

The 2017 Organizational meeting was held January 3, 2017 at Hutchinson Hall, Town of Newark Valley at 7:00 PM. The following were

PRESENT:

Stuart Yetter, Jr., Supervisor
Warren Smith, Councilman
Joe Tomazin, Jr., Councilman
Dan Cheresnowski, Councilman
Tim Dalton, Councilman

Also Present: Charlie Morgan; Tom Larson, Code Enforcement; Denise Liske, Dog Control.

Meeting Called to Order

Supervisor Yetter called the meeting to order at 7:00 P.M.

Pledge of Allegiance

Supervisor Yetter led all in the Pledge of Allegiance.

Town of Newark Valley 2017 Organizational Meeting Resolutions

Resolution #1-2017

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Be it resolved the following appointments to remain in effect until the 2018 Town Board Organizational Meeting, unless rescinded by the Town Board: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
Town Records Officer – Barbara Mock, Town Clerk
Town Assessor – Douglas Barton
Deputy Town Clerk – Janet Smith
Tax Collector – Barbara Mock
Deputy Tax Collector – Janet Smith
Dog Control Officer – Denise Liske
Dog Enumerator – Denise Liske
Code Enforcement Officer – Thomas Larson
Town Court Clerk – Yvonne Tuetken
Town Historian – Shirley Callahan
Registrar of Vital Statistics – Barbara Mock
Deputy Registrar of Vital Statistics – Janet Smith
Representative to Tioga County Council of Governments – Stuart Yetter
Public Information Officer – Alexandra Torra

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

Motion Carried

Resolution #2-2017

Salaries

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 authorized the Town Supervisor to pay the salaries adopted in the 2017 Town of Newark Valley Budget in the following intervals:

Councilman (4) – \$4,065 annually, paid \$2,032.50 in June and \$2,032.50 in December
Town Justices (2) - \$8,352 each, annually, paid monthly
Court Clerk - \$8,593 annually, paid monthly
Supervisor - \$13,120 annually, paid monthly
Town Clerk - \$14,810 annually, paid monthly
Tax Collector - \$3,750 annually, paid monthly January – June
Deputy Tax Collector - \$10.40 hr., paid bi-weekly
Deputy Town Clerk - \$10.40 hr., paid bi-weekly
Town Assessor - \$16,482 annually, paid monthly
Dog Control Officer - \$6,050 annually, paid monthly
Dog Enumerator - \$3,148 annually, paid monthly
Code Enforcement Officer - \$12,593 annually, paid monthly
Highway Superintendent - \$53,550 annually, paid bi-weekly
Highway Dept. Secretary - \$11.25 hr., paid bi-weekly
Town Hall Secretary - \$11,328 annually, paid bi-weekly
Town Bookkeeper - \$10,276 annually, paid bi-weekly
Registrar of Vital Statistics - \$505 annually, paid monthly
Deputy Registrar of Vital Statistics - \$10.40 hr., paid bi-weekly
Public Information Officer - \$655 annually, paid bi-weekly

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

Motion Carried

Resolution #3-2017

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

Motion Carried

Resolution #4-2017

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

Motion Carried

Resolution #5-2017

Official Banks

On a motion offered by Councilman Tomazin and seconded by Councilman Cheresnowski, 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 2016 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 Smith - AYE
Councilman Tomazin - AYE
Councilman Cheresnowski - AYE
Councilman Dalton - AYE
Supervisor Yetter - AYE

Motion Carried

Resolution #6-2017

Official Newspaper

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

Motion Carried

Resolution #7-2017

Official Radio Stations

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 the town's official radio stations will be WNBC 1290 AM and WHWK 98.1 FM in Binghamton.

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

Motion Carried

Resolution #8-2017

Town Tax Money

On a motion offered by Councilman Tomazin and seconded by Councilman Smith, 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 of town tax moneys received, to the Town Supervisor, until the total budget requirement is fulfilled.

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

Motion Carried

Resolution #9-2017

Annual Report

On a motion offered by Councilman Cheresnowski 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 with one hundred twenty days of the close of the fiscal year.

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

Motion Carried

**TOWN OF NEWARK VALLEY
2017 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 2017 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 2017. This will include developing a file of applicants prior to a vacancy existing.

B. FINANCIAL

To manage appropriations to 2017 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 solar and wind 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

Repair/replace roof on the Historian Building.

F. INTERMUNICIPAL COOPERATION AND CONSOLIDATION

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

STATE OF THE TOWN 2016

2016 saw much progress here in the town. The weather was good to us allowing road work to be completed as scheduled and under budget and the lack of snow left some surplus. While two of our plow trucks reached the end of their usable life, we were able to purchase 2 new trucks, financing one only. The Town Historian Building received a much needed space increase and a bathroom facility.

Hopefully, we can build on these accomplishments for 2017.

Stuart Yetter, Jr.
Supervisor

Planning Board Applicant

Supervisor Yetter received one Letter of Intent for a position on the Planning Board. He is aware of other interest in the Planning Board and the Board of Assessment Review vacancies, thus the Town Board agreed to hold this until the next meeting to see if additional Letters of Intent are received.

Department Reports

Dog Control

Denise Liske updated the Town Board with the following:

1. Paperwork is up-to-date for 2016.
2. Enumeration is being worked on. It was noticed that there are 31 unlicensed dogs due to Kennel Licenses. Renewals will be sent to the owners.
3. Stray dog was finally trapped after a couple months of running at large. Ms. Liske cleaned up and worked with the dog, which was placed at Stray Haven and adopted out.
4. Escaped dog running at large for almost a month was picked up by Lost Dogs of the Finger Lakes and returned to the owners.

Code Enforcement

Tom Larson discussed the following with the Town Board:

1. Vacant Deputy Code Enforcer position - the Code Department Liaison Committee will work with Dennis Liebe to put together a job description, investigate all options, and report back to the Town Board. There is money in the 2017 Budget for this position.
2. Mr. Larson is working on delinquent code.

Items of Interest to Board Members

Supervisor Yetter, in response to an inquiry from a Fire Commissioner, is working on locating the resolution that stated the requirements for the make-up of the Board of Commissioners when the new Fire District was created.

Supervisor Yetter is reviewing the Solar Law drafted by the Town's Attorney.

A motion was offered by Councilman Tomazin and seconded by Councilman Smith to adjourn the meeting at 7:41 PM.

The next scheduled meeting is January 17, 2017 at 7:00 PM.

Respectfully submitted,

Janet B. Smith
Deputy Town Clerk