



**Town Highway Superintendent
At- A-Glance
Resource Document**

Issued November 2020.

MONTH	
January	<ul style="list-style-type: none"> • Sign oath of office (Section 10 Public Officers Law, Section 25 Town Law) – January 1. • Appoint a Deputy Highway Superintendent within first five days of office (Section 32 Town Law). • Newly elected officials should keep a 90-day log of their time and submit it to the Town Clerk in order to be eligible for state & local retirement system credit. • Send Cornell Local Roads Program – NYS LTAP Program and NYSAOTSOH (info@nystownhwys.org) your updated contact information so that you can be kept up to date with their activities. • Reach out to your colleagues to learn when the local county assoc. meetings are held. • At the January organizational meeting, submit the Agreement for the Expenditure of Highway Monies (284 Agreements) to your Town Board for their approval. File with Town Clerk and County Highway Superintendent (Section 284 Highway Law). Note that the 284 Agreement can be changed or updated throughout the year. • On or before January 20, Annual Report of monies received and disbursed should be submitted. Not required if there is a Town Comptroller or an accountant hired to perform an annual audit (Section 123 Town Law). • Review Shared Services Agreements with other localities. • Determine the Town Board’s equipment rental rate (Section 143 Highway Law). • Consider if you need to order cold patch.
February	<ul style="list-style-type: none"> • Check salt and sand usage overall and for each run. Adjust as needed. • Call quarries and line up stone/materials for paving season. • Prepare any specifications and related bidding documents. • Contact legislators ahead of Advocacy Day. • Save the date for the local association officer networking luncheon meeting.
March	<ul style="list-style-type: none"> • Review the cut-off dates for CHIPS reimbursement requests. https://www.dot.ny.gov/programs/chips/payment-schedule • Attend Advocacy Day in Albany – Early March. • Review and schedule training opportunities. • This is a good time to review/go to bid for materials/auto parts, etc.
April	<ul style="list-style-type: none"> • NYS Office of General Service’s salt estimates are due by May 15 if you are purchasing through the State. Prepare your estimates in April. • Remove plow gear – service all plow trucks and equipment. • Begin to sweep roads (Section 140 Highway Law). • Remove construction equipment from storage. • Inventory signage and PPE (Slow, Flagger Ahead, Safety Vests) to prepare for season. • Survey winter damage and adjust 284 Agreement/construction plans accordingly.
May	<ul style="list-style-type: none"> • Review your salt usage to see if you may need to meet your minimum requirements. • Start culvert replacements/ditching where needed. • Begin mowing program.
June	<ul style="list-style-type: none"> • Attend Highway School (Cornell Local Roads Program – NYS LTAP Program /Assoc. of Towns).
July	<ul style="list-style-type: none"> • Mowing; July 15 – August 15 (Section 140 Highway Law).
August	<ul style="list-style-type: none"> • Start working on next year’s highway budget (consider adding \$ line item for educational programs offered by CLRP – NYS LTAP Program, AoT and NYSAOTSOH). • End of month – salt contract prices should be released by Office of General Services. • Review vendors awarded OGS bids for Diesel Fuel, Fuel Oil & Propane to make sure they have not changed in preparation for the upcoming winter. • Salt Minimum Requirements – must have taken 70% of filed # by August 31.
September	<ul style="list-style-type: none"> • Attend Budget workshops. • Submission of Budget Estimate on or before September 20 (Oct. 20 in Westchester Co.).

	<ul style="list-style-type: none"> • Tentative Budget must be filed with Town Clerk by Sept. 30 (Oct. 30 in Westchester Co.). • Attend NYSAOTSOH Annual Conference. • Survey your equipment – begin to prepare for the winter. • The Town Superintendent of Highways is required to submit a written annual inventory of all machinery, tool and equipment to the Town Board not later than September 30 (Section 142 Highway Law).
October	<ul style="list-style-type: none"> • Suit up trucks with plow gear and prepare for the snow season. • Review and sign county snow contracts. • Seasonal Road Closings (Section 205-A Highway Law). • Review budget for current year to be sure of funds. • Start development of plans for next year.
November	<ul style="list-style-type: none"> • Road certification is due to the State with list of improvements. Add/remove roads from your inventory. • Submit Seasonal Use Highways list to your Town Board. • Order cold patch.
December	<ul style="list-style-type: none"> • Prior to January 1 – Submit report to County Superintendent in relation to town highways and bridges on forms prescribed by NYS Dept. of Transportation (Section 140(16) Highway Law).

MISC.	
No later than the 15th of each month	Monthly report submitted to your Town Supervisor with the remittance of all money received in the previous month.
Between April – November	Inspect highways, culverts and bridges within the town (Section 140(2) Highway Law).
Throughout	Create/Review checklist for items like PPE equipment, safety training, and permits for fuel storage tanks.
Summer/Fall	Confirm build-out dates and contracts will not run out before using them in the budget.
Annually	Review and adjust trucks, equipment and building values at end of year for insurance purposes. Anything ten years or less should be at full replacement value and not the value from the original purchase.

Budget Calendar/Steps in Budget Process (Information for Town Officials, Office of the NYS Comptroller, January 2018)

1. Budget officer furnishes heads of administrative units (departments and officials) with estimate forms. Early enough to give sufficient time to prepare by approximately 9/1. For Westchester or Monroe Co. towns: Early enough to give sufficient time to prepare by approximately 10/1.
2. Submission of estimates (Section 104 Town Law) 9/20. For Westchester or Monroe Co. towns: 10/20.
3. Filing of tentative budget with Town Clerk (Section 106(2) Town Law) 9/30. For Westchester or Monroe Co. towns: 10/30.
4. Town Clerk submits tentative budget to Town Board (Section 106(3) Town Law) 10/5. For Westchester or Monroe Co. towns: 11/10.
5. Revision of tentative budget by Town Board (Section 106(3) Town Law); preparation of preliminary budget and filing in Town Clerk's office (Section 106(4) Town Law). Prior to publication of notice of public hearing on preliminary budget.
6. Notice of public hearing on preliminary budget (Section 108 Town Law). At least five days prior to hearing.
7. Public hearing (Section 108 Town Law). Thursday following general election. May be adjourned but not beyond 11/15. For Westchester or Monroe Co. towns: 12/10.
8. Final revision of preliminary budget (Section 109 Town Law). After public hearing, but prior to final adoption. For Westchester or Monroe Co. towns: 12/15.
9. Adoption of budget (Section 109 Town Law) 11/20. For Westchester or Monroe Co. towns: 12/20.

References:

<https://www.clrp.cornell.edu/q-a/096-dates.html/> Cornell Local Roads Program – NYS LTAP Program

<https://www.osc.state.ny.us/files/local-government/publications/pdf/ito.pdf> Office of NYS Comptroller

The Office of the Town Highway Superintendent Desk Annual Series, Association of Towns 2017 (Redbook)

Disclaimer:

This document is not intended to provide legal advice. It is simply an “at-a-glance” guide for Highway Superintendents. Please consult your Town Attorney for any legal advice or as a confirmation of the information contained in this document.

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