**Minutes of the Organizational and Regular Board Meetings held by the Town of Chesterfield Town Board on Tuesday, January 5, 2016 at the Town Office, on the Corner of Clinton and Vine Streets, in Keeseville, County of Essex and State of New York.**

Supervisor Gerald H. Morrow called the Organizational Meeting to order at 7:00 p.m.

Everyone stood for the Pledge of Allegiance.

Those present were:

Supervisor: Gerald H. Morrow

Town Clerk: Lynn A. Jarvis

Councilman: Clayton J. Barber

Councilman: Russell L. Blaise

Councilman: David P. Gload (newly elected)

Councilman: Richard J. Klages

Town Attorney: Michael D. McCormick

Supt. of Highways: Philip W. Pray

Guest present was: Shelley Davis; Clerk to Supervisor

Town Clerk Lynn Jarvis read the legal notice for the Organizational and Regular Board Meetings.

Upon a motion made by Councilman Russell Blaise, seconded by Councilman David Gload and unanimously carried it was

1. **RESOLVED** that the Town Board Meetings be held the 1st Tuesday of each month at

7:00 p.m.

Supervisor Morrow informed the Board Members that he was appointing Councilman Russell L. Blaise as Deputy Supervisor, he stated that he doesn’t need a resolution because it is his appointment. He explained that there are more appointments to come during this meeting.

Upon a motion made by Councilman Richard Klages, seconded by Councilman Russell Blaise and unanimously carried it was

1. **RESOLVED** that Harvey LeCuyer be and hereby appointed as Zoning/Building Code

Enforcement Officer for the year 2016.

Upon a motion made by Councilman Clayton Barber, seconded by Councilman Richard Klages and unanimously carried it was

1. **RESOLVED** that Gerald Morrow be and hereby appointed Budget Officer for the year

2016.

Upon a motion made by Councilman Richard Klages, seconded by Councilman Russell Blaise and unanimously carried it was

1. **RESOLVED** that the Town Board appoints the following Planning Board Members:

Jeffrey Bailey 5 years

Scott Racette 4 years

Bobby Enfinger 3 years

Harvey LeCuyer 2 years

Art Prandato 1 year

Upon a motion made by Councilman Russell Blaise, seconded by Councilman Richard Klages

and unanimously carried it was

1. **RESOLVED** that the Town Board appoints the following Zoning Board of Appeals

Members:

William “Patrick” Mitchell 5 years

Thomas Easter 4 years

Charles Crowningshield 3 years

Robert Armstrong 2 years

Maurice Bressette 1 year

Upon a motion made by Councilman Clayton Barber, seconded by Councilman David Gload and unanimously carried it was

1. **RESOLVED** that the Town Board appoints the following Board of Assessment and Review

Members:

Richard Garcia 3 years

Joseph “Roger” Theroux 2 years

Robert Russell 1 year

Upon a motion made by Councilman Clayton Barber, seconded by Councilman David Gload and unanimously carried it was

1. **RESOLVED** that the following Financial Institutions: TD Bank; Keeseville, NY, Champlain

National Bank; Willsboro or Plattsburgh, and Key Bank of Plattsburgh be and hereby are duly designated as depositories in which the Supervisor, Town Clerk, Town Justices and Tax Collector shall deposit all monies coming into their hands by virtue of their offices for the year 2016, and **WHEREAS,** the following officers, employees or agents of the Town, whose names appear below are hereby authorized, acting singly or jointly, for and on behalf of the Town, to open and maintain a deposit account or accounts of the Town with Depository, subject to terms and conditions specified in the applicable Account Agreements(s), and to endorse and deposit with said Depository negotiable instruments or other orders for the payment of money, which endorsements may be made in writing or by stamp and without the designation of the person endorsing: Gerald H. Morrow, Russell L. Blaise, Shelley A. Davis, Lynn A. Jarvis, Bruce L. Bourgeois, Jr., David A. Bashaw, Kim P. Rennie, Christine A. Morrow, and Susan E. Crowningshield.

Upon a motion made by Councilman Richard Klages, seconded by Councilman Clayton Barber and unanimously carried it was

1. **RESOLVED** that the objectives of the Investment Policy of the Town of Chesterfield is to

minimize risk, to insure that investments mature when the cash is required to finance operations, and to insure a competitive rate of return. In accordance with this policy, the Chief Fiscal Officer is hereby authorized to invest all funds including proceeds of obligations and reserve funds in;

Time deposit accounts in a bank or trust company authorized to do business in New York State. All other local government officials receiving money in their official capacity must deposit funds in negotiable order of withdrawal accounts.

1. Collateral

A. Accounts shall be fully secured by insurance of the Federal Deposit Insurance

Corporation or by obligations of New York State or the United States or obligations of the

Unites States of America of which are guarantees by the United States or obligations of New York Local Governments. Collateral shall be delivered to the Local Government or a Custodial

Bank with which the Town of Chesterfield has entered into a Custodial Agreement. The market value of collateral shall at all times be equal or exceed the principal amount of the

Certificates of Deposit. Collateral shall be monitored no less frequently than weekly and marketed value shall mean the bid or closing price quoted in the WALLSTREET JOURNAL or as

quoted by another recognized pricing service.

2. Designation of Custodial Bank

A. Custodial Financial Institutions, the TD Bank, Champlain National Bank and Key Bank charted by the Town of Chesterfield are designated to act as Custodial Banks of the Town of

Chesterfield investments.

At least annually and if practical at the Organizational Meeting of the Town Board, the

members shall review and amend, if necessary these investment guidelines.

Supervisor Morrow explained that we can invest in TD Bank, CNB and also Key Bank.

Councilman Gload asked what the interest rate was that the Town receives.

Supervisor Morrow answered –.05% from CNB. TD Bank doesn’t pay interest, depending on what we have in TD Bank we receive checks and statements at no charge.

Supervisor Morrow asked for a resolution to approve all bonds. The bonds the Town has are for the water districts – PKWD $12,000 a year with USDA (which we can’t pay off - $36,000 a year with EFC, which is what we owe from the $8.1 million project. A no interest loan on $1.1 million – and TCWD # is $2,200 yearly with EFC and TCWD # 2 –which was inherited from the Village is $196,000 yearly.

Upon a motion made by Councilman Russell Blaise, seconded by Councilman Clayton Barber

and unanimously carried it was

1. **RESOLVED** that all bonds be approved.

Councilman Gload asked the Supervisor when you say you can’t pay it off – does that mean ever or by a lump sum?

Supervisor Morrow answered that we can’t pay it off in a lump sum – it will be paid off in 2033.

Supervisor Morrow informed the Board that there will be a tank inspection tomorrow there is a leak at the top of the tank that we inherited from the Village – hopefully they can repair it. Last month it was the controls that needed to be repaired/replaced.

Supervisor Morrow made the following appointments, but he explained that if there is a committee that a Councilman didn’t feel comfortable on he will make changes.

Councilman Richard Klages appointed as Local Disaster Coordinator for the year 2016.

Appointment of Councilman Richard Klages as the Representative for the Cable Commission and Councilman David Gload as the Alternate.

Appointment of Councilman Clayton Barber as the liaison for the Keeseville Youth Commission.

Supervisor Morrow will serve as the AATV Representative and Councilman Russell Blaise will be the Alternate.

Appointment of Councilman Richard Klages and Councilman David Gload to the Labor Relation Committee.

Appointment of Councilman Russell Blaise and Councilman Clayton Barber to the Personnel Committee.

Upon a motion made by Councilman Richard Klages, seconded by Councilman David Gload and unanimously carried it was

1. **RESOLVED** that the Organizational Meeting be adjourned at 7:11 p.m.

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Lynn Jarvis, Town Clerk

Supervisor Morrow asked if the Board wanted to recess or go directly into the Regular Meeting.

Councilman Klages stated go into the Regular Meeting.

Supervisor Gerald H. Morrow called the Regular Board Meeting to order at 7:12 p.m.

Upon a motion made by Councilman Richard Klages, seconded by Councilman Clayton Barber and unanimously carried it was

1. **RESOLVED** that that the New York State Office of Children and Family Services mandates

in Law 420 Article 16, the yearly appointment or reappointment of a person to act as a representative on the County Youth Board/Planning Committee take place, and

**WHEREAS,** also in Executive Law 420 Article 16, a municipality receiving Office of Children

and Family Services Funds must appoint a Youth Commission, and

**WHEREAS,** the Town of Chesterfield Town Board appoints Richard Garcia of 14 Chesterfield

Street, Keeseville, New York 12944, 834-7114, Retired NYSP to act as the official Representative for the Town of Chesterfield on the Youth Board/Planning Committee and that Mary Sackett of 341 Soper Road, Keeseville, NY 12944, 834-7406, Legal Secretary shall act as his Alternate, and

**WHEREAS,** the Town Board of the Town of Chesterfield appoints the following to serve on

the Youth Commission:

Richard Garcia 14 Chesterfield St., Keeseville, NY 12944 834-7114 Retired

Mary Sackett 341 Soper Rd., Keeseville, NY 12944 834-7406 Legal Secretary

Bruce Bourgeois 840 Mace Chasm Rd, Keeseville, NY 12944 834-7183 Tax Collector

Darlene LaMountain 26 Smart St., Keeseville, NY 12944 834-9609 Secretary

**WHEREAS,** that Town Board of the Town of Chesterfield authorizes the Director of the Essex

County Youth Bureau to sign amendments of no increase/no decrease in state aid for said municipality, and that the Director of the Youth Bureau has agreed to return copies of the

amendments to the municipality, and

**THEREFORE BE IT FURTHER RESOLVED** that the Clerk of this Board shall submit a copy of the

Resolution to the Essex County Youth Bureau, Essex County Government Center, Elizabethtown, NY 12932.

Upon a motion made by Councilman Clayton Barber, seconded by Councilman Russell Blaise and unanimously carried it was

1. **RESOLVED** that the Town of Chesterfield has again decided to run a youth service

program, and

**WHEREAS,** the Town of Chesterfield has approved the appointment of its Youth Commission

Members, and

**WHEREAS,** the Youth Commission has been authorized to expend at least $14,400 to cover the 50/50 match required by the New York State Office of Children and Family Services, and

**WHEREAS,** the Town of Chesterfield approve the 2015 application and authorizes the Youth

Commission to expend at least $15,300 for the 2015 youth service program(s), and

**BE IT FURTHER RESOLVED** that the Clerk send a copy of this resolution to the Essex County

Youth Bureau, 7533 Court Street, Elizabethtown, NY 12932.

Supervisor Morrow informed the Board that he had been contacted by Danny Kaitfetz who would like to make a sign for the Veterans Park that would explain briefly why the flag is flown at half-mast – Loreman’s are also on board with helping with this – he was supposed to send the Supervisor an email today, but it was never received. This sign will not take away from the one already there that honors the Veterans.

Danny Kaitfetz had asked about a couple of Councilman volunteering to help with the design.

Councilman Gload stated he would help, but not sure how Danny would react because there were issues when Danny left the Honor Flight and he doesn’t want to make him feel funny.

Councilman Klages will help Danny.

Councilman Barber can help if it is on a Saturday.

Supervisor Morrow will let Danny Kaitfetz know about the volunteers and get back to the Councilmen.

Upon a motion made by Councilman Clayton Barber, seconded by Councilman Richard Klages and unanimously carried it was

1. **RESOLVED** that Councilman Russell Blaise be named Delegate for the Association of

Towns Meeting and Councilman David Gload be named as the Alternate.

Each official attending the Association of Towns Meeting will receive $1,400 toward true and necessary expenses.

Upon a motion made by Councilman Russell Blaise, seconded by Councilman Clayton Barber and unanimously carried it was

1. **RESOLVED** that the Supervisor’s Financial Report for the month of December 2015 be

accepted. Financial Report can be found on file in the Town Clerk’s Office.

Supervisor Morrow stated that he has been Supervisor for 22 years – this is the best year we have had financially, because we didn’t spend monies we didn’t need to spend.

Upon a motion made by Councilman David Gload, seconded by Councilman Clayton Barber and unanimously carried it was

1. **RESOLVED** that all bills be paid. Bills in the amount of $8,518.33 were audited and paid

from Highway Acct., Claims 1 to 7. Bills in the amount of 37,465.59 were audited and paid from General Acct., Claims 1 to 11. Bills in the amount of $634.59 were audited and paid from TCWD Acct., Claims 1-3. A bill in the amount of $212.50 was audited and paid from PKWD Acct., Claim #1. M.I.S. was paid $423.50 Claim #4. Warrants can be found in the Office of the Town Clerk.

Upon a motion made by Councilman Clayton Barber, seconded by Councilman David Gload and unanimously carried it was

1. **RESOLVED** that all letters brought before the Board be filed.

Supervisor Morrow informed the Board that Harvey LeCuyer had requested to be allowed to attend the Code Enforcement Officers Conference and Training in Lake Placid, the registration fee is $260.00 – he needs to attend this training for continuing education credits.

Upon a motion made by Councilman Russell Blaise, seconded by Councilman David Gload and unanimously carried it was

1. **RESOLVED** that Harvey LeCuyer be allowed to attend the Code Enforcement Conference

and Training in Lake Placid and that the registration fee of $260.00 be paid by the Town along with any actual and necessary expenses.

Supervisor Morrow stated that he doesn’t stay in lake Placid he comes home every night.

Councilman Gload asked if he is paid mileage.

Supervisor Morrow stated yes.

Councilman Klages informed the Board that he attended the “Cycle Adirondack” press conference – there are about 300 bicyclist who will be traveling through the Adirondack Park from Aug. 20 – 27, they will be staying at the Keeseville Elementary School one night – they say it is getting bigger every year.

Supervisor Morrow thanked Rick for attending the press-conference.

Councilman Gload asked about the Labor Relation Committee?

Supervisor Morrow answered him by stating if there is a problem with Town Employees you can talk to them because there is no Union in the Town of Chesterfield.

Supervisor Morrow informed that all employees on our insurance that the new cards should be here this week – use your old insurance cards for now – the old insurance won’t be cancelled until we have the new insurance cards.

Lynn stated to Clayton that wasn’t it last year we were standing on the street trying to fill prescriptions.

Supervisor Morrow joking said you better watch that – we don’t need the Town Clerk and Councilman trying to get drugs on the street.

Supervisor Morrow said to Phil you are quiet back there – are you sleeping?

Phil stated tired.

Phil explained that the new truck will be here tomorrow at 2:00 p.m. – the crew will get a proper lesson on the controls, etc.

Phil informed that Board that work has to be done to the loader – no bottom line on cost – local business is doing the repairs – hopefully it will be cheaper.

Phil states it has been a mild winter so far – we use sand/salt mix – hopefully this is a safe zone.

Guys have done a good job – with a short crew – do have a couple new call-ins, they are working out well.

We are joint owners of a new used piece of equipment – vac truck – which will be shared with the Town of AuSable – it is a good investment – an asset to the water department and very reasonable.

Supervisor Morrow stated that this is a perfect example of shared services.

Upon a motion made by Councilman Richard Klages, seconded by Councilman David Gload and unanimously carried it was

1. **RESOLVED** that since there is no further business to come before the Board this meeting

be adjourned at 7:27 p.m.

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Lynn Jarvis, Town Clerk