

January 9, 2018

Minutes of the Town Board Meeting held Tuesday, January 9, 2018, at 7:00 PM, at the Keene Town Hall. The following Town Board Members were present: Joseph P. Wilson, Jr., Supervisor, Robert M. Biesemeyer, Michael J. Buysse, Jerry D. Smith and Teresa Cheetham-Palen, Members of Council. Also present were: Dick Crawford, Adirondack Farmers Market Manager, Tom McCabe (KFD), Ryan Hall, Water Superintendent, Deb Whitson, Town Attorney and Ellen S. Estes, Town Clerk.

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

Resolution No. 52 – 18

Mr. Smith offered a resolution and moved its adoption. Be it resolved, that the Town Board approve the Notes of the Bid Opening held Tuesday, December 12, 2017, the Minutes of the Town Board Meeting held Tuesday, December 12, 2017 and the Minutes of the Bi-Monthly / End of the Year Town Board Meeting held Tuesday, December 26, 2017. This resolution was seconded by Mr. Biesemeyer.

Roll Call Vote:

Mr. Wilson:	Yes
Mr. Biesemeyer:	Yes
Mr. Buysse:	Yes
Mr. Smith:	Yes
Ms. Cheetham-Palen:	Yes

Privilege of the Floor was offered to Dick Crawford, Manager of the Adirondack Farmers' Market.

Mr. Crawford introduced himself and gave the Board Members each a copy of a letter he had prepared. He said he was here tonight regarding a notice that the Town was going to place a fee on their use of Marcy Field. He said the Farmers' Market has done or offered to do everything they have been asked to do. He said they offered to rope off the runway and then came one weekend to find that the Town had done it.

There was some discussion regarding the port-a-pot with the handwashing station which he said they had to have because of the food vendors.

Mr. Crawford said he was present to ask the Town Board to reconsider this fee.

Mr. Biesemeyer asked if the new fee imposes a hardship for the vendors.

Mr. Crawford said yes; he said it'll put them in the hole, he said they lose about 8 vendors per year and fill in with new ones.

Mr. Wilson said it was his plan to charge the Farmers' Market for the 10 busy (Summer) weekends. He said that the port-a-pot with the handwashing station costs the Town \$300 per month; he went on to say that the Farmers' Market gives the Town a donation at the end of the season for \$500 saying that doesn't even pay for the port-a-pot.

A discussion regarding the toilets followed. Mr. Wilson said that the toilets need to be serviced twice a week, he said he compared the charges between Morrisonville Septic and Boyer's Septic and went with Boyer's which was less.

Mr. Crawford said that is strange because there are many times they arrive on Sunday to find no toilet tissue, he said he carries some with him in his truck.

Mr. Wilson said that is why he wants to have a Town employee there on site during events.

Mr. Biesemeyer asked what the fee will be next year; Mr. Crawford responded \$1,650.

Mr. Buysse asked how many vendors; Mr. Crawford responded saying 70.

Mr. Biesemeyer said this is a big Farmers' Market, he said he didn't realize there were that many vendors, he said he doesn't want to impose a hardship on the vendors.

Mr. Biesemeyer did the math figuring 17 weekends split by 70 vendors and said the figure being discussed was between \$1.38 to \$1.50 per vendor per weekend. He said he doesn't want to make the Farmers' Market feel that the Town doesn't want them here but he said he felt they need to work with the Town to help the Town watch that line item in their budget.

Mr. Crawford said that the Farmers' Market would put up the barrier for the runway and see that the garbage was taken out.

Mr. Wilson said he had to fight with Mr. Crawford about both those items and said he didn't take care of them; he said he is committed to the \$1,650.00.

Mr. Biesemeyer said that when you have events, there are problems. He said some of these problems could be avoided; he said it would be a shame to lose the Farmers' Market, but said he sees both points.

Mr. Wilson pointed out that the field is getting more use.

Mr. Crawford asked the Board if the second driveway at the North end of the field could be reopened, he said this would help with the congestion at the only existing driveway.

Mr. Wilson said he has spoken with someone at the Sheriff's Department that is willing to let the Town borrow their flashing sign on busy weekends. He also said he would talk to the Highway Superintendent about the second exit.

Mr. Crawford thanked the Board for allowing him to speak.

Mr. Wilson said he needed a resolution to rescind Resolution No. 246 – 17, the Resolution Approving Partial Settlement with the Adirondack Mountain Reserve. He went on to say that this resolution was not correct.

#### Resolution No. 53 – 18

Mr. Biesemeyer offered a resolution and moved its adoption. Be it resolved, that the Town Board rescind Resolution No. 246 – 17, a Resolution Approving Partial Settlement. This resolution was seconded by Mr. Smith.

Roll Call Vote:

Mr. Wilson:	Yes
Mr. Biesemeyer:	Yes
Mr. Buysse:	Abstain
Mr. Smith:	Yes
Ms. Cheetham-Palen:	Yes

#### Resolution No. 54 – 18

The Town Board adopted Resolution No. 54 – 18, an amended Resolution Approving Partial Settlement. This resolution, in its entirety, is attached to and made a part of these minutes.

Tom McCabe asked if the other parcels were close to being settled.

Mr. Biesemeyer said he thought it was okay to discuss this now and said that this resolution covers the majority of them.

The first item under new business was the Ad Valorem tax for Water District No. 1 which Tom McCabe was present to discuss.

Mr. McCabe said he understands the Water District has a bond but asked why the charges seem to vacillate.

Mr. Wilson began by saying that the yearly payment on the bond is \$44,000, he said that the Water District's budget is made up of 2 parts, the debt and the operating costs. He said that up until the present time, the Town has been mixing the rent and the ad valorem. He said that in 2019, he plans to restructure that budget to raise ad valorem to cover the debt and use water rent usage fees only for operating costs.

Mr. McCabe said he was here tonight to ask these questions because the Keene Fire Department had concerns on how to plan for these costs in their budget.

Mr. Biesemeyer said that he agreed with Mr. Wilson that the maintenance and the ad valorem tax needed to be separated.

Mr. Wilson said he also felt at that time that the District should start a capital improvement fund.

Mr. Wilson said that he has been trying to get money for the new well and to outfit the pump house at Water District #2. He said that project is going to cost somewhere around \$500,000. He said he is finding out that the project is too small to qualify for grants saying it needs to be doubled in size to qualify which also makes the Town's match larger.

Mr. Biesemeyer said not to give up saying that the Association of Towns meeting is a good place to talk to people and get ideas.

Mr. Wilson said he is looking to Betty Little for money saying he is applying for \$500,000. Mr. Wilson said he and Ryan Hall will be meeting with the County on Monday to get the application in.

Mr. Wilson said one catch with this application is having to wait a year.

The Board discussed whether the Department of Health would allow the delay and whether the District would face a shortage of water again come Summer.  
Mr. Wilson said he was willing to take the gamble.  
Mr. Wilson said he would have more news on Monday.

Mr. Wilson thanked the Board for supporting him during the Farmers' Market discussion.

An update was given regarding the Youth Commission's Board request to add 2 new 5-year term seats to their Board. The proper procedures have been carried out to add these seats and the Board is ready with their recommendation to appoint new members. The Youth Commission Board indicated they would change their By-laws to add these seats.

#### Resolution No. 54 – 18

Ms. Cheetham-Palen offered a resolution and moved its adoption. Be it resolved, that at the request of the Youth Commission Board, the Town Board approve adding 2 new seats to the Youth Commission Board, effective February 1<sup>st</sup>. This resolution was seconded by Mr. Buysse.

Roll Call Vote:

Mr. Wilson:	Yes
Mr. Biesemeyer:	Yes
Mr. Buysse:	Yes
Mr. Smith:	Yes
Ms. Cheetham-Palen:	Yes

#### Resolution No. 55 – 18

Mr. Buysse offered a resolution and moved its adoption. Be it resolved, that at the recommendation of the Youth Commission Board, Haley Morrelli and Lauren Crowl be appointed to the two new seats on that board effective February 1<sup>st</sup>. This resolution was seconded by Ms. Cheetham-Palen.

Roll Call Vote:

Mr. Wilson:	Yes
Mr. Biesemeyer:	Yes
Mr. Buysse:	Yes
Mr. Smith:	Yes
Ms. Cheetham-Palen:	Yes

A proposal was received regarding the compensation for the Deputy Highway Superintendent. This proposal was asking for the annual stipend to be increased from \$750 to \$1,200 and for mileage reimbursement at the current IRS rate if the deputy needs to drive his own vehicle for work related tasks.

Mr. Biesemeyer said he thought this was a good idea and he said it was his understanding that things are going smoothly at the department.

Mr. Smith commented that the increase is not in the budget for 2018; the Board agreed these funds could be moved from elsewhere.

#### Resolution No. 56 – 18

Mr. Biesemeyer offered a resolution and moved its adoption. Be it resolved, that the stipend for Deputy Highway Superintendent be increased to \$1,200 and mileage reimbursement be made for use of the Deputy's private vehicle. This resolution was seconded by Mr. Buysse.

Roll Call Vote:

Mr. Wilson:	Yes
Mr. Biesemeyer:	Yes
Mr. Buysse:	Yes
Mr. Smith:	Yes
Ms. Cheetham-Palen:	Yes

Mr. Wilson shared an email with the Board that he had received from Ironman Lake Placid asking the Town's permission and support for the running of the 20<sup>th</sup> Ironman Lake Placid Triathlon on Sunday, July 22, 2018 and the Ironman 70.3 Lake Placid on Sunday, September 9, 2018.

Resolution No. 57 – 18

Mr. Biesemeyer offered a resolution and moved its adoption. Be it resolved, at their request, the Town Board give permission for Ironman Lake Placid to use Highways within the Town of Keene for the Ironman Lake Placid Triathlon on Sunday, July 22, 2018 and the Ironman 70.3 Lake Placid on Sunday, September 9, 2018. This resolution was seconded by Ms. Cheetham-Palen.

Roll Call Vote:

Mr. Wilson:	Yes
Mr. Biesemeyer:	Yes
Mr. Buysse:	Yes
Mr. Smith:	Yes
Ms. Cheetham-Palen:	Yes

Mr. Wilson suggested that permission be granted for 5 years and that Ironman only be required to come back to the Town if they have a change.

Ms. Estes asked if this would do away with them filling out an application annually.

The Board seemed to agree with Mr. Wilson's suggestion.

Mr. Wilson said the next topic was a request by Ms. Cheetham-Palen to begin a review of the following Town Documents; the Employee Handbook, the Strategic Plan and the Site Plan Review Law.

Everyone seemed to agree it was time to begin a reviewing process, but not all at once.

Mr. Biesemeyer suggested beginning with the Employee Handbook; he said there are multiple items that need to be clarified.

Mr. Wilson had a proposal from PublicSector HR Consultants at a fee of \$4,000 for the development and implementation of an Employee Handbook for the Town of Keene.

He suggested moving forward to start this process; the Board seemed to agree.

Ms. Cheetham-Palen asked how the Town goes about creating a new Strategic or Master Plan.

Mr. Biesemeyer said he has a lot of the data from the previous plan that was never finished. It was agreed that Mr. Wilson, Mr. Biesemeyer and Ms. Cheetham-Palen would get together to start pulling together information for this.

Mr. Biesemeyer said he didn't feel it was as immediate to begin working on a review of the Site Plan Review Law.

Mr. Wilson said that the Supervisor's Monthly Financial Statements for October and November are being worked on and not ready yet for filing.

Mr. Biesemeyer explained that there are a couple appointments to be made for the Board of Trustees for the Keene Public Library.

He said there was an opening on the Board and 2 letters of interest had been received; he went on to say that while there was interest in serving on this Board, Genny Quinn, who has other family obligations, felt this was a good time to submit a letter of resignation from her position on the Board.

Resolution No. 58 – 18

Mr. Biesemeyer offered a resolution and moved its adoption. Be it resolved, that the Town Board accept the letter of resignation from Genny Quinn for her position on the Keene Public Library's Board of Trustees and that Betsy Scaife and Maggie Sheldon be appointed to the 2 vacancies on that Board. This resolution was seconded by Mr. Buysse.

Roll Call Vote:

Mr. Wilson:	Yes
Mr. Biesemeyer:	Yes
Mr. Buysse:	Yes
Mr. Smith:	Yes
Ms. Cheetham-Palen:	Yes

There was a brief discussion about who would replace Genny Quinn as Chairman on the Board of Trustees; it was agreed that this decision will be up to that Board.

There was a question about whether members on that Board need to live in Town; the Library By-laws will be checked to answer that question.

Resolution No. 59 – 18

Mr. Biesemeyer offered a resolution and moved its adoption. Be it resolved, that the following bills, including those that were prepaid, be accepted for payment. This resolution was seconded by Mr. Buysse:

Roll Call Vote:

Mr. Wilson:	Yes
Mr. Biesemeyer:	Yes
Mr. Buysse:	Yes
Mr. Smith:	Yes
Ms. Cheetham-Palen:	Yes

2017 Multi-Fund Vouchers Numbered 822 to 830 of 2017 and 1.1 to 12 of 2018, totaling \$20,534.35, as follows:

General Fund	- \$11,845.64
Highway Fund	- 7,562.41
Library Fund	- 67.60
Water District #1	- 457.31
Water District #2	- 601.39

2018 Multi-Fund Vouchers Numbered 13 to 44, totaling \$89,755.69, as follows:

General Fund	- \$61,715.57
Highway Fund	- 25,426.65
Library Fund	- 1,017.35
Water District #1	- 951.22
Water District #2	- 644.90

Ms. Cheetham-Palen mentioned a personal/commercial social media site on Instagram advertising as “The Official Site for Town of Keene”.

The Board discussed this issue, agreed the phrase shouldn’t be used since this is not a Town site and asked Deb Whitson to draft a letter to the owners of that site informing them it would need to be changed.

Resolution No. 60 – 18

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

Roll Call Vote:

Mr. Wilson:	Yes
Mr. Biesemeyer:	Yes
Mr. Buysse:	Yes
Mr. Smith:	Yes
Ms. Cheetham-Palen:	Yes

The meeting was adjourned at 8:23 PM.

Ellen S. Estes, Town Clerk  
January 18, 2018

Joseph P. Wilson, Jr., Supervisor  
Robert M. Biesemeyer, Councilperson  
Michael J. Buysse, Councilperson  
Jerry D. Smith, Councilperson  
Teresa Cheetham-Palen, Councilperson