DRAFT

PROPOSED TOWN BOARD AGENDA (SUBJECT TO CHANGE)
JANUARY 14, 2015 at 7:00 P.M.
Butler Memorial Hall

I. MINUTES
A. December 10, 2014

II. PUBLIC HEARING
A. Local Law Introductory "H" of 2014
   1. Action (Adopt/Defer/Reject)

III. PUBLIC PRESENTATIONS

IV. ORGANIZATIONAL RESOLUTIONS

V. REPORTS OF TOWN OFFICIALS BY STANDING COMMITTEE CHAIRPERSON
A. Public Safety & Courts Committee
   1. 2015 Animal Sheltering Agreement (SSHS)
   2. 2015 STOP DWI Contract (Oneida Co. Office of Traffic Safety[$19,314])
   3. Create six (6) Part-time Police Officer positions (openings in School Safety Officer program in 2015
   4. Appoint three (3) Part-time Police Officers to fill openings in School Safety Officer Program
B. Zoning/Codes & Planning Committee
   1. Zoning Law amendments/typos
C. Public Works & Sewer Committee
   1. Fill mechanic position (approve or reject filling open position)
   2. Bid & Specification Pkg – bridge & paving on Rayhill Trail
D. Town Clerk Committee
   1. No objection resolution: renewal of Piggy Pat's liquor license

VI. MATTERS SUBMITTED BY COUNCILMEN / ATTORNEY / DEPUTY SUPERVISOR

VII. MATTERS SUBMITTED BY TOWN SUPERVISOR
A. Financial and other routine reports
   1. Audit of vouchers
B. Miscellaneous communications
C. Unfinished Business
D. New Business
   1. 2015 Fire Contracts

STATE OF NEW YORK)
)ss
County of Oneida)

1000 Am
R

Patricia Zehr of the City of Utica, in said county, being duly sworn, says she is the Principal Clerk of the Utica Observer-Dispatch the Publishers of (Observer-Dispatch), a daily newspaper printed and published in the city of Utica, County and State aforesaid, and that an advertisement of which the attached is a copy, cut from the columns of said paper has been regularly published in said paper on each of the following dates:

1/5/15

Patricia Zehr

Sworn to before me this

5 day of Jan 2015

Theresa B. McFadden

NOTARY PUBLIC ONEIDA CO., N.Y.

THERESA B MCFADE
NOTARY PUBLIC-STATE OF
No. 01MC63035
Qualified In Madison
My Commission Expires Mo

LEGAL NOTICE
NOTICE OF
PUBLIC HEARING
TOWN OF
NEW HARTFORD, NY
LOCAL LAW
INTRODUCTORY
"H" OF 2014

PLEASE TAKE NOTICE that the New Hartford Town Board has introduced Local Law Introductory "H" of 2014 entitled as A LOCAL LAW TO AMEND THE CODE OF THE TOWN OF NEW HARTFORD, CHAPTER 65 ENTITLED FIRE PREVENTION AND BUILDING CODE ADMINISTRATION AND ENFORCEMENT, SECTION 65-17 THEREOF (ENFORCEMENT; PENALTIES FOR OFFENSES). Said Local Law Introductory, if adopted, would provide that all costs incurred by the Town shall be recoverable from the owner of the premises, including but not limited to actual attorney and engineering fees and disbursements; actual costs of securing, demolishing, removing or repairing the building/structure; costs of serving and/or publishing notices; and costs of title and tax searches. Enforcement costs shall be added to the next assessment roll for Town taxes against the tax parcel(s) and shall be collected and enforced in the same manner as other taxes for that parcel(s). Further, the Town may commence a special proceeding under Article 4 of the Civil Practice Law and Rules in a court of competent jurisdiction to collect the costs incurred by the Town in enforcing this Chapter. A copy of said legislation is on file in the New Hartford Town Clerk's Office, 48 Genesee Street, New Hartford, NY where it is available for public inspection during regular business hours or may be viewed at www.newhartford-town.com.

PLEASE TAKE FURTHER NOTICE that a Public Hearing upon said Local Law Introductory will be held at Butler Memorial Hall, New Hartford, NY on the 14th day of January 2015, at 7:00 P.M., or as soon thereafter as reached in the regular course of business, and that an opportunity to be heard in regard thereto will then and there be given. Butler Memorial Hall has a barrier-free access for the physically handicapped and any such handicapped person seeking transportation to said Public Hearing should contact Town Supervisor Patrick Tyksinski at 733-7500, Ext. 2331 during regular business hours.

Date: December 31, 2014
Gail Wolanin Young,
Town Clerk

OD: 01/05/2015

2015 Organizational Resolutions
The following Resolution was introduced for adoption by Councilman ..... and duly seconded by Councilman .....:

(RESOLUTION NO. .... OF 2015)

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 2015;

RESOLVED that Patrick M. Tyksinski, 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 2015;

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. Found within this manual is the official schedule of fringe benefits of non-union personnel for the year 2015. Also adopted herewith is the Non-union Benefits and Compensation document;

RESOLVED that the New Hartford Town Board does hereby establish the mileage rate at forty-six cents ($.46) 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 2015;

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 2015 the following institutions:

- Bank of America
- M & T Bank
- Chase Bank
- Citizens Bank
- BNY Mellon
- NBT Bank, N.A.
- Adirondack Bank
- First Niagara
- Berkshire Bank

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 2015 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 effected, 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 Patrick M. Tyksinski as Marriage Officer in and for the Town of New Hartford for a one-year term commencing January 1, 2015 and ending December 31, 2015, with no remuneration;

RESOLVED that the Town Board of the Town of New Hartford does hereby appoint the President of the New Hartford Historical Society as the Town's Historian for Fiscal Year 2015 at a contractual sum of $3,700.00 payable to the Historical Society;

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 2015 as set forth in the attached Schedule "A" that is made a part of this resolution;

RESOLVED that the New Hartford Town Board does hereby confirm the Supervisor's appointment of Matthew Bohn as Deputy Town Supervisor, to serve at the pleasure of the Town Supervisor, with a corresponding stipend of One Thousand Thirty Dollars ($1,030) annually;

RESOLVED that Matthew Bohn, 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 2015, in the absence of the Town Supervisor;

RESOLVED that the New Hartford Town Board does hereby authorize the Town Supervisor or Finance Officer/Account Clerk to pay bills/expenses to National Grid, to the Mohawk Valley Water Authority, to all telephone carriers, to the Town's designated vendors for all insurance premiums, to Ford Credit, to Verizon On-line, to Time Warner Cable and to the United States Postal Service (electronic replenishing of postage meter) 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 July 7, 2014.

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 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 Observer Dispatch as the Town's official newspaper for Fiscal Year 2015.

SCHEDULE "A"
RULES OF PROCEDURE

I. REGULAR MEETINGS:

Regular meetings of the New Hartford Town Board shall be held in Butler Memorial Hall, 48 Genesee Street, New Hartford, New York on the following Wednesdays commencing at 7:00 P.M. for the Fiscal Year 2015, unless otherwise changed and publicized:

January 14
February 11
March 11
April 8
May 13
June 10
July 15
August 12
September 9
October 5**
November 4
December 9

**a Monday (deadline for tentative budget submission to Town Board)

The Town Board reserves the right to dispense with the second regularly-scheduled meeting each month if no urgent matters need the Town's attention; if cancelled, notice shall be provided to the Department Heads and the news media by the Friday immediately preceding the meeting to be cancelled.

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 to the 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
- Elections
- Human Resource
- Motor Pool
- Parks and Recreation
- Public Safety and Courts
- Public Works and Sewer
- Senior Citizens
- Town Clerk
- Village/Town/School Liaison
- Zoning and Planning
- Library

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:

  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.

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 (7:00 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 therefrom by the unanimous consent of all members of the Board present.

Any member refusing to vote other than by consent of the Board shall be subject to a motion of censure.

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:

Councilman Miscione -
Councilman Reynolds -
Councilman Woodland -
Councilman Messa -
Supervisor Tyksinski - .

The Resolution was declared unanimously carried and duly ***ADOPTED.***

Appointment – Planning Board Chairman

Councilman ..... offered the following Resolution for adoption, seconded by Councilman .....:

(RESOLUTION NO. ... OF 2015)

RESOLVED that the New Hartford Town Board does here re-appoint (.....in the past was Elis DeLia) as Chairman of the Planning Board for a one (1) year term commencing January 1, 2015 and ending December 31, 2015.

The Town Supervisor polled the Town Board members who voted as follows:

Councilman Miscione -
Councilman Reynolds -
Councilman Woodland -
Councilman Messa -
Supervisor Tyksinski - .

The Resolution was declared unanimously carried and duly ***ADOPTED.***

Appointment – Planning Board Member

NOTE: The term of William C. Morris II expired December 31, 2014.

Appointment – Zoning Board of Appeals Chairman
Councilman …….. offered the following Resolution for adoption, seconded by Councilman …..:

(RESOLUTION NO. … OF 2015)

RESOLVED that the New Hartford Town Board does here re-appoint (…….in the past was Randy Bogar) as Chairman of the Zoning Board of Appeals for a one (1) year term commencing January 1, 2015 and ending December 31, 2015.

The Town Supervisor polled the Town Board members who voted as follows:

Councilman Miscione	-
Councilman Reynolds	-
Councilman Woodland	-
Councilman Messa	-
Supervisor Tyksinski	-

The Resolution was declared unanimously carried and duly ***ADOPTED.***

Police Commission member appointment – Dr. Brown's appointment expired 12/31/14

Appointment – Board of Assessment Review
NOTE: Due to the expiration of Jonathon Purdy's term on September 30, 2014, a vacancy has existed on the Board of Assessment Review since that time.

Appointments – 2015 Town Board Standing Committees
Supervisor Tyksinski had submitted his list of Standing Committees for fiscal year 2015:

Committee	Chairperson	Co-Chairperson
Assessor		
Elections		
Human Resource		
Library		
Motor Pool		
Parks and Recreation		
Public Safety and Courts		
Public Works and Sewer		
School/Village/Town Liaison		
Senior Citizens		

Town Clerk
Zoning & Planning

Board of Ethics
Ralph B. Humphreys, David Corr and Councilman Woodland were appointed to the Board of Ethics by Resolution No. 11 adopted January 8, 2014, and to serve at the Pleasure of the Town Board.

Appointments – Advisory Committee on Public Works and Sewer
Upon recommendation of the Highway Superintendent, Councilman …….. introduced the following Resolution for adoption; seconded by Councilman ……..:

AWAITING NAMES FROM RICK SHERMAN……

(RESOLUTION NO. … OF 2015)

RESOLVED that the New Hartford Town Board does hereby (re-)appoint ……. ……., …….. and ……. as Members of the ***Advisory Committee on Public Works and Sewers*** for three-year terms each commencing January 1, 2015 and ending December 31, 2017.

The Board members voted as follows:

Councilman Miscione	-
Councilman Reynolds	-
Councilman Woodland	-
Councilman Messa	-
Supervisor Tyksinski	-

The Resolution was declared unanimously carried and duly ***ADOPTED.***

Appointments – Advisory Committee on Parks and Recreation
Councilman ……. offered the following Resolution for adoption; seconded by Councilman ……:

(RESOLUTION NO. … OF 2015)

RESOLVED that the Town Board of the Town of New Hartford does hereby re-appoint Anthony (Omar) Massoud, Jerome Pitarresi and John Pryor as Members of the ***Advisory Committee on Parks and Recreation,*** all for three-year terms commencing January 1, 2015 and terminating December 31, 2017.

The Town Supervisor polled the Board members who voted as follows:

Councilman Miscione	-
Councilman Reynolds	-
Councilman Woodland	-

Councilman Messa -
Supervisor Tyksinski - .

The Resolution was declared unanimously carried and duly ***ADOPTED.***

Appointment – Advisory Committee on Senior Citizen Services
The following Resolution was introduced for adoption by Councilman .....; seconded by Councilman .....:

(RESOLUTION NO. ... OF 2015)

RESOLVED that the New Hartford Town Board does hereby appoint the following individuals to serve as Members of the ***Advisory Committee on Senior Citizen Services*** for a one-year term beginning January 1, 2015 and ending December 31, 2015:

- John Leech - New Hartford Senior Citizen
- Gerald Donovan - New Hartford Senior Citizen
- Joseph Pintar - New Hartford Senior Citizen
- Kathy Contino - Acacia Village
- Linda Avolio - Masonic Home
- Mary Welch, Mgr. - Oxford Town Apartments
- Carol Jubenville - Director/Sunset Wood Apartments and Pastor/New Hartford First Methodist Church
- Eileen Spellman - Senior Center Coordinator
- Fr. Kevin Burger - Pastor/St. John the Evangelist Church
- Princia Benson - Oneida County OFA
- Clair Murad - Presbyterian Home Social Worker
- ..... - Councilman
- ..... - Councilman

The Board members voted upon roll call:

Councilman Miscione -
Councilman Reynolds -
Councilman Woodland -
Councilman Messa -
Supervisor Tyksinski - .

The Resolution was declared unanimously carried and duly ***ADOPTED.***

Appointments to New Hartford Public Library Board of Trustees

Young, Gail

From: Young, Gail
Sent: Tuesday, January 13, 2015 10:12 AM
To: janet@villageofnewhartford.com
Cc: 'james.messa'; Dave, Reynolds; James Messa; Miscione, Paul; New Hartford Supervisor; Richard B. Woodland, Jr.; Tyksinski, Patrick M.
Subject: Emailing: Agreement.2015.VillageCodesEnforcement.pdf
Attachments: Agreement.2015.VillageCodesEnforcement.pdf

Good Morning, Janet:

Attached is the proposed 2015 Agreement between the Town and Village of New Hartford wherein the Town provides building code enforcement services.

I think I missed your Village Board meeting -- was it last night?

This is an Agenda item for the Town Board meeting on January 14, 2015.

Please confirm the Village's interest in continuing this matter through 2015.

Thanks!

Gail

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

Agreement.2015.VillageCodesEnforcement.pdf

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.

INTER-MUNICIPAL AGREEMENT RELATIVE TO THE PROVIDING OF BUILDING CODE ENFORCEMENT SERVICES

This Agreement, made as of the ___ day of _____, **2015**, by and between the **Town of New Hartford, New York ("Town")**, a municipal corporation with its offices and principal place of business located at 48 Genesee Street, New Hartford, New York and the **Village of New Hartford, New York ("Village")**, a municipal corporation with its offices and principal place of business located at 48 Genesee Street, New Hartford, New York.

W I T N E S S E T H:

WHEREAS, the **Town** acknowledges having a fully-staffed and functioning office designated the **Codes Enforcement Office ("Department")** for the administration and enforcement of building codes regulations and related matters with sufficient capacity to meet the obligations set forth herein; and

WHEREAS, the **Village** desires to contract with the **Town** for building codes administration and enforcement and related services **("Building Code Services")** by the **Department;** and

WHEREAS, the **Town** is willing to provide such **Building Code Services** on the terms and conditions set forth herein; and

WHEREAS, municipal corporations have the authority under the New York State General Municipal Law to enter into agreements for the performance among themselves of their respective functions, powers and duties;

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties hereto agree as follows:

1. ***Administration***

   a) The **Department** shall furnish and administer the **Building Code Services** on behalf of the **Village** for the term of this Agreement. To this end, any authority heretofore conferred on the Village Code Enforcement Officer, pursuant to the **New York State Uniform Fire Prevention and Building Code ("UFPBC")** is hereby conferred upon the **Department.** Such **Building Code Services** shall include, without limitation, consultation with applicants regarding building and related applications; review of plans and other required applications; possible interfacing with the Village Board, Village Planning Board and Village Zoning Board of Appeals; issuance of building permits, certificates of occupancy, notices of violation, summonses, stop work orders and related documents; appearance in Justice Court as appropriate; investigation of bona fide

complaints in buildings; property inspections; construction inspections; and administration and enforcement of the **UFPBC**, including fire inspections on existing structures, such as public assembly, multi-family and non-residential structures.

b) The **Department**, in carrying out the duties described herein shall follow its normal policies and procedures to the extent that such policies and procedures do not conflict with Village planning, building and zoning regulations or any other applicable state or local law, regulation or procedure.

2. *General Terms*

a) The term of this Agreement shall commence on January 1, 2015 and continue for a period of twelve (12) months through December 31, 2015.

b) The **Department** shall provide all forms and applications necessary in relation to the **Building Code Services**. They must notify the Village of New Hartford within twenty-four (24) hours of any applications submitted or any action on any permit.

c) The **Village** shall adopt a Building Permit Fee Schedule to coincide with the Town's building permit fee schedule.

d) The **Department** shall maintain a record of all activities related to the **Building Code Services** and shall provide reports thereof to the **Village** Board, as well as such other reports as may from time to time be reasonably requested by the **Village** Mayor.

e) This Agreement shall be terminable by either party upon at least ninety [90] days prior written notice by either party to the other. In the event of the termination of this Agreement by either party, any amounts due under the agreement, or already paid, shall be pro-rated.

3. *Payment*

a) The **Village** shall pay the **Town** at the annual rate of Six Thousand Dollars [$6,000] **("Contract Price")** payable as follows:

1) Three Thousand Dollars ($3,000) to be paid on February 1, 2015
2) Three Thousand Dollars ($3,000) to be paid on August 1, 2015

b) The fees collected by the **Town** for **Village** permits shall be shared 50/50 between the two municipalities. Fees shall be delivered by the Town Clerk to said **Village** not later than the 15th of the month as follows:

EX:

January 2015 Fees	-	not later than February 15, 2015
February 2015 Fees	-	not later than March 15, 2015
March 2015 Fees	-	not later than April 15, 2015.

4. ***Miscellaneous***

a) This Agreement constitutes the complete understanding of the parties. No modification of any provisions thereof shall be valid unless in writing and signed by both parties.

b) All notices hereunder shall be in writing, mailed first-class, certified or registered or delivered by hand to the address of the party as set forth on page one [1] of this Agreement, or to such other address as such party may designated from time to time by such notice, and shall take effect when mailed or when received if delivered by hand.

c) It is expressly agreed that the **Town** shall not be an employee of the **Village** in performing the **Building Code Services** hereunder.

IN WITNESS WHEREOF, the parties have indicated their agreement by signing in the spaces provided below.

TOWN OF NEW HARTFORD	**VILLAGE OF NEW HARTFORD**
_____	_____
Patrick M. Tyksinski, Town Supervisor	Donald J. Ryan, Village Mayor
Date: _____	Date: _____
SEAL	SEAL

STATE OF NEW YORK)
COUNTY OF ONEIDA : SS
TOWN OF NEW HARTFORD)

On this ____ day of _____ 20___, before me personally came Patrick M. Tyksinski, to me known, who being by me duly sworn, did depose and say that he is the Supervisor of the Town of New Hartford, the corporation described in and which executed the foregoing instrument; that he knows the seal of said corporation; that the seal affixed to this instrument is such corporate seal; and that it was affixed pursuant to a resolution of the Town Board of said corporation and that he signed his name thereto by like order.

_____
NOTARY PUBLIC – Oneida Co., NY
My Commission Expires __/__/__.

STATE OF NEW YORK)
COUNTY OF ONEIDA : SS
VILLAGE OF NEW HARTFORD)

On this ____ day of _____ 20___, before me personally came Donald J. Ryan, to me known, who being by me duly sworn, did depose and say that he is the Mayor of the Village of New Hartford, the corporation described in and which executed the foregoing instrument; that he knows the seal of said corporation; that the seal affixed to this instrument is such corporate seal; and that it was affixed pursuant to a resolution of the Board of Trustees of said corporation and that he signed his name thereto by like order.

_____
NOTARY PUBLIC – Oneida Co., NY
My Commission Expires __/__/__.

Training School – Town Clerk-Registrar, Tax Collection, Records Management
Upon request of the Town Clerk, the following Resolution was introduced for adoption by Councilman ..... and duly seconded by Councilman .....:

(RESOLUTION NO. ... OF 2015)

WHEREAS, Section 77-b of the General Municipal Law allows the governing board of municipalities to authorize any officer or employee to attend a convention, conference or school conducted for the betterment of such municipality;

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of New Hartford does hereby grant permission to Town Clerk Gail Wolanin Young to attend the 33rd Annual New York State Town Clerks Association Conference from April 26 through April 29, 2015 in Rochester, New York, with expenses to be borne by said Town as budgeted; and be it

FURTHER RESOLVED that the Town Clerk be, and she hereby is, authorized to attend the business/educational meetings of the Oneida County Association of Town Clerks and State-sponsored Workshops on Records Management and Vitals Statistics during fiscal year 2015, with incidental expenses to be borne by said Town as budgeted.

The Resolution was voted upon by roll call as follows:

Councilman Miscione	-
Councilman Reynolds	-
Councilman Woodland	-
Councilman Messa	-
Supervisor Tyksinski	-

The Resolution was declared unanimously carried and duly ***ADOPTED.***

Town vehicle usage

Intermunicipal Agreement w/Village for codes enforcement deferred (see attachment) Action....

2015 Salary Schedule
The Personnel Technician had provided the list of salaries coincide with the 2015 approved budget; therefore, Councilman ..... offered the following Resolution for adoption, seconded by Councilman .....:

(RESOLUTION NO. ... OF 2015)

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 2015 Salaries** for the employees and officials of the Town of New Hartford, payable in the manner designated:

SEE NEXT DOCUMENT

The Town Board members voted upon roll call that resulted as follows:

Councilman Miscione	-
Councilman Reynolds	-
Councilman Woodland	-
Councilman Messa	-
Supervisor Tyksinski	-

The Supervisor declared the Resolution unanimously carried and duly *ADOPTED*.

2015 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 2015 Salaries for the employees and officials of the Town of New Hartford, payable in the manner designated:

Title and Name	*2015 Base*	*2015 Salary*	*Manner of Payment*
Councilman James Messa		$ 6,350	bi-weekly
Councilman Paul Miscione		$ 6,350	bi-weekly
Councilman David M. Reynolds		$ 6,350	bi-weekly
Councilman Richard B. Woodland, Jr.		$ 6,350	bi-weekly
Town Justice Kevin Copeland		$18,504	bi-weekly
Senior Justice William Virkler		$ 2,800	bi-weekly
Town Justice William M. Virkler		$18,504	bi-weekly
Clerk to Court Justice Gertrude Pick	$15.11/hr		bi-weekly
Court Attendant Raymond Hamo	$30.08/hr		bi-weekly
Court Attendant vacant	$30.08/hr		
Clerk to Court Justice Dorothy Spina	$15.11/hr		bi-weekly
Part-time Clerk Jeffery Emerson	$10.30/hr		bi-weekly
Supervisor Patrick M. Tyksinski		$15,240	bi-weekly
Deputy Town Supervisor Matthew Bohn		$ 1,030	bi-weekly
Account Clerk Carol Ryan	$24.16/hr		bi-weekly
Finance Director Daniel Dreimiller		$39,254	bi-weekly
Account Clerk Janice O'Sullivan	$18.54/hr		bi-weekly
Assessor Darlene Abbatecola	$27.45/hr		bi-weekly
Real Property TSA Teresa Webb	$15.19/hr		bi-weekly
Assessor Temporary Clerk Margaret Jones	$11.00/hr		bi-weekly
BAR Member Krista Pembroke		$ 400	annually
BAR Chairman Duane C. Farr		$ 500	annually
BAR Member James P. Varieur		$ 400	annually
BAR Member Byron W. Elias		$ 400	annually
BAR Member Jonathan Purdy		$ 400	annually
Town Clerk/Receiver Gail Wolanin Young		$47,757	bi-weekly
Deputy Town Clerk I Melody K. Fancett	$13.92/hr		bi-weekly
Deputy Town Clerk II Rebecca A. Empey	$11.62/hr		bi-weekly
Clerk Part-time (vacant))	$ /hr		bi-weekly
Personnel Technician II Barbara Schwenzfeier	$27.60/hr		bi-weekly
Town Attorney Herbert J. Cully		$56,228	bi-weekly
Cleaner Part-time Bernard Green	$10.70/hr		bi-weekly
*Police Chief Michael Inserra	$49.81/hr	All Police	bi-weekly
*Police Lieutenant Timothy O'Neill	$43.09/hr)		
*Police Officer Andrew Allen	$32.74/hr)		
*Police Officer Peter Allen	$31.66/hr)		
*Police Officer Annemarie Brelinsky	$27.24/hr)		
*Police Officer W. Jason Freiberger	$31.66/hr)		
*Police Officer Justin Gehringer	$31.23/hr)		
*Police Officer Daniel G. Herman	$31.42/hr)		
*Police Officer James Hyatt II	$31.04/hr)		

*Police Officer Thomas Hulser	$31.04/hr)		
*Police Officer Andrew Miller	$31.95/hr)		
*Police Officer Brad Pietryka	$33.32/hr)		
*Police Officer Patrick Sacco	$30.41/hr)		
*Police Officer Jordan Spinella	$31.86/hr)		
*Police Officer Shane Yoxall	$30.61/hr)		
*Police Officer Part-time Scott Adsit	$30.22/hr)		
*Police Officer Part-time Daniel Buley	$30.22/hr)		
*Police Officer Part-time Robert Philo	$30.22/hr)		
*Police Officer Part-time Jason Livingston	$30.22/hr)		
*Police Officer Part-time Michael Reilly	$30.22/hr)		
*Police Officer Part-time Richard Wehrle	$30.22/hr)		
*Police Officer Part-time Joseph Zwijacz	$30.22/hr)		
*Police Sergeant Peter Colburn	$37.98/hr)		
*Police Sergeant Ronald Fontaine, Jr.	$37.69/hr)		
*Police Sergeant Michael Kowalski	$37.07/hr)		
*Police Sergeant Matthew Sica III	$36.25/hr)		
School Crossing Guard Rosemari Bennett	$10.06/hr		bi-weekly
School Crossing Guard David Burnham	$10.06/hr		bi-weekly
School Crossing Guard Deborah Green	$10.06/hr		bi-weekly
School Crossing Guard MaryAnn Jordan	$10.06/hr		bi-weekly
School Crossing Guard Susan Jordan	$10.06/hr		bi-weekly
School Crossing Guard Jacqueline Mosakowski	$10.06/hr		bi-weekly
School Crossing Guard Part-time Tina Ryan	$10.06/hr		bi-weekly
School Crossing Guard Part-time (Subs):			
Paul Lewis	$10.06/hr.		bi-weekly
James Wilcox	$10.06/hr		bi-weekly
Mary C. Wilcox	$10.06/hr		bi-weekly
**Senior Account Clerk Typist Michele Moran	$19.84/hr		bi-weekly
**Senior Clerk Amy Topor	$19.69/hr		bi-weekly
**Senior Typist Susan M. Donnenwirth	$15.88/hr.		bi-weekly
Animal Control Officer Nicholas J. Morosco	$21.92/hr		bi-weekly
ACO Part-time Jeffery Madden	$13.85/hr		bi-weekly
ACO Part-time Vacant	$13.85/hr		bi-weekly
Clerk Candy J. Currier	$15.21/hr	under negotiations	bi-weekly
Highway Superintendent Richard Sherman		$47,720	bi-weekly
Clerk Part-time Janet Bennett	$8.47/hr		bi-weekly
Clerk Part-time Bernard Green	$8.47/hr		bi-weekly
Clerk Part-time	$ /hr		bi-weekly
Meal Site Manager Sub Marjorie Anweiler	$12.73/hr		bi-weekly
Clerk Sub Marjorie Anweiler	$8.98/hr		bi-weekly
Food Service Helper Part-time John "Jack" Jecko	$10.70/hr		bi-weekly
Food Service Helper Carolyn Burney	$9.82/hr		bi-weekly
Food Service Helper Sub Cheryl Kupiec	$8.22/hr		bi-weekly
Meal Site Manager Part-time Theresa Hock	$12.73/hr		bi-weekly
Senior Citizen Center Coordinator M. Eileen Spellman	$20.97/hr		bi-weekly
Clerk Typist Maureen Owens	$19.88/hr	*under negotiations	bi-weekly
Youth Employment Director Maureen Owens		$6,320	bi-weekly
Director of Recreation Center John C. Cunningham	$25.33/hr	*under negotiations	bi-weekly
Director of Recreation Programs Michael Jeffery	$31.28/hr		bi-weekly
Laborer Sheldon Gordon	$11.78/hr)	* all under	bi-weekly
Recreation Maintenance Worker Michael K.			

Natale	$16.08/hr)	negotiations	bi-weekly
Recreation Maintenance Worker John Randall	$16.08/hr)		bi-weekly
Recreation Maintenance Worker James Miller	$14.45/hr)		bi-weekly
Working Supervisor Brian Jenny	$20.73/hr)		bi-weekly
Working Supervisor James R. Campbell	$17.55/hr)		bi-weekly
Registrar of Vital Statistics Gail Wolanin Young		$12,491	bi-weekly
Deputy Registrar of Vital Statistics Shelby Bohling	$12.29/hr		bi-weekly
Assistant Codes Enforcement Officer Thomas Rowlands	$21.86/hr		bi-weekly
Codes Enforcement Officer Joseph A. Booth	$45.86/hr		bi-weekly
Zoning Enforcement Officer Part-time Carmen Anthony Luppino	$21.86/hr		bi-weekly
Codes Enforcement Officer Part-time Anthony Klimek		$31,827	bi-weekly
Office Specialist I Part-time Dolores B. Shaw	$11.66/hr		bi-weekly
Zoning Board of Appeals Chairman Randy Bogar		$ 2,500	semi-annual
ZBA Member Frederick Kiehm		$ 1,250	semi-annual
ZBA Member John Montrose		$ 1,250	semi-annual
ZBA Member Lenora Murad		$ 1,250	semi-annual
ZBA Member Byron W. Elias		$ 1,250	semi-annual
ZBA Member Timothy Tallman		$ 1,250	semi-annual
ZBA Member Karen Stanislaus		$ 1,250	semi-annual
ZBA Secretary Dolores B.Shaw	$11.66/hr		bi-weekly
Planning Board Chairman Elis J. DeLia		$ 2,500	semi-annual
Planning Board Member William C. Morris II		$ 1,250	semi-annual
Planning Board Member G. Brymer Humphreys		$ 1,250	semi-annual
Planning Board Member Elisabetta DeGironimo		$ 1,250	semi-annual
Planning Board Member Julius V. Fuks, Jr.		$ 1,250	semi-annual
Planning Board Member Margaret Rotton		$ 1,250	semi-annual
Planning Board Member Heather Mowat		$ 1,250	semi-annual
Planning Board Secretary Dolores B. Shaw	$11.66/hr		bi-weekly
Automotive Mechanic Gerald Webb	$29.49/hr)	Currently	bi-weekly
Automotive Mechanic William Bell	$22.95/hr)		bi-weekly
Heavy Equipment Operators:			
Michael L. Coonradt	$24.38/hr)		bi-weekly
Vacant	$...../hr)		bi-weekly
Corey Halpin	$24.26/hr)	Under	bi-weekly
William Marshall	$25.72/hr)		bi-weekly
Kevin W. Martin	$24.67/hr)		bi-weekly
Christopher R. Moran	$24.26/hr)		bi-weekly
Norman Naber	$25.15/hr)		bi-weekly
Michael Roberts	$24.62/hr)	Union	bi-weekly
Michael Smoulcey	$24.26/hr)		bi-weekly
Laborer Christopher Budlong	$15.15/hr)		bi-weekly
Laborer James Hinman	$14.72/hr)		bi-weekly
Laborer Kevin Mathews	$15.09/hr)		bi-weekly
Laborer Jeramy Waterman	$14.44/hr)	Negotiations	bi-weekly
Laborer vacant	$14.20/hr)		bi-weekly
Laborer Thomas Smith	$14.32/hr)		bi-weekly
Motor Equipment Operator			bi-weekly

Jesse Conhaim	$20.76/hr)		bi-weekly
Bryon Rich	$20.76/hr)	Expired	bi-weekly
Joseph G. Fletcher	$23.12/hr)		bi-weekly
Keith Gehringer	$20.82/hr)	12/31/20	bi-weekly
Jeffery M. Mundrick	$21.06/hr)		bi-weekly
Thomas S. Panzone, Jr.	$21.00/hr)		bi-weekly
Brian Smith	$20.88/hr)		bi-weekly
Timothy Solan	$21.12/hr)		bi-weekly
Sewer Superintendent Richard Sherman		$17,280	bi-weekly

Young, Gail

From: Michael S. Inserra <msi108@newhartfordpd.com>
Sent: Friday, January 09, 2015 12:32 PM
To: Young, Gail
Cc: Tyksinski, Patrick M.
Subject: RE: Agenda Items for January 14, 2015 Town Board meeting

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From: Young, Gail [mailto:gyoung@town.new-hartford.ny.us]
Sent: Tuesday, January 06, 2015 9:16 AM
To: Joe Booth; Herb Cully; Darlene Abbatecola; Dan Dreimiller; Michael S. Inserra; james.messa@yahoo.com; Mike Jeffery; M. Eileen Spellman; Paul Miscione; New Hartford Supervisor; Janice O'Sullivan; Reynolds, David M.; Richard Woodland Jr. (E-mail); Barb Schwenzfeier; Richard C. Sherman; Patrick M. Tyksinski
Subject: Agenda Items for January 14, 2015 Town Board meeting

In order to prepare the agenda for the January 14, 2015 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

__XXX___ Place the following on the Agenda:

1 – Accept the 2015 Animal Sheltering Agreement with the Stevens Swan-Humane Society.

2 – Accept the 2015 STOP DWI Contract with the Oneida County Office of Traffic Safety in the amount of $19,314.00

3 – Create (6) part-time Police Officer positions to fill anticipated openings in the School Safety Officer program during 2015.

4 – Appoint (3) part-time Police Officers to fill anticipated openings in the School Safety Officer program.

This information must be received in my office no later than 4:00 P.M. on Thursday January 8, 2015. 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!

GWY:s

ANIMAL SHELTERING AGREEMENT

This agreement, made the first day of January 2015 by and between the Stevens-Swan Humane Society of Oneida County Inc. 5664 Horatio Street, Utica, NY 13502; herein After referred to as the "SOCIETY"

And the Town of
New Hartford
Office of the Supervisor
Butler Hall
48 Genesee Street
New Hartford, New York 13413
Herein after referred to as the "MUNICIPALITY"

WITNESSETH

WHEREAS, the "MUNICIPALITY" is in need of a facility for the purpose of sheltering only dogs and cats which are picked up within the boundaries of the "MUNICIPALITY" and

WHEREAS, the "SOCIETY" has such a facility and is desirous to extend the use of its facility to the "MUNICIPALITY" and

WHEREAS, the Board of the "MUNICIPALITY" did authorize the Supervisor of the Town of New Hartford to enter into an agreement with the "SOCIETY" for the use of its facility, and

WHEREAS, the Town of New Hartford is desirous of utilizing the services of the Animal Control Officer under the employ of the Town of New Hartford and the Town of New Hartford is desirous of rendering the services of its Animal Control office, therefore an agreement was entered into on January 1, 2015.

NOW, THEREFORE, in consideration of the mutual promises and covenants herein contained, the "MUNICIPALITY" and the "SOCIETY" do hereby covenant and agree as follows:

1. The "SOCIETY" will accept for sheltering the stray, abandoned, neglected cats and dogs: as well as dogs in violation of local or state ordinances or statutes picked up by the Animal Control Officer or by the "SOCIETY" under the direct request of the ACO/DCO. This includes only those dogs and cats located within the boundaries of the "MUNICIPALITY" only.
2. This agreement will commence on the 1st day of January 2015 and will end on the 31st day of December 2015. Prior to the commencement of this agreement, the "SOCIETY" and the "MUNICIPALITY" will operate under the terms of the previous contract until January 31, 2015 with no further services provided past that point.

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3. The "MUNICIPALITY" will pay the "SOCIETY" for each twenty-four hours or a part thereof for any animal delivered by the ACO/DCO or alternate that stays in the "SOCIETY". The "MUNICIPALITY" shall pay all fees due monthly upon receipt of a voucher from the "SOCIETY". The "MUNICIPALITY agrees to pay the following amounts on dogs and cats dropped off by the ACO/DCO, or the "SOCIETY" under the direction of ACO/DCO. The "SOCIETY" will not release any dog or cat to its owner or harborer who is a resident of the "MUNICIPALITY" unless the "SOCIETY" receives a DL-18 (NYS Agriculture and Markets redemption form) or a receipt for boarding fees ($20.00 per day for dogs and $20.00 per day for cats) that have been signed by the Town Clerk of the "MUNICIPALITY" and dated the day of the release. When the Town Clerk's office of the "MUNICIPALITY" is closed, the "SOCIETY" will contact the Oneida County Dispatch Center. The Town Clerk or Deputy Town Clerk would then be contacted, then if available would meet the ACO and the dog owner at the Town Clerk's office in order to complete the appropriate paperwork to redeem the animal. The "SOCIETY" is no longer required to issue dog licenses and is not doing so for the "MUNICIPALITY".

   a. For the first five days the maximum charge for dogs will be $15.00 per day to be paid to the "SOCIETY". The dog will be held 10 days at the same rate if wearing a valid dog license tag or if identified by the owner during the first 5 days.
   b. For the first five days the maximum charge for cats will be $10.00 per day to be paid to the "SOCIETY".
   c. For any animals that have inflicted a bite wound on a human being and must be held for rabies quarantine per New York State Health Law, the maximum charge will be $25.00 per day for the first ten days and $40.00 per day for any day, OR PART THEREOF, after Day 10. This $40.00 fee shall continue to accrue until the animal is removed from the shelter. The "MUNICIPALITY" will be responsible for any and all fees incurred during the animals stay. Necessary medical care required during the animals stay must be provided by the "MUNICIAPLITY" and the animal must be transported by the ACO/DCO to a veterinarian of their choice. The same charges apply for any animal required to be held pending a court case. If destruction of the animal and rabies testing is authorized by the Oneida County Health Department, the animal's owner will pay euthanasia and cremation fees based on the "SOCIETY'S" fee schedule as stated herein, as well as any costs associated with shipping the specimen to the testing laboratory in Albany. If the owner does not pay the fees on the day of destruction, the "MUNICIPALITY" will be responsible for the total fees and this amount will be payable to "SOCIETY" within 10 Days of the "MUNICIPALITY'S" receipt of a voucher for said fees. In court cases the "SOCIETY" will only provide sheltering for a maximum of 60 days, if the case is not resolved by the 60th day the "MUNICIPALITY" must remove the animal from the care of the "SOCIETY" and find alternate boarding. Should a Court rule that the animal being held must be euthanized, it is the right of the "SOCIETY" to refuse to perform such euthanasia. The "MUNICIPALITY" shall then be required to immediately remove the animal and locate euthanasia services elsewhere. Dangerous dogs are not removed from kennels by staff or any other persons during the sheltering.

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period. Owners are not permitted to visit animals during their stay, if they would like to view through cage the "MUNICIPALITY" must have the Animal Control Officer to accompany the owners. No more than two persons are allow in holding area at a time.

d. For accounting purposes, the day of admission will count as day one.
e. In cases of hoarding situations or animal cruelty cases involving multiple animals, the "SOCIETY" cannot guarantee the space available for sheltering more than 10 animals within a calendar week. Cases involving more than 10 animals will be considered on a case by case basis at the "SOCIETY'S" discretion based on availability for sheltering.
f. The "MUNICIPALITY" will pay for calls the "SOCIETY" assists with at a fee of $30.00 per call during normal operating hours of the "SOCIETY", 8:00am-5:00pm Monday through Friday. Calls outside of these hours or during weekends will be considered overtime and will be billed to the "MUNICIPALITY" at a rate of $45.00 per hour. The "MUNICIPALITY" also agrees to pay mileage incurred by the "SOCIETY" according to the existing IRS guidelines. These calls are answered at the discretion of "SOCIETY".

4. The ACO/DCO will be permitted to have 24 hour access to the facility. Only ACO/DCO officers and law enforcement are permitted to enter the facility when closed, no other persons may accompany them.
5. In situations involving sick or injured animals the "MUNICIPALITY" is required to provide veterinary services through a veterinarian of their choice. The "SOCIETY" will not provide veterinary care and reserves the right to refuse any animal for sheltering the "SOCIETY" deems in need of medical care. The "SOCIETY" can only provide shelter, food and water, we cannot provide sheltering for any animals that require additional care. If an animal requires medicine it must be prescribed and dispensed by a veterinarian prior to admission to the "SOCIETY".
6. The "SOCIETY" will not release any dog to its owner or harborer that is a resident of the "MUNICIPALITY" unless the "SOCIETY" receives a DL-18 (NYS Agriculture and Markets redemption form) and a receipt for boarding fees that has been signed by the Town clerk of the "MUNICIPALITY" and dated the day of the release. Also a copy of valid New York State Dog License provided to the "SOCIETY" at time of redemption. A copy of a dog license must be provided by the "MUNICIPALITY" to the "SOCIETY" upon request for any dog impounded to the "SOCIETY" wearing a license issued from the "MUNICIPALITY".
7. As all ACO/DCO officers have access to the building, the "SOCIETY" will charge the "MUNICIPALITY" when "SOCIETY" personnel are called to open the building. The fee will be $25.00 per call and will be answered at the discretion of the "SOCIETY".
8. Animals brought to the "SOCIETY" must be held the prescribed number of days in accordance with New York State Agriculture and Markets law.
9. It is the "MUNICIPALITY'S" responsibility to contact the CNY SPCA Cruelty Investigator regarding abuse, neglect, cruelty and abandonment cases per Oneida County's Contract for their services. The "MUNICIPALITY" will be billed for each day the animal(s) is housed by the "SOCIETY" until removed. If your municipality is outside of Oneida County please inform as to who handles such cases for your area.

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10. If the "MUNICIPALITY" surrenders an animal to the "SOCIETY" for disposition after the "MUNICIPALITY" has housed the animal for the required holding period, the "MUNICIPALITY" will be billed a fee of $50.00 for each animal surrendered.
11. If the "MUNICIPALITY" takes an owner surrender animal from a resident, the "SOCIETY" must be provided with a "Relinquish of Ownership" form along with previous owner's information. A verbal relinquishment in not acceptable. The "MUNICIPALITY" will be charged per day until the appropriate paperwork is submitted.

12. Any animal brought to the "SOCIETY" by the "MUNICIPALITY" that must be euthanized will be handled by injection of BEUTHANASIA or similar drug and cremated by the "SOCIETY". It will be assumed the remains will be cremated unless otherwise noted by the ACO/DCO. All animals will be weighed before cremation. Costs for euthanasia and mass cremation of bodies are:

Cat or small dog (less than 20 lbs.)	$70
Medium dog (21 to 50 lbs.)	$90
Large dogs (51-75 lbs.)	$130
Extra Large (76-99 lbs.)	$150
Extra-Extra Large (100 lbs. +)	$200

13. If the "MUNICIPALITY" chooses not to cremate its animals the "MUNICIPALITY" will be responsible for pickup and disposal of said remains within 24 hours. The cost for euthanasia only are:

Cat or small dog (under 20 lbs.)	$35
Medium dog (21-50 lbs.)	$40
Large dog (51 to 75 lbs.)	$55
Extra Large (76-99 lbs.)	$65
Extra-Extra Large (100 lbs. +)	$90

14. Animals that are already deceased and brought to the "SOCIETY" for mass cremation only will be billed at the following rates:

Cat or small dog (under 20 lbs.)	$50
Medium dogs (21 to 50 lbs.)	$75
Large dogs (51-75 lbs.)	$90
Extra Large dogs (76-99 lbs.)	$110
Extra-Extra Large (100 lbs. +)	$140

15. The "MUNICIPALITY" agrees to pay the "SOCIETY" for each animal delivered by the ACO/DCO or law enforcement. Fees will be paid monthly upon the receipt of a voucher from the "SOCIETY".
16. Should any party to this contract be in breach of any provision of this contract, said contract should be null and void.

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Dated 8th day of December 2014

Diane Broccoli

Diane Broccoli, Executive Director of Stevens-Swan Humane Society

Dated _____ day of _____ 2014

_____

Authorized Representative of the Town of New Hartford

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Town of New Hartford
REQUISITION FORM

Department: Police Title: Police Officer PT

Name: Paul E. Colburn; Gaetano LaGatta; Anthony A. Salerno

Address:

Salary: $30.22 [X] Per Union Contract [ ] Current Rate as Set by Town Board

Requested Start Date: P.C. 1/27/15; G.L. + A.S. 2/2/15

Date of Vacancy: Reason: New Positions

Type of Position: [ ] Full-Time [ ] Part-Time [ ] Seasonal [ ] Temporary, less than 3 months

Type of Appointment: [ ] Permanent [ ] Provisional [ ] Temporary [ ] Transfer

Department Head Signature:

Human Resources (Civil Service)

[ ] Mandatory List [ ] Non-Mandatory List [ ] No List

Classification: [ ] Competitive [X] Non-Competitive [ ] Labor [ ] Exempt [ ] Unclassified

Certification of Eligible List Requested: Expires:

[ ] Pending Application Approved by Oneida County [ ] Transfer Approved by Oneida County

Included: [ ] Application [ ] Copy of Certification of Eligible List [ ] Transfer Form

Human Resource Signature: Barbara Schwenzfeier

Town Board

[ ] Approved [ ] Disapproved

Town Supervisor Signature:

NOTE:
Requested Start Date is the first day the employee reports to work. The approval date is the date the Board approved the appointment. Approval date is not the date of employment (unless they are one in the same)

No employee is to begin work prior to Board approval.

Employees MUST report to HR *no later than the first day of work to complete all employment paperwork.*

If paperwork is not complete, no paycheck shall be distributed.

Unless an emergency, no start date should be made effective prior to Board approval.

All *changes* in employment ie. title, salary, etc. should be made effective with the start of a payroll.

Department Head Copy

Young, Gail

From: James Messa <james.messa@yahoo.com>
Sent: Thursday, January 08, 2015 10:08 PM
To: Young, Gail
Subject: Fw: Agenda Items for January 14, 2015 Town Board meeting

On Tuesday, January 6, 2015 9:14 AM, "Young, Gail" <gyoung@town.new-hartford.ny.us> wrote:

In order to prepare the agenda for the January 14, 2015 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

__X___ Place the following on the Agenda:

Codes/Zoning

We need to correct some typographical errors in the new zoning law and as such it has to be done via a public hearing.
There are as follows:
In section 65-17C the reference to 118-80 needs to be changed to 118-24
In section 65-18 the reference to 118-93 needs to be changed to 118-140
In section 118-65 the reference to 118-81 needs to be changed to 118-80
Schedule A the subscripts 1 and 2 for home occupations need to be reversed.

Highway Department

1) Fill Mechanic Position - approve or reject filling open position
2) Bid and Spec Package is complete and ready to send out to bid for bridge and paving on Ray Hill Trail. Approve or reject going out to bid.

Liquor License Renewal - Piggy Pats Restaurant - approve or reject renewal of Liquor License - Gail please attach copy of application

This information must be received in my office no later than 4:00 P.M. on Thursday January 8, 2015. 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.

rev 10/23/13

OFFICE USE ONLY
○ Original ○ Amended Date _____

State of New York
Executive Department
Division of Alcoholic Beverage Control
State Liquor Authority

Standardized NOTICE FORM for Providing 30-Day Advanced Notice to a Local Municipality or Community Board
(Page 1 of 2 of Form)

1. Date Notice was Sent: (mm/dd/yyyy) 01/02/2015
2. Select the type of Application that will be filed with the Authority for an On-Premises Alcoholic Beverage License

☐ New Application ☒ Renewal ☐ Alteration ☐ Corporate Change

This 30-Day Advance Notice is Being Provided to the Clerk of the following Local Municipality or Community Board

3. Name of Municipality or Community Board Town of New Hartford

Applicant/Licensee Information

4. License Serial Number, if not New Application: 2603687 Expiration Date, if not New Application: 02/28/2017
5. Applicant or Licensee Name: Rib Me, Inc.
6. Trade Name (if any): Piggy Pat's BBQ
7. Street Address of Establishment: 3955 Edgebrook Place
8. City, Town or Village: New Hartford ,NY Zip Code : 13413
9. Business Telephone Number of Applicant/Licensee: 3157374449
10. Business Fax Number of Applicant/Licensee: 3157371971
11. Buisness E-mail of Applicant/Licensee: ppat@ntcnet.com

For New applicants, provide description below using all information known to date.
For Alteration applicants, attach complete description and diagram of proposed alteration(s).
For Current Licensees, set forth approved Method of Operation only.
Do Not Use This Form to Change Your Method of Operation.

12. Type(s) of Alcohol sold or to be sold: ("X" One) ☐ Beer Only ☐ Wine & Beer Only ☒ Liquor, Wine & Beer
13. Extent of Food Service: ("X" One) ☒ Restaurant (Sale of food primarily; Full food menu; Kitchen run by chef) ☐ Tavern/Cocktail Lounge/Adult Venue/Bar (Alcohol sales primarily; Meets legal minimum food availability requirements)
14. Type of Establishment: ("X" all that apply)
    ☐ Recorded Music ☒ Live Music ☒ Disc Jockey ☐ Juke Box ☐ Karaoke Bar ☐ Stage Shows
    ☐ Patron Dancing (small scale) ☐ Cabaret, Night Club (Large Scale Dance Club) ☒ Catering Facility
    ☐ Capacity of 600 or more patrons ☐ Topless Entertainment ☒ Restaurant ☐ Hotel
    ☐ Recreational Facility (Sports Facility/Vessel) ☐ Club (e.g. Golf Club/Fraternal Org.) ☐ Bed & Breakfast
    ☐ Seasonal Establishment
15. Licensed Outdoor Area: ("X" all that apply)
    ☐ None ☒ Patio or Deck ☐ Rooftop ☐ Garden/Grounds ☐ Freestanding Covered Structure
    ☐ Sidewalk Cafe ☐ Other (specify): _____

220PM

OFFICE USE ONLY
○ Original ○ Amended Date _____

State of New York
Executive Department
Division of Alcoholic Beverage Control
State Liquor Authority

Standardized NOTICE FORM for Providing 30-Day Advanced Notice to a Local Municipality or Community Board
(Page 2 of 2 of Form)

16. List the floor(s) of the building that the establishment is located on: ground

17. List the room number(s) the establishment is located in within the building, if appropriate: the whole one-floor bldg. is Piggy Pat's BBQ

18. Is the premises located with 500 feet of three or more on-premises liquor establishments? ☐ Yes ☒ No

19. Will the license holder or a manger be physically present within the establishment during all hours of operation? ☒ Yes ☐ No

20. Does the applicant or licensee own the building in which the establishment is located? ("X" One) ☒ Yes (If Yes SKIP 21-24) ☐ No

Owner of the Building in Which the Licensed Establishment is Located

21. Building Owner's Full Name: PATRICK C. MCCANN

22. Building Owner's Street Address: 2804 State Rt. 169

23. City, Town or Village: Little Falls State: NY Zip Code: 13365

Attorney Representing the Applicant in Connection with the Applicant's License Application Noted as Above for the Establishment Identified in this Notice

25. Attorney's Full Name:

26. Attorney's Street Address:

27. City, Town or Village: State: Zip Code:

28. Business Telephone Number of Attorney:

29. Business Email Address of Attorney:

I am the applicant or hold the license or am a principal of the legal entity that holds or is applying for the license. Representations in this form are in conformity with representations made in submitted documents relied upon by the Authority when granting the license. I understand that representations made in this form will also be relied upon, and that false representations may result in disapproval of the application or revocation of the license.

By my signature, I affirm - under **Penalty of Perjury** - that the representations made in this form are true.

30. Printed Name: Brenda McCann Title vice-president

Signature: X Brenda M McCann president