

Joseph P. Wilson Jr, Supervisor
Robert M. Biesemeyer, Deputy Supervisor
Regular Town Board Meeting
July 12, 2022
6:30 pm

Call to order

Approve Minutes: May 31 Bi-Monthly Town Board
June 14 Town Board meeting

Privilege of the Floor:

Town Discussion of Old Business:

- Covid Updates:
- Bonding Plans Water Districts #1 & #2
 - SEQRA Resolution WD#1
 - SEQRA Resolution WD#2
- Holiday Schedule amendments to Employee Handbook and holiday schedule at the Transfer Station
- Pavilion reservations and use

New Business:

- Appoint Dean Smith Deputy Highway Superintendent
- Marcy Field requests

Executive Session:

Budget Resolutions

Resolution to transfer funds:

Resolution to amend the 2022 budget:

Supervisor's Report: January through May 2022

Audit Bills:

Resolution to audit Vouchers #2022-531 through #2022-

Adjournment

SEQRA RESOLUTION

At a regular meeting of the Town Board of the Town of Keene, Essex County, New York, held at the Community Center Pavilion located on Church Street, in said Town, on the 12th day of July 2022 at _____ o'clock P.M., Prevailing Time.

The meeting was called to order by _____, and upon roll being called, the following were

PRESENT:

ABSENT:

The following resolution was offered by _____, who moved its adoption, seconded by _____, to-wit:

RESOLUTION DATED JULY 12, 2022

A RESOLUTION OF THE TOWN OF KEENE, ESSEX COUNTY,
NEW YORK AS TO SEQRA DETERMINATION.

BE IT RESOLVED by the Town Board of the Town of Keene, Essex County, as follows:

Section 1. It is hereby determined that the Board adopting this resolution has declared itself to be the lead agency under the State Environmental Quality Review Act ("SEQRA") and the regulations promulgated thereunder for purposes of determining the environmental impact of the project described in Section 3 hereof and completed all requisite requirements in connection therewith.

Section 2. It is hereby determined that the project described in Section 3 hereof is a Unlisted Action, which, it has been determined will not have any significant adverse impact upon the environment.

Section 3. The project which is the subject of this resolution is described as follows:

Increase and improvement of the facilities of the Water District No. 2, in the Town of Keene, Essex County, New York, consisting of construction of a new well field control building at the site of the existing well field control building, including original equipment, machinery, apparatus, appurtenances and incidental improvements and expenses in connection therewith, together with development of a new water source, construction of a new well, abandonment of existing well, acquisition of installation of water meters, at a maximum estimated cost of \$5,029,607.20.

Section 4. This resolution shall take effect immediately.

The question of the adoption of the foregoing resolution was duly put to a vote on roll call,
which resulted as follows:

_____ VOTING _____
_____ VOTING _____
_____ VOTING _____
_____ VOTING _____
_____ VOTING _____
_____ VOTING _____
_____ VOTING _____

The resolution was thereupon declared duly adopted.

* * * * *

SEQRA RESOLUTION

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PRESENT:

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RESOLUTION DATED JULY 12, 2022

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NEW YORK AS TO SEQRA DETERMINATION.

BE IT RESOLVED by the Town Board of the Town of Keene, Essex County, as follows:

Section 1. It is hereby determined that the Board adopting this resolution has declared itself to be the lead agency under the State Environmental Quality Review Act (“SEQRA”) and the regulations promulgated thereunder for purposes of determining the environmental impact of the project described in Section 3 hereof and completed all requisite requirements in connection therewith.

Section 2. It is hereby determined that the project described in Section 3 hereof is a Type II Action, which, as such it has been determined will not have any significant adverse impact upon the environment.

Section 3. The project which is the subject of this resolution is described as follows:

Increase and improvement of the facilities of the Water District No. 1, in the Town of Keene, Essex County, New York, consisting of replacement of water treatment plant control equipment including pumps, meters, valves, controls, together with emergency repairs to water distribution main, and including improvements and expenses in connection therewith, at a maximum estimated cost of \$500,000.

Section 4. This resolution shall take effect immediately.

The question of the adoption of the foregoing resolution was duly put to a vote on roll call,
which resulted as follows:

_____ VOTING _____
_____ VOTING _____
_____ VOTING _____
_____ VOTING _____
_____ VOTING _____
_____ VOTING _____
_____ VOTING _____

The resolution was thereupon declared duly adopted.

* * * * *

700 EMPLOYEE BENEFITS

701 Holidays

Designated Holidays – The Town of Keene currently observes the following holidays:

1. New Year's Day	8. Columbus Day
2. Martin Luther King Day	9. Election Day
3. Presidents' Day	10. Veterans' Day
4. Good Friday – ½ Day	11. Thanksgiving Day
5. Memorial Day	12. Day after Thanksgiving*
6. Independence Day	13. Christmas Eve – ½ Day
7. Labor Day	14. Christmas Day

Eligibility – A full-time employee is eligible for holiday pay at the employee's regular rate of pay. A part-time, temporary, or seasonal employee is not eligible for holiday pay. (Part-time employees paid on a salary basis will receive their regular pay during a pay period in which a holiday occurs.) Holiday pay will be based upon the employee's scheduled hours on the day the holiday occurs.

Holiday Observance – In the event a designated holiday occurs on a Saturday, the holiday will be observed on the preceding Friday. In the event a designated holiday occurs on a Sunday, the holiday will be observed on the following Monday.

Holiday Pay Requirement – Unless otherwise authorized, an employee must work the employee's scheduled workday before and the employee's scheduled workday after a designated holiday in order to receive holiday pay.

Assigned to Work on a Holiday – Unless an employee's regular schedule includes weekends and certain holidays (i.e. Transfer Station employees), all full-time FLSA non-exempt employees who are required to work on a designated holiday will receive holiday pay plus wages at one and one-half times the employee's regular rate of pay. A part-time, temporary, or seasonal employee who works on a designated holiday will be paid at the employee's regular rate of pay.

TOWN OF KEENE
RULES FOR USE OF MARCY FIELD

1. There is a lane marked out in the middle of the field that has been cleared by Dig Safe. All tents, signs, games, fixtures, or any other equipment that is placed under ground must go in this marked lane. See attached diagram.
2. If you want to place a sign, pole, tent stake, or other equipment under ground, outside this marked lane, you must get permission from the town and submit the attached "Stake-out Request" mandated by Dig Safely New York. You will be responsible for any damage done to any underground infrastructure such as fiber optic cables, electric lines, phone lines, or water lines.
2. Organization must supply a certificate of insurance at least 30 days prior to the event.
3. User organization will be responsible for all clean up and repair of damages. The Town provides trash barrels but the user must remove the garbage. Failure to clean up or repair damages after an event will result in a \$100/hour fee charged to the user's credit card for the town to rectify these issues.
4. The Town of Keene will supply one portable toilet near the Holt House.
5. User organization is responsible for parking cars. No cars on the infield or on the track. On busy weekends or when there are multiple events, the town will provide an attendant and you will be notified of the parking plan.
6. Cars and pedestrians are not permitted on the runway. Only authorized persons and vehicles are allowed near the airplane hangars.

7. The Town reserves the right to close down any ride, event, or activity that it considers unsafe.
8. All events must meet current state mandated safety, CDC and Health Department protocol.
9. Power is available at the Holt House
10. User organizations or groups who wish to sell or serve alcoholic beverages must obtain a liquor license or special event permit, as the case may be, from the New York State Liquor Authority and provide a copy of the same to the town at least 24 hours prior to the date and time of the event.
11. The Town of Keene cannot be held accountable for any negligent act on the part of the using organization.

FEE SCHEDULE FOR USAGE OF MARCY FIELD
(as discussed in the May 11th, 2021 Minutes)

Wedding Ceremonies and Receptions at the Holt House and surrounding area:

Ceremony Only Fees

- \$200 for Town of Keene Residents
- \$1000 for nonresidents

---OR---

Ceremony & Reception Fees

- \$1000 for Town of Keene residents
- \$2000 for Non-Residents

Clean up of all temporary structure must be removed the next business day.

Markets, Craft Fairs or other sales generating events:

- \$75 for Town of Keene Residents
- \$150 for Non-Residents

Non-Profit sponsored Fundraising or Arts events:

- N/C for Event Organized by Keene Resident
- \$50 for Event Organized by Non-Resident

Farmers' Market:

- \$150 per Sunday (to be determined after 2021 season)

MARCY FIELD USER AGREEMENT

On behalf of the _____,
(Name of Organization or event sponsor)

For our event _____
(Event Name)

On the following date: _____.

I have read and agree to abide by the Rules for Use of Marcy Field. Our Certificate of Insurance naming the Town of Keene as additional insured is enclosed. I agree that the Town of Keene will be held harmless for all claims.

Our organization is responsible for a use fee of \$ _____ payable by check to the **Town of Keene**.

(Signature)

(Title with Organization)

Date: _____

**Town of Keene
Event Tracking Form**

TYPE of EVENT: Elopement Ceremony

Location of Event Requested: Marcy Field

Date and Time of Event: 9/10/22

Name of Renter: Samantha Coleman

Town Resident: NO

Number of Guest or participants Expected: 15-20

Safety Plan Submitted: _____

NOTES:

Date Request was received: _____

Town Board Approval Date: _____

Fee for Event: _____

Date Fee was collected: _____

Recorded in Calendar Book: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/27/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER East Main Street Insurance Services, Inc. Will Maddux PO Box 1298 Grass Valley CA 95945		CONTACT NAME: Will Maddux PHONE: (530) 477-6521 FAX: E-MAIL ADDRESS: info@theeventhelper.com
INSURED Samantha Coleman 257 2nd street Ilion NY 13357		INSURER(S) AFFORDING COVERAGE INSURER A: Evanston Insurance Company NAIC # 35378 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL SUBR (INSR VVD)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR Host Liquor Liability Retail Liquor Liability GEN. AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y N	3DS5473-M2743826	09/10/2022 12:01 AM	09/11/2022 12:01 AM	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Deductible \$ 1,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED. RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A				PER STATUTE / OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EACH POLICY YEAR \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Certificate holder listed below is named as additional insured per attached MEGL 2217 01 19.
Attendance: 20, Event Type: Wedding.

CERTIFICATE HOLDER Marcy Field 12942 NY-73 Scenic Keene NY 12942	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

- 1. Required by the contract or agreement; or**
- 2. Available under the applicable Limits of Insurance shown in the Declarations; whichever is less.**

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

All other terms and conditions remain unchanged.

Town of Keene Supervisor Report January 2022

Fund	Fund Account	Beginning Balance	Revenue	Disbursements	End of Month Balance
Champlain National Checking Accounts	General	\$228,317.24	\$1,003,372.42	\$178,314.59	\$1,053,375.07
	Highway	\$75,388.68	\$939,029.85	\$139,121.35	\$875,297.18
	Library	\$5,785.03	\$52,429.00	\$3,338.39	\$54,875.64
	Water #1	\$86,374.72	\$37,111.38	\$9,650.41	\$113,835.69
	Water #2	\$218,549.35	\$9,667.62	\$10,324.90	\$217,892.07
	Total		\$560,574.93	\$2,041,610.27	\$340,749.64
Multifund Account					\$0.00

Fund	Fund Account	Beginning Balance	Interest Earned	Deposits	Withdrawals	End of Month Balance
NY C.L.A.S.S.	General	\$1,585,262.10	\$47.32			\$1,585,309.42
	Highway	\$364,720.20	\$10.85			\$364,731.05
	Library	\$94,880.32	\$2.80			\$94,883.12
	Water #1	\$62,211.93	\$1.86			\$62,213.79
	Water #2	\$85,948.12	\$2.53			\$85,950.65
	Total		\$4,061.76	\$0.06		

Fund	Fund Account	Beginning Balance	Interest Earned	Deposits	Withdrawals	End of Month Balance	
Reserves	Library	\$48,612.56	\$1.50			\$48,614.06	
	Buildings	\$30,281.49	\$0.93			\$30,282.42	
	SW#2	\$15,043.35	\$0.37			\$15,043.72	
	Highway	\$5,001.93	\$0.06			\$5,001.99	
	Shuttle	\$52,306.75	\$1.55			\$52,308.30	
	ROOST						
	Bike Park						
	Reserve	\$4,400.22	\$0.06			\$4,400.28	
	Total	\$2,352,730.73	\$69.89	\$0.00	\$0.00	\$2,352,800.62	

Town of Keene Supervisor Report February 2022

Fund	Fund Account	Beginning Balance	Revenue	Disbursements	End of Month Balance
Chaplain National Checking Accounts	General	\$1,053,375.07	\$32,199.58	\$94,948.42	\$990,626.23
	Highway	\$875,297.18	\$772.00	\$85,056.21	\$791,012.97
	Library	\$54,875.64	\$100.00	\$3,566.85	\$51,408.79
	Water #1	\$113,835.69	\$3,670.87	\$10,974.34	\$106,532.22
	Water #2	\$217,892.07	\$1,443.54	\$7,288.11	\$212,047.50
	Total		\$560,574.93	\$38,185.99	\$201,833.93
Multifund Account					\$0.00

Fund	Fund Account	Beginning Balance	Interest Earned	Deposits	Withdrawals	End of Month Balance
NY C.L.A.S.S.	General	\$1,585,309.42	\$46.29		\$100,000.00	\$1,485,355.71
	Highway	\$364,731.05	\$9.90		\$120,000.00	\$244,740.95
	Library	\$94,883.12	\$2.72		\$10,000.00	\$84,885.84
	Water #1	\$62,213.79	\$1.84			\$62,215.63
	Water #2	\$85,950.65	\$2.53			\$85,953.18
	Total		\$4,061.82	\$0.10	\$500.00	
Reserves	Buildings	\$48,614.06	\$1.61	\$10,000.00		\$58,615.67
	SW#2	\$30,282.42	\$0.92			\$30,283.34
	Highway	\$15,043.72	\$0.53	\$15,000.00		\$30,044.25
	Shuttle	\$5,001.99	\$0.15	\$5,000.00		\$10,002.14
	ROOST	\$52,308.30	\$1.55			\$52,309.85
	Total		\$4,400.28	\$0.04	\$30,500.00	\$2,000.00
Money Market	Reserve	\$2,352,800.62	\$68.18		\$232,000.00	\$2,151,368.80
	Total					

Town of Keene Supervisor Report March 2022

Fund	Fund Account	Beginning Balance	Revenue	Disbursements	End of Month Balance
Champlain National Checking Accounts	General	\$990,626.23	\$202,218.79	\$914,436.72	\$278,408.30
	Highway	\$791,012.97	\$145,018.90	\$829,734.86	\$106,297.01
	Library	\$51,408.79	\$138.20	\$42,508.61	\$9,038.38
	Water #1	\$106,532.22	\$44,221.24	\$7,959.66	\$142,793.80
	Water #2	\$212,047.50	\$50,218.32	\$7,407.73	\$254,858.09
	Total		\$560,574.93	\$441,815.45	\$1,802,047.58
Multifund Account					
					\$0.00

Fund	Fund Account	Beginning Balance	Interest Earned	Deposits	Withdrawals	End of Month Balance
NY C.L.A.S.S.	General	\$1,485,355.71	\$191.47	\$800,000.00	\$121,849.00	\$2,163,698.18
	Highway	\$244,740.95	\$62.59	\$600,000.00	\$100,000.00	\$744,803.54
	Library	\$84,885.84	\$10.67	\$40,000.00		\$124,896.51
	Water #1	\$62,215.63	\$4.50		\$40,000.00	\$22,220.13
	Water #2	\$85,953.18	\$6.39		\$50,000.00	\$35,959.57
	Total		\$4,561.92	\$0.45		
Money Market	Buildings	\$58,615.67	\$5.56			\$58,621.23
	SW#2	\$30,283.34	\$2.85			\$30,286.19
	Highway	\$30,044.25	\$2.84			\$30,047.09
	Shuttle	\$10,002.14	\$0.96			\$10,003.10
	ROOST	\$52,309.85	\$4.92		\$613.35	\$51,701.42
	Total		\$2,400.32	\$0.20	\$1,440,000.00	\$312,462.35
Reserves						\$3,279,199.85

Town of Keene Supervisor Report April 2022

Fund	Fund Account	Beginning Balance	Revenue	Disbursements	End of Month Balance
Chaplain National Checking Accounts	General	200.01	\$278,408.30	\$20,907.27	\$141,653.41
	Highway	200.03	\$106,297.01	\$787.07	\$57,238.81
	Library	200.06	\$9,038.38	\$368.00	\$5,623.85
	Water #1	200.07	\$142,793.80	\$3,995.07	\$98,887.93
	Water #2	200.08	\$254,858.09	\$0.00	\$186,658.63
	Total		\$560,574.93	\$26,057.41	\$327,390.36
Multifund Account					\$0.00

Fund	Fund Account	Beginning Balance	Interest Earned	Deposits	Withdrawals	End of Month Balance
NY C.L.A.S.S.	General	201.01	\$2,163,698.18	\$466.95	\$1,464.00	\$2,162,701.13
	Highway	201.03	\$744,803.54	\$160.79		\$744,964.33
	Library	201.06	\$124,896.51	\$26.95		\$124,923.46
	Water #1	201.07	\$22,220.13	\$4.78		\$22,224.91
	Water #2	201.08	\$35,959.57	\$7.77		\$35,967.34
Reserves	Library	230.06	\$4,562.37	\$0.99		\$4,563.36
	Buildings	230.25	\$58,621.23	\$12.66		\$58,633.89
	SW#2	230.10	\$30,286.19	\$6.54		\$30,292.73
	Highway	230.12	\$30,047.09	\$6.46		\$30,053.55
	Shuttle	230.30	\$10,003.10	\$2.15		\$10,005.25
	ROOST	230.20	\$51,701.42	\$21.74	\$57,036.00	\$108,759.16
	Bike Park Reserve	230.20	\$2,400.52	\$0.55		\$2,401.07
Total		\$3,279,199.85	\$718.33	\$57,036.00	\$1,464.00	\$3,335,490.18