

Regular meeting of the Board of Trustees of the Village of Newark Valley was held Tuesday evening, **November 10<sup>th</sup>, 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
Clerk/Treasurer	Pam Benthin

**MINUTES:**

Minutes from the October 13<sup>th</sup> meeting were read and approved as presented with a Motion by Trustee Parmelee, seconded by Trustee Tomazin.

**FINANCIAL REPORT:**

Not available at this time.

**BILLS:**

Presented. Approved in the amount of \$113,185.90, from abstract number 23-21, 24-21, and 25-21 with a Motion by Deputy Mayor Alexander, seconded by Trustee Parmelee. Carried.

**WORK IN PROGRESS:**

- **Recycling** – Contract received from Taylor; Cost to be \$7.00 per month, per residence; Office to send monthly spreadsheet of current residences on Village service; Taylor to bill Village quarterly.
- **Badger Meter** – New equipment received; Badger has been working with KVS (our billing/account software) to make all necessary upgrades and changes to our KVS system to interface with the new Badger reading system; Office staff phone conferenced with KVS regarding changes and updated processes; Badger staff to be in office 11/12 & 11/13 for Office staff and DPW staff training of new system and equipment; Office to be closed to the public Thursday to conduct uninterrupted training.
- **Water Termination Moratorium** – Senate Bill #S8113, Part of Chapter 108 of the Laws of 2020; Prevents public utilities and municipalities from terminating services to residential customers during the COVID-19 state of emergency and for 180 days after the SOE expires for those residential customers who have experienced a change in financial circumstances due to COVID-19; Information to be communicated on residents water bills and posted on Village bulletin boards as public information; Residents will need to contact Village office for deferment program inquires;

- **Code Enforcement** – Current CEO Foster submitted his 4 recommendations from current applicant submissions; Office to schedule interviews for 1<sup>st</sup> week in December; Trustee Tomazin & Parmelee to conduct interviews with CEO Foster.
- **Village Office Staffing** – Work in progress, Office researching requirements to determine part time hours; Civil Service, NYS Dept of Labor and NYCOM have different guidelines as to how many hours constitutes part-time and when you have to offer benefits; Discussion of budget and revenues at present time; Mayor states that he is confident that we can afford to hire a 3<sup>rd</sup> person in the office without causing a raise to taxes; Discussion of COVID concerns in the coming year in regards to additional staffing i.e. office closures, furlough, layoff; Board members suggest adjusting hours open to the public and allowing phone calls to go to voicemail to make more uninterrupted time for the office staff; Discussion of DPW taking over some of their administrative tasks to lighten the load on office staff;
- **Municipal Building Cameras** – Office to research options when time allows; Discussion of wifi cameras with solar charging as a possible option.
- **Municipal Building Windows** – Contacted Randy Crawford to begin work on bid packet; Tentative start of bid process March/April 2021 once reviewed and approved by SHPO barring any further COVID related delays to the project.
- **Budget** – First budget meeting tentative for Thursday 11/19 Deputy Mayor Alexander, Trustee Parmelee and Clerk Benthin to meet at 9am; 1<sup>st</sup> draft of budget to be submitted to Board for review at December Board meeting.
- **9 Brook Street** – Project moving forward, first appraiser has been contacted; Appraiser to submit report to Village Office, who submits to Homeland Security for review before Village presents to Reynolds family.
- **Trout Ponds Park** – 150<sup>th</sup> anniversary next year, June 1<sup>st</sup>, 2021; Mayor Tornatore coordinating with Historical Society.

## **NEW BUSINESS:**

### **RESOLUTION #22-21**

Completion of Employee Probation – Matt Seamans. (Copy attached) – adopted with a motion by Tomazin, seconded by Parmelee. Roll call vote. Alexander, Parmelee, Tomazin, Tornatore. - Yes. 0 - No. Reynolds - Excused. Carried.

### **RESOLUTION #23-21**

Transfer of Funds & Increase of Budget Line – DPW Truck Purchase. (Copy attached) – adopted with a motion by Tomazin, seconded by Alexander. Roll call vote. Alexander, Parmelee, Tomazin, Tornatore. - Yes. 0 - No. Reynolds - Excused. Carried.

**RESOLUTION #24-21**

Authorizing Mayor to sign 6-month agreement with Taylor Garbage for recycling services. (Copy attached) – adopted with a motion by Tomazin, seconded by Parmelee. Roll call vote. Alexander, Parmelee, Tomazin, Tornatore. - Yes. 0 - No. Reynolds - Excused. Carried.

**REPORTS:**

- Code/Fire Safety Inspector – See attached; Discussion of vandalism issues at the Depot by local teens; Historical Society has posted signs and looking at surveillance camera options.
- Public Works – See attached.
- Youth – Review of Youth meeting, very productive; Some days over 200+ meals were given out; Discussion of staffing issues due to COVID and mandatory quarantines; Town of Newark Valley will now be contributing to the Joint Youth Program; Looking at options for the golf tournament for this spring again; Discussion of County and Towns/Villages contributions.
- Library – Library still meeting via Zoom on Sunday evenings, making attendance by Village liaison unachievable; discussion of Village and Towns past contributions.
- Clerks Report – Current server (2008) is failing and needs to be replaced with another server or the office needs to convert to a cloud storage program; Discussion of cloud vs. stand alone server, including safety concerns, upfront costs, and long-term costs.

**BOARD COMMENTS/CONCERNS:**

Motion by Trustee Tomazin, seconded by Trustee Parmelee to adjourn at 9:27 PM. Carried

Jessica Moore  
Deputy Clerk/Treasurer