

**TOWN OF NEVERSINK TOWN BOARD  
REGULAR MEETING  
FEBRUARY 8, 2017**

The regular meeting of the Town Board of the Town of Neversink was called to order at 7:30 P.M. by Supervisor Chris Mathews with the Pledge of Allegiance.

**ROLL CALL**

**Board Members**

Supervisor Chris Mathews	PRESENT
Councilman Keith Zanetti	PRESENT
Councilman Michael Brooks	ABSENT
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	PRESENT

**GUESTS**

Dick Reisling	Gillian Mathews
Caryn Mathews	Brett Bagley
Joe Bagley	Ken Walter
Jim Stangel	Brent Gotsch
Tom Mitchell	Dominick Scanna
Cathy Russo	Kim Lucak
Jamie Dymond Brooks	

- **Gillian Mathews**, State FBLA Secretary, spoke about Future Business Leaders of America Organization. A Proclamation to designate the second week in February as National FBLA-PBL Week was read by Supervisor Chris Mathews.

***FBLA Week Proclamation***

***To Designate the Second Week in February as National FBLA-PBL Week***

***WHEREAS**, Future Business Leaders of America-Phi Beta Lambda is a nonprofit educational organization whose first chapter was established in Johnson City, Tennessee, in 1942; and*

***WHEREAS**, this organization has grown now to encompass over 250,000 members and advisers nationwide in middle schools, high schools, colleges, universities, career and technical schools, and private business schools; and*

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*WHEREAS, FBLA-PBL is a professional business organization dedicated to bringing business and education together in a positive working relationship through innovative leadership and career development programs; and*

*WHEREAS, members perform community service activities and strive to build a student's understanding of the realities of the modern business world; and*

*WHEREAS, FBLA teaches high school students basic business and leadership principles; and PBL helps university, college, technical, and business school students to make the transition from school to work;*

*NOW, THEREFORE, the Town of Neversink Town Board in recognition of this event does hereby proclaim the second week of February 2017 as National FBLA-PBL Week.*

*By Order of the Town Board, February 8, 2017*

*Chris Mathews, Supervisor*

*Richard Coombe, Jr., Councilman*

*Michael Brooks, Councilman*

*Keith Zanetti, Councilman*

*Scott Grey, Councilman*

- **Dick Reisling** spoke on behalf of the Public Service Commission on energy. He explained a program called **Community Choice Aggregation (CCA)** in Sullivan County. He is willing to help the Town if they are interested in participating in CCA.
- **Brett Bagley** was present tonight to get the Board's approval to build an **access ramp at the Route 42 Community Park**. He is performing the work for his **Eagle Scout Project**. The following motion was made:

A motion was made by Councilman Richard Coombe Jr., seconded by Councilman Keith Zanetti to approve Brett Bagley's Eagle Scout Project to build an access ramp at the Town of Neversink Route 42 Community Park, put to a vote and UNANIMOUSLY CARRIED.

VOTE: AYES 4 NAYS 0 ABSENT 1 (Brooks).

- **Jamie Dymond-Brooks** reviewed recently completed and upcoming **Parks and Recreation** activities. She has deadlines coming up for trip sign up and it is possible that Jonah and Country Fair will not go. Jamie asked that if the Country Fair does not go, that the money could be put towards Forestburgh Playhouse instead. Jamie would like to also look into purchasing

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memberships that residents could sign out use for their families with transportation to the venue on their own. The Board gave the go ahead for both.

- **Dominick Scanna**, as Acting Safety Officer for little league, addressed the Board concerning the safety issue with the **installation of the fence at the new park**. The fence fabric was installed on the outside of the poles on the first and third baselines. He is not comfortable putting kids on the field with the fence that way. He wants the fence fabric to be removed and reinstalled on the other side of the poles on the first and third baselines on all the fields. Tom Mitchell also spoke on the fence issue and agrees with Dominick. Electric and plumbing was also discussed. Supervisor Chris Mathews, on behalf of the Town, asked Tom Mitchell if he could coordinate the volunteers to complete the interior of the Pavilion. Tom Mitchell agreed to be the coordinator of the volunteers that are going to be working on finishing the interior of the pavilion building at the park.
- **Jim Stangel** briefly reported on what business has been before the Planning Board.
- **Brent Gotsch** reported that there has been no business before the ZBA. He would like to recommend the appointment of Steve Porter to the Alternate ZBA opening. The following motion was made:

A motion was made by Councilman Richard Coombe Jr., seconded by Councilman Scott Grey to appoint Steve Porter to the ZBA Alternate position, put to a vote and UNANIMOUSLY CARRIED.

VOTE: AYES 4 NAYS 0 ABSENT 1 (Brooks).

**TOWN ATTORNEY**

1. Councilman Richard Coombe moved to go into executive session to discuss possible litigation.

The Board entered into Executive Session at 8:32 pm on motion made by Councilman Richard Coombe Jr., seconded by Councilman Keith Zanetti, to discuss **possible litigation**, put to a vote and UNANIMOUSLY CARRIED.

VOTE: AYES 4 NAYS 0 ABSENT 1 (Brooks).

The Board returned from Executive Session at 8:52 pm on motion made by Councilman Richard Coombe Jr., seconded by Councilman Keith Zanetti, put to a vote and UNANIMOUSLY CARRIED.

VOTE: AYES 4 NAYS 0 ABSENT 1 (Brooks).

After returning from executive session, a motion was made by Councilman Richard Coombe Jr., seconded by Councilman Keith Zanetti, asking the CEO to contact the fence companies who submitted bids on the fence project for quotes to move the fence fabric to the inside of the poles on the first and third baselines, put to a vote and UNANIMOUSLY CARRIED.

VOTE: AYES 4 NAYS 0 ABSENT 1 (Brooks).

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**MINUTES OF PREVIOUS MEETING (S)**

Minutes of the Regular Meeting held on January 11, 2017 was ACCEPTED AS SUBMITTED on motion by Councilman Keith Zanetti, seconded by Councilman Scott Grey, put to a vote and UNANIMOUSLY CARRIED.

VOTE: AYES 4 NAYS 0 ABSENT 1 (Brooks).

**SUPERVISOR'S RECEIPTS AND DISBURSEMENTS REPORT**

The Supervisor's Report for the month of January 2017 was ACCEPTED AS RECEIVED and filed on motion by Councilman Richard Coombe Jr., seconded by Councilman Scott Grey, put to a vote and UNANIMOUSLY CARRIED.

VOTE: AYES 4 NAYS 0 ABSENT 1 (Brooks).

**TOWN CLERK DECALS AND MONTHLY FEE REPORT**

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

VOTE: AYES 4 NAYS 0 ABSENT 1 (Brooks).

**TOWN CLERK MONTHLY PETTY CASH REPORT**

Month of January 2017/February 2017

No expenditures made.

**PLANNING BOARD**

Organizational Meeting Minutes for January 4, 2017, Regular Meeting Minutes for January 4, 2017 and Regular Meeting Agenda for February 1, 2017 have been filed with the Town Clerk.

**HIGHWAY SUPERINTENDENT**

1. Highway Superintendent Preston Kelly asked the Board about putting the old dog control vehicle, an old pickup sander and three old 10' dump bodies up for Auction on Auctions International. The price for scrap metal is down. The Town Board gave the go ahead to list them.
2. Preston and the Board spoke about putting large stones instead of a guard rail in an area at the Route 42 Community Park.
3. Preston would like to set up a meeting with the Equipment Committee.
4. Preston received the DEC Permit for stabilization work on Little Hollow Rd. He does have the bank stabilized but needs to do more work when the weather cooperates.
5. Preston indicated that drainage work needs to be done by the bathrooms at the Route 42 Community Park to alleviate flooding in the bathrooms.

**CODE ENFORCEMENT OFFICER REPORT**

Monthly Receipts Report and Mileage Log and Inspection Report for the month of January 2017 has been filed with the Town Clerk.

Code Enforcement Officer Keith Stryker:

- Logged 155 Miles and took in \$507.80
- 3 Building Permits, 3 for the year
- 0 Building Permit Renewal, 0 for the year

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- 2 Cert of Occupancy/Compliance for the month, 2 for the year
- 0 Complaints, 0 for the year
- 0 Violations, 0 for the year
- 7 Municipal Searches, 7 for the year
- 1 Fire Inspections, 1 for the year
- 0 Junk Yard Permit, 0 for year
- 1 Mobile Home Park Permit Renewals, 1 for the year
- 0 Temporary Use Permit, 0 for the year
- 0 Operating Permit, 0 for the year

2016 Annual Report Revision:

- 2016 DEP Sewer Incidents: Total 4 incidents – 4 hours CEO time
  - Rt. 55 Original – Original Sewer Line: 1 Complaint – lateral clog – Resolved
  - Rt. 55 Original Sewer (Extension): 3 Complaints – 1 clogged main & 2 exposed piping – Resolved

Other:

1. Dual zoned parcels and the minimum square footage for a house was discussed.

**FILINGS AND CORRESPONDENCE FILED WITH TOWN CLERK**

1. Oath of Office filed for:
  - a. Andrew Schwartz – Planning Board – 2/10/2016 to 12/31/2021 (updated)
  - b. Tom Ambrosino – Planning Board Alt. – 1/1/2017 to 12/31/2019
  - c. Eileen Delaney – Treasurer NFD – 2017
  - d. Casey Grey – BAR – 1/11/2017 to 9/30/2020
  - e. Peter Donnolo – Commissioner CFD – 1/1/2017 to 12/31/2021
2. Certificate of Offices to be filled at the General Election has been filed with Sullivan County Board of Elections.
3. Change in the Insurance Policy from Selective Insurance for addition of 2017 Ford Pickup and removal of 2005 Chevy Pickup.
4. 2016 Governmental Insurance Disclosure Statements filed with the NYS Insurance Department, Licensing Services Bureau. These are a requirement per Regulation 87 of NYS Law.
5. 2016 Games of Chance Annual Report filed with NYS Racing and Wagering.
6. 2016 Accessible Parking Annual Report filed with NYS DMV.

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 4 NAYS 0 ABSENT 1 (Brooks).

**TOWN CLERK**

1. Town Clerk is requesting permission to attend the 2017 NYS Town Clerks Association Conference in Rochester on April 23<sup>rd</sup> to 26<sup>th</sup>.

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A motion was made by Councilman Richard Coombe Jr., seconded by Councilman Keith Zanetti granting permission for the Town Clerk to attend the 2017 NYS Town Clerks Association Conference in Rochester on April 23<sup>rd</sup> to 26<sup>th</sup>, put to a vote and UNANIMOUSLY CARRIED.

VOTE: AYES 4 NAYS 0 ABSENT 1 (Brooks).

2. 2017 Tax Collection:
  - a. \$10,118,742.74 collected – 87.93%
  - b. Supervisor has been paid and first check sent to Sullivan County Treasurer.
3. 2016 Annual Reports have been completed for Town Clerk, Decals and Tax Collector.

**SUPERVISOR**

1. Supervisor Chris Mathews presented two vouchers to approve transfers for reimbursement to highway for use of highway equipment at the Route 42 Community Park and reimbursement to highway for labor with the installation of handrail and retention fence at the Route 42 Community Park.
2. The following two resolutions were presented for the Board's consideration:

**TOWN OF NEVERSINK  
RESOLUTION NO. 2 OF 2017  
2016 BUDGET TRANSFERS**

**Whereas**, after posting Payroll Accruals additional increases in Appropriations are needed for the **2016 Budget**, Assessor Personal Services A1355.1 needs to be increased by \$ 805.00, Refuse & Garbage Personal Services A8160.1 needs to be increased by 405.00, the total of \$1210.00 for the above two accounts to come from A1620.1 Buildings Personal Services Account,

**Now, therefore be it resolved** that the Town Board authorizes the Supervisor to do the above transfers and that the following budget amendments be made to the **2016 Budget**;

A960 Appropriations-	\$ 1,210.00	
A1620.1 Buildings. Personal Services-	1,210.00	
A960 Appropriations-	1,210.00	
A1355.1 Assessor, Personal Serv. -		805.00
A8160.1 Refuse & Garbage, Personal Serv.		405.00

**Moved by:** Councilman Richard Coombe Jr.

**Seconded by:** Councilman Keith Zanetti

**And Adopted on Motion:** February 8, 2017

**TOWN OF NEVERSINK  
RESOLUTION NO. 3 OF 2017  
BUDGET AMENDMENT**

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**Whereas**, the Park Capital Project had a Fund Balance of \$ 119,515.01 at the end of 2016. The balance is to be carried over and re-appropriated to the Park Capital Project for 2017.

**Now, Therefore be it Resolved** that the Town Board authorizes the Supervisor to increase Park Capital Project H7110.2 by \$ 119,515.01 and that the following budget amendment be made;

H599 Appropriated Fund Balance- 119,515.01  
H960 Appropriation- 119,515.01  
H7110.2 Park Capital Proj- 119,515.01

**Moved by:** Councilman Richard Coombe Jr.  
**Seconded by:** Councilman Scott Grey  
**And Adopted on Motion:** February 8, 2017

3. The following **Standard Work Day and Reporting Resolution** was presented for the Board's consideration:

It was introduced by Councilman Richard Coombe Jr., and seconded by Councilman Keith Zanetti, and UNANIMOUSLY APPROVED on motion.  
VOTE: AYES 4 NAYS 0 ABSENT 1 (Brooks).

**TOWN OF NEVERSINK  
RESOLUTION NO. 4 OF 2017  
STANDARD WORK DAY AND REPORTING RESOLUTION FOR ELECTED AND APPOINTED OFFICIALS**

**BE IT RESOLVED**, that the Town of Neversink/30400 hereby establishes the following standard work days for these titles and will report the officials to the New York State and Local Retirement System based on time keeping system records of their record of activities:

Title	Standard WorkDay (Hrs/Day)	Name	SS Number (Last 4 Digits)	Registration Number	Current Term Begins/Ends Dates	Participates in Employer's Time Keeping System (Y/N)	Days/Month (Based on Record of Activities)	Not Submitted
Supervisor	7	Christopher Mathews	4326	50569136	01/01/16-12/31/17	NO	24.11	
Councilman	7	Richard Coombe, Jr	8154	40293797	01/01/14-12/31/17	NO	2.34	√
Councilman	7	Keith Zanetti	8098	37441631	01/01/16-12/31/19	NO	3.92	
Town Justice	7	Brian Edwards	2398	60545316	01/01/14-12/31/17	NO	.27	√
Town Justice	7	Barbara Garigliano	5193	33909482	01/01/16-12/31/19	NO	1.73	√
Town Clerk	7	Lisa Garigliano	7416	37083631	01/01/16-12/31/17	NO	20	√
Highway Superintendent	8	Preston Kelly	6579	34480749	01/01/16-12/31/17	NO	20	√
Dog Control Officer	7	Danita Kristoff	9887	39044854	01/01/16-12/31/17	YES	N/A	√
Deputy Dog	7	Geraldine	6075	40919649	01/01/16-	YES	N/A	√

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Control Officer		Gorton			12/31/17			
Assessor	7	Bryan Delaney	4397	42686493	10/01/13-09/30/19	YES	N/A	√
Deputy Town Clerk	7	Janis Offringa	4326	41175332	01/01/16-12/31/17	YES	N/A	√
Recreation Director	7	Jaime Brooks	8812	41784133	01/01/16-12/31/17	YES	N/A	√
Clerk to the Courts	7	Deborah Shaver	6429	38841722	01/01/16-12/31/17	YES	N/A	√
Deputy Hwy Superintendent	8	Melvin Howe	2271	33843715	01/01/16-12/31/17	YES	N/A	√
Town Attorney	7	Walter Garigliano	1207	34370247	01/01/16-12/31/17	NO	2.18	√
Special Prosecutor	7	Kenneth Klein	4659	36207991	01/01/16-12/31/17	NO	.54	√
Town Attorney	7	Kenneth Klein	4659	36207991	01/01/16-12/31/17	NO	1.36	√
Town Attorney	7	Kenneth Klein	4659	36207991	01/01/16-12/31/17	YES	N/A	√
Town Attorney	7	Walter Garigliano	1207	34370247	01/01/16-12/31/17	YES	N/A	√
Supervisor Assistant	7	Brenda Devore	1360	36782894	01/01/16-12/31/17	YES	N/A	√

I, Lisa Garigliano, clerk of the governing board of the Town of Neversink, of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board, at a legally convened meeting held on the 8<sup>th</sup> day of February, 2017 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

**IN WITNESS WHEREOF**, I have hereunto set my hand and the seal of the Town of Neversink on this 8<sup>th</sup> day of February, 2017.

    Lisa Garigliano          Date enacted: 02/08/2017

4. The Parks and Recreation Advisory Board has two vacancies. The following motion was made to fill those two positions:

A motion was made by Councilman Richard Coombe Jr., seconded by Councilman Keith Zanetti to appoint Melanie Schwartz and Kim Rock to the Parks and Recreation Advisory Board, put to a vote and UNANIMOUSLY CARRIED.  
VOTE: AYES 4 NAYS 0 ABSENT 1 (Brooks).

5. The part-time building maintenance mechanic position was discussed. The hourly rate was set at \$22.00 per hour. The maximum number of hours per week is 17.5/total of 35 hours per pay period to be paid bi-weekly and is on an as needed basis. The job will be posted at the Town Hall on the Town's website. It will also be run in the Townsman for two weeks. Applications must be received back by March 1, 2017. The Board is authorizing the Town Clerk to advertise for this position.



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6. The Board asked Chris to speak with Ben Knight to find out a price for mowing the fairgrounds the upcoming season.

**PAYMENTS OF CLAIMS AND VOUCHERS**

• Abstract #2	\$ 119,741.76
• Vendor Payments	<u>2,793.41</u>
Total \$	122,535.17

Vouchers and 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 4 NAYS 0 ABSENT 1 (Brooks).

**ADJOURN OR RECESS**

On motion by Councilman Richard Coombe Jr., seconded by Councilman Keith Zanetti, the meeting was recessed at 9:46 pm to reconvene on February 22, 2017 at 7:30 pm, put to a vote and UNANIMOUSLY CARRIED.

Respectfully submitted,

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Lisa Garigliano, Town Clerk