



# Town of Tusten Town Board Meeting

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## Organizational Meeting Agenda

January 02, 2024

6:30 PM

**Venue:** Town of Tusten Community Hall, 210 Bridge St., Narrowsburg, NY 12764

Zoom ID: 890 1678 4280

### 1 OPENING ITEMS

#### 1.1 Call Meeting to Order

#### 1.2 Pledge of allegiance

#### 1.3 Announcement(s)

- **Tax Collector** shall be in the office for collection Mon – Wed. 9-3 and Fridays 9-1 or by appointment. Cash, Check or Credit Card accepted
- **Department of Motor Vehicles** will be at the Tusten Community Hall the third Tuesday, January 23, 2024 from 10am – 3 pm.
- **Narrowsburg Water Sewer Bills** can now be paid by Debit or Credit Card in the Town Clerks Office

### 2 SPECIAL BUSINESS

#### 2.1 Supervisor's Appointments

Supervisor Bernard Johnson made the following appointments for the 2024:

DEPUTY SUPERVISOR

Jane Luchsinger

#### COMMITEES:

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PARKING COMMITTEE

Councilman Bruce Gettel

Councilman Kevin McDonough

ENERGY COMMITTEE

Councilman Kevin McDonough

Councilwoman Cass Collins

YOUTH COMMITTEE

Councilwoman Cass Collins

	Councilman Greg Triggs
BUILDING COMMITTEE	Supervisor Bernard Johnson Councilman Kevin McDonough
PARK COMMITTEE	Supervisor Ben Johnson Councilman Greg Triggs
WATER & SEWER COMMITTEE	Deputy Supervisor Jane Luchsinger Councilwoman Cass Collins Councilman Kevin McDonough Councilman Greg Triggs
HIGHWAY COMMITTEE	Councilman Bruce Gettel Councilman Kevin McDonough
PLANNING BOARD LIASON	Supervisor Bernard Johnson
ZONING BOARD OF APPEALS LIASON	Supervisor Bernard Johnson
ZOINING UPDATE COMMITTEE	Supervisor Bernard Johnson Deputy Supervisor Jane Luchsinger Councilman Greg Triggs
CONSERVATION ADVISORY COUNCIL	Deputy Supervisor Jane Luchsinger Councilwoman Cass Collins

## 2.2 Board Appointment's

### Motion to make the following Board Appointments for 2024:

Budget/Fiscal Officer	Bernard R Johnson
W/S Interim Superintendent	David Bunce
Court Clerk	Jocelyn Strumpfler
Bookkeeper & Confidential Secretary	

to the Supervisor term ending 12/31/26	Kelly Agar
Registrar of Vital Statistics	Crystal Weston
Secretary for Board of Assessment Review	Ken Baim
C.E.O./Building Insp.	James (Jim) Crowley
Building Dept. Clerk	Jocelyn Strumpfler
Dog Control Officer	Vacant
Dog Control Officer's Assistant	Vacant
Upper Delaware Council Town Representative	Evan Padua
Upper Delaware Council Town Rep. Alternate	Kevin McDonough
Upper Delaware Scenic Byway Town Rep.	Josh Felderstein
Upper Delaware Scenic Byway Town Rep. Alt.	Vacant
Attorney for the Town	Kenneth C. Klein Esq.
Attorney for the Justice Court	Scott Russell Esq.
Zoning Board Chairman	Neal Latkowski
Planning Board Chairman	Ken Baim
Office Clerk (Planning/ZBA Clerk Duties)	Amy Lohmann
Office Clerk (Clerk to Assessor)	Margaret(Peg) Harrison
Planning /ZBA Alt Clerk	Jocelyn Strumpfler
Youth Committee Chair	Crystal Weston
Historians	Arthur Hawker
	Barbara Buckman
Health Officer	Colin Peters
Court Officers	James Agar Jr.
	Crystal Gadson
	Scott Schoonmaker
Official Depositories	Catskill Hudson Bank
	Wayne Bank

Official Paper(s)

The River Reporter

Sullivan County Democrat

Town Clerk Appointments

- 1<sup>st</sup> Deputy Leigh Delaney
- 2<sup>nd</sup> Deputy Victoria Strumpfler
- 3<sup>rd</sup> Deputy Jocelyn Strumpfler

**2.3 Meeting Time & Place**

**Motion to set the regular meetings for the Town of Tusten, Sullivan County, New York to be as follows unless otherwise noted:**

<b>MEETING</b>	<b>DATE &amp; TIME</b>	<b>ZOOM ID</b>
TOWN BOARD REGULAR MEETING	2ND TUESDAY OF THE MONTH 6:30 PM	890 1678 4280
TOWN BOARD SPECIAL MEETING: WORKSHOP	1ST TUESDAY OF THE MONTH 6:30 PM	-
PLANNING BOARD REGULAR MEETING	4TH TUESDAY OF THE MONTH 7:30 PM	897 1376 8662
ZONING BOARD OF APPEALS MEETING (ZBA)	2nd MONDAY OF THE MONTH 7:30 PM	851 9544 5595
WATER & SEWER COMMITTEE MEETING	1 <sup>st</sup> MONDAY OF THE MONTH 8:00 AM	-
ZONING UPDATE COMMITTEE MEETING	1st & 3rd TUESDAY OF THE MONTH 2 PM - 4 PM	847 5045 2682
CONSERVATION ADVISORY COUNCIL	3 <sup>rd</sup> TUESDAY OF THE MONTH 10 AM – 11 AM	

- ALL MEETINGS WILL BE HELD AT THE TUSTEN COMMUNITY HALL, LOCATED AT 210 BRIDGE STREET NARROWSBURG, NEW YORK 12764, UNLESS OTHERWISE NOTED;
- ALL MEETINGS ARE POSTED IN THE TOWNS OFFICIAL NEWSPAPER(S) AS REQUIRED BY LAW & WEBISTE AS WELL AS THE TOWN CLERKS BULLETIN LOCATED AT THE ENTRANCE OF THE TOWN HALL;
- SOME MEETINGS SHALL BE HELD VIA ZOOM AS WELL AS IN PERSON, BUT ARE NOT REQUIRED TO DO SO;
- CANCELLATIONS: ALL EFFORTS WILL BE MADE TO CANCEL MEETINGS IN A NESSESARY TIME FRAME, POSTINGS REGARDING SAID CANCELLATIONS WILL BE POSTED TO THE TOWN CLERK BULLETIN BOARD & THE TOWNS WEBSITE. EFFORTS WILL BE MADE TO CONTACT THE LOCAL MEDIA AS REQUIRED BY LAW.

**2.4 Compensation Schedule**

**Motion to adopt the Compensation Schedule for the year 2024 as presented:**

Planning Board Chairman	\$600.00 per year
Planning Board Members (7)	\$300.00 each per year
Zoning Board Chairman	\$400.00 per year
Zoning Board Members (5)	\$250.00 each per year
Budget Officer	\$2,412.00 per year
Supervisor	\$23,445.00 per year
Town Board Members (4)	\$4,825.00 each per year
Town Clerk & Tax Collector	\$39,665.00 per year
1 <sup>st</sup> Deputy Town Clerk, Tax Collector	\$18.39 per hour (approx. 10–15-hour work week)
2 <sup>nd</sup> Deputy Town Clerk	\$18.39 per hour (approx. 10–15-hour work week)
3 <sup>rd</sup> Deputy Town Clerk	\$21.63 per hour (approx. 10-15-hour work week)
Registrar of Vital Statistics	Fees Collected
Justices (2)	\$12,917.00 each per year
Court Clerk P/T	\$21.63 per hour (approx. 15-hour work week) per year
Court Officers P/T	\$46.35 per hour with two-hour minimum appearance, or any portion thereof, then \$46.35 per hour for each additional hour pro-rated
Assessor	\$30,089.00 per year
Office Clerk P/T (2)	\$18.54 per hour
Grievance Board Secretary	\$250.00 once a year
Grievance Day Workers (3)	\$250.00 each once a year

Bookkeeper/Conf Secretary	\$21.63/hr. (35-hour work week)
Building Cleaner P/T	\$19.10/hr. (10-hour work week)
Bldg./Grounds Maintenance P/T	\$19.10/hr. (as needed)
Animal Control P/T	\$20.00/hr. (as needed)
Code Enforcement P/T	\$34.61/hr. (20-23 hr. work week)
Code Clerk P/T	\$21.63/hr. (10-15 hr. work week)
Highway Superintendent	\$59,285.00 per year
HMEO Highway Workers (4)	\$26.95/hr. (40-hour work week) \$40.43/hr. (Over Time)
Deputy Highway Super (1)	\$28.83/hr. (40-hour work week) \$43.25/hr. (Over Time)
HMEO Part Time (1)	\$26.95/hr. (40-hour work week) \$40.43/hr. (Over Time)
W/S Interim Superintendent	As per Contract
W/S Superintendent	Vacant
Water Treatment Plant Operator (1)	\$25.32/hr. (20-hour work week) \$37.98/hr. (Over Time)
Water Treatment Plant Licensed Operator (2)	\$27.32/hr. (20-hour work week) \$40.98/hr. (Over Time)
Wastewater Treatment Plant Operator (3)	\$25.32/hr. (20-hr work week) \$37.98/hr. (Over Time)

## 2.5 Town Clerk Appointments

Acknowledge Town Clerk Appointments

1<sup>st</sup> Deputy Town Clerk Leigh Delaney

2<sup>nd</sup> Deputy Town Clerk Victoria Strumpfler

3<sup>rd</sup> Deputy Town Clerk Jocelyn Strumpfler

**2.6 Establish Mileage Rate**

Motion to set the standard mileage rate reimbursement for 2024 for the Town of Tusten to be 67 cents per mile.

**2.7 Authorize Facsimile Signatures**

Motion to authorize that the Town Supervisor, Bernard Johnson be hereby authorized to use a facsimile signature.

**2.8 Authorize the Supervisor to Pay Public Utility Bills**

Motion that the Supervisor be authorized to pay public utility bills in accordance with terms to avoid penalties and/or take advantage of discounts.

**2.9 Set Schedule for Audit of Bills**

Motion that following schedule of audit be hereby adopted as presented:

1<sup>st</sup> QUARTER: Councilwoman Cass Collins & Councilman Greg Triggs

2<sup>nd</sup> QUARTER: Councilman Bruce Gettel & Councilman Kevin McDonough

3<sup>rd</sup> QUARTER: Councilwoman Cass Collins & Councilman Greg Triggs

4<sup>th</sup> QUARTER: Councilman Bruce Gettel & Councilman Kevin McDonough

**2.10 Procurement Policy**

Motion that the Tusten Town Board hereby adopt the Procurement Policy as previously set.

**2.11 Tusten Youth Appointments**

Crystal Weston	Chair
Lauren Smith	Vice Chair
Kelly Agar	Treasurer
DeEtte Saul	Secretary
Jocelyn Strumpfler	Member
Ashley VanBenschoten	Member

**2.12 ZBA Reappointments**

Motion that Neal Latkowski is hereby appointed to the Zoning Board of Appeals as the Chair with an unexpired term ending December 31, 2028.

Motion that Amy Lohmann is hereby appointed to the Zoning Board of Appeals Clerk with an unexpired term ending 12/30/2024.

### **2.13 Planning Board Reappointments**

Motion that John Kaufman is hereby appointed to the Planning Board as the Deputy Chair with an unexpired term ending 12/31/2030.

Motion that Amy Lohman is hereby appointed to the Planning Board as a Clerk with an unexpired term ending 12/31/2024.

Motion that Jocelyn Stumpfler is hereby appointed to the Planning Board as the Alternate Clerk with an unexpired term ending 12/30/2024.

### **2.14 HMEO Part Time Employee**

Motion to Amend Resolution 18-2023, the HMEO Part Time position is on as needed basis at the direction of the Highway Superintendent for general duties.

### **2.15 2024 Official Undertaking**

#### **Motion...**

**WHEREAS**, Bernard Johnson, of the Town of Tusten, County of Sullivan, New York, has been elected to the office of Supervisor, of the Town of Tusten; and

**WHEREAS**, Crystal Weston, of the Town of Tusten, County of Sullivan, New York, has been elected to the office of Town Clerk and Tax Collector of the Town of Tusten; and

**WHEREAS**, Donald Neiger, of the Town of Tusten, County of Sullivan, New York, has been elected to the office of the Highway Superintendent; and

**WHEREAS**, Greg Triggs, Kevin McDonough, Cass Collins, and Bruce Gettel, of the Town of Tusten, County of Sullivan, New York, has been elected to the office (s) of Councilmember(s) of the Town of Tusten; and

**NOW, THEREFORE, BE IT RESOLVED** we, as the respective officers above, do hereby undertake with the Town of Tusten that we will faithfully perform and discharge the duties of our office, and will promptly account for and pay over all monies or property received as a Town Officer, in accordance with the law; and;

This undertaking of the Town of Tusten is further conditioned upon that he/she/they will well and truly keep, pay over and account for all monies and property, including any special district funds, belonging to the Town of Tusten and coming into his hands as such supervisor, and

This undertaking of the town Receiver of Taxes is further conditioned that she will well and truly keep, pay over and account for all monies and property coming into her hands as such Receiver of Taxes and Assessment, and

This undertaking has been duly approved by the Town Board of the Town of Tusten; and

The Town of Tusten does and shall maintain insurance coverage presently with NYMIR in the sum of \$1,000,000.00 for the Tax Collector, Town Supervisor, and for all other employees 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.

### **3 PUBLIC COMMENT.**

### **4 CLOSING ITEMS**

**Board Comment**

**Meeting Reminders**

**Town Board Regular Meeting Tuesday January 10, 6:30 PM**

**ZBA No meeting for January**

**Adjournment**