

PROPOSED TOWN BOARD AGENDA (SUBJECT TO CHANGE)
DECEMBER 12, 2012 at 7:00 P.M.
Butler Memorial Hall

I. MINUTES

- A. November 14, 2012

II. PRESENTATIONS (Resident Comments)

**III. REPORTS OF TOWN OFFICIALS BY STANDING COMMITTEE
CHAIRPERSON**

- A. Zoning (Codes) & Planning Committee – Councilman Reynolds
 - 1. Training (free) – Asst. Carmen Luppino
- B. Town Clerk Committee – Councilman Woodland
 - 1. Deer Depredation notice
 - 2. Standard Work Day Adjustment – Councilman Woodland
 - 3. Establish fee for verification requests on tax payments; duplicate tax bills & receipts
 - 4. Amend Procurement Policy to conform w/state rules on purchase of equipment and public works projects
- C. Parks & Recreation Committee – Councilman Reynolds
 - 1. Seasonal appointments
- D. Senior Citizen Committee – Councilman Reynolds
 - 1. Accept Donation; Budget Adjustment
- E. Public Works and Sewer Committee - Councilman Reynolds
 - 1. Purchase of equipment
 - 2. Rayhill Trail Extension/RFQ for Construction Inspection

IV. REPORTS OF SPECIAL COMMITTEES

**V. MATTERS SUBMITTED BY COUNCILMEN / ATTORNEY /
DEPUTY SUPERVISOR**

- A. Councilman Backman
 - 1. Status of New Hartford Business Park Allocation Agreement
 - 2. New Hartford Library Budget
 - 3. Cable TV Franchise discuss
 - 4. Other

VI. MATTERS SUBMITTED BY TOWN SUPERVISOR

- A. Financial and other routine reports

OVER>>>>>>>>

PROPOSED TOWN BOARD AGENDA FOR DECEMBER 12, 2012
(Subject to change)
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1. Finance Director report
2. Audit of Vouchers
3. Resolution: close Chase Bank lockbox and account
- B. Unfinished Business
- C. Miscellaneous communications
- D. New Business
 1. Fire Contracts
 2. Library plowing agreement
 3. Traffic light – Commercial Drive
 4. Association of Towns meeting – NYC
 5. Town Ethics Committee – vacancies to be filled
 6. Surplus Equipment – Police and Highway Departments
 7. Executive Session
 - a. Union negotiations
 - b. Litigation

REMINDER: Next Town Board meeting is December 19, 2012

Zoning

Young, Gail

From: Young, Gail
Sent: Thursday, November 15, 2012 9:47 AM
To: Booth, Joe
Subject: RE: Codes training

Joe,

The next Town Board meeting is December 12, 2012.....I will place this on the Agenda for that meeting date.

Gail.

From: Booth, Joe
Sent: Thursday, November 15, 2012 8:17 AM
To: Young, Gail
Cc: Miscione, Paul
Subject: Codes training

Gail:
Can I get this free training on the next TB agenda for my assistant,
Carmen Luppino?

9B-0754 Introduction to Code Enforcement Practices, Part II
December 11, 12, 13, 2012: 8:00 am to 4:00 pm

Joseph Booth
Code Enforcement Officer
Town of New Hartford
315 724-4300 x2425

Town Clerk.

December 15, 2012

(RESOLUTION NO. . OF 2012)

RESOLVED that, in accordance with Local Law No. Seven of 2010 (Chapter 56, DOGS AND PETS) of the Town Code, the New Hartford Town Board does hereby institute a quarantine on dogs for the protection of deer in the Town of New Hartford. All dogs shall be securely confined during a period of time beginning twenty-four (24) hours after publication of a legal notice in the Town's official newspaper and continuing until April 15, 2012. The Town Clerk is hereby authorized and directed to publish such legal notice in The Observer Dispatch on ~~February 13, 2012~~. Any dog found chasing or worrying deer during said quarantine could be seized. A dog that attacks a deer at any time, shall be in violation of this Law and shall be subject to fines.

Upon roll call, the Town Board voted as follows:

Councilman Miscione -
Councilman Woodland -
Councilman Reynolds -
Councilman Backman -
Supervisor Tyksinski -

12/15/12
12/15/12

Town Clerk Committee – Councilman Woodland

Standard Work Day - Retirement

Councilman _____ introduced the following Resolution for adoption; seconded by Councilman _____

(RESOLUTION NO. _____ OF 2012)

BE IT RESOLVED that the Town of New Hartford hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these officials to the clerk of this body.

Title	Name	Social Security Number (Last 4 digits)	Registration Number	Standard Work Day (Hrs/Day)	Term Begins/Ends	Participates in Employer's Time Keeping System (Y/N)	Days/Month (based on Record of Activities)	Tier 1 (Check only if member is in Tier 1)	Not Submitted (Check box if no record of activities completed or timekeeping system)
Elected Officials	Paul Woodland	8872	SG7373-2	6	10/03/12-12/31/15	N	20.58		
Appointed Officials	Barbara Reynolds	8888			01/01/12-12/31/15				

Whereupon, the Town Supervisor polled the Board:

- Councilman Miscione
- Councilman Reynolds
- Councilman Woodland

days.
or 10.29
or - weekly

Elected and Appointed Officials

Keeping a Record of Activities (Log)

Since elected and appointed officials do not usually work a fixed schedule or have pre-set work hours, they must keep a record of their work-related activities so you can accurately determine the number of days worked to report.

Effective August 12, 2009, each elected or appointed official must prepare a record of work-related activities (log) for three consecutive months within 150 days of the start of a new term or appointment if:

- They are members of the Retirement System and
- Do not use your time keeping system that shows hours worked. (This includes systems that keep track of accruals and attest that, other than time charged to accruals, full hours were worked.)

Advise your elected and appointed officials to consult this [decision tree](#) if they need help figuring out what to do and when to do it.

The log must contain a daily detail of hours worked and duties performed that are directly related to the elected or appointed position, including official duties performed outside normal business hours. Activities can include attending an employer-sponsored event, addressing constituent concerns and responding to an emergency. Activities that would not be considered work-related include time attending electoral and campaign events, time spent socializing after town board meetings, attendance at a candidates forum and on call time.

By certifying that a previously submitted three-month log is still representative of time worked, officials elected or appointed to new terms will not have to keep a new log for up to eight years. If an official who believes their initial three-month log is not representative of the average number of hours worked, he or she may submit a new record of activities for an alternative three-month period.

A new record of activities should be kept periodically to ensure the accuracy of the days worked being reported or

- If the number of hours worked changes or
- When a new person is elected or appointed to the position.

Please note: the legislative clerk or secretary must retain each record of activities for a period of at least ten years and provide full and complete copies to the Office of the State Comptroller upon request.

© New York State Office of the State Comptroller

Procurement/Purchasing Policy 12-6-12

REQUESTS FOR PROPOSALS (RFP'S)

The principal distinction between Competitive Sealed Bidding and Requests for Proposals is that the bidding process requires that bids be evaluated and awards made solely on the basis of information contained in the bids at the time of opening. No substantive changes, or any changes which would affect determination of award, are permitted either in the nature of the bid or the price.

RFP's on the other hand, allow negotiation, modification and alteration of both content and price after proposals are submitted and during the evaluation process by an appointed committee. Following evaluation, a date is established for proposals deemed acceptable to be submitted with any changes. These are submitted as "best and final offers" and upon submission, no changes are allowed.

The RFP process is handled in the same manner as the Competitive Bidding process. An approved advertisement is placed in the newspaper. A specification package is prepared (RFP request) and made available including instructions and deadline established. See Section – Competitive Bidding.

RFP's are permissible only under limited circumstances and this process is used by the Town only when seeking professional services for major projects. Examples of past uses have been our GEIS and Master Plan Projects.

COMPETITIVE BIDDING

Effective January 1, 1992, the thresholds under General Municipal Law, 103, governing contracts of Political Subdivisions requiring the competitive bidding process are as follows:

Contracts for Public Works	now: \$35,000 - \$20,000 or more
Purchase Contracts	now: \$20,000 - \$10,000 or more

authorized by
State legislature.

The only exceptions to these guidelines are items/services that are obtained under New York State Contract, Oneida County Contract, from New York State Industries for the Blind or New York State Correctional Institutes are less than \$10,000 in total for purchase contracts, less than \$20,000 in total for Public Works Contracts, are professional services, or are emergency purchases. All these exceptions are addressed in this manual. \$20,000
\$35,000

In determining the necessity for competitive bidding, the aggregate (accumulative) cost of an item or commodity being purchased in a fiscal year (New Hartford – January 1st through December 31st) must be considered.

The term Public Works Contract would apply to those projects/commodities involving labor or both labor and material. An example of this would be construction,

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

DIRECTOR
Michael W. Jeffery

TOWN SUPERVISOR
Patrick M. Tyksinski

**Board Meeting
December 12, 2012**

**Seasonal Appointments — A7140.11
Effective 12/10/12**

Name	Address	Position	Rate of Pay
Harold Kaffka	1 Greenwood Court	Rec Leader II	\$14.75 per hr.
Dennis Philipkoski	87 Sanger Ave.	Rec Leader	\$10.75 per hr.



TOWN of NEW HARTFORD
DEPARTMENT OF SENIOR SERVICES
N.H. ADULT DINING & ACTIVITY CENTER
 1 Sherman Street
 New Hartford, New York 13413
 Phone (315) 724-8966 Fax (315) 733-7589

Patrick Tyksinski
Town Supervisor

EILEEN SPELLMAN
Director

July 26, 2012

Memo to the New Hartford Town Board:

Please make the following budget adjustments

CDPHP has offered to sponsor our Christmas party

Increase contractual	AA6772.4	\$320.
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Increase donations	AA 2705.1	\$320
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Donation from Margaret Fariello check number 6940

Increase contractual	AA6772.4	\$50.
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Increase Donations	AA2705.1	\$50.
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Thank you,

Eileen Spellman
 Senior Services



LOCHNER

Lochner Engineering, P.C.
181 Genesee Street
Suite 300
Ulita, New York 13501

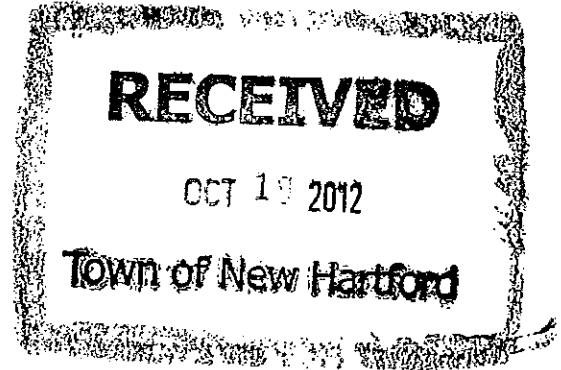
T 315.793.9500
F 315.793.9530

hwlochner.com

October 18, 2012

Rick Sherman
Town of New Hartford
Department of Highways/Sewers
and Engineering Department
111 New Hartford Street
New Hartford, NY 13413

Re: Phillip A. Rayhill Trail Extension, PIN 2650.20
Construction Inspection Contract
Lochner No. 5689



Dear Mr. Sherman:

Please find enclosed Lochner's cost proposal, scope, and agreement for providing Construction Inspection services for the above-referenced project. The scope includes inspecting both the construction to be performed by the Town as well as a Contractor. The pricing is based on a billing rate schedule and reasonable estimates that the Town's work will be completed in 10 weeks and the Contractor's work in 9 weeks. The resulting value for this inspection phase is a not-to-exceed amount of \$126,000.

The project is proposed to be staffed with Mark Rogers as the Resident Engineer and Inspector and an Office Engineer to assist on a part-time basis with the record keeping and documentation required under a Locally Administered Federal Aid Project. Since this project will be staffed with a single inspector, no DBE participation is included which is also consistent with the RFP where no goals were stated.

Please review the agreement, scope, and pricing. Should you have any questions or wish to discuss the proposal, please contact me at 315-793-9500, ext. 256 or dfacchini@hwlochner.com and I would be happy to meet with you. Should the Town desire assistance in your review of the cost proposal, you can contact the NYSDOT Region 2 Project Manager, Sharon Heyboer at 315-793-2450 or Sharon.heyboer@dot.ny.gov.

Thank you again for selecting Lochner. We are looking forward to working with the Town to deliver this project.

Sincerely,

David P. Facchini, P.E.
Project Manager

Enclosures

cc: Mike Jeffrey (w/Enc)

AGENDA
TOWN SUPERVISOR
For MEETING
December 12, 2012

1. Finance Director Report ✓
2. Fire contracts ✓
3. Library plowing agreement ✓
4. Traffic light commercial drive ✓
5. Executive session –
 - a. Union negotiations ✓
 - b. Litigation ✓
6. Association of Towns meeting NYC ✓
7. Town Ethics Committee to be filled ✓
8. Surplus Equipment – Police and Highway ✓
9. Termination of Chase bank depository ✓

Young, Gail

From: Inserra, Michael S.
Sent: Tuesday, December 04, 2012 10:56 PM
To: Tyksinski, Patrick M.; Young, Gail
Subject: FW: SURPLUS VEHICLES

Pat,

Could you please declare the below two vehicles as surplus property. Next Wednesday, December 12 is fine.

Thank you.

Mike

From: Philo, Robert S.
Sent: Friday, November 30, 2012 11:24 AM
To: Inserra, Michael S.
Subject: SURPLUS VEHICLES

Chief,

The following vehicles need to be declared as surplus so that they can be sold:

VEHICLE #1
2006 Ford Crown Victoria Police Interceptor, 4DSD, color white, VIN# 2FAFP71W66X165455 (Formerly designated as NHPD 56)

Odometer reading 097356.5

Vehicle has a transmission problem. Body condition is poor. Overall condition of vehicle is poor.

The original Certificate Of Origin was sent to the Town Clerk's office on 04/02/09.

Vehicle #2

2009 Ford Crown Victoria Police Interceptor, 4DSD, color white, VIN#2FAHP71V59X136372 (Formerly designated as NHPD 45)

Odometer reading 119075.0

Vehicle has right-side body damage. Overall condition of vehicle is poor.

The original Certificate Of Origin should be on file with in the Town Clerk's office.

Robert S. Philo

Sergeant

New Hartford Police Dept.

32 Kellogg Road

New Hartford, NY 13413

Phone: (315) 724-7111

Fax: (315) 724-8618

www.tonhpolice.com

Young, Gail

From: Tyksinski, Patrick M.
Sent: Thursday, December 06, 2012 12:21 PM
To: Young, Gail
Subject: Re: Chase Bank Lockbox Termination

Yes please put on my agenda

Sent from my iPhone

On Dec 5, 2012, at 10:20 AM, "Young, Gail" <gyoung@town.new-hartford.ny.us> wrote:

Pat:

Who will be notifying Chase Bank that we are not renewing the Lockbox Agreement with them? The Bank Account #937774982 continues to show \$596.05 being debited each month even though there is no activity. Perhaps we should have a Board Resolution to close this account as of 12/31/12?

Gail.