

**Town of Delaware Town Board  
REORGANIZATIONAL BOARD MEETING  
January 8, 2025 – 6:00 p.m.**

A re-organizational meeting of the Town Board of the Town of Delaware, Sullivan County, New York, was held at the Town Hall, in Hortonville, New York, in said Town, on the 8<sup>th</sup> day of January, 2025 at 6:00 o'clock p.m., prevailing time.

The meeting was called to order by Supervisor DuBois, and there were

- PRESENT:** Scott M. DuBois, Supervisor  
 Alfred Steppich, Councilperson  
 Christopher Hermann, Councilperson  
 Ian Blumenthal, Councilperson
- ABSENT:** Cindy Herbert, Councilperson

Present were: Tess McBeath, Town Clerk; Kristofer Scullion, Building Inspector/Code Enforcement Officer; Kenneth C. Klein, Esq.; Town Attorney; William Brown, Delaware Engineering

**GUEST TO THE BOARD:** David Bodenstein of Mike Preis Insurance presented the 2025 NYMIR Insurance Renewal to the Board. He reviewed the coverage. The premium increased 5%. Councilperson Blumenthal mentioned he didn't see the new mower. If we increase the property deductible from \$2,500 to \$5,000 we can save the Town \$1,881. The Board requested that Mr. Bodenstein make that change.

**RESOLUTION: ACCEPT NYMIR INSURANCE PROPOSAL:**

Motion to renew the NYMIR Insurance Proposal for 2025 was made by Councilperson Steppich, seconded by Councilperson Hermann. Motion carried; AYES-4, NAYS-0, ABSENT-1 (Councilperson Herbert absent).

**REORGANIZATIONAL APPOINTMENTS/RE-APPOINTMENTS**

Building Inspector/ Code Enforcement Officer	Kristofer Scullion	\$42,500.00
Bookkeeper	Kathryn Dnistrian	22,000.00
Registrar	Tess McBeath	3,162.00
Deputy Registrar	Leila McCullough	
Sub Registrar	Ronni Gorr	
Water Clerk	Kathryn Dnistrian	20,000.00
Water Maintenance	Michael Gorr	25,500.00
Sewer Clerk	Kathryn Dnistrian	3,000.00
Budget Officer	Scott M. DuBois	3,000.00
Fire Advisory Board Rep.	Timothy C. Hornicek	
E-911 Representative	Kristofer Scullion	
Health Officer	Sullivan County Public Health	
Office for the Aging Representative	Vincent Alukonis	
Town Attorney	Kenneth C. Klein, Esq.	29,070.00
Planning & Zoning Attorney	Kenneth C. Klein, Esq.	

Court V&T Attorney	Kenneth C. Klein, Esq.	6,000.00
Court Clerk	Sally Creegan	11,275.00
Court Records Management	Sally Creegan	20/hr
Court Constable	George Wood	20/hr
Cleaning Service	Danielle Rutledge	50/wk
Dog Control Officer	Tamara DePaolo	\$350/mo
Town Engineer	Delaware Engineering, P.C.	
Assessor	Deborah Shea	48,162.00
Data Collector	Deborah Shea	3,000.00
Assessor Clerk	Skylar Vairo Hubbell	20/hr
Board of Assessment Review:	Joanne Rosenberger	20/hr
	Cindy Peters	20/hr
	Christian Buldoc	20/hr
	William Diehl	20/hr
	Linda Eschenberg	20/hr
	Joanne Rosenberger	20/hr
BAR Chairman	Joanne Rosenberger	20/hr
BAR Secretary	Cindy Peters	20/hr
Historian	Cindy Herbert	
Deputy Supervisor	Christopher Hermann	
Deputy Town Clerk/Tax Collector	Leila McCullough	20/hr
Deputy Town Clerk/Tax Collector	Ronni Gorr	20/hr
Deputy Superintendent of Highways	William S. Buckmaster III	
Upper Delaware Council Rep.	Harold G. Roeder, Jr	
	Robert Lindquist	
Scenic Byway Representative	Rosie DeCristofaro	
Alternate	Mark McClaren	
Planning Board:		
	Chairman	Warren Blumenthal
	Members	Scott Stevenson
		George Rose
		Matthew Mullally
Thomas Dent		
Zoning Board:		
	Chairman	Bonnie Cunningham
	Members	Thomas Gain
		William Cutler
		Christopher Orbach
David Carbone		

### **ELECTED OFFICIALS**

Supervisor	Scott M. DuBois	\$21,000.00
Council	Cindy Herbert	4,500.00
	Alfred Steppich	4,500.00
	Christopher Hermann	4,500.00
	Ian Blumenthal	4,500.00
Town Clerk/Tax Collector	Tess McBeath	53,000.00
Justice	Charles A. Nystrom	14,070.00
	Eric Nystrom	14,070.00

Superintendent of Highways

William Eschenberg

60,500.00

All regular Board meetings of the Town of Delaware Town Board for 2025 are to be held on the 2nd Wednesday of each month, except such special meetings requested by the Supervisor or the Town Board. Said meetings shall commence at 6:00 p.m. and are to be held in the Town of Delaware Municipal Building, 104 Main Street, Hortonville, NY.

All mileage connected with the Town of Delaware work by the town officials shall be in accordance with the Internal Revenue Service prevailing rate.

For purposes of the New York State and Local Retirement System, the standard work day at the Town Hall office shall be six hours.

The official depositories for the Town monies will be (1) Jeff Bank, Callicoon, NY; (2) Wayne Bank, Callicoon, NY; and (3) NY Class.

Scott M. DuBois, Supervisor and Christopher Hermann, Deputy Supervisor shall be authorized as signatories for each fund account.

The Supervisor shall be authorized to pre-pay for postage and to pay utilities and service contracts when due.

At the determination of the Supervisor and whenever possible, all accounts are to be interest bearing and the Supervisor is directed to invest idle funds in NY Class or Certificates of Deposit at his discretion.

That Scott M. DuBois, Town Supervisor, be authorized to purchase equipment and supplies for the Town, not to exceed \$20,000.00, and in accordance with the Town procurement policy.

That William Eschenberg, Superintendent of Highways, be authorized to purchase tools, implements, and equipment for the Town Highway Department maintenance and snow removal, not to exceed \$10,000.00, and in accordance with the Town procurement policy.

That Cindy Herbert be named Town Historian.

The Town designate the Sullivan County Democrat as its official newspaper.

The Town will continue its membership in the:

- Association of Towns
- New York State Planning Federation
- New York State Magistrates Association
- Sullivan County Supervisor's Association
- New York State Assessor's Association
- Sullivan County Assessor's Association
- Orange-Sullivan Municipal Clerk's Association
- New York State Town Clerk's Association
- New York State Association of Tax Collectors and Receivers
- NY Association of Local Government Records Officers
- Association of Public Historians of New York State

- Tri-County Chapter of New York State Building Officials
- New York State Assoc. of Town Superintendents of Highways, Inc.

The Building Inspector shall be required to attend and participate in all meetings of the Town, i.e., Planning, Zoning, Town Board, etc.

The Town Board shall review the investment and procurement policies for possible changes as needed.

The Town Board shall review the Emergency Management Plan for possible changes as needed.

The Bookkeeper shall be the primary person to have access to the Federal Treasury for the purposes of drawing down funds required for any grants.

Peter Manning of Genius Loci Planning be retained as the planner for the Town at a per diem rate of \$67.50 per hour including travel time, plus out-of-pocket expenses.

That the positions of Deputy Supervisor, Deputy Town Clerk/Tax Collector (2), Deputy Superintendent of Highways and Deputy Building Inspector/Code Enforcement Officer be created.

### **REGULAR BOARD MEETING**

**RESOLUTION: ACCEPT RE-ORGANIZATIONAL APPOINTMENTS/RE-APPOINTMENTS:**

On motion of Councilperson Hermann, seconded by Councilperson Steppich, the re-organizational appointments and re-appointments are approved as presented. Resolution carried, AYES-4, NAYS-0, ABSENT-1 (Councilperson Herbert absent).

**RESOLUTION: ACCEPTANCE OF MINUTES:** Minutes of the December 11, 2024 meeting were approved on motion of Councilperson Hermann, seconded by Councilperson Steppich, and carried unanimously.

**HIGHWAY SUPERINTENDENT:** Supervisor DuBois hasn't spoken to Mr. Eschenberg. The new tractor did come in for mowing; the new truck was supposed to be here but it's a couple months out, waiting for the body.

**BUILDING INSPECTOR/CEO:** Mr. Scullion reported that there's a couple things going on in Kenoza Lake. We have a Planning Board meeting next week. We have a conceptual from Bnos Rochel, possibly demolishing the old dormitory and building two new ones. He said it's nice that they're starting in January. They spent a lot of money last year and these aren't small buildings. Mr. Scullion stated he's renewing all the short term rentals and we have some new ones. He ended the year with 100 permits. There's another dumpster full of carpets at the Villa Roma but he hasn't seen anything else.

**TOWN CLERK:** (1) We received a letter granting us the extension of the Silver Feather grant; the deadline is now July 1, 2025. A copy of their update regarding DASNY and the RFP for architectural and construction plans was forwarded to the Board. There's almost \$37,000 left of the \$75,000. (2) December receipts totaled \$2,674 with \$1,887.86 turned over to the Supervisor. Of that, \$2,550 was Building fees. (3) Association of Towns yearly meeting information is available. (4) Property tax season has begun. We're back on ATC Taxes so people can once again find out information on taxlookup.net.

**UDC REPORT:** No report.

**ENGINEER'S REPORT:** Bill Brown reported that water project stated construction but shut down for winter. There are some things they can do around the wellhouse but can't do much else until Spring when they can get blacktop again. They picked up another 20 or so water meters and they hope to have 30 more. We've gone from 150 down to 40 or so. After that it's up to us to try to facilitate people to get their meters installed.

There will be training on the system and we'll probably run it for a year and develop a trend line for how much water we're using. Once it's up and running and we see how much water we're selling, then we can determine the rates.

Mr. Brown reported that he's working with the Youth Center on the upgrade work to re-do the tennis, basketball and pickleball courts. He's putting a bid package together and asked the Board to authorize going to bid on the project. He explained that it has to go through the Town and then it adds prevailing wage.

**RESOLUTION - PERMISSION TO BID DELAWARE YOUTH CENTER ATHLETIC COURTS:**

Moved by: Councilperson Steppich

Seconded: Councilperson Hermann

RESOLVED, that Delaware Engineering is hereby authorized to finalize the bid documents and go to bid for the Delaware Youth Center athletic courts. Resolution carried unanimously.

Highway grant. Supervisor DuBois asked if any of the initial site work or the purchase of the land could be wrapped up into the grant. He stated we still owe \$700-800,000. That didn't encompass any of the land work, any of the prep. Mr. Brown's sense is no. The purpose was to build the building. He said the grant was five years ago, pre-COVID prices. Supervisor DuBois would rather let that grant expire and potentially have the ability to get a better grant with more money. The cost to us would probably be the same but at least it would be in today's dollars. That's why we threw it out to bid a couple of times but every time we bid it, it was the year after COVID and the numbers were too high, it didn't make sense. It was a 50/50 match so to get that we had to spend additional money on top of that. Then we got hit with the Villa Roma so any additional funds we had went away by \$13 million in assessment and a half million that was repaid.

**SUPERVISOR'S REPORT:** Supervisor DuBois reported that Sullivan West is filling the gyms again. It's good to see that sports are coming back a little. He looks forward to a better year, although 2024 was a decent year for the Town. We have another big truck coming; the one-ton came. We have plans drawn for the highway garage so he asked that Bill Brown watch for grants.

**COUNCIL COMMENT:** None.

**OLD BUSINESS:** None.

**NEW BUSINESS:**

**RESOLUTION: AGREEMENT FOR EXPENDITURE OF HIGHWAY MONIES:**

Moved: Councilperson Ian Blumenthal

Seconded: Councilperson Alfred Steppich

RESOLVED, that pursuant to the agreement Highway Superintendent William Eschenberg had prepared, which stated that the sum of \$15,225 will surface treat County Road 164, \$17,490 from

County Road 164 to the Callicoon town line and \$12,926 from County Road 164 to Beechwoods Road. The remaining sum of \$235,000 will be set aside for general repairs to our 60.51 miles of Town road.

The question of the adoption of the foregoing resolution was duly put to a vote on roll call, resulting as follows:

- Supervisor Scott M. DuBois voting aye;
- Councilperson Christopher Hermann voting aye;
- Councilperson Alfred Steppich voting aye; and
- Councilperson Ian Blumenthal voting aye.

The resolution was thereupon declared duly adopted, AYES-4, NAYS-0 (Councilperson Cindy Herbert absent).

**RESOLUTION: PLANNING SERVICES AGREEMENT:**

Moved by: Councilperson Steppich

Seconded: Councilperson Hermann

RESOLVED, that the Town will secure the services of Genius Loci Planning, Peter Manning, Principal, as Town Planner. Resolution carried unanimously.

**PUBLIC COMMENT:**

**RESOLUTION: PAYMENT OF BILLS:** January 2025 bills/vouchers were reviewed and approved for payment on motion of Councilperson Steppich, seconded by Councilperson Herman and carried unanimously:

Callicoon Light	\$ 702.48
Callicoon Sewer	21,066.86
Capital	18,864.20
General Fund	57,895.10
Highway Dept.	98,615.89
Kohlertown Light	156.40
Water District	6,607.84

**ADJOURNMENT:** With no further business, on motion of Councilperson Hermann, seconded by Councilperson Steppich, and carried unanimously, the meeting adjourned at 6:35 p.m. Resolution carried.

Respectfully submitted,

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Tess McBeath, RMC  
Town Clerk