

The Organizational meeting was held January 3, 2012 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
Ronald Graham, Councilman

Also Present: Del Mock; Dog Control Officer, Hans Peeters and Charlie Morgan.

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

**Town of Newark Valley
2012 Organizational Meeting Resolutions**

Resolution #1-2012

Appointments

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

Be it resolved the following appointments are to remain in effect until the 2013 Town Board Organizational Meeting, unless rescinded by the Town Board: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 – Delbert Mock
Dog Enumerator – Delbert Mock
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 Graham – AYE
Councilman Cheresnowski – AYE
Councilman Thomas – AYE
Supervisor Yetter – AYE

MOTION CARRIED

Resolution #2-2012

Salaries

On a motion offered by Councilman Cheresnowski 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 2012 Town of Newark Valley Budget in the following intervals:

- Councilman (4) – \$3700 annually, paid \$1850 in June and \$1850 in December
- Town Justices (2) - \$7602 each, annually, paid monthly
- Court Clerk - \$7,812 annually, paid monthly
- Supervisor - \$12,000 annually, paid monthly
- Town Clerk - \$13,482 annually, paid monthly
- Tax Collector - \$3,414 annually, paid monthly January – June
- Deputy Tax Collector - \$1002 annually, paid monthly January – June
- Deputy Town Clerk - \$3972 annually, paid monthly
- Town Assessor - \$15,000 annually, paid monthly
- Dog Control Officer - \$5724 annually, paid monthly
- Dog Enumerator - \$2979 annually, paid monthly
- Code Enforcement Officer - \$11,457 annually, paid monthly
- Fire Marshal - \$5652 annually, paid monthly
- Highway Superintendent - \$47,567 annually, paid bi-weekly
- Highway Dept. Secretary - \$10.00 hr., paid bi-weekly
- Town Hall Secretary - \$10,309 annually, paid bi-weekly
- Town Bookkeeper - \$9542 annually, paid bi-weekly
- Registrar of Vital Statistics - \$459 annually, paid monthly
- Deputy Registrar of Vital Statistics - \$210 annually, paid monthly
- Public Information Officer - \$612 annually, paid bi-weekly

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

MOTION CARRIED

Resolution #3-2012

Payment of Utility Bills

On a motion offered by Councilman Graham and seconded by Councilman Thomas 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 Graham – AYE
- Councilman Cheresnowski – AYE
- Councilman Thomas – AYE
- Supervisor Yetter – AYE

MOTION CARRIED

Resolution # 4-2012

Regular Board Meetings

On a motion offered by Councilman Graham 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 at 7 P.M. 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 also held at 7 P.M.

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

MOTION CARRIED

Resolution #5-2012

Official Banks

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

Be it resolved that the Town of Newark Valley has determined the following banks as the Town's official banking institutions until the 2012 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 Graham – AYE
Councilman Tomazin – AYE
Councilman Cheresnowski – AYE
Councilman Thomas – AYE
Supervisor Yetter – AYE

MOTION CARRIED

Resolution #6-2012

Official Newspaper

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 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 an additional newspaper in general circulation within the Town.

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

MOTION CARRIED

Resolution #7-2012

Official Radio Stations

On a motion offered by Councilman Graham 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 WNBF 1290 AM and WHWK 98.1 FM in Binghamton.

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

MOTION CARRIED

Resolution #8-2012

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 of Town tax moneys received, to the Town Supervisor, until the total budget requirement is fulfilled.

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

MOTION CARRIED

Resolution #9-2011

Annual Report

On a motion offered by Councilman Cheresnowski and seconded by Councilman Graham, 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 Graham – AYE
Councilman Tomazin – AYE
Councilman Cheresnowski – AYE
Councilman Thomas – AYE
Supervisor Yetter – AYE

MOTION CARRIED

TOWN OF NEWARK VALLEY
2012 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 Cheresnowski, Councilman Graham
Justice & Town Clerk Books – Councilman Tomazin, Councilman Thomas

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

Ordinance Committee

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

Committee Members: Councilman Thomas, Councilman Graham

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 2012 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 2012. This will include developing a file of applicants prior to a vacancy existing.

B. FINANCIAL

To manage appropriations to 2012 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.

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.

F. INTERMUNICIPAL COOPERATION AND CONSOLIDATION

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

STATE OF THE TOWN 2011

2011 was a challenging year for us all. The Town suffered significant flood damages to roads in two separate storms. The early bad winter weather severely depleted the snow budget. We faced extensive legal costs due to dog issues in the Town. Despite this we finished the year in the black and were still able to come in under the 2% property tax levy cap. I feel this is a major achievement and I thank all of our employees and officials who made this happen. We must continue to maintain this attitude of financial conservation and keep a close watch on our spending and procedures. The next year will continue to be a challenge to meet the needs of the tax payers and stay within our budget constraints.

Stuart Yetter, Jr.
Supervisor

Flood Law

The Board looked over the changes and language of the Flood Law. The law has to be passed by March 17 but the DEC has to have the draft by January 17. The rules and regulations are pretty much the same as we have had in the past.

The Board was in agreement of the draft.

Code will administer the law and the Variance Board will take care of appeals.

Supervisor Yetter will email the attorney and let her know the Board approves of the draft with a small change; on page nine section 4.2-2 FEES, it should read: All applications for a Flood Plain Development Permit shall be accompanied by an application and a fee according to the Town's Fee Schedule.

ITEMS OF INTEREST TO BOARD MEMBERS

Because of concerns brought to the Board at the last regular meeting of 2011 by Doris Wells and Mark Smolinsky, Supervisor Yetter and Councilman Tomazin went to Doris Wells' house to view the fence between her and Jeffrey Jump's property. Supervisor Yetter will write a letter to Ms. Wells and Mr. Smolinsky letting them know of their findings. The parties involved will have to pursue a civil suit on their own.

Association of Towns - Training, Annual Meeting

Supervisor Yetter told the Board about the Association of Towns - Training, Annual Meeting and said anyone could go if they wanted to.

Planning Board

Hans Peeters said the Planning Board needs someone appointed to one of the seats, but at this time, no one knew whose seat was up. This will be resolved at the next meeting.

The Board discussed the need to keep the highway equipment under cover but not with the salt, perhaps an unheated pole barn. They also discussed the need for a salt barn.

A motion was offered by Councilman Cheresnowski and seconded by Councilman Graham to adjourn the meeting at 7:33 p.m.

The next meeting is January 17, 2012.

Respectfully submitted,

Barbara S. Mock, Town Clerk