



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. Adv. For Water Operator Pine Hill & Pho. Water Districts
11. Open Public Comment
12. Meeting Adjournment *In Memory of Peggy Benjamin, William Burgess*

RESOLUTION # 111-26

OFFERED BY:

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:

	ROLL CALL	
	AYES	NAYS
BOARD MEMBER DRAKE	_____	_____
BOARD MEMBER KNEISSL	_____	_____
BOARD MEMBER STEEN	_____	_____
BOARD MEMBER VAN BLARCUM	_____	_____
SUPERVISOR 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

Seconded by:

ROLL CALL
AYES NAYS

BOARD MEMBER DRAKE	_____	_____
BOARD MEMBER KNESSL	_____	_____
BOARD MEMBER STEEN	_____	_____
BOARD MEMBER VAN BLARCUM	_____	_____
SUPERVISOR MANSFIELD	_____	_____

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:

ROLL CALL
AYES NAYS

BOARD MEMBER DRAKE	_____	_____
BOARD MEMBER KNEISSL	_____	_____
BOARD MEMBER STEEN	_____	_____
BOARD MEMBER VAN BLARCUM	_____	_____
SUPERVISOR MANSFIELD	_____	_____

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

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:

ROLL CALL
AYES NAYS

BOARD MEMBER DRAKE	_____	_____
BOARD MEMBER KNEISSL	_____	_____
BOARD MEMBER STEEN	_____	_____
BOARD MEMBER VAN BLARCUM	_____	_____
SUPERVISOR MANSFIELD	_____	_____

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

	ROLL CALL	
	AYES	NAYS
BOARD MEMBER DRAKE	_____	_____
BOARD MEMBER KNEISSL	_____	_____
BOARD MEMBER STEEN	_____	_____
BOARD MEMBER VAN BLARCUM	_____	_____
SUPERVISOR 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:

ROLL CALL
AYES NAYS

BOARD MEMBER DRAKE	_____	_____
BOARD MEMBER KNESSL	_____	_____
BOARD MEMBER STEEN	_____	_____
BOARD MEMBER VAN BLARCUM	_____	_____
SUPERVISOR MANSFIELD	_____	_____

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 Zoning (Use, area, property, etc.), Local Zoning Code Ordinances, 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:

ROLL CALL
AYES NAYS

BOARD MEMBER DRAKE	_____	_____
BOARD MEMBER KNEISSL	_____	_____
BOARD MEMBER STEEN	_____	_____
BOARD MEMBER VAN BLARCUM	_____	_____
SUPERVISOR MANSFIELD	_____	_____

RESOLUTION # 118-26

OFFERED BY:

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:

ROLL CALL
AYES NAYS

BOARD MEMBER DRAKE	_____	_____
BOARD MEMBER KNEISL	_____	_____
BOARD MEMBER STEEN	_____	_____
BOARD MEMBER VAN BLARCUM	_____	_____
SUPERVISOR MANSFIELD	_____	_____

**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:

ROLL CALL
AYES NAYS

BOARD MEMBER DRAKE	_____	_____
BOARD MEMBER KNESSL	_____	_____
BOARD MEMBER STEEN	_____	_____
BOARD MEMBER VAN BLARCUM	_____	_____
SUPERVISOR 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.

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:

ROLL CALL

	AYES	NAYS
BOARD MEMBER DRAKE	_____	_____
BOARD MEMBER KNEISL	_____	_____
BOARD MEMBER STEEN	_____	_____
BOARD MEMBER VAN BLARCUM	_____	_____
SUPERVISOR MANSFIELD	_____	_____