

Minutes of the Town of Chesterfield Organizational and Regular Board Meeting Held on Tuesday, January 13, 2025 at Town of Chesterfield Office, 1 Vine Street, Keeseville, County of Essex and State of New York, Pursuant to Due Notice.

Supervisor Barber called the 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: Patrick "Bill" Mitchell
Councilman: John Casey
Councilman: Harrison Blaise
Town Attorney: Mark Cowen
Supt of HW: John "Jay" Champine
Code Officer: Trent Gravelle
Clerk to Super: Laura Ocasio

Guest present:

Barbara Donela Brutus Ocasio Zeus Ocasio Zandaleigh Ocasio
Minnie Ocasio Dan Ocasio Walter Chmura Marion English
Dorene Dixon Tamera Mrose Zoanne Schnell Matthew Lavallee

Town Clerk Bourgeois read the Legal Notice.

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

#1 Resolved: That all Regular Town of Chesterfield Board Meetings will be held on the second Tuesday of each month in 2026.

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

#2 Resolved: That at all Board Meetings where the public is in attendance, when called upon, each member of the public to address the Board will confine their remarks to no more than five minutes.

Upon a motion by Supervisor Barber and seconded by Councilman Blaise and carried with Councilman Gload abstaining it was

#3 Resolved: That Councilman David Gload be appointed Deputy Supervisor for 2026.

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

#4 Resolved: To appoint Mark Cowen as Town of Chesterfield Attorney for 2026.

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

#5 Resolved: To appoint Laura Ocasio as Clerk to the Supervisor for 2026.

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

#6 Resolved: To appoint Laura Ocasio as Town of Chesterfield Budget Officer for 2026.

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

#7 Resolved: To appoint Patricia Osier Sole Assessor for the Town of Chesterfield for 2026.

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

#8 Resolved: To appoint Bruce Bourgeois Town of Chesterfield Registrar of Vital Statistics for 2026.

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

#9 Resolved: To appoint All Hachigan Town of Chesterfield Dog Control Officer for 2026.

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

#10 Resolved: To appoint Trent Gravelle Town of Chesterfield Code Officer for 2026.

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

#11 Resolved: To appoint Town of Chesterfield Planning Board Members Andrew Prescott as Chairman with term ending December 31, 2026, Terry Jandreau with term ending December 31, 2030, Mark Allen with term ending December 31, 2028, Greg Zais with term ending December 31, 2027 and Randall Pray with term ending December 31, 2029.

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

#12 Resolved: to appoint Benjamin Shankwitz as Alternate Member to Town of Chesterfield Planning Board.

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

#13 Resolved: To appoint Town of Chesterfield Zoning Board of Appeals Members, Russell Pray as Chairman with a 2-year term, John Lacy with a 3-year term and Thomas Easter with a 4-year term.

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

#14 Resolved to appoint Town of Chesterfield Board of Assessment Review Members for 2026, Kim Golden as Chairman, John Lacy and Russell Pray.

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

#15 Resolved: To appoint Cindy Bourgeois Town of Chesterfield Deputy Tax Collector for 2026.

Upon a motion by Councilman Gload and seconded by Councilman Blaise and carried with Supervisor Barber and Councilman Casey abstaining it was

#16 Resolved: To appoint Councilman Casey Town of Chesterfield Local Disaster Coordinator with Supervisor Barber as alternate.

Upon a motion by Councilman Blaise and seconded by Councilman Casey and carried with Councilmen Gload and Mitchell abstaining it was

#17 Resolved: To appoint Councilman Gload as Town of Chesterfield representative to the Cable Commission with Councilman Mitchell as alternate.

Upon a motion by Councilman Blaise and seconded by Councilman Casey and carried with councilman Gload abstaining it was

#18 Resolved: To appoint Councilman Gload Town of Chesterfield Liaison to Keeseville Youth Commission.

Upon a motion by Councilman Gload and seconded by Councilman Casey and carried with Supervisor Barber and Councilman Blaise abstaining it was

#19 Resolved: To appoint Supervisor Barber Town of Chesterfield representative to Association of Towns and Villages with Councilman Blaise as alternate.

Upon a motion by Councilman Casey and seconded by Councilman Gload and carried with Councilmen Mitchell and Blaise abstaining it was

#20 Resolved: To appoint Councilmen Mitchell and Blaise to Town of Chesterfield Labor Relations Committee.

Upon a motion by Councilman Gload and seconded by Supervisor Barber and carried with Councilmen Casey and Blaise abstaining it was

#21 Resolved: To appoint Councilmen Casey and Blaise to the Town of Chesterfield Personnel Committee.

Upon a motion by Councilman Blaise and seconded by Councilman Gload it was

#22 Resolved: To bond all individuals collecting money for the Town of Chesterfield; Christine Morrow, Laura Ocasio, Brice Bourgeois, Cindy Bourgeois, Carrie Champine, Danny Costin, George Sprague and Clayton Barber.

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

#23 Resolved: To declare the following bans as Town of Chesterfield Bank Depositories for 2026; TD Bank in Peru and Plattsburgh for the Court System, Arrow Bank in Plattsburgh for Multi Fund, Trust & Agency, CDBG & HRA accounts, Town Clerk & Tax Collector, NY Class of Denver, Colorado for interest bearing investment accounts for General, Highway, Town of Chesterfield & Port Kent Water Districts, Village Debt and ROOST.

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

#24 Resolved: To allow payment of all legally allowed bills including utilities and postage and health insurance premiums to ensure no lapse in coverage.

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

#25 Resolved: To accept Investment, Sexual Harassment, Ethics, Procurement policies for the Town of Chesterfield as well as the Employee Handbook Manual.

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

#26 Resolved: To establish the standard work day for Town of Chesterfield employees as 8 hours for Town of Chesterfield Highway laborer/MEO, Compact Station worker/laborer, Water Department laborer and Court Clerk as well as 6.4 hours for Clerk to the Supervisor.

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

#27 Resolved: To designate the Sun Community and Press Republican as Town of Chesterfield official newspaper, pursuant to Town Law, as the newspapers for publication for all legal notices for the Town.

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

#28 Resolved: To approve all Bonds and Bans for the Town of Chesterfield and Port Kent Water Districts.

Upon a motion by Councilman Gload and seconded by Councilman Casey and carried with Supervisor Barber abstaining it was

#29 Resolved: To authorize Supervisor Barber to sign contracts with Port Kent Golf Course (\$5,100 for raw water), Keeseville Senior citizens (\$2,650), NY State Police (\$3,320), Keeseville Free Library (\$22,000), Anderson Falls Heritage House (\$6,600), Keeseville Youth Commission (\$17,000), Evergreen, Port Douglas, Ausable Chasm and Port Kent Cemeteries (\$500 each) and Town of Ausable for shared services of 50% each Town of expended funds from November 1, 2025 through October 31, 2026 including JC Park, Port Douglas Beach and the Nutrition Bus.

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

#30 Resolved: To accept Record of Activities (ROA) for Town Supervisor Barber (9.2 days) and Highway Superintendent Champine (10 days) per bi-weekly payroll, Town Clerk/Tax Collector Bourgeois (11.39 days), Councilman Gload (3.06 days) and Councilman Casey (4.6 days) per month.

Supervisor Barber reminded Councilman Blaise, town Attorney Cowen, Code Officer Gravelle and Dog Control Officer Hachigan to complete their ROAs to be eligible for NY State retirement.

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

#31 Resolved: To approve safety boot vouchers up to \$225 for Highway & Water Department workers and Compaction Station workers to provide safe foot attire.

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

#32 Resolved: To authorize cash banks for 2026 for Town Clerk/Tax Collector (\$50), Clerk to the Supervisor (\$50), Court Clerk (\$50) and Compact Station (\$100).

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

#33 Resolved: To set the mileage reimbursement for use of personal vehicles for Town business at 72.5 cents/ mile.

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

#34 Resolved: With no other resolutions to come before this Board, the Town of Chesterfield 2026 Organizational Meeting be closed and the Regular Town Board Meeting be opened at 5:51 PM.

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

#35 Resolved: To accept the minutes of the Town of Chesterfield End of Year Meeting on December 30, 2025 and waive the reading of those minutes.

Supervisor Barber requested a motion to amend the Employee Handbook to change personal time and birthday pay to vacation pay for easier accounting of time.

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

#36 Resolved: To amend the Town of Chesterfield Employee Handbook to reflect the yearly 24 hours of personal time and 8 hours of birthday pay as vacation time based with this benefit prorated to date of hire for new hires.

Supervisor Barber informed the Board he had spoken with Town of Ausable Supervisor Bresett and both Towns are ready to sign the IWORQ Service Agreement to enhance Code Enforcement software. The price is less if both Towns sign up.

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

#37 Resolved to allow Supervisor Barber to sign the IWORQ Service Agreement for an initial set up fee of \$2700 and an annual fee of \$2200 for software and support for Code Enforcement.

Supervisor informed the public and offered information on the new law passed by the NY Legislature granting land-tax relief for 100% disabled veterans. The new law has been pushed back to October of 2026. Local governments and school districts can pass local-laws for this but Supervisor Barber questions how local governments will make up the shortfall.

Supervisor Barber opened the floor to public officials.

Town Clerk Bourgeois presented the Board with the December 2025 Clerk Report. He gave a brief synopsis of the Keeseville Holiday Celebration that was another success. He thanked Dave Winter and John Hamilton for maintaining the ice rink in Port Kent.

Councilman Gload informed the Board he had attended the Youth Commission meeting and lifeguards are already lined up for this summer at Port Douglas Beach. The ski program is up and running.

Highway Superintendent Champine informed the Board paving for 2026 will be determined by the tentative money coming from CHIPs in April. Supervisor Barber asked if the surplus vac-truck was advertised yet. Highway Superintendent Champine thought the Town of Ausable was advertising it but because it is registered with the Town of Chesterfield, he will make sure it will be on the advertising site.

Clerk to the Supervisor Ocasio informed the Board insurance for Town buildings and vehicles are going up and the Town needs to put replacement values on both.

Supervisor Barber presented the Board with a sample resolution creating a commercial/residential class of property to account for Short Term Rentals (STRs). The Board should wait until Essex County passes this resolution to proceed.

Supervisor Barber is meeting on Thursday January 15, along with Water Superintendent Winter and Councilman Casey, with Essex County Community Resources to discuss the Town of Chesterfield Water Districts issues at Butternut Pond.

Supervisor Barber opened the floor for Public Comment.

Barb Donela informed the Board she contacted AirBNB on STRs. AirBNB will not provide lists in the Town of Chesterfield but to advertise on the site, the homes must be registered with the County.

Matthew Lavalley mentioned the condition of the paving of the Burke Road and thought the pavement was too thin. This opened up a conversation with Councilman Casey and Highway Superintendent Champine that the county had their best man on the paver and they would be out to investigate.

Dorene Dixon mentioned issues with plowing and timeliness on Smart Street, Laflure Lane and Margaret Street. She understands the constraint on the plow drivers. Highway Superintendent Champine opined they would concentrate on getting those roads done in a more timely manner.

Walter Chmura again asked for updates on signs welcoming visitors to Keeseville, dislikes the neighborhood watch signs in Port Kent and mentioned the Towns of Jay and Moriah are using ROOST funds for zombie properties. Supervisor Barber mentioned he wanted to wait until the Essex County tax sales to be better informed on the subject.

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

#38 Resolved: To accept December 2025's Supervisor Report, which can be found in the Town Clerk's office.

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

#39 Resolved: To accept water billing with any adjustments for the period December 30, 2025 to January 12, 2026.

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

#40 Resolved: To pay all bills, including credit card usage received since December 30, 2025. Bills amounting to \$16,619.39 were audited and paid from the General Fund. Bills amounting to \$7,991.08 were audited and paid from the Highway Fund. Bills amounting to \$9,135.36 were audited and paid from the Town of Chesterfield Water District. The Port Kent Water District had a credit of \$3,747.17. Bills amounting to \$75.00 were audited and paid from the APGCD. Bills amounting to \$1,072.99 were audited and paid from the Compaction Station. Bills amounting to \$388,352.40 were audited and paid from the Town of Chesterfield Water Project. The total of all bills received since December 30, 2025 is \$419,499.05.

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

#41 Resolved: To accept all bank reconciliations for December 2025.

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

#42 Resolved: To file all letters presented to this Board.

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

#43 Resolved: To audit and accept any Budget amendments for January 12, 2026.

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

#44 Resolved: To enter into Executive Session to discuss water issues at 6:57 PM.

The Board returned to Regular Session at 7:24PM with no decisions being made.

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

#45 Resolved: To resolve water issues as discussed.

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

#46 Resolved: that with no other business to come before this Board, the January 13, 2026 Meeting of the Town Board of the Town of Chesterfield be closed at 7:26 PM.