

Minutes of the Town of Chesterfield Regular Town Board Meeting Held on Tuesday March 12th,2024 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 Board Meeting to order at 6:00 PM

Everyone stood for the Pledge of Allegiance Those

Present:

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

Guests Present:

Dan Costin	Sue Picard	Romeyn Prescott
Walter Chmura	Nancy Thompson	
Tamara Mrose		

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

#55 Resolved: That the reading of the minutes of the Public Hearing and Regular Town Board Meeting of February 13th, 2024 be dispensed with.

Supervisor Barber welcomed everyone in attendance and recognized Susan Picard from the Friends of the North Country.

Sue Picard presented the Board with a monthly report on the Chesterfield Housing Rehabilitation Program and a request for approval on a capital expenditure. She explained the definition of 'soft costs' in the expenditures as testing for lead or other issues on a project.

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

#56 Resolved: To authorize the capital expenditure of \$36,950.00 plus administrative, project delivery, and other soft costs, in accordance with the Town of Chesterfield Housing Rehabilitation Program, for project CHES-22-03.

Supervisor Barber announced he and Councilmen Mitchell and Casey held a public workshop on the Town of Chesterfield Procurement Policy and limits. Due to rising costs, the limits were out of date. He presented the Board with new proposed procurement limits.

PROCEDURES FOR PUBLIC WORK PROJECTS AND CONTRACTS

Discretion of Supervisor from \$1-\$1500.

Documented telephone quotes from at least 3 vendors (if available) from \$1501-\$5000.

Formal written quotes from at least 3 vendors (if available) from \$5001-\$16000.

Formal request for proposal (RFP) with a solicitation to at least 3 vendors from \$16001-\$45000.

Formal sealed bids in conformance with municipal law, section 103, \$45001 and up.

PROCEDURES FOR THE PURCHASE OF COMMODITIES, EQUIPMENT, GOODS

Discretion of Supervisor from \$1-\$1500.

Documented telephone quotes from at least 3 vendors (if available) from \$1501-\$5000.

Formal written quotes from at least 3 vendors (if available) from \$5001-\$16000.

Formal sealed bids in conformance with municipal law, section 103 from #30001 and up.

Competitive Bidding Thresholds for purchasing public works contracts are increased from \$30,000 to \$50,000.

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

#57 Resolved: To accept the Town of Chesterfield Procurement Policy Limits as put forth in the preceding minutes

Supervisor Barber informed the Board that he has hired Sadie Stafford as a part-time office staff person with a probationary period of 8 weeks. She will need to be bonded to be able to accept cash payments.

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

#58 Resolved: To bond Sadie Stafford to be able to accept funds for the Town of Chesterfield.

Supervisor Barber asked the Board, with Mike McCormick retiring, what will be the position going forward? He introduced Mark Cowan who did a short introduction. The Board decided to take up the conversation in executive session.

Supervisor Barber opened the floor for public comment.

Walter Chmura asked requested the conversation of Town Attorney be done in public and asked specifically what the Town Attorney's role is. Supervisor Barber responded the conversation will involve pay and other personnel matters and will still be in executive session.

Mr. Chmura asked for more information to be posted on the Town's website, specifically, Board Meeting agendas and dog control results. Town Clerk Bourgeois replied with results of an improvement of 24 dog licenses year over year for February. That information was part of his Clerk Report when recognized. The Town will try to put up an agenda but Supervisor Barber says up to the time of meeting he is still adding to the agenda.

Mr. Chmura also asked for updates on Watson Park lawn care, zombie properties and health consortiums. Clerk Bourgeois responded the lawn care was waiting on the Town's Procurement Policy. Supervisor Barber added not all towns would be able to have the same health plan as all Towns have different pay structures.

There were no bids for replacement windows at the Town Hall. Town Clerk asked for and received permission to publicize in the Press Republican. He will also contact Essex County Public Works for guidance.

Supervisor Barber informed the Board during the Town's Retirement Review, some documents need updating and the Town has to submit and review the Standard Work Day for timekeeping employees.

Supervisor Barber informed the Board a short term payment for the Water Project was due. The Town has budgeted \$280,000 but the minimum payment is only \$128,500. The payment is due April 24th, 2024. The Board needs to decide the amount to pay.

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

#59 Resolved: To pay the minimum due of \$128,500 for the short term payment of the TCWD Project.

Supervisor Barber informed the Board the software and computer for the Port Kent Water district is 14years old and in need of updating. The Town has a quote from Aqualogic for this. Romeyn Prescott asked to see the quote and mentioned the inclusion of licenses made the proposal a fair one.

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

#60 Resolved: To accept the quote of \$13,820 from Aqualogic for the upgrade and software for the Port Kent Water District.

Supervisor Barber informed the Board the Town will receive a free energy audit of a municipal building due to energy benchmarking. The Town Hall was selected and Clerk to the Supervisor Ocasio will gather the necessary information to begin.

Supervisor Barber informed the Board the doors to the courtroom may qualify for court specific grants. He will pursue the ADA grants through Rob Wick at Essex County.

Supervisor Barber informed the Board the abstract title has been obtained for Butternut Pond and is being reviewed by County Attorneys Manning and Tansey.

Supervisor Barber informed the Board of a call from Jody Olcott with the Essex County IDA, whether the Town would consider residential housing at the Town of Chesterfield Commerce Park.

This opened the conversation of low income housing, housing with stipulations, the effectiveness of the sewer system etc. Supervisor Barber will speak to Highway Superintendent Winter about the sewer system.

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

#61 Resolved: To accept the completed Supervisor's Financial Report for February, 2024, copies of which can be found in the Town Clerk's Office.

Supervisor Barber informed the Board the AFR (previously the AUD) has been commented on by the Comptroller's Office and the Town of Chesterfield has a month to answer questions and fix proposed changes. At that point, the 2023 accounting will be closed.

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

#62 Resolved: That all audited bills presented to the Town Board since the last Board Meeting on January 10th, 2024 be paid. Bills in the amount of \$105,784.84 were audited and paid from the General Fund. Bills in the amount of \$91,662.57 were audited and paid from the Highway Fund. Bills in the amount of \$19,566.74 were audited and paid from the Town of Chesterfield Water Department. Bills in the amount of \$4,221.08 were audited and paid from the Port Kent Water Departments. Bills in the amount of \$35.71 were audited and paid from the Port Kent Light District. Bills in the amount of \$2,471.35 were audited and paid from the Village Debt. Bills in the amount of \$2,822.03 were audited and paid from the Town of Chesterfield Compact Station. Bills in the amount of \$4,607.57 were audited and paid from the TCWD Project. The total of all bills since last meeting was \$231,171.89.

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

#63 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 recognized Romeyn Prescott for providing him with a name plate with the correct spelling of Bourgeois.

Town Clerk Bourgeois informed the Board of a request from Joseph Liccardi to combine 2 parcels, both owned by him on Mace Chasm Road. The Town of Chesterfield Planning Board had already approved this.

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

#64 Resolved: to combine 4.3-1-47.000 and 4.3-1-41.220, both owned by Joseph Liccardi on Mace Chasm Road, into one parcel at 420 Mace Chasm Road as approved by the Town of Chesterfield Planning Board.

Town Clerk Bourgeois informed the Board one of the letters received was a request for a donation from Marybeth Gillen for the Port Kent Easter Egg Hunt.

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

#65 Resolved: To donate up to \$200 the Port Kent Easter Egg Hunt at Watson Park on March 30th, 2024 pending receipts.

Supervisor Barber offered the courtesy of the floor to the Board Members.

Councilman Klages requested the Town put up a metal building in the Commerce Park. Water Superintendent Winter could use the extra space and maybe start other companies coming to the Park. Highway Superintendent Champine suggested, for security sake, maybe putting a metal shed at the Highway Garage.

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

Highway Superintendent Champine would like to put the truck Dan Costin is driving now into surplus and give Mr. Costin the truck that Jim Pasho drove for Town business.

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

#66 Resolved: to place a 2011 Ford F250 regular cab with plow into surplus and accept bids on same at April Town Board Meeting.

Highway Superintendent Champine informed the Board Advocacy Day was the largest on record as Governor Hochul would like to cut \$100 million from CHIPS. He also said Essex County was beginning to post weight limits on the County roads and, weather permitting, the Town of Chesterfield signs will be going up shortly.

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

#67 Resolved: To enter into Executive Session to discuss personnel issues at 7:27 PM.

The Board returned to Regular Session at 7:46 PM with no decisions made.

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

#68 Resolved: To offer Mark Cowin the position of Town of Chesterfield Attorney providing his acceptance of payment offer.

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

#69 Resolved: That with no further business to come before this Town Board Meeting, this meeting could be adjourned at 8:03 P.M.

Bruce Bourgeois

Town Clerk