

A Work Session was held January 3, 2023 at Hutchinson Hall, Newark Valley at 7:00 P.M.  
The following Board members were:

**PRESENT:**

Stuart Yetter, Jr., Supervisor  
Warren Smith, Councilmember  
Brett Walter, Councilmember  
Lucy Johnson, Councilmember  
Joseph Tomazin, Jr. Councilmember

**ALSO PRESENT:**

Abbey Ortu, Grant Writer  
Erik Vergason  
Jared Martin  
Joe Tennant, Highway Superintendent

**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  
2023 Organizational Meeting Resolutions  
January 3, 2023**

**Resolution # 1-2023**

**Appointments**

On a motion offered by Councilmember Smith and seconded by Councilmember Tomazin, the Town Board adopted the following resolution:

**Be it resolved** that the following appointments to remain in effect until the 2024 Town Board Organizational Meeting, unless rescinded by the Town Board as amended:

Deputy Town Supervisor – Joe Tomazin  
Town Bookkeeper – Velvet Lyke  
Building Personal Service Clerk – Theresa Pollard (amended)  
Legal Services – Firm of Levene, Gouldin & Thompson  
Town Records Officer – Barbara Mock, Town Clerk  
Town Assessor – Douglas Barton  
Deputy Town Clerk – Lora Corson  
Tax Collector – Wanda Grover  
Dog Control Officer – Denise Liske  
Dog Enumerator – Denise Liske  
Code Enforcement Officer/Fire Marshal – Daniel Cheresnowski  
Town Court Clerk – Yvonne Tuetken  
Town Historian – Vacant  
Registrar of Vital Statistics – Barbara Mock  
Deputy Registrar of Vital Statistics – Lora Corson  
Representative to Tioga County Council of Governments – Stuart Yetter, Town Supervisor  
Public Information Officer – Alexandra Torra

Councilman Walter - AYE  
Councilwoman Johnson – AYE  
Councilman Tomazin - AYE  
Councilman Smith - AYE  
Supervisor Yetter, Jr. - AYE

**Motion Carried**

**Resolution # 2-2023**

**Salaries**

On a motion offered by Councilmember Smith and seconded by Councilmember Tomazin, the Town Board adopted the following resolution:

**Be it resolved** that the Town Board of Newark Valley has authorized the Town Supervisor to pay the salaries adopted in the 2023 Town of Newark Valley Budget in the following intervals:

- Councilmembers (4) – \$4335 annually, paid \$2167.50 in June and \$2167.50 in December
- Town Justice - \$15,300 annually, paid monthly
- Court Clerk - \$12,189 annually, paid monthly
- Supervisor - \$15,586 annually, paid monthly
- Town Clerk - \$16,095 annually, paid monthly
- Tax Collector - \$14.20 hr., paid bi-weekly
- Deputy Town Clerk - \$14.20 hr., paid bi-weekly
- Town Assessor - \$17,900 annually, paid monthly
- Dog Control Officer - \$6,574 annually, paid monthly
- Dog Enumerator - \$3,417 annually, paid monthly
- Code Enforcement Officer/Fire Marshal – \$13,260 annually – paid monthly
- Deputy Code Enforcement Officer -
- Highway Superintendent - \$58,915 annually, paid bi-weekly
- Highway Dept. Secretary - \$14.20 hr., paid bi-weekly
- Building Receptionist - \$12,240 annually, paid bi-weekly
- Town Bookkeeper - \$11,169 annually, paid bi-weekly
- Registrar of Vital Statistics - \$560 annually, paid monthly
- Deputy Registrar of Vital Statistics - \$14.20 hr., paid bi-weekly
- Public Information Officer - \$714 annually, paid monthly

- Councilmember Walter - AYE
- Councilmember Johnson – AYE
- Councilmember Tomazin - AYE
- Councilmember Smith - AYE
- Supervisor Yetter, Jr. - AYE

**Motion Carried**

**Resolution # 3-2023**

**Utility Bills**

On a motion offered by Councilmember Tomazin and seconded by Councilmember Smith, the Town Board adopted the following resolution:

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

- Councilmember Walter - AYE
- Councilmember Johnson – AYE
- Councilmember Tomazin - AYE
- Councilmember Smith - AYE
- Supervisor Yetter, Jr. - AYE

**Motion Carried**

**Resolution # 4-2023**

**Meeting Days**

On a motion offered by Councilmember Tomazin and seconded by Councilmember Johnson, the Town Board adopted the following resolution:

**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.

Councilmember Walter - AYE  
Councilmember Johnson – AYE  
Councilmember Tomazin - AYE  
Councilmember Smith - AYE  
Supervisor Yetter, Jr. - AYE

**Motion Carried**

**Resolution # 5-2023**

**Official Banks**

On a motion offered by Councilmember Smith and seconded by Councilmember Johnson, the Town Board adopted the following resolution:

**Be it resolved** that the Town of Newark Valley has determined that the following banks as the Town’s official banking institutions until the 2024 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.

Councilmember Walter - AYE  
Councilmember Johnson – AYE  
Councilmember Tomazin - AYE  
Councilmember Smith - AYE  
Supervisor Yetter, Jr. - AYE

**Motion Carried**

**Resolution # 6-2023**

**Official Newspaper**

On a motion offered by Councilmember Tomazin and seconded by Councilmember Smith, the Town Board adopted the following resolution:

**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.

Councilmember Walter - AYE  
Councilmember Johnson – AYE  
Councilmember Tomazin - AYE  
Councilmember Smith - AYE  
Supervisor Yetter, Jr. - AYE

**Motion Carried**

**Resolution # 7-2023**

**Official Radio Station**

On a motion offered by Councilmember Walter and seconded by Councilmember Smith, the Town Board adopted the following resolution:

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

- Councilmember Walter - AYE
- Councilmember Johnson – AYE
- Councilmember Tomazin - AYE
- Councilmember Smith - AYE
- Supervisor Yetter, Jr. - AYE

**Motion Carried**

**Resolution # 8-2023**

**Tax Collector Increments**

On a motion offered by Councilmember Smith and seconded by Councilmember Tomazin, the Town Board adopted the following resolution:

**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.

- Councilmember Walter - AYE
- Councilmember Johnson – AYE
- Councilmember Tomazin - AYE
- Councilmember Smith - AYE
- Supervisor Yetter, Jr. - AYE

**Motion Carried**

**Resolution # 9-2023**

**Annual Report**

On a motion offered by Councilmember Tomazin and seconded by Councilmember Smith, the Town Board adopted the following resolution:

**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.

- Councilmember Walter - AYE
- Councilmember Johnson – AYE
- Councilmember Tomazin - AYE
- Councilmember Smith - AYE
- Supervisor Yetter, Jr. - AYE

**Motion Carried**

**TOWN OF NEWARK VALLEY**  
**2023 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 – Councilmember Tomazin, Councilmember Smith  
Justice & Town Clerk Books – Councilmember Johnson, Councilmember Walter

Audit #2 – Supervisor Books – Councilmember Smith, Councilmember Walter  
Justice & Town Clerk Books – Councilmember Johnson, Councilmember Tomazin

**Ordinance Committee**

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

Committee Members: Councilmember Walter, Councilmember 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: Councilmember Walter, Councilmember 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: Councilmember Smith, Councilmember 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: Councilmember Tomazin, Town 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: Councilmember Johnson, Councilmember Walter.

## **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: Councilmember Walter, Councilmember Smith

## **TOWN OF NEWARK VALLEY 2023 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 2023. This will include developing a file of applicants prior to a vacancy existing.

### **B. FINANCIAL**

To manage appropriations to 2023 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**

Improve language on various codes to improve enforcement.

### **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**

Possible parking lot improvement and exterior lighting upgrades.  
Court room safety upgrades  
Replace Storage shed

### **F. INTERMUNICIPAL COOPERATION AND CONSOLIDATION**

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

## STATE OF THE TOWN 2022

Considering all the upheaval in 2022, the Town actually fared pretty well. Overall, we come out under budget, we were able to make some improvements at the Highway barn, including a new office and breakroom for the employees. The Highway Superintendent is working with the Board to update our fleet as economically as possible – we hope to explore grant opportunities that may be available to us to ease the property tax burden.

Looking forward to a successful 2023!

Stuart Yetter, Jr.  
Supervisor

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### **Highway Superintendent's Report**

Highway Superintendent Tennant said the roads are muddy.

There was a discussion about grading the area where the storage building will be built.

### **New Business**

#### **Grant Writing**

Abbey Ortu talked with the Town Board about grant writing. She gave an overview about what it entails. She said certain grants take a couple of years to obtain. She would like the Town Board to give her a list of projects that the Town would like to get grants for and she will help us. The Town Board will give her a list of projects and items that they would like financial help with.

The Town Board thanked her for her time and for talking with them.

### **Old Business**

#### **Storage Building**

There was more discussion about the grading and floor for the storage building. Superintendent Tennant will be getting in touch with other towns for help on this issue.

### **Department & Council Reports**

Supervisor Yetter said he has been in contact with Karen McMullen concerning our Code Enforcement Ordinance. Changes have been made by the State and we need to be in compliance. She is looking into it.

### **Council Member's & Committees**

There was a discussion about poles that are too close to a Town road and need to be moved so there are no problems with the Town's truck.

The Board discussed cars parking on the road on Murphy Lane.

Erik Vergason is the Highway Union Representative. There was a lengthy discussion about the part of the Union Contract concerning the Town providing clothes for them and the cost of the clothes.

Erik will talk with the employees and he will meet with the Highway Committee to discuss this further.

### **Code Enforcement**

No report

**Dog Control Officer**

No report

**Planning Board**

No report

**Executive Session**

**Enter Executive Session**

**Resolution # 10-2023**

**Enter Executive Session**

On a motion offered by Councilmember Smith and seconded by Councilmember Johnson, the Town Board entered Executive Session at 8:15 P.M.

Councilmember Walter - AYE  
Councilmember Johnson – AYE  
Councilmember Tomazin - AYE  
Councilmember Smith - AYE  
Supervisor Yetter, Jr. - AYE

**Motion Carried**

**Resolution # 11-2023**

**Exit Executive Session**

On a motion offered by Councilmember Tomazin and seconded by Councilmember Smith, the Town Board exited Executive Session at 8:19 P.M.

Councilmember Walter - AYE  
Councilmember Johnson – AYE  
Councilmember Tomazin - AYE  
Councilmember Smith - AYE  
Supervisor Yetter, Jr. - AYE

**Motion Carried**

The purpose of this Executive Session was to discuss an employee issue.

On a motion offered by Councilmember Smith, the meeting was adjourned at 8:19 P.M.  
The next meeting is a Regular Meeting scheduled for January 17, 2023 at 7:00 P.M.

Respectfully submitted,

Barbara S. Mock  
Town Clerk