

**TOWN OF NEVERSINK TOWN BOARD
REGULAR MEETING
JANUARY 08, 2020**

CALL TO ORDER

The regular meeting of the Town Board of the Town of Neversink was called to order at 7:32 P.M. by Supervisor Chris Mathews.

ROLL CALL

Board Members

Supervisor Chris Mathews	PRESENT
Councilman Keith Zanetti	PRESENT
Councilwoman Nicole Gorr	PRESENT
Councilman Scott Grey	PRESENT
Councilman Richard Coombe Jr.	PRESENT

Other Officials

Highway Superintendent Preston Kelly	PRESENT
Code Enforcement Officer Keith Stryker	PRESENT
Town Attorney Walter Garigliano	ABSENT

GUESTS

James Stangel	Walt Zeitschel
Cher Woehl	

- **James Stangel**, Planning Board Chairman, reported that the January Meeting was cancelled and that there is nothing on the agenda.

MINUTES OF PREVIOUS MEETING (S)

Minutes of the Public Hearing and Regular Meeting held on December 11, 2019 and Recessed Meeting held on December 30, 2019 were ACCEPTED AS SUBMITTED on motion by Councilman Scott Grey, seconded by Councilman Keith Zanetti, put to a vote and UNANIMOUSLY CARRIED.

VOTE: AYES 5 NAYS 0.

SUPERVISOR'S RECEIPTS AND DISBURSEMENTS REPORT

The Supervisor's Report for the month of December 2019 was ACCEPTED AS RECEIVED and filed on motion by Councilman Richard Coombe Jr., seconded by Councilman Keith Zanetti, put to a vote and UNANIMOUSLY CARRIED.

VOTE: AYES 5 NAYS 0.

TOWN CLERK DECALS AND MONTHLY FEE REPORT

ACCEPTED AS SUBMITTED for the month of December 2019 to be filed on motion by Councilman Richard Coombe Jr., seconded by Councilman Keith Zanetti, put to a vote and UNANIMOUSLY CARRIED.

VOTE: AYES 5 NAYS 0.

TOWN CLERK MONTHLY PETTY CASH REPORT

Month of December 2019/January 2020

**TOWN OF NEVERSINK TOWN BOARD
REGULAR MEETING
JANUARY 08, 2020**

ORDERED RESTORED TO \$200.00 by the amount of \$41.42 for Celebrations on motion by Councilman Richard Coombe Jr., seconded by Councilman Keith Zanetti, put to a vote and UNANIMOUSLY CARRIED.

VOTE: AYES 5 NAYS 0.

HIGHWAY SUPERINTENDENT

1. Highway Superintendent Preston Kelly presented the Annual **Agreement for the Expenditures of Highway Moneys for 2020** for signatures and filing.

A motion was made by Councilman Richard Coombe Jr. seconded by Councilman Keith Zanetti to authorize the signing and filing of the 2020 Annual Agreement for Expenditures of Highway Money, put to a vote and UNANIMOUSLY CARRIED.

VOTE: AYES 5 NAYS 0.

2. The **2012 Pickup Truck** was **sold for \$9,600.00 on Auctions International**. The following motion was made to **accept the bid**:

A motion was made by Councilman Keith Zanetti, seconded by Councilman Richard Coombe Jr., to accept the bid of \$9,600.00 from Auctions International for the 2012 Pickup Truck, put to a vote and UNANIMOUSLY CARRIED.

VOTE: AYES 5 NAYS 0.

3. Preston reported that the **Highway Inventory** has been returned from the State with no mileage change this year.

CODE ENFORCEMENT OFFICER REPORT

Monthly Receipts Report and Mileage Log and Inspection Report for the month of December 2019 has been filed with the Town Clerk.

Code Enforcement Officer Keith Stryker:

- Logged 129 Miles and took in \$418.51
- 4 Building Permits, total 116 for year
- 0 Building Permit Renewal, total 0 for year
- 10 Cert of Occupancy/Compliance for the month, total 109 for year
- 0 Complaints, total 0 for year
- 0 Violations, total 6 for year
- 4 Municipal Searches, total 71 for year
- 0 Fire Inspections, total 28 for year
- 0 Junk Yard Permit, total 1 for year
- 0 Mobile Home Park Permit Renewals, total 2 for year
- 0 Operating Permit, total 1 for year
- 0 Special Use Permit, total 0 for year
- 0 CEO Training Hours, total 39 for year
- 0 FOIL Requests, total 2 for year

2019 Year End

- Building Permits Issued: Year – 116

**TOWN OF NEVERSINK TOWN BOARD
REGULAR MEETING
JANUARY 08, 2020**

- Building Permit Renewals: Year – 0
- Certificates of Occupancy / Compliance: Year – 109
- Complaints: Year – 0
- Violations: Year – 06
- Municipal Search: Year – 71
- Fire Inspections: Year – 28
- Junkyard Permit: Year – 1
- Mobile Home Park Permit: Year – 2
- Temporary Use Permit: Year – 0
- Special Use Permit: Year – 1
- CEO Training Hours: Year – 39
- Town Car Mileage: 2,810
- Office Receipts: \$16,090.59
- Value of all Permits: \$5,478,304.00
- Active Building Permits: 95
- New Single Family Homes Total: 7
 - Conventional: 3
 - Modular: 3
 - Manufactured: 1
- Replacement SF Homes: 4
 - Conventional: 1
 - Modular: 2
 - Manufactured: 1
- 2019 D.E.P. Sewer Activity
 - 4 Incidents – 18 CEO hours

PLANNING BOARD

Public Notice of cancellation of January 2, 2020 Meeting was filed with the Town Clerk.

TOWN CLERK

1. 2019 Year End Reports filed for Town Clerk and Decals
2. Reading of Notice for the 2020 Association of Towns Training School

FILINGS AND CORRESPONDENCE FILED WITH TOWN CLERK

1. From Sullivan County Clerk's Office:
 - Survey Map Lot Improvement: Sandra L. Bahr
 - Survey Map Lot Improvement: Forest & Courtney Darder
2. FOIL request from Empire Center for current copies of all collective bargaining contracts
3. Election results from Claryville Fire District
4. Annual Local Highway Systems Inventory – 2019 Update
5. Oath of Offices:
 - James Schmidt – PB Alternate
 - Julie Starner – Health Officer
 - Staci Conjura – Clerk PT

**TOWN OF NEVERSINK TOWN BOARD
REGULAR MEETING
JANUARY 08, 2020**

- Carol Smythe – Town Historian
- Danita Kristoff – Dog Control Officer
- Nicole Congelosi – Commissioner NFD
- Donna Flynn Brown – Committee for Disabled
- Don Starner – Commissioner GFD
- Ian Constable – ZBA Member
- Kate Kelly – Committee for Disabled
- Melvin Howe – Deputy Superintendent of Highways
- Keith Stryker – Code Enforcement Officer, Septic District Admin
- Stephen Poley – ZBA Alternate
- Robert Botsford – PB Member
- Clayton Brooks – Ethics Committee
- Jerry Stevens – BAR Member
- Lisa Garigliano – Town Clerk, Tax Collector, Registrar, Records Officer
- Donald Philips – Ethics Committee
- Nicole Gorr - Councilwoman
- Chris Mathews – Supervisor
- Lawrence Jones – Ethics Committee
- Brent Gotsch – Town Justice
- Teri Lockhart – Budget Officer, Bookkeeper to Supervisor
- Michael Dean – ZBA Member
- Geraldine Gorton – Sr. Account Clerk, PB Clerk, ZBA Clerk, Deputy DCO
- Janis Offringa – Deputy Town Clerk, Deputy Registrar, BAR Clerk
- Brenda Devore – Account Clerk
- Ken Klein – PB Attorney, ZBA Attorney, Assistant Town Attorney PT, Court Special Prosecutor
- Preston Kelly – Highway Superintendent
- Dana McCarthy – Park & Recreation Advisory Board
- Kelsi Luczyski – Committee for Disabled
- Walter Zeitschel – PB Alternate
- Scott Raymond – Secretary GFD
- Courtney Ansbro – Treasurer GFD
- Keith Zanetti – Councilman
- Richard Coombe Jr. – Deputy Supervisor

Items were ORDERED LOGGED and FILED on motion by Councilman Richard Coombe Jr., seconded by Councilman Keith Zanetti, put to a vote and UNANIMOUSLY CARRIED.
VOTE: AYES 5 NAYS 0.

SUPERVISOR

1. The **Land Acquisition Committee** has **two vacancies** that need to be filled.

**TOWN OF NEVERSINK TOWN BOARD
REGULAR MEETING
JANUARY 08, 2020**

2. The vacant **PT Parks and Recreation Director** position was discussed. The **Salary** was **set at \$12,775**. The following motion was made to **advertise the position**:

A motion was made by Councilman Richard Coombe Jr., seconded by Councilman Keith Zanetti to advertise for the vacant PT Parks and Recreation Director Position - \$12,775 annual-bi-weekly, put to a vote and UNANIMOUSLY CARRIED.

VOTE: AYES 5 NAYS 0.

3. The **Ethics Committee** has a **vacancy** that needs to be filled.
4. The following **Resolution** for the **Official Undertaking of Municipal Officers** was presented:

**TOWN OF NEVERSINK
RESOLUTION NO. 1 OF 2020
OFFICIAL UNDERTAKING OF MUNICIPAL OFFICERS**

Motion by Councilman Keith Zanetti seconded by Councilman Scott Grey to adopt the following resolution as written.

**RESOLUTION OF THE TOWN BOARD
TOWN OF NEVERSINK,
SULLIVAN COUNTY, NEW YORK
APPROVING THE FORM OF OFFICIAL
UNDERTAKING OF MUNICIPAL OFFICERS OF
THE TOWN AND THE MANNER OF EXECUTION
AND THE SUFFICIENCY OF THE TOWN'S INSURANCE
COMPANY SURETY**

RESOLVED, that the Town Board of the Town of Neversink, Sullivan County, New York, herein and hereby approves the attached form of official undertaking of municipal officers of the Town as well as the manner of execution and sufficiency of the Town's insurance company as surety under same

A roll call vote was taken with the following results:

Supervisor Chris Mathews voting	yes	
Councilman Keith Zanetti voting	yes	
Councilwoman Nicole Gorr voting	yes	
Councilman Scott Grey voting	yes	
Councilman Richard Coombe Jr. voting	yes	Carried 5-0

**TOWN OF NEVERSINK,
SULLIVAN COUNTY, NEW YORK**

**TOWN OF NEVERSINK TOWN BOARD
REGULAR MEETING
JANUARY 08, 2020**

OFFICIAL UNDERTAKING OF MUNICIPAL OFFICERS

WHEREAS, Chris Mathews of the Town of Neversink, County of Sullivan, New York, has been elected to the office of Supervisor of the Town of Neversink; and

WHEREAS, Lisa Garigliano, of the Town of Neversink, County of Sullivan, New York, has been elected to the office of Town Clerk/Tax Collector of the Town of Neversink; and

WHEREAS, Brent Gotsch, of the Town of Neversink, County of Sullivan, New York, has been elected to the office of Town Justice of the Town of Neversink; and

WHEREAS, Brian Edwards, of the Town of Neversink, County of Sullivan, New York, has been elected to the office of Town Justice of the Town of Neversink; and

WHEREAS, Richard Coombe Jr. of the Town of Neversink, County of Sullivan, New York, has been appointed to the office of Deputy Supervisor of the Town of Neversink; and

WHEREAS, Teri Lockhart of the Town of Neversink, County of Sullivan, New York, has been appointed to the office of Bookkeeper/Budget Officer of the Town of Neversink; and

WHEREAS, Deborah Shaver of the Town of Neversink, County of Sullivan, New York, has been appointed to the office of Court Clerk of the Town of Neversink; and

NOW THEREFORE, we as respective officers above, do hereby undertake with the Town of Neversink that we will faithfully perform and discharge the duties of our office, and will promptly account for and pay over all moneys or property received as a Town Officer, in accordance with the law; and

This undertaking of the Town Supervisor is further conditioned upon that he will well and truly keep, pay over and account for all moneys and property, including any special district funds, belonging to the Town and coming into his hands as such Supervisor; and

This undertaking of the Town Clerk/Tax Collector is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Town Clerk/Tax Collector; and

The Town does and shall maintain insurance coverage, presently with Selective Insurance in the sum of \$100,000.00 plus an additional \$750,000.00 for the Town Clerk/Tax Collector, \$750,000.00 for the Town Supervisor, \$750,000.00 for the Deputy Supervisor, \$750,000.00 for the Bookkeeper/Budget Officer and \$100,000.00 for each Town Justice and Court Clerk to indemnify against losses through the failure of the officers, clerks and employees covered thereunder faithfully to perform their duties or to account properly for all monies or property received by virtue of their positions or employment, and through fraudulent or dishonest acts committed by the officers, clerks and employees covered thereunder.

**TOWN OF NEVERSINK TOWN BOARD
REGULAR MEETING
JANUARY 08, 2020**

5. The following **resolution** for **2019 Budget Transfers** was presented for the Board's consideration:

**TOWN OF NEVERSINK
RESOLUTION NO. 2 OF 2020
Budget Transfers in 2019 BUDGET**

Whereas, Appropriations need to be increased in General and Highway Fund in the 2019 Budget. In General Fund, A1220.4 Supervisor, Contractual Expense for \$1,500.00, A1430.1 Personnel, Personal Services for 10.00, A1620.4 Building, Contractual Expense for 6,000.00, A5132.2 Garage, Capital Outlay for 5,300.00, and Garage, Contractual Expense for 3,500.00. In Highway Fund, DA5130.4 Machinery, Contractual Expense for 9,000.00, and DA5142.4 Snow Removal, Contractual Expense for 1,000.00,

Whereas, Appropriations need to be decreased in General and Highway Fund 2019 Budget. In General Fund A9060.8 Medical Insurance for \$ 16,310.00. In Highway Fund DA9060.8 Medical Insurance for 10,000.00.

Now, therefore be it resolved that the Town Board authorizes the Supervisor to do the above transfers and that the following 2019 budget amendments be made;

A960 Appropriations- \$16,310.00
 A9060.8 Medical Ins.- 16,310.00
 A960 Appropriations- 16,310.00
 A1220.4 Supervisor, Cont. Exp- 1,500.00
 A1430.1 Personnel, Pers. Servs- 10.00
 A1620.4 Building, Cont. Exp- 6,000.00
 A5132.2 Garage, Capital Outlay-5,300.00
 A5132.4 Garage, Cont. Exp. - 3,500.00

DA960 Appropriations - \$ 10,000.00
 DA9060.8 Medical Ins - 10,000.00
 DA960 Appropriations - 10,000.00
 DA5130.4 Machinery, Cont. Exp- 9,000.00
 DA5142.4 Snow Removal, Cont. Exp.- 1,000.00

Moved by: Councilman Richard Coombe Jr.

Seconded by: Councilman Keith Zanetti

And Adopted on Motion: January 8, 2020

6. Councilman Scott Grey indicated that no comments were received concerning the **Employee Handbook**. He is going to now send it to Town Attorney Walter Garigliano and the Labor Lawyers for review.

**TOWN OF NEVERSINK TOWN BOARD
REGULAR MEETING
JANUARY 08, 2020**

7. The **Personnel Committee met** with **4 candidates for the Assistant Building Inspector position**. The Committee is not ready to make a recommendation.
8. Supervisor Mathew's has been approached about putting a **memorial bench** with a plaque at the **Route 42 Community Park**. After much discussion it was decided that a specific number of bench locations will be predetermined and individuals/groups who want to do a memorial bench will be permitted to purchase a bench that matches those already at the park and placed in one of the predetermined locations.

PAYMENTS OF CLAIMS AND VOUCHERS

• Abstract #1A 2019	\$ 7,496.12
• Abstract #1	<u>82,155.43</u>
• Total	\$ 89,651.55

Vouchers, Claims were reviewed by the Board and authorized to be paid on motion by Councilman Scott Grey, seconded by Councilman Keith Zanetti, put to a vote and UNANIMOUSLY CARRIED.

VOTE: AYES 5 NAYS 0.

ADJOURN OR RECESS

On motion by Councilman Scott Grey, seconded by Councilman Keith Zanetti, the meeting was adjourned at 8:55 pm, put to a vote and UNANIMOUSLY CARRIED.

Respectfully submitted,

Lisa Garigliano, Town Clerk