

**JOINT TOWN BOARD/PLANNING BBOARD MEETING OF THE TOWN BOARD
OF THE TOWN OF NEW HARTFORD, NEW YORK,
HELD AT TOWN HALL, 8635 CLINTON STREET, NEW HARTFORD, NY ON
THURSDAY, JANUARY 23, 2025 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
Highway Foreman, Chris Moran
Police Chief, Ronald Fontaine
Assistant Director of Personnel, Barbara Schwenzfeier
Codes Officer – George Farley

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

PLEASE SEE ATTACHED PLANNING BOARD – Dolores Shaw, Secretary Minutes from meeting

I. PUBLIC HEARING

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

(RESOLUTION NO. 31 OF 2025)

RESOLVED, that the New Hartford Town Board does hereby approve to open up the Public Hearing at 6:19pm.

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**.

DISCUSSIONS

- See attached notes from Dory Shaw – residents spoke

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

(RESOLUTION NO. 32 OF 2025)

RESOLVED, that the New Hartford Town Board does hereby approve to close the Public Hearing at 6:39pm.

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**.

II. NEGATIVE DECLARATION UNDER SEQR

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

(RESOLUTION NO. 33 OF 2025)

RESOLVED, that the New Hartford Town Board does hereby approve to approve to allow the zone change to go forward – Negative Declaration under SEQR.

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

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

Resolutions PASSED with four (4) affirmative votes and duly **ADOPTED**.

III. LOCAL LAW 1 of 2025

LOCAL LAW 1 OF 2025

TOWN OF NEW HARTFORD, NY

JOINT TOWN BOARD/PLANNING BOARD MEETING

January 23, 2025

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A Local Law to amend the Code of the Town of New Hartford, Chapter 118 thereof entitled ZONING, Section 118-16(P) adding "Enclosed Shopping Center and Residential Overlay District" to allow residential uses and provide area and bulk requirements within the C-1 Zoning District at enclosed shopping centers and amending zoning map accordingly with respect to property located at New York State Commercial Drive (NYS Route 5A) and Seneca Turnpike (NYS Route 5), also known as Tax Map Nos. 328.008-1-12.1; 328.008-1-12.3; 328.008-1-18; 328.012-1-2.2; 328.012-1-2.3; and 328.012-1-2.4 or portions thereof, as more fully set forth as Exhibit A to Local Law 1 of 2025.

By Order of the Town Board of the Town of New Hartford, New York.

This Local Law shall become effective immediately upon its filing in the Office of the Secretary of State.

RESOLUTION

WHEREAS the TOWN BOARD of the TOWN OF NEW HARTFORD is considering rezoning Tax Map Parcel 328.008-1-12.1, 328.008-1-12.3, 328.008-1-18, 328.012-1-2.2, 328.012-1-2.3, 328.012-1-2.4 from General Commercial (C1) to a new district §118-16(p) ENCLOSED SHOPPING CENTER and RESIDENTIAL OVERLAY DISTRICT.

WHEREAS the Town Board did declare itself as lead agency pursuant to SEQRA and refer the application to its Planning Board for recommendation and,

WHEREAS the Planning Board did prepare its written report for January 23, 2025 with finding and its recommendation for adoption, which was submitted to the Town Board, and

WHEREAS the Town Board did duly notice and is in receipt of the responses from the interested agencies or the time to respond has elapsed, and

WHEREAS the Town Board and Planning Board noticed and conducted their Public Hearing on the 23rd day of January 2025, and listened to the comments presented therein, and given full consideration to all comments, it is

RESOLVED Zone Changed

RESOLVED that the Town Board does hereby and herewith declare a negative declaration, pursuant to SEQRA, and it is further

RESOLVED that the Town Board does hereby and herewith amend the Town Code to create §118-16(P) Enclosed Shopping Center and Residential Overlay District and does APPROVE Local Law 1 of 2025.

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

(RESOLUTION NO. 34 OF 2025)

RESOLVED, that the New Hartford Town Board does hereby approve to approve Local Law 1 of 2025.

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

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

Resolutions PASSED with four (4) affirmative votes and duly **ADOPTED**.

**IV. MATTERS SUBMITTED BY TOWN SUPERVISOR/HIGHWAY
SUPERINTENDENT RICHARD SHERMAN**

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

(RESOLUTION NO. 35 OF 2025)

RESOLVED, that the New Hartford Town Board does hereby approve to hire John Starolo, Motor Equipment Operator for the Highway Department, \$22/Hr. Full-Time, Permanent, effective 2/10/2025.

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**.

ADJOURNMENT

There being no further business to come before the Board, upon motion duly made by Councilman Latini and seconded Councilman Tehan, the meeting was adjourned at 6:48pm.

(RESOLUTION NO. 36 OF 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

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January 23, 2025
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The Resolutions were unanimously carried and duly ***ADOPTED***.

Respectfully submitted,

Cheryl Jassak-Huther
Town Clerk
2/1/2025

DRAFT

LOCAL LAW 1 OF 2025

TOWN OF NEW HARTFORD, NY

A Local Law to amend the Code of the Town of New Hartford, Chapter 118 thereof entitled ZONING, Section 118-16(P) adding “Enclosed Shopping Center and Residential Overlay District” to allow residential uses and provide area and bulk requirements within the C-1 Zoning District at enclosed shopping centers and amending zoning map accordingly with respect to property located at New York State Commercial Drive (NYS Route 5A) and Seneca Turnpike (NYS Route 5), also known as Tax Map Nos. 328.008-1-12.1; 328.008-1-12.3; 328.008-1-18; 328.012-1-2.2; 328.012-1-2.3; and 328.012-1-2.4 or portions thereof, as more fully set forth as Exhibit A to Local Law 1 of 2025.

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WHEREAS the Town Board did declare itself as lead agency pursuant to SEQRA and refer the application to its Planning Board for recommendation and,

WHEREAS the Planning Board did prepare its written report for January 23, 2025 with finding and its recommendation for adoption, which was submitted to the Town Board, and

WHEREAS the Town Board did duly notice and is in receipt of the responses from the interested agencies or the time to respond has elapsed, and

WHEREAS the Town Board and Planning Board noticed and conducted their Public Hearing on the 23rd day of January 2025, and listened to the comments presented therein, and given full consideration to all comments, it is

RESOLVED Zone Changed

RESOLVED that the Town Board does hereby and herewith declare a negative declaration, pursuant to SEQRA, and it is further

RESOLVED that the Town Board does hereby and herewith amend the Town Code to create §118-16(P) Enclosed Shopping Center and Residential Overlay District and does APPROVE Local Law 1 of 2025.

Councilman Messa	_____ Aye	<u> x </u> Nay
Councilman Latini	<u> x </u> Aye	_____ Nay
Councilman Reynolds	<u> x </u> Aye	_____ Nay
Councilman Tehan	<u> x </u> Aye	_____ Nay
Supervisor Miscione	<u> x </u> Aye	_____ Nay

DATED: January 23, 2025

DRAFT

**TOWN OF NEW HARTFORD
JOINT TOWN BOARD AND PLANNING BOARD
MINUTES
THURSDAY, JANUARY 23, 2025**

The Joint Meeting was held by Chair Heather Mowat for the Planning Board and Town Supervisor Paul Miscione for the Town Board at 5:30 P.M. at which time the Pledge of Allegiance was recited. In attendance were Town Board Members Paul Miscione, David Reynolds, John Latini III, James Messa, David Tehan and Town Clerk Cheryl Jassak-Huther. Planning Board Members present were Heather Mowat/Chair, Julius Fuks, Jr., Rocco Arcuri, Wilmar Seif, Lisa Britt, and Manzur Sikder. Absent: Planning Board Member James Decker. Also in attendance, Town Attorney Herbert Cully, Highway Superintendent Richard Sherman, Asst. Town Supervisor Anthoy Trevisani, Contract Engineer John Dunkle, Codes Officer George Farley, and secretary Dory Shaw. Representatives from Sangertown: Mr. David Aitken, Mr. Luke Condon, Mr. Max DePuy and Ms. Maria Ackerman.

Town Attorney Cully opened the meeting and introduced all Board Members and staff. He discussed the process for the joint Public Hearing in that Sangertown is requesting a zone change to allow for residential uses to be more broadly added to the C1 Zoning District at the enclosed shopping center. The Town Board initiated this zone change application and explained the process, i.e. local law referral to the Planning Board, public hearing by the Planning Board, recommendation to Town Board, any SEQR issues addressed, etc. The Planning Board has a list of criteria to follow. The meeting tonight is not a site plan approval, this meeting is to decide to change the zoning to allow residential uses within the mall. If approved tonight, then Site Plan is followed through the Planning Board process.

Planning Chair Mowat explained the process for this joint meeting. She also mentioned that approximately 200 property owners were notified about this meeting through a mailing. Also, a legal notice was published in the Rome Sentinel.

The Town Supervisor opened the Public Hearing. Mr. David Aitken/Sangertown explained they are seeking the creation of an overlay district to apply to enclosed shopping center lands located in a C1 zoning district that will allow residential uses, with area and bulk requirements. Residential is permitted on the upper floors. However, the industry is adjusting to a mixed use. This is about the possibility of a new type complex, i.e. vacant anchor tenant that could be removed then apartments or apartments constructed on unused areas. He addressed the properties in the Albany area which are similar projects and which are well received, apartment sizes, bedroom units, parking, amenities, etc. SEQR notices were mailed to involved and interested parties and any questions were addressed – there have been no objections to their project. COVID pandemic and the use of online orders have affected shopping malls. Residential uses in malls are trending.

Chair Mowat introduced Highway Superintendent Richard Sherman: Mr. Sherman stated that he spoke with Mr. Karl Schrantz, PE of Oneida County Water Pollution Control regarding sewers, who stated that capacity is good with this project. He doesn't have any issues with this project. Mr. Sherman will be working with Mr. Schrantz.

Mr. John Dunkle, Contract Engineer for the Town of New Hartford, stated that there is nothing specific right now. He feels the infrastructure can support a structure of this nature. The details will be addressed when they are ready. He feels the facilities and community can support this type of zone change. Right now we are making a recommendation to the Town Board about the zone change.

Planning Board member Julius Fuks: He addressed water capacity. He would like to see the MVWA have long term goals. Mr. Condon stated the mall water supply comes from two sources, Commercial Drive & Seneca Turnpike. There is a short distance to the meter at both locations. The entire underground is the mall's responsibility. Also, Mr. Fuks addressed the overlay district. The front and rear offset distances were at a minimum. It was stated this will be reviewed further during Site Plan Review when we look at character of the neighborhood. It is an overlay district and it has to be consistent with the community.

Mr. Aitken said items will be addressed as developed. Lots would be interior to the project and it would fit within the overall character, pedestrian access, etc.

Planning Board member Rocco Arcuri: do you have a number in mind of how many units. Mr. Aitken referred again to the numbers in the Guilderland area. He feels this area can support this and possibly more. Somewhere in the 100 to 300 range makes sense. He referred to the occupancy numbers at the Guilderland project. Estimated cost for one or two bedrooms: \$1600 to \$1900.

Planning Board member Wilmar Sifre: asked about placement in the mall. Will this be connected to the mall? Mr. Aitken addressed entertainment, restaurants, etc. They will work with a project manager when the time comes.

Planning Board member Manzur Sikder: APEX involvement. He referred to these homes that are market based and have many amenities.

Planning Board member Lisa Britt: she mentioned market rate apartments. Also, any issues with public safety – no. Location of storage units. Mr. Aitken mentioned anchor box or along those lines. They would be placed within a vacant space maybe by J.C. Penney. Sizes were addressed. It was mentioned that the units would not be seen. She also addressed the overlay districts, streams, wetlands, etc.

Town Attorney Cully explained Section 116 of the Town Code regarding Planned Development. This would be new Section 116P. It is a Planned Development overlay of a commercial district and consistent with our Ordinance. It doesn't mitigate the other overlay. We have a right to amend our Zoning Ordinance at any time. Town Supervisor Miscione referred to this zone – we are looking at something for the first level. They can still build multi-family – this gives them a better plan for the mall.

Chair Mowat addressed community assets, i.e., pickle ball courts, public amenities (restaurants). This will be addressed and also possibly a pool. He didn't think there would be separate garages.

Councilman David Tehan mentioned that assuming this goes through, what kind of time line. Would a subdivision need to take place? Mr. Aitken mentioned 3-9 months in terms of selecting a partner then going forward, questions from SEQR are addressed, then 12-24 months to break ground. Sometimes the

day after site plan approval. Councilman Tehan also addressed the parking ratio 1.5 parking spaces. This depends on the number of units. The Planning Board addresses this.

Councilman Reynolds feels the health of Sangertown is important. Any big box stores coming in? Mr. Aitken cannot address this at this time. Pyramid has been in business 45-50 years.

Councilman John Latini: Possibility of garages? Mr. Aitken said enclosed parking has been incorporated. Possibility.

Councilman James Messa: Contractors or sub-contractors. Have you ever issued names, etc. Mr. Aitken said no. Those contractors need to draw permits then it becomes public.

Planning Board member Julius Fuks: Information we are talking about doesn't preclude approval – this is not a Site Plan Review - zone change yes. This gives us the ability to file with the Department of State.

Town Supervisor Miscione explained the Comprehensive Plan process.

The Town Board opened the Public Hearing by motion of Councilman John Latini; seconded by Councilman David Reynolds. All in favor.

Public Hearing opened by motion of Planning Board Member Pocco Arcuri; seconded by Board Member Wilmar Sifre. All in favor.

Town Attorney Cully read the Public Hearing notice that went out to the public.

-Donna Robertson, Allman Place. She has concerns about the type of residents as she lives in a great neighborhood. Also, what about the swamp type land the mall was built on (Engineer John Dunkle stated their project can be done at this site). Chair Mowat explained that this project is market rate apartments, not subsidized. She explained the review process by the Planning Board and they try to accommodate the neighbors' concerns and requests.

-Resident on Allman Place/Davis Road/Leard Road: how will changes in the mall affect them, i.e. traffic. Chair Mowat explained again that the Planning Board takes many matters into consideration and works well with NYS Department of Transportation, i.e. traffic patterns.

-Christine Linck, 8 Davis Place. Are they going to build up? They are approved to build on top of the mall, but they would like to build a new complex, behind the former J.C. Penney. She also wanted to know if there were different levels. It was mentioned no higher than 70'. Mr. Atkin stated they will work with a developer who knows this area. He explained the process on connecting with a developer for this type of project. It includes parking, landscaping, etc. No one owns apartments.

Town Supervisor Miscione addressed the matter of the zone change for this project only tonight. There will be another meeting at the Planning Board level to address the full site plan when that happens. We are only addressing whether this area allows residential housing on the first floor for this district. All other concerns will be addressed at the Planning Board. People will be able to address their comments then. The Town Board addresses the zone change only.

Chair Mowat expanded on the review process for the Planning Board review.

-Amy Lefevre, 27 Leard Road. She has concerns with regard to traffic, etc.

There being no further input, motion to close the Public Hearing at 6:39 P.M. was made by Town Councilman John Latini; seconded by Town Councilman David Reynolds. All in favor.

Also, motion was made by Planning Board member Julius Fuks to close the Public Hearing at 6:39 P.M.; seconded by Planning Board member Rocco Arcuri. All in favor.

Chair Mowat addressed the Zone Text Amendment C1 to Enclosed Shopping Center and Residential Overlay District:

- 1) The proposed change is consistent with purposes embodied in the Town Code:

Vote: Planning Chair Heather Mowat – yes	Board Member Julius Fuks – yes
Board Member Rocco Arcuri – yes	Board Member Wilmar Sifre – yes
Board Member Manzur Sikder – yes	Board Member Lisa Britt – yes

#1 approved by a vote of 6 – 0.

- 2) The proposed change has adequate evidence and support for additional development:

Vote: Planning Chair Heather Mowat – yes	Board Member Julius Fuks – yes
Board Member Rocco Arcuri – yes	Board Member Wilmar Sifre – yes
Board Member Manzur Sikder – yes	Board Member Lisa Britt – not sure (no)

#2 approved by a vote of 5 – 1

- 3) The proposed change is consistent with the underlying objectives of the Town Comprehensive Plan and will have no major indirect implications on other regulations

Vote: Planning Chair Heather Mowat – yes	Board Member Julius Fuks – yes
Board Member Rocco Arcuri – yes	Board Member Wilmar Sifre – yes
Board Member Manzur Sikder – yes	Board Member Lisa Britt – yes

#3 approved by a vote of 6 – 0

- 4) The proposed change is consistent with the character of the community:

Vote: Planning Chair Heather Mowat – yes	Board Member Julius Fuks – yes
Board Member Rocco Arcuri – yes	Board Member Sifre – yes
Board Member Manzur Sikder – withheld vote	Board Member Lisa Britt – no

#4 approved by a vote of 4 – 2

At this time, motion was made by the Planning Board member Rocco Arcuri to make recommendation for the Zone Change for Sangertown to be approved and to move on to the Town Board; seconded by Planning Board Member Julius Fuks. Vote taken:

Vote: Planning Chair Heather Mowat – yes
Board Member Rocco Arcuri – yes
Board Member Manzur Sikder – yes

Board Member Julius Fuks – yes
Board Member Wilmar Sifre – yes
Board Member Lisa Britt – no

Motion **approved** by a vote of 5 – 1.

Pyramid Corporation (Sangertown) will seek out a developer to partner with and start the Site Plan review process.

Town Attorney Cully addressed the negative declaration under SEQR regarding the zone change. Planning Board Chair Mowat said SEQR was met and sent out to all agencies. Engineer John Dunkle didn't see anything to warrant additional review. Town Attorney Cully said since they are doing the zone change, they would do the negative declaration in dual lead agencies.

Planning Board Member Julius Fuks explained the purpose of a negative declaration which allows the zone change to go forward with no impacts and another SEQR process at the site plan.

Motion to grant a negative declaration was made by Planning Board member Rocco Arcuri; seconded by Planning Board Member Manzur Sikder. Vote taken:

Vote: Planning Chair Heather Mowat – yes
Board Member Rocco Arcuri – yes
Board Member Manzur Sikder – yes

Board Member Julius Fuks – yes
Board Member Wilmar Sifre – yes
Board Member Lisa Britt – yes

Motion **approved** by a vote of 6 - 0.

Motion to close the Planning Board meeting was made by Planning Board Member Lisa Britt; seconded by Planning Board Member Wilmar Sifre at 6:45 P.M. Vote taken

Vote: Planning Chair Heather Mowat – yes
Board Member Rocco Arcuri – yes
Board Member Manzur Sikder – yes

Board Member Julius Fuks – yes
Board Member Wilmar Sifre – yes
Board Member Lisa Britt – yes

Motion **approved** by a vote of 6 - 0.

At this time, the Town Board addressed the negative declaration:

Town Supervisor Paul Miscione – yes
Town Board Member David Reynolds – yes
Town Board Member Jim Messa – no

Town Board Member John Latini – yes
Town Board Member David Tehan – yes

Vote 4 – 1

Motion to approve the zone change request for Sangertown Mall:

Town Supervisor Paul Miscione – yes

Town Board Member John Latini – yes

Town Board Member David Reynolds – yes Town Board Member David Tehan – yes
Town Board Member Jim Messa – no

Vote 4 – 1

BE IT RESOLVED, that the New Hartford Planning Board and New Hartford Town Board does hereby approve a SEQRA negative declaration in connection with the amendment of the Code of the Town of New Hartford, Chapter 118 thereof entitled ZONING, Section 118-16(P) adding "Enclosed Shopping Center and Residential Overlay District" and amending zoning map accordingly:

Vote: Planning Chair Heather Mowat – yes Planning Board Member Julius Fuks – yes
Planning Board Member Rocco Arcuri – yes Planning Board Member Lisa Britt – yes
Planning Board Member Wilmar Sifre – yes Planning Board Member Manzur Sikder – yes

Motion **approved** by a vote of 6 – 0.

WHEREAS the TOWN BOARD of the TOWN OF NEW HARTFORD is considering rezoning Tax Map parcel 328.008-1-12.1; 328.008-1-12.3; 328.008-1-18; 328.012-1-2.2; 328.012-1-2.3; 328.012-1-2.4 from General Commercial (C1) to a new district Section 118-16(P) ENCLOSED SHOPPING CENTER and RESIDENTIAL OVERLAY DISTRICT

WHEREAS the Town Board did declare itself as Lead Agency pursuant to SEQRA and refer the application to its Planning Board for recommendation and,

WHEREAS the Planning Board did prepare its written report for January 23, 2025 with finding and its recommendation for adoption, which was submitted to the Town Board, and

WHEREAS the Town Board did duly notice and is in receipt of the responses from the interested agencies or the time to respond has elapsed, and

WHEREAS the Town Board and Planning Board noticed and conducted their Public Hearing on the 23rd day of January 2025, and listened to the comments presented therein, and given full; consideration to all comments, it is

RESOLVED Zone Changed

RESOLVED that the Town Board does hereby and herewith declare a negative declaration, pursuant to SEQRA, and it is further

RESOLVED that the Town Board does hereby and herewith amend the Town Code to create Section 118-16(P) Enclosed Shopping Center and Residential Overlay District and does APPROVE Local Law 1 of 2025.

Councilman Jim Messa – Nay

Councilman John Latini – Aye

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Councilman David Reynolds – Aye
Town Supervisor Paul Miscione – Aye

Dated: January 24, 2025

Respectfully submitted

Dolores Shaw, Secretary
Planning Board

UNOFFICIAL
UNTIL APPROVED BY
TOWN OF NEW HARTFORD
PLANNING BOARD

TOWN OF NEW HARTFORD
PERSONNEL REQUISITION

Department: Highway
Name: John Starolo

Title: Motor Equipment Operator

Salary: \$22/hr.

Requested Start Date: @ 2.10.25 (after 2 wk notice with current employer)

☒ Per Union Contract ☐ Current Rate as set by Town Board

Date position is vacant: 1/1/25

Reason: Promotion of Matt Brown to HED

Type of Position: ☒ Full-Time ☐ Part-Time ☐ Seasonal ☐ Temporary, less than 3 Months

Type of Appointment: ☒ Permanent ☐ Provisional ☐ Temporary ☐ Transfer

Department Head Signature: _____

☐ Mandatory List

Human Resources (Civil Service):

☐ Non-Mandatory List

☒ No List

Classification: ☐ Competitive ☒ Non-Competitive ☐ Labor ☐ Exempt ☐ Unclassified

Certification of Eligibles List requested: _____ expires: _____

☒ Application Approved by Oneida County ☐ Transfer Approved by Oneida County

Included:

☐ Copy of Certification of Eligibles List

Human Resources Signature: _____

Town Board: ☐ Approved ☐ Disapproved

Town Supervisor Signature: _____ Date: _____

4. Department Head complete TOP SECTION (on both pages) and forward to Human Resources Department.
5. Human Resources Department verifies: Civil Service status of vacant position, title, salary, posting, approval of qualifications, etc. and forwards request to the Town Supervisor's Office for presentation to the Town Board.
6. Town Board reviews and approves/disapproves appointment and returns request to: Humane Resources Department and appropriate Department Head.
4. If approved Department Head will then contact the candidate and offer with an offer of employment. If candidate accepts Department Head will schedule a start date.

NOTE: No employee will begin work prior to Board approval.

NOTE: Employees must report to HR no later than the first day of work to complete all employment paperwork.

NOTE: No employee shall begin work prior to Board approval.

NOTE: If paperwork is not completed, no paycheck will be distributed.