

**A PUBLIC HEARING WAS HELD ON WEDNESDAY, FEBRUARY 14, 2018 AT 6:00 P.M. IN THE TOWN HALL, 201 THIRD AVE., FRANKFORT, NEW YORK, REGARDING THE PROPOSED ESTABLISHMENT OF THE TOWN OF FRANKFORT CENTER & ZOLAD ROADS WATER DISTRICT. THE REGULAR MEETING IMMEDIATELY FOLLOWED.**

Present: Glenn D. Asnoe, Supervisor  
Darlene Abbatecola, Councilwoman  
Joseph D. Tamburro, Councilman  
Michael Testa, Councilman  
John Wallace, Councilman  
Ronald A. Testa, Highway Superintendent  
Steve Long, Police OIC

Supervisor Asnoe opened the Public Hearing at 6:00 PM.

Public Comments. No public comments. No public present from the proposed West Frankfort project.

**MOTION** made by Supervisor Asnoe to close the Public Hearing. Second by Councilman Wallace. Upon roll call; All in favor. Public Hearing Closed at 6:02 PM.

Supervisor Asnoe opened the Regular Meeting at 6:02 PM with the Pledge of Allegiance.

**PUBLIC COMMENTS**

Mike Clements welcomed Supervisor Asnoe and wished him good luck. He commented that he thought it would be a good idea to acknowledge the service of Joe Kinney with a plaque or something else in the Town Hall, and also the past highway superintendent and other past members of the board.

He asked the board of plans for the old town hall. Supervisor Asnoe responded that it was on the agenda this evening.

**HIGBY ROAD IMPROVEMENTS**

Present: Mark Nagele, Herkimer Co. Highway Supt.  
James Lindholm, Herkimer Co. Deputy Highway Supt.  
Alex Kerr, Project Engineer, Barton & Loguidice  
Kristine Russell, resident (across the street from project)

Mr. Nagele introduced himself and the other members in attendance, and turned the matter over to Alex Kerr to explain the project. Each board member and the public were given hand-outs explaining the project, attached.

Mr. Kerr presented a poster board showing the project design. He explained that the proposed design is based on the study performed. Study showed that there would be 1,000 more vehicles per day (heavy tractor trailers), so the pavement would have to be strong enough to support the additional traffic. To address safety on Higby and Country Mile Road, there will be dedicated turn lanes that will be widened, and traffic signals installed to serve all 4 approaches (which includes Mrs.

Russell's driveway). East & west bound traffic will experience mostly green lights, and will coincide with the traffic lights on the ramps that will be installed by NYSDOT. There will be wider shoulders to compensate for tractor trailers. He explained that in 2014, NYSDOT did reconstruction to the off ramps, and the on ramps will be done this spring (east & west bound). They will also be installing the traffic signals on the ramps in the spring. They explained that Country Mile Road doesn't have enough pavement strength, so whoever owns the road will have to get permits if heavier than 80,000 pounds. 90% of the traffic to Tractor Supply will be coming from State Route 5S. Mr. Kerr also reported that the beginning of Country Mile Road will be widened by Tractor Supply. There will also be a cul-de-sac at the end of Country Mile Road that will be part of the County project along with Higby Road improvements. Schedule: Feb/March—Final Design, March/April—bids/award project, May—start project. Length of project—3 months.

Councilman Tamburro asked if there will be guard rails around the pond. Mr. Kerr explained that there is a berm that will act as a protection for the trucks.

Mrs. Russell asked about moving her mailbox. She was told to call the post office to find out the best location, and Mr. Kerr stated that the County would move it for her to its new location.

Mrs. Russell asked the board for assistance in a fence on her property for privacy as well as noise.

Public Comments Closed at 6:35 PM.

**NO. 46 APPROVE MEETING MINUTES**

**MOTION** made by Councilman Wallace that the town board resolves to approve the meeting minutes of January 17, 2018. Second by Councilwoman Abbatecola. Upon roll call; All in favor. Vote was 5-0

**APPROVED**

### **COMMITTEE / DEPARTMENT REPORTS**

- NO. 47** **MOTION** made by Councilwoman Abbatecola to approve the Codes Department Report. Second by Councilman Wallace. Upon roll call; All in favor. Vote was 5-0 **APPROVED**
- NO. 48** **MOTION** made by Councilwoman Abbatecola to approve the Town Clerk Report. Second by Councilman Wallace. Upon roll call; All in favor. Vote was 5-0 **APPROVED**
- NO. 49** **MOTION** made by Councilwoman Abbatecola to approve the Dog Control Officer Report. Second by Councilman Tamburro. Upon roll call; All in favor. Vote was 5-0 **APPROVED**
- NO. 50** **MOTION** made by Councilwoman Abbatecola to approve the Police Department Report. Second by Councilman Testa. Upon roll call; All in favor. Vote was 5-0 **APPROVED**

### **FUEL BIDS / ICE CONTROL MATERIAL (SAND) BIDS**

Hwy Supt. Testa reported that he found out that he could piggy back on the County bid for Unleaded and Diesel fuel, and will only have to request bids for Propane fuel. Ice Control Material (sand) will also have to go out for bid. Both propane and ICM current contracts end 4/30/2018, and he will provide the specs to the board. **TABLED**

### **HIGHWAY DEPARTMENT—EQUIPMENT**

Hwy Supt. Testa discussed equipment he needed for his department. Supervisor Asnoe asked him to submit a list to the Highway Committee.

### **NO. 51 HIGHWAY DUMPSTER—APPROVE WHEELLOCK DISPOSAL SERVICE**

**MOTION** made by Supervisor Asnoe that the town board resolves to discontinue the contract with Waste Management for the Highway Department (contract expires 3/1/2018), and start services with Wheelock Disposal Service at a monthly rate of \$85; \$40 for extra pickup, effective March 1, 2018. (Waste Mgmt will pick up the dumpster at the Hwy Garage on 2/28/2018). Second by Council members Tamburro & Wallace. Upon roll call; All in favor. Vote was 5-0 **APPROVED**

### **NO. 52 APPROVE PILOT AGREEMENT WITH HCIDA / HEIDELBERG**

**MOTION** made by Supervisor Asnoe that the town board resolves to approve the PILOT Agreement with Herkimer County IDA for Heidelberg and authorizes the supervisor to execute the agreement. Second by Councilman Testa. Upon roll call; All in favor. Vote was 5-0 **APPROVED**

### **NO. 53 DENY REQUEST FROM HCIDA (letter dated 11/9/2017)—BUILDING PERMIT FEES**

**MOTION** made by Councilman Wallace that the town board resolves to deny the request from Herkimer County IDA for any reimbursement of the building permit fees for Tractor Supply. Second by Councilwoman Abbatecola. Upon roll call; Council members Abbatecola, Tamburro, Testa and Wallace voted Aye. Supervisor Asnoe voted Nay. Vote was 4-1 **APPROVED**

### **NO. 54 DENY REQUEST FROM HCIDA (letter dated 12/1/2017)—CONSTRUCT CUL-DE-SAC**

**MOTION** made by Supervisor Asnoe that the town board resolves to deny the request from HCIDA to construct a cul-de-sac at the Frankfort 5S South Business Park. Second by Councilman Wallace. Upon roll call; Council Members Abbatecola, Tamburro, Wallace and Supervisor Asnoe voted Aye. Councilman Testa voted Nay. Vote was 4-1 **APPROVED**

### **NO. 54A RESOLUTION NO. 54 AMENDED AT THE MARCH 14, 2018 TOWN BOARD MEETING**

**MOTION** made by Supervisor Asnoe that the town board resolves to approve the request from the HCIDA that they can construct a cul-de-sac at the 5S South Business Park at no expense from the Town of Frankfort. Second by Councilman Wallace. Upon roll call; All in favor. Vote was 5-0 **APPROVED**

### **NO. 55 APPROVE NOT TAKING OWNERSHIP OF FACILITIES / INFRASTRUCTURE AT THE FRANKFORT 5s SOUTH BUSINESS PARK**

**MOTION** made by Supervisor Asnoe that the town board resolves to not take ownership of the facilities and infrastructure at the Frankfort 5S South Business Park. Second by Councilwoman Abbatecola. Upon roll call; All in favor. Vote was 5-0 **APPROVED**

### **NO. 56 FY2017 BUDGET—APPROVE TRANSFER OF FUNDS**

**MOTION** made by Supervisor Asnoe that the town board resolves to approve the Transfer of Funds for the 2017 Budget, per attached list submitted by Budget Officer dated February 9, 2018. Second by Councilman Wallace. Upon roll call; All in favor. Vote was 5-0 **APPROVED**

**NO. 57            FY2018 BUDGET—APPROVE TRANSFER OF FUNDS**

**MOTION** made by Supervisor Asnoe that the town board resolves to approve the Transfer of Funds for the 2018 Budget, per attached list submitted by Budget Officer dated February 9, 2018, for JCAP Grant. Second by Councilman Testa. Upon roll call; All in favor. Vote was 5-0

**APPROVED**

**NO. 58            APPROVE QUADSIMIA—EMAILS FOR BOARD MEMBERS**

**MOTION** made by Supervisor Asnoe that the town board resolves to approve Quadsimia to set up emails for town board members (instead of using personal emails), per proposal dated February 5, 2018. Second by Councilman Wallace. Upon roll call; All in favor. Vote was 5-0

**APPROVED**

**NO. 59            APPROVE QUADSIMIA WEBSITE UPGRADE PROPOSAL**

**MOTION** made by Supervisor Asnoe that the town board resolves to approve Quadsimia proposal dated February 5, 2018 to upgrade the Town website (for the Town to be more transparent, more user friendly and smart phone friendly) with cost not to exceed \$6,000. Second by Councilman Testa. Upon roll call; All in favor. Vote was 5-0

**APPROVED**

**TOWN RECORDS—RECONSTRUCTION / ORGANIZATION**

Supervisor Asnoe reported that he sent letters to Assemblyman Anthony Brindisi and Senator James Seward seeking financial assistance relative to reconstruction of town records, organization and retention. They both replied that there was no money available at this time, but would keep the Town in mind if some become available.

**NO. 60            APPROVE NEW TOWN LETTERHEAD (Entel Dataforms)**

**MOTION** made by Supervisor Asnoe that the town board resolves to order 1,000 new Town letterhead from Entel Dataforms with cost not to exceed \$120. Second by Councilman Testa. Upon roll call; All in favor. Vote was 5-0

**APPROVED**

**NO. 61            APPROVE NEW COPIER / SCANNER / FAX—TOWN CLERK**

**MOTION** made by Supervisor Asnoe that the town board resolves to approve the purchase of a new copier/scanner/fax including 2 trays for the Town Clerk from Citation Copier Service at the cost of \$1,150 plus \$70 for set up for a total cost of \$1,220. Second by Councilman Wallace. Upon roll call; All in favor. Vote was 5-0

**APPROVED**

**NO. 62            APPROVE NEW COPIER / SCANNER—ASSESSOR**

**MOTION** made by Councilman Wallace that the town board resolves to approve the purchase of a new copier/scanner single tray for the Assessor from Citation Copier Service at the cost of \$1,000 plus \$70 for set up for a total cost of \$1,070. Second by Supervisor Asnoe. Upon roll call; All in favor. Vote was 5-0

**APPROVED**

**NO. 63            APPROVE NEW COPIER / SCANNER—CODES OFFICER**

**MOTION** made by Supervisor Asnoe that the town board resolves to approve the purchase of a new copier/scanner single tray for the Codes Officer from Citation Copier Service at the cost of \$1,000 plus \$70 for set up for a total cost of \$1,070. Second by Councilwoman Abbatecola. Upon roll call; All in favor. Vote was 5-0

**APPROVED**

**NO. 64            APPROVE NEW COPIER / SCANNER—POLICE DEPARTMENT**

**MOTION** made by Supervisor Asnoe that the town board resolves to approve the purchase of a new copier/scanner single tray for the Police Department from Citation Copier Service at the cost of \$1,000 plus \$70 for set up for a total cost of \$1,070. Second by Councilman Wallace. Upon roll call; All in favor. Vote was 5-0

**APPROVED**

**WILLIAMSON LAW BOOK COMPANY PROPOSAL**

Supervisor Asnoe presented the board with a proposal from Williamson Law Book Company which includes software for Municipal Accounting and Budget Preparation, Highway Superintendent, Building & Codes and Building & Codes Mobile app for offsite accessibility. He explained that himself along with the town clerk, budget officer, accounting department, codes and highway met with representatives from Williamson as they presented each software package and showed how it worked. He further commented that the State Comptroller has stated not to go forward in 2018 using QuickBooks.

**NO. 65            APPROVE WILLIAMSON LAW BOOK COMPANY PROPOSAL**

**MOTION** made by Supervisor Asnoe that the town board resolves to approve Williamson Law Book Company's proposal dated February 6, 2018. Second by Councilman Wallace. Upon roll call; All in favor. Vote was 5-0

**APPROVED**

**TOWER LEASE AGREEMENT—HIGHWAY RADIOS**

Supervisor Asnoe reported that Hwy Supt. Testa was sent a Tower Lease Agreement with Adaptable Commercial Properties. The prior agreement was with JPI Electronic Communications for the tower on Dutch Hill Road which is for

the repeater for the Highway radios. JPJ sold to Adaptable Commercial Properties and is proposing a lease for the tower at the cost of \$125 per month. The agreement was forwarded to Town Attorney Karl Manne who has offered a few language changes within the agreement.

**NO. 66 APPROVE TOWN LEASE AGREEMENT—Adaptable Commercial Properties**

**MOTION** made by Supervisor Asnoe that the town board resolves to enter into a Lease Agreement with Adaptable Commercial Properties commencing January 1, 2018, at a monthly rate of \$125. Second by Councilman Testa.

Upon roll call; All in favor. Vote was 5-0

**APPROVED**

**NO. 67 DENY REQUEST FOR ZONE CHANGE—PAUL & CATHLEEN BULSINSKI**

**MOTION** made by Councilman Tamburro that the town board resolves to deny the request from Paul & Cathleen Bulinski for a Zone Change from R-10 to M1 on First Ave Ext. for a proposal to build a mini storage facility. Second by Councilman Wallace. Upon roll call; Council members Abbatecola, Tamburro and Wallace voted Aye. Councilman Testa and Supervisor Asnoe voted Nay. Vote was 3-2

**APPROVED**

**2018 SUMMER CONCERT SERIES**

**TABLED**

**NO. 68 APPROVE PROCUREMENT POLICY**

**MOTION** made by Supervisor Asnoe that the town board resolves to, per recommendation from the NYS Comptroller, to amend the Procurement Policy Guideline 1—all purchases from \$10,000 to \$20,000, and public works from \$20,000 to \$35,000, attached. Second by Councilman Wallace. Upon roll call; All in favor. Vote was 5-0

**APPROVED**

**TOWN INSURANCE RENEWAL—Work in Progress—Councilman Wallace**

**TABLED**

**ABSTRACT OF AUDITED VOUCHERS—ABSTRACT 1A & 2**

**NO. 69 MOTION** made by Supervisor Asnoe to approve General Abstract #1A—Claim No. 54-54A, Total \$2,124.00. Second by Councilman Wallace. Upon roll call; All in favor. Vote was 5-0

**APPROVED**

**NO. 70 MOTION** made by Supervisor Asnoe to approve General Abstract #2—Claim No. 55-96, Total \$71,765.62. Second by Councilman Wallace. Upon roll call; All in favor. Vote was 5-0

**APPROVED**

**NO. 71 MOTION** made by Supervisor Asnoe to approve TOV Abstract #2—Claim No. 14-26, Total \$10,285.32. Second by Councilman Wallace. Upon roll call; All in favor. Vote was 5-0

**APPROVED**

**NO. 72 MOTION** made by Supervisor Asnoe to approve Highway Abstract #2—Claim No. 21-50, Total \$277,024.26. Second by Councilman Wallace. Upon roll call; All in favor. Vote was 5-0

**APPROVED**

**NO. 73 MOTION** made by Supervisor Asnoe to approve Special District Abstract #2—Claim No. 5-11, Total \$9,908.78. Second by Councilman Wallace. Upon roll call; All in favor. Vote was 5-0

**APPROVED**

**PILOT CHECKS RECEIVED**

Supervisor Asnoe reported that the following PILOT checks were received: Heidelberg \$3,125.88, ELG Processors \$1,782.32, and Turbo \$3,820.11.

**OLD TOWN HALL BUILDING**

Supervisor Asnoe asked the board if there was an exit plan for the old Town Hall, and that there are still a lot of viable records that need to be removed. Councilman Wallace replied that there wasn't a plan, but there have been a few individuals that were interested but failed to offer any plans or non for profit status. He asked board members if anyone would spearhead plans for the building; there was no response at this time.

**TABLED**

**MOTION** made by Supervisor Asnoe to enter into Executive Session to discuss a personnel issue. Second by Councilman Wallace. Upon roll call; All in favor. 8:00 PM.

**MOTION** made by Supervisor Asnoe to come out of Executive Session and resume the regular meeting. Second by Councilwoman Abbatecola. Upon roll call; All in favor. 8:21 PM.

**MOTION** made by Supervisor Asnoe to adjourn. Second by Councilwoman Abbatecola. Upon roll call; All in favor. Meeting adjourned at 8:21 PM.

Respectfully submitted,  
Georgina Bellino, Town Clerk

**NEXT MEETING: Wednesday, February 28<sup>th</sup> at 6:00 PM.**