

01) The **Organizational Meeting** of the Town Board of Herkimer was held at Herkimer Town Hall, 114 North Prospect Street, Herkimer, NY 13350, on Monday, January 4, 2016 at 6:00PM.

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

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

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

04) Motion by Councilman Stalteri, seconded by Councilman Carbone, that the reading of the minutes of the December 30, 2015 meeting be accepted and placed on file as written.

CARRIED AYES ALL

05) Public Meeting.

Supervisor Frank stated he would like to welcome Sylvia Rowan. We will have the honor of Sylvia swearing us in this evening. Sylvia swore in Supervisor Dominic Frank, Highway Supt. David McManus, Councilman Randy Kast, Councilwoman Kathy Penree, Town Justices Karl Manne and Michael Petucci, and Town Clerk Jennifer Edwards. Sylvia congratulated everyone and stated it was an honor and privilege to be here. Supervisor Frank thanked her for taking the time do this for us. He welcomed and congratulated David and Kathy.

Supervisor Frank asked if anyone would like to address the board.
 No one from the public wished to speak.

Motion by Councilman Stalteri, seconded by Councilman Kast, to close the Public Meeting.

CARRIED AYES ALL

06) Petitions, Communications.

A) Motion by Councilman Stalteri, seconded by Councilman Kast, to accept and place on file a letter dated December 30, 2015, from The Association of Towns Executive Director, Gerald Geist, concerning the town board designating a delegate and alternate for the Association's Annual Business Meeting.

Supervisor Frank stated he is planning on attending and would be honored to be the delegate.

Motion by Councilman Stalteri, seconded by Councilman Kast to have Supervisor Frank be the delegate.

Supervisor Frank also stated Clerk Edwards will not be attending this year so we will need an alternate in case I am unable to attend. Both justices will be attending the training and agreed to be alternates.

Motion by Councilman Stalteri, seconded by Councilman Carbone, to have Town Justices Karl Manne and Michael Petucci be the alternates.

CARRIED AYES ALL

B) Motion by Councilman Carbone, seconded by Councilman Kast, to accept and place on file a thank you received January 4, 2016, from Craig Gros, thanking the board and giving his best wishes.

CARRIED AYES ALL

07) Resolutions, Local Laws and Transfers.

Motion by Councilman Stalteri, seconded by Councilman Carbone, that the Town Board of the Town of Herkimer authorizes Supervisor Frank and Deputy Supervisor Kast to handle 2016 banking responsibilities, upon signature filing, with M & T Bank, Adirondack Bank and NBT Bank.

CARRIED AYES ALL

Motion by Councilman Stalteri, seconded by Councilman Kast, that the Town Board of the Town of Herkimer adopt the 2016 Town of Herkimer Official Undertaking of Municipal Officers.

CARRIED AYES ALL

Motion by Councilman Stalteri, seconded by Councilman Kast, that the Town Board of the Town of Herkimer adopt the 2016 Town of Herkimer Code of Ethics and Conflict of Interest form. Supervisor Frank stated we will all have to sign a form for things in which are a conflict of interest.

CARRIED AYES ALL

Motion by Councilman Carbone, seconded by Councilman Kast, that the Town Board of the Town of Herkimer accept and place on file the 2016 Town of Herkimer Civility Code.

CARRIED AYES ALL

Motion by Councilman Stalteri, seconded by Councilman Kast, that the Town Board of the Town of Herkimer accept and place on file the 2016 Town of Herkimer fixed salaries with suggested edits in the attached resolution/salary schedule.

Supervisor Frank will make the corrections and give everyone the corrected version.

CARRIED AYES ALL

Motion by Councilman Stalteri, seconded by Councilman Carbone, that the Town Board of the Town of Herkimer established the 2016 setting for mileage reimbursement per IRS reimbursement standard.

CARRIED AYES ALL

Motion by Councilman Kast, seconded by Councilman Carbone, that the Town Board of the Town of Herkimer establish the 2016 regular meeting schedule of the Herkimer Town Board to be held on the 1st and 3rd Monday of each month; if a Holiday falls on those Mondays, the meeting will be held Tuesday.

CARRIED AYES ALL

08) Old Business.

Water Districts - No action taken

Codes Issues- No action taken

Section 487 exemption for solar, wind, or farm waste energy-

09) New Business -Appointments

Motion by Councilman Stalteri, seconded by Councilman Carbone, upon the recommendation of the Herkimer Town Board, that Jennifer Edwards be re-appointed as the Town of Herkimer Records Management Officer for a two year term, 01/01/16 to 12/31/17.

CARRIED AYES ALL

Motion by Councilman Stalteri, seconded by Councilman Kast, upon the recommendation of the Herkimer Town Board, that Jennifer Edwards be re-appointed as the Town of Herkimer Registrar of Vital Statistics for a two year term (**per Public Health Laws 4121 and 4123**), 01/01/16 to 12/31/17.

CARRIED AYES ALL

Motion by Councilman Kast, seconded by Councilman Stalteri, on the recommendation of Herkimer Town Registrar of Vital Statistics, Jennifer M. Edwards, to appoint Jodi Rivers as Town of Herkimer Deputy Registrar of Vital Statistics for a one year term, 01/01/16 to 12/31/16.

CARRIED AYES ALL

Motion by Councilman Stalteri, seconded by Councilman Kast, on the recommendation of Herkimer Town Clerk, Jennifer M. Edwards, to appoint Jodi Rivers as the Town of Herkimer Deputy Town Clerk for a one year term (**per Town Law 30 (10)**), 01/01/16 to 12/31/16.

Clerk Edwards stated we will have to discuss what we should do when I go out on maternity leave. I will have to appoint someone to cover for me. Supervisor Frank stated we will discuss this more as it gets closer.

CARRIED AYES ALL

Motion by Councilman Stalteri, seconded by Councilman Kast, upon the recommendation of the Herkimer Town Board, that David McManus be appointed as the Town of Herkimer Water Superintendent for a two year term, 01/01/16 to 12/31/17.

CARRIED AYES ALL

Motion by Councilman Stalteri, seconded by Councilman Kast, upon the recommendation of the Herkimer Town Board, that Mike Cristman be re-appointed as the Town of Herkimer Water Meter Reader for a one year term, 01/01/16 to 12/31/16.

CARRIED AYES ALL

Motion by Councilman Kast, seconded by Councilman Stalteri, upon the recommendation of the Herkimer Town Board, that Jodi Rivers be re-appointed as a Town of Herkimer Water Rent Collector for a one year term, 01/01/16 to 12/31/16.

CARRIED AYES ALL

Motion by Councilman Stalteri, seconded by Councilman Kast, upon the recommendation of the Herkimer Town Board, that Jennifer Edwards be appointed as a Town of Herkimer Deputy Water Clerk for a one year term, 01/01/16 to 12/31/16.

CARRIED AYES ALL

Motion by Councilman Stalteri, seconded by Councilman Kast, upon the recommendation of the Herkimer Town Board, that Park Supervisor Jodi Rivers be re-appointed as the Town of Herkimer Town Park Supervisor for a one year term, 01/01/16 to 12/31/16.

Councilman Stalteri stated he would like to have Craig Gros as a liaison without pay for the town park. We have a town advisory board for when we have projects going on but it would be nice to have a liaison for us all the time. He also stated he is very knowledgeable and has many years of experience in recreation. Councilwoman Penree asked if we have other liaisons for this. Councilman Stalteri replied stating we do not have a liaison but an advisory board for when we have projects going on.

Motion by Councilman Stalteri, seconded by Councilman Kast, to appoint Craig Gros as the town's liaison for the town park.

Councilman Stalteri stated he would also like to reappoint Craig Gros to be our liaison for the Veterans' Council. He stated he has been our liaison for the Veterans' Council for years and would like it to continue.

Motion by Councilman Stalteri, seconded by Councilman Kast, to appoint Craig Gros as the town's liaison for the Veterans' Council.

CARRIED AYES ALL

Upon the recommendation of the Herkimer Town Board, that _____ be appointed as the Town of Herkimer Deputy Receiver of Taxes for a one year term, 01/01/16 to 12/31/16. **TABLED**

Motion by Councilman Stalteri, seconded by Councilman Kast, upon the recommendation of the Herkimer Town Board, that Robert Shaver be appointed as Planning Board Member of the Town of Herkimer Planning Board for a five year term **(per Town Laws 267 and 271)**, 01/01/16 to 12/31/20.

CARRIED AYES ALL

Motion by Councilman Stalteri, seconded by Councilman Kast, upon the recommendation of the Herkimer Town Board, that Attorney Jessica Manieri be re-appointed as the Town of Herkimer Attorney for a one year term **(per Town Law 24)**, 01/01/16 to 12/31/17.

CARRIED AYES ALL

Motion by Councilman Stalteri, seconded by Councilman Kast, upon the recommendation of the Herkimer Town Board, that Attorney Kyle Crandall be re-appointed as the Town of Herkimer Deputy Attorney for a one year term **(per Town Law 24)**, 01/01/16 to 12/31/16.

CARRIED AYES ALL

Motion by Councilman Kast, seconded by Councilman Stalteri, upon the recommendation of the Herkimer Town Board, that Town DCO and Village DCO Joshua Leone be appointed as Town of Herkimer Dog Control Officers for a one year term **(per Ag & Markets Law 114)**, 01/01/16 to 12/31/16, under the terms of the Town of Herkimer 2016 Budget.

CARRIED AYES ALL

Motion by Councilman Stalteri, seconded by Councilman Kast, upon the recommendation of Supervisor Dominic Frank, Budget Officer, Marsha Baylor be appointed as the Town of Herkimer Budget Officer for a one year term **(per Town Law 103 (2))**, 01/01/16 to 12/31/16, under the terms of the Town of Herkimer 2016 Budget.

CARRIED AYES ALL

Motion by Councilman Carbone, seconded by Councilman Kast, upon the recommendation of Supervisor Dominic Frank, Bookkeeper, Amanda Viscomi is re-appointed as the Town of Herkimer Bookkeeper for a one year term (**per Town Law 29 (15)**), 01/01/16 to 12/31/16, under the terms of the Town of Herkimer 2016 Budget.

CARRIED AYES ALL

Motion by Councilman Carbone, seconded by Councilman Stalteri, upon the recommendation of the Herkimer Town Board, that Kenneth Collis be re-appointed as Codes Enforcer of Town of Herkimer member for a two year term, 01/01/16 to 12/31/17.

CARRIED AYES ALL

Motion by Councilman Stalteri, seconded by Councilman Carbone, to upon the recommendation of the Herkimer Town Board, that James Greiner be re-appointed as the Town Historian for a two year term, 01/01/16 to 12/31/17.

CARRIED AYES ALL

Upon the recommendation of the of the Town Board of Herkimer, that _____ be appointed as the Health Officer for the Town of Herkimer for a two year term, 01/01/16 to 12/31/17.

Supervisor Frank stated Dr. Robert DeCarlo has been our health officer in the past but due to him becoming a judge for the Village of Herkimer he is unsure if he would still want to do it for us. He also stated he will get in touch with him and see what he wants to do. **TABLED**

Motion by Councilman Carbone, seconded by Councilman Kast, upon the recommendation of the Herkimer Town Board, that Computer IT Mark DeLore be re-appointed as the Town of Herkimer IT for a one year term, 01/01/16 to 12/31/16, under the terms of the Town of Herkimer 2016 Budget.

CARRIED AYES ALL

Motion by Councilman Carbone, seconded by Councilman Stalteri, that the Town Board of the Town of Herkimer authorizes, upon the approval of the Town Board, any Town employee to attend training to benefit the Town, and to submit vouchers, including mileage, for audit and reimbursement.

CARRIED AYES ALL

Motion by Councilman Stalteri, seconded by Councilman Kast, that the Town Board of the Town of Herkimer designates the Times Telegram as the official newspaper of the Town of Herkimer.

CARRIED AYES ALL

Motion by Councilman Stalteri, seconded by Councilman Carbone, that the Town Board of the Town of Herkimer adopt the 2016 Fee Schedule.

CARRIED AYES ALL

10) Reports.

Motion by Councilman Stalteri, seconded by Councilman Kast, to accept and place on file the December 2016, Town Clerk's report from Town Clerk, Jennifer Edwards.

CARRIED AYES ALL

Motion by Councilman Stalteri, seconded by Councilman, to accept and place on file the Annual Town Clerk's 2016 report from Town Clerk, Jennifer Edwards.

CARRIED AYES ALL

Supervisor Frank stated we will be bringing in some of the grant money received in 2015 and will be putting it in the 2016 budget. Because we have not spent any of it, we would be required to amend the budget to add this money in. He stated as soon as Marcia gives it to him he, we will do it.

Motion by Councilman Stalteri, seconded by councilman Kast to go into executive session to discuss personnel matters.

CARRIED AYES ALL

Motion by Councilman Carbone, seconded by Councilman Stalteri, to close executive session with the decision to hire Donna Cool as the full time court clerk effective January 18, 2016 and to hire Cheryl Darling as the part time court clerk effective January 6, 2016 per the judge's recommendation.

CARRIED AYES ALL

11) Audit.

12) Adjourn.

Motion by Councilman Stalteri, seconded by Councilwoman Penree, that the Organizational Meeting be adjourned until the next Regular Meeting that will be held on Tuesday, January 19, 2016, instead of Monday, due to the Martin Luther King Holiday.

CARRIED AYES ALL

Jennifer M. Edwards, Herkimer Town Clerk