

**Town of Chester Town Board**  
**AGENDA**  
**December 13, 2022 – 7:00 PM**  
**Meeting Room - Town of Chester Municipal Center, 6307 State Rte. 9, Chestertown**

**Zoom details:**

<https://us02web.zoom.us/j/83433395517?pwd=R1ZOWWIPTUpLWWINTXBDRWxINk5NQOT09>

Meeting ID: 834 3339 5517

Passcode: 458784

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

**Call to Order**

- Pledge of Allegiance: led by Councilman Turcotte

**Committee Reports**

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

**Privilege of the Floor for Old & New Business Items**

- Greg Gross – Senior Center

**Acceptance of Minutes**

- November 8, 2022 and November 17, 2022

**Old Business**

1. Ratify the hiring of Jewell Leonbruno for the full-time position of custodian
2. Discuss request for Town to obtain Carl Turner Rd from NYSDOT- Tabled Thomas and Darlene Luciano (Tabled at request of applicant)
3. Loonie/Wen Variance (tabled at request of applicant until further notice)

**New Business**

4. Approve Hali Goodman-Holmes for the Library Board of Trustees
5. Set date for contract Public Hearing – December 29, 2022 at 4:30 pm
6. Set date for the Informational Meeting to discuss the Highway Garage possibilities – December 21, 2022 at 6:00 pm
7. Deem Septic Variance #SV2022-08 Thorsen complete and set date for public hearing – January 10, 2023 at 7 pm
8. Set date for 2023 Organizational Meeting – January 3, 2023 at 4:30 pm
9. Change Zoning Board of Appeals Meeting dates to the 4<sup>th</sup> Tuesday of every month
10. Approve revision made to the Town of Chester Workplace Violence Prevention Plan and Program
11. Accept the Internal Audit Report for the Court Clerk, Town Clerk, and Bookkeeper for 2022
12. Electronic recycling
13. Restore NY Grant.
14. Resolution authorizing the Warren County Planning Department to act as Fair Housing Officer for the engineering for the Pottersville Water System
15. Approve Tri-Lakes Community Alliance Occupancy Tax Application

16. Abstract of claims, budget adjustments and amendments

**Executive Session**

17. Discuss the possible acquisition of real properties

**Resolutions:**

1. **RATIFY HIRING OF JEWELL LEONBRUNO FOR THE FULL-TIME POSITION OF CUSTODIAN**

**WHEREAS**, the Town Board wishes to fill that full-time custodian position, and

**WHEREAS**, the job was posted for 10 days,

**BE IT RESOLVED**, the Town of Chester Town Board ratifies hiring Jewell Leonbruno for the full-time position of custodian at the rate and conditions as per CSEA contract effective December 01, 2022.

2. **Carl Turner Road – Tabled until further notice.**

3. **Septic Variance #SV2020-03 – Tabled at request of applicant until further notice.**

4. **APPROVE THE APPOINTMENT OF HALI GOODMAN-HOLMES TO THE LIBRARY BOARD OF TRUSTEES**

**WHEREAS**, Bob Walp resigned from the Library Board of Trustees leaving a vacancy,

**WHEREAS**, the Town of Chester Library Board of Trustees has recommended Hali Goodman-Holmes,

**BE IT RESOLVED**, the Town Board approves the appointment of Hali Goodman-Holmes to fill the vacancy of Bob Walp starting January 1, 2023 through December 31, 2024.

5. **SET A PUBLIC HEARING DATE OF DECEMBER 29, 2022 AT 4:30 P.M. REGARDING ANNUAL CONTRACTS**

**WHEREAS**, the Town Board is required to hold a public hearing regarding annual contracts with North Warren EMS, North Creek Fire District, and Riverside Volunteer Fire Company,

**BE IT RESOLVED**, the Town Board sets a public hearing date of December 29, 2022 at 4:30 pm regarding contracts with the above-listed contractors.

6. **SET DATE FOR THE INFORMATIONAL MEETING TO DISCUSS HIGHWAY GARAGE POSSIBILITIES ON DECEMBER 21, 2022 AT 6:00 P.M. AT THE TOWN MUNICIPAL CENTER**

**WHEREAS**, the Town Board of the Town of Chester would like to consider public opinion on a new highway garage,

**BE IT RESOLVED**, the Town Board sets the date for the informational meeting to discuss highway garage possibilities on December 21, 2022 at 6:00 p.m. at the Town Municipal Center.

7. **DEEM SEPTIC VARIANCE APPLICATION #SV2022-08 FOR THOMAS AND LINDA THORSEN FOR PROPERTY LOCATED AT 133 EAST SHORE DRIVE TO BE COMPLETE AND SET A PUBLIC HEARING FOR JANUARY 10, 2023 AT 7 P.M.**

**WHEREAS**, Bret Winchip, Winchip Engineering has submitted a Septic Variance Application #SV2022-08 for Thomas and Linda Thorsen for property located at 133 East Shore Drive, Chestertown, New York, identified by Tax Map #: 69.14-1-11; and

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

**BE IT RESOLVED**, the Town Board, acting as the Local Board of Health, deems Septic Variance Application #SV2022-08 for Thomas and Linda Thorsen for property located at 133 East Shore Drive, Chestertown, New York to be complete;

**BE IT FURTHER RESOLVED**, the Town Board, acting as the Local Board of Health, sets a Public Hearing for #SV2022-08 on Tuesday, January 10, 2023 at 7 p.m. at a Regular Town Board Meeting and directs the Town Clerk to forward the Application to Cedarwood Engineering for review and publish the notice the public hearing in the Post Star newspaper.

8. **SET DATE FOR THE 2023 ORGANIZATIONAL MEETING ON JANUARY 3, 2023 AT 4:30 PM.**

**WHEREAS**, the Town is required to have an annual Organizational Meeting,

**BE IT RESOLVED**, the Town Board sets Tuesday, January 3, 2023 at 4:30 pm for the 2023 Organizational Meeting.

9. **CHANGE ZONING BOARD OF APPEALS MEETING DATES TO THE 4<sup>TH</sup> TUESDAY OF EVERY MONTH**

**WHEREAS**, the Town Board adopted Resolution No. 52 of 2022 to change the ZBA Meeting Schedule for ZBA meetings to be held on the 4<sup>th</sup> Wednesday of every month, and

**WHEREAS**, the Zoning Board of Appeals and Planning and Zoning Office have requested that future ZBA meetings be held on the fourth Tuesday of every month,

**BE IT RESOLVED**, the Town Board approves changing the Zoning Board of Appeals meeting dates to the 4<sup>th</sup> Tuesday of every month.

10. **APPROVE REVISIONS TO THE TOWN OF CHESTER WORKPLACE VIOLENCE PREVENTION PLAN AND PROGRAM**

**WHEREAS**, New York State Labor Law Section 27(b), as amended by the 2006 New York State Legislature, requires that public employers are to evaluate the safety of their workplace and implement workplace safety training for all employees, and

**WHEREAS**, pursuant to Resolution No. 109 of 2012, the Town of Chester Town Board authorized the adoption of a program on workplace violence,

**BE IT RESOLVED**, that the Town of Chester Town Board hereby approves and authorizes the implementation of the revised Workplace Violence Prevention Plan and Program for the Town of Chester, annexed to this resolution and presented at this meeting, with a review of said program to be made on an annual basis, and

**BE IT FURTHER RESOLVED**, that said Program shall take effect immediately and will be available for review in accordance with the provisions of the Workplace Violence Prevention Plan and Program.

11. **ACCEPT THE INTERNAL AUDIT REPORT FOR THE COURT CLERK, TOWN CLERK AND BOOKKEEPER FOR 2022**

**WHEREAS**, Karen DuRose and Mike Packer have completed an internal audit of the Court Clerk, Town Clerk, and Bookkeeper for 2022 and submitted a report,

**BE IT RESOLVED**, the Town Board accepts the Internal Audit Report of the Court Clerk, Town Clerk, and Bookkeeper for 2022 submitted by Karen DuRose and Mike Packer.

**12. APPROVE AMENDING THE TRANSFER STATION PRICE LIST TO REFLECT NO CHARGE FOR ELECTRONIC RECYCLING**

**WHEREAS**, the Town will no longer charge an electronic recycling fee,

**BE IT RESOLVED**, the Town Board approves amending the Transfer Station Fee Schedule starting January 1, 2023.

**13. SETS A PUBLIC HEARING FOR THE RESTORE NY GRANT APPLICATION AND THE PROPERTY ASSESSMENT LIST, ON THURSDAY, DECEMBER 29, 2022, AT 4:30 PM, AND DIRECTS THE TOWN CLERK TO NOTICE THE PUBLIC HEARING AND THE PROPERTY ASSESSMENT LIST IN THE POST STAR NEWSPAPER**

**WHEREAS**, the Chester Town Board (the "Board") is eligible for grant funding under Round #7 of the Restore NY Communities Initiative Municipal Grant Program ("Restore NY Grant Program"), and

**WHEREAS**, the Restore NY Grant application requires the publication of a Property Assessment List, a description of the location, size, and nature of each property, whether the property is proposed to be demolished, deconstructed, rehabilitated, or reconstructed, and the status of the property, and

**WHEREAS**, the Restore NY Grant application requires a public hearing to be held to discuss the Restore NY application and the Property Assessment List.

**WHEREAS**, the Restore NY Grant application requires the publication of a Notice of Public Hearing to discuss the Restore NY application and the Property Assessment List.

**NOW THEREFORE**

**BE IT RESOLVED**, that the Town Board sets a Public Hearing for the Restore NY Grant application and the Property Assessment List, on Thursday, December 29, 2022, at 4:30 pm, and directs the Town Clerk to notice the public hearing and the Property Assessment List in the Post Star Newspaper.

**14. AUTHORIZE THE TOWN OF CHESTER TO ADOPT THE WARREN COUNTY FAIR HOUSING POLICY AND PLAN AND TO AUTHORE THE DIRECTOR OF THE**

**WARREN COUNTY PLANNING DEPARTMENT TO BE THE FAIR HOUSING OFFICER FOR THE TOWN**

**WHEREAS**, the Town of Chester applied for and received Community Development Block Grant funding from the NYS Housing Trust Fund Corporation for an Engineering Evaluation Study for the Pottersville Water District, and

**WHEREAS**, the Town was awarded \$36,100 for a Planning Assistance Project as identified in an agreement, dated May 13, 2021, from the NYS Housing Trust Fund Corporation, and

**WHEREAS**, the Town, as identified in the application for funding, will work with Warren County Planning Department and the Warren County Purchasing Department to complete the grant administrative requirements as identified in the NYS Office of Community Renewal Administrative Manual for grantees receiving Community Development Block Grant funding, and

**WHEREAS**, The Town of Chester will adopt the Warren County Fair Housing Policy and Plan and will authorize the Director of the Warren County Planning Department to be the Fair Housing Officer for the Town of Chester in compliance with the federal Fair Housing Act, as amended, and

**WHEREAS**, the Town of Chester will make available information requests as to the Fair Housing Policy and Plan adopted by the Town and direct inquiries concerning applicable federal and state laws concerning anti-discrimination in the provision of housing as well as the availability of state and federal housing resources to the Warren County Planning Department, and

**WHEREAS**, the Town of Chester Town Board, will request an annual report on Fair Housing activity concerning the Town of Chester from the Warren County Planning Department as part of local grant administration documentation and provide information as may be requested from the federal Department of Housing and Urban Development and the NYS Division of Human Rights, and

**NOW THEREFORE**

**BE IT RESOLVED**, that the Town of Chester Town Board adopt the Warren County Fair Housing Policy and Plan and the Warren County Planning Director as the Town of Chester Fair Housing Officer.

**15. APPROVE THE OCCUPANCY TAX FUND REQUEST IN THE AMOUNT OF \$1,500 FOR THE 2023 BRANT LAKE WINTER CARNIVAL**

**WHEREAS**, Tri-Lakes Community Alliance has submitted a requested \$1,500 in Occupancy Tax Funds for the 2023 Winter Carnival on February 18, 2023,

**BE IT RESOLVED**, the Town Board approves the Occupancy Tax Fund request in the amount of \$1,500 for the 2023 Brant Lake Winter Carnival.

**ACCEPT THE DECEMBER ABSTRACT OF AUDITED VOUCHERS AND AUTHORIZES PAYMENT**

**WHEREAS**, the Town Clerk has entered the vouchers and created Abstract No. 12 of 2022 of Audited Vouchers, and

**WHEREAS**, the Town Board has reviewed the abstract,

**BE IT RESOLVED**, the Town Board accepts Abstract of Audited Vouchers and authorizes payment as presented.

***No. 12 of 2022***	
General A	\$145,902.01
Highway DA	\$239,880.50
Library L	\$1,899.79
Chestertown Water SW1	\$3,190.55
Pottersville Water SW2	\$5,149.06
Other TA	\$2,129.90
Total	\$398,151.81