

**TOWN OF NEVERSINK TOWN BOARD
REGULAR MEETING
FEBRUARY 14, 2018**

CALL TO ORDER

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	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	PRESENT

GUESTS

Jim Stangel – Chairman Planning Board
Jamie Dymond-Brooks – Director Parks & Rec
Joe Bagley
William Brenner

- **Jamie Dymond Brooks**, Parks and Recreation Director, gave a **Parks and Recreation update**. Jamie inquired about Weight Watchers using the building after hours for meetings once a week. The Board did not make any decision while other places in town to hold the meetings are look into. Jamie got three quotes to rent a tent with a heater to use at the Elf Workshop/Tree lighting. With the cost near \$1,000 the Board gave Jamie some other suggestions to consider in lieu of renting a tent.
- **Joe Bagley**, the Town's **maintenance** person, reviewed with the Board the work he has performed at the various Town buildings and facilities.
- **Jim Stangel, Planning Board** Chairman, did not have anything to report, February meeting was cancelled due to weather.

TOWN ATTORNEY

Town Attorney Walter Garigliano did not have anything to report to the Town Board. Supervisor Mathews asked Board members if they had any questions for Walter, with none, Walter was excused from the meeting.

MINUTES OF PREVIOUS MEETING (S)

Minutes of the Regular Meeting held on January 10, 2018 was ACCEPTED AS SUBMITTED on motion by Councilman Keith Zanetti, seconded by Councilman Scott Grey, put to a vote and UNANIMOUSLY CARRIED.
VOTE: AYES 5 NAYS 0.

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SUPERVISOR'S RECEIPTS AND DISBURSEMENTS REPORT

The Supervisor's Report for the month of January 2018 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 5 NAYS 0.

TOWN CLERK DECALS AND MONTHLY FEE REPORT

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

VOTE: AYES 5 NAYS 0.

TOWN CLERK MONTHLY PETTY CASH REPORT

Month of January 2018/February 2018

ORDERED RESTORED TO \$200.00 by the amount of \$2.13 for postage 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 requested permission to attend the **2018 Cornell Local Roads School in Ithaca on June 3rd to the 6th, 2018.**

A motion was made by Councilman Richard Coombe Jr., seconded by Councilman Keith Zanetti approving Highway Superintendent Preston Kelly's request to attend the 2018 NYS Highway Superintendent's Highway School in Ithaca, NY on June 3rd - 6th, 2018, put to a vote and UNANIMOUSLY CARRIED.

VOTE: AYES 5 NAYS 0.

CODE ENFORCEMENT OFFICER REPORT

Monthly Receipts Report and Mileage Log and Inspection Report for the month of January 2018 has been filed with the Town Clerk.

Code Enforcement Officer Keith Stryker:

- Logged 198 Miles and took in \$215.00
- 2 Building Permits, total 2 for year
- 0 Building Permit Renewal, total 0 for year
- 8 Cert of Occupancy/Compliance for the month, total 8 for year
- 0 Complaints, total 0 for year
- 0 Violations, total 0 for year
- 2 Municipal Searches, total 2 for year
- 0 Fire Inspections, total 0 for year
- 0 Junk Yard Permit, total 0 for year
- 0 Mobile Home Park Permit Renewals, total 0 for year
- 0 Temporary Use Permit, total 0 for year
- 0 Special Use Permit, total 0 for year
- 0 CEO Training Hours, total 0 for year

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PLANNING BOARD

Organizational Meeting Minutes Draft from 01-03-2018, Meeting Minutes Draft from 01-03-2018, Planning Board Public Hearing Notice for 02-07-2018, Agenda for 02-07-2018 and Public Notice of Cancellation of 02-07-2018 Meeting due to weather were filed with the Town Clerk.

ZONING BOARD OF APPEALS

Public Notice of Cancellation of 01-16-2018 Meeting due to weather was filed with the Town Clerk.

FILINGS AND CORRESPONDENCE FILED WITH TOWN CLERK

1. TON Planning Board decision for Robert & Beth Mickelson
2. TON ZBA decision for David Trestyn
3. 2018 Lease Agreement for Soil and Water
4. Annual Financial Report for Grahamsville Fire District for 2017
5. Signed Agreement for the Expenditures of Highway Moneys
6. Fulfilled FOIL requests for:
 - a. Ken Walter (3)
 - b. David Fanslau
7. Oath of Offices filed for:
 - a. James Tisch – CFD Secretary
 - b. James Tisch – CFD Treasurer
 - c. William Laudemann – CFD Commissioner
 - d. Tawny Shamro – NFD Secretary
 - e. Eileen Delaney – NFD Treasurer
 - f. Thomas Brown – NFD Commissioner
 - g. Ken Kline – Attorney to Planning Board & ZBA, Assistant Town Attorney (PT) & Court Special Prosecutor
 - h. Philip Coombe III – Planning Board
 - i. Julie Starner – Health Officer
 - j. Clayton Brooks – Ethics Committee
 - k. Donna Flynn-Brown – Committee for Disabled
 - l. Keith Stryker – CEO
8. Selective Insurance – Notice of Claims reported on 01-16-2018 & 01-17-2018
9. Sprague & Killeen – Notice of Filing 2017 Government Insurance Disclosure
10. BOE – Certification of Offices to be filled at the 2018 General Election
11. NYS Comptrollers Audit Report for the Town of Neversink

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.

TOWN CLERK/TAX COLLECTOR

1. Town Clerk is requesting permission to **attend** the 2018 **NYS Town Clerks Association Conference** in Albany on April 22nd to 25th, 2018.

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A motion was made by Councilman Keith Zanetti, seconded by Councilman Richard Coombe Jr. granting permission for the Town Clerk to attend the 2018 NYS Town Clerks Association Conference in Albany on April 22nd to 25th, put to a vote and UNANIMOUSLY CARRIED.

VOTE: AYES 5 NAYS 0.

2. Tax Collector presented a **report of tax money collected and paid out** to date for 2018.

SUPERVISOR

1. **Soil and Water's lease** with the Town was increased by \$300 for 2018, bringing it up to \$15,000 per year.
2. The following resolutions for Budget Transfers (2) and Budget Amendments (3) were presented for the Board's consideration:

**TOWN OF NEVERSINK
RESOLUTION NO. 2 OF 2018
BUDGET TRANSFERS**

Whereas, after posting Payroll Accruals and Accounts Payable additional increases in Highway Fund Appropriations are needed for the **2017 Budget**, Snow Removal Personal Services DA5142.1 needs to be increased by \$ 11,600.00, Services Other Governments, Personal Services DA5148.1 increased by 3,800.00, and Snow Removal, Contractual Expense DA5142.4 increased by 10,700.00, and

Whereas, the following accounts need to be decreased to be moved to the above accounts, Machinery, Contractual Expenses DA5130.4 by 14,000.00, and State Retirement, Account DA9010.8 by 12,100.00,

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 **2017 Budget**;

DA960 Appropriations-	\$ 26,100.00	
DA5130.4 Machinery, Contractual Exp-	14,000.00	
DA9010.8 State Retirement-	12,100.00	
DA960 Appropriations-	26,100.00	
DA5142.1 Snow Removal, Personal Serv-	11,600.00	
DA5148.1 Services Other Govt's, Personal Serv-	3,800.00	
DA5142.4 Snow Removal, Cont. Exp-	10,700.00	

Moved by: Councilman Keith Zanetti
Seconded by: Councilman Scott Grey
And Adopted on Motion: February 14, 2018

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**TOWN OF NEVERSINK
RESOLUTION NO. 3 OF 2018
BUDGET TRANSFERS**

Whereas, after posting Payroll Accruals and Accounts Payable additional increases in Appropriations are needed for the **2017 Budget**, Assessor Personal Services A1355.1 needs to be increased by \$ 900.00, Historian, Personal Services A7510.1 increased by 80.00, Historian, Contractual Expense A7510.4 increased by 70.00, and

Whereas, the following accounts need to be decreased to be moved to the above accounts, Assessor, Contractual Expenses A1355.4 by 900.00, and Parks, Contractual Expense A7110.4 by 150.00,

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 **2017 Budget**;

A960 Appropriations-	\$ 1,050.00	
A1355.4 Assessors, Contractual Exp-	900.00	
A7110.4 Parks, Cont. Exp-	150.00	
A960 Appropriations-		1,050.00
A1355.1 Assessor, Personal Serv-	900.00	
A7510.1 Historian, Personal Serv-	80.00	
A7510.4 Historian, Cont. Exp-	70.00	

Moved by: Councilman Richard Coombe Jr.

Seconded by: Councilman Keith Zanetti

And Adopted on Motion: February 14, 2018

**TOWN OF NEVERSINK
RESOLUTION NO. 4 OF 2018
BUDGET AMENDMENT**

Whereas, the Park Capital Project had a Fund Balance of \$ 27,115.95 at the end of 2017. The balance is to be carried over and reappropriated to the Park Capital Project for 2018.

Now, Therefore be it Resolved that the Town Board authorizes the Supervisor to increase Park Capital Project H7110.2 by \$ 27,115.95 and that the following budget amendment be made;

H599 Appropriated Fund Balance-	\$ 27,115.95	
H960 Appropriation-	27,115.95	
H7110.2 Park Capital Proj-	27,115.95	

Moved by: Councilman Keith Zanetti

Seconded by: Councilman Scott Grey

And Adopted on Motion: February 14, 2018

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**TOWN OF NEVERSINK
RESOLUTION NO. 5 OF 2018
BUDGET AMENDMENT**

Whereas, at January 10, 2018 Board Meeting the approval was made to transfer \$180,000.00 to come from Highway Fund Balance,

Whereas, the Highway Superintendent has received authorization to purchase a new Paver off of NJPA/State Contract, at an estimated cost of \$180,000.00, coming from Fund Balance,

Now, therefore be it resolved that the Town Board authorizes the Supervisor to transfer \$180,000.00 from Fund Balance, to DA5130.2 Machinery, Equipment, and that the following budget amendment be made;

DA599 Appropriated Fund Balance- \$ 180,000.00
DA960 Appropriation – 180,000.00
DA5130.2 Machinery, Equip. – 180,000.00

Moved by: Councilman Keith Zanetti

Seconded by: Councilman Richard Coombe Jr.

And Adopted on Motion: February 14, 2018

**TOWN OF NEVERSINK
RESOLUTION NO. 6 OF 2018
BUDGET AMENDMENT**

Whereas, the Town of Neversink Town Historian salary increase for \$82.00 for 2018 was overlooked and not put in the 2018 Town Budget, and

Whereas \$82.00 needs to be added to A7510.1 Historian, Personal Services, making the total in A7510.1 account \$3,710.00 for 2018,

Now Therefore Be it Resolved, that the Town Board authorizes the Supervisor to appropriate \$82.00 to A7510.1 Historian, Personal Services, and to take 82.00 from A1990.4 the Contingent Account and that the following budget amendment be made;

A960 Appropriations- \$ 82.00
A1990.4 Contingent - 82.00
A960 Appropriations - 82.00
A7510.1- Historian, Personal Serv's- 82.00

Moved by: Councilman Scott Grey

Seconded by: Councilman Keith Zanetti

And Adopted on Motion: February 14, 2018

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3. The Board made the following motion to support the Neversink Agricultural Society's **Grahamsville Fair Book** for the **2018** season:

A motion was made by Councilman Richard Coombe Jr., seconded by Councilman Keith Zanetti to support the Neversink Agricultural Society's Grahamsville Fair Book for the 2018 season, put to a vote and UNANIMOUSLY CARRIED.

VOTE: AYES 5 NAYS 0.

4. The Town Board was asked to sign the vouchers in **Accounts Payable Vendor Payments AB#2B** that total \$211,753.65. These are the remaining opens payments for 2017. The Town Board signed the individual Vouchers and approved payment.
5. **Verizon** should be hooking up to the Tower around middle of March for **cell service**.

EXECUTIVE SESSION

The Board **entered** into **Executive Session** at 8:45 pm on motion made by Councilman Richard Coombe Jr., seconded by Councilman Scott Grey, **to discuss the hiring/appointment of personnel**, put to a vote and UNANIMOUSLY CARRIED.

VOTE: AYES 5 NAYS 0.

The Board **returned** from **Executive Session** at 8:58 pm on motion made by Councilman Keith Zanetti, seconded by Councilman Richard Coombe Jr., put to a vote and UNANIMOUSLY CARRIED.

VOTE: AYES 5 NAYS 0.

6. The Personnel Committee made the recommendation to **appoint James Schmidt** to fill the **Planning Board - Alternate** vacancy. The following motion was made:

A motion was made by Councilman Michael Brooks, seconded by Councilman Keith Zanetti to appoint James Schmidt to the Alternate Planning Board position, 02/14/2018 to 12/31/2019, put to a vote and UNANIMOUSLY CARRIED.

VOTE: AYES 5 NAYS 0.

7. The Personnel Committee also made the recommendation to **appoint Richard Bivins and Walter Van Vleet** to the position of **Transfer Station Attendant PT Temp** at the rate of \$14.54 per hour bi-weekly.

A motion was made by Councilman Michael Brooks, seconded by Councilman Keith Zanetti to appoint Richard Bivins and Walter VanVleet to the position of Transfer Station Attendant PT Temporary at the rate of \$14.54 per hour bi-weekly, put to a vote and UNANIMOUSLY CARRIED.

VOTE: AYES 5 NAYS 0.

8. The **revised lease agreement with the Neversink Agricultural Society** was discussed and with the changes noted the following motion was made:

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A motion was made by Councilman Keith Zanetti, seconded by Councilman Scott Grey to accept the revised 2017-2019 lease agreement with the Neversink Agricultural Society with 2017 and 2018 rent \$2,000 and 2019 rent at \$3000, put to a vote and UNANIMOUSLY CARRIED.

VOTE: AYES 5 NAYS 0.

9. The **audit report** was received from the **New York State Comptroller's Office**. Supervisor Mathews asked that his statement be included in the minutes:

I want to thank the current Town Board for working to create realistic, responsible budgets that have kept tax levies stable. Also Highway Superintendent Preston Kelly for his strategic long term equipment replacement plan that allows the Town to budget appropriately.

I want to thank the Town Boards that came before us for creating a legacy of fiscal responsibility and having the vision to plan for the future.

And of course the Town Hall staff. Budget Officer Teri Lockhart, Town Clerk Lisa Garigliano and Deputy Town Clerk Janis Offringa, Supervisors Assistant Brenda Devore and Payroll Clerk Geri Gorton for their professionalism and implementation of a comprehensive oversight policy.

We agree with the findings of the NYS Comptrollers Audit team and thank them for their hard work. We plan to implement a comprehensive multiyear Fund Balance and Reserve Policy.

PAYMENTS OF CLAIMS AND VOUCHERS

• Abstract #2	\$	140,879.40
• Abstract #2A(2017)		5,391.70
• Vendor Payments		<u>2,999.55</u>
Total	\$	149,270.65

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

VOTE: AYES 5 NAYS 0.

ADJOURN OR RECESS

On motion by Councilman Richard Coombe Jr., seconded by Councilman Michael Brooks, the meeting was adjourned at 9:25 pm, put to a vote and UNANIMOUSLY CARRIED.

Respectfully submitted,

Lisa Garigliano, Town Clerk