

01) Supervisor Frank called to order the **Regular Meeting** of the Town Board of Herkimer held on Monday, April 20, 2026, at 6:00PM at the Herkimer Town Hall located at 114 North Prospect Street, Herkimer, New York 13350.

02) Roll Call of Officers

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
Town Park Supervisor-----Kathi Nasypany
Public Relations Consultant---Shannon Costello

Excused: Deputy Attorney-----Joseph Macri
Dog Control Officer-----Erica Dunton

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 Deputy Supervisor Stalteri, seconded by Councilwoman DeCarlo, to accept and place on file the minutes of the previous regular meeting held on April 6, 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 attendance

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

CARRIED AYES ALL

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

CARRIED AYES ALL

Motion by Deputy Supervisor Stalteri, seconded by Councilwoman DeCarlo to adjourn from executive session to the regular meeting of the Town Board.

CARRIED AYES ALL

06) **Petitions and Communications.**

Motion by Councilman Carbone, seconded by Deputy Supervisor Stalteri, to accept and place on file all the petition and communication A through G listed below.

- A. An insurance Disclosure dated April 6, 2026 from NBT Insurance Agency
- B. A letter dated April 9, 2026 from Supervisor Frank to Northern Borders Regional Commission regarding the East Herkimer Sewer District Project.
- C. Certificate of Liability Insurance dated April 16, 2026 for the Herkimer Softball League
- D. A letter from Marc King and Matt Durivage from the Herkimer Softball League regarding the Town's approval with maintenance and improvements at the softball fields.

Supervisor Frank letter D is a letter from the Herkimer Softball League, Deputy Supervisor Stalteri can explain more. Deputy Supervisor Stalteri stated the letter is about things they would like to do at the fields at the Town Park. The shed that was donated by Lowe's, they would like to have it moved to the dugout area. They would like it used as storage and cut a hole in the shed to use it for a consecution stand. They will paint the shed to match the shed that BOCES built for the Town. There would be no softball equipment in our shed. They will put a lock and key on their shed and provide the Town with a key. The Highway Department will move the shed. Supervisor Frank stated he would need to run by our insurance that they would have a consecution stand and we will need to know their schedule for consecution. We need a letter from the Softball League, they usually send us a letter requesting to use the fields and a schedule. We will need to provide insurance with the schedule. Councilman Carbone stated they will need a health permit if they plan on cooking, we will probably need to present that to the insurance as well. Attorney Bray stated they may not need one if they are only selling prepackaged food but I will look into it. Highway Superintendent Ward stated will the concrete pad they are requesting only be for the dugouts or do they want that under the shed too? Deputy Supervisor Stalteri stated I believe it is just for the dug outs and not for the shed. We can do crusher rock for the shed. Supervisor Frank asked when do they start? Deputy Supervisor Stalteri stated they already started practices, usually they go from April to July. I will get the letter from them. They also asked to have both fields nail dragged and to get the field cleaned up to get the green up. There was also talks of putting the fence back up but I told them it was hard to move around. Highway Superintendent Ward stated if they weed eat it would be no problem. Councilwoman DeCarlo stated we have the Wellness Fair July 11. Deputy Supervisor Stalteri stated they will need to modify their schedule for Town Park Events.

Motion by Deputy Supervisor Stalteri, seconded by Councilman Carbone to move the shed and allocate it for the Herkimer Girls Softball League.

CARRIED AYES ALL

- E. A letter dated April 10, 2026 from Richard F. Laberge, P.E. President of Laberge Group regarding CFA Grant Applications
- F. A certificate of liability insurance and certificate of workers' compensation insurance both dated April 14, 2026 for Vincent G. Fumarola
- G. NBRC Grants Letters of Support for the East Herkimer Sewer District
 - a. Mohawk Valley Regional Economic dated April 13, 2026
 - b. Mohawk Valley Economic Development District Inc. dated April 2, 2026
 - c. Mohawk Valley Edge dated April 16, 2026
 - d. ELG Utica Alloys dated April 10, 2026
 - e. Bassett Healthcare Network, Valley Health Services dated April 13, 2026
 - f. Herkimer Boces dated April 8, 2026
 - g. Herkimer County IDA dated April 6, 2026
 - h. Herkimer County Legislature dated April 8, 2026
 - i. New York State Senate dated April 15, 2026
 - j. New York State Assessmlyman Robert Smullen Dated April 10, 2026

Supervisor Frank stated letter G is support letters for the Northern Borders Grant for the East Herkimer Sewer District.

07) Routing.

Motion by Councilman Carbone, seconded by Deputy Supervisor Stalteri to accept and place on file the Magazine for Alumni and Friends of Herkimer County Community College 2026

CARRIED AYES ALL

Motion by Councilman Carbone, seconded by Deputy Supervisor Stalteri to accept and place on file the NY Associations of Towns 2026 Legislative Agenda.

CARRIED AYES ALL

08) Resolutions.

Attorney Bray stated we have one resolution tonight. Resolution No. 10 of 2026 this resolution is to appoint a full time court clerk with a start date of no later than May 11, 2026 at \$20.00 an hour and a background check will need to be done. Joy Stevens was selected as the full time Court Clerk.

Motion by Councilwoman DeCarlo, seconded by Councilman Carbone to accept, place on file and approve Resolution No. 10 of 2026 to appoint Joy Stevens to the position of Court Clerk for the Town of Herkimer Justice Court.

CARRIED AYES ALL

09) Old Business.

Water Districts: Highway Superintendent Ward stated regarding the extending the waterline for DNA Hoops, there is no extension from the bus garage. We will have to get more parts then we can move forward.

McKenna Road Enhancement Project: Supervisor Frank stated RCAP feels we received sufficient amount of income surveys back to determine that we are not eligible for the grant. We are still a couple million short, we are working with our consultants on more funding, EFC is still in conversation.

West Herkimer Water: Supervisor Frank stated MV Edge and MV Economics are running it. I made it known that we need water in West Herkimer.

East Herkimer Sewer District: Supervisor Frank stated we submitted an application to Northern Borders, you will see the application in reports. It is a 5.3-million-dollar project, we have 4.2 million in funding right now and we are applying for a million through Northern Borders. Getting the grant would help us out. We have not heard back yet from the Environmental Protection Agency; I will contact Stefanik's office again.

East German Street Extension Emergency Road Repair Project: Supervisor Frank stated our consultant sent out for FEMA, we are waiting to hear back still.

Codes: Codes Enforcer Collis asked have you stated the Local Law for Building Codes? Attorney Bray stated I have not started it yet but I will. Codes Enforcer Collis stated the new owner of the former Glen Ridge Motel sent me a fee for the Hotel/Motel License, I have not cashed the check. We need to have blueprints or plans sent to us before we can go ahead with the license, I have spoken with him and he knows this. We gave HCCC a temporary certificate of occupancy a couple weeks ago, they want to make it permanent. They have met safety regulations but they said their decommissioning plan is in their bond. Do you know if it is in the bond? Supervisor Frank stated I will have to look into it. Deputy Supervisor Stalteri stated they need to do their landscaping first. Codes Enforcer Collis stated I know they started it. Deputy Supervisor Stalteri stated we need to see that it is done before we can issue them a permanent certificate of occupancy. Supervisor Frank stated we will need to have a decommissioning agreement as well. Did they change their name from the original application? Attorney Bray stated we will need to know if they changed their name, the certificate has to be the same name as the application. Codes Enforcer Collis stated I will look into it.

Landbank: Deputy Supervisor Stalteri stated nothing new to report.

Subdivision Local Law: Tabled.

160 Pine Grove Road: Supervisor Frank stated I got a hold of Matt and he said he was going to send something but we never received it, I will call again. Deputy Supervisor Stalteri stated I have to call the fire company and have maintenance call about the alarms. Supervisor Frank stated we have a scheduled walk through on May 4 for the community center and the parking lot, we have to do a site plan and environmental review. We have been working with the consultants to get on the National historical registry. Dan and I will do a walk through before May 4 as well. Deputy Supervisor Stalteri stated we have eleven security cameras and only two are working now. We need to contact Brian. Supervisor Frank stated ill need an email to Brian. Highway Superintendent Ward stated you may need to reset the cameras.

Town Park: Town Park Supervisor Nasypany stated the nets are up, Kenny said the water will be on this week. The planning for the Wellness Fair is going good, we are almost done. We are working on community days. Supervisor Frank stated is there a cleanup day? Town Park Supervisor

Nasypany stated he college hasn't answered back. Public Relations Consultant Costello stated there is Earth Day and clean up. The Herkimer Mom Walk Collective Group scheduled a meeting on April 22, on Earth Day. We are trying to work with the college. Deputy Supervisor Stalteri stated I will reach out to the college. We need to set a date. Town Park Supervisor Nasypany stated I would prefer it to be on a Saturday. Councilman Carbone stated we will need to make sure we do not schedule it on a day we have an event already planned at the Town Park or when a resident or organization is using the park. Public Relations Consultant Costello stated I have been working with Town Park Supervisor Nasypany and Councilwoman DeCarlo on Town Park Events. We have a Wellness Event coming up in July, we are working community partners, resources in the area, we will be promoting the fitness court/fitness pad and we are partnering with MVP on this event. We have local vendors attending and we will be holding a first responder and kids kickball game. We did the kickball game last year and it was a great way for the kids to interact with their local first responders. We will be hosting a Community Day in August which will include a car show, touch a truck, kids' activities, etc. Flyers will be going up soon for that event as well. I run both the Town Park Facebook Page and the Town of Herkimer Facebook page, which is a great way to get social media engagements for residents, we are treating both pages like an electronic billboard. Currently the Town Park Page has 545 followers and 7,300 views in 30 days. The Town of Herkimer Page which is pretty new has 194 followers and 8,000 views, there was a lot of views and engagement on the Trash Day posting. Dominic and I were on a zoom call with the National Fitness Center regarding the Fitness Court and the data collected through the Fitness Court App was a bench mark of 7,260 and the Town of Herkimer was recorded at 9,500. People are using the Fitness Court and may also be using it without checking in on the app. We are looking to get more people and organizations using it, such as fitness classes, dance classes, workouts, etc. We will also be promoting the community center. Supervisor Frank stated we are meeting with the community foundation on Wednesday.

Updating Zoning Ordinance: Tabled.

Signs entering Town: Tabled.

Friends of Town of Herkimer/Not for Profit: Tabled.

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

Arthur Street: Supervisor Frank stated there is nothing from the appraiser, Attorney Bray stated he will reach out again.

Village Court: Supervisor Frank stated we are in the process of hiring a Deputy Court Clerk, we need to get a list from the judges on what they will need. Deputy Supervisor Stalteri stated we need to look into contractors for the renovation in the court and we will have Brian set up all the IT Equipment. Supervisor Frank stated if you know any contractors that would be interested in a small contracting job, please have them reach out to Deputy Supervisor Stalteri.

Osborne Hill Road Culvert + Shells Bush Road Bridge: Attorney Bray stated Jim did not circle back yet, we did have a meeting a while back but I will reach out to him again.

10) New Business.

Supervisor Frank stated the HCCC Foundation is looking for support for the Fourth of July Fireworks at the college They are asking for a support of 500 dollars.

Motion by Deputy Supervisor Stalteri, seconded by Councilwoman DeCarlo to accept, place on file and approve the support of 500 dollars to the HCCC Foundation for the Fourth of July Fireworks at the Herkimer County Community College.

CARRIED AYES ALL

Clerk Moore stated NYS passed a law requiring Town Clerk's to add a donation section for their local animal shelter to all dog license applications and dog licenses renewals. A check will be written annually at the end of each year to the Herkimer County Humane Society for the donations collected throughout the year. Williamson Law will update their software to accommodate for this for all Town Clerk's.

Motion by Deputy Supervisor Stalteri, seconded by Councilwoman DeCarlo to accept and place on file the Legislation Update to Dog Licensing - Local Animal Shelter.

CARRIED AYES ALL

Reports.

Motion by Deputy Supervisor Stalteri, seconded by Councilman Carbone to accept and place on file the 2026 NBRC Application for funding East Herkimer Sewer District Project.

CARRIED AYES ALL

Motion by Deputy Supervisor Stalteri, seconded by Councilman Carbone to accept and place on file the CHIPS History.

CARRIED AYES ALL

Motion by Deputy Supervisor Stalteri, seconded by Councilman Carbone to accept, and place on file CHIPS Approval to purchase Sweeper.

CARRIED AYES ALL

Motion by Deputy Supervisor Stalteri, seconded by Councilman Carbone to accept and place on file the affirm that all Highway Department Vehicles have working battery disconnect switches.

CARRIED AYES ALL

Motion by Councilman Carbone, seconded Deputy Supervisor Stalteri to accept and place on file Executed Contract with FCM Engineering for Pine Grove Road and Main Road Intersection.

CARRIED AYES ALL

Motion by Deputy Supervisor Stalteri, seconded by Councilwoman DeCarlo to accept and place on the Executed Contract with Hartgen Archeological Associates Inc. for the National Registry of Historic Places for 160 Pine Grove Road.

CARRIED AYES ALL

Motion by Councilman Carbone, seconded by Deputy Supervisor Stalteri to accept and place on file the March 2026 Town Justice Monthly Reports from Justice Manne and Justice Petucci.

CARRIED AYES ALL

Motion by Councilman Carbone, seconded by Deputy Supervisor Stalteri to accept and place on file the Emergency Order dated 4/11 and 4/16 for East German Street Extension.

CARRIED AYES ALL

Motion by Councilman Carbone, seconded by Deputy Supervisor Stalteri to accept and place on file the Renewal State of Emergency Declaration dated 4/16/2026 for East German Street Ext.

CARRIED AYES ALL

Motion by Deputy Supervisor Stalteri, seconded by Councilwoman DeCarlo to accept and place on file the Emergency Order dated 4/7, 4/12 and 4/17 for Oberle Road.

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 4/17/2026 for Oberle Road.

CARRIED AYES ALL

Motion by Councilman Carbone, seconded by Deputy Supervisor Stalteri to accept and place on file the Revenue and Expense Report dated April 19, 2026.

CARRIED AYES ALL

Motion by Deputy Supervisor Stalteri, seconded by Councilwoman DeCarlo to accept and place on file the Trial Balance Report dated April 19, 2026.

CARRIED AYES ALL

11) Audit and Purchase Orders

Clerk Moore stated the Main Office Copier lease is up May 14. I have two quotes and reached but reached out to three companies. I met with Usherwood Technology but they never sent there quote in. The two quotes I received were from BME and Ed and Ed Technology. I recommend the copier lease with Ed and Ed Technology, we have used them for years and have not had any issues. They are a good company. They service both the stamp machine and the copier when they come in, which we currently have a lease with them for our stamp machine, they always come the same day we call for maintenance. Their quote is cheaper as well.

Motion by Councilman Carbone, seconded by Councilwoman DeCarlo to enter into a lease with Ed and Ed Business Technology for the Main Office Copier. Deputy Supervisor Stalteri recused himself.

CARRIED AYES ALL

Motion by Deputy Supervisor Stalteri, seconded by Councilwoman DeCarlo to accept, place on file and approve the Audit dated April 20, 2026.

CARRIED AYES ALL

Highway Superintendent Ward stated the Union Contract with Teamsters is up this year. The Highway employees are interested in getting a single coverage health plan added as of right now we just have a family health plan. Supervisor Frank stated have them put that in their stipulations. Highway Superintendent Ward stated I will let the guys know. Attorney Bray stated I will reach out to Deputy Attorney Macri about setting up a time this year to do the contract.

12) Adjourn.

Motion by Councilwoman DeCarlo, 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, May 4, 2026 at 6:00PM.

CARRIED AYES ALL

Krystal Moore, Herkimer Town Clerk