

REORGANIZATIONAL/REGULAR MEETING, TOWN BOARD, TOWN OF LITTLE FALLS, JANUARY 14, 2025

A Reorganizational/Regular meeting of the Town Board, Town of Little Falls was held on January 14, 2025 at the town hall commencing at 7:04 p.m. with the following members present:

Present: Supervisor Dan Casler
Councilman Anthony Viscomi
Councilman Kirk Schwasnick
Councilman Mitch Soules

Absent; Councilman Kevin Sullivan

Others Present: Town Clerk, Sandra Regan; Highway Superintendent, Donald Cotton; Town Attorney, Nicholas Macri; Codes Enforcer, Phil Green.

-Supervisor Casler called the meeting to order directing the Clerk to call the roll.

-Oath of office cards and code of ethics were signed.

RESOLUTION #1

Minute Approval

On motion of Councilman Schwasnick, seconded by Councilman Soules, the following resolution was ADOPTED-vote:

Ayes: Supervisor Casler; Councilmen Viscomi, Schwasnick, Soules

Noes-0

RESOLVED that the minutes of the previous month's meetings, as submitted by the clerk, hereby be approved.

-Privilege of the floor was granted to those present. There were no comments.

RESOLUTION #2

Designated Banks

On motion of Councilman Soules, seconded by Councilman Schwasnick, the following resolution was ADOPTED by roll call vote:

Supervisor Casler	Aye
Councilman Viscomi	Aye
Councilman Schwasnick	Aye
Councilman Soules	Aye

RESOLVED that the following be designated the Official Depositories for the Year 2025: Adirondack Bank for the Highway Fund, General Fund, Trust and Agency Fund, and Special Funds.

REORGANIZATIONAL/REGULAR MEETING, TOWN BOARD, TOWN OF LITTLE FALLS, JANUARY 14, 2025-CONT.

RESOLUTION #3

Designated Official Newspaper

On motion of Supervisor Casler, seconded by Councilman Viscomi, the following resolution was ADOPTED by roll call vote:

Supervisor Casler	Aye
Councilman Viscomi	Aye
Councilman Schwasnick	Aye
Councilman Soules	Aye

RESOLVED that the Little Falls Times Telegram hereby be designated the Official Newspaper for all necessary notices and advertisements.

RESOLUTION #4

Designation of Second Tuesday of the Month for Regular Town Board Meetings

On motion of Councilman Viscomi, seconded by Councilman Schwasnick, the following resolution was ADOPTED by roll call vote:

Supervisor Casler	Aye
Councilman Viscomi	Aye
Councilman Schwasnick	Aye
Councilman Soules	Aye

RESOLVED that the Town Board hereby designates the Second (2nd) Tuesday of each month for the regular Town board meetings.

RESOLUTION #5

Re-imbursement for Travel

On motion of Councilman Schwasnick, seconded by Councilman Viscomi, the following resolution was ADOPTED by roll call vote:

Supervisor Casler	Aye
Councilman Viscomi	Aye
Councilman Schwasnick	Aye
Councilman Soules	Aye

RESOLVED that the reimbursement for travel by Town Officials and Employees, while on town business, be at a rate of \$.55 per mile.

RESOLUTION #6

Supervisor Authorization to Deposit Idle Monies

On motion of Councilman Schwasnick, seconded by Councilman Viscomi, the following resolution was ADOPTED by roll call vote:

Supervisor Casler	Aye
Councilman Viscomi	Aye
Councilman Schwasnick	Aye
Councilman Soules	Aye

REORGANIZATIONAL/REGULAR MEETING, TOWN BOARD, TOWN OF LITTLE FALLS, JANUARY 14, 2025-CONT.

(Resolution #6-cont.)

RESOLVED that the Town Supervisor is hereby authorized to deposit idle town monies in investments with the designated banks until needed as outlined in the Investment Policy of the Town of Little Falls.

RESOLUTION #7

Superintendent Authorized to Purchase Tools and Equipment

On motion of Supervisor Casler, seconded by Councilman Schwasnick, the following resolution was ADOPTED by roll call vote:

Supervisor Casler	Aye
Councilman Viscomi	Aye
Councilman Schwasnick	Aye
Councilman Soules	Aye

RESOLVED that the Highway Superintendent be authorized to purchase tools and equipment not exceeding \$3,000 without the prior approval of the Town Board.

RESOLUTION #8

One Year Appointments

On motion of Supervisor Casler, seconded by Councilman Viscomi, the following resolution was ADOPTED by roll call vote:

Supervisor Casler	Aye
Councilman Viscomi	Aye
Councilman Schwasnick	Aye
Councilman Soules	Aye

RESOLVED that the following appointments are hereby made for the term of 1-year effective January 1, 2025 through December 31, 2025:

Budget Officer-Dan Casler	Deputy Town Clerk-Michael Regan
Deputy Supervisor-Kevin Sullivan	Deputy Tax Collector-William Bladek
Codes Enforcer-Phil Green	Historian-Linda Comstock
Court Clerk-Therese Soules	Dog Control Officer-Greg Foster

RESOLUTION #9

Yearly Salaries

On motion of Supervisor Schwasnick seconded by Councilman Viscomi, the following resolution was ADOPTED by roll call vote:

Supervisor Casler	Aye
Councilman Viscomi	Aye
Councilman Schwasnick	Aye
Councilman Soules	Aye

RESOLVED that the salaries of the following appointed Town of Little Falls Officials for the year 2025 are as follows and do not exceed the amounts appropriated in the 2025 Town Budget:

REORGANIZATIONAL/REGULAR MEETING, TOWN BOARD, TOWN OF LITTLE FALLS, JANUARY 14, 2025-CONT.

(Resolution #9-cont.)

TITLE	PAY PERIOD	ANNUAL SALARY
Councilmen (each)	Monthly	\$ 2,100.00
Justice	Monthly	12,875.00
Supervisor	Monthly	9,400.00
Tax Collector	Monthly	3,500.00
Town Clerk	Monthly	12,250.00
Highway Superintendent	Bi-weekly	45,000.00
Assessor	Monthly	9,000.00
Attorney	Monthly	12,500.00
Budget Officer	Monthly	7,800.00
(Salary is subject to any and all outside resources utilized by the named budget officer)		
Health Officer	Monthly	500.00
Registrar of Vital Stats	Annually	650.00
Historian	Annually	400.00
Dog Control Officer	Monthly	2,000.00
Codes Enforcing Officer	Monthly	8,000.00
Court Clerk	Monthly	16,220.00
Cleaner	Monthly	25.00 Per hour for a minimum of 4 hours per month-to board's pleasure.

RESOLUTION #10

Re-Appointment-Laurie Harper, Health Officer

On motion of Supervisor Casler, seconded by Councilman Viscomi, the following resolution was ADOPTED by roll call vote:

Supervisor Casler	Aye
Councilman Viscomi	Aye
Councilman Schwasnick	Aye
Councilman Soules	Aye

RESOLVED that Laurie Harper, hereby be re-appointed as Health Officer for a 4-year term, effective January 1, 2025 to December 31, 2028.

RESOLUTION #11

Re-Appointment-Robert Stapf-Board of Appeals

On motion of Councilman Schwasnick, seconded by Councilman Soules, the following resolution was ADOPTED by roll call vote:

Supervisor Casler	Aye
Councilman Viscomi	Aye
Councilman Schwasnick	Aye
Councilman Soules	Aye

RESOLVED that Robert Stapf, hereby be re-appointed to the Board of Appeals for a 5-year term, effective January 1, 2025 to December 31, 2029.

REORGANIZATIONAL/REGULAR MEETING, TOWN BOARD, TOWN OF LITTLE FALLS, JANUARY 14, 2025-CONT.

-Supervisor Casler reported that members of the steering committee need to be formally appointed; that a meeting was held with the Planning Board, the Comprehensive Plan Steering Committee and MVEDD regarding comprehensive planning; that the members of the Steering Committee have requested board approval to hire a project manager for up to \$5,000 to do a comprehensive plan with Steering Committee involvement.

Clerk Regan asked if the board agreed that a comprehensive plan should be done, and if so, the board should approve this by resolution.

Discussion was held on this with the board approving the formation of a steering committee, the hiring of a project manager and appointments to the steering committee and pay for steering committee members.

RESOLUTION #12

Board Approval to Form a Comprehensive Plan Steering Committee to Investigate and Develop a Draft of a Comprehensive Plan

On motion of Councilman Schwasnick, seconded by Councilman Viscomi, the following resolution was ADOPTED by roll call vote:

Supervisor Casler	Aye
Councilman Viscomi	Aye
Councilman Schwasnick	Aye
Councilman Soules	Aye

RESOLVED that the Town Board hereby approves the formation of a Comprehensive Plan Steering Committee for the purpose of investigating and developing a draft of a comprehensive plan for the Town of Little Falls with said final draft being subject to town board approval.

RESOLUTION #13

Steering Committee Authorized to Search For a Qualified Project Manager With Said Salary Not To Exceed \$5,000.

On motion of Councilman Schwasnick, seconded by Councilman Soules, the following resolution was ADOPTED by roll call vote:

Supervisor Casler	Aye
Councilman Viscomi	Aye
Councilman Schwasnick	Aye
Councilman Soules	Aye

RESOLVED that the Comprehensive Plan Steering Committee hereby be authorized to search for a qualified project manager to assist the committee in developing a comprehensive plan with said candidate to be approved by the town board at a cost not to exceed \$5,000.

REORGANIZATIONAL/REGULAR MEETING, TOWN BOARD, TOWN OF LITTLE FALLS, JANUARY 14, 2025-CONT.

RESOLUTION #14

Comprehensive Plan Steering Committee Appointments and Payment

On motion of Councilman Viscomi, seconded by Councilman Soules, the following resolution was ADOPTED by roll call vote:

Supervisor Casler	Aye
Councilman Viscomi	Aye
Councilman Schwasnick	Aye
Councilman Soules	Aye

RESOLVED that Steve Salamone, Bob Kimbro, Bob Brown, Marianne Graziadei and Kimberly Pepper hereby be appointed to the Comprehensive Plan Steering Committee effective 1/14/2025 with said term to be to the board's pleasure and,

BE IT FURTHER RESOLVED that members on said committee hereby be paid \$45 per official meeting having a quorum of three (3) members.

-Supervisor Monthly Report:

Supervisor Casler reported:

-That Agriculture and Markets has completed an inspection and shelter services and DCO reports are satisfactory.

-That he doesn't have a financial report for this month and he will be working on the annual financial report.

-Codes Officer Report:

Codes Officer Green reported that he will be retired from the City at the end of the month, that he'll still be working for the town, that inspections are done and his yearly report to the state will be finished.

Discussion was held on compensation for use of the Codes Enforcer's personal vehicle. After discussion it was agreed to reimburse the codes officer a monthly payment of \$50 to cover the use of his personal vehicle.

RESOLUTION #15

Codes Enforcer to Receive \$50 Monthly Payment to Cover Use of His Personal Vehicle

On motion of Councilman Schwasnick, seconded by Councilman Viscomi, the following resolution was ADOPTED by roll call vote:

Supervisor Casler	Aye
Councilman Viscomi	Aye
Councilman Schwasnick	Aye
Councilman Soules	Aye

RESOLVED that lieu of keeping a monthly record of mileage and any travel expenses related to the codes officer position, the Town Codes Officer will be paid a monthly sum of \$50 to cover all travel related expenses.

-Assessor Report: None

-Justice Report: None

REORGANIZATIONAL/REGULAR MEETING, TOWN BOARD, TOWN OF LITTLE FALLS, JANUARY 14, 2025-CONT.

-Health Officer Report: None

-Dog Control Officer Report: None

-Planning Board Report:

Clerk Regan reported that Bob Brown was appointed as chairman, Karen Casler as Vice Chairwoman and she was re-appointed as secretary; that nothing else is going on at this time.

-Highway Superintendent Report: Nothing at this time.

-Town Clerk Report:

Clerk Regan stated that she's still working on the fee schedule.

-Discussion was held on the request for a speed reduction on Broat Road with Attorney Macri stating he hadn't heard anything from the Town of Herkimer. After discussion the board decided this issue is dropped.

-Supervisor Casler reported that ARC Herkimer is looking for the town to waive the 30-day liquor license notice period for the Tin Cup Tavern & Grille and they would be contacting Clerk Regan regarding this. The board had no objections to waiving the 30-day notice.

RESOLUTION #16

Waiving ARC Herkimer's EventCo. Inc.'s 30-day Liquor License Notice Period for the Tin Cup Tavern & Grille

On motion of Supervisor Casler, seconded by Councilman Schwasnick, the following resolution was ADOPTED by roll call vote:

Supervisor Casler	Aye
Councilman Viscomi	Aye
Councilman Schwasnick	Aye
Councilman Soules	Aye

RESOLVED that the Town Board, of the Town of Little Falls, hereby waives ARC Herkimer's EventCo., Inc.'s 30-day Liquor License Notice Period for the Tin Cup Tavern & Grille.

-Supervisor Casler stated that a transfer of \$50,000 from the General Fund to the Highway is needed to pay bills. The board approved such.

RESOLUTION #17

Fund Transfer

On motion of Councilman Soules, seconded by Councilman Viscomi, the following resolution was ADOPTED by roll call vote:

Supervisor Casler	Aye
Councilman Viscomi	Aye
Councilman Schwasnick	Aye
Councilman Soules	Aye

REORGANIZATIONAL/REGULAR MEETING, TOWN BOARD, TOWN OF LITTLE FALLS, JANUARY 14, 2025-CONT.

(Resolution #17-cont.)

RESOLVED that Supervisor Casler is hereby authorized to transfer \$50,000 from General Fund account A101 to the Highway Fund to pay immediate bills.

-Meeting recessed at 8:07 p.m. to audit the bills.

-Meeting resumed at 8:19 p.m.

RESOLUTION #18

Payment of General Bills

On motion of Supervisor Casler, seconded by Councilman Viscomi, the following resolution was ADOPTED-vote:

Ayes- Supervisor Casler; Councilmen Viscomi, Schwasnick, Soules

Noes-0

RESOLVED that the General Bills # 1-22 in the amount of \$35,848.96 hereby be paid.

RESOLUTION #19

Payment of Highway Bills

On motion of Councilman Soules, seconded by Councilman Schwasnick, the following resolution was ADOPTED-vote:

Ayes-Supervisor Casler; Councilmen Viscomi, Schwasnick, Soules

Noes-0

RESOLVED that the Highway Bills #1-15, in the amount of \$44,921.68 hereby be paid.

-The next regular meeting will be held on February 11, 2025 at the town hall at 7:00 p.m.

-Meeting adjourned at 8:21 p.m.-Councilmen Viscomi, Supervisor Casler

Respectfully submitted,
Sandra Regan, Town Clerk