

March 12, 2019

Minutes of the Town Board Meeting held Tuesday, March 12, 2019, at the Keene Town Hall, at 7:00 PM. 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: 8 Residents, Ryan Hall, Water Superintendent, Scott Smith, Highway Superintendent and Ellen 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. 86 – 19

Mr. Smith offered a resolution and moved its adoption. Be it resolved, that the Town Board approve the Minutes of the Town Board Meeting held February 12<sup>th</sup>, the notes from the Bid Opening held February 22<sup>nd</sup> and the Minutes of the Bi-Monthly Town Board Meeting held February 26<sup>th</sup>, as presented. 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

Privilege of the floor was offered; there were no questions or comments.

Mr. Wilson turned the floor over to Kaleb Cook to make a presentation.

Kaleb Cook began by saying for his Senior Project, with the help of Brian Crawl, he would like to build a new bottle house to replace the old one at the transfer station. He further explained that the idea of the Senior Legacy Project is to do something that will have an influence for years to come. He said the old bottle house is small and run down saying he had a design with three compartments for speed when sorting bottles, cans and plastics.

He said he was going to look for grants and run some ads for materials to reduce the estimated cost of \$3,936.27. He said a couple of leads he would follow was the High Peaks Education Foundation and Ward Lumber Co.

He said that since the bottle house is located on Town property, he was here to ask the Town's permission and for help with the cost left over after his fund raising.

Resolution No. 87 – 19

Mr. Biesemeyer offered a resolution and moved its adoption. Be it resolved, that since no funds have been budgeted for this project, the Town Board accept Kaleb's project and wait to see about funding until after his fundraising has been held. 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 said the next discussion that needed to be settled was in regards to the new revised Employee Handbook.

He asked the Board when they wanted to accept the new handbook and when they wanted to make it effective.

Mr. Biesemeyer said when the handbook has been printed and proofread.

Mr. Wilson suggested that he would like to see it take effect on April 1<sup>st</sup> saying he would like it in place before he makes his next hire; the Board agreed.

Resolution No. 88 – 19

Ms. Cheetham-Palen offered a resolution and moved its adoption. Be it resolved, that the Town Board adopt the new revised Employee Handbook, effective April 1, 2019. 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

Resolution No. 89 – 19

The Town Board adopted Resolution No. 89 – 19, a Resolution to “Grandfather” Certain Town of Keene Employees from Certain Provisions of Revised Employee Handbook. This resolution, in its entirety, is attached to and made a part of these minutes.

Mr. Wilson handed the floor over to Ms. Cheetham-Palen to discuss the Street Light Policy.

Ms. Cheetham-Palen asked the Board if they had all had a chance to read the draft she had prepared; they said they had.

Mr. Biesemeyer said it was very thorough.

Ms. Cheetham-Palen said she questioned whether this policy needed to mention the American Association of State Highway Transportation Officials standards; Mr. Wilson suggested disregarding it and not including that in the policy.

It sounded like Ms. Cheetham-Palen had other questions about what should be included and how specific to get, she said she would tweak the language in this policy.

She spoke about the lighting zones, “Hamlet & outside the Hamlet”; Mr. Biesemeyer said he thought zones would complicate the issue. Mr. Wilson said he thought using the Hamlet would establish a line.

Mr. Biesemeyer suggested looking into the Site Plan Review Law to see if that identifies areas.

Bunny Goodwin, who is a Member of the Clean Energy Committee, said being as specific as possible would serve as a guide for NYSEG during the street light conversion.

Mr. Wilson said he is having difficulty with communication with NYSEG; he said he got one email that said the street light conversion would be completed by the end of 2019 and then got another email that said that he had missed two meetings with “Austin” from NYSEG, which he knew nothing about. He said the good thing was he had an email address to use now.

The Board vaguely discussed the problems with street light removal.

Tom Both said a problem that has come up in the past was the removal fee being very high; he said the Town backed off while he was Supervisor because of that cost.

Mr. Wilson suggested after the Board picks out lights to remove, if the landowner wants to keep them, they can be responsible for paying a set price to keep them.

Bunny Goodwin asked if the agenda could be posted on Next Door Keene prior to meetings; Mr. Wilson will look into it.

Mr. Wilson said that he would like to see the Town revise the 2002 Town of Keene Strategic Plan. He said it was questioned whether this plan labeled draft was ever adopted.

Mr. Both said it was his recollection that it was voted on.

Mr. Biesemeyer gave the history of the Town of Keene Masterplan saying that between the years of 1986 and 1990, the Town had a committee that worked with Saratoga Associates. He said this is how the Town wound up with the Site Plan Review Law enforced today by the Planning Board.

He said a Masterplan was never adopted because they include zoning and so much of the area of the Town of Keene is already restricted by other plans that this committee was sold on the idea of the SPRL. He said this gave the Town a way of reviewing projects; though he did say that the SPRL is in need of updating, he said he was not sure that a Masterplan would stand alone.

Continued...

Mr. Both said he felt the SPRL enforces what projects can be done and the Masterplan looks at the history, looks at what we look like now and what we might look like in the future.

Ms. Cheetham-Palen questioned what the Board wants to do to be proactive.

Mr. Wilson said he agreed that the Masterplan and the SPRL should stay separate and said he proposes that it be Community run.

Mr. Biesemeyer said he thought it would behoove the Town to get a hold of Saratoga Associates.

Mr. Wilson said he would like to see the residents working together to form a steering committee consisting of Town Board Members, Planning Board Members, School Board Members and residents. He said he would like to see this began in the Spring.

Mr. Biesemeyer listed a lot of items that could be discussed, a couple of which included housing and septic.

John Hudson, who used to be the Town's Building Code Officer, said the Code Officer wouldn't have the time to oversee all the things being discussed; Mr. Biesemeyer agreed there would be problems that would need to be addressed.

Mr. Wilson said the recruitment could began saying that Larry House, a Member of the Planning Board, had agreed to be part of this committee.

The next topic discussed was the Johns Brook Bridge Replacement Project.

Mr. Wilson gave an update saying the project is moving ahead. He said Scott Smith had completed the alternate road through the Merle-Smith property last fall and said that tree cutting is being done right now.

He said the hard part of this project is going to be hikers and the hiker parking lot being closed. He said the hiker shuttle is planned to run 7 days a week, but said at this time he does not have the drivers to cover it. He said he knows that people will try to park and walk through the construction. He said he has ordered no parking signs for the Mason Young Road, Adirondack Street, Market Street and Johns Brook Lane. He said he plans to tow, tow, tow and tow. He asked the Board if they want to pass a Local Law for one year.

Mr. Biesemeyer said he knows it will be a problem but said it will be short term; he suggests moving forward without the encumbrances and suggests keeping it friendly.

Mr. Wilson said he will be meeting with various organizations involved (DEC, hiking clubs, etc.); he said he is building a webpage that can be updated daily and is working on a press release.

Ms. Cheetham-Palen suggested local businesses be notified of these changes.

Mr. Biesemeyer asks if it would be possible to have staff or volunteers to help direct parking.

Mr. Wilson said he has lots of new signs giving redirections (he also said there be signage in French), he said DEC has offered to help with transportation and said he plans to take away roadside parking during construction.

He said there is a pre-bid meeting next week.

Resolution No. 89 – 19

Mr. Biesemeyer offered a resolution and moved its adoption. Be it resolved, that the Town Board create No Parking Zones on certain parts of the Mason Young Road, Adirondack Street, Market Street and Johns Brook Lane, to be marked by signage.

This resolution was seconded by Mr. Smith.

Roll Call Vote:

Mr. Wilson: Yes

Mr. Biesemeyer: Yes

Mr. Buysse: Yes

Mr. Smith: Yes

Ms. Cheetham-Palen: Yes

There was a brief discussion regarding the Community Center Upgrades.

Mr. Wilson said that the Code Officer has broken out the projects that need to be done.

Mr. Biesemeyer said he has the information that Mr. Wilson needs for Essex County Community Resources to work up the bids; he said he will get that to him.

Mr. Wilson said he has received the Energy Audit Reports from the Clean Energy Committee. He said he has given the Board a summary that was provided by Dan Mason.

He said he would coordinate with some of the Town's employees saying that some of the items listed are routine items that will fall under Spring maintenance.

#### Resolution No. 90 – 19

Mr. Biesemeyer offered a resolution and moved its adoption. Be it resolved, that at the request of the Town of Wilmington, they be issued a Highway Permit for their annual Wilmington Whiteface 100k Mountain Bike Race on Saturday, June 1<sup>st</sup> using the Bartlett Road, Alstead Hill Road, Limekiln and Lacy Roads, Route 9N and the Styles Brook Road from 7 AM to 3 PM. Be it also resolved, to waive the fee for this not for profit event. 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. 91 – 19

Mr. Buysse offered a resolution and moved its adoption. Be it resolved, at the request of Jodi Downs, the Town Board authorize use of Marcy Field for the Annual Arts and Antiques Show on Saturday, August 24<sup>th</sup> and Sunday, August 25<sup>th</sup>. This resolution was seconded by Mr. Smith.

#### Roll Call Vote:

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

#### Resolution No. 92 – 19

Mr. Smith offered a resolution and moved its adoption. Be it resolved, that the Town Board grant permission for use of Marcy Field to Paul Smith's College on Saturday, May 4<sup>th</sup> for a Presentation of the Town of Keene Community Forest Management Plan and Community Forest Day. 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

Mr. Wilson said he had a legal issue to discuss in Executive Session.

#### Resolution No. 93 – 19

Mr. Buysse offered a resolution and moved its adoption. Be it resolved, that the Town Board enter into Executive Session to discuss a legal issue. 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

The Town Board entered Executive Session at 8:02 PM.

Resolution No. 94 – 19

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

Roll Call Vote:

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

The Town Board reconvened into regular session at 8:12 PM.

Resolution No. 95 – 19

Mr. Biesemeyer offered Resolution No. 95 – 19 and moved its adoption. Resolution No. 95 – 19, a Resolution Transferring Funds, in its entirety, has been attached to and made a part of these minutes. 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. 96 -19

Mr. Buysse offered a resolution and moved its adoption. Be it resolved, that the Town Board accept the Amended November and the December Monthly Supervisor's Financial Reports, as presented, and have them placed on file with the Town Clerk. This resolution was seconded by Mr. Smith.

Roll Call Vote:

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

Resolution No. 97 – 19

Mr. Smith offered a resolution and moved its adoption. Be it resolved, that the Town Board approve the following bills for payment, including those that were prepaid. 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

Multi-Fund Vouchers Numbered 132 to 170, totaling \$130,995.54, as follows:

General Fund Bills	- \$19,107.35
Highway Fund Bills	- 64,925.78
Library Fund Bills	- 709.54
Water District #1 Bills	- 1,444.35
Water District #2 Bills	- 39,613.38
Salt Shed Capital Fund	- 5,195.14

Resolution No. 98 – 19

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. Biesemeyer.

Roll Call Vote:

Mr. Wilson: Yes

Mr. Biesemeyer: Yes

Mr. Buysse: Yes

Mr. Smith: Yes

Ms. Cheetham-Palen: Yes

This meeting was adjourned at 8:14 PM.

Ellen S. Estes, Town Clerk  
March 15, 2019

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