

Town of Keene

Joseph P. Wilson Jr, Supervisor
Robert M. Biesemeyer, Deputy Supervisor
TOWN BOARD MEETING
April 27th
5pm
Community Center Pavilion

Board members present: Joseph P Wilson Jr., Supervisor,
Teresa Cheetham-Palen, David R. Deyo, Jennifer G Whitney.
Highway Superintendent, Scott Smith
Water Superintendent, Ryan Hall
Town Clerk, Cori-Anne Favro
Town Residents also present.

Mr. Wilson Called the meeting to order at 5:03pm.

Privilege of the Floor: None

First order of business was the representative from Access to information systems to discuss the kiosk parking system possibilities. This company is located in Troy, NY, they currently have all the parking kiosks in Lake Placid, NY which take coins, cash and cards. Jennifer Whitney Board Member met with the representative Todd today at the Garden hiking parking lot, Marcy Field lot and the transfer station. The kiosk operates on cell service and solar power. The cell service at the garden parking lot (3-4 bars verizon) at the building was good enough to run the kiosk. They also run off of ambient light solar so it would not need direct sunlight.

Mr. Deyo: What's the time frame to get this going if we are ready?

Todd: It takes about 6-8 weeks from when we get the town's credit card vendor information. The rep continued that you would need a 2x2 concrete pad or a 4 foot auger hole with concrete.

Mr. Deyo: Would this be something the highway guys could build to save on cost?

Mr. Wilson: We had a contractor that did the EV charging station pad, but we could ask the highway, Mr. Smith is not here yet.

Mr. Deyo: Okay, since we don't see any snags I think we should plan on moving ahead with the one at the garden.

Mr. Wilson: Well, we got the okay from the land owner but it still needs to be okay by the DEC.

Mr. Deyo: I thought we were all set with the landowners, why would we need DEC approval?

Mr. Wilson: Well we are down now to about feet, it may be state land, right now its a gray area and we shouldnt commit until the state okay's it.

Mr. Deyo: I don't see the difference between that and the money drop box we currently have there?

Mr. Wilson: Well our building may be illegal. I have another meeting with the DEC to get the final answer. The line is up the middle of the road.

RESOLUTION 105-21

Motion made by Mr. Deyo to place the kiosk at the Garden parking area once the placement is approved by DEC. This is a revised motion to the previous meetings motion. This was seconded by Ms. Whitney.

Roll Call Vote:

Mr. Wilson: YES

Mr. Biesemeyer: YES

Ms. Cheetham-Palen: YES

Mr. Deyo: YES

Ms. Whitney: YES

Mr. Biesemeyer: Okay so if we get the boundary lines and it's not on state land then we are moving ahead.

Mr. Wilson: DEC will get back to me by the end of the week. Also do the non solar units cost less?

Todd: No, the solar units are actually cheaper.

Ms. Whitney: Can you explain more about the options we have at the transfer station for a ticket kiosk to the rest of the board?

Todd: Yes, they are really flexible units. People could weigh their own garbage and then put that amount into the kiosk to pay, also it could have the extra fees built in for things like tires and bulk items. They could print out their ticket and pay with credit or cash. For Marcy Field you could pay by the hour, or day and have separate shuttle tickets. The installation of the machines would cost \$750.00, and there is recurring cost for the back office software that reports to the town hall, which includes the credit card processing software. This is \$50.00/mo per machine. Annual maintenance can be performed by the town or the company can come out and do that for a fee. The life expectancy is about 20 years, and the machines don't actually break, the tech becomes so outdated at that point. There are options as well to have a program for example, say for locals to get free parking they can register their license plate numbers in the system and then when they park enter that and they will get a discounted or free rate if they are signed up, which is just an idea of what the software can do. Machine could give multiple prompts. Parking, Shuttle, resident etc.

Mr. Wilson: We would not be able to give a resident discount at the garden, based on state laws.

Mr. Deyo: How much is the machine?

Todd: \$8655.00.

Mr. Deyo: Okay so starting with just one at the garden.

Mr. Biesemeyer: How long does it take once you order to have it up and working?

Todd: 6-8 weeks, once we get the credit card vendor information from you.

Ms. Whitney: Thank you Todd for coming out and presenting the information for us.

Next item of business is water billing updates:

Ms. Favro: Ryan Hall and I went to the county last week to meet with the information systems tech Lussia to discuss the Town of Keene switching to a computer generated billing system for

both water districts in Keene. In the past the bills have all been done by hand, by moving to a computer generated system it will be less hours once it gets going, more accurate and easy to build on to if needed. The system is very similar to the tax collecting software that we currently use and it's created and given to the town for no cost. Which allows the town to be more efficient and up to date without added cost. We hope to add credit card processing also in the future to allow water bills to be paid by cards in addition to cash and checks. If you give the full okay the water billing for the 2021 year will be done electronically. (Presented an example of what the water bill will look like.) Also the water billing and collection positions were tabled from the organizational meeting so we need to appoint those positions. I was thinking that Ryan (water superintendent) could be the water rent biller and the Town Clerk could be the water rent collector.

Ms. Whitney: Do we pay those positions separately?

Ms. Favro: yes, in the past the water biller and water collector were paid a flat fee, I think like \$1300 for each positional annually.

Mr. Biesemeyer: Now that they will be electronic it will be a lot less time, after the initial launch.

Ms. Favro: Yes, that is correct.

Ms. Whitney: So we will not pay additional pay to the Water Superintendent or Town Clerk for water rent billing and collection it will just be included in their job description.

RESOLUTION 106-21

Motion to appoint the water superintendent Ryan Hall as the water rent biller and the Town Clerk, Cori-Anne Favro as the water rent collector for the year of 2021 with no additional pay made by Mr. Biesemeyer, seconded by Mr. Deyo.

Roll Call Vote:

Mr. Wilson: YES

Mr. Biesemeyer: YES

Ms. Cheetham-Palen: YES

Mr. Deyo: YES

Ms. Whitney: YES

Next item of business is an update from Mr. Hall on Water District 1 tank.

Mr. Hall: We need to do something with a PH issue that is sloughing the tank, creating sand building up inside of the tank. We need to think about setting aside some money to put a sealant coat inside the tank to prevent the sloughing.

Ms. Cheetham-Palen: How much does it cost to seal it up?

Mr. Hall: I haven't called to get an exact estimate, but I am guessing about \$50,000.00

Mr. Deyo: Okay, so we need to start budgeting for this.

Next item of business was a presentation by Justice Jordan on quarter 1 of 2021.

Ms. Jordan: I emailed my report to the town board but we have been busier than ever. When a motorist gets a ticket they get a paper copy and the state police upload it into the DMV eticket system and that comes to the court. Then the person either pleads guilty and then the fines are

set. Cases started in 2021 are up 241% from 2020. That is only quarter 1 which seems to be our slowest, traffic will only increase as summer travel increases. Cases closed in 2021 were also up and what this means for the Town of Keene is that for quarter 1 the Town received \$18,562.00. That is after the state takes their portion. We as justices do not even consider the town budget when we set the fees, we just use our discretion based on the offense.

Ms. Favro: What happens to the money that comes in that is over the estimated budgeted revenue? So for the 2021 budget year the Town budgeted the revenue coming in from fines and fees to be \$25,000.00 and it's almost met in just quarter 1?

Mr. Biesemeyer: It just goes back into the general fund.

Ms. Jordan: We are also going to need to look at expanding another workstation at the court office.

Next item of Business presented by Mr. Wilson: Fire and EMS recruitment and retention.

Mr. Wilson: We have been meeting with the Keene and Keene Valley Fire departments, we would like to set up a committee using the framework like the community master planning committee to create a group to work on ideas for recruitment and retention of volunteers for the departments. A few weeks ago Teresa, Jenn and I met with the chiefs to talk about a plan. We are looking into some incentive programs that may work. We are the only department in Essex county that does not have some sort of paid members. One idea I had was giving members free dump tickets, or something like that, but there would need to be some sort of accounting system to make sure the member is putting in the time.

Mr. Biesemeyer: I spoke with Allen Cary and he mentioned giving tax breaks of \$200.00 per year to members who volunteer.

Ms. Favro: I know that in our last EMS meeting it was discussed to set up an incentive program with a points system, like points for meeting attendance, training, calls ect.

Ms. Whitney: Yes, that's called LOSAP, we discussed it.

Next item of business is Mask Wearing: CDC changes.

Mr. Wilson: Until the town approves changes we will continue to wear our mask outside, I will put this on the agenda for the next meeting.

Ms. Cheetham-Palen: I think we should place on there that guidelines could be changed at any time.

Mr. Wilson: Yes, that brings us into our next item is events and weddings on town property. We have a wedding request for 2022 and other events in 2021.

Mr. Biesemeyer: Weren't we going to set up some planning for allowing only 1 wedding per month at Marcy Field?

Mr. Deyo: I thought we were also going to discuss pricing of using the space.

Mr. Wilson: The thought of us charging and making this an event space was to make money. So we will give a blanket approval for all non-for-profits, but still some issues with wedding events on Marcy Field we need to discuss.

Mr. Deyo: I think ceremonies are one thing but when they do receptions with 100 + people and tents etc we are going to run into problems.

Mr. Biesemeyer: The point I would like to make is, are we really trying to become a wedding venue and make a business out of this? I think Marcy Field is more of a community space.

Ms.Favro: I would also like to note that for receptions the Tents will be put up on Friday and not taken down till Monday, brides have also been asking about what time music will be allowed to play till.

Mr. Wilson: Okay, so we still need to discuss the wedding events more, Dave will you put together your edits and pricing ideas for the next meeting. So we can give a blanket approval for the non-for-profits, but still issues with weddings so we will table those until the next meeting. The Holt house has a request for July 24th Drumming and Dancing from East Branch Friends of the Arts.

RESOLUTION 107-21

Motion to Approve EBFA drumming and dancing event on July 24th made by Ms. Whitney, Seconded by Ms. Cheetham-Palen.

Roll Call Vote:

Mr. Wilson:	YES
Mr. Biesemeyer:	YES
Ms.Cheetham-Palen:	YES
Mr. Deyo:	YES
Ms.Whitney:	YES

Ms. Favro: There is a note on one date that was approved at the last meeting, on 9/4/21 2 events were approved. A wedding reception and a wedding ceremony.

Mr. Wilson: Now you decide to bring this up? Why didn't you bring this to our attention in the last meeting, it would have been nice to know then.

Ms. Whitney: What time are the 2 events, could one be done in the morning?

Mr. Biesemeyer: We have to be careful approving 2 things on the same day. I did it once at the mountain house and it was not good.

Ms. Favro: I spoke with both brides and tried to work something out, but the large reception bride had her request first. I will continue to work with them to find a solution. I apologize for not noticing in the last meeting.

Ms. Cheetham-Palen: Okay, Cori will reach out to the 2 brides and work out something that works for the space.

Next item of business: The Town of Keene getting a membership with the Chamber of Commerce.

RESOLUTION 108-21

Mr. Deyo made a motion to accept the town joining the Chamber of Commerce for 1 year, this was seconded by Ms. Cheetham-Palen.

Roll Call Vote:

Mr. Wilson:	YES
Mr. Biesemeyer:	YES
Ms.Cheetham-Palen:	YES

Mr. Deyo: YES
Ms. Whitney: YES

Next item of business is the Job vacancy at the Town Hall.

Mr. Wilson: We have a vacancy for the part time clerk position at the town hall, I have received the civil service job description/ duties for that position and a list of what Kate did specifically. We will need to start a search to fill that position and we will also have another position now to fill which is Susan's position. The part time clerk position is 28 hours with no benefits.

Ms. Whitney: Do we need to fill the part time clerk position? Couldn't we just fill the Clerk to the Supervisor position and leave that position vacant?

Mr. Wilson: Now that we have a part time Town Clerk, someone needs to be there to answer the phone and sell dump tickets when the clerk is not there.

Mr. Deyo: My thought is we need to hire someone but we need to make it clear that it will be temporary because we have so many upcoming variables.

Ms. Cheetham-Palen: I think I agree, we have so many transitions and a flux. I agree with Dave and we shouldn't change the current structure we have until everything settles.

Ms. Whitney: I disagree with that.

Mr. Wilson: I think we need a 3rd person, so while the supervisors secretary is training the new hire for that the 3rd person can deal with the phone and dump tickets.

Mr. Deyo; Actually I agree with Jenn, I don't think we need 3 people.

Mr. Wilson: Okay so I will just proceed with the search of the Secretary to the Supervisor instead of filling both positions?

Ms. Cheetham-Palen: Maybe we just hire a full time position of secretary to the Supervisor and they can train and help with other duties.

Mr. Wilson: Okay, so I am leaving the part time clerk position open and hiring a full time clerk to the supervisor position instead.

Ms. Whitney: That is what I said first.

Next item of business: Youth Commission

Ms. Whitney: The Youth Commission Board wanted to inform everyone that there will be a youth basketball program here at the community center on Sundays.

Ms. Whitney: You also stated in the last meeting that there would be a meeting here on May 4th, what is that meeting going to be about?

Mr. Wilson: I'm going to back up first, I got the permit from the county for the summer youth program, and has the Youth Commission found a bus driver for the summer program?

Ms. Whitney: Yes, we did find a driver and will be finalizing the details.

Mr. Wilson: Oh, good we have not found one for the hiker shuttle yet.

Mr. Deyo: Are we currently advertising for a bus driver for the hiker shuttle?

Mr. Wilson: So the county bus system is still up in the air. I have not yet been able to recruit any drivers yet. I am nervous that a 6 passenger van with covid may be problematic. I think we may have to do what we did last year and not run the shuttle. I don't think a long shuttle line is going to work, people will not be happy to stand in line for hours.

Mr. Biesemeyer: I think you should atleast get something started for a shuttle system.

Mr. Wilson: I think doing something, just to do something is a waste.

Ms. Whitney: How much do we charge to ride the shuttle and can we up the fee?

Mr. Wilson: We don't want to discourage ridership. It cost us \$550.00 a day to run the shuttle, between the driver, stewards, fuel etc.

Mr. Deyo: You told us that the DEC was paying for the stewards?

Mr. Wilson: I am saying what it cost, not who's paying.

Mr. Biesemeyer: So what is the actual operating cost of the shuttle?

Mr. Wilson: \$550.00, with insurance, fuel, saving for the next shuttle, staff, road maintenance.

Mr. Biesemeyer: Lets just look at it this way, what does it cost us to run the shuttle daily?

Mr. Wilson: What is the reason for this questions, what does it matter?

Mr. Biesemeyer: Just why won't you answer the question?

Mr. Wilson: assuming it cost about \$550.00 a day.

Mr. Biesemeyer: You are making a lot of assumptions.

Mr. Wilson: I am concerned that the riders are not going to want to pay more or wait in long lines.

Mr. Deyo: Can we just get some feelers out for hiring a driver? I don't think we should delay that.

Mr. Wilson: I have reached out to everyone I could for drivers and cannot find anyone. Jenn was lucky to find one for youth commission.

Ms. Whitney: How long has the shuttle price been \$10.00 a person? Have we updated our fees ever?

Mr. Wilson: We have not changed the price, and I will work on recruiting a driver. Back to your first question Jenn, the meeting on May 4th will be a public information session on the upcoming hiking season and updates we will have then.

Ms. Whitney: What else will you be covering in that meeting, anything we are unaware of?

Mr. Wilson: I will be going over the stewardship program, shuttle updates and parking. Also May 10th the deputy of the DEC and John Schuler and a local ranger will be here at the pavilion to meet with the public as well.

Mr. Biesemeyer: When you put the sign up at AMR, I asked you and you said you were going to take it down until the stewards were at Marcy Field, correct?

Mr. Wilson: Yes.

Mr. Deyo: You said that the stewards were being paid for this year by DEC, since we budgeted for that before we knew about the DEC paying can we use some of that money towards the Kiosk or other things?

Mr. Wilson: Yes, in the last meeting we all agreed to add the kiosk and spend on working on the community trails.

Mr. Biesemeyer: I don't remember seeing any cost presented on how much was going to be spent. Don't you think we should discuss the cost of these projects and where the money is going to be spent.

Mr. Wilson: In the last meeting the town board stated that the money would be spent on the trails and the kiosk.

Mr. Biesemeyer: I don't remember anything being decided or voted on for trail maintenance with cost information.

Mr. Wilson: We talked about it, I don't think good minutes are being taken.

Ms. Whitney: I'm wondering about the ROOST \$20,000.00 money we received, that's separate from the \$20,000.00 steward money.

Mr. Deyo: I remember we did budget back last year \$20,000 for stewards.

Mr. Wilson: yes but now the DEC is covering that cost, the ROOST money has to be spent on tourism.

Mr. Deyo: Okay so then we have ROOST money and the steward money that won't be spent this year.

Mr. Wilson: They have guidelines for the grants, so like the pump track and the trails can both be used for tourism and community.

Mr. Biesemeyer: I don't feel there is a lot of maintenance on the walking trails needed.

Mr. Wilson: The trails are starting to deteriorate.

Mr. Biesemeyer: I would prioritize getting that shuttle running.

Mr. Wilson: The Shuttle will be free and the DEC is reimbursing us our cost.

Mr. Deyo: Okay. What are the strips on all the roads in Keene? The car counting strips? Several people have asked me.

Mr. Smith: I have not heard anything about them.

Mr. Wilson: I am unsure what they are there for as well.

Mr. Deyo: So someone is counting cars on all these town roads and no one knows why? They are on Molly Nye road, and 73 in Keene and Keene Valley and other small back roads. I am so surprised to see them on the back roads, I hope its not a project to create more trailhead access.

Mr. Wilson: I don't think I will see what I can find out.

Ms. Whitney: Do you have an update on the AES work on the community center?

Mr. Wilson: They are revising the plan now to help fit the federal stimulus package. The current package has a plan for water upgrades.

Mr. Biesemeyer: How much did the AES cost the town?

Mr. Wilson: This ties into where we are going with the Library. Bob do you have an update on that?

Mr. Biesemeyer: Aaron and I spoke we need to get something on paper that we can bring it up to compliance. With a new elgin system for septic we need to ask codes if that would be considered an update. Then we need an engineer to stamp it so we can go out to bid and get a number on cost.

Mr. Deyo: Okay so we are still in a holding pattern for that.

Mr. Wilson: There was a transcription error for the resolution 90-21 for the "Add to appropriation line A#054104.01.004.00 Sidewalk contractual over budgeted amount \$1950.00." it was supposed to be for the amount \$1815.00 not \$1950.

RESOLUTION 109-21

Motion to update resolution 90-21 Add to appropriation line A#054104.01.004.00 Sidewalk contractual over budgeted amount \$1950.00 to reflect the changes to \$1815 made by Ms. Cheetham-Palen, seconded by Mr. Biesemeyer.

Roll Call Vote:

Mr. Wilson: YES
Mr. Biesemeyer: YES
Ms. Cheetham-Palen: YES
Mr. Deyo: YES
Ms. Whitney: YES

RESOLUTION:110-21

Motion presented by Ms. Whitney to audit and approve the monthly bills, seconded by Mr. Deyo.

Roll Call Vote:

Mr. Wilson: YES
Mr. Biesemeyer: YES
Ms. Cheetham-Palen: YES
Mr. Deyo: YES
Ms. Whitney: YES

March Supervisors report, motion was made to accept the March Supervisors report by Mr. Biesemeyer.

Ms. Whitney asked the question about why the report is showing negative numbers, are the accounts overdrawn? Is it showing both the Highway overdrawn and the general fund? Scott did you know the highway fund is overdrawn?

Mr. Smith: No, I didn't know that.

Mr. Wilson: It's not overdrawn, it's the delay in the payments from the Town Clerk and delay from moving money from one account to another.

Mr. Biesemeyer: Teresa and I met with Susan today to try to understand the problem, she stated that she is only getting money from the Town Clerk once a Month, has she talked to you Cori-Anne?

Ms. Favro: No, I have not heard anything from Susan about this. I wish she would have come to me to discuss, because we just started the change of flow of money on March 1st, if I need to make transfers more often I could easily do that.

Mr. Wilson: So we will table the March Supervisors report until we can resolve the issues and get final answers.

RESOLUTION 111-21

Motion to adjourn the meeting as all business has been conducted made by Mr. Deyo, Seconded by Mr. Biesemeyer.

Roll Call Vote:

Mr. Wilson: YES

Mr. Biesemeyer: YES

Ms. Cheetham-Palen: YES

Mr. Deyo: YES

Ms. Whitney: YES

Meeting adjourned at: 6:52pm

Cori-Anne Favro, Town Clerk

5/6/21