

**AGENDA / January 11, 2022 @ 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.

Join Zoom Meeting

<https://us02web.zoom.us/j/83433395517?pwd=R1ZOWWIPTUpLWWINTXBDRWxInk5NQQT09>

Meeting ID: 834 3339 5517 Passcode: 458784

One tap mobile +16465588656,,83433395517# US (New York)

Dial by your location +1 646 558 8656 US (New York)

Find your local number: <https://us02web.zoom.us/u/kezAmLvnVx>

Call to Order

- Pledge of Allegiance: led by Councilman Packer

Acceptance of Minutes

- December 14, 2021 Regular Town Board Meeting
- December 29, 2021 Special Town Board Meeting
- January 04, 2022 Town Board Organizational Meeting

Committee Reports

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

Privilege of the Floor for Old & New Business Items

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New Business

1. Deem Septic Variance Application #SV2021-08 complete and schedule a public hearing for February 08, 2022.
2. Deem Septic Variance Application #SV2021-09 complete and schedule a public hearing for February 08, 2022.
3. Authorize the Supervisor to sign the following yearly contracts, agreements, leases and professional service agreements when in form acceptable to the Attorney for the Town:
 - Cedarwood Engineering, Engineering for the Town
 - Miller, Mannix, Schachner and Hafner, Attorney for the Town
 - Loon Lake Park District Association for Management Oversight
 - Mountain Medical Services, for CDL drug testing
 - Glens Falls Animal Hospital
 - Chester Horicon Health Center Operations and Maintenance Agreement
 - Renewal of Agreements with Turning Leaf Counseling
 - JGS Recycling and Hauling
 - Planit Waste, for metal recycling
 - Ace Carting Dumpster Town Hall
 - Warren County Solid Waste and Recyclable Processing IMA
 - Warren County Combating Aquatic Invasive Species IMA
 - Warren County Local Tourism Promotion and Development IMA
 - Town of Hague for use of Chester Animal Shelter

- Town of Horicon for use of Chester Animal Shelter
 - Town of Chester Senior Adult Community Center
 - Williamson Law Books software license
 - Adirondack Park Local Review Board
 - **Discussion** on the continuance of All Brands Contract
 - **Discussion** of Lease agreements for Najer, Stevenson Insurance Agency, and YMCA
4. Authorize Highway Superintendent to to Post Weight Limits on Town Roads
 5. Authorize The Town of Chester Municipal Center as the official polling location.
 6. Authorize the Supervisor to apply for an extension for filing 2021 AUD
 7. Authorize the use of the Town Hall front lawn by the Chestertown Farmers Market
 8. Authorize the Supervisor to Apply for the Adirondack Foundation Generous Acts Grant.
 9. Authorize Supervisor to sign contract for IT/Cyber Security service vendor
 10. Accept Map, Plan, and Report for Friends Lake Aquatic Plant Control District
 11. Accept the resignation of Bob Walp from the Town Planning Board
 12. Appoint Bruce Goody to the Town Planning Board
 13. Appoint Kathy Bilfield to the Town Planning Board
 14. Appoint Bryan Bilfield to the Town Zoning Board of Appeals as alternate
 15. Reappoint Victor Greco to the Zoning Board of Appeals
 16. Discussion to adopt 11.1 Senior Exemption
 17. Authorize payments of Abstracts

RESOLUTIONS JANUARY 11, 2022

- 1) **DEEM SEPTIC VARIANCE APPLICATION #SV2021-08 FOR KATHERINE AND JOSHUA GRUNER FOR PROPERTY LOCATED AT 122 CHESTER SHORES DRIVE TO BE COMPLETE AND SET A PUBLIC HEARING FOR FEBRUARY 08, 2022 AT 7 P.M.**

WHEREAS, Consultant Engineering Services PLLC has submitted a Septic Variance Application (#SV2021-08) for Katherine and Joshua Gruner for property located at 122 Chester Shores Drive, Chestertown, New York, Tax Map #: 86.18-1-58, and

WHEREAS, the Town Board, acting as the Local Board of Health, has reviewed the septic variance application and is satisfied with its completeness,

BE IT RESOLVED, the Town Board, acting as the Local Board of Health, deems Septic Variance Application #SV2021-08 for Katherine and Joshua Gruner for a property located at 122 Chester Shores Drive, Chestertown, New York to be complete, and

BE IT FURTHER RESOLVED, the Town Board, acting as the Local Board of Health, sets a Public Hearing for #SV2021-08 on Tuesday, February 08, 2022 at 7 pm at a Regular Town Board Meeting and directs the Town Clerk to notice the public hearing in the Post Star newspaper.

- 2) **DEEM SEPTIC VARIANCE APPLICATION #SV2021-09 FOR CHRIS CAMPBELL FOR PROPERTY LOCATED AT 54 RIVERSIDE DRIVE TO BE COMPLETE AND SET A PUBLIC HEARING FOR FEBRUARY 08, 2022 AT 7 P.M.**

WHEREAS, Chris Campbell has submitted a Septic Variance Application (#SV2021-09) for property located at 54 Riverside Drive, Chestertown, New York, Tax Map #: 104.10-6-8, and

WHEREAS, the Town Board, acting as the Local Board of Health, has reviewed the septic variance application and is satisfied with its completeness,

BE IT RESOLVED, the Town Board, acting as the Local Board of Health, deems Septic Variance Application #SV2021-09 for Chris Campbell for a property located at 54 Riverside Drive, Chestertown, New York to be complete, and

BE IT FURTHER RESOLVED, the Town Board, acting as the Local Board of Health, sets a Public Hearing for #SV2021-09 on Tuesday, February 08, 2022 at 7 pm at a Regular Town Board Meeting and directs the Town Clerk to notice the public hearing in the Post Star newspaper.

- 3) **AUTHORIZE SUPERVISOR LEGGETT TO SIGN THE FOLLOWING YEARLY CONTRACTS, AGREEMENTS AND PROFESSIONAL SERVICE AGREEMENTS FOR 2022 WHEN IN A FORM ACCEPTABLE TO THE ATTORNEY FOR THE TOWN**

WHEREAS, there are contracts that need to be signed annually,

BE IT RESOLVED, that the Town Board authorizes the Town Supervisor to sign the following yearly contracts, agreements, leases and professional service agreements when in form acceptable to the Attorney for the Town:

- Cedarwood Engineering, Engineering for the Town
- Miller, Mannix, Schachner and Hafner, Attorney for the Town
- Loon Lake Park District Association for Management Oversight
- Mountain Medical Services, for CDL drug testing
- Glens Falls Animal Hospital
- Chester Horicon Health Center Operations and Maintenance Agreement
- Renewal of Agreements with Turning Leaf Counseling
- JGS Recycling and Hauling
- Planit Waste, for metal recycling
- Ace Carting Dumpster Town Hall
- Warren County Solid Waste and Recyclable Processing IMA
- Warren County Combating Aquatic Invasive Species IMA
- Warren County Local Tourism Promotion and Development IMA
- Town of Hague for use of Chester Animal Shelter
- Town of Horicon for use of Chester Animal Shelter
- Town of Chester Senior Adult Community Center
- Friends Lake Aquatic Control District Agreement
- Williamson Law
- Adirondack Park Local Review Board

4) **AUTHORIZE TOWN CLERK TO ADVERTISE FOR POSTING OF WEIGHT LIMITS ON TOWN ROADS AND AUTHORIZE HIGHWAY SUPERINTENDENT TO POST WEIGHT LIMITS ON TOWN ROADS WHEN DEEMED APPROPRIATE**

WHEREAS, is it necessary to limit the weight of vehicles on Town roads during periods of spring thaw to avoid damage to the roads,

BE IT RESOLVED, the Town Clerk is authorized to advertise for posting of weight limits on Town Roads and the Highway Superintendent is authorized to post roads for weight restrictions when deemed appropriate.

5) **AUTHORIZE THE TOWN OF CHESTER MUNICIPAL CENTER AS THE OFFICIAL POLLING PLACE IN THE TOWN OF CHESTER**

WHEREAS, the Town of Chester is required to designate an official polling place each year, and

BE IT RESOLVED, the Town authorizes the Town of Chester Municipal Center at 6307 State Route 9, Chestertown as the official polling place in the Town of Chester.

6) AUTHORIZE THE TOWN SUPERVISOR TO APPLY FOR A 60 DAY EXTENSION FOR FILING OF AUD

WHEREAS, the Town is required to submit an Annual Update Document to the NYS Office of the State Comptroller within 60 days of year end, and

WHEREAS, the Town may receive an extension of 60 days to submit the AUD, and

WHEREAS, historically the Town has needed the extra time to prepare and submit the AUD,

BE IT RESOLVED, Supervisor Leggett is authorized to request from the OSC a 60 day extension to submit the AUD for 2021.

7) GRANT PERMISSION TO THE CHESTERTOWN FARMERS MARKET TO USE THE FRONT LAWN OF THE TOWN HALL EACH WEDNESDAY FROM JUNE THROUGH SEPTEMBER 2022

WHEREAS, the Chestertown Farmers Market has used the front lawn of the Town Hall since 2012 with great success and safety, and

WHEREAS, the Farmers Market request permission to use the front lawn for the weekly Farmers Market in 2022 - their 11th season,

BE IT RESOLVED, the Town Board grants permission to the Chestertown Farmers Market to use the front lawn of the Town Hall each Wednesday from June through September 2022.

8) AUTHORIZE SUPERVISOR TO APPLY FOR GENEROUS ACT GRANT

WHEREAS, the Adirondack Foundation Generous Acts 2022 funding round is now open, and

WHEREAS, the Town has successfully applied for this grant in the past to fund worthy community-building projects, such as the refinishing of the gymnasium floors,

BE IT RESOLVED, the Town Board authorizes Supervisor Leggett to apply for a Generous Act Grant yet to be determined and at no cost to the Town, and

BE IT FURTHER RESOLVED, that the Supervisor will inform the Town Board of the project and project amount before submitting the application.

9) AUTHORIZE SUPERVISOR TO ENTER INTO AN AGREEMENT FOR CYBER SECURITY AND MANAGED SERVICE PROVIDER SERVICES

WHEREAS, In July 2019, New York passed the Stop Hacks and Improve Electronic Data Security (SHIELD) Act, a law that amends the existing data breach notification law and imposes

more data security requirements on companies who collect information on New York residents, and

WHEREAS, Managed Service Providers (MSPs) can help with compliance of the SHIELD Act and with other Information Technology (IT) services including recommendations for software and hardware, and

WHEREAS, proposals for IT Managed Services, including SHIELD Act compliance have been obtained and reviewed by the Supervisor and Deputy Supervisor,

BE IT THEREFORE RESOLVED, the Town Board authorizes Supervisor Leggett to enter into a month to month agreement with for IT Managed Services and SHEILD Act compliance services for a monthly amount not to exceed \$ and to be paid out of Budget Code 1680.4 Central Data, or other code as appropriate, and

BE IT FURTHER RESOLVED, the Town Board appropriates \$9,000 from A1990.4 Contingent Account to A1680.4 (or other appropriate code) for Cyber Security and Managed Services.

10) ACCEPT THE MAP PLAN AND REPORT FOR THE CREATION OF THE FRIENDS LAKE AQUATIC PLANT CONTROL DISTRICT AND AUTHOURIZE THE TOW CLERK TO ADVERTISE FOR A PUBLIC HEARING

Due to a delay in receiving the updated map from the engineers, this item will not be acted on at the January 11th meeting

11) ACCEPT BOB WALP'S RESIGNATION FROM THE PLANNING BOARD

WHEREAS, Bob Walp has resigned from his position as Board member on the Town of Chester Planning Board effective December 31, 2021,

BE IT RESOLVED, the Town Board accepts the resignation of Bob Walp and thanks him for his service to the Town.

12) APPOINT BRUCE GOODY TO THE PLANNING BOARD

WHEREAS, Chester resident Bruce Goody has expressed interest in being on the Town of Chester Planning Board,

BE IT RESOLVED, the Town Board appoints Bruce Goody to fill Bob Walp's unexpired term on the Planning Board starting on January 12, 2022 and expiring December 31, 2027, and,

BE IT FURTHER RESOLVED, the Town Board directs Mr. Goody to take the oath of office with the Town Clerk within 30 days of his appointment to the Planning Board.

13) APPOINT KATHY BILFIELD TO THE PLANNING BOARD

WHEREAS, Chester resident Kahty Bilfield has expressed interest in being on the Town of Chester Planning Board,

BE IT RESOLVED, the Town Board appoints Kathy Bilfield to fill the vacancy left by the resignation of Al Matrose (in October 2021) with her term starting on January 12, 2022 and expiring December 31, 2028, and,

BE IT FURTHER RESOLVED, the Town Board directs Mrs. Bilfield to take the oath of office with the Town Clerk within 30 days of her appointment to the Planning Board.

14) APPOINT BRYAN BILFIELD TO THE ZONING BOARD OF APPEALS AS ALTERNATE

WHEREAS, Chester resident Bryan Bilfield has expressed interest in being on the Town of Chester Zoning Board of Appeals,

BE IT RESOLVED, the Town Board appoints Bryan Bilfield as alternate on the Zoning Board of Appeals starting on January 12, 2022 and expiring December 31, 2022, and,

BE IT FURTHER RESOLVED, the Town Board directs Mr. Bilfield to take the oath of office with the Town Clerk within 30 days.

15) REAPPOINT VICTOR GRECO TO THE ZONING BOARD OF APPEALS

WHEREAS, Chester resident Victor Greco was appointed to fill the unexpired term of John MacMillen on the Zoning Board of Appeals in October 2021 with the term ending December 31, 2021,

BE IT RESOLVED, the Town Board appoints Victor Greco to a regular five (5) year term on the Zoning Board of Appeals starting January 1, 2022 and ending December 31, 2026.

16) Discussion to adopt 11.1 Senior Exemption

17) Authorize payments of Abstracts