

April 12, 2016

Minutes of the Town Board Meeting held Tuesday, April 12, 2016 at 7:00 PM, at the Keene Town Hall. The following Town Board Members were present: William B. Ferebee, Supervisor, Paul R. Martin, Robert M. Biesemeyer, Michael J. Buysse and Jerry D. Smith, Members of Council. Also present were: Derrick Martineau, Code Enforcement, Donna Austin, Rich and Janet Hall, Town Historian and Ellen Estes, Town Clerk.

The Chairman, Mr. Ferebee, called the meeting to order at 7:00 PM and invited everyone present to join in the Pledge of Allegiance.

Resolution No. 106 – 16

Mr. Martin offered a resolution and moved its adoption. Be it resolved, that the Town Board approve the Minutes of the Town Board Meetings held Tuesday, March 8th and Tuesday, March 29th, as presented. This resolution was seconded by Mr. Smith.

Roll Call Vote:

Mr. Ferebee:	Yes
Mr. Martin:	Yes
Mr. Biesemeyer:	Yes
Mr. Buysse:	Yes
Mr. Smith:	Yes

Privilege of the Floor was offered.

Donna Austin said she was pleased with the "Walton Bridge".

Mr. Ferebee said he has gotten positive feedback on this replacement and said a plaque is being made. He also said that Tom Both is working with the American Legion to hang flower baskets on that bridge.

Mr. Ferebee introduced the food pantry as the first topic of discussion.

He explained to the Board that Little Peaks has a shelving system in their classroom which is a hinged set-up on casters that can be closed to secure its contents when not in use. He said he thought this would be a good solution for the food pantry dilemma, to have 2 sets of closing shelves to place against the back wall of the kitchen room in the community center. He said these two units would provide 20 more square feet of shelving than their current location provides. He said when closed they would only take up 24 inches of space from across that room. He also said there was space for them to have their refrigerator placed next to the existing refrigerator saying everything could be secured and locked.

Everyone seemed to be in agreement that this was a good solution.

Mr. Ferebee said he has asked The Flying Hammer for an estimate on the cost of building this shelving, saying if anyone wanted to get more from someone else that would be good.

Mr. Smith also responded saying that he believes these units can be purchased already built.

The next topic discussed was location of the Assessor's Office.

Mr. Ferebee began by informing the Board that the old kitchen downstairs at the Community Center where the Assessor is currently located is in terrible shape. He said it is wet, saying moisture seeps through the walls.

He said he proposes that the garage, outside the community center, that has recently been used as a skating room in the winter, be converted into the Assessor's Office and the skating room go back into the old kitchen area.

Mr. Buysse asked if equipment was stored in that garage anymore, Mr. Ferebee said no.

Mr. Ferebee said the garage door could be replaced with 2 windows and the building would need a little extra insulation.

Everyone was in agreement and authorized Mr. Ferebee to move forward with getting a cost for this project.

Janet Hall, the Town Historian, arrived during the last discussion and Mr. Ferebee introduced her to the floor saying that following last month's meeting he had asked Janet to come before the Board to clarify any questions the Board may have. He also said that it was his intention to move forward to find her some available space for an office.

Mrs. Hall began by saying there were some issues that she would like to clarify. She gave the Board each a copy of her 2015 Annual Report (which was previously submitted and accepted by the Board in February). She said she didn't realize that she should have been present to explain her report. She said that last year she put about 797 hours of work into maintaining records and working with the public, she also said she spent about \$500 of her own money to fund subscriptions to various services and on other expenses incurred.

She gave the Board a quick course she referred to as "Archives 101" talking about the value of originals, stabilizing and housing originals properly, she said she would like a meeting with the Board to go into depth on the safety and care required for archives. She also gave the Board a 12 page presentation they could look over.

She spoke about the off-site safety and care of records and the pros and cons of being set up in an office. She said one of the cons to having a home office is that though she is covered by insurance for damage, she does not have insurance if someone got hurt on her property.

Mr. Ferebee expressed that he didn't want her taking liability risks and also did not expect her to be spending her own money on these efforts. He mentioned the concern of getting the original archives digitized.

Mrs. Hall explained that she has been very money conscious. She said it is difficult to determine percentages as to how much of the cost is for her own use or the Town's. She said she has been working on getting information onto discs that are user friendly with passwords for the public to access.

She said one of the advantages to having a public office would be that she could rotate displays for the public to view.

The Board thanked Janet for her presentation.

Donna Austin remarked that it didn't seem like Janet was aware that she will have office space at the Library. She also asked about public hours.

Mrs. Hall seemed very excited to hear there may be space coming available, she said she could definitely put hours in there.

Mr. Ferebee again thanked Janet for coming.

Mr. Ferebee gave the Board the information that Stewart's Shops had again donated \$600 from their Stewart's Holiday Match to the Keene Youth Commission.

Mr. Ferebee said he needed a resolution agreeing to a temporary easement for NYS Department of Transportation to cross a piece of Town property across Route 73 from the Mountaineer. He said this temporary easement is needed for the Johns Brook Bridge Construction and that New York State will pay the Town the sum of \$1,500.00.

Resolution No. 107 – 16

The Town Board adopted Resolution No. 107 – 16, a Resolution Ratifying an Agreement for Temporary Easement. This resolution, in its entirety, is attached to and made a part of these minutes.

Mr. Ferebee informed the Town Board that following up on the copier purchase requested by the Keene Library, a resolution is needed to amend the 2016 budget to allow payment to be made from the Betty Little Grant that was received last year.

Resolution No. 108 – 16

The Town Board adopted Resolution No. 108 – 16, a Resolution to Amend the 2016 Budget. This resolution, in its entirety, is attached to and made a part of these minutes.

Resolution No. 109 – 16

Mr. Martin offered a resolution and moved its adoption. Be it resolved, that at the request of the Keene Valley Library Association, permission be given for their use of Marcy Field on Sunday, August 14th to hold a Fund Raising Event. This resolution was seconded by Mr. Biesemeyer.

Roll Call Vote:

Mr. Ferebee: Yes
Mr. Martin: Yes
Mr. Biesemeyer: Yes
Mr. Buysse: Yes
Mr. Smith: Yes

Resolution No. 110 – 16

Mr. Biesemeyer offered a motion and moved its adoption. Be it resolved, that at the request of Gary Manley, Highway Superintendent, the Town Board accept the truck bids as opened on April 8th, with no award being made. This resolution was seconded by Mr. Buysse.

Roll Call Vote:

Mr. Ferebee: Yes
Mr. Martin: Yes
Mr. Biesemeyer: Yes
Mr. Buysse: Yes
Mr. Smith: Yes

Mr. Ferebee shared an email received from Patrick Walsh regarding Town of Keene assessment information. He said he answered this email addressing some of the questions asked. He said the Town of Willsboro website that Mr. Walsh spoke about is really the Essex County website. Mr. Ferebee said he has not heard back from Mr. Walsh since he replied.

Resolution No. 111 – 16

Mr. Martin offered a resolution and moved its adoption. Be it resolved, that the Town Board enter into Executive Session to discuss personnel. This resolution was seconded by Mr. Smith.

Roll Call Vote:

Mr. Ferebee: Yes
Mr. Martin: Yes
Mr. Biesemeyer: Yes
Mr. Buysse: Yes
Mr. Smith: Yes

The Town Board entered into Executive Session at 7:34 PM.

Resolution No. 112 – 16

Mr. Smith offered a motion and moved its adoption. Be it resolved, that the Town Board reconvene into regular session. This resolution was seconded by Mr. Buysse.

Roll Call Vote:

Mr. Ferebee: Yes
Mr. Martin: Yes
Mr. Biesemeyer: Yes
Mr. Buysse: Yes
Mr. Smith: Yes

The Town Board reconvened into regular session at 7:56 PM.

Mr. Ferebee informed those present that in Executive Session the Board had discussed and agreed to wage increases for 3 Town employees, who have worked through their probationary periods.

Resolution No. 113 – 16

Mr. Martin offered a motion and moved its adoption. Be it resolved, that the Town Board authorize the following 3 wage increases:

Mark Rand be increased to \$14.47 per hour

Roger Preston be increased to \$15.19 per hour

Ryan Hall be increased to \$17.99 per hour

This resolution was seconded by Mr. Biesemeyer.

Roll Call Vote:

Mr. Ferebee: Yes

Mr. Martin: Yes

Mr. Biesemeyer: Yes

Mr. Buysse: Yes

Mr. Smith: Yes

Resolution No. 114 – 16

Mr. Smith offered a motion and moved its adoption. Be it resolved, that the Town Board accept the following bills for payment, including those that were prepaid. This resolution was seconded by Mr. Biesemeyer.

Roll Call Vote:

Mr. Ferebee: Yes

Mr. Martin: Yes

Mr. Biesemeyer: Yes

Mr. Buysse: Yes

Mr. Smith: Yes

Multi-Fund Vouchers Numbered 196 – 232, totaling \$28,333.93, as follows;

General Fund Bills	- \$15,444.70
Highway Fund Bills	- 11,372.83
Library Fund Bills	- 713.06
Water District # 1 Bills	- 448.63
Water District # 2 Bills	- 354.71

Resolution No. 115 – 16

Mr. Smith offered a resolution and moved its adoption. Be it resolved, that with all business having been transacted, this meeting be adjourned. This resolution was seconded by Mr. Buysse.

Roll Vote Call:

Mr. Ferebee: Yes

Mr. Martin: Yes

Mr. Biesemeyer: Yes

Mr. Buysse: Yes

Mr. Smith: Yes

The meeting was adjourned at 7:59 PM.

Ellen S. Estes, Town Clerk
April 14, 2016

William B. Ferebee, Supervisor
Paul R. Martin, Councilman
Robert M. Biesemeyer, Councilman
Michael J. Buysse, Councilman
Jerry D. Smith, Councilman

