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Town of Herkimer

Formed on March 7, 1788

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JENNIFER DEMETRO
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315-866-2690

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KEN WARD

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315-866-8101
JODI RIVERS

The **2023 Organizational Meeting** of the Town Board of the Town of Herkimer, Tuesday, January 3, 2023, at 6:00 PM, at Herkimer Town Hall, 114 North Prospect Street, Herkimer, NY 13350.

- 01) **Opening of the Organizational Meeting.**
- 02) **Roll Call of Officers.**
- 03) **Pledge of Allegiance.**
- 04) **Reading of the minutes of the previous special meeting on December 29, 2022.**
- 05) **Public Meeting.**
- 06) **Petitions and Communications**
 - A. A letter of support dated January 2, 2023 from Supervisor Frank for the application of the Friends of Historical Herkimer county for grant funding.
- 07) **Resolutions & Transfers.**

Resolution No. 1 of 2023 - Banking Resolution Authorizing Supervisor Frank, Deputy Supervisor Stalteri, to handle banking responsibilities in 2023, upon signature filing, with M&T Bank, Adirondack Bank and NBT Bank.

Resolution No. 2 of 2023- Town of Herkimer Official Undertaking of Municipal Officers.

Resolution No. 3 of 2023- Town of Herkimer Code of Ethics/Conflict of Interest form

Resolution No. 4 of 2023- Town of Herkimer Civility Code

Resolution No. 5 of 2023- Fixed Salary Resolution - Town of Herkimer salaries/salary schedule attached

Resolution No. 6 of 2023- Mileage Resolution -Setting mileage reimbursement per IRS reimbursement standard.

Resolution No. 7 of 2023- Meeting Resolution -Setting Town Board meeting schedule.

Resolution No. 8 of 2023-Specifying Number of Highway Employees.
- 08) **Old Business.**
 - Water Districts:
 - McKenna Road Enhancement Project:
 - West Herkimer Water:

East Herkimer Sewer District:
East German Street Extension Emergency Road Repair Project:
Codes:
Zoller Ave:
Piper Road:
NYMIR Risk Control Resurvey Report:
Landbank:
Subdivision Local Law:
Shells Bush Road Solar Project:
Cell Towers and Town Zoning Ordinance:
ARPA Funding:
Updating Zoning Ordinance:
Town Park:
AOT Designation of Delegate:
Fireworks:

Annual Policies to review:

- Investment Policy.
- Purchase Order Policy.
- Depreciation & Fixed Assets Policy.
- Town employee seminar/training reimbursement policy with board approval.

09) New Business. <u>BY/APPOINTMENT</u>	term of office dates	<u>page # on data sheet</u>
Town Board/ <u>Town Water appointees</u> (see terms below)		page 1
<u>Water Clerk</u> (one – 1 year term); 01/01/23 to 12/31/23		
<u>Deputy Water Clerk</u> (two – 1 year terms); 01/01/23 to 12/31/23		
Rec. of Taxes/ <u>Deputy Rec. of Taxes</u> (two – 1 year term); 01/01/23 to 12/31/23		page 1
Town Clerk/ <u>Deputy Town Clerk</u> (three - 1 year term) 01/01/23 to 12/31/23		page 1
RVS/ <u>Deputy Reg. of Vital Statistics</u> (two - 1 year term); 01/01/23 to 12/31/23		page 1
Town Board/ <u>Town Park Supervisor</u> (one - 1 year term); 01/01/23 to 12/31/23		page 1
Town Board/ <u>Deputy Town Attorney</u> (one – 1 year term): 01/01/23 to 12/31/23		page 2
Supervisor/ <u>Town Bookkeeper</u> (one - 1 year term); 01/01/23 to 12/31/23		page 2
Supervisor/ <u>Town Budget Officer</u> (one - 1 year term); 01/01/23 to 12/31/23		page 2
Town Board/ <u>Town and Village Dog Control Officer</u> (one- 1 year term); 01/01/23 to 12/31/23		page 2

Town Board/ <u>Town Planning Board</u> (one - 5 year term); 01/01/23 to 12/31/27	page 2
Town Board/ <u>Town Zoning Board</u> (one - 5 year term); 01/01/23 to 12/31/27	page 2
Town Board/ <u>Fair Housing Officer</u> (one - 1 year term); 01/01/23 to 12/31/23	page 3
Town Board/ <u>Town Computer Technician</u> (one – 1 year term-per contract); 01/01/23 to 12/31/23	page 3

Official Town newspaper: The TimesTelegram.

Town of Herkimer fee schedule.

10) Reports.

Emergency Orders dated 1/2/23 for East German St. Ext.

Town Clerks Monthly Report for January, 2022 from Clerk DeMetro.

Town Clerks Annual Report for the year of 2022 from Clerk DeMetro.

11) Audit.

Audit dated January 3, 2022.

12) Adjourn