

Minutes of the Town of Chesterfield Regular Town Board Meeting Held on Tuesday August 14<sup>th</sup>,2024 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 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 (Excused)
Councilman	Patrick “Bill” Mitchell (Excused)
Councilman	John Casey
Town Attorney	Mark Cowen
Supt. Of Highways	John “Jay” Champine

Guests Present:

Walter Chmura	Douglas Leininger
Jamie Martineau	Romeyn Prescott
Tamera Mrose	

Supervisor Barber opened the meeting with a moment of silence for James Spear who passed away on August 13<sup>th</sup>, 2024.

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

#121 Resolved: That the reading of the minutes of the Regular Town Board Meeting of July 9<sup>th</sup>, 2024 be dispensed with.

Supervisor Barber welcomed everyone in attendance.

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

Town Clerk Bourgeois informed the Board of the changes in DEC decal systems and asked on the progress of a decision of a new BAS system for Town Clerk software. The company presented the Town with a bill for 2 years even though there was no support.

Supervisor Barber offered the courtesy of the floor to the Councilmen.

Councilman Casey stated the Town should do a plaque in Jim Spear's honor at JC Park due his skills and commitment on maintaining the fields.

Councilman Gload informed the Board there is a pause in the expansion of JC Park due to the acquisition of a new food truck. There is some work being done to expand the leech field for the new restrooms. He also thanked Steve Fuller for raking the Port Douglas Beach.

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

Highway Superintendent Champine informed the Board of a goose problem at Port Douglas. He also gave a FEMA update noting the Town needs to obtain permits, hopefully not brown bat habitat, and Supervisor Barber has the paperwork to fill out from the County. Paving is going slow. It is harder to get the paver from the County. The Town may need to hire it out. The County is already considering this. There was also discussion on the danger of Finnegan's 4 corners as non-residents tend to not notice the stop signs. Supervisor Barber mentioned maybe a flashing light or signs could be painted on the road but as it is a county road, Essex County would have to approve the work. He will follow up at the County.

Highway Superintendent Champine asked the Board for permission to put three items in surplus and advertise them. The items were a 2002 International Truck with bad frame, an Elgin, and a slide in sander.

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

#122 Resolved; To proclaim a 2002 International, an Elgin and a slide in sander as surplus and to advertise them as needed.

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

Town Attorney Cowen informed the Board the owner of the Front Street dangerous building was not present for his initial appearance in court. If he does not appear at next session, a bench warrant could be issued.

Supervisor Barber opened the floor to public comment.

Romeyn Prescott mentioned parking in front of the Keeseville Free Library can be taken up at times by residents of the apartments and maybe putting lines, including a handicapped parking spot might alleviate the situation. Highway Superintendent Champine will talk with the State Highway to arrange line painting. Supervisor Barber added a New York Forward grant would alleviate parking on Front Street with a proposed lot behind the Keeseville Farmacy. That is not a guarantee though.

Walter Chmura asked for an update on the bench for the CART bus and suggested an Amish shed would keep riders from the elements. Town Clerk Bourgeois responded that it was a good idea but property owners might not be too keen on the idea but the proposed parking lot would be a good fit for the shed. Mr. Chmura also noted J&J Company was doing a good job at Watson Park. Supervisor Barber announced next year Town employees would be doing the upkeep. Mr. Chmura asked if signs “swim at own risk” might be put up at Port Douglas Beach but Supervisor Barber said it was a liability issue.

Supervisor Barber informed the Board of a request from James and Susan Ray to combine their parcels into one to be able to follow Town of Chesterfield code to build an outbuilding.

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

#123 Resolved: To combine adjacent parcels 1.75-1-5.200 and 1.75-1-21.002, both owned by James & Susan Ray at 22 North Street, Port Kent, NY into a single parcel to enable the building of a garage.

Supervisor Barber informed the Board the Compaction Station Fund is negative by \$18,372 which includes the original \$7500 for the scales and building. Suggestions for increasing ticket prices from the current price of \$16 to new prices of \$20- \$25. The Town has sold over 3000 tickets so far from October, 2023 to the present. This started a back and forth between Supervisor Barber, Councilman Gload and Town Clerk

Bourgeois on the positives and negatives of raising the price of tickets. There may be other solutions to help recoup losses.

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

#124 Resolved: To table any decision for increasing prices on the compact station tickets pending further review.

Supervisor Barber informed the Board former Code Officer Randy Pray would still like to serve on the Planning Board as an alternate member.

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

#125 Resolved: To appoint Randall Pray to the Town of Chesterfield Planning Board as an alternate member for 2024.

Supervisor Barber informed the Board of a housekeeping resolution needed that should have been passed at the Organizational Meeting. The ROAs of elected, non-time keeping officials needs to be passes as per the State Auditor.

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

#126 Resolved: To accept the record of activities for elected, non-time keeping officials as follows:

Supervisor Barber: 9.32 days per pay period.

Town Clerk Bourgeois: 11.39 days per month.

Councilman Klages: 3.62 days per month.

Councilman Gload: 3.06 days per month.

Councilman Casey: 4.6 days per month.

Supervisor Barber informed the Board he has not heard from Jack Mudge on purchasing and developing Town of Chesterfield property on the Thompson Road.

Supervisor Barber informed the Board there is no update on EV chargers, however, the Town of Chesterfield has been awarded a \$520,000 grant with a 75%/25% match from the Town for the Highway Department's salt shed. The Town is waiting to hear from the

county on the procedure to prepare the area for the salt shed on Highway Department property.

Supervisor Barber informed the Board there was never a formal resolution to change the locks and install security cameras. Essex County will help with the installation of the cameras when they get here.

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

#127 Resolved: To change the door locks at the Town of Chesterfield Office.

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

#128 Resolved: To install 4 exterior cameras at the Town of Chesterfield Office, 1 Vine Street, Keeseville, NY.

Supervisor Barber informed the Board there is a request for a change order for the CDBG Program.

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

#129 Resolved: To reduce the program budget allocation for Housing Rehabilitation by \$89,356.00, Program Delivery Housing \$14,166.20 and increase the budget allocation for Manufactured Housing by \$89,356.00 Program Delivery Manufactured Housing by \$14,166.20.

Supervisor Barber informed the Board the budget process should begin with a workshop that will be open to the public. The public can attend but not participate. After discussion among the Board the budget workshop was scheduled for Wednesday, August 28<sup>th</sup> at 9:30 AM at the Town of Chesterfield Office. Town Clerk Bourgeois will post the public notice.

Supervisor Barber informed the Board Auditor Rowland from the State Comptroller's Office is scheduling a budget workshop for the entire county September 9<sup>th</sup>, tentatively, in Elizabethtown. Any Council Member is invited and encouraged to attend.

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

#130 Resolved: To approve all Budget Amendments.

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

#131 Resolved: To accept the completed Supervisor's Financial Report for July, 2024, copies of which can be found in the Town Clerk's Office.

Supervisor Barber informed the Board quarter #2 adjustments and penalties has been completed for both the Town of Chesterfield and Port Kent Water Districts, He asked the Board to review the receivables.

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

#132 Resolved: To accept quarter #2 adjustment and penalties for water receivables.

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

#133 Resolved: That all audited bills presented to the Town Board since the last Board Meeting on July 9th, 2024 be paid. Bills in the amount of \$63,617.85 were audited and paid from the General Fund. Bills in the amount of \$22,991.88 were audited and paid from the Highway Fund. Bills in the amount of \$30,291.95 were audited and paid from the Town of Chesterfield Water Department. Bills in the amount of \$17,302.92 were audited and paid from the Port Kent Water Departments. Bills in the amount of \$2,965.62 were audited and paid from the Village Debt. Bills in the amount of \$1031.04 were audited and paid from the Town of Chesterfield Compact Station. Bills in the amount of \$7,433.25 were audited and paid from the TCWD Project. Bills in the amount of \$42.09 were audited and paid from the Port Kent Water District. The total of all bills since last meeting was \$145,676.60.

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

#134 Resolved: That all letters brought before the Town be filed.

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

#135 Resolved: To enter into Executive Session to discuss a water issue at 7:27 PM.

The Board returned to Regular Session at 7:59 PM with no decisions made.

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

#136 Resolved: To resolve the water issue as discussed.

Supervisor Barber informed the Board, as per the State auditors, the Town needs to establish specific reserve funds to be able to use set aside money for future needs. The proposed reserve funds would be for the Highway (for equipment), Building (for repairs) and Chesterfield Water (for equipment and upgrades).

There were many questions on amounts, usage etc. and with too little information to proceed, Supervisor Barber asked if the Board would prefer to table the discussion.

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

#137 Resolved: to table discussions on establishing reserve funds for Building, Water and Highway pending further research.

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

#138 Resolved: That with no further business to come before this Town Board Meeting, this meeting could be adjourned at 8:18 P.M.

Bruce Bourgeois

Town Clerk

