

***Minutes of the Town of Chesterfield Regular Town Board Meeting Held on Tuesday, August 9th, 2022 at the Town of Chesterfield Offices ,1 Vine Street, in Keeseville, County of Essex, State of New York, Pursuant to Due Notice.***

Supervisor Barber called the Town Board Meeting to order at 6:00 PM

Everyone stood for the Pledge of Allegiance.

**Those Present:**

<b>Supervisor</b>	<b>Clayton Barber</b>
<b>Town Clerk</b>	<b>Bruce Bourgeois</b>
<b>Councilman</b>	<b>David Gload</b>
<b>Councilman</b>	<b>Richard Klages</b>
<b>Councilman</b>	<b>Patrick “Bill” Mitchell</b>
<b>Councilman</b>	<b>John Casey</b>
<b>Town Attorney</b>	<b>Michael McCormick</b>
<b>Supt. Of Highways</b>	<b>John “Jay”Champine</b>

**Guests Present:**

**Susan Picard            Gordon Howard**  
**Wendy Murnane**

**Upon a motion by Councilman Klages and seconded by Councilman Gload and unanimously carried it was**

**#103 Resolved: That the reading of the minutes of the Regular Town Board Meeting of July 12<sup>th</sup>,2022 be dispensed with.**

**Supervisor Barber welcomed everyone in attendance and offered the courtesy of the floor to Susan Picard representing Friends of the North Country.**

**Ms. Picard presented 2 resolutions that needed to be offered to allow the Town of Chesterfield to move forward with the CDBG grants. And answered questions from the Councilmen.**

**Upon a motion by Councilman Klages and seconded by Councilman Mitchell and unanimously carried it was**

**#104 Resolved to authorize Clayton Barber, Town Supervisor, to act as Certifying Officer for the Town's Office for the Community Renewal Community Development Block Grant Housing Rehabilitation Program.**

**Upon a motion by Councilman Glod and seconded by Councilman Klages and unanimously carried it was**

**#105 Resolved: to determine the Environmental Review Record to be classified Type II Action (6NYCRR Section 617.4 and 617.5) for the Town's Office for the community Renewal Community Development Block Grant Housing Rehabilitation Program. Classification of Type II Action was determined based on review of <https://www.dec.ny.gov/permits/32521.html>.**

**Supervisor opened the courtesy of the floor to the public.**

**Gordon Howard informed the Board the Road Salt Study, second edition might be out in September. The DEC and Health Department are addressing chloride in the water. The town of Chesterfield is at the high bracket or above so the Town is in good shape. There is also a PILOT study of Augur and Butternut Ponds.**

**Supervisor Barber informed the Board the NY Class is earning a fair amount of interest. The Board may want to consider moving more funds from checking to NY Class providing there is enough funds left in the account to avoid penalties and charges.**

**Supervisor Barber informed the Board He, Town Clerk Bourgeois, Judy Giddings, Councilman Mitchell, Joanna D'Ascoli, and Allegra Mussen held a Christmas Committee follow up at Allegra and Ryan Earle's house. The first meeting of the Committee will be held on September 8<sup>th</sup> at 6 PM at the Town of Chesterfield Office. Supervisor Barber invited members of the community and Town of Ausable Community to attend.**

**Supervisor Barber would also like to purchase lights for this year's Holiday Celebration. Clerk to the Supervisor Ocasio has gotten quotes for 1000 feet spool**

**lights and bulbs. That will provide plenty of lights to span the road and be able to decorate some storefronts on Front Street. There is also the availability to purchase different colored lights for other occasions.**

**Supervisor Barber informed the Board that purchasing garbage cans for Front Street has exhausted the Community Beautification Funds and the donation to ADK Action has emptied the Town's Celebrations Fund. He suggested increasing the Celebration line item by \$1000 from the Contingency line. Councilman Mitchell added the Committee also has \$300 from the raffle last year.**

**Upon a motion by Councilman Casey and seconded by Councilman Gload and unanimously carried it was**

**#106 Resolved: To move \$1000 from the Contingency line budget to the Celebrations line to provide funds to purchase Holiday lights for the Town of Chesterfield Holiday Committee.**

**Supervisor Barber informed the Board the exterior doors on the Town Highway Garage and Town Hall are in dire need of replacement. The Court door is almost inoperable. He has reached out to several contractors and received bids from 2 but they are not identical in scope. Supervisor Barber would like to reach out to both to make the quotes identical in scope to reflect the actual needs of the project then award to the lowest bidder.**

**Upon a motion by Councilman Klages and seconded by Councilman Gload and unanimously carried it was**

**#107 Resolved: To allow Supervisor Clayton Barber to award to lowest bidder, contract to replace doors at Town Highway Garage and Town Hall providing the winning bid meets specifications.**

**Supervisor Barber informed the Board Andy Prescott is completing plans for the JC Park expansion. He is hoping to meet with 2 anonymous donors to fund the project soon to review them. Plans can be seen by the public at the Town Office. There is talk of putting score boards at every field and tearing down the concession stand to add on to the foundation and build a new one rather than adding on to existing one.**

**Supervisor Barber informed the Board the speed radar detector purchased by the Town is working well with many requests to move it around to different locations. Highway Superintendent Champine relayed there is another on just like it that may need painting available for \$800.**

**Upon a motion by Councilman Klages and seconded by Councilman Mitchell and unanimously carried it was**

**#108 Resolved: To allow Highway Superintendent John Champine to purchase an additional radar speed machine for the Town of Chesterfield for \$800.**

Supervisor Barber informed the Board He and Clerk to the Supervisor Ocasio are signed up for the 2023 Budget Webinar on September 1<sup>st</sup>. Clerk Ocasio, as Budget Officer has already prepared the Department Head Budgets and reviewing expenses carefully. Supervisor Barber tasked the Board to begin thinking of expenses for the 2023 budget in all areas of the Town.

Supervisor Barber informed the Board Fullers Excavating is in the process of filling out paperwork for the proper permits on behalf of the Town for the Front Street sidewalks. The insurance company said it was OK. There is no start date yet.

While on sidewalk repair, Supervisor Barber asked Highway Superintendent Champine for a Clinton Street repair update.

Highway Superintendent Champine said through previous repairs, the problem just keeps creeping down the hill. Tree roots are a big problem and the retaining wall should be taken out or repaired and level the sidewalk with the road. Kravitz Tree Service can take the trees out for \$3500. The company is insured and indemnified. If the company has contracts with either Clinton or Essex Counties, there isn't a need to go to bid.

Upon a motion by Councilman Gload and seconded by Councilman Casey and unanimously carried it was

**#109 Resolved: To contract with Kravitz Tree Service to remove trees as determined by Highway Superintendent Champine on Clinton Street to aide in repair of sidewalks for \$3500.**

Supervisor Barber informed the Board that the Supervisor's Financial Report for July 2022 is complete, however, there is a \$4200 discrepancy in accounting from what the bank has and what accounting has so he will hold off presenting the report. He will have a more accurate report to submit at the September 2022 meeting.

Upon a motion by Councilman Gload and seconded by Councilman Klages and unanimously carried it was

**#110 Resolved: That all audited bills presented to the Town Board since the last Board Meeting on July 12,2022 be paid. Bills in the amount of \$54,381.92 were audited and paid from the General Fund. Bills in the amount of \$25,075014 were audited and paid from the Highway Fund. Bills in the amount of \$18,228.85 were audited and paid from the Town of Chesterfield Water Department. Bills in the amount of \$25.00 were audited and paid from the Port Kent Water Departments.**

**Bills in the amount of \$63.90 were audited and paid to Trust & Agency for employee supplementary insurance. Bills in the amount of \$2,227.25 were audited and paid from the Village Debt. Bills in the amount of \$31.07 were audited and paid from the Port Kent Light District. Bills in the amount of \$6,038.88 were audited and paid from the Town Water Project. The total of all bills since last meeting was \$250,995.82.**

**Upon a motion by Councilman Casey and seconded by Councilman Mitchell and unanimously carried it was**

**#111 Resolved: That all letters brought before the Town be filed.**

**Supervisor Barber offered the courtesy of the floor to Town Clerk Bourgeois.**

**Town Clerk Bourgeois informed the Board of Bingo has started up again at the Knights of Columbus on Friday nights. New Town Clerk hours are Monday from 7 AM to noon, Wednesday from 6PM- 8Pm and Saturday from 2-4. He has also volunteered to be the secretary for the Planning Board and Zoning Board of Appeals.**

**Supervisor offered the courtesy of the floor to Town Attorney McCormick.**

**Supervisor Barber informed the Board he did dome homework on the Port Kent Water Districts electricity usage. For the whole year, it is only \$6000.**

**Supervisor Barber offered the courtesy of the floor to Highway Superintendent Champine.**

**Highway Superintendent Champine informed the Board the Town is waiting for the storm water study to move forward with paving. The County has reached out but the County is still waiting for DEC and the sewer project to be completed. Highway Superintendent Champine would also like to move some Highway Funds to NY Class since the other funds are performing so well with interest.**

**Upon a motion by Councilman Mitchell and seconded by Councilman Gload and unanimously carried it was**

**#112 Resolved: To transfer Highway Funds from Glens Falls National Bank to NY Class in the amount Superintendent of Highways Champine sees fit as long as the amount left in Glens Falls National is sufficient to waive low balance charges.**

**Supervisor Barber offered the courtesy of the floor to open discussion.**

**Wendy Murnane asked about repair of the lights at Port Kent Park and if upkeep on private property such as trees trimmed, lawns mowed etc. falls under Code Enforcement.**

**Supervisor Barber responded that the Town cannot legally cut on private property without owner's permission and if residents didn't want to mow their lawns, that is their prerogative.**

**Supervisor Barber informed the Board Ron Wilson will resign at the end of the year from the Port Kent Cemetery Association so the Town will need to find a replacement as well as volunteers for upkeep at the Cemetery. The Highway Department will cut trees as designated by the Association.**

**Upon a motion by Councilman Mitchell and seconded by Councilman Klages and unanimously carried it was**

**#113 Resolved: To enter into Executive Session to discuss water bill issues and personnel issues at 7:20 PM.**

**The Board came out of Executive Session at 7:40 PM with no decisions being made.**

**Upon a motion by Councilman Gload and seconded by Councilman Mitchell and unanimously carried it was**

**#114 Resolved to maintain water bills as were discussed.**

**Upon a motion by Councilman Mitchell and seconded by Councilman Klages and unanimously carried it was**

**#115 Resolved: That with no further business to come before this Town Board Meeting, this meeting could be adjourned at 8:05 P.M.**

**Bruce Bourgeois**

**Town Clerk**

**I. Open issues**

- a) Open issue/summary of discussion
- b) Open issue/summary of discussion
- c) Open issue/summary of discussion

**II. New business**

- a) New business/summary of discussion
- b) New business/summary of discussion
- c) New business/summary of discussion

**III. Adjournment**

Supervisor Barber adjourned the meeting at time.

Minutes submitted by: Name

Minutes approved by: Name