

AGENDA / January 9, 2019 / TOWN BOARD MEETING – INCLUDING ANNUAL ORGANIZATIONAL MEETING

Call to Order

- Pledge of Allegiance

Organizational Meeting

- Open Organizational Meeting
 - Proceed with Agenda attached
- Close Organizational Meeting

Regular Meeting

- Open Regular Town Board Meeting

Acceptance of Minutes

- Regular Town Board meeting December 11, 2017
- Special Town Board meeting December 28, 2017

Public Hearing

- Septic Variance: Roach #SV2018-03
- Septic Variance: Rodzevik #SV2018-04

Committee Reports

- Town Board // Town Clerk // Supervisor

PRIVILEGE OF THE FLOOR FOR OLD & NEW BUSINESS ITEMS

OLD BUSINESS

- A. Septic Variance: Roach #SV2018-03
- B. Septic Variance: Rodzevik #SV2018-04

NEW BUSINESS

1. Authorize attendance and payment for Zoning Board and Planning Board members to attend Saratoga County Planning & Zoning Conference
2. Authorize to sign contract with Glens Falls Animal Hospital
3. Authorize to sign Intermunicipal Agreement with Warren County for Solid Waste and Recyclable Processing
4. Authorize to sign Memorandum of Agreement with Warren County Soil & Water Conservation District regarding use of sandbag machine
5. Authorize to sign Inter-Municipal Agreement with Warren County Soil & Water Conservation District regarding Schroon Lake Milfoil Management
6. Authorize Highway Superintendent to post road weight restrictions at his discretion.
7. Authorize to sign contract with Cedarwood Engineering Services
8. Authorize the installation of decorative lights on Loon Lake Dam by LLPDA
9. Authorize to sign contract with LLPDA for management services
10. Authorize application for AHI grant in partnership with YMCA & HHHN
11. Authorize to sign Animal Shelter Agreement with Hague
12. Authorize the request to hold regular Town Board meetings at the Pottersville Firehouse in March and September 2019.
13. Authorize re-appointments to the Loon Lake Advisory Committee.
14. Discuss instituting a boat registration fee for Loon Lake
15. Discuss conversion of streetlights to LED by National Grid program
16. Discuss cemetery monument care service contract
17. Abstracts, budget transfers and accounting requirements.

Regular Meeting: Resolutions

OLD BUSINESS

A. WHEREAS, the Town Board acting as the Local Board of Health has received a completed application and has held a public hearing regarding the Septic Variance Application for property located at 63 Jones Rd, Chestertown, NY, Tax Map # 86.10-1-22 owned by Susan Saunders Roach and represented by Winchip Engineering, and

WHEREAS, according to Section 5.060 – Variances of the Town of Chester On-Site Wastewater Treatment Local Law the Local Board of Health may vary or adapt the strict application of any of the requirements of this Ordinance in the case whereby such strict application would result in unnecessary hardship that would deprive the owner of the reasonable use of the land involved, and

WHEREAS, no variance in the strict application of any provision of the Ordinance shall be granted by the Local Board of Health unless it shall find all listed criteria applicable, be it

RESOLVED, the Town Board acting as the Local Board of Health finds the Roach septic variance application meets the following criteria:

- a) That there are special circumstances or conditions, fully described in the findings of the Local Board of Health, applying to such land and that such circumstances or conditions are such that strict application of the provisions of this Ordinance would deprive the applicant of the reasonable use of such land.
- b) That the variance would not be materially detrimental to the purposes and objectives of this Ordinance, or to other adjoining properties, or otherwise conflict with the purpose or objectives of any plan or policy of the Town.
- c) That, for reasons fully set forth in the findings of the Local Board of Health, the granting of the variance is necessary for the reasonable use of the land and that the variance, as granted by the Local Board of Health, is the minimum variance which would alleviate the specific unnecessary hardship found by the Local Board of Health to affect the applicant.

BE IT FURTHER RESOLVED, the Local Board of Health finds the septic system as designed and presented by Winchip Engineering and reviewed by Cedarwood Engineering on behalf of the Town to be the minimum allowable variance to the Town's On-Site Wastewater Treatment Local Law based on site conditions, lot size, and potential impact to adjacent private property and common natural resources, BE IT FURTHER RESOLVED, the variances granted are as follows (from application and map).

B. WHEREAS, the Town Board acting as the Local Board of Health has received a completed application and has held a public hearing regarding the Septic Variance Application for property located at 6384 SR 9 Chestertown, NY, Tax Map # 104.10-4-1.1 owned by Paul Rodzevik and represented by Hutchins Engineering, and

WHEREAS, according to Section 5.060 – Variances of the Town of Chester On-Site Wastewater Treatment Local Law the Local Board of Health may vary or adapt the strict application of any of the requirements of this Ordinance in the case whereby such strict application would result in unnecessary hardship that would deprive the owner of the reasonable use of the land involved, and

WHEREAS, no variance in the strict application of any provision of the Ordinance shall be granted by the Local Board of Health unless it shall find all listed criteria applicable, be it

RESOLVED, the Town Board acting as the Local Board of Health finds the Rodzevik septic variance application meets the following criteria:

- a) That there are special circumstances or conditions, fully described in the findings of the Local Board of Health, applying to such land and that such circumstances or conditions are such that strict application of the provisions of this Ordinance would deprive the applicant of the reasonable use of such land.
- b) That the variance would not be materially detrimental to the purposes and objectives of this Ordinance, or to other adjoining properties, or otherwise conflict with the purpose or objectives of any plan or policy of the Town.
- c) That, for reasons fully set forth in the findings of the Local Board of Health, the granting of the variance is necessary for the reasonable use of the land and that the variance, as granted by the Local Board of Health, is the minimum variance which would alleviate the specific unnecessary hardship found by the Local Board of Health to affect the applicant.

BE IT FURTHER RESOLVED, the Local Board of Health finds the septic system as designed and presented by Winchip Engineering and reviewed by Cedarwood Engineering on behalf of the Town to be the minimum allowable variance to the Town's On-Site Wastewater Treatment Local Law based on site conditions, lot size, and potential impact to adjacent private property and common natural resources, BE IT FURTHER RESOLVED, the variances granted are as follows (from application and map).

NEW BUSINESS

1. WHEREAS, the Saratoga County Planning & Zoning Conference on February 6, 2019 was offered to all Planning and Zoning Board members and staff to attend in order to attain Planning/Zoning credits as required each year, and

WHEREAS, 5 persons desire to register and attend

BE IT RESOLVED, Jeremy Little, John MacMillan, George Hilton, Mary Clark, and _____ are authorized to attend the Saratoga County Planning & Zoning Conference on February 6, 2018 and to have registration paid for and travel expenses reimbursed out of budget codes A8010.4 Zoning Contractual and A8020.4 Planning Contractual expenses.

2. WHEREAS, the Town of Chester contracts with the Glens Falls Animal Hospital on an annual basis for specific services in accordance with New York State Agriculture and Markets Law and Town Local Law, BE IT RESOLVED, the Town Board authorizes the Supervisor to sign an Agreement Between the Town of Chester and Glens Falls Animal Hospital for the calendar year of 2019 when in a form acceptable to the attorney for the Town.

3. WHEREAS, Warren County Purchasing requests bids and provides contracts for Solid Waste and Recyclable Processing on behalf of towns within the County,

BE IT RESOLVED, the Supervisor is authorized to sign an Intermunicipal Agreement with Warren County for Solid Waste and Recyclable Processing for 2019.

4. WHEREAS, Warren County Soil & Water Conservation District has a sand bagging machine available for use by the towns in Warren County,

BE IT RESOLVED, the Supervisor is authorized to sign a Memorandum of Agreement between the Town of Chester and the Warren County SWCD regarding the use and terms of a sand bagging machine if and when needed by the Town.

5. WHEREAS, the Warren County SWCD provides oversight and management in regards to Aquatic Invasive Species management and control programs on Schroon Lake, and

WHEREAS, the Towns of Schroon and Horicon also participate in this program and share costs,

BE IT RESOLVED, the Supervisor is authorized to sign and Inter-Municipal Agreement with Warren County SWD for Schroon Lake Milfoil Management when in a form acceptable to the Attorney for the Town.

6. WHEREAS, Town roads are subject to damage during spring thaw,

BE IT RESOLVED, the Town Board authorizes the Highway Superintendent to post and enforce weight limit restrictions on Town Roads at his discretion.

7. WHEREAS, the Town has determined that a contract each year for professional engineering services benefits the Town, and

WHEREAS, the Town has contracted with Cedarwood Engineering Services, PLLC in previous years and is satisfied with the quality of work and cost of services,

BE IT RESOLVED, the Supervisor is authorized to sign a contract for engineering services between Town of Chester and Cedarwood Engineering Services, PLLC for 2019.

8. WHEREAS, the Loon Lake Park District Association has offered to purchase, install, and maintain decorative colored lights to shine on the Loon Lake Dam,
BE IT RESOLVED, the Town Board authorizes the Loon Lake Park District Association to install and maintain decorative colored lights to shine on the Loon Lake Dam.

9. WHEREAS, the Town of Chester contracts with the Loon Lake Park District Association each year to provide management for aquatic plant control services,
BE IT RESOLVED, the Supervisor is authorized to sign a Loon Lake Management Oversight Agreement with the Loon Lake Park District Association for 2019 when in a form acceptable to the Attorney for the Town.

10. WHEREAS, the Adirondack Health Institute grants funding for programs that improve community health for specific demographics, and
WHEREAS, the Town of Chester desires to join Hudson Headwaters Health Network and the YMCA Adirondack Center in application for a grant designed to provide fitness programs that benefit seniors and youth and to be based at the Town of Chester Municipal Center,
BE IT RESOLVED, the Supervisor is authorized to partner with HHHN and the YMCA in a grant application to AHI designed to provide fitness and health programs for certain seniors and youth.

11. 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 us,
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 an annual fee of \$300.

12. WHEREAS, the Town Board desires to make their meetings more accessible to all persons within the Town, and
WHEREAS, the Pottersville Firehouse is able to accommodate public meetings and is easily accessible for many residents within the Town,
BE IT RESOLVED, the Town Board requests permission from the Commissioners of the Pottersville Fire District to hold regular Town Board Meetings at the Pottersville Firehouse once in the spring and once in the fall of 2019 - specifically on March 12th and September 10th .

13. WHEREAS, for the sake of efficiency in discussing management issues and proposing solutions to be considered by the full Town Board, and
WHEREAS, the Town Board established a Loon Lake Park District Advisory Committee in 2018 to be comprised of 2 members of the Town Board, 2 members of the Loon Lake Park District Association, and 1 at-large member for the purpose of considering lake management issues and solutions and advising the Town Board of such items,
BE IT RESOLVED, the Town Board re-appoints Karen DuRose, Larry Turcotte, John Nick, Richard McCrum, and Robert Freligh to the Loon Lake Park District Advisory Committee to serve a 1 year term ending December 31, 2019.

Organizational Meeting Agenda January 8, 2019

RESOLUTIONS #1 - #13 of 2019

1. Designate dates, time, and location for Regular Town Board Meetings
Resolved: The Town Board will meet on the second Tuesday of each month at 7PM in the Town of Chester Municipal Center with the exception for the months of April and September when the meeting will be held at the Pottersville Fire House.
2. Designate Official Depositories
Resolved: Glens Falls National Bank shall be the Official Depository
3. Designate Official Newspapers
Resolved: The Post Star and the Adirondack Journal Sun shall be the Official Newspapers
4. Set Mileage Allowance Rate
Resolved: The mileage allowance rate shall be the IRS set at \$.58 per mile when personal vehicles are used by Town Employees for official business.
5. Set Returned Check Charge
Resolved: The Returned Check Charge shall be \$20 per returned check.
6. Set investment of surplus funds policy
Resolved: 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.
7. Authorize Official Bonding of Town Officials
Resolved: 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
Be it further resolved, that the Town Clerk of the Town of Chester is hereby instructed to file a copy of this Resolution with the Warren County Clerk.
8. 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.
9. Authorize Town Clerk to issue Fireworks Permits
Resolved: The Town Clerk is authorized to issue Firework Permits in accordance with Penal Law Section 405.05
10. Accept Town of Chester Procurement Policy for 2018
Resolved: Whereas, 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, be it resolved, that the Town Board hereby adopts said Procurement Policy and Procedures Pursuant to S104B of the General Municipal Law for 2019.
11. Approve Schedule of Appointments and Various Rates of Pay,
Resolved: to accept the 2019 Schedule of Appointments and Various Rates of Pay as presented in attached document titled "Schedule A: 2019 Schedule of Appointments and Various Rates of Pay".
12. Designate Official Town Holidays
Resolved: Official Town Holidays will be observed as presented in attached document titled "Schedule B: 2019 Official Town Holidays".
13. Designate Town Board Committees
Resolved: Town Board Committees are appointed as presented in attached document titled "Schedule C: Town Board Committee List".
14. Set Chestertown and Pottersville Water District Rates

Resolved: The Town Board sets Rates for the Chestertown and Pottersville Water Districts as presented in attached document titled "Schedule D:

SCHEDULE A: 2019 SCHEDULE OF APPOINTMENTS AND VARIOUS RATES OF PAY		
SCHEDULE OF APPOINTMENTS AND RATE OF PAY		
TITLE	NAME	2019
Animal Control Officer	Florence Converse	\$ 7,900
Assessor	Greg Klingler	\$ 37,461
Audit Committee	K. DuRose & S. Durkish	\$325 each
Budget Officer	Craig Leggett	\$ 1,710
Deputy Supervisor	Michael Packer	\$ 100
Director of Youth	Mindy Conway	\$ 6,000
Health Officer	Dr Rugge	\$ 950
Historian	Donna LaGoy	\$ 4,120
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	\$ 1,000
Sexton	Greg Bolton	\$ 850
Water Superintendent	Jason Monroe	\$ 17,068
Water Superintendent, Ass't	Kim Frazier	\$ 18.00/hr
ZBA Chair & Members	John MacMillen, Chair	\$30 ea/meeting
Zoning Admin & Sanitary Code Enf.	Jeremy Little	\$ 37,440
Zoning Admin, Deputy	Tom Thorsen	None
AOT NYS & AATV Alternate Delegate	Karen Durose, Alt. Delegate	None
AOT NYS & AATV Delegate	Craig Leggett, Delegate	None
Registrar Vital Statistics	Mindy Conway	None
Registrar Vital Statistics, Deputy	Florence Converse	None
Service Officer	Craig Leggett	None
SCHEDULE OF ANNUAL SALARIES - ELECTED OFFICIALS		
TITLE	NAME	2019
Town Supervisor	Craig Leggett	\$ 36,450
Town Clerk	Mindy Conway	\$ 36,000
Town Councilwoman	Larry Turcotte	\$ 6,888
Town Councilman	Michael Packer	\$ 6,888
Town Councilman	Steve Durkish	\$ 6,888
Town Councilwoman	Karen DuRose	\$ 6,888
Town Highway Superintendent	Jason Monroe	\$ 59,975
Town Justice	James McDermott	\$ 28,360
SCHEDULE OF HOURLY RATES - EMPLOYEES		
TITLE	NAME	2019

Assessors Clerk	Marion Eagan	\$ 16.80
Boat Wash Attendants	TBA	\$13.00
Bookkeeper	Maja Tlonkinska Scroggins	\$ 18.00
Confidential Secretary	Marion Eagan	\$ 16.80
Constable	TBA	\$ 16.00
Court Clerk, Temporary Part Time	N/A	\$ 11.70
Court Officer	TBA	\$ 16.00
Cleaner	Edward Tennyson	\$ 12.12
Data Collector	Dan Smith	\$ 16.40
Deputy Town Clerk	Florence Converse	\$ 13.35
Election Inspectors	N/A	Paid by W County
Food Pantry Worker	Amy Culver	\$ 12.40
Justice Clerk	Carrie Remington	\$ 18.00
Laborer, Part Time	TBA	\$ 11.70
Library Aide	Sharon Berg	\$ 13.60
Library Technician	Alma Alvarez	\$ 18.18
Library Technician, Ass't	Wendy Joy-Hayes	\$ 14.00
Lifeguards	TBA	\$11.10 (\$11.60 for lessons)
Museum Director	Nancie Welch	Set by Hist. Society
Planning Board Secretary	Jeremy Little	\$ 18.00
Recreation Assistants	TBA	\$ 11.10
Recycling Attendant, Part time	Lowell Laschomb, Deborah Burch	\$ 14.26
School Bus Drivers	TBA	Based on School wage
Substitute Cleaner	TBA	\$ 12.12
Unsafe Building Inspector	TBA	\$80/inspection
ZBA Secretary	Jack Bartlett	\$ 15.00
Zoning Code Enforcement Officer	Thomas Thorsen	\$ 16.00

Schedule B: 2018 Official Town Holidays

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.	

Schedule C: Town Board Committee List

Committees	Lead Member
Highway, Parks, Buildings	Mike Packer
Finance, Human Resources, Audit, EMS	Karen DuRose
Youth Comm, Library, Fire Districts, Audit	Steve Durkish
Transfer Station, Water Districts, Loon Lake	Larry Turcotte

Schedule D: Water Rates 2019

Chestertown Water District

Code	Description	2019 Rate
1	Base Rate: Metered Residential	\$ 175.00
2	Base Rate: Metered Business	\$ 175.00
3	Base Rate: Metered Outside of District	\$ 290.00
6	Base Rate: Unmetered Inside District	\$ 280.00
8	Base Rate: Unmetered Outside of District	\$ 480.00
20	Base Rate: NWCS for 30,000 gallons	\$ 700.00
10	Flat Rate: Unmetered Special Annual Rate	\$ 400.00
	Rate per 1,000 gallons for Over 30,000 gallons	\$ 4.00
	Swimming Pool Rate (Res #181-2002)	\$ 200.00
13	Hydrant Rental	\$ 675.00
15	Turn On / Turn Off	\$ 18.00
	Connection Charge - Standard Install	\$ 1,200.00
16	Replace Water Meter	\$ 165.00

Schedule D: Water Rates 2019

Pottersville Water District		
Code	Description	2019 Rate
17	Base Rate: Metered Residential	\$ 290.00
18	Base Rate: Metered Business	\$ 290.00
4	Base Rate: Metered Outside of District	\$ 465.00
5	Base Rate: Unmetered Inside District	\$ 400.00
14	Base Rate: Unmetered Outside of District	\$ 580.00
21	Base Rate: Word of Life for 24,000 gallons	\$ 650.00
10	Flat Rate: Unmetered Special Annual Rate	\$ 330.00
	Rate per 1,000 gallons for Over 24,000 gallons	\$ 3.00
	Swimming Pool Rate (Res #181-2002)	\$ 200.00
12	Hydrant Rental (9 hydrants + 2 dry)	\$ 130.00
9	Base Rate: Glendale	\$ -
15	Turn On / Turn Off	\$ 18.00
7	Connection Charge - Standard Install	\$ 1,200.00
16	Replace Water Meter	\$ 165.00