

Town of St. Armand
Regular Board Meeting
Tuesday, May 10, 2016
6:30 PM

Meeting Minutes were approved on June 14, 2016.

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 Donald Amell, Councilperson Jennifer Fuller, Councilperson D. Joseph Bates, Councilperson Dean Montroy

A quorum of the Board was in attendance.

TOWN EMPLOYEES PRESENT:

Town Clerk Davina Winemiller, Water Superintendent Jeff Cotter, Code Enforcement Office Robert Hammond, Sewer Superintendent Stan Ingison.

GUESTS: Sandy Hayes, Tom Burman, Sarah Longley

Notice was posted regarding the date of this meeting.

Supervisor Whitson called the Meeting to order at 6:34 p.m.

Town Clerk Davina Winemiller led the Pledge of Allegiance.

HIGHWAY DEPARTMENT MONTHLY REPORT

Highway Superintendent Roger Oliver was excused due to illness. Supervisor Whitson informed the Board that Roger planned on getting information regarding costs for the paving of West Main Street this summer. The Board executed the Agreement to Spend Highway Funds for 2016.

WATER DEPARTMENT MONTHLY REPORT

Water Superintendent Jeff Cotter gave the following written report to the Board:

Town of St. Armand Water Report for 5/10/16 Board Meeting

1. Water Usage Increase Last Month - There were reports of several small leaks which homeowners repaired. Also, I believe that because of those leaks, homeowners without proper freeze protection, began running their water to prevent further freeze-ups. The outside air temperature has warmed up, and daily water consumption has returned to normal.
2. Replaced Readers - On 4/13/16, I replaced the readers at Dawn Boula's residence on Poplar St. and also at Tom Tarka's residence on Poplar St.
3. Telemetry Equipment Update - Scott McEntee of Kaman Automation continued to investigate what signal our unknown transmitter was sending. Charlie and Davina located some old invoices of the transmitter purchased and Scott has determined that the signal is "0 - 10 Milliamps" rather than "4 -20". He is going to have to take the equipment back to his shop to reprogram it. He is working on scheduling this.
4. Eyewash Station Installed - On 4/18/16 an eyewash wash station was installed in the pump house near the Sodium Hypochlorite tank. Thank you!
5. Coliform Sample - On 4/19/16, the monthly Coliform sample was taken from the Youth Center and it came back from the lab "Negative".
6. Mud Plugs - On 4/21/16 we ordered 20 Mud Plugs for installing in the water main valve boxes. These keep mud and sand from filling up the boxes for quicker access to the valves in emergencies.
7. Main Water Valve Bolt Replace Project Began on 4/25/16 with Contractor Fullers Excavating. The following is a list of all valve bolts that were replaced with Stainless Steel Bolts. These bolts were installed on the valve bonnets and the packing stuffing box bolts:

- 4/25/16 - Intersection of Mills Ln and Rte # - 3 valves completed. (1 had already been done)
- 4/27/16 - Four Corner Intersection by Norman's on Main St. and St. Regis St. - 5 valves were completed. 1 valve is buried underground as it was an old temporary feed during the initial project, however it was still under pressure and the bolts were replaced.
- 4/28/16 - Intersection of Vine St. and Main St. - 3 valves completed.
- 4/29/16 - Intersection of Maple and Main St. - 4 valves completed.
- 5/3/16 - Intersection of Whiteface Ln and Maple Ln - 3 valves completed.
- 5/4/16 - Intersection of Vine St. and St. Regis - 2 valves completed. One had to be located as it was buried.
- 5/5/16 - Intersection of Oregon Plains Rd and St. Regis - 3 valves completed.
- 5/6/16 - Intersection of Prospect St. and Maple Ln - 3 valves completed. (1 had already been done)

- 5/9/16 - Intersection of Reservoir Rd and Maple Ln - 2 valves dug up, however it was found that they had previously been completed with SS bolts. The two valves boxes were in poor shape and they were both replaced.

Note - Valves Not Completed -There are 2, 8" valves that we believe were not completed previously however, they are close to the Stand Pipe and under less pressure. There are 4, 6" valves not completed, 3 at the intersection of Poplar and St Regis and 1 at the intersection of Prospect and St Regis. We found that the 6" valve bolts were larger than the 8" valve bolts and in much better shape.

8. Leak at Ward Pratt Residence - On 4/27/16, I shut off the River Road to allow Ward Pratt to have a plumber repair a leak under his residence. We informed Ward to please get his curb stop replaced.

9. Leak at Tedford's Trailer Park – Was repaired on May 7th.

Thanks to the Highway Dept. for saving the Town Thousands of dollars by supplying a truck and driver for Fuller to utilize during the valve bolt replacement project!

Thanks to Davina and Charlie for all their hard work to make this valve project happen. We will experience much less unscheduled emergencies now, and for many years to come!

Discussion on the above report ensued.

SEWER DEPARTMENT MONTHLY REPORT

Sewer Superintendent Stan Ingison provided the following written report for the Board:

Town of St. Armand Wastewater Department
Summary of last month's activities for the May 2016 meeting

- We had started talks a while ago with the DEC toward getting okays for planting reeds in the beds. Since then we had some willow branches cut as we will try a number plant types to try and find non-invasive species that will work as well. I am now working on getting the beds dry enough to be able to get things planted.
- We got the eye wash unit installed but we are still working on water heating and flow issues. Things are better now but I would like to improve a bit more if possible.
- The group tried to do another startup of the grit pump paddle wheel but again it wouldn't run past 6 Hz. After they had disassembled it and changed parts etc. 5 or 6 times and it still wouldn't run they had Aqualogics run through the system and re-program the variable speed drive unit which did correct the problem and it is now running.
- We are still trying to get most of the systems adjusted and operating properly. We were still having furnace, air handling, water heater and SCADA issues which we have been working on.
- We have been running through the punch list items all month with the contractors in to work on things and correct problems. Riznick construction recently got the reed bed wall leaks sealed up, installed a storm drain at the electrical transformer site and rebuilt the PTB drainage ditch.
- AES survey crew was in; I was guessing to work on as built maps?
- Last month we got our DEC letter regarding future disinfection requirements and last Friday we got our disinfection mandate notice. So we have started the process for getting a system installed.
- We were working toward reducing fire alarm system costs by getting our own dialer or go to a single call in unit instead of the dual unit we have now but I don't know if either is possible yet.
- We did get some National Grid meter issues straightened out as one of the meters they were looking for was the old RRLS meter which they had previously removed.
- We did get the final on site tune up of the supervisory control and data acquisition (SCADA) system but have continued to make some changes and upgrades as the needs arise; like we have been adjusting the settings on the wet well pumps to keep it from going into float mode which can set off alarm calls.
- We continue to have a ground water leak into the pre-treatment building (PTB) through the electrical grounding wire. I will talk to AES about trying to Cadweld it together.
- The winch in the PTB is missing a couple pieces and they (AES) are looking into getting them for us.
- I was trying to figure the best time to have the generator fuel tank refilled but I am unsure of what the diesel fuel tank size is for the generator. It is listed as 1310 gallons but that didn't seem right to one of the engineers so he is looking into it.
- We have been working on getting the computer, printer, scanner and fax units all working together which we think we managed to complete today.
- I just got the cord for the LMI chemical feed pump and started it up last week. So we have been feeding the polymer / coagulant mix for 5 days which should start showing some results soon. I will need to adjust the volume used to get the desired outcome.

CODE ENFORCEMENT OFFICER 'S REPORT

CEO Robert Hammond gave the Board the following written report:

Applications Received: 7
Permit Application Conferences: 3
Notices of Incomplete Applications: 2
Building Permits Issued: 6
Fees Collected: \$626.00
Inspections Completed: 6
Site Visits: 4
Special Inspections: 0
Certificate of Occupancy/Completion: 0
Temporary Certificate of Occupancy/Completion: 1
Stop Work Orders: 0

On April 12th, Robert and Charlie had a phone conference with the DEC regarding flood plain mapping. CEO Hammond led the discussion regarding updating the Fee Schedule regarding Code Enforcement Activities. Discussion ensued. Councilperson Montroy made a Motion to accept the new Fee Schedule, Councilperson Bates seconded the Motion. All approved. Motion carried. Discussion ensued regarding the updates to the Building Permit Application Instructions and Technical Bulletin 100-16, that CEO Hammond provided to the Board. Councilperson Bates made a Motion to accept the changes, seconded by Councilperson Fuller. All approved. Motion carried.

MOTION TO PAY MONTHLY BILLS

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

MONTHLY REPORT FROM THE SUPERVISOR

Supervisor Whitson gave the Board his report. This report will be kept on file in the Office of the Town Clerk and is available to any interested party. Deputy Supervisor Donald Amell made a motion to accept the Supervisor's Report's for April, seconded by Councilperson Montroy. All approved. Motion carried.

REVIEW AND APPROVAL OF PREVIOUS MINUTES

Deputy Supervisor Amell made the motion to approve the minutes of Regular Board Meeting April 12, 2016. Motion seconded by Councilperson Fuller. All approved. Motion carried.

TOWN CLERK MONTHLY REPORT

Town Clerk Davina Winemiller gave the following report for the month of April 2016:

Spayed/Neutered Dog Licenses: 4 for \$28.00
Unspayed/Unneutered Dog Licenses: 1 for \$14.00
Certified Death Certificates: 6 for \$60.00

Discussion ensued regarding adding the full reports for the Highway, Water, Sewer and Code Enforcement Departments to the minutes, as several people have asked for them to be included. The Board agreed to add the full reports to the minutes from now on.

WATER & SEWER BILLING MONTHLY REPORT

Water & Sewer Clerk Davina Winemiller gave the Water & Sewer Receivables Report of \$36,415.80 balance due for all accounts.

NEW BUSINESS

SARAH LONGLEY LEASING TEDDY'S ICE CREAM

Sarah Longley spoke to the Board regarding her recent lease of Teddy's and her application for a Liquor License.

RESOLUTION 22 of 2016 – APPROVAL OF LIQUOR LICENSE APPLICATION FOR SARAH LONGLEY FOOD LLC

The following Resolution was offered by Councilperson Montroy:

WHEREAS, the Town of St. Armand Board has been approached by Sarah Longley with respect to her application to the New York State Liquor Authority for a Liquor License, and

WHEREAS, the property where Sarah Longley is the owner/operator of the business know as “Teddy’s” is located at 1662 State Route 3, Bloomingdale, NY 12913, and

WHEREAS, Sarah Longley has personally appeared and explained the reason for her request to the Board Members of the Town of St. Armand, and

FURTHER, the Town Board does approved the request by Sarah Longley to waive the 30-day wait period, and

NOW AND THEREFORE, LET IT BE RESOLVED, that the Town Board for the Town of St. Armand does hereby recommend to the New York State Liquor Authority to approve of the Liquor License Application made by Sarah Longley for the Establishment known as “Teddy’s”.

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

Supervisor, Charles Whitson, Jr.	AYE
Donald Amell, Deputy Supervisor	AYE
Councilperson Jennifer Fuller	AYE
Councilperson D. Joseph Bates	AYE
Councilperson Dean Montroy	AYE

Dated: May 10, 2016

Davina M. Winemiller
St. Armand Town Clerk

BOND ANTICIPATION NOTE

Resolution 23 of 2016 – Bond for 2013 Truck

BOND ANTICIPATION NOTE RESOLUTION DATED THE 10TH DAY OF MAY, 2016,
FOR THE ISSUANCE, SALE AND RENEWAL 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 THE AGGREGATE
THE SUM OF \$26,255.50 INCIDENT TO THE PURCHASE OF A 2013 FORD F-550 TRUCK

The following Resolution was offered by Councilperson Montroy:

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 of 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 17th day of May, 2013, the Town of St. Armand did issue a bond anticipation note in the principal amount of \$68,705.50 for the purpose of the purchase the 2013 F-550 tuck; and

WHEREAS, on the 16th day of May, 2014, the Town of St. Armand paid the sum of \$14,150.00, on the current \$68,705.50 indebtedness leaving a principal indebtedness of \$54,555.50 and thereafter issued a bond anticipation note in the principal amount of \$54,550.50; and

WHEREAS, on the 12th day of May, 2015, the Town of St. Armand paid the sum of \$14,150.00, on the current \$54,555.50 indebtedness leaving a principal indebtedness of \$40,405.50 and thereafter on the 12th day of May, 2015, issued a bond anticipation not in the principal amount of \$40,405.50; and

WHEREAS, the Town of St. Armand is desirous of paying the sum of \$14,150.00 on the current \$40,405.50 indebtedness leaving a principal indebtedness of \$26,255.50; and

WHEREAS, the Town of St. Armand now desires to issue and sell a Bond Anticipation Note Renewal in the amount of \$26,255.50 in anticipation of the issuance and sale of the aforesaid bond.

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

Section 1. That a Bond Anticipation Note in the sum not to exceed \$26,255.50 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 \$26,255.50 heretofore authorized by Resolution duly adopted by the Town Board of the Town of St. Armand entitled A 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 serial bonds of the Town of St. Armand, Essex County, New York, in a sum not to exceed in the aggregate, the sum of \$26,255.50 for the purchase of a 2013 Ford F-550 truck; and

Section 2. That said note shall be dated the 16th day of May, 2016, or at such later date as the Supervisor, by his 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 duly seconded by Councilperson Bates and was adopted by roll-call vote as follows:

Supervisor, Charles Whitson, Jr.	AYE
Donald Amell, Deputy Supervisor	AYE
Councilperson Jennifer Fuller	AYE
Councilperson D. Joseph Bates	AYE
Councilperson Dean Montroy	AYE

Dated: May 10, 2016

Davina M. Winemiller
St. Armand Town Clerk

SEQRA FOR SEWER PROJECT

Resolution 24 of 2016 - SEQRA

New York State Environmental Quality Review Act

Determination a Resolution Making Certain Determinations in Relation to the Town of ST. Armand Bloomingdale Sewer District and the NYSEQRA Act Pursuant to 6NCR Part 617

The following Resolution was offered by Councilperson Montroy:

Whereas, the Town of St. Armand operations and maintains the Bloomingdale Sewer Districts encompassing areas within the Hamlet of Bloomingdale, St. Armand New York,

Whereas, the Town of St. Armand was issued an Order on Consent from the NYS Department of Environmental Conservation signed on March 4th, 2009 relating to the need to address wastewater management system deficiencies
Whereas, the Town retained AES Northeast PLLC to prepare recommendations and design and remedy system deficiencies including, but not limited to;

- a. Meet the needs of NYS DEC by installing a new mechanical screen and bypass manual cleaned bar screen at the pump station
- b. Meet the needs of NYS DEC by installing a new eight foot diameter pump station and new pumps
- c. Meet the needs of NYS DEC by providing the new pump station a standby generator
- d. Meet the needs of NYS DOH and NYS DEC by including the upgrade of existing collection system within the existing sewer district to remedy resident complaints, frequent breaks and I/I
- e. Upgrade of existing collection system laterals to district users
- f. Improve our carbon footprint and meet NYS Smart Growth Infrastructure Act by installing Solar panels at the Wastewater Treatment Plant

WHEREAS, an Income Survey was conducted of the entire Sewer District which led to a Community Development Block Grant Fund award to the Town of St. Armand to remedy the deficiencies within the system, and

WHEREAS, the Town Board of the Town of St. Armand is required to comply with the New York State Environmental Quality Review (SEQR) Act – 6NYCRR Part 617, and

WHEREAS, the proposed project will include coordinated review with New York State Adirondack Park Agency, US Fish and Wildlife Service, State Historic Preservation Office, Tribal Historic Preservation Office and New York State Department of Environmental Conservation, and

WHEREAS, the project includes installation of a new 8” ductile iron line to replace the existing 8” cement main with minor changes in slope and grade, rebuilt manholes in the existing trench in the County Road Right of Way (St. Regis Ave), and

WHEREAS, the project includes a new precast pump station wet well construction and the existing wet well located on East Main Street and will be replaced on site and will connect to the existing piping infrastructure, and

WHEREAS, the project includes a solar photovoltaic array and will be located at the existing wastewater treatment plant on top of the existing wastewater treatment lagoons where the liners will not be penetrated and there will be no natural aesthetic, land or environmental disturbance , and

THEREFORE, BE IT RESOLVED, that the Town of St. Armand affirms that the reconstruction of the existing St. Regis sewer collection system, and upgrading E. Main Pump Station is a utility replacement in-kind and would be considered a TYPE II Action under SEQR pursuant to Section 617.5 (c)(2), “replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site, including upgrading building to meet building or fire codes, unless such action meets or exceeds any of the thresholds in Section 617.4” and incorporating enforcement proceedings by the NYS Department of Environmental Conservation, NYS Department of Health and project jurisdiction by the NYS Adirondack Park Agency and;

BE IT FURTHER RESOLVED that the Town Board of the Town of St. Armand has determined that the proposed action incorporating the development of sewage system improvements for The Bloomingdale Sewer District is otherwise precluded from environmental review under the State Environmental Quality Review Act (SEQR) Environmental Conservation Law Article 8.

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

Supervisor, Charles Whitson, Jr.	AYE
Donald Amell, Deputy Supervisor	AYE
Councilperson Jennifer Fuller	AYE
Councilperson D. Joseph Bates	AYE
Councilperson Dean Montroy	AYE

Dated: May 10, 2016

Davina M. Winemiller
St. Armand Town Clerk

HISTORIAN GRANT

Town Historian Davina Winemiller asked the Board if she could apply to Betty Little's office for a Veteran's Memorial Grant to be installed at Veteran's Memorial Park, discussion ensued, the Board agreed.

BLOOMINGDALE VOLUNTEER LADIES AUXILIARY

Town Clerk Winemiller informed the Board that the Ladies Auxiliary would like to offer life-time free use of the Fire House Sign Board in exchange for life-time free copies from the Town. Discussion ensued. The Board Agreed to this, with the stipulation that the copies be only made for fund-raising activities or free programs that the Ladies offer.

TOWN CLERK APPLICATIONS

Town Clerk Davina Winemiller had previously submitted her resignation as Town Clerk and Water & Sewer Clerk to the Board. Davina's last day as Town Clerk and Water & Sewer Clerk will be May 31st, 2016. The Town Supervisor has received two resumes from interested applicants. The Board decided to interview the two applicants on May 11th at the Town Hall beginning at 6:30 pm.

OLD BUSINESS

BOB SWEET PROPERTY

Councilperson Montroy led the discussion regarding the demolished trailer located on Bob Sweet's property on Vine Street. It was decided that CEO Hammond would continue to proceed with the Public Nuisance violation.

SUMMER YOUTH PROGRAM

Discussion ensued regarding the new requirements for the Summer Youth program as mandated by the New York State of Health. These requirements include 2 workers over the age of 16 that are CPR certified. This would mean the Town must have 3 workers over the age of 16 in case of illness or absence. In addition, all children who participate in the Summer Program must have a complete shot record on file. The Board decided to continue with the Summer Program and to place an ad for hiring an additional worker.

RUGBY LAWSUIT AND ASSESSMENT LAWSUIT

Supervisor Whitson informed the Board that he attended the Rugby Lawsuit in Essex County Court last week. The attorneys met with the Judge in chambers, and no action was taken at this time. The next court date has yet to be determined.

The Davis assessment lawsuit is scheduled for June 29, 2016 in Essex County Court.

MOTION TO ADJOURN

Councilperson Bates made the motion to adjourn the Regular Board Meeting at 8:12 pm, seconded by Councilperson Montroy. All approved. Motion carried.

I, Davina M. Winemiller, Town Clerk for the Town of St. Armand, do hereby certify that the above is a true and correct transcript of the Regular Board meeting minutes held on the above-referenced date.

Davina M. Winemiller
St. Armand Town Clerk

Dated: May 10, 2016