



Town Board Special Meeting February 25, 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, Chris Aiken, and Deputy Supervisor Marion Eagan. Absent: Mike Packer and Larry Turcotte.

Special Meeting:

Supervisor Leggett opened the Special Town Board Meeting at 4:30 pm.

Supervisor Leggett stated that due to COVID-19 pandemic and the New York on pause restrictions, the Town Board meeting will be available to the public on zoom and a recording of the meeting will also be available for viewing. Public access will be limited in the Town Meeting room due to social distancing requirements.

Supervisor Leggett read the following Public Hearing Notice that was published in the Town's official publication, the Glens Falls Post Star:

NOTICE OF PUBLIC HEARING

The **Town of Chester** will hold a Public Hearing on Thursday, February 25, 2021 at 4:30 pm at the Town Hall, Chestertown, New York for the purpose of hearing public comments on community needs for the Town, and to discuss the possible submission of one Community Development Block Grant (CDBG) application for the 2020 Program Year. The CDBG Program is administered by the New York State Office of Community Renewal (OCR), and will make available to eligible local governments approximately \$49 million for the 2020 Program Year for housing, economic development, public facilities, public infrastructure, and planning activities, with the principal purpose of benefitting low- and moderate-income persons. The hearing will provide further information about the CDBG Program and will allow for citizen participation in the development of any proposed grant applications and/or to provide technical assistance to develop alternate proposals. Comments on the CDBG Program or proposed project(s) will be received at this time. The hearing is being conducted pursuant to Section 570.486, Subpart 1 of the CFR and in compliance with the requirements of the Housing and Community Development Act of 1974, as amended.

At this time the Town Hall is closed to the public, therefore this public hearing will be held via Zoom videoconference. Anyone wishing to comment must contact the Town Clerk at townclerk104@gmail.com or at 518-494-5160 to obtain an invitation to this virtual meeting; comments can also be submitted in writing to Mindy Conway, Town Clerk, PO Box 423, Chestertown, NY 12817 or by email to townclerk104@gmail.com no later than February 22, 2021. If special accommodations are needed for persons with disabilities, those with hearing impairments, or those in need of translation from English, those individuals should contact the Town Clerk by phone at (518) 494-5160, 9:00 am and 3:00 pm during regular business days or

by email to the Town Clerk at least 5 business days in advance of the public hearing date to allow for necessary arrangements.

By Order of the Town Board of Chester,
Warren County, New York.

Dated: February 16, 2021

Public Hearing:

Supervisor Leggett **opened the Public Hearing at 4:33 pm** for the submission of an application for Community Development Block Grant Funds through the NYS Consolidated Funding Application Process for the engineering evaluation.

Supervisor Leggett asked if there was anyone from the public that would like to speak.

Supervisor Leggett commented that there is no public in the room and he does not see any others that have joined us from the public by Zoom.

Supervisor Leggett said that we have Warren County Planners, Patricia Tatich attending with us and we do have a Town Board majority with Councilwoman DuRose, Councilman Aiken, and Supervisor Leggett present. Absent are Councilman Turcotte and Councilman Packer.

Supervisor Leggett said they received public comment and asked the Town Clerk if they should be read into the record, then said he would ask our technical expert, Pat Tatich. Supervisor Leggett asked if the Town needs to read public comment that the Town has received by email. Patricia asked if there were a fair number of them or just several. Patricia said if they are not too lengthy they may be interesting to hear, because there may be some in support of this application that we are preparing, but before we get into that though would you like me to present just a few thoughts or ideas of what we are going to be doing and information for the public that may watch this later. Supervisor Leggett replied you have the room. Patricia replied thank you.

Ms. Tatich said first of all she would like to thank the Town Board for accommodating this public hearing in this strange time. It is certainly her first time in all the years doing the block grant program to do a Zoom public hearing for this purpose, but none the less it just shows that we can go forward with programming. The information provided in the Public Hearing identified the 2020 Program year and she just wanted to clarify for those who may be listening and for the record, that last year the State of New York through the Division of Housing, specifically the Housing Trust Fund Corporation did not have a funding round so funds available are from basically last year, so that is why the record stands as it does. It is the 2020 funding availability and there is the \$49 million. There are certainly a number of projects that can be undertaken, eligible projects that benefit low to moderate income. As some members of the Town Board may recall and even some members of the public that may be listening, we did try several times in the past to receive infrastructure funding for improvements to the Pottersville Water District and we were not successful in that attempt. We have been encouraged to resubmit an application for an engineering study, detailed evaluation, in an attempt to provide sufficient

information that can be used by the Town for securing funding from either the Environment Facilities Corporation or the USDA Rural Development Program and certainly CDBG to fill the gap. So the funding we are seeking is really going to take a much more comprehensive look at the Pottersville Water District. It is anticipated that the category that we will apply for is under the Planning Assistance Program. There is a maximum of \$50,000.00 available with the required 5% match to be provided by the Town. We anticipate requesting through the Town's Application, \$38,000 for a study that the content of the proposal was provided to us by the Town's Engineer by record. If and when the grant application is funded we would go through the protocols required by the Block Grant Program and this would be subject to the Federal requirements for biddings and proposal development.

Patricia Tatich continued with a little background saying that the Planning Department has been involved for a number of years on a variety of projects through the Local Waterfront Programs, CDBG and other ones and we are certainly enthused to be able to supply technical assistance to proceed with this application and should it be funded the Planning Department would be in a position to administer the program and for an in-kind value of \$10,000 that the County would be providing for our services to the Town to administer this program. If we were to be funded in June or July of this year, we anticipate this would be basically a one year program and we would do closeout by the following June or July. So this is a short turn around and we've worked with the Planning Assistance Program before with the Countryside Adult Home building study and we got terrific information and she is hopeful that we will do likewise here for the Town's proposal.

Ms. Tatich said that she has nothing else to add unless there are questions and said that if you chose to review the comment, that's your decision.

Supervisor Leggett thanked Pat.

Supervisor Leggett said that as Pat had mentioned this is really an outgrowth of the meeting that we had for our last grant submission that was denied and they had recommended taking this particular route in developing more engineered plans that would get us in line to go for the Environmental Study Corp funding or the USDA Rural Development. Supervisor Leggett asked Ms. Tatich if that was correct. Patricia replied yes, that is correct.

Supervisor Leggett asked if the request for funding of \$38,000 would be enough of a budget to cover the cost of the engineering. Ms. Tatich replied that they had received a fairly detail proposal from the Town's Engineer that would cover all the aspects of it. It would look at the distribution system, supply, opportunities in the growth areas, and how particularly in the hamlet area could provide additional water to future growth and development. She thinks this is a logical approach and thinks this will go a long way towards allowing the Town to advance the requests of the three programs described, the Environmental Facilities, the USDA and the CDBG. Patricia is very pleased with the information received and wanted to point out that in the proposal there is a public engagement aspect to this so we would reach out to the community, particularly the businesses and residents within the district as we progress with the engineering evaluation and the results of the study. So the public will have opportunity to look at information and provide their comment.

Supervisor Leggett said thank you, and with the 5% match from the Town would come to \$1,900.00. Ms. Tatich said that was correct and pointed out that should the results of the solicitation prove that it is less than the estimated \$38,000 then it would still be 5% of that amount.

Supervisor asked Ms. Tatich to describe the solicitation process that they will go through. Patricia said that in past applications certainly done at the County they utilize the services of the purchasing department that sent them through the standardized solicitation routes securing from the various publications that are available to them and they certainly would encourage minorities, women owned businesses, disabled veterans organizations or any engineers that may be associated with those. So it is a fairly comprehensive search and the breath of it allows for participation by a variety of groups. May be a little different than past efforts, but this is the method that we are subscribed to use. Whether the Town chooses to do that the solicitation at the Town level or request assistance from the County Purchasing Department I believe has yet to be determined. Supervisor Leggett asked if they were willing to work that out with the Town. Patricia replied why yes.

Supervisor Leggett asked if there were any other comments from the public.

Supervisor Leggett asked if there were any questions from the Board.

Councilman Aiken asked if the \$10,000 was a standard administration fee for a grant of this size. Ms. Tatich said that the administration for this is only the engineering services, if you are getting at the funds that would come to the Planning Department; there are no administrative costs available for submission of this application. Patricia said in her earlier comments she indicated that County would provide the in-kind services to manage and administer the grant. Mr. Aiken said thank you.

Supervisor Leggett asked Councilwoman DuRose if she had any questions. Mrs. DuRose replied no, but she thinks this is great.

Ms. Tatich said to the Supervisor that she wanted to let those who may be listening or watching to know that should they have any detailed questions about the Block Grant Program or anything related to that she would be happy to receive a call at the County to explain anything that they may not be aware of.

Supervisor Leggett for the record said that there was public input from a resident named June Maxam and read her following comment:

I'm aware of the public hearing Thursday in the town of Chester concerning a possible CDBG grant. I would very much like to see funding for housing rehabilitation which is much needed in the town and replacement of older mobile homes. Leggett has NEVER submitted an application under the RESTORE program although he was made aware of it when he first took office. Board approved submitting application but he

was too lazy to do it and refused to ask Betty Little's office for help as she offered. Instead, Leggett wants to install sidewalks where they aren't needed or wanted.

Supervisor Leggett said Warren County Planning is working on housing with a study. Ms. Tatich commented that the County initiated a study in cooperation with Warren County LDC and EDC Warren County providing funding for marketing study that was started last year when Ed Bartholomew was with us and we have been a bit stalled with the changes within the EDC organization and in light of the applications that we are preparing within the department, we are anticipating after March the 5th, our submission date, which I think I failed to mention, that we will start with a completion and a proposal to identify a market analyst to look at the housing improvement needs, new construction needs and also may be expanded to include other types of housing. Patricia continued by saying that they need to get a handle on exactly what the housing needs are in the County in a much bigger way than simply saying there is a need. We need to expand the understanding so that Supervisors and members of the community and the EDC Board can have a sense of what the quantitative needs are and what the type of housing is needed, so at some point in time they will present information to each Town as to what the proposal will be, the type of information they are looking for, but they are trying to use the market analyst list that is currently available with the Division of Housing through the Housing Trust Fund Corporation, thinking that if they complete a study consistent with any funding that they may have for any future development and thought that would be to our advantage to take the path of securing a market analyst.

Supervisor Leggett thanked Pat and said that it points out that a housing study is needed for successful funding applications.

Supervisor Leggett **closed the Public Hearing at 4:50 pm** for the submission of an application for Community Development Block Grant Funds through the NYS Consolidated Funding Application Process for the engineering evaluation.

Ms. Tatich asked the Supervisor if there would be action taken to pass a resolution to submit.

Supervisor replied yes and read the following resolution:

RESOLUTION NO. 41 OF 2021: AUTHORIZE AND DIRECT THE TOWN SUPERVISOR TO SIGN AND SUBMIT ALL NECESSARY DOCUMENTATION AS MAY BE REQUIRED TO APPLY FOR THE SUBMISSION OF THE 2020 NYS CONSOLIDATED FUNDING COMMUNITY DEVELOPMENT BLOCK GRANT FOR AN ENGINEERING EVALUATION REPORT AND TO ALSO AUTHORIZE THE TOWN TO APPROVE THE REQUIRED 5% MATCHING FUND UPON GRANT AWARD

WHEREAS, the Town of Chester desires to identify Community needs for Housing, Economic Development, Public Facilities, Public Infrastructure and Planning Activities for the purpose of benefiting low and moderate income persons, and

WHEREAS, the Town is holding a Public Hearing to provide citizens with information about the CDBG Program and allow for Citizen Participation in the development of any proposed grant application and to provide technical assistance to develop alternative proposals, and

WHEREAS, the Town has conducted the hearing and has made the meeting accessible to persons with disabilities including those with visual and/or hearing impairments, or those in need of translation from English, and

WHEREAS, the Town, with technical support and application preparation assistance from the Warren County Planning Department, has provided information as to the benefits to low and moderate income households and related supporting documentation as may be necessary for submission of the application, and

WHEREAS, the Town will only consider eligible activities as defined by the Community Development Block Grant Program and give consideration to projects that reflect the priority of the community, and

NOW THEREFORE BE IT RESOLVED, the Town of Chester has held one public hearing to consider citizen comment concerning the preparation and submission for the 2020 NYS Consolidated Funding Application that was held on February 25, 2021 at 4:30 pm at the Town of Chester Municipal Center through a publicly accessible Zoom meeting, and

BE IT FURTHER RESOLVED, that the Town Supervisor be hereby authorized and directed to sign and submit the application and all necessary documents for a funding request not to exceed thresholds identified in the 2020 NYS CFA Notice of Funding Availability Guidelines and commit to a 5% match provided by the Town of Chester through the Pottersville Water District Fund, appropriations line item SW2-8340.4 (contractual distribution), and

BE IT FURTHER RESOLVED, the Town Board hereby authorizes and directs the Warren County Planning Department to prepare the application and administer the funding award to the Town of Chester, to complete an Engineering report for the evaluation of the Pottersville Water Distribution System.

On a motion by Mrs. DuRose, seconded by Mr. Aiken, Resolution No. 41 of 2021 was **ADOPTED**.

AYE 3 NO 0

On a motion by Mr. Aiken, seconded by Mrs. DuRose, meeting adjourned at 4:55 pm.

AYE 3 NO 0

Respectfully submitted,

Town Clerk