



**Town Board
Organizational Meeting
January 5, 2021**

The Town Board of the Town of Chester convened at the Town of Chester Municipal Center, 6307 State Route 9, Chestertown, New York, at 4:30 pm.

Roll Call: Supervisor Craig Leggett, Karen DuRose (via Zoom), Mike Packer, Larry Turcotte, Chris Aiken, and Deputy Supervisor Marion Eagan.

Organizational Meeting:

Supervisor Leggett opened the Organizational Town Board Meeting at 4:30 pm with Chris Aiken leading the Pledge of Allegiance.

RESOLUTION NO. 1 OF 2021: DESIGNATE DATES, TIME, AND LOCATION FOR REGULAR TOWN BOARD MEETINGS

RESOLVED, that the Town Board will meet on the second Tuesday of each month at 7 pm in the Town of Chester Municipal Center.

RESOLUTION NO. 2 OF 2021: DESIGNATE OFFICIAL DEPOSITORIES

RESOLVED, that Glens Falls National Bank shall be the Official Depository.

RESOLUTION NO. 3 OF 2021: DESIGNATE OFFICIAL NEWSPAPERS

RESOLVED, that The Post Star shall be the Official Newspaper.

RESOLUTION NO. 4 OF 2021: SET MILEAGE ALLOWANCE RATE

RESOLVED, that the mileage allowance rate shall be the IRS set at \$0.56 per mile when personal vehicles are used by Town Employees for official business.

RESOLUTION NO. 5 OF 2021: SET RETURNED CHECK CHARGE

RESOLVED, that the Returned Check Charge shall be \$20 per returned check.

RESOLUTION NO. 6 OF 2021: SET INVESTMENT OF SURPLUS FUNDS POLICY

RESOLVED, that the Supervisor is empowered to invest surplus funds to draw interest for the accounts from which the funds were drawn. Investments shall be made with federally insured banks doing business in NYS.

RESOLUTION NO. 7 OF 2021: AUTHORIZE OFFICIAL BONDING OF TOWN OFFICIALS

WHEREAS, under Sec. 25 of Town Law, the Town Board is required to set the amounts of a Blanket Bond for Town Officers & Employees by Resolution,

BE IT RESOLVED, that the Town Board of the Town of Chester establishes the following limits of insurance: Public Employee dishonesty bond-per employee \$10,000.00 /Additional indemnity-specified positions: Town Supervisor \$ 110,000.00, Bookkeeper \$60,000, Court Clerk \$60,000, Town Clerk/Tax Collector \$260,000.

RESOLUTION NO. 8 OF 2021: AUTHORIZE PAYMENT OF CLAIMS PRIOR TO AUDIT

RESOLVED, that authorization is given for payment of utilities, postage, and other similar expenses as the bills come in and previous to audit, by the Supervisor on recommendation of the Town Board.

RESOLUTION NO. 9 OF 2021: AUTHORIZE TOWN CLERK TO ISSUE FIREWORKS PERMITS

RESOLVED, that the Town Clerk is authorized to issue Firework Permits in accordance with Penal Law Section 405.05.

RESOLUTION NO. 10 OF 2021: ACCEPT TOWN OF CHESTER PROCUREMENT POLICY

WHEREAS, the TOWN OF CHESTER PROCUREMENT POLICY is to be reviewed and adopted each year, and

WHEREAS, the policy was updated and adopted on August 9, 2016 and has been adopted by resolution each year thereafter,

BE IT RESOLVED, that the Town Board hereby adopts said Procurement Policy and Procedures Pursuant to S104B of the General Municipal Law for 2021.

RESOLUTION NO. 11 OF 2021: APPROVE SCHEDULE OF APPOINTMENTS AND VARIOUS RATES OF PAY

RESOLVED, to accept the 2019 Schedule of Appointments and Various Rates of Pay as presented in the attached document titled "Schedule A: 2021 Schedule of Appointments and Various Rates of Pay".

| SCHEDULE A: 2021 ANNUAL SALARIES - ELECTED OFFICIALS | | |
|---|-------------------|-------------|
| TITLE | NAME | 2021 |
| Town Supervisor | Craig Leggett | \$38,482 |
| Town Clerk | Mindy Conway | \$40,018 |
| Town Councilman | Michael Packer | \$7,273 |
| Town Councilman | Larry Turcotte | \$7,273 |
| Town Councilman | Christopher Aiken | \$7,273 |
| Town Councilwoman | Karen DuRose | \$7,273 |
| Town Highway Superintendent | Jason Monroe | \$63,319 |
| Town Justice | James McDermott | \$29,941 |

| SCHEDULE A: 2021 SCHEDULE OF APPOINTMENTS AND VARIOUS RATES OF PAY | | |
|---|-------------------------|--------------------------|
| TITLE | | 2021 |
| Animal Control Officer | Florence Converse | \$ 8,340.00 |
| Assessor | Greg Klingler | \$ 38,905.00 |
| Audit Committee | K. DuRose & Mike Packer | \$335 each |
| Board of Assessment Review | TBD, Chairman | \$180 each / \$240 chair |
| Budget Officer | Craig Leggett | \$ 1,805.00 |
| Communications Director | Jack Bartlett | \$ 1,200.00 |
| Deputy Supervisor | Marion Eagan | \$ 160.00 |
| Deputy Town Clerk | Florence Converse | \$15.40/hr |
| Director of Youth | Mindy Conway | \$ 6,500.00 |
| Engineer for the Town | Cedarwood Engineering | Rates by position |

| | | |
|------------------------------------|-----------------------------|-------------------|
| Health Officer | Dr Rugge | \$ 950.00 |
| Historian | Donna LaGoy | \$ 4,350.00 |
| Legal Counsel for the Town | Miller, Mannix & Schachner | Rates by position |
| North Warren EMS Liaison | | None |
| Planning Board Chair & Members | Paul Little, Chairman | \$30 ea/meeting |
| Registrar Vital Statistics | Mindy Conway | per document |
| Registrar Vital Statistics, Deputy | Florence Converse | per document |
| Sexton | Greg Bolton | \$ 898.00 |
| Unsafe Building Inspector | John MacMillen | \$100/inspection |
| Website Maintenance | Jeremy Little | \$ 1,050.00 |
| Water Superintendent | Jason Monroe | \$ 18,005.00 |
| Water Superintendent, Ass't | Kim Frazier | \$ 18.50/hr |
| ZBA Chair & Members | John MacMillen, Chair | \$30 ea/meeting |
| Zoning Admin & Sanitary Code Enf. | Jeremy Little | \$19/hr |
| AOT NYS & AATV Alt. Delegate | Karen Durose, Alt. Delegate | None |
| AOT NYS & AATV Delegate | Craig Leggett, Delegate | None |

| SCHEDULE A: 2021 SCHEDULE OF HOURLY RATES - EMPLOYEES | | |
|--|--|----------------------|
| TITLE | | 2021 |
| Assessors Clerk | | \$19.00 |
| Boat Wash Attendants | | \$13.50 |
| Bookkeeper | | \$19.00 |
| Backup Bookkeeper | | \$15.40 |
| Chester Challenge Trail Coordinator | | \$17.30 |
| Confidential Secretary | | \$19.00 |
| Constable / Lake Safety Officer | | \$16.75 |
| Court Clerk | | \$19.00 |
| Court Officer | | \$25.00 |
| Cleaner | | \$13.50 |
| Data Collector | | \$15.00 |
| Dynamite Hill Labor | | \$12.50 |
| Food Pantry Worker | | \$13.10 |
| Justice Clerk | | \$19.00 |
| Laborer, Part Time | | \$12.50 |
| Library Aide | | \$14.00 |
| Library Technician | | \$18.18 |
| Library Technician, Ass't | | \$14.00 |
| Lifeguards | | \$13.80 |
| Museum Director | | Set by Hist. Society |
| Parks & Rec Seasonal | | \$15.05 |

| | | |
|--------------------------------|--|----------------------|
| Planning Board Secretary | | \$15.40 |
| Recreation Assistants | | \$12.50 |
| Recycling Attendant, Part time | | \$15.05 |
| School Bus Drivers | | Based on School wage |
| Substitute Cleaner | | \$13.50 |
| ZBA & Planning Board Secretary | | \$15.40 |

RESOLUTION NO. 12 OF 2021: DESIGNATE OFFICIAL TOWN HOLIDAYS

RESOLVED, that Official Town Holidays will be observed as presented in the attached document titled “Schedule B: 2021 Official Town Holidays”.

| Schedule B: 2021 Official Town Holidays | |
|---|-------------------|
| Christmas Day | UNION & NON-UNION |
| New Year's Day | UNION & NON-UNION |
| Martin Luther King Day | UNION ONLY |
| Presidents Day | NON-UNION ONLY |
| Friday before Memorial Day | UNION ONLY |
| Memorial Day | UNION & NON-UNION |
| Independence Day | UNION & NON-UNION |
| Labor Day | UNION & NON-UNION |
| Election Day | UNION & NON-UNION |
| Veteran's Day | UNION & NON-UNION |
| Thanksgiving Day | UNION & NON-UNION |
| Day After Thanksgiving | UNION & NON-UNION |
| Floating holiday | UNION & NON-UNION |
| If a holiday falls on a Saturday, the day of observance shall be the preceding Friday. If a holiday falls on a Sunday, the day of observance shall be the following Monday. | |

RESOLUTION NO. 13 OF 2021: DESIGNATE TOWN BOARD COMMITTEES

RESOLVED, that Town Board Committees are appointed as presented in the attached document titled “Schedule C: Town Board Committee List”.

| Schedule C: 2021 Town Board Committee List | |
|--|--------------------|
| Committees | Lead Member |
| <ul style="list-style-type: none"> • Court • Parks & Recreation • Buildings & Grounds • Streetlights & Sidewalks • Traffic Control • EMS • Fire Districts | Mike Packer |

| | |
|--|---|
| <ul style="list-style-type: none"> • Library • Historical Society/Historian • Food Pantry • Audit • Finance • Beautification • Cemeteries • Senior Services • Human Resources | <p style="text-align: center;">Karen DuRose</p> |
| <ul style="list-style-type: none"> • Assessment • Town Clerk • Highway • Health Center • Youth Programs • Economic Development | <p style="text-align: center;">Chris Aiken</p> |
| <ul style="list-style-type: none"> • Planning & Zoning • Public Safety • Waste Management & Recycling • Water Districts • Loon Lake Park District • Environmental Quality | <p style="text-align: center;">Larry Turcotte</p> |
| <p>Each Board Member is encouraged to work with another Board Member to work on specific projects and issues. The Lead Committee Board Member may choose another member based on availability, expertise, and interest in any particular project or issue.</p> <p>Each Board Member is to report to the full board at each regular Town Board Meeting on activities for their Committee. Written reports will help with the recording of activities.</p> <p>Each Lead Board Member is encouraged to attend meetings of any department or agency in their list and act a liaison between the entire board and each department or agency. Lead Board members are expected to engage in project administration and implementation.</p> <p>Communication with the Supervisor on a regular basis is important in order to allocate & mobilize resources and ensure good coordination with all activities of the Town.</p> | |

On a motion by Mr. Turcotte, seconded by Mr. Aiken, Resolution No. 1 through Resolution No. 13 were **ADOPTED**.

Aye 5 NO 0

Supervisor Leggett commented that he will be giving his Supervisor’s report and the LA Group will be presenting the final plan on the Cunningham Community Forest next month.

The Town Clerk asked if the LA Group would be by Zoom. Supervisor Leggett said that the Town Hall is now by appointment only and asked the Board if they would be comfortable

allowing a few live persons in for the meeting. Mr. Packer said he votes we don't. Mr. Aiken said he is fine with it. Mr. Turcotte replied that if they have business before the Board then he is fine with it.

Supervisor Leggett asked that moving forward; if you don't have business before the Board then we ask that you attend through Zoom.

On a motion by Mr. Packer, seconded by Mr. Aiken, meeting adjourned at 4:46 pm.

AYE 5 NO 0

Respectfully submitted,

Town Clerk

DRAFT