



Town Board

Organizational and Regular Meeting

January 9, 2024

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 John Maday – Present
Deputy Supervisor Karen DuRose – Present
Councilman Chris Aiken – Absent
Councilperson Jenna Cooper – Present
Councilman Larry Turcotte – Present
Attorney for the Town, Mark Schachner – Present via Zoom
Attorney for the Town, Mary Kissane – Present via Zoom
Town Clerk, Mindy Conway – Present

Organizational Meeting:

Supervisor Maday **opened** the Organizational Town Board Meeting at 7:00 pm with Councilperson Cooper leading the Pledge of Allegiance.

The Town Clerk noted that the miles rate increased from last year and election day will no longer be considered a holiday.

Supervisor Maday said that the rate for Board of Assessment Review was changed to per day because of the reveal there may be more than one day.

RESOLUTION NO. 1 OF 2024: 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 2024: DESIGNATE OFFICIAL DEPOSITORIES

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

RESOLUTION NO. 3 OF 2024: DESIGNATE OFFICIAL NEWSPAPERS

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

RESOLUTION NO. 4 OF 2024: SET MILEAGE ALLOWANCE RATE

RESOLVED, that the mileage allowance rate shall be the rate set by the IRS set at \$0.685 per mile when personal vehicles are used by Town Employees for official business.

RESOLUTION NO. 5 OF 2024: SET RETURNED CHECK CHARGE

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

RESOLUTION NO. 6 OF 2024: 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 2024: 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 2024: 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 2024: 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 2024: 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 2024.

RESOLUTION NO. 11 OF 2024: APPROVE SCHEDULE OF APPOINTMENTS AND VARIOUS RATES OF PAY

RESOLVED, to accept the 2024 Schedule of Appointments and Various Rates of Pay as presented in the attached document titled "Schedule A: 2024 Schedule of Appointments and Various Rates of Pay".

SCHEDULE A: 2024 ANNUAL SALARIES - ELECTED OFFICIALS		
TITLE	NAME	2024
Town Supervisor	John Maday	\$42,640.00
Town Clerk	Mindy Conway	\$53,560.00
Town Councilperson	Jenna Cooper	\$7,861.00
Town Councilman	Larry Turcotte	\$7,861.00
Town Councilman	Christopher Aiken	\$7,861.00
Town Councilwoman	Karen DuRose	\$7,861.00
Town Highway Superintendent	Jason Monroe	\$68,516.00
Town Justice	James McDermott	\$35,638.00

SCHEDULE A: 2024 SCHEDULE OF APPOINTMENTS AND VARIOUS RATES OF PAY		
TITLE		2024
Animal Control Officer	Florence Converse	\$9,060.00
Assessor	Greg Klingler	\$42,775.00
Audit Committee	Karen DuRose Jenna Cooper	\$375 each
Board of Assessment Review	Chairman	\$180 each / \$240 chair per day
Budget Officer	Supervisor	\$1,900.00
Communications Director	Jack Bartlett	\$1,900.00
Deputy Supervisor	Karen DuRose	\$600.00
Deputy Town Clerk	Florence Converse	\$19/ hr
Director of Youth	Katelyn Hill	\$2,700.00
Engineer for the Town	<i>Cedarwood Engineering</i>	Rates by position
Health Officer	Dr Rugge	\$950.00
Historian	Donna Lagoy	\$5,000.00
Legal Counsel for the Town	Miller, Mannix & Schachner	Rates by position
North Warren EMS Liaison	Derrick Helms	None
Planning Board Chair & Members	Paul Little, Chairman	\$300/ yr & \$35 ea / meeting
Registrar Vital Statistics	Mindy Conway	per document
Registrar Vital Statistics, Deputy	Florence Converse	per document
Sexton	Greg Bolton	\$975.00
Unsafe Building Inspector		\$100/inspection
Website Maintenance	Jeremy Little	\$1,300.00
Water Superintendent	Jason Monroe	\$19,540.00
Water Superintendent, Deputy	Jeffery Schaefer	\$9,012.00
Water Weekend	Jason &/or Jeff	\$80/day
ZBA Chair & Members	Barbara Kearney, Chair	\$300/ yr & \$35 ea / meeting
Zoning Admin & Sanitary Code Enf.	Jeremy Little	\$26.25
AOT NYS & AATV Alt. Delegate	Karen Durose	None
AOT NYS & AATV Delegate	Supervisor	None

SCHEDULE A: 2024 SCHEDULE OF HOURLY RATES - EMPLOYEES		
TITLE		2024
Assessors Clerk		\$25.75
Boat Wash Attendants		\$17.50
Bookkeeper		\$25.75
Backup Bookkeeper (aka Accnt Clerk)		\$22.50

Chester Challenge Trail Coordinator		\$20.00
Confidential Secretary		\$25.00
Constable / Lake Safety Officer		\$18.00
Court Clerk		\$21.60
Court Officer		\$20.00
Cleaner		\$17.50
Data Collector		\$25.00
Dynamite Hill Labor		\$17.50
Enforcement Officer		\$25.75
Food Pantry Worker		\$16.50
Laborer, Part Time		\$15.00
Library Aide		\$15.30
Library Technician		\$21.38
Library Technician, Ass't		\$16.28
Lifeguards		\$16.50
Museum Director		
Parks & Rec Seasonal		\$17.50
Recreation Assistants		\$15.00
Recycling Attendant, Part time		\$17.50
ZBA & Planning Board Secretary		\$17.50
Zoning Assistant		\$22.00

RESOLUTION NO. 12 OF 2024: DESIGNATE OFFICIAL TOWN HOLIDAYS

RESOLVED, that Official Town Holidays will be observed as presented in the attached document titled “Schedule B: 2024 Official Town Holidays”.

Schedule B: 2024 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
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 2024: 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: 2024 Town Board Committee List	
Committees	Lead Member
<ol style="list-style-type: none"> 1. Library 2. Historian/Historical Society 3. Audit 4. EMS 5. Fire Districts 	Jenna Cooper
<ol style="list-style-type: none"> 1. Court 2. Youth Programs 3. Senior Services 4. Food Pantry 5. Audit 	Karen DuRose
<ol style="list-style-type: none"> 1. Assessor 2. Town Clerk 3. Parks & Recreation (Transfer Station/Cemeteries/Dynamite Hill/Parks & Playground/Sidewalks/Chester Challenge/Beach) 4. Buildings & Grounds (Municipal Center/Health Center/Streetlights) 5. Economic Opportunity & Development (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/Friends Lake Park District 5. Environmental Quality (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 Lead Board Member is encouraged to attend meetings of any department or agency in their list and act as 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 Councilwoman DuRose, seconded by Councilperson Cooper, Resolutions No. 1 of 2024 through Resolution No. 13 of 2024 were **ADOPTED**.

AYE 4 NO 0

Supervisor Maday **closed** the Organizational Meeting at 7:05 pm.

Regular Meeting:

Supervisor Maday **opened** the Regular Meeting at 7:05 pm.

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

- Abstract No. 1
- Town Board Minutes for the Regular Meeting December 12, 2023 and Special Meeting December 29, 2023
- Zoning Administrator's Activity Report for December 2023
- Zoning Office Yearly Report for 2023
- Planning Board Minutes for December 18, 2023
- Assessors Report for January 2024
- Town Clerk Monthly Report for December 2023
- Town Clerk Annual Report for 2023
- Town Court Report dated January 1, 2024
- Youth Commission Report for December 2023
- Communications Report for January 2024
- Senior Adult Community Center Annual Report for 2023
- Woofstock Flyer
- Copy of NY Highway Law Article 11 Section 315

Privilege of the Floor:

Supervisor Maday **opened** Privilege of the Floor at 7:06 pm.

John Nick from East Shore Drive discussed with the Board the issue of highway taxes on private roads. East Shore Drive is a private road, and it is his understanding that there are 117 private roads in the Town of Chester. A private road is two (2) residences or more that are on a road that is deemed a private road. He has a little bit of an issue with the term "private road", they are privately maintained, but the public uses them at will. Of the managers of those roads, presidents or road captains of the road, he has spoken to six (6) or eight (8) of them about the issue. About four (4) or five (5) years ago he spoke to the Town and looked up State requirements because they do a lot of maintenance on East Shore Drive. They pay for all the maintenance, including replacing culverts, plowing, grading, adding material, and cutting trees down that are encroaching the road. They have had the fire department and EMS complain about branches coming in. The road is narrow and that is why it will never be a public road. So that is a problem, and our costs keep going up and they don't get any services from the town. It is his understanding that NYS Law mandates that town personnel and equipment are not allowed to do any work on a private road. John Nick looked at last year's budget, the town had to raise in taxes \$1,053,500 and of that the highway department is \$986,000. That is a major portion. The special districts are a separate entity. The highway department in his opinion does a great job, so don't think he is going in that direction. His problem is that by NYS Law none of the private

roads are allowed to get highway department services. Looking at NYS Highway Laws Article 11 Section 315:

“Credit on private road. Any person living upon a private road may be credited on account of his highway taxes in any year an amount equal to the value of the work which the town superintendent may deem necessary to be done in such year upon such road. The town superintendent shall issue to him a statement containing the name of the person, the location of the road, the amount of work so deemed necessary to be done, and the value thereof. Such statement shall be presented to the town board at its annual meeting for the audit of town accounts, and if approved by such board, and such work shall have been done, an order shall be issued directing the supervisor to pay the sum specified in such statement to the person therein named, or his assignee, out of moneys in the hands of the supervisor available for highway purposes. The amount so paid in any year shall not exceed the amount payable by the person named in such statement on account of moneys levied in such town for the repair and improvement of highways as provided in this chapter. This section shall not apply to private roads or rights of way over lands of the owner thereof used by him for his own convenience.”

The towns have the option to have the highway superintendents look at road. John Nick spoke to Jason Monroe, our Highway Superintendent, about how much it would cost for the Town to maintain East Shore Drive and he was able to come up with a quick budget. According to this Law, the towns could credit the residences for the amount that it costs to maintain a private road. He certainly does not know all the private road, but there are roughly 450 residences.

Supervisor Maday commented that a lot of thought would need to go into it and at the forum that was a question and he made his point about it. It is hard when some people live on a private road and don't want other people on it. When you have multiple houses on a road it becomes difficult.

Rich McCrum commented that these are private roads but are not, these are all public roads, these are roads that are not maintained by the town or county, they are privately maintained. For Clarkson Road there is no entity that is being taxed for that road. His issue is that it is a public access road, we want EMS to come down the road, we want the fire trucks to come down, but we just get no public assistance maintaining it. That is the difference. It is not an argument, it is just a matter of fairness. 90% of our Town taxes go to road maintenance, road preparation and we get a lot of benefit, but we are not getting anything on those roads even though you can come visit.

Councilman Turcotte asked Mark Schachner, Attorney for the Town, if he knew of any legal restrictions for the use of sales tax revenue that we get from the county. Mark Schachner said that he thinks there are a bunch of restrictions for the use of the sales tax money they get from the county and they can look into that and they can also look into what ever highway provision John Nick is talking about.

Councilperson Cooper asked how many of the 117 roads were single family homes and functioned as a driveway. John Nick replied none of them, of the 117 roads there are two (2) residences or more. Supervisor Maday said that there has to be more than one residence to fit into this.

John Nick said that he is looking at this as what is right or wrong. He is paying taxes on something that he is legally not allowed to have taken care of by the municipality and if something is going to be done then the town is going to have to look at how this is going to impact the budget and some how the cost per thousand is going to have to be changed. He is not looking to not pay anything, he only wants to pay what he is getting services for. John Nick said that he looked up to see if they could go on a private road to assist if someone was handicap and the Controller's Office said no, you are not allowed to go on a private road. The cost to maintain East Shore Drive is about \$11,000 a year for the 41 residences. They are very fortunate that everyone but one pays. If they have an association they can hold the residents accountable if they don't pay, but not every private road has an association. John Nick said that it took him months to find this and it says the town board may.

Councilperson Cooper asked John Nick for the purchase of the material for the road what is the rough cost. Rich McCrum said for Clarkson there are 46 residences, and it is \$350 for plowing every year and \$150-\$200 for road maintenance every year per household. Mark Schachner asked who collected that money and who it is paid to. Rich McCrum said that unfortunately he does, they do not have an association. Every January he sends out a letter to every resident and he begs for that money. Right now, he has about a 92% to 93% rate of acceptance. He has no way to make you pay but tell them they use the road. John Nick said for East Shore Drive, Donnie Lambert does the summer work bringing in material and grading during the spring and fall, replacing the culvert here and there, and Daren Harvey does the snow. Their average cost over the last five (5) years is \$11,000 to \$12,000 per year and that is split up between 41 residences and there is only one (1) person that does not pay. Rich McCrum said the plowing for Clarkson is split up between the full-time residents.

Mark Schachner asked if the \$11,000 was the amount contributed to the road taxing fund proportionately spread over the homeowners. John Nick said that it was \$11,000 per year that East Shore Drive spends on summer maintenance and winter snow plowing. Jason Monroe, Highway Superintendent thought \$15,000, maybe \$20,000 it would cost the town to maintain. Mark Schachner said they will review the Law. John Nick said that he only wants to pay for what he is receiving.

Supervisor Maday **closed** Privilege of the Floor at 7:32 pm.

Old Business:

Supervisor Maday **opened** Old Business at 7:32 pm.

Supervisor Maday asked Mark Schachner about abstaining from the vote. Mark Schachner said that there is no requirement to approve town board meeting minutes, but you do not have to abstain, you can still vote even though you were not town board members, if you have now reviewed the minutes and you are ok with them.

RESOLUTION NO. 14 OF 2024: ACCEPT THE MINUTES FROM THE DECEMBER 12, 2023 REGULAR TOWN BOARD MEETING AND DECEMBER 29, 2023 SPECIAL TOWN BOARD MEETING

RESOLVED, to accept the minutes from the December 13, 2023 Regular Town Board Meeting and December 29, 2023 Special Town Board Meeting as presented.

On a motion by Councilman Turcotte, seconded by Councilwoman DuRose, Resolution No. 14 of 2024 was **ADOPTED**.

AYE 4 NO 0

Highway Garage:

Councilman Turcotte said that he talked to the design engineer, he will be contacting the geotech engineer to get new core samples and the surveyor, because potentially we will need to remove part of the road due to the flood zone, and he is to see where we are with the bond counsel. We need to update him on the bond counsel. Councilman Turcotte needs to know from the Board if they would like to add sprinklers, the design engineer will be getting a cost, it is not required by code, but should we get it anyway. He would like to hear from the Board in the next week or two if they think we should get a sprinkler. Councilwoman DuRose asked if they planned on doing sprinklers in the mechanic's bay. Councilman Turcotte said that there are no sprinklers right now and the last cost proposal came in at 6.5 million with no sprinklers, they are not required, but if there is a fire and all the trucks are in the shop, then we are out all of our trucks potentially. The type of sprinklers that would be installed are intended to save not only the building but also the property in the building. John Nick asked if there was enough water capacity. Councilman Turcotte said if there was not enough water then it would be part of the design to put in holding tanks to provide the capacity.

Discussion ensued about bond council.

Councilwoman DuRose asked if they didn't install the sprinkler system during construction could they be installed later. Councilman Turcotte said no, they would not be compliant.

Councilperson Cooper asked if the design was fire resistant. Councilman Turcotte said that it meets building code.

Supervisor Maday said that it makes sense to protect what is in it.

Loon Lake Dam Grant and Rehabilitation Project:

Supervisor Maday said we have nothing to add.

John Nick asked if a bond had been approved yet. We have not had much luck receiving a grant in the last three (3) years. Bids need to go out if and if we plan to start in September, we don't have a lot of time. The Town Clerk said that the Board took action in July for the bond for the dam. Mark Schachner said borrowing the money takes a few months.

Councilman Turcotte said that we have been waiting over three years for the state to offer a grant for this and they will notify us when they are done reviewing the applications.

RESOLUTION NO. 15 OF 2024: HIRE AN EVENING CLEANER FOR THE MUNICIPAL CENTER

WHEREAS, the Town Board would like to have the building available until for use until 8 pm Monday through Thursday;

BE IT RESOLVED, the Town Board authorizes the Town Supervisor to hire an Evening Cleaner at his discretion for up to 25 hours per week.

On a motion Councilwoman DuRose, seconded by Councilperson Cooper, Resolution No. 15 of 2024 was **ADOPTED**.

AYE 4 NO 0

225th Anniversary of the Town:

Supervisor Maday said the Historical Society is working on the pictures for the display, which will be something like the Sumy Exhibit.

Intersection of Church Street and State Route 9:

Supervisor Maday said he will reach out to the County because Church Street is a county road. The visibility is poor.

Councilman Turcotte said that the way it was left last year is that Supervisor Leggett was going to write a letter to Warren County DPW but was unsure if that happened. That is all we can do, because it is not our road. Supervisor Maday said he was going to speak with Kevin Hajos, Warren County DPW.

RESOLUTION NO. 16 OF 2024: 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.

On a motion by Councilman Turcotte, seconded by Councilwoman DuRose, Resolution No. 16 of 2024 was **ADOPTED**.

AYE 4 NO 0

RESOLUTION NO. 17 OF 2024: 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.

On a motion by Councilwoman DuRose, seconded by Councilperson Cooper, Resolution No. 17 of 2024 was **ADOPTED**.

AYE 4 NO 0

RESOLUTION NO. 18 OF 2024: AUTHORIZE THE TOWN SUPERVISOR TO APPLY FOR A 60-DAY EXTENSION FOR FILING OF AUD FOR 2023

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, the Town Supervisor is authorized to request from the OSC a 60-day extension to submit the AUD for 2023.

On a motion by Councilperson Cooper, seconded by Councilwoman DuRose, Resolution No. 18 of 2024 was **ADOPTED**.

AYE 4 NO 0

RESOLUTION NO. 19 OF 2024: 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, 2024, 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.

On a motion by Councilperson Cooper, seconded by Councilman Turcotte, Resolution No. 19 of 2024 was **ADOPTED**.

AYE 4 NO 0

RESOLUTION NO. 20 OF 2024: APPOINT BARBARA KEARNEY AS ZONING BOARD OF APPEALS CHAIRPERSON

WHEREAS, the Town Board appoints annually a Chair for the Zoning Board of Appeals,

BE IT RESOLVED, the Town Board appoints Barbara Kearney as Chairperson of the Zoning Board of Appeals with a term expiring December 31, 2024, 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.

On a motion by Councilman Turcotte, seconded by Councilwoman DuRose, Resolution No. 20 of 2024 was **ADOPTED**.

AYE 4 NO 0

RESOLUTION NO. 21 OF 2024: 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, 2024, 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 Councilperson Cooper, seconded by Councilwoman DuRose, Resolution No. 21 of 2024 was **ADOPTED**.

AYE 4 NO 0

Septic Variance Application #SV2023-04 for Pontone:

Erik Sandblom from SRA was present via Zoom representing the Pontones.

Erik Sandblom said the property has a 3-bedroom single family home and the septic system is comprised of a pump station that lifts the wastewater from the house up to a septic tank and a disposal field that is underneath the driveway, which is pretty deep and inundated with roots.

The plan is to replace the septic system and the family also has in the plans to renovate the existing house and an expansion, so it would increase from a 3-bedroom to a 4-bedroom. That prompted immediately to upgrade the septic system. The only variance they are asking for is for the pumpstation, they would like to continue the separation distance that already exists. They would like to install a new one that they know is completely liquid tight.

Councilman Turcotte said that he noticed that there is no proposed well on the site, so they must draw their water from the existing wellhouse, and he believes that is a share well. Erik Sandblom said yes. Councilman Turcotte asked if that was a shallow well. Erik Sandblom said no it is a drilled well and there are three (3) wells down there. There is a pressure tank inside the well house so that the well can serve multiple properties. That well serves the Pontones and the neighbors to the north. The plan is to replace the water lines to the house to make sure they are meeting all the separation distances. The septic disposal field that they are proposing is known as the Presby System which meets the definition of an enhanced treatment unit because it does meet NSF40 treatment requirements, so it does achieve a higher level of treatment than your conventional septic system. They also did that because it does allow for a smaller footprint.

Councilman Turcotte asked how many homes are served off the community well in the well house. Erik Sandblom said two (2).

Councilman Turcotte asked if there were any existing nonconformities with the current wastewater system other than the pump station. Erik Sandblom said all of the other parts are compliant except the force main is not 10 ft.

Councilman Turcotte asked if there was a maximum grade for the Presby System. Erik Sandblom said there is not a maximum depth because it is a venting system. For this particular case we have to hold it at a certain elevation because they did encounter bedrock in their test pit.

Erik Sandblom said they expect a third-party review on this to provide comments.

Councilman Turcotte would like to send this to the town engineer. Councilwoman DuRose agreed.

RESOLUTION NO. 22 OF 2024: DEEM SEPTIC VARIANCE APPLICATION #SV2023-04 FOR JAMES & ELAINE PONTONE FOR PROPERTY LOCATED AT 111 BLYTHEWOOD ISLAND ROAD, CHESTERTOWN TO BE COMPLETE AND SET A PUBLIC HEARING FOR FEBRUARY 13, 2024 AT 7 PM

WHEREAS, Erik Sandblom from SRA Engineers has submitted a Septic Variance Application #SV2023-04 for James & Elaine Pontone for property located at 111 Blythewood Island Road, Chestertown, New York, identified by Tax Map #: 86.5-1-18; 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 #SV2023-04 for James & Elaine Pontone for property located at 111 Blythewood Island Road, Chestertown, New York to be complete; and

BE IT FURTHER RESOLVED, the Town Board refers Septic Variance Application #SV2023-04 to Cedarwood Engineering as Town Engineer for its evaluation and opinion at the expense of the applicant; and

BE IT FURTHER RESOLVED, the Town Board, acting as the Local Board of Health, sets a Public Hearing for #SV2023-04 on Tuesday, February 13, 2024 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 Councilman Turcotte, seconded by Councilwoman DuRose, Resolution No. 22 of 2024 was **ADOPTED**.

AYE 4 NO 0

RESOLUTION NO. OF 23 OF 2024: AUTHORIZES THE APPROPRIATION OF \$6,000 OF OCCUPANCY TAX FUNDS FOR AN ADIRONDACK WOOFSTOCK EVENT TO BE PAID TO TRI-LAKES BUSINESS ALLIANCE

WHEREAS, the Tri Lakes Business Alliance has filled out a request for funding for an Adirondack Woofstock event to be held June 8 and 9, 2024, and

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

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

On a motion by Councilperson Cooper, seconded by Councilman Turcotte, Resolution No. 23 of 2024 was **ADOPTED**.

AYE 4 NO 0

Credit Card Payments for Water and Taxes:

The Town Clerk said she is in the process of getting credit card payments for taxes and for the new water billing software which is nine (9) months out. Credit card payments will not be ready for this year but for 2026.

RESOLUTION NO. 24 OF 2024: AUTHORIZING THE ADOPTION OF THE 2023 WARREN COUNTY, NY HAZARD MITIGATION PLAN UPDATE

WHEREAS, the Town of Chester recognizes the threat that natural hazards pose to people and property within the Town of Chester; and

WHEREAS, the Town of Chester has prepared a multi-hazard mitigation plan, hereby known as the 2023 Warren County Hazard Mitigation Plan in accordance with the Disaster Mitigation Act of 2000; and

WHEREAS, the 2023 Warren County Hazard Mitigation Plan identifies mitigation goals and actions to reduce or eliminate long-term risk to people and property in the Town of Chester from the impacts of future hazards and disasters; and

WHEREAS, adoption by the Town of Chester demonstrates their commitment to hazard mitigation and achieving the goals outlined in the Warren County Hazard Mitigation Plan 2023 Update.

NOW THEREFORE, BE IT RESOLVED, by the Town of Chester, Warren County, New York, adopts the 2023 Warren County Hazard Mitigation Plan. This plan, approved by the community, may be edited or amended after submission for review, but will not require the

community to re-adopt any further iterations. This only applies to this specific plan and does not absolve the community from updating the plan in 5 years.

On a motion by Councilwoman DuRose, seconded by Councilperson Cooper, Resolution No. 24 of 2024 was **ADOPTED**.

AYE 4 NO 0

RESOLUTION NO. 25 OF 2024: AUTHORIZE THE SUPERVISOR TO SIGN AGREEMENT BETWEEN THE TOWN OF CHESTER AND NORTH COUNTRY MINISTRY TO ALLOW A COMMUNITY CASEWORKER TO USE SPACE WITHIN THE TOWN HALL

WHEREAS, North Country Ministry Incorporated has asked for space in the Town Hall for a caseworker to provide assistance to members of the community,

BE IT RESOLVED, the Town Board authorizes the Supervisor to sign an agreement between the Town of Chester and North Country Ministry to allow a community caseworker to use space within the town hall when in a form acceptable to the Attorney for the Town.

On a motion by Councilwoman DuRose, seconded by Councilperson Cooper, Resolution No. 25 of 2024 was **ADOPTED**.

AYE 4 NO 0

RESOLUTION NO. 26 OF 2024: REAPPOINT DERRICK HELMS AS NORTH WARREN EMS LIAISON

WHEREAS, the North Warren EMS Liaison is an annual appointment, and

WHEREAS, Derrick Helms is interested in continuing as liaison,

BE IT RESOLVED, the Town Board reappoints Derrick Helms as the North Warren EMS Liaison and directs Derrick Helms to take the oath of office with the Town Clerk within 30 days of his appointment.

On a motion by Councilman Turcotte, seconded by Councilwoman DuRose, Resolution No. 26 of 2024 was **ADOPTED**.

AYE 4 NO 0

RESOLUTION NO. 27 OF 2024: APPROVE THE ABSTRACT OF AUDITED VOUCHERS AND AUTHORIZES PAYMENT

WHEREAS, the Town Clerk has entered the vouchers and created Abstract No. 1 of 2024 of Audited Vouchers, and

WHEREAS, the Town Board has reviewed the abstract,

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

No. 1 of 2024	
General A	67,367.01
Highway DA	31,825.57
Library L	496.12
Loon Lake Park District SP	110.00
Chestertown Water SW1	5,070.36
Pottersville Water SW2	2,707.85
Other TA	155.00

Total	\$107,731.91
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On a motion by Councilman Turcotte, seconded by Councilwoman DuRose, Resolution No. 27 of 2024 was **ADOPTED**.

AYE 4 NO 0

Health Insurance:

Supervisor Maday said this discussion concerns non-union employees. The new union contract has just been passed and there was a raise in the insurance contributions. The Board needs to decide on the non-union. If they follow the same as the union, the most will be an increase of \$50 per month. If we keep up with this then there won't be a big jump.

RESOLUTION NO. 28 OF 2024: TOWN BOARD AGREES TO PROVIDE THE SAME LEVEL OF HEALTH INSURANCE BENEFITS (EXCLUDING BENEFITS FOR VISION) TO THOSE TOWN EMPLOYEES WHO ARE NOT MEMBERS OF THE BARGAINING UNIT UNTIL DECEMBER 31, 2028 FOLLOWING THE SAME INDIVIDUAL CONTRIBUTION PERCENTAGE RATES AS THE AGREEMENT WITH THE BARGAINING UNIT

WHEREAS, a Collective Bargaining Unit (hereinafter "Bargaining Unit") exists at the Town for employees who are members of such Unit; and

WHEREAS, the Town has entered into an Agreement with the Bargaining Unit regarding health insurance, and

WHEREAS, the Agreement with the Bargaining Unit does not apply to employees who are not members of the Bargaining Unit; and

WHEREAS, the Town would like to offer the same health insurance coverage included in the Agreement to those Town employees who are not members of the Bargaining Unit excluding benefits for vision; now therefore

BE IT RESOLVED, the Town Board agrees to provide the same level of health insurance benefits (excluding benefits for vision) to those Town employees who are not members of the Bargaining Unit until December 31, 2028 following the same individual contribution percentage rates as the Agreement with the Bargaining Unit.

On a motion by Councilwoman DuRose, seconded by Councilman Turcotte, Resolution No. 28 of 2024 was **ADOPTED**.

AYE 4 NO 0

Municipal Center:

Supervisor Maday asked about the Municipal Center opening at 10 am when NWSC is closed or delayed making sure people get here safely. The Town Clerk commented that usually the Building Maintenance mechanic is out shoveling, and she would hate for someone to arrive, and the building be locked.

Supervisor Maday asked if it would be posted on the website. The Town Clerk said it would be posted on Facebook.

The Board agreed to have the Municipal Center open at 10 am when North Warren Central School is delayed or closed.

Short-Term Rentals:

Supervisor Maday said there are a lot of short-term rentals that are not in compliance. After January 1st there will be an after the fact fee. The Zoning Administrator is looking to send a letter out informing applicants that they now owe \$100 more if they are still planning on moving forward.

Councilman Turcotte asked them to add something like “if you are not doing short-term rentals, please call the County and take your name off the list.”

88 Riverside Drive:

Supervisor Maday spoke with Brian Reichenbach, Attorney for the Town, and they are still waiting for a form to be sent back so they can file.

Darrowsville Cemetery:

Supervisor Maday said that we are still waiting for approval.

Priory Property:

Supervisor Maday said that we are still waiting for approval from the Attorney General.

On a motion by Councilperson Cooper, seconded by Councilwoman DuRose, the meeting adjourned at 8:33 pm.

AYE 4 NO 0

Respectfully submitted,

Town Clerk