

**TOWN OF NEVERSINK TOWN BOARD  
REGULAR MEETING  
JANUARY 10, 2024**

**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
Councilperson Jim Schmidt	PRESENT
Councilperson Nicole Gorr	PRESENT
Councilperson Scott Grey	PRESENT
Councilperson Richard Coombe Jr.	PRESENT

**Other Officials**

Highway Superintendent Preston Kelly	PRESENT
Code Enforcement Officer Keith Stryker	PRESENT
Parks & Recreation Director Cher Woehl	ABSENT

**GUESTS**

Walt Zeitschel	Roger Edwards
Brian McPhillips	Vincent Kurzrock
Nicholas Carrol	

- **Supervisor Chris Mathews** sent well wishes to Tony Costa and family after an accident that occurred earlier in the day and offered condolences to the Coombe Family on loss of a Carolyn Coombe. He welcomed Legislator Brian McPhillips, Town Clerk Staci Conjura and Councilperson Jim Schmidt. He thanked Mike Brooks for his years of service as a Legislator, Carol Smythe for 30 years of service as Town Historian, Lisa Garigliano for 20 years of service as Town Clerk, Janis Offringa for her 18 years of service as Deputy Town Clerk, Keith Zanetti for many years of service as Town Judge and Councilperson, and, lastly, thanked Ken Curry for faithfully serving the community for 25 years and for all the years he “kept the water flowing”.
- **Walt Zeitschel** gave an **update** on the **ice rink** and advised that a padlock was placed on rink to keep out unauthorized skaters when rink is closed.
- **Brian McPhillips**, Legislator, spoke briefly thanking board for opportunity to serve the community and inviting anyone with questions to contact him.
- Newly appointed **Town Historian, Roger Edwards**, spoke regarding his life and thanked Board for the opportunity to serve the Town.

**MINUTES OF PREVIOUS MEETING(S)**

Minutes of the Regular Meeting held on December 13, 2023, Recessed Meeting held on December 27, 2023 and Organizational Meeting held on January 3, 2024 were ACCEPTED AS SUBMITTED on motion by Councilperson Richard Coombe, Jr., seconded by Councilperson 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 December 2023 and the Revenue Report, Expense Report and Trial Balance for 12/1/23-12/31/23 were ACCEPTED AS RECEIVED and filed on motion by Councilperson Richard Coombe Jr., seconded by Councilperson Scott Grey, 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 2023 to be filed on motion by Councilperson Richard Coombe Jr., seconded by Councilperson Scott Grey, put to a vote and UNANIMOUSLY CARRIED.

VOTE: AYES 5 NAYS 0.

**TOWN CLERK MONTHLY PETTY CASH REPORT**

Month of December 2023/January 2024

Reimburse Petty Cash fund to \$200.00 by the amount of \$8.50 for postage.

ACCEPTED AS SUBMITTED for the month of December 2023/January 2024 to be filed and Petty Cash fund to be reimbursed \$8.50 for postage on motion by Councilperson Richard Coombe Jr., seconded by Councilperson Scott Grey, put to a vote and UNANIMOUSLY CARRIED.

VOTE: AYES 5 NAYS 0.

**CODE ENFORCEMENT OFFICER**

Monthly Receipts Report and Mileage Log and Inspection Report for the month of December 2023 has been filed with the Town Clerk.

- 116 Miles
- \$545.15 Receipts
- 9 Building Permits, total 136 for year
- 0 Building Permit Renewal, total 0 for year
- 10 Certificate of Occupancy/Certificate of Compliance, total 113 for year
- 0 Complaint, total 1 for year
- 0 Violations, total 3 for year
- 3 Municipal Searches, total 65 for year
- 0 Fire Inspections, total 12 for year
- 0 Junk Yard Permit, total 1 for year
- 0 Mobile Home Park Permit Renewal, total 2 for year
- 0 Operating Permit, total 0 for year
- 0 Special Use Permit, total 0 for year
- 0 Fireworks Permit, total 1 for year
- 3 CEO Training Hours, total 32 for year
- 0 FOIL Request, total 2 for year
- 1 Fire Calls, total 3 for year

2023 Year End Annual Report of Activity

- Building Permits Issued: Year – 136
- Building Permit Renewals: Year – 0

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- Certificates of Occupancy / Compliance: Year – 113
- Complaints: Year – 1
- Violations: Year – 3
- Municipal Search: Year – 65
- Fire Inspections: Year – 12
- Junkyard Permit: Year – 1
- Mobile Home Park Permit: Year – 2
- Fireworks Permit: Year - 1
- Special Use Permit: Year – 0
- CEO Training Hours: Year – 32
- Town Car Mileage: 2,064
- Office Receipts: \$15,189.96
- Value of all Permits: \$8,024,569.00
- Active Building Permits: 160
- New Single Family Homes Total: 6 Stick Built
  - Modular: 5
- Replacement SF Homes: 3
  - Manufactured: 3
- 2023 D.E.P. Sewer Activity
  - 5 Incidents – 22 CEO hours
- 2023 Septic District Activity
  - 19 Pump outs - 12 CEO hours, 4 Incidents - 17 CEO hours

**HIGHWAY SUPERINTENDENT**

1. Highway Superintendent Preston Kelly asked if the Board wanted to continue with the **3-year rotation pickup replacement plan**. The Board is in favor of continuing the 3-year replacement plan. Preston indicated that the State Contract is currently open. There is a Dodge. The **current price is \$64,990.50 for a Dodge pickup with plow**. The following motion was made:

A motion was made by Councilperson Richard Coombe Jr., seconded by Councilperson Scott Grey authorizing Highway Superintendent Preston Kelly to purchase a Dodge pickup with plow off of the State Contract, for \$64,990.50, put to a vote and UNANIMOUSLY CARRIED.

VOTE: AYES 5 NAYS 0.

2. Preston would like to set up a **meeting** with the **equipment committee**. Meeting **set** for **Wednesday, January 17<sup>th</sup> at 4:30** pm at Town Barn.
3. **Highway Inventory** has been submitted to State DOT with **no mileage change** this year (**104.7 miles**).
4. Up-coming **County wide Shared Services Agreement** was discussed.

**PLANNING BOARD**

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Meeting Agenda for 1/3/2024, Organizational Meeting Minutes for 1/3/2024, Meeting Minutes for 10/4/2023 and Regular Meeting Minutes for 1/3/2024 were filed with the Town Clerk.

**FILINGS AND CORRESPONDENCE FILED WITH TOWN CLERK**

- Oath of Office:
  - Johnny Munoz – NFD Commissioner
  - James Schmidt – Councilperson
  - Christopher Mathews – Supervisor
  - Nicole Gorr – Councilperson
  - Staci Conjura – Town Clerk, Registrar of Vital Statistics
  - Ken Klein – Town Attorney, Attorney to Planning Board & Zoning Board, Court Special Prosecutor
  - Richard I. Coombe, Jr – Deputy Supervisor
  - Brent Gotsch – Town Justice
  - Preston Kelly – Highway Superintendent
  - Lisa Garigliano – Clerk PT
  - Michelle Goodman – Deputy Town Clerk, Deputy Registrar of Vital Statistics, Clerk to BAR
  - Brenda Devore - Account Clerk
  - Geraldine Gorton – Sr. Account Clerk, Deputy Dog Control Officer
  - Courtney Ansbro – GFD Secretary, Treasurer
  - Larry Bracken – GFD Fire Commissioner
- Certification of Result of Canvas of Annual Fire District Election for GFD
- Notice of NFD Organizational Meeting
- Results for NFD Commissioner Election
- Update to AG District #4 from Sullivan County Farmland & Protection Board
- NFD Monthly Meeting Schedule
- GFD Organizational Meeting 1/09/24
- FOIL - SmartProcure Purchasing Records 9/16/23 to date

Items were ORDERED LOGGED and FILED on motion by Councilperson Richard Coombe Jr., seconded by Councilperson Nicole Gorr, put to a vote and UNANIMOUSLY CARRIED.

VOTE: AYES 5 NAYS 0.

**TOWN CLERK**

1. Town Clerk made the announcement about the **2024 Training School & Annual Meeting of the Association of Towns** to be held on February 18-21, 2024 at the Marriott in NYC.

**SUPERVISOR**

1. Water Building at Fairgrounds, update given, very well done by Joe Bagley. Water pressure is still a small issue, Glenn Smith to be contacted.
2. Claryville Septic System Replacement maintenance for Kremer was discussed. The following motion was made:

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A motion was made by Councilperson Scott Grey, seconded by Councilperson Jim Schmidt, to go to bid for the Septic Replacement for Kremer, put to a vote and UNANIMOUSLY CARRIED.

VOTE: AYES 5 NAYS 0

3. The following resolution was introduced for the Board’s consideration:

**TOWN OF NEVERSINK  
RESOLUTION NO. 1 OF 2024  
OFFICIAL UNDERTAKING OF MUNICIPAL OFFICERS**

**Motion** by Councilperson Richard Coombe, Jr. seconded by Councilperson Nicole Gorr 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	
Councilperson Jim Schmidt	voting	Yes	
Councilperson Nicole Gorr	voting	Yes	
Councilperson Scott Grey	voting	Yes	
Councilperson Richard Coombe Jr.	voting	Yes	Carried 5-0

**TOWN OF NEVERSINK,  
SULLIVAN COUNTY, NEW YORK  
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

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**WHEREAS**, Staci Conjura, 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**, Michael Scagnelli, 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 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.

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4. **Planning board Alternate interviews** will be conducted on **2/5/24** by Personnel Committee.
5. **Planning & Zoning Board Clerk position** to be **advertised** with **letters of interest** to be returned to Supervisor Mathews office by 2/2/24.
6. The **Investment Policy** for the Town of Neversink needs to be **amended** by the **removal of Bank of America** as a designated depository and to **increase the maximum deposit amount** from \$6,000,000.00 to **\$10,000,000.00**. The following motion was made to remove Bank of America and to increase the maximum deposit amount from \$6,000,000.00 to \$10,000,000.00, and to **adopt the amended policy**:

A motion was made by Councilperson Richard Coombe Jr., seconded by Councilperson Nicole Gorr to remove Bank of America as a designated depository listed on the Investment Policy for the Town of Neversink, to increase the maximum deposit amount from \$6,000,000.00 to \$10,000,000.00, and to adopt the Investment Policy for the Town of Neversink Amended as of January 10, 2024, put to a vote and UNANIMOUSLY CARRIED.

VOTE: AYES 5 NAYS 0.

7. **Catskill Hudson Bank is merging with Hudson Valley Credit Union.**

**EXECUTIVE SESSION**

The Board **entered** into **Executive Session** at 7:58 pm on motion made by Councilperson Richard Coombe Jr., seconded by Councilperson Nicole Gorr, **to discuss performance, hiring and firing of an individual, CEO Keith Stryker** was invited to stay, put to a vote and UNANIMOUSLY CARRIED.

VOTE: AYES 5 NAYS 0.

The Board **returned** from **Executive Session** at 8:46 pm on motion made by Councilperson Scott Grey, seconded by Councilperson Richard Coombe, Jr., put to a vote and UNANIMOUSLY CARRIED.

VOTE: AYES 5 NAYS 0.

**PAYMENTS OF CLAIMS AND VOUCHERS**

• Abstract #1A 2023	\$ 35,457.14
• Abstract #1 2023	<u>17,076.89</u>
• Total	\$ 52,534.03

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

VOTE: AYES 5 NAYS 0.

**ADJOURN OR RECESS**

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On motion by Councilperson Richard Coombe, Jr, seconded by Councilperson Scott Grey, the meeting was adjourned at 8:46 pm, put to a vote and UNANIMOUSLY CARRIED.

Respectfully submitted,

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Staci Conjura, Town Clerk