

The Organizational meeting was held January 5, 2016 at Hutchinson Hall, Town of Newark Valley at 7:00 pm. The following were

PRESENT: Stuart Yetter, Jr., Supervisor
Timothy Dalton, Councilman
Joe Tomazin, Jr., Councilman

ABSENT: Daniel Cheresnowski, Councilman

Also Present: Denise Liske; Dog Control Officer, Charlie Morgan, Del Mock, and Warren Smith.

Supervisor Yetter called the meeting to order.

Pledge of Allegiance

Supervisor Yetter led all in the Pledge of Allegiance.

We have received a letter from Stephen Tennant. He has declined the Town Councilman's seat that started January 1, 2016 and ends December 31, 2019.

There was discussion about the Board vacancy and Warren Smith's interest in being appointed.

Resolution #1-2016

Town Councilman Seat Appointment – Warren Smith

On a motion offered by Councilman Dalton and seconded by Councilman Tomazin, the Town Board appoints Warren Smith to fill the seat on the Town Board that was declined by Councilman Elect Stephen Tennant. The term will be for one year.

Councilman Dalton – AYE

Councilman Tomazin - AYE

Supervisor Yetter – AYE

MOTION CARRIED

The Town Clerk had Warren Smith take the Oath of Office so he could begin his one year term.

Town of Newark Valley 2016 Organizational Meeting Resolutions

Resolution #2-2016

Appointments

On a motion offered by Councilman Dalton and seconded by Councilman Smith, the Town Board resolved the following:

Be it resolved the following appointments to remain in effect until the 2017 Town Board Organizational Meeting, unless rescinded by the Town Board:

Deputy Town Supervisor – Daniel Cheresnowski

Town Bookkeeper – Karen Umiker

Legal Services – Firm of Levene, Gouldin & Thompson

Records Management Officer – Barbara Mock, Town Clerk

Town Assessor – Douglas Barton

Deputy Town Clerk – Sharon Weed

Tax Collector – Barbara Mock

Deputy Tax Collector – Sharon Weed

Dog Control Officer – Denise Liske

Dog Enumerator – Denise Liske

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 – Karen Umiker
Representative to Tioga County Council of Governments – Stuart Yetter
Public Information Officer – Alexandra Torra

Councilman Dalton – AYE
Councilman Tomazin– AYE
Councilman Smith - AYE
Supervisor Yetter – AYE

MOTION CARRIED

Resolution #3-2016

Salaries

On a motion offered by Councilman Tomazin and seconded by Councilman Dalton, 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 2016 Town of Newark Valley Budget in the following intervals:

Councilman (4) – \$4,044.45 annually, paid \$2,022.25 in June and \$1982.62 in December
Town Justices (2) - \$8,310.00 each, annually, paid monthly
Court Clerk - \$8,550.00 annually, paid monthly
Supervisor - \$13,120.00 annually, paid monthly
Town Clerk - \$14,736.00 annually, paid monthly
Tax Collector - \$3,731.00 annually, paid monthly January – June
Deputy Tax Collector - \$10.20 hr., paid bi-weekly
Deputy Town Clerk - \$10.20 hr., paid bi-weekly
Town Assessor - \$16,400.00 annually, paid monthly
Dog Control Officer - \$6,020.00 annually, paid monthly
Dog Enumerator - \$2,960.00 annually, paid monthly
Code Enforcement Officer - \$12,530.00 annually, paid monthly
Fire Marshal - \$6,190.00 annually, paid monthly
Highway Superintendent - \$53,550.00 annually, paid bi-weekly
Highway Dept. Secretary - \$11.00 hr., paid bi-weekly
Town Hall Secretary - \$11,272.00 annually, paid bi-weekly
Town Bookkeeper - \$10,225.00 annually, paid bi-weekly
Registrar of Vital Statistics - \$500.00 annually, paid monthly
Deputy Registrar of Vital Statistics - \$10.20 hr., paid bi-weekly
Public Information Officer - \$655.00 annually, paid bi-weekly

Councilman Dalton – AYE
Councilman Tomazin– AYE
Councilman Smith - AYE
Supervisor Yetter – AYE

MOTION CARRIED

Resolution #4-2016

Payment of Utility Bills

On a motion offered by Councilman Tomazin and seconded by Councilman Dalton , 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 Dalton – AYE
Councilman Tomazin– AYE
Councilman Smith - AYE
Supervisor Yetter – AYE

MOTION CARRIED

Resolution #5-2015

Regular Board Meetings

On a motion offered by Councilman Dalton and seconded by Councilman Smith, 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 Dalton – AYE
Councilman Tomazin– AYE
Councilman Smith - AYE
Supervisor Yetter – AYE

MOTION CARRIED

Resolution #6-2016

Official Banks

On a motion offered by Councilman Smith and seconded by Councilman Tomazin, 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 2017 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 Dalton – AYE
Councilman Tomazin– AYE
Councilman Smith - AYE
Supervisor Yetter – AYE

MOTION CARRIED

Resolution #7-2016

Official Newspaper

On a motion offered by Councilman Dalton 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 Dalton – AYE
Councilman Tomazin– AYE
Councilman Smith - AYE
Supervisor Yetter – AYE

MOTION CARRIED

Resolution #8-2016

Official Radio Stations

On a motion offered by Councilman Smith and seconded by Councilman Dalton, 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 WNBC 1290 AM and WHWK 98.1 FM in Binghamton.

Councilman Dalton – AYE
Councilman Tomazin– AYE
Councilman Smith - AYE
Supervisor Yetter – AYE

MOTION CARRIED

Resolution #9-2016

Town Tax Money

On a motion offered by Councilman Tomazin and seconded by Councilman Dalton, 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 Dalton – AYE
Councilman Tomazin– AYE
Councilman Smith - AYE
Supervisor Yetter – AYE

MOTION CARRIED

Resolution #10-2016

Annual Report

On a motion offered by Councilman Smith and seconded by Councilman Dalton, 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 Dalton – AYE
- Councilman Tomazin– AYE
- Councilman Smith - AYE
- Supervisor Yetter – AYE

MOTION CARRIED

TOWN OF NEWARK VALLEY

2016 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 Smith
Justice & Town Clerk Books – Councilman Cheresnowski, Councilman Dalton

Audit #2 – Supervisor Books – Councilman Smith, Councilman Dalton
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 Dalton, 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 Tomazin

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 Smith, 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 Dalton

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 Dalton, Councilman Smith

TOWN OF NEWARK VALLEY 2015 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 2016. This will include developing a file of applicants prior to a vacancy existing.

B. FINANCIAL

To manage appropriations to 2016 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

Re-do Highway Department driveway and parking lot if possible. Continue preparations for a salt storage facility.

F. INTERMUNICIPAL COOPERATION AND CONSOLIDATION

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

STATE OF THE TOWN 2015

2015 was a year of challenges. The winter was colder and snowier than we have been use to lately. Costs continue to go up in many areas. By not filling an open highway position due to retirement we were able to stay in the black. While some areas ended up in the red, overall after transfers we ended in the black.

2016 brings new challenges. The EMS situation will be a challenge to resolve.

Maintaining our aging equipment and replacing what can't be repaired will also be a budgetary challenge.

I am confident that the Board, elected officials, and dedicated Town employees are up to the task.

Stuart Yetter, Jr.
Supervisor

Discussion of EMS

There is nothing new to discuss. Supervisor Yetter will ask the attorney to provide a baseline contract to use as an example for us.

There was discussion about Berkshire and Richford's plans for EMS.

Items of Interest to Board Members

There were no items of interest to Board Members.

Dog Control Report

Denise Liske reported the following:

- has received more calls than normal for dogs running at large because of the weather
- dog living under a bridge with it's pups
- repetitive running at large dog
- delinquent dogs

Several road signs have been stolen on the roads around the Ketchumville area. Superintendent Meade would like a resolution to spend up to \$5,000.00 to replace them.

Resolution #11-2016

Authorization to Spend \$5000.00 for Road Signs

On a motion offered by Councilman Smith and seconded by Councilman Dalton, the Town Board authorizes the Highway Superintendent to spend \$5,000.00 from DB5110.4 Road Repair to replace road signs.

- Councilman Dalton – AYE
- Councilman Tomazin– AYE
- Councilman Smith - AYE
- Supervisor Yetter – AYE

MOTION CARRIED

Dog License Law – Public Hearing

There was discussion about when to have the public hearing for Local Law #1-2016 - Dog Licensing.

Resolution #12-2016

Advertise Public Hearing for Local Law #1-2016

On a motion offered by Councilman Dalton and seconded by Councilman Tomazin, the Town Board authorizes the Town Clerk to advertise a Public Hearing for Local Law #1-2016 – Dog Licensing on February 2, 2016 at 7:15 P.M.

- Councilman Dalton – AYE
- Councilman Tomazin– AYE
- Councilman Smith - AYE
- Supervisor Yetter – AYE

MOTION CARRIED

Highway Employee Contract

Supervisor Yetter asked the Board if it would be okay to present the contract to the Highway Employees. They were all in agreement.

A motion was offered by Councilman Smith and seconded by Councilman Tomazin to adjourn the meeting at 7:20 PM.

The next meeting is January 19, 2016.

Respectfully submitted,

Barbara S. Mock
Town Clerk