

PROPOSED TOWN BOARD AGENDA (SUBJECT TO CHANGE)
October 5, 2017 at 6:00 P.M.
Butler Memorial Hall

I. MINUTES

- A. August 24, 2017
- B. September 13, 2017

**II. PUBLIC HEARING **

- A. None

III. PRESENTATIONS/COMMENTS (limited to 3 minutes)

IV. REPORTS OF TOWN OFFICIALS BY STANDING COMMITTEE

- A. Parks & Recreation Committee – Councilman Reynolds
 - a. Seasonal appointments
 - b. Ice rental contracts
 - c. Equipment auction
- B. Senior Citizen Committee – Councilman Reynolds
 - a. Appoint Marjorie Anweiler as Meal Site Manager
- C. Zoning (Codes) & Planning Committee – Councilman Messa
 - a. Training (Bogar, Elias, Kiehm, Montrose, Mowat, Stanislaus)
- D. Public Works & Sewer Committee – Councilman Miscione
 - a. Grange Hill Road
 - b. Clerical help
- E. Public Safety & Courts Committee – Supervisor Tyksinski
 - a. 2017 Oneida County STOP DWI Agreement \$10,556
- F. Town Clerk Committee – Councilman Woodland
 - a. Presentation of 2018 Tentative Budget
 - b. Budget transfer (BB4020.12 to BB4020.02 Laptop/EDRS)

V. MATTERS SUBMITTED BY COUNCILMEN/ATTORNEY/DEPUTY SUPERVISOR

- A. Councilman Messa
 - a. Grange Hill project
 - b. FEMA buy-out/after July 1 storm/open new case for residents
 - c. Review Snowden Hill Road speed limit

VI. MATTERS SUBMITTED BY TOWN SUPERVISOR

NOTE: Next Town Board meeting at 6:00 PM on Wednesday, October 18, 2017
Unsafe Building Hearings at 5:00 PM on Wednesday, October 18, 2017

TOWN *of* NEW HARTFORD
ONEIDA COUNTY
DEPARTMENT of PARKS and RECREATION
48 GENESEE STREET, NEW HARTFORD, NEW YORK 13413-2850
Telephone: 315-724-0654 / Fax: 732-8679

DIRECTOR
John Cunningham

TOWN SUPERVISOR
Patrick M. Tyksinski

**Board Meeting
October 5, 2017**

Rec Center A7020.14

Seasonal Appointment:

Start Date: October 1, 2017 – March 31, 2018

Kara	Nadeau	Ice Rink Attendant	\$9.00 per hour
Ethan	Ross	Ice Rink Attendant	\$9.00 per hour
Brendon	Whitman	Ice Rink Attendant	\$9.00 per hour

Ice Contracts - Upon approval of Town Attorney, Herb Cully

Park A7110.14

**Proposal: Equipment Auction – Permission to auction off surplus park equipment
(Auctions International)**

Young, Gail

From: Eileen Spellman
Sent: Monday, September 25, 2017 4:04 PM
To: Young, Gail
Subject: RE: AGENDA - Oct 5, 2017 Town Board Meeting

*Eileen Spellman
Director of Senior Services
New Hartford Senior Center
Email: Espeelman@town.new-hartford.ny.us
Ph: 315-724-8966*

From: Young, Gail [<mailto:gyoung@town.new-hartford.ny.us>]
Sent: Monday, September 25, 2017 1:45 PM
To: Booth, Joe; Cully, Herb; Cunningham, John Carson; Darlene Abbatecola; Dreimiller, Dan; Inserra, Michael S.; James Messa; Lisa Smigle; M. Eileen Spellman; Miscione, Paul; New Hartford Supervisor; Reynolds, David M.; Richard Woodland Jr. (E-mail); Schwenzfeier, Barb; Sherman, Richard C.; Tyksinski, Patrick M.
Subject: AGENDA - Oct 5, 2017 Town Board Meeting

In order to prepare the agenda for the October 5, 2017 Town Board Meeting, it will be necessary that I receive from you any matter(s) which you feel should be discussed at that meeting.

Please check applicable statements:

☐ No matters to be considered

☒ Place the following on the Agenda:

Marjorie Anweiler Meal Site
Manager

*effective Fri, Oct 6, 2017
\$13.50/hour*

This information must be received in my office no later than 4:00 P.M. on Thursday, September 28, 2017. DEPARTMENT HEADS – PLEASE REMEMBER THE NEW PROCEDURE -- TO DISCUSS YOUR MATTERS WITH YOUR STANDING COMMITTEE MEMBERS, THE CHAIRPERSON OF WHICH MUST SEND ME AN E-MAIL TO ADD YOUR ITEMS TO THE AGENDA.

IN ADDITION, DUE TO CHANGES IN STATUTE THAT BECAME EFFECTIVE FEBRUARY 2, 2012, REQUIRING THE POSTING OF THE AGENDA AND SUPPORTING DOCUMENTS ON THE TOWN'S WEBSITE, IT WILL BE NECESSARY FOR YOU TO FURNISH ME WITH BACKGROUND INFORMATION RELATED TO THE SUBJECT(S) YOU ARE PLACING ON THE AGENDA, INCLUDING BUT NOT LIMITED TO PROPOSED LEGISLATION, COMMUNICATIONS, ETC. IF YOU HAVE ANY QUESTIONS IN THIS REGARD, PLEASE CONTACT ME AT YOUR EARLIEST CONVENIENCE. I MUST ASK FOR YOUR COOPERATION IN SUPPLYING ME WITH THE DOCUMENTS BY THE THURSDAY DATE NOTED ABOVE, AS THIS CAN BE A TIME-CONSUMING TASK AND MUST BE ON THE WEBSITE PRIOR TO THE TOWN BOARD MEETING.

Thank you!

Young, Gail

From: Shaw, Dory
Sent: Monday, October 02, 2017 12:05 PM
To: james.messa@yahoo.com; Miscione, Paul
Cc: Young, Gail
Subject: Emailing: Schuyler 4.pdf
Attachments: Schuyler 4.pdf

The class sponsored by the Town of Schuyler is being held on November 29, 2017. This class fills up quickly. So far Randy Bogar, Byron Elias, Fred Kiehm, John Montrose of the ZBA and Heather Mowat of the Planning Board wish to attend. The cost is \$20 per person. I am sure I will have more members who would like to attend. This class satisfied the 4 hours required by the State.

Young, Gail

From: Shaw, Dory
Sent: Tuesday, October 03, 2017 8:05 AM
To: james.messa@yahoo.com; Miscione, Paul
Cc: Young, Gail
Subject: FW: Emailing: Schuyler 4.pdf
Attachments: Schuyler 4.pdf

Add Karen Stanislaus, ZBA member, to your list. I just heard from her. Thank you.

Dory

-----Original Message-----

From: Shaw, Dory
Sent: Monday, October 02, 2017 12:05 PM
To: james.messa@yahoo.com; Miscione, Paul
Cc: Young, Gail
Subject: Emailing: Schuyler 4.pdf

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Kindly get approval at the next Town Board meeting for them to attend so I may proceed accordingly. Thank you.

Dory

Your message is ready to be sent with the following file or link attachments:

Schuyler 4.pdf

Young, Gail

From: Michael S. Inserra <msi108@newhartfordpd.com>
Sent: Monday, September 25, 2017 2:58 PM
To: Young, Gail
Subject: RE: AGENDA - Oct 5, 2017 Town Board Meeting

Supervisor Tyksinski approved the below request.

From: Young, Gail [<mailto:gyoung@town.new-hartford.ny.us>]
Sent: Monday, September 25, 2017 1:45 PM
To: Joe Booth; Herb Cully; John Carson Cunningham; Darlene Abbatecola; Dan Dreimiller; Michael S. Inserra; James Messa; Lisa Smigle; M. Eileen Spellman; Paul Miscione; New Hartford Supervisor; Reynolds, David M.; Richard Woodland Jr. (E-mail); Barb Schwenzfeier; Richard C. Sherman; Patrick M. Tyksinski
Subject: AGENDA - Oct 5, 2017 Town Board Meeting

In order to prepare the agenda for the October 5, 2017 Town Board Meeting, it will be necessary that I receive from you any matter(s) which you feel should be discussed at that meeting.

Please check applicable statements:

☐ No matters to be considered

☒ Place the following on the Agenda:

Accept and sign the 2017 Oneida County STOP-DWI agreement in the amount of \$10,556.00

This information must be received in my office no later than 4:00 P.M. on Thursday, September 28, 2017. DEPARTMENT HEADS – PLEASE REMEMBER THE NEW PROCEDURE -- TO DISCUSS YOUR MATTERS WITH YOUR STANDING COMMITTEE MEMBERS, THE CHAIRPERSON OF WHICH MUST SEND ME AN E-MAIL TO ADD YOUR ITEMS TO THE AGENDA.

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Thank you!

GWY:s

Town Clerk

Laptop Specifications for Registrar Office

Brief Summary: The Registrar's Office needs a laptop to file Electronic Death Certificates with the NYS Department of Health and to process Burial Permits for funeral directors when the office is closed, as NYS Public Health Law requires that a Death Certificate be filed within 72 hours of the time of death of an individual.

The laptop will be used for logging on to the secure NYSEDRS web system online using the Chrome browser (the NYSEDRS system is not security-compatible with Internet Explorer). Email capability for both the Registrar and the Deputy Registrar may also be needed in the event that notifications are delivered electronically. Anti-virus and firewall protection is essential for maintaining the security of information transmission as well as protecting the operating system and BIOS firmware from intrusions and security breaches.

The EDRS website displays a large quantity of very detailed information in lighter-colored fonts. Therefore, an exceptionally clear screen with high pixel density is necessary. To eliminate common errors from the laptop touchpad during times that typing is required, the laptop should have some kind of manual function that disables and enables the touchpad with ease.

Basically, the Registrar's Office needs a laptop that is highly portable, has a clear screen, wireless capability, and enough RAM speed to manage a large and rather cumbersome website managed and designed by New York State.

While professional operating system software (such as Windows Pro) is not necessary, the laptop requires good, updatable firewall and anti-virus software, the Chrome browser, and a reliable email software client that is able to manage two separate email accounts.

Component	Recommended Size, etc.	Reason
SSD hard drive	64GB minimum	For portability and storage
RAM	4GB memory	For better browsing speed
Size of screen (diagonal)	12 to 14 inches	For portability
Must have manual "on/off" touchpad button	---	To eliminate typing errors during use
Weight	Lightweight (>4lbs)	For portability
Pixel Density Display Size	1080p, or 1920 x 1080	Clearer screen; easier to view small print and fine details on EDRS site

Young, Gail

From: James Messa
Sent: Thursday, September 28, 2017 9:33 AM
To: Young, Gail
Subject: FW: AGENDA - Oct 5, 2017 Town Board Meeting

Gail,
Please place following items on the agenda.
Thank you,
Jim

From: Young, Gail
Sent: Monday, September 25, 2017 1:45 PM
To: Booth, Joe; Cully, Herb; Cunningham, John Carson; Darlene Abbatecola; Dreimiller, Dan; Inserra, Michael S.; James Messa; Lisa Smigle; M. Eileen Spellman; Miscione, Paul; New Hartford Supervisor; Reynolds, David M.; Richard Woodland Jr. (E-mail); Schwenzfeier, Barb; Sherman, Richard C.; Tyksinski, Patrick M.
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Please check applicable statements:

☐ No matters to be considered

☒ Place the following on the Agenda:

- ☐ 1) Grange Hill Project
- ☐ 2) Fema buyout for property owners that experienced Flooding after the July 1 Storm. Open a new case for residents to complete application.
- ☐ 3) Review speed Limit for Snowden Hill Rd. consistency for 45 mph throughout the entire road.

This information must be received in my office no later than 4:00 P.M. on Thursday, September 28, 2017. DEPARTMENT HEADS – PLEASE REMEMBER THE NEW PROCEDURE -- TO DISCUSS YOUR MATTERS WITH YOUR STANDING COMMITTEE MEMBERS, THE CHAIRPERSON OF WHICH MUST SEND ME AN E-MAIL TO ADD YOUR ITEMS TO THE AGENDA.

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Thank you!