

**SPECIAL BOARD MEETING OF THE TOWN BOARD
OF THE TOWN OF NEW HARTFORD, NEW YORK,
HELD AT TOWN HALL, 8635 CLINTON STREET, NEW HARTFORD, NY ON
WEDNESDAY, JUNE 19, 2024 at 4:30 P.M.**

Town Supervisor Miscione called the meeting to order at 4:30 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
Police Chief, Ronald Fontaine
Highway Superintendent, Richard Sherman

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 Reynolds and duly seconded by Councilman Latini:

(RESOLUTION NO. 235 OF 2024)

RESOLVED, that the New Hartford Town Board does hereby approve the Town Board Meeting Minutes from the June 5, 2024 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*.

II. REPORTS OF TOWN DEPARTMENTS

a. Town Clerk – Cheryl Jassak-Huther

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

(RESOLUTION NO. 236 OF 2024)

RESOLVED, that the New Hartford Town Board does hereby approve fireworks at the Yahnundasis on July 4, 2024.

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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*.

b. POLICE CHIEF RONALD FONTAINE

1. **ACO Rates** – new agreement, look at new rates, what would be charged, etc.;
John Treen will help with the rates

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

(RESOLUTION NO. 237 OF 2024)

RESOLVED, that the New Hartford Town Board does hereby approve to modify our fee schedule to conform with the increase fees to Anita Steven Swan Humane Society.

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. **SCO Shelter Grant** – John Treen will apply for this grant

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

(RESOLUTION NO. 238 OF 2024)

RESOLVED, that the New Hartford Town Board does hereby approve to apply for the SCO Shelter Grant.

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*.

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- 3. **Wiggle Waggle Walk-a-Thon** – would like to hold it at Sherrill Brook Park; Sept. 7, 2024; they reimburse for police officers there at the time – approx. three officers

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

(RESOLUTION NO. 239 OF 2024)

RESOLVED, that the New Hartford Town Board does hereby approve to allow the Wiggle Waggle Walk-A-Thon to be held at Sherrill Brook Park on Sept. 7, 2024 and they have to have an agreement between them and the Town, to identify to save us harmless and have 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**.

c. HIGHWAY SUPERINTENDENT RICHARD SHERMAN

1. Paving Bid

James Paving/James Bray	\$1,369,580.00
Barrett Paving Materials	\$962,737.50
Costello Blacktop Paving	\$1,096,968.60
Central Paving	\$1,106,355.00
Heidelberg Materials	\$896,295.00
G. Goodier/W. Haver Exc. Paving	\$1,377,000.00

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

(RESOLUTION NO. 240 OF 2024)

RESOLVED, that the New Hartford Town Board does hereby approve to award the bid for paying to Heidelberg Materials for \$896,295.00.

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**.

III. MATTERS SUBMITTED BY COUNCILMEN

a. Councilman Reynolds

1. **Police Commission** – Patrick Cardinale and Charles Sadallah – once they submit a letter of intent and we bring it to the Board they can be sworn in for their terms and we can update the Police Commission, then the term would be from the date of the meeting for the remaining time

b. Councilman Tehan

1. **Bonadio & Co., LLP** – engagement letter; Supervisor Miscione – don't want to duplicate and pay for something twice – the Town Clerk – separate office, remove from engagement letter, has own reconciliation; Supervisor's Report monthly – Supervisor Miscione does that report himself per the State; would like them to reconcile the bank recs, dual ledgers, trial balance, they should review Supervisor report (not prepare it); would like them to do bank recs and trial balances starting now

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

(RESOLUTION NO. 241 OF 2024)

RESOLVED, that the New Hartford Town Board does hereby approve to have Bonadio & Co., LLP start as of July 1, 2024 to complete the task of bank reconciliation and trial balances for the Town of New Hartford financial services and authorize Supervisor to sign the corrected engagement letter.

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. **2022 Audit** – asked to have it put on the website (Councilman Tehan will follow up with Barb; Supervisor Miscione – the AUD has to go online – it was on and it is off again – yearly report that gets submitted to the state – needs to be put back online

IV. MATTERS SUBMITTED BY TOWN SUPERVISOR MISCIONE

- a. **Resolution for Fire Inspections to be ANNUAL** – Fire Safety Officers that are going out, Supervisor spoke the State and we are allowed to do ANNUALLY inspections (not tri-annual)

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

(RESOLUTION NO. 242 OF 2024)

RESOLVED, that the New Hartford Town Board does hereby approve have fire inspections done ANNUALLY (yearly), no more Tri-Annually.

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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*.

- b. Resolution for Fire Inspections to be done PER BUSINESS** – a lot of the shopping centers – owner of a shopping center leases out space to a business – the business is responsible for their own area, not on the landlord; an inspection should be done per business, they have their own occupancy

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

(RESOLUTION NO. 243 OF 2024)

RESOLVED, that the New Hartford Town Board does hereby approve have fire inspections done PER BUSINESS not parcel and the bill and recommendations go to the actual business owner.

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 – Codes Enforcer – occupancy signs not in a lot of businesses – has to be enforced, state code. Town Attorney Herbert Cully will forward an email to Code Officers Lary Gell and George Farley; Town Building should also have a occupancy sign in our rooms

- c. Travelers Insurance**

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

(RESOLUTION NO. 244 OF 2024)

RESOLVED, that the New Hartford Town Board does hereby approve for Supervisor Miscione to sign the Supplementary Commercial Automobile Application.

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

Councilman Messa	-	Aye
Councilman Latini	-	Aye

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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. 245 OF 2024)

RESOLVED, that the New Hartford Town Board does hereby approve for Supervisor Miscione to sign and decline the Supplementary Spousal Liability Coverage Application.

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. **Veterans Memorial Park** – Thanked everyone – park is looking beautiful and thanked everyone for their help; Also asked Chief to Patrol Chadwicks Park a little more due to graffiti; Cameras for parks – Highway Superintendent Richard Sherman will check on them

V. REPORTS OF TOWN DEPARTMENTS

a. Highway Superintendent Richard Sherman

1. **Mallory Road** – engineering cost flood control project - estimate was between \$60,000 - \$75,000; will follow up at the next meeting
2. **Touch the Truck** – great success at the Library – would like to do an open house at the Highway garage; middle of September/October; food trucks. Etc.
3. **Larchmont** – no estimates yet

VI. MATTERS SUBMITTED BY COUNCILMEN

a. Councilman Reynolds

1. Edwards Ambulance 60th year of Service – 7/12/2024 at 11am at the Edwards Station on Oneida Street – present a Proclamation from the Town

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

(RESOLUTION NO. 246 OF 2024)

RESOLVED, that the New Hartford Town Board does hereby approve for a Proclamation to be presented from the Town to Gary Edwards on 7/12/2024 for 60 years of service.

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*.

VII. MATTERS SUBMITTED BY TOWN SUPERVISOR MISCIONE

- a. FOOD TRUCKS** – the Village is also in the Town of New Hartford and all food trucks are supposed to obtain a permit from the Town of New Hartford Clerk’s Office, doesn’t exclude the Village, code doesn’t exclude; the Code may have to be changed; there is no enforcement in the Village; on next Board Meeting agenda – do a Local Law

ADJOURNMENT

There being no further business to come before the Board, upon motion duly made by Councilman Messa and seconded Councilman Reynolds, the meeting was adjourned at 5:20 P.M.

(RESOLUTION NO. 247 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
6/23/2024