

**AGENDA / December 14, 2021 @ 7 PM / TOWN BOARD MEETING ROOM
TOWN OF CHESTER MUNICIPAL CENTER, 6307 STATE RTE. 9, CHESTERTOWN,**

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 MEETING ROOM DUE TO SOCIAL DISTANCING REQUIREMENTS.

Topic: Town Board Meeting Time: Dec 14, 2021 07:00 PM Eastern Time (US and Canada)
Join Zoom Meeting:
<https://us05web.zoom.us/j/84013525388?pwd=SXIZUXF3aHdUYVNJMkJ1aGdjRjBkUT09>
Meeting ID: 840 1352 5388 Passcode: 7HurAP

Call to Order

- Pledge of Allegiance: led by Councilman Packer

Acceptance of Minutes

- November 04, 2021 Special Joint Meeting
- November 09, 2021 Regular Town Board Meeting
- November 29, 2021 Special Town Board Meeting

Committee Reports

- Town Clerk, Town Board, Highway Superintendent, P&R Foreman, Supervisor

Public Hearing

- Annual contracts
- Local Law regarding Cannabis retail sales and on site consumption opt-out

Privilege of the Floor for Old & New Business Items

- Senior Center annual report
- EMS monthly update
- Others

Old Business

1. Act on contracts for North Creek Fire Department, Riverside Fire Department, North Warren Chamber of Commerce and North Warren EMS
2. Act on Local Law to opt out of cannabis sales on onsite consumption
3. Pellet Bid

New Business

4. Approve Jewel Leonbruno, Fred Culver, and Sylvia Redmon to work at Dynamite Hill for the 2021-2022 season
5. Set date for Town Board Organizational Meeting
6. Set date for Town Board Special Meeting to for end of year budget actions
7. Allow the Town Clerk to post Laborer Position for the Town Transfer Station
8. Accept internal audit report from Town Clerk, Town Bookkeeper, and Court Clerk
9. Set rate for Town Auditorium use
10. Discuss / act on IT and Cybersecurity service vendor
11. Discuss new Town Website
12. Resolution to limit parking in front of 100 and 102 Riverside Drive
13. Resolve to appropriate \$6,000.00 in Occupancy Tax Funds for the annual Woofstock to be held June 4th and 5th, 2022 held behind the Town of Chester Municipal Center
14. Budget adjustments and Audited Claims

RESOLUTIONS

ACCEPT THE MINUTES FROM THE SPECIAL JOINT MEETING NOVEMBER 04, 2021, REGULAR TOWN BOARD MEETING NOVEMBER 09, 2021 AND SPECIAL TOWN BOARD MEETING NOVEMBER 29, 2021

RESOLVED, to accept the minutes from the Special Joint Meeting November 04, 2021, Regular Town Board Meeting November 09, 2021 and Special Town Board Meeting November 29, 2021 as presented.

1. AUTHORIZE SUPERVISOR LEGGETT TO SIGN 2022 CONTRACTS WITH THE NORTH CREEK FIRE DISTRICT, RIVERSIDE VOLUNTEER FIRE DEPARTMENT, INC., NORTH WARREN CHAMBER OF COMMERCE AND NORTH WARREN EMS

WHEREAS, the Town renews annual contracts with the following organizations, agencies, and others,

BE IT RESOLVED, the Town Board authorizes the Supervisor to sign 2022 agreements with the North Creek Fire District, Riverside Volunteer Fire Department, Inc., North Warren Chamber of Commerce and North Warren EMS, when in a form acceptable to the Attorney for the Town.

2. RESOLUTION REGARDING LOCAL LAW TO OPT OUT OF CANNABIS RETAIL DISPENSARIES AND ONSITE CONSUMPTION OF CANNABIS

WHEREAS, New York State passed a Law on March 31, 2021 to legalize adult-use cannabis by passing the Marijuana Regulation & Taxation Act (MRTA), and

WHEREAS, Towns can opt-out of allowing adult-use cannabis retail dispensaries or on-site consumption licenses from locating within their jurisdictions by passing a local law by December 31, 2021, and

WHEREAS, the Town Board advertised for and held a public hearing on December 14, 2021 to hear comments from the public regarding the proposed local law,

BE IT RESOLVED, the Town Board hereby _____

3. ACT ON PELLET BID

(no bids were received by the Town Clerk. This is the second time the bid was advertised with no responses to either time).

4. HIRE JEWEL LEONBRUNO, SYLVIA REDMON, AND FRED CULVER TO WORK AT DYNAMITE HILL FOR THE 2021/2022 SEASON

WHEREAS, the Town needs to fill vacancies for the winter season at Dynamite Hill, and

WHEREAS, Jewel Leonbruno, Sylvia Redmon, and Fred Culver have applied to fill the positions and have taken the necessary Department of Labor training,

BE IT RESOLVED, to hire Jewel Leonbruno, Sylvia Redmon and Fred Culver to work at Dynamite Hill for the 2021/2022 winter season at the rates set in the Organizational Meeting for 2021 and for 2022..

5. SET TUESDAY, JANUARY 4, 2022 AT 4:30 PM FOR THE 2022 ORGANIZATIONAL MEETING

WHEREAS, the Town is required to have an annual Organizational Meeting,
BE IT RESOLVED, the Town Board sets Tuesday, January 4, 2022 at 4:30 pm for the 2022 Organizational Meeting.

6. SET WEDNESDAY, DECEMBER 29, 2021 FOR A SPECIAL MEETING

WHEREAS, the Town Board requires time to make budget adjustments before the end of the year,
BE IT RESOLVED, the Town Board sets Wednesday, December 29, 2021 at 4:30 pm for a Special Meeting for the purpose of making budget adjustments and anything else that may come before the Board.

7. POST JOB OPENING FOR FILLING A FULL TIME LABORER POSITION AT THE TRANSFER STATION EFFECTIVE JANUARY 1, 2022

WHEREAS, due to a promotion there is a vacancy for a laborer in the Parks and Recreation Department effective January 1, 2022,
BE IT RESOLVED, the Town Boards authorizes the filling of the vacant laborer position at the Transfer Station and authorizes the Town Clerk to post the job opening as per CSEA Contract for 10 days.

8. ACCEPT INTERNAL AUDIT REPORT OF THE COURT CLERK, TOWN CLERK AND THE BOOKKEEPER FOR 2021

WHEREAS, Karen DuRose and Mike Packer have completed an internal audit of the Court Clerk, Town Clerk and Bookkeeper for 2021 and submitted a report,
BE IT RESOLVED, the Town Board accepts the Internal Audit Report of the Court Clerk, Town Clerk and Bookkeeper for 2021 submitted by Karen DuRose and Mike Packer.

9. SET RENTAL FEE FOR PRIVATE USE OF TOWN HALL AUDITORIUM AND GYM

WHEREAS, the Town of Chester charges a fee for use for private use of Dynamite Hill Warming Hut and Pavillion to defray with cleaning and associated costs, and
WHEREAS, the Town of Chester incurs the same costs related to the use of the Town Hall Auditorium and Gym,
BE IT RESOLVED, the Town Board sets the rental rate for the private use of the Town Hall Auditorium and Gym at \$50 for 3 hours and \$100 for 3 to 8 hours.

10. RESOLVE TO AGREEMENT WITH AN IT - CYBER SECURITY PROVIDER

WHEREAS, the Town of Chester is in need of services to help with cyber security and information technology requirements, and
WHEREAS, quotes for such services have been received from multiple vendors and reviewed,
BE IT RESOLVED, the Town Board authorizes the Supervisor to enter into agreement with

11. RESOLVE TO CONTRACT WITH WEBSITE DESIGN COMPANY

WHEREAS, the Town of Chester is in need of updates and revisions to the Town's website in order to be compliant with ADA laws and to meet the need of public information that has been created by the effects of the pandemic,

BE IT RESOLVED,

12. RESOLVE TO LIMIT PARKING HOURS DURING WINTER IN FRONT OF 100 AND 102 RIVERSIDE DRIVE

WHEREAS, a survey has been done for 102 Riverside Drive which shows the Town of Chester owns the majority of the parking area in front of 102 and 100 Riverside Drive, and **WHEREAS**, discussion with owners of 102 Riverside Drive, Highway Superintendent, and Parks and Recreation Foreman agreed that certain parking restrictions in that area will aid in efficient snow removal,

BE IT RESOLVED, the Town Board authorizes the posting of No Parking Between 8 AM and 10 AM on Tuesdays and Thursdays from November 1 to March 31st, Violators Will be Towed at Their Expense and to be placed in front of 100 and 102 Riverside Drive.

13. AUTHORIZES THE APPROPRIATION OF \$6,000 OF OCCUPANCY TAX FUNDS FOR AN ADIRONDACK WOOFSTOCK EVENT TO BE PAID TO TRI LAKES BUSINESS ALLIANCE

WHEREAS, the Tri Lakes Business Alliance has filled out a request for funding for An Adirondack WoofStock event to be held June 4 and 5, 2022, and

WHEREAS, the Town of Chester has funded this event in previous years and the event organizers have submitted activity reports from those years,

BE IT RESOLVED, the Town Board authorizes the appropriation of \$6,000 of Occupancy Tax Funds for An Adirondack WoofStock event to be paid to Tri Lakes Business alliance upon receipt of proper documentation.

14. APPROVE THE FOLLOWING 2021 BUDGET AMENDMENTS, ADJUSTMENTS AND AUTHORIZE PAYMENT OF ABSTRACTS

WHEREAS, the Supervisor has gone over the numbers with the Bookkeeper, and

WHEREAS, the Town Clerk has entered the vouchers and created an Abstract of Audited Vouchers, and

WHEREAS, the Town Board has reviewed the Abstract,

BE IT RESOLVED, the Town Board approves the following 2021 Budget amendments and adjustments as present and accepts the Abstract of Audited Vouchers and authorizes payment as presented.