

TOWN OF
NEWPORT
NEW YORK

Building Foundations for Modernization and Reform

2024 Year in Review Report



2024 YEAR IN REVIEW

MESSAGE FROM THE TOWN SUPERVISOR

BUILDING A MORE ACCESSIBLE, EFFICIENT, AND IMPACTFUL TOWN GOVERNMENT

2024 was a foundational year for the Town of Newport, ushering in initiatives that take immediate steps to promote a more accessible, efficient, and transparent Town government as well as strategically plan for Newport's future.

From overhauling the Town's website and social media presence to establishing Town emails and phone numbers for officials, investing in municipal accounting and administrative software, and partnering with professional accounting, payroll, and human resource management firms, the Town has built a more modern workplace that better ensures compliance, consistency, and responsiveness.

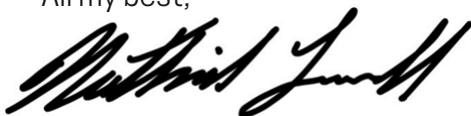
By starting initiatives to create a ten-year comprehensive plan and review and modernize all Town laws, ordinances, and policies into one codified database, the Town is on track to ensure it has the clear legislation, policies, and procedures needed to plan, finance, and implement goals and projects set by the 2025 comprehensive plan.

That combination of immediate operational reform and long-term strategic planning will help to ensure we have a community-based vision to move our Town forward as well as the institutional knowledge, legislation, and resources to follow through on it.

Change takes time, but thanks to the hard work of all our Town officials and employees in 2024, we have made it easier for residents to access information, contact officials, and participate in local government and laid the foundation needed to effectively move forward.

I look forward to continuing that important work in the year ahead.

All my best,



Nathaniel E. Lowell
Town Supervisor



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WELCOMING NEW TOWN PARTNERS



Bookkeeping Services

Follow the Modified Accrual Basis of Accounting method for maintaining the books in accordance with the Governmental Accounting Standards Board, record receivables and revenues, maintain deposit and vendor files by fiscal year, complete monthly reconciliation of bank accounts as well as reconciliation of all balance sheet accounts and payments made, enter transactions into the accounting system, and maintain documentation.

Financial Reporting

Prepare and submit monthly budget to actual summary and detail statements of Income & Expense, Balance Sheet, or other reports as necessary to the Town Board on a monthly basis.

Audit Preparation

Participate in internal financial audits and reviews, maintain fixed asset inventory and depreciation, provide assistance to the Budget Officer with the preparation of an annual Budget, and prepare year end reports, schedules, and other documents as required by the New York State Comptroller's Office.



Elizabeth A. Bush, CPA

Audit Partner | Bowers CPAs & Advisors

Bowers CPAs & Advisors was selected as the Town's accounting firm in January 2025. Bush brings years of experience in governmental accounting to the Town.



Janelle L. Tuper

Audit Supervisor | Bowers CPAs & Advisors

Bowers CPAs & Advisors was selected as the Town's accounting firm in January 2025. Tuper brings years of experience in governmental accounting to the Town.



ADP

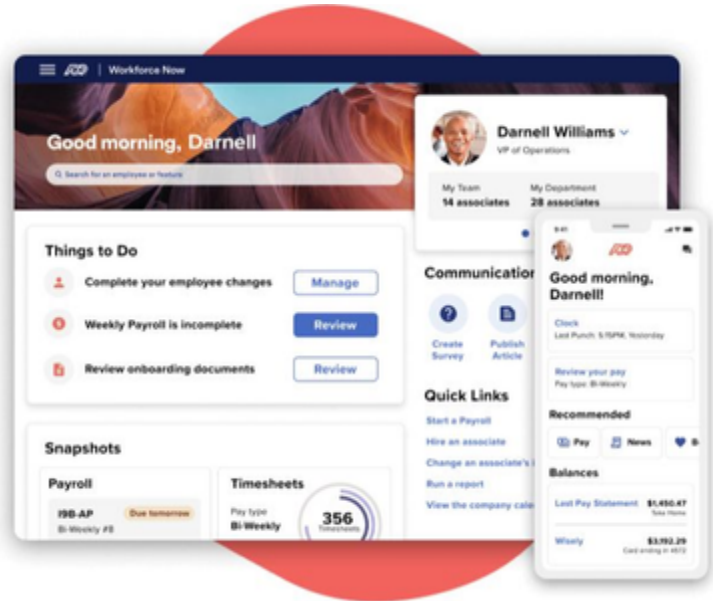
Payroll and Human Resources (HR) Management

A professional payroll and HR management service that will allow the Town to efficiently and effectively navigate internal operations for HR, payroll, time and attendance, recruitment and talent acquisition, and employment and income verification.

Enhanced Payroll

Run payroll with accuracy, confidence and ease with ADP Workforce Now Payroll. It's built to enable compliance and increase efficiency by:

- Saving time with proactive error detection
- Helping maintain compliance with automated tax calculations
- Paying people across different jurisdictions and borders
- Getting insights into pay and earnings trends and real-time payroll liability



Enhanced HR

HR Management from ADP Workforce Now automates and streamlines key processes, while empowering employees and managers to be more efficient.

- Maintain a single system of record.
- Automate compliance reporting and filing.
- Make informed decisions with insights on demographics, headcount, and attrition trends
- Set new hires up for success — even before day one.

Essential Time

ADP Workforce Now's time and attendance integrates with payroll and provides real-time insights to better manage labor costs.

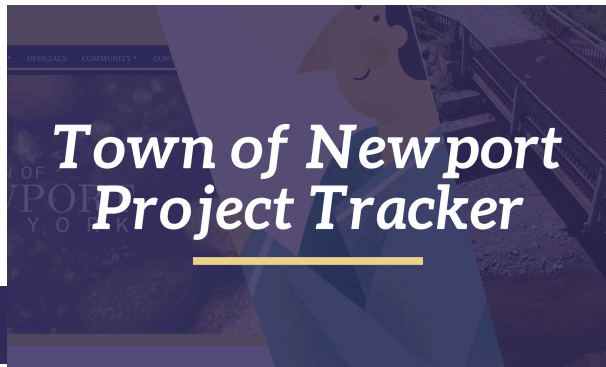
- Control costs by making decisions based on actual workforce data.
- A time system designed to enable you to stay in compliance.

Recruitment and Talent Acquisition

Attract the best candidates with intelligent and easy-to-use tools and engage top talent with a stellar candidate experience — all within a single platform.

- Find qualified candidates faster using ZipRecruiter®, LinkedIn, Indeed, Glassdoor and more, available within ADP Workforce Now Recruitment.
- Reduce time-to-fill with intelligent candidate matching of skills, education and experience.
- Simplify hiring and onboarding with a seamless experience for candidates and management
- Review candidates' background to avoid costly mistakes and mitigate risk with an integrated screening and selection process.

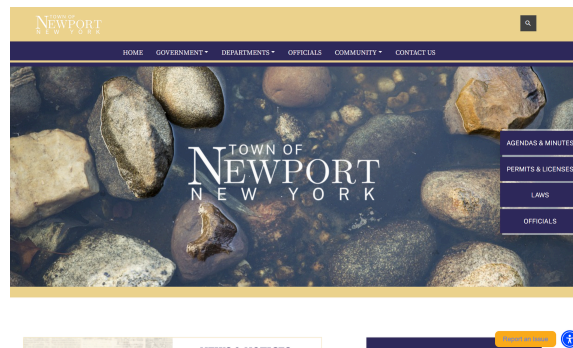
TOWN PROJECTS & INITIATIVES



Throughout 2024, the Town has worked to build foundations for a modernized and reformed government by beginning to modernize operations, develop long-term strategic planning, overhaul Town policies and procedures, maintain our infrastructure, strengthen road safety, and enhance community engagement.

Town Website Overhaul

In March 2024, the Town of Newport launched a new Town website to enhance online engagement features and provide an easy-to-navigate virtual platform with built-in accessibility features for people to learn more about the Town and access the information and services they need. With the new website, people can sign up to receive email and text notifications, access Town forms, laws, and ordinances, and view Town meeting agendas and minutes.



Submit a request in your city

heygov.com



Hey311 System

In March 2024, the Town of Newport launched a new citizen reporting system called Hey311 to enhance opportunities for community engagement and responsiveness from Town officials.

Road Safety



In April 2024, the Town of Newport collaborated with the Village of Newport to install a speed tracking sign on Newport Road where the speed limit changes from 55 mph to 30 mph.



In July 2024, the Town of Newport completed the restoration of the Woodchuck Hill Road Bridge in partnership with Slate Hill Constructors, Inc. and Plumley Engineering, P.C. Woodchuck Hill Road Bridge had damaged abutments and wing walls, which were removed and replaced with new retaining walls and rip-rap embankment erosion details.

Traffic Study Requests

01. Newport Road

In August 2024, the Newport Town Board approved a resolution requesting the New York State Department of Transportation undertake a traffic study of Newport Road to consider reducing the speed limit from 55 mph to 45 mph, as well as any and all improvements that would enhance traffic safety on the road.

02. Butler Road

In November 2024, the Newport Town Board approved a resolution requesting the New York State Department of Transportation undertake a traffic study of Butler Road to consider reducing the speed limit from 55 mph to 45 mph, as well as any and all improvements that would enhance traffic safety on the road.

Comprehensive Plan Review Process



In July 2024, the Newport Town Board approved a seven-phase Comprehensive Plan Review plan to create a revised Town comprehensive plan that analyzes our current community and creates a clear vision for the next ten years. The Comprehensive Plan Review process and its seven phases are approved to occur over the course of August 2024 to August 2025.

Newport 2035 Comprehensive Plan Community Survey



Community Engagement Plan

January 2025
Community Survey

February 2025
Community Visioning Workshop

March 2025
Focus Group Meeting

April 2025
Focus Group Meeting

July 2025
Community Visioning Workshop

Hard copies of the Community Survey are available in the Town Clerk's Office during office hours.

Phase One: Committee Introduction and Role Assignments



August - September
The Committee will assign committee roles and develop a review and analysis (RALI) report.

Phase Two: Community Profile Development



September - December
The Committee will work with the Consultant to develop a Community Profile on existing conditions.

Phase Three & Four: Community Engagement Plan



December - July
The Committee will develop a Community Engagement Plan and collect input and ideas from the community.

Phase Five: Draft Comprehensive Plan



May - July
The Chair will draft the Comprehensive Plan in collaboration with the Committee and community.

Phase Six & Seven: Environmental Quality Review & Final Comprehensive Plan



August
The Town Attorney will prepare materials for SEQRA compliance and the Committee will recommend a final draft of the Comprehensive Plan to the Town Board.

Town Code Codification

In September 2024, the Newport Town Board approved a Town Code Codification plan that partners with General Code, LLC to review and modernize all Town laws, ordinances, and policies from the 1970s to 2024, enact new laws, ordinances, and policies, and codify them into one centralized code that is available online through General Codes's eCode360 platform. The project is expected to conclude in 2026.

Project Development Timeline

Submission of the Organizational Analysis

Due to Town by: 1/10/2025

Board Review at 1/13/2025 Town Board Meeting

Town to Return by: 1/20/2025

Submission of the Editorial and Legal Analysis with Manuscript

Due to Town by: 10/21/2025

Board Review at 11/03/2025 Town Board Meeting

Board Review at 11/17/2025 Town Board Meeting

Town to Return by: 12/01/2025

Town Code - Submission of Draft

Due to Town by: 7/02/2026

Board Review at 7/13/2026 Town Board Meeting

Town to Return by: 8/03/2026

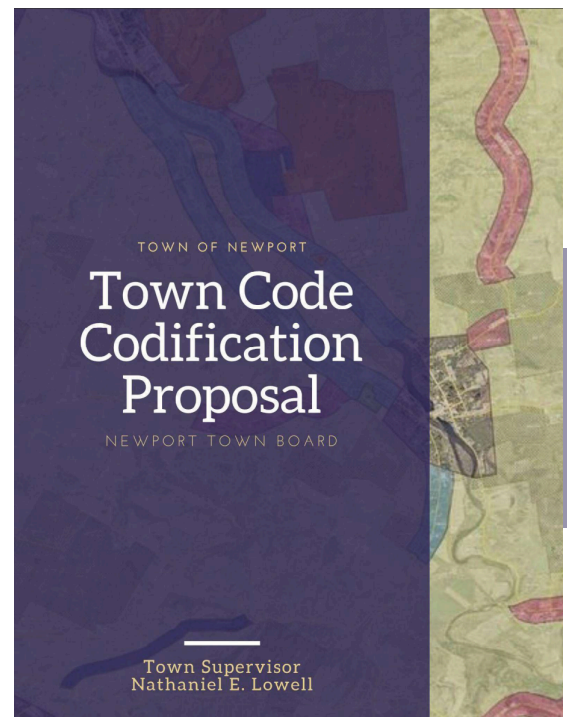
Town Code - Delivery of the Code

Due to Town by: 9/29/2026

Public Hearing at 10/05/2026 Town Board Meeting

Public Hearing at 10/19/2026 Town Board Meeting

Adoption Consideration at 11/02/2026 Town Board Meeting



Sample eCode360 Layout



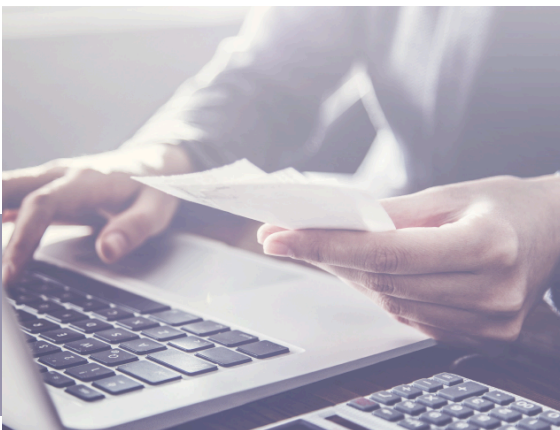


Microsoft 365 Government Organization

In September 2024, the Town of Newport became a Microsoft 365 Government organization, enhancing workplace modernization and efficiency with all Microsoft 365 features and capabilities in a segmented government cloud community to meet U.S. compliance and security standards.

Unified Communications Phone System

In November 2024, the Newport Town Board approved the transition to Intermedia's cloud-based phone system that will allow all Town department heads to have access to Town PBX phone extensions, remote calling capabilities, fax, and voicemail, as well as enable the Town to have a main call center for the Town offices to assist in directly connecting residents with the Town official they need in one call.



Tax Collection and Online Bill Pay Software

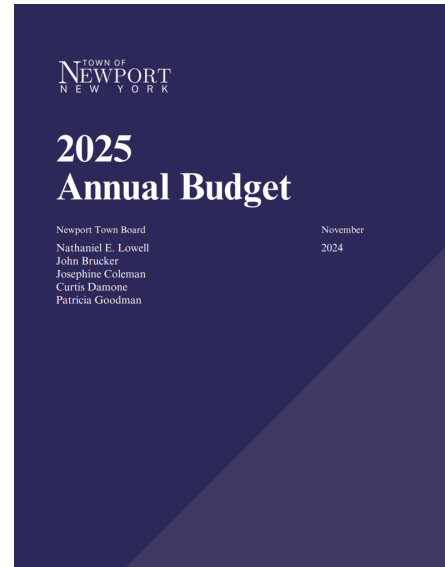
In December 2024, the Newport Town Board approved an investment into professional tax billing and collection software that will allow residents to easily access tax information with online bill pay and e-notification options and allow the Town Clerk's office to alleviate tedious tasks and have a centralized system for record-keeping of municipal charges and parcel data.

2025 ANNUAL BUDGET

BUILDING AND MAINTAINING A MORE ACCESSIBLE, EFFICIENT, AND IMPACTFUL TOWN GOVERNMENT

The \$983,702.00 Town of Newport FY 2025 Annual Budget was passed by the Town Board on November 4, 2024. The budgeting process was guided by a main Budget goal of building and maintaining a more accessible, efficient, and impactful Town government through maintaining currently provided Town services, as well as investing into modernization, community care, planning & development, recruitment & retention, and public health & safety.

The Budget raised real property taxes by \$14,364.00, for a total tax levy of \$140,185.00, compared to the tax levy of \$125,822.00 in 2024 and the tax levy of \$195,822.00 in 2023. This leaves the Town with one of the lowest tax rates in Herkimer County: 1.020112.



Modernizing Internal Operations

The Budget makes investments to allow the Town to further modernize its operations, increase cyber security protections, and reduce barriers of entry to Town resources and services for residents, including funding to:

- Implement Enterprise Resource Planning (ERP) solutions into the Town, including professional software for accounting and financial management, human resources management, online payment of Town taxes, services, and fees, online permit and license services, and community engagement.
- Implement a professional phone system with a main office help line, voicemails for specific departments, support for remote calling capabilities, and work phone numbers for Town employees.
- Implement an Office 365 Government GCC environment for email communication and the digitization and secure cloud storage of all Town records compliant with Federal Risk and Authorization Management Program (FedRAMP Moderate), Internal Revenue Service's Publication 1075 (IRS-1075), and Criminal Justice Information Services (CJIS) standards.
- Implement cyber security controls and network security protections for the Town's offices and remote work platforms that provide advanced security features for data protection and threat mitigation.
- Enable the Town to accept card payments in the Town Offices for Town taxes and other Town services and fees.

2025 ANNUAL BUDGET

BUILDING AND MAINTAINING A MORE ACCESSIBLE, EFFICIENT, AND IMPACTFUL TOWN GOVERNMENT

Enhancing Community Care

The Budget makes investments to enhance recreational opportunities for residents and enable the Town to better engage with and understand the needs of the community through funding to:

- Fund a Town Parks and Recreation Department to better provide the Town's residents with recreational areas and events, programs for the aging, and engagement opportunities to keep the Town connected to the needs of the community.
- Implement community engagement coordination software for social media posts, Town newsletters, and Town website communication.

Investing in Planning & Development

The Budget makes investments into capital projects and the implementation of the 2025 Comprehensive Plan, by providing funding to:

- Conduct an overarching Town facilities assessment with goals of determining actionable steps to better enhance the accessibility of Town buildings, environmental sustainability of Town operations, and compliance with Federal, State, and local requirements.
- Planning, engineering, highway, and legal Budget lines to implement the objectives of the 2025 Comprehensive Plan.

Improving Recruitment & Retention

The Budget makes investments into the Town's workforce by funding to:

- Increase hourly rates from \$16.00 to \$20.00 per hour for administrative employees and from \$22.00 to \$25.00 per hour for Highway Department Motor Equipment Operators, as well as provide a three percent raise for select appointed positions to continue to better align wages with surrounding Towns and better position the Town in its short-term and long-term workforce recruitment and retention objectives.
- Establish clear and consistent personnel policies and procedures to better protect employee rights, ensure compliance with and enforcement of Federal, State, and local requirements, and enhance the Town's recruitment capabilities.

2025 ANNUAL BUDGET

BUILDING AND MAINTAINING A MORE ACCESSIBLE, EFFICIENT, AND IMPACTFUL TOWN GOVERNMENT

Safeguarding Public Health & Safety

The Budget makes investments into public health and safety efforts, including funding to:

- Support the Kuyahoora Valley Ambulance Corps. in bringing 18-hour ambulance coverage to local residents.
- Support the Middleville Volunteer Fire Department in providing fire coverage to the Village of Middleville.
- Support local cemeteries with upkeep and maintenance costs to better ensure long-term organizational financial sustainability.
- Enable the Town Highway Department to remove snow from Town and County roads and repair and maintain Town bridges and roads.

FY 2025 Annual Budget

Building and Maintaining a More Accessible, Efficient, and Impactful Town Government through

Modernization

Community Care

Planning & Development

Recruitment & Retention

Public Health & Safety

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PROGRAMS FOR THE AGING

Senior Trip 2024



In October 2024, the Town Clerk's Office oversaw the 2024 senior trip, bringing seniors to Raquette Lake for an educational tour about the location's history and sightseeing.

Holiday Community Luncheon

In December 2024, the Town Clerk's Office oversaw a Town senior holiday event, hosting a community luncheon for seniors at Patty Jean's Country Restaurant.



To learn more about the Town's Programs for the Aging, visit:
<https://www.townofnewportny.org/programs-for-the-aging>

STRENGTHENING TRANSPARENCY

Town Board Meetings

The Town overhauled Town Board meeting procedures to promote accessibility, transparency, and efficiency by:

- Introducing a public expression forum, providing residents with a monthly opportunity to share concerns and comments to the full Town Board on any issue.
- Making all Town Board decisions be made by resolution and available to Town residents before the meeting.
- Streaming Board meetings online and allowing remote question submission capability.
- Establishing Town Board Rules of Procedure to promote consistency and formality in meeting operations.

Online Meeting Depository

The Town created a new online depository of all Town meeting agendas, agenda packets, meeting minutes, and monthly reports.

[HOME](#) [GOVERNMENT](#) [DEPARTMENTS](#) [OFFICIALS](#) [COMMUNITY](#) [CONTACT US](#)

Agendas & Minutes

Search Meeting Minutes, Agendas & Packets

Category

Date Range (mm/dd/yyyy)

Meeting Date	Agenda	Agenda Packet	Meeting Minutes	Video	Additional Documents	Notes
Feb 10, 2025	Agenda	Packet				
Jan 13, 2025	Agenda	Packet	Minutes			
Jan 6, 2025	Agenda	Packet	Minutes			
Dec 23, 2024	Agenda	Packet	Minutes			

News & Notices

The Town created a new email and SMS subscriber list, enabling residents to get Town notices automatically sent to their email and phone.

Social Media Presence

The Town expanded its social media presence to include Instagram and LinkedIn, in efforts to reach more residents.



Budget and Finances

The Town created a new webpage providing accessible access to budget documents, financial documents, and educational materials for review.

Budget Information

2025 Budget

Financial Information

Annual Comprehensive Financial Reports

Pursuant to Article 3, Section 31 of the General Municipal Law (GML), every local government must annually file a financial report with the NYS Comptroller no later than 60 days after the end of the previous fiscal year.

[Annual Comprehensive Financial Reports \(AFR\)](#) +

Fiscal and Environmental Stress Score Reports

The NYS Comptroller's Fiscal Stress Monitoring System informs public officials and taxpayers about factors that impact local governments' fiscal health. It evaluates local governments on financial indicators including year-end fund balance, cash-on-hand, short-term borrowing, fixed costs and patterns of operating deficits and creates fiscal stress scores.

The system also evaluates information such as population trends, poverty and unemployment in order to establish a separate "environmental" score for each municipality, which can be used to help describe the context in which New York and other local governments operate.

[Fiscal and Environmental Stress Reports](#) +

Monthly Financial Reports

Pursuant to Town Law Section 125, the Town Supervisor must provide monthly financial reports to the Town Board at their regular Town Board meetings each month for their review.

[Monthly Financial Reports](#) +

The Town's Budget for FY 2025.

LOOKING TO 2025

Turning Foundations to Progress

2024 has been a foundational year for the Town of Newport, starting short-term and long-term projects that strategically plan for Newport's future. 2025 will be an important year in continuing to bring these plans to fruition and start new projects to build on prior years' progress.

CONTACT US

For more information on the Town of Newport, please contact the appropriate Town official.



Town Supervisor Nathaniel Lowell

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Mailing Address

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Town Clerk Stella Dodge

Tel: (315) 914-0491

Email: townclerk@townofnewportny.org



Website

www.townofnewportny.org



Highway Superintendent Jamie Carney

Tel: (315) 914-0486

Email: highway@townofnewportny.org



Social Media

Facebook: [@newporta1](https://www.facebook.com/newporta1)

Instagram: [@town_of_newport](https://www.instagram.com/town_of_newport)

LinkedIn: [@townofnewportny](https://www.linkedin.com/company/townofnewportny)

YouTube: [@TownofNewport](https://www.youtube.com/TownofNewport)

