



# Town Board

## Regular Meetings

### April 10, 2018

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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, Steve Durkish and Attorney for the Town, Mark Schachner.

**Regular Meeting:**

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

**RESOLUTION NO. 69 OF 2018: ACCEPT THE MINUTES OF THE REGULAR MEETING MARCH 13, 2018 AND THE SPECIAL MEETING MARCH 27, 2018**

**RESOLVED**, to accept the minutes of the Regular Meeting March 13, 2018 with the change from Mrs. Wells to Mr. Packer on the bottom of page 7 of 8 and the Special Meeting March 27, 2018 as presented. On a motion by Mr. Turcotte, seconded by Mrs. DuRose, Resolution No. 69 of 2018 was **ADOPTED**.

AYE 5 NO 0

**Committee Reports:**

Supervisor Leggett opened Committee Reports at 7:05 pm.

Supervisor Leggett introduced Kyle Morin from Hill Electric Supply, who explained how they work with National Grid to switch current lighting over to more energy efficient lighting which is LED. Kyle presented a lighting package for the Town Hall which included new fixtures (\$23,752.52) and a labor quote (\$8,000). The new fixtures would save \$5,700 annually and comes with a 5 year warranty. National Grid will contribute an incentive of \$10,791. The fixtures are LED flat panels with no UV.

Kyle stated that he just looked at the Pottersville Playground and will report back. Supervisor Leggett thanked Kyle for coming.

Jason Monroe gave a recap of Form 284 that is a contract between the Highway Superintendent and the Town Board for expenditure of Highway moneys.

**RESOLUTION NO. 70 OF 2018: AUTHORIZE THE TOWN BOARD MEMBERS AND THE HIGHWAY SUPERINTENDENT TO SIGN FORM 284**

**RESOLVED**, to authorize the Town Board Members and the Highway Superintendent to sign Form 284 for expenditure of Highway moneys.

On a motion by Supervisor Leggett, seconded by Mr. Packer, Resolution No. 70 of 2018 was **ADOPTED**.

AYE 5 NO 0

David Gross reported the NWEMS went out on 36 calls for March.

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

- Town Board Minutes for March 13, 2018
- Town Board Minutes for March 27, 2018
- Town of Chester Checking Account Balances as of March 31, 2018
- Supervisor's Monthly Cash Report as of March 31, 2018
- Audited Abstract for April 10, 2018
- Zoning Administrator & Sanitary Code Enforcement Officer's Activity Report for March 2018
- Planning Board Minutes for March 19, 2018
- Assessors Report for April 2018

- Animal Control Report March 2018
- Town Clerk Monthly Report for March 2018

Town Clerk reported the office has received the following communication:

- Letter from Rand Fosdick resigning from the Planning Board and the Zoning Ordinance Review Committee
- Email from Tony Taverni requesting use of the Town lawn July 14, 2018 for the Rotary Garage Sale

Supervisor Leggett gave the Board a copy of the data questionnaire that would be sent out to property owners with water front and water rights for the Assessor's Office.

Supervisor Leggett closed Committee Reports at 7:18 pm.

**New Business:**

Supervisor Leggett opened New Business at 7:18 pm.

**RESOLUTION NO. 71 OF 2018: AUTHORIZE PAYMENT OF ABSTRACTS**

**RESOLVED**, the Town Board accepts the Abstract of Claims and accounting requirements.

|                               |             |         |
|-------------------------------|-------------|---------|
| General A                     | \$41,359.37 | 106-151 |
| Highway DA                    | \$71,706.25 | 71-104  |
| Chestertown Water CW          | \$793.09    | 12-17   |
| Pottersville Water PW         | \$816.00    | 8-11    |
| Library L                     | \$2,908.14  | 7-11    |
| Schroon Lake Park District SX | \$4,243.67  | 3       |

On a motion by Mrs. DuRose, seconded by Mr. Turcotte, Resolution No. 71 of 2018 was **ADOPTED**.  
 AYE 5 NO 0

Cindy Mead, Adirondack Woof Stock Chairperson gave an overview of the Adirondack Woof Stock events and the request for \$6,000.

**RESOLUTION NO. 72 OF 2018: AUTHORIZES THE APPROPRIATION OF \$6,000 OF OCCUPANCY TAX FUNDS FOR AN ADIRONDACK WOOFSTOCK EVENT TO BE PAID TO TRI LAKES BUSINESS ALLIANCE**

**WHEREAS**, the Tri Lakes Business Alliance has filled out a request for funding for An Adirondack Woof Stock event to be held June 2 and 3, 2018, and

**WHEREAS**, the Town of Chester has funded this event in previous years and the event organizers have submitted activity reports from those years,

**BE IT RESOLVED**, the Town Board authorizes the appropriation of \$6,000 of Occupancy Tax Funds for An Adirondack Woof Stock event to be paid to Tri Lakes Business alliance upon receipt of proper documentation.

On a motion by Mr. Packer, seconded by Mr. Turcotte, Resolution No. 72 of 2018 was **ADOPTED**.  
 AYE 5 NO 0

Ms. Mead also presented a picture of the proposed new banners for the Town. Tri-Lakes organizes the business owners to purchase the banners, Garnet Signs makes them and the Parks and Rec. Department hangs them up.

Ms. Mead spoke about the need to have a dog park in Town.

Supervisor Leggett introduced Brett Hitchcock as the new Labor Foreman for the Parks and Recreation Department.

**Northern Warren Trailblazers:**

Supervisor Leggett stated that the Northern Warren Trailblazers Snowmobile Club was looking for an amount of \$10,000 from Occupancy Tax to help purchase a Polaris Ranger and a 6 ft. hydraulic drag along with a trailer to transport the unit. Mr. Durkish stated that he would like a representative from the Snowmobile Club to come to a meeting.

On a motion by Mr. Durkish, seconded by Mr. Turcotte, the North Warren Trailblazers Snowmobile Club, Inc. request for funding was **TABLED**.

AYE 5 NO 0

**RESOLUTION NO. 73 OF 2018: ACCEPT THE RESIGNATION OF RAND FOSDICK FROM THE PLANNING BOARD AND ZORC**

**WHEREAS**, Rand Fosdick has submitted a letter of resignation from his seat on the Planning Board and on the Zoning Ordinance Review Committee,

**BE IT RESOLVED**, the Town Board accepts the resignation of Rand Fosdick from the Planning Board and ZORC and thanks him for his service to the Town.

On a motion by Supervisor Leggett, seconded by Mr. Packer, Resolution No. 73 of 2018 was **ADOPTED**.

AYE 5 NO 0

**RESOLUTION NO. 74 OF 2018: APPOINT GEORGE STANNARD TO FILL AN UNEXPIRED TERM ON THE PLANNING BOARD WITH AN EXPIRATION DATE OF DECEMBER 31, 2019**

**WHEREAS**, George Stannard is a Planning Board Alternate and has maintained the appropriate amount of educational credits,

**BE IT RESOLVED**, the Town Board appoints George Stannard to fill an unexpired seat on the Planning Board with an expiration date of December 31, 2019, and

**BE IT FURTHER RESOLVED**, the Town Board authorizes the Town Clerk to advertise for Planning Board Alternates.

On a motion by Mrs. DuRose, seconded by Mr. Durkish, Resolution No. 74 of 2018 was **ADOPTED**.

AYE 5 NO 0

**RESOLUTION NO. 75 OF 2018: RE-APPOINT GEORGE HILTON TO THE PLANNING BOARD FOR A 7 YEAR TERM ENDING DECEMBER 31, 2025**

**WHEREAS**, the Planning Board term for George Hilton expires on April 30, 2018 and he has maintained the appropriate amount of educational credits,

**BE IT RESOLVED**, the Town Board re-appoints George Hilton to the Planning Board for a 7 year term ending December 31, 2025.

On a motion by Mr. Packer, seconded by Mr. Durkish, Resolution No. 75 of 2018 was **ADOPTED**.

AYE 5 NO 0

**RESOLUTION NO. 76 OF 2018: APPOINT CHARLIE LYTZ TO THE TOWN OF CHESTER PUBLIC LIBRARY BOARD OF TRUSTEES TO FILL AN UNEXPIRED TERM ENDING DECEMBER 31, 2020**

**WHEREAS**, the Library Board of Trustees recommends the appointment of Charlie Lytz to fill an unexpired seat on their Board,

**BE IT RESOLVED**, the Town Board appoints Charlie Lytz to the Town of Chester Public Library Board of Trustees to fill an unexpired term ending December 31, 2020, and

**BE IT FURTHER RESOLVED**, he is eligible serve 2 consecutive 5 year terms after that.

On a motion by Mr. Packer, seconded by Mr. Turcotte, Resolution No. 76 of 2018 was **ADOPTED**.

AYE 5 NO 0

**Zoning Fee Schedule:**

Discussion continued on whether or not to charge an "After the fact Surcharge".

**RESOLUTION NO. 77 OF 2018: ACCEPT THE ZONING OFFICE FEE SCHEDULE**

**WHEREAS**, the Zoning Office has proposed a new fee schedule effective May 1, 2018,

**BE IT RESOLVED**, the Town Board accepts the new fee schedule as presented.

| <b>Proposed Zoning Office Fee Schedule</b>        |   |  |
|---|---|--|
| <b>Fee Schedule</b>                               | <b>Current Fee:</b>   | <b>Proposed Fee:</b>   |
| Zoning Ordinance Binder/Land Use Map              | \$15.00   | \$15.00, Change fee for Zoning Ordinance Binder to \$25.00. No change to fee for the Land Use Map  |
| Dwellings/Additions                               | \$50.00   | Change Description from "Dwellings" to "Principal Buildings". \$100.00 for principal buildings (i.e. dwellings, mobile homes), Remove Additions, Add as separate section (see below) |
| Accessory Buildings                               | \$30.00   | \$50.00  |
| Swimming Pool                                     | \$30.00   | \$30.00  |
| Demolition  | \$30.00   | \$30.00  |
| Renewal of Zoning Certificates                    | \$25.00   | \$25.00  |
| Docks/Decks/Floats                                | \$50.00   | \$50.00, change to also include moorings   |
| Sign Application & Inspection                     | \$25.00   | \$25.00  |
| Septic Wastewater Systems                         | \$75.00   | \$75.00  |
| Improvements to Septic Systems                    | \$40.00   | \$40.00, change to also include repairs  |
| Site Plan Review                                  | \$100.00  | \$100.00   |
| Minor Subdivisions                                | \$100.00  | \$100.00   |
| Major Subdivisions (Up to 5 Lots)                 | \$150.00  | \$150.00   |
| Each Lot Over 5 (Additional Per Lot)              | \$25.00   | \$25.00  |
| Variance (Area or Use)                            | \$100.00  | \$100.00   |
| Appeals   | \$100.00  | \$100.00   |
| <b>Proposed Additions</b>                         |   |  |
| Solar Photovoltaic Systems (Ground or Roof Mount) | Currently, no charge.   | \$30.00  |
| Additions   | \$50.00   | \$75.00  |
| After the Fact Surcharge                          | Currently, no charge.   | \$100.00   |
| Interior Renovations to Existing Structure        | To only require Zoning Compliance Certificate for the County, as there is no change in footprint, and require no fee. |  |

On a motion by Supervisor Leggett, seconded by Mr. Durkish, Resolution No. 77 of 2018 was **ADOPTED**.

AYE 5 NO 0

**RESOLUTION NO. 78 OF 2018: AUTHORIZES NOTICE BE SERVED ON THE OWNERS OF THE SINGLE FAMILY DWELLING AT 31 OLMSTEDVILLE ROAD REQUIRING THE BUILDING TO BE MADE SAFE AND SECURE OR REMOVED**

**WHEREAS**, according to the procedures listed in Ordinance #2 of 1982 titled "Providing for the Removal or Repair of Unsafe Buildings in the Town of Chester" the Unsafe Building Inspector has submitted a report to the Town Board regarding the condition of a single family dwelling at 31 Olmstedville Road, and

**WHEREAS**, the report determines a certain portion of the building to be unsafe and needs to be removed or repaired,

**BE IT RESOLVED**, as per Ordinance #2 of 1982 the Town Board shall cause notice to be served on the owner requiring the building to be made safe and secure or removed.

On a motion by Supervisor Leggett, seconded by Mr. Turcotte, Resolution No. 78 of 2018 was **ADOPTED**.

AYE 5 NO 0

**RESOLUTION NO. 79 OF 2018: AUTHORIZE THE CHESTERTOWN ROTARY CLUB TO USE THE FRONT LAWN OF THE TOWN HALL FOR THEIR ANNUAL GARAGE SALE THE WEEKEND OF JULY 13-15, 2018**

**WHEREAS**, the Chestertown Rotary Club desires to use the front lawn of the Town Hall for their annual Garage Sale,

**BE IT RESOLVED**, the Town Board authorizes the Chestertown Rotary Club to use the front lawn of the Town Hall for their annual Garage Sale the weekend of July 13-15, 2018.

On a motion by Mr. Durkish, seconded by Mr. Packer, Resolution No. 79 of 2018 was **ADOPTED**.

AYE 5 NO 0

**RESOLUTION NO. 80 OF 2018: AUTHORIZE ADDENDUM TO CONTRACT WITH THE NORTH WARREN EMS**

**WHEREAS**, the Town of Chester contracts with the North Warren EMS to provide emergency medical services to the residents and visitors of the Town, and

**WHEREAS**, the Town deferred funding the full funding request of the NWEMS in the 2018 budget, and

**WHEREAS**, the Town desires to support the service provided by NWEMS when possible,

**BE IT RESOLVED**, the Town Board authorizes the Supervisor to amend the 2018 contract with NWEMS with a supplemental increase of \$12,000, and

**BE IT FURTHER RESOLVED**, the Town Board authorizes the amendment of the 2018 Budget by decreasing Contingent Account A1990.4 by \$12,000 and increasing Ambulance A4540.4 by \$12,000, and

**BE IT FURTHER RESOLVED**, upon receipt of signed contract amendment, in a form acceptable to the Attorney for the Town, and submission of voucher, the Town will distribute the funds to North Warren EMS.

On a motion by Supervisor Leggett, seconded by Mrs. DuRose, Resolution No. 80 of 2018 was **ADOPTED**.

AYE 5 NO 0

**RESOLUTION NO. 81 OF 2018: AUTHORIZE SUPERVISOR TO SIGN A CONTRACT WITH ACE CARTING FOR DUMPSTER SERVICE AT THE TOWN HALL**

**WHEREAS**, the ACE Carting of Fort Ann, NY can provide a 3 cubic yard dumpster for the Town Hall for \$82 per month (vs. \$351 per month from Waste Management),

**BE IT RESOLVED**, the Supervisor is authorized to sign a contract with ACE Carting for dumpster service at the Town Hall when in a form acceptable by the attorney for the Town.

On a motion by Mr. Packer, seconded by Mr. Turcotte, Resolution No. 81 of 2018 was **ADOPTED**.

AYE 5 NO 0

**RESOLUTION NO. 82 OF 2018: AUTHORIZE SUPERVISOR TO SIGN THE UPDATED AGREEMENT FORM WITH JAEGER & FLYNN FOR THEIR CONSULTING AND TPA SERVICES**

**WHEREAS**, Jaeger & Flynn has updated their agreement form for their Consulting and Third-Party Administrator services and the form reflects no changes in price of service,

**BE IT RESOLVED**, the Supervisor is authorized to sign the updated agreement form with Jaeger & Flynn for their Consulting and TPA services.

On a motion by Supervisor Leggett, seconded by Mr. Turcotte, Resolution No. 82 of 2018 was **ADOPTED**.

AYE 5 NO 0

**Boat Registration Fees:**

Mr. Turcotte stated that he would like to see the Town hold off on a boat registration fee with the Town shifting to an ambassador for the Lake than a Lake Constable.

Mary Jane Dower stated that the object of a fee is not to make the Lake safer, it is to provide more money to pay for things you need without taxing the people who are on the Lake the most. Let some of the people who are using the Lake pay some of the fees to help with milfoil.

Mark Williams asked what the fees would be used for? Supervisor Leggett stated that the fees would be used for the cost for labor at the boat launch and for a Lake Officer. Mr. Turcotte stated it would be an annual registration fee, not a launch fee. The Town does not want to deter boaters from using the Town launch. Mr. Williams would like to make sure if there is a fee for boating, the fees are used for boating.

Mrs. DuRose stated that when Fred Monroe and the Town Board worked to get the boat wash installed it would be free and hopefully remain free of charge to help preserve the Lake.

Mary Jane stated that there is not time before the boat launch opens in May to put any fees into effect.

**RESOLUTION NO. 83 OF 2018: ESTABLISH THE POSITION OF LAKE SAFETY OFFICER**

**WHEREAS**, the Town Board has considered the needs and desires to maintain boating safety on Loon Lake, and

**WHEREAS**, education and awareness of proper boating safety and a more consistent patrolling of the lake are considered to be the best methods of ensuring boating safety,

**BE IT RESOLVED**, the Town Board establishes the position of Lake Safety Officer according to the job description on file with the Town Clerk and Warren County Civil Service Office, and

**BE IT FURTHER RESOLVED**, the Town Board authorizes the Town Clerk to advertise for the position.

On a motion by Mrs. DuRose, seconded by Mr. Durkish, Resolution No. 83 of 2018 was **ADOPTED**.

AYE 5 NO 0

**RESOLUTION NO. 84 OF 2018: ESTABLISH THE POSITION OF SENIOR BUILDING MAINTENANCE MECHANIC**

**WHEREAS**, the Town Board has reviewed the labor needs and demands of the Town's buildings and grounds, and

**WHEREAS**, after reviewing Civil Service job descriptions, the title of Senior Building Maintenance Mechanic is appropriate for the position,

**BE IT RESOLVED**, the Town Board establishes the position of Senior Building Maintenance Mechanic, and

**BE IT FURTHER RESOLVED**, this position qualifies as a permanent full time position subject to CSEA Union Agreement.

On a motion by Supervisor Leggett, seconded by Mrs. DuRose, Resolution No. 84 of 2018 was **ADOPTED**.

AYE 5 NO 0

**RESOLUTION NO. 85 OF 2018: ESTABLISH A SEASONAL PART TIME 20 HOURS PER WEEK GARDENER/COORDINATOR POSITION FOR THE 2018 SPRING, SUMMER AND FALL SEASONS**

**WHEREAS**, the Economic Development Initiative meetings put the aesthetics of the Town in the top 5 items influencing positive economic growth, and

**WHEREAS**, the Town maintains public spaces, ornamental plantings, and flower planters in and around the hamlets that could be improved for better appearance and attraction, and

**WHEREAS**, a program can be developed to engage and coordinate volunteers and businesses to leverage the Town's beautification effort, and

**WHEREAS**, a person could be hired for the season to coordinate such a program and to carry out regular labor for the design, planting, and maintenance of the ornamental flowers and shrubs,

**BE IT RESOLVED**, the Town Board establishes a seasonal part time 20 hours per week Gardener/Coordinator for the 2018 Spring, Summer and Fall Seasons, and

**BE IT FURTHER RESOLVED**, the Town Clerk is authorized to advertise for the position.

On a motion by Supervisor Leggett, seconded by Mr. Durkish, Resolution No. 85 of 2018 was **ADOPTED**.

AYE 5 NO 0

**RESOLUTION NO. 86 OF 2018: AUTHORIZE SUPERVISOR TO SIGN AN INTERMUNICIPAL AGREEMENT WITH THE TOWN OF HAGUE FOR USE OF CHESTER'S ANIMAL CONTROL SHELTER ON OCCASION**

**WHEREAS**, the Town of Hague has occasional need of a facility to hold dogs in the course of their animal control activity, and

**WHEREAS**, the Town of Chester has an approved facility for such purpose, and the Town's Animal Control Officer has discussed the arrangement with Hague's representative and approves such occasional use,

**BE IT RESOLVED**, the Supervisor is authorized to sign an Intermunicipal Agreement with the Town of Hague, in a form acceptable to the Attorney for the Town, allowing the Town of Hague to use Chester's animal control facility for a daily fee of \$15.

On a motion by Supervisor Leggett, seconded by Mr. Turcotte, Resolution No. 86 of 2018 was **ADOPTED**.

AYE 5 NO 0

**RESOLUTION NO. 87 OF 2018: APPROVE THE HOOK UP OF BEADLAND PARK, LLC, A 49 UNIT RV PARK, LOCATED AT 8021-8035 STATE ROUTE 9 TO THE POTTERSVILLE WATER DISTRICT SUPPLY SYSTEM**

**WHEREAS**, Beadland Park, LLC at 8021-8035 State Route 9 in Pottersville has requested permission from the Town to hook up to the Pottersville Water District supply system, and

**WHEREAS**, the Pottersville Water District has historically serviced the multiple residences that were present at this address,

**BE IT RESOLVED**, the Town Board approves the hook up of Beadland Park, LLC, a 49 unit RV park, located at 8021-8035 State Route 9 to the Pottersville Water District supply system.

On a motion by Supervisor Leggett, seconded by Mr. Packer, Resolution No. 87 of 2018 was **ADOPTED**.

AYE 5 NO 0

**Privilege of the Floor:**

Supervisor Leggett opened Privilege of the Floor at 8:47 pm.

Linda Muench thanked Supervisor Leggett for prioritizing beautification.

Mary Clark asked about the cones by Edna Wells house. Jason Monroe stated that there was a water main break there and the highway department will be repairing the shoulder when the frost is out of the ground.

On a motion by Supervisor Leggett, seconded by Mr. Durkish, the Board went into Executive Session at 8:49 pm to discuss matters leading to the employment of a particular person. Supervisor Leggett asked Brett Hitchcock to stay.

On a motion by Mr. Supervisor Leggett, seconded by Mrs. DuRose, Board exited Executive Session at 9:16 pm. No action taken.

**RESOLUTION NO. 88 OF 2018: AUTHORIZE THE SUPERVISOR TO OFFER A PERMANENT FULL TIME LABORER POSITION WITH PARKS AND RECREATION TO JEFFREY SCHAEFER**

**WHEREAS**, due to retirement, a permanent full time Laborer CSEA Union position with Parks and Recreation is open, and

**WHEREAS**, the Town has duly posted and advertized the open position and interviews have been conducted of qualified applicants,

**BE IT RESOLVED**, the Town Board authorizes the Supervisor to offer a Permanent Full Time Laborer position with Parks and Recreation to Jeffrey Schaefer and to begin immediately at a rate set by CSEA Union Agreement with a probationary period of 90 days.

On a motion by Mrs. DuRose, seconded by Mr. Turcotte, Resolution No. 88 of 2018 was **ADOPTED**.

AYE 5 NO 0

**RESOLUTION NO. 89 OF 2018: AUTHORIZE THE SUPERVISOR TO OFFER A SEASONAL FULL TIME LABORER POSITION TO ETHAN FRASIER**

**WHEREAS**, a seasonal full time Laborer position with Parks and Recreation has been created, posted, advertized and qualified candidates have been interviewed,

**BE IT RESOLVED**, the Town Board authorizes the Supervisor to offer a Seasonal Full Time Laborer position to Ethan Frasier, to begin immediately and continue to October 14, 2018 and paid at the rate of \$13.91 per hour.

On a motion by Mr. Durkish, seconded by Mrs. DuRose, Resolution No. 89 of 2018 was **ADOPTED**.

Mike Packer nominated Mike Roberts.

AYE 5 NO 0

**RESOLUTION NO. 90 OF 2018: AUTHORIZE TOWN CLERK TO ADVERTISE FOR A MECHANIC/CDL DRIVER WITH A CLEAN LICENSE AND EXPERIENCE FOR THE HIGHWAY DEPARTMENT**

**RESOLVED**, the Town Board authorizes the Town Clerk to advertise for a mechanic/CDL driver with a clean license and experience for the highway department.

On a motion by Supervisor Leggett, seconded by Mr. Turcotte, Resolution No. 90 of 2018 was **ADOPTED**.

AYE 5 NO 0

On a motion by Mrs. DuRose, seconded by Mr. Durkish, meeting adjourned at 9:26 pm.

Respectfully submitted,

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Town Clerk