

**TOWN OF NEVERSINK TOWN BOARD  
TOWN BOARD MEETING  
TENTATIVE AGENDA FEBRUARY 12, 2025**

**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  
Councilperson Nicole Gorr  
Councilperson Scott Grey  
Councilperson Richard Coombe, Jr.

**OTHER TOWN OFFICIALS**

Code Enforcement Officer Glenn Gabbard  
Highway Superintendent Preston Kelly  
Parks & Recreation Director Tanya Huggler  
Town Historian Roger Edwards

**GUESTS**

**MINUTES OF PREVIOUS MEETING (S)**

Regular Meeting – January 8, 2025  
Organizational Meeting - January 8, 2025

**SUPERVISOR’S RECEIPTS & DISBURSEMENT REPORT**

Month of January 2025  
Revenue Report, Expense Report and Trial Balance for 01/1/2025-01/31/2025

**TOWN CLERK DECALS AND MONTHLY FEE REPORT**

Month of January 2025

**TOWN CLERK MONTHLY PETTY CASH REPORT**

Month of January 2025  
No expenditures made.

**REPORTS AND MATTERS OF TOWN OFFICIALS**

**CODE ENFORCEMENT OFFICER**

**Code Enforcement Officer Report for January 2025**

- 251 Miles
- \$717.50 Receipts
- 2 Building Permits, total 2 for year
- 0 Building Permit Renewal, total 0 for year
- 1 Certificate of Occupancy/Certificate of Compliance, total 1 for year

**TOWN OF NEVERSINK TOWN BOARD  
TOWN BOARD MEETING  
TENTATIVE AGENDA FEBRUARY 12, 2025**

- 1 Complaint, total 1 for year
- 1 Violations, total 1 for year
- 3 Municipal Searches, total 3 for year
- 0 Fire Inspections, total 0 for year
- 0 Junk Yard Permit, total 0 for year
- 0 Mobile Home Park Permit Renewal, total 0 for year
- 0 Operating Permit, 0 total for year
- 0 Special Use Permit, total 0 for year
- 0 Fireworks Permit, total 0 for year
- 1 CEO Training GG Hours, total 1 for year
- 0 FOIL Request, total 0 for year
- 1 Fire Calls – 173 Mutton Hill Rd (Chimney Fire), total 1 for year

**HIGHWAY SUPERINTENDENT**

- Pickup w/plow for equipment replacement rotation plan
- Setup meeting with equipment committee

**PLANNING BOARD**

**ZONING BOARD OF APPEALS**

**TOWN CLERK**

**FILINGS/CORRESPONDENCE WITH TOWN CLERK**

- Permission to attend NYSTCA Annual Conference April 26-30<sup>th</sup> in Syracuse, NY.  
Applying for NYSTCA scholarship/grant to help cover costs.
- Oath of Office:
  - Eileen Delaney – NFD Treasurer
  - Rebecca Witthohn – Planning & Zoning Board Clerk
- **To Be Filed:**
- Sprague & Killeen - New Policies for 2025
- Maps from County Clerk
  - Minor Subdivision – Goldstein
  - Lot Improvement Keriland & Lariccia
  - Lot Improvement Keriland & Hogsback & Sons LLC
  - Lot Improvement Keriland & Claudiu/Secara
  - Lot Improvement Keriland & McClatchy
- Snow & Ice Contract 2025
- Letter from NYS DEC regarding intent to purchase (3) land parcels
- FOIL request re: East Mountain Rd – completed
- Letter from NYS Dept of Financial Services re: official designation of the Neversink-Denning BDD as the 57<sup>th</sup> designation under the statute.
- Amendment to Lease Agreement between the Town and the Sullivan County Soil & Water Conservation District

**TOWN OF NEVERSINK TOWN BOARD  
TOWN BOARD MEETING  
TENTATIVE AGENDA FEBRUARY 12, 2025**

**PUBLICATIONS**

- The Observer December 2024
- Talk of the Towns & Topics January 2025

**SUPERVISOR**

- Neversink Ag Society re: advertising for 2025 Fair Book
- Pool update

**PAYMENT OF CLAIMS AND VOUCHERS**

Abstract #2A 2025	\$ 22,464.06
Abstract #2 2025	<u>\$ 116,109.16</u>
Total	\$ 138,573.22

**ADJOURN OR RECESS:**

**TOWN OF NEVERSINK TOWN BOARD  
ORGANIZATIONAL MEETING  
JANUARY 8, 2025**

The Organizational Meeting of the Town Board of the Town of Neversink was called to order at 7:00 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 TOWN OFFICIALS**

Code Enforcement Officer Glenn Gabbard	
Highway Superintendent Preston Kelly	ABSENT (PLANNED)
Parks & Recreation Director Tanya Huggler	

**GUESTS**

Cher Woehl	Larry Bracken
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**ORGANIZATIONAL ITEMS 2025**

• **THE FOLLOWING ACTIONS WERE TAKEN BY THE BOARD:**

The **Postage Meter Rate** was reset at \$1,200.00 increments on motion by Councilperson Richard Coombe, Jr., seconded by Councilperson Scott Grey, put to a vote and UNANIMOUSLY CARRIED.  
VOTE: AYES 5 NAYS 0.

The **Town Clerk Petty Cash Fund** was set to be restored to \$200.00 each month on motion by Councilperson Scott Grey, seconded by Councilperson Nicole Gorr, put to a vote and UNANIMOUSLY CARRIED.  
VOTE: AYES 5 NAYS 0.

The **Regular Town Board Meeting Day and Time and place** was set to meet on the second Wednesday of each month at 7:30 P.M. at the Neversink Town Hall on motion by Councilperson Scott Grey, seconded by Councilperson Nicole Gorr, put to a vote and put to a vote and UNANIMOUSLY CARRIED.  
VOTE: AYES 5 NAYS 0.

**Payment of Monthly recurring bills and contracts as received** was authorized on motion by Councilperson Nicole Gorr, seconded by Councilperson Jim Schmidt, put to a vote put to a vote and UNANIMOUSLY CARRIED.  
VOTE: AYES 5 NAYS 0.

**TOWN OF NEVERSINK TOWN BOARD  
ORGANIZATIONAL MEETING  
JANUARY 8, 2025**

The **Sullivan County Democrat** were designated as the **Official Newspapers** for the Town, on motion by Councilperson Jim Schmidt, seconded by Councilperson Nicole Gorr, put to a vote and UNANIMOUSLY CARRIED.

VOTE: AYES 5 NAYS 0.

The **Mileage reimbursement rate** was set to coincide with the current Federal Rate (.70) on motion by Councilperson Scott Grey, seconded by Councilperson Jim Schmidt, put to a vote and UNANIMOUSLY CARRIED.

VOTE: AYES 5 NAYS 0.

The following **Banks** were named as **official depositories** on motion by Councilperson Scott Grey, seconded by Councilperson Richard Coombe Jr., put to a vote and UNANIMOUSLY CARRIED.

Catskill Hudson Bank – Grahamsville Office

Jeff Bank – Liberty Office

Wayne Bank – Liberty Office

VOTE: AYES 5 NAYS 0.

**FAXING, PHOTOCOPY AND LAMINATING FEES:**

On motion by Councilperson Nicole Gorr, seconded by Councilperson Scott Grey, put to a vote and UNANIMOUSLY CARRIED, faxing fees will remain at \$1.00 for the first page and \$.25 for each additional page, photocopy fees will remain at \$.25 per sheet for 8 ½ x 11 and 8 ½ x 14 and \$.50 per sheet for 11 X 17. Color Copies will remain at \$1.00 for 8 ½ x 11 and 8 ½ x 14. Laminating fees will also remain the same for the following sizes:

8 ½ X 11 sheet	\$2.00	Luggage tag	\$2.00
Business Card	\$1.00	Credit Card	\$1.00

VOTE: AYES 5 NAYS 0.

**POOL FEES:**

Discussion/motion tabled until Spring 2025.

**TRANSFER STATION FEES:**

On motion made by Councilperson Nicole Gorr, seconded by Councilperson Richard Coombe Jr., put to a vote and UNANIMOUSLY CARRIED, Transfer Station Fees for 2025 will remain as follows: Solid Waste Books \$25.00, Transfer Station Permits \$25.00, Freon Removal Fee \$15.00, tires 19 inches or smaller \$5.00 each, tires 20 inches and over \$25.00 each, the fee schedule for miscellaneous bulky items will remain the same but are subject to change.

VOTE: AYES 5 NAYS 0.

**SUPERVISOR APPOINTMENTS:**

**COMMITTEE APPOINTMENTS:**

**Supervisor Mathews announced the following Committee Appointments for the Town Board members:**

**Equipment** – Scott Grey, Jim Schmidt

**Beautification/Celebrations** – Nicole Gorr, Jim Schmidt

**Personnel** – Richard Coombe Jr., Scott Grey

**TOWN OF NEVERSINK TOWN BOARD  
ORGANIZATIONAL MEETING  
JANUARY 8, 2025**

**Finance** – Richard Coombe Jr.  
**Solid Waste** – Chris Mathews  
**Planning Board/Zoning** – Jim Schmidt  
**Cable Services** – Nicole Gorr  
**Representative to Committee for the Disabled** – Nicole Gorr  
**Representative to the Ethics Committee** – Scott Grey  
**Representative to Emergency Services** – Chris Mathews, Scott Grey  
**Americans with Disabilities Act Representative** – Nicole Gorr  
**Veterans Organization Liaison Representative** – Jim Schmidt  
**Real Property Tax** – Richard Coombe Jr., Scott Grey  
**Parks and Recreation** – Nicole Gorr  
**Real Property Litigation** – Richard Coombe Jr., Scott Grey  
**Little League Liaison** – Chris Mathews, Scott Grey

A motion was made by Councilperson Scott Grey, seconded by Councilperson Jim Schmidt, to approve the above listed Supervisor Committee Appointments for Town Board Members, put to a vote and UNANIMOUSLY CARRIED.  
VOTE: AYES 5 NAYS 0.

**The following salaries of elected and appointed officials with the frequency of payment were discussed:**

ELECTED – APPOINTED POSITIONS  
SALARY  
PAY FREQUENCY  
2025

Supervisor-Chris Mathews-\$36,453-annual-bi-weekly  
Deputy Supervisor- Richard Coombe, Jr. -no compensation  
Councilperson-Scott Grey-\$7,389-annual-bi-weekly  
Councilperson-James Schmidt-\$7,389-annual-bi-weekly  
Councilperson-Richard Coombe, Jr.-\$7,389-annual-bi-weekly  
Councilperson – Nicole Gorr - \$7,389-annual-bi-weekly  
Budget Officer – Patricia Gold - \$43 per hr.-bi-weekly  
Financial Manager-Teri Lockhart-\$75 per hr-min. of four hours-bi-weekly  
Town Justice-Brent Gotsch-\$11,329-annual-bi-weekly  
Town Justice-Michael Scagnelli-\$11,329-annual-bi-weekly  
Clerk to the Courts- PT-Deborah Shaver-\$22.06 per hr.-bi-weekly  
Clerk to Planning Board and ZBA – Rebecca Witthohn-\$22.06 per hr.-bi-weekly  
Assessor- Bryan Delaney-\$35,014-annual-bi-weekly  
Sr. Acct Clerk-Geri Gorton-\$46,529-annual-bi-weekly  
Geri Gorton-Longevity-\$925  
Bookkeeper to Supervisor – Patricia Gold - \$43.00 per hr.-bi-weekly, w/flexible hrs on average of 17.5 hrs per week  
Town Clerk-Staci Conjura -\$55,825 -annual-bi-weekly  
Registrar of Vital Statistics-Staci Conjura -\$1,605 -annual-bi-weekly

**TOWN OF NEVERSINK TOWN BOARD  
ORGANIZATIONAL MEETING  
JANUARY 8, 2025**

Registrar of Vital Statistics-Deputy- Michelle Goodman -\$834—annual—bi-weekly

Deputy Town Clerk- FT-Michelle Goodman -\$44,280 -annual-bi-weekly

Clerk-PT-as needed within budget limits – Lisa Garigliano -\$22.06 per hr.-bi-weekly

\*Note- The Clerk PT is authorized to work up to 17 ½ hours per week on a regular basis, if needed Jan. 1 through April 2<sup>nd</sup>.

Acct Clerk (Supervisor’s Asst) – FT- Brenda Devore-\$50,839 –annual—bi-weekly

Brenda Devore-Longevity-\$1,075

Superintendent of Highways-Preston Kelly-\$97,801 -annual-bi-weekly

Deputy Highway Superintendent-Dan D’Auria -Reg.Time-\$37.93 per hr.-Over Time- \$56.90 per hr.-bi-weekly

Building Maintenance – PT – Joe Bagley - \$27.71 per hr

Building Maintenance – PT – - \$27.71 per hr

Cleaner (Town Hall) PT-Michelle Dexheimer - \$22.06 per hr.-bi-weekly

Grounds Maintenance Worker (Town Hall Complex) PT-Benjamin Knight-\$30.46 per hr.-bi-weekly

Transfer Station Attendant -PT- Charles Clark - \$20.34 per hr.-bi-weekly

Transfer Station Attendant -PT- Richard Bivins - \$20.34 per hr- bi-weekly

Transfer Station Attendant PT Temp. – Tony Costa - \$17.91 per hr – bi-weekly

Transfer Station Attendant PT Temp. – Larry Bracken - \$17.91 per hr-bi-weekly

Transfer Station Attendant PT Temp. – Keith McArthur - \$17.91 per hr-bi-weekly

Transfer Station Attendant PT Temp. – Joe Barkley - \$17.91 per hr-bi-weekly

Transfer Station Attendant PT Temp. – Flora Herbke - \$17.91 per hr.-bi-weekly

Transfer Station Attendant PT Temp. – Mike Rennison - \$17.91 per hr.-bi-weekly

Attorney for the Town-PT-Ken Klein-\$22,000-annual-bi-weekly

Plus \$150.00 per hr. for litigation

Special Prosecutor-PT-Kenneth Klein-\$6,000 – annual – bi-weekly

Attorney to the Planning Board-PT-Kenneth Klein-\$3,800-annual-bi-weekly

Attorney to the ZBA-PT-Kenneth Klein-\$3,600-annual-bi-weekly

Utilities Plant Attendant-PT- Joseph Bagley - \$27.72

Utilities Plant Attendant-PT-Larry Bracken - \$27.72

Dog Control Officer-PT-Danita Kristoff-\$12,926-annual-bi-weekly

Deputy Dog Control Officer (Pound)-PT-Geraldine Gorton-\$22.06 per hr.-min. of two hours - bi-weekly

Cemetery Maintenance-PT-(2x/year)-Benjamin Knight-\$1,994-annual

Town Historian-PT-Roger Edwards-\$4,568 -annual-bi-weekly

Engineer for Town-Glenn Smith-Fee Basis-\$150 per hr.

Code Enforcement Officer-PT- Glenn Gabbard -\$35.88 per hr.-bi-weekly – w/flexible hrs on average of 17.5 hrs per week

Sewer District Administrator-PT-Glenn Gabbard-no compensation

Asst Building Inspector-PT- - \$25.51 per hr., bi-weekly-w/flexible hrs. not to exceed 17 ½ hrs per week

Health Officer – PT-Julie Starner-\$3,419 -annual-bi-weekly

Board of Assessment Review Member (3)-\$80 per session-abstract

Clerk to Board of Assessment Review- Michelle Goodman -\$22.06 per hr.-bi-weekly

Park and Recreation Director-PT-Tanya Huggler-\$14,980-annual bi-weekly

**TOWN OF NEVERSINK TOWN BOARD  
ORGANIZATIONAL MEETING  
JANUARY 8, 2025**

Pool Director – Janet Carey -\$9,079-annual-bi-weekly  
AM Swim Director – Janet Carey - \$4,055-annual  
Pool Lifeguard - 1-2 yrs – \$15.50 per hr.  
Pool Lifeguards - 3 yrs & up – \$15.75 per hr.  
Head Lifeguard - \$16.83 per hr  
WSI - \$17.39 per hr  
WSI (21 yrs or older) - \$20.25 per hr  
Recreation Aide (SkateGuards) - \$15.50 per hr,-max of 15 hrs **COMBINED TOTAL FOR ALL GUARDS PER WEEK.**

On motion by Councilperson Scott Grey, seconded by Councilperson Richard Coombe Jr., put to a vote and UNANIMOUSLY CARRIED, the foregoing list of persons were appointed to the positions named, salaries set and frequency of pay.  
VOTE: AYES 5 NAYS 0.

**ADJOURN OR RECESS:**

On motion by Councilperson Richard Coombe, Jr., seconded by Councilperson Nicole Gorr, the meeting was adjourned at 7:20 P.M. put to a vote and UNANIMOUSLY CARRIED.

Respectfully submitted,

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Staci Conjura, Town Clerk



**TOWN OF NEVERSINK TOWN BOARD  
REGULAR MEETING  
JANUARY 08, 2025**

**TO ORDER**

The regular meeting of the Town Board of the Town of Neversink was called to order at 7:34 P.M. by Supervisor Chris Mathews with the pledge of allegiance.

**ROLL CALL**

**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 (PLANNED)
Code Enforcement Officer Glen Gabbard	PRESENT
Parks & Recreation Director Tanya Huggler	PRESENT

**GUESTS**

Walt Zeitschel	Larry Bracken
Cher Woehl	

- **Walt Zeitschel** spoke briefly summarizing the Planning Board meeting. There are currently plans before the board to open a **restaurant in the Town of Neversink**.

**MINUTES OF PREVIOUS MEETING(S)**

Minutes of the Recessed Meeting held on December 26, 2024 were ACCEPTED AS SUBMITTED on motion by Councilperson Scott Grey, seconded by Councilperson Nicole Gorr, put to a vote and UNANIMOUSLY CARRIED.

VOTE: AYES 5 NAYS 0.

**SUPERVISOR'S RECEIPTS AND DISBURSEMENTS REPORT**

The Supervisor's Report for the month of December 2024 and the Revenue Report, Expense Report and Trial Balance for 12/1/24-12/31/24 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.

**TOWN CLERK DECALS AND MONTHLY FEE REPORT**

ACCEPTED AS SUBMITTED for the month of December 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.

**TOWN CLERK MONTHLY PETTY CASH REPORT**

Month of December 2024/January 2025

No expenditures made.

**REPORTS AND MATTERS OF TOWN OFFICIALS**

**CODE ENFORCEMENT OFFICER**

2024 Annual Report of Activity

**TOWN OF NEVERSINK TOWN BOARD  
REGULAR MEETING  
JANUARY 08, 2025**

Code Enforcement Officer Report for December 2024

- 185 Miles
- \$205.00 Receipts
- 2 Building Permits, total 93 for year
- 1 Building Permit Renewal, total 5 for year
- 6 Certificate of Occupancy/Certificate of Compliance, total 149 for year
- 0 Complaint, total 0 for year
- 0 Violations, total 5 for year
- 2 Municipal Searches, total 60 for year
- 0 Fire Inspections, total 3 for year
- 0 Junk Yard Permit, total 1 for year
- 0 Mobile Home Park Permit Renewal, total 2 for year
- 0 Operating Permit, 0 total for year
- 0 Special Use Permit, total 1 for year
- 0 Fireworks Permit, total 1 for year
- 3 CEO Training GG Hours 40; KS Training Hours, total 23 for year
- 0 FOIL Request, total 2 for year
- 0 Fire Calls, total 6 for year

2024 Year End

- Building Permits Issued: Year – 93
- Building Permit Renewals: Year – 5
- Certificates of Occupancy / Compliance: Year – 149
- Complaints: Year – 0
- Violations: Year – 5
- Municipal Search: Year – 60
- Fire Inspections: Year – 3
- Junkyard Permit: Year – 1
- Mobile Home Park Permit: Year – 2
- Fireworks Permit: Year – 1
- Special Use Permit: Year – 0
- CEO Training Hours: Year – GG, 40; KS, 23
- Town Car Mileage: 2,064
- Office Receipts: \$13699.36
- Value of all Permits: \$8,024,569.00
- Active Building Permits: 100
- New Single Family Homes Total: 3 Stick Built
  - Modular: 4
- Replacement SF Homes: 3
  - Manufactured: 3
- 2024 D.E.P. Sewer Activity
  - 5 Incidents – 22 CEO hours – See attached.
- 2024 Septic District Activity
  - 9 Pump Outs – 9 Hours, 3 Incidents – 24 CEO hours – see attached.
  - Permit Breakdown – See attached.

**PARKS & RECREATION**

**TOWN OF NEVERSINK TOWN BOARD  
REGULAR MEETING  
JANUARY 08, 2025**

- Parks & Rec Director Tanya Huggler gave an update on the following events/programs within the Department:
  - The **Ice Rink** opened December 23<sup>rd</sup> and has been successful with over 670 people participating in the program. Approximately, one third of the skaters are from the Town of Neversink and the other two thirds are from neighboring communities. Tanya thanked all community members who are helping to make the ice rink a success. She went on to state that there have been some instances of skaters not following the rules of the rink or being disrespectful to the skate guards. She told the board that she will be adhering to the posted rules and strictly enforcing them as these rules help ensure the safety of all the skaters, regardless of their skating ability, on the rink. The Town Board supports her decision to strictly enforce the rules of the rink. Tanya stated that her goal is to create a safe and fun environment for everyone who visits the rink. There was further discussion about opening the ice rink only to Town of Neversink residents in the future or charging a fee for guest passes.
  - **Winter Fest** will be February 8<sup>th</sup>. There are currently 19 vendors; Little League will be selling food, Frost Valley/TV school organizations will be there doing crafts, there will be a rolling bar, music and ice carving. Tri-Valley CSD has agreed to allow parking at the school if needed and Rolling V will bus people to and from the Fairgrounds.
  - **Karaoke & Comedy** will be March 8<sup>th</sup> at the Neversink Fire Dept.
  - **Summer Camp** is still being planned. Frost Valley will be partnering with the Town and is due to send over a proposal soon.

**HIGHWAY SUPERINTENDENT**

1. The **Annual Agreement for the Expenditures of Highway Moneys for 2025** was presented for signatures and filing.

A motion was made by Councilperson Richard Coombe Jr., seconded by Councilperson Nicole Gorr to authorize the signing and filing of the 2025 Annual Agreement for Expenditures of Highway Money, put to a vote and UNANIMOUSLY CARRIED.

VOTE: AYES 5 NAYS 0.

**PLANNING BOARD**

Meeting Agenda for 1/08/2025.

**TOWN CLERK**

- Announcement of **2024 Training School and Annual Meeting of the Association of Towns** to be held at the NY Marriott on February 16-19, 2025.

**FILINGS AND CORRESPONDENCE FILED WITH TOWN CLERK**

- Oath of Office:
  - Johnny Munoz – NFD Commissioner
  - Don Starnier – GFD Commissioner
  - Courtney Ansbro – GFD Treasurer
- Certification of Result of Canvass of Annual Fire District Election for GFD
- Notice of NFD Organizational Meeting
- Results for NFD Commissioner Election
- NFD Meeting Schedule

**TOWN OF NEVERSINK TOWN BOARD  
REGULAR MEETING  
JANUARY 08, 2025**

- GFD Organizational Meeting 1/07/25
- Standardized Notice Form providing 30-day advance notice to local municipality for wine, beer and cider permit for Keval Food LLC dba Grahamsville Deli.

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.

**SUPERVISOR**

1. The following resolution was introduced for the Board's consideration:

**TOWN OF NEVERSINK  
RESOLUTION NO. 1 OF 2025  
OFFICIAL UNDERTAKING OF MUNICIPAL OFFICERS**

**Motion** by Councilperson Scott Grey seconded by Councilperson Jim Schmidt 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

**TOWN OF NEVERSINK TOWN BOARD  
REGULAR MEETING  
JANUARY 08, 2025**

**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**, Patricia Gold 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.

2. Supervisor Chris Mathews briefly discussed **OSI's (Open Space Institute) plan** to hand over the Kerilands property to the State in approximately 3 years to potentially be used for hiking, snowmobiling, etc.
3. The following motion was made:

**TOWN OF NEVERSINK TOWN BOARD  
REGULAR MEETING  
JANUARY 08, 2025**

A motion was made by Councilperson Richard Coombe Jr., seconded by Councilperson Scott Grey to authorize the advertising for a **part-time Assistant Building Inspector position**, at an hourly rate of \$25.51 not to exceed 17.5 hours per week, put to a vote and UNANIMOUSLY CARRIED.

VOTE: AYES 5 NAYS 0 ABSENT 0

**PAYMENTS OF CLAIMS AND VOUCHERS**

• Abstract #1A 2024	\$ 32,467.34
• Abstract #1 2025	<u>\$ 15,106.65</u>
Total	\$47,573.99

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**

On motion by Councilperson Richard Coombe, Jr, seconded by Councilperson Jim Schmidt, the meeting was adjourned at 8:34 pm, put to a vote and UNANIMOUSLY CARRIED.

Respectfully submitted,

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Staci Conjura, Town Clerk

# HIGHWAY DEPARTMENT

2/12/2025

1. Pickup w/plow for equipment replacement rotation plan
2. Set up meeting with equipment committee

# **TOWN OF NEVERSINK**

## **Building Department**

Code Enforcement Report for the Month of January 2025

Town Car Mileage: 251

Office Receipts: \$717.50

- Building Permits Issued: M - 2 Y - 2
- Building Permit Renewals: M - 0 Y - 0
- Certificates of Occupancy / Compliance: M - 1 Y - 1
- Complaints: M - 1 Y - 1
- Violations: M - 1 Y - 1
- Municipal Search: M - 3 Y - 3
- Fire Inspections: M - 0 Y - 0
- Junkyard Permit: M - 0 Y - 0
- Mobile Home Park Permit: M - 0 Y - 0
- Operating Permit: M - 0 Y - 0
- Special Use Permit: M - 0 Y - 0
- Fireworks Permit: M - 0 Y - 0
- Training Hours CEO : M - 1 Y - 1
- FOIL: M - 0 Y - 0
- Fire Call: M - 1 Y - 1 173 Mutton Hill Rd Chimney fire.

Glenn A. Gabbard



Code Enforcement Officer



### Miscellaneous Cash Report

For Transaction Type: CEO

For: All Fee Types

Date Range: 01/01/2025 to 01/31/2025

Transaction Type	Fee Type	Receipt #	Date	Customer	Qty	Total
CEO	Municipal Search		01/02/2025	Hardenburgh Title Agency 20 Scotchtown Ave. Po Box 638 Goshen, NY 10924	1	\$35.00
CEO	Municipal Search		01/02/2025	J & H Abstract LLC 196 Bridgeville Road Suite 1 Monticello, NY 12701	1	\$35.00
CEO	Municipal Search		01/09/2025	Hill-N-Dale Abstractors 20 Scotchtown Avenue PO Box 547 Goshen, NY 10924	1	\$35.00
CEO	Building Permits	BP-2025-002	01/31/2025	Shaver Enterprises Inc. 11 Groo Road Grahamsville, NY 12740	1	\$612.50

Notes  
for tax map #25.-1-11.3 Catherine Coombe

Total Quantity: 4  
Grand Total: \$717.50

Due to IT  
issues Glenn  
is unable to  
print his receipts  
this month.  
This is from Town  
Clerk system &  
confirmed correct by  
Glenn Ⓢ

# Permit Monthly Report

01/01/2025 - 01/31/2025

Permit #	Issue Date	Owner	Permit Type	Property Location	Valuation	Amount
<b>January 2025</b>						
BP-2025-001	01/09/2025	Grahamsville Fire District	Com. Alteration	205 Main St SBL#: 27.-4-17		
<b>Description of Work:</b>						
<i>Construct a storage mezzanine in rear of truck bay. Type VB construction, . Work to comply with the 2020 Existing Building Code of NY.</i>						
BP-2025-002	01/30/2025	Catherine Coombe	Com. Alteration	7991 State Route 55 SBL#: 25.-1-11.3	\$75,000.00	\$612.50
<b>Description of Work:</b>						
<i>Perform level III alterations to an existing commercial building (A-2 occupancy) Resturan 2450 S.F. Work shall comply with the 2020 Existing Building Code of NYS.</i>						
<b>January 2025 Total:</b>					<b>\$75,000.00</b>	<b>\$612.50</b>
<b>Reporting Period Total:</b>					<b>\$75,000.00</b>	<b>\$612.50</b>

Fleet Vehicle - Month January Year 2025

DATE	DEPARTMENT	NAME	DESTINATION	OUT	IN	TOTAL MILES
1/2/25	BUILDING	GAS	INSP.	15359	15372	13
1/7/25	BUILDING	GAS	INSP.	15372	15400	28
1/7/25	BUILDING	GAS	INSP. 2ND TRIP.	15400	16429	29
1/16/25	BUILDING	GAS	INSP	15429	15467	38
1/21/25	BUILDING	GAS	INSP	15467	15503	36
1/23/25	BUILDING	GAS	INSP.	15503	15556	53
1/28/25	BUILDING	GAS	INSP.	15556	15583	27
1/30/25	BUILDING	GAS	INSP	15583	15610	27
151610-00 +		Begin				251
15359-00 -		End				
251-00 =		Total				CEO miles
13-00 +						
28-00 +						
29-00 +						
30-00 +						
36-00 +						
53-00 +						
27-00 +						
27-00 +						
251-00 =		Total Miles				

6.1 GAS

5.4 GAS

CEO miles