Bi-Monthly Town of Keene Board Meeting

May 27th, 2025

5:30 P.M. Town Hall

Meeting # 12-2025

Resolutions #155-164

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

**Absent**: Christopher Daly

**Town Officials Present:** Ann Whitney Town Clerk, Savana Li Water Superintendent

**Town Counsel Present:**

**Members of the Public**: Anna Reynolds, Roger Allen, Donna Reed Austin, Paul Rose, Tom Both, Alan Both

**Call to Meeting to Order** at 5:30 P.M. by Joe Pete Wilson

**Pledge of Allegiance:**

**Approval of Minutes:**

**RESOLUTION TO APPROVE THE May 13TH 2025**

 **REGULAR BOARD MINUTES**

 **RESOLUTION NUMBER: 155-2025**

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

**RESOLVED** that the Town Board of Keene has approved the May 13th, 2025 Regular Board Meeting Minutes

Duly adopted this 27th day of May 2025 by the following vote:

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

**NAYS**: None

**Privilege of the Floor:**

Ms. Austin wanted to thank the crew that has the cemetery in great shape. She attended a service and considering the weather the cemetery looked great.

Mr. Wilson stated he would now talk about the Hurricane Bridge project ahead of the other items knowing most people are here for that.

Action was taken today at the County (it is a County bridge), they approved $119,440 to purchase a concrete bridge from Whitford Materials CO.Inc. The construction portion is out to bid, bids due the 3rd week of June. Dependent now on Contractor.

Ms. Reed asked if money was put aside.

Mr. Wilson explained if **we** (**we** meaning the County) would have continued to put culverts in you score much lower when you apply for grants. Leaving it unfinished, you score much higher. **We** got an $850,000 Bridge New York Grant. To meet this **we** had to go back for more engineering. This set us back a year. **We** are now back ready to go. Doing this saved the taxpayers about 1 million dollars.

Mr. Both asked if the approached changed.

Mr. Wilson stated it is going from a 6 ft culvert to a 74 ft bridge, so yes it will be different. There were issues with NYSEG’s right of way and what landowners in that area wanted, it is not simply to get through all this.

Mr. Booth asked about the one in the Glenn.

Mr. Wilson stated there are two, a County and Town bridge.

Mr. Both asked if a footbridge could be put in, a lot of hiking goes on there.

Mr. Wilson knows the County is not interested in that; he would need to see what that would do to FEMA. What might make sense from a residence standpoint is very complicated with FEMA, it would have to be on the Towns nickel.

Ms. Reed asked, back to the Hurricane Bridge, what is your best guess, are we going to wait another year.

Mr. Wilson stated it would come down to the response from Contractors. The Contractors working here on the 9N bridge and if they bid on it and are lowest they could move right there when done.

**Town Operations**

* **Town Clerk**:

Ms. Whitney asked to postpone the vouchers on the June 10th meeting and have a special business meeting on the 17th. As it is now it would only be a few days for bills to come in and then a long stretch until July’s meeting. Also stated starting in June we go to one meeting a month for the summer.

**RESOLUTION TO APPROVE A BUSINESS MEETING ON JUNE 17TH, 2025**

 **RESOLUTION NUMBER: 156-2025**

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

**RESOLVED** that the Town Board of Keene has approved to hold a special business meeting on June 17th, 2025 at 1:00 P.M.

Duly adopted this 27th day of May 2025 by the following vote:

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

**NAYS**: None

**RESOLUTION TO GO TO OUR SUMMER SCHEDULE OF ONE MEETING A MONTH**

 **RESOLUTION NUMBER: 157-2025**

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

**RESOLVED** that the Town Board of Keene has approved to go to our summer schedule of one meeting a month.

Duly adopted this 27th day of May 2025 by the following vote:

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

**NAYS**: None

* **Highway Department**:

Mr. Wilson stated Reggie is out sick; he was going to go over what we have already discussed early in the meeting.

* **Water Department**

Mr. Wilson introduced Anna Reynolds. She came in case there were any technical questions.

**Resolution of the Town of Keene to Declare Lead Agency Status Pursuant to the State Environmental Quality Review Act (“SEQRA”) Relative to the Town of Keene Water**

**District #2 Upgrades Project.**

**RESOLUTION NUMBER: 158-2025**

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

**WHEREAS**, the Town of Keene has proposed the Keene Water District #2 Upgrades Project

(hereinafter, referred to as “Said Action”); and

**WHEREAS**, Said Action requires review under the New York State Environmental Quality

Review Act (SEQRA), per 6NYCRR Oart 617; and

**WHEREA**S, Said Action is classified as an Unlisted Action under SEQRA pursuant to 6NYCRR

Part 617.4 and 617.5; and

**WHEREAS**, multiple agencies may have approval and/or funding authority over Said Action;

and

**WHEREAS**, 6NYCRR Part 617.2(u) defines “Lead Agency” as, an involved agency principally

responsible for undertaking funding or approving an action, and therefore responsible for

determining whether an environmental impact statement is required in connection with the

action, and for the preparation and filing of the statement if one is required;” and

**WHEREAS**, on September 10, 2024 the Town of Keene issued a Notice to Involved Agencies of

its intent to establish itself as Lead Agency and that, pursuant to 6NYCRR Sections 617.6 (a)(3)

, (b)(3) and 617.7 (b)(3), (b)(4), the Town initiated a coordinated environmental review process

of Said Action as an Unlisted Action under SEQRA and further intends to implement and

complete all responsibilities of that office.

**NOW, THEREFORE, BE IT RESOLVED** by the Keene Town Board that the Town of Keene

hereby declares itself Lead Agency, as defined in 6NYCRR Part 617.2(u), for the coordinated

review of Said Action under the New York State Environmental Quality Review Act.

Duly adopted this 27th day of May 2025 by the following vote:

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

**NAYS**: None

**Absent**: Christopher Daly

**Resolution of the Town of Keene to Make SEQRA Determination Relative to the Town of Keene Water District #2 Upgrades Project.**

**RESOLUTION NUMBER: 159-2025**

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

**WHEREAS**, the Town of Keene has proposed Water District #2 Upgrades, a construction project

(hereinafter, referred to as “Said Action”); and

**WHEREAS**, the Town has determined Said Action is an Unlisted Action pursuant to Article 8 of

the New York Environmental Conservation Law and Title 6 of the New York Code of Rules and

Regulations, Part 617, known as the New York State Environmental Quality Review Act

(collectively, the “Regulations”); and

**WHEREAS**, the Town of Keene has conducted a coordinated review of Said Action with

Involved Agencies and completed the Long Environmental Assessment Form for Said Action in

compliance with the Regulations, and intends to comply with any permitting requirements

necessary for the implementation of Said Action; and

**WHEREAS**, said review and assessment under SEQRA has resulted in a reasoned

determination that Said Action will not result in adverse environmental impacts therefore, Said

Action will not significantly impact the environment.

**NOW, THEREFORE, BE IT RESOLVED** by the Town Board of the Town of Keene, in its role as

Lead Agency, that a Negative Declaration for the proposed Water District #2 Upgrades, a

construction project be issued in full compliance with the New York State Environmental

Conservation Law and the New York State Environmental Quality Review Act.

Duly adopted this 27th day of May 2025 by the following vote:

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

**NAYS**: None

**Absent**: Christopher Daly

**Resolution of the Town of Keene in the matter of the Increase and Improvement of the Facilities of Water District No. 2, Order calling Public Hearing**

**RESOLUTION NUMBER: 160-2025**

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

**WHEREAS**, the Town Board of the Town of Keene, Essex County, New York, has caused to be prepared a map, plan and report, including an estimate of cost, as supplemented, pursuant to Section 202-b of the Town Law, relating to the increase and improvement of the facilities of Water District No. 2, in the Town of Keene, Essex County, New York (the “Water District”), consisting of repairs and upgrades to the 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, and acquisition and installation of water meters, at a maximum estimated cost of $5,029,607.20;

and

**WHEREAS,** it has now been determined that the maximum estimated cost to said Water District is $7,000,000, an increase of $1,970,392.80 over that previously estimated; and

**WHEREAS,** the capital project hereinafter described, as proposed, has been determined to be a Unlisted Action pursuant to the regulations of the New York State Department of Environmental Conservation promulgated pursuant to the State Environmental Quality Review Act, which, it has now been determined will not have any significant adverse impact on the environment; and

**WHEREAS,** it is now desired to call a public hearing on the question of the increase and improvement of the facilities of said Water District, in the matter described above, and to hear all persons interested in the subject thereof, concerning the same, in accordance with the provisions of Section 202b of the Town Law**;**

**NOW, THEREFORE, IT IS HEREBY ORDERED,** by the Town Board of the Town of Keene, Essex County, New York, as follows:

**Section 1.** A public hearing will be held in the Town Hall, in Keene, New York, in

said Town, on June 10, 2025, at 5:30 o’clock P.M., Prevailing Time, on the question of the increase and improvement of the facilities of Water District No. 2, in the Town of Keene, Essex County, New York, at the revised maximum estimated cost, in the manner described in the preambles hereof, and to hear all persons interested in the subject thereof, concerning the same, and to take such action thereon as is required or authorized by law.

**Section 2.** The Town Clerk is hereby authorized and directed to cause a copy of the Notice of Public Hearing hereinafter provided to be published once in the official newspaper, and also to cause a copy thereof to be posted on the sign board of the Town, such publication and posting to be made not less than ten, nor more than twenty, days before the date designated for the hearing.

**Section 3.** The notice of public hearing shall be in substantially the form attached

hereto as Exhibit A and hereby made a part hereof.

**Section 4.** This Order shall take effect immediately.

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

**ROBERT BIESEMEYER VOTING: AYE**

**TERESA CHEETHAM-PALEN VOTING: AYE**

**JOSEPH-PETER WILSON JR VOTING: AYE**

**ANN HOUGH VOTING: AYE**

**CHRISTOPHER DALY: ABSENT**

The order was thereupon declared duly adopted this 27th day of May 2025

**Town Discussion of Old Business:**

* **Site Plan Review Law Revision**

Mr. Wilson went over the books given out to the Board. Over the next 4 weeks go over this, make notes, then we will engage the Saratoga Associates to get some proposal on drafting a provision.

**New Business:**

* **Time Clock Policy**

Mr. Wilson explained that Tina Preston went to PERMA Conference and one topic that came up was about employees on the clock and traveling for emergency work, the Town has some liability**.** He explained he is reaching out to the consultants that have done our handbook to get some guidance**.**

* **Approve Telephone line replacement project**

Mr. Wilson explained we had talked about this a year ago that we got notice that phone carriers are doing away with cooper lines. We may have to keep some of our lines on cooper until the upgrades are done in the Water Department, but if we can get our others switched over now.

**RESOLUTION TO APPROVE UP TO $10,000 CONVERTING US TO VOICE OVER INTERNET AND CELL FOR BACKUP ON OUR FIRE SYSTEMS**

 **RESOLUTION NUMBER: 161-2025**

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

**Discussion:** Mr. Biesemeyer asked how did we come up to $10,000.

Mr. Wilson stated he does not think it will be that much but he needed to have something**.** He did not want to go too low to stop the project because until this is done it will be costing us $2,000 a month due to cooper lines.

**RESOLVED** that the Town Board of Keene has approved to spend up to $10,000 converting to voice over internet and cell for our backup.

Duly adopted this 27th day of May 2025 by the following vote:

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

**NAYS**: None

* **Library Update**

Ms. Cheetham-Palen stated we made 50 % of the payment for the Heat Pump project, now waiting for the money from NYCERTA. The reason we did not get the money yet is that she had to get the final price. The first amount will be about $12,000 and then when the project is completely done they will then release the rest of the funds.

Mr. Biesemeyer wanted to state David Nye had mowed the playground area, he wanted to keep the grass short due to ticks. Also wanted to say the Fishing Derby went well.

Mr. Wilson then asked what everyone thought of the parking stops that were put in at Marcy Field. He asked everyone to look and let him know your thoughts.

**Local Law Process:**

**Executive Session**:

**Budget Resolutions:**

* **Resolution to Transfer Funds:**
* **Resolution to amend the 2025 budget:**

**Supervisor’s Report:**

**Audit Bills:**

**RESOLUTION TO PAY THE ONLINE BILLS**

**RESOLUTION NUMBER: 162-2025**

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

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

Duly adopted this 27th day of May 2025 by the following vote:

**AYES**: Joe Pete Wilson, Teresa Cheetham-Palen, Robert Biesemeyer

**NAYS**: None

**ABSTAINED**: Ann Hough

**RESOLUTION TO AUDIT THE VOUCHERS**

**374 THROUGH 426, 2025**

**RESOLUTION NUMBER: 163-2025**

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

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

Multi-Fund Vouchers numbered 374 through 426, 2025 totaling $183,059.92 as follows:

General Fund Bills $21,785.63

Highway Fund Bills $25,243.45

Library $22,923.99

 Water District #1 $45,000.53

Water District #2 $64,852.94

Roost Enhancement Tax $3,084.00

Youth Commission $169.38

Duly adopted this 27th day of May 2025 by the following vote:

**AYES**: Joe Pete Wilson, Teresa Cheetham-Palen, Robert Biesemeyer

**NAYS**: None

**ABSTAINED**: Ann Hough

**Adjourn:**

**RESOLUTION TO ADJOURN**

**RESOLUTION NUMBER: 164-2025**

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

**RESOLVED** that the Town Board of Keene has completed all business and hereby adjourns the Regular Meeting at 6:26 P.M.,

Duly adopted this 25th day of March 2025 by the following vote:

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

**NAYS**: None

Ann Whitney

Town Clerk

Town of Keene