

**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  
THURSDAY, JANUARY 2, 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  
Police Chief, Ronald Fontaine

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

**I. Board Meeting Minutes**

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

**(RESOLUTION NO. 1 OF 2025)**

**RESOLVED**, that the New Hartford Town Board does hereby approve the meeting minutes for December 11, 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**.

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

**(RESOLUTION NO. 2 OF 2025)**

ORGANIZATIONAL TOWN BOARD MEETING

January 2, 2025

Page 2 of 15

**RESOLVED**, that the New Hartford Town Board does hereby approve the meeting minutes for December 17, 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**.

## **II. REPORTS BY TOWN DEPARTMENTS**

### **a. TOWN CLERK**

- i. 2025 Taxes began January 1, 2025 – the Town Clerk disbursed the Town and County Warrant Report
- ii. Westmoreland Fire Department Raffle Consent

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

### **(RESOLUTION NO. 3 OF 2025)**

**RESOLVED**, that the New Hartford Town Board does hereby approve for Westmoreland Fire Department to sell raffle tickets in the Town of New Hartford at Sangertown Square Mall.

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. POLICE DEPARTMENT – CHIEF FONTAINE**

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

### **(RESOLUTION NO. 4 OF 2025)**

**RESOLVED**, that the New Hartford Town Board does hereby approve for the appoint of Armin Safizadeh from part-time officer to full-time, has become eligible pending medical exam per civil service.

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

## ORGANIZATIONAL TOWN BOARD MEETING

January 2, 2025

Page 3 of 15

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

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

### c. **HIGHWAY SUPERINTENDENT RICHARD SHERMAN**

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

#### (RESOLUTION NO. 5 OF 2025)

**RESOLVED**, that the New Hartford Town Board does hereby approve to reinstate Christopher Budlong, pending clearance (Town Attorney Herbert Cully will review), reinstate his position (Heavy equipment), \$31.15/hour, full-time.

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**.

## **III. MATTERS SUBMITTED BY COUNCILMEN**

### a. **COUNCILMAN TEHAN**

- i. **Clintonview Apartments** – set panel to include Supervisor Paul Miscione, Police Chief Ronald Fontaine and Councilman David Tehan; next steps – Town Attorney Herbert Cully state that Codes Officer Lary Gell would prepare a statement of the deficiencies and we would serve it on them and provide them an opportunity to come to a Board Meeting for a hearing - would like letter updated – needs written report sent to Attorney Herbert Cully
- ii. **Town of New Hartford Tax Rolls** – status with County to get listed – Town Attorney Herbert Cully stated it is the County that fixes it – Assessor coordinates it with the County

### b. **COUNCILMAN REYNOLDS**

- i. Chapter 41 Alarm System Law – will work with New Harford Fire Chief Bolanowski and review

**c. COUNCILMAN MESSA**

**i. Org. Chart Structures within the Offices**

1. Town Clerk provided employee job descriptions for her department to the Town Board; work with all Town Department's to get employee job descriptions; Town Supervisor Miscione – everyone can always go back and take a look and see where things are and needs to be done and everyone knows where to go if have a questions

**ii. Town Board Meetings – Decorum, public comments, presentations – post rules online, public view (at meetings and in window and have available at meetings) – not to take the residents from making comments but to understand the process**

**IV. MATTERS SUBMITTED BY TOWN SUPERVISOR**

**a. General Security Agreement**

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

**(RESOLUTION NO. 6 OF 2025)**

**RESOLVED**, that the New Hartford Town Board does hereby approve to for Supervisor Miscione to sign the General Security Agreement,

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. Library Appointments**

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

**(RESOLUTION NO. 7 OF 2025)**

**RESOLVED**, that the New Hartford Town Board does hereby approve Alexander Turner to the Library Board of Trustees for the Town of New Hartford Library.

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

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

ORGANIZATIONAL TOWN BOARD MEETING

January 2, 2025

Page 5 of 15

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. 8 OF 2025)**

**RESOLVED**, that the New Hartford Town Board does hereby approve Kirsten Campbell to the Library Board of Trustees for the Town of New Hartford Library.

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**.

**V. 2025 Organizational Resolutions**

*\* Barbara Schwenzfeier will need to provide the salary schedule for the next Board Meeting to be added as have been in the previous years*

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

**(RESOLUTION NO. 9 OF 2025)**

**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 2025;**

**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 2025;

**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

## ORGANIZATIONAL TOWN BOARD MEETING

January 2, 2025

Page 6 of 15

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 seventy cents (\$.70) for all Town Officials and employees while performing regular and continuous business transactions in and for the Town of New Hartford during the Fiscal Year 2025; 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 2025 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 2025 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, 2025, and ending December 31, 2025, 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 2025 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 2025, in the absence of the Town Supervisor;

## ORGANIZATIONAL TOWN BOARD MEETING

January 2, 2025

Page 7 of 15

**RESOLVED** that the New Hartford Town Board does hereby authorize the Town Supervisor or Senior Account Clerk 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 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 2025.

**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 2025 as set forth in the attached Schedule "A" that is made a part of this Resolution;

### **SCHEDULE "A"** **RULES OF PROCEDURE**

## **VI. 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 2025, unless otherwise changed and publicized:

January 15  
February 12  
March 12  
April 9  
May 7  
June 4  
July 9  
August 6  
September 3, September 17  
\*October 8, \*\*October 22  
\*\*\*November 5, November 19  
December 10

\*(Tentative Budget to Town Board)

## ORGANIZATIONAL TOWN BOARD MEETING

January 2, 2025

Page 8 of 15

\*\*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 two (2) 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.

### **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:

- 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



## ORGANIZATIONAL TOWN BOARD MEETING

January 2, 2025

Page 9 of 15

- 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:

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 item needs to be reviewed; Supervisor Miscione said we can add the Terms of the members to the website

## ORGANIZATIONAL TOWN BOARD MEETING

January 2, 2025

Page 10 of 15

### **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.)
- 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:**

## ORGANIZATIONAL TOWN BOARD MEETING

January 2, 2025

Page 11 of 15

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:

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 Latini and duly seconded by Councilman Reynolds.

#### **(RESOLUTION NO. 10 OF 2025)**

**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, 2025 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**.

### **XV. Appointment – Chairman - Zoning Board of Appeals**

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

#### **(RESOLUTION NO. 11 OF 2025)**

**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, 2025 and ending December 31, 2025.

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

## ORGANIZATIONAL TOWN BOARD MEETING

January 2, 2025

Page 12 of 15

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 – STANDING COMMITTEE**

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

#### **(RESOLUTION NO. 12 OF 2025)**

**RESOLVED**, that in accordance with the Town Law, Town Board does hereby appoint standing committees for a one-year (1) term commencing January 1, 2025 and ending December 31, 2025.

<b>Committee</b>	<b>Chairperson</b>	<b>Co-Chairperson</b>	<b>Department Head</b>
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

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. TOWN CLERK DEPARTMENT MATTERS**

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

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

#### **(RESOLUTION NO. 13 OF 2025)**

**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, 2025 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**.

### **2. Oneida County Youth Bureau – 2025**

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

#### **(RESOLUTION NO. 14 OF 2025)**

**RESOLVED** that the New Hartford Town Board does hereby approve Town Supervisor Miscione to re-appoint Cheryl Jassak-Huther as Oneida County Youth Bureau Youth Employment Director with the additional salary of \$3,500.00

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**.

## **XVIII. Appointment – BOARD OF ETHICS**

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

ORGANIZATIONAL TOWN BOARD MEETING

January 2, 2025

Page 14 of 15

**(RESOLUTION NO. 15 OF 2025)**

**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	-	Abstain
Supervisor Miscione	-	Aye

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

**XIX. 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 Latini

**(RESOLUTION NO. 16 OF 2025)**

**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**.

**XX. 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.

ORGANIZATIONAL TOWN BOARD MEETING

January 2, 2025

Page 15 of 15

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

**(RESOLUTION NO. 17 OF 2025)**

**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 \$3,113.22 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**.

**ADJOURNMENT**

There being no further business to come before the Board, upon motion duly made by Councilman Reynolds and seconded Councilman Latini, the meeting was adjourned at 6:30 P.M.

**(RESOLUTION NO. 18 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

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

Respectfully submitted,

Cheryl Jassak-Huther

Town Clerk

1/6/2025