

Minutes of the Town of Chesterfield Regular Town Board Meeting Held on Tuesday, August 8th, 2023 at the Town of Chesterfield Offices ,1 Vine Street, in Keeseville, County of Essex, State of New York, Pursuant to Due Notice.

Supervisor Barb called the Town 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
Councilman	John Casey
Town Attorney	Michael McCormick
Supt. Of Highways	John “Jay” Champine

Guests Present:

Daniel Costin	Walter Chmura	Tracey Lee
Jenna Dupuis	Debbie Buesser	Gordon Howard

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

#99 Resolved: That the reading of the minutes of the Regular Town Board Meeting of July 11th, 2023 be dispensed with.

Supervisor Barber welcomed everyone in attendance and opened the floor for public comment.

Deb Buesser opened the discussion on Watson Park asking about placement of the pickleball nets in relation to the basketball court. Town Clerk Bourgeois mentioned the pickleball nets were donated and there hasn't been any line painted as the season has been very wet. Ms. Buesser asked if a snow fence could be constructed on one end of the basketball courts to stop the basketballs from rolling down the street. There was also a discussion on continuing noise coming from a house in Port Kent. Supervisor Barber informed the Port Kent contingent that they needed to notify the authorities when the noise is happening.

Walter Chmura asked Supervisor Barber about his letter he had addressed to the Board last month. Supervisor Barber responded he had given Mr. Chmura the Town's decision verbally and if he wanted a formal letter the Town would provide one stating the Town was not responsible for damages to his lawn.

Supervisor Barber informed the Board the paperwork for the Port Kent Water District merger was submitted to Bill Tansy at Essex County.

Supervisor Barber updated the Board on 1707 Front Street. He has asked County Attorney Manning to draft a law similar to the Town of Jay's unsafe building law to be more aggressive in making the owner of the building act on the very unsafe conditions of his property. This was all done July 31st. Hopefully this will move along quickly.

Supervisor Barber had no update on the EV charging station. The Town is still waiting on DEC.

Supervisor informed the Board the new Nutrition Bus is working out well and asked the Board for a resolution allowing the sale of the old Nutrition Bus along with the 660 Gradall from the Highway Department and the old copier/printer from the Town Office.

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

#100 Resolved: To declare as surplus one Nutrition Bus, one 660 Gradall and one copier/printer as surplus and to advertise these items on Auctions International.

Supervisor Barber gave the Board an update on the Personnel Handbook. He presented Councilmen Mitchell and Gload with a copy of the Town of Essex's handbook for a guide. Public Sector HR, referred by the Town's Health Insurance agent, offers a bullet proof manual for \$5900. After some discussion it was decided to meet on Friday, September 8th at 9:00 to review the Handbook in lieu of spending money.

Supervisor Barber informed the Board the Town needs to pass 2 resolutions to proceed with the Highway Salt Shed Grant. Clerk Bourgeois read the motion. Highway Superintendent Champine added the 50 % match is "up to", meaning worst case scenario and can be "in kind" service. The shed can be certified for brine as well.

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

#101 Whereas, the Town of Chesterfield intends to apply for a Water Quality Improvement Project grant to construct the Salt Storage Shed for the Town Highway Department at the Town Highway Garage;

Whereas, the project budget is anticipated to be \$650,000 with up to a 50% match from the Town;

Resolved; Supervisor Barber is authorized to apply for grants from the NYS Department of Environmental Conservation (DEC) Water Quality Improvement Project (WQIP) for a salt storage shed, that requires up to a 50% match of local funds and;

Be It Further Resolved; that Supervisor Barber if further authorized to execute a Grant Agreement with the NYS DEC and any and all other contracts, documents and instruments necessary to bring about the project and to fulfill the Town's obligations under the Grant Agreement.

Town Clerk Bourgeois read the second resolution.

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

#102 Whereas, the Town of chesterfield proposes to construct a salt storage shed located at 1517 US-9 Keeseville, NY for the covering of salt and sand mixture of road salt utilized by the Town Highway Department for winter road maintenance, to protect local receiving water bodies and area drinking water quality; and

Whereas, the proposed project activities include; excavation of foundations, construction of a fabric salt storage shed and paving of the building pad and mixing area(hereafter referred to as "Said Action"); and

Whereas; the Town of Chesterfield is required to comply with the NYS Environmental Quality Review Act(SEQRA) and the regulations pursuant to 6 NYCRR Part 617 with respect to Said Action; and

Whereas; the Town Board of the Town of chesterfield has reviewed the project in accordance with 6 NYCRR Part 617 to determine whether Said Action is subject to review under SEQRA; and

Whereas; the Town has completed the Short Environmental Action Forms in parts one through three and found no negative impacts as a result of Said Action; and

Whereas; Said Action is not subject to review under SEQRA since it involves construction of a storage shed, that supports the existing duties of the Town highway Department, while not changing land use or density, on the same site, which is listed as “Type II Action” under 6 NYCRR 617.5©(12).

Now, Therefore, Be It Resolved that the Town Board of the Town of Chesterfield declares Said Action constitutes a “Type II Action” under 6 NYCRR 617.5©(12) and that no further action under the State Environmental Quality Review Act is required.

Supervisor Barber gave the Board an update on the TiSales/ Neptune handheld upgrade. The transition is going smoothly although the Town is requesting it be completed in September so as not to interfere with the end of August water readings.

Supervisor Barber informed the Board to go further for the \$5000 grant for energy improvements, the Board needs to adapt 2 resolutions.

Town Clerk Bourgeois read the first resolution adopting the NY State Unified Solar Permit.

Upon a motion by Councilman Mitchell and seconded by Councilman Klages and passed by roll call vote with all members in the affirmative it was

#103 Resolved: To adopt the New York State Unified Solar Permit as read.

Town Clerk Bourgeois read the resolution establishing energy benchmark requirements for certain municipal buildings.

Upon a motion by Councilman Glod and seconded by Councilman Mitchell and passes by roll call vote with all members in the affirmative it was

#104 Resolved: to establish the Energy Benchmarking Requirements for Certain Municipal Buildings as read.

Supervisor Barber informed the Board Clerk to the Supervisor Ocasio has reached out to the Comptroller’s Office for guidance on the new Compaction Station Fund. All budgeted lines for Compaction were moved from General including employee insurance, retirement and Medicare & Social Security taxes. Once those expenditures were transferred he Compaction Fund is in deficit. There

will be a new fee schedule for trash based on waste. To do that, the Town will purchase a pallet scale.

Supervisor Barber presented the Board with a sample of the new punch tickets designed by Clerk to the Supervisor Ocasio modelled after the Towns of Keen and Essex. Each punch represents 4 pounds of trash. The tickets may be purchased for \$16 at the Town Office for cash, check or credit card. This will alleviate cash at the Compact Station. Notices will go out at the Compact Station, on the Town's website and on the Clerk's FB page. Tickets will be available the last week of August.

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

#105 Resolved: To loan \$7500 from the General Fund to the Compaction fund to purchase a pallet scale.

Supervisor Barber reminded the Board the doors to the Town Offices and Highway Garage still need to be repaired or replaced. Town Clerk Bourgeois will determine what the building reserve is for and how to get approval of spending of funds from the reserve. New bids for the repair/replacement must be submitted.

Supervisor Barber gave the Board an update on a new proposed Dog Law. The Town, in conjunction with the Town of Ausable needs a new law with stiffer penalties for unregistered and dangerous dogs as well as owners not picking up their animal's waste. Both Towns are looking for a more aggressive Dog Control Officer.

Supervisor Barber informed the Board the Town of Ausable is requesting a letter of support for further improvements at the Civic Center specifically reopening the gym. Councilman Gload added all work so far has been accomplished through grants. There is a gym shortage for all the sports programs and this would help alleviate the problem.

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

#106 Resolved: To enable Clerk to the Supervisor Ocasio to craft a letter in support for further improvements to the Civic Center in the Town of Ausable.

Supervisor Barber informed the Board Jennifer Perry from Compost for Good, and ADK Action subsidiary approached the Town concerning a Town compost station offering a paid service to compost food scraps and maybe sludge from the Water Plant. Compost for Good would help the Town obtain grants for this

project to build a gazebo or building for this project that may include a bucket exchange to be located near the transfer station.

Supervisor Barber presented the Board with Budget amendments for July, 2023.

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

#107 Resolved: To accept proposed Budget amendments for the month of July, 2023.

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

#108 Resolved: To allow Supervisor Barber to sign release of mortgage for Wayne and Hope Buckley.

Supervisor Barber informed the Board he received a letter from Adirondack Park Association requesting support of \$300. After much discussion the request was tabled.

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

#109 Resolved: To allow Supervisor Barber to sign an easement release with NYSEG to move power lines from the front of the Town's parcel on the Thompson Road.

Supervisor Barber informed the Board he had received a letter from the Keeseville Public Library requesting an additional \$5000 in funding for 2024. This needs to be one of the many lines considered when crafting the 2024 Town Budget.

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

#110 Resolved: To accept the completed Supervisor's Financial Report for July ,2023, copies of which can be found in the Town Clerk's Office.

Supervisor Barber informed the Board the first Budget Workshop covered the Compaction Station and the General Fund. The Compact Station needs to change charging of rubbish to not be in deficit by year's end. The next budget meeting will involve the Highway Fund and ROOST Fund on August 29th at 4:00 PM.

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

#111 Resolved: That all audited bills presented to the Town Board since the last Board Meeting on July 11th,2023 be paid. Bills in the amount of \$150,788.10 were audited and paid from the General Fund. Bills in the amount of \$244,521.80 were audited and paid from the Highway Fund. Bills in the amount of \$16,574.76 were audited and paid from the Town of Chesterfield Water Department. Bills in the amount of \$860.34 were audited and paid from the Port Kent Water Departments. Bills in the amount of \$43.48 were audited and paid from the Port Kent Light District. Bills in the amount of \$2,338.90 were audited and paid from the Village Debt. Bills in the amount of 60.00 were audited and paid from the Trust & Agency. Bills in the amount of \$3,198.56 were audited and paid from the Town of Chesterfield Compact Station. Bills in the amount of \$234.07 were audited and paid from the ROOST Fund. The total of all bills since last meeting was \$418,620.01.

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

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

Supervisor Barber offered the courtesy of the floor to Town Clerk, Town Attorney and Councilmen. There was no comment.

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

Highway Superintendent Champine informed the Board in one more month the entire Highway Department will be himself and 2 crew. He received a call about dead trees on Giddings Road. Can the bigger trees be taken down in the Town's right of way or can the Town take quotes for it? He has also received calls on a location on Lake Street in Port Kent about material being pushed over the bank by the railroad tracks. The Code Officer has OK'd it. The tall grass can be cut now as butterfly breeding season is over.

Gordon Howard mentioned how nice the new clock at Veteran's Park looks.

Supervisor Barber informed the Board Greg Zais has submitted a letter of interest in the open Planning Board position. Mr. Zais brings much experience and will be a good addition to the Planning Board.

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

#114 Resolved: To enter into Executive Session to discuss a personnel issue at 7:48 PM.

The Board returned to Regular Session at 8:05 PM with no decisions made.

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

#115 Resolved: That with no further business to come before this Town Board Meeting, this meeting could be adjourned at 8:06 P.M.

Bruce Bourgeois

Town Clerk