

**REORGANIZATION MEETING OF THE TOWN BOARD
OF THE TOWN OF NEW HARTFORD, NEW YORK HELD
ON TUESDAY, JANUARY 1, 2002 AT 1:00 P.M. IN THE
KELLOGG ROAD COMMUNITY CENTER BUILDING IN
SAID TOWN.**

After the Swearing-in Ceremony conducted at 12:00 Noon in the Jerome K. Madden Justice Building, Town Supervisor Ralph Humphreys called the meeting to order at 1:00 P.M. and led those in attendance in the Pledge of Allegiance to the American Flag. The roll was then taken with the following Town Officials being present during the progress of the meeting:

TOWN BOARD MEMBERS: Councilman Donald C. Backman
Councilman David W. Butler
Councilman John C. Waszkiewicz III
Councilman Richard B. Woodland, Jr.
Supervisor Ralph B. Humphreys

OTHER TOWN OFFICIALS: Town Clerk Gail Wolanin Young, CMC/RMC

Thereafter, a quorum was declared present for the transaction of business. Supervisor Humphreys announced he was appointing Councilman Backman as Deputy Town Supervisor for fiscal year 2002.

REORGANIZATIONAL RESOLUTIONS

Councilman Waszkiewicz then introduced the following Resolutions for adoption, seconded by Councilman Woodland:

(RESOLUTION NO. 1 OF 2002)

RESOLVED that Ralph B. Humphreys, 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 2002;

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. Found within this manual is the official schedule of fringe benefits of non-union personnel for the year 2002;

RESOLVED that the New Hartford Town Board does hereby establish the mileage rate at thirty-two cents (\$.32) 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 2002;

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RESOLVED that the New Hartford Town Board does hereby authorize the Town Supervisor to retain an auditing firm to audit the 2001 financial accounts and for subsequent preparation of the 2001 Annual Report, that auditing firm being Moore and Hart;

RESOLVED that the New Hartford Town Board does hereby appoint Donald C. Backman as Marriage Officer in and for the Town of New Hartford for a one-year term commencing January 1, 2002 and ending December 31, 2002;

RESOLVED that the Town Board of the Town of New Hartford does hereby appoint the New Hartford Historical Society as the Town's Historian for the Fiscal Year 2002 at a contractual sum of \$3,000.00;

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 the Fiscal Year 2002 as set forth in the attached Schedule "A" which is made a part of this resolution;

RESOLVED that the New Hartford Town Board does hereby appoint Ralph B. Humphreys as the Delegate to attend the Annual Business Session of the Association of Towns of the State of New York, (Councilman Backman as Alternate), to be held at New York, New York on February 20, 2002 and to cast the vote of the aforesaid Town, pursuant to Section 6 of Article 3 of the Constitution and By-laws of said Association;

RESOLVED that the New Hartford Town Board does hereby confirm the Supervisor's appointment of Donald C. Backman as Deputy Town Supervisor for a term of one (1) year commencing January 1, 2002, with a corresponding stipend of One Thousand Dollars (\$1,000.) to Councilman Backman for 2002;

RESOLVED that Donald C. Backman, 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 2002, in the absence of the Town Supervisor;

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 January 1, 1995;

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;

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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 2002.

SCHEDULE "A" **RULES OF PROCEDURE**

I. REGULAR MEETINGS:

Regular meetings of the New Hartford Town Board shall be held in the Community Center Building, corner of Kellogg and Tibbitts Roads, New Hartford, New York on the first and third Wednesdays of each month at 7:00 P.M. for the Fiscal Year 2002. 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;

In addition, the Town Board shall meet on or after the 28th day of December but not later than the 31st day of December as determined by the Supervisor pursuant to Law.

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 member 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
- Parks and Recreation
- Public Safety

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- 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 shall be created by Town Board resolution and act 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:
 1. Assume the duties of the Chairperson in their 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.

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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.

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
- Consideration of Public Presentations
- Reports of Town Officials
- Reports of Standing Committees
- Reports of Special Committees
- Public Hearings (8:00 P.M.)
- 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.

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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.

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Discussion ensued; the Town Supervisor explained his reasoning for recommending that the **Order of Business** be changed so that Public Hearings would commence at 8:00 P.M. rather than 7:00 P.M. Because it was expected to abolish the position of Town Attorney (a salaried position/fringe benefits) and engage the contractual services of an Attorney for the Town (paid at an hourly rate), the Town Supervisor believed the Town Board could conduct such business during the first hour of the meeting for which the Attorney would not be needed. The Attorney would attend the meetings starting at 8:00 P.M. when Public Hearings would be scheduled and to discuss matters brought forth by the Board, Department Heads and possibly any constituents who may have presented a complaint, inquiry or concern.

Councilman Butler expressed concern about this proposed change, stating he wanted the Attorney present at the beginning of the meeting in case someone from the public needed an answer on some matter. He also expressed concern with Public Hearings starting at 8:00 P.M.

Councilman Waszkiewicz believed that the **Public Presentation** portion of the meeting was to receive input from residents or groups and that the Town Board would determine, case by case, whether to enter into dialogue with a constituent.

Town Clerk Gail Wolanin Young explained that all Legal Notices for Public Hearings contain the time the Hearing is to commence; therefore, all future Legal Notices would state the 8:00 P.M. Hearing time.

Councilman Backman commented that the manner of payment to the Attorney will be changed to an hourly rate and the Town is trying to save money. If it becomes a problem with the Attorney not being present the first hour of a meeting, the Town Board can always change the time the Attorney is to join the meeting.

Councilman Woodland had no problem with the changes proposed.

Thereafter, the Town Board voted upon roll call as follows:

Councilman Waszkiewicz	-	Aye
Councilman Woodland	-	Aye
Councilman Butler	-	Aye
Councilman Backman	-	Aye
Supervisor Humphreys	-	Aye.

Resolution No. 1 of 2002 was declared unanimously carried and duly adopted.

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Action on three (3) Resolutions pertaining to finances was deferred until the January 2, 2002 Town Board meeting at which time the Board will consider the Supervisor's recommendation to abolish the full-time Comptroller position and to enter into a contract with Patrick Tyksinski for financial consulting services.

TOWN BUSINESS HOURS

Councilman Backman then introduced the following Resolution for adoption and Councilman Woodland seconded same:

(RESOLUTION NO. 2 OF 2002)

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.

Upon roll call, the Town Board members voted as follows:

Councilman Waszkiewicz	-	Aye
Councilman Woodland	-	Aye
Councilman Butler	-	Aye
Councilman Backman	-	Aye
Supervisor Humphreys	-	Aye.

Thereafter, the Town Supervisor declared the Resolution unanimously carried and duly adopted.

REGISTRAR OF VITAL STATISTICS, DEPUTY

The following Resolution was introduced for adoption by Councilman Backman and duly seconded by Councilman Butler:

(RESOLUTION NO. 3 OF 2002)

RESOLVED that the New Hartford Town Board does hereby appoint Gail Wolanin Young, CMC/RMC, as Registrar of Vital Statistics for the Town of New Hartford, District 3264, and which term in accordance with law shall be coterminous with her office as Town Clerk, commencing January 1, 2002 and ending December 31, 2005.

A roll call vote ensued:

Councilman Waszkiewicz	-	Aye
Councilman Woodland	-	Aye

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Councilman Butler	-	Aye
Councilman Backman	-	Aye
Supervisor Humphreys	-	Aye.

The Supervisor declared the Resolution unanimously carried and duly adopted.

In accordance with the New York State Public Health Law, Town Clerk-Registrar Gail Wolanin Young appointed Robin L. Brindisi as Deputy Registrar of Vital Statistics and whose term shall also be coterminous with that of the Town Clerk-Registrar and in accordance with New York State Civil Service rules and regulations.

DEPUTY TOWN CLERKS

The Town Clerk had announced her appointment of Margaret M. Jones as Deputy Town Clerk I and Sarah A. Long as Deputy Town Clerk II and who shall serve at the pleasure of the Town Clerk in accordance with Town Law.

TOWN ATTORNEY VS ATTORNEY FOR TOWN

Supervisor Humphreys acknowledged Vincent J. Rossi, Jr. and introduced him to the Town Board. The Supervisor proposed that the Town Board abolish the position of Town Attorney and then appoint Mr. Rossi as Attorney for the Town on a contractual basis. If the Town Board is not satisfied in the future with this contractual arrangement, Mr. Rossi’s services can be terminated and the Town Board could re-address the matter.

Councilman Butler inquired about the difference between Town Attorney and Attorney for the Town. It was explained that a Town Attorney is a Town Official, has a set term, is a salaried person with fringe benefits and is required to take an Oath of Office; on the other hand, an Attorney for the Town is contractual in nature, is paid an hourly rate, has no set term, doesn’t take an oath and is not entitled to fringe benefits.

Councilman Waszkiewicz offered the following Resolution for adoption; seconded by Councilman Backman:

(RESOLUTION NO. 4 OF 2002)

RESOLVED that the Town Board of the Town of New Hartford does hereby *abolish* the position of Town Attorney for said Town effective January 1, 2002.

The foregoing Resolution was voted upon by roll call that resulted as follows:

Councilman Waszkiewicz	-	Aye
Councilman Woodland	-	Aye
Councilman Butler	-	Aye
Councilman Backman	-	Aye

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Supervisor Humphreys - Aye.

Resolution No. 4 was then declared unanimously carried and duly adopted.

Thereafter, Councilman Waszkiewicz introduced the following Resolution for adoption and Councilman Backman seconded same:

(RESOLUTION NO. 5 OF 2002)

RESOLVED that the Town Board of the Town of New Hartford does hereby enter into a contract with *Vincent J. Rossi, Jr.* for professional legal advice and services as *Attorney* for said Town at an hourly rate of One Hundred Dollars (\$100), on an “as-needed” basis; Mr. Rossi shall be required to submit a written time-line of hours devoted to Town business including, but not limited to, officials and employees with whom business was discussed and the subject matter involved.

Discussion ensued:

- Councilman Backman supported the proposal in an effort to attempt to save taxpayer money
- Councilman Butler didn't know of any municipality that saved any money on this type of payment (contractual)
- The Town Supervisor stated that former Town Attorney Gustave DeTraglia will finish work on pending certiorari (assessment) proceedings and some other pending matters on which he'd been working
- The Town Supervisor had interviewed three (3) attorneys interested in being attorney for the Town
- Councilman Backman suggested that Department Heads be informed that Vincent Rossi, Jr. is now legal counsel for the Town. If after consulting Mr. Rossi it's determined special counsel is needed, the Town Board will consider hiring additional counsel.

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

Councilman Waszkiewicz - Aye
Councilman Woodland - Aye
Councilman Butler - Aye
Councilman Backman - Aye
Supervisor Humphreys - Aye.

Resolution No. 5 of 2002 was declared unanimously carried and duly adopted.

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PLANNING BOARD APPOINTMENTS

Councilman Butler introduced the following Resolution for adoption and Councilman Waszkiewicz seconded same:

(RESOLUTION NO. 6 OF 2002)

RESOLVED that the Town Board of the Town of New Hartford does hereby re-appoint N. Joseph Yagey as Chairman of the New Hartford *Town Planning Board* for a one-year term commencing January 1, 2002 and ending December 31, 2002.

Upon roll call, the Board voted as follows:

Councilman Waszkiewicz	-	Aye
Councilman Woodland	-	Aye
Councilman Butler	-	Aye
Councilman Backman	-	Aye
Supervisor Humphreys	-	Aye.

The Supervisor declared the Resolution unanimously carried and duly adopted.

Councilman Butler introduced the following Resolution for adoption and Councilman Waszkiewicz seconded same:

(RESOLUTION NO. 7 OF 2002)

RESOLVED that the Town Board of the Town of New Hartford does hereby re-appoint Robert Imobersteg as Member of the New Hartford *Town Planning Board* for a seven-year term commencing January 1, 2002 and ending December 31, 2008.

Upon roll call, the Board members voted as follows:

Councilman Waszkiewicz	-	Aye
Councilman Woodland	-	Aye
Councilman Butler	-	Aye
Councilman Backman	-	Aye
Supervisor Humphreys	-	Aye.

The Town Supervisor declared the Resolution unanimously carried and duly adopted.

ZONING BOARD OF APPEALS APPOINTMENT

Councilman Backman introduced the following Resolution for adoption and Councilman Butler seconded same:

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(RESOLUTION NO. 8 OF 2002)

RESOLVED that the Town Board of the Town of New Hartford does hereby re-appoint Gerald J. Green as Chairman of the New Hartford *Zoning Board of Appeals* for a one-year term commencing January 1, 2002 and ending December 31, 2002.

The Board members were polled and voted as follows:

Councilman Waszkiewicz	-	Aye
Councilman Woodland	-	Aye
Councilman Butler	-	Aye
Councilman Backman	-	Aye
Supervisor Humphreys	-	Aye.

The Town Supervisor declared the Resolution unanimously carried and duly adopted.

POLICE COMMISSION APPOINTMENT(S)

The following Resolution was offered for adoption by Councilman Butler and duly seconded by Councilman Waszkiewicz:

(RESOLUTION NO. 9 OF 2002)

RESOLVED that the Town Board of the Town of New Hartford does hereby re-appoint Patrick Cardinale as Member of the *New Hartford Police Commission* for a five-year term commencing January 1, 2002 and ending December 31, 2006.

The Board members were polled and voted as follows:

Councilman Waszkiewicz	-	Aye
Councilman Woodland	-	Aye
Councilman Butler	-	Aye
Councilman Backman	-	Aye
Supervisor Humphreys	-	Aye.

The Town Supervisor declared the Resolution unanimously carried and duly adopted.

Chairman and member of the Police Commission, S. Ross Sloan, has retired leaving one *vacant seat*. The Town Board will address this matter at the January 2, 2002 regular Town Board meeting.

UPPER MOHAWK VALLEY REGIONAL WATER BOARD
APPOINTMENT

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Councilman Waszkiewicz introduced the following Resolution for adoption and Councilman Butler seconded same:

(RESOLUTION NO. 10 OF 2002)

RESOLVED that the Town Board of the Town of New Hartford does hereby re-appoint Elis J. DeLia as the Town's representative on the *Upper Mohawk Valley Regional Board (UMVRWD)* for a three-year term commencing January 1, 2002 and terminating December 31, 2004.

The Supervisor polled the Board members who voted as follows:

Councilman Waszkiewicz	-	Aye
Councilman Woodland	-	Aye
Councilman Butler	-	Aye
Councilman Backman	-	Aye
Supervisor Humphreys	-	Aye.

The Resolution was declared unanimously carried and duly adopted.

TOWN BOARD STANDING COMMITTEES

Supervisor Humphreys announced the following Standing Committee appointments:

<u>Committee</u>	<u>Chairperson</u>	<u>Co-Chairperson</u>	<u>Term To Expire</u>
Assessor	Backman	Waszkiewicz	Dec 31, 2002
Elections	Woodland	Waszkiewicz	Dec 31, 2002
Human Resource	Butler	Woodland	Dec 31, 2002
Library	Waszkiewicz	Butler	Dec 31, 2002
Parks & Recreation	Waszkiewicz	Woodland	Dec 31, 2002
Public Safety	Butler	Woodland	Dec 31, 2002
Public Works/Sewer	Backman	Butler	Dec 31, 2002
School/Village/Town Liaison	Butler	Backman	Dec 31, 2002
Senior Citizen	Waszkiewicz	Butler	Dec 31, 2002
Town Clerk	Backman	Waszkiewicz	Dec 31, 2002
Zoning & Planning	Woodland	Backman	Dec 31, 2002.

SAFETY COMMITTEE

Discussion was held regarding term changes and representation on the Safety Committee; however, the matter was deferred until the January 2, 2002 regular Town Board meeting.

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CITIZEN ADVISORY COMMITTEES:

ADVISORY COMMITTEE ON PUBLIC WORKS AND SEWERS

No action was taken on re-appointing the Committee members since the term expirations need to be defined.

BOARD OF ASSESSMENT REVIEW

The term of office Warren Hall as Member of the Board of Assessment Review expired September 30, 2001. Supervisor Humphreys will contact Mr. Hall to determine his interest in re-appointment.

TELECOMMUNICATIONS ADVISORY COMMITTEE (CABLE TV)

Action was deferred on re-appointing committee members.

ADVISORY COMMITTEE ON PARKS AND RECREATION

Councilman Waszkiewicz introduced the following Resolution for adoption and Councilman Butler seconded same:

(RESOLUTION NO. 11 OF 2002)

RESOLVED that, upon recommendation of the Parks and Recreation Director, the Town Board of the Town of New Hartford does hereby appoint the following individuals as Members of the *Advisory Committee on Parks and Recreation*:

<u>Member</u>	<u>Term To Expire</u>
1. John Montrose	Dec 31, 2004
2. Frank Iuorno	Dec 31, 2004
3. John Pryor	Dec 31, 2004
4. John D'Amore (replacing Gary Fountain)	Dec 31, 2004

The Supervisor requested a vote upon roll call, which resulted as follows:

Councilman Waszkiewicz	-	Aye
Councilman Woodland	-	Aye
Councilman Butler	-	Aye
Councilman Backman	-	Aye
Supervisor Humphreys	-	Aye.

The Resolution was declared unanimously carried and duly adopted.

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ADVISORY COMMITTEE ON SENIOR CITIZENS

Councilman Waszkiewicz introduced the following Resolution for adoption and Councilman Butler seconded same:

(RESOLUTION NO. 12 OF 2002)

RESOLVED that, upon recommendation of the Director of Senior Services, the Town Board of the Town of New Hartford does hereby appoint the following individuals as Members of the *Advisory Committee on Senior Citizens*:

<u>Member</u>	<u>Term To Expire</u>
1. Robert Dicker, Pres/Young at Hearts	Dec 31, 2002
2. Rena Kurdziolek, Pres/Clinton Road Seniors	Dec 31, 2002
3. Jean Pierce, Pres/The Meadows	Dec 31, 2002
4. Patricia MacEnroe, Pres/New Hartford Adult Care	Dec 31, 2002
5. Philomena Champion, Pres/County Club Court	Dec 31, 2002
6. Loretta Mandry, Pres/NYMills Seniors	Dec 31, 2002
7. Shirley Williams, Pres/Village Elders	Dec 31, 2002
8. Jean McBride, Pres/AARP	Dec 31, 2002
9. Princia Benson, Oneida Co. Office of Aging	Dec 31, 2002
10. Carol Jubenville, Mngr/Sunset Wood Apts.	Dec 31, 2002
11. Randy Fields, Sunset Wood Apartments	Dec 31, 2002
12. Fr. Darr Schoenhofen, St. John Evang. Church	Dec 31, 2002
13. Rev. Janet Hoover, N.H. Presbyterian Church	Dec 31, 2002
14. Sandra Rooney, Mngr/Country Club Court Apts	Dec 31, 2002
15. Carol Lally, Chairman	Dec 31, 2002
16. Rev. Bruce Webster, First United Methodist Church	Dec 31, 2002
17. Rev. Dominic Blasé	Dec 31, 2002
18. M. Eileen Spellman, Director of Senior Services	Dec 31, 2002
19. Town Supervisor Humphreys	Dec 31, 2002
20. Councilman Butler	Dec 31, 2002
21. Councilman Waszkiewicz	Dec 31, 2002.

The foregoing Resolution was voted upon by roll call:

Councilman Waszkiewicz	-	Aye
Councilman Woodland	-	Aye
Councilman Butler	-	Aye
Councilman Backman	-	Aye
Supervisor Humphreys	-	Aye.

The Resolution was declared unanimously carried and duly adopted.

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TOWN PHYSICAL BUILDING FACILITY REVIEW COMMITTEE

During the Summer of 2001 the Town Physical Building Facility Review Committee had been established with members to serve approximately a 6- to 12-month term; however, it is expected the Committee will need additional time to consider various options and submit recommendations to the Town Board and the public. Therefore, the Supervisor recommended that the terms be extended until the end of 2002.

Councilman Backman offered the following Resolution for adoption and Councilman Waszkiewicz seconded same:

(RESOLUTION NO. 13 OF 2002)

RESOLVED that the New Hartford Town Board does hereby appoint the following individuals to serve on the *Town Physical Building Facility Review Committee* for the term set forth opposite their several names:

<u>Member</u>	<u>Term Expires</u>
1. Michael Stewart	Dec 31, 2002
2. Thomas F. Sebastian, Jr.	Dec 31, 2002
3. Edmund Wiatr	Dec 31, 2002.

The Supervisor requested a vote upon roll call, which resulted as follows:

Councilman Waszkiewicz	-	Aye
Councilman Woodland	-	Aye
Councilman Butler	-	Aye
Councilman Backman	-	Aye
Supervisor Humphreys	-	Aye.

The Resolution was declared unanimously carried and duly adopted.

ETHICS COMMITTEE

Current members of the Ethics Committee, appointed during 2001 to serve at the pleasure of the Town Board, are Councilman Richard Woodland, Jr. and Nathaniel Richmond. One vacancy exists. The Supervisor proposed not filling the vacant seat at this time and in the event a situation arises involving ethics, that the Town could refer the matter to the Oneida County Ethics Committee. He recommended not disbanding the Town's committee at this time.

Councilman Backman noted that the Town's Ethics Committee had been created by a Local Law. Any amendments or abolishment of the Town's Committee would be subject

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to introduction of a local law, public hearings, etc. Councilman Backman asked that Vincent Rossi, Jr., Attorney for the Town, be empowered to draft language to effect any change desired in the Town's *Ethics Law (Chapter 10 of the Town Code)*.

BEAUTIFICATION COMMITTEE

No action was taken until the Town Board reviews the mission statement of this Committee and the current members are contacted.

24-HOUR DISPATCH COMMITTEE

Police Chief Ray Philo had joined the meeting and reported that the Dispatch Committee meets quarterly and the members are mostly comprised of "users" of the dispatch service such as representatives from the various fire and police departments, ambulance services, etc. It was noted that Chairman Turnbull is terminally ill. The Police Chief will submit an up-to-date list of the members for further Board action.

VEHICLE USAGE

(SECTION 500-4; TOWN OF NEW HARTFORD EMPLOYEE HANDBOOK)

The Employee Handbook contains a Policy Statement wherein Town Officials and employees must submit a written request to the Town Board at the annual organizational meeting in order to be allowed to take a town-owned vehicle to the employee's home.

Supervisor Humphreys inquired if the Town Clerk had received any written requests for vehicle usage. The Town Clerk had not received any such requests.

Councilman Backman suggested that a fifteen (15) day moratorium be granted during which time any Department Heads interested in taking a town vehicle home must submit a written request including their reasons for taking the vehicle home. The Town Supervisor's Office will communicate with the Department Heads.

FIRE PROTECTION CONTRACTS

Supervisor Humphreys referred the proposed 2002 Fire Contracts for Districts 1 & 2 and District 3 (New Hartford), District 4 (Willowvale) and District 5 (New York Mills) to Vincent Rossi, Jr., Attorney, for his review.

COUNCILMEN'S SECRETARIAL SERVICES

The Town Supervisor announced that any Town Councilman who needs secretarial services is to contact the Supervisor's secretary, Carol Ryan, who will provide this

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service. Effective January 1, 2001, Oneida County had taken over Ms. Ryan’s former part-time position of Social Services Office and the Town Board had not decreased Ms. Ryan’s salary in 2001. She had began providing secretarial services to the New Hartford Adult and Dining Activity Center and the Supervisor was looking for additional work for Ms. Ryan to perform rather than decrease her salary.

TOWN BOARD AGENDA

Supervisor Humphreys stated that preparation of the Town Board Agenda will revert to the Town Clerk’s Office effective January 1, 2002.

TOWN ATTORNEY/SPECIAL COUNSEL RECORDS

The following Resolution was introduced for adoption by Councilman Backman and duly seconded by Councilman Waszkiewicz:

(RESOLUTION NO. 14 OF 2002)

RESOLVED that the New Hartford Town Board does hereby authorize the Town Supervisor to forward a letter to former Town Attorney Gustave J. DeTraglia, Jr., to Special Counsel John A. Longieretta and to Special Counsel Peter Rayhill directing them to meet with Vincent J. Rossi, Jr., Attorney for the Town, and to turn over all pending files to Attorney Rossi who will review same and advise the Town Board which cases he will be able to handle and which cases may need retention of special counsel. Further, Attorneys DeTraglia, Longieretta and Rayhill are to make arrangements to deliver all closed Town case files to the custody of the Town Clerk and former Town Attorney DeTraglia is to return Code Book No. 106, issued to him on September 2, 1999, or to pay One Hundred Fifty Dollars (\$150) for the cost of same, together with the cost of all updates.

The Resolution was subject to a vote upon roll call, which resulted as follows:

Councilman Waszkiewicz	-	Aye
Councilman Woodland	-	Aye
Councilman Butler	-	Aye
Councilman Backman	-	Aye
Supervisor Humphreys	-	Aye.

The Supervisor declared Resolution No. 14 unanimously carried and duly adopted.

Attorney Rossi disclosed a conflict of interest with the Carparelli Bros. Certiorari proceeding as he represents that company and he recommended that the Town hire

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special counsel for that case. He also requested a meeting with the Town Board within the next two (2) or three (3) weeks to review matters.

A brief discussion ensued relative to retaining Gustave J. DeTraglia to represent the Town in a certiorari proceeding scheduled for a January 4, 2002 court date and with which case Mr. DeTraglia is familiar. Action was deferred until the January 2, 2002 regular Town Board meeting by which time the name of the specific certiorari proceeding will be available.

AMEND REORGANIZATIONAL RESOLUTION NO. 1 OF 2002

CREATE NEW STANDING COMMITTEE

Councilman Backman then offered the following Resolution for adoption and Councilman Woodland seconded same:

(RESOLUTION NO. 15 OF 2002)

RESOLVED that the Town Board of the Town of New Hartford does hereby amend the Rules of Procedure heretofore adopted at the Reorganizational Meeting of January 1, 2002 by creating a new Standing Committee to be known as the **Motor Pool Committee**. The purpose of said Committee is to review the number of vehicles in the Town's fleet, to assess the insurance coverage on each vehicle, to determine who drives the vehicles including the specific need of that employee, and to determine which department head and/or employee will be allowed to drive a Town vehicle home versus leaving the vehicle on Town property at the end of each day.

Upon roll call, the Board members voted as follows:

Councilman Waszkiewicz	-	Aye
Councilman Woodland	-	Aye
Councilman Butler	-	Aye
Councilman Backman	-	Aye
Supervisor Humphreys	-	Aye.

The Resolution was declared unanimously carried and duly adopted.

Supervisor Humphreys appointed Councilman Backman as Chairman of the Motor Pool Committee and Councilman Woodland as Co-Chairman for a term ending December 31, 2002.

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ADJOURNMENT

There being no further business to come before the Town Board, upon motion duly made and seconded, the meeting adjourned at 2:55 P.M.

Respectfully submitted,

Gail Wolanin Young, CMC/RMC
Town Clerk