

**Town of Bethel
Department Directory and Information Handbook**



I hope you find this handbook useful, informative and especially helpful when you need to contact Town Officials and/or Town Departments. It gives a general outline of the duties and responsibilities of each department in order to help you determine who can best service your needs.

If you have any questions regarding the Handbook, or if my office can be of further assistance to you in any way, please do not hesitate to contact me.

Yours truly,
Rita J. Sheehan
Bethel Town Clerk

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Federal and State Elected Officials

Federal Representatives:

Congressman Maurice Hinchey
22nd Congressional District
291 Wall Street
Kingston, NY 12401
(845) 331-4466

Senator Kirsten Gillibrand
United States Senator
531 Dirksen Senate Office Bldg
Washington, DC 20510
(202) 224-4451

Senator Charles Schumer
United States Senator
757 Third Avenue - Suite 1702
New York, NY 10017
(212) 486-4430

State Representatives:

NYS Assemblywoman Aileen Gunther
98th Assembly District
20 Anawana Lake Road
Monticello, NY 12701
(845) 794-5807

NYS Senator John J. Bonacic
42nd Senatorial District
279 Main Street - Suite 202
New Paltz, NY 12561
(845) 255-9656

County Officials:

S.C. Government Center
100 North Street
Monticello, NY 12701

County Elected Officials:

Scott Samuelson, Legislator - District 1
807-0435

Ira Cohen, County Treasurer
807-0200

Daniel Briggs, County Clerk
807-0411

County Departments:

David Fanslau, County Manager
807-0450

Office for the Aging
807-0260

Motor Vehicles
807-0700

Veterans Service Agency
807-0233

Dept. of Public Works
807-0261

Town of Bethel Data

The Town of Bethel is the local government that governs the hamlets of White Lake, Kauneonga Lake, Smallwood, Bethel, parts of Swan Lake, Mongaup Valley and Briscoe.

The Town Hall is located at:

3454 Rt. 55
White Lake, NY 12786.

At the Town Hall are the Supervisor's Office, Town Clerk's Office, Tax Collector, Assessor, Building Department, Sewer Billing, and Bookkeeping.

The mailing address for the Town Hall is:

P.O. Box 300
White Lake, NY 12786.

The Town Hall is open from 9:00 a.m. - 4:00 p.m. Monday-Friday.

Phone: (845) 583-4350
Fax Number (845) 583-4710

Check individual department listings for location, mailing addresses, extension numbers and hours of operation.

Incorporated: March 27, 1809

Population: 2010 Census 4,205

Miles of Highway: 147.94

Square Miles: 93.51 sq. miles

Historical/Interesting Facts:

Meaning of Bethel is "House of God"

First inhabitants were the Leni Lenape Indians

1798 - First settlers were John, George & Peter Pintler

March 27, 1809 - Bethel separated from the Territory of Lumberland

1805-1810 - First settlements were Fraser, Briscoe, North White Lake, Bushville and
Stephensville

1810 - Newburgh-Cochecton Turnpike (Rt. 17B) was completed

1832 - Dr. Lindsey opened the first medical center

1928 - Smallwood was incorporated

August 15, 16 and 17, 1969 - Woodstock Music & Art Festival

July 1, 1969 - S.C. International Airport opened

1984 - 175th Anniversary Celebration

1997 - Alan Gerry purchased original Woodstock site

1998 and 1999 - Day in the Garden Concerts

March 2004 - First Woman Town Supervisor Appointed

June 19, 2004 - Bethel Woods Performing Arts Center Groundbreaking

September 2004 - Hurricane Ivan

November 2004 - First Woman Elected Town Supervisor

August 2005 - Clock Tower Erected at *The Corner*, Rt. 55 & Rt. 17B, by Steve
Dubrovsky of Woodstone Companies

July 1, 2006 - Opening of Bethel Woods Performing Arts Center with the New York
Philharmonic

July 5, 2008 - Opening of Bethel Woods Museum

March 28, 2009 - Bethel Bicentennial Kick-off Celebration - *Living History of Bethel*

August 2009 - 40th Anniversary of the Woodstock Music and Art Festival

November 2009 - *Images of America - Bethel*; Author Rita Sheehan, published by
Arcadia Publishing

December 2009 - Jeff Bank Groundbreaking

June 2009 - Jeff Bank Grand Opening

May 2010 - 50th Anniversary of Bethel Motor Speedway

Community Phone Numbers

Fire companies meet the 1st Tuesday of every month. Drills are held every Monday at 7:00 p.m. These are volunteer organizations and new members are welcome.

White Lake Fire Co.
Rt. 17B/P.O. Box 11
White Lake, NY 12786
(845) 583-5170

Kauneonga Lake Fire Co.
Rt. 55/P.O. Box 411
Kauneonga Lake, NY 12749
(845) 583-4700

Smallwood-Mongaup Valley Fire Co.
Ballard Road/P.O. Box 28
Smallwood, NY 12778
(845) 583-5487

Bethel Volunteer Ambulance Corp.
Monthly meetings are held the 1st
Tuesday
Rt. 55/P.O. Box 31
White Lake, NY 12786
(845) 583-5004

Post Offices:

Smallwood Post Office (12778)
(845) 583-5840

Swan Lake Post Office (12783)
Bob Sweeney, Postmaster
(845) 292-7012

White Lake Post Office (12786)
William Gloor, Postmaster
(845) 583-6410

Kauneonga Lake Post Office (12749)
Steve Burke, Postmaster
(845) 583-8159

Mongaup Valley Post Office (12762)
Nancy
(845) 791-5956

Bethel Post Office (12720)
Kim Fulton, Postmaster
(845) 583-5005

School Districts:

Sullivan West Central School District
10494 Route 97
Callicoon, NY 12723
(845) 887-5300 ext. 3000
www.swcsd.org

Monticello Central School District
237 Forestburgh Road
Monticello, NY 12701
(845) 794-7700
www.monticelloschools.net

Liberty Central School District
115 Buckley Street
Liberty, NY 12754
(845) 292-6990
www.libertyk12.org/default.shtml

Supervisor's Office

Phone: (845) 583-4350 ext. 12

Fax: (845) 583-0225

Daniel Sturm, Town Supervisor
bethelsupervisor@libertybiz.rr.com

Erin Lynch, Bookkeeper/Confidential Secretary - ext. 12
bethelbookkeeper@libertybiz.rr.com

Donna Stackhouse, Highway Clerk/Sewer Billing Clerk - ext. 17
bethelhighway@libertybiz.rr.com

The Supervisor is an elected official; term of office is two years.

The Supervisor is the Chief Fiscal Officer of the Town. The Town Board has also designated the Supervisor as Budget Officer. The Supervisor's Office carries out all fiscal functions of the Town; payroll, accounts payable and accounts receivable, bond payments, and investments.

The Supervisor carries out legislative actions which have been adopted by a majority vote of the Town Board. He also appoints members of the Town Board to serve on committees. Members of the Town Board may also be appointed to act in the capacity of a liaison between departments and the Town Board.

The Supervisor presides over Town Board meetings and formulates the agenda.

Town Board

Council Members

Richard Crumley

Vicky Simpson

Denise Frangipane

Bernard Cohen

energy25@verizon.net

denise4bethel@aol.com

berndeb@verizon.net

The Town Board is made up of the Supervisor and four council members. Any official action requires a majority vote of the Board.

The Supervisor is elected; term of office is two years. The Council members are elected; term of office is four years.

Town Board meetings are held on the 2nd and 4th Wednesdays of each month at 7:30 p.m. at the Dr. Duggan Community Center, 3460 Route 55, White Lake, NY 12786. Special meetings may be scheduled from time-to-time. Meetings are subject to change. Legal Notices are published in the S.C. Democrat (the official newspaper of the Town).

All meetings are open to the public. The agenda is formulated by the Supervisor. Items for the agenda should be received at least one week before the meeting.

The Town Board are members of the Sullivan County Visitor's Association, Sullivan County Partnership for Economic Development, the New York State Association of Towns and the Bethel Local Development Corporation.

Town Clerk's Office

Phone: (845) 583-4350 ext. 11

Fax: (845) 583-4710

bethelclerk@hvc.rr.com

Rita J. Sheehan, Town Clerk

Eda LaPolt, Records Management Clerk

The Town Clerk is an elected official; term of office is two years. The Town Clerk's Office is usually referred to as the center of government since a vast majority of the Town business passes through this office. Responsible for certifications of documents, Oaths of Office, Notices of Claims against the Town. Publishes Legal Notices in accordance with State Law. Attends Town Board meetings and prepares official minutes of the meetings. Issues Conservation, Dog, Marriage, Junkyard, Bingo, Taxi and Peddler's Licenses.

Processes all bills for payment; checks for accuracy and prepares warrant for Town Board monthly approval.

Certifies and files all Local Laws with the NYS Dept. of State. Maintains Local Law Book. Updates Town Code Book and maps as laws are adopted and distributes updates to all Boards and appropriate employees.

The Town Clerk is responsible for all license sales and fees received during the month. Monthly financial reports are prepared with remittance of fees collected to State Agencies and local revenue turned over to Town Supervisor.

Publishes Bid Notices, receives sealed bids, conducts bid openings, submits to Town Board for bid award, notifies successful bidder.

Retains files for all Departments as Records Management Officer. Makes available voter registration forms and absentee ballots, general information, photocopies, certified copies, and notarization services.

E-mail Newsletter/Webmaster

Conservation licensing - hunting and fishing

Town licenses - Taxi, Fireworks/Junkyard & Peddling Permits

Handicap Parking Permits

Records Management Officer

Election Coordinator

Oaths of Office

Adopt-A-Road Applications

Marriage Licenses

Town MV Accident Reports

Dog Licenses

Notary

Registrar of Vital Statistics

P.O. Box 497
Kauneonga Lake, NY 12749

(845) 583-8086

Registrar, Marion Vassmer
Deputy Registrar, Linda Vassmer

The Registrar of Vital Statistics is appointed by the Town Board.

The Registrar is responsible for registration of all births and deaths that occur in the Town of Bethel. The originals of these certificates are sent to the NYS Department of Health for filing in Albany, which began in 1887.

It is the responsibility of the Registrar to maintain strict confidentiality regarding birth and death records. Request for copies should be done with identification, or a written notarized request from a direct relative, from an Attorney or by Court Order. The cost of a certified copy is \$10.00.

Assessor's Office
(845) 583-4713

bethelassessor@hvc.rr.com

Marguerite Brown, Sole Assessor - ext. 13
Dina Sturm, Assessor Clerk - ext. 14

The Assessor is appointed by the Town Board. The term of office is six years which is set by the NYS Office of Real Property Tax Services.

Duties: To locate, identify and value real property in the Town for the purpose of distributing taxes in accordance with real property tax laws. Administers and processes exemptions. The most common types are Seniors, Veterans, STAR, Business, Agricultural, Forest, and Religious.

Important Dates on the Assessment Calendar:

March 1st - Taxable status day. Date all exemptions must be filed with the Assessor's Office.

May 1st - Date of the completion of Tentative Assessment Roll. Assessor shall complete and file this roll with the Town Clerk. Legal Notice is published in the paper for public inspection of rolls.

Grievance Day - The 4th Tuesday in May. Ten days prior to Grievance Day Assessor shall mail a change in assessment to property owner. Board of Assessment Review meets to hear complains relating to assessment.

July 1st - Date of completion of Final Assessment Roll. Assessor shall complete and file with the Town Clerk. Legal Notice is published in the paper for public inspection of rolls.

Tax Collector

P.O. Box 561
White Lake, NY 12786
(845) 583-4740 ext. 18
Debra Gabriel, Tax Collector
betheltaxcollector@hvc.rr.com

In the Town of Bethel, the Office of Tax Collector is a two year elected position. The Tax Collector is responsible for the collection of property taxes for approximately 7,300 parcels. All powers and duties of this office, as well as collection procedures are statutory and defined in the New York State Real Property Tax Law.

During property tax collection, hours to pay in person are:
January, February and March 8:00 A.M. – 5:30 P.M. Closed for lunch 11:30-12:30
(Monday-Friday, except Holidays)

The Collector of Taxes collects the General Property Taxes Starting in January. The bills are mailed by January 2nd. The Tax bill covers the period of January 1st – December 31st. Payments can be made upon receipt of the bill through January 31st without penalty. Bills paid after January 31st through February 28th incur a 1% penalty.

From March 1st through March 31st incur a 2% penalty with a \$2.00 2nd notice fee. The Town's in Sullivan County can accept partial payments 50% by January 31st, 25% by February 28th, other 25% by March 31st. The first 50% must be postmarked by January 31st or the other payments plans are null and void. After March 30th, any unpaid taxes are turned over to the County of Sullivan Treasurer's Office. All payments must then be made to them.

The Town of Bethel has three school tax districts (Sullivan-West, Liberty, Monticello). Each district has its own Receiver of Taxes. School tax bills are mailed in early September. The due date is specified on the bill. Any unpaid school tax bills are turned over to Sullivan County usually in the first week of November. They may be paid at the County until the re-levy date. After that date all unpaid school bills are levied on the next Property Tax Bill with a 7% penalty.

To assist our elderly and disabled residents, third party notification tax bills are offered. Property owners who are disabled or 65 years of age or older and own their home may designate an adult consenting third party to receive duplicate copies of tax bills and notices of unpaid taxes. In order to receive this service, one must fill out a third party notification form RP-923, available from the tax collector.

Tax information and payments can be looked up on the internet by going to:
<http://www.taxlookup.net>

Any inquiries are welcome pertaining to collection policies as well as general tax information.

Building Department

(845) 583-4649 ext. 15
bldgdept@libertybiz.rr.com

Bette Jean Gettel, Enforcement Officer
Gregg Semenetz, Building Inspector

The Building Inspector issues building permits for any construction which is structural in nature in the Town of Bethel. Examples would be decks, pools, screen porches, sheds, additions, alterations, new homes, septic and wells, etc. Forms for the Building Department are available on the Forms Page.

Construction without a necessary permit is a violation on your property. Fees are based upon cost of construction and type of permit.

Upon receipt of a building permit, during the building process, inspections are required, and a final inspection is necessary by the Building Inspector, before a Certificate of Occupancy can be issued. Some structures were built prior to the requirement of Certificates of Occupancy and are handled case by case.

Use of any structure without a Certificate of Occupancy constitutes a violation on your property. If you try to sell your property, or re-finance, the bank or financial institution will require that you provide them with a copy of your Certificate of Occupancy.

Building Department also handles the agenda for the Planning and Zoning Boards. The Planning Board meets on the 2nd Tuesday of every month at 7:00 p.m. This is an eight member volunteer board. The Planning Board makes decisions on subdivision and special use permit applications. The Zoning Board meets on the 3rd Monday of every month at 7:30 p.m. This is a seven member volunteer board. The Zoning Board makes decision on variance applications. Both meetings are held at the Dr. Duggan Community Center, 3460 Route 55, White Lake, NY 12786. Click on the main table of contents for link to the Planning and Zoning Board for Agendas and Minutes.

For a list of Zoning Board of Appeals and Planning Board Members visit the town website.

Kauneonga Lake Sewer District Billing Office

Billing Questions: (845) 583-4712

Donna Stackhouse, ext. 17

Fax: (845) 583-0225

Invoices for the Kauneonga Lake Sewer District are mailed from the Town Hall. Invoices are sent out quarterly (four times a year); January, April, July, and October. All invoices are due within 30 days. At the end of every 30 days the amount past due is assessed a finance charge.

The last day to pay for any unpaid invoices is early November. All unpaid balances will be put on your property tax bill the following year in January. Balances are not carried over to the next year to your sewer account.

Payments should be sent to:

Kauneonga Lake Sewer District

P.O. Box 340

Kauneonga Lake, NY 12749

Parks and Recreation Department

Youth Center
Dr. Duggan Community Center
3460 Route 55 Room 210
White Lake, NY 12786
(845) 583-5360

Recreation Director, Cathy McFadden
Asst. Recreation Director, Cathleen Doherty

There are yearly holiday events; Christmas tree lighting, Halloween parade, Easter Egg Hunt. Programs include skiing, fitness programs, twae kwon do, bowling, volleyball, and basketball. They now sponsor Zumba, Yoga and other programs are underdevelopment such as Alive at 25 for Teens. Annual summer coach bus trip in August. Annual trip to New York City in December and April. Other Town sponsored trips are throughout the year. All program information and registration forms are on the Recreation Page.

Summer camp is for children ages 5-13. Hours are Monday through Friday 9:30 a.m.-12:30 p.m. Camp includes one-hour slots of playground activities, arts and crafts and American Red Cross swim instruction. Registration is the last week of June.

The Town Pool is located at 636 Old White Lake Turnpike (off Route 55, Swan Lake. The Pool is open from July through August. Lifeguards are on duty. There is a basketball court, picnic tables, bathrooms and a snack bar. Seasonal passes can be purchased at the gate or a daily fee can be paid. Pavilion is also available for parties, information can be found on the Town Website on the Forms/Recreation Page.

Senior Center
3592 Route 55
Kauneonga Lake

(845) 583-5230

Henry Rumsey (845) 583-6257 for Building Questions

Mailing Address (For building use requests):
Senior Building Committee
P.O. Box 612
Kauneonga Lake, NY 12749

Nutrition Site Mondays at Noon
Senior Club meets first Wednesday 1:15 p.m.
Arts classes are Thursday at 1 p.m.
Playdays are scheduled through-out the year

Town sponsored trips are throughout the year.

Constable's Office

Mailing Address:

P.O. Box 300
White Lake, NY 12786

Senior Constable - Douglas Ketcham
Constables - Chris McCarthy, George Wood, Daryl Yates

Police: All emergency calls should be placed to 911

There are two full-time constables, two part-time constable, and several appointed constables. The waters of White Lake are patrolled by a constable and several volunteer constables. Constables patrol our roadways, answer complaints, investigate and report on robberies, theft, mischief, vandalism, etc.

To contact the Town Constables either call the Town Hall or the Sheriff's Dept. at 794-7100.

Highway Department
3695 Route 55
Kauneonga Lake, NY 12749

Mailing Address:
P.O. Box 300
White Lake, NY 12786

Phone/Fax: (845) 583-4460

Lynden Lilley, Highway Superintendent llyyne@yahoo.com
Ladd Yeomans, Foreman
James Kelly, Foreman

The Highway Superintendent is an elected official; term is two years. He is responsible for Highway Dept. employees, maintenance and purchase of equipment, supplies, scheduling town road maintenance and improvements, snow and ice removal, and roadway signs, etc. for all Town roads. The Highway Superintendent also formulates the budget for this Department. Applies for CHIPS (Capital Highway Improvement Program) Program funding from New York State. As necessary applies for FEMA and SEMO funding after road emergencies.

Justice Court

Physical Location: (Do Not Use for U.S. Mail):
3460 Route 55
White Lake, NY 12786

Mailing Address:
P.O. Box 691
Kauneonga Lake, NY 12749

Kevin Rhyne, Town Justice Monday at 10:00 a.m.
Cindy L. Barber, Town Justice Tuesday at 4:00 p.m.
Mary Prince, Court Clerk

Phone: (845) 583-7420
Fax: (845) 583-7804

The Town Justices are elected officials; their term is four years alternately.

The Justice Court handles vehicle, traffic violations and misdemeanor tickets. Criminal violations, misdemeanors and felony arraignments. Civil court action; small claims court and eviction proceedings. Jury trials for misdemeanors and bench trials.

The Town Justices also perform marriage ceremonies by appointment.

Kauneonga Lake Waste Water Treatment Plant

3626 Route 55
Kauneonga Lake, NY 12749
Plant Phone/Fax: (845) 583-5810

James McBride, Sewer Superintendent
Michael Collins, Sewer Operator
Chris Graffeo, Sewer Labor

Operates and maintains the Kauneonga Lake Waste water Treatment Plant. Our operators are required to hold a NYS 3A Waste Water Operators license. Re-certification is required every 5 years.

There are a four pump stations and an estimated 13 miles of sewer collection system designed for .6 million gallons per day. The operators maintain the town's lines. The sewer plant is open Monday-Thursday 8:00-4:00 lunch is 12-1. Friday 8:00-Noon. Applications to connect to the sewer system and specifications are available online under the Forms Page.

Animal Control

(845) 798-2340

Henni Anker, Animal Control Officer

The Animal Control Officer (ACO) is in charge of all dog matters such as complaints, dog attacks or bites and lost and found. The ACO is an on-call position. Complaint forms are available on the Forms page.

There is a pound that houses stray dogs. The pound is located at the Town Transfer Station on Old White Lake Turnpike in Swan Lake. Arrangements to release your pet must be made through the ACO. The ACO also handles adoptions of unwanted pets from our pound.

All dogs are required by law to be vaccinated against rabies and licensed. The Town Clerk's office issues dog licenses upon satisfactory verification the dog has been vaccinated. Annual rabies clinics are held four times a year throughout the County by Public Health Nursing for an updated schedule call (845) 513-2268.

Transfer/Recycling Station

608 Old White Lake Turnpike
Swan Lake, NY 12783
(845) 292-4505

Jim Davis, Operator
Terri Lynch, Asst. Operator

The Town of Bethel Transfer/Recycling Station (dump or landfill) is open seven days a week 8:00 a.m. - 4:00 p.m. Closed major holidays.

The transfer station is for Bethel residents only. All cars entering the transfer station must have a permit. The permits are free and can be obtained from the Town Clerk's office.

The Transfer station will accept household garbage, used oil, junk metal products, car batteries, tires. Bulk Waste will no longer be accepted as of November 1, 2005 and must be taken to any County Facility.

The yearly spring clean-up is the first Saturday in May once it is approved by the County Legislature. The clean-up allows bulk waste to be dumped at no charge once a year. There is no curbside pick-up.

There also is a Salvation Army bin for clothes and small items.

Recyclables (#1 through #7 plastic, glass, and metal cans) are free all year. Newspapers, magazines, and cardboard must be sorted and should be bundled and placed in designated containers. Free.

Computers, Monitors, fluorescent bulbs, ballasts, and T.V.s are now accepted for free all year!

Tires are accepted for a small fee.

Household garbage is \$2.50 up to a 30 gallon bag unless coupons are purchased. The discounted rate for coupons is \$2.00 up to a 30 gallon bag. Anything larger than a 30-gallon bag is either \$5.00 or 2 coupons. Coupons can be purchased in books of 15 for \$30.00 or 30 for \$60.00 at the Town Hall or Transfer Station.

At no time is construction debris or roof shingles allowed at the Transfer Station.