

DOMINIC FRANK  
SUPERVISOR  
315-866-8104

COUNCIL MEMBERS  
315-866-8104  
RANDY KAST  
VITO CARBONE  
DANIEL STALTERI  
KATHY PENREE

# Town of Herkimer

Formed on March 7, 1788

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HERKIMER, NEW YORK 13350  
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TDD 711

JENNIFER DEMETRO  
TOWN CLERK  
315-866-2690

SUPT. OF HIGHWAYS  
315-866-1803  
DAVID MCMANUS  
RECEIVER OF TAXES  
315-866-8101  
JODI RIVERS

The **2022 Organizational Meeting** of the Town Board of the Town of Herkimer, Monday, January 3, 2022, 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 meeting on December 20, 2021.**
- 05) **Public Meeting.**
- 06) **Petitions and Communications**
  - A. An announcement made December 22, 2021 by Governor Kathy Hochul concerning the NYS Homeowner Assistance Fund.
  - B. A letter dated December 27, 2021 from Supervisor Frank to David McManus thanking him for his service to Town and noting his eligibility to purchase medical insurance under COBRA.
  - C. A letter dated December 30, 2021 from the Wladis Law Firm concerning the approval for extension for the SunEast Watkins Road Solar Project.
  - D. A letter dated December 30, 2021 from Clerk DeMetro to USDA Rural Development Loan Specialist, Alan Gregory, concerning a formal authorization for Supervisor Frank to certify, sign and submit the application for funding to the USDA Rural Development.
  - E. Letters dated December 30, 2021 from Supervisor Frank to Brian Riesel and Kenneth Miller, congratulating them as being hired as seasonal employees for the Highway Department.
  - F. A letter dated December 30, 2021 from Supervisor Frank to Ken Ward congratulating him on his successful election as Highway Superintendent beginning January 1, 2022.
  - G. A notice from the NYS Urban Forestry Council announcing available grant funding for communities to hold an Arbor Day tree planting event for Spring, 2022.
- 07) **Resolutions & Transfers.**

Resolution No. 1 of 2022 - Banking Resolution Authorizing Supervisor Frank, Deputy Supervisor Stalteri, to handle banking responsibilities in 2022, upon signature filing, with M&T Bank, Adirondack Bank and NBT Bank.

Resolution No. 2 of 2022- Town of Herkimer Official Undertaking of Municipal Officers.

Resolution No. 3 of 2022- Town of Herkimer Code of Ethics/Conflict of Interest form

Resolution No. 4 of 2022- Town of Herkimer Civility Code

Resolution No. 5 of 2022- Fixed Salary Resolution - Town of Herkimer salaries/salary schedule attached

Resolution No. 6 of 2022- Mileage Resolution -Setting mileage reimbursement per IRS reimbursement standard.

Resolution No. 7 of 2022- Meeting Resolution -Setting Town Board meeting schedule.

**08) Old Business.**

Water Districts:

McKenna Road Enhancement Project:

West Herkimer Water:

Valley Residential Water:

East Herkimer Sewer District:

East German Street Extension:

Codes:

SunEast Solar Project:

Landbank:

NYMIR Risk Control Resurvey Report:

Subdivision Local Law:

Cell Towers' and Town Zoning Ordinance:

AOT Designation of Delegate:

Assessment Review Board Member:

<b>09) New Business. BY/APPOINTMENT</b>	<b>term of office dates</b>	<b>page # on data sheet</b>
Town Board/ <u>Town Water appointees</u> (see terms below)		page 1
<u>Water Superintendent</u> (one – 2 year terms); 01/01/22 to 12/31/23		
<u>Water Clerk</u> (one – 1 year term); 01/01/22 to 12/31/22		
<u>Deputy Water Clerk</u> (two – 1 year terms); 01/01/22 to 12/31/22		
Rec. of Taxes/ <u>Deputy Rec. of Taxes</u> (two – 1 year term); 01/01/22 to 12/31/22		page 1
Town Clerk/ <u>Deputy Town Clerk</u> (three - 1 year term) 01/01/22 to 12/31/22		page 1
Town Board/ <u>Reg. of Vital Statistics</u> (one - 2 year term); 01/01/22 to 12/31/23		
RVS/ <u>Deputy Reg. of Vital Statistics</u> (two - 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 Park Supervisor</u> (one - 1 year term); 01/01/22 to 12/31/22		page 1
Town Board/ <u>Town Attorney</u> (one – 1 year term); 01/01/22 to 12/31/23		page 2

Town Board/ <u>Deputy Town Attorney</u> (one – 1 year term); 01/01/22 to 12/31/22	
Supervisor/ <u>Town Bookkeeper</u> (one - 1 year term); 01/01/22 to 12/31/22	page 2
Supervisor/ <u>Town Budget Officer</u> (one - 1 year term); 01/01/22 to 12/31/22	page 2
Town Board/ <u>Codes Enforcer</u> (one - 2 year term); 01/01/22 to 12/31/23	page 2
Town Board/ <u>Town and Village Dog Control Officer</u> (one- 1 year term); 01/01/22 to 12/31/22	page 2
Town Board/ <u>Historian</u> (one – 2 year term); 01/01/22 to 12/31/23	page 2
Town Board/ <u>Health Officer</u> (one – 2 year term); 01/01/22 to 12/31/23	page 2
Town Board/ <u>Town Planning Board</u> (one - 5 year term); 01/01/22 to 12/31/26	page 2
Town Board/ <u>Town Zoning Board</u> (one - 5 year term); 01/01/22 to 12/31/26	page 2
Town Board/ <u>Fair Housing Officer</u> (one - 1 year term); 01/01/22 to 12/31/22	page 3
Town Board/ <u>Town Computer Technician</u> (one – 1 year term-per contract); 01/01/22 to 12/31/22	page 3

Town employee seminar/training reimbursement with board approval.

Official Town newspaper: The TimesTelegram.

Town of Herkimer fee schedule.

**10) Reports.**

- Town Clerks Monthly Report for January, 2021 from Clerk DeMetro.
- Town Clerks Annual Report for the year of 2021 from Clerk DeMetro.
- Planning Board Meeting Minutes dated December 29, 2021.
- Planning Board Chairman letter of recommendation for 220 Main Road.
- Trial Balance Report dated January 3, 2022.
- Revenue and Expense Report dated January 3, 2022.

**11) Audit.**

Audit dated January 3, 2022.

**12) Adjourn**