

TOWN BOARD MEETING
TOWN BOARD AGENDA
March 4, 2026 at 6:00 P.M.
TOWN OF NEW HARTFORD MUNICIPAL HALL
8635 Clinton Street, New Hartford, New York

I. BOARD MEETING MINUTES

1. January 22, 2026 Special Town Board Minutes (Date typo on previously approved)
2. February 4, 2026 Town Board Minutes
3. February 18, 2026 Special Town Board Minutes

II. PUBLIC COMMENTS (Limited to 3 Minutes)

III. PUBLIC HEARING

1. Local Law Introductory No. "2" of 2026 - A Local Law to restore the salary of the Town Supervisor.

IV. VOUCHERS – Approval of vouchers

V. MATTERS SUBMITTED BY TOWN SUPERVISOR

- Petty Cash Policy

1. Meeting with NYS Department of Transportation (DOT)

- Transportation Alternatives Program (TAP): Discussed potential grant funding for sidewalks.
 - Potential Project Locations:
 - Kellogg Rd. (CR26), Oxford Rd. to Oneida St.
 - NY 12B, Myles Elementary School to Preswick Glen
 - NY 12 Mayberry Place to Sherrill Brook Park
- Planning Board Chairwoman Heather Mowat – reviewed and discussed projects with NYS DOT
 - Update on status of current projects

2. NYS Comptroller

- Audit process remains ongoing.
- Councilman Tehan – Bonadio Update (Possible April Board Presentation)

3. Municipal Entrance – Water Issues (Assessor’s Office)

- Project declared an emergency due to ongoing water damage and safety concerns.
- Bebee Construction will perform work: the projected start is 5–6 weeks
- Includes a one-year warranty.

4. Review of Contracts – Request for Authorization to Issue RFPs

(Originally discussed at the February 4 meeting)

Requesting approval to seek Requests for Proposals (RFPs) for the following:

- HVAC maintenance – Town Municipal Building
- Phone system – All Town buildings (Recreation Center, Town Municipal Building, Highway Garage, Animal Shelter)
- IT services – Town Municipal Building
- Security cameras and monitoring – Parks & Recreation and Animal Shelter
- Sidewalk paving in Chadwicks (funded through Oneida County grant and Town BAN)

5. Department Meetings

Meetings held with:

- Clerk
- Codes
- Assessor
- Highway
- Parks & Recreation
- Police Department

Purpose:

- Evaluate departmental operations
- Identify areas for improvement and efficiencies
- Determine staffing needs
 - Identified need for a part-time Codes Officer; position will be advertised.
 - Identified need for two part-time positions with the Parks Department

6. Staffing

Fill Open Position – Assistant Personnel Director

- Candidate: Christina Lacy
- Position: Full-time salaried, exempt
- Barb Schwenzfeier per diem agreement

Parks & Recreation – Part-Time Hiring (No Benefits)

- Brian Jenny
- Sheldon Gordon

Codes - Post Position for Part-Time Codes Officer

7. 2026 Highway Projects

- Ongoing discussions with highway superintendent regarding proposed projects.
- Projects have been identified.
- Project flow chart will be presented at the April meeting.

8. Oneida Street – Chadwicks

- Proposal to repave Oneida Street this year.
- Funding source: Oneida County grant and Town BAN.

9. Appoint Stormwater Members

- Letters and resumes have been emailed to the board for review.

10. Records Management Grant

- Working with Town Clerk Moran on a Records Management Grant to digitize town records.
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11. Q4 Sales Tax Revenue - Received: \$2,052,000.

12. Drescher & Malecki, LLP – 2024 Engagement Letter for 2024 Financial Statement Audit

VI. MATTERS SUBMITTED BY TOWN ATTORNEY

1. Andover Ave – No Truck Traffic – Local Law Introductory “3” of 2026

VII. REPORTS OF TOWN DEPARTMENTS

a. Town Clerk – Michele Moran

1. Notice of Liquor License Application – CNY Asian Buffet, LLC - 3900 Oneida Street
2. 30 Day Waiver request – Red Samuri – 8562 Seneca Turnpike
3. February Clerk’s Report
4. Tax Collection Update
5. Receipt of a Hard Cover copy of 125th Anniversary New Hartford Fire Department Album
6. Oneida County Assoc. of Towns – Reorganization Meeting March 26th, 2026 RSVP

b. **Chief Ronald Fontaine**

1. Grateful for Graham Walk – Rayhill Trail 5/2/26
2. Animal Shelter Account
3. Animal Shelter Volunteer Discussion
4. Andover Ave., Local Traffic Law Discussion
5. Fawncrest Blvd. Traffic Discussion
6. June 5 & 6th Sherrill Brook Park Permit Application
7. Fun Nation Nuisance Abatement Letter Update
8. Tow Impound Discussion
9. Town of Lee Animal Shelter Agreement

c. **Personnel Department**

d. **Assessors Office**

e. **Highway**

1. Part Time Highway Clerk
2. Laborer/MEO Positions

f. **Codes**

1. Applebees Fire Inspection – Refund double payment from 2024

g. **Parks & Recreation**

1. Comments regarding June 5 & 6 Sherrillbrook Park Permit Application

h. **New Hartford Public Library**

1. Director's Report – February
2. January Stats

VIII. MATTERS SUBMITTED BY COUNCILMEN

a. **Councilman Reynolds:**

1. Total number of Fire Safety inspections for February
2. Total Fire Safety fees collected for February

b. **Councilman Tehan**

1. Hartford Luxury Apartments - Review/approval not found for construction underway

c. **Councilman Latini**

d. **Councilman Pristera**