

Bi-Monthly Town of Keene Board Meeting
March 26th, 2024
5:30 P.M. Town Hall
Meeting # 7-24
Resolutions # 118-124

Board Members Present: Joe Pete Wilson Supervisor, Teresa Cheetham-Palen, Robert Biesemeyer(arrived 5:36), Christopher Daly, Ann Hough Council Members

Absent:

Town Officials Present: Reginald Whitney Highway Superintendent, Ann Whitney Town Clerk

Town Counsel Present: None

Members of the Public: Keith Hall, Kim Smith, and Donald Smith

Call to Meeting to Order at 5:30 by Joe Pete Wilson

Pledge of Allegiance

Approval of Minutes:

March 12th, 2024 Regular Board Meeting

RESOLUTION TO APPROVE THE MARCH 12TH, 2024 MONTHLY MEETING

RESOLUTION NUMBER: 118-2024

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

RESOLVED that the Town Board of Keene has approved the Regular Board Meeting Minutes on March 12th, 2024

Duly adopted this 26th day of March 2024 by the following vote:

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

NAYS: None

ABSENT: Robert Biesemeyer

Privilege of the Floor:

Mr. Smith asked about the lighting for the flag at the Town Hall.

Mr. Wilson stated that we have the light and now that weather is getting better we will pull the pole down and install the light.

Mr. Smith then asked about the Memorial Day Veterans Service, they can't always find their shells, asked if we could make sure it is mowed short.

Town Discussion of Old Business:

- **Water District Updates**

Mr. Wilson gave the update on Northern Board Regionally Grant, he needs letters of support from locate businesses that were impacted from the failure of the well in 2018. They want to see what the economic need is for the district.

- **Annual Audit of the Books**

RESOLUTION TO APPROVE THE ANNUAL AUDIT OF THE BOOKS

RESOLUTION NUMBER: 119-2024

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

Discussion:Mr. Daly is still waiting to go into the Judges.

Mr. Biesemeyer found the checklist is very helpful.

Mr. Wilson asked if we should table this, all agreed.

TABLED the approval of the annual audit until April 9th meeting.

Duly adopted to table this 26th day of March 2024 by the following vote:

AYES: Christopher Daly, Ann Hough, Teresa Cheetham-Palen, Joe Pete Wilson, Robert Biesemeyer

NAYS: None

- **Establish CEF Committee**

Mr. Wilson stated we still do not have any community members stepping forward to be on this committee. We do have one application and only five more days left to apply.

- **Community Day Planning**

Ms. Cheetham-Palen gave the update; we have Bubba's Barbeque, Green Goddess, popcorn people, pony rides, tent, bouncy house, and dunk tank all set. There will be another meeting after the eclipse, but in good shape.

- **Playground Update**

Mr. Wilson said when the Insurance Inspector was here he said the rings had to go. Roger is going to talk to the Contractor who is installing the new playground to see if they can rebuild the rings.

Ms. Cheetham-Palen asked about a boarder, did we ever determine if we could have one?

Mr. Wilson said no on a boarder they say it is dangerous. We are waiting for the insurance to direct us on the base.

- **Eclipse Update**

Mr. Wilson asked what the thoughts for the Transfer Station, Town Hall, and Highway, do we close things all day, 10:00?

Mr. Daly stated he felt after hearing what the State Police have put out, we need to be more proactive then we first were. The Transfer Station should be closed and the gate locked all day. He feels we should close everything.

Mr. Wilson stated Rt 73 is going to be crazy busy. All Town Departments closed for the day. Parking will be in hiker parking lot and at the old highway lot, no cars on the field.

- **Cemetery Norton Brook**

Mr. Wilson stated the one change of the rules that Liam made was to clarify non-residence.

**RESOLUTION TO APPROVE THE RULES FOR NORTON
BROOK CEMETERY**

RESOLUTION NUMBER: 120-2024

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

Discussion: Ms. Smith asked if we should ask for cause of death, which is listed as a requirement. The board felt this should be removed.

RESOLVED the Town Board approve the rules for Norton Brook Cemetery with the removal of the one rule in number 2, cause of death.

Duly adopted this 26th day of March 2024 by the following vote:

AYES: Christopher Daly, Ann Hough, Teresa Cheetham-Palen, Joe Pete Wilson, Robert Biesemeyer

NAYS: None

Please see attachment for rules.

Attachment #1-72024

New Business:

- **Road Permit for Doc Lopez Half Marathon on April 28th 9:00 a.m**

**RESOLUTION TO APPROVE THE ROAD PERMIT FOR THE
DOC LOPEZ RUN**

RESOLUTION NUMBER: 121-2024

**INTRODUCED BY: ROBERT BIESEMAYER WHO MOVED
FOR ITS ADOPTION SECONDED BY CHRISTOPHER DALY**

RESOLVED the Town Board approve the Doc Lopez run set for
April 28th at 0:00 a.m.

Duly adopted this 26th day of March 2024 by the following vote:

AYES: Christopher Daly, Ann Hough, Teresa Cheetham-Palen, Joe
Pete Wilson, Robert Biesemeyer

NAYS: None

- **Keene Public Library Annual Report**

Mr. Wilson stated that Aaron did a summary of 2023 activities of the Keene Public Library.

Attachment #2-72024

Town Clerk Report: None

Ongoing Local Law Process:

- **Schedule Public Hearing for STR Local Law**

Postponed

Executive Session: None

Budget Resolutions:

- **Resolution to amend the 2023 budget**
- **Resolution to transfer funds**

Audit Bills:

RESOLUTION TO PAY THE ONLINE BILLS

RESOLUTION NUMBER: 122-2024

**INTRODUCED BY ROBERT BIESEMEYER WHO MOVED FOR ITS
ADOPTION SECONDED BY TERESA CHEETHAM-PALLEN**

RESOLVED that the Town Board pay the online bills.

Duly adopted this 26th day of March 2024 by the following vote:

AYES: Robert Biesemeyer, Ann Hough, Christopher Daly, Joe Pete Wilson,
Teresa Cheetham-Palen

NAYS: None

**RESOLUTION TO AUDIT THE VOUCHERS 213-2024 THROUGH 259-
2024**

RESOLUTION NUMBER: 123-2024

**INTRODUCED BY TERESA CHEETHAM-PALLEN WHO MOVED FOR
ITS ADOPTION SECONDED BY ROBERT BIESEMEYER**

Discussion: Mr. Biesemeyer asked about the mower, he did not remember approving this.

Mr. Wilson stated it was approved last fall.

RESOLVED that the Town Board approve the following bills and prepaid bills.
Multi-Fund Vouchers numbered 213-2024 through 259-2024 totaling \$449,252.43
as follows:

General Fund Bills \$429,118.39

Highway Fund Bills \$12,746.74

Water District #1 \$4,259.06

Water District #2 \$2,604.14

Public Library Fund \$524.10

Duly adopted this 26th day of March 2024 by the following vote:

AYES: Robert Biesemeyer, Teresa Cheetham-Palen, Christopher Daly, Ann
Hough, Joe Pete Wilson

NAYS: None

Adjourn:

RESOLUTION TO ADJOURN

RESOLUTION NUMBER: 124-2024

**INTRODUCED BY: ROBERT BIESEMEYER WHO MOVED FOR ITS
ADOPTION SECONDED BY CHRISTOPHER DALY**

RESOLVED that the Town Board of Keene has completed all business and
hereby adjourns the Bi-Monthly Meeting at 6:09 P.M.

Duly adopted this 26th day of March 2024 by the following vote:

AYES: Robert Biesemeyer, Christopher Daly, Ann Hough, Joe Pete Wilson,
Teresa Cheetham-Palen

NAYS: None

Ann Whitney
Town Clerk
Town of Keene

Rules and Regulations

of Norton Brook Cemetery Town of Keene, New York

GENERAL

1. All lots in the Norton Cemetery are sold in accordance with the provisions of the laws of the State of New York and shall not be used for any other purposes than as a burial place for dead human beings. See attached fee schedule for current charges, which are set by the Town Board and subject to change.

2. No interment shall be allowed without permission being first obtained from the Town Clerk in coordination with the cemetery sexton. At the time of applying for permission, the following information must be furnished

--Name of deceased.

--Age of deceased- including date of birth if known.

--Place of birth of the deceased, if known.

--Date and place of death.

--Time and date of interment.

--Names of parent(s) or legal guardian of deceased minors.

3. Lot owners are prohibited from reselling lots, except back to the Town of Keene. Except as provided for in Section 1513 © of the Not-for-Profit Corporation Law, no lot owner may transfer his or her lot without the permission of the Town of Keene.

4. Interments in a lot are restricted to those entitled to burial therein according to the terms of section 1512 of the Not-for-Profit Corporation Law. Permission for burial of those not entitled to burial according to the said section, must be filed with the Town Clerk by the owners.

5. Plot Ownership is restricted to property owners, residents and persons who have a provable relationship with the Town of Keene. *(Alternative addition. However, plots in the Natural Burial section shall be open to purchase by persons without a relationship to the Town of Keene.)*

6. The full purchase price and endowment care fee must be paid before a deed can be issued or burial allowed on the lot.

7. No lights are allowed to be placed in the cemetery and all flowers placed on gravesites must be biodegradable. No pesticides are allowed.

8. The Town of Keene reserves the right to remove, after due notice to the lot owner, any embellishment on the lot, effigy or inscription which in the opinion of the majority of the trustees, is unsightly or dangerous.

9. The Town of Keene reserves the right to remove all flowers, wreaths, or other decorations from lots as soon as they become unsightly or dangerous. any shrub or tree deemed dangerous to the public and destructive to the property, upon due notice to the lot owner. Shrubs, bushes or small trees may not be planted. Annual and perennial plants are permitted if they are placed at the head of a grave and within 18 inches of the grave marker. They must be natural to the Adirondack region.

10. Above ground headstones, crypts, mausoleums, and monuments are allowed only in the traditional-casket burial section. Corner posts are required for all graves in all sections and will be purchased with the burial plot. The posts will be installed by the Cemetery Sexton.

11. No crypt or mausoleum shall be built above ground without permission of the Town board.

12. Only one monument (not to include footstones) shall be allowed on a lot and it shall be set in accordance with the general plan of the cemetery and shall conform with said plan in size and material.

13. The base of all monuments shall be finished true and level so as to fit on foundations without wedging or sprawls. Bases must be built according to specifications provided and be approved by cemetery sexton. No monument will be allowed to be delivered to the cemetery until the foundation is installed and approved.

14. Heavy trucking or other vehicular traffic shall be refused entrance to the cemetery when, in the opinion of the cemetery sexton, damage to roads and driveways might result.

15. Disinterment will be allowed provided there is compliance with all the provisions of Section 1510 (e) of the Not-for-Profit Corporation Law and with notification to the Town of Keene.

16. Graves will not be opened when frost or weather conditions warrant such refusal on the determination of the cemetery sexton. Bodies received for interment

during this time will be placed in the vault until weather permits burial. They must be stored in a sealed casket, and will be charged a vault holding fee of \$60/month payable to the Town of Keene.

17. All bodies left in the vault after four months will be removed and interred. If not entitled to burial in a family plot, they will be interred in a single grave. The expense of such interment shall be borne by those who caused the body to be placed in the vault. The town shall make an effort to notify family members.

18. Cremated remains will not be permitted to be scattered in any part of the cemetery.

19. A cemetery advisory committee will be formed to make recommendations to the Town Board.

20. These rules and regulations may be amended by the Keene Town Board.

TRADITIONAL CASKET BURIALS SECTION

1. This is the only section of the cemetery where permanent, above ground grave markings are allowed. Please refer to the rules below regarding installation. All monuments are restricted in size to dimensions that will not cover more than 20% of the plot's surface area.

2. Concrete vaults or concrete grave liners will be required for all interments.

3. The interment of cremated remains in this cemetery section will be permitted only in appropriate rigid and covered receptacles such as bronze, plastic or concrete. All human remains must be in a vault. Biodegradable containers alone are not sufficient in this section of the cemetery.

NATURAL BURIAL SECTION

1. The natural section of Norton Cemetery is reserved for burials that do not use a vault of any kind and for bodies that have not been embalmed.

2. Burial containers are limited to those made from nontoxic, natural materials, without the use of metal nails or screws. Among the permitted materials:

untreated wood, wool, fiber, cloth, cardboard, bamboo, wicker, hemp and papier Mache.

3. Shrouded bodies not in a container shall be completely wrapped and supported on a solid, untreated board for lowering. Plywood and particle board are not acceptable.
4. Families may participate in the interment, including lowering a body into the grave, or may ask the sexton to provide that service. The sexton will dig, or supervise the digging, of all graves.
5. Cars are not permitted inside this section.
6. Grave markers shall be flat, flush with the grade level, no larger than 24"x12" and be of natural stone. No polished stones are permitted.
7. All graves are dug to 3 ½ feet. They will be mounded, mulched, and allowed to return to a natural state.
8. Indigenous perennials and annual plants are permitted on and near the grave.
9. The area will be mowed annually, after the growing season, to aid in control of invasive plants and ticks.

CREMATED REMAINS SECTION

1. Only cremated remains shall be interred in this section.
2. No markers above grade level shall be permitted.

KEENE PUBLIC LIBRARY

Attachment
#2-72024

2023 ANNUAL REPORT

