

**TOWN OF NEVERSINK TOWN BOARD  
TOWN BOARD MEETING  
TENTATIVE AGENDA JUNE 12, 2024**

**CALL TO ORDER**

The Regular Meeting of the Town of Neversink Town Board called to order at **7:30 p.m.** by Supervisor Chris Mathews with the Pledge of Allegiance.

**ROLL CALL**

**TOWN BOARD MEMBERS**

Supervisor Chris Mathews (Absent-Planned)  
Councilperson Jim Schmidt  
Councilperson Nicole Gorr  
Councilperson Scott Grey  
Councilperson Richard Coombe, Jr.

**OTHER TOWN OFFICIALS**

Code Enforcement Officer Keith Stryker  
Highway Superintendent Preston Kelly

**GUESTS**

Joan Mingo

**MINUTES OF PREVIOUS MEETING (S)**

Regular Meeting – May 8, 2024

Special Meeting – May 29, 2024

**SUPERVISOR’S RECEIPTS & DISBURSEMENT REPORT**

Month of May 2024

Revenue Report, Expense Report and Trial Balance for 5/1/2024-5/31/2024

**TOWN CLERK DECALS AND MONTHLY FEE REPORT**

Month of May 2024

**TOWN CLERK MONTHLY PETTY CASH REPORT**

Month of May 2024/June 2024

No expenditures made.

**REPORTS AND MATTERS OF TOWN OFFICIALS**

**CODE ENFORCEMENT OFFICER**

**Code Enforcement Officer Report for May 2024**

- 190 Miles
- \$755.00 Receipts
- 7 Building Permits, total 33 for year
- 0 Building Permit Renewal, total 1 for year
- 13 Certificate of Occupancy/Certificate of Compliance, total 58 for year
- 0 Complaint, total 0 for year
- 0 Violations, total 2 for year
- 8 Municipal Searches, total 24 for year
- 0 Fire Inspections, total 1 for year
- 0 Junk Yard Permit, total 0 for year

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- 0 Mobile Home Park Permit Renewal, total 2 for year
- 0 Operating Permit, 0 total for year
- 0 Special Use Permit, total 0 for year
- 0 Fireworks Permit, total 0 for year
- 0 CEO KS Training Hours, total 23 for year
- 0 FOIL Request, total 1 for year
- 0 Fire Calls, total 6 for year

**HIGHWAY SUPERINTENDENT**

- Amended Agreement for expenditure of Hwy Funds
- Hwy Bids
- New Truck Status

**PLANNING BOARD**

- Agenda for 05/01/2024 Meeting
- Minutes for 04/03/2024 Meeting (Adopted)

**ZONING BOARD**

- Public Notice of Canceled Meeting – May 21, 2024

**FILINGS/CORRESPONDENCE WITH TOWN CLERK**

- Pumpkin Party sponsorship – full page
- Ketchum Fencing Proposal – Fence Repairs at Neversink Transfer Station
- DEC email- amendment to License Issuing Agreement
- Hemlock Neversink- notification of Patron Dancing for Town response

**PUBLICATIONS**

- The Observer- May 2024

**SUPERVISOR**

- Resolution No. 9 of 2024 – Banking Development District
- Resolution No. 10 of 2024 – Budget Amendment
- Resolution No. 11 of 2024 – Budget Amendment
- Pool Update
- Cameras – at Route 42 Park, Fairgrounds, etc
- AYSO lease

**PAYMENT OF CLAIMS AND VOUCHERS**

- Vendor Payments \$1600.48
- Abstract #5 PENDING
- Total \$ PENDING

**ADJOURN OR RECESS:**

**TOWN OF NEVERSINK TOWN BOARD  
REGULAR MEETING  
May 8, 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.

**ROLL CALL**

**Board Members**

Supervisor Chris Mathews	PRESENT
Councilperson Jim Schmidt	PRESENT
Councilperson Nicole Gorr	ABSENT (PLANNED)
Councilperson Scott Grey	PRESENT
Councilperson Richard Coombe Jr.	PRESENT

**Other Officials**

Highway Superintendent Preston Kelly	ABSENT
Code Enforcement Officer Keith Stryker	ABSENT (PLANNED)

**GUESTS**

CherWoehl	Larry Whipple
Walt Zeitschel	Vincent Kurzrock
Larry Bracken	

- **Larry Whipple** spoke about the Little League program, the scheduling of Little League practice/games with Tri-Valley CSD and the value he places in his partnership with Tri-Valley. Larry advised the Board that he is notified via a text message from Tri-Valley, the morning of a game, that a field is needed. After more discussion, it was decided that a meeting needs to take place, with the school district and Little League in attendance, to formalize an agreement between the **Town of Neversink, Little League and Tri-Valley CSD** thus streamlining the way that games are scheduled in an effort to get the most use of the park, work within the constraints of the parking lot and make sure that all insurance policies, needed, are in place.
- **Cher Woehl** asked the Town Board to loan two **10 x 10 pop-up tents** to the Time & the Valleys Museum for their upcoming Take-out Chicken BBQ. Traditionally, she has done this as P&R Director the last few years. The Town Board agreed to keep up the tradition.

**MINUTES OF PREVIOUS MEETING(S)**

Minutes of the Public Hearing held on APRIL 10, 2024, Regular Meeting held on April 10, 2024 and the Special Meeting held on May 1, 2024 were ACCEPTED AS SUBMITTED on motion by Councilperson Scott Grey, seconded by Councilperson Jim Schmidt, put to a vote, and UNANIMOUSLY CARRIED.  
VOTE: AYES 4 NAYS 0 ABSENT 1 (Gorr).

**SUPERVISOR'S RECEIPTS AND DISBURSEMENTS REPORT**

The Supervisor's Report for the month of April 2024 and the Revenue Report, Expense Report and Trial Balance for 4/1/24-4/31/24 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 4 NAYS 0 ABSENT 1 (Gorr).

**TOWN CLERK DECALS AND MONTHLY FEE REPORT**

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ACCEPTED AS SUBMITTED for the month of April 2024 to be filed on motion by Councilperson Richard Coombe, Jr., seconded by Councilperson Scott Grey, put to a vote, and UNANIMOUSLY CARRIED.

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

**TOWN CLERK MONTHLY PETTY CASH REPORT**

Month of April 2024

No expenditures made.

**CODE ENFORCEMENT OFFICER**

Code Enforcement Officer Report for April 2024

- 362 Miles
- \$1,467.80 Receipts
- 10 Building Permits, total 26 for year
- 0 Building Permit Renewal, total 1 for year
- 8 Certificate of Occupancy/Certificate of Compliance, total 45 for year
- 0 Complaint, total 0 for year
- 0 Violations, total 2 for year
- 7 Municipal Searches, total 16 for year
- 1 Fire Inspections, total 1 for year
- 0 Junk Yard Permit, total 0 for year
- 0 Mobile Home Park Permit Renewal, total 2 for year
- 0 Operating Permit, 0 total for year
- 0 Special Use Permit, total 0 for year
- 0 Fireworks Permit, total 0 for year
- 23 CEO KS Training Hours, total 23 for year
- 1 FOIL Request, total 1 for year Treglia/Keriland – 8.-1-3.1, 8.-1-5, 2.-1-14
- 1 Fire Calls, total 6 for year 4/18, 48 Rennison Rd. – Chimney Fire

**PARKS & RECREATION DIRECTOR**

**HIGHWAY DEPARTMENT**

- Fairgrounds Water System update **tabled until June Board meeting.**
- Ballfield parking lot update **tabled until June Board meeting.**
- CHIPS Repair State Funding (same as last year +/-):
  - Chips: \$359,558.60
  - Pave NY: \$83,806.59
  - EWR: \$71,743.22
  - POP: \$55,871.06
  - TOTAL \$570,979.47

**CHIPS discussion tabled until June Board meeting.**

- The Town Board would like to **re-advertise for 2 seasonal temporary workers** who would work from May 1 to September 30. The following motion was made:

A motion was made by Councilperson Richard Coombe Jr., seconded by Councilperson Scott Grey to authorize the **re-advertising for two seasonal temporary workers in the Highway Department** as laborers for the period between May 1 and September 30, with a minimum age

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requirement of 18 years old, at wage rate of \$16.14 per hour with no benefits, must have a valid driver's license, working 40 hours per week put to a vote and UNANIMOUSLY CARRIED.  
VOTE: AYES 4 NAYS 0 ABSENT 1 (Gorr).

**PLANNING BOARD**

- Agenda for 05/01/2024 Meeting
- Minutes for 04/03/2024 Meeting (Adopted)

**TOWN CLERK**

**FILINGS AND CORRESPONDENCE FILED WITH TOWN CLERK**

- Oath of Office:
  - Travis Hartman for Zoning Board of Appeals, Alternate Member.
- Assessor Disclosure Statement 04-27-2024.
- "As-Built Waterworks Plan," sheet #W-3, dated April 29, 2024 from Glenn Smith.
- Municipal Report of Special Franchise from NYS Tax Dept, ORPTS Utility Reporting.
- Notice of Completion of 2024 Tentative Assessment Roll
- Signed contract with Pool Leak Detection, LLC.
- Parking Expansion email from DEP outlining work to be done at Route 42 Park.
- DOT email re: Route 55 Road Closure dated 04-26-2024
- Sullivan County DA's Office Policy on Delegation of Authority dated 04-24-24.
- Letter from William A. Brenner, ESQ regarding Tri-Valley Little League "Sausage and Pepper Dinner."
- FOIL request – Allium Data regarding Town insurance policies, fulfilled 5/8/24.

Items were ORDERED LOGGED and FILED on motion by Councilperson Richard Coombe, Jr., seconded by Councilperson Scott Grey, put to a vote, and UNANIMOUSLY CARRIED.  
VOTE: AYES 4 NAYS 0 ABSENT 1 (Gorr).

**PUBLICATIONS**

- Talk of the Towns & Topics

**SUPERVISOR**

- With no contractors readily available to help get the **pool** running in the near future, the pool will be patched by Joe Bagley, Councilperson Jim Schmidt and Supervisor Chris Mathews this upcoming week as a "band-aid" fix with Hydraulic Cement (industry standard). More details will be forthcoming once "band-aid" is in place and it's determined whether or not it will hold.
- **State Route 55 was closed by the NYS DOT** for the changing of a large culvert. The work is estimated to take until May 31<sup>st</sup>. The Sullivan County Sheriff's Dept was thanked by Supervisor Mathews for responding with patrols in the area to increase safety as more traffic is traveling through the residential areas.
- The following resolution was presented for the Board's consideration:

**TOWN OF NEVERSINK  
RESOLUTION NO. 8 OF 2024  
STANDARD WORK DAY AND REPORTING RESOLUTION FOR ELECTED AND  
APPOINTED OFFICIALS**

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**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) Min. 6 hrs Max. 8 hrs	Name (First and Last)	Social Security Number (Last 4 digits)	Registration Number	Tier 1 (Check only if member is in Tier 1)	Current Term Begins & Ends Dates (mm/dd/yy-mm/dd/yy)	Record of Activities Result	Not Submitted
<b>Elected Officials</b>								
Supervisor	7	Christopher Mathews	████	██████████		1/1/24-12/31/25	24.11	
Councilman	7	Jim Schmidt	████	██████████		1/1/24-12/31/27	3.92	
Councilman	7	Richard Coombe, Jr	████	██████████		1/1/24-12/31/25	2.34	
Highway Superintendent	8	Preston Kelly	████	██████████		1/1/24-12/31/25	29.88	
Town Clerk	7	Staci Conjura	████	██████████		1/1/24-12/31/25	22.10	
Councilwoman	7	Nicole Gorr	████	██████████		1/1/24-12/31/25	2.92	
Town Justice	7	Brent Gotsch	████	██████████		1/1/24-12/31/27	1.24	
<b>Appointed Officials</b>								
Special Prosecutor	7	Kenneth Klein	████	██████████		1/1/24-12/31/25	.54	
Town Attorney	7	Kenneth Klein	████	██████████		1/1/24-12/31/25	1.36	

I, Staci Conjura, 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 May 2024 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 8th day of May, 2024.

Staci Conjura Date enacted: 5/08/2024

**Moved by:** Councilperson Richard Coombe Jr.  
**Seconded by:** Councilperson Jim Schmidt  
**And Adopted on Motion:** May 8, 2024

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- Councilperson Richard Coombe, Jr. started discussion regarding the need to advertise for a Part-Time Code Enforcement Officer.

A motion was made by Councilperson Scott Grey, seconded by Councilperson Richard Coombe Jr., to **advertise for a Part-Time Code Enforcement Officer not to exceed 17.5 hours/week**, put to a vote and UNANIMOUSLY CARRIED.

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

- **Letter from Bookkeeper, Teri Lockhart**, was read by the Town Board. She recommended that the revised **By-Laws of the Parks & Recreation Dept** (accepted on March 10, 2021) be rescinded in order to reinstate the By-Laws from December 27, 2005. The March 2021 By-laws deleted the Parks & Recreation Board Officers' titles and the Town needs a Chairperson, a Vice-Chairperson and a secretary to run the P&R Department in the absence of a Director; rescinding the current By-laws will accomplish this. Teri further recommended that the Town Board appoint a committee, in the future, to examine and re-write the December 2005 by-laws. Previous Director Cher Woehl urged the Town Board to follow Teri's recommendation but to examine the actual job, classification and responsibilities of the position in the future to do what is in the Town's best interest.

A motion was made by Supervisor Chris Mathews, seconded by Councilperson Scott Grey to **rescind the Parks & Recreation Department's current by-laws and reinstate the by-laws from December 27, 2005**, put to a vote and UNANIMOUSLY CARRIED.

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

**PAYMENTS OF CLAIMS AND VOUCHERS**

- Vendor Payments \$1696.43
- Abstract #5 \$82,725.30
- Total 0 \$84,421.73

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

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

**ADJOURN OR RECESS**

On motion by Councilperson Richard Coombe, Jr., seconded by Councilperson Scott Grey, the meeting was adjourned at 8:04 pm, put to a vote and UNANIMOUSLY CARRIED.

Respectfully submitted,

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Staci Conjura, Town Clerk

**TOWN OF NEVERSINK TOWN BOARD  
SPECIAL TOWN BOARD MEETING  
May 29, 2024**

The Special Meeting of the Town of Neversink Town Board was called to order at 7:00 pm 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

**GUESTS**

Kevin McLaren	Tanya Huggler
Teri Lockhart	David Brittenham

- Supervisor Chris Mathews invited Catskill Hudson Bank’s President, **Kevin McLaren**, to start the meeting. Mr. McLaren (representing both Catskill Hudson Bank and Hudson Valley Credit Union) explained “in a nutshell” what a **Banking Development District Program (BDD)** is, how it can help the Town of Neversink and asked the Town to sponsor Catskill Hudson Bank (soon to be Hudson Valley Credit Union – HVCU) in the creation of a BDD. Catskill Hudson Bank will be moving forward (in in the 3<sup>rd</sup> or 4<sup>th</sup> quarter of this year) to merge with Hudson Valley Credit Union. Currently, NYS Municipal Law 10 does not allow municipalities to utilize credit unions. The benefit of creating the BDD would be HVCU’s ability to retain and service the municipalities (Neversink & Denning), the Tri-Valley School district and fire districts within the Town of Neversink. He went on to explain that the BDD application would be with HVCU, that the Town of Denning passed a resolution on May 28, 2024 to move forward with their sponsorship. Mr. McLaren summarized the annual review/reapplication process; stating that the bank has consumer banking education and new account/loan goals that need to be met yearly; this is achieved through seminars given throughout the year (by the bank) for the Town citizens. **Councilperson Richard Coombe, Jr.** confirmed with Mr. McLaren that public funds cannot be placed with a credit union unless the credit union has been designated as a BDD; then once designated a BDD any public, funds throughout the municipality, can be placed within the credit union. Mr. McLaren stated that it is “his understanding” that this is accurate. He also asked if other BDD’s are being considered throughout the County and was told that no other BDD’s are being considered at this time. **Councilperson Nicole Gorr** asked if local CHB branch will remain open after the merger with HVCU regardless of whether or not Town sponsors the BDD; Mr. McLaren responded that the branch would still have enough business to keep the branch open even without the public funds. Guest **David Brittenham** asked if sponsorship, from the Town, obligates the municipality to deposit funds of a certain amount within the credit union or if this is an option? The response was “No.” Mr. Brittenham further clarified, with Mr. McLaren, that the application process does not commit the Town to put in a “certain amount of funds over a certain amount of time.” Mr. McLaren responded that this was correct. Mr. Brittenham then asked if the Town could bring funds elsewhere and was told



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“absolutely.” Mr. McLaren went on to explain that the State does not ask the bank what municipal funds are being held or what interest rates are being charged so the Town is not obligated. Once all questions were answered, **Supervisor Chris Mathews** advised Mr. McLaren that the Town Board did not have a resolution ready and would decide on the BDD at the next regularly scheduled meeting, in two weeks, on June 12, 2024.

The **BDD discussion was revisited**, later in the meeting. Councilperson Richard Coombe, Jr. referenced the BDD informational sheet, second page under “Eligibility Requirements” (see attached addendum) and asked if there was a “need” for the BDD within Neversink. He pointed out that banks are regulated to a greater extent than the credit unions and, therefore, credit unions have a lower cost of operation and can offer better/higher rates to banking consumers. Councilperson Scott Grey explained that he believes supporting the BDD is in the community’s best interest so that locals (including the school, Fire Districts, etc.) do not have to go elsewhere for their banking needs. It was decided to reopen discussion at next Town Board meeting.

**SUPERVISOR**

- Supervisor Chris Mathews, Councilperson Jim Schmidt & Joe Bagley worked on the leak at the **pool**; applying hydraulic cement to the area indicated by the diver as the source of the leak. At first, the “band-aid fix” appeared to fail, dropping 5” in one day. The decision was then made to fill the pool back up and try one more time with the pump on. It has now been a week of running the pool, with the pump on, and the water level has been holding steady. The theory is that the overflow pipe running around the top of the pool may leak but when the pump is running it slows the leak down. The recommendation of Supervisor Mathews was to open the pool for the season once further patching and cleaning is done but, also, with the understanding that there is still something more serious to work on in the future. Councilperson Jim Schmidt agreed and stated that many of the pool’s pipes are rusted, in bad shape and in need of replacement. Councilperson Richard Coombe, Jr. stated that in the near future an appropriate set of specs needs to be obtained and the pool needs to be fixed in a timely and cost-efficient manner while making sure that a consultant assesses the pool and not a contractor who may, later on, bid the same work. The Board agreed and the pool will open for the 2024 season.

Councilperson Nicole Gorr stated that she was at a Parks & Recreation Board meeting and that there was some **concern over the public swim pool hours**. It was decided that she should bring this up with Pool Director, Janet Carey to possibly restructure pool hours to better serve the community.

- **Dan Duttinger from Hemlock Neversink** asked (via email) the Town to write a letter, for the NYS Liquor Authority, indicating that the municipality has been advised (via 30-day advanced notice form) that there will be “patron dancing” at their Hemlock Neversink location and that the Town has no objections. Since no previous 30-day advanced notice has been received it was decided that a new 30-day advanced notice form should be submitted.
- An **AED for the Route 42 Park** was discussed; the decision was made to purchase an AED, storage box and proper signage for the park.

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**Parks & Recreation**

- Tanya Huggler, Parks & Rec Chairperson, briefly discussed future plans for the department. Including: Winterfest, a Halloween Spooktacular event, movie nights, wreathmaking, Paint & Sip, tree lighting, a summer camp for locals and the December bus trip to NYC.

**ADJOURN OR RECESS**

On motion by Councilman Richard Coombe, Jr., seconded by Scott Grey, put to a vote, and UNANIMOUSLY CARRIED the meeting was adjourned at 8:06 pm.

Respectfully Submitted,

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Staci Conjura, Town Clerk