

Minutes of the Town of Chesterfield Regular Town Board Meeting Held on Tuesday June 11<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
Councilman	Patrick “Bill” Mitchell (Excused)
Councilman	John Casey
Town Attorney	Mark Cowen
Supt. Of Highways	John “Jay” Champine

Guests Present:

Michael Boynton	Sue Snyder	Cody Estes
Walter Chmura	Tamara Mrose	Gordon Howard
Sue Loomans	John Sokol	

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

#93 Resolved: That the reading of the minutes of the Regular Town Board Meeting of May 14<sup>th</sup>, 2024 be dispensed with.

Supervisor Barber welcomed everyone in attendance and gave a presentation on the water main break on Kent Street. Dave Winter with the Town Water Department, the Town Highway Department and the Town of Ausable Sewer Department are working to resolve the issue. The boil water order is still in effect until further notice. He noted sensors at the Prospect Street site faulted building up too much pressure.

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

Town Clerk Bourgeois informed the Board of the upcoming Rabies Clinic on June 26<sup>th</sup> from 6-8 and requested help from the Board Members. He also mentioned the need for a bench or covering for the CART bus and the Mountain Valley Credit Union did not have issues with it. The nets and lines for pickle ball will be set up soon at Watson Park.

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

Councilman Klages mentioned the ATT line delay. Councilman Gload, as liaison to the Keeseville Youth Commission, asked if the Town website could be linked to be able to receive applications for sports team, information and announcements.

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

Highway Superintendent Champine gave a brief presentation on the Highway school he attended in Ithaca. The big State push is for electric vehicles. He also mentioned again the ability to stop parking on the street on Beach Street due to safety concerns. It seems to be only one individual.

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

Town Attorney Cowen presented the Board with a memo concerning the dangerous building at 1707 Front Street. The Los Angeles Sherriff Department was unable to execute service of notice to due to department policy so a private company was hired but was unable to complete service after several attempts. Mr. Cowen's Office sent a letter with the notice and attachments. A copy of the notice was placed upon the door of 1707 Front Street. With a copy being sent to Essex County Clerk as prescribed. With all this being done, the Board is free to act regarding this property.

Supervisor Barber opened the floor to public comment.

Code Officer Boynton presented the Board with a request for information on a variance on an Amish Shed on Santor Lane. Sue Snyder added her son would live there eventually but for right now would it be OK to place the shed for storage. The Board did not have any issues pending purchase of a building permit.

Supervisor Barber informed the Board the road at the Commerce Park has been closed off due massive amounts of garbage being dumped there. He also publicly thanked Jim Williams for all his donated time trying to keep that road clean.

Supervisor Barber informed the Board the Town has received requests for reimbursement that included sales tax. The persons responsible for not exempting sales tax will not be reimbursed for any sales tax on receipts.

Supervisor Barber informed the Board the Town needs to approve the prepayment of legally allowed bills prior to auditing such as utilities and postage.

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

#94 Resolved: To allow the pre-payment of legally allowed bills prior to audit by the Town Board.

Supervisor Barber presented a letter to the Board from the Ausable Valley Grange requesting support for a local radio station. John Sokol and Sue Loomans from the Grange hopes it will be based in the old high school with a range of approximately 7 miles.

Upon a resolution by Supervisor Barber and seconded by Councilman Klages and unanimously carried it was

WHEREAS; the Towns of Ausable and Chesterfield lack a local means of contact to alert all citizens of impending issues in a short amount of time, and

WHEREAS; Ausable Valley Grange Number 973, located on Main Street, in Keeseville, NY, is applying for a permit to create and operate a local FM radio station at their location, and

WHEREAS; a local radio station would be a very successful way to inform residents and visitors of emergency updates in both the Towns of Ausable and Chesterfield and surrounding areas, and

WHEREAS; a radio station would be a better and more efficient way to inform residents and visitors of local businesses' special events and sales to help build the local economy, and

WHEREAS; this station would be a successful way of informing residents and visitors of local events in the surrounding area to help community organizations realize the true potential of fundraising, recruitment and overall success, and

#95 NOW THEREFORE BE IT RESOLVED: That the Town board of the Town of Chesterfield voices its full support of Ausable Valley Grange Number 973 in their application for a local FM radio station for Keeseville, NY.

Supervisor Barber presented to the Board a letter from Jack Mudge, Executive Director at Mountain Lakes Services requesting a letter of support for a Children's Critical Transition Program to be located in the Town of Chesterfield. Supervisor Barber was informed the location could be on 3 lots at Commerce Park employing 20-25 people.

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

#96 Resolved: To compose a letter of support for a Children's Critical Transition Program to be located in the Town of Chesterfield.

Supervisor Barber informed the Board, after speaking with the State Auditor, the Procurement Policy can be amended for public work projects and contracts. Because the Town is in a rural area, the number of vendors needed for quotes can be reduced from 3 to 2 for both telephone and written quotes.

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

#97 Resolved: To amend the Town of Chesterfield Procurement Policy to reduce the number of telephone and written quotes from 3 to 2 needed to satisfy the Procurement Policy.

Supervisor Barber informed the Board the Town is in the process of obtaining quotes for a split unit for the Town Hall as well as smart thermostats. One vendor came today and 2 more will be in on Thursday. After the quotes are finalized, the Town can submit documentation to NYSERDA to spend the \$10,000 grant from ANCA.

Supervisor Barber informed the Board all paperwork was turned over to Essex County Community Resources for EV Chargers. They will be contacting DEC to request funds for 1 fast charger vs 2 slower charging units.

Supervisor Barber gave several updates. The Butternut Pond intake's paperwork is complete and will now be submitted for the extension line. Hannah Neily is helping along with the next step for the salt shed. There is a meeting Wednesday, June 12<sup>th</sup> to review the Storm Water Survey Report.

Supervisor Barber informed the Board unlimited access to the Town Hall has become an issue. Town Clerk Bourgeois gave an example of Monday night having the Board of Assessment Review and the Keeseville High School Association having meetings during his regular office hours. Supervisor Barber announced he would like to move forward changing locks, restricting use of new keys and maybe installing security cameras.

Supervisor Barber informed the Board the Port Douglas Beach is still waiting approval from the Department of Health to open although there are not enough life guards to open the beach, even for the weekend

Supervisor Barber informed the Board, while JJ Property has been doing a great job maintaining Watson Park in Port Kent, it is costly for the year. The Board may want to consider creating a Parks Position or even a Parks Department next year.

Supervisor Barber informed the Board Friends of the North Country needed resolutions passed for projects for CDBG Grants.

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

#98 Resolved: to authorize the capital expenditure of \$1500 plus administrative, project delivery, and other soft costs in accordance with the Town of Chesterfield Housing Rehabilitation Program, for project CHES-22-01.

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

#99 Resolved: To authorize the expenditure of \$3400 plus administrative, project delivery, and other soft costs, in accordance with the Town of Chesterfield Housing Rehabilitation Program for project CHES-22-03.

Supervisor Barber informed the Board he received a letter from ADK Action requesting sponsorship for the 2024 Keeseville Arts Festival. This very successful event draws many visitors to Chesterfield.

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

#100 Resolved: To sponsor ADK Action for \$1000 to help with the 2024 Keeseville Community Arts Festival.

Supervisor Barber informed the Board the Town's mutual fund should be transferred to NYClass due to more positive returns.

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

#101 Resolved: To move \$10,085.06 from the Mutual Fund at Champlain National Bank to the Building Reserve in NYClass.

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

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

Supervisor Barber informed the Board the Town's insurance provider is requesting a 13.5% increase in insurance premiums for 2025. This will not be decided until October but will have to be taken into account with the new budget. Supervisor Barber then informed the audience of the change for new employees to contribute more for insurance going forward.

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

#103 Resolved: To approve all Budget Amendments for the month of May, 2024.

Supervisor Barber informed the Board quarter #2 billing has been completed for both the Town of Chesterfield and Port Kent Water Districts. The bills have been posted and mailed. He asked the Board to review the receivables.

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

#104 Resolved: To accept quarter #2 billings for water receivables.

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

#105 Resolved: That all audited bills presented to the Town Board since the last Board Meeting on May 14th, 2024 be paid. Bills in the amount of \$29,774.34 were audited and paid from the General Fund. Bills in the amount of \$28,721.87 were audited and paid from the Highway Fund. Bills in the amount of \$26,031.11 were audited and paid from the Town of Chesterfield Water Department. Bills in the amount of \$1,482.37 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 \$797.18

were audited and paid from the Town of Chesterfield Compact Station. Bills in the amount of \$526.25 were audited and paid from the TCWD Project. Bills in the amount of \$100.00 were audited and paid from the Trust and Agency. The total of all bills since last meeting was \$90,398.74.

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

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

Highway Superintendent Champine asked for clarification on the compensation policy regarding meetings, specifically required conferences. The State mandate for meals and rooms may not be enough to cover expenses. Some Towns will book rooms for conferences with Town credit cards. Supervisor Barber added the Town saves money by doing this. He asked Highway Superintendent to turn in receipts and the Town will change the policies in the Town of Chesterfield Employee Handbook.

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

#107 Resolved: To enter into Executive Session to discuss water issues at 7:13 PM.

The Board returned to Regular Session at 7:35 PM with no decisions made.

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

#108 Resolved: To resolve the water issue as discussed with the determination that there will not be further turn on or turn off requests without signed work orders by both parties.

Supervisor Barber informed the Board Code Officer Boynton had received a letter from Ryan Evens requesting updated land use for the proposed cannabis distribution site. The lot is zoned residential even though there has been a business there for at least 40 years and is surrounded by historically business properties.

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

#109:

WHEREAS; the Town of Chesterfield has approved to opt-in to the Local Cannabis Law and has approved the proposed location of a cannabis distribution site at 89 Kent Street; tax map # 4.37-3-9.200 operated by Chesterfield Cannabis Company, and

WHEREAS; the Town will benefit from income from taxes from sales at this location as well as a portion of taxes collected from cannabis sales throughout Essex County; and

WHEREAS; 89 Kent street has operated as a video rental store, craft shop and antique shop for over 40 years surrounded by businesses for as long as 60 years and longer, and

WHEREAS; to achieve final confirmation of 89 Kent Street for certification and licensing to distribute cannabis products requires usage change from residential to commercial zoning, and

NOW THEREFORE BE IT RESOLVED; That the Town Board of the Town of Chesterfield approves the new commercial zoning for 89 Kent Street, Keeseville, NY, tax map number 4.37-3-9.200.

Supervisor Barber informed the Board he had obtained 2 quotes for work at Immaculate Conception Church, corner of Front street and Spring Street to repair curbing and install a handicap ramp entrance.

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

#110 Resolved: to accept bid of \$10,500 for repair of curbing and installing a handicap ramp entrance at Immaculate Conception Church, 1660 Spring Street, Keeseville, NY pending clarification that prevailing wages are being paid per New York State regulations.

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

#111 Resolved: That with no further business to come before this Town Board Meeting, this meeting could be adjourned at 7:42 P.M.

Bruce Bourgeois

Town Clerk

