

**A SPECIAL TOWN BOARD MEETING WAS HELD ON WEDNESDAY, MAY 30, 2018 AT 6:00 P.M. IN THE TOWN HALL, 201 THIRD AVE., FRANKFORT, NEW YORK.**

Present: Glenn D. Asnoe, Supervisor  
Michael Testa, Councilman  
John Wallace, Councilman  
Ronald A. Testa, Highway Superintendent  
Steve Long, Police OIC  
John Piseck, Jr., Executive Director, Herkimer County IDA

Absent: Darlene Abbatecola, Councilwoman  
Joseph D. Tamburro, Councilman

Supervisor Asnoe opened the meeting with the Pledge of Allegiance.

**PUBLIC COMMENTS** No Public

**JOHN PISECK, JR. EXECUTIVE DIRECTOR, HERKIMER COUNTY IDA**

Mr. Piseck informed the Town Board that the Herkimer County IDA approved a purchase order from a company called Higby Gold for the remaining 2 parcels in the 5s South Business Park. The company is looking to put in a retail truck stop facility, consisting of a food gas and truck wash. The IDA is going to create a document saying Frankfort is a distressed area in order to give them a PILOT. The IDA will give the Town the documentation when completed.

**NO. 140 JBF STAINLESS, LLC — APPROVE PROJECT & SITE PLANS**

**MOTION** made by Supervisor Asnoe that the town board resolve to approve Resolution No. 140/2018, a resolution to approve the site plans and elevation plans of JBF Stainless, LLC to construct a steel tank manufacturing facility at 5s South Business Park, attached and read. Second by Councilman Testa. Upon roll call; all in favor Vote was 3-0 **APPROVED**

**NO. 141 JBF STAINLESS, LLC — APPROVE SEORA 2018**

**MOTION** made by Supervisor Asnoe that the town board resolves to approve Resolution No. 141/2018, a resolution to approve the regulations implementing SEQRA, the town board determined that the action proposed in the application will not have a significant effect upon the environment and may be processed by other applicable governmental agencies, attached and read. Second by Councilman Wallace. Upon roll call; All in favor. Vote was 3-0 **APPROVED**

**NO. 142 APPROVE TRACTOR SUPPLY REVISED WATER LINE EASEMENT**

**MOTION** made by Councilman Wallace to accept the revised water line easement agreement from Tractor Supply Company, attached and read. Second by Councilman Testa. Upon roll call; All in favor. Vote was 3-0. **APPROVED**

**NO. 143 APPROVE MEETING MINUTES**

**MOTION** made by Councilman Wallace that the town board resolves to approve the meeting minutes of May 9, 2018. Second by Councilman Testa. Upon roll call; All in favor. Vote was 3-0 **APPROVED**

**COMMITTEE REPORTS / DEPARTMENT REPORTS**

**POSTAGE METER:** Supervisor Asnoe informed the board that the Town Clerk received an email from Ed & Ed Business Technologies, and the current lease for the postage meter expires on June 6, 2018. The town has had the refurbished postage meter for 10 years and if it breakdown, parts are no longer available. It was recommended to buy another refurbished postage meter for \$177.48/quarterly as opposed to the \$157.68 that the town is paying now. The other option was a meter to handle larger packages for the price of \$208.92 quarterly.

**NO. 144 APPROVE LEASE—TOWN POSTAGE METER**

**MOTION** made by Supervisor Asnoe the town board resolves to approve the leasing of a refurbished postage meter at the cost of \$177.48 quarterly. Second by Councilman Testa. Upon roll call; All in favor. Vote was 3-0 **APPROVED**

**CODES BOOK UPDATE:** Supervisor Asnoe informed the town board that the Town Clerk received a proposal from General Codes for an update in the codes book for Local Law #1 2018, the cost is between \$290.00 And \$320.00 which includes shipping and handling. Supervisor Asnoe would like to look into having it done electronically or if the updates could be processed at the end of the year with any other local law that were passed. **TABLED**

**CODES VIOLATION:** Supervisor Asnoe informed the board he received a letter about a codes violation that he turned over to the Codes Officer to investigate and get back to him with a recommendation. He is still waiting to hear from her.

**RESTRICTED HIGHWAY—HIGBY ROAD:** Supervisor Asnoe reported that he received a letter from Herkimer Co. Highway Dept. for a declaration of restricted highway on Higby Road for the project in front of the 5s South Business Park.

**NO. 145 APPROVE BIDS—SR. CITIZEN'S DINNER**

**MOTION** made by Councilman Wallace the town board resolves to accept Big Willy's Pizzeria as the lowest bidder for the Senior Citizen's Dinner at the cost of \$8.50 per person. (Bids were opened on May 23, 2018) Second by Supervisor Asnoe. Upon roll call; All in favor. Vote was 3-0 **APPROVED**

**NO. 146 HIGHWAY DEPARTMENT TERMINATION—STEVEN MURPHY**

**MOTION** made by Supervisor Asnoe that the town board resolves to recognize the termination of Steven Murphy, Highway employee, effective May 21, 2018; and continue medical insurance through June 2018 at the Town's expense and offer Cobra July 1, 2018. Second by Councilman Testa. Upon roll call; All in favor. Vote was 3-0 **APPROVED**

**NO. 147 HIGHWAY DEPARTMENT—RESIGNATION—JOSLYN ARENA**

**MOTION** made by Councilman Wallace that the town board recognizes the resignation of Joslyn Arena effective June 4, 2018; and continue medical insurance through July 2018 at the Town's expense and offer Cobra August 1, 2018, and the town thanks her for her 18 years of service. Second by Councilman Testa. Upon roll call; All in favor. Vote was 3-0 **APPROVED**

**Life Time Benefit Insurance**

**TABLED**

**NO. 148 2018 SUMMER RECREATION—APPROVE ATTENDANTS**

**MOTION** made by Supervisor Asnoe that the town board resolves to approve to hire 15 attendants for the 2018 Summer Recreation Program (2 Sr. Attendants; 13 Attendants). Second by Councilman Wallace. Upon roll call; All in favor. Vote was 3-0. **APPROVED**

**NO. 149 OLD TOWN HALL ROOF—APPROVE PROPOSAL**

**MOTION** made by Supervisor Asnoe that the town board resolves to accept the bid proposal from Michael Donatello General Contractor to do repairs on the Old Town Hall at 140 S. Litchfield St. in the amount of \$2,750.00. Second by Councilman Wallace. Upon roll call; All in favor. Vote was 3-0 **APPROVED**

**NEW TOWN HALL—PHONE ALARM**

Supervisor Asnoe informed the town board he had Syracuse Time & Alarm Company and Verizon come in to fix the problem with phone alarm, but there are still issues with the alarm going off and calling him 2:00 in the morning. He is trying to get both parties in at the same time to get the issue resolved. **TABLED**

**NO. 150 TOWN HALL LANDSCAPING BID PROPOSAL**

**MOTION** made by Supervisor Asnoe that the town board resolves to approve the proposal for the town hall landscaping from Jay Landscaping, with cost not to exceed \$2,995.00. (Proposal was approved prior to meeting via email.) Second by Councilman Wallace. Upon roll call; All in favor. Vote was 3-0 **APPROVED**

**NO. 151 NY STATE COMPTROLLER — DRAFT RESPONSE LETTER**

**MOTION** made by Councilman Wallace that the town board resolves to approve Supervisor Asnoe to send back the response letter to the NYS Comptroller on the Draft Audit Report. Second by Councilman Test. Upon roll call; All in favor. Vote was 3-0 **APPROVED**

**FINANCIAL REPORT**

Supervisor Asnoe informed the town board that the Budget officer has been importing the data from the town's files into the new budget program and things are moving along.

**NO. 152 POLICE DEPARTMENT— APPROVE PART-TIME OFFICER**

**MOTION** made by Supervisor Asnoe that the town board resolves, per the recommendation from OIC long, to appoint Matthew Mills as a part-time competitive officer at \$19.32 hourly wage, no benefits, start date of June 3, 2018. Second by Councilman Testa. Upon roll call; All in favor. Vote was 3-0 **APPROVED**

**NO. 153 WEST FRANKFORT WATER - CENTER AND ZOLAD ROADS  
LEAD AGENCY STATUS AND ISSUING NEGATIVE DECLARATION**

**MOTION** made by Councilman Wallace that the town board resolves to act as lead agent and issue the negative declaration for the proposed West Frankfort Water district, Center and Zolad Roads (attached and read). The Town Supervisor is authorized to sign and execute any and all documents. Second by Councilman Testa. Upon roll call; All in favor. Vote was 3-0 **APPROVED**

**NO. 154 ESTABLISHMENT OF CENTER AND ZOLAD ROADS WATER DISTRICT**

**MOTION** made by Councilman Wallace that the town board resolves to approve the formation of West Frankfort Water District, Center and Zolad Roads also known as the Lower District, attached and read. Second by Councilman Testa. Upon roll Call; All in favor. Vote was 3-0 **APPROVED**

**NO. 155 BOND RESOLUTION- WEST FRANKFORT WATER- CENTER AND ZOLAD ROADS**

**MOTION** made by Councilman Wallace that the town board resolves to adopt the Bond Resolution dated May 30, 2018, authorizing the capital improvement project of Center and Zolad Roads West Frankfort Water District, attached and read. Also to authorize the Town Supervisor and the Town Clerk to sign and execute any and all documents. Second by Supervisor Asnoe. Upon roll call; All in favor. Vote was 3-0 **APPROVED**

**MOTION** made by Supervisor Asnoe to adjourn. Second by Councilman Testa. Upon roll call; All in favor. Meeting adjourned at 6:45 PM.

Respectfully submitted,  
Dorri DeRollo, Deputy Town Clerk

**NEXT MEETING: Wednesday, June 27 at 6:00 PM.**