

**TOWN OF NEVERSINK TOWN BOARD
REGULAR MEETING
August 13, 2025**

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	PRESENT
Code Enforcement Officer Glenn Gabbard	PRESENT
Parks & Recreation Director Tanya Huggler	PRESENT
Bookkeeper Patricia Gold	PRESENT
Historian Roger Edwards	PRESENT

GUESTS

Walt Zeitschel Cher Woehl Vincent Kurzrock Joe Bagley

- Supervisor Chris Mathews welcomed **Bookkeeper Patricia Gold** to the meeting.
 - She **recommended that a Public Hearing be set to potentially override the NYS 2% Tax Cap if necessary.** Councilperson Richard Coombe, Jr. pointed out that approximately 25% of the Town's budget is healthcare expenses that are often not known until after the Town Budget's deadline. The **Public Hearing was set for September 10, 2025 at 7:15 pm.**
 - She also asked the Town Board to list any **potential big projects that may arise in 2026. The projects listed include: a generator for the water building, repairing the Grahamsville Pool, updating the Fairgrounds Pavilion/Kitchen, new garage doors for the Town Barn and the A/C system at Town Hall.**
 - She then asked that the Town Board set a **work session meeting to review the Tentative Town Budget for 2026. Meeting set for October 1, 2025 at 7:30 pm.**
- Town Historian Roger Edwards gave an update on his accomplishments from January-June 2025.

MINUTES OF PREVIOUS MEETING(S)

Minutes of the Regular Meeting held on July 9, 2025 and Special Meeting held on July 22, 2025 were ACCEPTED AS SUBMITTED on motion by Councilperson Jim Schmidt, seconded by Councilperson Scott Grey, put to a vote, and UNANIMOUSLY CARRIED.
VOTE: AYES 5 NAYS 0 ABSENT 0.

SUPERVISOR'S RECEIPTS AND DISBURSEMENTS REPORT

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The Supervisor's Report for the month of July 2025 and the Revenue Report, Expense Report and Trial Balance for 7/1/25-7/31/25 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 2025 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 2025

No expenditures made.

REPORTS AND MATTERS OF TOWN OFFICIALS

CODE ENFORCEMENT OFFICER

Code Enforcement Officer Report for July 2025

- 242 Miles
- \$1848.49 Receipts
- 10 Building Permits, total 44 for year
- 0 Building Permit Renewal, total 1 for year
- 4 Certificate of Occupancy/Certificate of Compliance, total 18 for year
- 0 Complaint, total 1 for year
- 1 Violations, total 3 for year
- 6 Municipal Searches, total 61 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 0 for year
- 1 Fireworks Permit, total 1 for year
- 0 CEO GG Training Hours, total 40 for year
- 0 FOIL Request, total 2 for year
- 0 Fire Calls, total 6 for year

HIGHWAY DEPARTMENT

1. Highway Superintendent Preston Kelly asked the Town Board to **advertise for additional mowing/plant watering help**. After discussion, it was decided that Joe Bagley and Ernie Degastonguay will help. Superintendent Kelly will also ask seasonal part-time workers from the Town Barn or Transfer Station if they would be willing to mow.

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PARKS AND RECREATION

1. P&R Director, Tanya Huggler, gave update on the **events happening in the Parks & Rec Dept.** including: Bear Bash, the End of Summer Party, October Halloween Movie Night, felting class in November, bus trip to NYC and Shadowlands theater in December, a possible ski program at Holiday Mountain and Winterfest in February with a chili cook-off.
2. Tanya Huggler asked **permission from the Town Board to do bus trips, unsubsidized by the Town, for the adults in the community. Permission was granted.**

PLANNING BOARD

- Minutes from August 6, 2025.

ZONING BOARD

- Cancellation notice for August 19, 2025 meeting.

TOWN CLERK

FILINGS AND CORRESPONDENCE FILED WITH TOWN CLERK

1. FOIL request from SmartProcure – completed 07/14/25
2. FOIL request from Michael Dean – completed 07/28/25
3. DOT permit for flags & banners.
4. DOT permit to replace timber flower beds with stone at Route 55 & Denman Mountain.
5. Copy of SCAR petition from Aventine Properties.
6. Certificate of Liability Insurance for Division of Public Works from Sprague & Killeen.
7. Certificate of Liability Insurance for Neversink Ag Society for Grahamsville Fair from Sprague & Killeen
8. Sullivan County Clerk's Office (2) Subdivision Maps: Carlsen & Manharbhai V. Patel
9. Water Building Insurance Policy from Sprague & Killeen.
10. Fully executed copy of Agreement for the Expenditure of Highway Moneys.
11. Fully executed AYSO lease

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 ABSENT 0.

PUBLICATIONS

1. Observer – July 2025

SUPERVISOR

1. The following (4) resolutions were presented for the Board's consideration:

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**TOWN OF NEVERSINK
RESOLUTION NO. 15 OF 2025
BUDGET AMENDMENTS**

WHEREAS, expense appropriation needs to be increased in A1410.40 Town Clerk, Contractual Expenditure and revenue appropriation needs to be increased in A3089 Other State Aid for the receipt of New York State Town Clerks Association scholarship award in the amount of \$250.00 to offset the expense of the NYSTCA conference that Town Clerk attended in April 2025; and

NOW THEREFORE, BE IT RESOLVED, that the Town Board authorizes the Supervisor to increase the appropriations and that the following budget amendment be made:

A510 Estimated Revenue \$250.00
 A3089 Other State Aid \$250.00
A960 Appropriations \$250.00
 A1410.40 Town Clerk, Contractual Expenditure \$250.00

Moved by: Councilperson Richard Coombe, Jr.

Seconded by: Councilperson Nicole Gorr

And Adopted on Motion: August 13, 2025

**TOWN OF NEVERSINK
RESOLUTION NO. 16 OF 2025
BUDGET AMENDMENT**

WHEREAS, the Town of Neversink Highway Superintendent has been notified that Consolidated Highway Improvement Program (CHIPS) funding from NYSDOT for 2025-2026 has been approved for \$395,313.00, PAVE NY Funds for \$83,766.46, Extreme Winter Recovery (EWR) Funds for \$71,743.22, and Pave our Potholes (POP) funds for \$55,844.31. The Total amount to be received from NY State is \$606,666.99; and

WHEREAS, the 2025 Budget has appropriated \$250,000.00, so an additional \$356,666.99 needs to be appropriated; and

NOW THEREFORE, BE IT RESOLVED, that the Town Board authorizes the Supervisor to increase Estimated Revenue, State Aid CHIPS DA3501 and Appropriation, Improvements of Roads, CHIPS DA5112.2 for \$356,666.99, and that the following budget amendment be made:

DA510 Estimated Revenue \$356,666.99
 DA3501 State Aid CHIPS \$356,666.99
 DA960 Appropriation \$356,666.99
 DA5112.2 Improvements, CHIPS \$356,666.99

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Moved by: Councilperson Scott Grey
Seconded by: Councilperson Richard Coombe, Jr.
And Adopted on Motion: August 13, 2025

**TOWN OF NEVERSINK
RESOLUTION NO. 17 OF 2025
TO AUTHORIZE THE DISPOSITION OF CERTAIN RECORDS**

WHEREAS, The State of New York Education Department Records Retention and Disposition Schedule LGS-01 provides the retention years for various records,

WHEREAS, the Records Retention Officer (Town Clerk) has reviewed the records held in the records storage area in the Town Hall,

WHEREAS, the Records Retention Officer has according to the Records Retention Disposition Schedule LGS-01 marked records for disposal,

NOW, THEREFORE BE IT RESOLVED that the Records Retention Officer (Town Clerk) is hereby authorized to destroy those records marked for disposal.

Moved by: Councilperson Nicole Gorr
Seconded by: Councilperson Richard Coombe, Jr.
And Adopted on Motion: August 13, 2025

**TOWN OF NEVERSINK
RESOLUTION NO. 18 OF 2025
RESOLUTION IN SUPPORT OF GRANT APPLICATION
JUSTICE COURT ASSISTANCE PROGRAM 2025**

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 2025-26 grant cycle up to \$1,111.20

Moved by: Councilperson Jim Schmidt
Seconded by: Councilperson Nicole Gorr
And Adopted on Motion: August 13, 2025

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2. Supervisor Chris Mathews asked that the **Pool Committee** meet soon to address the 2026 pool season.
3. Supervisor Chris Mathews advised Town Board that there have been a few “emergency” situations around Town recently that required maintenance employees to work on day off or beyond the hours assigned to them. Maintenance would like the Town Board to consider “**on call**” **compensation** for these times. After discussion, it was decided that there should be no “on call” for the Town’s part-time maintenance department. All emergent issues should be directed to the Town Supervisor and handled at his discretion.
4. Supervisor Chris Mathews spoke briefly about the **rabid fox** that recently attacked (2) dogs within the Town.

EXECUTIVE SESSION(S)

The Board **entered** into **Executive Session** at 8:39 pm on motion made by Supervisor Chris Mathews, seconded by Councilperson Scott Grey, to discuss the hiring, firing of a particular Town employee, put to a vote and UNANIMOUSLY CARRIED.

VOTE: AYES 5 NAYS 0.

The Board **returned** from **Executive Session** at 9:41 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.

OTHER

1. The **Personnel Committee** recommended Victoria Garigliano and Samantha Reeb-Wilson be appointed to the Parks & Recreation Board and that the Town advertise for (2) Parks & Recreation Alternate Board members. The following motions were made:

A motion was made by Councilperson Scott Grey, seconded by Councilperson Richard Coombe, Jr. to **appoint Victoria Garigliano and Samantha Reeb-Wilson to the Parks & Recreation Board**, effective immediately, put to a vote and UNANIMOUSLY CARRIED.

VOTE: AYES 5 NAYS 0 ABSENT 0.

A motion was made by Councilperson Scott Grey, seconded by Councilperson Richard Coombe, Jr. to **advertise for (2) Alternate Parks & Recreation Board members**, put to a vote and UNANIMOUSLY CARRIED.

VOTE: AYES 5 NAYS 0 ABSENT 0.

2. Supervisor Chris Mathews read a letter from Richard Coombe, Jr., **President of the Time and the Valleys Museum thanking the Town of Neversink for its ongoing support** of the museum.
3. The following motion was made:

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A motion was made by Councilperson Richard Coombe Jr., seconded by Councilperson Scott Grey to **add to Rebecca Witthohn's title part-time code enforcement clerical assistant combined with Planning and Zoning Clerk**, not to exceed 17.5 hours combined per week, effective immediately, put to a vote and UNANIMOUSLY CARRIED.

VOTE: AYES 5 NAYS 0 ABSENT 0.

PAYMENTS OF CLAIMS AND VOUCHERS

1. Health Insurance	\$ 88,976.06
2. Vendor Payments	\$ 5,840.67
3. Abstract #8	<u>\$ 325,861.04</u>
Total	\$ 420,677.77

Vouchers, Claims were reviewed by the Board and authorized to be paid on motion by Councilperson Scott Grey, seconded by Councilperson Jim Schmidt, 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 9:42 pm, put to a vote and UNANIMOUSLY CARRIED.

Respectfully submitted,

Staci Conjura, Town Clerk