

Minutes of the Town of Chesterfield Year End Town Board Meeting Held on Tuesday, December 27th, 2023 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 5:00 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: **None**

Town Clerk Bourgeois read the legal notice for the 2023 town of Chesterfield End of Year Meeting.

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

#172 Resolved: That the reading of the minutes of the Regular Town Board Meeting of December 12th, 2023 be dispensed with.

Supervisor Barber informed everyone the assigned Board Members have concluded the year end audits of the Court System and Town Clerk/ Tax Collector accounts.

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

#173 Resolved: To accept the End of Year audit for the Town of Chesterfield Court System completed by Councilmen Mitchell and Casey with no comment.

Councilman Gload informed the Board, after looking at the Town Clerk audit list, the Board should verify the bank reconciliation each month at the Regular Board Meeting to be able to complete the list accurately.

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

#174 Resolved: To accept the End of year audits for the Town of Chesterfield Town Clerk and Town Tax Collector accounts performed by Councilmen Gload and Klages with suggested improvements.

Supervisor Barber informed the Board the true cost of the annual amount for joining 41J was increased to \$725 annually due to number of Town employees qualifying for the program.

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

#175 Resolved: To amend Resolution 162 to increase the annual cost of joining 41J to \$725.

Supervisor Barber requested a blanket resolution from the Board to allow for the closing of books for 2023.

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

#176 Resolved: To allow Budget Officer Ocasio to make any and all Budget amendments for year end to complete the Annual Financial Report (AUD) and close out 2023 in a timely manner.

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#178 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 2024 tax bills have been mailed and several taxpayers were sending in checks already.

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Town Attorney McCormick suggested starting the process to exceed the tax cap early even if the Town does not carry through with it to avoid consternation with the public.

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#172 Resolved: That the reading of the minutes of the Regular Town Board Meeting of December 12th, 2023 be dispensed with.

Supervisor Barber informed everyone the assigned Board Members have concluded the year end audits of the Court System and Town Clerk/ Tax Collector accounts.

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

#173 Resolved: To accept the End of Year audit for the Town of Chesterfield Court System completed by Councilmen Mitchell and Casey with no comment.

Councilman Gload informed the Board, after looking at the Town Clerk audit list, the Board should verify the bank reconciliation each month at the Regular Board Meeting to be able to complete the list accurately.

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

#174 Resolved: To accept the End of year audits for the Town of Chesterfield Town Clerk and Town Tax Collector accounts performed by Councilmen Gload and Klages with suggested improvements.

Supervisor Barber informed the Board the true cost of the annual amount for joining 41J was increased to \$725 annually due to number of Town employees qualifying for the program.

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

#175 Resolved: To amend Resolution 162 to increase the annual cost of joining 41J to \$725.

Supervisor Barber requested a blanket resolution from the Board to allow for the closing of books for 2023.

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

#176 Resolved: To allow Budget Officer Ocasio to make any and all Budget amendments for year end to complete the Annual Financial Report (AUD) and close out 2023 in a timely manner.

Supervisor Barber informed the Board there was no Supervisors Report as the month was not yet complete and the December Supervisor Report will be submitted in the first meeting in January.

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

#177 Resolved: That all audited bills presented to the Town Board since the last Board Meeting on December 12th, 2023 be paid. Bills in the amount of \$24,472.73 were audited and paid from the General Fund. Bills in the amount of \$83,902.16 were audited and paid from the Highway Fund. Bills in the amount of \$10,368.70 were audited and paid from the Town of Chesterfield Water Department. Bills in the amount of \$7.65 were audited and paid from the Port Kent Water Departments. Bills in the amount of \$2,460.31 were audited and paid from the Village Debt. Bills in the amount of \$2,661.84 were audited and paid from the Town of Chesterfield Compact Station. Bills in the amount of \$5,158.71 were audited and paid from the TCWD Project. Bills in the amount of \$ 288.10 were audited and paid from the Christmas Donation Fund. Bills in the amount of \$155.19 were audited and paid from the ROOST Fund. Bills in the amount of 76.89 were audited and paid from the Port Kent Light District. The total of all bills since last meeting was \$129,552.28.

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

#178 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 2024 tax bills have been mailed and several taxpayers were sending in checks already.

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

Town Attorney McCormick suggested starting the process to exceed the tax cap early even if the Town does not carry through with it to avoid consternation with the public.

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

Councilman Mitchell suggested a solar field could be installed at the Chesterfield Water Plant and paid for by grants. Councilman Gload asked if there was enough room and Councilman Mitchell answered in the affirmative. Town Attorney McCormick thought it was a great idea but to consult the APA first.

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

Highway Superintendent Champine informed the Board the last round of floods damaged roads. He is working with FEMA and Essex County to get all information

in for compensation. He opened up a discussion on the transfer station and the need for venting the heater in the new building with suggestion from the Councilman that the original building could be used for heat.

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

#179 Resolved: That with no further business to come before this End of Year Town Board Meeting, this meeting could be adjourned at 5:21 P.M.

Bruce Bourgeois

Town Clerk