

2021 Organizational Meeting

January 4th, 2021 5:30PM Via Zoom

Joseph. P Wilson Jr. Supervisor

Town Board Members: Teresa Cheetham-Palen, David R. Deyo, Jennifer G. Whitney.

Town Clerk: Cori-Anne Favro

Highway Superintendent: Scott Smith

Water Superintendent: Ryan Hall

Meeting called to order at 5:33pm

1-21 RESOLUTION ADOPTING RULES AND REGULATIONS OF
THE KEENE TOWN BOARD

The following resolution was offered by Mr. Wilson, who moved its adoption.

WHEREAS, Section 63 of the Town Law provides that the Town Board may determine the rules of its procedures;

NOW, THEREFORE, BE IT RESOLVED that the following Rules of Order are hereby adopted pursuant to Section 63 of the Town Law;

RULES OF ORDER OF THE TOWN BOARD OF THE TOWN OF KEENE

1. The Board shall convene in regular meetings at 7:00 o'clock in the evening the second Tuesday and at 5:30 o'clock in the evening the last Tuesday of each month for the public meetings of the Board. If the regular meeting date of the second Tuesday or the last Tuesday should fall on a holiday or meet with conflict where a quorum could not be present, such regular meeting may be rescheduled by a majority vote of the members, at a meeting held prior to the date of the meeting which is to be rescheduled.
2. The Board shall convene in a special meeting upon call by the Supervisor or upon a written request for a special meeting signed by a majority of the total membership of the Board. The Board may consider and act upon any matter in any such special meeting which could be considered and acted upon at a regular meeting.
3. The Supervisor shall preside at all meetings during the year. In case of the absence of the Supervisor at any meeting, the Deputy Supervisor shall serve as Temporary Supervisor. The Supervisor may call any member temporarily to the chair.
4. The Supervisor shall preserve order and shall decide all questions of order subject to the appeal of the Board.
5. The Supervisor, immediately following the opening of every regular meeting of the Board, shall proceed to the regular order of Town business as follows: privilege of the floor, reception of petitions and other communications addressed to the Town Board, reports of committees, reports of officers and departments, and introduction of resolutions and motions.
6. The vote on every question that comes before the Board shall be taken by ayes and nays, and the names of the members present and their votes shall be entered

in the minutes of the meeting. Every act, motion, or resolution shall require for its adoption, the affirmative vote of a majority of the members of the Board present.

7. Public Hearings: It shall be the duty of the Supervisor to preside at all general and special business hearings, to instruct all persons addressing the Board to state their names and addresses and to request those in favor of the proposal before the Board to speak first and those in opposition to speak last. At such hearings the Board may by special rules prescribe the time to be allotted to each speaker and the number of times each speaker may speak.

8. At the close of the public hearing as provided for in paragraph "7" above, the Supervisor may grant any member of the general public in attendance at such a meeting a reasonable opportunity to be heard on any question or subject in which the Town or its government is concerned.

9. Every resolution or motion must be seconded before being put to a vote by the Supervisor, and all resolutions and motions shall be recorded in their entirety in the official minutes of the Town Board.

10. The Supervisor may offer or second a resolution or a motion and need not relinquish the chair for such purpose.

11. No motion or resolution may be brought to a vote except by the majority consent of those present, unless printed or typewritten copies thereof are presented to each member of the Board 48 hours prior to the opening of the meeting at which such motion or resolution is offered.

12. No Member of the Board shall speak more than once on any questions until every member choosing to speak shall have spoken, nor more than twice in any case without leave of the Board.

13. When a question is under debate, no motion shall be entertained unless (a) for an adjournment or recess, (b) for the previous question to lay on the table, (c) to postpone to refer to a committee, or (d) to amend. These latter motions are neither amendable nor debatable.

14. No motion shall be made to offer any amendment to an amendment already before the Board on any proposition.

15. A majority vote of all the members of the Board shall be required to suspend these rules of order. A majority of the Board shall constitute a quorum.

16. If the above stated rules are or become at any time in conflict with the statutory law, the statutory law shall take precedence.

17. No member of the public shall engage in any demonstration, booing, hand clapping or otherwise disrupt the formality of a Town Board meeting.

18. Any persons speaking to the Town Board with the consent of the Supervisor shall address their remarks to the Town Board, not to other members of the audience in the form of a debate.

19. Executive Sessions: Upon a majority vote of the Board's total membership taken in an open meeting pursuant to a motion identifying the general area of the subject or subjects to be concerned, the Town Board of the Town of Keene may conduct an Executive Session for the purposes as outlined in Section 105 of the Public Officers Law.

20. Standing Committees shall consist of 2 Board Members and shall act upon any matter directed by the Supervisor upon the following subject, to wit;

Youth Commission

Senior Citizens

Water District #1

Water District #2

Keene Public Library

Buildings and Grounds

Town Health

Highway

Transfer Station

BTI

AuSable River Association

Audit Committee

Personnel

Parks and Recreation

21. The members of the Board, at any time, may support the appointment of other committees and make provisions for filling the same.

This resolution was duly seconded by Ms. Cheetham Palen.

Roll Call Vote:

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

2-21 RESOLUTION ADOPTING OFFICIAL NEWSPAPERS

The following resolution was offered by Ms. Cheetham Palen, who moved its adoption.

Resolved that the official newspapers of the Town of Keene for legal notices be: The Sun Community News (Valley News), The Lake Placid News and The Press Republican.

This resolution was duly seconded by Ms. Whitney.

Roll Call Vote:

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

3-21 RESOLUTION ADOPTING PRIVATE AUTOMOBILE MILEAGE
COMPENSATION RATES

The following resolution was offered by Mr. Wilson, who moved its adoption.

Resolved, pursuant to Section 116 of the Town Law, that specified Town Officers and Employees be compensated at the IRS rate (.56 cents per mile) for the use of their own automobiles in the performance of their official duties.

This resolution was duly seconded by Mr. Deyo.

Roll Call Vote:

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

4-21 DESIGNATION OF DEPOSITORIES

The following resolution was offered by Mr. Wilson, who moved its adoption.

Resolved, pursuant to Section 64(1) of the Town Law, that the following institutions be and hereby are designated as depositories of all monies received by the Supervisor, Town Clerk and Tax Collector.

Champlain National Bank - Keene

Municipal Investors Service Corporation (CLASS)

This resolution was duly seconded by Ms. Cheetham-Palen.

Roll Call Vote:

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

5-21 RESOLUTION AUTHORIZING INVESTMENT MEASURES

The following resolution was offered by Mr. Wilson, who moved its adoption.

Resolved, pursuant to Section 11 of the General Municipal Law, the Supervisor is authorized to deposit tax collections and other fund monies in interest bearing accounts as a temporary investment measure.

This resolution was duly seconded by Ms. Whitney.

Roll Call Vote:

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

6-21 RESOLUTION AUTHORIZING THE APPOINTMENT OF
A DEPUTY SUPERVISOR

The following resolution was offered by Mr. Wilson, who moved its adoption.

Resolved, pursuant to Section 42 of the Town Law, that Robert M. Biesemeyer be appointed as Deputy Supervisor.

This resolution was duly seconded by Mr. Deyo.

Roll Call Vote:

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

7-21 RESOLUTION APPOINTING A DEPUTY SUPERINTENDENT
OF HIGHWAYS

The following resolution was offered by Mr. Wilson, who moved its adoption.

Resolved, pursuant to Section 42 of the Town Law, that Reginald Whitney be appointed as Deputy Superintendent of Highways.

This resolution was duly seconded by Ms. Cheetham Palen.

Roll Call Vote:

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

8-21 RESOLUTION AUTHORIZING THE APPOINTMENT OF
A CLERK TO THE SUPERVISOR

The following resolution was offered by Mr. Wilson, who moved its adoption.

Resolved, pursuant to Section 29(15) of the Town Law, the Supervisor is authorized to designate Mrs. Susan Whitney as Bookkeeper, Data Processing Clerk and confidential secretary and shall hereafter be referred to as Clerk to Supervisor.

This resolution was duly seconded by Ms. Whitney.

Roll Call Vote:

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

9-21 RESOLUTION APPOINTING A SOLE ASSESSOR

The following resolution was offered by Mr. Wilson, who moved its adoption.

Resolved, pursuant to Resolution No. 220 - 19, that Richard Maxwell be appointed Sole Assessor for the term to expire September 30, 2025.

This resolution was duly seconded by Mr. Deyo.

Roll Call Vote:

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

10-21 RESOLUTION APPOINTING THE TOWN ATTORNEY

The following resolution was offered by Mr. Wilson, who moved its adoption.

Resolved, pursuant to Section 20(7) of the Town Law, that Ms. Debra Whitson be appointed Town Attorney.

This resolution was duly seconded by Ms. Cheetham Palen.

Roll Call Vote:

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

11-21 RESOLUTION APPOINTING THE TRUSTEES OF
THE KEENE PUBLIC LIBRARY

The following resolution was offered by Mr. Wilson, who moved its adoption.

Also Resolved, pursuant to Sections 254, 255, 260 of the Education Law, that the following persons be appointed to the Keene Public Library Governing Board of Trustees, their terms expiring:

Kristy Bassarab	12/31/2023
Jill Bassett	12/31/2021
Betsy Scaife	12/31/2022
Mary Lashway	12/31/2023
Margaret Sheldon	12/31/2024
Robert Biesemeyer	12/31/2021 (Town Representative)

This resolution was duly seconded by Ms. Whitney.

Roll Call Vote:

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

12-21 RESOLUTION APPOINTING ASSESSMENT REVIEW BOARD

The following resolution was offered by Mr. Wilson, who moved its adoption.

Resolved, pursuant to Section 1524 of the Real Property Tax Law, that the following persons be appointed to the Board of Assessment Review, their terms expiring

James Goodwin, Member	10/1/15 to 9/30/2023
Christopher Blaicher, Member	10/1/17 to 9/30/2022
Spencer Nye, Member	10/1/16 to 9/30/2021

This resolution was duly seconded by Mr. Deyo.

Roll Call Vote:

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

13-21 RESOLUTION APPOINTING REGISTRAR OF VITAL STATISTICS

The following resolution was offered by Mr. Wilson, who moved its adoption

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Resolved, pursuant to the Sections 4121, 4123, of the Public Health Law, the Town Clerk is appointed Registrar of Vital Statistics for a term ending December 31, 2021, or until a successor is appointed.

This resolution was duly seconded by Ms. Cheetham-Palen.

Roll Call Vote:

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

14-21 RESOLUTION APPOINTING LIBRARY CLERK

The following resolution was offered by Mr. Wilson, who moved its adoption.

Resolved, pursuant to Section 20, of the Town Law, Mr. Aaron Miller is appointed Library Clerk at the Keene Public Library.

This resolution was duly seconded by Mr. Deyo.

Roll Call Vote:

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

Mr. Deyo: YES

Ms. Whitney: YES

15-21 RESOLUTION APPOINTING A MAINTENANCE PERSON

The following resolution was offered by Mr. Wilson, who moved its adoption.

Resolved, pursuant to Section 20 (1(a,b)) of the Town Law that Mr. Ryan Hall be appointed Maintenance Person for Town Buildings and Grounds.

This resolution was duly seconded by Ms. Cheetham-Palen.

Roll Call Vote:

Mr. Wilson: YES

Mr. Biesemeyer: ABSENT

Ms. Cheetham-Palen: YES

Mr. Deyo: YES

Ms. Whitney: YES

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16-21 RESOLUTION APPOINTING BILLING AND COLLECTION CLERKS

FOR WATER DISTRICTS (Tabled)

The following resolution was offered by Mr. Wilson, who moved its adoption.

Resolved, pursuant to Section 20 of the Town Law, the Supervisor is authorized to appoint part time Clerks for the purpose of billing and collecting water rents for Keene Water District #1 and Keene Water District #2.

Tabled by Ms. Whitney

17-21 RESOLUTION APPOINTING TOWN HISTORIAN

The following resolution was offered by Mr. Wilson, who moved its adoption.

Resolved, pursuant to Section 148 of the Education Law, that Bryeanna Villani be appointed Town Historian.

This resolution was duly seconded by Mr. Deyo.

Roll Call Vote:

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

18-21 RESOLUTION APPOINTING WATER SUPERINTENDENT

The following resolution was offered by Mr. Wilson, who moved its adoption.

Resolved, pursuant to Section 20 (1(a, b)) of the Town Law, that Mr. Ryan Hall be appointed Water Superintendent.

This resolution was duly seconded by Ms. Cheetham-Palen.

Roll Call Vote:

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

19-21 RESOLUTION APPOINTING PART-TIME CLERK

The following resolution was offered by Mr. Wilson, who moved its adoption.

Resolved, pursuant to Section 10(1(a, b)) of the Town Law, that Ms. Kate Magnan be appointed part-time Clerk Typist.

This resolution was duly seconded by Mr. Deyo.

ROLL CALL VOTE

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

20-21 RESOLUTION APPOINTING ANIMAL CONTROL OFFICER/CONSTABLE

The following resolution was offered by Mr. Wilson, who moved its adoption.

Resolved, pursuant to Section 114 of the Agriculture and Markets Law, Ms. Kayleigh LaBombard Mills, be appointed Animal Control Officer/Constable.

This resolution was duly seconded by Ms Cheetham Palen

Roll Call Vote:.

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

21-21 RESOLUTION APPOINTING TOWN OFFICIALS TO STANDING COMMITTEES

The following resolution was offered by Mr. Wilson, who moved its adoption.

Resolved, pursuant to Section 63 of the Town Law (and Resolution 1-2009), Section Twenty (20) Rules and Regulations of the Keene Town Board, the following Town Representatives are appointed to standing committees, to wit:

Youth Commission:	Ms. Whitney
Senior Citizens	Mr. Wilson
Water District #1:	Ms. Cheetham-Palen & Mr. Biesemeyer
Water District #2:	Mr. Deyo & Mr. Wilson
Keene Public Library:	Mr. Biesemeyer
Buildings and Grounds:	Mr. Biesemeyer
Town Health	Ms. Cheetham-Palen & Ms. Whitney
Highway	Ms. Cheetham-Palen & Mr. Deyo
Transfer Station	Mr. Wilson & Mr. Deyo
BTI	Mr. Biesemeyer
Audit Committee	Full Board
Au Sable River Assoc.	Ms. Cheetham-Palen
Personnel	Full Board
Parks and Recreation	Ms. Cheetham-Palen & Ms. Whitney

This resolution was duly seconded by Mr. Deyo.

Roll Call Vote:

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

22-21 RESOLUTION AUTHORIZING HEALTH INSURANCE COVERAGE

The following resolution was offered by Mr. Wilson, who moved its adoption.

Resolved, pursuant to Section 92-a of the General Municipal Law, selected Employees, Town Officers and Retirees may participate in the Town's Major Medical Insurance (Excellus – BCBS – Simply Blue PPO) and Prescription Plans as outlined in Resolution 244-98.

BE IT RESOLVED, that full time employees hired prior to January 11, 1989 are eligible for family coverage at no cost to the employee. Full time employees hired after January 11, 1989 but prior to December 31, 2010 are eligible for a single insurance policy at no cost to the employee, while full time employees hired after January 1, 2011 will be responsible for 10% of their single policy. (This 10% is subject to change throughout the employee's term of employment.)

BE IT ALSO RESOLVED, that any eligible spouse and children of full time employees hired after January 11, 1989 may be included in the Town's Health Insurance Plan, provided the total additional cost is paid for by the sponsoring Employee. After 5 years of service, a full time employee will be eligible to receive the family plan with the responsibility of a 30% self pay.

BE IT RESOLVED, that effective January 1, 2002, all part time elected Officials (in office or retired, up to Medicare age) will pay 30% of their health insurance premium.

ALSO, RESOLVED, that the Town Board shall cap the Health Insurance Buyout/Reimbursement at \$4,000 for eligible Employees or Elected Official. Part time elected officials are not eligible for the buyout. Is upon proof shown of insurance coverage and the required waiver being completed

This resolution was duly seconded by Ms. Whitney.

Roll Call Vote:

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

23-21 RESOLUTION AUTHORIZING PAID LEAVE DAYS

The following resolution was offered by Mr. Wilson, who moved its adoption.

Resolved, pursuant to Sections 90, 92 of the General Municipal Law, paid employee leave days are authorized for permanent employees on the basis of .1924 day(s) per each week, or part thereof, of employment during the calendar year for employees under 10 years of service and .2885 day(s) per each week or part thereof, of employment during the calendar year for employees over 10 years of service and .3846 day(s) per each week or part thereof, of employment during the calendar year for employees over 20 years of service.

FURTHER RESOLVED, that accumulated leave days not used, are transferable to the succeeding calendar year, provided the total number of leave days transferred does not exceed the authorized total for one calendar year.

This resolution was duly seconded by Mr. Deyo.

Roll Call Vote:

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

24-21 RESOLUTION AUTHORIZING SICK LEAVE DAYS

The following resolution was offered by Mr. Wilson, who moved its adoption.

Resolved, pursuant to Sections 90, 92 of the General Municipal Law, sick leave days are authorized for permanent employees on the basis of .2306 day(s) per each week or part thereof, of employment during the calendar year, and it is

FURTHER RESOLVED, that accumulated sick leave days not used, are transferable to the succeeding calendar year, provided the total number of sick leave days transferred does not exceed 90 days.

This resolution was duly seconded by Ms. Cheetham-Palen.

Roll Call Vote:

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

25-21 RESOLUTION AUTHORIZING PAID PERSONAL DAYS

The following resolution was offered by Mr. Wilson, who moved its adoption.

Resolved, pursuant to Sections 90, 92 of the General Municipal Law, three paid personal leave days are authorized for permanent employees.

This resolution was duly seconded by Ms. Whitney.

Roll Call Vote:

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

26-21 RESOLUTION FIXING SALARIES OF TOWN OFFICERS, OFFICIALS AND EMPLOYEES

The following resolution was offered by Mr. Wilson, who moved its adoption.

Resolved, pursuant to Sections 27, 19 of the Town Law, the Town Board authorizes compensation, not in excess of the amounts respectively specified in the Notice of Hearing upon Preliminary Budget, be made to the following Town Officers, Officials and Employees as indicated, and it is

FURTHER RESOLVED, pursuant to Section 29 of the Town Law, the Supervisor shall disburse such monies only by check payable to the person or persons entitled thereto as compensation for services of officers, officials, and employees regularly engaged by the Town on agreed wages by the hour, day, week, month, or year without prior audit.

ELECTED TOWN OFFICERS:

Town Supervisor	\$31,827.00 Annual
Town Superintendent of Highways	\$56,822.00 Annual
Town Councilman (4)	\$5,156.50 Annual
Town Justice (2)	\$11,800.00 Annual
Town Clerk	\$22,000.00 Annual

APPOINTED TOWN OFFICIALS AND EMPLOYEES:

Deputy Supervisor	\$ 500.00 Annual
Deputy Superintendent	\$1,200.00 Annual
Budget Officer	\$3,183.00 Annual
Animal Control Officer	\$ 2,300.00 Annual
Sole Assessor	\$20,000 & Insurance Contribution
Bookkeeper P/T	\$30.00 Per Hour
Clerk to the Supervisor	\$23.55 Per Hour
Clerk Typist P/T (Kate Magnan)	\$14.37 Per Hour
Floating Laborer (Roger)	\$17.61 Per Hour
General Fund Laborer (TJ)	\$16.51 Per Hour
Parks/MEO/Laborer	\$17.10 Per Hour
Landfill Attendant	\$16.23 Per Hour
Keene Public Library Clerk	\$17.48 Per Hour
Part-Time Library Attendant	\$15.11 Per Hour
Hiker Parking Attendant (Permanent)	\$16.23 Per Hour
Hiker Parking Attendant (P/T)	\$15.76 Per Hour
Drivers	\$18.00 Per Hour
Mechanic	\$20.00 Per Hour

Highway HEO (7)	\$ 25.55 Per Hour
	\$38.33 Per OT Hour
Highway MEO/Laborer	\$20.84 Per Hour
	\$31.26 Per OT Hour
Highway Laborer	\$18.00 Per Hour
Billing Clerk KWD #1	\$400.00 Annual
Billing Clerk KWD #2	\$ 850.00 Annual
Collection Clerk KWD #1 & #2	\$ 1,400.00 Annual
Deputy Town Clerk (1)	No Compensation
Board of Assessment Review Members	\$100.00 Annual
Board of Assessment Review Chairman	\$150.00 Annual
Constable	No Compensation
Town Health Officer	\$ 500.00 Annual
Town Historian	\$ 1,500.00 Annual
Code Officer/Safety Officer	\$ 22..47 Per Hour
Water Superintendent/Maintenance	\$54,090.00 Annual
Youth Commission	To Be Determined Prior to Program

This resolution was duly seconded by Mr. Deyo.

Roll Call Vote:

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

27-21 RESOLUTION IMPOSING PERSONNEL ADMINISTRATION AND SUPERVISION POWER ON THE TOWN SUPERVISOR

The following resolution was offered by Mr. Wilson, who moved its adoption.

Resolved, pursuant to Section 29(16) of the Town Law, the Town Supervisor shall exercise the power of supervision, administration and personnel action over all

appointed Town Officials, Employees and Contractual Employees, except those employees under the direct supervision of the Superintendent of Highways and it is

FURTHER RESOLVED, that the power to hire and fire is excluded from this delegation of power and shall be retained in whole as a function of the Town Board with the exception of Clerk to the Supervisor and seasonal part time employees.

This resolution was duly seconded by Ms. Cheetham-Palen

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Roll Call Vote:

Mr. Wilson: YES

Mr. Biesemeyer: ABSENT

Ms. Cheetham-Palen: YES

Mr. Deyo: YES

Ms. Whitney: YES

28-21 RESOLUTION AUTHORIZING ATTENDANCE AT
THE ASSOCIATION OF TOWNS "ANNUAL MEETING"

The following resolution was offered by Mr. Willson, who moved its adoption.

Resolved, that all Elected Officials and the Data Processing Clerk be authorized to attend the Association of Towns "Annual Meeting" and the payment of their actual and necessary expenses in doing so be legitimate and proper Town charges as specifically authorized by State Law, and it is

FURTHER RESOLVED, that the Supervisor is authorized to pay advanced subsistence to those attending in an amount not to exceed \$600.00 and it is

FURTHER RESOLVED, that Joe Pete Wilson be named delegate and N/A be named alternate delegate to this Annual Meeting.

This resolution was duly seconded by Mr. Deyo.

Roll Call Vote:

Mr. Wilson: YES

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

29-21 RESOLUTION APPOINTING TOWN HEALTH OFFICER

The following resolution was offered by Mr. Wilson, who moved its adoption.

Resolved, pursuant to Sections 320-322 of the Public Health Law, Mr. Robert Andrews be appointed Town Health Officer, his term being until December 31, 2021.

This resolution was duly seconded by Mr. Deyo.

Roll Call Vote:

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

30-21 RESOLUTION AUTHORIZING THE APPOINTMENT OF
A DEPUTY TOWN CLERK/DEPUTY REGISTRAR

The following resolution was offered by Mr. Willson, who moved its adoption.

Resolved, pursuant to Section 42 of the Town Law, that Stephanie Tansey be appointed Deputy Town Clerk.

Resolved, pursuant to Section 4122 of Public Health Law, that Stephanie Tansey be appointed Deputy Registrar of Vital Statistics.

This resolution was seconded by Ms. Whitney.

Roll Call Vote:

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

31-21 RESOLUTION AUTHORIZING THE SUPERVISOR TO
SUBMIT APPLICATIONS FOR STATE FUNDING OF YOUTH
AND ELDERLY RECREATION PROGRAMS

The following resolution was offered by Mr. Wilson, who moved its adoption.

Resolved, that the Town Supervisor is authorized to submit applications for State funding of the Youth and Elderly Recreation Programs.

This resolution was duly seconded by Mr. Deyo.

Roll Call Vote:

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

32-21 RESOLUTION APPOINTING RECREATION COMMISSION

The following resolution was offered by Mr. Wilson, who moved its adoption.

Resolved, pursuant to Section 243 of the General Municipal Law, that the following persons be appointed to the Recreation Commission to serve for the term set forth herein.

COMMISSIONER	EXPIRATION DATE
Lindsey Wilhelm	December 31, 2021
Kate Whitney	December 31, 2022
Haley Morrelli	December 31, 2022
Tammy Lowey	December 31, 2024
Ashley Leclair	December 31, 2023
Katelyn Botcher	December 31, 2023
Lauren Crowl	December 31, 2022
Molly Jacobson	December 31, 2023 (School Board Rep.)
Jennifer Whitney	December 31, 2023 (Town Rep.)

Ms. Whitney made a motion to table the final list.

This resolution was duly seconded by Mr. Deyo.

Roll Call Vote:

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

33-21 RESOLUTION AUTHORIZING THE SUPERVISOR TO FILE
THE COMPTROLLER'S REPORT WITH THE TOWN CLERK IN
LIEU OF THE ANNUAL FINANCIAL REPORT

The following resolution was offered by Mr. Wilson, who moved its adoption.

Resolved, pursuant to Section 29 (10-a) of the Town Law, the Supervisor is hereby authorized to file with the Town Clerk a copy of the financial report to the State Comptroller in lieu of the annual financial report due on or before January 30th of each year.

This resolution was duly seconded by Ms. Cheetham-Palen

Roll Call Vote:

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

34-21 RESOLUTION AUTHORIZING THE SUPERVISOR TO
MAKE PAYMENTS PRIOR TO AUDITS

The following resolution was offered by Mr. Wilson, who moved its adoption.

RESOLVED, pursuant to Sections 116, 117, 118, 120, and 125 of the Town Law, the Town Supervisor is authorized to make payments of claims for public utility services, credit card statements, postage, freight and permit fees prior to audit by the Town Board.

This resolution was duly seconded by Ms. Whitney.

Roll Call Vote:

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

35-21 RESOLUTION REQUIRING CLAIMANT CERTIFICATION

The following resolution was offered by Mr. Wilson, who moved its adoption.

RESOLVED, pursuant to Sections 116, 117, 118, 119, 120 and 125 of the Town Law, the Town Board requires all claim forms to be certified by the claimant, except those Department approved claims, the late payment thereof, will cause a penalty to be paid by the Town of Keene.

This resolution was duly seconded by Mr. Deyo.

Roll Call Vote:

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

36-21 RESOLUTION AUTHORIZING THE PURCHASE
OF SAFETY SHOES / WORK CLOTHES

The following resolution was offered by Mr. Wilson, who moved its adoption.

Resolved, that Highway, Landfill and Public Works employees be authorized an annual reimbursement, not to exceed \$150.00, for the purchase of approved safety footwear, except that, each newly hired employee in the above work categories shall receive total reimbursement for their first pair of safety footwear.

This resolution was duly seconded by Ms. Cheetham-Palen.

Roll Call Vote:

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

37-21 RESOLUTION DETERMINING MINIMUM DOLLAR LIMIT

TO BE INCLUDED IN THE FIXED ASSET INVENTORY

The following resolution was offered by Mr. Wilson, who moved its adoption.

Resolved, pursuant to the Generally Accepted Accounting Principles (GAAP) of the Office of the State Comptroller, the Town Board, Town of Keene, designates the Town Supervisor as the Fixed Assets Property Manager, and

Be It Further Resolved, that the Town Board, Town of Keene, determines that the minimum dollar valuation of a fixed asset for inclusion in the inventory has a non-expendable value of \$500.00.

This resolution was duly seconded by Mr. Deyo.

Roll Call Vote:

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

38-21 RESOLUTION DESIGNATING RECORD

ACCESS OFFICER(S)

The following resolution was offered by Mr. Wilson, who moved its adoption.

Whereas, a Records Access Officer (or Officers) must be appointed to coordinate an agencies response to public requests for records, and

Whereas, municipal records of the Town of Keene are maintained in the Town Supervisor's office and the Town Clerk's office.

BE IT THEREFORE RESOLVED, Pursuant to Sections 84-90, 110 and 111 of the Public Officers Law, the Town Clerk be designated Record Access Officer and the Town Supervisor be designated the FOIL Appeal Officer for municipal records maintained in these Town Offices.

This resolution was duly seconded by Ms. Cheetham-Palen

Roll Call Vote:

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

39-21 RESOLUTION OF DISTRIBUTION
FOR CODE OF ETHICS

The following resolution was offered by Mr. Wilson, who moved its adoption.

RESOLVED, Pursuant to Section 4, of the Resolution Establishing a Code of Ethics for Standards of Conduct for Officers and Employees of the Town of Keene, dated December 31, 1970, the Town Supervisor shall cause a copy of the attached referenced resolution to be forwarded to each officer and permanent employee entering upon the duties of his or her office or employment.

This resolution was duly seconded by Ms. Whitney.

Roll Call Vote:

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

RESOLUTION BY THE TOWN OF KEENE, COUNTY OF ESSEX
AND STATE OF NEW YORK, ESTABLISHING A CODE OF ETHICS
FOR STANDARDS OF CONDUCT FOR OFFICERS AND EMPLOYEES OF THE
TOWN OF KEENE

WHEREAS, and pursuant to the provisions of Section 806 of the General Municipal Law, the Town Board of the Town of Keene, Essex County, New York recognizes that there are rules of ethical conduct for public officers and employees which must be

observed if a high degree of moral conduct is to be obtained and if public confidence is to be maintained in this unit of local government, and

WHEREAS, it is the purpose of this resolution to promulgate these rules of ethical conduct for the officers and employees of the Town of Keene, Essex County, New York, and

WHEREAS, these rules shall serve as a guide for official conduct of the officers and employees of the Town of Keene, Essex County, New York, during the calendar year 2019, and

WHEREAS, the rules of ethical conduct adopted by this resolution shall not conflict with but shall be in addition to any prohibition of Article 18 of the General Municipal Law or any other general or special law relating to the ethical conduct and interest in contracts of municipal officers and employee,

NOW THEREFORE BE IT RESOLVED by the Town Board of the Town of Keene, Essex County, New York, as follows:

Section 1. Definitions:

A. As used in this resolution, the term "Town" shall mean any Board, Commission, District, Counsel or other Agency, Department or Unit of the Government of the Town of Keene, Essex County, New York.

B. The term "interest" shall mean a pecuniary or material benefit accruing to the following: -

(1) An officer or employee, his or her spouse, minor children and dependents.

(2) A firm, partnership or association of which such officer or employee is a member or employee.

(3) A corporation of which such officer or employee is an officer, director or employee.

(4) A corporation, any stock of which is accrued or controlled directly or indirectly by such officer or employee.

Section 2. Standards of Conduct: Every officer or employee of the Town of Keene, Essex County, New York, shall be subject to and abide by the following standards of conduct.

A. Gifts: He or she shall not directly or indirectly solicit any gift, or accept or receive any gift having a value of \$25.00 or more, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise or any other form, under circumstances in which it could be reasonably inferred that the gift was intended to influence him or her, or could reasonably be expected to influence him or her in the performance of his or her official duties or was intended as a reward for any official act on his or her part.

B. Confidential Information: He or she shall not disclose confidential information acquired by him or her in the course of his or her official duties or use such information to further his or her personal interests.

C. Representation Before One's Own Agency: He or she shall not receive, or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before any municipal agency of which he or she is an officer, member or employee, or of any municipal agency over which he or she has jurisdiction or to which he or she has the power to appoint any member, officer or employee.

D. Representation Before An Agency For A Contingent Fee: He or she shall not receive, or enter into any agreement, express or implied, for compensation for services

to be rendered, in relation to any matter before any agency of his or her municipality, whereby his or her compensation is to be dependent or contingent upon any act by such agency with respect to such matter, provided that this Paragraph shall not prohibit the fixing at any time of fees based upon the reasonable value of the services rendered.

E. To the extent that he or she knows thereof, a member of the Town Board of the Town of Keene and any officer or employee of the Town of Keene, whether paid or unpaid, who participates in the discussion or gives official opinion to the Town Board of the Town of Keene on any legislation before the Town Board of the Town of Keene shall publicly disclose on the official record the nature and extent of any direct financial or other private interest he or she has in such legislation.

F. Investment In Conflict With Official Duties: He or she shall not invest or hold any investment, directly or indirectly, in any financial, business, commercial or other private transaction which creates a conflict with his official duties.

G. Private Employment: He or she shall not engage in or solicit, negotiate for or promise to accept private employment or render services for private interest when such employment or services creates a conflict with or impairs the proper discharge of his or her official duties.

H. Future Employment: He or she shall not, after their termination of service or employment with such municipality, appear before any Board or Agency of the Town of Keene, or before the Town Board of the Town of Keene, in relation to any case, proceeding or application in which he or she personally participated during the period of his or her service or employment to, for or with the Town of Keene, or which was under his or her active consideration during said period.

Section 3. Claims: Nothing herein shall be deemed to bar or prevent the timely filing by a present or former officer or employee or any claim, account, demand or suit against the Town of Keene, or any agency thereof, on behalf of himself or herself, or any member of his or her family accruing or arising out of any death, personal injury or property damage, or for any lawful benefit authorized or permitted by law.

Section 4. Distribution of Code Of Ethics: The Supervisor of the Town of Keene shall cause a copy of this Code of Ethics to be distributed to every officer and employee of the Town of Keene within forty-five (45) days after the effective date of this local law. Each officer and employee elected or appointed thereafter shall be furnished a copy before entering upon the duties of his or her office or employment.

Section 5. PENALTIES: In addition to any penalty contained in any other provision of law, any person who shall knowingly and intentionally violate any of the provisions of this Code may be fired, suspended or removed from office or employment, as the case may be, in the manner provided for by law.

40-21 RESOLUTION APPOINTING A REPRESENTATIVE
TO THE ESSEX COUNTY YOUTH BOARD
PLANNING COMMITTEE

The following resolution was offered by Mr. Wilson, who moved its adoption.

WHEREAS, the New York State Division for Youth mandates in Executive Law 420 Article 16, the yearly appointment or reappointment of a person to act as a representative of the Essex County Youth Board/Planning Committee.

Therefore, Be It Resolved, that Mr. Wilson be appointed to act as the official representative for the Town of Keene on the Essex County Youth Board/Planning Committee and that N/A shall act as his/her alternate.

This resolution was duly seconded by Mr. Deyo.

Roll Call Vote:

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

41-21 RESOLUTION APPOINTING MEMBERS OF THE
TOWN PLANNING BOARD

The following resolution was offered by Mr. Wilson,
who moved its adoption.

WHEREAS, Article 16 of the Town Law of the State of New York provides that this Board may establish a Town Planning Board, and sets forth the duties of such Planning Board, and the procedures to be followed by it, and

WHEREAS, the Town Board of the Town of Keene has heretofore established such a Planning Board, and the procedures to be followed by it, and

WHEREAS, by reason of resignations or otherwise, there have been created vacancies on said Planning Board during Calendar Year 2021.

NOW THEREFORE, BE IT RESOLVED that appointment of the following members are hereby ratified and confirmed for the terms stated, to-wit:

PLANNING BOARD

TERM EXPIRING

Michael Hartson	12/31/2023
Lawrence House	12/31/2024
Travis Gagnon	12/31/2025
Ron Hall	12/31/2026

Thomas Hickey	12/31/20? Will add in date later
Brian Crowl	12/31/2021
Linda LaBarge	12/31/2022

This resolution was duly seconded by Mr. Deyo.

Roll Call Vote:

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

42-21 RESOLUTION APPOINTING THE
CO-CHAIRMEN OF THE PLANNING BOARD

The following resolution was offered by Mr. Wilson, who moved its adoption.

RESOLVED, pursuant to Section 272 of the Town Law, that Mr. Thomas Hickey and Mr. Lawrence House be appointed Co-chairmen of the Planning Board.

This resolution was duly seconded by Ms. Cheetham-Palen.

Roll Call Vote:

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

43-21 RESOLUTION TO EXPEND MONIES FOR YOUTH PROGRAM(S)

The following resolution was offered by Mr. Wilson, who moved its adoption.

WHEREAS, the Town of Keene has again decided to run a recreation program,
and

WHEREAS, the Town of Keene has approved the appointment of its Youth
Commission members, and

WHEREAS, the Youth Commission has been authorized to expend at least
\$2,600.00 to cover 50/50 match required by the New York State Division for Youth,
therefore,

BE IT RESOLVED, that the Town of Keene approves the 2021 application and
authorized the Youth Commission to expend at least \$2,600.00 for the 2021 recreation
program,

BE IT FURTHER RESOLVED, that the Clerk send a copy of this resolution to the
Essex County Youth Bureau, Essex County Government Center, Elizabethtown, New
York 12932.

This resolution was duly seconded by Ms. Whitney.

Roll Call Vote:

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

44-21 RESOLUTION AUTHORIZING DIRECTOR OF THE ESSEX COUNTY
YOUTH BUREAU TO SIGN YOUTH BUDGET AMENDMENTS FOR TOWN
OF KEENE MUNICIPAL PROGRAM

The following resolution was offered by Mr. Wilson, who
moved its adoption.

BE IT RESOLVED, that the Town Board of the Town of Keene authorize the
Director of the Essex County Youth Bureau to sign amendments of no increase/no
decrease in State Aid for the Town of Keene, and that the Director of the Youth Bureau
has agreed to return copies of the amendments in the municipality, and

BE IT FURTHER RESOLVED, that the Clerk of this Board shall submit a copy of this
resolution to the Essex County Youth Bureau, Essex County Government Center,
Elizabethtown, New York 12932.

This resolution was duly seconded by Mr. Deyo.

Roll Call Vote:

45-21 RESOLUTION IN SUPPORT OF LIFE FLIGHT

The following resolution was offered by Mr. Wilson, who moved its adoption.

WHEREAS, North Country LIFE FLIGHT, Inc. is a not-for-profit, tax-exempt corporation which is responsible for all aspects of patient care by providing medical equipment, training medical personnel and administering the medical portion utilizing the New York State Police helicopter based in Saranac Lake and private fixed-wing aviation resources; and

WHEREAS, The New York State Police and private fixed-wing aviation resources do not provide a medically trained team or medical equipment for patient transports; and

WHEREAS, the people of Clinton, Essex, Franklin, Hamilton and St. Lawrence Counties receive a vital emergency medical service which is free of charge to critically ill and seriously injured patients, and, therefore municipal governments are asked to pledge monies for this worthwhile program;

NOW THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Keene hereby authorized the Supervisor to enter into a contract with North Country LIFE FLIGHT, Inc. for the purpose of operating the medical component of the medevac program, which will serve its residents and visitors, and paying the amount of \$500.00 which represents the Town's share for 2020; and be it

BE IT FURTHER RESOLVED, that the sum of \$500.00 is hereby appropriated to Account No N/A for payment to North Country LIFE FLIGHT, Inc.

This resolution was duly seconded by Ms. Cheetham-Palen.

Roll Call Vote

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

46-21 RESOLUTION AUTHORIZING ANNUAL TOWN
ASSOCIATION MEMBERSHIP DUES

The following resolution was offered by Mr. Wilson, who moved its adoption.

Be it resolved, that authorization be given to allow payment of \$1,100.00 for the Town's Annual Association Membership Dues for 2020.

This resolution was seconded by Ms. Whitney.

Roll Call Vote:

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

47-21 RESOLUTION AUTHORIZING ANNUAL CONTRIBUTION TO
AU SABLE RIVER ASSOCIATION

The following resolution was offered by Mr. Wilson, who moved its adoption.

Be it resolved, that authorization be given to allow payment of \$1000 to the Au Sable River Association as the Town's annual contribution.

This resolution was seconded by Ms, Cheetham-Palen .

Roll Call Vote:

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

48-21 RESOLUTION AUTHORIZING AGREEMENT FOR
DOG POUND/SHELTER SERVICES

The following resolution was offered by Mr. Wilson, who moved its adoption.

Be it resolved, that authorization be given for the Supervisor to sign the agreement for services between the Town of Keene and the North Country SPCA for Dog Pound and Shelter Services.

This resolution was seconded by Mr. Deyo.

Roll Call Vote:

Mr. Wilson:

Mr. Biesemeyer: Absent

Ms. Cheetham-Palen:

Mr. Deyo:

Ms. Whitney:

49-21 RESOLUTION TO to Adjourn offered by Ms. Cheetham-Palen.

Seconded by Mr. Deyo

Meeting adjourned at 6:22pm

Cori-Anne Favro, Town Clerk