

01) The **Regular Meeting**, of the Town Board of Herkimer was held on Monday, June 20, 2016, at 6:00PM, at the Herkimer Town Hall, 114 N. Prospect St., Herkimer, NY 13350.

02) Present: Supervisor-----Dominic Frank  
Councilman-----Randy Kast  
Councilman-----Vito Carbone  
Councilwoman-----Kathy Penree  
Councilman-----Daniel Stalteri  
Highway Supt.-----David McManus  
Attorney-----Jessica Manieri

Excused:  
Deputy Attorney-----Kyle Crandall  
Codes Officer-----Ken Collis

03) **Pledge of Allegiance to the Flag.**  
Councilman Carbone led us in the Pledge of Allegiance to the Flag.

04) **Reading of the Minutes of the Previous Meeting.**  
Motion by Councilwoman Penree, seconded by Councilman Kast, to accept and place on file the minutes of the June 17, 2016 meeting as written.

CARRIED AYES ALL

05) **Public Meeting.**  
No one from the Public showed.  
Motion by Councilman Stalteri, seconded by Councilman Kast, to close the public meeting.

CARRIED AYES ALL

06) **Petitions and Communications.**

A.) Motion by Councilwoman Penree, seconded by Councilman Carbone, to accept and place on file a letter received May 31, 2016, from The University of the State of NY Education Department, a proposed amendment for a federal state project, the local government records management improvement fund.  
We are staying within our reward we just decided not to spend so much on the salary and put more money toward fire proof filing cabinets.

CARRIED AYES ALL

B.) Motion by Councilman Carbone, seconded by Councilman Stalteri, to accept and place on file a letter dated May 31, 2016, from the State of New York Dept. of Taxation and Finance Office of Real Property Tax Services concerning a notice of tentative state equalization rate for the 2016 assessment roll.

CARRIED AYES ALL

C.) Motion by Councilman Stalteri, seconded by Councilman Carbone, to accept and place on file a letter dated June 3, 2016, from Mercy Flight Central, informing us that they have permanent operations at the Griffiss International Airport.

Representative wants to come in and educate us on their services. Board agreed to have him come in.

CARRIED AYES ALL

D.) Motioned by Councilman Stalteri, seconded by Councilman Carbone, to accept and place on file a letter dated June 7, 2016, from Robert Somers from NYS Agriculture and Markets, stating that the department has no objection to the Water District No. 3 improvement project.

CARRIED AYES ALL

E.) Motioned by Councilman Kast, seconded by Councilman Carbone, to accept and place on file a letter dated June 10, 2016, from Kenneth Tompkins from NYS Empire State Development, concerning an Incentive Proposal for the project regarding the West Canada Creek.

CARRIED AYES ALL

F.) Motioned by Councilwoman Penree, seconded by Councilman Stalteri, to accept and place on file a letter received June 14, 2016, from National Grid, concerning upcoming Arbor Day and our community's opportunity to plant trees.

CARRIED AYES ALL

G.) Motioned by Councilman Stalteri, seconded by Councilman Carbone, to accept and place on file letters dated June 14, 2016, from Acord, concerning certificates of liability for Aon Risk Services Northeast, Inc.

CARRIED AYES ALL

H.) Motioned by Councilman Stalteri, seconded by Councilman Kast, to accept and place on file an email received June 15, 2016, from Brian Buckwalter, requesting a FOIL for all electric utility bills for all meters for the month of February 2016.

CARRIED AYES ALL

I.) Motioned by Councilman Kast, Seconded by Councilman Carbone, to accept and place on file an email received June 15, 2016, from Charter, concerning services that may be due to expire soon.

CARRIED AYES ALL

J.) Motioned by Councilman Kast, Seconded by Councilman Stalteri, to accept and place on file a letter dated June 16, 2016, from NYS Department of Transportation, regarding a Public Information Hearing conducted by NYSDOT on July 14, 2016 at the Ilion Village Hall, and located 49 Morgan St. at 6:30 PM.

Supervisor Frank stated he wasn't sure if this meeting would really benefit us by going because the work being done will not affect us.

CARRIED AYES ALL

K.) Motioned by Councilwoman Penree, Seconded by Councilman Stalteri, to accept and place on file a letter dated June 17, 2016, from NYS Department of Health, responding to a letter dated May 20, 2016 received from Jeffrey D. Trzeciak on behalf of the Town of Herkimer concerning proposed improvements to the Herkimer Water District No. 3 public water system.

CARRIED AYES ALL

L.) Motioned by Councilman Kast, seconded by Councilman Carbone, to accept and place on file a compliance letter sent out June 17, 2016, to Charles Phillion, regarding our efforts to reaching our Fair Housing obligations for our CDBG grant.

CARRIED AYES ALL

**07) Routing.**

**08) Resolutions & Local Laws.**

**09) New Business.**

Highway Sup. McManus has 3 quotes for blacktop on the roads like Harter that need the shoulders to be brought up more. He reported that another culver pipe broke today seems to be an ongoing occurrence lately. Supervisor Frank asked when work will be done on the roads. McManus said he is planning on 2 months so the end of August. He needs to fill out forms with

the roads that need work and needs to be submitted at the end of the month. McManus asked the board to look over some quotes for road re-profiling. He believes this project needs to be done to cut the wear on the plows and make roads safer. Councilman Kast stated that there should be enough in budget to take care of this project. McManus also stated that he has been in communication with the City of Little Falls regarding the plan to share services such as location of stone piles to help cut down the cost of this road re-profiling. Councilman Stalteri wanted to make sure that we have some sort of insurance or share service agreement before we allow Little Falls employees to our upper garage. Supervisor Frank stated that he would reach out to the Supervisor Association so that he could get a template to get a shared service agreement in the works so that the project can get going.

#### 10) Old Business.

Attorney Manieri has questions for Supervisor Frank. They will speak soon.

Steel beams that were up for debate to sell at the last board meeting, Councilman Kast thought it would be a good idea just to hold on to them for now.

#### Water Districts-

##### Rules and Regulations:

REM Tax Auction: Councilman Kast was wondering if we needed to pass a resolution for water regulations. Attorney Manieri said that we should be okay if we need to have something will we can put in the rules and regulations.

Codes Issues: No new issues to report.

Property Maintenance Law: Councilman Stalteri said that he has email codes enforcer Collis asking about moving forward; he is waiting to hear back from him.

Soliciting Law: Clerk DeMetro stated she is out on maternity leave and will continue to work on it when she returns.

Retirement Record Keeping and Reporting: Supervisor Frank stated he is just reminding everyone to get their monthly reporting time sheets into Clerk DeMetro. She will finish them up when she returns.

Don Denapole and Jeremy Silverman were in to talk about the home program. They have been in communication with each other to try and help with the next step for the home program. The next step is to get an RFP out for consulting services project management. We require procurement on their services. Don has a template that we used from a few years ago that he would like to use and hoping to have the RFP done within the next week. We will also need to send it out in the local news paper, along with some letters that need to be signed that he will prepare. Goal is to have this all ready in a month and have someone ready to work on this project. Supervisor Frank asked if there was some sort of site with a list of the interested parties to encourage applying. He read that there was a website that lists and shows the minorities that would benefit from this type of program. Jeremy stated yes there was he would get that to him. Frank stated that he has already had several residences reaching out inquiring information about the program and he wants to be able to give them some sort of timeline when this project will start. Jeremy stated that he would get some sort of timeline together to let us know when things will be done. He also stated that it would probably be a good idea to hold a public meeting on the matter also. So far the plan is to hear from Don and Jeremy within a week for the RFP regarding the Home Program, then allow 2-3 week response time for the consulting firms and hopefully hire a firm within the next month.

Jeremy is hoping that by the next meeting there will be some resolutions that need to be passed regarding the grants for the Park, the West Canada Creek RFP and the Farmers Market. He wanted to know what the property issue was on the current park grant. Supervisor Frank stated that we were going to pursue the purchase for the entire parcel for the park.

#### 11) Reports.

Motion by Councilman Kast, seconded by Councilman Stalteri, to accept and place on file the Trial Balance report dated 06/20/2016, from Bookkeeper, Amanda Viscomi.

CARRIED AYES ALL

Motion by Councilman Kast, seconded by Councilman Stalteri, to accept and place on file the Revenue and Expense report dated 06/20/2016, from Bookkeeper, Amanda Viscomi.

CARRIED AYES ALL

**12) Audit.**

Motion by Councilman Stalteri, seconded by Councilman Kast, to accept and place on file the audit dated 06/20/2016.

CARRIED AYES ALL

**13) Adjourn.**

Motion by Councilman Kast, seconded by Councilwoman Penree, that the Regular Meeting of the Herkimer Town Board be adjourned, until the next Meeting that is scheduled for Tuesday, July 5, 2016 at 6:00PM.

CARRIED AYES ALL

*Marissa Farber, Herkimer Town Deputy Clerk*