

Department Meeting

Justin Smithson, James Caiola, Mark Harris, Peggy Maneen, Alexandra Tamburro,

Absent: None

The meeting was called to order at 6:30 pm. Following Public Hearing, Roll Call and the Pledge of Allegiance.

In Attendance: Superintendent Michael Irons, Village Attorney Karl Manne

Public: Mark Palumbo, Shawn Latella, Missy Wohler

**PUBLIC:**

Shawn Latella is presenting ideas for activities to take place around the village during the upcoming a mid- winter break. The Village Board of Trustees agreed that Shawn should form a civic group that can organize activities.

**MINUTES:**

<b>Motion by Mark Harris seconded by James Caiola to accept the 12/16/2025 Department/Regular Meeting minutes as written.</b>				
Trustee Alexandra Tamburro	Yes X	No	Abstain	Absent
Trustee James Caiola	Yes X	No	Abstain	Absent
Trustee Mark Harris	Yes X	No	Abstain	Absent
Trustee Peggy Maneen	Yes X	No	Abstain	Absent
Vote Totals	4	0	0	0
<b>Result: Motion to accept minutes passes.</b>				

**VOUCHERS:**

<b>Motion by Peg Maneen seconded by James Caiola to accept vouchers for General-\$69668.73 Water-\$20035.02 Sewer- \$21310.77 FP&amp;L- \$73836.65 T&amp;A- \$6762.89 Totaling \$191614.06</b>				
Trustee Alexandra Tamburro	Yes X	No	Abstain	Absent
Trustee James Caiola	Yes X	No	Abstain	Absent
Trustee Mark Harris	Yes X	No	Abstain	Absent
Trustee Peggy Maneen	Yes X	No	Abstain	Absent
Vote Totals	4	0	0	0
<b>Result: Motion to accept vouchers passes.</b>				

**FIRE :** Matthew Palumbo, Chief

VILLAGE BOARD MEETING DATE: **Tuesday January 13, 2025**

Reporting from: 12/1/2025 – 12/31/2025

**TOTAL CALLS FOR THIS PERIOD: 20 TOTAL CALLS TO DATE: 367**

CALL BREAKDOWN	VILLAGE	TOWN		
Fire	1	0		
Emergency Medical Alarms	10	6		
Motor Vehicle Accidents	0	0		
Investigations	1	2		
Hazardous Conditions	0	0		
Other	0	0		
Flooding	0	0		
Rescue	0	0		
Mutual Aid	0	0		

**FIREFIGHTER TRAINING HOURS THIS PERIOD..... 87.5 Hours (does not include NYS Training)**

National Grid Electrical Training....3hrs

Total house of training 3hrs.

Total Person hours for 2025 is 900hrs.

**CURRENT ACTIVE FIRE BRIGADE PERSONNEL..... 40**

**Gain: 2**

*Michael Bellino (re-join)*

*John Lockwood*

**Loss of membership: 1**

**FIREFIGHTER INJURY: 0**

**CURRENT NYS CERTIFIED EMT PERSONNEL: 9= EMS Providers**

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**ISSUES FOR DISCUSSION:**

13 members will have to receive new gear in accordance to the AFG grant. This will also be supported by my budget as there has been a cost increase since we applied.

Total alarms dispatched to for the year 2025 was 667, members covered 300 EMS Alarms but 300 alarms did not get a response. That is a significant increase in EMS Alarms covered from 2024. Chiefs will be developing an EMS program to get members that do not wish to be an EMT but still can respond and provide a service.

Annual OSHA and Physicals will be completed over the next two months.

Since June 2025 we have had eight (8) new members apply to the active roles!!

<b>Motion by Mark Harris seconded by Alexandra Tamburro to approve the report submitted by the Fire Chief</b>				
Trustee Alexandra Tamburro	Yes X	No	Abstain	Absent
Trustee James Caiola	Yes X	No	Abstain	Absent
Trustee Mark Harris	Yes X	No	Abstain	Absent
Trustee Peggy Maneen	Yes X	No	Abstain	Absent
Vote Totals	4	0	0	0
<b>Result: Motion to approve report passes.</b>				

**Superintendent of Utilities:** Mike Irons

DPW

Multiple snow storms addressed

Open frozen storm drains from the freezing rain storm

Removed snow from business areas and congested streets

Repair winter use vehicles

FPL

Repair conductor lines

Repair Christmas lighting

Trim trees from wires

Helped Ilion with powerline issues

Water Dept

All required water samples and documents were completed and emailed to the NYS DOH

A water leak survey is on going as the daily consumption is increasing

Sewer Dept

All sewer checks were satisfactory

Marina

Lights and decorations were maintained

The ice rink will be installed soon ,we received a new liner for the rink

<b>Motion by Mark Harris seconded by Alexandra Tamburro to approve the report submitted by the Superintendent of Utilities</b>				
Trustee Alexandra Tamburro	Yes X	No	Abstain	Absent
Trustee James Caiola	Yes X	No	Abstain	Absent
Trustee Mark Harris	Yes X	No	Abstain	Absent
Trustee Peggy Maneen	Yes X	No	Abstain	Absent
Vote Totals	4	0	0	0

**Result: Motion to approve report passes.**

**OFFICE MANAGER:** Andrew Stafford

1) December 2025 – No shutoffs in December due to extreme temperatures (electric) and snow accumulation (water)

**Motion by Alexandra Tamburro seconded by Mark Harris to approve the report submitted by the Office Manager**

Trustee Alexandra Tamburro	Yes X	No	Abstain	Absent
Trustee James Caiola	Yes X	No	Abstain	Absent
Trustee Mark Harris	Yes X	No	Abstain	Absent
Trustee Peggy Maneen	Yes X	No	Abstain	Absent
Vote Totals	4	0	0	0

**Result: Motion to approve report passes.**

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**VILLAGE CLERK:** Karlee Tamburro

**Motion by Mark Harris seconded by Peg Maneen to approve the reappointment of Justin Smithson as the Village of Frankfort's representative with the Herkimer County Sewer District Board.**

Trustee Alexandra Tamburro	Yes X	No	Abstain	Absent
Trustee James Caiola	Yes X	No	Abstain	Absent
Trustee Mark Harris	Yes X	No	Abstain	Absent
Trustee Peggy Maneen	Yes X	No	Abstain	Absent
Vote Totals	4	0	0	0

**Result: Motion to approve reappointment passes.**

**Motion by Peg Maneen seconded by James Caiola to approve Change Order #2 with the Bridge NY Project**

Trustee Alexandra Tamburro	Yes X	No	Abstain	Absent
Trustee James Caiola	Yes X	No	Abstain	Absent
Trustee Mark Harris	Yes X	No	Abstain	Absent
Trustee Peggy Maneen	Yes X	No	Abstain	Absent
Vote Totals	4	0	0	0

**Result: Motion to approve change order passes.**

- Codes Officer job opening to be posted on website
- NYS Plays playground grant announced- Village to investigate submission
- NYCOM America 250
- DPW retiree healthcare -LOA

**Motion by Mark Harris seconded by Peg Maneen to enter into Executive Session pertaining to Sec 105.1(f) at 7:05pm**

Trustee Alexandra Tamburro	Yes X	No	Abstain	Absent
Trustee James Caiola	Yes X	No	Abstain	Absent
Trustee Mark Harris	Yes X	No	Abstain	Absent
Trustee Peggy Maneen	Yes X	No	Abstain	Absent
Vote Totals	4	0	0	0

**Result: Motion to approve entering Executive Session passes.**

<b>Motion by Peg Maneen seconded by Alexandra Tamburro to enter into Regular Session at 7:25pm</b>				
Trustee Alexandra Tamburro	Yes X	No	Abstain	Absent
Trustee James Caiola	Yes X	No	Abstain	Absent
Trustee Mark Harris	Yes X	No	Abstain	Absent
Trustee Peggy Maneen	Yes X	No	Abstain	Absent
Vote Totals	4	0	0	0
<b>Result: Motion to approve entering into Regular Session passes.</b>				

\*Superintendent Michael Irons will now oversee the custodian duties and hours

<b>Motion by Mark Harris seconded by Peg Maneen to adjourn at 7:30pm.</b>				
Mayor Justin Smithson.	Yes X	No	Abstain	Absent
Trustee Alexandra Tamburro	Yes X	No	Abstain	Absent
Trustee James Caiola	Yes X	No	Abstain	Absent
Trustee Mark Harris	Yes X	No	Abstain	Absent
Trustee Peggy Maneen	Yes X	No	Abstain	Absent
Vote Totals	5	0	0	0
<b>Result: Motion to adjourn passes.</b>				

Respectfully Submitted

Karlee M. Tamburro  
Village Clerk