

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

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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 **Regular Meeting** of the Town Board of the Town of Herkimer, Monday January 15, 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 January 2, 2024.**
- 05) **Public Meeting.**
- 06) **Petitions and Communications.**
  - A. A certificate of liability insurance dated 12/29/2023 for AstroTurf Corporation effective 01/01/2024 through 01/01/2025.
  - B. A letter dated January 3, 2024 from Supervisor Frank to Mr. A. Joseph Scott III of Hodgon Russ LLP, concerning the financing available for the Town of Herkimer's East Herkimer Sewer District Project.
  - C. A letter dated January 5, 2024 from Supervisor Frank to Thomas Bernier congratulating him on his position as a seasonal employee for the Highway Department.
  - D. A letter dated January 9, 2024 from Supervisor Frank to Manager Ms. Mary Berghela of the NYS Comptroller Division of Local Government & School Accountability Data Management Unit requesting an extensions of the filing of the Town of Herkimer's 2023 Annual Financial Report.
  - E. A letter dated January 9, 2024 from Charter Communications Senior Director of Government Affairs, Alex Camarda, concerning upcoming changes in service.
  - F. A letter dated January 9, 2024 from NYS Department of Environment Conservation Assistant Director, Mark DePaul Lowery, informing us that our CFA Application was ineligible for funding for the West Canada Creek East German Street Extension Flood Resiliency and Mitigation Project.
- 07) **Routing.**
- 08) **Resolutions & Transfers.**

Resolution No. 8 of 2024- Bond Resolution for the East Herkimer Sewer District.
- 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:

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Landbank:  
Subdivision Local Law:  
160 Pine Grove Road:  
ARPA Funding (Exercise Trail):  
Updating Zoning Ordinance:  
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.**

Review Proposed Zoning Map.  
Public Meeting for 160 Pine Grove Road.

<u>BY/APPOINTMENT</u>	term of office dates	<u>page # on data sheet</u>
Town Clerk/ <u>Deputy Town Clerk</u> (three - 1 year term)	01/01/22 to 12/31/22	page 1
Town Board/ <u>Town Records Mgmt. Officer</u> (one - 2 year term);	01/01/22 to 12/31/23	page 1
Town Board/ <u>Town Attorney</u> (one – 2 year term);	01/01/24 to 12/31/25	page 2
Town Board/ <u>Codes Enforcer</u> (one - 2 year term);	01/01/24 to 12/31/25	page 2
Town Board/ <u>Historian</u> (one – 2 year term);	01/01/24 to 12/31/25	page 2
Town Board/ <u>Health Officer</u> (one – 2 year term);	01/01/24 to 12/31/25	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>Town Computer Technician</u> (one – 1 year term-per contract);	01/01/24 to 12/31/24	page 3

Town of Herkimer fee schedule.

**11) Reports.**

Annual Financial Reporting- Extension Request Approved dated 1/11/2024.

Executed Agreement with Central Paving for the Town Park Improvements dated 12/28/23.

Bonding Surety for Central Paving

Certificates of Liability and Workers' Comp. Insurance for Central Paving through 4/1/2024.

Quarterly Report for NYS Homeland Security & Emergency Services for Piper Road Project.

Quarterly Report for Northern Border Regional Commission for East Herkimer Sewer District.

Emergency Orders dated January 7<sup>th</sup> and 12<sup>th</sup> of 2024 for East German Street Extension.

Updated DCO Report for October, 2023 from DCO Erica Dunton.

DCO Report for November, 2023 from DCO Erica Dunton.

Town Justices Monthly Reports for December, 2023 from Justice Manne and Justice Petucci.

Revenue and Expense Report dated January 15, 2024.

Trial Balance Report dated January 15, 2024.

**12) Purchase Orders and Audit.**

Purchase Orders.

- Purchase Order #1 of 2024- for Kathleen DeCarlo to attend AOT training in February.

Audit dated January 15, 2024.

**13) Adjourn**