



Town Board
Regular Meetings
March 15, 2017

The Town Board of the Town of Chester convened at the Town of Chester Municipal Center, 6307 State Route 9, Chestertown, New York, at 7:00 pm.

Roll Call: Supervisor Craig Leggett, Edna Wells, Mike Packer, Karen DuRose, Steve Durkish and Attorney for the Town, Mark Schachner.

Regular Meeting:

Supervisor Leggett opened the Regular Town Board Meeting at 7:01 pm.

RESOLUTION NO. 55 OF 2017: ACCEPT MINUTES OF THE REGULAR MEETING FEBRUARY 14, 2017 AND WORKSHOP MEETING MARCH 2, 2017.

RESOLVED, to accept the minutes of the Regular Meeting February 14, 2017 and the Workshop Meeting March 2, 2017.

On a motion by Mrs. Wells, seconded by Mrs. DuRose, Resolution No. 55 of 2017 was **ADOPTED**.

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Privilege of the Floor:

Supervisor Leggett opened up the privilege of the floor at 7:03 pm.

Mary Clark asked how volunteers were terminated from the North Warren Emergency Squad (NWEMS). Supervisor Leggett reminded everyone that the NWEMS is a standalone organization with its own board of directors and their own by-laws. The Town of Chester has a liaison but that it is not a legal requirement. The NWEMS gave the Town a report of the calls for December 2016, January 2017 and February 2017. Terry Perkins, former NWEMS Board Member questioned the payroll for the NWEMS. Terry was concerned how the squad would be able to run with no volunteers and patient care. Cindy Perkins, former NWEMS President recommended returning the volunteers, remove town representative and follow the chain of command. A lengthy discussion ensued. Supervisor Leggett thanked Terry and Cindy Perkins for volunteering.

Supervisor Leggett closed Privilege of the Floor at 7:53 pm.

Mr. Durkish asked for a moment of silence for the loss of two members of our community, John McConnell and Liz Packer.

Privilege of the Floor for Resolutions:

Supervisor Leggett opened privilege of the floor for resolutions at 7:53 pm.

Bernice McPhillips and Frank Capabianca were present for the discussion of the proposed establishment of an Aquatic Plant Control District for Friends Lake. Frank stated that the Friends Lake Park District Association members are trying not to take one position or another on the method of taxation. Supervisor Leggett read a letter from Al Muench asking to use the ad valorem method of taxation. Mrs. DuRose asked if the Town had received access to the Lake. Supervisor Leggett stated that he was working on it.

RESOLUTION NO. 56 OF 2017: TOWN BOARD DIRECTS THE COMMITTEE RESPONSIBLE FOR DEVELOPING THE MAP, PLAN AND REPORT TO USE THE AD VALOREM METHOD OF TAXATION.

WHEREAS, the establishment of an Aquatic Plant Control District (APCD) is proposed for Friends Lake, as provided for in Town Law Article 12-A ss209, and

WHEREAS, the means of taxation for the APCD may be based on ad valorem or benefit needs to be identified in the required map, plan and report, and

WHEREAS, whereas the Town Board has heard testimony from property owners within the proposed APCD and has considered other factors for what would be in the best interest of the Town,

BE IT RESOLVED, the Town Board directs the committee responsible for developing the map, plan and report to use the ad valorem method of taxation.

On a motion by Mrs. DuRose, seconded by Mr. Durkish, Resolution No. 56 of 2017 was **ADOPTED**.

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New Business:

Supervisor Leggett presented the following resolution:

RESOLUTION NO. 57 OF 2017: APPOINT MARION EAGAN AS PERMENANT PART TIME ASSESSOR CLERK.

WHEREAS, Marion Eagan has taken the appropriate Civil Service Examination for Assessor Clerk and attained the top grade, and

WHEREAS, she has been working provisionally as Assessor Clerk for the Town of Chester and has carried out the duties satisfactorily,

BE IT RESOLVED, the Town Board appoints Marion Eagan as permanent part time Assessor Clerk.

RESOLUTION NO. 58 OF 2017: SET DATE FOR FIREWORKS AND APPROPRIATE \$5,000 FOR FIREWORKS DISPLAY.

WHEREAS, the annual Summer fest event sponsored by the NW Chamber of Commerce is set for Saturday, July 8, 2017, and

WHEREAS, the Town of Chester sponsors the fireworks display as part of the Summer fest,

BE IT RESOLVED, the Town Board sets the date for fireworks is Saturday July 8, 2017 with a rain date for Sunday July 9, 2017 and appropriates \$5,000 from budget code A6410.43 to be used for the fireworks display.

RESOLUTION NO. 59 OF 2017: AUTHORIZE SUPERVISOR LEGGETT SIGN CONTRACT WITH NORTHSTAR FIREWORKS.

WHEREAS, Northstar Fireworks from East Montpelier, VT has provided firework displays for the Town in the past, and

WHEREAS, the service and displays have been satisfactory each time,

BE IT RESOLVED, Supervisor Leggett is authorized to sign a contract with Northstar Fireworks to provide the Summer fest fireworks display for an amount not to exceed \$5,000.

RESOLUTION NO. 60 OF 2017: APPROVE CHESTERTOWN VOLUNTEER FIRE COMPANY FIREHOUSE AS THE OFFICIAL POLLING PLACE.

WHEREAS, the Town of Chester is required to designate an official polling place each year, and

WHEREAS, the Town, in conjunction with the Warren County Board of Elections, has approved the Chestertown Firehouse in previous years,

BE IT RESOLVED, the Chestertown Volunteer Fire Company Firehouse is the official polling place in the Town of Chester.

RESOLUTION NO. 61 OF 2017: AUTHORIZE NORTH COUNTRY HARDSHIP FUND TO RECEIVE THE RETURNABLE BOTTLES.

WHEREAS, North Country Hardship Fund, a 501c3 non-profit organization, who provides services to Town residents in need requests the ability to collect returnable containers from the Transfer Station, be it **RESOLVED**, the North Country Hardship Fund may receive the returnable bottle and cans turned in at the Transfer Station for the months of September, October, and November 2017.

RESOLUTION NO. 62 OF 2017: AUTHORIZE JASON MONROE AND KIM FRAZIER TO ATTEND THE NY RURAL WATER ASSOCIATION.

WHEREAS, the Water Superintendent and Deputy Superintendent for the Town of Chester are required to attain training credits annually, and

WHEREAS, the NY Rural Water Association provides such training at their annual conference,

BE IT RESOLVED, the Town Board authorizes Jason Monroe and Kim Frazier to attend the NY Rural Water Association event in Niagara Falls May 22-25, 2017 and does appropriate funds from budget codes

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CW8310.4 and PW8310.4 to pay for registration, rooms, meals, and travel expenses. *need to appropriate funds to PW8310.4 for this purpose.

RESOLUTION NO. 63 OF 2017: AUTHORIZE SUPERVISOR LEGGETT ATTEND THE ADIRONDACK PARK LOCAL GOVERNMENT CONFERENCE.

WHEREAS, the APA's Adirondack Park Local Government Conference provides trainings for municipal officials each year,

BE IT RESOLVED, Supervisor Leggett is authorized to attend the Adirondack Park Local Government Conference in Lake Placid April 5 & 6, 2017 and funds be appropriated out of budget code A1220.4 for registration, rooms, meals, and travel.

RESOLUTION NO. 64 OF 2017: AUTHORIZE SUPERVISOR LEGGETT SIGN DOCUMENT WITH THE LA GROUP.

WHEREAS, the Town of Chester, in conjunction with the Warren County Department of Planning and Community Development, has received new grant funding for 2 First Wilderness Heritage Corridor trail development projects totaling \$81,400 with no cost to the Town, and

WHEREAS, under the grant submission, the LA is the Prime contractor and intends to perform the work as described in grant application, and

WHEREAS, the Town of Chester and The LA Group entered into a General Services Agreement on April 18, 2011 and the LA Group desires to update the Agreement with a Change Order to include the scope of work now funded,

BE IT RESOLVED, Supervisor Leggett is authorized to sign the documents titled "Attachment D - Addendum to Contract/Change Order (Change Order #6 / Job #2017015 / \$41,400 cost)" and "Attachment D — Addendum to Contract (Change Order #7 / Job # 2017016 / \$40,000 cost)" and in a form acceptable to the Attorney for the Town.

RESOLUTION NO. 65 OF 2017: AUTHORIZE SUPERVISOR LEGGETT TO SIGN AN INTERMUNICIPAL AGREEMENT FOR SCHROON LAKE MILFOIL MANAGEMENT WITH WARREN COUNTY SWCD.

WHEREAS, the Warren County Soil and Water Conservation District (SWCD) provides project oversight and management on behalf of the Town of Chester in regards to Aquatic Invasive Species management and control program in Schroon Lake, and

WHEREAS, the SWCD provides the same service for the Town of Horicon and Town of Schroon Lake and the costs of the program are shared based on % of property valuation of the town within the Schroon Lake Park District,

BE IT RESOLVED, Supervisor Leggett is authorized to sign an Intermunicipal Agreement for Schroon Lake Milfoil Management with the Warren County SWCD for an amount not to exceed \$4,243.67.

RESOLUTION NO. 66 OF 2017: INCREASE WATER RATES BY 10%.

WHEREAS, Water Rates are set annually for the Pottersville and Chestertown Water Districts reflecting the cost of operations, maintenance and capital needs, and **WHEREAS**, the Water Rates were increased by 2% in 2016 but had not had rate increases in previous years, and

WHEREAS, in order to properly operate and maintain the water systems in each District,

BE IT RESOLVED, the Water Rates are set to increase by 10% as set forth in the attached schedule.

RESOLUTION NO. 67 OF 2017: ADOPT COMPUTER USAGE POLICY.

WHEREAS, the Town of Chester has not had a unified Computer Usage Policy, and

WHEREAS, such a policy is beneficial to the safety and security of Town assets and employees,

BE IT RESOLVED, the Town Board adopts the Town of Chester Computer Usage Policy in a form acceptable to the Attorney for the Town and directs it inclusion into the Town of Chester Employee Handbook.

RESOLUTION NO. 68 OF 2017: ADOPT EMPLOYEE HANDBOOK.

WHEREAS, the Town Board has reviewed and made revisions to the Employee Handbook adopted November 14, 2001, and

WHEREAS, the Town Board is satisfied with revisions made, including the attachments the Procurement Policy, Code of Ethics, and Computer Usage Policy,

BE IT RESOLVED, the Town Board adopts the Town of Chester Employee Handbook as presented and in a form acceptable to the Attorney for the Town, and directs the Supervisor to distribute copies to all Town employees and gather acknowledgement from the employees that they have read and understand the Employee Handbook and its Attachments and file the acknowledgements with their Employment Files.

RESOLUTION NO. 69 OF 2017: APPOINT JOHN MACMILLEN AS UNSAFE BUILDING INSPECTOR.

WHEREAS, the Town Clerk has advertised to fill the position of Unsafe Building Inspector, and

WHEREAS, the Town Clerk has received completed applications for the position,

BE IT RESOLVED, the Town Board appoints John MacMillen as Unsafe Building Inspector, to be paid at the rate set at the 2017 Organizational Meeting.

RESOLUTION NO. 70 OF 2017: APPOINT RICHARD KONIG AS BOAT WASH ATTENDANT FOR THE 2017 SEASON.

WHEREAS, the Town Clerk has advertised to fill the position of Boat Wash Attendant, and

WHEREAS, the Town Clerk has received applications for the open position,

BE IT RESOLVED, the Town Board appoints Richard Konig as Boat Wash Attendant for the 2017 season and to be paid according to the rate set at the 2017 Organizational Meeting.

RESOLUTION NO. 71 OF 2017: APPOINT MINDY CONWAY TO THE WARREN COUNTY YOUTH BOARD.

WHEREAS, the term of Warren County Youth Bureau board member from Chester had expired, and

WHEREAS, Warren County Children's Services requests a new appointment (or reappointment) to be provided to them so they may forward it to the Warren County Board of Supervisors for final approval,

BE IT RESOLVED, the Town Board appoints Mindy Conway as Youth Bureau board member to represent the Town of Chester.

RESOLUTION NO. 72 OF 2017: AUTHORIZE SUPERVISOR LEGGETT TO SUBMIT ISRRC GRANT APPLICATION.

WHEREAS, the NYS Department of Environmental Conservation (DEC) has published an Invasive Species Rapid Response and Control (ISRRC) Grant Request for Application, and

WHEREAS, the Town of Chester has areas of terrestrial invasive species whose control and eradication may be eligible for the grant, and

WHEREAS, the minimum amount for the grant is \$11,000 and the maximum is \$100,000, with the cost share to the Town being 50%,

BE IT RESOLVED, Supervisor Leggett is directed to research the grant requirements and submit an ISRRC grant application if deemed feasible for the Town to carry out if awarded.

RESOLUTION NO. 73 OF 2017: AUTHORIZE MINDY CONWAY TO APPLY FOR TENNIS GRANT.

WHEREAS, the Chester-Horicon Youth Commission provides a variety of summer youth sports programs, and

WHEREAS, the Youth Director desires to apply for a grant to help fund the tennis program,

BE IT RESOLVED, Mindy Conway is authorized to apply for the United State Tennis Association grant online for the funding of the Chester-Horicon Youth Commission summer tennis program.

RESOLUTION NO. 74 OF 2017: AUTHORIZE TOWN CLERK ADVERTISE FOR A CUSTODIAN.

WHEREAS, the position of Custodian for the Town Municipal Center will be open on April 27, 2017 due to retirement,

BE IT RESOLVED, the Town Clerk is authorized to advertise for applications in order to fill the vacant position.

RESOLUTION NO. 75 OF 2017: AUTHORIZE PAYMENT OF ABSTRACTS AND CLAIMS PAID PRIOR TO AUDIT.

RESOLVED, The Town Board accepts the Claims Paid Prior to Abstract, Abstract of Claims, budget transfers and accounting requirements, as presented.

2017		
General A	\$ 94,948.97	65-106
Capital Project - Biomass HB	\$ 24,750.54	4-7
Highway DA	\$ 141,519.14	43-65
Chestertown Water CW	\$ 385.52	6-10
Pottersville Water PW	\$ 98.76	8-10
Library L	\$ 1,303.79	5-8
Schroon Lake Park District SX	\$ 4,243.67	2-2

On a motion by Mrs. Wells, seconded by Mr. Durkish, Resolutions No. 57 - 75 of 2017 were **ADOPTED** as presented.

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Town Clerk reported the following were enclosed in the Board packets:

- Zoning Administrator & Sanitary Code Enforcement Officer's Activity Report for February 2017
- Minutes of the Zoning Board of Appeals February 28, 2017
- Minutes of the Planning Board Meeting February 27, 2017
- Town Clerk Monthly Report for February 2017
- Association of Towns Conference February 1-22, 2017 (Mrs. Wells)

Oaths of Office Taken:

Name	Office	Oath Taken	Term Expires
John MacMillen	Zoning Board of Appeals	21-Feb-17	31-Dec-21

RESOLUTION NO. 76 OF 2017: AUTHORIZE KAREN DUROSE TO ATTEND FINANCE SCHOOL IN SARATOGA SPRINGS.

WHEREAS, the Association of Towns and the NYS Office of the State Comptroller provides trainings for municipal officials each year,

BE IT RESOLVED, Karen DuRose is authorized to attend the 17th Annual Town Finance School in Saratoga Springs May 11-12, 2017 and funds be appropriated out of budget code A1010.4 for registration, rooms, meals, and travel.

On a motion by Mrs. Wells, seconded by Mr. Durkish, Resolution No. 76 of 2017 was **ADOPTED** (Mrs. DuRose abstained).

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RESOLUTION NO. 77 OF 2017: AUTHORIZE CREDIT CARD APPLICATION AT GLENS FALLS NATIONAL.

RESOLVED, the Town to apply for a credit card through Glens Falls National Bank.

On a motion by Mrs. DuRose, seconded by Mr. Packer, Resolution No. 77 of 2017 was **ADOPTED**.

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The Town of Chester financial books for 2016 are closed.

Thursday, March 30th at 7 pm Julie Renaud Evans from the Northern Forest Center will be giving a presentation on Community Forestry in the Library.

Economic Development initiative kick off meeting will be held Thursday, April 27th from 1pm - 4 pm at the municipal center.

On a motion by Supervisor Leggett, seconded by Mrs. DuRose, Board went into Executive Session at 9:12 pm to discuss pending litigation and property acquisition.

On a motion by Mrs. Wells, seconded by Mrs. DuRose the Board exited Executive Session at 9:47 pm. No action taken.

On a motion by Supervisor Leggett, seconded by Mr. Packer, meeting adjourned at 9:47 pm.

Respectfully submitted,

Town Clerk

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