

01) Supervisor Frank called to order the **Regular Meeting** of the Town Board of Herkimer held on Monday, March 2, 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
Deputy Supervisor -----Daniel Stalteri
Councilman-----Vito Carbone
Councilman-----Randy Kast
Councilwoman-----Kathleen DeCarlo
Highway Supt.-----Ken Ward
Attorney-----Christopher Bray
Codes Enforcer-----Ken Collis

Excused: Town Park Supervisor-----Kathi Naszpany
Deputy Attorney-----Joseph Macri
Dog Control Officer-----Erica Dunton
Public Relations Consultant---Shannon Costello

03) **Pledge of Allegiance to the Flag.**
Deputy Supervisor Stalteri led us in the Pledge of Allegiance to the Flag.

04) **Reading of the Minutes.**
Motion by Deputy Supervisor Stalteri, seconded by Councilwoman DeCarlo, to accept and place on file the minutes of the previous regular meeting held on February 16, 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. Samantha Schleck of 902 Mckennan Road asked what is going on with the water on Mckennan? I received the survey in the mail. Supervisor Frank stated for everyone who currently has water in water district #3, we want to enhance the system to get more pressure, consistent water and better water. We do not have enough money for the project and we are looking to get grant money. The survey is an income survey to see if we meet the eligibility requirements to receive a grant. We employed RCAP to do the surveys, there services are free to municipalities. RCAP will put together the results to see if we qualify for a grant, if we do then we will apply for a grant.

Motion by Councilwoman DeCarlo, seconded by Deputy Supervisor Stalteri to close the public meeting.

CARRIED AYES ALL

06) **Petitions and Communications.**
Motion by Deputy Supervisor Stalteri, seconded by Councilman Carbone, to accept and place on file all the petition and communication A through H listed below.

- A. A notice of violation dated February 9, 2026 from the Department of Health to the Town of Herkimer regarding the East Herkimer Water District
Supervisor Frank stated letter A is a notice of violation, we contract with the village to do testing every nine years and the testing was not done on time. We need to inform the residents, the testing was done recently and it was negative. We will need to send a letter to the residents.

- B. A letter dated February 13, 2026 from Michael A. Gallerani, Regional Traffic Engineer for DOT to Supervisor Frank regarding truck traffic on Main Road.

Supervisor Frank stated letter B is a response from the DOT stating that they are going to be studying the truck traffic issue on Main Road.

C. A letter dated February 24, 2026 from Supervisor Frank to Allison Madmoune, Regional Director for Empire State Development Corporation regarding the East Herkimer Sewer District.

Supervisor Frank stated Deputy Supervisor Stalteri and I did a conference call with them. Allison Madmoune is the Executive Director there, she basically said we would be able to extend but she needs to talk to regional. Money wise we can do the project now if we would like. We did apply to Northern Borders, if we are approved for the pre application we can apply in July. We need 1.1 million, we are still applying for more grants in the meantime.

D. A letter dated February 17, 2026 from Supervisor Frank to the Residents of Water District #3 regarding Drinking Water System Improvements.

E. An email dated February 27, 2026 from James Hebert, Environmental Program Specialist for DEC to Supervisor Frank regarding 2025 Annual Report for CEE.

Supervisor Frank stated letter E is an Annual Report for Trash Days to the DEC, Highway Superintendent Ward knows about this already.

F. A letter dated February 28, 2026 from Supervisor Frank to the Residents of East Herkimer regarding a Feasibility Study to Improve Pedestrian Access and Mobility along Pine Grove Road and Main Road.

G. A notice dated February 28, 2026 from Ryan Hulchanski, Assistant Engineer for the NVS Department of Health regarding a Cyber Intelligence Bulletin

Supervisor Frank stated letter G is a notice to watch out for Cyber-attacks

H. A letter from Lon Johannassen to the Town of Herkimer Water Department regarding a water bill.

Supervisor Frank stated letter H is a letter from a Town Resident, she paid her water bill but her hot water tank blew and is looking for relief on the bill she paid. That decided is up to the board.

CARRIED AYES ALL

07) Routing.

Motion by Councilman Carbone, seconded by Deputy Supervisor Stalteri to accept and place on file the 2025 Annual Report from Erie Canalway National Heritage Corridor

CARRIED AYES ALL

08) Resolutions.

09) Old Business.

Water Districts: Highway Superintendent Ward stated the leak on Mckennan Road was fixed, the village helped walk the area. We fixed it two Thursdays ago.

Mckennan Road Enhancement Project: Supervisor Frank stated our funding source on our current grant needed some reports, the engineer is sending them.

West Herkimer Water: Supervisor Frank stated Mohawk Valley Economic relief is setting up a meeting with the municipalities, IDA, Mohawk Valley Edge, and the Mohawk Valley Water Authority.

East Herkimer Sewer District: Supervisor Frank stated we talked about this prior in the meeting.

East German Street Extension Emergency Road Repair Project: Supervisor Frank stated ccwe are sitting on a couple grants and our project has been recommended to FEMA.

Codes: Codes Enforcer Collis stated HCCC Solar on Shells Bush Road is pretty close to getting hooked up with National Grid. They asked if they could get some relief on the trees on the backside and the side by the river as you cannot see the project from those sides. They need to replace some

dead trees as well. They also wanted to know if we can give them a temporary certificate of occupancy to turn on the electricity, they need the electricity to make repairs. We are able to rescind that if we need to. Councilman Kast stated what happens if they want to develop that the backside or the river side in the future. I the electricity is up to your discretion. Supervisor Frank stated why are they unable to comply? We would need a revised plan for the trees. Deputy Supervisor Stalteri stated we can make a judgement on that once we have a revised plan. Attorney Bray stated the Temporary Certificate of Occupancy you can put a date on it. Supervisor Frank asked can they use the power to run the solar. Codes Enforcer Collis stated no it is temporary, they shouldn't. Councilman Kast stated you should but a date on it. Supervisor Frank asked what does the rescinding process look like? Attorney Bray stated we would give notice to National Grid and they will turn it off. Councilman Carbone asked what is National Grid's policy on that? Codes Enforcer Collis stated I am not sure; I can find out. The part of the property with Lowes was purchased, there is going to be development but I have not got a permit.

Landbank: Deputy Supervisor Stalteri stated I have not heard anything but it looks like they are still siding. The back units are not sided.

Subdivision Local Law: Tabled.

160 Pine Grove Road: Deputy Supervisor Stalteri stated Dominic and I had a meeting for the grant with our consultant. Originally they said we did not borrow enough for the parking lot but there was another line item for the parking lot. Dominic had to provide surveys and they asked how many parking spots we were looking to have. Supervisor Frank stated some of the confusion about the parking lot was the meeting was not with the same people who wrote the grant. Weston and Samson wrote the grant, Barton and Lougdice put together the cost estimates and we were speaking with March Associates about the project. We wanted around 100 parking spots, our plan was for around 90. At the end of the meeting all worked out and we have the money for the parking lot. Deputy Supervisor Stalteri stated once we crossed all our t's and dotted all our i's we were all good. We talked about the design, there was some confusion on the properties. We own the properties but they were looking at old property lines. March Associates stated they can give us more for our buck and they are going to look into it. Supervisor Franks stated it turned out to be a good meeting.

Town Park: Councilwoman DeCarlo stated we have a town parks committee meeting next Wednesday. Supervisor Frank stated Clerk Moore, Public Relations Consultant Costello have a meeting tomorrow to see how we can promote the Fitness Court more at the Town Park.

Signs entering Town: Tabled.

Friends of Town of Herkimer/Not for Profit: Attorney Bray stated there is nothing new.

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

LED Street Light Conversion: Deputy Supervisor Stalteri stated we have lights, East Herkimer and the on/off ramp at Ilion all have LED lights. They put all the lights up in two days. Some of the lights by Ilion are still out. The light out from of the fire department has a new arm for the light. It is well lit at the intersection of German Street passed the cemetery and the highway.

Village Court: Supervisor Frank stated the JCAP grant granted us twenty thousand dollars instead of sixty thousand dollars, we received the twenty thousand dollar check today. The tenant paid for March and will be out by March 21. We received some applications for the Deputy Court Clerk. We will be setting up a meeting with the judges regarding renovations. The governor announced she will be sending municipal recovery money. We have eighteen thousand dollars coming our way that we can use towards this project. I will organize a meeting with the judges. Deputy Supervisor Stalteri stated I think we should slow down on the renovations; we need to have a meeting because we did not get the money we hoped from the JCAP grant. I am not sure how much we have set aside for security. We have the Village election coming up as well. Supervisor Frank stated we talked about contracting out, we added some money at budget time. Deputy Supervisor Stalteri asked what about the hardware for metal security device. Is that cost included in the grant? Supervisor Frank stated I do not know I believe it we budgeted for it but I will look into it. Councilman Kast asked is it our responsibility to notify the public that the court is moving. Attorney Bray stated the police should notify on the tickets. I will look into the process of the village taking the court back. They felt they were losing money regardless of the election. I know it's a long process. Supervisor Frank stated I'll get together with the judges.

Osborne Hill Road Culvert + Shells Bush Road Bridge: Supervisor Frank stated we paid voucher number seven. We received canceled checks for both of them for voucher number 6, they are in

the que. Once we receive a canceled check for both then we can receive reimbursement through the state.

Maintenance: Supervisor Frank stated we will discuss this in executive session.

Purchasing and Purchase Order Policy:

Motion by Deputy Supervisor Stalteri, seconded by Councilman Carbone to accept, place on file and approve the Purchasing and Purchase Order Policy as is.

CARRIED AYES ALL

Councilwoman DeCarlo stated the pickle ball players are asking to have more lines added to the courts. They would like to add two courts in the backs. Deputy Supervisor Stalteri asked what is the size of the court? Attorney Bray stated 20 by 44 is a standard court for doubles and singles. 30 X 78 feet for tennis court. Deputy Supervisor Stalteri stated I can go look at it and do a sketch then speak with Astro turf for a quote. Councilwoman DeCarlo stated they will be bringing their own nets, they are portable. Deputy Supervisor Stalteri stated I will present the quote to the board once I have it.

10) New Business.

Supervisor Frank stated there is no new business.

Reports.

Motion by Councilman Kast, seconded by Councilman Carbone to accept and place on file the Executed Town IT Consultant Contract for 2026 with Brian Keeler.

CARRIED AYES ALL

Motion by Councilman Carbone, seconded by Councilwoman DeCarlo to accept and place on file the executed contract with March Associates for 160 Pine Grove Road SEQRA.

CARRIED AYES ALL

Motion by Councilman Kast, seconded by Councilman Carbone to accept, and place on file the executed Public Relations Consultant Contract for 2026 with Shannon Costello.

CARRIED AYES ALL

Motion by Councilman Carbone, seconded by Councilwoman Kast to accept and place on file the December 2025 Bank Reconciliation from Budget Officer Baylor.

CARRIED AYES ALL

Motion by Councilman Carbone, seconded by Councilwoman DeCarlo to accept and place on file the December 2025 Cash Report from Supervisor Frank.

CARRIED AYES ALL

Motion by Deputy Supervisor Stalteri, seconded by Councilman Kast to accept and place on file the Engineering Report for the Former Motel on Route 5.

Codes Enforcer Collis stated before they do anything I will need drawings and what they are doing, electrical, etc. They need to present more of a report than this

CARRIED AYES ALL

Motion by Deputy Supervisor Stalteri, seconded by Councilman Carbone to accept and place on file the New York State Historic Preservation Office (SHPO) Review of 160 Pine Grove Road 2 story Building eligibility for history preservation.

CARRIED AYES ALL

Motion by Deputy Supervisor Stalteri, seconded by Councilman Carbone to accept and place on file the Emergency Order dated 2/20, 2/25, and 3/2 for East German Street Extension.

CARRIED AYES ALL

Motion by Deputy Supervisor Stalteri, seconded by Councilman Carbone to accept and place on file the Emergency Order dated 2/21 and 2/26 for Oberle Road.

CARRIED AYES ALL

Motion by Councilman Kast, seconded by Deputy Supervisor Stalteri to accept and place on file the Revenue and Expense Report dated March 2, 2026.

CARRIED AYES ALL

Motion by Councilman Carbone, seconded by Deputy Supervisor Stalteri to accept and place on file the Trial Balance Report dated March 2, 2026.

CARRIED AYES ALL

Councilman Kast stated he attended a meeting with the East Herkimer Volunteer Fire Department and the Village of Herkimer regarding the fire hydrants in the Petrie Development. They will be doing a contract between the two of them. The meeting went well and everything was resolved.

11) Audit

Motion by Councilman Carbone, seconded by Deputy Supervisor Stalteri to accept, place on file and approve the Audit dated March 2, 2026.

CARRIED AYES ALL

Motion by Councilman Carbone, seconded by Deputy Supervisor Stalteri to go into executive session for a personnel matter.

CARRIED AYES ALL

Motion by Councilman Kast, seconded by Councilman Carbone to adjourn from Executive Session and resume the Regular Meeting of the Town Board. No decisions were made in executive session.

Motion by Deputy Supervisor Stalteri, seconded by Councilwoman DeCarlo to contract with Richard Kast for custodial services at 114 N. Prospect Street. Councilman Kast recused himself from the vote

CARRIED AYES ALL

12) Adjourn.

Motion by Councilman Kast, seconded by Councilman Carbone that the Regular Meeting of the Herkimer Town Board be adjourned until the next Regular Meeting to be held on Monday, March 16, 2026 at 6:00PM.

CARRIED AYES ALL

Krystal Moore, Herkimer Town Clerk