

Joseph P. Wilson Jr, Supervisor
Robert M. Biesemeyer, Deputy Supervisor
TOWN BOARD MEETING
November 9th,2021
7:00 pm
VIRTUAL ZOOM MEETING

Minutes of the Town Board Meeting held Tuesday, November 9th, 2021 at 7:00 PM, Via ZOOM MEETING. Recording available on Town Website and Nextdoor Keene. The following Town Board Members were present: Joseph P. Wilson, Jr., Supervisor, Robert M. Biesemeyer and David R. Deyo, Councilmen, Teresa Cheetham-Palen and Jennifer G. Whitney, Councilwomen. Also present were: Cori-Anne Favro, Town Clerk. Town Residents.

The Chairman, Mr. Wilson called the meeting to order at 7:00 PM.

RESOLUTION No. 259-21

The following resolution was offered by Mr. Biesemeyer who moved to its adoption. Be it resolved, the Town of Keene board approves the October 26th, 2021 Town Board meeting minutes .This was seconded by Ms.Cheetham-Palen.

There was a revised draft sent to the board, stating there was a change in the meeting minutes for the times of the upcoming meetings. Ms. Cheetham-Palen did not see the revisions so she will abstain from the vote.

Roll Call Vote:

Mr. Wilson:	yes
Mr. Biesemeyer:	yes
Ms. Cheetham-Palen:	Abstain
Mr. Deyo:	yes
Ms. Whitney:	yes

Motion Carried.

Mr. Wilson offered Privilege of the Floor: NONE

Mr. Wilson explained he did end up adding a few items to the agenda. He added into old business: Justice Court training and also an appointment of the Animal Control Officer. New Business: Ms. Whitney did research on a liner for the skating rink, so we will need to raise the limit on the Town VISA card, again. This is because we got a new card, with the change in staff at the Town Hall.

Old Business:

Mr. Wilson: Covid- Still more cases, we have gone back to Zoom meetings. The County is working hard to still combat this. With regards to the November 18th, 2021 6PM budget adoption meeting is right now in person, do we want to switch it to a zoom meeting?

Mr. Wilson explained that there are NO changes to the 2022 budget since the preliminary budget hearing.

The board agreed to switch this to a ZOOM meeting. The Town Clerk will put out a notice that this is switching from in person meeting to a ZOOM meeting and supply the link on the Town Website and Nextdoor Keene.

Ms. Favro, Town Clerk did request that we make sure we get the ZOOM links out on the website in advance of the meetings. Tonight's Zoom link was never posted on the website and that is a concern that it's not available to everyone.

Mr. Wilson explained that it's just hard to line up a web person to get these task done. We need someone that can respond quickly to doing it.

No other COVID questions or concerns. Next item of business.

Mr. Wilson explained that the Town had its public hearing on the local law to opt out of allowing cannabis retail dispensaries and on-site consumption sites as authorized under Cannabis Law Article 4. Local Law No One of the year 2021

RESOLUTION No. 260-21

The following resolution was offered by Mr. Biesemeyer who moved to its adoption. Be it resolved, the Town of Keene board adopts the local law #1 of 2021 to opt out of allowing cannabis retail dispensaries and on-site consumption sites as authorized under Cannabis Law Article 4. This was seconded by Mr. Deyo.

Roll Call Vote:

Mr. Wilson: yes

Mr. Biesemeyer: yes

Ms. Cheetham-Palen: yes

Mr. Deyo: yes

Ms. Whitney: yes

Motion Carried.

Next item of business: Justice Court Training

Mr. Wilson presented that with the close race in the justice election race, and the training being offered infrequently, Mr. Wilson suggested we should send both candidates for the upcoming training.

Ms. Whitney asked when the training was, and wouldn't we know in the next 5 days who the winner is?

Mr. Wilson replied no, they don't count the ballots until 11/15/21.

Mr. Bieseemeyer stated that it is in 5 days.

Ms. Cheetham-Palen asked if Chris Daly required the Justice Court training, because he is already a lawyer?

Mr. Deyo and Mr. Wilson stated no, he does not need the training since he is a BAR certified Lawyer.

It was decided that the Board would recommend that Barbra Dwyer would go to the training and leave it option for Chris Daly.

RESOLUTION No. 261-21

The following resolution was offered by Mr. Deyo who moved to its adoption. Be it resolved, the Town of Keene board appoints Tiffany Blaney the Animal Control Officer to fill the vacancy in the Town of Keene. This was seconded by Ms. Cheetham-Palen.

She is also the AOC in the Town of Jay, Mr. Wilson presented.

Ms. Whitney asked if the pay structure stayed the same? Mr. Wilson confirmed this.

Roll Call Vote:

Mr. Wilson: yes

Mr. Bieseemeyer: yes

Ms. Cheetham-Palen: yes

Mr. Deyo: yes

Ms. Whitney: yes

Motion Carried.

RESOLUTION No. 262-21

The following resolution was offered by Ms. Cheetham-Palen who moved to its adoption. Be it resolved, the Town of Keene board approves to increase the limit on the Town Visa Card to \$10,000.00 This was seconded by Mr. Deyo.

Roll Call Vote:

Mr. Wilson: yes

Mr. Biesemeyer: yes

Ms. Cheetham-Palen: yes

Mr. Deyo: yes

Ms. Whitney: yes

Motion Carried.

RESOLUTION No. 263-21

The following resolution was offered by Mr. Deyo who moved to its adoption. Be it resolved, the Town of Keene board approves Keene Central School the use of Marcy Field on November 20th, 2021 for the Annual Turkey Trot running race. 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

Motion Carried.

RESOLUTION No. 264-21

The following resolution was offered by Mr. Biesemeyer who moved to its adoption. Be it resolved, the Town of Keene board approves the rental of the Marcy Field space for a wedding ceremony on 10/01/2022 for a non resident for the fee of \$1000.00. This was seconded by Mr. Deyo

Roll Call Vote:

Mr. Wilson: yes

Mr. Biesemeyer: yes

Ms. Cheetham-Palen: yes

Mr. Deyo: yes

Ms. Whitney: yes

Motion Carried.

Ms. Whitney presented that she looked into a liner for the ice rink at the community center. The use of a 6 ML liner would help preserve water and hold ice longer. There is a donor that is donating \$1000.00 towards the cost of the liner and the Mountaineer also is donating \$250 that is earmarked for the skating rink. The Town would be responsible for about \$332.00. Ms. Whitney was able to get a municipality discount, no tax and free shipping. It's a seamless liner and it would need to be dried at the end of the year and put away. The rink is 80X115.

The board asked some questions about the liner and agreed for the town to go forward to pay the remaining amount not covered by donations.

RESOLUTION No. 265-21

The following resolution was offered by Ms. Whitney who moved to its adoption. Be it resolved, the Town of Keene board approves the ordering of the skating rink liner for the community center rink for the 2021/2022 skating season. The town will be responsible for around \$332.00 after the donations. This will be kept for future use. This was seconded by Mr. Deyo

Ms. Whitney will go into the Town Hall and order this through the Town sometime this week.

Roll Call Vote:

Mr. Wilson: yes

Mr. Biesemeyer: yes

Ms. Cheetham-Palen: yes

Mr. Deyo: yes

Ms. Whitney: yes

Motion Carried.

Mr. Wilson presented that he had an issue come up recently. He stated that questions came up how Ryan Hall is being compensated from the Town and then with the County. He is really being responsible about how he is managing the work. On Friday he opted not to take overtime with the county. There has been discussion on how this is working and Ryan is doing a good job of managing both the Town of Keene and County. I am going to ask Dave and Teresa, who are on the highway committee, to go to the Highway Department and have a conversation with the staff that were involved in the water repair recently. I am very concerned that the Town Board needs to set a clear expectation that departments have to work together to accomplish jobs here. Regardless of how people feel about each other personally. Everyone needs to work together to use the town resources. I'm asking the 2 board members on the highway committee to make clear our expectations. We are the stewards of taxpayer money. We can follow up in executive session like Dave Suggested.

Mr. Deyo asked if there are issues we should be aware of specifically?

Mr. Wilson responded that no, something happened and I just don't know the details. I'm not setting you up. I want the board to work to make a better corporation for all the staff for the Town of Keene.

All agenda items were completed, Mr. Wilson asked any board members if they had anything to add before they moved on to the bills.

Mr. Biesemeyer had an update on the DEC Grant conversation that took place at the preliminary budget hearing. He stated he had met with Kathy the bookkeeping consultant in the town hall last week. The DEC \$87,000 Grant, he explained to her that it was a grant over 3 years and that we spent the money for the 2021 budget and we were gathering the final documents to submit for reimbursement. She stated that it is considered a revenue, and that we need to set up a 440 account. As soon as we get the total, then we need to plug that into the 440 account and then when we get the money in 2022 then it still works to go into the 2021 budget. She suggested that Joe Pete meet with her and they can set up that account and put the numbers of what was spent.

Mr. Wilson replied that this is exactly like the salt shed and that he has gone over this in multiple meetings. We will handle it the same way. We will set up that account when we get the money. Ashley is gathering that information and there are 3 checks still pending.

Next Ms. Whitney had a clarification question about staffing at the Town Hall. She stated that we have two new hires at the Town Hall that she met today when she stopped by. She stated she did not recall appointing them. She would like clarification on what they both are doing.

Mr. Wilson stated that he has gone over this in many of meetings and nobody was willing to make a full time position and we have a full slate of task. So we took that list of task and divided it up. So Kathy is going to continue to come in like she always did, like once every 2 weeks to continue working on. Laura, I can't remember her last name, but she is going to work on monthly supervisor reports, because we are behind on those and we need them to do the end of year AUD 2021. Tina is going to work on vouchers, helping with payroll and new years set up, and Marka is just here for short term part time until the spring. She is doing planning board admin, front desk reception, helping Tina with vouchering. We took Ashley's job and the other jobs and divided it up among part time staff. Ashley's leave is approaching so everyone is getting trained.

Ms. Whitney stated that she doesn't remember the board ever appointing these positions, setting rate of pay or hours to be worked.

Mr. Wilson replied that the rate was set, and that everyone agreed when he stated that he has to staff the Town Hall. So we can make the motion right now to appoint the part time people.

RESOLUTION No. 266-21

The following resolution was offered by Ms. Cheetham-Palen who moved to its adoption. Be it resolved, the Town of Keene board appoints Tina Preston, Marka Dolittle and Laura Ocazio as the slate of part time employees for the Town of Keene. This was seconded by Mr. Biesemeyer.

Mr. Deyo wanted to clarify that we now have 3 people coming into the town hall. How many hours are each person working?

Mr. Wilson stated the following:

Tina is working 29 hours a week.

Marka is 15-18 hours a week.

Laura is 12-15 hours a week.

Mr. Deyo asked if they were okay knowing their schedule might fluctuate?

Mr. Wilson stated yes and that Laura is going to do a lot of her work from home through enhanced and she is going to take care of the webpage.

Ms. Cheetham-Palen stated that she was relieved and knew that Ashley was getting nervous about her leave. Stated the board will need to revisit this in the spring when Ashley returns.

Mr. Biesemeyer agreed.

Roll Call Vote:

Mr. Wilson: yes

Mr. Biesemeyer: yes

Ms. Cheetham-Palen: yes

Mr. Deyo: yes

Ms. Whitney: NO

Motion Carried.

Mr. Wilson pointed out that Ms. Whitney was opposed, and he wanted to know what the alternative is?

Ms. Whitney stated that the board never spoke about hiring 2 other people. The board had agreed to the 1 person at 29 hours and someone coming in to help with Ashley. The board did not see resumes, no one was ever appointed. There is no set hours or rates of pay. There was no communication to the board and the people have already started working.

Ms. Cheetham-Palen stated they talked about it at the last meeting. Ms. Whitney pointed out that it was not discussed to hire 3 new people.

Mr. Wilson stated that he never gave a number of hires, that he was just going to cover the task.

Kim Smith asked if each hire was going to be \$18.00/hr, Mr. Wilson stated yes, they will be getting \$18.00 an hour.

Ms. Cheetham-Palen thinks the coverage is fantastic.

Mr. Wilson stated that he wanted a full time person and the board was opposed and the jobs have to get done. Tina is full time, Laura is on going, and Marka will be until the spring and then we will eval. He

pointed out that there are things that need to be done that aren't getting done, like retirement, supervisor reports.

Ms. Whitney stated that the in the last meeting that we agreed for 29 hour person and go from there, that in the last meeting the board also discussed Susan Whitney coming in and helping cover Ashley's task like payroll. Is she still coming in?

Mr. Wilson stated yes, Susan is still coming in as well.

Ms. Kim Smith commented that she also is confused, based on the last meeting it was agreed that the 29 hour person would start and then the board would eval. Also asked if maybe the resolution could be clarified for the time the 2 other hires will be staying on, instead of open ended.

Mr. Wilson stated that they discussed this in executive session and that Supervisors reports have not been done since the last clerk quit. When Ellen was here she was working as a part time clerk for the Town along with Town Clerk 20 hours a week. So we had 49 hours a week of part time coverage and all summer we had no help doing that. We need solutions, I don't have another choice.

Ms. Cheetham-Palen: Ashley does not want to come back to a mountain of work. So I think this is the best solution.

Mr. Deyo: I want to make sure that these hires know that when Ashley comes back there is no guarantee for any of them. Correct?

Ms. Whitney: I just want to point out that in the last meeting, 2 weeks ago we said we would hire the 29 hour person and then in between that meeting and now you went and hired 2 other people that we didn't even agree upon, they have already started and I meet them today at the Town Hall and you never even told me you hired them. There was no communication. That is embarrassing.

Ms. Cheetham-Palen: Jenn, we had to hire someone to come in and cover.

Ms. Whitney: We? Was it you and Joe Pete then doing the hiring?

Ms. Cheetham-Palen: No, I didn't know about it. All I know is we needed coverage. I am thrilled right now.

Ms. Whitney: It's the total lack of communication. I never heard from anyone between the last meeting and now.

Mr. Wilson: Jenn, you know where the Town Hall is.

Mr. Wilson went to go on to explain that he is not going to reach out to Ms. Whitney because she is not a problem solver. That she is just obstructing everything.

Ms. Whitney replied that she ran for the town board so that she could help the Town, she is upset when Mr. Wilson told her that he trusted her 0%. How is she supposed to help the town or get anything done. She stated that she does not have to vote to agree to this motion. She is stating her case on lack of communication. She wants to move on.

Mr. Wilson moved on stating they don't have a monthly supervisors report to approve. Teresa has already signed the vouchers, we need one more board member to sign them. We will be behind on the vote to audit the bills. Mr. Biesemeyer will come in tomorrow morning to sign the bills.

RESOLUTION No. 267-21

The following resolution was offered by Ms. Cheetham-Palen who moved to its adoption. Be it resolved, the Town of Keene board approves the following transfers. This was seconded by Mr. Biesemeyer

Within the General Fund:

\$97.01 out of #A16802.1 Data Processing EQ
\$97.01 into #A16804.1 Data Processing CE

\$274.95 out of #A19904.1 Contingency Account
\$274.95 into #A40504.1 Public Health CE

\$42.30 out of #A56504.1 Hiker Parking CE
\$42.30 into #A5650.1 Hiker Parking PS

Within the Highway Fund:

\$4,100.67 out of DA#51122.3 Permanent Improvement EQ
\$4,100.67 into #DA51124.3 Permanent Improvement CE

Within the Library Fund: N/A

Within the Water District #1: N/A

Within the Water District #2: N/A

Ms. Cheetham-Palen asked what the permanent improvement fund is.
Mr. Wilson said he thinks it is CHIPS.

Roll Call Vote:

Mr. Wilson: yes

Mr. Biesemeyer: yes

Ms. Cheetham-Palen: yes

Mr. Deyo: yes

Ms. Whitney: yes

Motion Carried.

Before the meeting adjourned Ms. Whitney read that the Town Law Manual states that the Supervisor must provide the Town Board with a detailed statement of all money received in that month. The supervisor is able to do this if the clerk to the supervisor is not able to. I did call the comptroller's office about it and they said that if bills are being paid you can present at least 1- 2 reports showing where the money stands for the Town.

Mr. Wilson replied that each set of vouchers comes with an abstract, so that shows where we are for each cycle of paying bills. To be able to do the Supervisors monthly reports, we have to have the bank accounts reconciled. I can run operating statements if you want, but we need to do background work. If Town Law says we need to be doing this every month then we need to have the staff to do it.

Ms. Whitney stated that this is something the Supervisor can do themselves.

Mr. Wilson: I can present it, but I am not the bookkeeper.

Ms. Whitney: So the bank accounts have not been reconciled in 5 months?

Mr. Wilson: So, they are working on it but there is always something out of place that needs to be tracked down. Also right now our accounting software isn't showing the first half of the year properly in the second half of the year. So anything we pull from December of 2020 to July isn't accurate. So our accounts add up and the operating statement adds up but the Supervisors monthly report isn't adding up properly. So it takes resources and time and track down the errors to try and get accurate accounting. It was showing our cash was way out a wack, until Kathy was able to help Ashley with this. So we couldn't run one and to run one that is not correct wont help anyone.

RESOLUTION No. 268-21

The following resolution was offered by Ms. Cheetham-Palen who moved to its adoption. Be it resolved, the Town of Keene board has completed all business and can adjourn. This was seconded by Mr. Biesemeyer.

Roll Call Vote:

Mr. Wilson: yes

Mr. Biesemeyer: yes

Ms. Cheetham-Palen: yes

Mr. Deyo: yes

Ms. Whitney: yes

Motion Carried.

Adjourn at 7:53PM

Respectfully submitted Cori-Anne Favro, Town Clerk

11/14/21