



# Town of Tusten Town Board Meeting

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## Organizational Meeting Minutes

January 04, 2022

6:30 PM

### PRESENT

Supervisor Bernard Johnson  
Deputy Supervisor Jane Luchsinger  
Councilmember Bruce Gettel  
Councilmember Greg Triggs  
Councilmember Kevin McDonough

### ABSENT

N/A

### OTHERS PRESENT

Crystal Weston, Town Clerk; Ken Klein,  
Attorney to the Town; Jocelyn Strumpfner,  
Clerk Approx. 12 members from the public (3  
in person, 9 on zoom)

## 1 OPENING ITEMS

### 1.1 Call Meeting to Order

Supervisor Bernard Johnson called the meeting to order at 6:30 pm.

### 1.2 Pledge of allegiance

## 2 SPECIAL BUSINESS

### 2.1 Supervisor's Appointments

Supervisor Bernard Johnson made the following appointments for the 2022:

- 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_
ZOINING UPDATE COMMITTEE	Supervisor Bernard Johnson Councilwoman Jane Luchsinger

## 2.2 Board Appointment's

### **RESOLUTION # 1 - 2022**

#### **2022 BOARD APPOINTMENTS**

On motion of Supervisor Bernard Johnson, seconded by Deputy Supervisor Jane Luchsinger, the following resolution was,

ADOPTED 5 AYES 0 NAYS

**RESOLVED** that the following Board Appointments be made as follows for the 2022 calendar year:

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	Susan Sullivan
Upper Delaware Council Town Rep. Alternate	Evan Padua
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	Edwin Jackson
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**

**RESOLUTION # 2 - 2022**  
**SET TOWN OF TUSTEN MEETING SCHEDULE FOR 2022**

Supervisor Bernard Johnson, seconded by Deputy Supervisor Bernard Johnson, the following resolution was,  
**ADOPTED 5 AYES 0 NAYS**  
**RESOLVED** that the regular meetings for the Town of Tusten, Sullivan County, New York are set as follows:

<b>MEETING</b>	<b>DATE &amp; TIME</b>	<b>ZOOM ID</b>
<a href="#"><u>TOWN BOARD REGULAR MEETING</u></a>	<a href="#"><u>2ND TUESDAY OF THE MONTH</u></a> <a href="#"><u>6:30 PM</u></a>	<a href="#"><u>890 1678 4280</u></a>
TOWN BOARD SPECIAL MEETING: WORKSHOP	1ST TUESDAY OF THE MONTH    6:30 PM	-
<a href="#"><u>PLANNING BOARD REGULAR MEETING</u></a>	<a href="#"><u>4TH TUESDAY OF THE MONTH</u></a> <a href="#"><u>7:30 PM</u></a>	<a href="#"><u>897 1376 8662</u></a>
ZONING BOARD OF APPEALS MEETING (ZBA)	2nd MONDAY OF THE MONTH    7:30 PM	-
WATER & SEWER COMMITTEE MEETING	1 <sup>st</sup> MONDAY OD THE MONTH    8:00 AM	-
<a href="#"><u>ZONING UPDATE COMMITTEE MEETING</u></a>	<a href="#"><u>1st &amp; 3rd TUESDAY OF THE MONTH</u></a> <a href="#"><u>2 PM - 4 PM</u></a>	<a href="#"><u>847 5045 2682</u></a>

- 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 & GOOGLE CALENDAR 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 GOOGLE CALENDAR, WHICH IS AVAILABLE ON THE TOWNS WEBSITE. EFFORTS WILL BE MADE TO CONACT THE LOCAL MEDIA AS REQUIRED BY LAW.

## 2.4 Compensation Schedule

### **RESOLUTION # 3 - 2022** **2022 COMPENSATION SCHEDULE**

On motion of Deputy Supervisor Jane Luchsinger, seconded by Supervisor Bernard Johnson, the following resolution was,

**ADOPTED 5 AYES 0 NAYS**

**RESOLVED** that the Compensation Schedule for the year 2022 be adopted as presented:

Planning Board Chairman	\$600.00 per year
Planning Board Members (7)	\$300.00 each per year

Planning Board Clerk	\$25.00 per meeting plus \$.25 a sheet for FOIL request copies
Zoning Board Chairman	\$300.00 per year
Zoning Board Members (5)	\$150.00 each per year
Zoning Board Clerk	\$25.00 per meeting plus \$.25 a sheet for FOIL request copies
Budget Officer	\$2,230.00 per year
Supervisor	\$21,678.00 per year
Town Board Members (4)	\$4,461.25 each per year
Town Clerk & Tax Collector	\$36,677.00 per year
1 <sup>st</sup> Deputy Town Clerk, Tax Collector	\$17.00 per/hr. (approx. 10–15-hour work week)
2 <sup>nd</sup> Deputy Town Clerk	\$20.00 per/hr. (approx. 10–15-hour work week)
Registrar of Vital Statistics	Fees Collected
Justices (2)	\$11,944.00 each per year
Court Clerk P/T	\$20.00/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	\$27,822.00 per year
Grievance Board Secretary	\$250.00 once a year
Grievance Day Workers (3)	\$250.00 each once a year
Bookkeeper/Conf Secretary	\$20.00/hr. (35-hour work week)
Building Cleaner P/T	\$16.35/hr. (10-hour work week)
Bldg./Grounds Maintenance P/T	\$18.00/hr. (as needed)

Animal Control P/T	\$20.00/hr. (as needed)
Code Enforcement P/T	\$32.00/hr. (23-hour work week)
Code Clerk P/T	\$20.00/hr. (15-hour work week)
Highway Superintendent	\$54,817.00 per year
HMEO Highway Workers (4)	\$25.66/hr. (40-hour work week)
	\$38.49/hr. (Over Time)
Deputy Highway Super (1)	\$27.44/hr. (40-hour work week)
	\$41.16/hr. (Over Time)
W/S Interim Superintendent	As per Contract
W/S Superintendent	Vacant
Water Operator Trainee (2)	\$20.82/hr (20-hour work week)
	\$31.23/hr. (Over Time)
Water Licensed Operator (1)	\$22.82/hr. (20-hour work week)
	\$34.23/hr. (Over Time)
Sewer Operator Trainee (3)	\$20.82/hr. (20-hr work week)
	\$31.23/hr. (Over Time)

## 2.5 Establish Mileage Rate

### **RESOLUTION # 4 - 2022** **2022 STANDARD MILEGE RATE**

On motion of Deputy Supervisor Jane Luchsinger, seconded by Supervisor Bernard Johnson, the following resolution was,

**ADOPTED 5 AYES 0 NAYS**

**RESOLVED** that the payment for the standard mileage rate of 2022 for the Town of Tusten be set as 58.5 cents per mile.

## 2.6 Authorize Facsimile Signatures

### **RESOLUTION # 5 - 2022** **AUTHORIZATION TO USE FASCIMLE SIGNATURES**

On motion of Deputy Supervisor Jane Luchsinger, seconded by Supervisor Bernard Johnson, the following resolution was,

**ADOPTED 5 AYES 0 NAYS**

**RESOLVED** that the Town Supervisor, Bernard Johnson and Highway Superintendent, Donald Nieger be hereby authorized to use a facsimile signature.

## **2.7 Authorize the Supervisor to Pay Public Utility Bills**

**RESOLUTION # 6 - 2022**

**AUTHORIZATION TO PAY UTILITY BILLS AS NEEDED**

On motion of Councilman Kevin McDonough, seconded by Deputy Supervisor Jane Luchsinger, the following resolution was,

**ADOPTED 5 AYES 0 NAYS**

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

## **2.8 Set Schedule for Audit of Bills**

**RESOLUTION # 7- 2022**

**SET THE SCHEDULE FOR AUDIT OF BILLS**

On motion of Supervisor Bernard Johnson, seconded by Councilman Bruce Gettel the following resolution was,

**ADOPTED 5 AYES 0 NAYS**

**RESOLVED** that the following schedule of audit be hereby adopted as presented:

1<sup>st</sup> QUARTER: Deputy Supervisor Jane Luchsinger & Councilman Greg Triggs

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

3<sup>rd</sup> QUARTER: Deputy Supervisor Jane Luchsinger & Councilman Greg Triggs

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

## **2.9 Signor for Bank Accounts**

**RESOLUTION # 8 - 2022**

**AUTHROIZATION TO BE SIGNORS ON BANK ACCOUNTS**

On motion of Supervisor Bernard Johnson, seconded by Councilman Bruce Gettel the following resolution was,

**ADOPTED 5 AYES 0 NAYS**

**RESOLVED**, that Supervisor Bernard Johnson and Deputy Supervisor Jane Luchsinger shall continue to be signors for the Town of Tusten Bank Accounts at the Catskill Hudson Bank, and Wayne Bank (to exclude Town Clerk, Tax Collector, Town Justice Klu Padu, Town Justice David Casey accounts) and;

That Crystal Weston, Town Clerk; Victoria Strumpfler, 1<sup>st</sup> Deputy Town Clerk; & Jocelyn Strumpfler, 2<sup>nd</sup> Deputy Town Clerk are to be signors for the town of Tusten Town Clerk & Tax Collector Accounts for the Town of Tusten; and

David Casey & Klu Padu are to be signors for their Town of Tusten Justice Accounts.

## 2.10 Procurement Policy

### **RESOLUTION # 9 - 2022**

#### **ADOPTION OF PROCUREMENT POLICY**

On motion of Deputy Supervisor Jane Luchsinger, seconded by Supervisor Bernard Johnson the following resolution was,

**ADOPTED 5 AYES 0 NAYS**

**RESOLVED**, that the Tusten Town Board hereby adopt the Procurement Policy as previously set.

## 2.11 Dog Control

### **RESOLUTION # 10 - 2022**

#### **AUTHORIZATION TO CREATE PAYROLL LINE**

On motion of Deputy Supervisor Jane Luchsinger, seconded by Councilman Kevin McDonough the following resolution was,

**ADOPTED 5 AYES 0 NAYS**

**RESOLVED** that Animal Control Officer (Dog Control) to be paid thru payroll, and authorization to Create Line A3510.1 Dog Control Personnel and transfer \$700.00 from A 3510.4 Dog Control Contractual

## 2.12 Code Dept.

### **RESOLUTION # 11 - 2022**

#### **ADOPT THE FEE SCHEDULE FOR THE BUILDING/CODE DEPT. AS PRESENTED**

On motion of Supervisor Bernard Johnson, seconded by Councilman Greg Triggs the following resolution was,

**ADOPTED 5 AYES 0 NAYS**

**RESOLVED** Adopt the Fees Schedule as presented.

## 2.13 CD's

### **RESOLUTION # 12 - 2022**

#### **AUTHORIZATION TO OPEN CD'S**

On motion of Councilman Bruce Gettel, seconded by Supervisor Bernard Johnson the following resolution was,

**ADOPTED 5 AYES 0 NAYS**



**RESOLVED** that the town Board authorize Supervisor Bernard Johnson to open the following CDs at Catskill Hudson Bank in Narrowsburg, NY.

General Fund CD	Highway Fund CD
Water Fund CD	Sewer Fund CD

And that the authorized signors shall be Bernard Johnson & Jane Luchsinger

#### 2.14 ZBA Reappointments

**RESOLUTION # 13 - 2022**

**ZBA APPOINTMENTS**

On motion of Supervisor Bernard Johnson, seconded by Deputy Supervisor Jane Luchsinger the following resolution was,

**ADOPTED 5 AYES 0 NAYS**

**RESOLVED** that Pat Hawker is hereby reappointed as member to the Zoning Board of Appeals with an unexpired term ending December 31, 2026; and

that James Agar is hereby reappointed at ZBA Alternate member with the unexpired term ending December 12, 2022

#### 2.15 Planning Board Reappointments

**RESOLUTION # 14 - 2022**

**PLANNING BOARD APPOINTMENTS**

On motion of Deputy Supervisor Jane Luchsinger, seconded by Supervisor Bernard Johnson the following resolution was,

**ADOPTED 5 AYES 0 NAYS**

**RESOLVED** that Ken Baim is hereby appointed to the Planning Board with an unexpired term ending December 31, 2028; and

that Peter DeAngelis is hereby appointed to the Planning Board as Alternate member with an unexpired term ending December 31, 2022;

#### 2.16 2022 Official Undertaking

**RESOLUTION # 15 - 2022**

**2022 OFFICIAL UNDERTAKING OF MUNICIPAL OFFICERS**

On motion of Deputy Supervisor Jane Luchsinger, seconded by Councilman Greg Triggs the following resolution was,

**ADOPTED 5 AYES 0 NAYS**

**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 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 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.

## 2.17 Code Dept. Bank Account

### **RESOLUTION # 16 - 2022**

#### **AUTHORIZATION TO BE SIGNORS ON BANK ACCOUNTS**

On motion of Deputy Supervisor Jane Luchsinger, seconded by Councilman Greg Triggs the following resolution was,

**ADOPTED 5 AYES 0 NAYS**

**RESOLVED**, that authorization is hereby given for James (Jim) Crowley be additional signor for the Code / Building Dept. Acct. at Catskill Hudson Bank.

2.18 Authorization to review the Ethics Law

**RESOLUTION # 17 - 2022**

**AUTHORIZATION TO REVIEW THE CURRENT ETHICS LAW**

On motion of Supervisor Bernard Johnson, seconded by Deputy Supervisor Jane Luchsinger, the following resolution was,

**ADOPTED 5 AYES 0 NAYS**

**RESOLVED** that the Town Board hereby gives authorization to Attorney to the Town, Ken Klein Esq and directs him to review and make recommendations back to the Town Board on the current Ethics Law

2.19 Executive Session

**RESOLUTION # 18 - 2022**

**ENTER INTO EXECUTIVE SESSION**

On motion of Supervisor Bernard Johnson, seconded by Deputy Supervisor Jane Luchsinger, the following resolution was,

**ADOPTED 5 AYES 0 NAYS**

**RESOLVED** that the Town Board enter into executive session at 7:07 pm for the purpose of discussing the employment history of a particular individual.

Supervisor Bernard Johnson abstained and left the room at 7:07 pm.

Discussion held between Town Board Members and Council

No actions taken

No further minutes taken.

On motion of Deputy Supervisor Jane Luchsinger and seconded by Councilman Bruce Gettel, that the Town Board exit executive session as 7:22 pm.

Supervisor Bernard Johnson returned to the meeting at 7:23 pm.

**PUBLIC COMMENT**

*10 minutes will be given for public comment.*

Comments were heard from the following individuals:

- Peter DeAngelis
- Mike Farrell

No further comments were made.

## CLOSING ITEMS

### **Board Comment**

No further comments were made.

### **Adjournment**

**With no further business or comments a motion was made by Supervisor Bernard Johnson, and seconded by Deputy Supervisor Jane Luchsinger to close the Regular Meeting of the Town Board at 7:27 pm. All in favor.**

Respectfully Submitted,  
Crystal Weston, Town Clerk  
January 9, 2022