

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

Town Board Meeting Tentative Agenda

Thursday, November 21, 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/tqz-efzm-xbh Join By Phone: (US) +1 224-814-1308 PIN: 632 413 079#

➤ **RECORDING NOTICE**

➤ **CALL TO ORDER**

➤ **PLEDGE ALLEGIANCE TO THE FLAG**

➤ **ANNOUNCEMENTS:**

1. East Chatham Grange #1066, Family Game Night 11/23 @ 5P (14 Frisbee St, East Chatham)
2. Chatham Fire Department Breakfast, 11/24, 8-11A
3. Columbia County Burn Ban in effect through 11/30/24- NO OUTSIDE BURNING
4. Thank you to all the Fire Departments assisting in the Brush Fires
5. CAP Harvest Dinner: Malden Bridge Community Center, Dec 6, 2024 @ 5pm
6. Happy Thanksgiving to All

➤ **CORRESPONDENCE:**

- | | |
|------------------------------------|--|
| 1. Columbia Pathways to Recovery | Re: Quarterly Newsletter for Public Review |
| 2. Cornell Cooperative Extension | Re: Quarterly Newsletter for Public Review |
| 3. Habitat for Humanity | Re: Home Applications/Job Openings |
| 4. Chatham Resident | Re: Lithium Mining in North Carolina/EV |
| 5. Chatham Resident | Re: Security Camera Concerns |
| 6. Chatham Resident | Re: MAHA shortcomings |
| 7. Capital Region Clean Energy Hub | Re: Upcoming Home Energy Saving Workshops |
| 8. Communications Committee Member | Re: Resignation from Committee |

➤ **SUB-COMMITTEE REPORTS:**

1. Broadband and Cellular Service Committee- (Councilwoman Hallenbeck/Councilman Werwaiss)
2. CAP (Chatham Agricultural Partnership)- (Supervisor Collins)
3. Climate Smart/Action Task Force Committee- (Councilman Eaton)
4. Communications Committee- (Councilman Wapner)
5. Finance & Planning Committee- (Supervisor Collins)
6. Housing Committee- (Councilwoman Hallenbeck)
7. Parks & Recreation Committee- (Councilman Wapner)

8. Grants Appropriations Committee- (Supervisor Collins)
9. CAC- (Abi Mesick)
10. Invasive Species Awareness Committee- (Abi Mesick)
11. Traffic Safety Working Group- (Supervisor Collins)
12. Zoning Update Committee- (Councilman Eaton/Councilwoman Hallenbeck)
13. Solar Law Update- (Councilman Eaton)
14. Town & County (Supervisor Collins)

➤ **REPORTS ON FILE:**

1. Assessor
2. Code Enforcement/Building Inspector
3. Dog Control
4. Environmental Mgmt Council
5. Finance Department
6. Highway Department
7. Justice Court
8. Office of the Aging Advisory Board
9. Recreation Director
10. Supervisor's Report
11. Town Clerk

➤ **OLD BUSINESS:**

1. ARPA Allocation
2. Correspondence Protocol
3. Park Projects & Usage Protocol

➤ **NEW BUSINESS:**

1. Mobile Home Inspection Renewals
2. CAP Farmer of the Year Nominee
3. Town of Chatham Infrastructure Decarbonization Program: CREST Funding
 - Highway Garage
 - Lunch Room/Bathroom Heating and Cooling
 - Town Hall
 - Heating and Cooling
 - Electric Vehicle and Charger
 - Photovoltaics to offset HVAC and EV requirements

➤ **PUBLIC COMMENT**

➤ **RESOLUTIONS:**

1. **Resolution#224-24: To Approve the Town Board Minutes.**

WHEREAS, the Chatham Town Board approves the Town Board Minutes for October 3, October 10 and October 17, 2024.

Offered by: _____, seconded motion: _____

VOTE: AYE: _____ NAY: _____

2. **Resolution#225-24: To Accept the Town Accountant's Financial Supervisor's Report.**

WHEREAS, the Chatham Town Board accepts the Town Accountant's Financial Supervisor Report for October, 2024.

Offered by: _____, seconded motion: _____

VOTE: AYE: _____ NAY: _____

3. **Resolution#226-24: To Accept the Financial Abstract as presented to pay the Town Bills.**

WHEREAS, the Chatham Town Board accepts the Financial Abstract #11A-2024 as presented to pay the Town Bills.

Offered by: _____, seconded motion: _____

VOTE: AYE: _____ NAY: _____

4. **Resolution#227-24: To Authorize Early Payment for NYS Retirement Annual Invoice .**

WHEREAS, the NYS Employees Retirement System Annual Invoice for **\$120,176.00** covering the fiscal year ending March 31, 2024, has been received, and

WHEREAS, payment of this invoice is required by February 1, 2025 and if the invoice is paid before December 15, 2024 the payment is reduced to **\$119,318.00**, a savings of **\$ 858.00**, and

NOW, THEREFORE BE IT RESOLVED, the Town Board authorizes the NYS Retirement System invoice for **\$119,318.00** to be paid prior to December 15, 2024.

Offered by: _____, seconded motion: _____

VOTE: AYE: _____ NAY: _____

5. **Resolution#228-24: To Authorize Longevity, Health Insurance Buy-out and monthly Payroll to be paid early**

WHEREAS, the Town Board authorizes early payment of Longevity Bonuses to eligible Highway employees, per Union Contract; and

WHEREAS, the Town Board authorizes early payment of Health Insurance Buy-outs to eligible employees; and

WHEREAS, the Town Board authorizes early payment of Monthly payroll, and

NOW, THEREFORE, BE IT RESOLVED, the Town Board authorizes the Longevity Bonuses, the Health Insurance Buy-outs, and the Monthly payroll to be paid on the December 6, 2024 payroll.

Offered by: _____, seconded motion: _____

VOTE: AYE:

NAY:

6. **Resolution#229-24: To Renew Licenses for Mobile Home Parks**

WHEREAS, the Town of Chatham Code Enforcement Officer has made the annual mobile home inspections at the following locations:

- Breezy Hill Mobile Home Park, 296 SR 295, Tax Map #56.-1-55
- Gleason's Mobile Home Park, 4106 State Route 203, Tax Map #14.-1-21
- T&S Rock City Holding LLC (Owner of Pleasant View Mobile Home Park), 754 Rock City Road, Tax Map #47.-1-37
- Golden Acres Mobile Home Park (Formerly WB Gile's Mobile Home Park), 667 White Mills Road, Tax Map #45.-1-19

WHEREAS, after the annual inspections of said mobile home parks, the Town of Chatham Code Enforcement Officer recommends to the Town Board that the mobile home licenses be renewed for each of the Mobile Home Parks listed above, and

NOW THEREFORE BE IT RESOLVED, the Chatham Town Board authorizes the license renewals for said Mobile Home Parks for the period of January 1, 2025 through December 31, 2025.

Offered by: _____, seconded motion: _____

VOTE: AYE:

NAY:

7. **Resolution#230-24: To Accept Resignation from Communications Citizens Advisory Committee**

WHEREAS, Tammy Shaw has submitted her letter of resignation from the Communications Citizen Advisory Committee, and

THEREFORE, BE IT RESOLVED, that the Chatham Town Board accepts the resignation letter from Tammy Shaw, effective immediately, from the Communications Citizen Advisory Committee.

Offered by: _____, seconded motion: _____

VOTE: AYE:

NAY:

8. **Resolution#231-24: To Appoint Payroll Services for 2025**

WHEREAS, the Chatham Town Board advertised on October 23, 2024 for “Payroll Services” for 2025 in the Register Star Newspaper, and

WHEREAS, sealed proposals received were opened and read on November 7, 2024 at 9:05AM, and

NOW THEREFORE BE IT RESOLVED, that the Town Board of the Town of Chatham appoints Recalibrate LLC, as the Town of Chatham’s Payroll Provider for 2025 at the following rates:

- Payroll Processing: \$14.00 per active employee, per month
- Annual Processing: W2 Processing-\$90.00/annually, W2 Per form- \$9.00 per employee/annually
- Additional Services: Account Set-up/Data Audit \$ 499.00 (One-time fee)

BE IT FURTHER RESOLVED, the Town Board authorizes the purchase of (3) three NXG LE timeclocks (wifi connections) @ \$677.25 each and three Barcode Swipe Card Readers @ \$145.00 each from the Contingency Account (A1990.4) to the Finance Equipment Account (A1310.2) from the 2024 Budget.

Offered by: _____, seconded motion: _____

VOTE: AYE:

NAY:

9. **Resolution#232-24: To Apply for the New York State Community Resiliency, Sustainability and Technology Program (CREST) for Town Facilities Decarbonization**

WHEREAS, the Town of Chatham continues its efforts to reduce the carbon footprint of its facilities, and **WHEREAS**, heating and cooling systems at the Town Hall and Highway Garage are viable areas for upgrading to heat pump technology , and

WHEREAS, an electric vehicle charging station located at the Town Hall would serve visitors and employees who utilize such technology, and

WHEREAS, the provision of an electric vehicle for use by various departments would reduce emissions used in day-to-day government operations, and

WHEREAS the installation of a photovoltaic array at the Town Hall would serve to offset the increased electrical demand of the aforementioned additions, and

WHEREAS, the Office of State Assemblywoman Didi Barrett will apply for funding of these decarbonization measures through the New York State Community Resiliency, Sustainability and Technology Program (CREST), and

WHEREAS, New York State has earmarked \$125,000 for the Town of Chatham through this reimbursable funding mechanism, and

WHEREAS, the Town of Chatham will invest its own local match of \$35,000 to the decarbonization program, and

THEREFORE, BE IT RESOLVED that the governing board of the Town of Chatham hereby approve the submission of application materials for the Community Resiliency, Sustainability and Technology Program (CREST).

BE IT FURTHER RESOLVED, the Town Board shall hereby engage in necessary RFPs or other forms of procurement to implement these clean energy measures, and

BE IT FURTHER RESOLVED, funding for this process will require a transfer of \$170,000 from Unassigned Fund Balance (A917) to the Municipal Buildings Reserve Fund (A878) to cover the project expenses of successful bids with external funding reimbursements to come at a future date.

Offered by: _____ , seconded motion: _____

VOTE: AYE:

NAY:

10. **Resolution#233-24: To Name Adrianus Ooms as the 2024 “Farmer of the Year”**

WHEREAS, the Town of Chatham has a been served by a long standing citizen advisory committee known as the Chatham Agricultural Partnership (CAP), and

WHEREAS CAP has been responsible for the development of the 2009 and 2023 Agricultural Protection Plan and 2023 Community Preservation Plan, and

WHEREAS, a directive stemming from the Agricultural Protection Plans calls on the Town to create a “Farmer of the Year Award,” and

WHEREAS the Town Board of the Town of Chatham developed such an award in 2023 to honor its outstanding farmers, and

WHEREAS, at the recommendation of CAP the Town Board of the Town of Chatham would like to recognize Adrianus Ooms as its 2024 “Farmer of the Year,” for his decades of service to the Town and the agricultural community at large, and

WHEREAS this service includes but is not limited to: the development of the Town’s 2009 Comprehensive Plan and its 2023 Update, the development of the Town’s 2009 Agricultural Protection Plan and 2023 Update, the development of the 2023 Community Preservation Plan, and decades of providing the Chatham, Columbia County and upstate New York communities with agricultural education and outreach, and

BE IT RESOLVED that the Town Board of the Town of Chatham hereby creates a “Farmer of the Year Award”, and

NOW THEREFORE BE IT RESOLVED the Town Board of the Town of Chatham names Adrianus Ooms of A. Ooms & Sons Dairy Farm as its 2024 Farmer of the Year honoree for his decades of service to the Community and the Town of Chatham.

Offered by: _____, seconded motion: _____

VOTE: AYE:

NAY:

➤ **PUBLIC COMMENT**

➤ **MOTION TO CLOSE MEETING**

OLD BUSINESS

ARPA	EXPENSED	BALANCE
Received:		\$325,229.78
TV,Owl- 6/17/22	\$1,649.97	\$323,579.81
Picnic Tables- 7/21/22	\$2,700.00	\$320,879.81
Bldg Window -11/03/23	\$5,000.00	\$315,879.81
Clean Up Day-7/20/23	\$3,329.41	\$312,550.40
Free Store-10/19/23	\$11,702.00	\$300,848.40
Kubota Tractor- 12/7/23	\$44,141.37	\$256,707.03
Building Ipad-9/21/23	\$813.35	\$255,893.68
Pavilion-Frisbee Golf-2024	\$10,493.00	\$245,400.68
TH Cameras-2024	\$3,743.22	\$241,657.46
TH Automatic Doors -2024	\$8,065.00	\$233,592.46

FIRE/EMS		
Chatham- 4/4/24	\$5,000.00	\$228,592.46
EC- 12/15/22	\$5,000.00	\$223,592.46
Niverville-1/19/23	\$5,000.00	\$218,592.46
Red Rock- 1/19/23	\$5,000.00	\$213,592.46
Tri-Village- 1/19/23	\$5,000.00	\$208,592.46
North Chatham- 12/31/22	\$5,000.00	\$203,592.46
EMS-Chatham- 12/15/22	\$3,000.00	\$200,592.46
EMS-Valatie- 12/15/22	\$3,000.00	\$197,592.46
Essential Workers- (2023 Rpt)	\$33,971.89	\$163,620.57

OPEN		
Donor Board (Crellin)	\$4,000.00	\$159,620.57
Drive-Thru Window \$5000	\$5,000.00	\$154,620.57
Municipity Software (Building Dept)	\$25,000.00	\$129,620.57
WEBSITE	\$12,050.00	\$117,570.57
Crellin Sidewalk Fence	\$14,000.00	\$103,570.57
TOTAL	\$221,659.21	

Proposal 1: Town Hall/Park Accessibility Project			Priority Matrix Value (Max 35)
Paving	\$40,000	\$63,570.57	29
Drive Through for Departments	\$40,000	\$23,570.57	16
Lighting	\$4,000	\$19,570.57	31
Sidewalk Repair	\$2,000	\$17,570.57	23
Dehumidifier System	\$7,000	\$10,570.57	27
Crellin North Pavilion Refurbishment	\$11,000	-\$429.43	23

Proposal 2: Highway Garage Expansion		
Engineering Components	\$123,100	-\$19,529.43

MEMO

To: Town Supervisor and Town Board Members

From: Communications Committee

RE: Proposed correspondence procedures and policy

Date: August 15, 2024

The following recommendations are in response to a request from the Town Board to the Communications Committee.

Introduction, policy, and procedures

All correspondence addressed to the supervisor and any or all board members are considered public documents and can be released to the public through the Freedom of Information Act. Towns in New York State have differing ways of handling this, varying to making nothing public unless requested as part of the Freedom of Information Act to reading every letter at the monthly Town Board meeting as well as various hybrids of the above all-or-nothing policies.

During the tenure of the last three town boards there have been several approaches to the procedure and policy surrounding public correspondence. Currently, the policy is that all correspondence is included in the packet sent to board members for the monthly business meeting. No correspondence is put in the packet that the public can access. Instead, the supervisor writes a brief summary including the correspondent's road address and the subject matter of the correspondence. The summaries are in the agenda for the Town Board meeting. These summaries, which include the writer's road address and subject matter, are available to the public and as stated above, the correspondence can be released to interested members of the public through the Freedom of Information Act.

During Public Comment there has been both concern and support expressed about this policy. The gist of the comments has been that at times more information is needed than the brief summary prepared by the supervisor; others have said it is sufficient. A motion was passed at a recent town board meeting requesting that the Communications Committee consider this issue and make some policy and procedure recommendations for the board to consider.

The communications committee has met four times about this and has a proposal for the board to consider. Much of our discussion has been focused on finding a compromise between differing perspectives about this issue. One perspective is that all correspondence is public, the public should be informed about this on the website, and all correspondence should be included in the publicized agenda packet for the public to consider.

A second perspective is that instead of providing all correspondence, a comprehensive summary of the correspondent's issue should be included in the packet for the public. Such a summary should give the public a clear understanding of the letter writer's intent.

The committee's discussion was focused on finding a compromise members could live with. Among the many issues that needed to be resolved were:

1. Concerns about privacy even with a disclaimer on the website stating that all correspondence is considered public comment.
2. Once a summary is the responsibility of a person or group there involves a certain amount of judgment and potential bias. Alternatively, there could also be no judgment or bias and the summary is simply spelled out. This point is where politics can take center stage.
3. If the correspondence is not released to the public, they will be uninformed about the opinions and concerns of other citizens surrounding town governance and other non-political important town issues. Alternatively, with a comprehensive summary of the letter writer's intent available to the public, if no board members feel the letter needs further discussion, the public may still FOIL the letter for their own private consumption.
4. The need to protect our employees from unfair criticism.
5. Correspondence may be used as a political platform by town board members and their associated political affiliations.

At some point a committee person was able to think outside the box and suggested that the board be responsible for the judgment involved in a procedure and policy and also participate in implementation. This idea led to specific procedures. The committee is offering these thoughts and suggestions as a trial. We realize we may not have raised every issue involved and that this proposal will need further refinement.

Proposed Procedure

1. In the first tentative agenda package sent to the board on Friday all correspondence will be included.

2. Each board member is responsible for reading all the correspondence by Monday (end of business day).
3. If any board member thinks (makes the judgment and is cognizant of the guidelines 1 to 5 above) that the correspondence warrants further board discussion and/or that the community needs to be aware of the issue raised in the letter, it will be included in the agenda packet that is on the website for the community. The identification of the correspondent will be redacted.
4. During the correspondence section of the monthly board meeting the board member will state why she/he wanted to be sure it was shared with anyone attending or watching the meeting. The letter must be about a governance issue or non-political event in the community that the board member believes needs further discussion or publicity. Once read the board member can move that the issue be placed on a future board agenda.
5. Correspondence that is not noted by a board member will appear on the public agenda as it does at present, noting that it is from a resident or some other entity, and will include a short but more informative summary of the correspondence.
6. The town website will include a disclaimer stating that all correspondence to the supervisor and town board are public documents and are available through the FOIL process which is administered by the Town Clerk.

Park Projects and Usage

Governance

1. The Town Board is responsible for all aspects of the park and the recreation program.

The Town Board issued these procedures and policies to clarify how it governs the Parks.

2. Everyone including all citizens, community organizations, town employees and elected officials are governed by the same policies and procedures.

3. The Town Board uses the Parks and Recreation Committee and the Recreation Director, other citizen committees, other organizations and people to offer advice about all governmental matters concerning parks and recreation including but not limited to:

- Individual and group use of facilities
- Development and approval of new facilities including placement of facilities in the park.
- Expenditure of town funds for any purpose

4. The point of contact for all proposals for the use or alteration of park facilities or park properties will be the Recreation Director.

5. The Recreation Director will give approval and notify the Town Board in his monthly report of projects and uses he has approved. The Recreation Director may request and receive input from the Parks and Recreation Committee on any proposal. If the Recreation Director feels an application for park use exceeds his purview, he will refer the issue to the Town Board for a decision. Subsequently, the Town Board may task review of the application to the Parks and Recreation Committee. The Recreation Director uses his discretion depending on several factors including:

- Size and novelty of the proposal

- Effect on town recreation facilities, program, and the community
- Change of park environment including ponds, trees, paths, grounds etc.
- Potential for disruptive behavior
- Expenditure of town funds outside of the approved town budget, e.g., grants and donations from outside organizations / businesses

6. Fees may be waived for certain events which are community-minded.

7. The Parks and Recreation Director will keep a monthly calendar of scheduled park events available on the website so that town government and citizens can be aware of the availability of park facilities and coming events.

NEW BUSINESS

CREST GRANT PROPOSAL	TOTAL COST	CREST SHARE	NYSERDA	Town Share
TOWN HALL HEAT PUMP	45,000	30000		
TH ELECTRIC VEHICLE AND CHARGING STATION	61000	55000		
TH PHOTOVOLTAICS	45000	25000		
MINI-SPLITS FOR TG	15000	15000		
	166,000	125000	8750	32,250