

A REGULAR TOWN BOARD MEETING WAS HELD ON WEDNESDAY, AUGUST 22, 2018 AT 6:00 P.M. IN THE TOWN HALL, 201 THIRD AVE., FRANKFORT, NEW YORK.

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 meeting with the Pledge of Allegiance.

PUBLIC COMMENTS

Mary & Stephen Morse from McGowan Road were present to request a study be performed to reduce the speed on the upper part of McGowan Road that is currently 55 mph (petition from area residents submitted August 9th, attached). They explained the hazards when walking and mowing their lawns, and the additional traffic when schools in session. Supervisor Asnoe explained the procedure of sending the Town's request to the County, who in turn sends to NYSDOT.

Mike Clements, 641 Clemons Road, questioned the items on the Town's website. Supervisor Asnoe explained that the website is currently being updated and should be on line soon. Mr. Clements also questioned if the Town was participating in the County Shared Service Initiative. Supervisor Asnoe responded that he would attend tomorrow's meeting, that he has received and responded to one survey, and noted that neither of the Town legislators participated.

Brian Beauchemin & McKenzie Pine from Colonial Voluntary Benefits, appeared before the board and briefly explained their services that are tailored to fit each employee at employee's expense thru payroll deduction. It was decided that he would contact Hwy Supt. Testa and OIC Steve Long to set up a time and day to meeting with Police & Highway employees. Town clerk to pass on the information to the remaining Town officials and employees.

Public Comments Closed at 6:20 PM.

NYS CANAL CORP—ERIE CANALWAY BIKE TRAIL

Supervisor Asnoe referenced letter dated August 21, 2018, regarding Empire State Trail Maintenance Agreement, Dyke Road to Acme Road, from Deborah Windecker, Regional Planning & Program Manager. He stated that the package included agreements that they want the Town to sign, along with the estimated future maintenance cost of \$49,920 (pavement striping approximately every 3 years \$37,458 and sign post and directional signs 15 yr. life cycle at \$12,462.) He further explained that they are utilizing the existing roadways and not adding any shoulders. He stated that the matter could be referred to the Town attorney, but his recommendation is to not approve or sign the agreements.

NO. 186 APPROVE MEETING MINUTES

MOTION made by Councilwoman Abbatecola that the town board resolves to approve the meeting minutes of July 25th, 2018. Second by Councilman Testa. Upon roll call; All in favor. Vote was 5-0 **APPROVED**

COMMITTEE / DEPARTMENT REPORTS

DCO, Codes, Town Clerk, Police and Highway reports were submitted and reviewed. Supervisor Asnoe reported, per recommendation from State auditors, that he had a discussion with Hwy Supt. Testa to include more explanation in vouchers; include description of vehicles.

Dog Control Officer: He further reported that he had a meeting with DCO Stephanie Beranski relative to the vet charges, and she now understands the procedures to follow. Also spoke to a representative from Department of Health relative to a dog bite and how they gave the owner permission to walk the dog while it was under "confinement" orders. Had discussion relative to quarantine vs confinement of dogs, and wasn't happy with their definition. Also not happy that the Town isn't notified when/if the dog is vaccinated. Supervisor Asnoe stated that he told Ms. Beranski to return to the home and ask for proof of vaccination and also if the dog is licensed. If nothing is provided, issue them a summons.

NO. 187 APPROVE JUNK YARD LICENSE RENEWALS

MOTION made by Councilman Testa that the town board resolves to renew the following Junkyard Licenses, per recommendation dated 7/5/2018 & 7/10/2018 and inspection from Codes Enforcement Officer Mishele Spaman under Section 49-6 Operating a Junkyard: Givo's Auto Parts & Sales located at 2295 Broad Street, and R&S Auto Parts located at 2211 Broad Street, Sims Metal Management located at 167 W River Road. Second by Council Members Tamburro and Wallace. Upon roll call; All in favor. Vote was 5-0 **APPROVED**

NO. 188 APPROVE APPOINTMENT OF PT COURT SECURITY OFFICER

MOTION made by Supervisor Asnoe that the town board resolves, per recommendation from OIC Long, to appoint Anthony Brindisi as part-time Court Security Officer at the starting hourly salary, with no benefits, effective 8/26/2018. Second by Councilman Testa. Upon roll call; All in favor. Vote was 5-0 **APPROVED**

POLICE DEPARTMENT

OIC Long reported that he has 3 officers working 10 hour shifts with coverage from 6 am to 1 am; coverage also extended to September. Also reminded the board that he has 3 vehicles that have over 100,000 miles. Supervisor Asnoe stated that they are working on purchasing new vehicles.

NO. 189 APPROVE DEPARTMENT REPORTS

MOTION made by Councilman Wallace that the town board resolves to approve the Department Reports. Second by Councilman Testa. Upon roll call; All in favor. Vote was 5-0 **APPROVED**

2018 SUMMER CONCERT SERIES / SR. DINNER

Supervisor Asnoe reported that he felt it went very well this year; had inmates from Midstate Correctional Facility help with the tables and chairs. Councilman Wallace mentioned that there wasn't enough advertising for the event.

OLD TOWN HALL—STATUS

Supervisor Asnoe reported that in order to complete the past years financial reports, the documents at the old Town Hall need to be moved to the new Town Hall. He has made several attempts to get help, and because of the sensitive nature of the documents, Midstate Correctional Facility will not allow the inmates to move them (unless boxed and sealed). Supervisor Asnoe recommends that the board, on a Saturday, box and move the paperwork, unless the board has other options. No other board member had any suggestions. Board members agreed to start on Saturday, September 8th.

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NEW TOWN HALL—SECURITY

Central Security—no response to date.

HVAC—New computer installed; system is unbalanced (computer shows 74 degrees when it's really 69 degrees). Notified Air Temp to check it out again.

FINANCIAL REPORTS

Supervisor Asnoe submitted monthly financial report, attached. He reported that Budget Officer Hal Hutton is still working with Williamson Law and has input up to February 2018 into the system.

Town Server: Councilman Testa reported that to fully use Williamson's software by multiple users, and to back up data from other department's computers, the Town should purchase a server. Estimated cost \$10-15,000. Councilman Testa will obtain quotes and advise the board.

WEST FRANKFORT WATER IMPROVEMENT

Supervisor Asnoe recommended that the board should table all matters going forward due to complications with financial institutions relative to the lack of financial reports and ability to borrow money. The last financing was through USDA, and they are still looking for reports from prior years 2014, 2015 and 2016. All board members were in agreement. **TABLED**

OAKVIEW CEMETERY

Councilwoman Abbatecola reported that the Cemetery Committee will be present at the next town board meeting to introduce themselves and answer any questions. The committee agreed to mimic Mt. Olivet's price schedule, and she will be contacting Chris Nash (surveyor) to get status on the survey. **TABLED**

NO. 190 NYS CANAL CORP—ERIE CANALWAY BIKE TRAIL—REJECT MAINTENANCE AGREEMENT

MOTION made by Councilman Wallace that the town board resolves to reject the Empire State Trail Maintenance Agreement for Dyke Road to Acme Road; the Town should not incur the expense, and feels it is a hazard to vehicles and bikers. Second by Councilman Testa. Upon roll call; All in favor. Vote was 5-0 **APPROVED**

TOWN WEBSITE—UPDATE

Supervisor Asnoe reported that the updated website hasn't gone live due to a misunderstanding of how it was going to look. Working with Quadsimia to get things rectified. **TABLED**

PROCLAMATION—AUGUST TASSA (AUGUST 4, 2018)

Supervisor Asnoe reported that there was a request from August Tassa's family, and he attended a dedication at the Frankfort Marina on Saturday, 8/4/2018, and the Town & Village of Frankfort provided a joint Proclamation, attached.

NO. 191 MOTION made by Councilman Wallace that the town board resolves on a joint Proclamation with the Village of Frankfort in honor of August Tassa. Second by Councilman Tamburro. Upon roll call; All in favor.

Vote was 5-0 **APPROVED**

TOWN MEDICAL INSURANCE

Supervisor Asnoe reported that he along with the town clerk met with Kevin Morse from Kaatirondack Benefit Planning relative to the renewal for active employees, and also discussed the retiree's plan. Medicare C is decreasing 12.9% and Simply Blue Plus Platinum 2 Plan is increasing 9.15%. He doesn't recommend, at this time, to change plans. Active members renewal due 12/1/2018; Medicare C Plan renews 1/1/2019.

NO. 192 APPROVE MEDICAL INSURANCE PLANS

MOTION made by Councilman Wallace that the town board resolves to renew the medical insurance plans with Excellus Blue Cross Blue Shield as presented by Kevin Morse from Kaatirondack Benefit Planning. Second by Councilman Testa. Upon roll call; All in favor. Vote was 5-0 **APPROVED**

FRANKFORT CENTER FIRE PROTECTION CONTRACT—District 1 & 5

Supervisor Asnoe explained that FCFD contract expires this year. The fire company submitted documentation for a five year contract, and Supervisor Asnoe referred the matter to the Special Districts Committee to review and advise the board.

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NO. 193 APPROVE PERMIT TO SPECIALE FIREWORKS INC (September 1, 2018)

MOTION made by Councilman Wallace that the town board resolves to approve and grant permission to Speciale Fireworks Inc to conduct fireworks display at Stonebridge Golf & Country Club located at 2430 Graffenburg Road in the Town of Frankfort on Saturday, September 1st, 2018 for a wedding. Second by Council Members Abbatecola & Tamburro. Upon roll call; All in favor. Vote was 5-0 **APPROVED**

NO. 194 APPROVE—HERKIMER COUNTY HEALTHNET (request to use Town Hall Basement)

MOTION made by Councilman Wallace that the town board resolves to approve the request from Herkimer County Healthnet (Elyse Enea, Program Coordinator) to use the Town Hall Basement for a one year pre-diabetic program starting Thursday, September 20, 2018 to September 29, 2019 from 5-6:30 PM, and the Town Police to provide security of doors. Second by Councilman Testa. Upon roll call; All in favor. Vote was 5-0 **APPROVED**

NO. 195 APPROVE—PARKWAY CENTER (request to use Town Hall Basement)

MOTION made by Councilman Wallace that the town board resolves to approve the request from Parkway Center (Debby Zampardi, Wellness Coordinator) to use the Town Hall Basement on Thursday from 2-4 pm starting October 4, 2018 to December 13, 2018. Second by Councilwoman Abbatecola. Upon roll call; All in favor. Vote was 5-0 **APPROVED**

HIGHWAY DEPARTMENT

Hwy Supt. Testa reported that he found a used 2008 John Deer Loader with 30 day warranty at the cost of \$56,000 that will be used for salt & sand. Will replace the 1988 Trojan. He stated that he checked on Auctions International and they are more expensive, and he doesn't want to utilize the new loader for salt & sand. Supervisor Asnoe stated that he checked with Hal Hutton and there is money in the tax stabilization, but the matter is subject to permissive referendum. The board discussed and determined that there is money in the Highway budget to purchase the loader.

NO. 196 APPROVE PURCHASE OF USED LOADER—HIGHWAY DEPARTMENT

MOTION made by Councilman Testa that the town board resolves to purchase a used 2008 John Deer Loader with cost not to exceed \$56,000, to be purchased from Highway equipment budget. Second by Council Members Abbatecola & Tamburro. Upon roll call; All in favor. Vote was 5-0 **APPROVED**

NO. 197 ACCEPT RETIREMENT—HIGHWAY DEPARTMENT (Robert Reed)

MOTION made by Supervisor Asnoe that the town board resolves to accept the retirement from Robert Reed effective August 30, 2018 with 15 years of service, full-time Highway employee, and he's eligible for retirement benefits per Town Policy. Second by Councilman Wallace. Upon roll call; All in favor. Vote was 5-0 **APPROVED**

NO. 198 ACCEPT RESIGNATION—HIGHWAY DEPARTMENT (Marie Ella Caiola)

MOTION made by Supervisor Asnoe that the town board resolves to accept the resignation from Marie Ella Caiola effective August 30, 2018, part time Highway clerk, and she's not eligible for any additional benefits. Second by Council Members Abbatecola & Tamburro. Upon roll call; All in favor. Vote was 5-0 **APPROVED**

CORRESPONDENCE

- Letter from concerned citizens dated 8/9/2018, (no return address) regarding dumping at 549 Joslin Hill Road (County Road). Copies also send to Village of Frankfort, Herkimer County, NYSDOT, US Army Corps of Engineers, HC Highway Dept, NYS DEC Herkimer, Observer Dispatch, Dominion Transmission, NYSDEC Albany and WKTV. NYSDOT responded to Town Codes that there is no contaminated waste at site.
- Copy of letter to Frankfort Hill Fire Co Board of Director from Robert Drummond dated 8/2/2018.
- Letter from Daniel Enea dated 7/25/2018 of invitation to 4th Annual Free Veteran/First Responder Appreciation Picnic on 9/9/2018 at 1:30 at the St. Francis Society in Frankfort.
- Letter from NYSDOH dated 8/13/2018 to O'Brien & Gere Engineers regarding the Frankfort 5S South Business Park Water District No. 20, relative to issues of Brookside Drive water booster pump station.

NO. 199 APPROVE SPEED LIMIT STUDY—MCGOWAN ROAD

MOTION made by Supervisor Asnoe, second by Councilman Testa, to adopt the attached Resolution entitled McGowan Road Speed Limit, attached and read. Upon roll call; All in favor. Vote was 5-0 **APPROVED**

SPECIAL DISTRICTS

Supervisor Asnoe provided the board with copy of the NYS Comptroller's new website highlighting the Town's current special districts that are reported to State Comptroller, and advised that the Pumpkin Patch districts are not included. He explained that he's trying to find out how to add the districts that are missing. **TABLED**

NO. 200 APPROVE POLICY & PROCEDURES FOR RECEIVING & DISPERSING CASH

MOTION made by Councilman Wallace that the town board resolves to approve the Policy & Procedures for Receiving & Dispersing Cash, attached and read. Second by Councilman Tamburro. Upon roll call; All in favor. Vote was 5-0 **APPROVED**

NO. 201 RESPONSE TO AUDIT REPORT—Number 2018M-58

MOTION made by Councilman Wallace that the town board resolves to accept and forward the response to the NYS Comptroller relative to the 12 points outlined for corrective action in the Audit Report. Second by Councilman Tamburro. Upon roll call; All in favor. Vote was 5-0 **APPROVED**

Councilman Wallace left meeting at 7:35 PM.

ABSTRACT 7, GENERAL ACCOUNT—Check Voided

Supervisor Asnoe reported that Claim No. 315, Check No. 7253 to Federal Licensing Inc. in the amount of \$124 was voided, check returned.

ABSTRACT OF AUDITED VOUCHERS—ABSTRACT 8

NO. 202 **MOTION** made by Councilman Testa to approve General Abstract #8—Claim No. 333-394B, Total \$73,196.90. Second by Councilwoman Abbatecola. Upon roll call; All in favor. Vote was 4-0 **APPROVED**

NO. 203 **MOTION** made by Councilman Testa to approve TOV Abstract #8—Claim No. 117-136, Total \$13,399.12. Second by Councilwoman Abbatecola. Upon roll call; All in favor. Vote was 4-0 **APPROVED**

NO. 204 **MOTION** made by Councilman Testa to approve Highway Abstract #8—Claim No. 141-158, Total \$21,772.16. Second by Councilwoman Abbatecola. Upon roll call; All in favor. Vote was 4-0 **APPROVED**

NO. 205 **MOTION** made by Councilman Testa to approve Highway TOV Abstract #5—Claim No. 12-16, Total \$38,174.53. Second by Councilwoman Abbatecola. Upon roll call; All in favor. Vote was 4-0 **APPROVED**

NO. 206 **MOTION** made by Councilman Testa to approve Special District Abstract #8—Claim No. 57-66, Total \$4,752.42. Second by Councilwoman Abbatecola. Upon roll call; All in favor. Vote was 4-0 **APPROVED**

Supervisor Asnoe informed the board that Budget forms will be given to department heads shortly to prepare their 2019 Budgets.

MOTION made by Supervisor Asnoe to adjourn; Second by Councilman Tamburro. Upon roll call; All in favor. Meeting adjourned at 7:40 PM.

Respectfully submitted,
Georgina Bellino, Town Clerk

NEXT MEETING: Wednesday, September 12, 2018 at 6 PM