

**Regular Meeting & 2026 Organizational Meeting of the Verona Town Board**

Oneida County, New York

6:00 pm on Monday, January 5, 2026

Verona Town Office Building, 6600 Germany Road, Durhamville, New York

**Board Members in attendance:**

Scott Musacchio, Supervisor  
 Fred Scherz Jr., Councilman  
 Kenneth Brewer, Councilman  
 Dan Breckenridge, Councilman  
 Jeff Kahler, Councilman

**Others in attendance:**

Amy Kotwica, Town Clerk	Billy Lohr, Highway Superintendent
Debby Smart, Planning Board Secretary	Tim Dodge, Water Operator in Responsible Charge
Dan Maciag, Codes Enforcement Officer	Lauren Harris, Sole Assessor

Citizens: 10

Call to Order at 6pm with the Pledge of Allegiance

**A. Supervisors' Report**

Moving ahead on the pipe bridge and footers, should be in place 1<sup>st</sup> qtr this year  
 Billy is not here, out training

**B. Approval of minutes from the December 1, 2025 Town Board Meeting.**

Councilman Brewer made a motion to approve.  
 Councilman Kahler seconded the motion.  
 All those in favor: 4  
 Any opposed: 0  
 Motion carries.

**C. County Legislator Reports**

Keith Schiebel:

- Recognized a few retiring members
- Resolutions – youth in the County, Chobani will be talked about at every meeting going forward, Re-opened a storm-damaged county building in Rome.....

Norm Leech:

- Mortgage Tax, primarily goes back to the towns

**D. Public Concerns**

RC: There is news around that the Recovery and Donut Shoppe sold

TB: That is what we have heard as well, BBL went to OIN to offer the property. We will still get the tax revenue from 2026, and until the property goes into trust at the current appraised value, some of the other OIN properties are pre-build appraised value.

RC: not to many people live om that road, correct? Is the Town's position to still develop and build that road, seeing there is no longer businesses there?

TB: There is still about 80 acres of property not owned by OIN. We do also have 3 grants in place for those upgrades – it needs to be a decision with the board, once the numbers are all rolled out, in order to determine the way forward. Ultimately, the loss of taxable property is the main focus and that is due to the State and County not setting up anything in the agreement with OIN for the host community.

**E. Reports:****1. Water Operator in Responsible Charge – Tim Dodge**

- Repaired 1 grinder pump
- DSNY requests
- Plowed and shoveled all water and sewer facilities
- Worked on mixers in both sewer pump stations  
 1 is working – 1 is not working

## 2. Dog Control Officer – submitted by: Sue Gardinier

- Issue with license
- Has 2 verona dogs
- Police assistance requested to remove dog from home of a deceased
- Sue will go ahead with adoption of dog in her care (one that has been there the longest)
- Return dog to owner of the second dog

RC: Where do you intend to put the dog shelter? It would be cheaper to put the shelter over by the old garage, b/c there is already water and power.

TB: We have chosen the site, next to the historical building, we'll use the existing septic/leech field, hook up water and power off of the historical building. If we can put it over there and it'll be less money, we'll look at that site again.

## 3. Assessor – Lauren Harris

- Received 13 sales and sent out 8 welcome packets
- 70 open permits
- Sending out 2<sup>nd</sup> renewal notice for Aging/LID/and Ag Exemptions within the next week or two

## 4. Codes Enforcement Officer – Dan Maciag

- |  |                               |
|--|-------------------------------|
| • Building Permits 2   | • Misc. Inspections 1         |
| • Inspections 4  | • Property Maintenance 1      |
| • Footings 0   | • Violation notices 0         |
| • Foundations 1  | • Certificate of Compliance 0 |
| • Plumbing, Heating, Framing 2   | • Certificate of Occupancy 3  |
| • Demos 1  |                               |
| • Insulation 0   |                               |
| • Septic systems or tanks 0  |                               |
| • Dumpster, reviewed and contacted Bliss to move<br>Too close to edge of road on Sarenski Road |                               |

## 5. Planning Board –submitted by Debby Smart

- Approved a 2-lot subdivision
- Scheduled a public hearing
- Approached with questions about putting in a cannabis processing facility, Chairmen will be contacting town attorney and supervisor for guidance

## 6. Highway Superintendent – submitted by Billy Lohr

- Plowed 38 times

## 7. Town Clerk – Amy Kotwica

- |   |                          |
|---|--------------------------|
| • DECALS 1  | • Game of Chance 3       |
| • Marriage Licenses 3   | • Water Permit 0         |
| • Marriage Officiants 1   | • Dog Licenses 31        |
| • Certified Copies 15   | • Trailer Park License 1 |
| • Public Hearings (Zoning) 1  | • Building Permit 1      |
| • Public Hearings (Planning) 1  | • Junkyard Permit 1      |
| • Started collecting Taxes – sent out notice to paper of warrant receipt and posted to FB |                          |

## 8. Zoning Board –

- 1 public hearing next week
- Resident to return next week for preliminary overview

## 9. SWOCO – Ken Brewer

- No meeting

## F. New Business:

1. Set Regular Town Board meeting dates: 1<sup>st</sup> Monday of each month at 6:00pm except for Wednesday September 2, 2026 and Wednesday November 4, 2026.  
Election Day and Labor Day – only changes
2. ZBA and Planning Board meetings for 2<sup>nd</sup> Monday of each month at 7:00pm unless otherwise noted.
3. Appoint Jeff Kahler as Deputy Supervisor 1/1/2026-12/31/2026.
4. Appoint Deputy Town Clerk and Deputy Registrar of Vital Statistics Sovann Suos 1/1/2026-12/31/2026.
5. Designate Vincent Rossi as Town Attorney 1/1/2026-12/31/2026.  
Councilman Brewer made a motion to approve 1-5.  
Councilman Scherz seconded the motion.  
All those in favor: 4  
Any opposed: 0  
Motion carries.
6. Designate Barton & Loguidice as Town Engineers' 01/01/2026-12/31/2026.
7. Designate official newspaper as Rome Sentinel 01/01/2026-12/31/2026.  
Councilman Brewer made a motion to approve 6-7.  
Councilman Kahler seconded the motion.  
All those in favor: 4  
Any opposed: 0  
Motion carries.
8. Designate Supervisors' bank account as NBT Bank 01/01/2026-12/31/2026.  
Councilman Kahler made a motion to approve.  
Councilman Scherz seconded the motion.  
All those in favor: 4  
Any opposed: 0  
Motion carries.
9. Designate Town Clerks' bank account as NBT Bank 01/01/2026-12/31/2026.  
Councilman Brewer made a motion to approve.  
Councilman Kahler seconded the motion.  
All those in favor: 4  
Any opposed: 0  
Motion carries.
10. Resolution to allow the 2025 AFR Fiscal report to be submitted to the State Comptrollers' Office to serve as the Annual Financial Report.  
Jenny and Scott started this last week, it's changed and very involved, department heads input will be needed.  
Councilman Scherz made a motion to approve.  
Councilman Brewer seconded the motion.  
All those in favor: 4  
Any opposed: 0  
Motion carries.
11. Resolution to authorize Scott Musacchio, Town Supervisor and Jeff Kahler as Deputy Supervisor to sign wire transfer of funds from NBT to other banking institutions per instructions furnished by NBT Bank and allow Town Bookkeeper and/or Account Clerk to initiate on-line wire transfers through NBT Bank.  
Councilman Brewer made a motion to approve.  
Councilman Breckenridge seconded the motion.  
All those in favor: 4  
Any opposed: 0  
Motion carries.
12. Resolution to authorize Bookkeeper and/or Account Clerk to submit Direct Deposits for Payroll online to NBT Bank.
13. Resolution for utilization of FEMA Schedule of Equipment Rates for all equipment usage billing.  
Councilman Brewer made a motion to approve 12-13.  
Councilman Scherz seconded the motion.

All those in favor: 4  
 Any opposed: 0  
 Motion carries.

14. Authorization to charge a returned check processing fee in the amount of \$25.00 for all payments made.

Councilman Brewer made a motion to approve.  
 Councilman Breckenridge seconded the motion.  
 All those in favor: 4  
 Any opposed: 0  
 Motion carries.

15. Authorization to establish the prepayment of the following bills before audit by the Town Board as:

AFSCME	NYS Employment Income Tax
Allstate	NYS Retirement System
Cogent Leasing and Financing	One Group
Ferrellgas (Propane only)	Oneida City School District (tax bill for Pump station)
City of Oneida	Oneida County Workers' Compensation
Depository Trust	Oneida Public Library (Debt Service)
Enhanced Business Systems	On-Site Testing Services
Environment Facilities Corporation Sewer Bonds)	Ring Squared (phone line bundle biller AccessPlus)
MVP (HRA Administration)	Santander (Lease Payment)
Excellus Dental and Eye	State Insurance Fund
National Grid	State Comptroller
Quadient (Postage for mail machine only)	US Postal Service
NBT Bank	Verizon Fios
NYS Child Support Processing Center	Verizon Online
NYS Deferred Compensation	Verizon Wireless
	VVS Central Schools

Councilman Scherz made a motion to approve.  
 Councilman Kahler seconded the motion.  
 All those in favor: 4  
 Any opposed: 0  
 Motion carries.

16. Resolution to allow Bookkeeper and/or Account Clerk to pay the following bills designated as prepaid, online after approval by Town Supervisor:

Allstate	NYS Child Support Processing Center
Environment Facilities Corporation (Sewer Bonds)	NYS Employment Income Tax
IRS – EFTPS	NYS Retirement System
MVP	Ring Squared (AccessPlus)
National Grid	State Insurance Fund
Neopost (Postage for mail machine only)	Verizon Online
NYS Deferred Compensation	Verizon Fios
	Verizon Wireless

Councilman Brewer made a motion to approve.  
 Councilman Scherz seconded the motion.  
 All those in favor: 4  
 Any opposed: 0  
 Motion carries.

17. Resolution to allow Bookkeeper and/or Account Clerk to facilitate online transfers at NBT as necessary.
18. Authorize Highway Superintendent to purchase under NYS & Oneida County Contract, tools and equipment not exceeding \$1,500.00 without Supervisor or Town Board approval.

Councilman Brewer made a motion to approve 17-18.  
 Councilman Scherz seconded the motion.  
 All those in favor: 4

22. Monthly for general and special district employees to include Town Board Members; Historian; Planning & Zoning Chairs; Planning & Zoning Secretaries. Dog Control Officer; Board of Assessment Review in July; Zoning & Planning Members at years' end.

23. Set mileage compensation Federal rate of \$ .725/mile.

24. Approve payment of the MVP bill in the amount of \$35,682.12

Councilman Scherz made a motion to approve 22-24.

Councilman Brewer seconded the motion.

All those in favor: 4

Any opposed: 0

Motion carries.

25. Discussion & Approval to Transfer \$20,000.00 from 90108.3 to 51424.3 - Highway

26. Discussion & Approval to Transfer \$212.21 from 50101.1 to 12204.1 - General

27. Discussion & Approval to Transfer \$206.54 from 73104.1 to 35104.1 – General

28. Discussion & Approval to Transfer \$382.34 from 90108.1 to 90308.1 – General

29. Discussion & Approval to Transfer \$10.28 from 90108.9 to 90308.9 – SW1

30. Discussion & Approval to transfer \$52.68 from 90108.10 to 83104.10 – SW2

Councilman Scherz made a motion to approve 25-30.

Councilman Brewer seconded the motion.

All those in favor: 4

Any opposed: 0

Motion carries.

31. Discussion & Approval to add a dog adoption fee to our fee schedule of \$100.00.

32. Discussion & Approval to add a dog adopter fee to our fee schedule of \$50.00, if the adopting individual proves that the dog has been spayed/neutered, the \$50 fee will be refunded. This is under direction of NYS Ag & Markets.

This is to help defray costs and encourage spay and neuter without imposing unnecessary fees on municipalities due stay dogs that are intact.

Councilman Brewer made a motion to approve 31&32.

Councilman Breckenridge seconded the motion.

All those in favor: 4

Any opposed: 0

Motion carries.

G. Vouchers: -

1. Prepaids \$508,069.32

Councilman Scherz made a motion to approve.

Councilman Kahler seconded the motion.

All those in favor: 4

Any opposed: 0

Motion carries.

2. General \$ 2,554.96

Councilman Scherz made a motion to approve.

Councilman Breckenridge seconded the motion.

All those in favor: 4

Any opposed: 0

Motion carries.

3. Highway \$ 11,791.58

Councilman Scherz made a motion to approve.

Councilman Brewer seconded the motion.

All those in favor: 4

Any opposed: 0

Motion carries.

Any opposed: 0  
Motion carries.

19. Appoint Town Officials 1/1/2026-12/31/2026

- |   |   |
|---|---|
| Account Clerk/Bookkeeper – Jenny Armstrong            | HUD Officer – Scott Musacchio                                       |
| Account Clerk – Stephanie Doane                       | Planning Board Chairman – Peter Kaido                               |
| Budget Officer – Jenny Armstrong                      | Planning Board Secretary – Debra Smart                              |
| Assessor – Lauren Harris                              | Summer Park Program Director – Kelly Ross                           |
| Part Time Clerk to the Assessor – Starla Andrews      | Town Historian – Jeffrey Blanchard                                  |
| Codes Enforcement Officer – Dan Maciag                | Zoning Board Chairman – Henry Gerwig                                |
| Court Clerks Full time – Susan Lehnen & Stacey Strong | Zoning Board Secretary – Lauren Harris                              |
| Deputy Town Clerk – Sovann Suos                       | W/S Billing Clerk (PT) – Stephanie Doane                            |
| Dog Control Officer – Brenda Burleigh                 | Water Collection – Jenny Armstrong, Stephanie Doane and Sovann Suos |
| Highway Secretary – Stephanie Doane                   | Sewer Data Collection – Stephanie Doane                             |

Councilman Scherz made a motion to approve.  
Councilman Brewer seconded the motion.  
All those in favor: 4  
Any opposed: 0  
Motion carries.

20. Approve the wages for the Town Officials for 2025 as follows:

Supervisor	\$40,000.00		Dog Control Officer	\$7,376.80
Councilpersons (4)	\$ 7,712.25		Highway Secretary	\$24.56/hour
Town Clerk	\$55,385.00		Rec Director	\$2,908.08
Highway Superintendent	\$79,180.00		Rec Leader	\$2,396.40
Justices (2)	\$ 23,239.32	Re	Park Assistants	\$16.20/hour
Assessor	\$27.00/hour		Registrar of Vital Statistics	\$4,000.00
Account Clerk #2	\$24.56/hour		Deputy Registrar of Vital Statistics	\$2,000.00
BAR Chair	\$150.00		Sewer Collection SS2	\$2,040.51
BAR Members	\$120.00		Sewer Collection SS4	\$1,045.00
Bookkeeper/Account Clerk	\$27.02/hour		Town Historian	\$3,041.22
Budget Officer	\$7,792.73		Water Collection Durhamville	\$2,659.15
Clerk to Assessor (PT)	\$20.53/hour		Water Collection Rt 365	\$2,464.16
Codes Officer	\$26.13/hour		Water Collection Verona	\$1,957.10
Court Attendants	\$19.04/hour		Water/ Sewer Billing Clerk	\$24.56/hour
Court Clerk 1	\$28.32/hour		Zoning & Planning Chairs	\$2,106.72
Court Clerk 2	\$23.49/hour		Zoning & Planning Secretaries	\$2,348.99
Deputy Town Clerk	\$21.97/hour		Zoning & Planning Members	\$71.32/mtg
			Contractual Highway & W/S Workers per Union Contract	


Councilman Scherz made a motion to approve.  
Councilman Kahler seconded the motion.  
All those in favor: 4  
Any opposed: 0  
Motion carries.

21. Methods of payment – Biweekly for Supervisor; Highway Superintendent; Town Clerk/Collector; Deputy Town Clerk; Justices; Justice Court Clerks & Attendants. Bookkeeper/Budget Officer; Account Clerk; Summer Recreation; Contractual Employees; Water Billing Clerk; Codes Officer; Assessor & Assessor Clerk.

Councilman Kahler made a motion to approve.  
Councilman Brewer seconded the motion.  
All those in favor: 4  
Any opposed: 0  
Motion carries.

Councilman Kahler made a motion to adjourn at 6:51pm.  
Councilman Scherz seconded the motion.  
All those in favor: 4  
Any opposed: 0  
Motion carries.

Scott Musacchio, Supervisor:



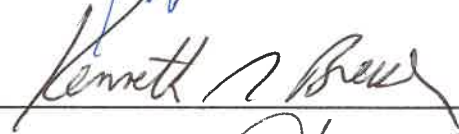
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Jeff Kahler, Councilman:



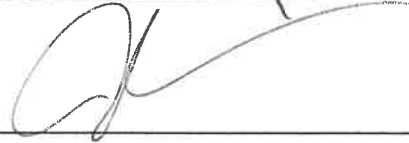
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Ken Brewer, Councilman



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Fred Scherz Jr., Councilman:



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Dan Breckenridge, Councilman:



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Amy Kotwica, Town Clerk:

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