

**TOWN OF NEVERSINK TOWN BOARD
TOWN BOARD MEETING
TENTATIVE AGENDA SEPTEMBER 11, 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
Councilperson Jim Schmidt (ABSENT)
Councilperson Nicole Gorr
Councilperson Scott Grey
Councilperson Richard Coombe, Jr.

OTHER TOWN OFFICIALS

Code Enforcement Officer Keith Stryker/Glenn Gabbard
Highway Superintendent Preston Kelly
Parks & Recreation Director Tanya Huggler

GUESTS

MINUTES OF PREVIOUS MEETING (S)

Regular Meeting – August 14, 2024

SUPERVISOR'S RECEIPTS & DISBURSEMENT REPORT

Month of August 2024

Revenue Report, Expense Report and Trial Balance for 8/1/2024-8/31/2024

TOWN CLERK DECALS AND MONTHLY FEE REPORT

Month of August 2024

TOWN CLERK MONTHLY PETTY CASH REPORT

Month of August 2024/September 2024

No expenditures made.

REPORTS AND MATTERS OF TOWN OFFICIALS

CODE ENFORCEMENT OFFICER

Code Enforcement Officer Report for August 2024

- 171 Miles
- \$701.30 Receipts
- 6 Building Permits, total 63 for year
- 1 Building Permit Renewal, total 3 for year
- 6 Certificate of Occupancy/Certificate of Compliance, total 80 for year
- 0 Complaint, total 0 for year
- 0 Violations, total 2 for year
- 3 Municipal Searches, total 40 for year
- 1 Fire Inspections, total 2 for year
- 1 Junk Yard Permit, total 1 for year

**TOWN OF NEVERSINK TOWN BOARD
TOWN BOARD MEETING
TENTATIVE AGENDA SEPTEMBER 11, 2024**

- 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
- 1 Fireworks Permit, total 1 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

- Permission to list (2) dump trucks on Auction International.

PARKS & RECREATION

- Minutes from 08/27/2024 Meeting

PLANNING BOARD

- Minutes from 09/04/2024 Meeting

ZONING BOARD

FILINGS/CORRESPONDENCE WITH TOWN CLERK

- Oath of Office:
 - Glenn Gabbard, Code Enforcement Officer
- To Be Filed:
 - Sullivan County Abstract of Settlement 2024 from County Treasurer's Office.
 - Certificate of Liability Insurance for GFD & GFD Auxiliary.
 -
- Correspondence:
 - Email from Cher Woehl with CWT Executive Board Meeting Minutes from June 17, 2024.
 - FOIL Request from Skyline Title Support re: 15 Dean's Way, Napanoch, NY 12458 sent to CEO and completed.
 - FOIL request from SmartProcure for PO/Vendor Information, completed per Supervisor's Assistant Brenda Devore.
 - Letter from Sullivan County Historical Society asking Town to advertise in their SCHS Annual Dinner Journal.

PUBLICATIONS

Talk of the Towns & Topics July/August 2024

SUPERVISOR

- Fall Cleanup 2024. Proposed dates October 16th, 19th & 23rd.
- Sealcoating Proposals

PAYMENT OF CLAIMS AND VOUCHERS

- Vendor Payments \$ 1,792.04
- Abstract #7 \$ PENDING
- Total \$ PENDING

ADJOURN OR RECESS:

**TOWN OF NEVERSINK TOWN BOARD
REGULAR MEETING
August 14, 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	PRESENT
Councilperson Scott Grey	PRESENT
Councilperson Richard Coombe Jr.	PRESENT

Other Officials

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

GUESTS

Brian McPhillips	Vincent Kurzrock
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MINUTES OF PREVIOUS MEETING(S)

Minutes of the Regular Meeting held on July 10, 2024 were ACCEPTED AS SUBMITTED on motion by Councilperson Scott Grey, seconded by Councilperson Richard Coombe, Jr., put to a vote, and UNANIMOUSLY CARRIED.

VOTE: AYES 5 NAYS 0 ABSENT 0.

SUPERVISOR'S RECEIPTS AND DISBURSEMENTS REPORT

The Supervisor's Report for the month of July 2024 and the Revenue Report, Expense Report and Trial Balance for 7/1/24-7/31/24 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 5 NAYS 0 ABSENT 0.

TOWN CLERK DECALS AND MONTHLY FEE REPORT

ACCEPTED AS SUBMITTED for the month of July 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 5 NAYS 0 ABSENT 0.

TOWN CLERK MONTHLY PETTY CASH REPORT

Month of July 2024

No expenditures made.

CODE ENFORCEMENT OFFICER

Code Enforcement Officer Report for July 2024

**TOWN OF NEVERSINK TOWN BOARD
REGULAR MEETING
August 14, 2024**

- 197 Miles
- \$1737.25 Receipts
- 12 Building Permits, total 57 for year
- 1 Building Permit Renewal, total 2 for year
- 11 Certificate of Occupancy/Certificate of Compliance, total 74 for year
- 0 Complaint, total 0 for year
- 0 Violations, total 2 for year
- 2 Municipal Searches, total 37 for year
- 0 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
- 1 Fireworks Permit, total 1 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 DEPARTMENT

PARKS AND RECREATION

1. P&R Director, Tanya Huggler, gave update on all the **events happening in the Parks & Rec Dept.** including: the Scavenger Hunt at the Grahamsville Little World's Fair, the Halloween Spooktacular drive thru event (letters went out to surrounding area schools), Wreath Making, Tree Lighting and the return on the Holiday House Decorating Contest as well as, trying to coordinate some evening activities for adults.
2. Councilperson Scott Grey asked Tanya if she has **adequate access to Town Hall**, with her fob, to come and go as needed when setting up and breaking down her events. Supervisor Chris Mathews stated that there was a known issue (that has since been resolved) with the Town Hall fob system and that she has the access she needs. Tanya agreed.

PLANNING BOARD

TOWN CLERK

FILINGS AND CORRESPONDENCE FILED WITH TOWN CLERK

1. Oath of Office:
 - Daniel D'auria, Deputy Superintendent of Highways 07/25/24
 - Tanya Huggler, Director Parks & Recreation
2. NYS Gaming Commission Quarterly Statement of Bingo Operations from Daniel Pierce Library to be filed.
3. Email from Brian Scardefield re: NY SWIMS Lifeguard Incentive Program.

**TOWN OF NEVERSINK TOWN BOARD
REGULAR MEETING
August 14, 2024**

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 5 NAYS 0 ABSENT 0.

PUBLICATIONS

SUPERVISOR

1. **Denman Mountain Planters, Town Hall & Route 42 Park Plants** were discussed and the decision was made to ask Ben Knight for the cost to spruce them up, if unable to be salvaged then tearing them out or going to bid to replace them is an option with something easier to maintain. Also, Supervisor Chris Mathews suggested a discussion with Highway superintendent Preston Kelly should be had regarding these and the help that the Hwy Dept could give regarding these plantings.
2. The **Head Lifeguard salary** did not receive an equal annual adjustment in 2024. Per Bookkeeper Teri Lockhart's written suggestion, the following motion was made:

A motion was made by Councilperson Richard Coombe Jr., seconded by Councilperson Nicole Gorr to **authorize the salary increase of the Head Lifeguard by \$0.70 cents making it \$16.29 hourly and retroactive to the beginning of the year**, put to a vote and UNANIMOUSLY CARRIED.

VOTE: AYES 4 NAYS 0 ABSENT 0. Councilperson Scott Grey recused.

3. The following resolution was presented for the Board's consideration:

**TOWN OF NEVERSINK
RESOLUTION NO. 13 OF 2024
RESOLUTION IN SUPPORT OF GRANT APPLICATION
JUSTICE COURT ASSISTANCE PROGRAM 2024**

WHEREAS, the State Legislature established the Justice Court Assistance Program as an ongoing vehicle by which the State could assist Towns and Villages in the operation of their Justice Courts, and

WHEREAS, Justice Gotsch and Justice Scagnelli have advised the Town Board of the Town of Neversink of the Court's need for a new computer and printer with scanner,

NOW, THEREFORE, BE IT RESOLVED that the Board of the Town of Neversink authorizes the Neversink Town Court to apply for a JCAP grant in the 2024-25 grant cycle up to \$1,665.15.

**Moved By: Councilperson Nicole Gorr
Seconded By: Councilperson Scott Grey
And Adopted on Motion: August 14, 2024**

**TOWN OF NEVERSINK TOWN BOARD
REGULAR MEETING
August 14, 2024**

4. **Glenn Smith's recommendation regarding A/C system in Town Hall** is to reach out to Jerry Broskin, the original designer/installer of current system and get his input on how to fix/improve the system. Supervisor Chris Mathews stated he will reach out to make contact.
5. Councilperson Scott Grey discussed the **Linstar proposals obtained to place security cameras at Town Hall, Town Barns, Transfer Station, Fairgrounds, Route 42 Park and the Dog Pound**. The Fairgrounds, Route 42 Park and the Dog Pound currently have no internet (hardwired) so the security system would need to be a closed system. Councilperson Nicole Gorr pointed out that there is Wi-Fi at the Fairgrounds and that a less expensive alternative may be to get the ISP (Spectrum) to install it instead of going with a closed security system. This would reduce the proposed cost from Linstar but would cause a monthly fee to be incurred. Linstar proposes a total cost of \$69,477.87 with an annual maintenance fee included and a total cost of \$65,322.87 without the annual maintenance fee. Proposals were discussed and it was decided that they would be revisited during budget time.
6. Councilperson Scott Grey brought up **Highway Superintendent Preston Kelly's request that an additional landline phone be installed in his office at the Town Barn**. There have been storms, recently, that knocked out power (and the current internet-based phone line) leaving him unable to be reached by the general public who, oftentimes, try to contact the Town Barn to advise of downed trees, etc. during storms. After discussion, it was decided that this will be looked into further and that Eben Ackerley in IT will be consulted.
7. Councilperson Scott Grey gave an **update on AYSO lease**. It has been completed and is awaiting approval from Town Attorney, Ken Klein before being sent to AYSO.
8. Councilperson Scott Grey asked the Town Board to **appoint a Pool Committee** to address all the issues that were had during the 2024 pool season. After discussion, it was decided that a Pool Committee will be formed. This committee will potentially consist of Councilperson Jim Schmidt as Chairperson, Pool Director Janet Carey, Andy Garigliano, a member of the Parks & Recreation Board and Councilperson Scott Grey (if a fifth member is needed). The committee is to meet after the end of the 2024 Pool season. Councilperson Jim Schmidt will advise when committee has been finalized.
9. Councilperson Scott Grey requested a **copy of the current Little League lease**. A copy was immediately provided.
10. Councilperson Scott Grey **praised the Hometown Heros banners** that have gone up through town.

EXECUTIVE SESSION(S)

The Board **entered into Executive Session** at 7:58 pm on motion made by Councilperson Richard Coombe Jr., seconded by Councilperson Scott Grey, to discuss the hiring, firing of Town employees and invited, put to a vote and UNANIMOUSLY CARRIED.

VOTE: AYES 5 NAYS 0 ABSENT 0.

**TOWN OF NEVERSINK TOWN BOARD
REGULAR MEETING
August 14, 2024**

The Board **returned from Executive Session** at 9:06 pm on motion made by Councilperson Richard Coombe Jr., seconded by Councilperson Scott Grey, put to a vote and UNANIMOUSLY CARRIED.

VOTE: AYES 5 NAYS 0 ABSENT 0.

OTHER

1. The **Personnel Committee** recommended hiring Glen Gabbard for the position of Code Enforcement Officer.

A motion was made by Councilperson Scott Grey, seconded by Councilperson Richard Coombe, Jr. to **appoint Glenn Gabbard as Code Enforcement Officer**, effective immediately, put to a vote and UNANIMOUSLY CARRIED.

VOTE: AYES 5 NAYS 0 ABSENT 0.

2. Councilperson Nicole Gorr asked that the Town of Neversink's role with the **Gaming Commission** be reevaluated and possibly reassigned from the Daniel Pierce Library to the Town of Neversink. Supervisor Chris Mathews asked her to act as Chairperson for that committee and Parks & Rec Director Tanya Huggler volunteered to help.
3. Following executive session:

A motion was made by Councilperson Richard Coombe Jr., seconded by Councilperson Scott Grey to authorize the **re-advertising for Bookkeeper to Supervisor/Budget Officer position**, at a salary of **\$55,000-\$65,000 yearly** (commensurate on experience) with benefits included, put to a vote and UNANIMOUSLY CARRIED.

VOTE: AYES 5 NAYS 0 ABSENT 0.

PAYMENTS OF CLAIMS AND VOUCHERS

1. Vendor Payments	\$ 6,937.17
2. Abstract #7	<u>\$ 187,523.64</u>
Total	\$ 194,460.81

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 ABSENT 0.

ADJOURN OR RECESS

On motion by Councilperson Richard Coombe, Jr., seconded by Councilperson Scott Grey, the meeting was adjourned at 9:07 pm, put to a vote and UNANIMOUSLY CARRIED.

Respectfully submitted,

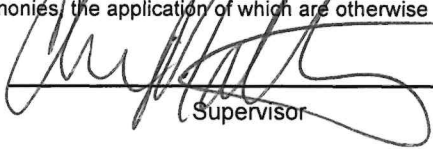
Staci Conjura, Town Clerk

Account#	Account Description	Fee Description	Qty	Local Share
Total Local Shares Remitted:				\$10,563.81
Amount paid to:	N Y S Health Dept			45.00
Amount paid to:	NYS Ag. & Markets for spay/neuter program			22.00
Total State, County & Local Revenues:		\$10,630.81	Total Non-Local Revenues: \$67.00	

ck# 1547
ck# 1546
ck# 1545

To the Supervisor:

Pursuant to Section 27, Sub 1, of the Town Law, I hereby certify that the foregoing is a full and true statement of all fees and monies received by me, Staci Conjura, Town Clerk, Town of Neversink during the period stated above, in connection with my office, excepting only such fees and monies the application of which are otherwise provided for by law.


Supervisor

9/3/24
Date


Town Clerk

9/2/24
Date

Account#	Account Description	Fee Description	Qty	Local Share
A1255	One Day Officiant License Supervisor	One Day Officiant License	1	25.00
		Marriage License	2	15.00
		Photocopies	1	8.75
		Sub-Total:		\$48.75
A1603	Supervisor	Certified Death	15	150.00
		Certified Marriage	2	20.00
		Sub-Total:		\$170.00
A2001	Supervisor	Parks & Rec. Charges	2	100.00
		Sub-Total:		\$100.00
A2025	Supervisor	Guests	39	166.00
		Guests Denning	4	32.00
		Passes Denning	3	90.00
		Pool Pass	12	180.00
		Sub-Total:		\$468.00
A2115	Supervisor	Lot Line Improvement Fee	1	55.00
		Sub-Total:		\$55.00
A2130	Supervisor	Coupon Book C/ D	5	150.00
		Coupon Book S/ W	313	6,886.00
		Landfill Freon Removal Fee	11	270.00
		Landfill Temporary	9	1,150.00
		Permits	26	520.00
		Replacement Card	1	2.00
		Sub-Total:		\$8,978.00
A2401	Supervisor	Bank Interest Received	1	0.76
		Sub-Total:		\$0.76
A2544	Dog Licensing	Female, Spayed	9	13.50
		Female, Unspayed	2	15.00
		Male, Neutered	4	6.00
		Male, Unneutered	1	7.50
		Sub-Total:		\$42.00
A2590	Supervisor	Building Permits	5	483.80
		Misc. Permits	2	75.00
		Municipal Search	3	105.00
		Permit Renewal	1	37.50
		Sub-Total:		\$701.30

**TOWN OF NEVERSINK TOWN CLERK
PETTY CASH REPORT
08/15/2024 – 09/11/2024**

Cash on Hand

TOTAL \$ 200.00

**DISBURSEMENTS:
NONE**

\$ 0

REMAINING CASH ON HAND

\$ 200.00



Staci Conjura, Town Clerk

TOWN OF NEVERSINK

Building Department

Code Enforcement Report for the Month of August 2024

Town Car Mileage: 171

Office Receipts: \$701.30

- Building Permits Issued: M - 6 Y - 63
- Building Permit Renewals: M - 1 Y - 3
- Certificates of Occupancy / Compliance: M - 6 Y - 80
- Complaints: M - 0 Y - 0
- Violations: M - 0 Y - 2
- Municipal Search: M - 3 Y - 40
- Fire Inspections: M - 1 Y - 2
- Junkyard Permit: M - 1 Y - 1
- Mobile Home Park Permit: M - 0 Y - 2
- Operating Permit: M - 0 Y - 0
- Special Use Permit: M - 0 Y - 0
- Fireworks Permit: M - 1 Y - 1
- Training Hours CEO KS: M - 0 Y - 23
- FOIL: M - 0 Y - 1
- Fire Call: M - 0 Y - 6

Glenn A. Gabbard

Code Enforcement Officer



Permit Monthly Report

08/01/2024 - 08/31/2024

Permit #	Issue Date	Owner	Permit Type	Property Location	Valuation	Amount
August 2024						
24058	08/08/2024	Natalia Moore	Pool (Above-Ground)	212 Shumway Rd SBL#: 30.-1-65	\$2,500.00	\$35.00
Description of Work:						
EXISTING SF HOUSE - NEW INSTALLATION OF A 24' ROUND X 52" HIGH ABOVE GROUND POOL IN THE REAR YARD AREA. INSTALLATION AS PER MANUFACTURERS SPECIFICATIONS.						
24059	08/13/2024	John Powell	Res. Accessory	144 Hunter Rd (Powell) SBL#: 13.-1-13.17	\$42,000.00	\$50.40
Description of Work:						
EXISTING SF HOUSE - NEW CONSTRUCTION OF A 12X28, 1 STORY, WOOD FRAME UTILITY / ACCESSORY BUILDING OVER A CRUSHED STONE PAD. INCLUDES A HVAC MINI SPLIT HEAT/COOL UNIT AND ELECTRIC SUB PANEL. FINAL ELECTRICAL INSPECTION BY AN APPROVED THIRD PARTY AGENCY. (336 SQ. FT)						
24060	08/13/2024	Michael Schiffer	Res. Accessory	37 Bungalow Brook Rd SBL#: 3.-1-23	\$200,000.00	\$308.40
Description of Work:						
EXISTING SF HOUSE - REMOVE AND DISPOSE OF THE EXISTING (1,416 SF) GARAGE AND CONSTRUCTION OF A 1.5 STORY WOOD FRAME GARAGE. FIRST FLOOR - 40 X 40 (1,600 SF) SECOND FLOOR 29.6 X 17 (500 SF) OVER A CONCRETE FROST WALL FOUNDATION. INCLUDES ELECTRICAL. FINAL ELECTRICAL INSPECTION BY AN APPROVED 3RD PARTY AGENCY.						
24061	08/15/2024	Wladyslaw Sidorowicz	Res. Accessory	318 Mutton Hill Rd SBL#: 36.-1-13.13	\$1,500.00	\$40.00
Description of Work:						
EXISTING SF HOUSE - NEW CONSTRUCTION OF A 9X20 STEEL FRAME STORAGE SHED WITH SIDING TO BE INSTALLED ON THE RIGHT SIDE OF THE EXISTING HOUSE. NO SERVICES. (180 SF)						
24062	08/22/2024	Catskill Modern Home Builders LLC	Driveway	Skyline Dr	\$8,000.00	\$50.00
Description of Work:						
Construct driveway for a single family						
24063	08/22/2024	Reformed Church	Electric	947 Claryville Rd SBL#: 3.-1-36	\$2,589.00	\$50.00
Description of Work:						
Install a new 100 amp O/H electric service. Work shall comply with the 2020 Existing Building Code of NYS.						

Permit Monthly Report

Permit #	Issue Date	Owner	Permit Type	Property Location	Valuation	Amount
				August 2024 Total:	\$256,589.00	\$533.80
				Reporting Period Total:	\$256,589.00	\$533.80

Building Department Receipts
Town of Neversink
273 Main Street, P. O. Box 307
Grahamsville, NY 12740



Building Department
845 985 2262x302
Fax 845 985 7686

	Date	Type	Amount
Upstate Abstract of New York, Inc.	08/06/2024	Municipal Search	\$35.00
DataTrace	08/08/2024	Municipal Search	\$35.00
PRESTON ROOSA	08/15/2024	Junk Yard Permit	\$25.00
The Title Service Company	08/20/2024	Municipal Search	\$35.00
KOZLOWSKI	08/20/2024	BP Renewal	\$37.50

Total Receipts **\$167.50**

Fleet Vehicle - Month August Year 2024

DATE	DEPARTMENT	NAME	DESTINATION	OUT	IN	TOTAL MILES
8/1/24	CEO	IS	Trsp	14116	14121	5
8/6/24	CEO	IS	Insp - 7 gal gas	14121	14163	42
8/8/24	CEO	IS	Insp	14163	14190	27
8/12/24	CEO	IS	Insp	14190	14199	9
8/20/24	CEO	IS	Insp	14199	14218	19
8/27/24	CEO	(SAS)	INSP	14218	14242	24
8/27/24	CEO	(SAS)	INSP	14242	14273	31
8/27/24	CEO	(SAS)	INSP	14273	14287	14
						171 total CEO

14,287.00 +
 14,116.00 -
 171.00 T
 0.00 T
 5.00 +
 42.00 +
 27.00 +
 9.00 +
 19.00 +
 24.00 +
 31.00 +
 14.00 +

171.00 T - Total CEO

~~8/1/24~~