

TOWN OF FORESTBURGH
REORGANIZATIONAL MEETING

JANUARY 2, 2025

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 Ellsweig, Seconded by Councilperson Landis.
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 2025 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 AND M & T 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 Budofsky.
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 Ellsweig, Councilperson Landis.
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 Budofsky.
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 Ellsweig, seconded by Councilperson Landis.
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 2025 and further to designate the River Reporter and the Times Herald Record for bidding purposes.
MOTION: Councilperson Budofsky, 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 Budofsky.
Vote: 5 ayes –0 nays. Motion carried.**

- 9. Resolved that monies appropriated under the Town Highway Budget Item 1 in the sum of \$235,000.00 be expended for the repair, maintenance, and improvement of the 33.63 miles of town roads for the Town of Forestburgh.
MOTION: Councilperson Ellsweig, seconded by Councilperson Landis.
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 Budofsky, seconded by Councilperson Landis.
Vote: 5 ayes – 0 nays. Motion carried.**

- 10. Resolved that the following Town Officers be appointed for the year 2025:**

WELFARE OFFICER	Daniel S. Hogue Jr.
BUDGET OFFICER	Daniel S. Hogue Jr
REGISTRAR OF VITAL STATISTICS	Teresa Collins
DOG CONTROL OFFICER	Steve Budofsky
RABIES CONTROL OFFICER	Steve Budofsky
BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER	Kaitlen Castillo
BUILDING INSPECTOR CLERK	Wendy Wells
COUNTY YOUTH	

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

MOTION: Councilperson Ellsweig, seconded by Councilperson Landis.

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 2025.**
- 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 Town Clerk hereby appoints Karen Liesch to serve as Deputy Town Clerk/Collector for the year 2025.**

14. Teresa Collins Town Clerk is hereby appointed Karen Liesch to serve as Deputy Registrar of Vital Statistics without additional compensation for the year 2025.

15. Highway Superintendent Joseph Rugger hereby appointed Gary Miller to serve as Deputy Highway Superintendent for the year 2025.

16. Resolved that the salaries of the following Town Officials for the Town of Forestburgh for the year 2025 be fixed as follows:

Supervisor	\$23,500.00	Daniel S. Hogue Jr
Deputy Supervisor	\$1000.00	Steve Budofsky
Councilman (4 each \$7,300)	\$29,200.00	Budofsky, Landis, Galligan & Ellsweig
Town Clerk	\$37,950.00	Teresa Collins
Town Justice	\$12,500.00	Leroy C. Gunther
Tax Collector	\$4,600.00	Teresa Collins
Superintendent of Highways	\$55,350.00	Joe Ruggeri
Assessor, Sole	\$27,700.00	Dennis Ketcham
Assessor Clerk	\$9,750.00	Cindy Dodd
Building Inspector	\$18,000.00	Kaitlen Castillo
Building Clerk	\$5,000.00	Wendy Wells
Registrar of Vital Statistics	\$750.00	Teresa Collins
Budget Officer	\$8,000.00	Daniel S. Hogue Jr
Historian	\$1,500.00	Sabina Toomey
Dog Control Officer	\$7,000.00	Steve Budofsky
Records Management Officer	\$1,550.00	Teresa Collins
Sanitary Inspector	\$200.00	Daniel S. Hogue, Jr.
Bookkeeper	\$29,000.00	Wendy Wells

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

17. Resolved that the salaries of the following employees of the Town of Forestburgh for the year 2025 be fixed as follows:

Note: Minimum wage is \$15.50

Deputy Town Clerk	\$15.50
Part Time Help-Highway	\$15.50
Temporary Help – Highway	As per contract
Town Hall Maintenance	\$15.50
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	\$15.50
Zoning Board of Appeals	\$51.50 per meeting
Zoning Board Secretary	\$15.50

Assessor Data Collector	not to exceed \$1,000
Accountant	Not to exceed \$12,000
Court Clerk	\$5,500 annually

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

- 18. 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, 2025, through December 31, 2025. 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 Landis, seconded by Councilperson Budofsky.
Vote: 5 ayes – 0 nays. Motion carried.**

- 19. 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 .70 cents per mile).**

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

- 20. Resolved that Hilda Lehr be reappointed to the Forestburgh Zoning Board of Appeals for a term of 5 years. Term expires on 12/31/29.**

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

- 21. Resolved that Anthony Cardoso be reappointment for Forestburgh Planning Board for a term of 7 years. Term expires on 12/31/31.**

**MOTION: Councilperson Ellsweig, seconded by Councilperson Budofsky.
Vote: 5 ayes –0 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 Kaitlen Castillo 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 Budofsky.

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 2025.

MOTION: Councilperson Ellsweig, seconded by Councilperson Landis.

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 2025.

MOTION: Councilperson Budofsky, seconded by Councilperson Landis.

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 2025.

MOTION: Councilperson Ellsweig, seconded by Councilperson Landis.

Vote: 5 ayes – 0 nays. Motion carried.

25. Resolved that Judge Gunther be appointed marriage officer for the Town of Forestburgh for the year 2025, with no additional compensation.

MOTION: Councilperson Ellsweig, seconded by Councilperson Landis.

Vote: 5 ayes –0 nays. Motion carried.

Supervisor Committees for the year 2025:

- 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 Budofsky, seconded Councilperson Ellsweig.

Respectfully submitted,

**Teresa Collins
Town Clerk**

BOARD OF HEALTH
TOWN OF FORESTBURGH
JANUARY 2, 2025

Meeting called to order by Supervisor Hogue for the purpose to elect officers for the years 2025.

MOTION: Councilperson Landis, seconded by Councilperson Budofsky.

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, second by Councilperson Landis to adjourned. Meeting adjourned at 6.15 p.m.

Respectfully submitted,

Teresa Collins
Town Clerk