

Minutes of the Town of Chesterfield Regular Town Board Meeting Held on Tuesday, December 13th, 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:

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

Guests Present:

Susan Picard (Friends of the North Country)

Walter Chmura Makayla Young

Greg Rowe Preston Rowe

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

#156 Resolved: That the reading of the minutes of the Regular Town Board Meeting of November 10th, 2022 be dispensed with.

Supervisor barber welcomed everyone in attendance and opened the floor for public comment.

Walter Chmura asked if there was anything going to be done with the recently burned out “old hotel” on Lake Street in Port Kent. Supervisor Barber informed Mr. Chmura that the Town has to wait for insurance and the homeowner to reach the end of discussions before being able to act, if even then. Supervisor Barber will ask Code Enforcement Officer Pray to visit the site.

Supervisor Barber gave the courtesy of the floor to Susan Picard, Program Director for the Friends of the North Country.

Ms. Picard presented the Board with the process of finalizing the CDBG grant for housing rehabilitation in the Town of Chesterfield. The Town has qualified for a \$250,000 grant but it has strict guidelines. The following resolutions were adopted.

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

#157 Resolved: To establish a non-interest bearing account to receive and dispatch funds for the CDBG Grant.

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

#158 Resolved: To authorize the Town Supervisor of the Town of Chesterfield to act as Fair Housing Officer for the Town of chesterfield’s Office for the Community Renewal Community Development Block Grant project #233HR304-22 Housing Rehabilitation Program.

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

#159 Resolved: To authorize Clayton Barber, Town Supervisor of the Town of Chesterfield, to sign the Fair Housing Plan adopted by the Chesterfield Town Board for the town’s Office for Community Renewal Community Development Block Grant project #233HR304-22 Housing Rehabilitation Program.

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

#160 Resolved: To designate the Town Supervisor as the ADA Coordinator and to adopt the Notice Under the American with Disabilities Act, Grievance Procedures and Grievance Form.

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

#161 Resolved: To adopt the Section 3 Plan, to authorize the Town Supervisor of the Town of Chesterfield to sign the Section 3 Plan, to designate the Town Supervisor to act as the Section 3 Coordinator for Section 3 matters including the Town's Office for community Renewal Community Development Block Grant Programs.

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

#162 Resolved: To adopt the Policies and Procedures Manual which include the Sub-Recipient Monitoring Policy and Report Template for the Town's Office for the Community Renewal Community Development Block Grant project #233HR304-22 Housing Rehabilitation Program.

Supervisor Barber informed the board the End of Year Meeting for the Town Board of the Town of Chesterfield is scheduled for Tuesday, December 20th at 6:00 PM.

Supervisor Barber informed the Board the Minutes of the December 13th, 2022 will include the 2023 Adopted Budget and can also be found on the Town of Chesterfield website, Chesterfieldny.com.

Supervisor Barber congratulated Gary Friedrich as newly elected Town of Chesterfield Justice. Justice Friedrich will be starting his term January 1,2023. He has completed his training and taken all the necessary steps to be ready for the new term.

Supervisor Barber also thanked outgoing Town Justice Andrew Russell for the fine work he has done during his 4-year term.

Supervisor Barber informed the Board that, as the Town did not purchase new jackets for the Water and Highway Departments last year, the Town has purchased heavy duty lined jackets, labeled by Loreman's Embroidery, for the departments, scheduled to arrive December 14th.

Supervisor barber informed the Board, after talking with Dan Palmer at the County, and having no extra equipment to put out for surplus, the Town can put out to bid on the Town's Facebook page the 2008 F-350 truck gifted to the Town from the Town of Ausable. The repair costs are becoming prohibitive. The truck will not pass inspection and would need tie rod ends and a new battery at the very least.

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

#163 Resolved: To put out to bid surplus 2008 F-350 truck, posted on the Town of Chesterfield Town Clerk Facebook page from December 5th to December 15th, with sealed bids to be opened by Supervisor Barber and Town Clerk Bourgeois on Friday, December 16th, with the highest bidder being rewarded the surplus truck.

Supervisor Barber informed the Board the Town needs to designate limited use highways from December 1st,2022 through May1st, 2023.

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

#164 Resolved: To designate the Shunpike Road from the end of the blacktop to the Highlands Road, Harm's Way off of Corlear Bay Road and the upper end of the Dog Hill Road as limited use highways from December1st,2022 through May 1st,2023.

Supervisor Barber informed the Board he would like to schedule the Town of Chesterfield Organizational Meeting in January to precede the regular Board Meeting on January 10th.

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

#165 Resolved: To schedule the Town of Chesterfield Organizational Meeting for 2023 on Tuesday, January 10th,2023 at 5:30PM with the Regular Town Board Meeting for January immediately to follow.

Supervisor Barber informed the Board there are enough registers installed in the Port Kent Water District that the Water Department was able to get an initial reading for the district. The next billing cycle in March will be metered charge rate. The Town needs to finalize the billing model.

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

#166 Resolved: To set the usage rate for the Port Kent Water Districts at 11,000 gallons for the base rate with the charge of \$8.00/ thousand gallons if the water customer goes above that.

Supervisor Barber asked if the Town Clerk/Tax Collector and Court audits had been performed. Councilmen Gload and Casey informed the Board the Town Clerk/Tax Collector audit had been completed. Councilmen Klages and Mitchell informed the Board the Court audit had been completed. Both audits will be reviewed and accepted at the End of Year Meeting.

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

#167 Resolved: to accept the completed Supervisor's Financial Report for November ,2022, copies of which can be found in the Town Clerk's Office.

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

#168 Resolved: That all audited bills presented to the Town Board since the last Board Meeting on November 10th,2022 be paid. Bills in the amount of \$88,806.12 were audited and paid from the General Fund. Bills in the amount of \$86,818.12 were audited and paid from the Highway Fund. Bills in the amount of \$34,902.18 were audited and paid from the Town of Chesterfield Water Department. Bills in the amount of \$815.40 were audited and paid from the Port Kent Water Departments. Bills in the amount of \$2,227.25 were audited and paid from the Village Debt. Bills in the amount of \$40.73 were audited and paid from the Port Kent Light District. Bills in the amount of \$2,890.94 were audited and paid from the Town Water Project. Bills in the amount of \$129,657.19. The total of all bills since last meeting was \$216,500.74.

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

#169 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 gave the Board a report on the Holiday Celebration held on December 10th. He noted it was another successful event and thanked the Supervisor and all the Councilmen for their help accomplishing this. He especially thanked Councilman Casey for picking up the dog waste and suggested the Dog Control Officer be a little more aggressive ticketing unlicensed dogs. He also recognized the value of Town employee Dan Costin for all his work for the Town.

Supervisor Barber informed the Board Dog Control Officer Hyrsyk will be leaving his position at the end of 2023 unless the Town finds his replacement sooner.

Councilman Gload noted Town employee James Spear was ailing and the Town should send a card.

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

Highway Superintendent Champine informed the Board the Nutrition bus is starting to rot and the mileage is getting high. The Board might consider looking for grants to eventually replace it. Fuller's should be replacing the railings on Clinton Street starting on December 14th. The Highway Department has hired one new employee and has the chance to hire one more pending completion of the interview process. The Board might want to consider a pay rate for new employees.

Upon a motion by Councilman Gload and seconded by Councilman Mitchell and carried with Councilman Klages voing "Nay" it was

#169 Resolved: To start new Highway employees at \$18.00/ Hour with a 50 cent/ hour raise after 6 months.

Supervisor Barber opened the floor for public comment.

Greg Rowe asked if the Towns of Chesterfield and Ausable might cooperate on refurbishing the old high school. Walter Chmura added the school was a great asset to the community.

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

#170 Resolved: To enter into Executive Session to discuss a dog issue.

The Board came out of Executive Session at 7:20 PM with no decisions being made.

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

#171 Resolved: That with no further business to come before this Town Board Meeting, this meeting could be adjourned at 7:42 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