



Town of Tusten Town Board Meeting

Organizational Meeting Minutes

January 03, 2023

6:30 PM

Town of Tusten Community Hall 215 Bridge St. 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 – Thurs. 9-3 and Fridays 9-1 or by appointment. Cash, Check or CC accepted
- **Department of Motor Vehicles** are at the Tusten Community Hall Tuesday January 24 from 10am – 3 pm.
- **NWS Bills can now be paid by Debit / Credit in the Town Clerks Office**

2 SPECIAL BUSINESS

2.1 Supervisor's Appointments

Supervisor Bernard Johnson made the following appointments for the 2023:

Deputy Supervisor: Councilwoman Jane Luchsinger

Committees:

PARKING COMMITTEE

Councilman Bruce Gettel

Councilman Kevin McDonough

ENERGY COMMITTEE

Councilman Kevin McDonough

Councilman Greg Triggs

GRANT COMMITTEE

Councilwoman Jane Luchsinger

YOUTH COMMITTEE

Councilwoman Jane Luchsinger

Councilman Greg Triggs

BUILDING COMMITTEE

Supervisor Bernard Johnson

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

2.2 Board Appointment's

Motion to make the following Board Appointments for 2023:

Budget/Fiscal Officer	Bernard R Johnson
Water/Sewer Interim Superintendent	David Bunce
Court Clerk	Jocelyn Strumpfler
Bookkeeper term ending 12/31/25	Kelly Agar
Registrar of Vital Statistics	Crystal Weston
Secretary for Board of Assessment Review	Karen Valenti
C.E.O./Building Insp.	James (Jim) Crowley
Building Dept. Clerk	Jocelyn Strumpfler
Dog Control Officer	Nico Juarez
Dog Control Officer's Assistant	Tammi Cutler
Upper Delaware Council Town Representative	Evan Padua
Upper Delaware Council Town Rep. Alternate	VACANCY*
Upper Delaware Scenic Byway Town Rep.	Josh Felderstein

Upper Delaware Scenic Byway Town Rep. Alt.	Rose Fredericks
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
Planning/ZBA Clerk	Amy Lohmann
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

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:

MEETING	DATE & TIME	ZOOM ID
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 st 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 rd 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 CONACT THE LOCAL MEDIA AS REQUIRED BY LAW.

2.4 Compensation Schedule

Motion to adopt the Compensation Schedule for the year 2023 as presented:

Planning Board Chairman	\$600.00 per year
Planning Board Members (7)	\$300.00 each per year
Planning Board Clerk	\$50.00 per meeting
Zoning Board Chairman	\$300.00 per year
Zoning Board Members (5)	\$150.00 each per year
Zoning Board Clerk	\$50.00 per meeting
Budget Officer	\$2,230.00 per year
Supervisor	\$22,762.00 per year
Town Board Members (4)	\$4,684.25 each per year
Town Clerk & Tax Collector	\$38,510.00 per year
1 st Deputy Town Clerk, Tax Collector	\$17.85 per/hr. (approx. 10–15-hour work week)
2 nd Deputy Town Clerk	\$21.00 per/hr. (approx. 10–15-hour work week)
Registrar of Vital Statistics	Fees Collected
Justices (2)	\$12,541.00 each per year
Court Clerk P/T	\$21.00/hr. (approx. 15-hour work week) per year

Court Officers P/T	\$45.00/hr. with two-hour minimum appearance, or any portion thereof., then \$45/hr. for each additional hr. pro-rated
Assessor	\$29,213.00 per year
Office Clerk P/T	\$18.00/hr
Grievance Board Secretary	\$250.00 once a year
Grievance Day Workers (3)	\$250.00 each once a year
Bookkeeper/Conf Secretary	\$21.00/hr. (35-hour work week)
Building Cleaner P/T	\$18.54/hr. (10-hour work week)
Bldg./Grounds Maintenance P/T	\$18.54/hr. (as needed)
Animal Control P/T	\$20.00/hr. (as needed)
Code Enforcement P/T	\$33.60/hr. (20 /23 hr work week)
Code Clerk P/T	\$21/hr. (10–15 hr. work week)
Highway Superintendent	\$57,558.00 per year
HMEO Highway Workers (4)	\$26.17/hr. (40-hour work week) \$39.26/hr. (Over Time)
Deputy Highway Super (1)	\$27.99/hr. (40-hour work week) \$41.99/hr. (Over Time)
W/S Interim Superintendent	As per Contract
W/S Superintendent	Vacant
Water Treatment Plant Operator (2)	\$24.82/hr (20-hour work week) \$37.23/hr. (Over Time)
Water Treatment Plant Licensed Operator (1)	\$26.82/hr. (20-hour work week) \$40.23/hr. (Over Time)
Wastewater Treatment Plant Operator (3)	\$24.82/hr. (20-hr work week) \$37.23/hr. (Over Time)

2.5 Office Clerk

Motion to appoint Peg Harrison to the part time position titled "Office Clerk" at a pay rate of \$18.00 an hour.

2.6 Establish Mileage Rate

Motion to set the standard mileage rate reimbursement of 2023 for the Town of Tusten to be 65.52 cents/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:

1st QUARTER: Deputy Supervisor Jane Luchsinger & Councilman Greg Triggs

2nd QUARTER: Councilman Bruce Gettel & Councilman Kevin McDonough

3rd QUARTER: Deputy Supervisor Jane Luchsinger & Councilman Greg Triggs

4th 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 Narrowsburg Water & Sewer Dept.

Motion to adopt the NWS 2023 Fees as follows:

SEWER	** Plus engineering fees, if applicable
Residential Sewer Service Permit Application Fee	\$200.00
Multifamily/Commercial Sewer Service Permit Application Fee	\$300.00
Search of Billing Record	\$ 50.00
Violation Search Inspection	\$100.00
Final Bill and/or for Transfer of Ownership	\$ 75.00
NSF FEE (Charge for Returned Checks)	\$ 50.00
Duplicate Bill, per Billing Sewer Only	\$ 10.00
Duplicate Bill, per Billing Dual Service	\$ 5.00
* Septic tank fee (only 1 septic tank pump out per 4 years included in sewer rates)	As Per Annual Bid
Violation Fee	\$25.00 Per Day
WATER	
Residential Water Service Permit Application Fee	\$100.00
Multifamily/Commercial Water Service Permit Application Fee	\$200.00
Search of Billing Record	\$ 50.00
Violation Search Inspection	\$100.00
Water Turn On or Off	\$ 50.00
Water Turn On or Off – Same Day	\$100.00
Remove/Re-Install Meter & Turn Water Off/On	\$100.00
Remove/Re-Install Meter & Turn Water Off/On Same Day	\$150.00
Final Reading/Produce Bill for Transfer of Ownership	\$ 75.00
Final Reading/Produce Bill for Transfer of Ownership Same Day	\$125.00
NSF Fee (Charge for Returned Check	\$50.00
Duplicate Bill, per Billing Water Only	\$10.00
Duplicate Bill, per Billing Dual Service	\$ 5.00
Violation Fee	\$25.00 Per Day

Water and Sewer services required before 7:00 am and after 3:30 pm or on Weekends will incur a 2-hour minimum labor service charge at 1.5 times the regular labor rate

Equipment	\$21.00 per hr
RAM-3500 dump truck	\$15.00 per hr
RAM 3500 utility	\$15.00 per hr
De-watering Pump	\$25.00 per hr
Air compressor	\$25.00 per hr
Small back hoe/loader	\$45.00 per hr
Tapping Machine	\$75.00 per job
Tamper	\$20.00 per hr
Labor per man	\$50.00 per hr
Demolition Saw	\$20.00 per hr.

2.12 ZBA Reappointments

Motion that Ed Magilton is hereby appointed as member to the Zoning Board of Appeals with an unexpired term ending December 31, 2027; and that James Agar is hereby reappointed at ZBA Alternate member with the unexpired term ending December 31, 2023.

*ZBA FULL

2.13 Planning Board Reappointments

Motion that Peter DeAngelis is hereby appointed to the Planning Board with an unexpired term ending December 31, 2026; and that Peter DeAngelis is hereby appointed to the Planning Board as member to fill the with an unexpired term ending December 31, 2026;

*Need an Alt Mem & Mem (exp. 2029)

2.14 2023 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 Nieger, 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, Jane Luchsinger, 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 fir 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.

2.15 Contract with NWS Interim Superintendent

Motion to accept the contract with David Bunce for

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