

DOMINIC FRANK
SUPERVISOR
315-866-8104

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

Town of Herkimer

Formed on March 7, 1788

114 N. PROSPECT STREET
HERKIMER, NEW YORK 13350

FAX: 866-8105

www.townofherkimer.org

TDD 711

JENNIFER DEMETRO
TOWN CLERK
315-866-2690

SUPT. OF HIGHWAYS
315-866-1803
KEN WARD

RECEIVER OF TAXES
315-866-8101
JODI RIVERS

The **2024 Organizational Meeting** of the Town Board of the Town of Herkimer, Tuesday, January 2, 2024, 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 28, 2023.**
- 05) **Public Meeting.**
- 06) **Petitions and Communications.**
 - A. A letter dated December 19, 2023 from the Oneida-Herkimer Solid Waste Authority Executive Director, William Rabbia, concerning the Adopted 2024 Budget.
 - B. A letter dated December 27, 2023 from Supervisor Frank to Herkimer County Chairman Vincent Bono in support of the Herkimer County's request for approval as a New York State Land Bank.
 - C. A letter dated December 29, 2023 from Supervisor Frank to Mr. Frank Tangora concerning the Town of Herkimer's Notice of Award and Agreement for the Town Park Improvements Project.
- 07) **Routing.**

Herkimer County Soil and Water Conservation District Newsletter for the Winter, 2024.
- 08) **Resolutions & Transfers.**

Budget Amendment Resolution.
Resolution No. 1 of 2024 - Banking Resolution Authorizing Supervisor Frank, Deputy Supervisor Stalteri, to handle banking responsibilities in 2024, upon signature filing, with M&T Bank, Adirondack Bank and NBT Bank.

Resolution No. 2 of 2024- Town of Herkimer Official Undertaking of Municipal Officers.

Resolution No. 3 of 2024- Town of Herkimer Code of Ethics/Conflict of Interest form.

Resolution No. 4 of 2024- Town of Herkimer Civility Code.

Resolution No. 5 of 2024- Fixed Salary Resolution - Town of Herkimer salaries/salary schedule attached.

Resolution No. 6 of 2024- Mileage Resolution -Setting mileage reimbursement per IRS reimbursement standard.

Resolution No. 7 of 2024- Meeting Resolution -Setting Town Board meeting schedule.

"This institution is an equal opportunity provider, and employer. To file a complaint of discrimination, write: USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202)720-6382 (TDD)."

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:

Zoller Ave:

Piper Road:

Landbank:

Subdivision Local Law:

160 Pine Grove Road:

ARPA Funding (Exercise Trail):

Updating Zoning Ordinance:

Updating Zoning Map:

Negotiations with Teamsters:

Herkimer County Mitigation Plan:

Signs entering Town:

Parking/Driveways on Town Roads:

Charging Station for electronic cars:

Friends of Town of Herkimer/Not for Profit:

Public Safety:

Lien for work done to 936 Steuben Hill Road:

Annual Policies to review:

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

10) New Business. BY/APPOINTMENT	term of office dates	<u>page # on data sheet</u>
Town Board/ <u>Town Water appointees (see terms below)</u>		page 1
	<u>Water Clerk (one – 1 year term); 01/01/24 to 12/31/24</u>	
	<u>Deputy Water Clerk (two – 1 year terms); 01/01/24 to 12/31/24</u>	
Rec. of Taxes/ <u>Deputy Rec. of Taxes (two – 1 year term); 01/01/24 to 12/31/24</u>		page 1
Town Clerk/ <u>Deputy Town Clerk (three - 1 year term) 01/01/24 to 12/31/24</u>		page 1
RVS/ <u>Deputy Reg. of Vital Statistics (two - 1 year term); 01/01/24 to 12/31/24</u>		page 1

Town Board/ <u>Town Park Supervisor</u> (one - 1 year term); 01/01/24 to 12/31/24	page 1
Town Board/ <u>Deputy Town Attorney</u> (one – 1 year term): 01/01/24 to 12/31/24	page 2
Supervisor/ <u>Town Bookkeeper</u> (one - 1 year term); 01/01/24 to 12/31/24	page 2
Supervisor/ <u>Town Budget Officer</u> (one - 1 year term); 01/01/24 to 12/31/24	page 2
Town Board/ <u>Town and Village Dog Control Officer</u> (one- 1 year term); 01/01/24 to 12/31/24	page 2
Town Board/ <u>Town Planning Board</u> (one - 5 year term); 01/01/24 to 12/31/28	page 2
Town Board/ <u>Town Zoning Board</u> (one - 5 year term); 01/01/24 to 12/31/28	page 2
Town Board/ <u>Fair Housing Officer</u> (one - 1 year term); 01/01/24 to 12/31/24	page 3
Town Board/ <u>Town Computer Technician</u> (one – 1 year term-per contract); 01/01/24 to 12/31/24	page 3

Official Town newspaper: The TimesTelegram.

Town of Herkimer fee schedule.

11) Reports.

Emergency Orders dated January 2, 2024 for East German Street Extension.

Town Park Grand Opening Committee Meeting Minutes dated December 26, 2023.

Town Clerks Monthly Report for December, 2023 from Clerk DeMetro.

Town Clerks Annual Report for the year of 2023 from Clerk DeMetro.

12) Audit.

Audit dated January 2, 2024.

13) Adjourn