

Minutes of the Town of Chesterfield Regular Town Board Meeting Held on Tuesday April 9th,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
Councilman	Patrick “Bill” Mitchell (Excused)
Councilman	John Casey
Town Attorney	Mark Cowan
Supt. Of Highways	John “Jay” Champine

Guests Present:

Sue Picard	Romeyn Prescott
Andy Prescott	Justin Cook

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

#70 Resolved: That the reading of the minutes of the Regular Town Board Meeting of March 12th, 2024 be dispensed with.

Supervisor Barber introduced Andy Prescott as Chairman of the Comprehensive Plan for the Town of Chesterfield. The Board Members of the Comprehensive Plan are Ashlee Kleinhammer, Terry Jandreau, Greg Zais, Sue Loomans, Bruce Bourgeois, Randy Pray, David Gload and Alicia Fuller. Daniel Madigan and Jaclyn Hakes represent MJ Designs facilitating the Plan.

Andrew Prescott explained the Comprehensive Plan process. NY State recommends a new Plan every 10 years but the Town of Chesterfield's Plan is 47 years old. There are 3 pieces to any Comprehensive Plan; understanding the conditions, deciding the wants and determining how to get there. The process takes about a year to present the Plan to the Town board for approval. A Comprehensive Plan helps with other grants such as NY Forward and will enable certification for Pro-Housing Grants. There will be an initial public open house Tuesday, April 30th at the Keeseville Elks Lodge. It is imperative to get as much public input as possible.

Supervisor Barber recognized Susan Picard from the Friends of the North Country.

Sue Picard presented the Board with a monthly report on the Chesterfield Housing Rehabilitation Program and a request for approval on a capital expenditure.

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

#71 Resolved: To authorize the capital expenditure of \$73,600.00 plus administrative, project delivery, and other soft costs, in accordance with the Town of Chesterfield Housing Rehabilitation Program, for project CHES-22-01.

Supervisor Barber informed the Public the Town has decided to hire Mark Cowen as Town Attorney for remainder of 2024 with a compensation of \$6,605 to be distributed equally monthly from April to December.

Supervisor opened the floor for public discussion.

Justin Cook asked about paycheck dates. Supervisor Barber responded that the time frame to issue checks by Friday was too short with the chasing down of employee time sheets so the new day paychecks will be issued is Tuesdays.

Supervisor Barber reminded the Board the Standard Work Day should be included in every Organizational Meeting due to guidelines provided by the NYS Retirement System.

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

#72 Resolved: To set the Standard Work Day for employees of the Town of Chesterfield as follows:

Supervisor – 7 hours	Code Officer- 6 hours
Clerk to Supervisor – 7 hours	Health Officer- 6 hours
Court clerk- 8 hours	Dog control officer- 6 hours
Town Clerk/Tax Col-6 hours	Laborer- 8 hours
Councilmen-6 hours	Water Laborer-8 hours
Highway Super-8 hours	Highway MEO- 8hours
Town Justice- 6 hours	Assessor-6 hours

Supervisor Barber asked Town Clerk Bourgeois to read the notice for bids for the 2011 F-250 and Senior Bus. Town Clerk Bourgeois opened 3 bids for the F-250 and one bid for the Senior Bus. The bids were \$2500, \$3357 and \$3500. The bid for the bus will be sent to Town of Ausable's meeting on Wednesday, April 10th.

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

#73 Resolved: To accept the bid of \$3500 for the 2011 ford F-250 with plow from John Lacy pending payment by Tuesday, April 16th.

Supervisor Barber informed the Board the Town advertised a surplus copier and surplus gradall on Auction's International at no cost to the Town for 2 weeks. The high bid for the copier was \$345 and \$3150 for the gradall.

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

#74 Resolved: To award the surplus office copier and surplus gradall to the highest bidders on Auction's International.

Supervisor Barber informed the Board he and Clerk to the Supervisor Ocasio had a zoom meeting with Nancy Berstein and Jeff Scharel of NYSERDA on potential areas of improvement for energy efficiency. There will be an actual energy audit in the future. Since there are no bids pending for window replacement at the Town Office, the Town will wait for information on grants before advertising for bids again.

Supervisor barber informed the Board the Town is waiting to hear back from DEC on Butternut Pond intake. Worst case scenario is the Town has to stay with same intake, structure and blueprint and not extend intake further into Pond as proposed by NYS Health Department.

Supervisor Barber informed the Board, after talking with Water Superintendent Winter, the Commerce Park sewer infrastructure will not be able to support residential development. The whole sewer system at the Park would need to be revamped to support residential development.

Supervisor Barber informed the Board ROOST funds are received based on occupancy taxes. Each Town in the County receives an equal amount plus a percentage of taxes collected within their township for hotels, motels, and short term rentals. The Town received funds in the amount of \$51,188.41 from the 4th quarter of 2023. Payments for 2024 will be disbursed May 15th, August 15th, November 15th and February 2025.

Code Officer Boynton has sat through a demonstration for Williamson Law Book Company Building and Code Enforcement Software. The program is more modern but pricey at \$11,760 plus yearly maintenance of \$2000. The Supervisor will look into alternative programs.

Bids for Watson Park upkeep were opened and read by Town Clerk Bourgeois. 4 bids were opened and after much discussion the topic was tabled for further review and clarification.

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

#75 Resolved; To table all bids for upkeep of Watson Park in Port Kent until further questions are answered.

Supervisor Barber informed the Board the Town of Chesterfield has been undercompensated for stumpage payments for 4 loggings in the amount of \$2055.74. That amount will be remitted to the Town, the first stumpage since 2021.

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

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

Supervisor Barber informed the Board the 2023 Financials have been closed as the AFR (previously the AUD) has been completed. Town Clerk Bourgeois will have certified copies for public viewing.

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

#77 Resolved: That all audited bills presented to the Town Board since the last Board Meeting on March 12th, 2024 be paid. Bills in the amount of \$47,781.97 were audited and paid from the General Fund. Bills in the amount of \$35,158.07 were audited and paid from the Highway Fund. Bills in the amount of \$139,467.40 were audited and paid from the Town of Chesterfield Water Department. Bills in the amount of \$34,476.35 were audited and paid from the Port Kent Water Departments. Bills in the amount of \$27.64 were audited and paid from the Port Kent Light District. Bills in the amount of \$2,471.35 were audited and paid from the Village Debt. Bills in the amount of \$1,802.06 were audited and paid from the Town of Chesterfield Compact Station. Bills in the amount of \$90.00 were audited and paid from the Trust & Agency. The total of all bills since last meeting was \$261,274.84.

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

#78 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 Board last year's dog licenses for March totaled 8 and this year totaled 38. Dog Officer Jensen-King is doing a good job. Supervisor Barber added her monthly reports are very detailed and accurate. He has heard she is doing an excellent job for the Town of Ausable as well.

Supervisor added free tire collection at Town of Chesterfield Highway Garage May 1st and Town Cleanup Day in conjunction with the Town of Ausable on April 20th.

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

Councilman Klages requested an update on a metal building for the Water Department. There was none. Councilman Gload asked about electric car plug ins and cannabis income. There was little information on either.

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

Highway Superintendent Champine informed the Board Rob Wick no longer works for the County. For the Storm Water Study update, the Town needs to send copies of the budget so there is little progress.

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

#79 Resolved: To enter into Executive Session to discuss personnel and water billing issues at 7:33 PM.

The Board returned to Regular Session at 7:50 PM with no decisions made.

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

#80 Resolved: To resolve water issues as discussed pending receipt of letter from landowner.

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

#81 Resolved: That with no further business to come before this Town Board Meeting, this meeting could be adjourned at 7:59 P.M.

Bruce Bourgeois

Town Clerk

