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Town of Herkimer

Formed on March 7, 1788

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JODI RIVERS

A **Regular Meeting** of the Town Board of Herkimer will be held on Monday, February 3, 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 1/21/20 Meeting.**
- 05) **Public Meeting.**
- 06) **Petitions & Communications.**
 - A.) A letter dated January 15, 2020 from the NYSDOT Regional Planning and Program Manager, Deborah Windecker, concerning the SEQR Lead Agency Coordination for the West Herkimer Water District Project.
 - B.) A letter dated January 20, 2020 from Constructure Technologies concerning the Statutory Gross Receipts for December, 2019.
 - C.) The Town of Schuyler's Zoning Board of Appeals Meeting Minutes dated January 21, 2020 concerning the public hearing for the Watkins Road Solar Farm.
 - D.) An email dated January 22, 2020 from NYMIR concerning fire safety precautions and reminder of use battery disconnects for Highway Garages.
 - E.) An email dated January 22, 2020 from the Office of the New York State Comptroller Manager of the Data Management Unit, Mary Berghela, concerning our request granted for an extension of time for the filing of the annual fiscal report.
 - F.) Resolution No.5 of 2020 of the Mohawk Valley Water Authority dated January 27, 2020 concerning the Approval of the MVWA Participation in the Water Extension.
 - G.) A letter dated January 27, 2020 from Assemblyman Smullen concerning a follow-up of our letter to him regarding support for the East Herkimer Sewer District.
 - H.) A request form for the use of the Herkimer High School cafeteria to hold a public hearing regarding the creation of the West Herkimer Water District dated January 28, 2020.
 - I.) A letter dated January 28, 2020 from Senator James Seward concerning a follow-up of our letter to him regarding support for the East Herkimer Sewer District.
 - J.) A letter dated January 30, 2020 from the NYS Parks, Recreation and Historic Preservation concerning archaeology comments for the proposed East Herkimer Sewer District Project.
 - K.) A letter dated January 30, 2020 from the NYSDEC Program Aid for Utica, Brittany Stoots, concerning the 239 Review Project of the Water District.

- L.) Letters dated January 30, 2020 from the NYSDOH District Director, Donald Van Patten, concerning a Notice of Violation for the LOWE'S Water District and the East Herkimer Water District.
- M.) A letter received January 31, 2020 from Robert Schrader concerning the Herkimer County Humane Society Agreement.
- N.) A letter dated January, 2020 from the U.S. Census Bureau concerning the Initial Boundary Validation Program Survey.

07) Routing.

The Herkimer County Soil and Water Conservation District 2019 Annual Report.
NYMIR Cyber Recommendations for the Town of Herkimer.

08) Resolutions and Local Laws.

Resolution No. 10 of 2020- SEQRA & Lead Agency for the West Herkimer Water District Project.
Resolution No. 11 of 2020- to set a Public Hearing for the West Herkimer Water District.

09) Old Business.

Appointments: BY/APPOINTMENT	term of office dates	page # on data sheet
Town Clerk/ <u>Deputy Town Clerk</u> (three - 1 year term)	01/01/20 to 12/31/20	page 1
RVS/ <u>Deputy Reg. of Vital Statistics</u> (two - 1 year term);	01/01/20 to 12/31/20	page 1
Town Board/ <u>Town Sole Assessor</u> (one - 6 year term);	01/01/20 to 09/30/24	page 2

Water Districts:

McKenna Road Enhancement Project:

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:

Website:

Dog Control Local Law:

Subdivision Local Law:

10) New Business.

Battery Storage Systems Associated with Solar Panels.
West Herkimer Water District and SEQR Process.

11) Reports.

Cash Report for December, 2019.

Reconciliation Report for December, 2019.

Water & Sewer Meeting Minutes dated January 21, 2020.

Signed Contract for Interim Town Justice.

DCO Report for January, 2020 from DCO Erica Dunton.

Town Clerks Report for January, 2020 from Clerk DeMetro.

Trial Balance Report dated February 3, 2020.

Revenue and Expense Report date February 3, 2020.

12) **Audit.**

Purchase Order Approvals.

Audit dated February 3, 2020.

13) **Adjourn.**