



Town Board

Regular Meeting

June 9, 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 7:15 pm with Karen DuRose leading the Pledge of Allegiance.

RESOLUTION NO. 84 OF 2020: ACCEPT THE MINUTES FROM THE BUDGET WORKSHOP MAY 8, 2020 AND THE REGULAR TOWN BOARD MEETING MAY 12, 2020

RESOLVED, to accept the minutes from the Budget Workshop May 8, 2020 and the Regular Town Board Meeting May 12, 2020 as presented.

On a motion by Mrs. DuRose, seconded by Mr. Turcotte, Resolution No. 84 of 2020 was **ADOPTED**.

AYE 5 NO 0

Committee Reports:

Supervisor Leggett opened Committee Reports at 7:17 pm.

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

- Town Board Minutes for the Budget Workshop May 8, 2020 and Regular Meeting May 12, 2020
- Abstract #6 by department
- Zoning Administrator Activity Report for May 2020
- Zoning Enforcement Report for May 2020
- Assessor's Report for June 2020
- Animal Control Monthly Report for May 2020
- Town Clerk Monthly Report for May 2020
- Town Court Report dated June 1, 2020
- Communications Report for June 2020
- Cemetery Maintenance Report for April and May 2020
- Aqualogic - Loon Lake Harvest Report for June 1-5, 2020
- Letter from Library Board of Trustees containing the resignation letter from Trudy Walp
- Resignation letter from George Stannard from the Planning Board
- Copy of the Warren County Connection for June 2020
- Letter from NYSDOT dated May 1, 2020 in reference to the speed limit on Bird Pond Road and Igera Road and determined that a 45 MPH speed limit is warranted on both roads

The Town Clerk handed out the following at the meeting to all Board Members:

- Summation of 2018 – 2019 Sales in Chester for the 2020 roll
- Transfer Station visitor count for May 14th – June 5th
- Resignation letter from C. Thomas Luciano as the Commissioner of the Schroon Lake Park District for the Town of Chester
- Letter of interest from Adam Horowitz to volunteer for the Commissioner of the Schroon Lake Park District for the Town of Chester
- Copy of the Standard Work Day (RS 2417-A)

Town Board Reports:

Mrs. DuRose reported she attended two meetings; a Zoom meeting hosted by Craig Leggett about the reopening of our area and met with Chris Aiken at the old cemetery in Pottersville to discuss repairing stones.

Mr. Packer – not tonight.

Mr. Aiken reported that he attended the Zoom meeting hosted by Craig, met with Jason about the summer road schedule, which seems to be on schedule, and met with Supervisor Leggett about the Pottersville Cemetery to develop a scope of work to clean it up along with Karen.

Mr. Turcotte reported that he stopped in at the Transfer Station and talked to Tom and Deb who made it known that they have a lot of cars coming through and could really use some help, he attended the Zoom Meeting for the economic reopening, which was very professional and thought that Craig did a great job hosting and was impressed that a locally hosted event was attended by State and Federal Government Officials.

Supervisor Leggett reported the following:

- A lot of time was spent keeping up with the rapidly moving situation with this COVID-19
- May 21st attended by Zoom an Adirondack Action Broad Band Meeting – one of the big hold ups is what NYSDOT is going to be charging providers for running their lines within the right of way
- Helped out at the food distribution at the fairground in Warrensburg on May 22nd
- Walked the Cunningham Community Forest with the LA Group, Wilderness Property Management and Dan Smith to go over trail layouts
- Attended the Memorial Day Ceremony which was very well attended and everyone was spaced nicely
- Common Ground Alliance Meeting will be hosting a virtual forum this year
- Attended the Inter-County Meeting by Zoom hosted by Hamilton County
- May 29th there was a special meeting with Local Development Corp. for special loans for businesses who need it
- June 4th hosted an Economic Reopening Zoom Meeting – attended by Congresswomen Elise Stefanik, Senator Betty Little, Assemblyman Dan Stec, and Ryan Moore the County Administrator, who has been incredible
- Attended the Warren and Washington County meeting with SUNY Adirondack
- Met with Chris Aiken at the Pottersville Cemetery about a partnership with the Rotary
- Attended an Occupancy Tax Meeting – right now we can only count on about \$30,000
- Sales Tax Report is in and there was about a 33% decrease from last year
- Lowell Lashomb has resigned from the Transfer Station

Mr. Packer asked if the bins at the Transfer Station were moved yet to make it self-service. Supervisor Leggett replied that they have not, they are working in the cemetery right now.

Supervisor Leggett closed Committee Reports at 7:26 pm.

Privilege of the Floor:

Supervisor Leggett opened Privilege of the Floor at 7:26 pm.

Diane Smith from the North Warren EMS commented that she is now a Chairperson for the NWEMS and it is a great opportunity to volunteer and give back to the community. Diane wanted to introduce a topic as a concerned citizen and homeowner on Main Street that drivers are not adhering to the 30 mph speed

limit. Diane said her grandson was hit by a car on Main Street September 1st and luckily the driver was adhering to the speed limit and he is fine. Diane estimated that about 75% of the drivers are not adhering to the speed limit and it is very concerning and wanted to bring it to the Board for some kind of solution. Supervisor Leggett thanked Diane for volunteering and said that the Town has yet to fill their position on the NWEMS Board vacated by David Gross. Supervisor Leggett said he would call the Sheriff's Office to see about getting an electronic speed sign. Mr. Packer commented that the lighting near the crosswalk by the Bank needs to be improved, at night time it is hard to see people.

Supervisor Leggett closed Privilege of the Floor at 7:32 pm.

New Business:

Supervisor Leggett opened New Business at 7:32 pm.

RESOLUTION NO. 85 OF 2020: APPOINT DEBORAH RUNYON AS TOWN OF CHESTER BOOKKEEPER

WHEREAS, the Town Board authorized the advertisement for a bookkeeper to fill a vacancy due to resignation, and

WHEREAS, qualified applicants with Civil Service accreditation for Bookkeeper were interviewed for the job by Councilwoman DuRose and Supervisor Leggett and one was selected,

BE IT RESOLVED, the Town Board ratifies the hiring of Debra Runyon as bookkeeper for up to 30 hours a week starting May 01, 2020, with a 6 month probationary period and to be paid at the rate approved for bookkeeper at the January 2020 Organizational Meeting.

On a motion by Mrs. DuRose, seconded by Mr. Aiken, Resolution No. 85 of 2020 was **ADOPTED**.

AYE 5 NO 0

RESOLUTION NO. 86 OF 2020: ACCEPT THE RESIGNATION OF GEORGE STANNARD FROM THE PLANNING BOARD

WHEREAS, George Stannard resigned his position as Board member on the Town of Chester Planning Board,

BE IT RESOLVED, the Town Board accepts the resignation of George Stannard and thanks him for his service to the Town.

On a motion by Mr. Aiken, seconded by Mr. Turcotte, Resolution No. 86 of 2020 was **ADOPTED**.

AYE 5 NO 0

RESOLUTION NO. 87 OF 2020: APPOINT PATRICK POWERS TO THE PLANNING BOARD

WHEREAS, Patrick Powers currently is an Alternate on the Town Planning Board,

BE IT RESOLVED, the Town Board appoints Patrick Powers to fill George Stannard's unexpired term on the Planning Board expiring December 31, 2025.

On a motion by Mrs. DuRose, seconded by Mr. Packer, Resolution No. 87 of 2020 was **ADOPTED**.

AYE 5 NO 0

Holdcraft Sherrard Septic Variance #SV2020-02:

Supervisor Leggett asked the Board if they had any questions about the septic variance application #SV2020-02 for Suzanne Holdcraft Sherrard for a property located at 170 Chester Shores Drive in Chestertown. Mr. Turcotte recused himself from the application.

The Board did not feel that the application needed to be referred to Cedarwood Engineering.

Bret Winchip from Winchip Engineering commented that it is an existing three bedroom house and they are looking to add a bedroom and relocate the septic system to remove some nonconformities that currently exist.

RESOLUTION NO. 88 OF 2020: DEEM SEPTIC VARIANCE APPLICATION #SV2020-02 FOR SUZANNE HOLDCRAFT SHERRARD FOR PROPERTY LOCATED AT 170 CHESTER SHORES DRIVE, CHESTERTOWN, NEW YORK TO BE COMPLETE AND SET A PUBLIC HEARING FOR JULY 14, 2020 AT 7 PM

WHEREAS, Winchip Engineering has submitted a septic variance application (#SV2020-02) for Suzanne Holdcraft Sherrard for a property located at 170 Chester Shores Drive, Chestertown, New York, Tax Map #: 86.18-1-50, and

WHEREAS, the Town Board, acting as the Local Board of Health, has reviewed the septic variance application and is satisfied with its completeness,

BE IT RESOLVED, the Town Board, acting as the Local Board of Health, deems septic variance application #SV2020-02 for Suzanne Holdcraft Sherrard for a property located at 170 Chester Shores Drive, Chestertown, New York to be complete, and

BE IT FURTHER RESOLVED, the Town Board, acting as the Local Board of Health, sets a Public Hearing for #SV2020-02 on Tuesday, July 14, 2020 at 7 pm at a Regular Town Board Meeting and instructs the Town Clerk to notice the public hearing.

On a motion by Mr. Packer, seconded by Mrs. DuRose, Resolution No. 88 of 2020 was **ADOPTED**.

AYE 4 NO 0
Mr. Turcotte - Recused

Standard Work Day:

Supervisor Leggett explained that when you get elected and are in the retirement system you need to check your hours for three months.

Mr. Turcotte asked if they should be eight hours if they are working eight hours a day. Supervisor Leggett asked the Attorney for the Town if he knew why they were set for six hours. Mr. Schachner replied that he only knows that it was the result of a considerable controversy 10 to 12 years ago that the retirement system was giving too much credit to all the hours actually put in, at the time the feeling was that most did not do eight hours a day or forty hour weeks.

Office of the New York State Comptroller
NYSLSRS
New York State and Local Retirement System
110 State Street, Albany, New York 12244-0001
Please type or print clearly in blue or black ink

Employer Location Code
3 | 0 | 2 | 1 | 3

Received Date

Standard Work Day and Reporting Resolution for Elected and Appointed Officials

RS 2417-A
(Rev.11/19)

SEE INSTRUCTIONS FOR COMPLETING FORM ON REVERSE SIDE

BE IT RESOLVED, that the Town of Chester / 30213 hereby established the following standard work days for these titles and will report the officials to the New York State and Local Retirement based on their record of activities:

Name	Social Security Number	NYSLSRS ID	Title	Current Term Begin & End Dates	Standard Work Day	Record of Activities Result	Not Submitted	Pay Frequency	Tier 1
Elected Officials:									
Craig R. Leggett			Town Supervisor	01/01/2020-12/31/2023	6	26.45	<input type="checkbox"/>	bi-weekly	<input type="checkbox"/>
Mindy Conway			Town Clerk	01/01/2020-12/31/2023	6	34.41	<input type="checkbox"/>	bi-weekly	<input type="checkbox"/>
Jason Monroe			Highway Superintendent	01/01/2020-12/31/2023	8	26.19	<input type="checkbox"/>	Bi-weekly	<input type="checkbox"/>
Appointed Officials:									
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>

I, Mindy Conway, secretary/clerk of the governing board of the Town of Chester, of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board at a legally convened meeting held on the 9th day of June, 2020 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Town of Chester on this 10th day of June, 2020.

Mindy Conway
(Signature of Secretary or Clerk)

Affidavit of Posting: I, Mindy Conway being duly sworn, deposes and says that the posting of the Resolution began on 06/10/2020 and continued for at least 30 days. That the Resolution was available to the public on the:

Employer's website at: www.townofchesterny.org

Official sign board at: _____

Main entrance Secretary or Clerk's office at: 6307 State Route 9, Chestertown, NY 12817

Page 1 of 1 (for additional rows, attach a RS 2417-B form.)

RESOLUTION NO. 89 OF 2020: SET STANDARD WORK DAY FOR ELECTED OFFICIALS FOR NYS RETIREMENT

WHEREAS, New York State Local Retirement System requires a standard work day and reporting resolution for Elected and Appointed officials,

BE IT RESOLVED, the Town Board sets standard work day as filed on RS 2417-A for the Town Supervisor - 6 hours, Town Clerk - 6 hours, and Highway Superintendent - 8 hours.

On a motion by Mr. Aiken, seconded by Mr. Turcotte, Resolution No. 89 of 2020 was **ADOPTED**.

AYE 5 NO 0

RESOLUTION NO. 90 OF 2020: ACCEPT RESIGNATION OF THOMAS LUCIANO AS SCHROON LAKE PARK DISTRICT COMMISSIONER FOR THE TOWN OF CHESTER

WHEREAS, Thomas Luciano has submitted his letter of resignation from the Schroon Lake Park District as Commissioner,

BE IT RESOLVED, the Town Board accepts the resignation of Thomas Luciano as Schroon Lake Park District Commissioner and thanks him for his years of service to the Town.

On a motion by Mrs. DuRose, seconded by Mr. Aiken, Resolution No. 90 of 2020 was **ADOPTED**.

AYE 5 NO 0

RESOLUTION NO. 91 OF 2020: APPOINT ADAM M. HOROWITZ AS SCHROON LAKE PARK DISTRICT COMMISSIONER FOR THE TOWN OF CHESTER

WHEREAS, there is a vacancy on the Schroon Lake Park District Board of Commissioners, and

WHEREAS, Thomas Luciano, the outgoing SLPD Commissioner, has interviewed and recommends

Adam Horowitz as his replacement and Adam Horowitz has submitted a letter of interest for the position,

BE IT RESOLVED, the Town Board appoints Adam Horowitz as Schroon Lake Park District

Commissioner to fill the unexpired term of Tom Luciano, due to expire December 31, 2022.

On a motion by Mrs. DuRose, seconded by Mr. Turcotte, Resolution No. 91 of 2020 was **ADOPTED**.

AYE 5 NO 0

RESOLUTION NO. 92 OF 2020: ACCEPT THE RESIGNATION OF TRUDY WALP FROM THE LIBRARY BOARD OF TRUSTEES

WHEREAS, Trudy Walp has submitted a letter of resignation to the Library Board of Trustees and the Trustees have accepted her resignation,

BE IT RESOLVED, the Town Board accepts the resignation of Trudy Walp from the Library Board of Trustees and thanks her for her service to the Town.

On a motion by Mr. Aiken, seconded by Mrs. DuRose, Resolution No. 92 of 2020 was **ADOPTED**.

AYE 5 NO 0

Lifeguards:

Mindy Conway explained that with the guidelines from the State the Beach would open at a reduced capacity of 50%, with one lifeguard and one person watching the gate.

Mrs. DuRose asked what the capacity was at Loon Lake. Mindy replied that the capacity was 75.

RESOLUTION NO. 93 OF 2020: APPROVE THE HIRING OF LIFE GUARDS FOR THE LOON LAKE BEACH FOR 2020

WHEREAS, the Loon Lake beach will be opening on June 29, 2020 for the season and is required to have lifeguards on duty during the time the beach is open

BE IT RESOLVED, the Town Board will hire the following lifeguards for the 2020 season: Avery Murphy, Julina Walker, Teaira French, Matt Brown, Claudia Librett, Owen Librett and Rena Defranco.

On a motion by Mr. Turcotte, seconded by Mr. Aiken, Resolution No. 93 of 2020 was **ADOPTED**.

AYE 5 NO 0

Loon Lake Dam:

Marion Eagan explained that the State of New York is applying to FEMA for dam rehabilitation. The last go around from 2019 was put on hold so they are still waiting for the money from FEMA. The State is going to apply June 26th for the next go around. The first phase will be for planning and the second phase will be for construction.

RESOLUTION NO. 94 OF 2020: APPROVE TO APPLY FOR THE LOON LAKE DAM GRANT

WHEREAS, the State of New York was awarded funding through FEMA for dam rehabilitation, and **WHEREAS**, the Loon Lake Dam is considered a High Hazard Dam and requires extensive repair to be done,

BE IT RESOLVED, the Town Board approves the applying for the FEMA High Hazard Dam Grant when the application process opens.

On a motion by Mr. Packer, seconded by Mr. Turcotte, Resolution No. 94 of 2020 was **ADOPTED**.

AYE 5 NO 0

Municipal Center:

Supervisor Leggett said that the Municipal Center will open with only the library door open. People need to sign in and answer a questionnaire.

RESOLUTION NO. 95 OF 2020: ACCEPT COVID-19 REOPENING SAFETY PLAN FOR THE MUNICIPAL CENTER

WHEREAS, as per NYS orders, the Town of Chester needs to have a Reopening Plan in place before opening the Municipal Center,

BE IT RESOLVED, the Town Board accepts the COVID-19 Reopening Plan for the Municipal Center and set Monday, June 15, 2020 as the day to reopen the Municipal Center to the public.

On a motion by Mrs. DuRose, seconded by Mr. Packer, Resolution No. 95 of 2020 was **ADOPTED**.

AYE 5 NO 0

Loon Lake Beach:

Supervisor Leggett reported that the Town of Chester was given an extension on the installation of the well at the Loon Lake Beach due to COVID-19.

RESOLUTION NO. 96 OF 2020: ACCEPT THE COVID-19 REOPENING PLAN FOR THE LOON LAKE BEACH

WHEREAS, as per NYS orders, the Town of Chester needs to have a Reopening Plan in place before opening the Loon Lake Beach,

BE IT RESOLVED, the Town Board accepts the COVID-19 Reopening Plan for the Loon Lake Beach as presented and sets Monday, June 29, 2020 as opening day to the public.

On a motion by Mrs. DuRose, seconded by Mr. Packer, Resolution No. 96 of 2020 was **ADOPTED**.

AYE 5 NO 0

Town Board Meetings:

Supervisor Leggett said that the Town had set July as one of their meetings to be held in Pottersville and thinks that we should just stick to the way things are for now.

Mr. Aiken said he would like to see the Board go back to Pottersville when this is over.

RESOLUTION NO. 97 OF 2020: APPROVE CHANGING THE JULY TOWN BOARD MEETING PLACE FROM THE POTTERSVILLE FIREHOUSE TO THE MUNICIPAL CENTER

WHEREAS, the Town Board Meeting for July was scheduled to take place at the Pottersville Firehouse, and

WHEREAS, there is now a COVID-19 pandemic and social distancing is a priority,

BE IT RESOLVED, that the Board approves changing the July Town Board Meeting place to the Municipal Center.

On a motion by Mr. Aiken, seconded by Mrs. DuRose, Resolution No. 97 of 2020 was **ADOPTED**.

AYE 5 NO 0

RESOLUTION NO. 98 OF 2020: AUTHORIZE THE PLANNING BOARD AND THE ZONING BOARD OF APPEALS TO CONDUCT THEIR MEETINGS IN THE COURTROOM AND REMOTELY

WHEREAS, the Executive Order 202.38 to suspend the requirements for in person meeting has been extended until July 6, 2020, and

WHEREAS, the Planning and Zoning Boards have their monthly meetings in the Board Room and due to the COVID-19 Pandemic both Zoning and Planning Boards are requesting that their meetings be held in the Courtroom so that all attendees can meet social distancing guidelines,

BE IT RESOLVED, the Town Board authorizes the Planning Board and the Zoning Board of Appeals to conduct their meetings in the courtroom and remotely.

On a motion by Mr. Turcotte, seconded by Mr. Aiken, Resolution No. 98 of 2020 was **ADOPTED**.

AYE 5 NO 0

Budget:

Supervisor Leggett commented that the Austerity Budget went into effect starting June 1st.

Supervisor Leggett said that CHIPS funding will probably be reduced by at least 20%. Mrs. DuRose asked if we were going to pave. Supervisor Leggett replied that after speaking with the Highway Superintendent there are a few areas that can't wait. Mrs. DuRose asked about Igera Road. Supervisor Leggett said that Marion is working with Jason. Marion commented that when a road is complete and the bills are paid they can submit for reimbursement.

RESOLUTION NO. 99 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 6 of 2020	
General A	\$142,192.28
Highway DA	\$49,473.33
Library L	\$1,541.87
Loon Lake SP	\$13,195.00
Chestertown Water SW1	\$934.67
Pottersville Water SW2	\$622.63
Other TA	\$3,913.10
Total	\$211,872.88

On a motion by Mr. Packer, seconded by Mr. Turcotte, Resolution No. 99 of 2020 was **ADOPTED**.

AYE 5 NO 0

Supervisor Leggett asked if there was any other business to come before the Board at this time. Hearing none, he asked if there were any other comments.

On a motion by Mr. Packer, seconded by Mr. Aiken, meeting adjourned at 8:14 pm.

AYE 5 NO 0

Respectfully submitted,

Town Clerk

DRAFT