

**TOWN OF FORESTBURGH**  
**REORGANIZATIONAL MEETING**

**JANUARY 4, 2024**

**ROLL CALL: PRESENT – Daniel S. Hogue, Jr, Supervisor**  
**Steven Budofsky, Councilperson**  
**Karen Ellsweig, Councilperson**  
**Susan Parks-Landis, Councilperson**  
**Vincent Galligan, Jr, Councilperson**

**Recording**  
**Secretary - Teresa Collins, Town Clerk**

- 1. Resolved that the Rules of the Town Board are hereby adopted as the parliamentary rules for the Town of Forestburgh Town Board and all boards that represent the Town of Forestburgh.**  
**MOTION: Councilperson Landis, Seconded by Councilperson Ellsweig.**  
**Vote: 5 ayes – 0 nays. Motion carried.**
- 2. Resolved that the Regular Meetings of the Forestburgh Town Board will be held at the Town Hall, 332 King Road, Forestburgh, New York 12777. Further such meetings shall be held on the first Thursday of each month during the year 2024 and shall commence at 6:00 P.M. prevailing time, unless otherwise changed as provided by law. MOTION: Councilperson Landis, seconded by Councilperson Ellsweig.**  
**Vote: 5 ayes – 0 nays. Motion carried.**
- 3. JEFF BANK, CHASE BANK, WAYNE BANK, M & T BANK AND CATSKILL-HUDSON BANK are designated as those in which certain Town Officials shall deposit the monies coming into their hands by virtue of their offices.**  
**MOTION: Councilperson Landis, seconded by Councilperson Ellsweig.**  
**Vote: 5 ayes - 0 nays. Motion carried.**
- 4. Resolved that the Investment Policy hereby be adopted as the Investment Policy of the Town of Forestburgh, Sullivan County, New York.**  
**MOTION: Councilperson Landis, Councilperson Ellsweig.**  
**Vote: 5 ayes – 0 nays. Motion carried.**
- 5. Resolved that the Procurement Policy hereby be adopted as the Procurement Policy for the Town of Forestburgh.**  
**MOTION: Councilperson Landis, seconded by Councilperson Ellsweig**  
**Vote: 5 ayes - 0 nays. Motion carried.**
- 6. Resolved that the Code of Ethics hereby be adopted as the Code of Ethics for the Town of Forestburgh.**

**MOTION: Councilperson Landis, seconded by Councilperson Ellsweig.  
Vote: 5 ayes – 0 nays. Motion carried.**

- 7. Resolved that the Sullivan County Democrat be and is hereby designated as the official Newspaper of the Town of Forestburgh for the year 2024 and further to designate the River Reporter and the Times Herald Record for bidding purposes.  
MOTION: Councilperson Landis, seconded by Councilperson Ellsweig.  
Vote: 5 ayes – 0 nays. Motion carried.**

- 8. Resolved that the Supervisor be empowered to pay all fixed bills and obligations when due before an audit of the Town Board including but not limited to utilities, fuel, insurance premiums and debt service.  
MOTION: Councilperson Landis, Councilperson Ellsweig.  
Vote: 5 ayes – 0 nays. Motion carried.**

- 9. Resolved that monies appropriated under the Town Highway Budget Item 1 in the sum of \$225,00.00 be expended for the repair, maintenance, and improvement of the 33.63 miles of town roads for the Town of Forestburgh.  
MOTION: Councilperson Landis, seconded by Councilperson Ellsweig.  
Vote: 5 ayes - 0 nays. Motion carried.**

**Resolved that monies appropriated under Town Highway Budget Item 2 see attached agreement for the expenditure of highway monies.  
MOTION: Councilperson Landis, seconded by Councilperson Ellsweig.  
Vote: 5 ayes – 0 nays. Motion carried.**

- 10. Resolved that the following Town Officers be appointed for the year 2024:**

|                                                        |                            |
|--------------------------------------------------------|----------------------------|
| <b>WELFARE OFFICER</b>                                 | <b>Daniel S. Hogue Jr.</b> |
| <b>BUDGET OFFICER</b>                                  | <b>Daniel S. Hogue Jr</b>  |
| <b>REGISTRAR OF<br/>VITAL STATISTICS</b>               | <b>Teresa Collins</b>      |
| <b>DOG CONTROL OFFICER</b>                             | <b>Steve Budofsky</b>      |
| <b>RABIES CONTROL OFFICER</b>                          | <b>Steve Budofsky</b>      |
| <b>BUILDING INSPECTOR/CODE<br/>ENFORCEMENT OFFICER</b> | <b>Glenn Gabbard</b>       |
| <b>BUILDING INSPECTOR<br/>CLERK</b>                    | <b>Wendy Wells</b>         |
| <b>COUNTY YOUTH</b>                                    |                            |

|                                                  |                             |
|--------------------------------------------------|-----------------------------|
| <b>REPRESENTATIVE</b>                            | <b>Vacant</b>               |
| <b>COUNTY FIRE ADVISORY BOARD REPRESENTATIVE</b> | <b>Mike Rommel</b>          |
| <b>SANITARY INSPECTOR</b>                        | <b>Daniel S. Hogue, Jr.</b> |
| <b>ASSESSOR DATA COLLECTOR</b>                   | <b>Cindy Dodd</b>           |
| <b>PLANNING BOARD SECRETARY</b>                  | <b>Billie Jean McGinnis</b> |
| <b>TOWN ENGINEER</b>                             | <b>Joseph Gottlieb</b>      |
| <b>BOOKKEEPER</b>                                | <b>Wendy Wells</b>          |
| <b>ASSESSOR CLERK</b>                            | <b>Cindy Dodd</b>           |
| <b>FIRE INSPECTOR</b>                            | <b>Glenn Gabbard</b>        |
| <b>COUNTY EMS ADVISORY BOARD</b>                 | <b>Mike Rommel</b>          |
| <b>RECORDS MANAGEMENT OFFICER</b>                | <b>Teresa Collins</b>       |
| <b>COURT CLERK</b>                               | <b>Regina Gunther</b>       |
| <b>ZONING BOARD SECRETARY</b>                    | <b>Vacant</b>               |
| <b>CULTURAL SERIES/SULLIVAN FIRST</b>            | <b>Vacant</b>               |
| <b>NEWSLETTER EDITOR/WEB ADMIN</b>               | <b>Wendy Wells</b>          |

**MOTION: Councilperson Landis, seconded by Councilperson Ellsweig.**

**Vote: 5 ayes – 0 nays. Motion carried.**

- 11. Supervisor Daniel S. Hogue Jr. hereby appoints Councilman Steve Budofsky as Deputy Supervisor of the Town of Forestburgh for the year 2024.**
- 12. Supervisor Daniel S Hogue Jr. hereby appoints Sabina Toomey as Historian for the Town of Forestburgh for the term of one year.**
- 13. Teresa Collins hereby appoints (none as of yet) to serve as Deputy Town Clerk/Collector for the year 2024.**

14. Teresa Collins is hereby appointed (none as of yet) to serve as Deputy Registrar of Vital Statistics without additional compensation for the year 2024.

15. Resolved that the salaries of the following Town Officials for the Town of Forestburgh for the year 2024 be fixed as follows:

|                               |             |                                       |
|-------------------------------|-------------|---------------------------------------|
| Supervisor                    | \$28,500.00 | Daniel S. Hogue Jr                    |
| Deputy Supervisor             | 800.00      | Steve Budofsky                        |
| Councilman (4 each \$6,625)   | 28,500.00   | Budofsky, Landis, Galligan & Ellsweig |
| Town Clerk                    | 37,000.00   | Teresa Collins                        |
| Town Justices                 | 12,500.00   | Leroy C. Gunther                      |
| Tax Collector                 | 4,500.00    | Teresa Collins                        |
| Superintendent of Highways    | 54,000.00   | Joe Ruggeri                           |
| Assessor, Sole                | 27,000.00   | Dennis Ketcham                        |
| Assessor Clerk                | 9,500.00    | Cindy Dodd                            |
| Building Inspector            | 17,250.00   | Glenn Gabbard                         |
| Building Clerk                | 5,000.00    | Wendy Wells                           |
| Registrar of Vital Statistics | 750.00      | Teresa Collins                        |
| Budget Officer                | 2,500.00    | Daniel S. Hogue Jr                    |
| Historian                     | 1,500.00    | Sabina Toomey                         |
| Dog Control Officer           | 6,300.00    | Steve Budofsky                        |
| Records Management Officer    | 1,500.00    | Teresa Collins                        |
| Sanitary Inspector            | 200.00      | Daniel S. Hogue, Jr.                  |
| Bookkeeper                    | 28,325.00   | Wendy Wells                           |

**MOTION:** Councilperson Budofsky, seconded by Councilperson Landis.

**Vote:** 5 ayes – 0 nays. Motion carried.

16. Resolved that the salaries of the following employees of the Town of Forestburgh for the year 2024 be fixed as follows:

**Note:** Minimum wage is \$14.20

|                            |                                |
|----------------------------|--------------------------------|
| Lifeguards                 | 14.20                          |
| Lifeguards w/ WSI          | 17.00                          |
| Deputy Town Clerk          | 15.50                          |
| Part Time Help-Highway     | Minimum wage                   |
| Temporary Help – Highway   | As per contract                |
| Town Hall Maintenance      | 15.00                          |
| Town Hall Cleaning         | Pursuant to contract agreement |
| Board of Assessment Review | 51.50 per meeting              |
| Planning Board Chairman    | 154.50 per meeting             |
| Planning Board Members     | 51.50 per meeting              |
| Planning Board Secretary   | 14.20                          |
| Zoning Board of Appeals    | 51.50 per meeting              |
| Zoning Board Secretary     | 14.20                          |
| Assessor Data Collector    | not to exceed \$1,000          |

Accountant  
Court Clerk

Not to exceed \$12,000  
\$5,000 annually

**MOTION: Councilperson Budofsky, seconded by Councilperson Landis.  
Vote: 5 ayes – 0 nays. Motion carried.**

- 17. RESOLVED, that pursuant to Section 20 of the Town Law of the State of New York And this resolution of the Town Board, Troy Johnstone of Rourke Law and Javid Afzali of Harris Beach, is hereby retained by the Town of Forestburgh to render such legal services as required by the Town, its Boards, Officers and Agencies. Said attorney shall be hired as an independent contractor for a fee not to exceed period of January 1, 2024, through December 31, 2024. No additional compensation (except reimbursement for disbursements paid by the attorney or set forth below) shall be paid by the Town.**

**The attorney shall advise and counsel the Town Board, Town Officials and Agencies, perform legal research and do appropriate correspondence, prepare legal documents and instruments, including contracts and such other matters as may be required by the Town. Litigation fees and expenses for Supreme Court and County Court matters will be billed as per contract.**

**MOTION: Councilperson Budofsky, seconded by Councilperson Landis.  
Vote: 5 ayes – 0 nays. Motion carried.**

- 18. Resolved that Town Officials and Employees who are required to use their personal automobiles for Town business be, and shall be, reimbursed for the use of their said vehicles used on official Town business, upon presentation of proper documentation mileage voucher for said use, shall be reimbursed at the rate set by the Internal Revenue Service (currently .67 cents per mile).**

**MOTION: Councilperson Budofsky, seconded by Councilperson Landis.  
Vote: 5 ayes- 0 nays. Motion carried.**

- 19. Resolved that Jim Steinberg be reappointed to the Forestburgh Zoning Board of Appeals for a term of 5 years. Term expires on 12/31/28.**

**MOTION: Councilperson Budofsky, seconded by Councilperson Landis.  
Vote: 5 ayes – 0 nays. Motion carried.**

- 21. (NONE) Reappointment for Forestburgh Planning Board.**

**MOTION: Councilperson \_\_\_\_\_, seconded by Councilperson \_\_\_\_\_.  
Vote: \_\_\_\_\_ ayes – \_\_\_\_\_ nays. Motion carried.**

22. Resolved that Richard Robbins be hereby designated by the Town Board of the Town of Forestburgh to serve as Delegate to the Annual Meeting of the Association of Towns and be it further resolved that Glenn Gabbard be hereby designated by the Town Board of the Town of Forestburgh to serve as Alternate Delegate to the Annual Meeting of the Association of Towns at its business meeting.

MOTION: Councilperson Landis, seconded by Councilperson Ellsweig.  
Vote 5 ayes – 0 nays. Motion carried.

Resolved that the Town Board hereby designates the Supervisor to pre-approve the attendance at conferences and training seminars by Town Employees, which must be submitted to the Supervisor by written request for the year 2024.

MOTION: Councilperson Landis, seconded by Councilperson Ellsweig.  
Vote: 5 ayes – 0 nays. Motion carried.

23. Resolved the Richard Robbins is hereby appointed Chairperson of the Town of Forestburgh Planning Board for the year 2024.

MOTION: Councilperson Landis, seconded by Councilperson Ellsweig.  
Vote: 5 ayes – 0 nays. Motion carried.

24. Resolved that Carl Amaditz is hereby appointed Chairperson of the Town of Forestburgh Zoning Board of Appeals for the year 2024.

MOTION: Councilperson Landis, seconded by Councilperson Ellsweig.  
Vote: 5 ayes – 0 nays. Motion carried.

25. Resolved that the Town Clerk Teresa Collins be appointed marriage officer for the Town of Forestburgh for the year 2024, with no additional compensation.

MOTION: Councilperson Landis, seconded by Councilperson Ellsweig.  
Vote: 5 ayes – 0 nays. Motion carried.

**Supervisor Committees for the year 2024:**

- 1. Planning Board & Zoning Board of Appeals-----Vacant
  - 2. Recreation Committee-----Councilperson Landis
  - 3. Memorial Day Ceremony-----Sabina Toomey
- All other committees are to be appointed, as necessary, by Supervisor Hogue.

MOTION: Councilperson Landis, seconded Councilperson Ellsweig.

Respectfully submitted,

Teresa Collins  
Town Clerk

**BOARD OF HEALTH**  
**TOWN OF FORESTBURGH**  
**JANUARY 4, 2024**

Meeting called to order by Supervisor Hogue for the purpose to elect officers for the years 2024.

**MOTION: Councilperson Landis, seconded by Councilperson Ellsweig.**

To elect the following officers for a term of one (1) year:

**President----- Daniel S. Hogue, Jr.**  
**Vice President----- Steven Budofsky**  
**Secretary----- Teresa Collins**  
**Health Officer----- Dr. Abraham Garfinkel**

**Vote: 5 ayes – 0 nays. Motion carried.**

**Adjournment – MOTION by Supervisor Hogue to adjourned. Meeting adjourned at 6:15 p.m.**

**Respectfully submitted,**

**Teresa Collins**  
**Town Clerk**