

The Organizational meeting was held January 2, 2013 at Hutchinson Hall, Town of Newark Valley at 7:00 pm.
The following were

PRESENT: Stuart Yetter, Supervisor
Donald Thomas, Councilman
Daniel Cheresnowski, Councilman
Joe Tomazin, Councilman

ABSENT: Ronald Graham, Councilman

Also Present: Charlie Morgan

Supervisor Yetter called the meeting to order.
Supervisor Yetter led all in the Pledge of Allegiance.

Town of Newark Valley 2013 Organizational Meeting Resolutions

Resolution #1-2013

Appointments

On a motion offered by Councilman Cheresnowski and seconded by Councilman Tomazin, the Town Board resolved the following:

Be it resolved the following appointments to remain in effect until the 2014 Town Board Organizational Meeting, unless rescinded by the Town Board:

Deputy Town Supervisor – Daniel Cheresnowski
Town Bookkeeper – Cheryl Galluzzo
Legal Services – Firm of Levene, Gouldin & Thompson
Town Records Officer – Barbara Mock, Town Clerk
Town Assessor – Michael Maxwell
Deputy Town Clerk – Alexandra Torra
Tax Collector – Barbara Mock
Deputy Tax Collector – Alexandra Torra
Dog Control Officer – Jim Weed
Dog Enumerator – Jim Weed
Code Enforcement Officer – Thomas Larson
Fire Marshal – Dennis Liebe
Town Court Clerk – Yvonne Tuetken
Town Historian – Shirley Callahan
Registrar of Vital Statistics – Barbara Mock
Deputy Registrar of Vital Statistics – Alexandra Torra
Representative to Tioga County Council of Governments – Stuart Yetter
Public Information Officer – Alexandra Torra

Councilman Tomazin – AYE
Councilman Cheresnowski – AYE
Councilman Thomas – AYE
Supervisor Yetter – AYE

MOTION CARRIED

Resolution #2-2013**Salaries**

On a motion offered by Councilman Tomazin and seconded by Councilman Thomas, the Town Board resolved the following:

Be it resolved that the Town Board of Newark Valley has authorized the Town Supervisor to pay the salaries adopted in the 2013 Town of Newark Valley Budget in the following intervals:

Councilman (4) – \$3,811 annually, paid \$1905.50 in June and \$1905.50 in December

Town Justices (2) - \$7,830.00each, annually, paid monthly

Court Clerk - \$8,052 annually, paid monthly

Supervisor - \$12,360 annually, paid monthly

Town Clerk - \$13,886 annually, paid monthly

Tax Collector - \$3,516 annually, paid monthly January – June

Deputy Tax Collector - \$1,032 annually, paid monthly January – June

Deputy Town Clerk - \$4,092 annually, paid monthly

Town Assessor - \$15,456 annually, paid monthly

Dog Control Officer - \$5,892annually, paid monthly

Dog Enumerator - \$3,072 annually, paid monthly

Code Enforcement Officer - \$11,808annually, paid monthly

Fire Marshal - \$5,832 annually, paid monthly

Highway Superintendent - \$50,420 annually, paid bi-weekly

Highway Dept. Secretary - \$10.30 hr., paid bi-weekly

Town Hall Secretary - \$10,621annually, paid bi-weekly

Town Bookkeeper - \$9,828 annually, paid bi-weekly

Registrar of Vital Statistics - \$474 annually, paid monthly

Deputy Registrar of Vital Statistics - \$216 annually, paid monthly

Public Information Officer - \$630 annually, paid bi-weekly

Councilman Tomazin – AYE

Councilman Cheresnowski – AYE

Councilman Thomas – AYE

Supervisor Yetter – AYE

MOTION CARRIED

Resolution #3-2013**Payment of Utility Bills**

On a motion offered by Councilman Cheresnowski and seconded by Councilman Tomazin, the Town Board resolved the following:

Be it resolved that the Town Board of Newark Valley hereby authorizes the Town Supervisor to pay utility bills prior to audit.

Councilman Tomazin – AYE

Councilman Cheresnowski – AYE

Councilman Thomas – AYE

Supervisor Yetter – AYE

MOTION CARRIED

Resolution #4-2013**Regular Board Meetings**

On a motion offered by Councilman Thomas and seconded by Councilman Cheresnowski, the Town Board resolved the following:

Be it resolved that the Town Board of Newark Valley has determined that it will conduct its regular meeting on the third Tuesday of each month. The first Tuesday of each month will be reserved for work sessions on a regular monthly basis. These will be regular Board meetings with no bill paying or privilege of the floor sessions.

Councilman Tomazin – AYE
Councilman Cheresnowski – AYE
Councilman Thomas – AYE
Supervisor Yetter – AYE

MOTION CARRIED

Resolution #5-2013**Official Banks**

On a motion offered by Councilman Tomazin and seconded by Councilman Thomas, the Town Board resolved the following:

Be it resolved that the Town of Newark Valley has determined that the following banks as the Town's official banking institutions until the 2014 Town Board organizational meeting:

NBT – Newark Valley Branch
Chemung Canal Trust Company – Owego
Tioga State Bank – Owego

The Town Supervisor may also establish CD's, Money Market Funds, or Government Savings Accounts at any of these banks to maximize interest earnings consistent with the Town's investment policy and municipal laws.

Councilman Tomazin – AYE
Councilman Cheresnowski – AYE
Councilman Thomas – AYE
Supervisor Yetter – AYE

MOTION CARRIED

Resolution #6-2013**Official Newspaper**

On a motion offered by Councilman Cheresnowski and seconded by Councilman Tomazin, the Town Board resolved the following:

Be it resolved that the Town Board of Newark Valley has determined that the Tioga County Courier in Owego, NY as the Town's official newspaper. The Town Board may, at its discretion, authorize the Town Clerk to publish in additional newspaper in general circulation within the Town.

Councilman Tomazin – AYE
Councilman Cheresnowski – AYE
Councilman Thomas – AYE
Supervisor Yetter – AYE

MOTION CARRIED

Resolution # 7-2013**Official Radio Stations**

On a motion offered by Councilman Tomazin and seconded by Councilman Cheresnowski, the Town Board resolved the following:

Be it resolved that the Town Board of Newark Valley has determined that the town's official radio stations will be WNBK 1290 AM and WHWK 98.1 FM in Binghamton.

Councilman Tomazin – AYE
Councilman Cheresnowski – AYE
Councilman Thomas – AYE
Supervisor Yetter – AYE

MOTION CARRIED

Resolution #8-2013**Town Tax Money**

On a motion offered by Councilman Thomas and seconded by Councilman Tomazin, the Town Board resolved the following:

Be it resolved that the Town Board of Newark Valley hereby authorizes the Town Tax collector to pay increments of \$50,000.00 of town tax moneys received, to the Town Supervisor, until the total budget requirement is fulfilled.

Councilman Tomazin – AYE
Councilman Cheresnowski – AYE
Councilman Thomas – AYE
Supervisor Yetter – AYE

MOTION CARRIED

Resolution #9-2013**Annual Report**

On a motion offered by Councilman Tomazin and seconded by Councilman Cheresnowski, the Town Board resolved the following:

Be it resolved that the Town Board of Newark Valley hereby authorizes the Town Supervisor to submit to the Town Clerk a copy of the Town's Annual Report to the State Comptroller, in lieu of a separate financial report per Town Law, Section 29 (10-A). Said report to be filed within sixty days of the close of the Town's fiscal year, unless an extension is granted by the State Comptroller's office, in which case within one hundred twenty days of the close of the fiscal year.

Councilman Tomazin – AYE
Councilman Cheresnowski – AYE
Councilman Thomas – AYE
Supervisor Yetter – AYE

MOTION CARRIED

**TOWN OF NEWARK VALLEY
2013 COMMITTEE ASSIGNMENTS**

Oversight Committee

Purpose: To audit the town's financial records on a semi-annual basis January & July and report any findings to the Town Board.

Committee Members:

- Audit #1 – Supervisor Books – Councilman Tomazin, Councilman Graham
Justice & Town Clerk Books – Councilman Cheresnowski, Councilman Thomas
- Audit #2 – Supervisor Books – Councilman Graham, Councilman Thomas
Justice & Town Clerk Books – Councilman Cheresnowski, Councilman Tomazin

Ordinance Committee

Purpose: Work with Town Planning Board to review and update local laws.

Committee Members: Councilman Thomas, Councilman Tomazin

Highway Committee

Purpose: To ensure open lines of communication are maintained between the Highway Department and the Town Board. In the absence of the Town Highway Superintendent, provide monthly report to the Town Board as to the status of highway projects, equipment, etc.

Committee Members: Councilman Cheresnowski, Councilman Thomas.

Records Management Committee

Purpose: To ensure the Town records are maintained in a manner, which makes the most efficient use of available storage space, protects the integrity of the documents, and keep the Town of Newark Valley in compliance with the law.

Committee Members: Councilman Graham, Councilman Tomazin

Assessment Committee

Purpose: To review Building Code Reports and Tax Rolls to verify new buildings are being assessed and added to tax rolls. Review job descriptions and determine hours and scheduling.

Committee Members: Councilman Tomazin, Supervisor Yetter

Code Department Liaison Committee

Purpose: To work with the Code Enforcement Officer to improve Town Codes and performance of the Code Enforcement Officer.

Committee Members: Councilman Cheresnowski, Councilman Tomazin

Dog Control Liaison Committee

Purpose: To keep lines of communication open between the Dog Control Officer and the Town board and ensure that dog issues are handled.

Committee Members: Councilman Thomas, Councilman Graham

TOWN OF NEWARK VALLEY 2013 OBJECTIVES

A. HUMAN RESOURCES

To recruit and obtain qualified personnel for all vacant positions, and to retain incumbents such that the Town of Newark Valley has 0% vacancies at the close of 2013. This will include developing a file of applicants prior to a vacancy existing.

B. FINANCIAL

To manage appropriations to 2013 budget amounts. Develop procedures for tracking Highway Department invoices, materials, parts, and fixed assets. Track project costs, per mile road costs and vehicle expenses. To work towards being ready for proposed new Accounting Standards.

C. PLANNING

Work with the Town Planning Board to update codes. Work to pass local laws to regulate industrial growth as may be related to the natural gas business and associated industries.

D. TOWN MANAGEMENT

To review transportation and equipment needs of the Town Highway Department and develop plan for phasing out and replacing older machinery, including necessary funding requirements. Emphasis should be placed on replacing existing machinery with multipurpose equipment; and on consolidation of services with neighboring communities.

E. BUILDING MAINTENANCE AND CAPITAL IMPROVEMENT

Finish rail crossing at the Highway Barn. Prepare lot for salt and sand storage.
Redo Highway Department driveway and parking lot if possible. Start preparations for a salt storage Facility.

F. INTERMUNICIPAL COOPERATION AND CONSOLIDATION

Investigate areas that may yield financial savings through cooperation or consolidation.

Payment of 2012 Bills

The End of the Year Meeting was cancelled due to a conflict of interest.* Tonight the Town Board will pay the last of the year 2012's bills.

Resolution #10-2013

Highway Bills

On a motion, offered by Councilman Thomas and seconded by Councilman Cheresnowski, the Town Board authorizes the payment of Highway Bill Vouchers #H297 – #H301 inclusive in the amount of \$1,916.75.

Councilman Thomas - AYE

Councilman Tomazin, Jr. – AYE

Councilman Cheresnowski – AYE

Supervisor Yetter, Jr. - AYE

Motion Carried

Resolution #11-2013

General Bills

On a motion, offered by Councilman Tomazin and seconded by Councilman Thomas, the Town Board authorizes the payment of General Bill Vouchers, 377-383 inclusive, in the amount of \$270.83.

Councilman Thomas - AYE

Councilman Tomazin, Jr. – AYE

Councilman Cheresnowski – AYE

Supervisor Yetter, Jr. - AYE

Motion Carried

Budget Transfers for Capital Reserves

After much discussion about the recommendations to allocate and transfer funds, a salt storage barn, and FEMA money, the Board passed the Budget Transfers for Capital Reserves.

Resolution #12-2013

Budget Transfers

On a motion offered by Councilman Tomazin and seconded by Councilman Thomas, the Board authorized the following recommended allocation and budget transfers:

Allocate \$200,000.00 of FEMA to DA as recovered Machinery expenses.

Transfer \$2,249.15 from Bridges CE to Bridge Capital Reserve.

Transfer \$20,000.00 from DA9950.4 Equipment Capital Reserve to Equipment Capital Reserve Account.

Transfer \$25,000.00 from General A Surplus to General Building Capital Reserve Account.

Councilman Thomas - AYE

Councilman Tomazin, Jr. – AYE

Councilman Cheresnowski – AYE

Supervisor Yetter, Jr. - AYE

Motion Carried

Code Issues

Tom Larson explained to and discussed with the Board what is going on with the following items:

- Crofoot Property
- Ag Law – wants the Town Board to make stricter laws concerning permits for agriculture
- Vacant and Demolished Buildings
- Quick's Mobile Home Park

Mr. Larson asked the Board to make a resolution to give him and the Fire Marshal access to a mobile home for a safety inspection that was put into Quick's Mobile Home Park without a permit. Mr. Quick would also need to submit a park supplemental manufactured home park permit by the 15th of May 2013 and submit for Town Council approval, a manufactured home permit for the new manufactured home on lot N within 30 days of the Town Council's approval of his supplemental manufactured home park permit.

The Board agreed to his request.

Resolution #13-2013

Authorization for Code to send Letter to Phil Quick

On a motion offered by Councilman Cheresnowski and seconded by Councilman Tomazin the Town Board authorizes the Code Enforcement Officer to send a letter to Phil Quick stating the following:

Within the next 30 days Phil Quick representing Quick's Mobile Home Park must submit the following to the Code Enforcement Officer-

- Installers certificate as required by NYS law.
- Electrical inspection report.

He then must allow a smoke alarm/CO2 alarm inspection by our Fire Marshal.

Then he must submit the park supplemental manufactured home park permit by the 15th of May 2013.

Then he must submit for Town Council approval, a manufactured home permit for the new manufactured home lot N within 30 days of the Town Council's approval of his supplemental manufactured home park permit.

Failure to complete the above will require the removal of the manufactured home on lot N.

Councilman Thomas - AYE

Councilman Tomazin, Jr. – AYE

Councilman Cheresnowski – AYE

Supervisor Yetter, Jr. - AYE

Motion Carried

ITEMS OF INTEREST TO BOARD MEMBERS

Fire Marshal

Dennis Liebe, Fire Marshal gave his annual Fire Safety Report. (A copy is available at the Clerk's Office).

Board of Assessment Review

Sam Chopiak's term expired September 30, 2012. He has expressed a desire to be reappointed.

Resolution #14-2013**BAR Reappointment – Chopiak**

On a motion offered by Councilman Cheresnowski and seconded by Councilman Tomazin, the Board reappoints Sam Chopiak to the Board of Assessment Review for a period of five years. His term will end September 30, 2017.

Councilman Thomas - AYE
Councilman Tomazin, Jr. – AYE
Councilman Cheresnowski – AYE
Supervisor Yetter, Jr. - AYE

Motion Carried

Round Table Discussion on Gas Drilling

Supervisor Yetter has been invited to a Round Table Discussion entitled “Impacts of Natural Gas Development: Are you Prepared?” Scheduled for January 17, 2013 in Horseheads, NY. He asked the rest of the Board if he could be reimbursed for his gas mileage. The Board agreed.

Resolution #15-2013**Supervisor Mileage Reimbursement**

On a motion offered by Councilman Thomas and seconded by Councilman Cheresnowski, the Board approved mileage reimbursement for the Supervisor’s meeting on Natural Gas in Horseheads, January 17, 2013.

Councilman Thomas - AYE
Councilman Tomazin, Jr. – AYE
Councilman Cheresnowski – AYE

Motion Carried

Town Clerk

The Town Clerk asked the Board if she could get the Tier 1 Internet Bill System offered by BAS. This program allows the mortgage companies, banks, and attorneys to get tax information from the BAS website. The cost is \$100.00 per year. The Board gave their permission for her to try it and see if it works.

A motion was offered by Councilman Cheresnowski and seconded by Councilman Tomazin to adjourn the meeting at 8:33 p.m.

The next meeting is January 16, 2013.

Respectfully submitted,

Barbara S. Mock, Town Clerk

* Amended to “due to inclement weather” instead of “conflict of interest”, as per Resolution #16-2013 Board Meeting Minutes 01/15/2013