transferred from items from stock DB 51300-403 to Machinery Repairs DB 51300-400.

The Town Board voted upon roll call, resulting as follows:

Councilman Messa	-	Aye
Councilman Latini	-	Aye
Councilman Reynolds	-	Aye
Councilman Tehan	-	Aye
Supervisor Miscione	-	Aye

The Resolutions were unanimously carried and duly *ADOPTED*.

f. **Machinery Equipment GPS to Machinery Repairs**

The following Resolution was then introduced for adoption by Councilman Latini and duly seconded by Councilman Messa:

(RESOLUTION NO. 45 OF 2024)

RESOLVED, that the New Hartford Town Board does hereby approve \$2,075.00 to be transferred from Machinery Equipment GPS DB 51300-21 to Machinery Repairs DB 51300-400.

The Town Board voted upon roll call, resulting as follows:

Councilman Messa	-	Aye
Councilman Latini	-	Aye
Councilman Reynolds	-	Aye
Councilman Tehan	-	Aye
Supervisor Miscione	-	Aye

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The Resolutions were unanimously carried and duly *ADOPTED*.

g. **Stone to Salt**

The following Resolution was then introduced for adoption by Councilman Messa and duly seconded by Councilman Latini:

(RESOLUTION NO. 46 OF 2024)

RESOLVED, that the New Hartford Town Board does hereby approve \$5,100.72 to be transferred from Stone DB 51100-40 to Salt DB 51420-402.

The Town Board voted upon roll call, resulting as follows:

Councilman Messa	-	Aye
Councilman Latini	-	Aye
Councilman Reynolds	-	Aye
Councilman Tehan	-	Aye
Supervisor Miscione	-	Aye

The Resolutions were unanimously carried and duly *ADOPTED*.

h. **Gravel to Salt**

The following Resolution was then introduced for adoption by Councilman Reynolds and duly seconded by Councilman Messa:

(RESOLUTION NO. 47 OF 2024)

RESOLVED, that the New Hartford Town Board does hereby approve \$170.84 to be transferred from Gravel DB 51100-402 to Salt DB 51420-402.

The Town Board voted upon roll call, resulting as follows:

Councilman Messa	-	Aye
Councilman Latini	-	Aye
Councilman Reynolds	-	Aye
Councilman Tehan	-	Aye
Supervisor Miscione	-	Aye

The Resolutions were unanimously carried and duly *ADOPTED*.

i. **Top Soil to Salt**

The following Resolution was then introduced for adoption by Councilman Messa and duly seconded by Councilman Latini:

(RESOLUTION NO. 48 OF 2024)

RESOLVED, that the New Hartford Town Board does hereby approve \$185.79 to be transferred from Top Soil DB 51100-404 to Salt DB 51420-402.

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The Town Board voted upon roll call, resulting as follows:

Councilman Messa	-	Aye
Councilman Latini	-	Aye
Councilman Reynolds	-	Aye
Councilman Tehan	-	Aye
Supervisor Miscione	-	Aye

The Resolutions were unanimously carried and duly *ADOPTED*.

j. **Black Top to Salt**

The following Resolution was then introduced for adoption by Councilman Reynolds and duly seconded by Councilman Latini:

(RESOLUTION NO. 49 OF 2024)

RESOLVED, that the New Hartford Town Board does hereby approve \$2,444.05 to be transferred from Black Top DB 51100-406 to Salt DB 51420-402.

The Town Board voted upon roll call, resulting as follows:

Councilman Messa	-	Aye
Councilman Latini	-	Aye
Councilman Reynolds	-	Aye
Councilman Tehan	-	Aye
Supervisor Miscione	-	Aye

The Resolutions were unanimously carried and duly *ADOPTED*.

k. **Stone to Salt**

The following Resolution was then introduced for adoption by Councilman Latini and duly seconded by Councilman Messa:

(RESOLUTION NO. 50 OF 2024)

RESOLVED, that the New Hartford Town Board does hereby approve \$196.05 to be transferred from Stone DB 51420-400 to Salt DB 51420-402.

The Town Board voted upon roll call, resulting as follows:

Councilman Messa	-	Aye
Councilman Latini	-	Aye
Councilman Reynolds	-	Aye
Councilman Tehan	-	Aye
Supervisor Miscione	-	Aye

The Resolutions were unanimously carried and duly *ADOPTED*.

1. **Sand to Salt**

The following Resolution was then introduced for adoption by Councilman Latini and duly seconded by Councilman Messa:

(RESOLUTION NO. 51 OF 2024)

RESOLVED, that the New Hartford Town Board does hereby approve \$3,996.96 to be transferred from Sand DB 51420-403 to Salt DB 51420-402.

The Town Board voted upon roll call, resulting as follows:

Councilman Messa	-	Aye
Councilman Latini	-	Aye
Councilman Reynolds	-	Aye
Councilman Tehan	-	Aye
Supervisor Miscione	-	Aye

The Resolutions were unanimously carried and duly *ADOPTED*.

2. **EXECUTIVE SESSION – Personnel Issue and Litigation**

The following Resolution was then introduced for adoption by Councilman Messa and duly seconded by Councilman Latini:

(RESOLUTION NO. 52 OF 2024)

RESOLVED, that the New Hartford Town Board does hereby approve to enter into Executive Session at 9:46pm.

The Town Board voted upon roll call, resulting as follows:

Councilman Messa	-	Aye
Councilman Latini	-	Aye
Councilman Reynolds	-	Aye
Councilman Tehan	-	Aye
Supervisor Miscione	-	Aye

The Resolutions were unanimously carried and duly *ADOPTED*.

The following Resolution was then introduced for adoption by Councilman Reynolds and duly seconded by Councilman Messa:

(RESOLUTION NO. 53 OF 2024)

RESOLVED, that the New Hartford Town Board does hereby approve to come out of Executive Session at 10:14pm.

The Town Board voted upon roll call, resulting as follows:

Councilman Messa	-	Aye
Councilman Latini	-	Aye
Councilman Reynolds	-	Aye

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Councilman Tehan	-	Aye
Supervisor Miscione	-	Aye

The Resolutions were unanimously carried and duly *ADOPTED*.

ADJOURNMENT

There being no further business to come before the Board, upon motion duly made by Councilman Reynolds and seconded Councilman Messa, the meeting was adjourned at 10:15 P.M.

(RESOLUTION NO. 54 OF 2024)

The Town Board voted upon roll call, resulting as follows:

Councilman Messa	-	Aye
Councilman Latini	-	Aye
Councilman Reynolds	-	Aye
Councilman Tehan	-	Aye
Supervisor Miscione	-	Aye

The Resolutions were unanimously carried and duly *ADOPTED*.

Respectfully submitted,

Cheryl Jassak-Huther
Town Clerk
1/14/2024