



Town Board

Regular Meeting

August 11, 2020

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, Karen DuRose, Mike Packer, Larry Turcotte, Chris Aiken, Deputy Supervisor Marion Eagan, and Attorney for the Town, Mark Schachner (by Zoom).

Regular Meeting:

Supervisor Leggett opened the Regular Town Board Meeting at 7:03 pm with Chris Aiken leading the Pledge of Allegiance.

RESOLUTION NO. 106 OF 2020: ACCEPT THE MINUTES FROM THE REGULAR TOWN BOARD MEETING JULY 14, 2020

RESOLVED, to accept the minutes from the Regular Town Board Meeting July 14, 2020 as presented.

On a motion by Mr. Turcotte, seconded by Mr. Aiken, Resolution No. 106 of 2020 was **ADOPTED**.

AYE 5 NO 0

Committee Reports:

Supervisor Leggett opened Committee Reports at 7:05 pm.

The Town Clerk reported the following documents were emailed to all Board Members:

- Town Board Minutes for the Regular Meeting July 14, 2020
- Abstract #8 by department
- Zoning Administrator Activity Report for July 2020
- Zoning Enforcement Report for July 2020
- Planning Board Minutes for July 20, 2020
- Zoning Board of Appeals Minutes for July 28, 2020
- Assessors Report for August 2020
- Animal Control Monthly Report for July 2020
- Town Clerk Monthly Report for July 2020
- Town Court Report dated August 5, 2020
- Communications Report for August 2020
- Transfer Station Visitor Count July 13 – August 7, 2020
- Youth Commission Minutes for August 5, 2020
- Copy of Warren County Connection for August 2020
- Aqualogic - Loon Lake Harvest Report for July 6 - 10 and July 13 - July 31, 2020
- Library Friends News Letter for Summer 2020
- Municipal Shelter Inspection Report completed of 07/17/2020
- Dog Control Officer Inspection Report completed on 07/17/2020
- Bathing Beach Inspection Summary Report dated July 28, 2020
- Letter and map from Lyme Adirondack Timber Sales, LLC requesting naming the road in Peckham Materials Industrial Park Ross Farm Road, a private road
- Letter from Peckham Industries, Inc agreeing with naming the road, Ross Farm Road, in their industrial park

- Letter from Lynn Thomas, President of the Library Board of Trustees, requesting the approval of Vanessa Hutton and Noelle McCrum to the Library Board of Trustees

Town Board Reports:

Mrs. DuRose reported that she attended the Library Meeting in person, the Historical Society has canceled all programs through September, attended the Planning Board through Zoom and sent a letter to John Nick asking him if he could put Rich Konig's phone number on any correspondence with the Lake and if there were any complaints with shore owners they contact Rich and if they were not satisfied they could contact Craig.

Mr. Packer said he has been working at the Landfill to develop a plan of attack to move the bins.

Mr. Aiken reported that he met with Greg Bolton and Brett Hitchcock over at the Pottersville Cemetery and has received cleaning solution for the stones and there will be water dropped off.

Mr. Turcotte reported that he attended the Planning Board Meeting via Zoom and stopped in the Zoning Office a number of times over the course of a month. Discussed with Jeremy Little, Zoning Administrator, about Flood Plain Policy and issues with the verbiage in the Law and asked Jeremy to keep track of them for further discussion.

Supervisor Leggett reported the following:

- There is possible funding reimbursement for engineering as well as rehab work from the FEMA Grant for Loon Lake Dam
- Loon Lake Dam plans have been sent to the Dam Safety Inspectors at DEC for their review
- Met with two different insurance firms, rates look like they will go up about 4%
- Carpenter Insurance Associates is reviewing the Town's policy for savings
- South Chester sidewalks are being reviewed by engineers through AGFTC
- Loon Lake Park District Association made a donation to have the Lake Safety Officer work an extra ninety hours
- The LA Group has sent through plans for the Cunningham Community Forest
- Sales tax is down about 7% year to date from last year
- National Grid has been contacted about an extra light at the four corners
- There has been an average of 125 cars per day at the Transfer Station
- Attended the Planning and Zoning Board Meeting via Zoom
- Worked on gathering materials for the end of Marshall Fish Road
- Attended the NYS Association of Counties Ags and Rural Affairs Committee representing Warren County
- Moffitt Road is almost repaired

Supervisor Leggett closed Committee Reports at 7:16 pm.

Privilege of the Floor:

Supervisor Leggett opened Privilege of the Floor at 7:16 pm by introducing Joe Brand from All Brands Redemption Center.

Joe Brand said that the Town of Lake George contacted him about picking up the returnable bottles and cans on a regular basis and wanted to let the Town of Chester know that he was interested in buying them. He currently picks up bottles for Town of Horicon, Town of Lake George and Town of Newcomb. Joe said that COVID has helped his business. Joe thanked the Town for the crosswalk in front of his Pottersville store.

Supervisor Leggett commented that the Town usually donates them to a civic organization and the Town can look into it for next year.

Joe asked if there were any questions and commented that the Town of Newcomb has taken in over forty thousand dollars in the last five years.

The Town Board thanked Joe for coming in.

The Town Clerk commented that the Class of 2021 has turned their bottles over to the Class of 2022 for 2020.

Supervisor Leggett closed Privilege of the Floor at 7:28 pm.

New Business:

Supervisor Leggett opened New Business at 7:28 pm.

RESOLUTION NO. 107 OF 2020: ADOPT THE RETENTION AND DISPOSITION SCHEDULE FOR NEW YORK LOCAL GOVERNMENT RECORDS (LGS-1) FOR USE BY ALL OFFICERS IN LEGALLY DISPOSING OF VALUELESS RECORDS

RESOLVED, By the Town Board of the Town of Chester that Retention and Disposition Schedule for New York Local Government Records (LGS-1), issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

FURTHER RESOLVED, that in accordance with Article 57-A:

- a) Only those records will be disposed of that are described in Retention and Disposition Schedule for New York Local Government Records (LGS-1), after they have met the minimum retention periods described therein;
- b) Only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

On a motion by Mrs. DuRose, seconded by Mr. Aiken, Resolution No. 107 of 2020 was **ADOPTED**.

AYE 5 NO 0

RESOLUTION NO. 108 OF 2020: RE-APPOINT VANESSA HUTTON AS A MEMBER TO THE PLANNING BOARD FOR A TERM ENDING DECEMBER 31, 2026

WHEREAS, Vanessa Hutton was appointed on October 08, 2019 to fill Harold Ellsworth's unexpired term on the Planning Board until April 30, 2020,

BE IT RESOLVED, the Town Board re-appoints Vanessa Hutton as a member to the Planning Board for a term to end December 31, 2026, and

BE IT FURTHER RESOLVED, Vanessa Hutton is instructed to take an oath of office at the Town Clerk's office within 30 days of appointment.

On a motion by Mr. Turcotte, seconded by Mrs. DuRose, Resolution No. 108 of 2020 was **ADOPTED**.

AYE 5 NO 0

RESOLUTION NO. 109 OF 2020: ASSIGN THE NAME "ROSS FARM ROAD" TAX MAP #: 121.-1-66, AS A PRIVATE ROAD TO SERVE THE PARCELS IDENTIFIED AS TAX MAP NUMBERS: 121.-1-48 through 121.-1-65 WITH LEGAL ACCESS FROM STATE ROUTE 9

WHEREAS, the intent of an E-911 address is to help facilitate the location of power and buildings along various roads and streets by local EMS, Fire Department, Police, and any other emergency services, and to help facilitate the reporting of emergencies and dispatching under the County 911 system, and

WHEREAS, upon recommendation of the Lyme Adirondack Timber Sales, LLC the private access to these lands be called "Ross Farm Road",

BE IT RESOLVED, the Town Board assigns the name "Ross Farm Road" Tax Map #: 121.-1-66, as a private road to serve the parcels identified as Tax Map Numbers: 121.-1-48 through 121.-1-65 with legal access from State Route 9.

On a motion by Mr. Packer, seconded by Mr. Aiken, Resolution No. 109 of 2020 was **ADOPTED**.

AYE 5 NO 0

RESOLUTION NO. 110 OF 2020: AUTHORIZE TOWN CLERK TO ADVERTISE FOR BIDS FOR A NEW TRASH COMPACTOR

WHEREAS, the Town has agreed to purchase a new trash compactor for the Town Transfer Station,

BE IT RESOLVED, the Town Board authorizes the Town Clerk to advertise for bids for a new trash compactor and its installation and to open the bids on Friday September 11, 2020.

On a motion by Mr. Packer, seconded by Mr. Turcotte, Resolution No. 110 of 2020 was **ADOPTED**.

AYE 5 NO 0

RESOLUTION NO. 111 OF 2020: APPROVE THE APPOINTMENT OF VANESSA HUTTON AND NOELLE MCCRUM TO THE LIBRARY BOARD OF TRUSTEES

WHEREAS, the Library Board of Trustees has interviewed and approved two well qualified individuals,

BE IT RESOLVED, the Town Board approves the appointment of Vanessa Hutton to fill the unexpired term of Regina Chabarek, set to expire August 17, 2021 and Noelle McCrum to fill the unexpired term of Mary Matrose, set to expire June 6, 2022.

On a motion by Mrs. DuRose, seconded by Mr. Aiken, Resolution No. 111 of 2020 was **ADOPTED**.

AYE 5 NO 0

RESOLUTION NO. 112 OF 2020: SET TUESDAY, SEPTEMBER 15, 2020 AS THE DATE FOR THE REGULAR TOWN BOARD MEETING

WHEREAS, the regular Town Board Meeting is scheduled for Tuesday, September 8, 2020, and **WHEREAS**, due to the early date, and it following Labor Day, it is problematic to receive all invoices and statements in time to compile a complete audit of claims,

BE IT RESOLVED, The Town Board sets Tuesday, September 15, 2020 at 7 PM as the date and time for the regular monthly Town Board Meeting, and

BE IT FURTHER RESOLVED, due to meeting restrictions caused by COVID-19, the meeting will be held via Zoom and broadcast from the Town of Chester Municipal Center.

On a motion by Mr. Aiken, seconded by Mr. Turcotte, Resolution No. 112 of 2020 was **ADOPTED**.

AYE 5 NO 0

Highway Department Work Day:

Supervisor Leggett said that with the reduced paving schedule and the manual labor on hot days the Highway will return to a regular 5 day work week.

RESOLUTION NO. 113 OF 2020: SET HIGHWAY DEPARTMENT TO A 5 DAY WORKWEEK STARTING SEPTEMBER 14, 2020

WHEREAS, the Town Highway Superintendent has recommended the highway workforce return to a 5 day / 8 hr per day work week starting Monday, September 14, 2020, and

WHEREAS, there is a provision in Article VI of the CSEA - Town of Chester Contract that either party maintains the right to return to the previous regular workweek with a 30 day written notice,

BE IT RESOLVED, the Town Board authorizes the Highway Superintendent to return to the previous regular workweek of 40 hours, Monday through Friday starting Monday, September 14, 2020 and directs the Town Clerk to send a written notice to the local CSEA President of the change.

On a motion by Mr. Turcotte, seconded by Mr. Packer, Resolution No. 113 of 2020 was **ADOPTED**.

AYE 4 NO 0

Mrs. DuRose - Abstained

RESOLUTION NO. 114 OF 2020: RECOGNIZE THE DEDICATION AND PROFESSIONALISM OF OUR STATE AND LOCAL LAW ENFORCEMENT OFFICERS

RESOLVED, the Town of Chester recognizes the dedication and professionalism of our state and local law enforcement officers as they perform their sworn duty to preserve and protect the health, safety and welfare of all of our Towns citizens and guests.

We sincerely appreciate and stand by all of these officers whose work helps to make our community a safer and better place for every person who wishes to pursue their God given and Constitutional rights of life liberty and the pursuit of happiness.

On a motion by Mr. Aiken, seconded by Mrs. DuRose, Resolution No. 114 of 2020 was **ADOPTED**.

RESOLUTION NO. 115 OF 2020: AUTHORIZE PAYMENT OF ABSTRACTS

WHEREAS, the Town Clerk has entered the vouchers and created an Abstract of Audited Vouchers, and

WHEREAS, the Town Board has reviewed the Abstract,

BE IT RESOLVED, the Board accepts the Abstract of Audited Vouchers and authorizes payment as presented.

Number 8 of 2020	
General A	\$67,345.04
Highway DA	\$147,654.34
Library L	\$549.46
Loon Lake SP	\$13,771.39
Chestertown Water SW1	\$1,103.36
Pottersville Water SW2	\$1,292.07
Other TA	\$3,428.76
Total	\$235,144.42

On a motion by Mrs. DuRose, seconded by Mr. Packer, Resolution No. 115 of 2020 was **ADOPTED**.

Supervisor Leggett commented that Deb Runyon is doing a good job.

Supervisor Leggett asked if there was any other business to come before the Board at this time.

Mr. Turcotte asked when the third quarter sales tax would be in. Supervisor Leggett replied October.

Mr. Aiken asked if the Town could recognize Ed Bartholomew’s contribution to all of our efforts here. Supervisor Leggett said definitely, Ed was a good friend to the Town of Chester and helped us a lot.

Mrs. DuRose asked if Mark Schachner, Attorney for the Town, if he had been contacted by the Town to attend the Zoning Board of Appeals Meeting on the 25th. Mr. Schachner replied that he had been.

Mrs. DuRose said that she would like to encourage the Planning and Zoning Board Members to get out and look at the properties that are being discussed at the meetings.

Supervisor Leggett said he contacted Jim Leiberum from Soil and Water Conservation District about storm water work and on site plans as they come in, how you handle these as they come in. The Town and Soil and Water can pull together a training class by Zoom. This would help to

satisfy the four hours of annual training that the members of the Planning and Zoning Boards need.

On a motion by Mr. Packer, seconded by Mr. Turcotte, meeting adjourned at 7:53 pm.

AYE 5 NO 0

Respectfully submitted,

Town Clerk

DRAFT