

01) Supervisor Frank called to order the **Regular Meeting** of the Town Board of Herkimer held on Monday, February 16, 2026, at 6:00PM at the Herkimer Town Hall located at 114 North Prospect Street, Herkimer, New York 13350.

02) Roll Call of Officers

Present: Supervisor-----Dominic Frank
Councilman-----Vito Carbone
Councilman-----Daniel Stalteri
Councilman-----Randy Kast
Councilwoman-----Kathleen DeCarlo
Highway Supt.-----Ken Ward
Attorney-----Christopher Bray

Excused: Town Park Supervisor-----Kathi Nasypany
Deputy Attorney-----Joseph Macri
Codes Enforcer-----Ken Collis
Dog Control Officer-----Erica Dunton
Public Relations Consultant---Shannon Costello

03) **Pledge of Allegiance to the Flag.**
Councilwoman DeCarlo led us in the Pledge of Allegiance to the Flag.

04) **Reading of the Minutes.**
Motion by Councilman Carbone, seconded by Councilman Stalteri, to accept and place on file the minutes of the previous regular meeting held on February 2, 2026 as written.

CARRIED AYES ALL
05) **Public Meeting.**
Supervisor Frank stated if anyone from the public would like to speak to please state your name, address and why you are here. With no one in the public in attendance.

Motion by Councilwoman, seconded by Councilman Stalteri to close the public meeting.

CARRIED AYES ALL
06) **Petitions and Communications.**
Motion by Councilman Stalteri, seconded by Councilman DeCarlo, to accept and place on file all the petition and communication A through Q listed below.

- A. A letter dated January 28, 2026 from Robert Smullen, Member of Assembly 118th District, regarding his support for the Municipal Parks Grant Application
Supervisor Frank stated A through K and O are all letters of support to support the Park Grant that was submitted last week.
- B. A letter dated January 28, 2026 from Lisa Betrus, President of Bassett Healthcare, regarding their support for the Municipal Parks Grant Application
- C. A letter dated January 29, 2026 from Kathleen Carney, Superintendent of Schools, regarding their support for the Municipal Parks Grant Application
- D. A letter dated January 29, 2026 from Peter J. Champion, Chairman of the Herkimer County Legislature, regarding his support for the Municipal Parks Grant Application.
- E. A letter dated January 29, 2026 from Marc King, League President for the Herkimer Softball League, regarding their support for the Municipal Parks Grant Application.
- F. A letter dated January 29, 2026 from Steven Bulger, CEO/Executive Director for ICAN, regarding their support for the Municipal Parks Grant Application
- G. A letter dated January 29, 2026 from Kathy Fox, Director of the Herkimer County Office of the Aging, regarding their support for the Municipal Parks Grant Application.

- H. A letter dated February 1, 2026 from Blake Heaton, President of the East Herkimer Fire Department their support for the Municipal Parks Grant Application.
- I. A letter dated February 1, 2026 from Sarah Ward, Friend of the Girl Scouts, regarding their support for the Municipal Parks Grant Application
- J. A letter dated February 2, 2026 from Mary Ann Rice, President of the East Herkimer Ladies Auxiliary to Supervisor Frank regarding their support for the Municipal Parks Grant Program.
- K. A letter dated February 2, 2026 from Zvia McCormick, Chief Executive Officer, RCLL, regarding their support for the Municipal Parks Grant Application.
- L. A letter dated February 3, 2026 from Donald M. Dutcher, Dean of Students/Director of Athletics for Herkimer County Community College regarding their support for the Municipal Parks Grant Application
- M. A letter dated February 4, 2026 from Highway Superintendent Ward to Allegiance Trucks regarding the purchase of a 2027 International HV515 SFA cab.

Supervisor Frank stated that letter M is a letter from Highway Superintendent Ward in regards to the purchase of the new plow truck.

- N. A letter dated February 5, 2026 from Charter Communications regarding an upcoming change
- O. A letter dated February 6, 2026 from Lorene Bass, President/CEO of Arc Herkimer, regarding her support for the Municipal Parks Grant Application.
- P. A letter from the Herkimer County Community College regarding launching “60 acts of service for 60 years.”

Supervisor Frank stated letter P is the college is launching 60 years of service, if we have any ideas for the college students to do please let Clerk Moore know your ideas. Deputy Supervisor Stalteri stated we can have them help Kathi with the end of the year clean up at the Town Park. Supervisor Frank stated there is a business class that may be able to help us, we can find out if there is anything they do that can benefit the town. Councilman Carbone stated there used to be a grant writing class at the college, we could use them for grants. We could also have them organize the vault at the town office. Supervisor Frank stated we can have them do stuff for the town park and the town office, does someone want to reach out to the college? Councilwoman DeCarlo stated she will reach out to them. Deputy Supervisor Stalteri stated we can also organize the raking for the elderly residents, we can get names of the residents who cannot rake and schedule it with them.

- Q. New York State Division of Homeland Security and Emergency Services (DHSES recommends East German Street Ext. for funding.

Supervisor Frank stated Homeland Security recommended the project to FEMA. It does not mean we will get funding. Our grant write Jennifer Hartsake has done a great job and has kept them on task.

CARRIED AYES ALL

07) Routing.

08) Resolutions.

09) Old Business.

Water Districts: Highway Superintendent Ward stated 167 on Folts Road's water has been shut off, water was running and no one is living there. We have the owners name but no contact information and haven't been able to get ahold of them. Attorney Bray stated the mailing address is in Johnstown, the owner may be incarcerated. Highway Superintendent Ward stated there is a leak on Highland Ave, it takes us a few days to get there.

Mckennan Road Enhancement Project: Supervisor Frank stated in order for us to qualify for grants, we need to do an income survey. RCAP is an organization that does this for free. The survey is time

sensitive and needs to be done in the next month. Letters and surveys will be sent to residents if we do not get the survey back then we will go door to door. The grant is due in June; the survey will be around 100 people. I sent Clerk Moore a spread sheet of names and addresses, the surveys need to be numbered. It is a big project; Clerk Moore could use some help. Councilwoman DeCarlo stated I will help with the survey.

West Herkimer Water: Supervisor Frank stated there is nothing new to report.

East Herkimer Sewer District: Supervisor Frank stated we are working on the Northern Borders grant. We will be finishing it up at the end of the week, the grant is due by the end of the month. This is just the pre application, if approved we can apply in April. We are also working on the WIIA grant, everything is done it is just a matter of getting it all together. The Empire State Development ends at the end of this year, we will have to see if they will extend it or if we have to reapply.

East German Street Extension Emergency Road Repair Project: Supervisor Frank stated hopefully we can get FEMA money. We have no contracts for the grant awards we received. We can form a plan once we get the contracts.

Codes: Supervisor Frank stated there is nothing new to report as Codes Enforcer Collis is not here.

Landbank: Councilman Kast stated the siding looks like it is almost done. Highway Superintendent Ward stated the back side is not sided yet.

Subdivision Local Law: Tabled.

160 Pine Grove Road: Supervisor Frank stated we need to do the SEQRA process. We need to do a site plan, they need to know how deep we are going for the parking lot, etc. In New Business you will see a proposal from March Associates for DASNY. Once the proposal gets approved we can move forward and get a contract.

Town Park: Supervisor Frank stated we worked with Barton and Lougidice on the park grant, Deputy Supervisor Stalteri would you want to speak more on it. Deputy Supervisor Stalteri stated in the grant application it shows a multiuse field which can be used for softball, flag football, soccer, kickball, etc., there would be bocce courts, we would add a handicap assessable sidewalk, additional backboards for the basketball court, add more lighting around the park, renovations to the pavilion with a metal roof, renovate the bathrooms which would add a handicap bathroom, and multiuse dog outs. We are excited and think we have a good shot at getting this grant. Barton and Lougidice did a great job on it and we really brought the project to life. Councilwoman DeCarlo asked would we be adding pickleball lines? Deputy Supervisor Stalteri stated we need a quote from them and he would need to send us a plan of what they would like done, it would not be a part of this grant. Councilwoman DeCarlo stated okay I will let them know. Deputy Supervisor Stalteri stated there would be one set of bleachers at the multiuse field behind home plate, there would be a two-way bleacher in between the basketball court and the fitness court. We have great presentation and a great grant. We have all the plumbing for the bathrooms already as well.

Supervisor Frank stated how is the process on the events? Councilwoman DeCarlo stated they are coming along, we have a ton of vendors for both events, we will even have line dancing this year at the wellness fair.

Updating Zoning Ordinance: Tabled.

Signs entering Town: Tabled.

Friends of Town of Herkimer/Not for Profit: Supervisor Frank stated Attorney Bray and I talked about the process. Attorney Bray stated we would need to file with the New York State Department of State and go through the IRS to get tax exempt. Councilman Kast stated I think we should move forward with creating a not for profit.

Motion by Councilman Kast, seconded by Deputy Supervisor Stalteri to organize a non for profit.

CARRIED AYES ALL

Public Safety: Councilman Carbone stated that there is nothing new to report.

Ampion Community Solar Agreement: Supervisor Frank stated we will not be doing anything with Ampion, if the board is okay with it we can take it off the agenda. The board members agreed.

LED Street Light Conversion: Highway Superintendent Ward stated there is nothing new to report.

Village Court: Supervisor Frank stated I spoke with CSEA, they said there move out date is March 21. They are going to get a truck in there and hire a mover. They are moving into the same building as Soil and Water and they will be paying for March. We have heard nothing about the JCAP grant. We thought we would have a proposal by now from March Associates, I spoke with them two

weeks ago so that we can bid out. I will reach out to them. Deputy Supervisor Stalteri I reached out to the Court Clerk about a date for the audit.

Osborne Hill Road Culvert + Shells Bush Road Bridge: Attorney Bray stated we had a meeting with the state, the owners, and the engineering earlier this year. We will be coordinating with the engineers to get the easements. Supervisor Frank stated we need to bring it up to the design phase to get a better estimate for the cost. We have fully paid five invoices for C.T. Male paid them six times. We are waiting on a canceled check and get a reimbursement into the que. Supervisor Frank stated the bridge project four invoice were paid, the fifth is in the que for reimbursement.

Maintenance: Supervisor Frank stated Kevin Trevor is interested in the position. We had a cleaning company do a walk through, we are still waiting on a quote. Deputy Supervisor Stalteri stated I will reach out to Kevin. I asked Billy Ray to cancel his insurance and reimburse the town, it will be prorated.

Fee schedule: Deputy Supervisor Stalteri asked is dog control set by the state? Attorney Bray stated I believe so but I will look into it. Deputy Supervisor Stalteri stated on the fee schedule meters are 400. What do they cost today? Councilman Kast stated we could change it to current meter cost. Highway Superintendent Ward stated they are around 400 but we have not bought one in a long time. We can edit it to current market price. Deputy Supervisor Stalteri stated we can change it to, to be determined. Attorney Bray stated we are able to change the dog license rate and the state will still receive their amount. Deputy Supervisor Stalteri stated right now the fee is 7.00 dollars for spay or neutered and 15.00 dollars for unaltered, should we do 10.00 dollars altered and 20.00 dollars unaltered? Councilman Kast stated I agree with changing the fees to 10 and 20.

Motion by Deputy Supervisor Stalteri, seconded by Councilman Carbone to edit the fee schedule to 10.00 dollars for spay/neutered dogs, 20.00 dollars for unaltered dogs, and to change the water meters to, to be determined.

CARRIED AYES ALL

Motion by Deputy Supervisor Stalteri, seconded by Councilwoman DeCarlo to accept, place on file and approve the fee schedule.

CARRIED AYES ALL

Motion by Deputy Supervisor Stalteri, seconded by Councilman Kast to accept, place on file, and approve the Investment Policy.

CARRIED AYES ALL

Motion by Councilman Carbone, seconded by Councilwoman DeCarlo to table the purchase order policy.

CARRIED AYES ALL

Motion by Councilman Kast, seconded by Councilman Carbone to accept, place on file, and approve the Depreciation & Fixed Assets Policy.

CARRIED AYES ALL

Motion by Councilman Kast, seconded by Councilman Carbone to accept, place on file and approve the Password Policy.

CARRIED AYES ALL

Motion by Councilman Kast, seconded by Councilman Carbone to accept, place on file and approve the Workplace Violence Policy.

CARRIED AYES ALL

Motion by Councilman Carbone, seconded by Councilwoman DeCarlo to accept, place on file and approve the Travel and Reimbursement Policy.

CARRIED AYES ALL

Motion by Councilman Carbone, seconded by Councilwoman DeCarlo to accept, place on file and approve the IT Acceptance Use Policy.

CARRIED AYES ALL

Motion by Councilman Kast, seconded by Councilman Carbone to accept, place on file and approve the Drug and Alcohol Policy.

CARRIED AYES ALL

10) New Business.

Supervisor Frank stated this is for an approval for the Supervisor to sign.

Motion by Deputy Supervisor Stalteri, seconded by Councilman Carbone to accept, place on file, and approve for Supervisor Frank to sign the March Associates proposal for 160 Pine Grove Road DASNY Requirement and SEQRA.

CARRIED AYES ALL

Supervisor Frank stated this is a quote for Arthur Street Appraisal, we need to get an appraisal first then we can get into discussion.

Motion by Councilman Kast, seconded by Councilman Carbone to accept, place on file and approve the quote for an appraisal for Arthur Street.

CARRIED AYES ALL

Supervisor Frank stated we received an application for the Summer Youth Program. Highway Superintendent Ward stated he sent one in already for the highway department to participate in the summer youth program. Deputy Supervisor Stalteri stated he will send one in for the Town Park.

Supervisor Frank stated we are looking to have an official town Facebook page, we would not accept comments, people would only be able to like and share. I feel it would be useful, we can keep residents updated on the community center, everything going on with the town, etc. We can post the surveys. The Facebook page would be run by Shannon Costello our public relations consultant; all post will be approved by me before they are posted.

Motion by Deputy Supervisor Stalteri, seconded by Councilwoman DeCarlo to approve the Town of Herkimer Official Facebook Page.

CARRIED AYES ALL

Supervisor Frank stated we need to approve the letter for the Pine Grove Road survey. The survey and letter will be sent out to residents once we received the addresses and names from Assessor Maxwell.

Motion by Councilman Carbone, seconded by Deputy Supervisor Stalteri to approve the letter for the Feasibility Study for Pine Grove Road/Main Road.

CARRIED AYES ALL

Supervisor Frank stated we need to approve the letter for the RCAP Survey for Water District #3. Once the letter is approved we can start working on getting the surveys and letters out. This survey will need to be sent out first.

Motion by Councilman Carbone, seconded by Deputy Supervisor Stalteri to approve the letter for the RCAP survey for Mckennan Road/Steuben Hill Roads for Water District #3.

CARRIED AYES ALL

Reports.

Motion by Councilman Carbone, seconded by Deputy Supervisor Stalteri to accept and place on file the Town of Herkimer East Herkimer Sewer District M/WBE and DBE Agreements for EFC WIIA Grant Award.

CARRIED AYES ALL

Deputy Supervisor Stalteri stated the next step is who is going to buy it and use it. We need to keep an eye on it. Supervisor Frank asked who changes the zoning? Deputy Supervisor Stalteri stated Codes Enforcer Collis will tell them if it is zoned correctly, if not they need to contact the zoning board. Attorney Bray stated the whole block is zoned industrial. Highway Superintendent Ward asked is there something to control the notice barrier? Attorney Bray stated the zoning ordinance should say, I will take a look with Kenny. Deputy Supervisor Stalteri stated it can impact, Ken Collis should be aware. Supervisor Frank stated I know John Plesck was looking at it and Ken Collis had a conversation with them about it.

Motion by Deputy Supervisor Stalteri, seconded by Councilwoman DeCarlo to accept and place on file the Planning Board Meeting Minutes dated January 14, 2026.

CARRIED AYES ALL

Motion by Councilman Carbone, seconded by Councilman Kast to accept, and place on file the submitted application to NYS Park and Historic Preservation for funding Park Improvements.

CARRIED AYES ALL

Motion by Deputy Supervisor Stalteri, seconded by Councilwoman DeCarlo to accept and place on file two copies of the 2026 Town Law Manual from NYSAOT 2026.

CARRIED AYES ALL

Supervisor Frank stated the Annual Codes Report is due, Codes Enforcer Collis already knows it is due, he has been on top of doing them every year.

Motion by Councilman Carbone, seconded by Deputy Supervisor Stalteri to accept and place on file the email and attachment for annual report of code enforcement activities for Town of Herkimer.

CARRIED AYES ALL

Supervisor Frank stated Sheriff Scherer retrieved the information for the traffic study. Most tickets are on Thursdays.

Motion by Deputy Supervisor Stalteri, seconded by Councilwoman DeCarlo to accept and place on file the Vehicle Tickets and Crash Information for Gros Blvd, Pine Grove Road, and Main Road.

CARRIED AYES ALL

Motion by Councilman Kast, seconded by Deputy Supervisor Stalteri to accept and place on file the January 2026 Town Clerk Monthly Report from Clerk Moore
CARRIED AYES ALL

Motion by Councilman Carbone, seconded by Councilwoman DeCarlo to accept and place on file the January 2026 Town Justice Monthly Report from Justice Manne and Justice Petucci.

CARRIED AYES ALL

Motion by Councilman Carbone, seconded by Councilwoman DeCarlo to accept and place on file the December 2025 DCO Monthly Report from DCO Dutton.

CARRIED AYES ALL

Motion by Councilman Carbone, seconded by Councilwoman DeCarlo to accept and place on file the Emergency Order dated 2/5, 2/10, and 2/15 for East German Street Extension.

CARRIED AYES ALL

Motion by Deputy Supervisor Stalteri, seconded by Councilman Carbone to accept and place on file the Renewal State of Emergency Declaration dated 2/15/2026 for East German Street Extension.

CARRIED AYES ALL

Motion by Deputy Supervisor Stalteri, seconded by Councilwoman DeCarlo to accept and place on file the Renewal State of Emergency Declaration dated 2/16/2026 for Oberle Road.

CARRIED AYES ALL

Motion by Councilman Carbone, seconded by Councilwoman DeCarlo to accept and place on file the Emergency Order dated 2/6, 2/11, and 2/16 for Oberle Road.

CARRIED AYES ALL

Motion by Councilman Carbone, seconded by Councilman Kast to accept and place on file the Revenue and Expense Report dated February 16, 2026.

CARRIED AYES ALL

Motion by Deputy Supervisor Stalteri, seconded by Councilman Carbone to accept and place on file the Trial Balance Report dated February 16, 2026.

CARRIED AYES ALL

11) Audit and Purchase Order

Motion by Deputy Supervisor Stalteri, seconded by Councilwoman DeCarlo to accept, place on file and approve the Audit dated February 2, 2026. Deputy Supervisor Stalteri recused himself from the Hummels bill.

CARRIED AYES ALL

12) Adjourn.

Motion by Councilman Carbone, seconded by Councilwoman DeCarlo that the Regular Meeting of the Herkimer Town Board be adjourned until the next Regular Meeting to be held on Monday, March 2, 2026 at 6:00PM.

CARRIED AYES ALL

Kristal Moore, Herkimer Town Clerk