

Minutes of the Town of Chesterfield Organizational And Regular Board Meeting Held on Tuesday, January 14th, 2025 at the Town Office, 1 Vine Street, Keeseville, County of Essex and state of New York Pursuant to Due Notice.

Supervisor Barber called the Organizational Meeting to order at 6:00 PM.

Everyone stood for the Pledge of Allegiance.

Those present:

Supervisor: Clayton Barber

Town Clerk: Bruce Bourgeois

Councilman: Richard Klages

Councilman: John Casey

Town Attny: Mark Cowen

Highway Supt: John Jay Champine

Councilmen Gload and Mitchell were excused.

Guests present:

Romeyn Prescott John Lacy Eddie Lumber

Mathew Wood Walter Chmura Tamera Mrose

Nancy Thompson Christine Mullen Daniel Thisse

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

#1 Resolved: The Regular Town Board Meetings of the Town of Chesterfield will be held on the second Tuesday of every month at 6:00 PM.

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

#2 Resolved: At all public and special meetings the public will be invited to address the Board after the adoption of the prior meeting minutes for not more than 5 minutes each.

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

#3 Resolved: To appoint David Gload as Deputy Supervisor.

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

#4 Resolved: To reappoint Mark Cowen as Town Attorney for 2025.

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

#5 Resolved: to reappoint Laura Ocasio as Budget Officer for 2025.

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

#6 Resolved: To reappoint Laura Ocasio as Clerk to the Supervisor for 2025.

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

#7 Resolved: To reappoint Patricia Osier as Sole Assessor for the Town of Chesterfield for 2025.

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

#8 Resolved: To reappoint Bruce Bourgeois as Registrar of Vital Statistics.

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

#9 Resolved: To reappoint Jennie King as Dog Control Officer for 2025.

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

#10 Resolved: To reappoint Michael Boynton as Code Officer until June 1, 2025.

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

#11 Resolved: to appoint Randall Pray to the Town of Chesterfield Planning Board for a term ending 12/31/2029, to reappoint Mark Allen to the Planning Board for a term ending 12/31/2028, to reappoint Greg Zais to the Planning Board for a term ending 12/31/2027, to reappoint Andrew Prescott as Chairman of the Planning Board for a term ending 12/31/2026 and reappoint Terry Jandreau to the Planning Board for a term ending 12/31/2025.

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

#12 Resolved: To reappoint Russell Pray as Chairman of the Town of Chesterfield Zoning Board of Appeals for a term ending 12/31/2026, to reappoint Robert Armstrong to the ZBA for a term ending

12/31/2025, to reappoint Darwin Nolan to the ZBA for a term ending 12/31/2027 and to reappoint Maurice Bresette to the ZBA with a term ending 12/31/2028.

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

#13 Resolved: To reappoint Kim Golden as Chairperson of the Board of Assessment Review of the Town of Chesterfield for 2025 and to reappoint Mary Dixon and Russell Pray to the BAR as members.

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

#14 Resolved: To reappoint Cindy bourgeois as Deputy Tax Collector for 2025.

Upon a motion by Councilman Casey and seconded by Supervisor Barber and carried with Councilman Klages abstaining it was

#15 Resolved: To appoint Richard Klages as Local Disaster Coordinator of the Town of Chesterfield for 2025.

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

#16 Resolved: To appoint Councilman Gload as liaison to the Keeseville Youth Commission for 2025.

Upon a motion by Councilman Casey and seconded by Councilman Klages and carried with Supervisor Barber abstaining it was

#17 Resolved to appoint Supervisor Barber as representative for the Town of Chesterfield to the Association of Towns and Villages with Councilman Mitchell as alternate.

Upon a motion by Supervisor Barber and seconded by Councilman Klages and carried with Councilman Casey abstaining it was

#18 Resolved: To appoint Councilmen Casey and Gload to the Labor Relations Committee.

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

#19 Resolved: To appoint Councilmen Mitchell and Gload to the Personnel Committee.

Upon a motion by Councilman Casey and seconded by Councilman Klages and carried with Supervisor Barber abstaining it was

#20 Resolved: To Bond Christine Morrow, Laura Ocasio, Bruce Bourgeois, Clayton Barber, Carrie Champine, Danny Costin and Rick Rock as members of the Town of Chesterfield staff collecting monies for the Town.

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

#21 Resolved to authorize TD Bank in Peru and Plattsburgh as depositories for the Town of Chesterfield Court System, Glens Fall National Bank in Plattsburgh as depositories for the Multifund, Trust and Agency, CDBG and HRA accounts, Town Clerk and Tax Collector, NYClass of Denver, Colorado as depository for interest bearing accounts for General, Highway, Town of Chesterfield Water District, ROOST and Port Kent Water District.

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

#22 Resolved: To prepay all legally allowed bills including utilities and postage as well as health insurance so as not to cause a lapse in coverage for those under the Town's umbrella.

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

#23 Resolved: To accept the Investment Policy that was adopted in 2021, the Sexual Harassment Policy, Ethics Policy, Procurement Policy and Employee Handbook, both amended in 2024 as policies for the Town of Chesterfield.

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

#24 Resolved: To front load at the beginning of the year all sick time, earned vacation, holiday hours, personal time and birthday leave for Town employees with the stipulation upon leaving Town employment, the employee is only entitled to be credited with time earned to the date of final employment of vacation and credit to retirement of sick time.

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

#25 Resolved: To approve Sun Community and Press Republican as official newspapers for publication of all legal notices for the Town of Chesterfield for 2025.

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

#26 Resolved: To approve all BONDS and BANS for the Town of Chesterfield and Port Kent Water Districts.

Upon a motion by Councilman Casey and seconded by Councilman Klages and carried with Supervisor Barber abstaining it was

#27 Resolved: To authorize Supervisor Barber to sign the following contracts for 2025; Friends of Poko (\$8,925), Harmony Golf Course(\$5,100), Keeseville Senior Citizens Club(\$2,650), NY State Police(\$3320), Keeseville Free Library(\$22,000), Anderson Falls Heritage House(\$6,600), Keeseville Youth Commission(\$14,400), Evergreen, Port Douglas, Ausable Chasm and Port Kent Cemeteries(each \$250), Town of Ausable for shared services equaling 50% of the expended funds from November1,2024 through October31,2025 including JC Park, Port Douglas Beach and Nutrition Bus and Nort Country SPCA(\$3,990).

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

#28 Resolved: To establish the Standard Work Day for 2025 for the Town of Chesterfield as 8 hours for Highway laborer, MEO and clerk, 7 hours for the Clerk to the Supervisor, 8 hours for a laborer and 8 hours for Water operators and laborers.

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

#29 Resolved: To accept submitted ROA for elected officials; Supervisor Barber, 9.32 days per biweekly payroll; Town Clerk/Tax Collector Bourgeois 11.39 days; Councilman Casey, 4.6 days; Councilman Gload, 3.06 days; Councilman Klages, 3.62 days; Superintendent of Highways Champine, 10 days per biweekly payroll with Town Attorney Cowen and Dog Control Officer King not submitting ROAs for retirement purposes.

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

#30 Resolved to distribute safety boot vouchers in the amount of \$175 to the Highway, Water and Compaction Station employees for 2025.

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

#31 Resolved: To establish the petty cash amounts as \$100 for Town Clerk and \$85 for Supervisor for 2025.

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

#32 Resolved: to establish the cash bank for Town Clerk/ Tax Collector at \$50, Clerk to the Supervisor at \$50, Court Clerk at \$50 and Compaction Station at \$100 for 2025.

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

#33 Resolved: To reimburse the use of personal vehicles for Town business, primarily for bank deposit trips at the NYS agreed rate of 70 cents per mile for 2025.

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

#34 Resolved: To adjourn the Town of Chesterfield 2025 Organizational Meeting and open the January 2025 Regular Board Meeting at 6:37 PM.

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

#35 Resolved: To accept and dispense with the reading of the minutes of the Town of Chesterfield End of Year Meeting on December 20th, 2024.

Supervisor Barber introduced Daniel Thisse, Asset Management of Wright Pierce Engineering and gave him the courtesy of the floor.

Mr. Thisse gave a brief presentation on the comprehensive services of his company; inventorying items greater than \$1000, analyzing cost replacement plus cost of service to those items and creating a planning tool to give the Town of Chesterfield a plan years into the future to better anticipate future costs.

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

Town Clerk Bourgeois presented the Board with December, 2024 Clerk Report with bank records etc and gave a summary of the Keeseville Holiday Celebration. He thanked Councilman Casey in particular for helping with the very successful parade. He also gave a brief update on a bus stop for CART us. Fuller's Excavating offered to give a used bus shelter to the Town at no cost and the Town is looking for a good site to set it on.

Supervisor Barber offered the courtesy of the floor to the Councilmen and Town Attorney.

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

Highway Superintendent Champine informed the Board the new salt shed construction should begin in March, weather permitting. He requested a resolution for a Deputy Superintendent.

Upon a motion by Supervisor Barber and seconded by Councilman Klages and carried with Councilman Casey abstaining it was

#36 Resolved: To appoint Councilman John Casey as Deputy Highway Superintendent to authorize payments in Highway Superintendent Champine's absence.

Supervisor Barber gave a brief explanation of the internal audits for the Town Clerk, Tax Collector and Justice accounts.

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

#37 Resolved: To accept the internal audits of the Town Tax Collector, Town Clerk and Town Justices of the Town of Chesterfield for the entire 2024 year, each performed by the entire Board with the exception of Councilman Mitchell.

Supervisor Barber reported to the Board a deficit of \$21,680.09 for the Compaction Station. The General fund increased the loan to the Compaction Station fund to that amount. The town has increased the cost per pound five cents already, composting has been well received with a patron covering the cost of composting so far. That being said, electronics should be charged a fee going forward to help close the deficit.

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

#38 Resolved: To establish a fee of \$10 for disposal of all televisions and computer monitors with a \$5 fee for smaller appliances at the Town of Chesterfield Compaction Station.

Supervisor Barber presented a list of new fees proposed by Code Officer Boynton to bring the Town of Chesterfield to rates reflecting current costs and comparable to surrounding towns.

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

#39 Resolved: To raise the permit fees as proposed by Code Officer Boynton, effective immediately, schedules and rates to be found at the Town of Chesterfield Office.

Supervisor Barber opened the floor to public comment.

Walter Chmura voiced his opinion on the addition of signs welcoming visitors to Keeseville and asked how Councilman Mitchell was doing. Supervisor Barber responded Councilman Mitchell cancelled a scheduled meeting but hopefully he will meet soon.

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

#40 Resolved: To accept the Supervisor's Report for December, 2024, a copy of which can be found in the Town of Chesterfield's Clerk Office.

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

#41 Resolved: To authorize all budget amendments for the purpose of completing the 2024 AFR.

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

#42 Resolved: That all audited bills since the last Board Meeting on December 20th, 2024 be paid. Bills in the amount of \$8,603.01 were audited and paid from the General Fund. Bills in the amount of \$49,904.19 were audited and paid from the CDBG Fund. Bills in the amount of \$40,924.01 were audited and paid from the Highway Fund. Bills in the amount of \$286.26 were audited and paid from the Christmas Donation Fund. Bills in the amount of \$5,025.04 were audited and paid from the Town of Chesterfield Water District. Bills in the amount of \$906.79 were audited and paid from the Port Kent Water District. Bills in the amount of \$2,560.00 were audited and paid from the Village Debt. Bills in the amount of \$75.00 were audited and paid from APGCD. Bills in the amount of \$1,008.32 were audited and paid from the Compaction Station. Bills in the amount of \$100.00 were audited and paid from the Trust & Agency. The totals of all bills since last meeting total \$109,392.62.

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

#43 Resolved: file all letters brought before the Town of Chesterfield Board.

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

#44 Resolved: To enter into executive session at 7:18 PM to discuss a water bill and personnel issues.

The Board came out of Executive Session at 7:30 PM.

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

#45 Resolved: To resolve water issue as discussed.

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

#46 Resolved: To appoint William Coolidge Highway Department Foreman for the Town of Chesterfield.

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

#47 Resolved; That with no other business to come before this Board, the Regular Board Meeting of the Town of Chesterfield for January 14th, 2025 be closed at 7:40 PM.

Bruce Bourgeois Town Clerk