

***Minutes of the Town of Chesterfield Organizational
Town Board Meeting Followed by the Regular Town
Board Meeting Held on Tuesday, January 10th, 2022 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 Town Organizational Meeting to order at 5:30 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
Councilman	John Casey
Town Attorney	Michael McCormick (Absent)
Supt. Of Highways	John “Jay” Champine

Guests Present:

Walter Chmura

Allegra Mussen

Town Clerk Bourgeois read the legal notice for the Organizational Meeting.

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

#1 Resolved: To hold Regular Town Board Meetings on the second Tuesday of each month at 6:00 PM.

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

#2 Resolved: To re-appoint Michael McCormick Town Attorney for a term of 2 years with renewal in 2025.

Upon a motion by Councilman Gload and seconded by Councilman Gload and carried with Councilman Mitchell voting Nay it was

#3 Resolved: To re-appoint Randy Pray as Code Enforcement/Zoning Officer for 2023.

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

#4 Resolved: To re-appoint Clerk to the Supervisor Laura Ocasio as Budget Officer for 2023.

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

#5 Resolved: To re-appoint Town Clerk Bourgeois as Registrar for Vital Statistics for 2023.

Town Clerk Bourgeois appointed Clerk to the Supervisor Ocasio as Deputy Registrar of Vital Statistics.

Supervisor Barber informed the Board the Town needs to create a position of Water Superintendent for the Town of Chesterfield and Port Kent Water Districts with Dave Winter in mind for the position. It will be a salaried position with Dave still being available as an hourly on-call highway fill-in for the snow plow season.

The conversation was tabled pending guidance from the Town Attorney.

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

#6 Resolved: To re-appoint the following citizens to the Town of Chesterfield Planning Board:

Andrew Prescott, with term ending December 2026

James Wheelin, with term ending December 2025

Terry Jandreau with term ending December 2024

Mark Allen with term ending December 2023

Supervisor Barber informed the Board there is still one open position in the Planning Board that needs to be filled.

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

#7 Resolved: To re-appoint the following citizens to the Town of Chesterfield Zoning Board of Appeals:

Robert Armstrong for the 5th year

Darwin Nolan for the 4th year

Maurice Bresette for the 3rd year

Kevin Greene for the 2nd year

Supervisor Barber informed the Board there is still one open position on the Zoning Board of Appeals.

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

#8 Resolved: To reappoint Kim Golden as Chair of the Board of Assessment Review for the Town of Chesterfield for 2023 and reappointing Mary Dixon and Russell Pray as members of the Board of Assessment Review.

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

#9 Resolved: to re-appoint Patty Osier as Sole Assessor for the Town of Chesterfield for 2023.

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

#10 Resolved: To name TD Bank in Peru and Plattsburgh, NY as depositories for the Town of Chesterfield Courts, Glens Falls National Bank in Plattsburgh, NY as depositories for the Town Clerk, Tax Collector, Multifund and CDBG accounts, Champlain National Bank in Willsboro, NY for Certificates of Deposit and NY Class, Denver Colorado for interest bearing investment accounts for General Fund, Highway Fund and Town of Chesterfield Water District.

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

#11 Resolved: To accept the 2023 investment policy for the Town of Chesterfield which is the same as last year.

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

#12 Resolved: To approve all bonds for Port Kent Water Districts and Town of Chesterfield Water Districts.

Supervisor Barber appointed Councilman Richard Klages as Local Disaster Coordinator.

Supervisor Barber appointed Councilman Klages as representative to the Cable Commission with Councilman Casey as alternate.

Supervisor Barber appointed Councilman David Gload as liaison to the Keeseville Youth Commission.

Supervisor Barber informed the Board he will serve as representative to AATV and Councilman Mitchell will be the alternate.

Supervisor Barber appointed Councilmen Casey and Gload to the Labor Relation Committee.

Supervisor Barber appointed Councilmen Mitchell and Gload to the Personnel Committee.

Town Clerk Bourgeois appointed Cindy Bourgeois as Deputy Tax Collector.

Town Clerk Bourgeois appointed Laura Ocasio as Deputy Town Clerk.

Supervisor Barber reappointed Councilman Mitchell as Deputy Supervisor.

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

#13 Resolved: That with no other business coming before this Board, the Town of Chesterfield Organizational Board Meeting could be adjourned at 5:51 PM.

Supervisor Barber opened the Regular Board Meeting at 5:55 PM

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

#14 Resolved: That the reading of the minutes of the Regular Town Board Meeting of December 13th, 2022 and the End of Year Meeting on December 20th, 2022 be dispensed with.

Supervisor Barber opened the floor to the public.

Walter Chmura informed the Board the Town of Jay was using the app Voyent to notify residents of public events. He also said it was a shame businesses are closing and maybe the Town could wave taxes etc to attract more business.

Supervisor Barber informed the Board on January 4th, the Town received confirmation that the Town of Chesterfield was awarded the grant for the Town's comprehensive plan in the amount of \$63000. The towns of Essex and Ticonderoga also received grants.

Supervisor Barber informed the Board the Town has completed its portion in obtaining funds for the CDBG grant the Friends of the North Country secured for the Town. The grant amount of \$250,000 is broken down as follows:

\$205000 to the Town of Chesterfield residents that qualify by income.

\$12,500 for grant administration.

\$32,500 for the Friends of the North Country administrative services.

Supervisor Barber informed the Board New York Governor Hochul is attempting to pass a new law allowing volunteer fire fighters and ambulance workers to receive a 10% discount on land and school taxes. It is making its way through the legislature.

Supervisor Barber informed the Board the Town received 3 bids for the split unit heaters for the Town of Chesterfield Water District. He tasked Town Clerk Bourgeois to open the bids.

Town Clerk Bourgeois read the 3 bids from Mountain Valley Mechanical for \$7000, RP Mechanical for \$11,102.97 and BT Repair for \$12,500.

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

#15 Resolved: To accept the low bid of \$7000, for installation of split unit heaters from Mountain Valley Mechanicals pending verification of meeting all required stipulations in the bid requirements.

Supervisor Barber informed the Board there will be a water workshop January 19th at 3:00 PM to discuss the intake supply for the Town of Chesterfield Water District.

Supervisor Barber informed the Board the Nutrition Bus broke down again last week. It is running once more but it is clear the Town needs to replace it. There is no money in the budget to purchase one. Essex County Office of the Aging offered to let the Town borrow one from the County until a resolution is decided as long as the Town maintains the bus. The Town will look into a grant to possibly purchase a 20 passenger bus.

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

#16 Resolved: To enter into an agreement between the Town of Chesterfield and North Country Life Flight for 2023 in the amount of \$100.

Supervisor Barber informed the Board Ausable chasm Cemetery has requested support from the Town for this year. The Town previously given to Evergreen, Port Kent and Port Douglas Cemeteries.

After much discussion, the request was tabled pending verification of ROOST funds. Supervisor Barber will try to find out how much the Town will be receiving.

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

#17 Resolved: To renew the PO Box at the Keeseville Post Office for 2023 in the amount of \$160.

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

#18 Resolved: To accept the Supervisor's Financial Report for December,2022, copies of which can be found in the Town Clerk's Office.

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

#19 Resolved: To allow Budget Officer Ocasio to make necessary amendments to balance the budget to end the 2022 financial year and proceed with the AUD.

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

#20 Resolved; To allow Budget Officer Ocasio to make necessary amendments to the Budget and present them to the Board on a monthly basis.

Supervisor Barber presented the Board Abstract 13 for 2022 and Abstract 1 of 2023. Abstract 13 was created to keep expenditures in the year they were incurred.

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

#21 Resolved: That all audited bills presented to the Town Board since December 29th, 2022 be paid. Bills in the amount of \$24,042.57 were audited and paid from the General Fund. Bills in the amount of \$42,700.64 were audited and paid from the Highway Fund. Bills in the amount of \$951.45 were audited and paid from the Port Kent Water Districts. Bills in the amount of \$1,925.39 were audited and paid from the Village Debt. Bills in the amount of \$71.00 were audited and paid from Trust & Agency. Bills in the amount of \$350.00 were audited and paid from the Aquatic Plant Growth. Bills in the amount of \$7,529.50 were audited and paid from the TCWD Project Fund. The total of all bills since December 29th, 2022 was \$77,570.55.

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

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

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

Town Clerk Bourgeois informed the Board taxes were coming in quite briskly and the Town levy should be satisfied by the first week in February.

Supervisor Barber informed the Board Anderson Falls Heritage Society submitted a budget for the Board to review and request continued funding from the Town of Chesterfield. Supervisor Barber reminded the Board that the funding was already included in the 2023 budget.

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

#22 Resolved: To support Anderson Falls Heritage Society in their programs with a \$6000 contribution accounted for in the 2023 Town of Chesterfield budget.

Supervisor Barber informed the Board Drapeau's Sanitation would provide the services of the porta potty at the transfer station for \$1000.

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

#23 Resolved: To enter into an agreement between Drapeau's Sanitation and the Town of Chesterfield to provide sanitary service to the Town of Chesterfield Transfer Station in 2023 for \$1000.

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

Councilman Mitchel mentioned there is a businessman in town looking to open a smoke lounge for cigars with refreshments to purchase something like the Koffee Kat in Plattsburgh.

Mr. Chmura asked if ROOST funds could be used to sweeten the pot?

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

Highway Superintendent Champine informed the Board Clinton Street Project is complete. The railings look good. The new employees are working out nicely. He would like to appoint James Pasho for Deputy Highway Superintendent for 2023 until his retirement. He approached the Board on purchasing a 3-ton roller to be split between the Highway and Water Departments. Right now the Town borrows a roller from other towns. The quote for the new roller is \$57463. After much discussion on how much use the roller would really get, the request was tabled pending further investigation.

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

#24 Resolved: That the Town of Chesterfield Town Board enter into executive session at 7:25 to discuss water billing.

The Board came out of executive session at 7:50 with no decisions being made.

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

#25 Resolved: To settle the Water Department issues as discussed.

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

#26 Resolved: That with no other business to come before the Town of Chesterfield Board, the Regular Town Board Meeting for January, 2023 can be adjourned at 7:52 PM.

Bruce Bourgeois

Town Clerk

I. Open issues

- a) Open issue/summary of discussion
- b) Open issue/summary of discussion
- c) Open issue/summary of discussion

II. New business

- a) New business/summary of discussion
- b) New business/summary of discussion
- c) New business/summary of discussion

III. Adjournment

Supervisor Barber adjourned the meeting at time.

Minutes submitted by: Name

Minutes approved by: Name