

**AGENDA / August 11, 2020 / TOWN BOARD MEETING
TOWN OF CHESTER MUNICIPAL CENTER, 6307 STATE RTE. 9, CHESTERTOWN,
7PM**

DUE TO COVID-19 PANDEMIC AND NY 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 BOARD MEETING ROOM DUE TO SOCIAL DISTANCING REQUIREMENTS.

Join Zoom Meeting

<https://us02web.zoom.us/j/83168840511>

Meeting ID: 831 6884 0511

One tap mobile

+16465588656,,83168840511# US (New York)

Meeting ID: 831 6884 0511

Call to Order

- Pledge of Allegiance

Acceptance of Minutes

- Regular meeting of Town Board July 14, 2020

Regular Meeting

- Open Regular Town Board Meeting

Committee Reports

- Town Clerk, Town Board and Supervisor's Reports

PRIVILEGE OF THE FLOOR FOR OLD & NEW BUSINESS ITEMS

Joe Brand

NEW BUSINESS

1. Accept the new retention schedule for government records
2. Re-appoint Vanessa Hutton to the Town Planning Board for a seven year term ending December 31, 2026.
3. Assign the name "Ross Farm Road" Tax Map #: 121.-1-66, as a private road to serve the parcels identified as Tax Map Numbers: 121.-1-48 through 121.-1-65 with legal access from State Route 9.
4. Authorize Town Clerk to advertise for bids for a new Trash Compactor and set a date of Friday, September 11, 2020 @ 12PM for opening of bids.
5. Appoint Vanessa Hutton and Noelle McCrum to the Library Board of Trustees
6. Resolve to recognize the dedication and professionalism of our state and local Law Enforcement Officers.
7. Set Tuesday, September 14, 2020 as the date for the regular Town Board Meeting
8. Set Highway Department to a 5 day workweek starting September 14, 2020
9. Approve audit of claims and budget adjustments as necessary.

ADOPT THE RETENTION AND DISPOSITION SCHEDULE FOR NEW YORK LOCAL GOVERNMENT RECORDS (LGS-1) FOR USE BY ALL OFFICERS IN LEGALLY DISPOSING OF VALUELESS RECORDS

RESOLVED, By the Town Board of the Town of Chester that Retention and Disposition Schedule for New York Local Government Records (LGS-1), issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

FURTHER RESOLVED, that in accordance with Article 57-A:

- a) Only those records will be disposed of that are described in Retention and Disposition Schedule for New York Local Government Records (LGS-1), after they have met the minimum retention periods described therein;
- b) Only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

RE-APPOINT VANESSA HUTTON AS A MEMBER TO THE PLANNING BOARD FOR A TERM ENDING DECEMBER 31, 2026

WHEREAS, Vanessa Hutton was appointed on October 08, 2019 to fill Harold Ellsworth's unexpired term on the Planning Board until April 30, 2020,

BE IT RESOLVED, the Town Board re-appoints Vanessa Hutton as a member to the Planning Board for a term to end December 31, 2026, and

BE IT FURTHER RESOLVED, Vanessa Hutton is instructed to take an oath of office at the Town Clerk's office within 30 days of appointment.

ASSIGN THE NAME "ROSS FARM ROAD" TAX MAP #: 121.-1-66, AS A PRIVATE ROAD TO SERVE THE PARCELS IDENTIFIED AS TAX MAP NUMBERS: 121.-1-48 through 121.-1-65 WITH LEGAL ACCESS FROM STATE ROUTE 9

WHEREAS, the intent of an E-911 address is to help facilitate the location of power and buildings along various roads and streets by local EMS, Fire Department, Police, and any other emergency services, and to help facilitate the reporting of emergencies and dispatching under the County 911 system, and

WHEREAS, upon recommendation of the Lyme Adirondack Forest Company, LLC the private access to these lands be called "Ross Farm Road",

BE IT RESOLVED, the Town Board assigns the name "Ross Farm Road" Tax , as a private road to serve the parcels identified as Tax Map Numbers: 121.-1-48 through 121.-1-65 with legal access from State Route 9.

AUTHORIZE TOWN CLERK TO ADVERTISE FOR BIDS FOR A NEW TRASH COMPACTOR

WHEREAS, the Town has agreed to purchase a new trash compactor for the Town Transfer Station,

BE IT RESOLVED, the Town Board authorizes the Town Clerk to advertise for bids for a new trash compactor and its installation and to open the bids on Friday September 11, 2020.

SET TUESDAY, SEPTEMBER 14, 2020 AS THE DATE FOR THE REGULAR TOWN BOARD MEETING

WHEREAS, The regular Town Board Meeting is scheduled for Tuesday, September 8, 2020, and

WHEREAS, due to the early date, and it following Labor Day, it is problematic to receive all invoices and statements in time to compile a complete audit of claims,

BE IT RESOLVED, The Town Board sets Tuesday, September 14, 2020 at 7 PM as the date and time for the regular monthly Town Board Meeting, and

BE IT FURTHER RESOLVED, due to meeting restrictions caused by COVID-19, the meeting will be held via Zoom and broadcast from the Town of Chester Municipal Center.

SET HIGHWAY DEPARTMENT TO A 5 DAY WORKWEEK STARTING SEPTEMBER 14, 2020

WHEREAS, The Town Highway Superintendent has recommended the highway workforce return to a 5 day/ 8hr per day work week starting Monday September 13, 2020, and

WHEREAS, there is a provision in Article VI of the CSEA - Town of Chester Contract that either party maintains the right to return to the previous regular workweek with a 30 day written notice,

BE IT RESOLVED, The Town Board authorizes the Highway Superintendent to return to the previous regular workweek of 40 hours, Monday through Friday starting Monday, September 13, 2020 and directs the Town Clerk to send a written notice to the local CSEA President of the change.

RESOLVE TO RECOGNIZE THE DEDICATION AND PROFESSIONALISM OF OUR STATE AND LOCAL LAW ENFORCEMENT OFFICERS.

BE IT RESOLVED, The Town of Chester recognizes the dedication and professionalism of our state and local law enforcement officers as they perform their sworn duty to preserve and protect the health, safety and welfare of all of our Towns citizens and guests.

We sincerely appreciate and stand by all of these officers whose work helps to make our community a safer and better place for every person who wishes to pursue their God given and Constitutional rights of life liberty and the pursuit of happiness.