

**Town of Shandaken
County of Ulster
State of New York**

**The Town of Shandaken Town Board conducted their regular Monthly Meeting on
Monday, September 14, 2026. Shandaken Town Hall. 7209 Rt. 28 Shandaken, NY**

**Call to Order
Pledge of Allegiance
Roll Call**

Members
Barbara Mansfield – Supervisor
Kevin VanBlarcum - Board Member
Kyle Steen – Board Member
Robert Drake – Board Member

Member Absent
Elizabeth Kneissl – Board Member

Recording Secretary
Joyce Grant - Town Clerk



**Town of Shandaken Town Board
Monthly Meeting
Monday September 14, 2026 – 7pm**

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Roll Call**
- 4. Approval of previous T/B Meeting minutes**
- 5. Supervisor's Report & Financial Report**
- 6. Communications**
- 7. Committee Reports:**
 - a. Ambulance**
 - b. Building/Zoning**
 - c. Police**
 - d. Phoenicia Water**
 - e. Pine Hill Water**
 - f. Museum**
 - g. Recreation**
 - h. Housing**
 - i. Conservation Advisory Council**
 - j. Comprehensive Plan**
 - k. Board Conversation**
- 8. Public Comments on Resolutions**
- 9. Motions:**
- 10. Resolutions:**
 - 111. Pay All Bills**
 - 112. 30 Day Liquor Waiver – Catskill Pines LLC**
 - 113. Appoint Phoenicia Water Comm Member**
 - 114. Hire Acting Code Enforcement Officer**
 - 115. Approve Public Assembly for Turkey Trot 2026**
 - 116. Appoint Planning Bd. Alternate Member**
 - 117. Hire Code Enforcement Officer**
 - 118. Appoint Floodplain Administrator**
 - 119. Advertise for STR & Fire Inspector**

- 120. Advertise Water Operator – Pine Hill/Pho. Water Districts**
- 121. REQUEST No Political Signage until After Columbus Day**
- 11. Open Public Comment**
- 12. Meeting Adjournment *In Memory of Peggy Benjamin, William Burgess***

Supervisor Mansfield reported that the Town is beginning preliminary work on the 2027 budget and noted increased costs, particularly for fuel and equipment. She thanked Mindy and Jay Jacobs for their generous offer to substantially fund the Town’s Summer Recreation Program next year and potentially in future years. She noted that additional Town matters would be addressed later in the meeting through resolutions.

Motions: Mansfield/Drake

- 1- Schedule Special Workshop Budget Meeting. Tues. Sept. 29 @ 6pm**
- 2- Advertise Public Hearings on October 5th. Tax cap @ 6pm, Budget @ 6:15pm, Comp Plan @ 6:30.**
- 3- Go into Executive Session after Public comments to discuss Personnel matter. *Exec. Session was 14 minutes. Regular Meeting opened at 7:58. Mansfield/Stein motion to close meeting at 8pm. Motion carried.**

9/14/26 Public Comments

Christina Varga – Phoenicia Festival of the Arts: Christina Varga addressed the Board regarding the recent 4th Annual Phoenicia Festival of the Arts and inaugural Phoenicia Film Festival. Varga stated that Town Board Member Elizabeth Kniessl had circulated a communication prior to the festival that, in Varga’s view, inaccurately characterized the “Wise Women” panel and resulted in concerns among community members, supporters and funding partners. Varga explained that the panel was intended to focus on women’s lives, aging, creativity, spirituality, plants, healing traditions and artistic practice, and was not a program concerning transgender issues.

Varga discussed the festival’s arts and film programming and requested that the Town Board acknowledge and correct what she described as a mischaracterization of the festival. She submitted her formal written statement, festival program, related communications and press release for the record and requested that her statement be entered into the meeting minutes.

Dave Pillard – Dave Pillard addressed the Board regarding the situation involving the Phoenicia Festival of the Arts and Board Member Elizabeth Kniessl. Pillard stated that the actions and communications of elected officials reflect upon the community they represent. He expressed concern over how the matter had been handled and said he believed concerns regarding the festival should have been addressed directly and in good faith with Christina Varga. He encouraged communication, engagement and education when disagreements arise and urged those involved to work toward a constructive resolution.

Sparrow, Phoenicia – Sparrow stated that he opposes discrimination against transgender people and has transgender friends whom he would defend against physical attack. He distinguished physical attacks from disagreements expressed through words, stating that objectionable speech should be answered with speech. He spoke about the importance of the First Amendment and freedom of expression. Sparrow said that people who disagreed with views expressed by participants in the arts festival should challenge those views through discussion rather than interfere with or discourage the festival. He expressed support for dialogue and the exchange of differing viewpoints.

Supervisor Report September 2026
Revenues For August, 2026

Zoning Fees	\$935.00
Ambulance Fees	\$17,380.79
Dog Shelter Donation	\$100.00
SBA	\$3,682.89
Town Clerk Fees/EZ Pass	\$105.30
Vital Statistics	\$40.00
Building Permit Fees	\$12,497.00
Dog Fees/Donations	\$68.50
Planning Board	\$1,000.00
Justice Fees	\$1,567.00
REIS Insurance - Reimbursement	\$1,435.91
MAHV	\$1,000.00
STR Receivables	\$6,200.00
HWY-Reimbursement NYS Def Comp	\$60.00
Fuel Reimbursement - Pine Hill Fire	\$211.50
Medical Coverage- Braman/DiSclafani	\$293.33
Quill Reimbursement	\$711.97
Cornell Cooperative	\$9,013.75
Interest on Account	\$0.38
Higley	\$239.88
Arpa - Closed Account	\$131.28
Schmidt's Reimbursement	\$284.81
Summer Recreation - Trip Monies	\$1,365.00
Catskill Alliance-Reimb. Meal/Tickets SR	\$1,285.00
Shandaken Cemetery - Plot Sale	\$500.00
Pitney Bowes Reimb. Overpayment	\$603.90
Oliverea Cemetery - Donation	\$100.00
Totals	\$60,813.19



August 2026

Chief of Operations Report to the Town Board

TOTAL CALLS RECEIVED - 41
MUTUAL AID GIVEN - 7 (Greene County)
MUTUAL AID RECEIVED - 1 (Olive)
TOTAL TRANSPORTS - 23
TOTAL NO TRANSPORT/STANDBY/RELOCATIONS - 18

During August, the Town of Shandaken Ambulance Service responded to 41 calls for service. The department provided mutual aid to Greene County on seven occasions and received mutual aid from the Town of Olive on one occasion for a second call in the district. Due to the increased number of requests from Greene County for relocation and standby coverage, a brief discussion was held with the Town Supervisor regarding these requests. It is my recommendation that we draft formal correspondence to Greene and Ulster Counties advising them that the Town of Shandaken Ambulance Service will no longer provide relocation or standby coverage to Greene County. While these requests have not yet created a significant financial or scheduling burden for the Ambulance Service, the continued frequency of these requests has the potential to do so and could impact our ability to maintain coverage within our own service area.

Staffing continues to improve. Following the most recent appointments, the department has reached its full-time staffing quota. Newly appointed personnel are currently completing the onboarding process. Once onboarding is complete and all personnel are fully operational, we anticipate a reduction in overtime.

Quality improvement remains an important focus. The documentation training is being developed and is expected to begin by the end of September. The Medical Director remains actively involved in the QI process and has also implemented an onboarding examination for newly hired paramedics.

Preparations are also underway for changes to the department's controlled-substance program. Westchester Medical Center has advised that it will discontinue its involvement effective January 1, 2027. We are therefore reviewing and developing the policies and procedures necessary for the Ambulance Service to independently manage the purchasing, storage, and handling of controlled substances.

Overall, the Ambulance Service continues to show improvement. Our priorities remain maintaining reliable staffing, strengthening quality assurance and documentation, and continuing to improve the department's overall administrative processes.

Respectfully submitted,

Michael Williams
Chief of Operations
Town of Shandaken Ambulance

Shandaken Parks & Recreation Committee Report
September 14, 2026

The Parks & Recreation Committee met on Friday, August 28th and discussed several upcoming projects, plans, and volunteer days. Our September meeting is TBD.

We would like to thank the Phoenicia Diner for choosing to partner with Shandaken Parks & Recreation for their round-up campaign. The Diner asks their customers if they want to round up their bill to the nearest dollar at checkout and they will match funds received from the campaign in October.

We are still waiting to hear from DOT about a meeting to present the plans for Rock Cut Preserve in hopes that they approve use of this property as a Town of Shandaken park.

Glenbrook Park- the playground fencing has been completed, and the playground is open for use. Thanks again to Autumn Brookmire who has spent countless days and hours managing this project, overcoming some of the challenges along the way. We appreciate all the manpower and volunteer hours it took to get this project off the ground and completed. A planting weekend will take place on Saturday and Sunday, September 26th and 27th from 10am to 4pm. Please email shandakenparksproject@gmail.com if you are interested in volunteering. The dog park will remain closed until new fencing can be installed. Dogs have been escaping through holes along the fence, and it was noted by the Dog Control Officer that the fence should be 2 ft higher as larger dogs are able to jump over it. The Phoenicia Library is hosting the annual Balkan Mountains Music Festival this Saturday at Glenbrook Park from 3pm-7pm. All are welcome to attend this fun free event, sponsored by Ulster Savings Bank, Upstate Curious Team, and Compass.

There will be 2 more Shandaken Summer Concert Series events at Big Indian Park on September 27th and October 4th. The Shandaken Historical Museum is celebrating America's 250th Birthday with an event at Big Indian Park on Saturday September 26th from 11am-2pm.

Once the August meeting minutes are completed, they will be sent to Joyce.

For more information, volunteer days, and events, check out the Shandaken Parks and Recreation page on Facebook.

Sincerely
Samantha Awand-Gortel
P&R Committee Chair

Public Comments:

RESOLUTION # 111-26

OFFERED BY: VANBLARCUM

RESOLUTION TO PAY ALL BILLS

WHEREAS, The Department of Audit and Control require Town Boards to sign and inspect all vouchers coming into the town for payment, to number and total amounts from each fund.

THEREFORE BE IT RESOLVED, that the Town Board authorize the following vouchers paid:

General	\$ 350,698.54	
Highway	113,504.75	
Phoenicia Water	14,499.19	
Pine Hill Water	3,415.34	
Phoenicia Lights	00.00	Bi Monthly
Chichester Lights	00.00	Bi Monthly
Pine Hill Lights	00.00	Bi Monthly

	\$ 482,117.82	

AND MOVES ITS ADOPTION
Seconded by: MANSFIELD
ROLL CALL 4Ayes – 1 Absent (Kneissl)

RESOLUTION - #112-26

OFFERED BY: MANSFIELD

AUTHORIZING WAIVER OF 30 DAY NOTIFICATION REQUIRED
BY THE NEW YORK STATE LIQUOR AUTHORITY

WHEREAS, CATSKILL PINES LLC, 5327 Rt, 212, Mt. Tremper, NY 12457, has applied for a liquor license, and

WHEREAS, CATSKILL PINES LLC has requested that the Town waive the 30 day notification required by the New York State Liquor Authority in an effort to expedite the granting of a liquor license to **CATSKILL PINES LLC**, and

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Shandaken does hereby grant the request of the **CATSKILL PINES LLC**, and does hereby waive the thirty (30) day Liquor License notice requirement to **CATSKILL PINES LLC**, 5327 Rt, 212, Mt. Tremper, NY 12457

AND MOVES ITS ADOPTION
AND MOVES ITS ADOPTION
Seconded by: DRAKE
ROLL CALL 4Ayes – 1 Absent (Kneissl)

RESOLUTION - # 113-26 **OFFERED BY: DRAKE**

APPOINTING PHOENICIA WATER COMMITTEE MEMBER

WHEREAS, under §20 of the Town Law, the Town Board shall designate all appointed officers and employees of the Town;

THEREFORE, BE IT RESOLVED that **Max Huber** be appointed to the Phoenicia Water Committee, at no compensation.

AND MOVES ITS ADOPTION
Seconded by: STEEN
ROLL CALL 3 Ayes – 1 Absent (Kneissl)

September 2, 2026

Pursuant to New York State General Municipal Law § 803
TO: Town of Shandaken Town Board, Town of Shandaken Planning Board, Town of Shandaken Town Clerk
FROM: Phillip Mones, Planning Board Member and Acting Code Enforcement Officer

I currently serve as a duly appointed member of the Shandaken Planning Board, effective March 2, 2026. I have been requested to temporarily assume the duties of Acting Code Enforcement Officer (CEO) for Shandaken during a transitional period. I have also been asked to serve as Floodplain Administrative for the Town. To ensure complete transparency, maintain public trust, and strictly comply with New York State General Municipal Law Article 18, as well as the Code of Ethics of the Town of Shandaken, I am filing this formal disclosure statement regarding my dual temporary roles.

To avoid any appearance of impropriety, conflict of interest, or overlapping jurisdiction between my role as a Planning Board member and my temporary role as Acting Code Enforcement Officer and as Floodplain Administrator, I will strictly adhere to the following limitations:

- **No Review of Planning Board Matters:** I will not perform any official duties as Acting Code Enforcement Officer or Floodplain Administrator—including but not limited to reviewing applications, issuing building permits, conducting field inspections, or issuing Certificates of Occupancy—for any property, project, or applicant that has previously come before, is currently before, or will come before the Planning Board during my tenure as Acting Code Enforcement Officer or Floodplain Administrator.
- **Delegation of Overlapping Duties:** Any code enforcement matters, permit applications, or inspection requests related to properties under the jurisdiction of the Planning Board will be referred to a designated neighboring municipality inspector for independent review and action.

Furthermore, should any project arise where I inadvertently performed ministerial or preliminary administrative tasks as Acting CEO prior or Floodplain Administrator to its submission to the Planning Board, I will fully disclose the nature of that involvement and immediately recuse myself from all Planning Board discussions, deliberations, and votes regarding that specific matter.

This disclosure and the corresponding restrictions on my duties shall remain in full effect for the entirety of my tenure as Acting Code Enforcement Officer (concluding on or about October 1, 2026), or as Floodplain

Administrator. A copy of this statement shall be entered into the official minutes of both the Town Board and the Planning Board, and kept on file with the Town Clerk.

Sincerely, Phillip Mones

RESOLUTION - #114-26

OFFERED BY: STEEN

HIRING ACTING CODE ENFORCEMENT OFFICER

WHEREAS, pursuant to §20 of the Town Law, it is the duty of the Town Board to appoint all employees of the Town; and

THEREFORE, BE IT RESOLVED that **Phillip Mones** is appointed as Acting Code Enforcement Officer for the Town of Shandaken, effective September 1, 2026 to October 1, 2026 at \$30.00 per hour plus mileage expenses, not to exceed \$5.000 while dispensing duties of said office;

AND MOVES ITS ADOPTION

Seconded by: VANBLARCUM
ROLL CALL 4Ayes – 1 Absent (Kneissl)

RESOLUTION - #115-26

OFFERED BY VANBLARCUM

APPROVING PUBLIC ASSEMBLY PERMIT FOR THE PHOENICIA TURKEY TROT

WHEREAS, the Town of Shandaken Town Board under §59 of the Town of Shandaken Code has the sole authority to approve applications for the purpose of a Public Assembly in excess of five hundred (500) persons, and

WHEREAS, the Town Board recognizes the benefits of public events to the economy of the Town and also recognizes the necessity to provide adequate protections and a safe environment for its residents and participants alike, and

WHEREAS, the Town will be in receipt of documentation illustrating compliance under the law providing the necessary insurance, permits, security, parking, lighting, sanitation, emergency and evacuation requirements, prior to event, and

WHEREAS, the Town Board is satisfied with the application from the **Phoenicia Turkey Trot** for their event to be held in **Phoenicia, NY on Saturday, November 28, 2026** from 7am until 4pm.

THEREFORE BE IT RESOLVED, that the Town of Shandaken Town Board hereby approves the permit for a Public Assembly to the Phoenicia Turkey Trot for their event and that a certified copy of this resolution shall suffice as the approval certificate.

AND MOVES ITS ADOPTION

Seconded by: MANSFIELD
ROLL CALL 4Ayes – 1 Absent (Kneissl)

RESOLUTION - #116-26

OFFERED BY: MANSFIELD

RESOLUTION TO APPOINT PLANNING BOARD ALTERNATE

WHEREAS, under §20 of the Town Law, the Town Board shall designate all appointed officers and employees of the Town;

THEREFORE, BE IT RESOLVED that **Zachariah Veitch** be appointed to the Planning Board as Alternate, at no compensation.

BE IT FURTHER RESOLVED that each Board Member and Alternate is required each year to attend four hours of applicable training for their Office, to be approved and recorded by the Town Clerk’s Office.

AND MOVES ITS ADOPTION
Seconded by: DRAKE
ROLL CALL 4Ayes – 1 Absent (Kneissl)

RESOLUTION - #117-26 **OFFERED BY: DRAKE**

HIRING CODE ENFORCEMENT OFFICER

WHEREAS, pursuant to Town Law §20 & §138 and pursuant to §116-63, 116-64 and 77-11 of the Code of the Town of Shandaken, the Building/ Zoning Department is responsible for oversight of all construction projects which meet the criteria for a Building Permit within the Town of Shandaken and ensure any remodeling, additions or new structures must meet Federal and State and Local Building Safety Standards, including Structural, Plumbing, Electrical (UL Inspector), Fire Prevention, and Flood Mitigation, and to perform multiple inspections throughout the project from initiation to issuance of a Certificate of Occupancy or Compliance; and

WHEREAS, the Town of Shandaken Code Enforcement Officer (CEO) is responsible for the enforcement of the NYS Building Code, Permits, Certificates and Rules & Regulations;

THEREFORE, BE IT RESOLVED that **Eric Hawkins**, effective September 24, 2026 is appointed as **Code Enforcement Officer (CEO)** to be paid \$32.00 per hour not to exceed \$13,000 for the remainder of 2026, plus mileage while on Town business, while dispensing the duties of said office, and

AND MOVES ITS ADOPTION
Seconded by: STEEN
ROLL CALL 4Ayes – 1 Absent (Kneissl)

RESOLUTION # 118-26 **OFFERED BY: STEEN**

APPOINTING FLOODPLAIN ADMINISTRATOR

WHEREAS, the Town of Shandaken participates in the National Flood Insurance Program (NFIP); and

WHEREAS, the NFIP requires the appointment of a local administrator to enforce local floodplain management laws and coordinate with FEMA; and

WHEREAS, the Town Board of the Town of Shandaken has determined that **Phillip Mones** has the proper qualifications to serve in this role;

THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Shandaken hereby appoints **Phillip Mones**, effective October 1, 2026, the Floodplain Administrator (FPA) for the Town of Shandaken at \$32.00 per hour, not to exceed \$7,000 for the remainder of 2026, to carry out all duties assigned by the Town Code and the NFIP regulations, including reviewing

development permits, making Substantial Damage determinations, and ensuring all building in flood zones meets required elevation and construction standards,

AND MOVES ITS ADOPTION

Seconded by: VANBLARCUM
ROLL CALL 4Ayes – 1 Absent (Kneissl)

RESOLUTION # 119-26 **OFFERED BY: VANBLARCUM**

**AUTHORIZING SUPERVISOR TO ADVERTISE FOR AND TO HIRE
SHORT-TERM RENTAL AND FIRE INSPECTOR**

WHEREAS, the Town of Shandaken requires qualified professional services to administer, monitor compliance, and perform physical safety inspections of Short-Term Rental properties pursuant to Town Law §20 & §138 and pursuant to §116-63, 116-64 and 77-11 of the Code of the Town of Shandaken; and

WHEREAS, the Board intends to solicit competitive proposals from qualified firms , individuals, or independent contractors to provide these specialized inspection and monitoring services;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Shandaken hereby authorizes the Town Clerk to publish the position of "Short-Term Rental and Fire Inspection" in the official municipal newspaper and on the municipal website, at a rate of \$28.00 per hour, plus mileage expenses, not exceed \$7,000 for the remainder of 2026, with applicants instructed to contact Supervisor Mansfield at supervisor@shandaken.gov

AND MOVES ITS ADOPTION

Seconded by: MANSFIELD
ROLL CALL 4Ayes – 1 Absent (Kneissl)

RESOLUTION - #120-26 **OFFERED BY: MANSFIELD**

**AUTHORIZING ADVERTISEMENT FOR WATER OPERATOR FOR
THE PINE HILL AND PHOENICIA WATER DISTRICTS**

WHEREAS, the Town of Shandaken operates and maintains the Pine Hill Water District and the Phoenicia Water District to provide safe and compliant drinking water to its residents; and

WHEREAS, there is a need to hire a qualified, Full-Time Water Operator to oversee the daily operations, testing, maintenance, and regulatory compliance of both water districts; and

WHEREAS, the Town Board desires to solicit applications from qualified individuals possessing the necessary New York State Department of Health (NYSDOH) water operator Class C certification. \$33.65 per hour.

THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Shandaken hereby authorizes the Town Clerk to advertise for the position of Water Operator for the Pine Hill and Phoenicia Water Districts in the official town newspaper and on the Town website, with a deadline for applications set for October 23 at 3:00.

AND MOVES ITS ADOPTION

Seconded by: DRAKE
ROLL CALL 3 Ayes – 1 Absent (Kneissl), 1 ABSTAIN (Steen)

RESOLUTION #121-26 **OFFERED BY: DRAKE**

**RESOLUTION REQUESTING NO CAMPAIGN SIGNAGE
UNTIL AFTER COLUMBUS DAY (October 12, 2026)**

WHEREAS, the Town of Shandaken recognizes the importance of preserving its natural beauty and viewscapes throughout the Town and

WHEREAS, Columbus Day weekend is recognized as a highly desirable time for visitors to travel to our area and enjoy the pristine beauty of Shandaken.

THEREFORE, the Town Board of Shandaken requests that campaign signs for the General Election regardless of party affiliation or contest, not be displayed until after Columbus Day, Monday October 12, 2026

AND MOVES ITS ADOPTION

Seconded by: STEEN/

ROLL CALL 4Ayes – 1 Absent (Kneissl)

At 7:43 on Mansfield/Stein motion, the board closed the regular meeting & opened Exec. Session on personnel matter. No action was taken. Exec Session Closed & Regular Meeting opened at 7:58. Mansfield/Stein motion to close meeting at 8pm. Motion carried.