

**Bi-Monthly Town Board Meeting**  
**February 22, 2022**  
**5:30 p.m. via Zoom**

**MTG #5**  
**Res, #85-90**

**BOARD MEMBERS PRESENT**

Joseph P. Wilson, Jr., Town Supervisor  
Robert Biesemeyer, Deputy Supervisor  
Teresa Cheetham-Palen, Councilmember  
David Deyo, Councilmember

**BOARD MEMBER ABSENT**

Jennifer Whitney, Councilmember

**TOWN OFFICIALS PRESENT**

Scott Smith, Highway Superintendent  
Savana Li, Water Superintendent  
Kimberly Smith, Town Clerk

**MEMBERS OF THE PUBLIC PRESENT**

8 participants logged onto the Zoom platform

SUPERVISOR WILSON called the meeting to order at 5:31 p.m.

Supervisor Wilson welcomed M.J. Lawrence and Jim McKenna to the meeting.

**APPROVE MINUTES:**

**RESOLUTION APPROVING TOWN BOARD MINUTES**

**RESOLUTION NO.: 85,2022**

**INTRODUCED BY: TERESA CHEETHAM-PALEN**  
**WHO MOVED FOR ITS ADOPTION**

**SECONDED BY: ROBERT BIESEMEYER**

RESOLVED, that the Town Board minutes from February 8th, 2022  
are accepted and approved.

Duly adopted this 22th day of February, 2022 by the following vote:

AYES: Supervisor Wilson, Mr. Biesemeyer, Ms. Cheetham-Palen, Mr. Deyo

NAYS:

ABSENT: Ms. Whitney

**Presentation by ROOST on Ironman Recommendations:**

Mary Jane Lawrence, ROOST Representative  
James McKenna, ROOST Representative

Ms. Lawrence provided background information about the Ironman event and how the Ironman Task Force was created. The 5 (five) year contract with Ironman ended in 2021. In the past five to ten years of the Ironman there has seemed to be more concern

with the event, not only for the local region but around the world. There has been some event fatigue associated with it. The summer of 2020 allowed us to have a summer of no events, due to the height of Covid. There were many restrictions. There was no air travel. People were looking for fresh air and open spaces, and because of that, we had a very successful summer. That led to the conversation of, "Do we really need events?"

Generally speaking, if you speak to someone about Ironman, if they are in favor of it, they say everyone is in favor of it. If you speak to someone who is not in favor of it, they say that everyone is not in favor of it. So, they created this Task Force with a minimum of two people from each of the communities that the race course goes through. The goal of the Task Force was to understand the climate, and then make recommendations on how the committee, from going through research and conversations, could come up with the best way to move forward. They had about eight to ten meetings that were very lively and engaging conversations. The first thing they decided to do was a survey to understand what the climate really is. They spent a lot of time coming up with the questions, reviewing the questions, editing the questions and coming up with the survey. They sent the survey out through email, a press release to the paper, and a facebook boost. Boosting it through facebook made it very easy to target their audience. They could say anyone in this area code please provide this ad to, which would then give them a link to click on and respond to. They were very thorough to get the most accurate data that they could possibly get.

The survey showed a lot about training, about biking and the training. Also about disrespect of property, of public property as well as private property. The set up prior to race day and also the congestion associated with race day. There was a disconnect between the communities and Ironman. What if there is a problem? There was no one that we had to contact or to discuss issues with. From the results of the survey, they started to come up with recommendations. It was at that point that an Ironman representative joined the committee meetings. Ironman had the results of the survey along with the committee members. They discussed some of the concerns that were brought up and they came up with recommendations.

**\*\*Recommendations are attached to these meeting minutes\*\***

The main thing right now is that the committee recommended a two year contract. There is a verbal commitment for 2022, but there is not a contract signed for 2023. It needs to be decided if they make it for one year, two years, three years? What should the contract look like? The committee recommended a two year contract to include 2022 and 2023.

Ironman was very committed that they need a three year contract, for two reasons:

1. They felt it would take three years. One year to implement the recommendations, two years to tweak them, and three years to really see the full results.
2. If we decide to not move forward after 2023, they need time to find another location. It's not a turnkey situation. There's a lot that goes into creating a new race in a new location.

The Task Force has presented to the Town of Wilmington Board, the Village of Lake Placid, and the Town of North Elba, and now they are at the Town of Keene to answer any questions, to work through this, and to get any feedback. The Task Force did meet with Ironman today because the Town of North Elba and the Village of Lake Placid said that they would be willing to support a three year contract with the agreement that each of the recommendations had a timeline and some ability to measure the success of the efforts being put forth by Ironman and by the communities, ROOST and those that it

was impacting. They went through the timeline with the Ironman representative and went over more details. Ms. Lawrence felt that it was a successful meeting and asked Jim McKenna to discuss how he felt.

Mr. McKenna thought it was a great meeting that they had and that Ironman seems to be agreeable that they want to make it work., They recognize that they have a lot of things that they can do to make it less impactful to our communities.

Ms. Lawrence asked Supervisor Wilson if he wanted her to go through the list of recommendations. She pointed out that the Town of Wilmington had one additional request which is not on the list. They would like the local athletes to be acknowledged and stand out from the rest of the field. Perhaps having different bibs or a way to acknowledge them as local athletes.

Supervisor Wilson opened it up to Board Members to ask any questions or address any concerns.

Ms. Cheetham-Palen inquired about the contact person. Is it one person in general or one person per town?

Ms. Lawrence explained that it would be one person for all of the towns. That person would be well versed in the race, and the region. Ironman does have one person who works as the liaison for the races who has knowledge of the courses, but perhaps we would want someone more local who could be brought up to speed to answer questions. Ironman is open to both options. Ms. Lawrence thinks the most ideal situation would be to have the Ironman person from New Jersey come to our area, meet some of the businesses, meet the Supervisors, and get a good understanding of the race course and how it impacts us; rather than having someone local trying to learn all of the information about Ironman.

Ms. Cheetham-Palen agreed that she likes the idea of having someone that Ironman already has employed do it but to have that person come and visit the area. That would be an important connection and it would send a message that they were trying.

Mr. McKenna stated that they would need space and all of the necessary equipment to have them right in our area.

Mr. Deyo stated that he thinks it's a great first start, definitely having someone here. In the community, there were many businesses that had complaints, but there was no one to address their concerns. It was never an option. It's at least a step in the right direction.

Ms. Cheetham-Palen asked for clarification of the "Highlight Communities". Is it going to be a map?

Ms. Lawrence stated that in general, the communities didn't feel appreciated. We are not just here as a venue. We are a community. We live here and we have thriving businesses and their race impacts us. It doesn't feel like they were doing anything to acknowledge or support that. So this is where we would need to meet in the middle. With engagement from the community we can engage in a lot of marketing strategies that will drive visitors to different attractions, restaurants, and retail in all of the communities. We want to make it easy for the families that attend to find all of these things to do. They are planning to do a video that incorporates some of these things as well as the code of conduct. They are our guests, and we will treat them with respect

but we expect the same. The map would highlight the communities, the region, the businesses within the region but also alternative biking routes, the code of conduct, and where public bathrooms are. This could be on their websites, on our websites, on fliers, on maps, on videos. This would not just be for race day, but for the days that follow as well. Many families stay for a duration.

Ms. Cheetham-Palen asked if it would be an interactive map online.

Ms. Lawrence stated that they haven't gotten to that point yet. This will start in 2022, but it will be where it will need to be improved and more things added to it. This could go on for years.

Ms. Cheetham-Palen asked if Ironman gives money to the communities.

Ms. Lawrence stated that yes, they do. Emergency services were something that came up in the committee meetings frequently. It should not cost these towns money to host this race for a for-profit company. A lot of emergency services are seeing that they do not have the volunteer base that they used to. So they are paid service people that work on race day.

Mr. McKenna added that normally they have averaged \$50,000-\$60,000 that they give back. A lot of it goes to the volunteer organizations that work the course, but they also do community grants on a regular basis. One of the points is that they get that information out there so that people understand that they are giving back to local 501c3's.

Supervisor Wilson stated that he is really supportive of the recommendations and the timeline that has been outlined. Some of the things in it will fit with the kinds of things that he has tried to do formally with Ironman. Like setting up the park with a porta potty that Ironman pays for. But there hasn't been the structure within Ironman to let the athletes know that that is what it is there for. He thinks the recommendations, the structure, the contact person, the athlete code, educating them about the communities, will really fit with what we were trying to do. But there wasn't a formal agreement like this. He is really supportive of it.

Ms. Cheetham-Palen agreed and said that it looks great.

Supervisor Wilson thanked the Task Force for all of their work that they have done. He stated that it is a good solid set of recommendations.

Mr. Deyo stated that it was a good start, he didn't have any questions, and that he felt they could move on from here.

Mr. Biesemeyer stated that he thinks it is great that they are putting all the work into it and trying to keep the event. And try to keep at least the majority of people happy.

Ms. Smith asked permission to include the list of recommendations in the minutes.

Supervisor Wilson and Ms. Lawrence verified and approved of inclusion.

Mr. Biesemeyer asked if Ironman can tell the athletes that at least when they are training for it if they can try not to ride two or three abreast along the course all the time.

Ms. Lawrence stated that code of conduct and laws of the road are being addressed. Also, this process of the Task Force and the creation of recommendations is publicly known and the fact that it was going to be a decision of whether we wanted Ironman back, may have an effect.

Mr. McKenna stated that from their meeting today that if they (Ironman) have people that are not following the Code of Conduct and they can identify them, they will disqualify them from the race that year. He thinks they are taking some real action.

Mr. Biesemeyer said that was great and that he thinks the Task Force is doing a great job.

Ms. Cheetham-Palen thanked the guests for coming and doing the presentation.

Mr. McKenna stated that they are trying to put everything together. They want to try and finalize everything and have an agreement by the end of March. So he would like to get the feedback of Keene.

Supervisor Wilson stated that it sounds like they have a supportive Town Board to work through the recommendations and the timeline and the process they are outlining.

Ms. Lawrence verified if the Task Force has the Town Board's approval to move forward with a three year contract.

There were no objections.

**PRIVILEGE OF THE FLOOR: (NONE)**

**OLD BUSINESS DISCUSSIONS**

**COVID UPDATE:**

**RESOLUTION LIFTING THE REQUIRED MASK MANDATE TO RECOMMENDED**

**RESOLUTION NO.: 86,2022**

**INTRODUCED BY: DAVID DEYO  
WHO MOVED FOR ITS ADOPTION**

**SECONDED BY: ROBERT BIESEMEYER**

WHEREAS, the State-wide mask mandate has been lifted and many area businesses have also lifted the mandate,

BE IT THEREFORE,

RESOLVED, that the Town Board hereby lifts the required Covid-19 mask mandate for all Town Buildings, with the recommendation to wear a mask be posted.

Duly adopted this 22th day of February, 2022 by the following vote:

AYES: Supervisor Wilson, Mr. Biesemeyer, Ms. Cheetham-Palen, Mr. Deyo

NAYS:

ABSENT: Ms. Whitney

Town Board members discussed whether to continue using Zoom for the Town Board meetings or if they should return to in-person meetings. It was decided to continue using Zoom for the March meetings and to make a decision about in-person meetings at that time.

Supervisor Wilson stated that the Town received more Covid test kits and also N95 masks. They are available, free of charge, at both the Town Hall and also at Keene Valley Library.

### **WATER DISTRICT #1 PROJECT:**

Supervisor Wilson stated that he received quotes for heaters as well as other equipment needed for the water districts. He then turned things over to the Water Superintendent, Savana Li to discuss the vent and fan system, the feed pumps, the chlorine analyzer, and the heaters.

Ms. Li stated that well one is down, but Todd is coming to fix a wiring problem. Hometown Electric is coming on Friday to look at the vent and the fan system because it is a safety issue. For the overhead lighting, they need to get the ballasts from Cascade Electric and then those will be fixed. Onto the chemical feed pumps that were discussed when the Town Board went for the water department visit, there is a quote from ESC Environmental (Jim Dwyer). The quote is for 3 (three) chemical feed pumps: One chlorine pump and the backup for the chlorine and then one phosphate pump. Also he quoted for all the cables, the valves and one repair kit. And that will be \$7,400.00. That will be for all of the supplies and then Savana and Morris will install those. If there are any issues, Ms. Li stated that Jim Dwyer from ESC Environmental said he would come out and help them with it. Those things are the top priority to get replaced first.

Ms. Li continued by saying the next repair would be the chlorine analyzer. The quote came from Aqualogics. It is important to stick with Aqualogics because they run our control panel, so it's easier to stay with one place than to have another contractor. Chlorine analyzer, the installation cable, the hoses and the reagents, it will be roughly \$8,700.00. They had discussed not getting the reagents, but Aqualogics recommends them. They are built solid and take wear and tear.

Ms. Li then discussed the heaters with Hyde Fuel. Hyde Fuel has been great to work with. Originally they had discussed putting in Rinnai heaters, but when Scott came last week they decided it would be best to replace the current heaters with the same type that are already there because they will not have to drill anymore holes in the walls. The quote for that is \$4,005.17. That will be the service and all of the parts that we need.

Supervisor Wilson asked about the eye wash stations, and if there are costs for those.

Ms. Li stated that they are all done and fixed.

Supervisor Wilson explained that those projects discussed by Ms. Li are ones that they need to proceed with. They were budgeted. The town has the money to do these upgrades and repairs, but it is going to max out the amount they were planning to spend

this year. Some of the repairs, like the heaters, they did not anticipate. This is all that they will be able to do this year. Next year they will need to do the second phase which Savana is going to discuss. It involves the control panel that Aqualogics runs.

Ms. Cheetham-Palen asked if heaters were already ordered.

Ms. Li stated that Nick Pepe responded to the emergency service and had ordered them, but the order got canceled when they decided to switch to Hyde Fuel.

Ms. Cheetham-Palen asked if the heaters that were originally on order are the same type as what they are now ordering.

Ms. Li stated that she was not sure what he (Nick Pepe) was going to order. She couldn't get any clarification on that. Hyde Fuel will put them in and service them, and we will also get the propane from them. This is the most cost effective.

There was a discussion about the difference between Rinnai heaters and the ones that are ordered. Ms. Li said that Rinnai is a brand name. But with the Rinnai heaters, if you lose power, the Rinnais won't run. Replacing the new ones with the updated version, if we lose power, they will still run because they are propane. So if the generator quits, the Rinnais are pretty much useless.

Mr. Deyo said that it sounds good.

Supervisor Wilson said that Ms. Li is going to move forward with those projects.

Ms. Cheetham-Palen asked if there needed to be a motion.

Supervisor Wilson stated that the vouchers will need to be signed to approve the expenditures, but other than the heaters, these are all things that they had already planned on doing. It's already in the upgrade plan. He also asked Ms. Li to discuss the control panel and the plans for next year's schedule.

Ms. Li verified if she had permission to sign and order all of the items and quotes that she had previously discussed.

Supervisor Wilson affirmed and stated that she can get everything underway.

Ms. Li discussed the control panel and the fact that the Town Board Members saw it when they went to visit. There were two spots on the screen that were not working and we discussed that it needs to be updated. She received a quote from Aqualogics and having this control panel would allow them to go remote, as was discussed. Aqualogics will be able to tap in from Albany or Syracuse and not have to come up every time because they are \$200.00 per hour for service. Also, if the town loses power, Ms. Li drives out to Keene and in the meantime if the power is restored, it takes hours out of the week. The cost estimate for updating the control panel is \$76,925. That is installation, service, all the parts.

Mr. Deyo confirmed that it is not something that they are going to do this year, it is something that they are going to look at and have some time to go over.

Supervisor Wilson stated that he thinks he has this quote and that three years ago they knew that they were going to have to do this. They have just been patching it, but it is becoming the weak link. It is the brain that controls everything and we have to do it.

Even if we need to borrow money next year, this is the key piece to take full advantage of the new well pumps, the new chlorine analyzer, and all the other work we are doing is kind of wasted if we don't update the central control system and bring it more into the modern times.

Mr. Deyo wanted to be sure it wasn't something they were doing tonight, but it is something that they will be looking into down the road.

Supervisor Wilson spoke about FEMA (Federal Emergency Management Agency). They granted the appeal for the water main repair. Last week he started submitting all of the invoices, contracts, insurance, and canceled checks for them to review and see what they will consider paying us back. The total came to a little over \$190,000.00 and they are going to start their official first review next week, and get back to him for supplemental documentation and then do a full review. He will update the Board as he hears from them. Our appeal is one of the only ones accepted from the Halloween storm. We did submit a strong appeal which I hope translates into making a strong case to have FEMA reimburse for the work we did.

Ms. Cheetham-Palen and Mr. Biesemeyer both stated that it was great news and thanked Supervisor Wilson.

#### **WATER DISTRICT #2 PROJECT:**

Supervisor Wilson stated that water two has a bigger set of projects. They need a new well and some significant upgrades to the controlling system in the pump house. We have been working on this project all along with AES and Northeast Engineering. They are revising our engineering report because it has been a few years since we have done it, and the costs have changed. We need that because it is going to outline the scope of work and the cost of all the repairs we want to do. We are working with Community Resources of Essex County to guide us through the bonding process, grant applications, and loan applications. They are going to help us with the permitting, and advise us with finding a bond attorney. We can't apply for any grants unless we have bonding in place. Bonding is going to cost about \$25,000.00 just to set up the bond. AES and Community Resources both recommend that we ask for the full amount of what our engineering costs are going to cover, which is going to be millions of dollars. We should bond for it so that as we apply for grants and loans if we qualify for it we can tackle a bigger portion of our project. The process of bonding needs to be done in order to start the project in 2023-2024.

Ms. Li added that she and Morris have been working on the Asset Management Plan, and are hoping to have it ready in March to give to AES.

Supervisor Wilson added that his next step is to get in touch with a bonding attorney, get a proposal from them, and bring that to the Board. By then hopefully AES has some kind of number to recommend to go out to bond for. Right now we don't have to do anything but I am letting everyone know what is coming. We will have to evaluate that in a compressed timeframe if we want to be eligible for the CFA (Consolidated Funding Application) process that starts this spring.

There was then a discussion about the bond process, how to determine the amount of the bond, how to make draws on the bond, and the importance of applying for grants and loans to offset the bond amount. Grants and loans cannot be applied for until the bond has been applied for first.



## **WATER BILLING AND TAX COLLECTION:**

Supervisor Wilson asked if the Board Members had received the email from the Town Attorney with his analysis and recommendations. After talking about things with Kim and Savana, the recommendation he would like to put up for discussion is that the Town Clerk acts as the collector for the water districts and the Water Superintendent, Savana, acts as the billing agent. Each of those positions comes with a stipend. That is always what we have done, but we will purchase the QuikWater software that Savana has looked at. That would allow Kim and Savana (Tax Collector and Superintendent) to both work within the system and it would always be updated. They wouldn't have to be passing one computer back and forth. The software comes with training, tech support, and has a lot of capability. That is what he is putting out there for everyone to discuss. He asked Savana to give her thoughts and then for Kim to as well.

Ms. Li stated that she has more specific details if anyone has any questions. She said that she provided the Supervisor with the quote this morning.

Supervisor Wilson stated that he had emailed that out to Board Members. He asked if Kim had anything to add after reviewing Liam's email.

Ms. Smith stated that she is not familiar with the program that Joe Pete and Savana have looked into. She doesn't know anything about it. Moreso, she had inquired to Joe Pete who would input everything into this program. She stated that the one (program) that was created by the county, does not have all of the information in it. That one was one that they started working on last year. If we are going to purchase a new program, and everything has to be uploaded into that program, or data entry into that program, how is that going to happen? She was wondering if Joe Pete and Savana had discussed that. She had not discussed any of that with either of them. She also asked how the penalties work in the program and who would be doing the relevy process of anyone who hadn't paid. Is the program user-friendly for that, and if it would be Savana's responsibility or hers? She has a lot of questions before she would agree to the tax collection part of it. She doesn't really know how it is going to work. We are running out of time to start a brand new program. That is her concern.

Supervisor Wilson stated that those are pretty detailed questions. Before we can answer those questions, we have to have the structure in place. Is the Town Clerk going to be the water tax collector? He was not sure where to start with those questions.

Ms. Li offered to forward Ms. Smith a link to the QuikWater website to review the packages offered. They would need the one with the cloud capability in order for them to share the program and not to share computers. There is also a link on the page to go through a free demo or they can set up a group demo with Savana, Kim, Joe Pete and anyone else that may need to. The package (quote) that she had sent out comes with 12 hours of training and she thinks that the relevy would be under the billing, but she was not really sure. This net 5 actually has more stuff than we need, but it's the one we would have to purchase if we want the cloud capabilities. She spent a total of one or two hours with Luissa from the county and she said that our program is a stand alone program. So it would be pretty difficult for us to do it separately.

Ms. Smith agreed and stated that she was confused as to why they had moved forward into looking for a new program. She thought that they were waiting for Liam's response, which came today. So, she was caught off guard. She thought that they were waiting to see if it could be one person that could use that program (county program), or if they needed to move forward and get a new program for two people. She asked if that is

something for the Town Board to discuss as well. She thought everything was on hold until they got his response, which they just got.

Ms. Li stated that she wasn't under the impression that they were making any decisions. She was just doing her homework so that they have options available when it comes time to make the final decision.

Supervisor Wilson agreed with what Kim said about being under a time deadline so it made sense to look at software and not leave that as a loose end when they had time to do it. That is why they started looking at software so they could have an idea of what is available. Basically, he thought from speaking to Liam that one of the things that Liam was recommending was that separating the two functions, collection and billing, is important.

Ms. Smith stated that it is not what his (Liam) email said today. She asked if he had gotten a chance to read it. She had gotten the opposite sense to that.

Ms. Cheetham-Palen stated that she thought he said that one person could do the billing and the receiving, but that the clerk could not figure out what the bills were. You still need someone that figures out what the charges are. It sounded like two people to her.

Mr. Deyo stated that from the email that he received from Liam today, what he understood was that Kim was welcome to do both. She doesn't determine what the charges are. She just bills them and collects them. She doesn't determine the charges.

Ms. Cheetham-Palen asked who determines the charges.

Mr. Deyo said they do.

Ms. Smith stated that the Town Board does. Then with the program from the county, you put those fees in there and it generates the bills.

Mr. Deyo agreed and said it has nothing to do with Kim. There is no conflict of interest there. She is just billing it and collecting it. We have already determined what the cost would be.

Ms. Li stated that she did not receive the email, so she has no idea what was said. She is in the dark on that. But the billing, as she said in a previous email, needs to be looked at for construction and putting in new taps. That would be up to the Board to decide that. She would give an estimate after figuring labor and costs and parts and then the board decides.

Mr. Deyo stated yes, he does not think we are reinventing the wheel here and he doesn't think it is that complicated.

Ms. Li agreed.

Supervisor Wilson disagreed with the interpretation that everybody is making of Liam's email. He is talking about receiving and collecting, which are two different positions that class one towns have. In a class two town receiver and collecting is one position. That is not saying that billing and collecting are one position. In my discussion with Liam....

Mr. Deyo stated that is what he got from his email.

Ms. Smith stated that she agreed with Dave and that is the way that she read it. He did not say that. He said billing and collecting.

Mr. Deyo agreed, and said it did say both things collecting and receiving but he also said that there was no conflict of interest for her to bill and receive.

Supervisor Wilson stated that he does not see that.

Ms. Cheetham-Palen said that she read that too, but she also questioned the fee structure and who sets up the fees.

Mr. Deyo stated, the Town Board.

Mr. Biesemeyer stated that they have already done that.

Supervisor Wilson stopped the discussion and asked to clarify things. He said that people are reading too much into the definitions. Billing does not set the rates and does not set the penalties. Billing just literally prints out the bills, makes sure they are for the correct amounts, and mails them. Collecting just receives those payments, deposits them. If it's the Town Clerk, the Town Clerk would deposit into the Town Clerk's account, and then make payments to the Supervisor for those monies owed. Those are it. The Town Board sets the rates, sets the penalties, all of that stuff. That is separate and that is clearly a Town Board duty. What we are talking about here is just collecting and billing. Those are the two things. Because we are having a difference in Liam's email, let's ask him for some verification of the difference. Because where he is talking about receiving and collecting, that is one position. Billing is the other position. We still need to know if billing and collecting need to be separate or can those be the same person.

Ms. Smith stated that she knows that Joe Pete was very busy this afternoon, but if he has a chance to read his full email he (Liam) discusses both. It says that one person can do both. That's what his final decision was.

Supervisor Wilson stated that he doesn't see collecting and billing. He sees collecting and receiving.

Ms. Smith stated that she did not have it pulled up in front of her, but she could pull it up.

Mr. Biesemeyer stated that he had it up in front of him.

Ms. Smith stated that maybe Bob can clarify.

Mr. Deyo had it pulled up on his screen and read, "In short, based on my review of the statutory scheme for collection of water rent arrears, there does not appear to be any issues related to the Town Clerk acting as both the entity that transmits the water rent arrears statement to the Town Board and the entity that collects on the warrants for those arrears produced by the Board of Supervisors of the County." You can do both.

Supervisor Wilson stated that from his discussion (with Liam) that is not what he took.

Mr. Deyo recommended tabling it for this meeting and clarifying it.

Supervisor Wilson stated that if it is going to be one person then Kim, the candidate really would be you because if we were to set it up as Savana, she doesn't have a bank account or the mechanism to receive it. Are you willing to do both?

Ms. Smith stated that she would be willing to consider doing both if it's going to be the same program that we already have. She is not interested in getting a brand new program and uploading all of that. The program, that is from the county, she is familiar with a little bit with, not a lot. She would need to meet with Luissa. She did not know that Savana had already gone to meet with her.

Ms. Li stated that she had not met with her. She just clarified the whole software process and the server.

Supervisor Wilson stated that they don't need new software if it is only one person. The only reason they were going to new software was so that data could be shared.

Mr. Deyo recommended holding off on this decision until they could discuss a little bit more before Savana buys any software that we might not use. Then talk to Kim a bit about it before we proceed. Do we have another meeting in time to do that?

Ms. Smith stated yes. She believes that the anticipated water rate list comes to the Town Board in April, but she would need to know the rates. Nobody has decided the rates.

Mr. Biesemeyer asked if they already have the rates.

Mr. Deyo stated that they already have the rates and that the water is not due until June or July.

Supervisor Wilson stated that they have not set the rates yet. That is part of what the billing agent does because we have to budget too. We have to look at things like water one needs the Aqualogics System.

Mr. Biesemeyer asked if the rates they have are last year's rates.

Ms. Smith and Supervisor Wilson affirmed his question.

Supervisor Wilson asked to respond to Liam stating what we are planning to do. The Town Clerk will be both billing and collecting and will handle both operations. Does that meet his approval. Is that okay?

Ms. Smith stated with the Board deciding whatever the stipend would be, is the way that he ended it. She was not sure if the Board wanted to speak about that publicly.

Supervisor Wilson stated that right now the stipends were \$1,700.00 per year for billing and \$1,400.00 a year for collecting. So, they currently budgeted \$3,100.00 in stipend to cover these tasks.

Ms. Smith asked about the additional input into the system with the way that it stands. Does that matter? The program was used to mail the bills out last time, but you can't look them up according to the address. There is still information that needs to be put into that program. It is also not just one time a year billing, unless you have decided otherwise. Are you going to do the \$25.00 every time you turn on and turn off (water)? Is it going to be more of a year-round position rather than a one time billing?

Ms. Li stated that those turn ons and shut offs need to be billed as they come in. That's revenue that you are sitting on. Also, it will raise more work for you, because she is assuming that people call Kim for water questions constantly. Those fees are just like if she does new taps or something. If we wait until we do yearly billing, we are going to have more questions and room for liability. Customers will question the bill and ask why they are getting it.

Ms. Smith stated that she agrees with Ms. Li. She stated that the county said that it should be billed as it is done. It is services rendered. So, I am asking for the stipend to be reflective of that. It is not a one time billing. It is annual billing throughout the year and annual penalties throughout the year. So if the Board would consider changing the stipend to reflect that. That aspect is being changed as well.

Ms. Cheetham-Palen said okay.

Mr. Deyo stated that they need to discuss that and that he doesn't believe that it is a public discussion right now.

Ms. Smith stated that was what she was wondering and she thanked Dave.

Supervisor Wilson asked if there were any other questions or comments. He will clarify with Liam what they intend to do and we will look for his response. Thank you for that discussion.

**NEW BUSINESS DISCUSSIONS** (NONE)

**EXECUTIVE SESSION:** (NONE)

**BUDGET RESOLUTIONS:**

**RESOLUTION TO TRANSFER FUNDS WITHIN THE GENERAL FUND**

**RESOLUTION NO.:** 87,2022

**INTRODUCED BY:** ROBERT BIESEMEYER  
**WHO MOVED FOR ITS ADOPTION**

**SECONDED BY:** TERESA CHEETHAM-PALEN

WHEREAS, the Town paid Champlain National Bank for the 2022 Highway Garage B.A.N. payment out of code 097107.01.057.00 in the amount of \$2,943.92.

AND, WHEREAS, the Town did not budget anything for that account.

BE IT THEREFORE,

RESOLVED, that \$2,943.92 is approved to be transferred out of #A019904.1.4 Contingency Line and the same amount, \$2,943.92 is approved to be transferred into #A097107.1.57 Interest and Debt Services Line.

Duly adopted this 22nd day of February, 2022, by the following vote:

AYES: Supervisor Wilson, Mr. Biesemeyer, Ms. Cheetham-Palen, Mr. Deyo

NAYS: none

ABSENT: Ms. Whitney

**RESOLUTION TO TRANSFER FUNDS WITHIN THE GENERAL FUND**

**RESOLUTION NO.: 88,2022**

**INTRODUCED BY: DAVID DEYO  
WHO MOVED FOR ITS ADOPTION**

**SECONDED BY: ROBERT BIESEMEYER**

WHEREAS, the Town ordered a fireproof filing cabinet for use in the Supervisor's Office to store files,

AND, WHEREAS, this purchase used the majority of the \$3,500.00 budgeted for Central Supply.

BE IT THEREFORE,

RESOLVED, that \$39.57 is approved to be transferred out of #A019904.1.4 Contingency Line and the same amount, \$39.57 is approved to be transferred into #A016604.1.4 Central Supply Line.

Duly adopted this 22nd day of February, 2022, by the following vote:

AYES: Supervisor Wilson, Mr. Biesemeyer, Ms. Cheetham-Palen, Mr. Deyo

NAYS: none

ABSENT: Ms. Whitney

**RESOLUTION TO AMEND THE 2021 BUDGET**

**RESOLUTION NO.: 89,2022**

**INTRODUCED BY: ROBERT BIESEMEYER  
WHO MOVED FOR ITS ADOPTION**

**SECONDED BY: TERESA CHEETHAM-PALEN**

WHEREAS, the Town purchased a skid steer in 2021,

AND, WHEREAS, this purchase was paid for in 2022,

BE IT THEREFORE,

RESOLVED, that \$19,022.87 is approved to be transferred out of the general fund and the same amount, \$19,022.87 is approved to be transferred into #A14902.1.2 Public Works EQ Line.

Duly adopted this 22nd day of February, 2022, by the following vote:

AYES: Supervisor Wilson, Mr. Biesemeyer, Ms. Cheetham-Palen, Mr. Deyo

NAYS: none

ABSENT: Ms. Whitney

**SUPERVISOR'S REPORT: (NONE)**

**AUDIT BILLS: (NONE)**

**ADJOURNMENT:**

**RESOLUTION TO ADJOURN**

**RESOLUTION NO.: 90,2022**

**INTRODUCED BY: TERESA CHEETHAM-PALEN  
WHO MOVED FOR ITS ADOPTION**

**SECONDED BY: ROBERT BIESEMEYER**

RESOLVED, that the Town Board of the Town of Keene has completed all business and hereby adjourns the Bi-Monthly Meeting at 6:48 p.m.

Duly adopted this 22nd day of February, 2022, by the following vote:

AYES: Supervisor Wilson, Mr. Biesemeyer, Ms. Cheetham-Palen, Mr. Deyo

NAYS: none

ABSENT: Ms. Whitney

Respectfully submitted,

Kimberly E. Smith  
Town Clerk  
Town of Keene

March 02, 2022