



# **Town Board**

## **Organizational Meeting**

### **January 7, 2020**

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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, Chris Aiken and Marion Eagan, Deputy Supervisor.

#### **Organizational Meeting:**

Supervisor Leggett opened the Organizational Meeting at 7:00 pm with the Pledge of Allegiance and presented the following Resolutions to organize the Town:

#### **RESOLUTION NO. 1 OF 2020: 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 with the exception for the months of April, July and September when the meeting will be held at the Pottersville Fire House with the approval of the Pottersville Fire Commissioners.

#### **RESOLUTION NO. 2 OF 2020: DESIGNATE OFFICIAL DEPOSITORY**

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

#### **RESOLUTION NO. 3 OF 2020: DESIGNATE OFFICIAL NEWSPAPER**

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

#### **RESOLUTION NO. 4 OF 2020: SET MILEAGE ALLOWANCE RATE**

**RESOLVED**, that the mileage allowance rate shall be the IRS set at \$.575 per mile when personal vehicles are used by Town Employees for official business.

#### **RESOLUTION NO. 5 OF 2020: SET RETURNED CHECK CHARGE**

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

#### **RESOLUTION NO. 6 OF 2020: SET INVESTMENT OF SURPLUS FUNDS POLICY**

**RESOLVED**, that the Supervisor be 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 and with NYCLASS.

#### **RESOLUTION NO. 7 OF 2020: 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, Justice Court Judge \$60,000, Court Clerk \$60,000 and Town Clerk - Tax Collector \$260,000.

#### **RESOLUTION NO. 8 OF 2020: AUTHORIZE PAYMENT OF CLAIMS PRIOR TO AUDIT**

**RESOLVED**, that authorization is given for payment of utilities, postage, and other similar expenses as allowed by law previous to audit.

#### **RESOLUTION NO. 9 OF 2020: 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 2020: ACCEPT TOWN OF CHESTER PROCUREMENT POLICY FOR 2020**

**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 no changes have been needed,

**BE IT RESOLVED**, that the Town Board hereby adopts said Procurement Policy and Procedures Pursuant to S104B of the General Municipal Law for 2020.

**RESOLUTION NO. 11 OF 2020: APPROVE SCHEDULE OF APPOINTMENTS AND VARIOUS RATES OF PAY**

**RESOLVED**, to accept the 2020 Schedule of Appointments and Various Rates of Pay as presented in attached document titled "Schedule A: 2020 Schedule of Appointments and Various Rates of Pay".

<b>SCHEDULE A: 2020 ANNUAL SALARIES - ELECTED OFFICIALS</b>		
<b>TITLE</b>	<b>NAME</b>	<b>2020</b>
Town Supervisor	Craig Leggett	\$37,452
Town Clerk	Mindy Conway	\$37,000
Town Councilman	Michael Packer	\$7,078
Town Councilman	Larry Turcotte	\$7,078
Town Councilman	Christopher Aiken	\$7,078
Town Councilwoman	Karen DuRose	\$7,078
Town Highway Superintendent	Jason Monroe	\$61,624
Town Justice	James McDermott	\$29,140

<b>SCHEDULE A: 2020 SCHEDULE OF APPOINTMENTS AND VARIOUS RATES OF PAY</b>		
<b>TITLE</b>		<b>2020</b>
Animal Control Officer	Florence Converse	\$ 8,117.00
Assessor	Greg Klingler	\$ 38,491.00
Audit Committee	K. DuRose & Mike Packer	\$335 each
Board of Assessment Review	Arnold Jensen, Chairman	\$180 each / \$240 chair
Budget Officer	Craig Leggett	\$ 1,757.00
Deputy Supervisor	Marion Eagan	\$ 150.00
Deputy Town Clerk	Florence Converse	\$15.00/hr
Director of Youth	Mindy Conway	\$ 8,000.00
Health Officer	Dr Ruge	\$ 950.00
Historian	Donna LaGoy	\$ 4,233.00
Legal Counsel	Miller, Mannix & Schachner	Rates by position
North Warren EMS Liaison	David Gross	None
Planning Board Chair & Members	Paul Little, Chairman	\$30 ea/meeting
Records Management Officer	Mindy Conway	\$ 2,000.00
Registrar Vital Statistics	Mindy Conway	per document
Registrar Vital Statistics, Deputy	Florence Converse	per document
Sexton	Greg Bolton	\$ 874.00

Unsafe Building Inspector	John MacMillen	\$80/inspection
Website Maintenance	Jeremy Little	\$ 1,045.00
Water Superintendent	Jason Monroe	\$ 17,572.00
Water Superintendent, Deputy	Kim Frazier	\$ 18.00/hr
ZBA Chair & Members	John MacMillen, Chair	\$30 ea/meeting
Zoning Admin & Sanitary Code Enf.	Jeremy Little	\$18.50/hr
Zoning Admin, Deputy	Tom Thorsen	None
AOT NYS & AATV Alternate Delegate	Larry Turcotte, Alt. Delegate	None
AOT NYS & AATV Delegate	Craig Leggett, Delegate	None
Water Superintendent, Ass't	Jeffrey Schaefer	\$3,000.00

<b>SCHEDULE A: 2020 SCHEDULE OF HOURLY RATES - EMPLOYEES</b>		
<b>TITLE</b>		<b>2020</b>
Assessors Clerk		\$18.50
Boat Wash Attendants		\$13.14
Bookkeeper		\$18.50
Backup Bookkeeper		\$15.00
Chester Challenge Trail Coordinator		\$16.85
Confidential Secretary		\$18.50
Constable / Lake Safety Officer		\$16.30
Court Clerk		\$18.50
Court Officer		\$16.00
Cleaner		\$12.12
Data Collector		\$15.00
Dynamite Hill Labor		\$12.19
Food Pantry Worker		\$12.74
Justice Clerk		\$18.50
Laborer, Part Time		\$11.80
Library Aide		\$13.60
Library Technician		\$18.18
Library Technician, Ass't		\$14.00
Lifeguards		\$13.80
Mealsite Worker		\$12.12
Museum Director		Set by Hist. Society
Parks & Rec Seasonal		\$14.65
Planning Board Secretary		\$18.50
Recreation Assistants		\$11.80
Recycling Attendant, Part time		\$14.65
School Bus Drivers		Based on School wage
Substitute Cleaner		\$12.12
ZBA & Planning Board Secretary		\$15.00

Zoning Code Enforcement Officer		\$16.00
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**RESOLUTION NO. 12 OF 2020: DESIGNATE OFFICIAL TOWN HOLIDAYS**

**RESOLVED**, that the Official Town Holidays will be observed as presented in attached document titled "Schedule B: 2020 Official Town Holidays".

<b>Schedule B: 2020 Official Town Holidays</b>	
Christmas Day	UNION & NON-UNION
New Year's Day	UNION & NON-UNION
Martin Luther King Day	UNION & NON-UNION
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 2020: DESIGNATE TOWN BOARD COMMITTEES**

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

<b>Schedule C: Town Board Committee List</b>	
<b>Committees</b>	<b>Lead Member</b>
Parks & Recreation, Buildings & Grounds, EMS, Fire Districts, Streetlights & Sidewalks, Traffic Control, Court	Mike Packer
Finance, Human Resources, Audit, Cemeteries, Library, Senior Services, Beautification, Historical Society/Historian	Karen DuRose
Highway, Youth Programs, Economic Development, Health Center, Assessment, Town Clerk	Chris Aiken
Waste Management & Recycling, Water Districts, Loon Lake Park District, Public Safety, Planning & Zoning, Environmental Quality	Larry Turcotte

**RESOLUTION NO. 14 OF 2020: SET CHESTERTOWN AND POTTERSVILLE WATER DISTRICT RATES**

**RESOVLED**, that the Town Board sets Rates for the Chestertown and Pottersville Water Districts as presented in the attached document titled "Schedule D:

<b>SCHEDULE D : Water District Rates 2020</b>		
<b>1/7/2020</b>	<b>Chestertown Water District</b>	
<b>Code</b>	<b>Description</b>	<b>2020 Rate</b>
1	Base Rate: Metered Residential	5 \$131.2
2	Base Rate: Metered Business	5 \$131.2
3	Base Rate: Metered Outside of District	0 \$217.5
6	Base Rate: Unmetered Inside District	0 \$210.0
8	Base Rate: Unmetered Outside of District	0 \$360.0
20	Base Rate: NWCS for 22,500 gallons	0 \$525.0
10	Flat Rate: Unmetered Special Annual Rate	0 \$400.0
	Rate per 1,000 gallons for Over 22,500 gallons	\$4.00
	Swimming Pool Rate (Res #181-2002)	0 \$200.0
13	Hydrant Rental	5 \$506.2
15	Turn On / Turn Off	\$18.00
	Connection Charge - Standard Install	.00 \$1,200
16	Replace Water Meter	0 \$165.0
<b>1/7/2020</b>	<b>Pottersville Water District</b>	
<b>Code</b>	<b>Description</b>	<b>2020 Rate</b>
17	Base Rate: Metered Residential	0 \$217.5
18	Base Rate: Metered Business	0 \$300.0
4	Base Rate: Metered Outside of District	5 \$348.7
5	Base Rate: Unmetered Inside District	0 \$300.0
14	Base Rate: Unmetered Outside of District	0 \$435.0
21	Base Rate: Word of Life for 18,000 gallons	0 \$487.5
10	Flat Rate: Unmetered Special Annual Rate	0 \$247.5
	Rate per 1,000 gallons for Over 18,000 gallons	\$3.00
	Swimming Pool Rate (Res #181-2002)	\$200.0

12	Hydrant Rental (9 hydrants + 2 dry)	\$97.50
9	Base Rate: Glendale	\$
		-
15	Turn On / Turn Off	\$18.00
7	Connection Charge - Standard Install	\$1,200
		.00
16	Replace Water Meter	\$165.0
		0
	Tax Rate	\$2.00
<b>2020 WATER RATES REFLECT ADJUSTMENT FOR SHORTENED BILLING YEAR. AS PER RESOLUTION NO. 143 OF 2019: TOWN BOARD HEREBY CHANGES THE MONTH OF APPROVING THE WATER WARRANT FOR THE CHESTERTOWN AND POTTERSVILLE WATER DISTRICTS TO MAY, STARTING IN 2020. THE USAGE AMOUNTS ARE FROM AUGUST 1, 2019 THROUGH APRIL 30, 2020 – OR ¾ OF A REGULAR YEAR.</b>		

Discussion took place over having more than two meetings in Pottersville. The Town Clerk asked for audio equipment at the Pottersville Fire House so that she does not have to take her own equipment. A lengthy discussion ensued. Chris Aiken and Karen DuRose volunteered to look into audio equipment and the Town Board added a third meeting date with permission of the Pottersville Fire Commissioners.

Town Clerk asked when the fireworks are scheduled. Karen DuRose replied that Summerfest is July 11, 2020.

On a motion by Mrs. DuRose, seconded by Mr. Packer, Resolutions No. 1 - 14 of 2020 were **ADOPTED**.  
AYE 5 NO 0

**RESOLUTION NO. 15 OF 2020: AUTHORIZE TRAVEL TO NYC FOR NY AOT ANNUAL CONFERENCE FOR BOOKKEEPER**

**BE IT RESOLVED**, the Town Board authorizes Maja Tlokinska-Scroggins to attend the NY Association of Towns Annual Meeting and Training School held in NYC February 2020 and will pay for registration, hotel, meals and travel costs from budget code A1220.4 (Supervisor Contractual), and

**BE IT FURTHER RESOLVED**, the cost of the training, travel, accommodations and meals will be split 50/50 with the Town of Johnsbury.

On a motion by Mr. Packer, seconded by Mr. Turcotte, Resolution No. 15 of 2020 was **ADOPTED**.  
AYE 5 NO 0

On a motion by Supervisor Leggett, seconded by Mrs. DuRose, the Board went into Executive Session to discuss the employment history of a particular person or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person as per Open Meeting Law at 7:38 pm.

On a motion by Supervisor Leggett, seconded by Mr. Packer, the Board exited Executive Session at 8:33 pm.

No action taken.

On a motion by Mr. Packer, seconded by Mr. Turcotte, meeting adjourned at 8:34 pm.

Respectfully submitted,

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Town Clerk