



# Town of Tusten Town Board Meeting

## Regular Meeting Agenda

Meeting ID: 819 6532 8192

May 12, 2020

6:30 PM

### I. 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

Supervisor Bernard Johnson led the Pledge of Allegiance.

#### 1.3 Announcements

- ZOOM Meeting Information i.e.: Meeting ID's for upcoming meetings & recordings of previous meetings as well as minutes are available on the town websites under 'Meetings' Tab
- Clean Up Day - This Saturday May 16, 2020 9:00 am-2:00pm
  - FLYER was sent out via mailer and is available to view on the clerk's bulletin, Facebook and town website
- Census -please participate
- Tusten Hope (TustenHope.com)

#### 1.4 Correspondence

- Star Hesse re: 268 code compliance
- Susan Powell re: dog bite

#### 1.5 Payment of Bills

##### **RESOLUTION # 72-20**

##### **PAYMENT OF BILLS**

On motion of Supervisor Bernard Johnson, seconded by Councilwoman Jill Padu, the following resolution was

**ADOPTED 5 AYES 0 NAYS**

#### April. 2020 Report

Fund Acct	Ck Acct Disburse	Vouchers
General	\$33,346.21	
Highway	\$25,087.31	
Water	\$20,132.60	
Sewer	\$18,046.85	
Light Dist	\$0.00	
<b>TOTAL</b>	<b>\$96,612.97</b>	

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### **II. DIVISION REPORTS**

*Supervisor Bernard Johnson read the following reports aloud.*

#### **2.1 Highway - Monthly Report - April 2020**

- Used 425.6 gal of diesel fuel 333.4 gal was for highway and 92.2 was non highway use.
- Used 209.80 gal of gas 56. was highway and 153.8 was non highway use.
- Patched holes on dirt and paved roads.
- Stock piled stone for summer use.
- Removed snow equipment from trucks.
- Cut trees on/ along Cochection Turnpike, Gables Rd. Cullen and Oak St
- Mowed right of ways with boom mower.
- Swept roads after winter.
- Getting roads ready for paving this summer.

#### **2.2 Water & Sewer- Monthly Report April 2020**

- Read water meters.
- Worked on removing top layer of dirty sand in sand bed #2.
- Handed out boil water notices from the NYSDOH on Main St and Bridge St.
- Flushed dead end hydrants.
- Replaced three hydrants, one on Main St and two on Bridge St with TAM.
- Handed out rescinded boil water notices from the NYSDOH.
- Pushed back brick wall at the post office due to the hydrant being too close.
- Installed a new barrel of caustic soda at the sewer plant.
- Turned water on and installed water for three houses.
- Took a final meter reading at one house.
- Fixed ruts in driveways at Well #1 and #2 left over from excessive mud.
- Koberlein pumped and cleaned dosing tanks at the sewer plant.
- Cleaned and organized the warehouse.
- Updated fire hydrant maintenance cards.
- Wrote a new route for reading water meters.
- Replaced valve box for the lumber yard curb valve.
- Located and repaired a curb valve on Delaware Dr.
- Mowed at Well #3.
- Turned water off to a house due to a water line being hit.
- Met with Koberline at Kirk Rd to figure out why one of the pumps wasn't working. They tested the pump and determined the pump is bad.
- Sprayed sand bed #1 with chlorine.
- Exercised generators.

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- Dug up a septic tank to check for blockage. Filled back in with sand.

<b>NARROWSBURG WATER &amp; SEWER</b>	
<b>FINANCIAL REPORT FOR APRIL 2020</b>	
Water Metered Rent	\$8,369.85
Water Unmetered	\$0.00
Service Charge	\$19.50
Water Penalty	\$10.88
<b>TOTAL RECEIVED WATER DEPARTMENT</b>	<b>\$8,400.23</b>
Sewer Rent	\$23,326.28
Service Charge	\$4.50
Sewer Penalty	\$28.55
<b>TOTAL RECEIVED SEWER DEPARTMENT</b>	<b>\$23,359.33</b>
<b>GRAND TOTAL</b>	<b>\$ 3 1 / 7 5 9</b>

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### 2.3 Building Department/ Code Enforcement

No report at this time

### 2.4 Assessor Monthly Report April 2020

During the month of April, the data collected by property inspections was entered into the computer for the tentative tax roll and property record cards for the parcel files were updated. Updates to the system from Department of Taxation were done with assistance from our Department of Taxation reps. Star reports on eligibility were updated in the system and the roll was submitted for processing before April 15<sup>th</sup>. The tax roll came back on May 1<sup>st</sup> and is now posted on our web page and in the Town offices. Once the push is done for the tax roll preparation, I normally try to stay away from assessment chores for a week or so to recuperate. During this time the notices that get mailed with the assessment changes were prepared and the publication for the River Reporter was prepared and submitted. It appears the taxable value has increased by \$2,781,769 for 2020. Some of this may change after grievance hearings are completed. Deed processing has been minimal as the New York pause has slowed down property transfers and sales. There was a ZOOM Sullivan County Assessor's Association meeting in place of the face to face meeting. It worked out quite well. Discussions were held on the various towns' ways to have Grievance Day in May with NY Pause. A very few were planning to meet in a large hall and stay distanced, but most were leaning to ZOOM or other virtual means to have Grievance Day and stay safe. I am opting to follow ZOOM routine and for my required sitting with the tax roll, I advertised by phone or email during the four hours periods that I am required to complete. It was also noted that most of the assessor's offices throughout the county were closed and working remotely until further notice.

### 2.5 Upper Delaware Council

#### UDC

5 Year Strategic Plan schedules for 5/30 is on hold until COVID 19 restrictions are over

Annual Awards Banquet is now scheduled for Sunday August 30, at the Central House in Beach Lake

River/Shoreline Clean Up grant proposal due May 22

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**TAG grant deadlines** are still in effect for the end of August, but Town can write letter to UDC to request an extension and provide reasons. I don't know what the issues are, and would be happy to help get an extension. The end of fiscal year 9/30 is the problem.

Project Review Handbook; a series of rollout meetings to be held for town officials especially planning and zoning boards have been put on hold, and the idea of having Tom Shepstone do a power point presentation, which could be offered live, or remotely, is being explored

### **NPS**

**Knotweed.** A grant was received from FUDR to do test plots, one is at Skinners Falls. Larry Richardson asked that the Town of Cohecton be advised and I will continue updates on this.

**Ten Mile River Access/NPS** decision to restrict trailer boat launching. The Council protested that this policy, entered in the Superintendents Compendium Tusten alternate Evan Padua strongly protested that trailered boat launching does no harm to the River. UDC has referred this to WU/RM Committee for follow up. I was very surprised by this. When the issue was discussed, NPS (Don Hamilton) stressed that the river is constantly changing, and therefore NPS was opposed to any improvements at TMR. This restriction is reviewed annually

### **Jessica Weinmann, Acting Superintendent**

The Council issued a letter requesting that Jessica be appointed to a permanent position here, but Jessica said there was an official search, and it is likely someone else has been hired.

Kris Heister will be here for 14 days as she wraps up her service here. Jessica's detail ends 5/31/20

**Renewable Energy Position Paper** to be added to the RMP Land and Water Use Guidelines. This is on the NPS agenda. Many steps have been taken, and Jennifer Claster has done a good PowerPoint on this. The question is, can a Town approve this addition to the RMP without a public hearing. Municipal law varies if you are in NY or PA. Laurie was instructed by the Project Review Committee to prepare a report on this for Towns/Townships.

## **2.6 Energy Committee Monthly Report - April 2020**

TEC Meeting Teleconference 4/10/2020

In attendance Jennifer Porter, Scott Porter, Brandi Merolla, CoryAnne Mansell (CET), Star Hesse, Naomi Holoch, Catherine Lewis, Benji (Benji & Jakes).

Update on status and timeline of project

\*2 month delay due to Covid-19.

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\*We officially won the grant in mid-February.

\*April 3 status reports submitted to NYS DEC.

\*April 14 town board meeting voted to have a SEQR review public Zoom meeting on May 26.

### Operation

Scott and Jen Porter spoke with Impact located in Seattle. Scott wrote a question list for them.

Scott planning a meeting with Don Neiger and Brandi in near future to discuss materials and location site at town highway barn on Route 97. Talk with Don will include the access to water, power and the size of the slab the highway department will pour. The HORSE unit (similar to a shipping container) measures 20'x8'. Extra space around unit will be requested. Then a surround enclosure will be added for protection of the unit.

### CET Materials

Cory developed handout wording for the TEC. Brandi designed the logo, flyers, postcards, banner and stickers. To be reviewed by Dan Paparella, Michael from Impact with new HORSE unit pic, Scott and Benji. Keeping it simple but complete.

Cory was given an updated list of Tusten restaurants and food merchants.

1. The Heron 40 Main St 845-252-3333
  2. Tre Amici 251 Bridge St 845-252-5551
  3. The Laundrette 20 5th St 845-588-2004
  4. Carini Pizza 112 Kirks Road 845-252-3338
  5. China King 225 Bridge St 845-252-3988
  6. Gerard's Cafe 119 Kirks Rd 845-252-5119
  7. China Town Kitchen Chinese 116 Kirks Rd 845-252-6662
  8. The Tusten Cup 25 Main St 845-252-6688
  9. Nora's Luvin' Spoonful 141 Kirks Rd 845-252-3891
  10. Pete's Supermarket 120 Kirks Rd 845-252-3016
  11. 2 Queens Coffee 104 Kirks Road 845-252-5300
  12. The Narrowsburg Inn & Grille 182 Bridge St 845-252-3998
  13. The Blue Fox Motel 5670 State Route 97 845-252-5200
  14. Narrowsburg Proper 44 Main St 845-252-5099
  15. Ecumenical Food Pantry Headed by Jennifer Maurizzio [jojenmaurizzio@yahoo.com](mailto:jojenmaurizzio@yahoo.com)
  16. Senior Lunch for Office of the Aging Headed by Marge Jenowski [marje1@frontiernet.net](mailto:marje1@frontiernet.net)
  17. The Narrowsburg Union Farmer's Market Headed by Greg Schwarz of Willow Wisp Farms 570-982-0050
  18. The Narrowsburg Commercial Kitchen tenants Owner Brendan Weiden 914-672-3372
- Ribbon cutting to be determined for a summer opening.

### Market Development for Plant Food product

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\*We'll be producing a maximum of 100 gallons of plant food and would like to sell to one local farm. Good Find Farm has shown interest.

\*Impact will help us test the content and give us standards of a good plant food.

\*Dan looking for volunteers from SUNY Sullivan to help at the Farmer's Market.

\*Cornell Cooperative Extension would like to do grow tests with plants with our product.

\*Other collaborators may be BOCES and the Boy Scouts.

\*The Narrowsburg Union Farmer's Market has given the TEC a free 10' square space every Saturday to hand out informational flyers, answer questions and collect on site in a toter bin from residents.

\*Drop-off days to be determined based on restaurants. Probably after the weekend and end of week.

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### **TEC Teleconference Meeting May 1, 2020**

In attendance Jennifer Porter, Scott Porter, Brandi Merolla, Star Hesse, CoryAnne Mansell, Benji, Naomi Holoch, Catherine Lewis, Dan Paparella.

#### **Updates on Timeline (Jen)**

Jen presented grant documents to the DEC. DEC required 50% of grant to be paid by town to Impact Bioenergy as a down payment to begin manufacturing of our HORSE. Within one-month town will be fully reimbursed by the DEC with proof of payment to Impact.

But first the town is having a public SEQR review process on May 26 at 6:30pm. Michael from Impact will attend the Zoom review.

#### **Operations/On Site (Scott)**

Scott met with a person from Boarshead who wants to give the town businesses 5-gallon collection buckets and lids. They are UV protected and food grade.

Jen and Scott are speaking with Michael at Impact about pad requirements for the HORSE and then Scott, Jen and Brandi will meet with Don Nieger about the best location for the HORSE up at the Highway Barn.

#### **Business & Food Donation Outreach (Cory)**

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Cory took feedback from all involved and consolidated wording on our flyers. Brandi is now updating and editing with the new info provided.

Brandi provided Cory with a thorough list of 18 Tusten food merchants' contact info and Cory will schedule a visit to Narrowsburg to speak with them all in July.

### **Farmer's Market (Brandi)**

The Farmer's Market at The Union opens Saturday, May 16 from 10-1. Brandi and Jen will meet with Brendan Weiden on opening day to determine where we can set up our information tent. Originally Greg Schwartz said we could be among vendors but because of social distancing, there isn't enough room and we will be nearby on the lawn instead.

Because of the pandemic, SUNY Sullivan didn't get back to Dan about students interning at the booth for credit. Instead Naomi and Catherine of the TEC will be manning the tent as of August.

### **Market Development For Probiotic Plant Food**

Good Find Farm is interested in our plant food and Cornell Cooperative Extension wants to test the product. Dan is also offering to test the plant food in his new hoop-house.

### **LED Streetlights Update**

Ben and I have been working with NYPA to sign our contract with them and to then have all of Tusten's streetlights replaced with town owned energy efficient LED bulbs! Needless to say, the pandemic has delayed installation.

### **Soft Plastic Update**

As of May 8, the TEC has collected over 3,200 pounds to date. We now have a second free TREX bench on the Main St deck made of soft plastic waste! Thanks to all who are recycling their clean and dry soft plastic!

And a well-deserved **Congratulations** to Star Hesse of the TEC and many, many other of her volunteer efforts for her 2020 UDC Volunteer of the Year Award!

Star has been on the TEC for 9 years since day 1 and she is a tremendous asset to us all.

Brandi Merolla

Councilwoman/Chair Tusten Energy Committee

May 8, 2020



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### 2.7 Zoning Re-Write Committee

No report submitted

### 2.8 Grants

- Sullivan Renaissance Grant – has been put on hold, they will meet to review application and plan to award the grant in the fall.
- SAM Grant: in progress
- UDC Grant: Comp Plan is moving forward

### PUBLIC COMMENT

Comments were heard from the following residents, for detailed comments please see the Official Transcript.

- Sue Powell - Questions & Concerns regarding dog control, leash law(s).
- Jennifer – April 19, 2020 attacked by a dog on the flats in Narrowsburg.
- Stephen Stuart – Air BNB's need to be reviewed further, brief statement regarding pit bulls
- Iris Helfeld – Comments regarding dogs
- Linda Peters – Comments regarding dogs
- Star - Supervisor letter received; bricks in front of the post office.

### OLD BUSINESS

1. Health & Safety – Town is working on how to open to the Town Hall, Public will be able to continue to make appointments and within the next week or so a door will be temporarily installed to allow continued business
2. Dog Control
  - Leash Law – Town ACO will meet with the Town Attorney and review and make suggested updates accordingly. Enforcement issues & regulation laws.
  - Short Term rentals will be in future review
  - Town will purchase and install dog leash law/clean up signs to be installed along the TMR and around town to include the 'Flats' .
  - A flyer will be in the works and sent out to all residents.
3. Little Lake Erie Culvert
  - Schumaker Re: Cackletown Damn/Culvert that broke
    - Cackletown Beaver Dam was included in their study and is not considered a flow control structure therefore it was not included in the Model.
  - Architectural /Engineering Consult Agreement

### **RESOLUTION # 73-2020**

# Town of Tusten

## Town Board Meeting

### AUTHORIZATION TO SIGN ARCHITECTURAL/ENGINEERING CONSULTANT AGREEMENT

On motion of Councilwoman Jill Padua, seconded by Councilwoman Brandi Merolla, the following resolution was,

**ADOPTED 5 AYES 0 NAYS**

**RESOLVED** that Deputy Supervisor Jane Luchsinger is hereby authorized to sign the Architectural /Engineering Consult Agreement on behalf of the Town of Tusten and as the representative for the Town of Tusten in this Project PIN 9754.85.

*Note by Town Attorney: These Services fall under Professional Services section of the Town Procurement Policy.*

#### 4. Narrowsburg Water & Sewer

- Software updates needed:

#### **RESOLUTION # 74-2020**

### AUTHORIZATION TO SIGN ARCHITECTURAL/ENGINEERING CONSULTANT AGREEMENT

On motion of Councilman Bruce Gettel seconded by Councilwoman Jill Padua, the following resolution was,

**ADOPTED 5 AYES 0 NAYS**

**RESOLVED** Approve & Authorize the Narrowsburg Water & Sewer Superintendent to accept the quote from Schmidt's Wholesale with a one-time fee of \$18,550.00 for the purchase of Badger Equipment & training, as well as accept the quote for the purchase of the Badger Meter Software in the amount of \$1500.72 which is a reoccurring annual fee.

*Procurement Policy: NWS Superintendent was only able to obtain quotes from Schmidt's, this is the only company able to give a quote for the necessary items.*

- NS Dept. & Clerk are setting up a meeting with CUSI to do a demonstration for the billing program that goes along with the badger systems and will have a quote for this at the next town board meeting.

#### 5. Set Public hearing: Parking Law June 9, 2020 at 6:15 PM

#### **RESOLUTION # 75-2020**

### INTRODUCING LOCAL LAW AND PROVIDING FOR PUBLIC NOTICE AND HEARING

On motion of Supervisor Bernard Johnson, seconded by Councilwoman Jill Padua, the following resolution was,

**ADOPTED 5 AYES 0 NAYS**

**BE IT RESOLVED** that an introductory Local Law, titled A Local Law to Amend Chapter 255 by Prohibiting Parking on Bridge Street be and hereby is introduced before the Town Board of the Town of Tusten, County of Sullivan, State of New York; and it is further

**RESOLVED** that the proposed local law is a Type II action under SEQRA and can be considered without further review; and it is further

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**RESOLVED** that copies of the aforesaid proposed Local Law be laid upon the desk of each Town Board member; and it is further

**RESOLVED** that the proposed local law is hereby referred to the Sullivan County Division of Planning, Community Development and Real Property for review pursuant to GML 239; and it is further

**RESOLVED** that the Town Board shall hold a public hearing on said proposed local law at the Tusten Community Hall, 210 Bridge Street, Narrowsburg, New York, at 6:15 p.m. or on ZOOM, ID to be placed , on June 9, 2020; and it is further

**RESOLVED** that the Town Clerk shall publish or cause to be published a public notice in the official newspaper of the Town of Tusten no later than ten (10) days prior thereto.

6. Generators - work to continue on Mary 18, 2020 at the Town Hall & Highway

-Delaware Engineering is currently working with NWS to see if there are any grant monies available.

7. Lawn mowing BID(s) received

One BID was received from Glenn Swendsen, Non-Collusion Cert was included. The BID was for the amount of \$3,200.00.

**RESOLUTION # 76-2020**

**AWARD LAWN MOWING BID**

On motion of Councilman Bruce Gettel, seconded by Councilwoman Jane Luchsinger, the following resolution was

**ADOPTED 5 AYES 0 NAYS**

**RESOLVED**, that the Lawn Mowing bid be awarded to Glenn Swendsen in the amount of \$3,200.00.

### **V. BUSINESS**

1. Authorization to Advertise

**RESOLUTION #77-2020**

**ADVERTISE TOWN HALL ROOF REPLACEMENT & MASORNY WORK**

On motion of Councilwoman Jill Padua, seconded by Councilwoman Jane Luchsinger, the following resolution was

**ADOPTED 5 AYES 0 NAYS**

**RESOLVED** that the following specs be hereby accepted and Authorization is hereby given to the Town Clerk to advertise that the Town Board is now accepting BIDs that are to be received by Friday June 5<sup>th</sup>, 2020 at 3:00PM, BIDs received will be opened Monday June 8<sup>th</sup> at 2PM and awarded/denied on Tuesday June 9<sup>th</sup> 2020 at the Town Board Regular Meeting on the following Projects:

PROJECT #1

Town Hall Roof Repair/Replacement

- All existing roof materials are to be removed
- Install 50 Years Architectural Shingles
- Install Ice & Water Shield and Felt
- Install New flashing

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- Repair flat Roof overhang in front of the building
- Install new Commercial Seamless gutters
  - Take Notice: Roof sheathing that requires replacement will be priced per square foot. to be determined once the roof is stripped
  - Take Notice: Any unfinished part of the roof must be tarped.

### PROJECT #2

#### Town Hall Masonry Work:

- Repoint and tuck all brick on town hall building
- Clean out loose mortar and then clean with muriatic acid
- Type S mortar or equal shall be used
- Remoter - Brick and Bluestone in front of the building
- Repair concrete stairway going down to the furnace.
- Repair concrete wall at entrance of Community Hall, as well as the retaining wall along the ramp to community hall.
- Repair concrete slab at entrance of the town hall main level.

*Note by Town Attorney that these actions are type 2 under SEQRA and therefore require not further review.*

2. No Liter Signs  
Signs will be purchase and installed in areas within Town Limits to be determined.
3. TREE REMOVAL

#### **RESOLUTION # 78-20**

##### **AUTHORIZATION OF TREE REMOVAL**

On motion of Councilwoman Jill Padua, seconded by Councilwoman Brandi Merolla, the following resolution was

**ADOPTED 5 AYES 0 NAYS**

**RESOLVED** that the expenditure of less than \$750.00 for removal of falling trees along the sewer and water row along Glen Cove cemetery north driveway id hereby authorized by the Town Board.

4. Polystyrene

Councilwoman Jill Padua reviewed what is/not Polystyrene.

#### **VI. PUBLIC COMMENT**

- Colin Peters - Questions/ Comments pertaining to NWS
- Star - Dog Sign Comment
- Oscar - Comments regarding Cackeltown Dam

#### **VII. CLOSING ITEMS**

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### **Board Comment**

- Councilwoman Jill Padua - Recycling Polystyrene info.
- Councilwoman Brandi Merolla- Thanks To Lurch Campfield & Nico Juarez for donating time and supplies for the 9/11 artifact to be installed in Veterans Park. Thankyou!
- Supervisor Bernard Johnson - Thankyou to Crystal Weston, Town Clerk for assistance & hosting of Zoom Meetings
- Iris Helfeld - Thank you to Town Clerk
- Town Attorney E. Danielle Jose - Crystal Weston has been a resource to other Municipalities I the area as well.
- Councilwoman Jill Padua - Thankyou Crystal
- Councilwoman Brandi Merolla - Thankyou Crystal
- Councilman Bruce Gettel - kudos to Crystal
- Nico Juarez - Thankyou

### **Meeting reminder**

- Special Meeting for Tuesday May 26, 2020 Re: H.O.R.S.E. Environmental review at 6:20 PM,
- Planning Board Meeting - next Monday Night

### **Adjournment**

**On motion of Councilwoman Jane Luchsinger seconded by Councilwoman Jill Padua the Town Board closed the Regular Meeting at 8:16 Pm**