

Joseph P. Wilson Jr, Supervisor  
Robert M. Biesemeyer, Deputy Supervisor  
Bi-Monthly Town Board Meeting  
January 25, 2022  
5:30 pm  
Zoom

Call to order

Approve Minutes: January 7, 2022 Organizational Meeting with the following amendments:

- Resolution No. 03,2022 mileage reimbursement to 58.5 cents/mile
- Resolution No. 26, 2022 Fixing Salaries: amend rate of pay for Transfer station attendant to \$18/hour

January 11 Regular Board Meeting Minutes

Privilege of the Floor:

Town Discussion of Old Business:

- Covid Updates
- Updated draft from the Short Term Rental work Group
- 

New Business:

- Youth Commission Community Trail System Presentation
- Town Clerk/Tax Collection Updates
- Resolution to approve phone reimbursement for the Town Clerk
- Resolution to adopt standard workday for Justices and Water Superintendent
- Resolution to approve Annual Audit of the books for Supervisor's office; Town Justices; Town Clerk; Tax Collector; & Code Officer
- Resolution to approve a Road Permit; Elizabethtown Community Hospital Auxiliary requests Sunday May 1, 2022 Rt 73 and 9N from Keene Valley to Elizabethtown

Executive Session:

Resolutions to amend the 2021 budget:

Supervisor's Report:

Audit Bills: 2021-789 through 2021-852 (Bob & Teresa signed)

Adjournment

Short Term Rental Task Force: Questions and Answers  
Draft Registration Program Documents  
1/19/2022

The following are responses to questions provided by town board members and the planning board:

**Larry House: Planning board questions:**

Recommended no off street parking. We modified the document under Part 3, section 3f to include parking that would be on street as well as on property. There was a concern that several STRs on Church Street and Market Street use the road for tenant parking. This way, we have a drawing for what they consider tenant parking and if there is issues, we can refer to the drawing to help settle concerns.

Recommended add language for a sanitary facility at each STR. This was added (Part 3, section 2e)

**Jenn Whitney: Town Board member questions:**

Who will oversee the program: This is a new program. As currently developed, little oversight is necessary and Town resources will not be burdened because the program is designed for owner self-auditing and self-certification. The Town would be required to react when and if complaints arise from a particular STR. The Task Force developed language included in the Registration Package to manage bad actors. Ultimately, language is provided to provide the Town with the flexibility to step in, when and if, necessary. Over time, the Registration Program could be modified to address documented issues with STRs.

Who will enforce registration: Again, as described above, the STR Registration Program is designed for STR self auditing and self certification. When a STR owner registers their property with the Town of Keene, they sign a certification agreeing to the Town's guidelines and best management practices for STR operations. If there are safety hazards with the STR, there is a means to record complaints and, based on recurrences, can be addressed with the owner of the STR for the purpose of maintaining their registration or revocation. The Task Force developed language on methods of Compliance, created a self-audit checklist and Best Management Practices. All are included in the Registration Package.

Enforcement needs authority or licensure: The Task Force developed and suggested language in the Registration Program for compliance. In that section of the Registration Program, the Town has the authority to require STRs to implement Corrective Measures in response to complaints. Based on the program's current proposed language, the Town also has the authority to revoke STR Registrations from those who fail to comply.

Drawing showing parking: This section was modified to inform the town how many parking spaces are included on the property and is it adequate for the number of guests. A lawn is not considered a parking area. Off-street parking is important to know as well, as that may inhibit traffic in certain areas.

30 days: We included the word 'consecutive' to make it more clear.

Quite hours: We made the time the same in the documents

9pm to 7am: We changed the language to state 'occupy the property overnight'

Consequence of Non-Registration: We hope with self-auditing and self-certification, STR owners will find this process to register easy. We also hope STR owners will encourage other STR owners to register. In order to encourage registration, we suggest the town assess a fee for registration which is waived for the first year (essentially 2022). This may encourage a higher level of registration in the future. Inns and B&Bs and the Ausable Club: We decided to include language that excludes any commercial lodging businesses that are under the jurisdiction of the department of health (and can prove they are permitted by the DOH to operate). DOH has permitting and inspections as part of their authority, we didn't see a need to include them in our program.

To meet that end, the Town could require these entities to prove that they are subject to other regulations such as DOH. Since the DOH has permitting and inspections as part of their authority, we didn't see a need to include them in our program.

**Dave Deyo: Town Board Member Questions:**

Dave had suggestions and in summary: whatever is in place should be not an overreach by the town or a mandate.

We discussed this quite a bit. We also feel this is an unusual step for the town to take. But we also acknowledge there are many governmental reaches into our community. The APA jurisdiction of properties, permit requirements for buildings in town, assessments, etc. The strategic planning group found that this was one of the top issues in Keene that needed to be addressed. And looking around to our adjacent communities, we are near the last to do anything about STRs. We think this approach is a better means to understand the STRs in our community, show we appreciate them and ask them to follow some best practices in operation.

**Bob Biesemeyer: Town Board Member Observations:**

Comment: Reduce down the requirements to four for when a public hearing happens:

The task force thinks that what you suggest is probably addressed in many parts of the documents. Point 1: they register. Point 2: they place a number that can be seen (except we make sure their tenants know the number as well). Point 3: they provide proof the property meets NYS building. Point 4: they have a designated agent for contact. Thanks for your comments.

**DRAFT**

**Short Term Rental Registration Program  
Keene, New York**

**December 16, 2021  
Revised January 19, 2022**

Task Force Subcommittee for Keene, New York 12942

**Short Term Rental Registration Program**

Attachment A: Registration Form

Attachment B: Self Audit Safety Checklist

Attachment C: Best Management Practices

Purpose

The purpose of registering short term rentals (STRs) is to provide controls, monitoring, and to ensure emergency management services, for short term rentals (STRs) in the Town of Keene, NY.

The Registration Program for STRs shall apply to all properties located in the Town of Keene, NY.

Part 1: Definitions:

Short-Term Rental (STR) means any premises that are rented, in whole or in part, to any person or entity, for a period of less than thirty (30) consecutive days, and includes but is not limited to residential structures, accessory dwellings, lean tos and camping sites. This excludes commercial lodging operations that are under the jurisdiction of the NYS Department of Health.

Rental means an agreement granting use or possession of a residence, in whole or part, to a person or group other than the owner of record in exchange for consideration valued in money, goods, labor, credits, or other valuable consideration.

Occupant means any person, including children two years of age and above, who intends to occupy the property overnight.

Part 2: Short-Term Rental Registration Program - General Requirements:

All STR property owners must Register with the Town of Keene. Once reviewed and approved, the Town will issue a Registration Certificate to the owner. The Terms and Conditions of the Registration are outlined in the Registration Application.

STR General Requirements Include the following:

- 1) A short-term rental Registration Certificate is required to operate a STR in the Town of Keene.
- 2) A short-term rental Registration Certificate is valid for a period of five (5) years as set forth by the Town of Keene Board. On expiration of the Registration a new Registration Application must be submitted to continue STR operation.
- 3) The STR Registration Certificate is not transferable.

- 4) If the Terms and Conditions of the STR Registration are not followed, the Town of Keene has the authority to revoke the STR Registration Certificate.
- 5) Each STR, except for campsites lacking a physical shelter, shall contribute occupancy taxes to Essex County. That tax may be paid through the STR platform (i.e. Airbnb), or paid directly by the STR owner/ manager to Essex County.
- 6) Registration fees to obtain a Registration are determined by the Town Board and changes of the fees are subject to public notification, public hearing, and referendum.

### Part 3: Short-Term Rental Terms and Conditions:

The following Terms and Conditions of the Registration Requirements apply:

1. The property owners and/or operator of the STR property shall file current contact information to include names, addresses, telephone numbers and email addresses. If the owner and/or operator of the STR does not reside within an hour of the STR, then they shall file the contact information of another individual who shall be responsible and authorized to act on the owner's behalf to promptly remedy any issue on the property.
2. All short-term rentals shall meet the following occupancy and safety standards:
  - a. The number of occupants to a STR shall be limited to 2 times the number of bedrooms in the dwelling plus 2 additional occupants.
  - b. All sleeping rooms must have at least 1 (one) functioning smoke detector; 1 (one) smoke detector in the main room of each level; 1 (one) functioning fire extinguisher on each level, and at least 1 (one) carbon monoxide detector on each level.
  - c. Exterior doors shall be operational and all passageways to exterior doors shall be clear and unobstructed.
  - d. Electrical systems shall be serviceable with no visual defects or unsafe conditions.
  - e. Sanitary facilities, including but not limited to latrines, must be maintained and in working order for each rental property.
3. A written notice of the following information must be posted in a highly visible area near the main entrance of the unit:
  - a. The physical address of the rental unit.
  - b. The name, address, phone number and e-mail address of the owner/operator &/or designated contact person.
  - c. Local Fire and EMS Services - Dial 911

- d. A statement of the number of sleeping rooms within the short-term rental property and the maximum number of occupants allowed.
  - e. A statement of the number of parking spaces on the property and a maximum number of parking spaces allowed.
  - f. A drawing showing the approximate size and location of the buildings and designated parking.
4. The property shall have an address number that is visible from the street or road.

Part 4: Compliance:

1. Failure to meet the Terms and Conditions of a STR Registration must be documented in a log book at the Town of Keene Offices.
2. Logged entries will be reviewed for purposes of STR Registration renewal or revocation.
3. Failure to meet the Terms and Conditions of the STR Registration may result in the Town of Keene demanding corrective measures at the STR within ninety (90) days of a recorded failure.
4. Failure to implement corrective measures may result in STR Registration revocation.
5. An STR owner and/or operator may appeal the STR Registration revocation at a Town Board meeting within ninety (90) days of the revocation.

Part 5: Best Management Practices:

Best Management Practices are suggested for all STRs in the Town of Keene, including but not limited to, the following:

1. Quiet hours shall be maintained after 10 pm.
2. The address of the dwelling and the owner/representative's contact info should be posted inside the STR near the front entrance.
3. Written rules or a guidebook should be included in each rental.
4. Property should have a maintained septic system with adequate capacity for the number of occupants to the dwelling.
5. Private water supplies should be tested periodically for public consumption.
6. Provisions should be made for management of garbage during rental periods.
7. Street signage for STRs should comply with the existing Town of Keene Site Plan Review Law stipulations.
8. A Registration may be modified by the holder at any time, and any modification is subject to all registration requirements.

# Appendix A



**Town of Keene Registration Form for Short-Term Rentals**

Draft

Revised 1/19/2022

**Applicability**

As defined in the Town of Keene Site Plan Review Law (identify section), all Short-Term Rentals (STRs) must Register properties with the Town of Keene. This Registration applies to properties in the Town of Keene.

**Section 1: Required Applicant Information**

Property Owner:

Property Tax Map Parcel#:

Property Physical Address:

Property Mailing Address:

Rental Platform is used (circle): AirBnB                      ADK by Owner                      VRBO  
Other (please specify):

Bed Tax is submitted to Essex County Treasurer (check one):

- Automatically by Rental Platform
- Submitted Annually by Owner; County Room-Tax Payer #: \_\_\_\_\_

<b>Contact Information for Caretakers</b> of this property who reside within 1hr of the physical address and have the authority to act in remedy of issues that may arise during rental periods:	
<b>Primary Contact:</b>	
Phone:	Email:
<b>Secondary Contact:</b>	
Phone:	Email:

**Section 2: General Requirements**

All STR property owners must Register with the Town of Keene. Once reviewed and approved, the Town will issue a Registration Certificate to the owner. The Terms and Conditions of the Registration are outlined in Section 3 of this Registration Application.

STR General Requirements Include the following:

- 1) A short-term rental Registration Certificate is required to operate a STR in the Town of Keene.
- 2) A short-term rental Registration Certificate is valid for a period of five (5) years as set forth by the Town of Keene Board. On expiration of the Registration a new Registration Application must be submitted to continue STR operation.
- 3) The STR Registration Certificate is not transferable.
- 4) If the Terms and Conditions of the STR Registration are not followed, the Town of Keene has the authority to revoke the STR Registration Certificate.

- 5) Each STR, except for campsites lacking a physical shelter, shall contribute occupancy taxes to Essex County. That tax may be paid through the STR platform (i.e., Airbnb), or paid directly by the STR owner/ manager to Essex County.
- 6) Registration fees to obtain a Registration are determined by the Town Board and changes of the fees are subject to public notification, public hearing, and referendum.

### Section 3: Terms & Conditions

Please check all boxes for self-certification:

- The property owners and/or operator of the STR property shall file current contact information to include names, addresses, telephone numbers and email addresses.
- If the owner and/or operator of the STR does not reside within an hour of the STR, then they shall file the contact information of another individual who shall be responsible and authorized to act on the owner's behalf to promptly remedy any issue on the property.
- The number of occupants to a STR shall be limited to 2 times the number of bedrooms in the dwelling plus 2 additional occupants.
- All sleeping rooms shall have at least:
  - 1 (one) functioning smoke detector;
  - 1 (one) smoke detector in the main room of each level;
  - 1 (one) functioning fire extinguisher on each level, and
  - at least 1 (one) carbon monoxide detector on each level.
- Exterior doors shall be operational and all passageways to exterior doors shall be clear and unobstructed.
- Electrical systems shall be serviceable with no visual defects or unsafe conditions.
- Sanitary facilities, including but not limited to latrines, shall be maintained and in working order for each rental property.
- A written notice of the following information shall be posted in a highly visible area near the main entrance of the unit:
  - The physical address of the rental unit.
  - The name, address, phone number and e-mail address of the owner/operator &/or designated contact person.
  - Local Fire and EMS Services - Dial 911
  - A statement of the number of sleeping rooms within the short-term rental property and the maximum number of occupants allowed.
  - A statement of the number of parking spaces on the property and a maximum number of parking spaces allowed.
  - A drawing showing the approximate size and location of the buildings and designated parking.
  - The property shall have an address number that is visible from the street or road
- Best Management Practices (attached) are followed for the duration of operation.
- Fire Safety Checklist (attached) is followed for the duration of operation.

**Section 4: Compliance Requirements**

- 1) Failure to meet the Terms and Conditions of a STR Registration shall be documented in a logbook at the Town of Keene Offices.
- 2) Logged entries shall be reviewed for purposes of STR Registration renewal or revocation.
- 3) Failure to meet the Terms and Conditions of the STR Registration may result in the Town of Keene demanding corrective measures at the STR within ninety (90) days of a recorded failure.
- 4) Failure to implement corrective measures may result in STR Registration revocation.
- 5) An STR owner and/or operator may appeal the STR Registration revocation at a Town Board meeting within ninety (90) days of the revocation.

**Section 5: Certification**

I certify that the information provided is accurate. I understand that by signing this Registration, I am agreeing to the Terms and Conditions of this Registration, Compliance Requirements and Best Management Practices. I also understand that the Town of Keene reserves the right to revoke this Registration if the Terms and Conditions are not met. I understand that if the Terms and Conditions are not met, I have an opportunity to resolve any deviations or deficiencies from the Terms and Conditions listed herein.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name & Title of STR Owner or Representative::
Signature of Town Official:
Registration is valid for STR operation for (five)(5) years
Payment Amount:
Payment Date:
Date for Registration Renewal:

## **Appendix B**



Town of Keene, New York  
Hamlets of Keene, Keene Valley and St. Huberts  
Essex County, New York  
(518) 576-4444  
Rt 73, Keene, New York 12942

This Form must be completed by all entities registering to own, operate and maintain Short Term Rentals in the Town of Keene, New York.

## STR FIRE SAFETY SELF-INSPECTION CHECKLIST AND ACKNOWLEDGEMENT

Follow these steps:

- Use this checklist as a guide to walk through your residence.
- Start by taking a walk around the exterior of your building; then the interior. Try to look as if you are seeing the residence for the first time.
- Look carefully for items which might pose a fire hazard – they may not be easily visible, such as underneath or behind furniture.
- Make note of any issues found and correct them – the sooner, the better.
- After the corrections are made, return this form to the Fire Department within 30 days.
- Maintain a copy for yourself.

These items must be maintained and in working order at all times, and require self - inspection and self-certification:

- Fire Extinguishers (Annual)
- Fire Alarm Systems (Annual)
- CO Monitors (Annual)

If you have any questions or are unsure if an item is a fire hazard or not, please call for Keene Valley at 518-576-4727 or KVFIRE19@gmail.com or for Keene at 518-576-4301 or Keenefd@gmail.com. The Fire Department is always glad to help you with any questions or concerns.

Thank you in advance for being a partner in fire prevention. This allows us to concentrate inspection efforts on entities posing the most risk.

**Is your address clearly posted?** In an emergency, seconds count. Can your address **OUTSIDE** numbers (and suite numbers, if applicable) be seen clearly from the street?

- Are the fire lanes and hydrants clear and accessible?** Ensure that parked vehicles, garbage bins and stored items are not obstructing access to your property. Quick and unobstructed access is also required for fire hydrants, fire sprinkler control valves and fire department connections to sprinkler systems. Keep three feet of clearance around all fire hydrants and fire department appliances.
- Are garbage and recycle bins located away from the building?** These need to be at least 5 feet away from combustible walls, roof overhangs, doors and windows. If the dumpster catches fire and it is too close to the building, the fire can easily spread to the inside of the structure.
- Are exterior portions of exits clear and unobstructed?** An exit doesn't stop at the door – the exit corridor continues out to the public way. Check the outside portions of your exits to make sure they are not blocked or made impassable by storage or landscaping.

## Inside

- Are compressed gas cylinders (even the small ones for balloons or BBQs) secured to keep them from falling over?**
- Are you using portable heaters?** Check your heater to ensure it is safe for indoor use – fueled appliances, such as kerosene, create carbon monoxide and can be deadly when used indoors. Also, check to see if your heater shuts off automatically when tipped over. If not, replace it with one that has a tip-over switch.
- Are your electrical appliances and cords in good condition?** Check appliances and equipment to make sure they are in good working order with no discoloration or warm spots that may be a sign of overheating. Check electrical cords for any signs of wear or fraying. Replace damaged cords – electrical tape is not a substitute for insulation around wiring.
- Are you keeping what's hot away from what's not?** Make sure anything that can burn is at least 36 inches away from any heat source, including furnaces, portable heaters, baseboard heaters, wall heaters and water heaters.
- Do you have a portable fire extinguisher?** Fire extinguishers can be very effective when used properly on a small fire.
- Is your electrical wiring covered?** Check your wall outlets, switches and junction boxes to ensure that switch and cover plates are in place. Keep the cover to your electrical panels closed, too. Missing or open covers are a common safety hazard and may lead to electrical shock and an increased risk of fire.
- What are you storing, and where?** If you have flammable or combustible liquids on site, store them in original or approved containers and check to see that they are clearly labeled.
- Are all exits clear, visible, unlocked and unobstructed?** Check hallways and corridors to make sure building occupants can get to the exit doors quickly, safely and free of any trip hazards or obstructions.

- Are equipment and appliances plugged directly into a wall outlet?** Extension cords, regardless of how “heavy-duty” they are, are still designed to be used on a temporary basis and may not be used in place of permanent wiring. If you need a longer cord, a surge protector that contains an internal circuit breaker may be used, provided it is not used to power large appliances or other equipment that draws a large electrical load. Always follow the manufacturer’s directions for powering equipment and appliances.
- Is the area in front of the electrical panel clear?** There needs to be a clear space at least 30 inches wide and from the floor to 78 inches high in front of all electrical panels. Also, this is a good time to make sure all circuit breakers or fuses are clearly labeled in the event the power needs to be shut off to a certain area or appliance.

**Acknowledgement**

Owner Name: \_\_\_\_\_

STR Address: \_\_\_\_\_

By signing below, I attest that the owner name listed above at the noted physical address has completed a fire/safety self-inspection and all hazards noted during the self-inspection have been corrected.

\_\_\_\_\_  
Name (Printed) Signature Date

## Appendix C





## Town of Keene, New York

### Short Term Rental Best Management Practices for Owners, Managers and Tenants

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Best Management Practices (BMPs) were created to assist Short Term Rental (STR) owners, managers and tenants with suggested operational guidelines.

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1. **General Respect for Neighbors.** Be friendly, courteous, and treat your neighbors like you want to be treated. Respect your neighbors and their property.
2. **Noise.** Be considerate of the neighborhood and your neighbor's right to the quiet enjoyment of their home and property, especially after 10 p.m.
3. **Maintenance of Property.** Be sure to pick up after yourself and keep the property clean, presentable and free of trash.
4. **Garbage Disposal.** Place trash and recycling containers at the appropriate place. Cigarette butts should be properly extinguished and disposed of in the garbage.
5. **Parking & Traffic Safety.** Do not park on lawns or in a manner which blocks driveways, sidewalks, alleys or mailboxes. Drive slowly through neighborhoods and watch for pedestrians, pets and children playing.
6. **Pets.** Promptly clean-up after your pets. Prevent excessive and prolonged barking, and keep pets from roaming the neighborhood. Control aggressive pets, and be sure to abide by the local leash laws. Store pet food indoors and in a secure container to reduce the likelihood of unwanted pest problems.
7. **Guest Responsibility.** Approved guests and visitors are expected to follow the above listed Best Management Practices. Be sure to read your rental agreement for additional terms and restrictions.

**Youth Commission Bike Park Presentation  
January 25, 2022**

To the Town of Keene Board Members,

In 2020 Haley Morelli brought to our attention, in a Youth Commission Board Meeting, the need/desire to create mountain biking trails and a pump track in the Town Of Keene. Youth commission board agreed this type of trail system would meet the growing demand locally and from visitors to the area for a sport that is outside, healthy, individualistic and does not put pressure on our backcountry trail systems. We applied for grants and received funding from ADK Foundation and Northern Forest Trail Alliance to research the validity of the idea with the end goal of our research phase to have site(s) and preliminary plans developed.

Once we acquired funding we developed a committee with interested volunteers to start discussing the project. We felt we needed Keene voices and professional voices as well. Here is our committee

Joe Pete Wilson - Town Supervisor  
Josh Wilson - BETA  
Keith McKeever - APA  
Patrick Carey - Nationally Recognized bike instructor  
Matt Morelli  
Haley Morelli  
Joanie Turbeck  
Deanna Brown  
Tammy Loewy  
Caitlin Botcher  
Robyn Shumer  
Tyler Nichols  
Sara Strobe

After much discussion we asked Luke Peduzzi, former Keene graduate and owner of Peduzzi trails, to assist in site evaluation and design work. We investigated 4 locations, Marcy Field, 9N County lot on Clements Mountain, Community Center and Keene Central School. These sites contained options that we felt best suited our vision. We wanted to support the budding mountain biking program at KCS as well as trails for the general public. We wanted to look for trails that would be viable for winter access, cross country skiing and snowshoeing.

Luke reported back and the committee decided on 9N and KCS. We come to you to discuss the ability to create and maintain a trail system and possible pump track at the County site on Route 9N. Our vision is for a multi-use trail system and pump track that includes walking, biking, and skiing trails and that would engage our community and visitors to the area.

Received Date

**Standard Work Day and Reporting Resolution for Elected and Appointed Officials**

Employer Location Code

3 0 1 1 9

**SEE INSTRUCTIONS FOR COMPLETING FORM ON REVERSE SIDE**

**RS 2417-A**

(Rev.11/19)

BE IT RESOLVED, that the Town of Keene / 30119 hereby established the following standard work days for these titles and will report the officials to the New York State and Local Retirement based on their record of activities:

(Name of Employer) (Location Code)

report the officials to the New York State and Local Retirement based on their record of activities:

Name	Social Security Number	NYSLRS ID	Title	Current Term Begin & End Dates	Standard Work Day	Record of Activities Result	Not Submitted	Pay Frequency	Tier 1
<b>Elected Officials:</b>									
Henrietta Jordan			Town Justice	01/01/2021 - 12/31/2024	6	15.99	<input type="checkbox"/>	bi-weekly	<input type="checkbox"/>
Barbara S. Dwyer			Town Justice	06/09/2021 - 12/31/2025	6	5.42	<input type="checkbox"/>	bi-weekly	<input type="checkbox"/>
<b>Appointed Officials:</b>									
Savana Li			Water Superintendent	09/20/2021-12/31/2022	6	29.90	<input type="checkbox"/>	bi-weekly	<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>

I, Kimberly E. Smith, secretary/clerk of the governing board of the Town of Keene, of the State of New York,  
 (Name of Secretary or Clerk) (Circle one) (Name of Employer)

do hereby certify that I have compared the foregoing with the original resolution passed by such board at a legally convened meeting held on the 25th day of January, 2022 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

**IN WITNESS WHEREOF**, I have hereunto set my hand and the seal of the Town of Keene on this 22 day of January, 2022  
 (Name of Employer)

(Signature of Secretary or Clerk)

Kimberly E. Smith

(Name of Secretary or Clerk)

**Affidavit of Posting:** I, \_\_\_\_\_ being duly sworn, deposes and says that the posting of the Resolution began on

January 26, 2022 and continued for at least 30 days. That the Resolution was available to the public on the: \_\_\_\_\_

- Employer's website at: \_\_\_\_\_
- Official sign board at: \_\_\_\_\_
- Main entrance Secretary or Clerk's office at: 10892 NYS Route 9N, Keene, NY, 12942

(seal)

# TOWN OF KEENE, NEW YORK

## PERMIT

Pursuant to Local Law #2 of the Town of Keene, New York, for the year 1995 (Town of Keene Highway Use Local Law):

1. Name of Applicant: Elizabethtown Community Hospital Auxiliary

2. Date, time of day and place of event as set forth in application: Sunday May 01, 2022 at 8:30 AM Keene Valley Lodge 1834 NYS Rt 73 Keene Valley to Elizabethtown

3. Date of application: January 17, 2022

4. Date application received: \_\_\_\_\_

5. Date additional information (if any) received: \_\_\_\_\_

6. Nature of event as proposed in application \_\_\_\_\_

Foot race on Rt 73 & 9N from Keene Valley to Elizabethtown

Based upon the application (and additional information if required), the aforesaid application is:

\_\_\_\_\_ Approved

\_\_\_\_\_ Approved with conditions as hereafter set forth  
(Town Clerk to check one of the above)