

PROPOSED TOWN BOARD AGENDA (SUBJECT TO CHANGE)
June 12, 2013 at 7:00 P.M.
Butler Memorial Hall

I. MINUTES

- A. May 8, 2013

II. PRESENTATIONS (Public Comments)

- A. Insurance Policies Bids/RFPs
- B. Patricia Savicki (barking dogs, bushes blocking view at intersection)

III. REPORTS OF TOWN OFFICIALS BY STANDING COMMITTEE CHAIRPERSON

- A. Town Clerk Committee – Councilman Woodland
 - 1. Uniform Notice of Claim Act changes –Resolution
 - 2. Raffle Consent/Kids Oneida, Inc. (purse raffle)
 - 3. Change title status from Part-time Clerk to Laborer for 2 months
- B. Public Works & Sewer Committee – Councilman Miscione
 - 1. Salt Brine system
 - 2. Stormwater issues
 - 3. Surplus old van, old cement mixer
 - 4. lighting for Sanger building
- C. Assessor Committee – Councilman Woodland
 - 1. Assessor appointment expires Sept 30, 2013
- D. Parks & Recreation Committee – Councilman Reynolds
 - 1. Seasonal employees

IV. REPORT OF SPECIAL COMMITTEES

V. MATTERS SUBMITTED BY COUNCILMEN / ATTORNEY / DEPUTY SUPERVISOR

- A. Town Attorney
 - 1. Local Law Introductory “ “ – Wind
 - 2. Local Law Introductory “ “ – Flood Insurance
 - 3. Executive Session – pending litigation Sangertown tax cert and Central paving
- B. Councilman Reynolds
 - 1. Update on Beechwood Phase 2
- C. Councilman Backman
 - 1. Master Plan Update/Status – meetings? Board input?
 - 2. Audit: Town inventory list. Put bids out to update as per audit findings
 - 3. Police Commission: Issue IDs as previous commission had

O V E R > > > >

AGENDA

June 12, 2013

Page 2

VI. MATTERS SUBMITTED BY TOWN SUPERVISOR

- A. Financial and other routine reports
 - 1. Audit of vouchers
- B. Miscellaneous communications
- C. Unfinished Business
 - 1. Two ZBA appointments
- D. New Business

PHONE CALL

FOR	Gail	DATE	6/5/13	TIME	9:19 ^{AM} _{PM}
M	Pat Savicki				
OF	Oneida St				
PHONE		CELL			
MESSAGE	2 items for next Board Meeting agenda		<input checked="" type="checkbox"/>	TELEPHONED	
	1 - Barking Dogs.		<input type="checkbox"/>	RETURNED YOUR CALL	
	2 - Traffic issue - Bushes		<input type="checkbox"/>	PLEASE CALL	
	Blocking view at an intersection		<input type="checkbox"/>	WILL CALL AGAIN	
SIGNED	Pat		<input type="checkbox"/>	CAME TO SEE YOU	
			<input type="checkbox"/>	WANTS TO SEE YOU	

Agenda 6.12.13

Young, Gail

From: Young, Gail
Sent: Wednesday, May 29, 2013 11:43 AM
To: Town-Board; Cully, Herb
Subject: FW: Uniform Notice of Claims Update
Attachments: ATT00001.txt

Town Board and Herb:

The following e-mail was received by the NYS Town Clerks Association who has passed this on to all Towns that have an e-mail address.

Please read this over carefully. I will have this on the Agenda for the June 12, 2013 Town Board meeting as this new law takes effect June 15, 2013. On June 15, the certificate form will be available on the state website for filing purposes with the Secretary of State.

Gail.

From: Nystca_notices [mailto:nystca_notices-bounces@mm.windigicert.com] **On Behalf Of** E-Blast
Sent: Wednesday, May 29, 2013 11:31 AM
To: NYSTCA_Notices@mm.windigicert.com
Subject: Uniform Notice of Claims Update

Uniform Notice of Claims Certificate

General Municipal Law, §50-e (1) requires the service of a notice of claim upon a town as a condition precedent to filing suit for personal injury and property damage. (*Williams v. Nassau County Med. Ctr.*, 6 NY3d 531, 535 (2006)). The purpose of GML §50-e, according to the Appellate Division, is “to protect the municipality from unfounded claims and to ensure that it has an adequate opportunity ‘to explore the merits of the claim while information is still readily available.’” (*Porcaro v. City of New York*, 20 A.D.3d 357 (1st Dep’t 2005), quoting *Teresta v. City of New York*, 304 N.Y. 440, 443 (1952)). Typically a notice of claim must be delivered personally or by registered or certified mail to the town clerk, town supervisor or to an attorney regularly engaged in representing such town. (General Municipal Law, §50-e (3)(a); CPLR, §311(a)(5)).

Effective June 15, 2013, a person wishing to sue a town will have another option for serving a notice of claim upon the town. In addition to delivering a copy of the notice of claim to the town clerk, the town supervisor or an attorney regularly engaged in representing the town – a notice of claim may be delivered to the Secretary of State. The Secretary of State will then forward the notice of claim to the person designated by the town board to receive the notice of claim from the Secretary of State. (General Municipal Law, §53).

To assist the Secretary of State in this task, the Department of State is creating a form certificate to file with the Secretary of State. The required form will be available on the Department of State's website (www.dos.ny.gov) on June 15, 2013. A person filing a notice of claim with the Secretary of State may be charged a fee of up to \$250, half of which shall be forwarded to the town providing that the town files its certificate of designation upon with Secretary of State within 30 days of June 15, 2013 (approximately July 14, 2013).

To prepare for submitting that form, the town board should adopt a resolution designating a town officer or person who will serve in this function. Pursuant to CPLR §311(a)(5) the town supervisor or town clerk is the person authorized to accept service on behalf of the town. For consistency purposes the town board may wish to designate one of these officers for purposes of receiving notices of claim served upon the Secretary of State.

Enclosed please find a sample resolution which you may use or modify to assist you in this task. The town board should review this designation periodically to make sure that the information provided is current. Please review this with your town attorney before adoption.

Sample Resolution

Resolution No. _____ 2013, Town of _____

WHEREAS General Municipal Law, §53 requires towns to file a certificate with the Secretary of State designating the Secretary of State as an agent for service of a notice of claim; and

WHEREAS, General Municipal Law, §53 requires the certificate to include the applicable time limit for filing the notice of claim and the name, post office address and electronic mail address, if available, of an officer, person, for the transmittal of notices of claim served upon the Secretary as the town's agent; and

WHEREAS, pursuant to General Municipal Law, §50-e(1)(a), the applicable time limit for the filing of a notice of claim upon a town is 90 days after the claim arises, or in the case of a wrongful death action, 90 days from the appointment of a representative of the decedent's estate; **Now therefore Be It**

RESOLVED, that the Town Board of the Town of _____, County of _____, designates _____ (name of person), in his/her capacity as _____ (name of office / position), to receive notices of

claims served upon the Secretary of State by mail at _____ (post office address) and email at _____ (if available).

BE IT FURTHER RESOLVED, that the Town Board hereby directs the Town Clerk to file the required certificate with the Secretary of State informing him or her of the town's designation and applicable time limitation for filing a notice of claim with the town on or before July 14, 2013.

(Please note that applicable time limit for the filing of a notice of claim upon a town is 90 days after the claim arises, or in the case of a wrongful death action, 90 days from the appointment of a representative of the decedent's estate General Municipal Law, §50-e(1)(a))

General Municipal Law, §53

Alternative service of notice of claim upon the secretary of state

1. In lieu of serving a notice of claim upon a public corporation as provided for in section fifty-e of this article, a notice of claim setting forth the same information as required by such section may be served upon the secretary of state in the same manner as if served with the public corporation. All the requirements relating to the form, content, time limitations, exceptions, extensions and any other procedural requirements imposed in such section with respect to a notice of claim served upon a public corporation shall correspondingly apply to a notice of claim served upon the secretary of state as permitted by this section. For purposes of this article, the secretary of state shall be deemed to be the agent for all public corporations upon whom a notice of claim may be served prior to commencement of any action or proceeding subject to the requirements of this article.

2. All public corporations entitled to have served upon them a notice of claim as a condition precedent to commencement of an action or proceeding shall, no later than thirty days after the date upon which this section shall take effect, file a certificate with the secretary of state designating the secretary as the agent for service of a notice of claim and shall in such statement provide the secretary with the name, post office address and electronic mail address, if available, of an officer, person, or designee, nominee or other agent-in-fact for the transmittal of notices of claim served upon the secretary as the public corporation's agent. Any designated post office address or electronic mail address to which the secretary of state shall mail transmit a copy of the notice of claim served upon him or her as agent shall continue to be the address to which such notices shall be transmitted until the public corporation sends a notice to the secretary informing him or her of a new post office address or electronic mail address to which such notices shall be transmitted. The initial filing with the secretary of state shall also contain the applicable time limit for filing a notice of claim upon that public corporation, or if later changed by statute, a new filing shall be made detailing the new time limit. Any public corporation that does not have a current and timely statutory designation filed with the secretary of state shall not be entitled to the portion of the fee to which it would otherwise be entitled pursuant to subdivision four of this section. Failure of the public corporation to so file with the secretary of state will not

invalidate any service of a notice of claim upon the public corporation which has been received by the secretary of state.

3. The secretary of state is hereby empowered to accept properly transmitted notices of claims on behalf of a public corporation, with the same effect as if served directly upon a public corporation. The secretary of state shall accept such service upon the following terms and conditions:

(a) the secretary of state shall set and notify the public, on his or her website of times, places and manner of service upon him or her of notices of claims necessary to comply with the provisions of this section;

(b) upon receipt of a notice of claim, the secretary of state shall issue a receipt or other document acknowledging his or her receipt of such notice, and such receipt shall contain the date and time of receipt of the notice, an identifying number or name particular to the notice received, and the logo or seal of the department of state embossed upon it. Such receipt shall be prima facie evidence of service upon the secretary of state for all purposes;

(c) nothing in this section shall be deemed to alter, waive or otherwise abrogate any defense available to a public corporation as to the nature, sufficiency, or appropriateness of the notice of claim itself, or to any challenges to the timeliness of the service of a notice of claim. Timely service upon the secretary of state shall be deemed timely service upon the public corporation for purposes of instituting an action or proceeding or other requirement imposed by law.

4. The secretary of state may impose a fee upon any person who serves a notice of claim with the department. Such fee shall not exceed two hundred fifty dollars for each such notice filed. One-half of the fee imposed shall be retained by the secretary of state as payment for its services provided in accordance with this section. The remaining one-half of such fee shall be forwarded to the public corporation named in the notice of claim provided, however, if more than one such public corporation is named, each named public corporation shall be entitled to an equal percentage of the one-half amount.

5. The secretary of state shall within sixty days after the effective date of this section post on the departmental website a list of any public corporation, including any public authority, public benefit corporation or any other entity entitled to receive a notice of claim as a condition precedent to commencement of an action or proceeding, and that has filed, pursuant to this section, a certificate with the secretary of state designating the secretary as the agent for service of a notice of claim. The list should identify the entity, the post office address and electronic mail address, if available, of the public corporation to which the notice of claim shall be forwarded by the secretary of state, and any statutory provisions uniquely pertaining to such public corporation and the commencement of an action or proceeding against it.

6. The secretary of state is authorized to promulgate any rules or regulations necessary to implement the provisions of this section.

RECEIVED

JUN 06 2013

TOWN OF NEW HARTFORD
TOWN CLERK



FACSIMILE TRANSMITTAL SHEET

TO: Mail Wolosin Young FROM: Debbie Wormuth

COMPANY: Town of New Hartford DATE: 6-6-13

FAX NUMBER: 315-797-9986 TOTAL NO. OF PAGES, INCLUDING COVER: 2

PHONE NUMBER: 315-731-2645 office - 315-731-2616 fax

RE: Raffle Consent Form

- URGENT
- FOR REVIEW
- PLEASE COMMENT
- PLEASE REPLY
- PLEASE RECYCLE

NOTES/COMMENTS:

Hi Mail - Please see attached form for approval. If you have any questions or concerns please contact me at the number above. Thank you - Debbie Wormuth

Highly Confidential Notice

PS - Sending a copy by mail.

The documents accompanying this telecopy transmission contain highly confidential information belonging to the sender that is legally privileged. This transmission is intended only for the use of the individual or entity named above. The authorized recipient of this information is prohibited from disclosing this information to any other party and is required to destroy the information after it is stated need has been fulfilled, unless otherwise required by state law. It is to be used only to aid in providing specific services to this client. Any other use is a violation of Federal Law (HIPPA), and will be reported as such.

If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution, or action taken in reliance on the contents of these documents is strictly prohibited. If you have received this telecopy in error, please notify the sender immediately to arrange for return of these documents.

July 15, 2013 Drawing
Purse Raffle
Handbag for hope -

* Different from April Raffle
re Golf Tournament

GC-RCF

NYS RACING & WAGERING BOARD
1 Broadway Center, Suite 600
Schenectady, NY 12305-2553
Telephone (518) 395-5400 Fax (518) 347-1469
www.racing.state.ny.us

RAFFLE
CONSENT FORM



Instructions: This form must be completed by each Authorized Organization that intends to sell raffle tickets in a municipality other than the city, town or village in which it is domiciled and in which it is either issued a raffle license or is authorized to conduct raffles pursuant to Article 9-A, General Municipal Law, Section 190-a.*

I, ROBERT J. ROBERTS III, CEO/EXECUTIVE DIRECTOR of
(Print the first name, middle initial and last name of the officer or director) (Title of officer or director: Pastor, Commander, etc.)

Kids Oneida Inc., GC 30-103-170-08841,
(Name of authorized organization) (Games Of Chance Identification Number, if required)

located at 310 MAIN ST, Utica, New York 13501,
(Address of authorized organization)

request permission from the TOWN OF NEW HARTFORD,
(City, Town or Village)

County of ONEIDA, to sell raffle tickets licensed by the
(City, Town or Village), County of ONEIDA, within

the within territorial limits of its municipality during the calendar year 2013.

Robert J. Roberts III
(Signature of authorized organization's officer or director)

DEBRA E. WORMUTH
NOTARY PUBLIC, STATE OF NEW YORK
APPOINTED IN ONEIDA COUNTY
MY COMMISSION EXPIRES 10-31-13

Sworn to me this 5 day of June, 2013
(Notary Public - Commissioner of Deeds) (Year)

Approved by: _____
(Name of Municipality)

(Signature and Title of Authorized Officer)

(Date)

* Note: A municipality that has enacted legislation authorizing the conduct of games of chance may consent to permit the sale of raffle tickets within its territorial limits by an authorized organization that is either licensed to conduct raffles or is authorized by Section 190-a of the General Municipal Law to conduct raffles in the municipality in which it is domiciled, only if the authorized organization's municipality is located in the same county as the consenting municipality, or is located in a county that is contiguous to the county in which the consenting municipality is located; pursuant to Article 9-A, General Municipal Law, Section 189, Subdivision 13.



Young, Gail

From: Young, Gail
Sent: Friday, June 07, 2013 4:54 PM
To: Woodland, Richard; Dave, Reynolds
Subject: Job title - temporary change

Rich and Dave:

Due to upcoming vacations, workload and a staff member facing surgery, I respectfully request that the Town Board temporarily change Shelby Bohling's title from Part-time Clerk to Laborer, the latter of which would allow her to work more than 17.5 hours weekly. The job title would revert to Part-time Clerk on August 26, 2013. She would not be eligible for or receive any full time benefits.

This would not negatively impact my budget.

Thank you for your consideration.

Gail

Young, Gail

From: Sherman, Richard C.
Sent: Thursday, June 06, 2013 1:24 PM
To: Young, Gail
Subject: RE: Agenda Items Solicited

Items for meeting Salt Brine System, Storm Water issues, Surplus old Van, Old Cement mixer, Lighting for Sanger Building. Will get paperwork to you tomorrow .

Thanks Rick

From: Young, Gail
Sent: Wednesday, June 05, 2013 1:47 PM
To: Aiello, Barb; Bohn, Matt; Booth, Joe; Brown, Teresa; Cully, Herb; Cunningham, John Carson; Currier, Candy; DeGironimo, E. (NH); Dreimiller, Dan; Eileen Spellman; Inserra, Michael S.; Jeffery, Mike; Morosco, Nicholas J.; New Hartford Supervisor; Rowlands, Tom; Shaw, Dory; Sherman, Richard C.; Town-Board; Tyksinski, Patrick M.; Van Slyke, Judge; Virkler, Judge
Subject: Agenda Items Solicited
Importance: High

In order to prepare the agenda for the June 12, 2013 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, June 5, 2013.

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:rb

Agenda

Young, Gail

From: Young, Gail
Sent: Wednesday, June 05, 2013 11:26 AM
To: Town-Board
Subject: FW: Assessor Reappointments ...request from State ORPTS
Attachments: town sole assr_2013 re_apptment.doc

Gentlemen:

Just a reminder that our Town Assessor's appointed term expires September 30, 2013. When would you like me to add this to a Town Board Agenda? Pat, will Carol be posting this on the Town's Website?

Gail

From: colleen.sheehan@tax.ny.gov [<mailto:colleen.sheehan@tax.ny.gov>]
Sent: Monday, June 03, 2013 2:51 PM
Subject: Assessor Reappointments ...request from State ORPTS

To: Town Clerks
cc: Town Supervisors

Please review the attached memo and fill-in the requested information on the bottom of the memo to us by October 1, 2013.

You may return the information to us by fax, email or regular mail.

Thank you!

Colleen Sheehan
NYS Department of Taxation and Finance
Office of Real Property Tax Services
Educational Services - Building 8A
W. A. Harriman Campus
Albany, NY 12227

Note new fax number: (518) 435-8628
phone: (518) 530-4030

This message was sent "blind copy" to town clerks and town supervisors

This communication may contain confidential and/or legally privileged information. It is intended only for the individuals named as recipients. If you are not an intended recipient you are not authorized to disseminate, distribute or copy this communication. If you've received this communication by mistake, please notify the sender immediately and delete or destroy it, as appropriate.

Young, Gail

From: Jeffery, Mike
Sent: Friday, June 07, 2013 11:24 AM
To: Young, Gail
Subject: RE: Agenda Items Solicited

From: Young, Gail
Sent: Wednesday, June 05, 2013 1:47 PM
To: Aiello, Barb; Bohn, Matt; Booth, Joe; Brown, Teresa; Cully, Herb; Cunningham, John Carson; Currier, Candy; DeGironimo, E. (NH); Dreimiller, Dan; Eileen Spellman; Inserra, Michael S.; Jeffery, Mike; Morosco, Nicholas J.; New Hartford Supervisor; Rowlands, Tom; Shaw, Dory; Sherman, Richard C.; Town-Board; Tyksinski, Patrick M.; Van Slyke, Judge; Virkler, Judge
Subject: Agenda Items Solicited
Importance: High

In order to prepare the agenda for the June 12, 2013 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:

Seasonal
employees

This information must be received in my office no later than **4:00 P.M. on Thursday, June 5, 2013.**

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:rb

Young, Gail

From: Cully, Herb
Sent: Friday, June 07, 2013 2:05 PM
To: Young, Gail
Subject: Re: Agenda Items Solicited

Please add executive session , pending litigation sangertown tax cert and central paving

Sent from my iPhone

On Jun 5, 2013, at 1:47 PM, "Young, Gail" <gyoung@town.new-hartford.ny.us> wrote:

In order to prepare the agenda for the June 12, 2013 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, June 5, 2013. 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:rb

Young, Gail

From: Dave, Reynolds
Sent: Wednesday, June 05, 2013 2:48 PM
To: Young, Gail
Subject: Re: Agenda Items Solicited

Sent from my iPhone
D. M. Reynolds
dmr100@msn.com

On Jun 5, 2013, at 1:47 PM, "Young, Gail" <gyoung@town.new-hartford.ny.us> wrote:

In order to prepare the agenda for the June 12, 2013 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:

Update on Beechwood phase 2

This information must be received in my office no later than 4:00 P.M. on Thursday, June 5, 2013.

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:rb

Young, Gail

From: Don Backman <donbackman@roadrunner.com>
Sent: Thursday, June 06, 2013 9:15 AM
To: Young, Gail
Subject: Re: Agenda Items Solicited

Young, Gail wrote:

In order to prepare the agenda for the June 12, 2013 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:

Master Plan Update: Status. When have meetings occurred, why is there no board input?

Audit: Town Inventory list. Put bids out to update as per audit findings.

Police Commission: Issue IDs as previous commission had.

This information must be received in my office no later than **4:00 P.M. on Thursday, June 5, 2013.**

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:rb