

Town of St. Armand
Regular Board Meeting
Tuesday, May 12, 2015
6:30 PM

Meeting Minutes were approved on June 9, 2015.

A Regular Board Meeting of the Town of St. Armand was held on the above date at the Town Hall, Bloomingdale, NY.

BOARD MEMBERS PRESENT:

Town Supervisor Charles Whitson, Jr., Deputy Supervisor Sam Grimone, Councilperson Don Amell, Councilperson Jennifer Fuller, Councilperson D. Joseph Bates

TOWN EMPLOYEES PRESENT:

Town Clerk Davina Thurston, Water Superintendent Jeff Cotter, Code Enforcement Officer Robert Hammond, Sewer Superintendent Stan Ingison

GUESTS: Sandy Hayes

Notice was posted regarding the date of this meeting.

Supervisor Whitson called the Regular Board Meeting to order at 6:30 p.m.

Supervisor Whitson led the Pledge of Allegiance.

WATER DEPARTMENT MONTHLY REPORT

Water Superintendent Jeff Cotter reviewed the following written report with the Board:

Town of St. Armand Water Report for Board Meeting on 5/12/15

1. Rebuilt Neptune Water Meter - I rebuilt the main Neptune water meter in the Pump House. The meter monitors the daily water usage that is pumped to the Stand Pipe reservoir. The rebuild kit was \$275 .00, a new meter would have been approximately \$1,800.00.
2. Water Leak in Mt. View Trailer Park - On 4/14/15, I reported to the Board that I believed we had a significant water leak somewhere due to the large increase in the daily water consumption. On 4/16/15 we located the leak at the Mt. View Trailer Park. I was able to isolate the leak to enable for the Trailer Park owner to repair.
3. Water Main Replacement on St. Regis Ave. - On 4/17 and 4/18 I worked with Fuller excavating to replace the very old and deteriorated 2" water main that ran from the corner of Prospect St. to 748 St. Regis Ave. The original line was kinked and was % plugged. Fuller excavating provided the digging with their excavator under the roadways. There was still 6' of frost under the road and driveways. They had to utilize their jackhammer on the excavator to break through the frost. I used the Town of St. Armand's machine to dig the trench through the yards of three residences. I buried the new line 6' deep and insulated the line under the road and driveways. The new line is 1" copper and it has a new "Main" shutoff with two new service connections.
4. Well #8 Pump Problem - On 4/21/15 I noticed well #8 had tripped off line. I performed electrical tests on the well and found that the motor froze up. The well will require a new pump and motor. I am working on obtaining three quotes for this replacement pump. According to well documents, this well originally produced 75GPM. Currently the well only produces approximately 30 to 40 GPM. We have the option to replace the pump with a 40 GPM pump or drill the well deeper to try and find more water?
5. Required Water Conference Training - On 4/22/15 I attended a water conference in Potsdam NY to help maintain required annual training for my water operator's certification. We are required to have 30 Credit hours every three years of approved NYSDH training to maintain our water operator's

certification.

6. Routine Work -Test ran both generators, replaced several water readers throughout the town, completed monthly health department reports, collected and submitted coliform lab samples.
7. Fire Hydrant Flushing – Starting next week, I will be flushing all of the town's fire hydrants. We should inform the public that there may be discolored water during this flushing period.

Discussion ensued regarding the above report. The Board decided that Jeff should contact Ron Gill and set up a time for him to give an estimate and opinion on drilling an additional well, as well as discuss the possibility of purchasing a pump from him.

CODE ENFORCEMENT OFFICER’S REPORT

CEO Robert Hammond gave the Board the following written report:

Status Report for the Month of April 2015

Applications Received: 2

Permit Application Conferences: 3

Notices of Incomplete Applications: 2

Building Permits Issued: 2

Fees Collected: \$285.00

Inspections Completed: 4

Site Visits: 4

Certificate of Occupancy: 1

Special Instructions: 0

Stop Work Orders: 1

Items of Concern: On 03 April 2015 a Stop Work Order was issued to 110 Main Street, Bloomingdale NY. The project is under the management of Brian Draper, a Permit Application Conference was held on 9 March 2015. At the time that this report was written, the issue remained unresolved.

Discussion ensued regarding the draft of a new Building Permit Application Instructions document that Robert has created and requiring building permits for any roof or siding repairs.

Resolution 31 of 2015 – Changes & Updates to Building Permits

The following Resolution was offered by Deputy Supervisor Grimone:

WHEREAS, the Town Board acknowledges the necessity to have safe and sound roofing structures, and

WHEREAS, the Town Board acknowledges that roof repairs can be a dangerous undertaking, and wishes to prevent un-insured contractors from performing roof repairs, and

WHEREAS, the Town Board has decided to make a building permit a necessity for any roof repair, and

WHEREAS, the Town Board has approved the changes to the Building Permit Application Instructions document as drafted, and

NOW, THEREFORE, BE IT RESOLVED, that the St. Armand Town Board hereby finds that it is in the best interest of the residents of the Town of St. Armand, to require Building Permits for all roof repairs.

This Resolution was seconded by Councilperson Amell, and adopted by roll-call vote as follows:

| | |
|----------------------------------|-----|
| Supervisor Charles Whitson, Jr | AYE |
| Deputy Supervisor Samuel Grimone | AYE |
| Councilperson Donald Amell | AYE |
| Councilperson Jennifer Fuller | AYE |
| Councilperson D. Joseph Bates | AYE |

Dated: May 12, 2015

Davina M. Thurston
St. Armand Town Clerk

The Board asked Robert to provide more information at the June Regular Board Meeting regarding adding the siding requirement to the document.

Councilperson Amell suggested that the current Waste Water Lab could be converted into office space for the CEO once the new Waste Water Treatment Plant was on-line. Discussion ensued. It was decided that Robert would view the lab space and evaluate the possibility.

MOTION TO PAY MONTHLY BILLS

Councilperson Amell made a motion to pay this month's bills; the motion was seconded by Councilperson Fuller. All agreed. Motion carried

REVIEW AND APPROVAL OF PREVIOUS MINUTES

Councilperson Amell made the motion to approve the minutes of the Motion to approve minutes of the Regular Board Meeting April 14, 2015, Special Board Meeting April 21, 2015, and Special Board Meeting May 5, 2015. Councilperson Fuller seconded the motion. All approved. Motion carried.

MONTHLY REPORT FROM THE SUPERVISOR

Supervisor Whitson informed the Board of the discussions he has had regarding the Saranac Lake Village Youth Program. Discussion ensued.

Resolution 32 of 2015 – Participate in Saranac Lake Summer Youth Program

The following Resolution was offered by Councilperson Bates:

WHEREAS, the Town Board acknowledges the positive influence that Summer Youth Program's Provide for our children, and

WHEREAS, the Town Board acknowledges that many St. Armand Resident's choose to send their children to the Saranac Lake Summer Youth Program, due to the extended hours of that program, and

WHEREAS, the Town Board has decided to make a contribution to the Saranac Lake Summer Youth Program in the amount of \$1,000.00, and

NOW, THEREFORE, BE IT RESOLVED, that the St. Armand Town Board shall pay to the Saranac Lake Summer Youth Program the amount listed above.

This Resolution was seconded by Councilperson Fuller, and adopted by roll-call vote as follows:

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|----------------------------------|-----|
| Supervisor Charles Whitson, Jr | AYE |
| Deputy Supervisor Samuel Grimone | AYE |
| Councilperson Donald Amell | AYE |
| Councilperson Jennifer Fuller | AYE |
| Councilperson D. Joseph Bates | AYE |

Dated: May 12, 2015

Davina M. Thurston
St. Armand Town Clerk

It was noted that this payment should be a line item on the Budget for next year.

Supervisor Whitson gave the Board the Supervisor's monthly financial report. This report is kept on file and can be viewed at the Bloomingdale Town Hall, in the Town Clerk's file. Councilperson Fuller made a motion to accept the Supervisors report; Councilperson Bates seconded the motion. All approved. Motion carried.

Deputy Supervisor Grimone asked Supervisor Whitson to add his name to the Reservoir Account for banking. Supervisor Whitson stated that he would do so.

TOWN CLERK MONTHLY REPORT

Town Clerk Davina Thurston gave the following report for the month of April 2015:

| | | |
|--|-----------------------|---------|
| Dog Licenses | 10 spayed/neutered | \$70.00 |
| | 1 unspayed/unneutered | \$14.00 |
| Total Revenues to Supervisor | | \$71.00 |
| Revenue to NYS Dept of Agriculture & Markets | | \$13.00 |

Davina informed the Board that the Town's Facebook page is on-line and she has been trying to post at least one time per day.

WATER & SEWER BILLING MONTHLY REPORT

Water & Sewer Clerk Davina Thurston gave the following report to the Board:

Total outstanding revenues: \$41,577.58. Davina stated that the second quarter bills are due on May 15, 2015.

NEW BUSINESS

SEWER ORDINANCE AND SPILL RESPONSE PLAN

Supervisor Whitson stated that a Public Hearing must be held regarding the proposed Sewer Ordinance and Spill Response Plan. It was decided to hold the Public Hearing on June 9th at 7:00 pm at the Town Hall.

BOND ANTICIPATION NOTE RESOLUTION

Resolution 33 of 2015 – Bond Anticipation Note – 2013 Ford F 550 Truck

Deputy Supervisor Grimone, who moved its adoption, offered the following resolution:

BOND ANTICIPATION NOTE RESOLUTION

DATED MAY 12, 2015 FOR THE ISSUANCE AND SALE OF A NOTE OF THE TOWN OF ST. ARMAND, ESSEX COUNTY, NEW YORK IN ANTICIPATION OF THE SALE OF SERIAL BONDS NOT TO EXCEED IN AGGREGATE THE SUM OF \$40,405.50 INCIDENT TO THE PURCHASE OF A 2013 FORD F-550 TRUCK

WHEREAS, the Town Board of the Town of St. Armand, Essex County, New York, did on the 14th day of May, 2013, duly adopt a Resolution authorizing the issuance and sale of serial bonds to the Town of St. Armand in an amount not to exceed in the aggregate the sum of \$68,705.50 for the purpose of the purchase of a 2013 Ford F-550 truck; and

WHEREAS, incident thereto on the 14th day of May, 2013, the Town Board of the Town of St. Armand, did issue a Bond Anticipation Note Resolution for the issuance and sale of a Note of the Town of St. Armand in anticipation of the sale of serial bonds not to exceed \$68,705.50 incident to said purchase; and

WHEREAS, on the 16th day of May, 2014, the Town Board of the Town of St. Armand paid the sum of \$14,150.00 on the principal indebtedness of \$68,705.50 and did issue on the 16th day of May, 2014 a Bond Anticipation Note in the amount of \$54,555.50; and

WHEREAS, the Town of St. Armand is desirous of again paying the sum of \$14,150.00 on the existing \$54,555.50 indebtedness and issuing a Renewal Bond Anticipation Note in the principal sum of \$40,405.50.

NOW THEREFORE, BE IT RESOLVED, by the Town Board of the Town of St. Armand, Essex County, New York, as follows:

Section 1. The Town of St. Armand shall pay the sum of \$14,150.00 on the existing \$54,555.50 indebtedness and a Bond Anticipation Note in the sum not to exceed \$40,405.50 shall be issued by the Town of St. Armand, Essex County, New York, in anticipation of the issuance and sale of serial bonds of the Town of St. Armand in an amount not to exceed, in the aggregate, the sum of \$40,405.50 heretofore authorized by Resolution duly adopted by the Town Board of the Town of St. Armand entitled "SERIAL BOND RESOLUTION TOWN OF ST. ARMAND, ESSEX COUNTY, NEW YORK RELATIVE TO THE PURCHASE OF A 2013 FORD F-550 TRUCK" dated May 14, 2013, authorizing the issuance and sale of a serial bond of the Town of St. Armand, Essex County, New York, in a sum not to exceed, in the aggregate, the sum of \$68,705.50 for said purchase; and

Section 2. That said note shall be dated the 15th day of May, 2015, or at such later date as the Supervisor, by her execution thereof, may determine, will bear an interest rate of no greater than 5.0% per annum payable at maturity; will be payable both as to principal and interest in lawful money of the United States of America at the office of the purchaser of said note, or at such other place as the Supervisor may determine; will be signed in the name of the Town of St. Armand by its Supervisor; and will be sealed with the seal of the Town.

Section 3. Said Bond Anticipation Note shall be such terms, form and content as may be prescribed by the Supervisor and the power to so prescribe the same is hereby delegated to the Supervisor.

Section 4. The full faith and credit of the Town of St. Armand, Essex County, New York, are hereby irrevocably pledged for the payment of the principal of and interest on said Bond Anticipation Note. Said Bond Anticipation Note shall be paid from the proceeds derived from the sale of said bonds or may be redeemed, in whole prior to maturity, or renewed as provided by the Local Finance Law of the State of New York.

Section 5. The said Bond Anticipation Note is not issued in anticipation of bonds for an assessable improvement.

Section 6. The Supervisor of the Town of St. Armand is hereby authorized to sell such Bond Anticipation Note at private sale at not less than par and accrued interest at a rate not exceeding the rate above specified and the Supervisor is authorized to deliver said Bond Anticipation Note to the purchase upon payment of the purchase price and accrued interest as above specified. The receipt of the Supervisor shall be a full acquittance of the purchaser who shall not be required to see to the application of the purchase money.

Section 7. The Town of St. Armand reserves the right to call and redeem this note at any time prior to maturity upon payment of the principal thereof together with accrued interest.

Section 8. That said Bond Anticipation Note will be a qualified tax exempt obligation pursuant to the appropriate provisions of the Internal Revenue Code as amended and said Note shall bear on the face thereof the following notation: "This Note has been designated by the issuer as a qualified tax exempt obligation" pursuant to the provisions of Section 265 of the Internal Revenue Code of 1986 as amended.

Section 9. This Resolution shall take effect immediately.

This Resolution was seconded by Councilperson Fuller, and adopted by roll-call vote as follows:

Supervisor Charles Whitson, Jr

AYE

| | |
|----------------------------------|-----|
| Deputy Supervisor Samuel Grimone | AYE |
| Councilperson Donald Amell | AYE |
| Councilperson Jennifer Fuller | AYE |
| Councilperson D. Joseph Bates | AYE |

Dated: May 12, 2015

Davina M. Thurston
St. Armand Town Clerk

OLD BUSINESS

GRANTS

Supervisor Whitson informed the Board that he has asked Mike Mascarenas of Essex County Community Development to apply for two new grants for improvements to the Sewer District. The grants are being offered by NYS DEC and the Adirondack Council. Discussion ensued.

PERSONNEL POLICY

Resolution 34 of 2015 – Changes to the St. Armand Personnel Policy

The following Resolution was offered by Councilperson Bates:

WHEREAS, the Town Board acknowledges that occasional updates are required to keep the St. Armand Personnel Policy up to par with current events, and

WHEREAS, the Town Board has approved the updates and changes to the St. Armand Personnel Policy, and

WHEREAS, the St. Armand Personnel Policy document is kept on file with the St. Armand Town Clerk and is available to the Public upon request, and

NOW, THEREFORE, BE IT RESOLVED, that the St. Armand Town Board approves the updates to the St. Armand Personnel Policy.

This Resolution was seconded by Councilperson Fuller, and adopted by roll-call vote as follows:

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|----------------------------------|-----|
| Supervisor Charles Whitson, Jr | AYE |
| Deputy Supervisor Samuel Grimone | AYE |
| Councilperson Donald Amell | AYE |
| Councilperson Jennifer Fuller | AYE |
| Councilperson D. Joseph Bates | AYE |

Dated: May 12, 2015

Davina M. Thurston
St. Armand Town Clerk

CDBG GRANT RESOLUTION

Discussion ensued regarding the CDBG Grant Funds.

Resolution 35 of 2015 – Community Development Block Grant (CDBG) Expenditures

The following Resolution was offered by Deputy Supervisor Grimone

WHEREAS, the Town Board agrees to spend the \$600,00.00 CDBG Grant Funds that were awarded to the St. Armand Water & Sewer District for the following items: Solar Power, a 6 inch water main down River Road to the Waste Water Treatment Facility and Engineering Services, and Equipment: as necessary, specified and approved by the Town Board, and

WHEREAS, the Town Board has unanimously approved each CDBG Grant Resolution that has come to pass, and

WHEREAS the Town Board recognizes those individuals whose hard work and dedication to the grant writing process, without whom these funds would not be available, for the upgrades and improvements to the St. Armand Water & Sewer District, and

WHEREAS, the St. Armand Town Board has made a commitment to improvements to the St. Armand Water & Sewer Districts, and

WHEREAS, the CDBG Grant has been awarded to the St. Armand Water & Sewer District to specifically pay for the items listed above and the award is now ready to be put forth for the bidding process, and

NOW, THEREFORE, BE IT RESOLVED, that the St. Armand Town Board approves the expenditures' listed above and commits to go forward with the bidding process for the repairs to be completed.

This Resolution was seconded by Councilperson Bates, and adopted by roll-call vote as follows:

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|----------------------------------|-----|
| Supervisor Charles Whitson, Jr | AYE |
| Deputy Supervisor Samuel Grimone | AYE |
| Councilperson Donald Amell | NAY |
| Councilperson Jennifer Fuller | AYE |
| Councilperson D. Joseph Bates | AYE |

Dated: May 12, 2015

Davina M. Thurston
St. Armand Town Clerk

RUGBY

Councilperson Fuller asked Supervisor Whitson the status of the Rugby Games for Bloomingdale. Supervisor Whitson informed the Board that he is waiting for information regarding the insurance liability and he would report this information to them as soon as he receives it.

SEWER DEPARTMENT TRUCK

Sandy Hayes asked the status of the Sewer Department Truck, Supervisor Whitson informed him that it is off the road now due to failed NYS inspection, and Stan is using his own vehicle with the St. Armand Sewer Department paying for his mileage. Discussion ensued.

EMPLOYEES HEALTH INSURANCE

Councilperson Amell stated that he wanted to see Resolution dated January 14, 1997, regarding the Town Providing Health Insurance to Retiree's rescinded and asked Supervisor Whitson to find out the legality of such matter. Supervisor Whitson stated he would look into this and report back to the Board at the next regular board meeting. Discussion ensued regarding the former Clerk to the Supervisor's Health Insurance Policy.

WATER AND SEWER PART-TIME OPERATORS

Discussion ensued regarding the job description and hours for part-time water and sewer operators, and the DEC mandated 1.4 employees. The Board reviewed the candidates for the positions and set up the dates and times for the interviews, and asked Clerk Thurston to schedule the candidates for interviews.

VACANT POSITIONS

The Clerk to the Supervisor position was discussed. It was decided post the position in the newspaper to seek candidates for the job. It was also decided that as Clerk Thurston has been doing the job for 14 weeks, she should be paid for hours worked, until a permanent decision is made. The Meter Reader position was discussed. It was decided to post the position in the newspaper to seek candidates for the job.

ASSET MANAGEMENT PLAN

Discussion ensued regarding the DEC mandated Asset Management Plan for the Sewer Department. It was decided that Clerk Thurston would complete the section of the Plan for the current Assets, and AES would be hired to complete the Asset Management Plan for the new Waste Water Treatment Plant.

MOTION TO ADJOURN

Deputy Supervisor Grimone made a motion to adjourn, seconded by Councilpersons Amell. Supervisor Whitson adjourned the meeting at 10:50 pm.

I, Davina M. Thurston, 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.

May 12, 2015

Davina M. Thurston
St. Armand Town Clerk