

A **Regular Meeting** of the Town Board of Herkimer will be held on Tuesday, January 21<sup>st</sup>, 2020, at 6:00 PM, in the Herkimer Town Hall, 114 North Prospect Street, Herkimer, NY 13350.

- 01) **Opening of Meeting.**
- 02) **Roll Call of Officers.**
- 03) **Pledge of Allegiance to the Flag.**
- 04) **Reading of the Minutes of the 1/6/20 and 1/13/20 Meeting.**
- 05) **Public Meeting.**
- 06) **Petitions & Communications.**
  - A.) A letter dated January 9, 2020 from Herkimer County Personnel Officer, Steven Billings, concerning the 2019 Annual Report of the former Herkimer County Self-Insured Workers' Compensation Plan.
  - B.) A letter dated January 9, 2020 from Kevin Murphy of the Wladis Law Firm concerning the Town of Schuyler Zoning Board holding a public hearing on January 21, 2020 for the review of the SunEast Watkins Road Solar Farm proposal.
  - C.) A letter dated January 9, 2020 from the NYS Gaming Commission and Division of Charitable Gaming concerning a raffle consent form for the Otter Lake Fire Department.
  - D.) A letter dated January 9, 2020 from Town Justice Karl Manne to Supervisor Frank concerning the Herkimer Town Court Audit schedule.
  - E.) Letters dated January 10<sup>th</sup> and 13<sup>th</sup> of 2020 from Charter Communications Director of Government Affairs concerning upcoming changes in service.
  - F.) A letter dated January 13, 2020 from NYSDOH District Engineer, Chris Demme, concerning the SEQR Lead Agency Determination for the West Herkimer Water District Formation.
  - G.) An email received January 14, 2020 from National Grid's Regional Account Services for the Mohawk Valley, Steven Coleman, concerning National Grid's 2020 Paving letter and schedule.
  - H.) A letter dated January 16, 2020 from Jaqueline Phillips Murray of the Murray Law Firm concerning the Horvath Communication Building permit in regard to the construction of a wireless telecommunications facility located at 5967 State Route 5 in the Town of Herkimer.
  - I.) The Herkimer County Sales Tax Apportionment Summary for the 2019 Fourth Quarter based on the 2019 Tax Roll from Herkimer County Treasurer, Kimberlee Enea.
  - J.) A letter dated January 17, 2020 from Supervisor Frank to Edward Burgess, Manager of the Division of Local Government and School Accountability for the State of New York Office of the State Comptroller concerning a request for an extension of the filing of the Town of Herkimer's 2019 Annual Update Document and Financial Report.

- K.) A letter dated January 17, 2020 from Supervisor Frank to the Empire State Development Corporation Regional Director, Michael Reese, concerning a status report for the East Herkimer Sewer District Project.
- L.) An email dated January 17, 2020 from the AOT Director of Office Operations, Bonnie Becker, concerning a message from Governor Cuomo on Cyber Security.
- M.) An email dated January 21, 2020 from the Herkimer-Oneida Counties Comprehensive Planning Program Principal Planner, Robert Koslosky, concerning a Watershed Management Plan Survey.
- N.) Letters dated January 21, 2020 from Supervisor Frank to Senator Seward and Assemblyman Smullen asking for funding and support of the East Herkimer Sewer District.

07) **Routing.**

USDA News Release for Funding Available to deploy high-speed broadband internet.  
 American Cancer Society study on Cellular Towers.  
 A Local Government Official’s Guide to Transmitting Antenna RF Emission Safety: Rules, Procedures, and Practical Guidance.

08) **Resolutions and Local Laws.**

2019 Transfers.  
 Resolution No. 9 of 2020- East Herkimer Sewer District SEQRA & NEPA Lead Agency Status.

09) **Old Business.**

<b>Appointments: <u>BY/APPOINTMENT</u></b>	<b>term of office dates</b>	<b><u>page # on data sheet</u></b>
<b>Town Board</b> / <u>Town Water appointees</u> (see terms below) <u>Deputy Water Clerk</u> (two – 1 year terms);	<b>01/01/20 to 12/31/20</b>	<b>page 1</b>
<b>Rec. of Taxes</b> / <u>Deputy Rec. of Taxes</u> (two – 1 year term);	<b>01/01/20 to 12/31/20</b>	<b>page 1</b>
<b>Town Clerk</b> / <u>Deputy Town Clerk</u> (three - 1 year term)	<b>01/01/20 to 12/31/20</b>	<b>page 1</b>
<b>RVS</b> / <u>Deputy Reg. of Vital Statistics</u> (two - 1 year term);	<b>01/01/20 to 12/31/20</b>	<b>page 1</b>
<b>Town Board</b> / <u>Town Sole Assessor</u> (one - 6 year term);	<b>01/01/20 to 09/30/24</b>	<b>page 2</b>
<b>Town Board</b> / <u>Town Health Officer</u> (one - 2 year term);	<b>01/01/20 to 12/31/21</b>	<b>page 2</b>

Water Districts:

McKenna Road Enhancement Project: (Purchase Agreements with Landowners)

West Herkimer Water:

East Herkimer Sewer District:

Steuben Hill Road:

Codes:

NYMIR Risk Control Resurvey Report:

\*POLICES AND PROCEDURES: Lease Agreement for Town office tenant, Certificates of Insurance for Contractors.

\*FIRE SAFETY: Fire Alarm for Highway Garage.

-Information Technology Acceptable Use Policy Draft

-Vehicle & Equipment Accident Report Form & Investigation Policy Draft

-Usage of Cell Phones and all other Portable Electronic Devices while drive Policy Draft.

Workplace Violence Policy-

Landbank:

Strategic Plan:

Website:

Dog Control Local Law:

Subdivision Local Law:

10) **New Business.**

11) **Reports.**

Sales Tax Report.

Planning Board Minutes dated August 20, 2019.

Town Justice Report for December, 2019 from Karl Manne.

Trial Balance Report dated January 21, 2020 for 2019.

Revenue and Expense Report date January 21, 2020 for 2019.

Trial Balance Report dated January 21, 2020 for 2020.

Revenue and Expense Report date January 21, 2020 for 2020.

12) **Audit.**

Purchase Order Approvals.

Audit dated January 21, 2020 for 2019.

Audit dated January 21, 2020 for 2020.

13) **Adjourn.**