

**Organizational Town Board Meeting
January 4th, 2024 10:00 A.M.
Keene Town Hall
Meeting #1-2024**

BOARD MEMBERS PRESENT

Joseph P. Wilson, Jr., Town Supervisor
Teresa Cheetham-Palen, Deputy Supervisor
Robert Biesemeyer, Absent
Christopher Daly, Council Member
Ann Hough, Council Member

TOWN OFFICIALS

Savana Li, Water Superintendent
Reginald Whitney Highway Superintendent
Anna Whitney, Town Clerk

**MEMBERS OF THE PUBLIC PRESENT
(NONE)**

Joseph P Wilson called the meeting to order at 10:05

**RESOLUTION ADOPTING THE RULES AND REGULATIONS OF THE
KEENE TOWN BOARD**

RESOLUTION NO.: 01,2024

**INTRODUCED BY CHRISTOPHER DALY WHO MOVED FOR ITS ADOPTION,
SECONDED BY TERESA CHEETHAM-PALEN**

DISCUSSION: Joe Pete Wilson asked if we wanted to set the time for both the regular meeting and the bi-monthly meeting to 5:30 P.M. We switched to this half way through the year.

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

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

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

1. The Board shall convene in regular meetings at 5:30 p.m. the second Tuesday and at 5:30 p.m. the last Tuesday of each month for the public meetings of the Board. If the regular meeting date of the second Tuesday or the last Tuesday should fall on a holiday or meet with conflict where a quorum could not be present, such regular meeting may be rescheduled by a majority vote of themembers, at a meeting held prior to the date of the meeting which is to be rescheduled.
2. The Board shall convene in a special meeting upon call by the Supervisor or upon a written request for a special meeting signed by a majority of the total membership of the Board. The Board may consider and act upon any matter in any such meeting which could be considered and acted upon at a regular meeting.
3. The Supervisor shall preside at all meetings during the year. In case of the absence of the Supervisor at any meeting, the Deputy Supervisor shall serve as Temporary Supervisor. The Supervisor may call any member temporarily to the

chair.

4. The Supervisor shall preserve order and shall decide all questions of order subject to the appeal of the Board.
5. The Supervisor, immediately following the opening of every regular meeting of the Board, shall proceed to the regular order of Town business as follows: privilege of the floor, reception of petitions and other communications addressed to the Town Board, reports of committees, reports of officers and departments, and introduction of resolutions and motions.
6. The vote on every question that comes before the Board shall be taken by ayes and nays, and the names of the members present and their votes shall be entered in the minutes of the meeting. Every act, motion, or resolution shall require for its adoption, the affirmative vote of a majority of the members of the Board present.
7. Public Hearings: It shall be the duty of the Supervisor to preside at all general and special business hearings, to instruct all persons addressing the Board to state their names and addresses and to request those in favor of the proposal before the Board to speak first and those in opposition to speak last. At such hearings the Board may by special rules prescribe the time to be allotted to each speaker and the number of times each speaker may speak.
8. At the close of the public hearing as provided for in paragraph "7" above, the Supervisor may grant any member of the general public in attendance at such a meeting a reasonable opportunity to be heard on any question or subject in which the Town or its government is concerned.
9. Every resolution or motion must be seconded before being put to a vote by the Supervisor, and all resolutions and motions shall be recorded in their entirety in the official minutes of the Town Board.
10. The Supervisor may offer or second a resolution or a motion and need not relinquish the chair for such purpose.
11. No motion or resolution may be brought to a vote except by the majority consent of those present, unless printed or typewritten copies thereof are presented to each member of the Board 48 hours prior to the opening of the meeting at which such motion or resolution is offered.
12. No Member of the Board shall speak more than once on any questions until every member choosing to speak shall have spoken, nor more than twice in any case without leave of the Board.
13. When a question is under debate, no motion shall be entertained unless (a) for an adjournment or recess, (b) for the previous question to lay on the table, (c) to postpone to refer to a committee, or (d) to amend. These latter motions are neither amendable nor debatable.
14. No motion shall be made to offer any amendment to an amendment already before the Board on any proposition.
15. A majority vote of all the members of the Board shall be required to suspend these rules of order. A majority of the Board shall constitute a quorum.
16. If the above stated rules are or become at any time in conflict with the statutory law, the statutory law shall take precedence.

- 17. No member of the public shall engage in any demonstration, booing, hand clapping or otherwise disrupt the formality of a Town Board meeting.
- 18. Any persons speaking to the Town Board with the consent of the Supervisor shall address their remarks to the Town Board, not to other members of the audience in the form of a debate.
- 19. Executive Sessions: Upon a majority vote of the Board's total membership taken in an open meeting pursuant to a motion identifying the general area of the subject or subjects to be concerned, the Town Board of the Town of Keene may conduct an Executive Session for the purposes as outlined in Section 105 of the Public Officers Law.
- 20. The members of the Board, at any time, may support the appointment of other committees and make provisions for filling the same.

Duly adopted this 4th day of January, 2024 by the following vote,
Ayes: Joe Pete Wilson, Christopher Daly, Teresa Cheetham-Palen, Ann Hough
Nays: None

Consent Agenda vote was made to adopt resolutions 2 through 21

**INTRODUCED BY CHRISTOPHER DALY WHO MOVED FOR ITS ADOPTION,
 SECONDED BY TERESA CHEETHAM-PALEN**

Duly adopted this 4th day of January, 2024 by the following vote,
Ayes: Joe Pete Wilson, Christopher Daly, Teresa Cheetham-Palen, Ann Hough
Nays: None

RESOLUTION ADOPTING OFFICIAL NEWSPAPERS

RESOLUTION NO.: 02,2024

WHEREAS, New York State Town Law Section 64, Subdivision 11 requires the Town Board to designate an official newspaper for the Town

NOW, THEREFORE, BE IT

RESOLVED, the Keene Town Board hereby designates *The Sun Community News* (Valley News) as the Town of Keene’s official newspapers for 2024.

Duly adopted this 4th day of January, 2024.

**RESOLUTION ADOPTING PRIVATE AUTOMOBILE MILEAGE
 COMPENSATION RATES**

RESOLUTION NO.: 03,2024

WHEREAS, pursuant to New York State Town Law Section 116 requires the Town Board to establish a mileage allowance for the use of Town employees’ personal automobiles in the performance of the employees’ duties,

NOW, THEREFORE, BE IT

RESOLVED, pursuant to Section 116 of the Town Law, that specified Town Officers and Employees be compensated at the IRS rate (.67 cents per mile) for the use of their own automobiles in the performance of their official duties.

Duly adopted this 4th day of January, 2024.

RESOLUTION FOR DESIGNATION OF DEPOSITORIES

RESOLUTION NO.: 04,2024

WHEREAS, pursuant to New York State Town Law Section 64(1) requires the Town Board to designate depositories,

NOW, THEREFORE, BE IT

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

Champlain National Bank - Keene
Municipal Investors Service Corporation (CLASS)

Duly adopted this 4th day of January, 2024.

RESOLUTION AUTHORIZING INVESTMENT MEASURES

RESOLUTION NO.: 05,2024

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

Duly adopted this 4th day of January, 2024.

RESOLUTION AUTHORIZING THE FUND BALANCE POLICY AND PROCUREMENT POLICY

RESOLUTION NO. 06,2024

RESOLVED, the Town of Keene has adopted a Fund Balance Policy and A Procurement Policy both will be reviewed annually.

Duly adopted this 4th day of January, 2024.

RESOLUTION AUTHORIZING THE APPOINTMENT OF A DEPUTY

SUPERVISOR RESOLUTION NO.: 07,2024

RESOLVED, pursuant to Section 42 of the New York State Town Law, that Teresa Cheetham-Palen be appointed as Deputy Supervisor

Duly adopted this 4th day of January, 2024.

RESOLUTION APPOINTING OF A DEPUTY SUPERINTENDENT OF HIGHWAYS

RESOLUTION NO.: 08,2024

RESOLVED, pursuant to Section 42 of the New York State Town Law, that Dean Smithy be appointed as Deputy Superintendent of Highways.

Duly adopted this 4th day of January, 2024.

**RESOLUTION AUTHORIZING THE APPOINTMENT OF A
CLERK TO THE SUPERVISOR**

RESOLUTION NO.: 09,2024

RESOLVED, pursuant to Section 29(15) of the New York State Town Law, the Supervisor is authorized to designate Cindy Caner as Clerk to the Supervisor.

Duly adopted this 4th day of January, 2024.

RESOLUTION APPOINTING A SOLE ASSESSOR

RESOLUTION NO.: 10,2024

RESOLVED, pursuant to Resolution No. 220 -19, that Timothy Gay Jr. be appointed Sole Assessor for the term to expire 11/28/2027.

Duly adopted this 4th day of January, 2024.

RESOLUTION APPOINTING THE TOWN ATTORNEY

RESOLUTION NO.: 11,2024

RESOLVED, pursuant to Section 20(7) of the New York State Town Law, that Bryan Liam Kennelly be appointed Town Attorney.

Duly adopted this 4th day of January, 2024.

**RESOLUTION APPOINTING THE TRUSTEES OF THE
KEENE PUBLIC LIBRARY**

RESOLUTION NO.: 12,2024

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

Kristy Bassarab 12/31/2025

Betsy Scaife 12/31/2027

Mary Lashway 12/31/2024

Margaret Sheldon 12/31/2024
 Robert Biesemeyer 12/31/2024 (Town Representative)

Duly adopted this 4th day of January, 2024.

RESOLUTION APPOINTING ASSESSMENT REVIEW BOARD

RESOLUTION NO.: 13,2024

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

James Goodwin, Member 10/01/2020 to 09/30/2025
 Christopher Blaicher, Member 10/01/2017 to 09/30/2027
 Spencer Nye, Member 10/01/2021 to 09/30/2026

Duly adopted this 4th day of January, 2024

RESOLUTION APPOINTING REGISTRAR OF VITAL STATISTICS

RESOLUTION NO.: 14,2024

RESOLUTION, pursuant to the sections 4121 and 4123 of the Public Health Law, the Town Clerk is appointed Registrar of Vital Statistics for a term ending December 31, 2024, or until a successor is appointed.

Duly adopted this 4th day of January, 2024.

RESOLUTION APPOINTING LIBRARY CLERK

RESOLUTION NO.: 15,2024

RESOLVED, pursuant to Section 20 of the Town Law, Mr. Aaron Miller is appointed Library Clerk for the Keene Public Library with the ability to serve at the Keene Valley Library as deemed appropriate.

Duly adopted this 4th day of January, 2024.

RESOLUTION APPOINTING FACILITIES MANAGER

RESOLUTION NO.: 16,2024

RESOLVED, pursuant to Section 20(1(a,b)) of the Town Law that Roger Preston be appointed Facilities Supervisor for Town Buildings and Grounds.

Duly adopted this 4th day of January, 2024.

RESOLUTION APPOINTING BILLING AND COLLECTION CLERKS

FOR WATER DISTRICTS

RESOLUTION NO.: 17,2024

RESOLVED, pursuant to Section 20 of the Town Law, the Supervisor is authorized to appoint Tina Preston as Water Bill Collector & Savana Lia as biller Clerks for the purpose of billing and collecting water rents for Keene Water District #1 and Keene Water District #2.

Duly adopted this 4th day of January, 2024.

RESOLUTION APPOINTING TOWN HISTORIAN

RESOLUTION NO.: 18,2024

RESOLVED, pursuant to Section 148 of the Education Law, That James Goodwin be appointed Town Historian.

Duly adopted this 4th day of January, 2024.

RESOLUTION APPOINTING WATER SUPERINTENDENT

RESOLUTION NO.: 19,2024

RESOLVED, pursuant to Section 20 (1(a,b)) of the Town Law, that Savana Li be appointed Water Superintendent.

Duly adopted this 4th day of January, 2024.

RESOLUTION APPOINTING FULL-TIME CLERK TYPIST

RESOLUTION NO.: 20,2024

RESOLVED, pursuant to Section 10(1(a,b)) of the Town Law, that Tina Preston be appointed full-time Clerk Typist.

Duly adopted this 4th day of January, 2024.

RESOLUTION APPOINTING ANIMAL CONTROL OFFICER/CONSTABLE

RESOLUTION NO.: 21,2024

RESOLVED, pursuant to Section 114 of the Agriculture and Markets Law, Emily Whitney, be appointed Animal Control Officer/Constable.

Duly adopted this 4th day of January, 2024.

RESOLUTION APPOINTING TOWN OFFICIALS TO STANDING COMMITTEES

RESOLUTION NO.: 22,2024**INTRODUCED BY TERESA CHEETHAM-PALEN WHO MOVED FOR ITS ADOPTION,
SECONDED BY CHRISTOPHER DALY**

DISCUSSION: Joe Pete Wilson states if we are going to have committees we need to be meeting at least once a month. Joe Pete also stated some committees are not used anymore and think they need to be removed. Many committees also should be full board.

Ms. Cheetham-Palen asked about the Age Friendly, Affordable Housing Committees and how do we recognize them.

Mr. Daly looked at Section 63 of the Town Law that governs committees, these committees that we have are committees of the Board.

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

Youth Commission: Mr. Wilson, Supervisor , Ms. Hough Councilmember

Water Operations: Full Board

Keene Public Library: Mr. Biesemeyer

Buildings, Parks, Recreation, and Grounds: Full Board

Highway: Ms. Cheetham-Palen, Mr. Daly Councilmember

Transfer Station: Mr. Wilson, Supervisor, Ms. Cheetham-Palen, Councilmember

Audit Committee: Full Board

Personnel: Full Board

Duly adopted this 4th day of January, 2024 by the following vote,

Ayes: Joe Pete Wilson, Christopher Daly, Teresa Cheetham-Palen, Ann Hough

Nays: None

RESOLUTION AUTHORIZING HEALTH INSURANCE COVERAGE**RESOLUTION NO.: 23,2024****INTRODUCED BY CHRISTOPHER DALY WHO MOVED FOR ITS
ADOPTION, SECONDED BY TERESA CHEETHAM-PALEN**

Discussion: Mr. Wilson brought up the changes we made half way through the year. Changes are in the handbook.

Mr. Daly would like to rely on the handbook for this. Leave this resolution out.

RESOLVED, pursuant to Section 92-a of the General Municipal Law, selected Employees, Town Officers and Retirees may participate in the Town's Major Medical Insurance

and Prescription Plans as outlined in the Employee Handbook as stipulated in Resolutions 244-1998 and 57-2023.

BE IT RESOLVED, that full-time employees hired prior to January 11, 1989 are eligible for family coverage at no cost to the employee. Full-time employees hired after January 11, 1989 are eligible for single insurance policy at no cost to the employee

BE IT RESOLVED, that effective January 1, 2023 all part-time Elected Officials (in office or retired, up to Medicare age) will pay 30% of their health insurance premium.

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

Duly **opposed** this 4th day of January, 2024 by the following vote,

Ayes: None

Nays: Joe Pete Wilson, Christopher Daly, Teresa Cheetham-Palen, Ann Hough

**RESOLUTION TO STRIKE THE RESOLUTION REGARDING HEALTH INSURANCE,
THE INFORMATION IS COVERED IN OUR EMPLOYEE HANDBOOK**

RESOLUTION NO. 24, 2024

**INTRODUCED BY TERESA CHEETHAM-PALEN WHO MOVED FOR ITS ADOPTION,
SECONDED BY ANN HOUGH**

Resolved, the Town of Keene has moved to strike the resolution regarding health insurance, the information is covered in the employee handbook.

Duly adopted this 4th day of January, 2024 by the following vote,
Ayes: Joe Pete Wilson, Christopher Daly, Teresa Cheetham-Palen, Ann Hough
Nays: None

RESOLUTION ADOPTING THE TOWN OF KEENE EMPLOYEE HANDBOOK

RESOLUTION NO. 25,2024

**INTRODUCED BY TERESA CHEETHAM-PALEN WHO MOVED FOR ITS ADOPTION,
SECONDED BY CHRISTOPHER DALY**

Resolved, the Town of Keene adopts the Town of Keene Handbook and annually reviews the policies and adopts the current version of the handbook as amended from time to time.

Duly adopted this 4th day of January, 2024 by the following vote,
Ayes: Joe Pete Wilson, Christopher Daly, Teresa Cheetham-Palen, Ann Hough
Nays: None

**RESOLUTION SETTING STANDARD WORK DAY AND REPORTING RESOLUTION
FOR NEW YORK STATE RETIREMENT SYSTEM**

RESOLUTION NO. 26,2024

**INTRODUCED BY TERESA CHEETHAM-PALEN WHO MOVED FOR ITS ADOPTION,
SECONDED BY CHRISTOPHER DALY**

RESOLVED, that the Town of Keene hereby establishes the following standard work day for all appointed officials and employees solely for reporting to the New York State and Local Employees Retirement System based on the record of activities maintained and submitted by these officials/employees to the Town Clerk of this body:

Highway Department Employees	6 Hour Standard Work Day
Building Code Officer	6 Hour Standard Work Day
Appointed Assessor	6 Hour Standard Work Day
Librarian/Library Attendants	6 Hour Standard Work Day
Clerk/Typist	6 Hour Standard Work Day
Transfer Station Attendants	6 Hour Standard Work Day
Clerk to the Supervisor	6 Hour Standard Work Day
Floating Laborer	6 Hour Standard Work Day
Maintenance Man/Laborer	6 Hour Standard Work Day
Water Superintendent	6 Hour Standard Work Day
Seasonal Attendants/Bs Drivers	6 Hour Standard Work Day
All Youth Commission Employees	6 Hour Standard Work Day
Facilities Manager	6 Hour Standard Work Day

Duly adopted this 4th day of January, 2024 by the following vote,
Ayes: Joe Pete Wilson, Christopher Daly, Teresa Cheetham-Palen, Ann Hough

Nays: None

Consent Agenda vote was made to adopt resolutions 27 through 49

**INTRODUCED BY TERESA CHEETHAM-PALEN WHO MOVED FOR ITS ADOPTION,
SECONDED BY ANN HOUGH**

Duly adopted this 4th day of January, 2024 by the following vote,
Ayes: Joe Pete Wilson, Christopher Daly, Teresa Cheetham-Palen, Ann Hough
Nays: None

**RESOLUTION IMPOSING PERSONNEL ADMINISTRATION AND SUPERVISION
POWER ON THE TOWN SUPERVISOR**

RESOLUTION NO.: 27,2024

RESOLVED, pursuant to Section 29(16) of the Town Law, the Town Supervisor shall exercise the power of supervision, administration and personnel action over all appointed Town Officials, Employees and Contractual Employees, except those employees under the direct supervision of the Superintendent of Highways and it is

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

Duly adopted this 4th day of January, 2024.

**RESOLUTION AUTHORIZING ATTENDANCE AT
THE NEW YORK STATE ASSOCIATION OF TOWNS "ANNUAL MEETING"**

RESOLUTION NO.: 28,2024

RESOLVED, that all Elected Officials and the Clerk to the Supervisor/Bookkeeper be authorized to attend the *New York State Association of Towns* "Annual Meeting" and the payment of their actual and necessary expenses in doing so be legitimate and proper Town charges as specifically authorized by State Law, and it is

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

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

Duly adopted this 4th day of January, 2024.

**RESOLUTION AUTHORIZING THE APPOINTMENT OF
A DEPUTY TOWN CLERK AND DEPUTY REGISTRAR OF VITAL STATISTICS**

RESOLUTION NO.: 29,2024

RESOLVED, pursuant to Section 42 of the Town Law, that Emily Whitney be

appointed Deputy Town Clerk, and Deputy Registrar of Vital Statistics

BE IT RESOLVED, pursuant to Section 4122 of Public Health Law, that Emily Whitney be appointed Deputy Town Clerk and Deputy Registrar of Vital Statistics.

Duly adopted this 4th day of January, 2024.

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

RESOLUTION NO.: 30,2024

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

Duly adopted this 4th day of January, 2024.

RESOLUTION APPOINTING RECREATION COMMISSION

RESOLUTION NO.: 31,2024

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

COMMISSIONER EXPIRATION DATE

Lili Biesemeyer December 31, 2028

Devon McCabe December 31, 2027

Tammy Lowey December 31, 2025

Robyn Shumer December 31, 2025

Duly adopted this 4th day of January, 2024.

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

RESOLUTION NO.: 32,2024

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

Duly adopted this 4th day of January, 2024.

**RESOLUTION AUTHORIZING THE SUPERVISOR TO MAKE
PAYMENTS PRIOR TO AUDITS**

RESOLUTION NO.: 33,2024

RESOLVED, pursuant to Sections 116, 117, 118, 120, and 125 of the Town Law, the Town Supervisor is authorized to make payments of claims for public utility services, CNB, postage, Health Insurance, Dental Insurance, Eye Insurance, any invoices that will incur late fees, freight and permit fees prior to audit by the Town Board.

Duly adopted this 4th day of January, 2024.

RESOLUTION REQUIRING CLAIMANT CERTIFICATION**RESOLUTION NO.: 34,2024**

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

Duly adopted this 4th day of January, 2024.

RESOLUTION AUTHORIZING THE PURCHASE OF SAFETY SHOES AND WORK CLOTHING**RESOLUTION NO.: 35,2024**

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

Duly adopted this 4th day of January, 2024.

RESOLUTION DETERMINING MINIMUM DOLLAR LIMIT TO BE INCLUDED IN THE FIXED ASSET INVENTORY**RESOLUTION NO.: 36,2023**

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

BE IT FURTHER RESOLVED, that the Town Board, Town of Keen, determines that the minimum dollar valuation of a fixed asset for inclusion in the inventory has a non-expendable value of \$500.00.

Duly adopted this 4th day of January, 2024.

RESOLUTION DESIGNATING RECORD ACCESS OFFICER(S)

RESOLUTION NO.: 37,2024

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

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

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

Duly adopted this 4th day of January, 2024.

RESOLUTION OF DISTRIBUTION FOR CODE OF ETHICS**RESOLUTION NO.: 38,2024**

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

Duly adopted this 4th day of January, 2024.

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

RESOLUTION NO.: 39,2024

WHEREAS, and pursuant to the provisions of Section 806 of the General Municipal Law, the Town Board of the Town of Keene, Essex County, New York recognizes that there are rules of ethical conduct for public officers and employees which must be observed if a high degree of moral conduct is to be obtained and if public confidence is to be maintained in this unit of local government, and

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

WHEREAS, these rules shall serve as a guide for official conduct of the officers and employees of the Town of Keene, Essex County, New York, during the calendar year 2024, and

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

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

Section 1 - Definitions:

- A. As used in this resolution, the term "Town" shall mean any Board, Commission, District, Counsel or other Agency, Department or Unit of the Government of the Town of Keene, Essex County, New York.
- B. The term "interest" shall mean a pecuniary or material benefit accruing to the following:
- (1) An officer or employee, his or her spouse, minor children and dependents.
 - (2) A firm, partnership or association of which such officer or employee is a member or employee.
 - (3) A corporation of which such officer or employee is an officer, director or employee.
 - (4) A corporation, any stock of which is accrued or controlled directly or indirectly by such officer or employee.

Section 2 - Standards of Conduct:

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

- A. Gifts: He or she shall not directly or indirectly solicit any gift, or accept or receive any gift having a value of \$25.00 or more, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise or any other form, under circumstances in which it could be reasonably inferred that the gift was intended to influence him or her, or could reasonably be expected to influence him or her in the performance of his or her official duties or was intended as a reward for any official act on his or her part.
- B. Confidential Information: He or she shall not disclose confidential information acquired by him or her in the course of his or her official duties or use such information to further his or her personal interests.
- C. Representation Before One's Own Agency: He or she shall not receive, or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before any municipal agency of which he or she is an officer, member or employee, or of any municipal agency over which he or she has jurisdiction or to which he or she has the power to appoint any member, officer or employee.
- D. Representation Before An Agency For A Contingent Fee: He or she shall not receive, or enter into any agreement, express or implied, for compensation for service to be rendered, in relation to any matter before any agency of his or her municipality, whereby his or her compensation is to be dependent or contingent upon any act by such agency with respect to such matter, provided that this Paragraph shall not prohibit the fixing at any time of fees based upon the reasonable value of the services rendered.
- E. To the extent that he or she knows thereof, a member of the Town Board of the Town of Keene and any officer or employee of the Town of Keene, whether paid or unpaid, who participates in the discussion or gives official opinion to the Town Board of the Town of Keene on any legislation before the Town Board of the Town of Keene shall publicly disclose on the official record the nature and extent of any direct financial or other private interest he or she has in such legislation.
- F. Investment In Conflict With Official Duties: He or she shall not invest or hold any investment, directly or indirectly, in any financial, business, commercial or other

private transaction which creates a conflict with his official duties.

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

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

Section 3 - Claims:

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

Section 4 - Distribution of Code of Ethics:

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

Section 5 - Penalties:

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

Duly adopted this 4th day of January, 2024.

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

RESOLUTION NO.: 40,2024

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

THEREFORE, BE IT RESOLVED, that Joseph P. Wilson, Jr. be appointed to act as the official representative for the Town of Keene on the Essex County Youth Board/Planning Committee and that N/A shall act as his/her alternate.

Duly adopted this 4th day of January, 2024.

RESOLUTION APPOINTING MEMBERS OF THE TOWN PLANNING BOARD

RESOLUTION NO.: 41,2024

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

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

WHEREAS, by reason of resignations or otherwise, there have been created vacancies on said Planning Board during the calendar year 2024.

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

PLANNING BOARD TERM EXPIRING

Michael Hartson 12/31/2024
 Lawrence House 12/31/2024
 Keith Wadsworth 12/31/2025
 Ron Hall 12/31/2026
 Thomas Hickey 12/31/2027
 Brian Crowl 12/31/2028
 Linda LaBarge 12/31/2027

Duly adopted this 4th day of January, 2024.

RESOLUTION APPOINTING THE CO-CHAIRMAN OF THE PLANNING BOARD

RESOLUTION NO.: 42,2024

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

Duly adopted this 4th day of January, 2024.

RESOLUTION TO EXPEND MONIES FOR YOUTH

PROGRAM(S) RESOLUTION NO.: 43,2024

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

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

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

THEREFORE, BE IT RESOLVED, that the Town of Keene approves the 2024 application and authorized the Youth Commission to expend at least \$2,600.00 for the 2024 recreation program,

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

Duly adopted this 4th day of January, 2024.

RESOLUTION AUTHORIZING DIRECTOR OF THE ESSEX COUNTY YOUTH

**BUREAU TO SIGN YOUTH BUDGET AMENDMENTS FOR
TOWN OF KEENE MUNICIPAL PROGRAM**

RESOLUTION NO.: 44,2024

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

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

Duly adopted this 4th day of January, 2024.

RESOLUTION IN SUPPORT OF LIFE FLIGHT

RESOLUTION NO.: 45,2024

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

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

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

NOW THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Keene hereby authorized the Supervisor to enter into a contract with North Country LIFE FLIGHT, Inc. for the purpose of operating the medical component of the medevac program, which will serve its residents and visitors, and paying the amount of \$500.00 which represents the Town's share for 2024.

Duly adopted this 4th day of January, 2024.

RESOLUTION AUTHORIZING ANNUAL TOWN ASSOCIATION MEMBERSHIP DUES

RESOLUTION NO.: 46,2024

BE IT RESOLVED, that authorization be given to allow payment of \$1,099.00 for the Town's Annual Association Membership Dues for 2024.

Duly adopted this 4th day of January, 2024.

**RESOLUTION AUTHORIZING ANNUAL CONTRIBUTION TO
AU SABLE RIVER ASSOCIATION**

RESOLUTION NO.: 47,2024

BE IT RESOLVED, this authorization be given to allow payment of \$1,000.00 to the Au Sable River Association as the Town's annual contribution.

Duly adopted this 4th day of January, 2024.

**RESOLUTION AUTHORIZING AGREEMENT FOR
DOG POUND/SHELTER SERVICES**

RESOLUTION NO.: 48,2024

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

Duly adopted this 4th day of January, 2024.

**RESOLUTION TO JOIN ADIRONDACK PARK LOCAL GOVERNMENT REVIEW
BOARD**

RESOLUTION NO.: 49,2024

BE IT RESOLVED, that authorization be given for the Town to join the Adirondack Park Local Government Review Board for an annual fee of \$300.00.

Duly adopted this 4th day of January, 2024.

**RESOLUTION FIXING SALARIES OF TOWN OFFICERS, OFFICIALS, AND
EMPLOYEES**

RESOLUTION NO.: 50,2024

**INTRODUCED BY CHRISTOPHER DALY WHO MOVED FOR ITS ADOPTION,
SECONDED BY ANN HOUGH**

Mr. Wilson asked to go into executive session to discuss personnel and salaries

**RESOLUTION TO ENTER INTO EXECUTIVE SESSION AT 11:15 TO DISCUSS
PERSONNEL AND SALARIES**

RESOLUTION NO.: 51,2024

**INTRODUCED BY CHRISTOPHER DALY WHO MOVED FOR ITS ADOPTION,
SECONDED BY TERESA CHEETHAM-PALEN**

Resolved, the Town of Keene entered into Executive session at 11:15 to discuss personnel and salaries.

Duly adopted this 4th day of January, 2024 by the following vote,
Ayes: Joe Pete Wilson, Christopher Daly, Teresa Cheetham-Palen, Ann Hough
Nays: None

RESOLUTION TO COME OUT OF EXECUTIVE SESSION AT 11:37

RESOLUTION NO.: 52,2024**INTRODUCED BY CHRISTOPHER DALY WHO MOVED FOR ITS ADOPTION,
SECONDED BY ANN HOUGH**

Resolved, the Town of Keene came out of Executive session at 11:37.

Duly adopted this 4th day of January, 2024 by the following vote,
Ayes: Joe Pete Wilson, Christopher Daly, Teresa Cheetham-Palen, Ann Hough
Nays: None

Mr Wilson stated there is a change in salary for the water collection and billing clerk.

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

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

ELECTED TOWN OFFICERS:

Town Supervisor \$36,517.00
 Town Superintendent of Highways \$63,297.00
 Town Councilmember (4) \$ 5,744.00
 Town Justice (2) \$13,145.00
 Town Clerk \$32,445.00

APPOINTED TOWN OFFICIALS AND EMPLOYEES:

Part-Time Justice Clerk \$14,414.00 Annual
 Deputy Supervisor \$500.00 Annual
 Deputy Superintendent of Highways \$ 1,500.00 Annual
 Deputy Town Clerk \$ 2,000.00 Annual
 Budget Officer \$3,548.00.00 Annual
 Animal Control Officer \$2,920.00 Annual
 Sole Assessor \$52,500.00

Bookkeeper P/T \$30.00 per hour
 Clerk to the Supervisor \$26.24 per hour
 Clerk Typist \$23.79 per hour
 Facilities Manager \$25.60 per hour
 General Fund Laborer \$22.12 per hour
 Landfill Attendant \$19.47 per hour
 Keene Public Library Clerk \$19.47 per hour
 Part-Time Library Attendant \$16.83 per hour
 Hiker Parking Attendant (New; Part time) \$18.21 per hour
 Hiker Parking Attendant (Experienced; Part-time) \$18.75 per hour
 Drivers \$25.00 per hour or at the rate their school pays
 Highway HEO (6) \$28.47 per hour
 \$42.70 per overtime hour
 Highway MEO/Laborer \$22.54 per hour \$33.82 per overtime hour
 Billing Clerk KWD #1 & #2 \$ 2,250.00 Annual
 Collection Clerk KWD #1 & #2 \$ 2,250.00 Annual

Board of Assessment Review Members \$ 100.00 Annual
 Board of Assessment Review Chairman \$ 150.00 Annual
 Constable No Compensation
 Town Historian \$ 1,500.00 Annual
 Code Office/Safety Office \$25.03 per hour
 Water Superintendent/Maintenance \$58,712.85 Annual
 Water Backup Operator \$1,000.00 per month
 Youth Commission Summer Director \$9,000.00 Season

RESOLVED , that the Town Board of the Town of Keene adopt the resolution as amended.

Duly adopted this 4th day of January, 2024 by the following vote,
Ayes: Joe Pete Wilson, Christopher Daly, Teresa Cheetham-Palen, Ann Hough
Nays: None

RESOLUTION TO ADJOURN

RESOLUTION NO.: 53,2024

RESOLUTION TO ADJOURN

**INTRODUCED BY TERESA CHEETHAM-PALEN WHO MOVED FOR ITS
 ADOPTION, SECONDED BY CHRISTOPHER DALY**

RESOLVED, that the Town Board of the Town of Keene has completed all business and hereby adjourns the Organizational Meeting at 11:38 a.m.

Duly adopted this 4th day of January, 2024 by the following vote:
Ayes: Joe Pete Wilson, Christopher Daly, Teresa Cheetham-Palen, Ann Hough
Nays: None

Respectfully submitted,

Anna M Whitney
 Town Clerk
 Town of Keene