



Town Board Organizational and Regular Meeting January 10, 2023

The Town Board of the Town of Chester convened at the Town of Chester Municipal Center, 6307 State Route 9, Chestertown, New York, at 7:00 pm.

Roll Call:

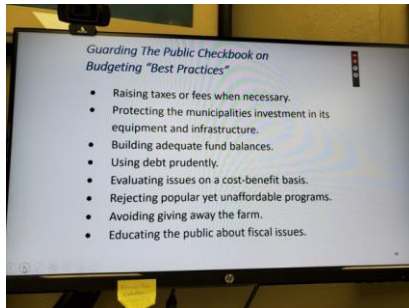
Supervisor Craig Leggett – Present
Councilman Chris Aiken - Present
Councilwoman Karen DuRose – Present
Councilman Mike Packer – Present
Councilman Larry Turcotte – Present
Deputy Supervisor Marion Eagan – Present
Attorney for the Town, Mark Schachner – Present
Town Clerk, Mindy Conway – Present

Organizational Meeting:

Supervisor Leggett **opened** the Organizational Town Board Meeting at 7:03 pm with Councilman Packer leading the Pledge of Allegiance.

Supervisor End of Year Report for 2022:

Supervisor Leggett presented the following:



Warrensburg Supervisor Geraghty was sworn in as Warren County Chairman in January by Judge Auffredou. I was appointed Finance Chairman, which also serves as the Vice Chairman of the Board. I took NYSAC trainings that included good

presentations on budgeting and finances. These “best practices” are used in the Chester budget process.



Dynamite Hill got off to a good start with man-made and natural snow in January and February. Jewell Leonbruno, Sylvia Redmon, and Fred Culver kept operations going. Parks and Rec. kept up with making good ice for the Skating Rink. Jason Monroe and the North Warren Trailblazers kept the slopes groomed. It is reported to be one of the busiest years for Dynamite. Town Clerk Conway has Senator Dan Stec sign in as a Winter Chester Challenge finisher.

February was cold enough – and then thawed enough to close the 418 bridge between Warrensburg and Thurman for days. The ice jam came onto roads and extended all across the Hudson below the Glen Bridge but did not affect Chester.



In February, the Chestertown Volunteer Fire Company donated a good-working truck to the Highway Department. Thank you Chestertown Fire! The leak in the Pottersville Water system was finally found and repaired. The sandy

and very porous soil prevented early detection.

Brett Hitchcock, Jeff Schaefer, and James Rooker from Parks and Rec removed the original (well worn) auditorium seats, patched, painted and replaced them with new(er) seats donated by Chip McKenna from the old Pottersville School in March. Thank you, Chip! The auditorium can now seat ~40 more persons for events and shows.



Hidden Lake beaver dam broke on March 20th, washing out the culvert on Hidden Lake Road and destroying the north-bound lane of County Route 19. Luckily no one was injured. The County is in the process of redesigning the culvert for this part of the road

(this has happened before). Warren County Office of Emergency Services and DPW were quick to respond.

Parks and Rec started street, sidewalk, and parking lot sweeping on March 30th. The early spring gave them a head start on the season.





In April, The Town hosted a County Safety Training in the Board Room. We try to get employees to attend as many as possible, with safety as our prime concern. Our Workman's Comp rates are set by the number of incidents we have.

Also in April, Leslie Karisan with the Northern Forest Center started working with an ad hoc group of business owners to work on economic development ideas that can be put into practice soon and with small cost. This advisory group continues to meet.

The Schroon River at the Starbuckville Dam was within ½ foot of flood stage on April 8th. A snowstorm on April 19th created havoc, shut down roads and electric throughout town. It highlighted certain emergency response needs, for example when Theriot Ave is closed at both ends due to downed lines.



Parks and Rec worked with volunteers to get the Chestertown Dog Park fenced opened by April 22nd. The group raised more than \$7,000 towards expenses. Special



thanks to Bill and Donna Millington for their efforts. The Dog Park on Little Tannery Road is now one of the more popular social venues in the Town. It even has water.

Crabapples in bloom on May 13th. Parks and Rec replaced signage at 3 First Wilderness Heritage Corridor kiosks this year, updated by Warren County Planning. We had problems sourcing hardwood pellets for the Municipal Center boiler, as well as mechanical problems that kept its use down in 2022 and for 2023, so far.





The historic Fountain in the Adirondack Garden Club's garden in Pottersville has suffered deterioration beyond repair. The Town Board has discussed appropriate replacements and possible relocation of the

fountain. Parking lot pavement at the Municipal Center is also suffering from normal wear and tear. Efforts will be made in 2023 to fill and seal cracks to extend the life of the parking lots.

Another waterline break in Pottersville was found in May and repaired by Equipment Operator Paul Hill, Deputy Highway Superintendent Mike Peet, and Superintendent Jason Monroe. Chester Highway concentrated their efforts on replacing more than 2 dozen culverts on North Gore Road in preparation for paving later in the year.



Warren County Soil and Water Conservation District and volunteers planted hardwood trees on a trail at Dynamite Hill. The Town got an early start with planters for Pottersville and Chestertown. Purchasing Agent Marion Eagan

sourced excellent material and Parks employee Jewell Leonbruno kept them flourishing until late into the fall. More people commented on how great they looked than ever before.

North Warren Chamber of Commerce celebrated Cindy Mead and Jim McDermott as VIPs of the year and Mountain Hardware owners Rob and Katelyn Hill as the Business of the Year on May



26th at Forest Lake Camp. Well deserved! The American Legion and VFW sponsored the Memorial Day Parade in Pottersville on May 30th. Always a proud event.



The Common Ground Alliance Forum was held at Gore Mtn on June 15th. One workshop was about housing and discussed ideas how to meet the need. Good ideas were provided and the Town of Chester continues to focus on

actionable items to help supply affordable, good quality housing units in our communities. The Warren County EDC's annual meeting had a keynote speaker talk about trends in the labor force. Warren County has 1,500 open jobs and a 3.2% unemployment rate – meaning labor is hard to find. Providing housing is one tactic to help alleviate the problem.

Chester Library Trustee and Craftsman, Bob Walp, made a special reading lean-to in the Children's Room to augment the experience of young Library goers. The Town applied for and was awarded a \$1,000 grant from the Community Foundation to go towards restriping pickleball courts. More money is needed in order to do it right and to increase the number of available courts in order to meet the growing demand.



Parks and Rec took down the old playground in Pottersville, did extensive site work, and installed a new playground designed for 2 to 6 year old children, as that was determined to meet a need. The Playground was funded by a grant with a match of in-kind services and has seen much use. The Town will continue to add features that will be good for a range of ages.

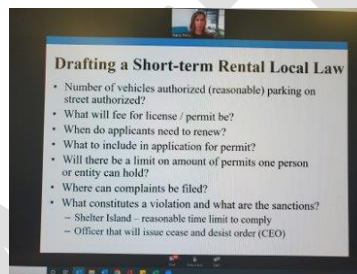




Assemblyman Matt Simpson spoke at the annual American Legion and VFW Fourth of July event on July 9th marking the 10th anniversary rededication of the

Veterans Memorial in front of the Municipal Center. NW Central School class of 2022 graduated on June 24th. We have a lot to be proud of when you see a class like this. Pyrotechnic technicians prepare the fireworks behind the Municipal Center to be set off later that day. It is said to have been one of the best fireworks display in memory.

The Municipal Center Auditorium served as the site for the Loon Lake Park District Association as well as the Friends Lake Property Owners Association Annual Meetings. Members heard updates from the Town regarding current issues. One issue regulations of Short-Term Rentals. The Town Board held a special meeting in the Auditorium for public input. I attended a webinar on the does and don'ts of drafting a Short-term Rental Local Law.



Former Supervisor Fred Monroe was honored in a ceremony at the APA Headquarters "Forest of Heroes" with Carol Monroe accepting the honor on July 14th. His tree stands among others that are recognized for having done so much for the Adirondacks. The Loon Lake Park Association held a ceremony and presented a sign dedicating the Loon Lake Recreation Area to Fred on August 8th. Sean Monroe speaks in honor of his father and his contribution to the community.

July has many things to do. Bernie Russell, proprietor of the North Country Eatery, hosted a well attended car show. Retired Highway MEO Frank Allard had a chance show off his Monte Carlo with other fine automobiles. The Loon Lake Beach had a good season and the Town was fortunate to have lifeguards Matt Brown and Zoie Bennett to keep watch.





Accidents do happen. Lake Safety Officer Rich König suffered damage to his boat – the only accident on Loon Lake this year. Riverside Drive bridge abutment was run into. No injuries were sustained.



From August through December I served as Acting County Administrator, to fill the vacant seat until a new candidate was selected. Nominated by Chairman Geraghty and voted in by the Board of Supervisors I took on the job of overseeing the 31 County Departments and worked closely on developing the County Budget.

The new well was connected in August and is now serving as the primary water source for Pottersville Water District. Town Highway finished the site work according to DOH requirements and Water Superintendent Monroe's supervision.



Pottersville has two new welcome signs. Garnet signs created and installed a Welcome to Pottersville sign on Rt 9 South bound by the Glendale. The finishing touches on the Pottersville Playground welcomes users with

instructions and advice.

The Chester Historical Society, under the leadership of Bernie McCann, produced an excellent show of Itsuzo Sumi's 3 ½ decades of photos depicting life in an Adirondack town through the 40's, 50's, and 60's. The opening was well attended and featured a presentation by Leigh Stephenson Cobb and her family's special relationship with Mr. Sumi. The photos are still on display on both floors of the Municipal Center, a very fitting place for them to be seen.



September saw repairs to a water break on Theriot Avenue – another hard-to-find break. Highway MEOs John Bradway and Ryan Hill expose the problem area. Zoning Assistant Jessica Leerkes takes pictures to help record the event. Work was also done on replacing non-working valves like this one by the Chester Mini Mart.

Deputy Supervisor and 5k-10k race organizer, Marion Eagan watches the finish line on a perfect day for a race on September 17th. Proceeds from the race are used to support Chester-Horicon Youth Commission activities. This is the second year the race – part of the Adirondack Distance Festival – was put on by the Town. We are looking for another organization to take over in 2023.



Chester Highway trenched and installed conduit and wiring for the decorative streetlights on South Main St. They also cleaned up the brush and debris on 10 Pine Street.



Parks and Rec did replacement of rotted siding on the Dynamite Hill pavilion and had it stained in prep for more years of use for picnics, celebrations, and hockey. A replacement sign and

map board was also made and installed at the Chester Challenge trailhead at Dynamite Hill.

The Town began taking woody debris 3 years ago and had enough material to process into wood chips in October. Residents and contractors had been asking for the ability to dump woody debris and the Town responded by contracting for grinding services and charging for debris dumping.



A problem with the grade under the ski tow was resolved in early December with the Highway Dept bringing in fill and grading to reduce the need for man-made snow.

December saw a 2' snowstorm one week and a 2" rainstorm the next. Municipal Center Custodian Jewell Leonbruno mitigates damage from roof leaks in the Library and inspects the roof for proper drainage and signs of visible damage during Christmas week.



The Town invested in holiday lighting for the hamlets of Chestertown and Pottersville. The response from the public has been very encouraging and the Town will continue to invest Occupancy Tax funds on lighting in the hamlets.

Chestertown Rotary, with the amazing Santa at the North Pole scenery created by Gary Confer, hosted another well attended Christmas with Santa in the Auditorium and the Friends of the Library gave out new books to all the children.

Other Accomplishments in 2022

- Created the Friends Lake Aquatic Plant Control District
- Created a townwide Ambulance District
- Invested \$64,000 in milfoil abatement in Loon Lake
- Invested \$17,000 in town-wide black fly control
- Invested more than \$358,000 in capital improvements of roads including 2+ miles of North Gore Road and 1 mile of Igera Road
- Invested more than \$500,000 in snow removal and sanding roads
- Warren County paves Church Street, Friends Lake Road, Atateka Road, and Landon Hill Road
- Held a public informational meeting regarding a new Highway Garage
- Applied for 3 grants (and did not get the award): Funding for Pottersville Water Meter replacement; Funding for build out of a connector trail to Dynamite Hill from Main Street; Funding for a Comprehensive Master Plan update
- Received a grant for a Pre-engineering Study of Pottersville Water District
- 41 articles in the Sun Community News covering Chestertown and Pottersville.
- Passed 197 Resolutions

RESOLUTION NO. 1 OF 2023: DESIGNATE DATES, TIME, AND LOCATION FOR REGULAR TOWN BOARD MEETINGS

RESOLVED, that the Town Board will meet on the second Tuesday of each month at 7 pm in the Town of Chester Municipal Center.

RESOLUTION NO. 2 OF 2023: DESIGNATE OFFICIAL DEPOSITORIES

RESOLVED, that Glens Falls National Bank shall be the Official Depository.

RESOLUTION NO. 3 OF 2023: DESIGNATE OFFICIAL NEWSPAPERS

RESOLVED, that The Post Star shall be the Official Newspaper.

RESOLUTION NO. 4 OF 2023: SET MILEAGE ALLOWANCE RATE

RESOLVED, that the mileage allowance rate shall be the rate set by the IRS set at \$0.655 per mile when personal vehicles are used by Town Employees for official business.

RESOLUTION NO. 5 OF 2023: SET RETURNED CHECK CHARGE

RESOLVED, that the Returned Check Charge shall be \$20 per returned check.

RESOLUTION NO. 6 OF 2023: SET INVESTMENT OF SURPLUS FUNDS POLICY

RESOLVED, that 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 and other NYS authorized financial institutions.

RESOLUTION NO. 7 OF 2023: AUTHORIZE OFFICIAL BONDING OF TOWN OFFICIALS

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.

RESOLUTION NO. 8 OF 2023: 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.

RESOLUTION NO. 9 OF 2023: AUTHORIZE TOWN CLERK TO ISSUE FIREWORKS PERMITS

RESOLVED, that the Town Clerk is authorized to issue Firework Permits in accordance with Penal Law Section 405.05.

RESOLUTION NO. 10 OF 2023: ACCEPT TOWN OF CHESTER PROCUREMENT POLICY

WHEREAS, the 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 and has been adopted by resolution each year thereafter,

BE IT RESOLVED, that the Town Board hereby adopts said Procurement Policy and Procedures Pursuant to S104B of the General Municipal Law for 2023.

RESOLUTION NO. 11 OF 2023: APPROVE SCHEDULE OF APPOINTMENTS AND VARIOUS RATES OF PAY

RESOLVED, to accept the 2023 Schedule of Appointments and Various Rates of Pay as presented in the attached document titled "Schedule A: 2023 Schedule of Appointments and Various Rates of Pay".

SCHEDULE A: 2023 ANNUAL SALARIES - ELECTED OFFICIALS		
TITLE	NAME	2023
Town Supervisor	Craig Leggett	\$42,640.00
Town Clerk	Mindy Conway	\$52,000.00
Town Councilman	Michael Packer	\$7,640.00
Town Councilman	Larry Turcotte	\$7,640.00
Town Councilman	Christopher Aiken	\$7,640.00
Town Councilwoman	Karen DuRose	\$7,640.00
Town Highway Superintendent	Jason Monroe	\$66,520.00
Town Justice	James McDermott	\$34,600.00

SCHEDULE A: 2023 SCHEDULE OF APPOINTMENTS AND VARIOUS RATES OF PAY		
TITLE		2023
Animal Control Officer	Florence Converse	\$8,795.00
Assessor	Greg Klingler	\$41,512.00

Audit Committee	K. DuRose & Mike Packer	\$345 each x 2
Board of Assessment Review	Chairman	\$180 each / \$240 chair
Budget Officer	Craig Leggett	\$1,900.00
Communications Director	Jack Barlett	\$1,300.00
Deputy Supervisor	Marion Eagan	\$1,000.00
Deputy Town Clerk	Florence Converse	\$18/hr
Director of Youth	Katelyn Hill	\$2,575.00
Engineer for the Town	<i>Cedarwood Engineering</i>	Rates by position
Health Officer	Dr Rugge	\$950.00
Historian	Donna LaGoy	\$4,700.00
Legal Counsel for the Town	Miller, Mannix & Schachner	Rates by position
North Warren EMS Liaison		None
Planning Board Chair & Members	Paul Little, Chairman	\$35 ea / meeting
Registrar Vital Statistics	Mindy Conway	per document
Registrar Vital Statistics, Deputy	Florence Converse	per document
Sexton	Greg Bolton	\$925.00
Unsafe Building Inspector		\$100/inspection
Website Maintenance	Jeremy Little	\$1,200.00
Water Superintendent	Jason Monroe	\$18,970.00
Water Superintendent, Deputy	Jeffery Schaefer	\$8,750.00
Water Weekend	Jason &/or Jeff	\$80/day
ZBA Chair & Members	Barbara Kearney, Chair	\$35 ea / meeting
Zoning Admin & Sanitary Code Enf	Jeremy Little	\$25/hr
AOT NYS & AATV Alternate Delegate	Karen Durose, Alt. Delegate	None
AOT NYS & AATV Delegate	Craig Leggett, Delegate	None

SCHEDULE A: 2023 SCHEDULE OF HOURLY RATES - EMPLOYEES	
TITLE	2023
Assessors Clerk	\$25.00
Boat Wash Attendants	\$15.85
Bookkeeper	\$25.00
Backup Bookkeeper	\$17.00
Chester Challenge Trail Coordinator	\$18.00
Confidential Secretary	\$25.00
Constable / Lake Safety Officer	\$17.00
Court Clerk	\$21.00
Court Officer	\$20.00
Cleaner	\$15.00
Data Collector	\$15.00

Dynamite Hill Labor	\$15.50
Food Pantry Worker	\$15.50
Laborer, Part Time	\$15.00
Library Aide	\$15.00
Library Technician	\$21.00
Library Technician, Ass't	\$16.00
Lifeguards	\$15.00
Museum Director	
Parks & Rec Seasonal	\$16.50
Planning Board Secretary	\$16.50
Recreation Assistants	\$15.00
Recycling Attendant, Part time	\$16.50
ZBA & Planning Board Secretary	\$16.50
Zoning Assistant	\$20.00

RESOLUTION NO. 12 OF 2023: DESIGNATE OFFICIAL TOWN HOLIDAYS

RESOLVED, that Official Town Holidays will be observed as presented in the attached document titled "Schedule B: 2023 Official Town Holidays".

Schedule B: 2023 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
Juneteenth	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.	

RESOLUTION NO. 13 OF 2023: DESIGNATE TOWN BOARD COMMITTEES

RESOLVED, that Town Board Committees are appointed as presented in the attached document titled "Schedule C: Town Board Committee List".

Schedule C: 2023 Town Board Committee List	
Committees	Lead Member
<ol style="list-style-type: none"> 1. Parks & Recreation (Includes Transfer Station /Cemeteries /Dynamite Hill /Parks & Playground /Sidewalks /Chester Challenge/ Beach) 2. Buildings & Grounds (Includes Municipal Center / Health Center / Streetlights) 3. Audit 4. EMS 5. Fire Districts 	Mike Packer
<ol style="list-style-type: none"> 1. Court 2. Library 3. Historian / Historical Society 4. Food Pantry 5. Audit 	Karen DuRose
<ol style="list-style-type: none"> 1. Assessor 2. Town Clerk 3. Youth Programs 4. Senior Services 5. Economic Opportunity & Development (Includes Chamber of Commerce/ Tri Lakes/ OCC Tax / Grants) 	Chris Aiken
<ol style="list-style-type: none"> 1. Planning & Zoning 2. Highway 3. Water Districts 4. Loon Lake Park District / Schroon Lake Park District 5. Environmental Quality (includes Black Fly Control/ Forestry/ Invasive species/ Water quality) 	Larry Turcotte
<ul style="list-style-type: none"> • Each Board Member is encouraged to work with another Board Member to work on specific projects and issues. The Lead Committee Board Member may choose another member based on availability, expertise, and interest in any particular project or issue. • Each Board Member is to report to the full board at each regular Town Board Meeting on activities for their Committee. Written reports will help with the recording of activities. • Each Lead Board Member is encouraged to attend meetings of any department or agency in their list and act a liaison between the entire board and each department or agency. Lead Board members are expected to engage in project administration and implementation. • Communication with the Supervisor on a regular basis is important in order to allocate & mobilize resources and ensure good coordination with all activities of the Town. 	

On a motion by Mr. Packer, seconded by Mrs. DuRose, Resolutions No. 1 of 2023 through No. 13 of 2023 were **ADOPTED**.

AYE 5 NO 0

Supervisor Leggett **closed** the Organizational Meeting at 7:35 pm.

Regular Meeting:

Supervisor Leggett **opened** the Regular Meeting at 7:36 pm.

Committee Reports:

Supervisor Leggett **opened** Committee Reports at 7:36 pm.

The Town Clerk reported the following documents were emailed or handed out to all Board Members:

- Abstracts #16 of 2022 and #1 of 2023
- Town Board Minutes for the Regular Meeting December 13, 2022, Informational Meeting – Highway Garage December 21, 2022 and Special Meeting December 29, 2022
- Zoning Administrator Activity Report for December 2022
- Zoning Office Yearly Summary 2022
- Planning Board Minutes for December 19, 2022
- Assessors Report for January 2023
- Town Clerk Monthly Report for December 2022
- Town Clerk Annual Report for 2022
- Town Court Report dated January 3, 2023
- Communications Report for December 2022 and January 2023
- Youth Commission Report for December 2022
- Youth Commission Annual Report for 2022
- Letter from Cedarwood Engineering for the Thorsen Septic
- Letter of interest from Derrick Helms to serve on the North Warren EMS Advisory Board
- Occ Tax Application from the Chamber of Commerce for the Krazy Downhill Derby
- American Red Cross Flyer for a blood drive at the Town Hall on February 10, 2023
- Warren County Connection for January 2023
- North Warren EMS Report for December 2023
- Letter from the Counties of Warren Washington Industrial Development Agency concerning their Uniform Tax Exemption Policy

Town Board Reports:

Mr. Aiken reported that he attended the meeting about the highway garage, the special meeting and a couple of webinars about the need for housing in the area.

Mr. Packer went to the meeting about the highway garage and is looking into getting some new courts for pickleball.

Mrs. DuRose attended the highway garage and end of the year meetings along with her normal phone calls.

Mr. Turcotte reported that he attended the highway garage meeting and quite a number of conversations about tax rate and reviewed the DOH water inspections.

Public Hearing for Septic Variance for Tom and Linda Thorsen:

Supervisor Leggett **opened** the Public Hearing for Septic Variance #SV2022-08 for Tom and Linda Thorsen at 7:40 pm.

Bret Winchip, on behalf of the Thorsens, said that they are proposing the replacement of a failed wastewater system. The current system is a metal tank with a single seepage pit and the proposed system would be a concrete tank and leach field.

No questions or comments from Cedarwood Engineering.

Supervisor Leggett asked if there was anyone from the public that would like to speak.

Hearing none, Supervisor Leggett asked if there was anyone on Zoom that would like to speak.

Supervisor Leggett asked if there were any question or comments from the Board.

Supervisor Leggett **closed** the Public Hearing for Septic Variance #SV2022-08 for Tom and Linda Thorsen at 7:43 pm.

Privilege of the Floor:

Supervisor Leggett **opened** Privilege of the Floor at 7:43 pm.

Alma Alvarez from the Town of Chester Library gave a 2022 Annual Report which highlighted over 6,000 people visited the Library, they no longer charge overdue fees, multiple programs offered, technology, the free services provided with a library card, their library collection, the circulation numbers rose 12%, and improvements to the Library made possible through grants.

Alma Alvarez commented about the roof leak and wanted to thank Jewell Leonbruno for all her work.

Supervisor Leggett asked for a moment in honor of past President of the North Warren EMS, Diane Smith who passed away unexpectedly last week.

Supervisor Leggett **closed** Privilege of the Floor at 8:00 pm.

Old Business:

Supervisor Leggett opened Old Business at 8:00 pm.

RESOLUTION NO. 14 OF 2023: ACCEPT THE MINUTES FROM THE DECEMBER 13, 2022 REGULAR TOWN BOARD MEETING, DECEMBER 21, 2022 HIGHWAY GARAGE INFORMATIONAL MEETING, AND DECEMBER 29, 2022 SPECIAL TOWN BOARD MEETING

RESOLVED, to Accept the minutes from the December 13, 2022 Regular Town Board Meeting, December 21, 2022 Highway Garage Informational Meeting, and December 29, 2022 Special Town Board Meeting.

On amotion by Mr. Turcotte, seconded by Mrs. DuRose, Resolution No. 14 of 2023 was adopted.

RESOLUTION NO. 15 OF 2023: APPROVE SEPTIC VARIANCE APPLICATION #SV2022-08 FOR A REPLACEMENT SEPTIC WASTEWATER TREATMENT SYSTEM. PROPERTY IS LOCATED AT 133 EAST SHORE DRIVE, IDENTIFIED BY TAX MAP PARCEL #: 69.14-1-11

WHEREAS, the Town Board acting as the Local Board of Health has received a completed application and has held a public hearing on January 10, 2023 regarding the Septic Variance #SV2022-08 for Tom and Linda Thorsen, 133 East Shore Drive, identified by Tax Map Parcel #: 69.14-1-11, 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 the following criteria applicable:

BE IT RESOLVED, the Local Board of Health finds that:

- a) That there are special circumstances or conditions 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 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;
- d) The septic wastewater system for Tom and Linda Thorsen, property located at 133 East Shore Drive, identified by Tax Map #: 69.14-1-11 as designed and presented by Bret Winchip, Winchip Engineering PC (Site Plan dated 10-19-2022, last revised 11-21-2022) 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 Local Board of Health grants the following variances listed in the table below:

Thorsen SV2022-08							
Setback	Required Distance	Existing Distance	Existing Non-Conformity		Proposed Distance	Proposed Variance	
			Distance	Percent		Distance	Percent
Existing Drilled Well to Seepage Pit	150'	85.2'±	64.8'±	43.2%±	-	-	-
Existing Septic Tank to Building	10'	3.9'±	6.1'±	61.0%±	-	-	-
Existing Seepage Pit to Mean High Water	100'	65.8'±	34.2'±	34.2%±	-	-	-

Existing Seepage Pit to Neighboring Drilled Well	150'	130.4'±	19.6'±	13.1%±	-	-	-
Existing Seepage Pit to Building	20'	18.9'±	1.1'±	5.5%±	-	-	-
Proposed Wastewater Field to Building	20'	-	-	-	7.7'	12.3'	61.5%
Proposed Wastewater Field to Drilled Well	100'	-	-	-	73.5'	26.5'	26.5%
Proposed Wastewater Field to Mean High Water	100'	-	-	-	53.4'	46.6'	46.6%
Proposed Septic Tank to Building	10'	-	-	-	5.6'	4.4'	44.0%
Proposed Wastewater Field to Property Line	10'	-	-	-	7.4'	2.6'	26.0%
Proposed Distribution Box to Property Line	10'	-	-	-	6.0'	4.0'	40.0%
Proposed Distribution Box to Drilled Well	100'	-	-	-	99.7'	0.3'	0.3%
Proposed Distribution Box to Mean High Water	100'	-	-	-	77.9'	22.1'	22.1%
Proposed Effluent Sewer to Property Line	10'	-	-	-	4.7'	5.3'	53.0%

On a motion by Mr. Aiken, seconded by Mr. Packer, Resolution No. 15 of 2023 was adopted.
AYE 5 NO 0

Short-Term Rentals:

Supervisor Leggett said that a draft local law would be ready at the February Meeting. If the draft is acceptable to the Board a public hearing would be scheduled for the March 14th regular meeting to adopt.

John Nick asked if the septic inspection needed to be revisited. Supervisor Leggett said yes.

Highway Garage:

Supervisor Leggett said that we will get this moving as quickly as possible.

Supervisor Leggett has reached out to Senator Stec and Assemblyman Simpson for funding.

Mr. Turcotte commented that he is trying to reach out to as many as he can to see about the Highway Garage and asked if the Town should be doing more outreach before we come to a consensus, especially dollarwise.

Supervisor Leggett suggested a survey monkey and asked Mr. Turcotte to put together a list of questions.

Mrs. DuRose asked where the Town was with the truss building. Supervisor Leggett said that he called Larry Stevenson and told him thank you for talking with us and considering the idea.

Carl Turner Road:

Supervisor Leggett said that Town is no longer interested and suggested that we take it off the agenda.

Loonie/Wen Septic Variance #SV2020-03:

Tabled at request of applicant until further notice.

New Business:

Supervisor Leggett **opened** new Business at 8:10 pm.

RESOLUTION NO. 16 OF 2023: AUTHORIZE SUPERVISOR LEGGETT TO SIGN THE FOLLOWING YEARLY CONTRACTS, AGREEMENTS AND PROFESSIONAL SERVICE AGREEMENTS FOR 2023 WHEN IN A FORM ACCEPTABLE TO THE ATTORNEY FOR THE TOWN

WHEREAS, there are contracts and agreements 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
- Loon Lake Park District Association for Management Oversight
- Mountain Medical Services, for CDL drug testing
- Glens Falls Animal Hospital
- Renewal of Agreements with Turning Leaf Counseling
- JGS Recycling and Hauling
- Plan It 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 Thurman for use of the Chester Animal Shelter
- Town of Chester Senior Adult Community Center
- Williamson Law, Accounting and Payroll
- Adirondack Park Local Review Board
- Auction International, Inc
- Northern Warren Trailblazers Snowmobile Club
- North Warren Chamber of Commerce

On a motion by Mrs. DuRose, seconded by Mr. Aiken, Resolution No. 16 of 2023 was **ADOPTED**.

AYE 5 NO 0

Supervisor Leggett introduce Derrick Helms as the proposed North Warren EMS Liaison.

RESOLUTION NO. 17 OF 2023: 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.

RESOLUTION NO. 18 OF 2023: 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.

RESOLUTION NO. 19 OF 2023: AUTHORIZE THE TOWN SUPERVISOR TO APPLY FOR A 60-DAY EXTENSION FOR FILING OF AUD FOR 2022

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 2022.

RESOLUTION NO. 20 OF 2023: GRANT PERMISSION TO THE CHESTERTOWN FARMERS MARKET TO USE THE FRONT LAWN OF THE TOWN HALL EACH WEDNESDAY FROM JUNE THROUGH SEPTEMBER 2023

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 2023, their 12th 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 2023.

RESOLUTION NO. 21 OF 2023: AUTHORIZE SUPERVISOR TO APPLY FOR GENEROUS ACT GRANT

WHEREAS, the Adirondack Foundation Generous Acts 2023 funding round is now open, and

WHEREAS, the Town has successfully applied for this grant in the past to fund worthy community-building projects,

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.

RESOLUTION NO. 22 OF 2023: REAPPOINT PAUL LITTLE AS A MEMBER OF THE PLANNING BOARD

WHEREAS, Paul Little has served on the Planning Board since May of 1980, and

WHEREAS, Paul Little's term of appointment expired on December 31, 2022,
BE IT RESOLVED, the Town Board reappoints Paul Little as a member of the Planning Board for a seven-year term expiring December 31, 2029, and
BE IT FURTHER RESOLVED, the Town Board directs Mr. Little to take the oath of office with the Town Clerk within 30 days of appointment.

RESOLUTION NO. 23 OF 2023: APPOINT PAUL LITTLE AS PLANNING BOARD CHAIRMAN AND GEORGE HILTON AS PLANNING BOARD VICE CHAIRPERSON

WHEREAS, the Town Board appoints annually a Chair and Vice Chair for the Planning Board,
BE IT RESOLVED, the Town Board appoints Paul Little as Chairman and George Hilton as Vice Chairperson of the Planning Board with a term expiring December 31, 2023, and
BE IT FURTHER RESOLVED, the Town Board directs Paul Little and George Hilton to take the oath of office with the Town Clerk within 30 days of the appointment.

RESOLUTION NO. 24 OF 2023: REAPPOINT BARBARA KEARNEY AS A MEMBER TO THE ZONING BOARD OF APPEALS

WHEREAS, Barbara Kearney has served on the Zoning Board of Appeals since September 2018, and
WHEREAS, Barbara Kearney's term of appointment expired on December 31, 2022,
BE IT RESOLVED, the Town Board reappoints Barbara Kearney as a member of the Zoning Board of Appeals for a five-year term expiring December 31, 2027, and
BE IT FURTHER RESOLVED, the Town Board directs Barbara Kearney to take the oath of office with the Town Clerk within 30 days of the appointment.

RESOLUTION NO. 25 OF 2023: APPOINT BARBARA KEARNEY AS ZONING BOARD OF APPEALS CHAIRPERSON AND MICHAEL HOUGH AS ZONING BOARD OF APPEALS VICE CHAIRPERSON

WHEREAS, the Town Board appoints annually a Chair and Vice Chair for the Zoning Board of Appeals,
BE IT RESOLVED, the Town Board appoints Barbara Kearney as Chairperson and Michael Hough George Hilton as Vice Chairperson of the Zoning Board of Appeals with a term expiring December 31, 2023, and
BE IT FURTHER RESOLVED, the Town Board directs Barbara Kearney and Michael Hough to take the oath of office with the Town Clerk within 30 days of the appointment.

RESOLUTION NO. 26 OF 2023: REAPPOINT BRYAN BILFIELD TO THE ZONING BOARD OF APPEALS AS ALTERNATE

WHEREAS, Bryan Bilfield has served as an alternate to the Zoning Board of Appeals for the last year,
BE IT RESOLVED, the Town Board reappoints Bryan Bilfield as alternate on the Zoning Board of Appeals expiring December 31, 2023, and
BE IT FURTHER RESOLVED, the Town Board directs Dr. Bilfield to take the oath of office with the Town Clerk within 30 days of his appointment.

RESOLUTION NO. 27 OF 2023: APPOINT DERRICK HELMS AS NORTH WARREN EMS LIAISON

WHEREAS, the Town of Chester is seeking an individual to act as liaison between the North Warren EMS and the Town of Chester, and

WHEREAS, Derrick Helms has emailed a letter of interest,
BE IT RESOLVED, the Town Board appoints Derrick Helms as the North Warren EMS Liaison, and
BE IT FURTHER RESOLVED, the Town Board directs Derrick Helms to take the oath of office with the Town Clerk within 30 days of his appointment.

RESOLUTION NO. 28 OF 2023: APPOINT JEFFREY SCHAEFER AS DEPUTY WATER SUPERINTENDENT

WHEREAS, Jeffrey Schaefer has received his certification for the following grades of Water System Operator; C-Plant or Distribution System, D-Distribution System, D-Distribution System,

BE IT RESOLVED, the Town Board appoints Jeffrey Schaefer as Deputy Water Superintendent with a term expiring December 31, 2023, and

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

On a motion by Mr. Packer, seconded by Mr. Turcotte, Resolution No. 17 of 2023 through Resolution No. 28 of 2023 were **ADOPTED**.

AYE 5 NO 0

RESOLUTION NO. 29 OF 2023: APPROVE CHANGES TO THE TRANSFER STATION PRICE LIST

WHEREAS, the bid for tires has increased and changed from tonnage to price per tire plus hauling,

BE IT RESOLVED, the Town Board approves changes to the Transfer Station Price List.

On a motion by Mr. Packer, seconded by Mr. Turcotte, Resolution No. 29 of 2023 was **ADOPTED**.

AYE 5 NO 0

RESOLUTION NO. 30 OF 2023: APPROVE THE APPROPRIATION OF \$1,750 FOR THE NORTH WARREN CHAMBER OF COMMERCE 2023 KRAZY DOWNHILL DERBY

WHEREAS, North Warren Chamber of Commerce has submitted a request for Occupancy Tax for the 2023 Krazy Downhill Derby, February 25, 2023,

BE IT RESOLVED, the Town Board approves the appropriation of \$1,750 for the North Warren Chamber of Commerce 2023 Krazy Downhill Derby.

On a motion by Mr. Turcotte, seconded by Mrs. DuRose, Resolution No. 30 of 2023 was **ADOPTED**.

AYE 5 NO 0

Tax Exemption for Volunteer Firefighters:

Supervisor Leggett said that NYS has passed a law that allows tax exemptions on properties that are lived in by volunteer firefighters. There is criteria and volunteers provide a valuable service to every community.

Supervisor Leggett asked the Attorney for the Town, Mark Schachner, how do we start.

Mr. Schachner said that you start by the adoption of a local law subject to a public hearing. There are a few decisions that need to be made; do you want to go up to 10% for the exemption, minimum qualifications (between two and five years), and if you have twenty years the Town can authorize life-time exemption on the primary residence.

Supervisor Leggett asked if there was survivorship on the twenty years. Mr. Schachner replied yes with a few qualifications.

Supervisor Leggett asked what the fire companies thought about the qualifications. Bob Swan thought that the two to five years of volunteering was a good place to start and that a 10% exemption would really help them out. Mr. Swan said that more than retention their biggest problem is picking up new members. The State gives a \$200 tax credit so how do you get young people involved, it is getting harder every year and we want to retain the people we have now. In the Chestertown District they have twenty-five and of those fifteen members own property and would qualify.

Supervisor Leggett said so we should start with two years. Mr. Swan commented that if someone stays in two years then they have a good shot of keeping them.

Supervisor Leggett asked what the Board's pleasure was.

The Town Clerk commented that if you would like this to take affect for the 2024 taxes the local law would need to be passed and all the paperwork for the exemptions needs to be in by March 1, 2023. Marion Eagan asked if there was already an application. Daren Harvey commented that he thought that you need to file annually.

The Board will follow up next month with an update.

RESOLUTION NO. 31 OF 2023: AWARD \$5,000 TO BOTH THE NORTH COUNTRY MINISTRIES AND THE HELPERS FUND FROM ARPA FUNDING

WHEREAS, the North Country Ministries and the Helpers Fund have both requested \$5,000 for heating assistance for Chester residence from ARPA Funding,

BE IT RESOLVED, the Town Board awards \$5,000 each to the North Country Ministries and the Helpers Fund from ARPA Funding and asks that both not for profit organizations give a report.

On a motion by Mr. Packer, seconded by Mr. Turcotte, Resolution No. 31 of 2023 was **ADOPTED**.

AYE 5 NO 0

RESOLUTION NO. 32 OF 2023: ACCEPT BOTH ABSTRACTS OF AUDITED VOUCHERS AND AUTHORIZES PAYMENT

WHEREAS, the Town Clerk has entered the vouchers and created Abstract No. 16 of 2022 and Abstract No. 1 of 2023 of Audited Vouchers, and

WHEREAS, the Town Board has reviewed the Abstracts,

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

No. 16 of 2022	
General A	\$45,684.27
Highway DA	\$30,633.19
Library L	\$1,388.33
Loon Lake SP	\$110.00
Total	\$77,815.79

No. 1 of 2023	
General A	\$13,489.19
Highway DA	\$6,957.50
Chestertown Water SW1	\$511.87
Pottersville Water SW2	\$170.63
Other TA	\$155.00
Total	\$21,284.19

On a motion by Mr. Aiken, seconded by Mr. Packer, Resolution No. 32 of 2023 was **ADOPTED.**

AYE 5 NO 0

On a motion by Mrs. DuRose, seconded by Mr. Packer, meeting adjourned at 8:46 pm.

AYE 5 NO 0

Respectfully submitted,

Town Clerk