

01) Supervisor Frank called to order the **Organizational Meeting** of the Town Board of Herkimer held on Monday, January 5, 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
Codes Enforcer-----Ken Collis
Deputy Attorney-----Joseph Macri
Dog Control Officer-----Erica Dunton

03) **Pledge of Allegiance to the Flag.**
Councilman Carbone led us in the Pledge of Allegiance to the Flag.

04) **Reading of the Minutes.**
Motion by Councilman Stalteri, seconded by Councilwoman DeCarlo, to accept and place on file the minutes of the previous special meeting held on December 29, 2025 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. No one in the public coming forward to speak. Supervisor Frank stated we have a student present tonight. Students Present: Shane Maxi, Russell Staff, John Flipzuck, Kathryn Pierce, Evan Gross, Preston Harvey, Jacob Mergenthaler, Brayton Fogg, Megan Riley.

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

CARRIED AYES ALL

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

- A. A letter dated December 29, 2025 from Supervisor Frank requesting an extension for the Town of Herkimer’s 2025 Annual Financial Report.
Supervisor Frank stated letter A is a letter to request an extension on the Annual Financial Report
- B. A letter dated December 29, 2025 from Nicholas Reid to Highway Superintendent Ward regarding his resignation from the Town of Herkimer Highway Department.
- C. A letter dated January 2, 2026 from Supervisor Frank to Linda A. Lubrey, P.E. Regional Director, regarding truck traffic concerns on local roads.
Supervisor Frank stated letter C is a letter to DOT regarding truck traffic on local roads.
- D. A letter dated January 3, 2026 from Fred C. Mastroianni, P.E. to Supervisor Frank regarding the feasibility study of Main Road and Pine Grove Road
- E. A letter dated January 5, 2026 from Supervisor Frank to Donald Weaver regarding his medical leave from the Highway Department

- F. A letter dated January 5, 2026 from Supervisor Frank to Brian Riesel regarding his seasonal employment with the Highway Department
- G. A letter dated January 6, 2026 from Supervisor Frank to Nicholas Reid regarding his resignation from the Highway Department

CARRIED AYES ALL

07) Routing.

Motion by Councilman Kast, seconded by Councilman Stalteri to accept and place on file the Herkimer County Soil and Water Conservation District Newsletter.

CARRIED AYES ALL

Motion by Councilman Kast, seconded by Councilman Stalteri to allow Supervisor Frank to sign and agree with the Thruway being the lead agency.

CARRIED AYES ALL

08) Resolutions.

Motion by Councilman Kast, seconded by Councilman Carbone to approve Resolution No. 1 of 2026 - Banking Resolution Authorizing Supervisor Frank, Deputy Supervisor Stalteri, to handle banking responsibilities in 2026, upon signature filing, with M&T Bank, Adirondack Bank and NBT Bank.

CARRIED AYES ALL

Motion by Councilman Stalteri, seconded by Councilman Carbone to approve Resolution No. 2 of 2026- Town of Herkimer Official Undertaking of Municipal Officers.

CARRIED AYES ALL

Motion by Councilman Stalteri, seconded by Councilman Carbone to approve Resolution No. 3 of 2026- Town of Herkimer Code of Ethics/Conflict of Interest form.

CARRIED AYES ALL

Motion by Councilman Kast, seconded by Councilman Carbone to approve Resolution No. 4 of 2026- Town of Herkimer Civility Code.

CARRIED AYES ALL

Resolution No. 5 of 2025- Fixed Salary Resolution - Town of Herkimer salaries/salary schedule attached.

Supervisor Frank stated that Resolution No. 5 of 2025 will be tabled until next meeting on January 19, 2026.

Motion by Councilman Stalteri, seconded by Councilman Kast to approve Resolution No. 6 of 2026- Mileage Resolution -Setting mileage reimbursement per IRS reimbursement standard.

CARRIED AYES ALL

Motion by Councilman Kast, seconded by Councilwoman DeCarlo to approve Resolution No. 7 of 2026- Meeting Resolution -Setting Town Board meeting schedule.

CARRIED AYES ALL

09) Old Business.

Water Districts: Highway Superintendent Ward stated it had been pretty quiet, there is nothing new to report.

McKenna Road Enhancement Project: Supervisor Frank stated he is working with EFC regarding funding, EFC wants to know what the cost increase will be for the project. He stated he will need to speak with Attorney Bray.

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

East Herkimer Sewer District: Supervisor Frank stated he received an email from Stefanik's office stating Congress will be voting on it this Thursday. We also put the project in front of the county for an infrastructure grant, they meet on Thursday. The grant would be for 500,000 or a million, we are a pro housing community.

East German Street Extension Emergency Road Repair Project: Supervisor Frank stated there is no update on the grant.

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

Landbank: Councilman Stalteri stated they are almost completely sided.

Subdivision Local Law: Tabled.

160 Pine Grove Road: Supervisor Frank stated Dasnee reached out for the grant and I sent her the information that she wanted.

Updating Zoning Ordinance: Tabled.

Signs entering Town: Tabled.

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

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

Pullmans Flats Water Valve Repair: Supervisor Frank stated that he has not heard anything new.

Ampion Community Solar Agreement: Tabled.

Annual Policies to review: Supervisor Frank stated that the policies will be reviewed by the Town Board and is tabled until the second meeting in February.

10) New Business.

Supervisor Frank stated Billy Ray had surgery and will be unable to do his duties for quite some time or if at all. What would we like to do regarding maintenance? Councilman Kast asked is there anyone in the community that would be interested? Councilman Stalteri stated he can look into who we use at Hummel's. Can the Highway Department help out with the walkway to the entrance? Highway Superintendent Ward stated yes we can help out as much as we can, it may be hard to get down here if we are out plowing. Councilman Kast stated I will look into who we use as well and I can help shovel in the meantime. Councilman Stalteri stated I can help with the trash and shoveling. Councilman Carbone stated he can help with shoveling as well.

Appointments for 2025

Motion by Councilman Stalteri, seconded by Councilman Kast, upon the recommendation of the Herkimer Town Board, that Dominic Frank be appointed as the Water Superintendent for the Town of Herkimer for a two-year term 1/1/2026 to 12/31/2027.

CARRIED AYES ALL

Motion by Councilman Kast, seconded by Councilman Stalteri, upon the recommendation of the Herkimer Town Board, that Jodi Rivers be re-appointed as the Water Clerk for the Town of Herkimer for a two-year term, 1/1/2026 to 12/31/2027.

CARRIED AYES ALL

Motion by Councilman Stalteri, seconded by Councilman Carbone, upon the recommendation of the Herkimer Water Clerk, Jodi Rivers, that Debra Wright be re-appointed as the Deputy Town Water Clerk for the Town of Herkimer for a one-year term, 1/1/2026 to 12/31/2026.

CARRIED AYES ALL

Motion by Councilman Stalteri, seconded by Councilman Carbone, upon the recommendation of Receiver of Taxes, Jodi Rivers, that Debra Wright be re-appointed as the Town of Herkimer Deputy Receiver of Taxes for a one-year term, 1/1/2026 to 12/31/2026.

CARRIED AYES ALL

Motion by Councilwoman DeCarlo, seconded by Councilman Carbone upon the recommendation from Town Clerk, Krystal Moore, that Danielle Beach be appointed as the Town of Herkimer Deputy Town Clerk for a one-year term, 1/1/2026 to 12/31/2026.

CARRIED AYES ALL

Motion by Councilman Stalteri, seconded by Councilman Kast upon recommendation of the Herkimer Town Board, that Krystal Moore be re-appointed as the Town of Herkimer Registrar of Vital Statistics for a one-year term, 1/1/2026 to 12/31/2026. Councilman Carbone recused himself from the vote.

CARRIED AYES ALL

Motion by Councilman Kast, Councilman Stalteri upon recommendation of the Registrar of Vital Statistics, Krystal Moore, that Danielle Beach be appointed as the Town of Herkimer Deputy Registrar of Vital Statistics for a one-year term, 1/1/2026 to 12/31/2026.

CARRIED AYES ALL

Motion by Councilman Stalteri, seconded by Councilman Kast upon recommendation from the Herkimer Town Board, that Krystal Moore be re-appointed as the Town of Herkimer Records Management Officer for a one-year term 1/1/2026 to 12/31/2026. Councilman Carbone recused himself from the vote.

CARRIED AYES ALL

Motion by Councilman Stalteri, seconded by Councilwoman DeCarlo upon recommendation from the Herkimer Town Board, that Kathi Nasypany be re-appointed as the Town of Herkimer Town Park Supervisor for a one-year term 1/1/2026 to 12/31/2026.

CARRIED AYES ALL

Motion by Councilman Kast, Councilman Carbone upon recommendation from the Herkimer Town Board, that Joseph Macri be appointed as the Town of Herkimer Deputy Town Attorney for a one-year term 1/1/2026 to 12/31/2026.

CARRIED AYES ALL

Motion by Councilman Stalteri, seconded Councilwoman DeCarlo upon recommendation from Supervisor Frank, that Nicole Carbone be re-appointed as the Town of Herkimer Bookkeeper for a one-year term 1/1/2026 to 12/31/2026. Councilman Carbone recused himself from the vote.

CARRIED AYES ALL

Motion by Councilman Stalteri, seconded Councilman Carbone upon recommendation from Supervisor Frank, that Marcia Baylor to be re-appointed as the Town of Herkimer Budget Officer for a one-year term 1/1/2026 to 12/31/2026.

CARRIED AYES ALL

Motion by Councilman Kast, Councilman Carbone upon recommendation from the Herkimer Town Board that Ken Collis be re-appointed as the Town of Herkimer Codes Enforcer for a two-year term 1/1/2026 to 12/31/2027.

CARRIED AYES ALL

Motion by Councilman Stalteri, seconded by Councilman Kast upon recommendation of the Herkimer Town Board that Jim Greiner be re-appointed as the Town Historian for a two-year term 1/1/2026 to 12/31/2027.

CARRIED AYES ALL

Motion by Councilman Stalteri, seconded by Councilman Carbone upon recommendation from the Herkimer Town Board, that Erica Dutton be re-appointed as the Town and Village Dog Control Officer for a one-year term 1/1/2026 to 12/31/2026.

CARRIED AYES ALL

Motion by Councilman Carbone, seconded by Councilman Stalteri upon recommendation of the Herkimer Town Board that Robert DeCarlo be re-appointed as the Town of Herkimer Health Officer for a two-year term 1/1/2026 to 12/31/2027. Councilwoman DeCarlo recused herself from the vote.

CARRIED AYES ALL

Motion by Councilman Carbone, seconded by Councilwoman DeCarlo upon recommendation of the Herkimer Town Board that Robert Shaver be re-appointed as a Town of Herkimer Planning Board Member for a five-year term 1/1/2026 to 12/31/2030.

CARRIED AYES ALL

Motion by Councilman Stalteri, seconded by Councilman Kast upon recommendation of the Herkimer Town Board that David McManus be re-appointed as the Town Historian for a five-year term 1/1/2026 to 12/31/2030.

CARRIED AYES ALL

Motion by Councilman Carbone, seconded by Councilman Kast upon recommendation of the Herkimer Town Board that Krystam Moore be re-appointed as the Fair Housing Officer for a one-year term 1/1/2026 to 12/31/2026. Councilman Carbone recused himself from the vote.

CARRIED AYES ALL

Motion by Councilman Carbone, seconded by Councilman Kast upon recommendation of the Herkimer Town Board that Robert Mihevic be re-appointed as the Town of Assessment Review Board Member for a five-year term 1/1/2026 to 12/31/2030.

CARRIED AYES ALL

Motion by Councilman Stalteri, seconded by Councilman Kast upon recommendation of the Herkimer Town Board that Brian Keeler be re-appointed as the Town of Herkimer Town Computer Technician for a one-year term 1/1/2026 to 12/31/2026.

CARRIED AYES ALL

Motion by Councilman Kast, seconded by Councilwoman DeCarlo to make Daily Rome Sentinel the Official Town Newspaper for the year of 2026.

CARRIED AYES ALL

10) Reports.

Motion by Councilwoman Stalteri, seconded by Councilman Carbone to accept and place on file the First Quarter Progress Report for Piper Road.

CARRIED AYES ALL

Motion by Councilman Stalteri, seconded by Councilman Carbone to accept and place on file October 2025 and November 2025 Dog Control Reports from DCO Dutton.

CARRIED AYES ALL

Motion by Councilman Carbone, seconded by Councilman Stalteri to accept and place on file the Emergency Order dated January 1, 2026 for East German Street Extension.

CARRIED AYES ALL

Motion by Councilman Stalteri, seconded by Councilman Carbone to accept and place on file the Emergency Order dated January 2, 2026 for Oberle Road.

CARRIED AYES ALL

Motion by Councilman Carbone, seconded by Councilman Stalteri to accept and place on file the December 2025 Town Clerk's Monthly Report from Clerk Moore.

CARRIED AYES ALL

Motion by Councilman Carbone, seconded by Councilman Stalteri to accept and place on file the Revenue and Expense Report dated January 5, 2026.

CARRIED AYES ALL

Motion by Councilman Carbone, seconded by Councilman Stalteri to accept and place on file the Trial Balance Report dated January 5, 2026.

CARRIED AYES ALL

11) Purchase Orders and Audit.

Motion by Councilman Carbone, seconded by Councilman DeCarlo to approve the AOT Conference and Training for Justice Manne.

CARRIED AYES ALL

Motion by Councilwoman Kast, seconded by Councilwoman DeCarlo to accept, place on file and approve the 2025 Audit dated January 5, 2026.

CARRIED AYES ALL

Motion by Kast, seconded by Councilman Carbone to accept, place on file and approve the 2026 Audit dated January 5, 2026.

CARRIED AYES ALL

12) Adjourn.

Motion by Councilman Carbone, seconded by Councilman Kast, that the Regular Meeting of the Herkimer Town Board be adjourned until the next Regular Meeting to be held on Monday, January 19, 2026 at 6:00PM.

CARRIED AYES ALL

Krystal Moore, Herkimer Town Clerk