



Town Board

Regular Meeting

September 12, 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
Councilperson Chris Aiken - Present
Councilperson Karen DuRose – Present
Councilperson Mike Packer – Present
Councilperson Larry Turcotte – Present
Deputy Supervisor Marion Eagan – Present
Town Clerk, Mindy Conway – Present
Attorney for the Town, Mark Schachner – Present via Zoom

Regular Meeting:

Supervisor Leggett **opened** the Regular Town Board Meeting at 7:00 pm with the Pledge of Allegiance led by Councilperson Aiken.

Committee Reports:

Supervisor Leggett **opened** Committee Reports at 7:00 pm.

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

- Abstract No. 9
- Town Board Minutes for the Regular Meeting August 8, 2023 and Special Joint Meeting August 23, 2023
- Zoning Administrator's Activity Report for August 2023
- Planning Board Minutes for August 21, 2023
- Zoning Board of Appeals Minutes for August 22, 2023
- Assessors Report for September 2023
- Animal Control Report for August 2023
- Town Clerk Monthly Report for August 2023
- Town Court Report dated September 1, 2023
- Youth Commission Report for August 2023
- North Warren EMS Report for July 2023
- Dog Control Officer Inspection Report for 08/11/2023
- Municipal Shelter Inspection Report for 08/11/2023
- Chester History Today for Summer 2023
- Loon Lake Harvest Report August 1st to August 11th
- Communications Report for September 2023

Town Board Reports:

Councilperson Aiken reported that he attended the ribbon cutting for Small Tales, the Special North Creek Fire District Meeting, EDC presentation on housing, two election functions, and

visited the Lakeside property for the septic application. Chris also asked where the Town stands with “free stuff” sitting by the side of the road.

Councilperson Packer said that he doesn’t have anything this month.

Councilperson DuRose attended the Small Tales ribbon cutting, the monthly Library Meeting, EDC Housing Forum, the North Creek Fire District/Fire Protection District Meeting, and spoke with Bernie McCann about the Town’s 225th Anniversary, stopped by the food pantry and spoke with Amy Culver, who said that the number of people coming in has not changed much regardless of the climate out there, and she did go by Lakeside for the septic application.

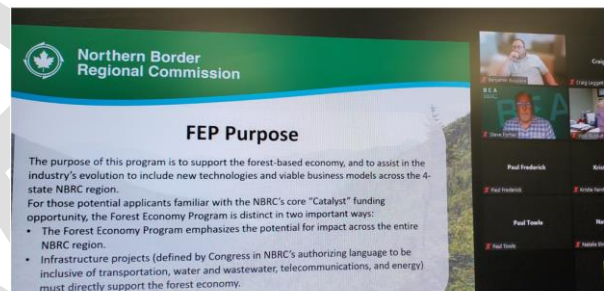
Councilperson Turcotte reported that he reviewed the proposed highway garage plans, visited the site for septic variance that we are reviewing this evening, and field phone calls.

Supervisor’s Report:



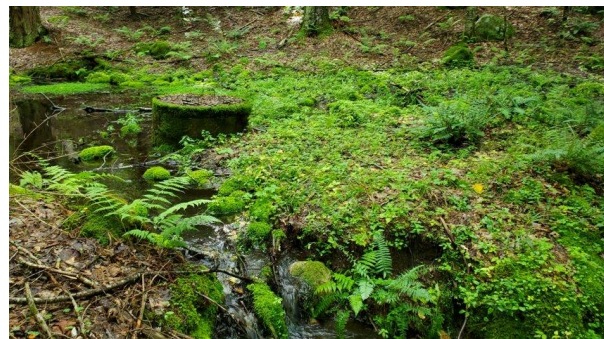
Ribbon cutting for NCM (North Country Ministry) Clothes Center, along with their Food Pantry at the YMCA Adirondack Center in Horicon. NCM is a good partner with our community.

Webinar with NBRC about the new Forest Economy Program. Much emphasis in the region focuses on development of tourism and other industry but looks past our history and our future for forest-based products.



Fatal accident at the traffic light of Main St. and Rt 8. As tragic as it was, we give thanks for the quick response by our EMS squads and Fire Departments. We value the service and safety they provide our community in time of need.

The original well for the Chestertown Water District on the Cunningham Community Forest land. The loop trails are getting good use. Thanks to Dan Smith, Chester Challenge Trail Coordinator for clearing, maintaining, and putting up trail markers.





View from the north end of the Chester Creek and Cunningham Trails. We are fortunate to have such good recreational and natural amenities right behind the Town Hall.

Just a picture of our Town Hall and Municipal Center. Hard to believe that all available space in the 24,000 SF building is occupied and serving our community.



The tilting pressure treated flower bed has been removed, graded, seeded and mulched by Parks and Rec.

Held a ribbon cutting for Small Tales Daycare Center. It was well attended and a festive event.



Frontier had not cleaned up a storm damaged pole on May Rd after 6 weeks. Finally found the number of someone in the organization that had some authority and sent them this picture (sent it to Dan Stec and Matt Simpson as well). It was cleaned up the next day. Frontier provides terrible service to our residents – and all other communities are suffering from the same problem.

Merging of NCFD and NCFPD

- Stock Farm Road Chip Sealed
- Old Schroon Road Chip Sealed
- Valley Farm Road will be milled and rolled
- We are waiting for all bills to come in before seeing what other paving we may be able to do this year. If there are funds, we may continue topping Igerna Road.



As per Board resolution, the Town contracted a company to clean up Property Maintenance violation on Stone Bridge Rd. Before and after. We will now put the cost onto the property for payment.

Jim Siplon and Adam Feldman from the WC EDC held Town Hall Forum regarding housing in our community and region and engaged the group in discussing the problems and solutions. This is a first in the County and is intended to engage the community as we move along to meet the various housing needs in Chester.



Had several Zoom meetings with the AATV and the CGA in planning a combined fall Forum at Gore Mtn on October 20th. We are planning on tackling topics like housing, broadband, and infrastructure. All are welcome to attend. There is a fee.

Turning Leaf Counseling and Stevenson Agency are all settled into their new office suites in Room 204.



The Schroon River maintained a good level all summer long. People on the lake have a problem with their docks and it causes concern among the Commissioners, but there is not much you can do about the weather. Reports from Riparius says 6.25" of rain fell in August – about 3.25" more than normal – and 14.2" for combined July and August – a near record.

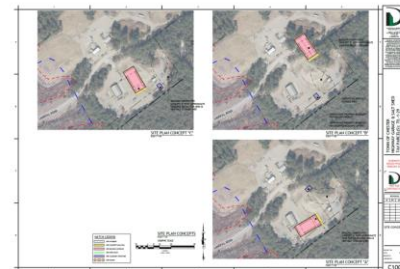
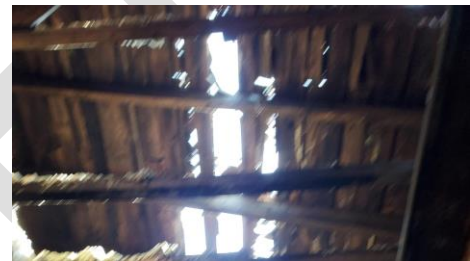
Attended the Community Fund for the Gore Mtn Region grant awards at the Seagle Colony. Mike Dittmer and Christian Beadnell accepted a grant award for the establishment of Small Tales Daycare Center in the Municipal Building. We are fortunate to have access to such good philanthropy in our community.



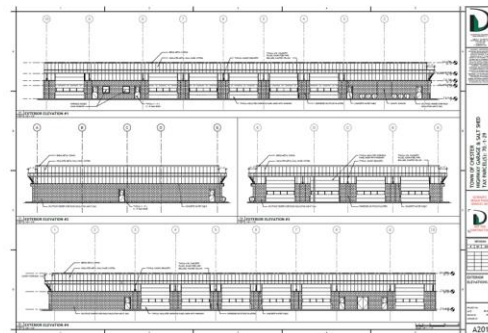
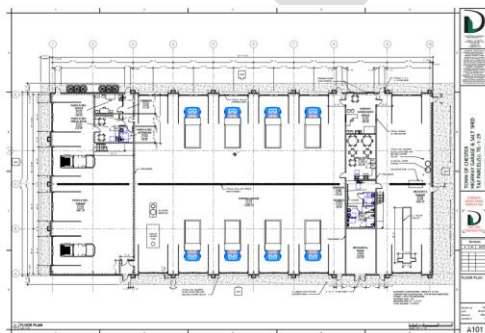
Picture of a CDTA van in Albany. CDTA took over Glens Falls Transit and Warren County is paying them about \$1.5 million a year to take over the regular routes. They also have the ability to provide other forms of transportation that our North Warren communities may be able to utilize. Someday.



Visited a building in Chestertown to check on its condition. Looks like the building may need to be condemned and torn down.



We received the first round of conceptual plans for the combined Highway Garage and Parks and Recreation Building as provided by AEDA. We had a Zoom meeting with them and gave feedback for the final conceptual plans.





Attended the September 11th ceremony put on by Warrensburg Fire Department. Always a good event. Pottersville Fire Department brings out their ladder truck and flag to grace the event each year.

Attended an Affinity Housing Group Zoom meeting sponsored by the Northern Forest Center. Topic discussed how to engage local contractors and developers in making new housing in our communities for the people that live in our communities.



At last, electricity is run to the streetlight in the island by the Wells House in Pottersville. Warren County will be paving the intersection next.

Women in Business planning for October events. Most businesses in Chester are woman-owned or managed. We will be highlighting that this fall.



Year to Year Tracking	Fund	2020	2021	2022	2023	2024	2025	2026	2027
TOTAL CASH		\$ 1,394,485.80	\$ 1,397,134.74	\$ 1,400,187.80	\$ 1,403,240.86	\$ 1,406,293.92	\$ 1,409,346.98	\$ 1,412,399.04	\$ 1,415,451.10

Supervisor's Monthly Financial Report

Code	Fund	Revenue	Expenses	Difference
A	GENERAL	\$ 51,200.11	\$ 222,921.35	\$ (171,721.24)
CD	CDG PVILLE WATER	\$ -	\$ -	\$ -
DA	HIGHWAY	\$ 240.00	\$ 114,682.34	\$ (114,442.34)
L	LIBRARY	\$ -	\$ 8,621.09	\$ (8,621.09)
SP	LOON LAKE PD	\$ -	\$ 33,318.47	\$ (33,318.47)
PN	CEMETERY	\$ -	\$ -	\$ -
SW1	CTOWN WATER	\$ 8,696.62	\$ 7,273.38	\$ 1,423.24
SW2	PVILLE WATER	\$ 3,128.41	\$ 10,650.85	\$ (7,522.44)
SK	SCHROON LAKE PD	\$ -	\$ -	\$ -
TR	TRUST & AGENCY	\$ -	\$ -	\$ -
SP1	RIVERSIDE PD	\$ -	\$ -	\$ -
SP2	NORTH CREEK FD	\$ -	\$ -	\$ -
SM	EMS FUND	\$ -	\$ -	\$ -
SP1	FLAPCD FUND	\$ -	\$ -	\$ -
TOTAL		\$ 63,265.14	\$ 397,467.48	\$ (334,202.34)

Revenues and Expenses for August 2023

Privilege of the Floor:
Supervisor Leggett opened Privilege of the Floor at 7:20 pm

Supervisor Leggett asked if anyone from the public wished to speak. If anyone on Zoom wished to speak. Hearing none, Supervisor Leggett asked Kevin Feldt to come up.

Kevin Feldt, Chief of the Riverside Volunteer Fire Department, has 34 years in fire service with three different departments, assistant chief or chief for five (5) years. He has over 500 hours of State Fire Training, which does not include his EMS training. He is not a State instructor but is a certified National Fire Instructor. Riverside has made a difference in the last summer with a few of the structure fires with Riverside's equipment. Kevin likes to think of Riverside as an extension of Chestertown Fire Department. Membership has dropped; however, they have more members than 15 years ago. The members they have now are very well trained and recently they have picked up a couple young members, so the average age went from 58 three (3) years ago to 50.

Kevin Feldt said that Riverside currently receives \$10,000 from the Town of Chester and they are requesting an increase to \$25,000. Supervisor Leggett asked how long Riverside has been receiving \$10,000. Kevin replied since 2019. They received \$7,000 prior. In 2019 they went to automatic mutual aid with Chestertown, so they worked out an extra \$3,000. Kevin said that the increase of \$15,000 will cover 2 new SCBA (self-contained breathing apparatus) packs. Councilperson Aiken asked what kind of packs they are. Kevin commented that Pottersville and Chestertown both use MSA so they would also purchase MSA brand so they can interchange bottles.

Supervisor Leggett asked if they were 24 hours 7 days a week. Kevin said they are strictly volunteer, since he has been Chief, they have not missed a call or mutual aid except when they had a truck down.

Councilperson Turcotte asked if the SCBA packs have a shelf life. Kevin thinks it is twenty (20) years.

Kevin Feldt commented that some people may ask "Why do we need Riverside Fire Department? Why not just have Chestertown take it?" There is something out there called an ISO (Insurance Service Office). Insurance Companies use this for the distance between your house and your fire department. Riverside ISO rating is 9 (nine). ISO ratings are from 1 (one) to 10 (ten). 1 (one) being the best and 10 (ten) being the worst. Chestertown is 9 (nine). Jenna Cooper commented that Chestertown is 6 (six), Pottersville is a 6N, and Brant Lake is anywhere between 7 (seven) and 9 (nine) and the farthest reaches are 10 (ten). Kevin said that it depend on how far you are from the fire department. Jenna Cooper said Warrensburg is a 4 (four). Kevin asked if Jenna knew when the last change was. Jenna Cooper thought that it was last year that the ratings were updated. Kevin apologized to the Board and commented that if you have a 10 (ten) you are probably not getting insurance, so without Riverside there the ISO in some of the area would be possibly a 10 (ten). Jenna Cooper said that Kevin is correct.

Kevin Feldt said that for the first-time last year, Riverside Fire participated in fire prevention week at North Warren Central School. They have a new truck coming in the next couple of weeks.

Councilperson DuRose asked if Riverside could get to properties faster on Vanderwalker Road than Pottersville. Kevin Feldt replied that right now Pottersville 24 hours a day, automatic mutual aid with Chestertown. Councilperson DuRose commented that Riverside is not there 24/7, they are responding 24/7. Kevin replied yes. Kevin commented that there are 4 (four)

chiefs that get along better than before; Pottersville, Chestertown, Horicon, and Riverside. They correspond weekly.

Supervisor Leggett asked how many members they currently have. Kevin said they have 17 members, 14 are currently active.

Supervisor Leggett asked if there were any more questions for the Chief.

Chief Feldt thanked the Board for their time.

Old Business:

Supervisor Leggett **opened** Old Business at 7:37 pm.

RESOLUTION NO. 137 OF 2023: ACCEPT THE MINUTES FROM THE AUGUST 8, 2023 REGULAR TOWN BOARD MEETING AND AUGUST 23, 2023 SPECIAL JOINT TOWN BOARD MEETING

RESOLVED, to accept the minutes from the August 8, 2023 Regular Town Board Meeting and August 23, 2023 Special Joint Town Board Meeting as presented.

On a motion by Councilperson DuRose, seconded by Councilperson Aiken, Resolution No. 137 of 2023 was **ADOPTED**.

AYE 5 NO 0

Highway Garage:

Supervisor Leggett said that he would work on the tasks and duties for the clerk of the works for the highway garage.

Councilperson Turcotte suggested adding in an approximate time frame and time commitment, so they know how many weeks we expect until completion.

RESOLUTION NO. 138 OF 2023: AUTHORIZES THE TOWN CLERK TO ADVERTISE A REQUEST FOR PROPOSALS FROM QUALIFIED CANDIDATES FOR THE CLERK OF THE WORKS POSITION

WHEREAS, THE Town of Chester is building a new Highway Garage and,

WHEREAS, an Engineering and Design firm has been contracted to create plans, help with construction administration, and bidding, and

WHEREAS, a Clerk of the Works is needed to assist with day-to-day construction oversight and assistance,

BE IT RESOLVED, the Town Board authorizes the Town Clerk to advertise a Request for Proposals from qualified candidates for the Clerk of the Works position, and

BE IT FURTHER RESOLVED, that all proposals be submitted to the Town Clerk by 3 PM on Tuesday October 3, 2023, whereafter the Town Board will review all proposals in time for action on accepting a proposal at the regular town Board meeting on October 10, 2023.

On a motion by Councilperson Turcotte, seconded by Councilperson Aiken, Resolution No. 138 of 2023 was **ADOPTED**.

AYE 5 NO 0

North Creek Fire District / North Creek Fire Protection District:

Supervisor Leggett said that we had our meeting and combined the District. When it was sent to the County there was a question from the Real Property Tax Director on the effective date. The Attorney for the Town said they are looking into it and commented that it may be a situation where legal requirements and practical requirements are running up against each other.

Grant Updates:

Supervisor Leggett said that he has no updates at this time:

- Loon Lake Dam Grant and Rehabilitation Project
- Chestertown Water District Grant Application
- Environmental Protection Fund Grant Program for Parks, Recreation and Historic Preservation CFA (Consolidated Funding Application) Application #129230

Zoning Enforcement:

Supervisor Leggett said we have already cleaned up one (1) property and have more ready to go.

Councilperson DuRose asked about adding the cost to the tax bill to get our money if it goes to tax sale. Supervisor Leggett said that we passed a resolution last month authorizing to have it added to the tax bill. At the auction bidders will be advised that come January 1st they will not just have the regular tax bill, but an additional balance for cleanup as well.

Municipal Center

Supervisor Leggett said that Small Tales does not have their license from the State yet.

New Business:

Supervisor Leggett started New Business at 7:45 pm.

Septic Variance Application #SV2023-02 Lakeside at Loon Lake Ent., LLC:

Bret Winchip said that the applicant had a structure fire. Each cabin had a wastewater system of their own. The applicant is going to upgrade the whole system. The APA checked for wetlands and determined them to be non-jurisdictional. The Department of Health has reviewed everything, and he is waiting for a reply. They put in a membrane between the beds and the top of the bank. They are also moving the waterlines out front.

Councilperson Turcotte asked if the design flow could be reduced. Bret Winchip said that there are laundry facilities in one cabin, and it does not affect the size of the tanks. Walter Robak commented that it is a business and on turnover days there is a lot of laundry. Councilperson Turcotte asked if there was an onsite laundry facility. Walter Robak said there is laundry in the house.

RESOLUTION NO. 139 OF 2023: DEEM SEPTIC VARIANCE APPLICATION #SV2023-02 FOR LAKESIDE AT LOON LAKE ENT., LLC (MICHAEL TEMPS) FOR PROPERTY LOCATED AT 5420 STATE ROUTE 8, CHESTERTOWN TO BE COMPLETE AND SET A PUBLIC HEARING FOR OCTOBER 10, 2023 AT 7 PM

WHEREAS, Bret Winchip, Winchip Engineering has submitted a Septic Variance Application #SV2023-02 for Lakeside at Loon Lake Ent., LLC (Michael Temps) for property located at 5420 State Route 8, Chestertown, New York, identified by Tax Map #: 103.-1-19; 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 #SV2023-02 for Lakeside at Loon Lake Ent., LLC (Michael Temps) for property located at 5420 State Route 8, 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 #SV2023-02 on Tuesday, October 10, 2023 at 7 pm at a Regular Town Board Meeting and directs the Town Clerk to publish the notice the public hearing in the Post Star newspaper.

On a motion by Councilperson DuRose, seconded by Councilperson Packer, Resolution No. 139 of 2023 was **ADOPTED**.

AYE 5 NO 0

2024 Budget:

Supervisor Leggett commented that we only have \$30,000 more than last year to work with.

RESOLUTION NO. 140 OF 2023: SCHEDULE A BUDGET WORKSHOP MEETING FOR TUESDAY, SEPTEMBER 26, 2023 AT 4:30 PM

WHEREAS, the Budget Officer would like to meet with the Town Board before he submits the tentative budget,

BE IT RESOLVED, that the Town Board schedules a budget workshop meeting for Tuesday, September 26, 2023.

RESOLUTION NO. 141 OF 2023: SCHEDULE A SPECIAL TOWN BOARD MEETING FOR TUESDAY, OCTOBER 3, 2023 AT 4:30 PM AT THE TOWN OF CHESTER MUNICIPAL CENTER FOR PRESENTATION OF THE TENTATIVE BUDGET

WHEREAS, the Budget Officer is to file a Tentative Budget with the Town Clerk no later than September 30th and the Town Clerk is to present the Tentative Budget to the Town Board on or before October 5th,

BE IT RESOLVED, the Town Board schedules a Special Town Board Meeting for Tuesday, October 3rd at 4:30 pm at the Town of Chester Municipal Center for presentation of the Tentative Budget to Town Board.

RESOLUTION NO. 142 OF 2023: SET OCTOBER 10, 2023 AT 7:00 PM AS DATE FOR PUBLIC HEARING FOR PROPOSED LOCAL LAW TO OVERRIDE TAX LEVY LIMIT

RESOLVED, the Town Board authorizes the Town Clerk to advertise October 10, 2023 at 7 pm for a public hearing for the proposed Local Law to Override Tax Levy Limit.

On a motion by Councilperson DuRose, seconded by Councilperson Turcotte, Resolution No. 140 of 2023 through Resolution No. 142 of 2023 were **ADOPTED**.

AYE 5 NO 0

225th Anniversary of the Town of Chester:

Supervisor Leggett commented that the Historical Society is looking to have an event for the 225th Anniversary.

Councilperson DuRose said that after talking with Bernie McCann they would like to have it on the 6th of July and said that Paul Gregory is going to check with the Board of the Methodist Church to see if they would like to move up the Strawberry Festival to the Saturday that the fireworks are. Paul Gregory said that he went to the Tri-Lakes Meeting, and they felt that there are not enough volunteers, the same people are in multiple organizations. Jenna Cooper suggested speaking with the school.

Alternate Energy Supply Vendors:

Supervisor Leggett said that there are vendors that supply electric, the Town has some accounts that are on demand, and some are straight billing. National Grid bills fluctuate, and this would give us a set bill every month with a contract. The County contracts and he will ask them about it.

Abstract and Amendments:

RESOLUTION NO. 143 OF 2023: ACCEPT ABSTRACT OF AUDITED VOUCHERS AND AUTHORIZES BUDGET AMENDMENTS AND AUTHORIZES PAYMENT

WHEREAS, the vouchers for Abstract No. 9 of 2023 have been reviewed by the Town Board, and

WHEREAS, the Supervisor and the Bookkeeper have presented the following 2023 budget amendments,

BE IT RESOLVED, the Town Board authorizes the 2023 budget amendments, accepts Abstract of Audited Vouchers, and authorizes payment as presented.

BUDGET AMENDMENTS - SEPTEMBER 2023 TOWN BOARD MEETING

CODE	Budget Adjustment - INCREASE Revenue Acct	AMOUNT		CODE	Budget Adjustment - INCREASE Expenditure from List	AMOUNT
L2701	Refund Prior Year Expenses	450.00		L7410.429	Programs	450.00
A2610	Fines & Forf. Bail	3,000.00		A1110.4	Court- Contractual	3,000.00
A2705G	Generous Acts Grant	5,000.00		1620.2	Capital Outlay/Construc	5,000.00
A2705G	Gifts & Donations	1,000.00		A3120.41	Police-Lake Constable	1,000.00

CODE	Budget Adjustment - DECREASE an Expenditure Acct	AMOUNT		CODE	Budget Adjustment INCREASE Expenditure from list	AMOUNT
L7410.410	Books	250.00		L7410.429	Programs	250.00
L7410.410	Books	350.00		L7410.2	Equipment	350.00
A1990.4	Contingent	2,020.00		A3120.41	Police-Lake Constable	2,020.00

A4560.1	HHHN Maintenance	700.00		A8810.1	Cemeteries - personnel	700.00
A8810.4	Cemeteries - Contractual	300.00		A8810.1	Cemeteries - personnel	300.00
A7110.12	PS - Boat Washing Station	985.00		A8810.1	Cemeteries - personnel	985.00
	Fund Balance	1,500.00		A4020.1	Vital Stats	1,500.00
		17,000.00		A5132.21	Garage - Capital Outlay	17,000.00
		2,000.00		A6410.41	Tourism Promotion	2,000.00
		5,700.00		SW2-8320.2	Source/Supply - Equipment	5,700.00

No. 9 of 2023	
General A	\$116,925.22
Highway DA	\$151,706.84
Library L	\$2,850.25
Loon Lake Park District SP	\$12,290.49
Chestertown Water SW1	\$3,978.67
Pottersville Water SW2	\$2,963.86
Other TA	\$3,982.54
Total	\$294,697.87

On a motion by Councilperson Packer, seconded by Councilperson Aiken, Resolution No. 143 of 2023 was **ADOPTED**.

AYE 5 NO 0

On a motion by Councilperson DuRose, seconded by Councilperson Aiken, the Board **entered executive session** at 8:18 pm to discuss the possible acquisition, sale, or lease of real property. Deputy Supervisor Eagan was asked to stay.

AYE 5 NO 0

On a motion by Councilperson DuRose, seconded by Councilperson Packer, the Board **exited executive session** at 9:14 pm.

AYE 5 NO 0

No action taken.

On a motion by Councilperson Aiken, seconded by Councilperson Packer, the meeting adjourned at 9:14 pm.

AYE 5 NO 0

Respectfully submitted,

Town Clerk

DRAFT