

Regular Town Board Meeting
March 08, 2022
7:00 p.m. via Zoom

MTG #6
Res, #91-102

BOARD MEMBERS PRESENT

Joseph P. Wilson, Jr., Town Supervisor
Teresa Cheetham-Palen, Councilmember
David Deyo, Councilmember
Jennifer Whitney, Councilmember

TOWN COUNSEL

Bryan Liam Kennelly, Esq.

TOWN OFFICIALS

Scott Smith, Highway Superintendent
Kimberly Smith, Town Clerk

MEMBERS OF THE PUBLIC PRESENT

5 participants logged onto the Zoom platform

SUPERVISOR WILSON called the meeting to order at 7:01 p.m.

APPROVE MINUTES:

RESOLUTION APPROVING TOWN BOARD MINUTES

RESOLUTION NO.: 91,2022

INTRODUCED BY: DAVID DEYO
WHO MOVED FOR ITS ADOPTION

SECONDED BY: TERESA CHEETHAM-PALEN

RESOLVED, that the Town Board minutes from February 22nd, 2022
are accepted and approved.

Duly adopted this 8th day of March, 2022 by the following vote:

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

NAYS: none

ABSENT: Mr. Biesemeyer

ABSTAINED: Ms. Whitney

PRIVILEGE OF THE FLOOR:

Kimberly Smith, Town Clerk gave an update. She stated that the Town Clerk's office will be closed from March 17th and resume normal hours on March 24th. She will be on vacation but will still be checking emails and voicemails. If there is anything that needs to be done in her absence, her Deputy Ellen Estes will be available. Also, she stated that second notices for unpaid property tax bills were mailed out this past Friday (March

4th) to all residents whose taxes have not yet been received. She also has applied for a Scholarship, with the assistance of Supervisor Wilson, to attend the NYS Town Clerk Association conference for this April. She will find out by April 1st if it has been awarded.

Robert Biesemeyer, Deputy Supervisor, joined the meeting at 7:05 p.m.

OLD BUSINESS DISCUSSIONS

COVID UPDATE:

The Town Board discussed whether to resume having in person meetings or to continue with Zoom meetings. Supervisor Wilson asked the Town Attorney, Bryan Liam Kennelly, to find out if there is a date for the Governor's Executive Order extension on Open Meetings Law.

Barbara Dumas, resident, stated that she prefers the Town Board to continue using the Zoom platform for their meetings. She stated that it is easier for her to attend meetings without needing to drive at night in order to participate.

The Town Board discussed the option of using the Keene Valley library in the future to both meet in person and possibly incorporate using Zoom. The Board decided to meet via Zoom for the March 29th meeting and the Town Attorney will advise as to the date that the Governor's order ends.

AGREEMENT WITH BARKEATER TRAILS ALLIANCE (BETA)

RESOLUTION NO.: 92,2022

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

SECONDED BY: ROBERT BIESEMEYER

RESOLVED, that the Town Board approves entering into an agreement with Barkeater Trails Alliance (BETA) for trail construction and stewardship.

Duly adopted this 8th day of March, 2022 by the following vote:

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

NAYS: none

Discussion prior to the vote:

Bryan Liam Kennelly, Town Attorney, advised to have a termination clause or an exemption to automatic renewal added to the contract prior to signing it. Recommended verbiage was: unless the parties provide 30 days notice of intent not to renew. Mr. Kennelly will provide Supervisor Wilson with details of his recommendation.

NEW BUSINESS DISCUSSIONS

NORTH COUNTRY CHAMBER MEMBERSHIP RENEWAL:

Supervisor Wilson stated that the North Country Chamber Membership was due to be renewed. He asked Board members their thoughts.

Ms. Whitney stated that it's purpose was to advertise for job openings and classes that may be offered. It was not used this past year.

The Town Board decided to not renew it.

MARCY FIELD REQUESTS:

RESOLUTION TO APPROVE USAGE OF THE HOLT HOUSE

RESOLUTION NO.: 93,2022

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

SECONDED BY: ROBERT BIESEMEYER

RESOLVED, that the Town Board approves the use of the Holt House on the evening of Friday, July 9th, and from 10:00 a.m. until 4:00 p.m. on July 10th and 11th for the High Peaks Artists to hold an Art Show.

Duly adopted this 8th day of March 2022, by the following vote:

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

NAYS: none

RESOLUTION TO APPROVE USAGE OF THE COMMUNITY CENTER

RESOLUTION NO.: 94,2022

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

SECONDED BY: JENNIFER WHITNEY

RESOLVED, that the Town Board approves the use of the Community Center on the evening of March 31st for Little Peaks to hold it's Open House.

Duly adopted this 8th day of March 2022, by the following vote:

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

NAYS: none

**RESOLUTION TO APPROVE THE YOUTH COMMISSION TO USE
MARCY FIELD FOR CAPTURE THE FLAG**

RESOLUTION NO.: 95,2022

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

SECONDED BY: JENNIFER WHITNEY

RESOLVED, that the Town Board approves the usage of Marcy Field from June 22nd, until August 31, 2022 on Wednesday evenings from 7:00 p.m. until 8:15 p.m. for the Youth Commission's Capture the Flag,

BE IT FURTHER RESOLVED, that the Town Board approves the usage of a food truck for these events.

Duly adopted this 8th day of March 2022, by the following vote:

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

NAYS: none

Discussion prior to the vote:

Town Board members were concerned with parking for these events. Last year the Fire Department had expressed concerns as well. Preferred parking is perpendicular to the road with the food truck being parked in the Holt House parking lot. The Town Board plans to recommend parking signage be used by the Youth Commission.

YEARBOOK AD FOR KEENE CENTRAL SCHOOL:

Supervisor Wilson stated that the Town of Keene received an invitation to sponsor an ad in the Keene Central School yearbook. Jennifer Whitney agreed to provide the school with the new Town logo to be posted.

**RESOLUTION TO SPONSOR AN AD IN THE KEENE CENTRAL SCHOOL
YEARBOOK**

RESOLUTION NO.: 96,2022

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

SECONDED BY: TERESA CHEETHAM-PALEN

RESOLVED, that the Town Board approves the sponsorship of a full-page color ad in the Keene Central School yearbook for the fee of \$150.00.

Duly adopted this 8th day of March 2022, by the following vote:

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

NAYS: none

WATER BILLING AND COLLECTING:

Supervisor Wilson stated that the Town Attorney confirmed that one person can do both the water billing and collection. He said that the current stipend is a total of \$3,100.00.

**RESOLUTION TO APPOINT WATER BILLING AND COLLECTION
DUTIES AND STIPEND**

RESOLUTION NO.: 97,2022

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

SECONDED BY: DAVID DEYO

WHEREAS, the Town Attorney has confirmed the statutory laws of billing and collection of water rents,

RESOLVED, that the Town Board appoints Kimberly Smith to bill and collect the water bills for the annual stipend of \$3,500.00.

Duly adopted this 8th day of March 2022, by the following vote:

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

NAYS: none

Discussion prior to the vote:

Mr. Biesemeyer stated that he had spoken with Kim about the appointment and that she was in agreement to take on the duties for \$3,500.00, a \$400.00 increase of what was proposed. He explained that initially Kim had requested that the \$3,500.00 was requested as a salary increase rather than a stipend. He stated that now the Town Board needs to make a decision.

Supervisor Wilson asked Kim if she was interested in doing both and if so, the stipend is currently \$3,100.00.

Ms. Smith responded that she is interested in doing both and that she had proposed \$3,500.00 and that was the discussion that she had with Mr. Biesemeyer.

Town Board members were not in agreement of raising the salary by \$3,500.00. They want to keep the duties separate from that of the Town Clerk, and continue to pay them as stipends.

Ms. Smith agreed to the compensation as a stipend rather than a salary increase, and stated that she wants to have the option of continuing the water billing and collection in subsequent years.

Board Members stated that they do not want debates every time and they want to stick with the allocated budget in the future.

Ms. Smith explained that the water billing and collection has changed and is now a yearly duty, and not one in which there is only an annual billing. She thanked them for their approval and stated that she wants to move on from here.

RESOLUTION TO AMEND THE 2022 BUDGET

RESOLUTION NO.: 98,2022

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

SECONDED BY: TERESA CHEETHAM-PALEN

WHEREAS, the Town Justices received a Justice Court Assistance Program Grant in the amount of \$3,332.97 to be used for three filing cabinets and three office chairs,

THEREFORE,

BE IT RESOLVED, to increase the Justices Equipment Line #A11102.1.2 in the amount of \$3,332.97 for purchase of said equipment.

Duly adopted this 8th day of March, 2022, by the following vote:

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

NAYS: none

RESOLUTION TO TRANSFER FUNDS WITHIN THE GENERAL FUND

RESOLUTION NO.: 99,2022

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

SECONDED BY: ROBERT BIESEMEYER

RESOLVED, that \$53.10 is approved to be transferred out of #A019904.1.4 Contingency Line and \$53.10 into #A016604.1.4 Central Supply CE.

Duly adopted this 8th day of March, 2022, by the following vote:

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

NAYS: none

RESOLUTION TO TRANSFER FUNDS WITHIN THE GENERAL FUND

RESOLUTION NO.: 100,2022

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

SECONDED BY: TERESA CHEETHAM-PALEN

RESOLVED, that \$19.67 is approved to be transferred out of #A019904.1.4 Contingency Line and \$19.67 into #A019504.1.4 Taxes and Assessments on Municipal Property.

Duly adopted this 8th day of March, 2022, by the following vote:

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

NAYS: none

RESOLUTION TO TRANSFER FUNDS WITHIN THE GENERAL FUND

RESOLUTION NO.: 101,2022

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

SECONDED BY: TERESA CHEETHAM-PALEN

RESOLVED, that \$2,000.00 is approved to be transferred out of #A019904.1.4 Contingency Line and \$1,000.00 into #A014102.1.2 into Town Clerk Equipment and \$1,000.00 into #A014104.1.4 Town Clerk Contractual.

Duly adopted this 8th day of March, 2022, by the following vote:

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

NAYS: none

Discussion prior to the vote:

Mr. Biesemeyer asked for clarification of the transfer. He inquired if it was to pay the Deputy Town Clerk.

Ms. Smith explained that the Deputy Town Clerk salary was included in the original budget last year. It appears that the funds were taken from the Equipment line by \$1,000.00 and from the Contractual line by \$1,000.00. She also clarified that she was not requesting the transfer, but that Cathy Persons recommended them in order to have enough for this year's expenses.

SUPERVISOR'S REPORT: (none)

RESOLUTION TO AUDIT THE BILLS - ABSTRACT #3

RESOLUTION NO.: 102,2022

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

SECONDED BY: DAVID DEYO

RESOLVED, that the Town Board approves the following bills for payment,
including those that were prepaid.

Multi-Fund Vouchers numbered 22-132 to 22-187, totaling \$64,501.26, as follows:

General Fund Bills	\$ 26,362.49
Highway Fund Bills	32,896.03
Library Fund Bills	920.78
Water District #1 Bills	3,067.86
Water District #2 Bills	1,254.10

Duly adopted this 8th day of March, 2022, by the following vote:

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

NAYS: none

ABSTAINED: Mr. Biesemeyer, Ms. Whitney

With all business being conducted the meeting ended at 7:46 p.m.

Respectfully submitted,

Kimberly E. Smith
Town Clerk
Town of Keene