

Minutes of the Town of Chesterfield Regular Town Board Meeting Held on Tuesday, February 11th, 2025 at Town of Chesterfield Office, 1 Vine Street, Keeseville, County of Essex, State of New York Pursuant to Due Notice.

Supervisor Barber called the 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
Town Attny: Mark Cowen
Highway Super: John "Jay" Champine

Guests Present:

Romeyn Prescott Abigail MacDougal
Chase Ganter Avery Lattrell
Cassidy Richards Tamara Mrose
John Lacy

Supervisor welcomed everyone in attendance and offered the courtesy of the floor to Town Clerk Bourgeois.

Town Clerk Bourgeois informed the Board the Town levy portion of the 2025 warrant has been satisfied on the amount of \$2,230,000. He presented the Board with the Clerk Report for January noting the balance is still not "0" due to an uncashed check from November. He mentioned Town of Ausable has put out a call for lifeguards and Town Clerk Bourgeois will share it on the Face Book pages. He recognized and thanked Tamera Mrose for her contribution of buckets for the compost program.

Supervisor Barber added he would be attending a meeting of the Towns of Chesterfield, Ausable, Jay and Black Brook to discuss the youth program for this summer.

Supervisor Barber offered the courtesy of the floor to the Council.

Councilman Gload informed the Board the Keeseville Youth Commission will not hold another meeting until March 3rd. Supervisor Barber expressed interest in attending.

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

Highway Superintendent Champine informed the Board the salt shed is still scheduled for March, weather permitting. He will be attending Advocacy Day March 5th for extra Highway funds. Councilman Casey expressed interest in going.

Supervisor Barber opened a conversation with Town Attorney Cowen concerning unsafe properties. 5 letters have been sent out but the Town should serve papers as well. Supervisor Barber also spoke of his attempt to add fees to blight properties. The County has funds to remove debris, demolish sites etc. but is reluctant to do these things as it only adds costs to properties the County will not be able to recoup.

Supervisor Barber opened the floor to public comment recognizing several students in attendance from Ausable Valley.

Romeyn Prescott presented the Board with the Keeseville Free Library budget as requested and thanked the Board for their continued support.

Supervisor Barber reminded the Board there were not enough members present last meeting to appoint Councilmen to the Cable Commission and would like to do so now.

Upon a motion by Councilman Gload and seconded by Councilman Mitchell and carried with Councilmen Klages and Casey abstaining it was

#49 Resolved: To appoint Councilmen Klages and Casey to the Cable Commission.

Supervisor Barber presented the Board with a letter of interest from John Lacy for any open position on the various boards.

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

#50 Resolved: To appoint John Lacy to the Town of Chesterfield Board of Assessment Review to replace Mary Dixon who tendered her resignation from that Board.

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

#51 Resolved: To appoint John Lacy as alternate for the Town of Chesterfield Zoning Board of Appeals as Member Darwin Nolan has moved away from the Town.

Town Clerk Bourgeois noted last meeting the Board replaced Planning Board Member James Wheelin and it would be nice to offer a letter of thanks for his service. Supervisor Barber tasked the Town Clerk with finding out how many years Mr. Wheelin was on the Planning Board.

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

#52 Resolved: To thank James Wheelin of Port Douglas Road, Keeseville for his years of service to the Town of Chesterfield as a member of the Town of Chesterfield Planning Board.

Supervisor Barber informed the Board Clerk to the Supervisor Ocasio has completed the 2024 AFR and submitted to the NYS Comptroller. Once it is reviewed and accepted, the report will be posted in the paper and an official copy will be available in the Town Office for review by the public.

Supervisor Barber gave an update on the bus shelter for the CART bus. Fuller's has donated a shelter and it will be set by the Village Liquor Store after repairs on it are completed.

Supervisor Barber informed the Board, after receiving counsel from Essex County; ROOST Funds can be used for some aspects of the Compaction Station as the public uses the station. He just needs a resolution to use the funds.

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

#53 Resolved: To use \$4014.00 from ROOST Fund for purchase of a heater and payment of scales and building for the Town of Chesterfield Compaction Station.

Supervisor Barber informed the Board previously they had put an additional \$50 to make change in the Compaction Station cash box but now with ticket purchase price of \$20 instead of \$16, there is no longer a need to carry the extra money for change.

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

#54 Resolved: That with a larger amount no longer needed, the cash box of the Town of Chesterfield Compaction Station will be reduced from \$150 to \$100 with the \$50 being deposited in the General Fund.

Supervisor Barber also noted that with a Town credit card there is no reason to have petty cash in the offices for purchase and would like to eliminate all petty cash. The cash tills for change in the Water Department and Tax Collector/Town Clerk accounts will remain.

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

#55 Resolved: To eliminate petty cash in the amount of \$185 from the Town Office and Tax Collector/ Town Clerk and have this amount deposited in the General Fund.

Supervisor Barber presented the Board with a new water leak adjustment form that will help with efficiency and record keeping when a water bill is approved for adjustment.

Supervisor Barber presented a letter from Katherine Lawliss and Reed Hofmann requesting combination of three adjoining parcels on Corlear Bay Road. The Councilmen reviewed the tax map.

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

#56 Resolved: to combine three properties at 95 Corlear Bay Road (4.2-4-10.000, 4.2-4-11.000 and 4.2-4-12.000) owned by Katherine Lawless and Reed Hofmann into a single lot.

Supervisor Barber added he would prefer the Town of Chesterfield Planning Board, going forward, be the responsible party for lot combinations and lot line adjustments as the planning Board is better suited to make sure all aspects of the proposed projects are correct.

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

#57 Resolved: To authorize the Town of Chesterfield Planning Board as the only authority to approve or decline proposed lot line adjustments and lot combinations in the Town of Chesterfield.

Supervisor Barber presented the Board with a memorandum from Essex County outlining a Blight Property Registry and fees that could be attached once a vacant building be deemed “blighted”. The annual fees would continue to be attached until demolition, tax sale, foreclosure or remediation from owner

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

58 Resolved: To accept the Supervisor’s Report for January 2025, a copy of which can be found in the office of Town Clerk.

Supervisor Barber informed the Board Clerk to the Supervisor Ocasio created a Village Debt sub fund in NYClass. The residual fund balance and the amount levied between the Towns of Chesterfield and Ausable may not be sufficient so earning interest may help offset the difference.

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

#59 Resolved: To accept all water accounts receivables and adjustments.

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

#60 Resolved: To pay all bills received since January 14, 2025. Bills in the amount of \$758,943.73 were audited and paid from the General Fund. Bills in the amount of \$28,886.34 were audited and paid from the Highway Fund. Bills in the amount of \$9,339.14 were audited and paid from the Town of Chesterfield Water Districts. Bills in the amount of \$3,426.62 were audited and paid from the Port Kent Water Districts. Bills in the amount of \$2,560.00 were audited and paid from Village Debt. Bills in the amount of \$516.49 were audited and paid from the Compaction Station. Bills in the amount of \$1,315.37 were audited and paid from the TCWD Project. The total of all bills since January 14, 2025 is \$804,987.69.

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

#61 Resolved: That all letters brought before the Town of Chesterfield Board be filed.

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

#62 Resolved: To enter into Executive Session at 6:44 PM to discuss a personnel issue.

The Board came out of Executive Session at 7:02 PM with no decisions made.

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

#63 Resolved: That with no other business to come before this Board, the Regular Board Meeting of Town of Chesterfield for February 11, 2025 be closed at 7:13 PM.

Bruce Bourgeois Town Clerk