

December 16,

2025

Department/Reg Meeting

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

Absent: None

The meeting was called to order at 6:30 p.m. following Roll Call and the Pledge of Allegiance.

In Attendance: Fire Chief Matt Palumbo, Mark Palumbo, Ally Sponger DeGon

**Public:**

Ally Sponger DeGon contacted the Village in order to present information and ask for a resolution in support of the Harriet Tubman Underground Railroad Byway in NYS. The Harriet Tubman Underground Railroad Byway's Phase 1 (Auburn to Niagara Falls) was recently completed. Our Byway team and local stakeholders secured resolutions from all municipalities within the Phase 1 jurisdictions, and have submitted a Corridor Management Plan to the New York State Department of Transportation (NYSDOT). We are now working on securing resolutions from municipalities in Phase 2, which is Manhattan to Albany and through Herkimer County.

To gain eligibility for State Byway designation from NYSDOT, we need Resolutions of Support from local governments along the route. The route passes through Herkimer County on Route 5 within the municipalities of Little Falls, Herkimer, Mohawk, Frankfort (Town), German Flatts, Danube and Illion. This request is coming before these municipalities as well. **Why is this important?** Designated byways from the New York State

Department of Transportation have demonstrated a significant economic impact on local communities. It is another tourism product that can be promoted to help the local economy. This initiative will enhance heritage tourism opportunities and promote the rich cultural history linked to Harriet Tubman, the Underground Railroad and heritage attractions, sites, and experiences in the area.

Resolution #32-2025

Resolution for Harriet Tubman Underground Railroad New York Scenic Byway Nomination and Corridor Management Plan Adoption

WHEREAS, the historic qualities of the Harriet Tubman Underground Railroad New York Scenic Byway, as described in the corridor management plan, and the surrounding areas have been appreciated and celebrated for over a century by the residents of New York State, as well as tourists, historians, artists, authors, and other visitors to the region; and it is this unique combination of the journeys of Harriet Tubman and those Freedom Seekers who traveled on the Underground Railroad that create the special sense of place that is vital in telling the New York story of the human desire for freedom and the historic sites they utilized during their journey to emancipation; and

WHEREAS, the Steering Committee of the Harriet Tubman Underground Railroad New York Scenic Byway, composed of representatives of 22 municipalities along the proposed scenic byway route, committed to working cooperatively to protect and promote the historic, scenic, recreational, and economic well-being of the 550-mile Corridor throughout the state and agreed to pursue the nomination of the Harriet Tubman Underground Railroad New York Scenic Byway; and

WHEREAS, under the leadership of the Harriet Tubman Underground Railroad New York Scenic Byway Steering Committee, each of the 22 counties contributed to the development of this corridor management plan by encouraging public participation, confirming the vision and goals, and leading individual meetings of the Collaborative; and

WHEREAS, the Steering Committee of the Harriet Tubman Underground Railroad New York Scenic Byway, consisting of relatives of Harriet Tubman, descendants of Freedom Seekers, Harriet Tubman and/or Underground Railroad historians, representatives from state and federal agencies, has strengthened the historic integrity, representation, and the principles of the corridor management plan; and

WHEREAS, in the process of developing this corridor management plan, the Harriet Tubman Underground Railroad New York Scenic Byway Steering Committee has strengthened the bonds of inter-municipal cooperation, and the involved entities envision further benefit through scenic byway designation including sustained collaborative progress, increased funding opportunities for recommendations identified in the plan, enhanced partnerships with agencies responsible for the stewardship of resources along and adjacent to the byway route, and an improved visitor experience that interprets and promotes the corridor's intrinsic qualities and resources; and

NOW, THEREFORE, BE IT RESOLVED, that the Village of Frankfort supports the designation of the Harriet Tubman Underground Railroad New York Scenic Byway which includes programs for stewardship and enhancement of the historic scenic byway and guidance to manage future activities along its corridor; and

BE IT FURTHER RESOLVED, that the Village of Frankfort confirms that they will not approve any requests for new off-premise outdoor advertising signs along the designated Harriet Tubman Underground Railroad New York Scenic Byway route; and

BE IT FURTHER RESOLVED, that the Village of Frankfort confirms that they will abide by and follow all existing New York State and Federal laws and regulations that are applicable to this resolution and..."

BE IT FURTHER RESOLVED, that the Village of Frankfort will work in partnership with the other municipalities along the Harriet Tubman Underground Railroad New York Scenic Byway and local and regional stakeholders in order to support future Byway programs, economic development, marketing, and collaborate with these interested entities to explore opportunities for cooperation to realize the Scenic Byway goals.

Motion by Mark Harris seconded by Peg Maneen to approve Resolution #32-2025 for Harriet Tubman Underground Railroad NY Scenic Byway nomination				
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 Resolution #32-2025 passes.				

MINUTES:

Motion by Mark Harris seconded by Peg Maneen to accept the 11/25/25 PH/ Dept/ Regular Meeting, 12/09/25 Emergency, 12/12/25 Emergency minutes as written.				
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 accept minutes passes.				

VOUCHERS:

Motion by Peg Maneen seconded by Alexandra Tamburro to accept vouchers for General, Water-Sewer-FP&L-Water Proj T&A- Bridge Proj Totaling \$1,104,267.47				
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 accept vouchers passes.				

**FIRE** : Matthew Palumbo, Chief  
VILLAGE BOARD MEETING DATE: **Tuesday December 16, 2025**  
Reporting from:11/1/2025 – 11/30/2025  
**TOTAL CALLS FOR THIS PERIOD: 26 TOTAL CALLS TO DATE: 349**

CALL BREAKDOWN	VILLAGE	TOWN			
Fire	0	0			
Emergency Medical Alarms	9	11			
Motor Vehicle Accidents	0	2			
Investigations	2	1			
Hazardous Conditions	0	1			
Other	0	0			
Flooding	0	0			
Rescue	0	0			
Mutual Aid	0	0			

**FIEFIGHTER TRAINING HOURS THIS PERIOD..... 84.5 Hours (does not include NYS Training)**  
**Building Walk through.....1hrs**  
**Back To Basics.....2.5hrs**  
**Vehicle Extrication.....2.5hrs**  
**Probationary Member training....2.5**  
**Total house of training 8.5hrs.**  
**CURRENT ACTIVE FIRE BRIGADE PERSONNEL..... 40**  
***Gain:***  
***Michael Caulkins***

**Loss of membership:** 1  
**FIREFIGHTER INJURY:** 0

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

**ISSUES FOR DISCUSSION:**  
Santas will be visiting the district on 12/18, 12/19, 12/20.  
The FEMA grant items will be ordered by the end of the month. 11 members will be outfitted with turnout gear.  
Discuss grant for public safety building.

Motion by Peg Maneen seconded by Alexandra Tamburro to approve the report submitted by the Fire Chief				
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.				

**Superintendent of Utilities:** Mike Irons  
DPW  
Leaf pickup was completed ,but will continue weather permitting.  
Main St was milled..paved and striped .  
Main St Bridge portion is complete with the stream restoration ended for the season and resuming in the spring  
Set up for Christmas at the Marina and decorate the pavilion  
The Village office boiler was replaced ...after researching to find a vendor that had one in stock as all were weeks plus out.  
FPL  
Further conductor replacement complete.  
Installed the Christmas lights on Main St..Railroad St and Marina  
The new Christmas addition s were built by a combined effort.. the DPW built the sleigh and the festive lamp posts donated by New York Mills found by Karlie were modified by the DPW and the P&I installed the lighting.  
Water Dept  
All required water samples and documents were completed and emailed to the NYS DOH.  
Operational costs have dropped by the thousands with the water project completion ( Chemicals and electricity)  
Marina  
Decorated for the Christmas Holiday...following the holiday we will begin to install the skating rink in the pavilion.  
Sewer Dept  
All sewer checks were satisfactory.

Motion by James Caiola seconded by Alexandra Tamburro to approve the report submitted by the Superintendent of Utilities				
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) November 2025 - Electric Disconnects – 0, Water Disconnects – 10 No Shut Offs in December 2025 due to extreme temperatures(Electric) and snow accumula 1 on(Water)

Motion by James Caiola seconded by Alexandra Tamburro 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.				

VILLAGE CLERK: Karlee Tamburro

<b>Motion by Mark Harris seconded by James Caiola to approve Resolution #33-2025 approving Bridge NY Pay estimate No. 8 \$635,125.48 to Vector Construction Corp when notified by B&amp;L that subcontractors obligations are fulfilled.</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 Resolution #33-2025 passes.</b>				

<b>Motion by Peg Maneen seconded by Mark Harris to approve dismissal of Treasurer effective 12/11/2025 based on information received from and recommendations of Village Fiduciary Consultants</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 dismissal passes.</b>				

<b>Motion by Mark Harris seconded by Peg Maneen to approve proposal arrangement letter submitted by BST</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 proposal passes.</b>				

<b>Motion by Peg Maneen seconded by Alexandra Tamburro to approve the Lead Service Line Inventory submitted by B&amp;L</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 LSL inventory passes.</b>				

<b>Motion by Mark Harris seconded by James Caiola to approve the report submitted by the Village Clerk</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>				

EXECUTIVE SESSION:

Motion James Caiola seconded by Peg Maneen to go into Executive Session pertaining to Sec 105.1 (f) at 7:03pm				
Mayor Justin Smithson	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
Trustee Alexandra Tamburro	Yes X	No	Abstain	Absent
Vote Totals	5	0	0	0
Result: Motion to go into Executive Session passes.				
Motion by Mark Harris seconded by Peg Maneen to go into Regular Session 7:25pm				
Mayor Justin Smithson	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
Trustee Alexandra Tamburro	Yes X	No	Abstain	Absent
Vote Totals	5	0	0	0
Result: Motion to go into Regular Session passes.				

Motion by Peg Maneen seconded by Mark Harris to approve an annual stipend of \$5,000 to be paid monthly for Deputy Treasurer effective December 11, 2025.				
Trustee Alexandra Tamburro	Yes	No	Abstain X	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	1	0
Result: Motion to approve stipend passes.				

Motion by Peg Maneen seconded by Mark Harris to approve the issuance of a Temporary Non- Essential spending freeze effective immediately				
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 spending freeze passes.				

Motion by Mark Harris seconded by Peg Maneen to adjourn at 7:35 p.m.				
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
Result: Motion to adjourn passes.				

Respectfully submitted,

Karlee M. Tamburro  
Village Clerk