

SPECIAL BOARD MEETING – APRIL 6, 2011

The Special Board meeting of the Town Board of St. Armand was held on the above date at the Town Hall, Bloomingdale, NY.

PRESENT: Supervisor Joyce W. Morency, Councilmen Samuel A. Grimone, Earl J. Dakin, Jr., Thomas C. Jones, Paul Woodruff. Town Clerk Cynthia A. Woodson.

GUESTS: Sandy Hayes, and Carol Techman.

Supervisor Morency called the Special Board meeting to order at 6:00 p.m.

The Pledge of Allegiance was led by Councilman Grimone.

HEALTH OFFICER APPOINTED

Supervisor Morency stated that she has spoken to Ray Scollins about the position and he is willing to begin now. Mr. Scollins is the health officer for the Town of Harrietstown and for the Village of Saranac Lake. Supervisor Morency said there are two issues that need attention, one on St. Regis Avenue and one at Rockledge. She asked for a resolution to appoint Ray Scollins as the Town’s Health Officer.

RESOLUTION #43 OF 2011

Councilman Jones, who moved its adoption, offered the following resolution.

WHEREAS A Resolution of the St. Armand Town Board to appoint Ray Scollins effective immediately as the Health Officer for St. Armand with a salary of \$500.00 annually.

This resolution was duly seconded by Councilman Dakin, and adopted as follows:

Supervisor Joyce W. Morency	AYE
Deputy Supervisor Samuel A. Grimone	AYE
Councilman Earl J. Dakin, Jr.	AYE
Councilman Thomas C. Jones	AYE
Councilman Paul Woodruff	AYE

Dated April 6, 2011

Cynthia A. Woodson
St. Armand Town Clerk

Supervisor Morency stated that the Water and Sewer billing cycle is currently on a fiscal year when the Village of Bloomingdale began the billing and it should be on a calendar year for bookkeeping and budgeting purposes. Councilman Grimone asked if the changing of the billing cycle would have an adverse affect on revenue. Supervisor Morency stated that there will be one billing period of four months that will cover June, July, August, and September, and there will be one month that will cover one-third of the debt services. The next billing period will be back to the three months beginning with October, November, and December. In January of 2012 the three months billing period will cover for the year. Supervisor Morency asked for a resolution to accept the new billing cycle.

RESOLUTION #44 – WATER AND SEWER QUARTERLY BILLING

Councilman Woodruff, who moved its adoption, offered the following resolution.

WHEREAS A Resolution of the St. Armand Town Board hereby agree to change the Water and Sewer quarterly billing to follow a calendar year instead of the fiscal year.

This resolution was duly seconded by Councilman Dakin, and adopted as follows:

Supervisor Joyce W. Morency	AYE
Deputy Supervisor Samuel A. Grimone	AYE
Councilman Earl J. Dakin, Jr.	AYE
Councilman Thomas C. Jones	AYE
Councilman Paul Woodruff	AYE

Dated April 6, 2011

Cynthia A. Woodson
St. Armand Town Clerk

DOGS

Supervisor Morency stated that she is considering doing a dog enumeration in St. Armand. She has spoken to Essex County Attorney Daniel Manning about getting an update on information for enumeration. Supervisor Morency stated that we would advertise the position, but for now would like to get current information from the attorney. At the next meeting there will be more discussion.

PHONE SYSTEM

Supervisor Morency stated that Twin State came in today to do all new wiring for the new phone system and will be back on Friday to finish the wiring.

EMPIRE STATE GAMES

Supervisor Morency stated that there will be a meeting to discuss the 2012 games on April 12 at 12:00 noon. Councilman Woodruff stated he would like to attend the meeting.

BUILDING COMMITTEE

Councilman Grimone stated several items that need attention this year.

1. Outside wall to finish the lower part with some type of drainage using crusher run. Sheridan said the drainage would be pitched away from the building only not going from front to back.
2. The railings on the stairs to be re-done. Supervisor Morency stated that she has talked to Matt Woodruff and he will come and take down the railings, fix the railings and re-install the railings himself.
3. The upper section on the outside wall. To get a mason with staging to fix the two window bricks that are loose. Phil did order the bricks for the windows and they are stored in the basement. Councilman Grimone said that Don Corliss will check the condition of the window/wall after the old bricks are removed, and to see if all the windows should be done. Councilman Grimone said that we will need to do RFP's (request for proposals) and select one for the job.
4. The front of the building needs landscaping. Councilman Grimone said he would like to see a new sign board, with large letters, up in front of the building.
5. The other side of the building could use grating and stones for drainage.
6. The porch light. Councilman Grimone stated that he talked to an electrician at Ampersand Electric and his opinion is to use a 15 watt white LED light sensor which will be like 60 watts. The cost will be about \$120.00
7. The upstairs project has two revised proposals. Councilman Jones read some of the items from Andrew Chary's revised alterations proposal dated October 25, 2010.
 - a. Update existing conditions to document changes implemented since the Wareham DeLair feasibility study.
 - b. Perform code/feasibility check.
 - c. Review and confirm present design concepts for fit, efficiency, and aesthetics.
 - d. Review and confirm heating and ventilation control strategy.
5. Review and confirm lighting and electrical layout.

The above work shall be documented with dimensioned plans and pertinent cross-sections, and general notes. Plans will show lighting and electrical information and will be two design sessions included in the base price. Meeting would be planned at two-to-three week intervals. Construction documents can be furnished within fifteen business days of confirmation of project. They will perform these services for the lump sum of \$12,500.00, plus additional services shall be rendered hourly per schedule "A" staff rates, and any reimbursable expenses shall be invoiced per schedule "B". These invoices will be presented bi-weekly, and are due upon issuance, any amounts unpaid after 21 calendar days shall incur interest at the rate of 1 ½ percent monthly.

They request an initial payment of \$3,125 to begin services and this deposit shall be credited to the final payment. They requested a copy of the original building construction documents and the Wareham DeLair Feasibility Study.

8. Councilman Grimone read some items off the second proposal for the second floor renovations by North Woods Engineering Joseph A. Garso.

- a. Removal of the stage.
- b. Building material samples taken and tested for lead, asbestos, and PCB's and they were found to be free of regulated materials.
- c. Include completion of the rear staircase.
- d. Completion of the record storage room.
- e. Construction of six offices upstairs.
- f. Renovation such as insulation, lighting, plumbing, etc. to support the relocation of offices.
- g. Demolition of the offices inside the downstairs meeting room.
- h. Creation of a secondary exit for the Judge's office.
- i. Installation of a secondary downstairs bathroom.
- j. Additional features such as exit signs and lighting. The New York State Building code has a separate volume for existing buildings. This defines the work as a Level Three Renovation.
- k. Specification of replacement windows.
- l. Obtain wage rates as required by the Department of Labor, prevailing wages.
- m. Provide six sets of plans and specifications.

The estimated cost to conduct design development and prepare construction documents is \$17,000. They have not estimated cost for the bidding phase nor the construction phase, and if requested they can assist the Town during these phases as an additional service.

END OF MEETING

A motion was made by Councilman Grimone, and seconded by Councilman Dakin, to adjourn the Special Board meeting at 7:30 p.m.

I, Cynthia A. Woodson, Town Clerk for the Town of St. Armand, do hereby certify that the above is a true and correct transcript of the Special Board meeting minutes held on the above referenced date.

Cynthia A. Woodson
St. Armand Town Clerk