

Minutes of the Town of Chesterfield Regular Board Meeting Held on Tuesday, December 9, 2025 at Town of Chesterfield Office, 1 Vine Street, Keeseville, County of Essex and 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: Patrick "Bill" Mitchell

Councilman: John Casey

Town Attorney: Mark Cowen

Supt. of HW: John "Jay" Champine

Code Officer: Trent Gravelle

Water Supt.: Dave Winter

Guests Present:

Walter Chmura Harrison Blaise Tamera Mrose

Romeyn Prescott Marion English Barb Donela

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

#192 Resolved: That the minutes of November 6, 2025 be accepted and the reading of those minutes be waived.

Supervisor Barber gave the courtesy of the floor to Water Superintendent Winter to give an update on the water issues in the Chesterfield Water District.

Water Superintendent Winter informed the Board the water tanks are full but the issue was the intake screens were plugged with silt as the intake line was too close to the bottom of Butternut Pond. The Water Department was working around the clock babysitting the temporary pumps and having to

routinely clean the temporary intakes from leaves. Divers are ready to go in to solve the problem but the ice is not yet thick enough to be able to reach the intake.

Supervisor Barber added he was going to submit a bill for all the overtime pay for the Water and Highway Departments and thanked all the employees for stepping up to help out. Kingsbury wants the Town to release contingency funds from the Water Project to help pay for solutions to the water issue that was the fault of that company installing the intake. The amount requested is \$50,000 to remove and clean the intake filters, install an extension pipe, address high points, make sure the system is operating correctly and provide plan/profile drawings of the pipeline.

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

#193 Resolved: To allow supervisor Barber to sign a “release of funds” from the contingency fund of the Town of Chesterfield Water Project only upon the approval of the release from Essex County.

Supervisor Barber informed the Board of the need to amend the employee Handbook. There are several issues arisen that need to be addressed. For Water or highway Departments, overtime begins from the moment they are called in after hours. All overtime must be approved by the Supervisor or their Superintendent. All clocked time will be rounded to nearest quarter hour. Sick time used longer than the previous 24 hour period of time worked will not be penalized for overtime pay. In the 24 hour period, sick time cannot be counted in overtime calculations. At end of calendar year, any unused comp time will be converted to vacation hours.

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

#194 Resolved: To amend the Town of Chesterfield Handbook to include overtime pay after hours to begin upon the time called by their supervisor, time worked calculated and rounded to nearest quarter hour, calculation of sick time in overtime equation when used in the 24 hour period of overtime and any unused comp time converted to vacation pay at end of calendar year.

Supervisor Barber gave an update on the Thompson Road project. The Essex County Land Bank is doing a feasibility study. Local residents do not have priority on housing as the Land Bank has to abide by Fair Housing rules and regulations. Supervisor Barber will be notified when applications are put to outside communities.

Supervisor Barber presented the Board with an update on IworQ for digital software to aid the Code Officer in writing permits, etc. If both the Town of Chesterfield and Town of Ausable sign up, the initial set up cost is \$2700 per Town and a yearly fee of \$2200. He presented the Board with a letter of suggestions and concerns from Romeyn Prescott. Mr. Prescott was in attendance and addressed security concerns and suggested contacting the Essex County IT department for concerns. In his opinion, the price is reasonable.

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

#195 Resolved: To purchase IworQ software for the Code Officer pending recommendation of the Essex County IT Department.

Supervisor Barber presented the Board a request for letter of support and sample letter in support of Governor Hochul's veto of Bill A2748/S2537. Town Attorney Cowen explained that the bills already passes in the New York Legislature ties any Workman Compensation claims to the Federal Disability requirements and systems. This would essentially deny due process to any employers as their responses could not be heard in opposing or refuting any workers compensation claims.

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

#196 Resolved: To issue a letter of support, signed by Supervisor Barber representing the entire Town Board, of a Governor Hochul Veto of Bills Assembly 2748 and Senate 2537.

Supervisor Barber tasked Town Clerk Bourgeois in creating this letter.

Supervisor Barber informed the Board there was a slight mistake on the 2026 Town Budget of \$72 so that is the amount the Town is under the tax cap.

Supervisor Barber asked the Board to begin thinking of drawing up a water ordinance for theft of services and removing meters from water department pits.

Supervisor Barber started a discussion on reconstituting a Town Constable position. He presented the Bard with a handout on the duties of a constable but the Town can tailor it in a number of ways. He would like to bring it as a topic in January.

Supervisor Barber opened the floor to public officials.

Town Clerk Bourgeois presented the Board with his November Clerk Report, final election results from November and updates on the Keeseville Holiday celebration on December 12th and noted the ice rink at Watson Park would be installed on the 13th.

Councilman Gload noted the ski and basketball programs from the youth commission will begin shortly.

Councilman Casey started a discussion on the legality of side by sides on the roads. There is conflicting advice from State Police and Essex County Sherriff Department.

Highway Superintendent Champine informed the Board the new hire is working out quite nicely.

Water Superintendent Winter noted the new vac-truck is working well and Supervisor Barber and himself will be doing interviews for the open Water Department position.

Supervisor Barber opened the floor to the public.

Barb Donela, as owner of an Airbnb, was upset on hearing some officials think Airbnb houses do not pay their fair share of taxes. She confirmed they do and has been in contact with Essex County to get totals and details. The problem seems to be with people not registering with the Town or County. Walter Chmura added the needed inspections could become one of the duties of a Town Constable. He also asked when the Town will see a "Welcome to Keeseville" sign.

Supervisor Barber informed everyone the Energy Choice Act was thankfully put on hold but predicted that might change after the upcoming governor election.

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

#197 Resolved: To accept the Supervisor's Financial Report for November, 20205.

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

#198 Resolved: To accept the water billing and adjustments for the period on November 6, 2025 to December 9, 2025.

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

#199 Resolved: To pay all bills, including credit card usage, received since November 5, 2025. Bills amounting to \$129,934.22 were audited and paid from the General Fund. Bills amounting to \$160,128.11 were audited and paid from the Highway Fund. Bills amounting to \$508.40 were audited and paid from the Christmas Donation Fund. Bills amounting to \$42,112.42 were audited and paid from the Town of Chesterfield Water Department. Bills amounting to \$7,803.13 were audited and paid from the port Kent Water Department. Bills amounting to \$2,048.00 were audited and paid from Village Debt. Bills amounting to 417.09 were audited and paid from ROOST. Bills amounting to \$2,733.01 were audited and paid from the Compaction Station. Bills amounting to \$11,050.00 were audited and paid from TCWD Project. Total of all bills received since November 6, 2025 equals \$357,234.38.

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

#200 Resolved: To accept all bank reconciliations for November 2025.

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

#201 Resolved: That all letters brought before this Town Board be filed in the Town Clerk's office.

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

#202 Resolved: To approve any Budget Adjustments performed since November 6, 2025.

Supervisor wished everyone in attendance a very Merry Christmas and Happy New Year. He reminded everyone of the "end of year" meeting December 30, 2025 at 4:00 PM.

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

#203 Resolved to enter into Executive Session at 7:38 PM to discuss water issues.

The Board entered back to Regular Session at 8:05 PM with no decision being made.

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

#204 Resolved: To settle any water issues as discussed.

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

#205 Resolved: That with no other business to come before this Board, the meeting of December 9, 2025 be adjourned at 8:08 PM.