

Bi-Monthly Town of Keene Board Meeting
September 24th, 2024
5:30 P.M. Town Hall
Meeting # 17-24
Resolutions #254-265

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

Absent:

Town Officials Present: Ann Whitney Town Clerk, Savana Li Water Superintendent, Roger Preston Building and Grounds

Town Counsel Present:

Members of the Public:

Call to Meeting to Order at 6:34 P.M. by Joe Pete Wilson

Pledge of Allegiance:

Approval of Minutes:

**RESOLUTION TO APPROVE THE MINUTES FROM THEN BUDGET
WORKSHOP # 1**

RESOLUTION NUMBER: 254-2024

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

RESOLVED that the Town Board of Keene has approved the minutes from the
Budget Workshop #1 meeting.

Duly adopted this 24th day of September 2024 by the following vote:

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

NAYS: None

**RESOLUTION TO APPROVE THE SEPTEMBER 10TH, 2024 REGULAR
MONTHLY TOWN BOARD MEETING MINUTES**

RESOLUTION NUMBER: 255-2024

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

RESOLVED that the Town Board of Keene has approved the September 10th, 2024 Monthly Town Board Meeting Minutes.

Duly adopted this 24th day of September 2024 by the following vote:

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

NAYS: None

Privilege of the Floor:

Town Operations

Mr. Wilson wanted to thank the Town of Jay for collaborating with the Town of Keene, it is related to the Climate Smart Committee.

Mr. Wilson then said Essex County is going to have Real Construction replace a total of 8 culverts along Hurricane Rd and then pave it. The goal is to do that this year.

Mr. Wilson then went to the Hurricane Bridge and stated DOT has not issued a contract for the work. It won't be done this year.

Mr. Wilson wanted to thank Ironman for donating \$500 to support Keene Community Day.

- **Youth Commission Summer Program Report**

Presented during the Budget Workshop.

- **Town Clerk:** nothing

- **Highway Department:**

Mr. Wilson stated Mr. Whitney is sick, he did find a 5500 truck.

RESOLUTION TO APPROVE PURCHASE OF 5500 RAM TRUCK, PLOW, AND SANDER

RESOLUTION NUMBER: 256-2024

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

RESOLVED that the Town Board of Keene has approved the purchase of a 5500 truck, a plow, and sander, up to \$110,000.

Duly adopted this 24th day of September 2024 by the following vote:

AYES: Christopher Daly, Robert Biesemeyer, Teresa Cheetham-Palen, Ann Hough, Joe Pete Wilson
NAYS: None

- **Water Department:** nothing

Town Discussion of Old Business:

- **Revised Town-Wide Capital Plan**

Mr. Wilson asked everyone to look at the second page; work that has been done is updated on there.

Ms. Cheetham-Palen explained the \$10,000 grant through Clean Energy we are getting, she explained we may be getting \$50,000, will know the end of the week.

Please see Town Wide Capital Plan Attached #1-172024

RESOLUTION TO ADOPT THE REVISED CAPITAL PLAN

RESOLUTION NUMBER: 257-2024

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

Discussion: Mr. Daly asked for context and for public record, could we have what the current fund balance is and what the current fund balance will be.

Mr. Wilson stated the current balance in the Highway is \$404,000 and General Fund is \$1,950,000. In the Fund Balance Policy, we designate \$700,000 in the General Fund to stay for emergencies, and \$150,000 in Highway.

Mr. Daly asked if we could use \$25,000 from Community Enhancement Fund towards this.

MOTION TO AMEND THE CAPITAL PLAN TO BE \$25,000 FROM FUND BALANCE AND \$25,000 FROM COMMUNITY ENHANCEMENT FUND FOR THE COMMUNITY CENTER PROJECT

RESOLVED that the Town Board of Keene has adopted the revised Capital Plan with the amendment to the Community Center Project fund.

Duly adopted this 24th day of September 2024 by the following vote:

AYES: Christopher Daly, Robert Biesemeyer, Teresa Cheetham-Palen, Ann Hough, Joe Pete Wilson
NAYS: None

- **Facilities Building Project**

Mr. Wilson provide the drawing of the Facility Building.

**RESOLUTION TO APPROVE THE CONTRACT FOR TRI-COUNTY
CONTRACTING SERVICES**

RESOLUTION NUMBER: 258-2024

**INTRODUCED BY: TERESEA CHEETHAM-PALEN MOVED FOR ITS
ADOPTION, SECONDED BY CHRISTOPHER DALY**

Discussion: Mr. Biesemeyer contacted a contractor from Vermont and for a 30 X 50 building would be \$90,000 but does not include cemented work.

Ms. Hough asked why the building did not have an independent electrical service.

Mr. Biesemeyer stated that is unnecessary.

Mr. Daly stated procedurally this went out to bid and this was the only bid.

RESOLVED that the Town Board of Keene has approved the contract for Tri-County Contracting Services.

Duly adopted this 24th day of September 2024 by the following roll call vote:

Joe Pete Wilson: Yes

Christopher Daly: Yes

Ann Hough: Yes

Teresa Cheetham-Palen: Yes

Robert Biesemeyer,: No

- **Long Term Road & Culvert Resiliency Planning Proposal**

Please see Attachment #2-172024

**RESOLUTION TO APPROVE THE CONTRACT WITH AES FOR THE
LONG TERM ROAD AND CULVERT RESILIENCY PLANNING**

RESOLUTION NUMBER: 259-2024

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

RESOLVED that the Town Board of Keene has approved the contract with AES up to but not to exceed \$100,000.

Duly adopted this 24th day of September 2024 by the following vote:

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

NAYS: None

- **Planter Repair**

Mr. Biesemeyer received a quote from a Contractor for \$30,225.

Ms. Cheetham-Palen asked what if we included it in the DOT engineering study.

Mr. Wilson suggested maybe just repairing it and going with Teresa plan. He and Roger will do tempory repair for now.

New Business:

- **Relinquish Easement in WD#2**

RESOLUTION TO TERMINATE BY ABANDONMENT ANY AND ALL EASEMENTS IMPLIED, EXPRESSED OR OTHERWISE, LOCATED AT INTERBROOK LANE, KEENE VALLEY, NEW YORK 12943.

RESOLUTION NUMBER: 260-2024

INTRODUCED BY: ROBERT BIESEMEYER MOVED FOR ITS ADOPTION, SECONDED BY ANN HOUGH

RESOLVED, the Town of Keene WHEREAS, the Town of Keene terminate by abandonment any and all easements, implied, expressed or otherwise, located at Interbrook Lane, Keene Valley, New York 12943, tax id number 62.15-1-5.100 and deed filed with the Essex County Clerk, deed book 1779 and deed page 105; the Town Supervisor is authorized to execute and file whatever documents including notices that are required, if any, to effectuate this resolution; authorizes the expenditure in the amount \$60 for filing fees with the Essex County Clerk.

Duly adopted this 24th day of September 2024 by the following vote:

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

NAYS: None

Ongoing Local Law Process:

- Ms. Whitney went over schedule for October 1st, 5:30 P.M Tentative Budget Presented, 5:45 P.M. Water Law #1. 6:00 P.M. Water Law #2, 6:15 P.M. F.O.I.L Law.

Mr. Biesemeyer presented some concerns of the way things were written in the Water Laws, numbering and some wording. He will send concerns to the Lawyer.

Budget Resolutions:

- **Resolution to Transfer Funds:**

RESOLUTION TO TRANSFER FUNDS

RESOLUTION NUMBER: 261-2024

**INTRODUCED BY: CHRISTOPHER DALY WHO MOVED
FOR ITS ADOPTION, SECONDED BY ANN HOUGH
RESOLVED** that the Town Board of Keene accept the following

transfers:

Within the General Fund:

N/A

Within the Highway Fund:

N/A

Within the Library Fund:

\$2,012.86 out of 7410.4 Library CE Books

\$2,012.86 into 7410.4 Library CE

\$500.00 out of 7410.4 Library CE Videos

\$500.00 into 7410.4 Library CE

\$500.00 out of 7410.4 Library CE Reading Program

\$500.00 into 7410.4 Library CE

Within the SW#1:

Resolution to revise resolution 206-2024 \$1453.44 out of 8320.2

Source Power Pump E EQ

\$4000.00 into 8320.04 Source Power Pump C CE

Resolution to revise resolution 233-2024 \$4000.00 out of 8320.2

Source Power Pump E EQ

\$4000.00 into 8320.04 Source Power Pump C CE

\$2,000.00 out of 8320.02 Source Power Pump E EQ

\$2,000.00 into 8320.04 Source Power Pump C EG

Within the SW#2:

N/A

Duly adopted this 24th day of September 2024 by the following vote:

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

NAYS: None

- **Resolution to amend the 2024 budget**

**RESOLUTION TO AMEND THE 2024 BUDGET
RESOLUTION NUMBER: 262-2024
INTRODUCED BY: CHRISTOPHER DALY WHO MOVED
FOR ITS ADOPTION, SECONDED BY ANN HOUGH
RESOLVED** that the following budget amendments be approved:

GENERAL FUND

N/A

HIGHWAY FUND

Resolution to increase line #5130.2 MACHINERY EQ by
\$140,000.00 to be
transferred from 909.03 Fund Balance. For a final payment for
backhoe and a new 5150
Truck

Resolution to increase line # 90608.03.008 Medical Insurance Town
Share by \$45,000.00

To be transferred from 909.03 Fund Balance. New employee as of
4.30.24 Cody Hildreth

LIBRARY FUND

N/A

WATER DISTRICT SW 1

N/A

WATER DISTRICT SW 2

N/A

Duly adopted this 24th day of September 2024 by the following vote:
AYES: Christopher Daly, Ann Hough, Teresa Cheetham-Palen, Robert
Biesemeyer, Joe Pete Wilson
NAYS: None

Supervisors Report:

Audit Bills:

**RESOLUTION TO PAY THE ONLINE BILLS
RESOLUTION NUMBER: 263-2024**

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

RESOLVED that the Town Board approve to pay the online bills.

Duly adopted this 10TH day of September 2024 by the following vote:

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

NAYS: None

ABSTAINED: Robert Biesemeyer

RESOLUTION TO AUDIT THE VOUCHERS

722 THROUGH 772, 2024

RESOLUTION NUMBER: 264-2024

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

RESOLVED that the Town Board approve the following bills and prepaid bills.

Multi-Fund Vouchers numbered 722 through 772,2024 totaling \$100,969.25 as follows:

General Fund Bills \$28,564.66

Highway Fund Bills \$54,075.61

Library

Water District #1 \$1,478.09

Water District #2 \$1,449.16

Community Enhancement Fund \$15,401.73

Duly adopted this 24TH day of September 2024 by the following vote:

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

NAYS: None

ABSTAINED: Robert Biesemeyer

Adjourn:

RESOLUTION TO ADJOURN

RESOLUTION NUMBER: 265-2024

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

RESOLVED that the Town Board of Keene has completed all business and hereby adjourns the Regular Meeting at 7:36 P.M.,

Duly adopted this 24th day of September 2024 by the following vote:

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

NAYS: None

Ann Whitney

Town Clerk
Town of Keene

**Town Wide Capital Plan
Adopted 2023**

1. Bond Schedule

- a. Highway Garage
 - i. Last payment is 2025
 - ii. Annual payment approximately \$16,000
 - iii. When this is paid off, replace the debt with bond for new Facilities building
- b. Water District #1: Hamlet of Keene
 - i. Last payment 2036
 - ii. Annual payment \$44,000
- c. Water District #2: Hamlet of Keene Valley
 - i. Last payment 2038
 - ii. Annual payment is \$61,565, and it increases about \$1000/year. Final payment is \$76,000.

2. Revenue Sources

- a. Capital Reserves
 - i. Library \$5,061.92
 - ii. Buildings \$68,615.67
 - iii. Highway Equipment \$45,044.25
 - iv. WD#2 \$30,281
 - v. Hiker Shuttle \$15,000
 - vi. Community Enhancement Fund \$128,893.97
 - vii. Bike Park \$2,403.68
- b. Fund Balance
 - i. General Fund \$1,900,000
 - ii. Highway Fund \$400,000

3. Immediate needs

a. Marcy Field Parking Lot COMPLETED

- i. Build parking lot between current paved entrance apron and Holt House
- ii. Ban cars from the field except for vendors during market and setup for events

b. Sidewalks

- i. Replace sidewalks in Hamlets: Adirondack Street, Market Street, Church Street, repairs near Neighborhood House.
- ii. Design and integrate traffic calming and pedestrian safety into the project.
- iii. Cost can be reduced by having Highway Dept. remove old sidewalk
- iv. Funding sources: community enhancement funds, Fund Balance, grants accessed through engineering study to be completed in 2025.

c. Town Hall COMPLETED

- i. Maintenance and energy efficiency upgrades
 1. Replace furnace (for mold & for efficiency)
 - a. Combo of heat pump & propane furnace
 2. Replace some windows & back door
- ii. Paint and repair trim, roof and siding
- iii. ADA accessibility upgrades;
 1. Ramp
 2. Bathrooms
- iv. Though the use of heat pumps and by doing energy efficiency components, this project was awarded a \$10,000 grant after it was completed. It also qualified the town to apply for an additional \$40,000 to \$50,000 grant.

d. Replace Facilities building at Transfer Station site for Sidewalk and Grounds equipment

- e. Highway garage
 - i. Maintenance and Energy Efficiency Upgrades
 - 1. Windows
 - 2. Overhead & entry doors
 - 3. Boiler overhaul COMPLETED
 - ii. Funds from Highway reserve; \$45,044.25 currently available
- f. Community Center
 - i. What is valuable about this building for the community? We should invest based on what we want the building to provide residents. The cost depends on option chosen
 - 1. Renovate
 - 2. Replace with smaller building
 - 3. Rebuild and consolidate all town operations in new building
 - ii. See engineering report for details of structural issues
 - iii. Funds can come from different sources depending on plan for the building; Fund Balance, fundraising, grants, and a bond are all possibilities
- g. Transfer Station updates
 - i. Repairs to scale platform
 - ii. Project: update and improve handling of trash and recycling; integrate with new regulations and new county system as these develop.
 - iii. Timeline: We should hold money in reserve to make changes as the county-wide solid waste program is updated.
 - iv. In the meantime, we should continue to make small improvements to make the transfer station safer and more user friendly.

4. Hiker Management

- a. Replace shuttle vehicle:
 - i. Van; \$60,000
 - ii. Capital Reserve \$15,000

iii. Transfer current vehicle to Highway Department

5. Community Projects

- a. Christmas Tree; Semi-annual Budget of \$5,000 from CEF
- b. Skating Rink Liner
 - i. Replace every year. It saves water and labor costs, and allows us to recover from warm spells quicker.
 - ii. \$2,000 annually from CEF.
- c. Stone Planter at 73 & 9N Intersection
 - i. Cost of stone repairs \$
 - ii. Fund with Fund Balance
- d. Town trails at Marcy Field
 - i. Complete descent portion of trail with CEF funds in 2024
- e. Bike Park
 - i. Phase 2 construction matching funds from CEF for 2024
 - ii. Fall 2024 RECEIVED Smart Growth grant for \$100,000
- f. Health Center Building: Support AMC in renovating the building so we can keep medical services in Keene

6. Policy Updates

- a. Site Plan Review Law revision
 - i. Consultant \$
 - ii. Timeline: start in 2024
- b. Water Law Revision
 - i. Public Hearing Scheduled and adoption vote pending.

Revision September 2024

General Fund Priorities: Use of Fund Balance

All of these priorities can be met with our current fund balance and we can stay well above the threshold set by our fund balance policy for emergency reserves.

Styles Brook Bridge Replacement:

Designate \$250,000 to start bridge replacement. These funds will allow us to get the project under way while we apply for FEMA aid.

Long Term Road and Culvert Resiliency Plan:

Designate \$100,000 to have AES survey the at risk roads and culverts we have identified. We should authorize the higher amount in the estimate. This will make sure we have money to conduct more detailed engineering plans for the complex projects we want to get grants to carry out. To be competitive with our grants we need to have shovel ready projects that include engineering and in some cases permits. The plan will provide basic engineering solutions so we can categorize the projects in to 3 categories.

1. Long term capital projects that we will seek grant funding to carry out.
2. Capital projects we can budget for annually and carry out ourselves.
3. Emergency repairs conducted to a higher standard to allow for the intensity of storms we are now experiencing on a regular basis.

Below is the list of sites to address on Town of Keene roads that are vulnerable to the intense storms that regularly damage our infrastructure. **The order of the list does not reflect priorities.**

1. Morrison Road Bridge in the Glen. Old bridge with scouring under footings. This has been destroyed since this list was developed in July and this bridge is now a FEMA project.
2. Cemetery Road bank stabilization (approximately 200 feet).
3. Irish Hill Road; intermittent ditch and culvert problems along the length of the hill.
4. Schaefer Road; bank stabilization, ditching and culverts along approximately 1 mile of the road.
5. O'Toole Road; bank stabilization, ditching and culverts along approximately .5 mile of the road.
6. Jackson Road: bank stabilization, ditching and culverts along approximately 1 mile of the road.
7. Johns Brook Road: bank stabilization, ditching and culverts along approximately 1 mile of the road.
8. Adrian's Acres Road: bank stabilization, ditching and culverts along approximately 1 mile of the road.
9. Lacy Road; bank stabilization, ditching and culverts along approximately 1 mile of the road.

10. Au Sable Road: Culvert under retaining wall and ditching near bottom of hill. This culvert drains two streams, it's old, and involves retaining walls at both the top & bottom. This is a large capital project beyond the capability of the town to fund.

Sidewalk Improvements:

Designate \$300,000 for sidewalk and traffic control project in 2026. We have an engineering study in progress thanks to a grant Molly Lawrence secured through Essex County Public Health. This is an opportunity to upgrade our sidewalks, protect pedestrians, and make the Hamlets better environment for businesses and residents. The engineering study and the town match will help to access multiple state grant programs. \$20,000 of the new Smartgrowth Grant is dedicated to signage and wayfinding in the Hamlets.

Replacement Facilities building:

Designate \$183,400 to replace the current building which has failed completely. This amount includes demolition, site work, and new construction. Town personnel will conduct cleanup and disposal of building, old sheds, and junk that has accumulated over the past 30 years. Anything with value will be sold as surplus.

Community Center planning and engineering study:

Designate \$50,000 to evaluate the community center building and give a restore versus replace cost analysis.

Highway Fund Priorities: Use of Fund Balance

All of these priorities can be met with our current fund balance and we can stay well above the threshold set by our fund balance policy for emergency reserves.

There is \$270,000 on hand in 2024 for equipment purchases. This includes fund balance and budgeted funds. Next year there will be an additional \$115,000 in budgeted funds and some surplus equipment sales will help contribute additional funds.

Currently on order is one tandem axle plow truck at \$280,000.

We still need to replace a one-ton truck (approximately \$110,000) and another tandem (approximately \$300,000).

We need to replace the grader (approximately \$350,000 to \$400,000).

The smaller truck can be purchased outright; the tandems can be paid for with a down payment and financing for the balance; the grader can be paid for with a combination of CHIPS funds, a down payment, and financing. It has a much longer service life, so we can also lengthen the

finance term to lower our payment. As we replace equipment, we will benefit from trade-in or sale value of our used equipment.

The following is a general scope of work and fees from AES for our Long Term Road and Culvert Resiliency Planning project.

General scope of work

- Task #1: Perform site visit (s) to review/evaluate each project site
- Task #2: Based upon site evaluations, produce a report that will include an initial assessment of each site. The assessment to include a summary of existing conditions, recommendations for repairs and or upgrade, probable cost for design and construction. Report will also include a ranking score for prioritizing repairs and or upgrades. As part of the evaluations, we will consider current standards for risk management, historic flooding issues as well any other pertinent standard that may be applicable.
- Task #3: Meet with the Town as required to coordinate all work and review findings
- Task #4: Assist the Town with project planning

Assumptions

- Any design work will be limited to planning level efforts. We will use generally accepted guidelines such as NYSDEC Stream Crossings Guidelines and Best Management Practices to aid in our analysis

Exclusions

- All site survey work
- All detailed designed efforts
- All grant applications

Estimated Fees: \$50,000 to \$100,000 (fees are for budgeting purposes only. Actual fees may vary depending on the agreed final scope of work)

Our estimate is based upon our limited knowledge and understanding of each of the 10 priority sites. In order to refine the fees, we would need to meet with the Town to gain a more intimate understanding of your needs and the particulars of each site.

Please let us know if you have any questions and how you would like to proceed.

Below is the list of sites to address on Town of Keene roads that are vulnerable to the intense storms that regularly damage our infrastructure. The order of the list does not reflect priorities.

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5. O'Toole Road; bank stabilization, ditching and culverts along approximately .5 mile of the road.
6. Jackson Road: bank stabilization, ditching and culverts along approximately 1 mile of the road.
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9. Lacy Road; bank stabilization, ditching and culverts along approximately 1 mile of the road.
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