

**TOWN OF CHATHAM**  
**488 State Route 295, Chatham, NY 12037**

**Town Board Workshop Agenda**

**Thursday, May 2, 2024 @ 6:30PM**

This Meeting is IN PERSON (Town Hall) For Board Members With the Exception of the Occurrence of Extraordinary Circumstances,

IN PERSON and VIRTUAL for the Public

GOOGLE MEET: [meet.google.com/qqk-drha-pct](https://meet.google.com/qqk-drha-pct) JOIN BY PHONE: (US)+1 508-779-6056 PIN: 912 586 055#

➤ **RECORDING NOTICE**

➤ **CALL TO ORDER**

➤ **PLEDGE ALLEGIANCE TO THE FLAG**

➤ **ANNOUNCEMENTS:**

1. Columbia County Household Hazardous Waste May 4th
2. Town of Chatham Spring Cleanup Day: May 18th, 2024
  - Free to Chatham Residents
  - Ewaste
  - Tires
  - Scrap Metal
  - Refuse

➤ **PUBLIC COMMENT**

➤ **NEW BUSINESS:**

1. Chatham Area Recreation Project: Spangler Bridge
2. Finance & Planning Advisory Committee: Town Large Project Algorithm
3. Electric Park Road: Section for Abandonment

➤ **OLD BUSINESS:**

1. Designation of Crellin Park as an Invasive Species Prevention Zone
2. Committee Protocol

➤ **PUBLIC COMMENT**

➤ **RESOLUTIONS:**

1. **Resolution#137-24: To Accept the Financial Abstract as presented to pay the Town Bills.**

*WHEREAS*, the Chatham Town Board accepts the Financial Abstract #5-2024 as presented to pay the Town Bills.

Offered by: \_\_\_\_\_, seconded motion: \_\_\_\_\_

**VOTE: AYE:**

**NAY:**

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2. **Resolution#138-24: To Establish Crellin Park as a Town Invasive Species Prevention Zone**

*WHEREAS*, the Chatham Town Board created an Invasive Species Awareness Committee by Resolution 114-2023 of on May 18, 2023 to identify, monitor, educate, contain and manage the invasive species threatening our local ecology, and

*WHEREAS*, there have been multiple invasive species identified at the Town-owned Crellin Community Park, and

*WHEREAS*, the Invasive Species Awareness Committee welcomes external assistance and partnerships in its efforts, and

*WHEREAS*, identification of Invasive Species Prevention Zones will increase the eligibility of these designated areas for local, state and federal funding to assist the Town with detection, monitoring, delineation, and control/response projects of invasive species and associated restoration projects, and

***NOW THEREFORE BE IT RESOLVED*** that the Town Board of the Town of Chatham supports the Invasive Species Awareness Committee in the naming the Town owned Crellin Park as an Invasive Species Prevention Zone.

Offered by: \_\_\_\_\_, seconded motion: \_\_\_\_\_

**VOTE: AYE:**

**NAY:**

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➤ **MOTION TO CLOSE MEETING**

**COLUMBIA COUNTY**  
**HOUSEHOLD HAZARDOUS WASTE**  
**COLLECTION DAY**

**SATURDAY, MAY 4, 2024**

**8:00AM – 12:00PM**

**LOCATION:** Columbia County Fire Training Center  
Columbia County Commerce Park  
**50 GRANDINETTI DRIVE, GHENT, NEW YORK**  
**ENTRANCE AT ROUTE 66 (BENDER BLVD.)**

**WHAT DO I BRING?**

**From the Workbench:**

Latex Paint, Oil Based Paint – **DO NOT BRING EMPTY OR HARDENED PAINT**  
Stains & Varnishes  
Wood Preservatives  
Solvents Adhesives  
Lighter Fluid

**From the Garage:**

Fuels, Gasoline, Kerosene  
Antifreeze  
Engine Degreasers  
Brake Fluid  
Carburetor Cleaner  
Car Wax, Polish  
Roofing Tar  
Driveway Sealer  
Swimming Pool Chemicals

**From the Yard:**

Poisons, Insecticides, Fungicides  
Chemical Fertilizers  
Weed Killers  
Moth Balls  
Flea Control Products, Pest Strips  
Aerosol Cans – **NOT EMPTY**

**From the House:**

Rubber Cement  
Fiberglass Resins  
Photo Chemicals  
Chemistry Sets  
Furniture Polish  
Floor & Metal Polish  
Oven Cleaner  
Drain & Toilet Cleaner  
Rug & Upholstery Cleaner  
Hobby & Art Supplies  
Spot Remover

**WHAT NOT TO BRING:**

**EMPTY CONTAINERS**  
**EMPTY PAINT CANS**  
**EMPTY AEROSOL CANS**  
Radioactive Waste  
Commercial/Industrial Waste  
Agriculture Waste  
Fire Extinguishers  
Infectious & Biological Waste  
Prescription Medicines  
Syringes  
Asbestos  
Ammunition, Explosives, Fireworks  
**Non-contaminated MOTOR OIL, Antifreeze**  
**NO 55 GALLON DRUMS**

**RESIDENTS WITH LARGE QUANTITIES MUST CONTACT**  
**THE ADMINISTRATIVE OFFICE AT 518-828-2737 PRIOR TO PARTICIPATING.**

**NO CHARGE FOR COUNTY RESIDENTS. PROOF OF RESIDENCY WILL BE REQUIRED.**

THANK YOU FOR YOUR PARTICIPATION!

# 2<sup>nd</sup> ANNUAL SPRING CLEANUP DAY!

**Saturday, May 18, 2024**

**8AM-3PM**

**Town of Chatham Highway Garage  
865 County Route 13, Old Chatham**

(Proof of Town Residency required)

**Pre-register at Chatham Town Hall (488 State Route 295)**

**And pick up your punch card**

## What Can You Bring?

- A limit of 4 tires per household
- Steel/Tin
- Electronics (TV's, old computers, stereos, etc)
- Appliances

## What Can't You Bring?

- No Hazardous Materials
- No Household Trash or recyclables
- No propane tanks
- No brush, leaves, grass clippings, etc.

## How Much Can I Bring?

- Your Punch Card is good for two truckloads
- One Truck and one 6-8' trailer = Two truckloads



**Who Can I contact With Questions?**

**Town Supervisor Donal Collins (518) 330-1019**

# CHATHAM RECONNECTION PROJECT



*A joint effort of the  
Chatham Dirt Road Coalition  
and the*

***Chatham Area Recreation Project***

# Chatham Reconnection Project

- The Chatham Reconnection Project (CRP) is a joint effort of the Chatham Area Recreation Project (CARP) and the Chatham Dirt Road Coalition (CDRC) to explore the feasibility of restoring pedestrian access to Spengler Bridge in Chatham Center
- Spengler had been used regularly by local walkers, runners and cyclists as well as by regional recreational organizations such as the Kinderhook Runners Club and the Mohawk Hudson Cycling Club until June 2022
- Our objective today is to brief the Chatham Town Board about our activities
- We are not seeking financial support from the Town as all costs associated with this project are being financed through community contributions and grants

# Spengler Bridge



View from east side of Kinderhook Creek



View from west side of Kinderhook Creek

- Built in 1880 to provide access to Spengler Grist Mill from the Kinderhook Creek's east bank
- One of the last remaining Pratt Through-Truss designs built by the Morse Bridge Company on the East Coast
- Listed on the National Registry of Historic Places in 1973
- Owned by Columbia County

# Chatham's Dirt Road Network and Spengler Bridge

- Chatham's 55 miles of historic unpaved roads provide a powerful connection with our town's rural past
- Winding through the most scenic areas of our community, our dirt roads are also a recreational asset valued by walkers, cyclists and horseback riders
- Spengler Bridge is situated at the heart of our historic road network and provides an uncommonly beautiful connection between the Town's unpaved roads



# Initial Assessment of the Bridge's Condition

- In early 2023 we retained Crawford Associates, P.C. to perform a visual inspection of the bridge
- Key takeaways from Crawford's February, 2023 report:
  - Bridge's superstructure, abutments and foundation appear largely unchanged from the last NYS DOT engineering report (1996)
  - Wooden deck and some supporting steel joists have continued to degrade largely due to drainage from the Town road on the east side of the bridge and will need to be replaced
  - Full structural engineering evaluation is needed to determine what other repairs may be necessary to be reopen the bridge for pedestrians

# Meetings with Columbia County and NY State

- Met with Ray Jurkowski, Columbia County Head of Public Works, to obtain access to the bridge for Crawford's visual inspection and to review their report
- Met with Daniel Mackay, Deputy Commissioner of Historic Preservation for New York State, to confirm availability of State matching grants and discuss other potential funding sources
- Met with Hudson River Valley Greenway to confirm their interest in creating a "spur trail" from the North Chatham trailhead of the Albany Hudson Electric Trail to the Village of Chatham using selected dirt roads and incorporating Spengler Bridge

# Structural Engineering Evaluation

- CRP is planning to retain Murray Engineering, P.C. to conduct a full structural engineering analysis of the bridge
- Murray has offices in New York City and Rhinebeck and has experience restoring another historic truss bridge in the Hudson Valley
- This structural engineering evaluation is important as it will define the scope and cost of repairs needed to reopen the bridge

# Conclusion

- We hope that the structural engineering review confirms that Spengler Bridge can be reopened for pedestrian usage at a cost that can be financed through community donations and grants
- This result would be consistent with feedback in the 2023 Comprehensive Plan which noted community interest in restoring of historic Spengler Bridge for “hiking, biking, foot traffic, and horse riding”
- Reopening Spengler in conjunction with new walking/cycling trails running from AHET to Chatham Village and Crellin Park would be a significant addition to our recreational amenities and could also have meaningful positive economic impact for our Town similar to that experienced by communities adjacent to the Albany Hudson Electric Trail
- CRP will keep the Town Board informed as to our progress over the coming months

Impact/rewards/priority ↑

<b>HIGH PRIORITY, LOW IMPORTANCE</b>	<b>HIGHEST PRIORITY and IMPORTANCE</b>
<b>LOWEST PRIORITY and LOWEST IMPORTANCE</b>	<b>LOW PRIORITY but IMPORTANT</b>

Importance/urgency →

<b>Impact/rewards/priority</b> 	<b>HIGH PRIORITY, LOW IMPORTANCE</b>	<b>HIGHEST PRIORITY and IMPORTANCE</b>
	fix front step paint steps rototill garden remove algae from windows replace barn/shed flashing get hoses from barn	fix garden fence paint siding mow lawn trim tree branches car inspection fix shower valve
	<b>LOWEST PRIORITY and LOWEST IMPORTANCE</b>	<b>LOW PRIORITY but IMPORTANT</b>
	sweep chimney before fall vacuum clothes dryer vent clean gutters call for furnace checkup clean bannister	wash windows wash screens vacuum porch skylights clean a/c filters test generator clean outside window sills clean porch light fixtures
	<b>Importance/urgency</b> 	

**List of possible Capital Projects (projects >\$50,000)  
(list can be added to)**

- Community Center
- Affordable housing complex
- Playground equipment
- Road engineering/mitigation
- Sidewalks
- Jobs
- Town Court accessibility
- Highway garage expansion/upgrades
- Town Pool
- Water and Sewer
- Town Hall expansion/upgrades
- Bridge repair
- Highway equipment replacement
- Improved broadband and cell availability and service
- Solar panels on Town Buildings
- Performance/concert area
- Humidity controlled areas to house historical items and town documents
- Town Court relocation
- Daycare/child care center
- Public Transportation
- Senior center and services
- Support farms and agriculture
- Support arts
- Park development

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## CERTIFICATE OF ABANDONMENT

**IT IS HEREBY CERTIFIED** by James Fetzer, Superintendent of Highways of the Town of Chatham, and upon the consent of a majority of the Town Board of the Town of Chatham, that the END PORTION (54') in length of a town highway known as ELECTRIC PARK Road located in the KINDERHOOK LAKE portion of the Town and intersecting with MARINA DRIVE is and shall hereby be abandoned pursuant to Section 205 of the New York State Highway law. The public right of way over the said 54' OF ELECTRIC PARK Road is hereby abandoned and discontinued, and

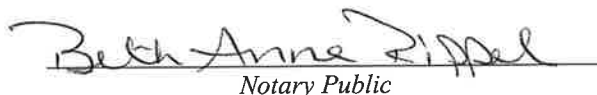
**IT IS HEREBY FURTHER CERTIFIED** by the said James Fetzer, that the said ELECTRIC PARK Road has not been opened and worked in over six (6) years.

Dated: APRIL 29, 2024

  
James Fetzer, Highway Superintendent

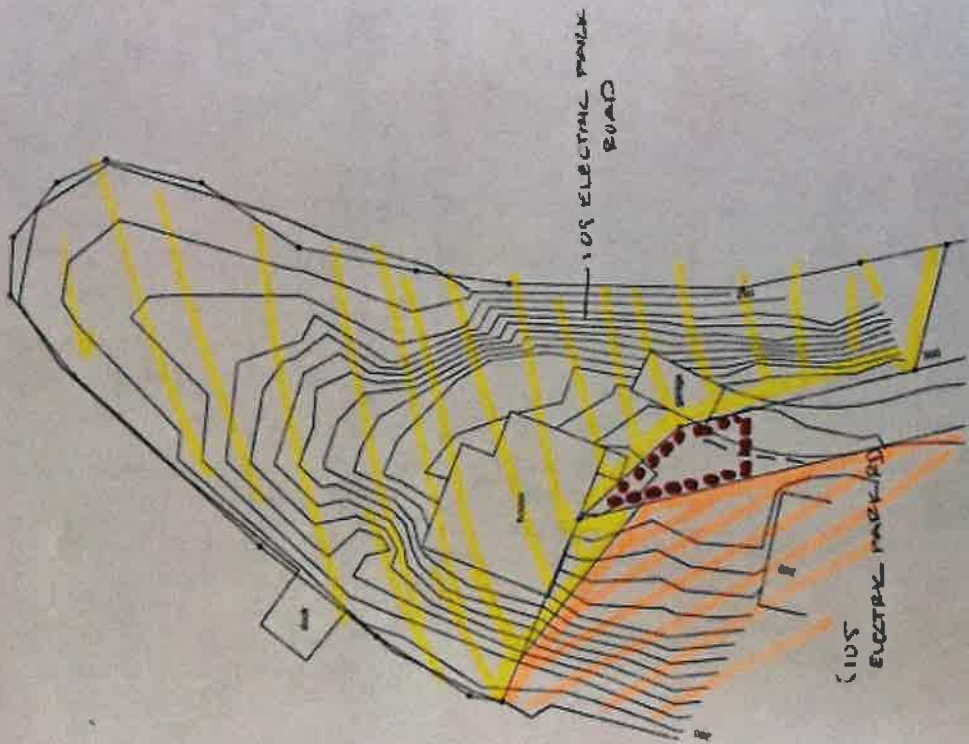
State of New York)  
County of Columbia)ss.:

On the 20<sup>th</sup> day of April in the year 2024 before me, the undersigned, a Notary Public in and for the State of New York, personally appeared James Fetzer, Town of Chatham Highway Superintendent, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the with on instrument and acknowledged to me that he executed same in his capacity as the Town of Chatham Superintendent of Highways, and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

  
Notary Public

**BETH ANNE RIPPEL**  
Notary Public, State of New York  
Qualified in Columbia County  
No. 01RI6265316  
Commission Expires 7-9-2024





February 1, 2024

Resolution Number 74-2024, be it resolved that the following shall be the protocol for committees for posting on the Town Website:

Citizens', Staff and Project Review Advisory Committees Protocols  
**Role of the committees & committee Chairs**

The Town Board may, from time to time, create and appoint one or more citizen advisory committees to aid and assist the Town. The Town Board may also dissolve such committees with a simple majority vote. In this document, the term citizen implies a person with full or part-time residency in the Town of Chatham. These advisory committees may serve on a continuing or temporary basis to advise the Board about ongoing aspects of Town Government as well as reviewing and making recommendations about Town building projects, contracts, laws, grant opportunities and policy issues. To ensure a well-organized, consistent process for the creation and administration of Citizen Advisory Committees, it is important that a uniform protocol is adopted and adhered to.

**Membership and administrative structure of citizen advisory committees.**

In addition to the de facto\* membership of the Town Supervisor, citizen advisory committees may consist of a mixture of Town Board Members and citizens of the Town of Chatham. The Town Board may also appoint persons who are serving as Town employees and staff, regardless of residency, to be members of any such citizen advisory committee. Non-residents may become members if they are specifically authorized by the Town Board.

Each committee should have a Town Board member as its Chair. The full Town Board may decide to appoint a non-Board Member to serve as Chair of such Committees if they decide that is the best arrangement for the benefit of the Town.

The Committee Chairs and Co-Chairs will be selected by the full Town Board. If the committee has a Co-Chair, the Co-Chair may be a Town Board member or a citizen. The Chair and Co-Chair will determine how they share the responsibilities of managing the Committee, its work, and its reporting requirements. The Chair acts as liaison to the Town Board unless a different arrangement is more desirable such as with sub-committee projects.

The Town of Chatham deems citizen advisory committee meetings open to the public. Committee Chairs are responsible for sending advanced notice of meeting dates, agendas, and minutes to the Town Clerk/ Records Manager. The Chairperson has the

right to decide when there may be public comment. The Town Board requests that all citizen advisory committees allow for at least one public comment period per meeting. Furthermore, The Chairperson has the authority to suspend public comment if they believe that the public's comments are disrupting the work of the committee. If the suspension of public comment does not allow for the continuance of the meeting, the Chairperson has the right to have the offending member(s) of the public removed from the meeting or suspend or postpone the meeting. A sub-committee meeting of a citizen advisory committee is also open to the public and should follow the same protocol as their parent committee.

Committees may draft bylaws that include but are not limited to the number of members on the committee and attendance rules. The number of Committee members will be determined by consultation between the Chair and Town Board. Such bylaws must be reviewed and approved by the Town Board.

Terms of citizen advisory committee members; new appointment, reappointment, and removal.

1. New Appointments: New appointment opportunities shall be advertised on the Town's website, Facebook page and in the Town newsletter. It is the expectation of the Town Board that the Chair in consultation with Committee members, will vet candidates and make recommendations to the Town Board for its approval. New appointments may be made at any point during the year. A priority when choosing members is having the committee represent the broadest spectrum of the community as possible consistent with having the necessary expertise in the subjects with which the committee deals.

2. Removal of a member: Citizen advisory committee members shall serve at the pleasure of the Town Board. If the removal of a committee member becomes necessary, the Chair will report this to the Town Board for their approval or disapproval in an executive session. The Board shall move expeditiously in making such a determination.

#### Citizen Advisory Committee Annual Goals

Beginning in January of each year, the Chair of each committee will develop a set of significant annual goals through consultation with all board members, including the supervisor, and the full committee. Such annual goals should be broad and somewhat flexible, with less significant related goals to be handled more informally. The significant annual goals will be brought before the board for consideration and input.

## **Authority of citizen advisory committees.**

Citizen Advisory Committees may make recommendations to the Town Board on various matters, but no such recommendation shall be binding on the Town Board, Town Board committees, or other Boards of the Town. Advisory Committees may not act unilaterally. When a committee desires to embark upon endeavors such as but not limited to; applying for grants, drafting legislation, building, or modifying structures or other projects, the full Town Board must be consulted with early on by the Chairman or project liaison for approval to move forward with the initiative.

## **Compensation.**

Citizen advisory committee members shall serve without compensation. The Town Board may authorize committee members to be reimbursed for pre-approved out-of-pocket expenses incurred by members in the course of performing their duties, provided such reimbursement is consistent with policies for reimbursement of expenses applicable generally to employees of the Town and appropriation for such expenses are made by the Town Board.

## **Other Advisory Committees**

### **Staff Advisory Committees**

The Town Board may from time to time create staff advisory committees to address, work on, and implement specific projects the full Town Board determines need special attention. The Town Board may also dissolve this committee with a simple majority vote. Town Board members may serve on staff advisory committees. The Town Supervisor shall appoint the members of the staff advisory committees after consultation with the full Town Board and they shall serve at the pleasure of the Town Supervisor and may be removed by the Town Supervisor only after consultation with the board at an executive session. The provisions previously listed regarding authority and compensation, respectively, shall apply to staff advisory committees.

### **Project Review Advisory Committees.**

From time to time, the Town Board may want to conduct a secondary review of a complex or costly purchase, project or plan proposed by the Town Board, an advisory committee, town department or from elsewhere. The review shall be conducted by a temporary Project Review Advisory Committee which shall be vetted and appointed by the full Town Board.

This Committee shall be appointed by the Town Board and shall be comprised of any mix of Town Board members, citizens, outside experts, and consultants that have relevant knowledge of the project at hand the Town Board deems appropriate. No person whose project is being reviewed may sit as a voting member on the Review Committee but may be appointed as a non-voting member to provide clarity to the project. This Committee shall be given a timeline to offer their review and recommendations to the Town Board for their consideration.

The Town Board may then choose to dissolve this committee with a simple majority vote. The provisions previously listed regarding authority and compensation, respectively, shall apply to Project Review Advisory Committees

### **Town Board Participation**

The Town Board recognizes from time to time a committee will be discussing matters that interest multiple Town Board members. At such meetings only two Town Board members will be allowed to participate in the event, while additional members(s) may observe in silence. The board member(s) in observation may not take turns with another board member nor shall they channel questions or comments toward said meeting through members of the public or in email or "chat" platforms.

\*De Facto: Because of official position