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COUNCIL MEMBERS
315-866-8104
RANDY KAST
VITO CARBONE
DANIEL STALTERI
KATHLEEN DeCARLO

Town of Herkimer

Formed on March 7, 1788

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HERKIMER, NEW YORK 13350
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JENNIFER DEMETRO
TOWN CLERK
315-866-2690

SUPT. OF HIGHWAYS
315-866-1803
KEN WARD

RECEIVER OF TAXES
315-866-8101
JODI RIVERS

The **2025 Organizational Meeting** of the Town Board of the Town of Herkimer, Monday, January 6, 2025, 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 30, 2024.**
- 05) **Public Meeting.**
- 06) **Petitions and Communications.**
 - A. A letter dated December 13, 2024 from Mark DePaul Lowery, Assistant Director for the New York State Department of Environmental Conservation, to Supervisor Frank concerning the CFA Application for the West Canada Creek East German Street Extension Flood Resiliency and Mitigation Project.
 - B. A letter dated December 18, 2024 from Lauren Townley, Section Chief for the Water Assessment and implementation, to Supervisor Frank concerning the Consolidated Funding Application for the West Canada Creek East German Street Extension Flood Resiliency and Mitigation Project.
 - C. A letter dated December 23, 2024 from Beatrice L. Gamache, Director for the Grants Bureau, to Supervisor Frank concerning the Town of Herkimer Park Softball Field Reconstruction.
- 07) **Routing.**

Herkimer County Soil and Water Conservation District Newsletter
- 08) **Resolutions & Transfers.**

Transfers.

Resolution No. 1 of 2025 - Banking Resolution Authorizing Supervisor Frank, Deputy Supervisor Stalteri, to handle banking responsibilities in 2025, upon signature filing, with M&T Bank, Adirondack Bank and NBT Bank.

Resolution No. 2 of 2025- Town of Herkimer Official Undertaking of Municipal Officers.

Resolution No. 3 of 2025- Town of Herkimer Code of Ethics/Conflict of Interest form.

Resolution No. 4 of 2025- Town of Herkimer Civility Code.

Resolution No. 5 of 2025- Fixed Salary Resolution - Town of Herkimer salaries/salary schedule attached.

Resolution No. 6 of 2025- Mileage Resolution -Setting mileage reimbursement per IRS reimbursement standard.

Resolution No. 7 of 2025- Meeting Resolution -Setting Town Board meeting schedule.

09) **Old Business.**

Water Districts:

McKenna Road Enhancement Project:

West Herkimer Water:

East Herkimer Sewer District:

East German Street Extension Emergency Road Repair Project:

Codes:

Landbank:

Subdivision Local Law:

160 Pine Grove Road:

Updating Zoning Ordinance:

Signs entering Town:

Charging Station for electronic cars:

Friends of Town of Herkimer/Not for Profit:

Public Safety:

AOT Alternate Delegate:

Herkimer County Humane Society proposed Contract for 2025:

Alternate for Assessment Review Board:

Water Operator:

Pullmans Flats Water Valve Repair:

Ampion Community Solar Agreement:

Retirement Reporting:

Annual Trainings: (Anti-Harassment, Workplace Violence, Right-to-Know & Blood-Borne Pathogens)

- If you do the training elsewhere, please provide proof for our records.

Annual Policies to review:

- Investment Policy.
- Purchase Order Policy.
- Depreciation & Fixed Assets Policy.
- Password Policy.
- Workplace Violence Policy.
- Travel and Reimbursement Policy.
- IT Acceptable Use Policy.
- Drug and Alcohol Policy.

10) **New Business.** BY/APPOINTMENT

term of office dates

page # on data sheet

Town Board/Town Water appointees (see terms below)

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Deputy Water Clerk (two – 1 year terms); 01/01/25 to 12/31/25

Deputy Water Clerk (two – 1 year terms); 01/01/25 to 12/31/25

Rec. of Taxes/ <u>Deputy Rec. of Taxes</u> (two – 1 year term); 01/01/25 to 12/31/25 <u>Deputy Rec. of Taxes</u> (two – 1 year term); 01/01/25 to 12/31/25	page 1
Town Clerk/ <u>Deputy Town Clerk</u> (three - 1 year term) 01/01/25 to 12/31/2	page 1
Town Board/ <u>Records Management Officer</u> (two - 1 year term); 01/01/25 to 12/31/25	page 1
Town Board/ <u>Town Park Supervisor</u> (one - 1 year term); 01/01/25 to 12/31/25	page 1
Town Board/ <u>Deputy Town Attorney</u> (one – 1 year term): 01/01/25 to 12/31/25	page 2
Supervisor/ <u>Town Bookkeeper</u> (one - 1 year term); 01/01/25 to 12/31/25	page 2
Supervisor/ <u>Town Budget Officer</u> (one - 1 year term); 01/01/25 to 12/31/25	page 2
Town Board/ <u>Town and Village Dog Control Officer</u> (one- 1 year term); 01/01/25 to 12/31/25	page 2
Town Board/ <u>Town Planning Board</u> (one - 5 year term); 01/01/25 to 12/31/29	page 2
Town Board/ <u>Town Zoning Board</u> (one - 5 year term); 01/01/25 to 12/31/29	page 2
Town Board/ <u>Town Zoning Board</u> (one - 5 year term); 01/01/25 to 12/31/25	page 2
Town Board/ <u>Fair Housing Officer</u> (one - 1 year term); 01/01/25 to 12/31/25	page 3
Town Board/ <u>Town Computer Technician</u> (one – 1 year term-per contract); 01/01/25 to 12/31/25	page 3

Official Town newspaper: The TimesTelegram.

Town of Herkimer fee schedule.

11) Reports.

Executed Certificate of Designation

Wladis December 2024 Invoice for ASD Solar Project

Town Justice Report for December, 2024 from Justice Manne

Town Clerks Annual Report for the year of 2024 from Clerk DeMetro

Town Clerks Monthly Report for December, 2024 from Clerk DeMetro

Emergency Orders dated January 2, 2025 and January 6, 2025 for East German Street Extension

Revenue and Expense Report dated January 6, 2025.

Trial Balance Report dated January 6, 2025.

12) Purchase Orders and Audit.

Audit dated January 6, 2025.

13) Adjourn