

Minutes of the Town of Chesterfield Public Hearing and Regular Town Board Meeting Held on Tuesday July 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 Public Hearing to order at 6:00 PM

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:

Jennifer Smith	Romeyn Prescott
Walter Chmura	Tamara Mrose
Gordon Howard	Michael Boynton

Supervisor Barber welcomed everyone in attendance and asked Town Clerk Bourgeois to read the Legal Notice for the Public Hearing.

Supervisor

Barber introduced Jennifer Smith from Adirondack Roots.

Jennifer Smith gave an overview of the program noting the application will be submitted in August.

Walter Chmura asked about construction of tiny homes and maybe placed in Commerce Park. He added what happens, after improvements, if the taxes are increased?

Ms. Smith responded only for pre-existing homes. It is income based with financial counseling available. Supervisor Barber reiterated Commerce Park sewer system is set up for commercial property. Residential buildings require a revamping of the sewer system.

There was discussion over income guidelines with Ms. Smith and Supervisor Barber agreeing the guidelines are the same as HUD and the County.

Councilman Casey asked if a minimum time required to stay in property so an improved property cannot be sold. Ms. Smith responded minimum of 5 years although family members could move in if still meeting income guidelines. A 5-year lien is put on the property and if ownership is changed within that time frame, the homeowner is responsible for the percentage of improvements still left. There is no cost to the Town to apply for the grants

After public comment, Supervisor Barber asked Town Clerk Bourgeois to read the resolution authorizing the submission of the CDBG application.

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

#112 Resolved:

WHEREAS, the Town Board of Chesterfield has identified housing and assisting low/moderate income homeowners, as its most severe community development need, and

WHEREAS, the proposed program area is hereby defined as having many homes with substandard conditions occupied by low/moderate income families, Substandard is defined as:

Housing that does not meet the local building codes and creates safety or health hazards for its occupants:

WHEREAS, the only affordable means of financing a program designed to meet these needs is to secure funding from the NYS Office of Community Renewal Community Development Grant Program, and

WHEREAS, due to the sparsely populated character of the proposed program area with homes scattered over a large geographical area, a non-target methodology is to be employed to assist only low and moderate-income persons.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Chesterfield authorizes Supervisor, Clayton Barber, to sign and submit an application to the NYS Office of Community Renewal for a community development program for housing rehabilitation, to act in connection with the submission to the application, and to provide such additional information as may be required.

BE IT FURTHER RESOLVED, that the Housing Assistance Program of Essex County, INC. dba Adirondack Roots will perform administrative services as sub recipient for the Town of Chesterfield

BE IT FURTHER RESOLVED, the Town of Chesterfield is committed to affirmatively further fair housing within the Town's jurisdiction, will substantially comply with all Federal, State and local laws, rules and regulations applicable in the effort of furthering fair housing, and names Anna Reynolds, Director of Community Resources Department, Fair Housing Officer to be the primary point of contact for all fair housing related issues.

BE IT FURTHER RESOLVED, that the Town Board of Chesterfield has adopted the following: Citizen Participation Plan, Residential Anti-Displacement and Relocation Assistance Plan, Excessive Force Policy, Lead Based Paint Plan, Drug-Free Workplace Program and the Housing Rehabilitation Program Policy and Procedures and that they are on file at the Town Hall.

Supervisor Barber asked Town Clerk Bourgeois to read the Resolution naming the Certifying Officer.

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

#113 Resolved: The Town Board of the Town of Chesterfield name Clayton Barber, Supervisor of the Town Board, the Certifying Officer for the purpose of conducting the Environmental Review for the Town's 2024 CDBG funded Housing Programs, and: The determination has been made that the environmental Review Record for the Town of Chesterfield 2024 CDBG Housing Program be classified as a Type II Action (6NYCRR Section 617.4 and 617.5) for the Housing Rehabilitation Program to be funded by the New York State Office of Community Renewal, Community Development Block Grant. Classification of Type II Action was determined based on review of www.dec.ny.gov/permits/32521.html.

With these resolutions passed, Supervisor Barber closed the Public Hearing and opened the Regular Board Meeting at 6:26.

Everyone stood for the Pledge of Allegiance.

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

#114 Resolved: That the reading of the minutes of the Regular Board Meeting of June 11th, 2024 be dispensed with.

Supervisor Barber announce Jennifer Perry, representing Compost for Good, was supposed to attend to make a presentation. The Town would like to consider composting at the Town's Transfer Station by starting with returnable buckets. Hopefully next month Ms. Perry can come in.

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

Town Clerk Bourgeois thanked Councilman Casey for helping out with another successful rabies clinic on June 28th. More than 75 animals were given free rabies inoculations. He also revisited the placing of a bench for riders of the CART bus. Supervisor Barber added he has reached out to the Boy Scouts but have not heard back.

Supervisor asked all officials in attendance to meet at the Heritage House on Wednesday, July 10th for a presentation by Anderson Falls Historical Society.

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

Highway Superintendent Champine informed the Board there has not been much done for blacktop so far this summer as NY State has jumped to the front of the line for their projects. He has still not heard from FEMA on Corlear Bay.

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

Town Attorney Cowen is working with Code Officer Boynton on the Front Street building. The citation has been issued with a fine of \$250 per day until the issue is resolved.

Supervisor Barber then opened the floor to public comment.

Tamera Mrose would like to be part of the conversation for a proposed leash law for the Town of Chesterfield and gave her credentials to support her request.

Walter Chmura asked how Councilman Mitchell was doing and informed the Board there seems to be a growing issue of residents in Port Kent leaving trash receptacles in the road instead of bringing them back to their houses. He also asked about zombie properties. Code Officer Boynton will look into the garbage bins and is working on the zombie properties.

Supervisor Barber thanked Clerk to the Supervisor Ocasio and Nancy Bernstein for all the work put in to receive the \$10000 grant from ANCA. On that note, Supervisor Barber now has 3 quotes for split heaters.

Supervisor Barber informed the Board locks have been changed at the Town Hall. There is now a sign-up sheet to reserve meeting space and a sign-out sheet for keys. Keys have been ordered for the Councilmen.

Supervisor Barber noted the new LED lights in the Town Office and the Highway Department will be receiving new lights shortly. All paid for by grants,

Supervisor Barber announced the Port Douglas Beach is closed due to lack of lifeguards, even for the weekend.

Supervisor Barber informed the Board the State audit is winding down. A few things needed are reestablishing reserve accounts for TCWD type capital improvement, General Type Building and Highway Equipment; the need to establish an asset management policy with an itemized list of computers etc with values; and to conduct end of year audits in January instead of December to account for complete years.

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

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

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

#116 Resolved: That all audited bills presented to the Town Board since the last Board Meeting on June 11th, 2024 be paid. Bills in the amount of \$30,896.56 were audited and paid from the General Fund. Bills in the amount of \$26,666.33 were audited and paid from the Highway Fund. Bills in the amount of \$13,320.87 were audited and paid from the Town of Chesterfield Water Department. Bills in the amount of \$1,795.47 were audited and paid from the Port Kent Water Departments. Bills in the amount of \$17.10 were audited and paid from the Port Kent Light District. Bills in the amount of \$2,965.62 were audited and paid from the Village Debt. Bills in the amount of \$2,719.58 were audited and paid from the Town of Chesterfield Compact Station. Bills in the amount of \$13.00 were audited and paid from the Trust & Agency. Bills in the amount of \$1000.00 were audited and paid from ROOST. Bills in the amount of \$67.62 were audited and paid from HRA. The total of all bills since last meeting was \$261,274.84.

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

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

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

#118 Resolved: To enter into Executive Session to discuss water billing issues at 7:15 PM.

The Board returned to Regular Session at 7:33 PM with no decisions made.

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

#119 Resolved: To resolve water issues as discussed.

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

#120 Resolved: That with no further business to come before this Town Board Meeting, this meeting could be adjourned at 7:45 P.M.

Bruce Bourgeois

Town Clerk