

Regular meeting of the Board of Trustees of the Village of Newark Valley was held Tuesday evening, **September 8th, 2020** at 6:30 PM in the Noble Room of the Municipal Building at 9 Park Street, Newark Valley.

Present were:

Mayor	James Tornatore
Deputy Mayor	Cliff Alexander
Trustees	Scott Parmelee
	John Tomazin
DPW Supervisor	Bill Foster
Clerk/Treasurer	Pam Benthin
Attorney	Frank Como

MINUTES:

Minutes from the August 11th meeting were read and approved as presented with a Motion by Trustee Tomazin, seconded by Trustee Parmelee.

FINANCIAL REPORT:

Discussed as presented.
Reconciled as of August 31st, 2020

BILLS:

Presented. Approved in the amount of \$18,031.97, from abstract number 17-21, 18-21, 19-21 and 20-21 with a Motion by Deputy Mayor Alexander, seconded by Trustee Parmelee. Carried.

WORK IN PROGRESS:

- **Building/Properties** – Discussion of first floor bathroom flooring project; Trustee Tomazin presents some options of sheet vinyl and vinyl tile; Discussion of other options including porcelain tile and decorative concrete coating; Discussion of 2nd floor bathroom and the multiple entry ways that currently have aging/damaged sheet vinyl or tile; Board agrees to move forward with first floor bathroom floor with a cost cap of \$650.00
- **Vacant Property Placards** – CEO scheduling inspection appointments with property owners. Some owners already signed off on having the red 'X' placards placed on their properties.
- **Village Office Staffing** – Lengthy discussion of full time vs. part time for the front counter position; Discussion of office future succession plan; Discussion of adjusting open office hours to correlate with part-time hours of new hire; Board agrees to hire for max part-time hours with no benefits, stating potential for full-time and benefits possible in future.
- **Code Enforcement** – 1 resume received so far; Office to post listing with County, Pennysaver and on social media.
- **Fall Training** – Village office will be closed Tuesday September 22nd thru Thursday September 24th for staff to attend training.

- **Village Gazebo** – Benches sanded and stained by DPW staff; Trustee Parmelee suggest removing them for the winter to help preserve their condition.
- **Municipal Building Cameras** – Discussion of current systems at Trout Ponds, DPW Barn/Garage and Village Green from MB; Discussion of wired vs. wireless system for the Municipal building, challenges of fishing wires through walls, need of a wifi signal booster to operate wirelessly; Discussion of placement, view of entire sides of buildings and parking lot not just entrances suggested; Office to research options.
- **9 Brook Street** – Grant has been approved; Review of chain of command of project: FEMA sends information and requests to Department of Homeland Security, DOHS forwards requests to Village personnel, Village relays information to home owners; Phone conference scheduled for Sept. 10th with representative from Homeland Security to review necessary forms and needed documentation with Village personnel;
- **Trout Ponds Park** – 150th anniversary next year, June 1st, 2021
- **Municipal Building Windows** – Awaiting word from State departments to move forward.
- **Master Plan** – No update currently.
- **Franchise Spectrum** – Work in progress.
- **Trout Ponds Eagle Scout Project** – Work in progress, two more station posts need to be installed, some stations are built and in storage awaiting hardware for install; Individual instructional signage for each station ordered; Completion date pushed back due to COVID.

NEW BUSINESS:

RESOLUTION #18-21

Adoption of New Retention Schedule LGS-1 per New York State Archives. (Copy attached) – adopted with a motion by Alexander, seconded by Tomazin. Roll call vote. Alexander, Parmelee, Tomazin, Tornatore. - Yes. 0 - No. Reynolds - Excused. Carried.

RESOLUTION #19-21

Authorizing DPW Supervisor to sign service contract for electrical repairs to Well #3. (Copy attached) – adopted with a motion by Alexander, seconded by Parmelee. Roll call vote. Alexander, Parmelee, Tomazin, Tornatore. - Yes. 0 - No. Reynolds - Excused. Carried.

REPORTS:

- Clerk Report – Village Elections taking place next week Sept. 15th; NBT online banking upgrade, Sept. 14th and the impact to office operations; Office staff schedule months of September/October, very busy with training sessions and vacations; Review of current financial status, expense and revenue compared to budget, Village just about where it should be a half way point of the budget year; Discussion of upcoming billing software upgrade, slated to take place Oct. – January time frame; Discussion of impact Novembers Presidential Election may have on Village Office as a receiving point for ballots.
- Code/Fire Safety Inspector – Fire Safety Inspections continue, all site requiring annual inspection have been completed, Multi-family and Business inspections continue; Vacant Building Placards inspection appointments being made jointly with fire department; Many site visits to 7 Water St for the conversion of laundry mat to diner project; Three new permits issued.
- Public Works – See Attached; Discussion of Well #3 electric repair; Resolution #19-20 passed Authorizing DPW Supervisor Foster to sign contract with Huen Electric for repairs not to exceed \$13,500.
- Mayor – Board members to bring any changes to their liaison designations to the Mayor before the next board meeting.
- R.E.A.P – Welcomed newest member Matt Tomazin
- Youth – Berkshire program contribution received, awaiting Town of NV and Richford. Year end meeting to be scheduled in the coming months.
- Library – Village staff/Board unable to attend due to new meeting time of the second Sunday at 7:00pm.

BOARD COMMENTS/CONCERNS:

- Discussion of Trustee Liaison expectations and community duties.
- Discussion of Village property maintenance: Village Green, sidewalks, bike park, Trout Ponds park, ball fields; the detail that goes into maintaining these areas can be a factor when potential new homeowners are surveying the area.
- Trustee Parmelee updates on the progress of local food pantry relocating to former school administration building on Whig St.

Motion by Trustee Parmelee, seconded by Trustee Tomazin to adjourn at 10:22 PM. Carried

Jessica Moore
Deputy Clerk/Treasurer