

Meeting

- Open Regular Town Board Meeting

Acceptance of Minutes

- Regular Town Board meeting December 11, 2017
- Special Town Board meeting December 28, 2017

Public Hearing

- Septic Variance: Roach #SV2018-03
- Septic Variance: Rodzevik #SV2018-04

Committee Reports

- Town Board // Town Clerk // Supervisor

PRIVILEGE OF THE FLOOR FOR OLD & NEW BUSINESS ITEMS

OLD BUSINESS

- A. Septic Variance: Roach #SV2018-03
- B. Septic Variance: Rodzevik #SV2018-04

NEW BUSINESS

1. Authorize attendance and payment for Zoning Board and Planning Board members to attend Saratoga County Planning & Zoning Conference
2. Authorize to sign contract with Glens Falls Animal Hospital
3. Authorize to sign Intermunicipal Agreement with Warren County for Solid Waste and Recyclable Processing
4. Authorize to sign Memorandum of Agreement with Warren County Soil & Water Conservation District regarding use of sandbag machine
5. Authorize Highway Superintendent to post road weight restrictions at his discretion.
6. Authorize signing of contract with Cedarwood Engineering Services
7. Authorize the installation of decorative lights on Loon Lake Dam by LLPDA
8. Authorize signing of contract with LLPDA for management services
9. Discuss instituting a boat registration fee for Loon Lake
- 10.
11. Abstracts, budget transfers and accounting requirements.

Regular Meeting: Resolutions

RESOLUTIONS #1 - #13 of 2019

1. Designate dates, time, and location for Regular Town Board Meetings

Resolved: The Town Board will meet on the second Tuesday of each month at 7PM in the Town of Chester Municipal Center with the exception for the months of April and September when the meeting will be held at the Pottersville Fire House.

1. Designate Official Depositories

Resolved: Glens Falls National Bank shall be the Official Depository

1. Designate Official Newspapers

Resolved: The Post Star and the Adirondack Journal Sun shall be the Official Newspapers

1. Set Mileage Allowance Rate

Resolved: The mileage allowance rate shall be the IRS set at \$.58 per mile when personal vehicles are used by Town Employees for official business.

1. Set Returned Check Charge

Resolved: The Returned Check Charge shall be \$20 per returned check.

1. Set investment of surplus funds policy

Resolved: The Supervisor is empowered to invest surplus funds to draw interest for the accounts from which the funds were drawn. Investments shall be made with federally insured banks doing business in NYS.

1. Authorize Official Bonding of Town Officials

Resolved: Whereas, under Sec. 25 of Town Law, the Town Board is required to set the amounts of a Blanket Bond for Town Officers & Employees by Resolution, be it resolved, that the Town Board of the Town of Chester establishes the following limits of insurance: Public Employee dishonesty bond-per employee \$10,000.00 /Additional indemnity-specified positions: Town Supervisor \$ 110,000.00 / Bookkeeper \$60,000/ Court Clerk \$60,000 / Town Clerk - Tax Collector \$260,000

Be it further resolved, that the Town Clerk of the Town of Chester is hereby instructed to file a copy of this Resolution with the Warren County Clerk.

1. Authorize payment of claims prior to audit

Resolved: That authorization is given for payment of utilities, postage, and, other similar expenses as the bills come in and previous to audit, by the Supervisor on recommendation of the Town Board.

1. Authorize Town Clerk to issue Fireworks Permits

Resolved: The Town Clerk is authorized to issue Firework Permits in accordance with Penal Law Section 405.05

1. Accept Town of Chester Procurement Policy for 2018

Resolved: Whereas, TOWN OF CHESTER PROCUREMENT POLICY is to be reviewed and adopted each year and, whereas the policy was updated and adopted on August 9, 2016, be it resolved, that the Town Board hereby adopts said Procurement Policy and Procedures Pursuant to S104B of the General Municipal Law for 2019.

1. Approve Schedule of Appointments and Various Rates of Pay,

Resolved: to accept the 2019 Schedule of Appointments and Various Rates of Pay as presented in attached document titled "Schedule A: 2019 Schedule of Appointments and Various Rates of Pay".

1. Designate Official Town Holidays

Resolved: Official Town Holidays will be observed as presented in attached document titled "Schedule B: 2019 Official Town Holidays".

1. Designate Town Board Committees

Resolved: Town Board Committees are appointed as presented in attached document titled “Schedule C: Town Board Committee List”.

1. Set Chestertown and Pottersville Water District Rates

Resolved: The Town Board sets Rates for the Chestertown and Pottersville Water Districts as presented in attached document titled “Schedule D:

SCHEDULE A: 2019 SCHEDULE OF APPOINTMENTS AND VARIOUS RATES OF PAY		
SCHEDULE OF APPOINTMENTS AND RATE OF PAY		
TITLE	NAME	2019
Animal Control Officer	Florence Converse	\$ 7,900
Assessor	Greg Klingler	\$ 37,461
Audit Committee	K. DuRose & S. Durkish	\$325 each
Budget Officer	Craig Leggett	\$ 1,710
Deputy Supervisor		\$ 100
Director of Youth	Mindy Conway	\$ 6,000
Health Officer	Dr Ruge	\$ 950
Historian	Donna LaGoy	\$ 4,120
Legal Counsel	Miller, Mannix & Schachner	Rates by position
North Warren EMS Liaison	David Gross	None
Planning Board Chair & Members	Paul Little, Chairman	\$29 ea/meeting
Sexton	Greg Bolton	\$ 850
Water Superintendent	Jason Monroe	\$ 17,068
Water Superintendent, Ass't	Kim Frazier	\$ 18.00
ZBA Chair & Members	Mary Jane Dower, Chair	\$29 ea/meeting
Zoning Admin & Sanitary Code Enf.	Jeremy Little	\$ 37,440
AOT NYS & AATV Alternate Delegate	Karen Durose, Alt. Delegate	None
AOT NYS & AATV Delegate	Craig Leggett, Delegate	None
Registrar Vital Statistics	Mindy Conway	None
Registrar Vital Statistics, Deputy	Florence Converse	None
Service Officer	Craig Leggett	None
SCHEDULE OF ANNUAL SALARIES - ELECTED OFFICIALS		
TITLE	NAME	2019
Town Supervisor	Craig Leggett	\$ 36,450
Town Clerk	Mindy Conway	\$ 36,000
Town Councilwoman	Larry Turcotte	\$ 6,888
Town Councilman	Michael Packer	\$ 6,888
Town Councilman	Steve Durkish	\$ 6,888
Town Councilwoman	Karen DuRose	\$ 6,888
Town Highway Superintendent	Jason Monroe	\$ 59,975

Town Justice	James McDermott	\$ 28,360
SCHEDULE OF HOURLY RATES - EMPLOYEES		
TITLE	NAME	2019
Assessors Clerk	Marion Eagan	\$ 1,680.00
Boat Wash Attendants	TBA	\$13.00
Bookkeeper	Maja Tlonkinska Scroggins	\$ 18.00
Confidential Secretary	Marion Eagan	\$ 16.80
Constable	TBA	\$ 16.00
Court Clerk, Temporary Part Time	N/A	\$ 11.70
Court Officer	TBA	\$ 16.00
Cleaner	Edward Tennyson	\$ 12.12
Data Collector	Dan Smith	\$ 16.40
Deputy Town Clerk	Florence Converse	\$ 13.35
Election Inspectors	N/A	Paid by W County
Food Pantry Worker	Amy Culver	\$ 12.40
Justice Clerk	Carrie Remington	\$ 18.00
Laborer, Part Time	TBA	\$ 11.70
Library Aide	Sharon Berg	\$ 13.60
Library Technician	Alma Alvarez	\$ 18.18
Library Technician, Ass't	Wendy Joy-Hayes	\$ 14.00
Lifeguards	TBA	\$11.10 (\$11.60 for lessons)
Museum	Nancie Welch	Set by Hist. Society
Planning Board Secretary	Jeremy Little	\$ 15.60
Records Management Officer	Mindy Conway	\$ 1,000.00
Recreation Assistants	TBA	\$ 11.10
Recycling Attendant, Part time	Lowell Laschomb, Deborah Burch	\$ 14.26
School Bus Drivers	TBA	Based on School wage
Substitute Cleaner	TBA	\$ 12.12
Unsafe Building Inspector	TBA	\$80/inspection
ZBA Secretary	Jack Bartlett	\$ 15.00
Zoning Code Enforcement Officer	Thomas Thorsen	\$ 16.00

Schedule B: 2018 Official Town Holidays	
Christmas Day	UNION & NON-UNION
New Year's Day	UNION & NON-UNION
Martin Luther King Day	UNION ONLY
Presidents Day	NON-UNION ONLY
Friday before Memorial Day	UNION ONLY
Memorial Day	UNION & NON-UNION

Independence Day	UNION & NON-UNION
Labor Day	UNION & NON-UNION
Election Day	UNION & NON-UNION
Veteran's Day	UNION & NON-UNION
Thanksgiving Day	UNION & NON-UNION
Day After Thanksgiving	UNION & NON-UNION
Floating holiday	UNION & NON-UNION
If a holiday falls on a Saturday, the day of observance shall be the preceding Friday. If a holiday falls on a Sunday, the day of observance shall be the following Monday.	

Schedule C: Town Board Committee List	
Committees	Lead Member
Highway, Parks, Buildings	Mike Packer
Finance, Human Resources, Audit, EMS	Karen DuRose
Youth Comm, Library, Fire Districts, Audit	Steve Durkish
Transfer Station, Water Districts, Loon Lake	Larry Turcotte

Schedule D: Water Rates 2019		
Chestertown Water District		
Code	Description	2019 Rate
1	Base Rate: Metered Residential	\$ 175.00
2	Base Rate: Metered Business	\$ 175.00
3	Base Rate: Metered Outside of District	\$ 290.00
6	Base Rate: Unmetered Inside District	\$ 280.00
8	Base Rate: Unmetered Outside of District	\$ 480.00
20	Base Rate: NWCS for 30,000 gallons	\$ 700.00
10	Flat Rate: Unmetered Special Annual Rate	\$ 400.00
	Rate per 1,000 gallons for Over 30,000 gallons	\$ 4.00
	Swimming Pool Rate (Res #181-2002)	\$ 200.00
13	Hydrant Rental	\$ 675.00
15	Turn On / Turn Off	\$ 18.00
	Connection Charge - Standard Install	\$ 1,200.00
16	Replace Water Meter	\$ 165.00
Schedule D: Water Rates 2019		

Pottersville Water District		
Code	Description	2019 Rate
17	Base Rate: Metered Residential	\$ 290.00
18	Base Rate: Metered Business	\$ 290.00
4	Base Rate: Metered Outside of District	\$ 465.00
5	Base Rate: Unmetered Inside District	\$ 400.00
14	Base Rate: Unmetered Outside of District	\$ 580.00
21	Base Rate: Word of Life for 24,000 gallons	\$ 650.00
10	Flat Rate: Unmetered Special Annual Rate	\$ 330.00
	Rate per 1,000 gallons for Over 24,000 gallons	\$ 3.00
	Swimming Pool Rate (Res #181-2002)	\$ 200.00
12	Hydrant Rental (9 hydrants + 2 dry)	\$ 130.00
9	Base Rate: Glendale	\$ -
15	Turn On / Turn Off	\$ 18.00
		\$
7	Connection Charge - Standard Install	1,200.00
16	Replace Water Meter	\$ 165.00