

PROPOSED TOWN BOARD AGENDA (SUBJECT TO CHANGE)
OCTOBER 5, 2016 at 6:30 P.M.
Butler Memorial Hall

I. MINUTES

A. September 14, 2016

II. PRESENTATIONS/COMMENTS – 3 minute limit

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

A. Town Clerk

1. Presentation of 2017 Tentative Budget
2. Schedule Public Hearing on Budget
3. Liquor License renewal – UNO
4. Liquor License (new) – New Hartford Exstay,LLC/Homewood Suites
5. Part-time Clerk appointment

B. Parks & Recreation Committee – Councilman Reynolds

1. Seasonal appointment Winter Recreation
2. Approval for Contracts for 2016/2017 Season
3. Proposed rate changes for 2017 Pavilion rental
4. Proposed dog training fee for Dog Park reservation
5. Completion: New York Power Authority Comprehensive Energy Report

C. Public Works & Sewer Committee – Councilman Miscione

1. Resolution for additional \$75,000 to County sewer contract piggy-back
2. Highway Department laborer vacancy
3. Road issues at the Kellogg Road Hannaford's entrance parking lot
4. Surplus inventory

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

A. Town Attorney

1. Resolution: Grant for Court – new furniture

V. MATTERS SUBMITTED BY TOWN SUPERVISOR

A. Financial and other routine reports

1. Audit of vouchers
2. Monthly Financial Reports (attached)

B. Miscellaneous communications

C. Unfinished Business

1. Executive Session – Peters-Adelman

D. New Business

NOTE: Next Town Board meeting is Wednesday, November 9, 2016.

AGENDA 10-05-16



RECEIVED
SEP 15 2016
TOWN OF NEW HARTFORD
TOWN CLERK

September 14, 2016

Via UPS

New Hartford Town Clerk
48 Genesse Street
New Hartford, NY 13413-2337
860.379.5037

RE: Application for Renewal of On-Premise Liquor License
UR of New Hartford NY, LLC d/b/a Uno Pizzeria & Grill
8645 Clinton Street - New Hartford, NY 13413
Serial # 2603409

Dear Sir/Madame:

Pursuant to the requirements of Section 64.2(a) of the Alcoholic Beverage Control Law, please allow this correspondence to serve as notification that Uno Restaurants, LLC d/b/a/ Uno Pizzeria & Grill is applying for renewal of On-Premise Liquor License with the New York State Liquor Authority at the above referenced location. Further enclosed is an executed Renewal Application Notice Form.

Please contact me directly via email should you require additional information.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "LAP".

Lisa Ann Prestella
Licensing Manager
Uno Restaurants, LLC
100 Charles Park Road
West Roxbury, MA 02132
617.218.5205
lprestel@unos.com

Lap/enclosure
Cc: file 330

/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)

RECEIVED

SEP 15 2016

TOWN OF NEW HARTFORD
TOWN CLERK

1. Date Notice was Sent: (mm/dd/yyyy)

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

Applicant/Licensee Information

4. License Serial Number, if not New Application: Expiration Date, if not New Application:

5. Applicant or Licensee Name:

6. Trade Name (if any):

7. Street Address of Establishment:

8. City, Town or Village: , NY Zip Code:

9. Business Telephone Number of Applicant/Licensee:

10. Business Fax Number of Applicant/Licensee:

11. Business E-mail of Applicant/Licensee:

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):

OFFICE USE ONLY		
<input type="radio"/> Original	<input type="radio"/> 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:

17. List the room number(s) the establishment is located in within the building, if appropriate:

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:

22. Building Owner's Street Address:

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

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:

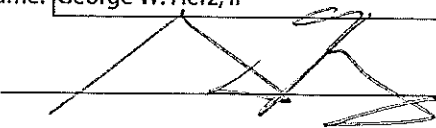
29. Business Email Address of Attorney:

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: Title

Signature: X



George W. Herz II, Sr. Vice-President & Secretary

SEP 13 2016

OFFICE USE ONLY
 Original Amended Date _____



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: 9/16/16 1a. Delivered by: Certified Mail Return Receipt Requested

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 Removal Class Change

For New applicants, answer each question below using all information known to date.

For Renewal applicants, set forth your approved Method of Operation only.

For Alteration applicants, attach a complete written description and diagrams depicting the proposed alteration(s).

For Corporate Change applicants, attach a list of the current and proposed corporate principals.

For Removal applicants, attach a statement of your current and proposed addresses with the reason(s) for the relocation.

For Class Change applicants, attach a statement detailing your current license type and your proposed license type.

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 Applicable: _____ Expiration Date, if Applicable: _____

5. Applicant or Licensee Name: New Hartford Exstay, LLC

6. Trade Name (if any): Homewood Suites

7. Street Address of Establishment: 185 Woods Park Drive

8. City, Town or Village: Clinton, NY Zip Code: 13323

9. Business Telephone Number of Applicant/Licensee: 315-801-7200

10. Business Fax Number of Applicant/Licensee: 315-801-7210

11. Business E-mail of Applicant/Licensee: larry@cameronllc.com

12. Type(s) of Alcohol sold or to be sold: Beer & Cider Wine, Beer & Cider Liquor, Wine, Beer & Cider

13. Extent of Food Service: Full food menu; Full Kitchen run by a chef or cook Menu meets legal minimum food availability requirements; Food prep area at minimum

14. Type of Establishment: Hotel (Requires full restaurant open to the public on premises)

15. Method of Operation: (Check all that apply) Seasonal Establishment Juke Box Disc Jockey Recorded Music Karaoke Live Music (Give details: i.e. rock bands, acoustic, jazz, etc.): _____ Patron Dancing Employee Dancing Exotic Dancing Topless Entertainment Video/Arcade Games Third Party Promoters Security Personnel Other (specify): _____

16. Licensed Outdoor Area: (Check all that apply) None Patio or Deck Rooftop Garden/Grounds Freestanding Covered Structure Sidewalk Cafe Other (specify): _____

RECEIVED
SEP 20 2016 9:00AM
OH

OFFICE USE ONLY		
<input type="radio"/> Original	<input type="radio"/> Amended	Date _____



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)

17. List the floor(s) of the building that the establishment is located on:
18. List the room number(s) the establishment is located in within the building, if appropriate:
19. Is the premises located within 500 feet of three or more on-premises liquor establishments? Yes No
20. Will the license holder or a manager be physically present within the establishment during all hours of operation? Yes No
21. If this is a transfer application (an existing licensed business is being purchased) provide the name and serial number of the licensee.
22. Does the applicant or licensee own the building in which the establishment is located? Yes (If Yes SKIP 23-26) No

Owner of the Building in Which the Licensed Establishment is Located

23. Building Owner's Full Name:
24. Building Owner's Street Address:
25. City, Town or Village: State: Zip Code:
26. Business Telephone Number of Building Owner:

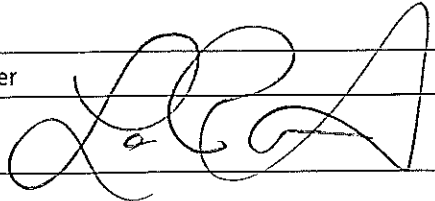
Representative or Attorney representing the Applicant in Connection with the application for a license to traffic in alcohol at the establishment identified in this notice

27. Representative/Attorney's Full Name:
28. Street Address:
29. City, Town or Village: State: Zip Code:
30. Business Telephone Number of Representative/Attorney:
31. Business Email Address:

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.

32. Printed Name: Title:

Signature: X 

RECEIVED
 SEP 20 2015 9:00am
 TOWN CLERK

Young, Gail

From: Young, Gail
Sent: Monday, October 03, 2016 1:27 PM
To: Woodland, Richard; Dave, Reynolds
Cc: Tyksinski, Patrick M.; New Hartford Supervisor
Subject: Appointment - Part-time Clerk

Rich and Dave:

To fill the Part-time Clerk vacancy in the Town Clerk's Office, I respectfully request that the Town Board appoint Allison Adams effective October 11, 2016 at the hourly rate of Ten Dollars (\$10). She is a Town resident and the position is budgeted. Thank you.

Gail

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 C. Cunningham

TOWN SUPERVISOR
Patrick M. Tyksinski

Board Meeting
October 5, 2016

Seasonal Appointment:
Winter Rec: A7140.11
Start Date 9/24/16 – 3/26/17

Harold Kaffka Adult Basketball Director \$15.25 per hour

Approval for Ice Contracts for 2016/2017 Season

New Hartford Youth Hockey Association
Skating Club of New Hartford
Mohawk Valley Community College
New Hartford High School
Mohawk Valley Old Timers League
SUNY Oneonta

Proposal: Rate Changes for 2017 Pavilion Rental

2016		2017	
Resident	Non-Resident	Resident	Non-Resident
Small - \$35	Small - \$100	Small - \$40	Small - \$100
Large - \$70	Large - \$200	Large - \$80	Large - \$200
Gazebo - \$40	Gazebo - \$100	Gazebo - \$40	Gazebo - \$100

Proposal: Dog Training Fee for Dog Park Reservation

Completion: New York Power Authority Comprehensive Energy Report

Young, Gail

From: Miscione, Paul
Sent: Thursday, September 29, 2016 5:17 PM
To: Young, Gail
Subject: Re: AGENDA - October 5 2016 Town Board meeting

Please add to the agenda

1. Prepare resolution to add \$75,000 to sewer contract.
2. Add new labor for highway for a position that became open.
3. Discuss Road issues at the Hannaford's entrance parking lot on Kellogg Road.

Sent from my iPhone

On Sep 26, 2016, at 11:05 AM, Young, Gail <gyoung@town.new-hartford.ny.us> wrote:

In order to prepare the agenda for the October 5, 2016, 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:

This information must be received in my office no later than 4:00 P.M. on Thursday, September 29, 2016. 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

It was confirmed that sufficient monies had been budgeted for these expenses in 2016. The Resolution was thereafter declared unanimously carried and duly **ADOPTED**.

Sewer Contract #8 with Oneida County

Upon request of the Highway/Sewer Superintendent, Councilman Miscione introduced the following Resolution for adoption; seconded by Councilman Messa:

(RESOLUTION NO. 61 OF 2016)

RESOLVED that the Town Board of the Town of New Hartford does hereby authorize the Highway/Sewer Superintendent to “piggy-back” on an Oneida County contract to raise man-hole covers to the level of road pavement in said Town, the cost not to exceed Seventy-five Thousand Dollars (\$75,000), as budgeted.

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

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

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

Additional CHIPS money; 2016 Budget Adjustments

Upon recommendation of the Highway Superintendent, the following Resolution was introduced by Councilman Miscione and duly seconded by Councilman Messa:

(RESOLUTION NO. 62 OF 2016)

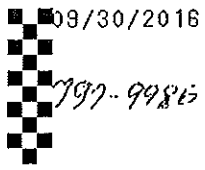
WHEREAS, additional monies have been identified in the New York State Department of Transportation Consolidated Local Street and Highway Improvement Program (CHIPS) and Local PAVE-NY 2016-17 Enacted Budget; and

WHEREAS, the 2016-17 Apportionment (based on each municipality’s percentage of 438.097 M CHIPS) for the Town of New Hartford is \$36,769.09;

NOW, THEREFORE, BE IT RESOLVED that the Bookkeeper is hereby authorized and directed to make the following 2016 Budget adjustments:

- Increase DB5112.04 (Paving Roads) - \$36,769.09
- Increase DB3501.0 (Consolidated Highway revenue) - \$36,769.09.

10/5/16
asking
for an
additional
\$75,000.
Budgeted.



Drill, can we type this for Judge Coe and for Wednesday's meeting. Thanks, Les

TOWN BOARD RESOLUTION NO. _____
TOWN OF NEW HARTFORD

WHEREAS The State of New York has made certain grants available to local Town Courts, and

WHEREAS The New Hartford Town Court is interested in making application for such grants

NOW, THEREFORE, BE IT RESOLVED That the Town Board of the Town of New Hartford does hereby approve and authorize the New Hartford Town Court to make application for a JCRA Grant for 2016 - 2017 in an amount up to Thirty thousand dollars (\$30,000.00)

Dated: October 5, 2016

Motion By: _____
Seconded By: _____

Roll Call Vote _____

Certified copy

RECEIVED
SEP 30 2016
TOWN OF NEW HARTFORD
TOWN CLERK

Town Board meeting: Oct 5, 2016

Authorization for Court Grant

Upon request of Town Justice Kevin Copeland, Councilman moved the adoption of the following Resolution, duly seconded by Councilman

**TOWN OF NEW HARTFORD, NY
(RESOLUTION NO. ... OF 2016)**

WHEREAS, the State of New York has made certain grants available to local Town Courts; and

WHEREAS, the New Hartford Town Court is interested in making application for such grants;

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of New Hartford does hereby approve and authorize the New Hartford Town Court to make application for a JCAP Grant for 2016 - 2017, in an amount up to Thirty Thousand Dollars (\$30,000).

The Resolution was voted upon by roll call as follows:

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

Young, Gail

From: Dreimiller, Dan
Sent: Monday, October 03, 2016 10:18 AM
To: Dave, Reynolds; James Messa; Woodland, Richard; Miscione, Paul
Cc: Tyksinski, Patrick M.; Bohn, Matt; Young, Gail; Lisa Smigle
Subject: Monthly Board Reports- October Meeting
Attachments: Revenues & Expenditures- Summary.pdf; Bank Account Balances- Monthly History.pdf; Detailed Expenditure Report-Sept 30, 2016.pdf

Dear Board,

Attached are the following Finance Reports updated thru the end of September 2016 for your review and comment:

- Bank Account Balances
- Detailed Expenditure Report- Budget to Actual
- Revenues and Expenditures (Summary Report)

Let me know if you have any questions prior to or at the upcoming meeting.

Dan

Daniel T. Dreimiller

Daniel T. Dreimiller

Director of Finance

Town of New Hartford