



**Town Board  
Organizational Meeting  
January 4, 2022**

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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 4:30 pm.

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

**Organizational Meeting:**

Supervisor Leggett **opened** the Organizational Town Board Meeting at 4:31 pm with the Pledge of Allegiance.

**RESOLUTION NO. 1 OF 2022: 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 2022: DESIGNATE OFFICIAL DEPOSITORIES**

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

**RESOLUTION NO. 3 OF 2022: DESIGNATE OFFICIAL NEWSPAPERS**

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

**RESOLUTION NO. 4 OF 2022: SET MILEAGE ALLOWANCE RATE**

**RESOLVED**, that the mileage allowance rate shall be the IRS set at \$0.58.5 per mile when personal vehicles are used by Town Employees for official business.

**RESOLUTION NO. 5 OF 2022: SET RETURNED CHECK CHARGE**

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

**RESOLUTION NO. 6 OF 2022: 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 and other NYS authorized financial institutions.

**RESOLUTION NO. 7 OF 2022: 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 2022: 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 2022: 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 2022: 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 2022.

**RESOLUTION NO. 11 OF 2022: APPROVE SCHEDULE OF APPOINTMENTS AND VARIOUS RATES OF PAY**

**RESOLVED**, to accept the 2022 Schedule of Appointments and Various Rates of Pay as presented in the attached document titled "Schedule A: 2022 Schedule of Appointments and Various Rates of Pay".

<b>SCHEDULE A: 2022 SCHEDULE OF APPOINTMENTS AND VARIOUS RATES OF PAY</b>		
<b>TITLE</b>		<b>2022</b>
<i>Animal Control Officer</i>	<i>Florence Converse</i>	\$ 8,580.00
<i>Assessor</i>	<i>Greg Klingler</i>	\$ 40,915.00
<i>Audit Committee</i>	<i>K. DuRose &amp; Mike Packer</i>	\$335 each
<i>Board of Assessment Review</i>	<i>TBD, Chairman (BOAR Choice)</i>	\$180 each / \$240 chair
<i>Budget Officer</i>	<i>Craig Leggett</i>	\$ 1,872.00
<i>Communications Director</i>	<i>Jack Barlett</i>	\$ 1,300.00
<i>Deputy Supervisor</i>	<i>Marion Eagan</i>	\$ 850.00
<i>Deputy Town Clerk</i>	<i>Florence Converse</i>	\$17.50/hr
<i>Director of Youth</i>		\$ 6,500.00
<i>Engineer for the Town</i>	<i>Cedarwood Engineering</i>	Rates by position
<i>Health Officer</i>	<i>Dr Rugge</i>	\$ 950.00
<i>Historian</i>	<i>Donna LaGoy</i>	\$ 4,550.00
<i>Legal Counsel for the Town</i>	<i>Miller, Mannix &amp; Schachner</i>	Rates by position
<i>North Warren EMS Liaison</i>		None
<i>Planning Board Chair &amp; Members</i>	<i>Paul Little, Chairman George Hilton, Vice Chair</i>	\$30 ea/meeting
<i>Registrar Vital Statistics</i>	<i>Mindy Conway</i>	per document
<i>Registrar Vital Statistics, Deputy</i>	<i>Florence Converse</i>	per document
<i>Sexton</i>	<i>Greg Bolton</i>	\$ 900.00
<i>Unsafe Building Inspector</i>		\$100/inspection
<i>Website Maintenance</i>	<i>Jeremy Little</i>	\$ 1,050.00
<i>Water Superintendent</i>	<i>Jason Monroe</i>	\$ 18,505.00
<i>Water Superintendent, Ass't</i>	<i>Jeff Schaefer</i>	\$ 8,500.00

ZBA Chair & Members	Barbara Kearny, Chair Michael Hough, Vice Chair	\$30 ea/meeting
Zoning Admin & Sanitary Code Enf.	Jeremy Little	\$ 23.00
AOT NYS & AATV Alternate Delegate	Chris Aiken	None
AOT NYS & AATV Delegate	Craig Leggett	None

<b>SCHEDULE A: 2022 SCHEDULE OF HOURLY RATES - EMPLOYEES</b>		
<b>TITLE</b>		<b>2022</b>
Assessors Clerk		\$22.00
Boat Wash Attendants		\$14.50
Bookkeeper		\$21.00
Backup Bookkeeper		\$17.50
Chester Challenge Trail Coordinator		\$16.81
Confidential Secretary		\$22.00
Constable / Lake Safety Officer		\$17.25
Court Clerk		\$19.95
Court Officer		\$25.00
Cleaner		\$15.42
Data Collector		\$15.00
Dynamite Hill Labor		\$13.25
Food Pantry Worker		\$13.65
Laborer, Part Time		\$13.20
Library Aide		\$14.50
Library Technician		\$21.00
Library Technician, Ass't		\$16.00
Lifeguards		\$15.00
Museum Director		Set by Hist. Society
Parks & Rec Seasonal		\$15.42
Planning Board Secretary		\$16.00
Recreation Assistants		\$13.20
Recycling Attendant, Part time		\$15.42
School Bus Drivers		Based on School wage
ZBA & Planning Board Secretary		\$16.00

**RESOLUTION NO. 12 OF 2022: DESIGNATE OFFICIAL TOWN HOLIDAYS**  
**RESOLVED**, that Official Town Holidays will be observed as presented in the attached document titled "Schedule B: 2022 Official Town Holidays".

<b>Schedule B: 2022 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
Juneteenth	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 2022: DESIGNATE TOWN BOARD COMMITTEES**

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

<b>Schedule C: 2022 Town Board Committee List</b>	
<b>Committees</b>	<b>Lead Member</b>
<ol style="list-style-type: none"> <li>1. Parks &amp; Recreation (Includes Transfer Station /Cemeteries /Dynamite Hill /Parks &amp; Playground /Sidewalks /Chester Challenge/ Beach)</li> <li>2. Buildings &amp; Grounds (Includes Municipal Center / Health Center / Streetlights)</li> <li>3. Audit</li> <li>4. EMS</li> <li>5. Fire Districts</li> </ol>	Mike Packer
<ol style="list-style-type: none"> <li>1. Court</li> <li>2. Library</li> <li>3. Historian / Historical Society</li> <li>4. Food Pantry</li> <li>5. Audit</li> </ol>	Karen DuRose
<ol style="list-style-type: none"> <li>1. Assessor</li> <li>2. Town Clerk</li> <li>3. Youth Programs</li> <li>4. Senior Services</li> <li>5. Economic Opportunity &amp; Development (Includes Chamber of Commerce/ Tri Lakes/ OCC Tax / Grants)</li> </ol>	Chris Aiken
<ol style="list-style-type: none"> <li>1. Planning &amp; Zoning</li> <li>2. Highway</li> <li>3. Water Districts</li> <li>4. Loon Lake Park District / Schroon Lake Park District</li> <li>5. Environmental Quality (includes Black Fly Control/ Forestry/ Invasive species/ Water quality)</li> </ol>	Larry Turcotte

- 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.
- 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.
- 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.
- 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.

On a motion by Mrs. DuRose, seconded by Mr. Packer, Resolutions No. 1 through No. 13 of 2022 were **ADOPTED**.

AYE 5 NO 0

On a motion by Mr. Packer, seconded by Mrs. DuRose, meeting adjourned at 5:02 pm.

AYE 5 NO 0

Respectfully submitted,

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Town Clerk