

Town of St. Armand
Regular Board Meeting
Tuesday, August 9, 2016
6:30 PM

Meeting Minutes were approved on September 13, 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 Barbara Darrah, Water Superintendant Jeff Cotter, Wastewater Superintendant Stan Ingison and Town Historian Davina Winemiller.

TOWN EMPLOYEES EXCUSED:

Highway Superintendant Roger Oliver and Code Enforcement Officer Robert Hammond.

GUESTS: Thomas Burman, Diane Burman, Sandy Hayes, Davina Winemiller

Notice was posted regarding the date of this meeting.

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

Supervisor Whitson led the Pledge of Allegiance.

Supervisor Whitson announced three work session dates for the town's 2017 Budget: Wednesday, October 5, Wednesday, October 12, and Wednesday, October 26, 2016. November's Regular Town Board Meeting is moving to Thursday, November 10, 2016, due to Election Day being on Tuesday, November 8, 2016. The November 10th meeting will start with the Public Hearing for the 2017 Budget. All Town Councilpersons approved.

HIGHWAY DEPARTMENT MONTHLY REPORT

Highway Superintendant Roger Oliver was excused.

WATER DEPARTMENT MONTHLY REPORT

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

Town of St. Armand Water Report for 8/9/16 Board Meeting

Danielle Benita of the Saranac Lake Health Department conducted an annual inspection of our water system on 6/6/16. Listed below are Danielle's recommendations following her inspection, followed by my corrective action or explanations:

1. Danielle recommended having well # 1 and #2 evaluated by an engineer for recommendations for abandonment or re-development with results sent to her office. I spoke to Susan Kennedy, a senior Public Health Engineer from the Saranac Lake Office on 8/8/16 and I informed her that we have already re-developed 2 of our wells over the past three years with excellent results. Currently we have no need to re-develop well #1 and #2, I said if there's a need in the future, we would consider drilling deeper in these wells. I informed Susan that these wells have sanitary seals and she agreed that this was an acceptable plan for the future.
2. Danielle noted that some of the wells had loose bolts during the inspection. I added bolts and sealed the cap to well #5.
3. She recommended labeling the sewer pipe in the pump house basement. This has been completed.
4. She recommended labeling the Sodium Hypochlorite tank in the pump house basement along with % solution strength. This has been completed.
5. She also recommended that a cover be fabricated for over the clear well. I spoke to Susan Kennedy about this on 8/8/16 and explained that a sanitary cover would be difficult to construct due to all the pipes, wires and float switches. I explained that the pump house was clean and secure and there was a drop ceiling directly above the clear well. Susan explained that "eventually they would like to see an upgrade to the pump house". She said that we have been making great improvements and this upgrade would be something to look at for a long term capital project. "No Rush".
6. Danielle recommended obtaining the services of an engineer to evaluate the need for the 3 air vents on the transmission line coming from the well field. I explained to Susan Kennedy that these air vents are indeed useful and they also give us an access point in the event that the water line freezes. The vents have a sanitary seal. Susan agreed that they could remain without an engineer's approval.

7. Danielle recommended that we implement a Cross Connection Control and Back flow Prevention Program. We should send the High School a letter to ensure that they have their Back flow Prevention devices tested once per year by a certified tester. We would also have to have our back flow prevention devices tested once per year at the new sewer plant and the Highway Dept. Garage.
8. She also recommended that we evaluate all wells being used that are within 200 feet from the river to rule-out any surface water influence. I began sending monthly samples to the lab from well #5 (currently on line) to be tested for total coliform and Ecoli. The first test was negative. We need to do this for 1 year and if we get no positive results, the well passes the test for no surface water influence. Note- wells #4, #5, #6 and #7 are all within 200 ft of the river. #3 is 225' and #8 is 250'.

End of Health Dept. Corrective Action.

Monthly Report:

1. 7/12/16 - Reprogrammed reader at 18 Cassavaugh Way and 29 Poplar.
2. 7/12/16 - Investigated 2 reader problems at both 1681 Rt #3 and 110 Main St. Both locations need new readers. 110 Main was painted over.
3. New Hydrant Ordered - We ordered a new fire hydrant From Vellano's at a cost of \$2,689. The cost estimate we received from Fuller Excavating, for them to install a new hydrant for us, was \$8,700. I will install the new hydrant with the help of employees from Tupper Lake Water Dept. They will bring their VAC truck. The hydrant should be delivered this week or next.
4. Continued flushing hydrants for the month.
5. Test Ran both generators with no issues.
6. I will be taking "Disinfection Byproduct" samples from the River road and Town Hall this month. Due every August hottest month.
7. Water consumption for the month is actually down to approximately 48,000 GPD.
8. 8/3/16 - Marked the water main location on Main St. per Roger Oliver request.
9. 8/8/16 - Received a call from Davina and Barb with concern that there may be a leak at 33 Poplar. They noticed that the consumption at the residence had increased by more than 20,000 gallons. After investigating, I did locate a leak under Dawn Bola's trailer. She began repairs shortly after.

WASTEWATER DEPARTMENT MONTHLY REPORT

Wastewater Superintendent Stan Ingison was excused from the meeting but provided the following written report:

Summary of last month's activities for the August 2016 meeting

- 1) The willows that did sprout are continuing to leaf out but at a much slower pace than the reeds do. Other vegetation is also outpacing the willows so some may get sun blocked. I will continue to watch them and get back with ESF for their thoughts.
- 2) The Core Climate Systems in the pre-treatment building had some issues when we had the phone outage. A worker came to look at things and we found we couldn't get into the computer for some reason along with the alarm issues we had. I am setting up time to get Joe (the one who designed and installed the system) to come back and work on things with me.
- 3) We were having some heat issues with the main ventilator unit not working but they did get that working now and things are much better. The electronics room still remains in the 80's most of the time. We can cross ventilate with a fan when it gets warmer.
- 4) We continue to work on punch list items but still have a number of items left to do such as getting parts for the PTB crane unit, garage vent fan vibration, Core Climate system issues in the PTB, Unusable valve boxes at the main plant, drainage issues in the polymer feed manhole area along with polymer feed unit questions so not much has changed in this area for the last two meetings.
- 5) Rural Water Association has been working with us doing camera work looking for infiltration issues and the general condition of the sewer mains. We found heavy sludge build up in the East Main St. main down to the lift station that needs cleaning so I am working on getting Saranac Lake public works to help us out with cleaning that.
- 6) The lawns are filling in a little more now but with more weeds than grass. We have been holding off on mowing so as not to do any disturbance to the seeding or throw the sand. I will try and find out what AES wants us to do or not do with it.
- 7) The algae situation has changed some now with more plant cover and less suspended algae. Our bio-chemical oxygen demand (BOD) and suspended solids (SS) levels are still higher than they should be as we now have a large live bug population to deal with. I am still working with Clean Waters to get the polymer working for the algae control and am starting work toward bug control.
- 8) We haven't gotten much farther along with getting the computer system upgraded to where it should be but will keep after it.
- 9) As you know we have gotten bids for the St. Regis St. sewer main, Pump House lift station and solar panel projects. I am working on getting 3 seized on manhole covers loose on East Main St. so we can get the main flushed out so the lift station work can be done with fewer problems.

- 10) I continue to work on the new net-DMR reporting system which will be mandatory by December and there is still quite a bit of work to do to get us there. I am going to a NY Rural Water Association training course for net-DMR training next week.
- 11) I continue to work on this year's inspection and maintenance plan to comply with the DEC mandates.

CODE ENFORCEMENT OFFICER HAMMOND'S REPORT

CEO Robert Hammond was excused from the meeting but submitted the following written report:

Report Written: 06 August 2016

Applications Received: 5
Permit Application Conferences: 1
Notices of Incomplete Applications: 1
Building Permits Issued: 3
Fees Collected: \$425.00
Inspections Completed: 14
Site Visits: 2
Notices for Fire Inspection(s): 0
Certificate of Occupancy/Completion: 1
Temporary Certificate of Occupancy/Completion: 0
Stop Work Order(s): 0
Violation Letter(s): 1
Notice and Order(s): 0
Appearance Tickets: 0

July Highlights:

- 15-SA-14: Monroe Gladd - Enforcement Action
 - Appearance Tickets were served on 02 August 2016.
- 15-SA-006: Robert Sweet - Enforcement Action
 - Notice and Order for Compliance Return Receipt was received. The abatement date of 05 August 2016 has passed with no action. With the Board's approval, the next step will be an Appearance Ticket.
- 16-SA-020: Ed & Nancy Anthos (White Pine Cabin) Permit – New Dwelling
 - Framing Permit Issued.
 - Foundation Plan was submitted; 12 July 2016. Notice of Incomplete Application was issued; 17 July 2016. Applicant elected to contact NYS Department of State for clarification. Applicant responded to July 17th communication on 02 August 2016 with notification that they would advance the design as needed per the letter of 17 July 2016. Applicant asked for as many specific's as possible. August 3, 2016, Applicant was provided with specific citations on the design deficiencies.
- 16-SA-011: Ronald Kunath – New Dwelling
 - Cast Slab-on-Grade with Turn-Down Footings
 - Installed Insulated Masonry Unit Stem Walls
- 16-SA-025 Mary Schwieizer – Siding project in progress.
- 16-SA-025 Todd & Katrena Isabella – Siding project in progress.
- 15-SA-001 Jill Renuart – Dwelling Renovation
 - Final Inspection
 - Certificate of Occupancy Issued
- August Preview: The Housing Assistance Program of Essex County approved several projects in St. Armand and building permit applications have been submitted.

RESOLUTION 27 of 2016 – SEWER COLLECTION SYSTEM RECONSTRUCTION CONTRACT AWARD RECOMMENDATION

Councilperson Dean Montroy, who moved for its adoption, offered the following resolution:

Resolution 27 of 2016 –SEWER COLLECTION SYSTEM RECONSTRUCTION CONTRACT AWARD RECOMMENDATION

The following Resolution was offered by Councilperson Dean Montroy:

WHEREAS, the Town Board of the Town of St. Armand has reviewed all bids submitted for the NYS CDBG Project #1103PR56-14, AES Project No. 4416 portion of the Sewer project, and

WHEREAS, the Town Board of the Town of St. Armand hereby approves and accepts the bid submitted by Luck Brothers, Inc. for the total amount of \$509,509.00, and

WHEREAS, the Town of St. Armand shall award the contract contingent upon NYS Office of Community Renewal's (OCR's) approval of the Request for Release of Funds (RROF).

NOW, THEREFORE, BE IT RESOLVED, that the St. Armand Town Board does direct AES Northeast to provide the Contractor with a Notice of Award, whereby the Contractor will obtain Performance and Payment Bonds, Insurance Certificates, and execute the Agreement between Owner and Contractor.

BE IT FURTHER RESOLVED that once the Town of St. Armand directs AES Northeast to provide the Contractor with a Notice of Award, AES Northeast will schedule a Pre-Construction Conference at the convenience of the Town and issue a Notice to Proceed to start construction.

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

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

Dated: August 9, 2016

Barbara J. Darrah
St. Armand Town Clerk

MOTION TO PAY MONTHLY BILLS

Deputy Supervisor Don Amell made a motion to pay this month's bills; the motion was seconded by Councilperson Jennifer Fuller. All approved. 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. Councilperson Jennifer Fuller made a motion to accept the Supervisor's Report for July 2016, seconded by Councilperson D. Joseph Bates. All approved. Motion carried.

REVIEW AND APPROVAL OF PREVIOUS MINUTES

Councilperson Jennifer Fuller made the motion to approve the minutes of Regular Board Meeting July 12, 2016. Motion seconded by Councilperson Dean Montroy. All approved. Motion carried.

TOWN CLERK MONTHLY REPORT

Town Clerk Barbara Darrah gave the following report for the month of July 2016:

- Spayed/Neutered Dog Licenses: 8 for \$56.00
- Unspayed/Unneutered Dog Licenses: 1 for \$14.00
- Birth Certificate (Copy): 1 for \$10.00
- Marriage License (Copy): 1 for \$10.00

WATER & SEWER BILLING MONTHLY REPORT

Water & Sewer Clerk Barbara Darrah gave the Water & Sewer Receivables Report of \$59,724.26 balance due for all accounts.

NEW BUSINESS

The Town Assessor reported she will be attending a training conference to be held in Lake George from Sunday, September 18 – Wednesday, September 21, 2016. The cost will be \$227.50 per town for which she provides Tax Assessment services.

Supervisor Whitson reported Ray Scollins, the Town Health Officer, contacted him stating a complaint was made by a resident regarding the property owned by Robert Sweet. Discussion ensued regarding the progressive legal action to be taken, and the Board approved the next step of the issuance of an appearance ticket.

OLD BUSINESS

MOODY POND RESIDENTS' ISSUE WITH BAKER MOUNTAIN TRAILHEAD AND PARKING

Supervisor Whitson reported his contact with Dan Stec, Representative, Albany Office and Senator Betty Little. Senator Little said she would call the head of the Department of Environmental Conservation to arrange a meeting to discuss the matter in depth. A discussion amongst the town board ensued and Supervisor Whitson state he would contact and meet with the New York State State Police for further direction.

RUGBY LAWSUIT AND ASSESSMENT LAWSUIT

There was no new information to report on the two pending lawsuits.

Supervisor Whitson asked those present if there were any other questions or concerns. Sandy Hayes reported North Country Community College was raising tuition due to losing 290 students this year. He expressed his concern for the college losing even more students due to higher tuition. He questioned if Essex County does or can do anything to mediate with the college to enhance young people staying in this area.

MOTION TO ADJOURN

Councilperson Bates made the motion to adjourn the Regular Board Meeting at 7:48 pm, seconded by Councilperson Fuller. All approved. Motion carried.

I, Barbara Darrah, 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.

Barbara Darrah
St. Armand Town Clerk

Dated: August 9, 2016