

# Minutes of the Town of Chesterfield Regular Board Meeting Held on Tuesday, March 11, 2025 at the Town of chesterfield Office, 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: Patrick "Bill" Mitchell

Councilman: John Casey

Town Attorney: Mark Cowen

Supt. of Highways: John "Jay" Champine

Councilman Richard Klages was excused.

Guests Present:

Nancy Thompson	Chris Mullen	"Chic" Canas
Walter Chmura	Craig Mullen	Reg Bowley
Carolyn Bowley	Romeyn Prescott	John Lacy
John Clute	Penny Clute	Greg Zais
Tamara Mrose	Andrew Prescott	

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

#64 Resolved: That the reading of the minutes of the Regular Town board Meeting of February 11, 2025 be dispensed with.

Supervisor Barber recognized Nancy Smith from Anderson Falls to discuss a proposed Clintonville Day.

Nancy Smith gave a report on the historical importance of Clintonville, NY and the nearing of the 200<sup>th</sup> anniversary of its incorporation as a village on April 11. She requested April 11, 2025 to be designated as Clintonville Day jointly with the Town of Ausable.

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

#65 Resolved: WHEREAS, recognizing important historic events helps inform community identity, spark inspiration, and strengthen continuity from the past to the present; and

WHEREAS, two hundred years ago, residents, businesses and civil leaders of Clintonville had established a vibrant, robust, thriving community and sought the benefits of incorporation for the public good; and

WHEREAS, the 48<sup>th</sup> session of the New York State Legislature authorized the incorporation of the Village of Clintonville on April 11, 1825, encompassing 1.5 square miles, lying in both Clinton and Essex Counties, centered on the furnace of the Peru Iron company; and

WHEREAS, the residents of the Village of Clintonville elected five trustees, designating one trustee as president, who were authorized to pass laws, levy fines and taxes, raise a volunteer fire Department and manage retail shops, public buildings, roads and nuisances; and

WHEREAS, the historical legacy of the Village of Clintonville continues within the hamlet to influence the towns of Ausable and Chesterfield; and

WHEREAS, commemorating this bicentennial provides an opportunity to educate residents about local history and promote community pride and engagement;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN BOARDS OF THE TOWN OF AUSABLE AND THE TOWN OF CHESTERFIELD, NEW YORK that Friday, April 11, 2025, is hereby designated as "CLINTONVILLE DAY" in the Towns of Ausable and Chesterfield in recognition of the bicentennial of the incorporation of the Village of Clintonville.

Supervisor Barber recognized Andrew Prescott to discuss the Town of Chesterfield Comprehensive Plan.

Andrew Prescott gave a brief synopsis of the Comprehensive Plan with handouts, thanking all members of the Comprehensive Plan for their time and effort in comprising the Plan. He presented the draft Comprehensive Plan to the Town Board.

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

#66 WHEREAS, S272-a of the New York State Town Law recognizes importance of undertaking town comprehensive planning and land use regulations to facilitate the protection, enhancement, growth and development of the Town and to promote the health, safety and general welfare of its citizens; and

WHEREAS, the Town's existing 1977 Comprehensive Plan has not been updated since its adoption; and

WHEREAS, the Town Board appointed the Comprehensive Plan Committee (CPC) to prepare a Comprehensive Plan for the Town of Chesterfield and retained a consultant MJ Engineering to assist the CPC; and

WHEREAS, the CPC has prepared a draft Comprehensive Plan that involved the consideration of substantial public engagement and unanimously voted to advance the draft Comprehensive Plan to the Town board on February 20, 2025; and

RESOLVED: That the Town Board of the Town of Chesterfield acknowledges receipt of the Draft Comprehensive Plan and requests a Town Board public hearing for comment regarding the Draft Comprehensive Plan to be scheduled with applicable notices for April 2025 Town Board meeting.

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

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WHEREAS, the Town's existing 1977 Comprehensive Plan has not been updated since its adoption; and

WHEREAS, the Town Board appointed the Comprehensive Plan Committee (CPC) to prepare a Comprehensive Plan for the Town of Chesterfield; and

WHEREAS, the CPC has prepared a draft Comprehensive Plan that involved the consideration of substantial public engagement and unanimously voted to advance the draft Comprehensive Plan to the Town Board on February 20, 2025; and

WHEREAS the draft Comprehensive Plan identifies recommendations for the future of the Town of Chesterfield; and

WHEREAS, adoption of the Comprehensive Plan is a type 1 action pursuant to the State Environmental Quality Review Act (SEQRA), 6 NYCRR 917.4(b)(1); and

WHEREAS, pursuant to SEQRA, the Town of Chesterfield Town board has prepared and completed Part 1 of the Full Environmental Assessment Form (FEAF);

BE IT RESOLVED: That the Town Board of the Town of Chesterfield does hereby initiate SEQR coordinated review in accordance with 6 NYCRR 617.6 and hereby declares its intent to serve as lead agency for the purposes of SEQRA and directs that a lead agency coordination letter be sent to identified interested and involved agencies in accordance with the applicable provisions of the law.

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

Town Clerk Bourgeois informed the Board the annual rabies clinic will be held Thursday, June 26, 2025 from 6-7:30 PM at the Knights of Columbus. He presented the Board with the Clerk Report for February and stated the Keeseville 250<sup>th</sup> celebration of the United States Committee will meet at the end of the month.

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

Highway Superintendent Champine attended Advocacy Day to gain extra funding from the State. It was suggested for towns to order new trucks before the electric mandate comes in 2027. Some of the salt received was substandard.

Supervisor Barber offered the courtesy of the floor to Town Attorney Cowen.

Town Attorney Cowen gave a brief synopsis of his trip to Association of Towns Conference in New York.

Supervisor Barber opened the floor to public comment.

Nancy Thompson questioned the source of assessments and asked where the general area of comparables are.

Walter Chmura asked if there could be some guidance or aid in correctly filling out forms for the Board of Assessment Review to avoid forms being denied at Grievance Day.

Supervisor Barber scheduled the finalization of the employee handbook for March 20<sup>th</sup> from 2PM- 4PM.

Supervisor Barber announced the annual sexual harassment training for Town of Chesterfield employees and officials will be held May 14<sup>th</sup> at 1 PM. Anyone not attending are required to take the course on line within 2 weeks of May 14<sup>th</sup>. Hourly employees will not be paid for the course if they take it outside of May 14<sup>th</sup>.

Supervisor Barber informed the Board Christmas lights have been ordered from the same company as last year at a discounted price. The company promises them to be here for this year's celebration.

Supervisor Barber informed the Board the Keeseville Youth Commission had not filed Annual Financial Reports as required by NY State. Going forward this will be done but the Board needs to pass a resolution of forgiveness.

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

#68 Resolved: WHEREAS, the Keeseville Youth Commission is required to submit Annual financial Reports (AFRS) to the New York State Comptroller; and

WHEREAS, due to various administrative challenges, the Keeseville Youth Commission has not submitted complete or accurate AFRs for the years prior to 2024; and

WHEREAS, the Town Board acknowledges the efforts of the Keeseville Youth Commission in providing programs and services beneficial to the youth of our community; and

WHEREAS, the Town Board recognizes the importance of transparency and accountability but also understands the unique circumstances that have led to the current situation; and

WHEREAS, the Town Board wishes to move forward with a clean slate for the Keeseville youth Commission, focusing on future compliances and cooperation;

NOW, THEREFORE, BE IT RESOLVED, by the Town Board of the Town of Chesterfield, New York as follows:

1. Forgiveness of Past Reports: The Town of Chesterfield hereby forgives the requirement for the Keeseville Youth Commission to submit Annual Financial Reports for all years prior to 2024.
2. Future Compliance: The Keeseville Youth Commission shall commit to full compliance with the submission of accurate and timely AFRs starting with the year 2024 and moving forward.
3. Support and Oversight: The Town will provide necessary support and oversight to ensure the Keeseville Youth Commission can meet these reporting obligations in the future.
4. Effective Date: This resolution shall take effect immediately upon its adoption.

Supervisor Barber presented a request for funds from KCDC for downtown flower baskets.

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

#69 Resolved: to allow KCDC up to \$300 for flowers, baskets and general beautification of downtown Chesterfield with the stipulation receipts are provided.

Supervisor Barber presented a request from AdkAction requesting funds for the 2025 Keeseville community Arts Festival.

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

#70 Resolved: To sponsor the annual 2025 Summer Arts Festival in the amount of \$1000.

Supervisor Barber requested a payroll date change for the bi-weekly payroll to Fridays.

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

#71 Resolved: To change bi-weekly payroll dates for the Town of Chesterfield to Fridays beginning April 11, 2025.

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

#72 Resolved: To accept comp time for Town of Chesterfield employees who work overtime.

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

#73 Resolved: To purchase 2 blue garbage bins and 2 dog waste containers for downtown Keeseville using ROOST Funds.

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

#74 Resolved: To move April's Regular Board Meeting from Tuesday, April 8, 2025 to Tuesday, April 15, 2025.

Supervisor Barber informed the Board Office Assistant Champine would like to take basic computer courses. The cost is approximately \$30 each. The Board agreed to allow Brooke Champine to attend these classes.

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

#75 Resolved: To accept the Supervisor's Report for February 2025, a copy of which can be found in the office of the Town Clerk.

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

#76 Resolved: To accept water billing and adjustments for the period of December 2, 2024 through February 28, 2025.

Supervisor Barber informed the Board an internal water audit for the quarter revealed only 55.7% of water produced at TCWD and 55.15% produced for PKWD is actually metered. Situations such as flushing hydrants and backwashing at the water plant account for some discrepancies. Water main breaks, laterals before meters or services not metered could be responsible.

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

#77 Resolved: To pay all bills received since February 11, 2025. Bills in the amount of \$41,567.84 were audited and paid from the General Fund. Bills in the amount of \$94,432.00 were audited and paid from the Highway Fund. Bills in the amount of \$18,809.76 were audited and paid from the Town of Chesterfield Water Districts. Bills in the amount of \$33,867.04 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 \$2,287.18 were audited and paid from the Compaction Station. Bills in the amount of \$3,693.09 were audited and paid from the TCWD Project. The total of all bills since February 11, 2025 totals \$197,216.91.

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

#78 Resolved: That all letters brought before this Board be filed.

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

#79 Resolved: To enter into Executive Session at 7:41PM to discuss a water bill.

The Board came out of Executive Session at 7:53 PM with no decisions made.

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

#80 Resolved: To resolve water issue as discussed.

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

#81 Resolved: To compensate Woody Davidson for electrical work performed on the condemned building on Front Street.

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

#82 Resolved: That with no other business to come before this Board, this Regular Board Meeting of the Town of Chesterfield be adjourned at 8:06 PM.