

**A REORGANIZATION MEETING WAS HELD ON WEDNESDAY, JANUARY 12, 2026, AT 6:00 P.M. IN THE TOWN HALL, 201 THIRD AVE., FRANKFORT, NEW YORK.**

Present: John Wallace, Supervisor  
Christopher Evans, Councilman  
Michael Perritano, Councilman  
Joseph D. Tamburro, Councilman  
Absent: Michael Perritano, Councilman  
John Wallace, Councilman  
Chief Matthew Palumbo  
Hwy Superintendent Marcus Perritano

Supervisor Wallace opened the meeting with the Pledge of Allegiance.

**PUBLIC COMMENTS:** No public comments.

Supervisor Wallace stated that the board was unable to meet in December for the year end meeting due to bad weather and lack of a quorum.

The Public Hearing on Local Law #7 of 2025 pertaining to property Maintenance was postponed until the next meeting, the law will now be proposed local law #1 of 2026.

**NO. 1 APPROVE MEETING MINUTES**

**MOTION** made by Supervisor Wallace that the town board resolves to approve the meeting minutes of November 25, 2025. Second by Councilman Evans. Upon roll call; Vote was 3-0 **APPROVED**

**COMMITTEE REPORT / DEPARTMENT REPORTS**

Various reports submitted

Chief Matthew Palumbo submitted his report; discussed.

- City of Little Falls Police have made an offer to purchase the X26P Tasers for Fifteen Hundred Dollars (\$1500.00). I recommend the board accept this, it is a fair offer.
- No hits on the open full time police officer position for a lateral transfer. I will be requesting the Civil Service List once it is certified.
- LE Tec grant has not been opened up, I am working on a new camera system for the building and looking to get five more years of body camera service covered.
- Gym membership.

Highway Superintendent Marcus Perritano Submitted his report; discussed

- New garage door has been installed
- Overhead doors have all had seals and jamb seals replaced
- The guys have already been out plowing a lot this season and we have used a lot of material
- We've had a few breakdowns, nothing major
- I haven't had any luck finding anyone for part time help at this point
- Still having problems with both gas pumps and am looking to replace them
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**FINANCIAL REPORT**

Supervisor Wallace reported that he gave the town board the current bank balances and the Supervisors monthly report for November & December, NYClass is still doing very well. He received checks for state snow, mortgage tax, chips and workers comp.

**NO. 2 FRANKFORT CENTER—LOSAP**

**MOTION** made by Councilman Tamburro that the Town Board resolves to approve the list of volunteer firefighters of the Frankfort Center Fire Department and the points earned during calendar year 2025 (Read and Attached). Second by Councilman Evans Upon roll call; All in favor. Vote was 3-0 **APPROVED**

**NO. 3 REINSTATE MICHAEL TESTA EFFECTIVE DECEMBER 30, 2025**

**MOTION** made by Supervisor Wallace to reinstate Michael Testa from he's resent retirement effective December 30, 2025. Second by Councilman Tamburro. Upon roll call: All in favor. Vote was 3-0 **APPROVED**

**NO. 4 JUNKYARD APPLICATION – AUTO LIGHTS LLC OF UTICA, 2283 BROAD ST, FRANKFORT**

**MOTION** made by Supervisor Wallace that the town board resolves to approve referring the matter to the zoning board, which will be able to issue a special use permit and impose restrictions such as limiting hours of operation. Second by Councilman Evans. Upon roll call: All in favor. Vote was 3-0 **APPROVED**

**NO. 5 APPROVE BST & CO. CPA's ACCOUNTING FIRM CONTRACT**

**MOTION** made by Councilman Evan that the town board resolves to approve BST outsourced accounting contract; it is a five year contract and authorize the town supervisor to sign and execute any and all documents. Second by Councilman Tamburro. Upon roll call: All in favor. Vote was 3-0 **APPROVED**

**NO. 6 APPROVE DECEMBER ABSTRACT**

**MOTION** by supervisor Wallace resolves that the town board approve abstract for December 30, 2025 in its entirety inclusive of all funding. Second by Councilman Evans. Upon roll call: All in favor. Vote was 3-0 **APPROVED**

**NO. 7 ADOPT RULES OF ORDER**

**MOTION** made by Supervisor Wallace that the town board resolves to adopt the following rules of order for conducting town board meetings: all meetings will be announced to the public; all meetings will be open to the public; all meetings will have an order of business / agenda; the supervisor by NYS Town Law will act as chairman of town board meetings; all regular and certain special town board meetings will include a public comment period. A public comment section will be allowed and included in the order of business; public comments will be allowed upon recognition by the chair; all public comments shall be directed toward the chair; individuals shall state their name and purpose of business for the record; public comments shall be declaratory statements--pro/con on an issue; interrogatories with a question & answer approach will be considered at discretion of the chair or Town Board; the public comment period is not to be considered a debate period; comments shall be limited to 3 to 5 minutes per person. The above stipulations may be amended/waived via majority vote of the Board. All board actions / resolutions will be conducted via a motion, second and debate if necessary, followed by a roll call for vote by each Board member. All debates shall require recognition by the chair. Debate period target -- 3 minutes per board member; debate shall be pro/con position on issues supported by factual data only. Board members shall address the chair - not other board members or the public. Roll call for votes shall be in random order—Council members Evans, Perritano, Tamburro, & Vacant, followed by Supervisor Wallace. All Resolutions will be assigned a numeric designation and recorded/filed in numeric sequence by the town clerk. All regular and certain special town board meetings will provide time for committee reports and Town Board comments, regular monthly meeting will include departmental reports. Second by Councilmembers Tamburro Upon roll call; All in favor. Vote was 3-0 **APPROVED**

**NO. 8 2026 HOLIDAY SCHEDULE—TOWN HALL**

**MOTION** made by Councilman Evans that the town board resolves to adopt the 2026 Holiday Schedule for the Town Hall, attached. Second by Councilman Tamburro. Upon roll call; All in favor. Vote was 3-0 **APPROVED**

**NO. 9 2026 HOLIDAY SCHEDULE—HIGHWAY DEPARTMENT**

**MOTION** made by Councilman Tamburro that the town board resolves to accept the 2026 Holiday Schedule for the Highway Department presented by Highway Supt. Marcus Perritano, attached vacation. Second by Councilman Evans. Upon roll call; All in favor. Vote was 3-0 **APPROVED**

**NO. 10 ESTABLISH REGULAR TOWN BOARD MEETINGS**

**MOTION** made by Councilman Evans that the town board resolves to establish the regular town board meeting dates for FY2026 as follows: 4<sup>th</sup> Thursday of the month at 6:00 PM. Schedule attached. Second by Councilman Tamburro. Upon Roll call; All in favor. Vote was 3-0 **APPROVED**

**NO. 11 DESIGNATE OFFICIAL NEWSPAPER(S)**

**MOTION** made by Supervisor Wallace that the town board resolves to designate the Rome Sentinel as the official newspapers for the Town. Seconded by Councilman Evans. Upon roll call; All in favor. Vote was 3-0

**APPROVED**

**NO. 12 DESIGNATE OFFICIAL DEPOSITORIES**

**MOTION** made by Supervisor Wallace that the town board resolves to designate M&T Bank as official depository of Town funds. Second by Councilman Tamburro. Upon roll call; All in favor. Vote was 3-0

**APPROVED**

**APPOINTMENT OF BUDGET OFFICER**

**Supervisor appointment**—Supervisor Wallace appoints, as bookkeeper BST & Co. CPAs, LLP, 10 British American Blvd., Latham, NY 12110 for the Town of Frankfort.

**APPOINTMENT OF BOOKKEEPING / PAYROLL SERVICE**

**Supervisor appointment**—Supervisor Wallace appoints Christopher Lambert & Associates of New Hartford, NY to perform payroll services for the Town of Frankfort.

**APPOINTMENT OF IT PROFESSIONAL SERVICES**

**Supervisor appointment**— Supervisor Wallace appoints Michael Testa as IT professional for the Town of Frankfort.

**NO. 13 APPOINTMENT OF CODES ENFORCEMENT OFFICER (Supervisor Appointment)**

**MOTION** made by Supervisor Wallace that the town board resolves to approve supervisor's appointment of Mishele Spaman to position of Codes Enforcement Officer for the Town of Frankfort. This is a full time permanent position; 35 hour work week, Monday through Friday; classified as a salaried position eligible for employee benefits available to all full-time employees including life insurance, medical insurance, paid vacation, paid holidays, NYS retirement, and personal & sick time. Second by Councilman Perritano. Upon roll call; All in favor. Vote was 3-0

**APPROVED**

**NO. 14 APPOINT PART TIME DEPUTY CODES OFFICER**

**MOTION** made by Supervisor Wallace that the town board resolves to approve Gerald Meyers as part time codes Deputy Officer; no benefits other than the option to join NYS Retirement. Second by Councilman Perritano. Upon roll call; All in favor. Vote was 3-0

**APPROVED**

**NO. 15 APPOINTMENT OF PLUMBING INSPECTOR**

**MOTION** made by Councilman Evans that the town board resolves to appoint Billie Riesel to the position of Plumbing Inspector for Town of Frankfort. This is a part-time salaried position, with no benefits; other than the option to join the NYS retirement system. Second by Councilman Tamburro Upon roll call; All in favor. Vote was 3-0

**APPROVED**

**NO. 16 APPOINTMENT OF CUSTODIAN/ BUILDING & MAINTENANCE**

**MOTION** made by Councilman Evans that the town resolves to appoint Thomas Vivacqua to the position of Town hall Custodian. This is a part time hourly position, hours not to exceed 19.5 hours per week, with no benefits; other than the option to join the NYS retirement system. Second by Councilmember Tamburro. Upon roll call; All in favor. Vote was 3-0

**APPROVED**

**NO. 17 APPOINTMENT OF REGISTRAR OF VITAL STATISTICS**

**MOTION** made by Supervisor Wallace that the town board resolves to appoint Dorri DeRollo to position as Registrar of Vital Statistics for Town of Frankfort. Compensation for this position is based on fees imposed and collected for vital statistical documentation provided by the registrar's office. Compensation is realized through vouchers/claims submitted by registrar to the town board for review, audit, and approval for payment. Second by Councilman Tamburro. Upon roll call; All in favor. Vote was 3-0

**APPROVED**

**NO. 18 APPOINT TOWN CLERK AS TAX COLLECTOR**

**MOTION** made by Supervisor Wallace that the town board resolves to appoint the town clerk as tax collector been with a stipend of \$4,120.00; and it shall be the duty of the town clerk to collect and receive all Town & County taxes

and assessments levied in the Town. The town clerk shall have all powers and subject to all duties and responsibilities of the aforementioned tax collector position as provided by law. Second by Councilman Evans. Upon roll call; All in favor. Vote was 3-0

**APPROVED**

**APPOINTMENT OF TOWN HISTORIAN (Supervisor Appointment)**

**TABLED**

**APPOINTMENT OF DEPUTY TOWN CLERK & DEPUTY REGISTRAR**

**Town Clerk appointment**—Town Clerk Dorri DeRollo reappointed Gina Dow as Deputy Town Clerk and Deputy Registrar of Vital Statistics

**DEPUTY TOWN CLERK & DEPUTY REGISTRAR—PAYROLL & BENEFITS**

Supervisor Wallace acknowledged that the position of Deputy Town Clerk and Deputy Registrar is a part-time position, 19.5 hour work week Monday thru Friday, with no benefit other than NYS retirement, personal & sick time.

**NO. 19 APPOINTMENT OF ATTORNEY FOR THE TOWN**

**MOTION** made by Supervisor Wallace that the town board resolves to appoint Karl Manne as Attorney for the Town for general council issues; this is a part-time, salaried position with no benefits; other than the option to join the NYS retirement system. Second by Councilman Tamburro. Upon roll call; All in favor. Vote was 3-0

**APPROVED**

**NO. 20 APPOINTMENT OF PLANNING BOARD MEMBER**

**MOTION** made by Supervisor Wallace that the town board resolves to re-appoint Mark Vallese to the position of Planning Board member. Term of office 1/1/2026 to 12/31/2030. Second by Councilman Tamburro. Upon roll call; All in favor. Vote was 3-0

**APPROVED**

**NO. 21 APPOINTMENT OF ZONING BOARD MEMBER**

**MOTION** made by Supervisor Wallace that the town board resolves to re-appoint Hank Valent to the position of Zoning Board member. Term of office 1/1/2026 to 12/31/2030. Second by Councilman Tamburro. Upon roll call; All in favor. Vote was 3-0

**APPROVED**

**NO. 22 APPOINTMENT OF ZONING BOARD SECRETARY**

**MOTION** made by Supervisor Wallace that the town board resolves to re-appoint Karlee Tamburro to the position as Secretary of the Zoning Board of Appeals. This is a part-time, 6 hour work week salaried position with no benefits; other than the option to join the NYS retirement system Second by Councilman Evans. Upon roll call; All in favor. Vote was Councilman Tamburro abstain Councilman Evans Aye Supervisor Wallace Aye

**APPROVED**

**NO. 23 APPOINTMENT OF PLANNING BOARD SECRETARY**

**MOTION** made by Supervisor Wallace that the town board resolves to re-appoint Karlee Tamburro to the position as Secretary of the Planning Board. This is a part-time, 6 hour a week salaried position with no benefits; other than the option to join the NYS retirement system Second by Councilman Evans. Upon roll call; All in favor. Vote was Councilman Tamburro abstain Councilman Evans Aye Supervisor Wallace Aye

**APPROVED**

**NO. 24 APPOINTMENT OF ACCOUNT CLERK—HIGHWAY DEPARTMENT**

**MOTION** made by Supervisor Wallace that the town board resolves, per recommendation from Highway Supt. Marcus Perritano, to appoint Lauri Valent to the position of Account Clerk in the Highway Department. This is a full-time permanent hourly position, 35 hour work week, Monday through Friday, eligible for employee benefits available for all full-time employees including life insurance, medical insurance, paid vacation, paid holidays, NYS Retirement, personal and sick time. Second by Councilman Tamburro. Upon roll call; All in favor. Vote was 3-0

**APPROVED**

**APPOINTMENT OF DEPUTY SUPERINTENDENT OF HIGHWAYS**

**Town Highway Superintendent appointment.** Highway Supt. Marcus Perritano appoints Steve Mender to the position of Deputy Superintendent of Highways for the Town of Frankfort.

**ESTABLISHMENT / DESIGNATION OF TOWN BOARD STANDING COMMITTEES**

**Supervisor appointment:** Committee guidelines: Committees will be comprised of two Town Board members and respective functional head/chairperson; Committees are authorized to act in an advisory/support capacity only; has no authority to appropriate or spend Town funds; No authority to act on behalf of the Town Board. Responsibilities include, but are not limited to: planning, analysis and cost control; Perform studies; Develop / propose Town policy; Recommend and/or propose resolutions for Town Board consideration. Goals/Results: A more productive and functional town board;

A more equitable distribution of work load; Enhance productivity and efficiency of Town Board meetings (work between meetings--not during meetings). Committee designations & appointments are:

**Councilmembers Evans:** (Highway)

**Councilmembers Perritano & Tamburro:** (Planning, Zoning & Codes)

**Councilmembers Evans & Tamburro:** (Finance)

**Councilman Perritano & Councilman Tamburro:** (Public Safety)

**Councilmembers Evans & Perritano:** (Land & Buildings)

**Councilmembers Tamburro & Perritano:** (Intermunicipal Cooperative Efforts)

**Councilmembers Tangorra & Perritano:** (Personnel Issues)

**Councilmembers Evans & Tamburro:** (Special Improvements)

**Councilman Tamburro & Civilian Gerald Meyers:** (Alternative Energy)

**Councilman Perritano :** (Assessor, Town Clerk & Town Court)

**NO. 25 APPROVE FY2026 WAGES / SALARIES FOR ELECTED & APPOINTED OFFICIALS/EMPLOYEES**

**MOTION** made by Supervisor Wallace that the town board resolves to approve the FY2026 Annual Salary Schedule, Hourly Rates for Elected & Appointed Officials & Employees, attached, as presented by the Supervisor and Payroll Company. Second by Councilman Evans. Upon roll call; All in favor. Vote was 3-0 **APPROVED**

**NO. 26 STANDARD WORK DAYS FOR TOWN OF FRANKFORT**

**MOTION** made by Supervisor Wallace that the town board resolves to establish the standard work days for officers/employees of the Town. Per the Wage & Salary Levels for FY2026 Schedules: Elected Officials—7 hours/day. Appointed Officials/Administrative Employees & Clerks: 7 hours/day /35hours /week. Highway Employees: 8 hours/day in the winter, 10 hours/day in summer for a total of 40hours/week. Account Clerk-Highway: 7 hours/day 35hours/day. Town Police Officers: 84 hours Bi-weekly work schedule. The standard work days are to be utilized for operational, payroll and NYS ERS reporting & requirements purposes. Vacation, Holidays, Personal & Sick days will be earned/accrued/paid per the aforementioned standard work days. Second by Councilman Tamburro. Upon roll call; All in favor. Vote was 3-0 **APPROVED**

**NO. 27 OVERTIME PAY**

**MOTION** made by Supervisor Wallace that the town board resolves that Overtime Pay will be for 40 hours worked (holidays, sick time and vacation are considered hours worked). Second by Councilman Perritano. Upon roll call; All in favor. Vote was 3-0 **APPROVED**

**APPOINTMENT OF DEPUTY TOWN SUPERVISOR**

**Supervisor appointment**—Supervisor Wallace appointed Joseph Tamburro as Deputy Town Supervisor; this is a part-time salaried 1 Year position

**NO. 28 APPROVE SIGNATORIES FOR TOWN FUNDS**

**MOTION** made by Councilman Tangorra that the town board resolves to approve Town Supervisor John Wallace, Deputy Town Supervisor Joseph Tamburro, Town Clerk Dorri DeRollo and Deputy Town Clerk Roseanne Wood as signatories for Town of Frankfort funds. Second by Councilman Evans. Upon roll call; All in favor. Vote was 3-0 **APPROVED**

**NO. 29 ESTABLISH FY2024WAGE & SALARY PAYROLL GUIDELINES**

**MOTION** made by Supervisor Wallace that the town board resolves to approve that the Town of Frankfort Payroll will be bi-weekly with services performed by Christopher Lambert & Associates. Second by Councilman Tamburro. Upon roll call; All in favor. Vote was 3-0 **APPROVED**

**NO. 30 AUTHORIZED SUPERVISOR TO PAY IN ADVANCE OF TOWN BOARD AUDIT**

**MOTION** made by Supervisor Wallace that the town board resolves to authorize the supervisor to pay in advance of town board audit and approval, claims submitted to the Town for payment of goods/services for the following: Principle & Interest payments due on bonded indebtedness, Wages / salaries / employee benefits for officers and employees, Utility services including heat, water, sewer, electric, telephone, cable transmission, and credit card payments (note: this is done to take advantage of discounted amounts due and/or to avoid late payment fees.), Postage including freight and express deliveries, Web site and e-mail hosting services, State Comptroller invoices, and Taxes (employment & municipal). All claims and payments for the above shall be presented to the Town Board for audit and approval and included on the next Abstract of Audited Vouchers. Second by Councilman Evans. Upon roll call; All in favor. Vote was 3-0 **APPROVED**

**NO. 31 APPOINTMENT OF DOG CONTROL OFFICER**

**MOTION** made by Councilman Perritano that the town board resolves to appoint David & Joanne Moynihan to the position of Dog Control Officer for Town of Frankfort. This is a part-time salaried position with no benefits; other than the option to join the NYS retirement system. Second by Councilman Evans. Upon roll call; All in favor. Vote was 3-0 **APPROVED**

**NO. 32 APPOINTMENT OF OAKVIEW CEMETERY COORDINATOR**

**MOTION** made by Councilman Tamburro that the town board resolves to appoint Jason Cacciatore to the position of Coordinator for Oakview Cemetery for the Town of Frankfort. This is a part-time salaried position with no benefits; other than the option to join the NYS retirement system. Second by Councilman Evans. Upon roll call; All in favor. Vote was 3-0 **APPROVED**

**MOTION** made by Supervisor Wallace to adjourn; Second by Councilman Tamburro. Upon roll call; All in favor. Meeting adjourned at 7:00 PM.

Respectfully submitted,  
Dorri DeRollo, Town Clerk

**NEXT TOWN BOARD MEETING: Thursday, January 22, 2025 at 6:0 PM**