

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

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TDD 711

JENNIFER DEMETRO  
TOWN CLERK  
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SUPT. OF HIGHWAYS  
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KEN WARD

RECEIVER OF TAXES  
315-866-8101  
JODI RIVERS

The **Regular Meeting** of the Town Board of the Town of Herkimer, Monday February 5, 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 15, 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 11, 2024 from NYSDOT Director, Matthew Haas, concerning the next quarterly SFY 2023-24 CHIPS, PAVE-NY, EWR and POP reimbursements are scheduled to be made on March 13, 2024.
  - C. A letter dated January 17, 2024 from Herkimer County Treasurer, Kimberlee Enea, concerning the Herkimer County Sales Tax apportionment summary for the 2023 fourth quarter based on the 2022 tax roll.
  - D. A letter dated January 18, 2024 from Herkimer County Personnel Officer, Steven Billings, concerning the 2023 annual report of the former Herkimer County Self-Insured Workers' Compensation Plan.
  - E. An email received January 19, 2024 from the MVEDD concerning Free Energy Code Enforcement Training.
  - F. An email received January 19, 2024 from NSY Division of Building Standards and Codes concerning the Annual Report of Code Enforcement Activities for the Town of Herkimer.
  - G. A letter dated January 23, 2024 from Supervisor Frank to NYSDOT Commissioner, Marie Therese Dominguez, concerning the Shells Bush Road Bridge Rehabilitation Project.
  - H. A letter dated January 24, 2024 from Supervisor Frank to highway employee, Michael Walz, concerning the probationary period per the agreement.
  - I. A letter dated January 24, 2024 from Supervisor Frank to highway employee, Kenneth Miller, acknowledging his resignation effective January 27, 2024.
  - J. A letter dated January 24, 2024 from Supervisor Frank to highway employee Matthew Edmunds, concerning the probationary period as a full time regular employee for the Highway Department.
  - K. A letter dated January 24, 2024 from Supervisor Frank to highway employee, Vincent Gambacorta, concerning the probationary period as a full time regular employee for the Highway Department.
  - L. A letter dated January 26, 2024 from Charter Communications Sr. Director of Government Affairs, Alex Camarda, concerning upcoming changes in service.

M. A letter dated January 30, 2024 from NYSDEC Division of Water, Region 6 Assistant Engineer, Dan Hayes, concerning the Plan and Specification Submittal of the East Herkimer Sewer District.

N. A letter dated January 30, 2024 from Cordelio Power Project Manager Chet McLaughlin, concerning the Watkins Road Solar Project.

O. A letter dated January 30, 2024 from Herkimer Central School District Superintendent of Schools, Kathleen Carney, concerning her support for the Herkimer Police Department and to advocate for their jurisdiction ok Pine Grove Road and Gros Boulevard.

P. A press release dated January 31, 2024 from the Herkimer County Legislature concerning the resignation of Legislator Vincent Bono.

Q. A letter dated February 2, 2024 from Charter Communication Sr. Director of Government Affairs, Alex Camarda, concerning an upcoming change in service.

R. A survey received from Laberge Group concerning grants available for 2024.

#### 07) **Routing.**

Emergency Action Plan for Mirror Lake Dam.

Herkimer County Soil and Water Conservation District 2023 Annual Report.

#### 08) **Resolutions & Transfers.**

Resolution No. 9 of 2024- Adoption of the Herkimer County Hazard Mitigation Plan of 2023.

Resolution No. 10 of 2024-Local Law No. 1 of 2024- Parking Ordinance.

Resolution No. 11 of 2024-Local Law No.2 of 2024- Curb Cut Procedures & Standards Act.

#### 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:

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.**

Change Order for Town Park Enhancements.

<u>BY/APPOINTMENT</u>	term of office dates	<u>page # on data sheet</u>
Town Board/ <u>Codes Enforce</u> (one - 2-year term);	01/01/24 to 12/31/25	page 2
Town Board/ <u>Town Computer Technician</u> (one – 1- year term-per contract);	01/01/24 to 12/31/24	page 3

11) **Reports.**

- A2Z Environmental LLC Asbestos Project Monitoring Report dated 1/25/24.
- Central Paving Construction Plan for the Town Park improvements.
- Town Park Committee Meeting Minutes dated January 15, 2024.
- Sales Tax Report dated 1/24/24.
- Renewal State of emergency Declaration date January 27, 2024.
- Emergency Orders dated 1/17, 1/22, 1/27 and 2/1 2024 for East German St. Ext.
- Town Clerks Monthly Report for January, 2024 from Clerk DeMetro.
- Revenue and Expense Report dated February 5, 2024.
- Trial Balance Report dated February 5, 2024.

12) **Purchase Orders and Audit.**

- Purchase Orders.
- Audit dated February 5, 2024.

13) **Adjourn**