

Town of St. Armand
Regular Board Meeting
Tuesday, April 11, 2017
6:30 PM

These Meeting Minutes were approved on May 9, 2017.

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

A quorum of the Board was in attendance.

TOWN EMPLOYEES PRESENT:

Water Superintendent Jeff Cotter, Wastewater Superintendent Stanley Ingison, Code Enforcement Officer Robert Hammond, Town Clerk Barbara Darrah and Town Historian Davina Winemiller.

EXCUSED: Highway Superintendent Roger Oliver

GUESTS: Thomas Burman, Sandy Hayes, Cory Skiff, Ike Skiff

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 began the meeting with the topic of how the Town Board would like to proceed in the handling of delinquent Water & Sewer billing accounts. Discussion ensued as follows:

Jeff Cotter gave a brief history of previous years in shutting the water off on non-paying customers. He stated the water would be turned back on by customers or someone they knew and with no meters or non-working meters, the water usage was not measured. Board members asked if there was a way to lock out or tag out the water shutoff. Jeff said he would research the market to see if something were available that would work. Councilperson Montroy asked if customers could be billed monthly, perhaps that would help. Davina Winemiller, previous Water and Sewer Clerk, stated that the postage costs to do so would add up quickly. A budget plan was suggested, and Water and Sewer Clerk Barbara Darrah explained letters went out for both the water and sewer rate increase in December 2016 and the new bills in April 2017, which contained verbiage suggesting water & sewer customers could pay weekly, bi-weekly or monthly to assist customers in managing their balances.

Supervisor Whitson reported the overdue balances were collected the end of the year from tax levy to Essex County which are then repaid to St. Armand. Supervisor Whitson stated it was usually the same offenders every year and usually the same offenders who did not replace broken meters. He reminded the board that in the past one large meter for each trailer park had been installed with the intent that the trailer park owners would be responsible for the water and sewer costs of their tenant properties. However, that was discouraged by the trailer park owners and did not happen. The discussion then moved to the placing of door knockers on non-paying customers. Supervisor Whitson stated once the list of overdue balances was provided and determination of the customers receiving placement of door knockers was made, Jeff Cotter and Supervisor Whitson would go out together for this task. Jeff Cotter stated he was down to one new reader and would purchase more readers for installing when requested by customers.

HIGHWAY DEPARTMENT MONTHLY REPORT

Highway Superintendent Roger Oliver was excused from the meeting.

WATER DEPARTMENT MONTHLY REPORT

Water Superintendent Jeff Cotter presented the following written report to the Board.

Town of St. Armand March Water Report for the April 11, 2017 Board Meeting:

1. Curb Stop Issue 92 Maple Lane - I located the curb stop at 92 Maple Lane at the owner's request. The Curb stop was damaged by a private plow. The owner asked if it could be utilized when needed and I believe that it will function if straightened.
2. Reduced Well #5 Run Time - We are using approximately 5,000 gallons of water daily less than the normal winter consumption rate due to the warm weather and more likely due to home owners not running their water to prevent freezing (those who don't have meters). I reduced well #5 pump run time by two hours to prevent the water levels in the Stand Pipe from reaching the tank overflow.
3. 3/28/17 Coliform Samples - Samples were taken from the Youth Center, Highway Garage and Town Hall. All samples came back from the lab as negative.
4. Test Ran Generators - Test ran both the Well Field and the Pump House generators with no issues.
5. Water Break at 41 Main St. - On 3/30/17, I received a call from Charlie that there was a water line break at the meter in the basement at 41 Main St.. I responded and shut the water off to the residence after locating the shutoff under a snow bank and digging it up under the frost and grass. The homeowner said he would let us know when it was repaired so that I could turn the water back on for him.
6. Fire on Cold Brook Road - There was a fire on Cold Brook road on 4/1/17 at approximately 11 pm. The fire departments utilized our last hydrant located on Rt #3 to fill up approximately 8 fire trucks. They drew approximately 16,000 - 20,000 gallons of water to fight the fire. I increased the run times on well #5 to top off the Stand Pipe.
7. Quarterly Meter Readings - Following the quarterly meter readings, Barb asked me to verify several readings for accuracy as some of the water consumption figures seemed out of range. I verified and also reprogrammed several of the new Badger digital readers. Barb also has been working out some " bugs " with new computerized water program.
8. Water Conference Training - On 4/6/17 I attended a water conference in Potsdam to obtain required NYSDH certification renewal training hours. 30 credit hours are required every 3 year to maintain my water treatment certification.
9. Discuss Water Shutoffs - Question for board. Do we shutoff water to residences who are not paying their water bills ? What should our policy be ?
10. Annual Water Quality Report - The report will be sent out with all water bills as required by the Dept. of Health. I will send in the certification of completion when this is completed.

WASTEWATER DEPARTMENT MONTHLY REPORT

Wastewater Superintendent Stanley Ingison presented the following written report to the Board.

Town of St. Armand March Wastewater Report for the April 11, 2017 Board Meeting:

- 1) We continued to have grit system issues this month. For some reason the influent line would not hold its suction and the discharge line its pressure so it ends up losing its prime. The suction side check valve is not sealing so I am trying to track down better information on it to see if it lost a piece that helps to re-set it when the motor shuts down.
- 2) Some of the SCADA system trends charts weren't fully readable so I got Andy from Aqualogics to reset some of them remotely with my help while we were moving the SCADA programs from the old computer to the new one. We still have some programming to do for expanding the polymer feed pump capabilities to meet our needs. Aqualogics says that we should keep the lap top computer which is set up for remote use with the SCADA system and things can be checked and adjusted with the system as needed while I am away at training conferences, elsewhere or at home.
- 3) I am working toward getting a platform set up for the UPS for the Core Climate computer to be attached to when we get that into the budget to purchase.
- 4) I haven't heard anything back from AES about re-fits for the PTB and WWTP wet well pump stations yet. Hopefully they will have something for us by the end of the month. I will have to check with Jennifer about the blower room outside vent unit because it started tripping off again and has also stuck on again 2 times.
- 5) I did get word back from Adirondack Alarms, P.O. Box 127 / 3 Boyer Avenue Malone, NY 12953; 518-483-3181. Their service will be \$20 per Month for each building which comes to \$480 per year plus whatever service is needed (that we ask for) on a per hour basis. They said that their service costs are also significantly cheaper than Tyco Simplex Grinnell services are. We need to get Tyco Simplex Grinnell to come and remove their lockout codes from our units and give us the zone listings so Adirondack Alarms can come and set up their account and phone numbers (they will not install any lockouts so we can change providers at no extra cost if we desire to). Then they will give us a two or 5 year contract if we want.
- 6) Verizon did get us a work order for the internet connection work which took a bit of work by Barb to get. On Friday Steve came and hooked to the line at the pole and said the service was strong there. Of course, I gave Barb the phone number as the work order so they could call us when they were coming but the internet is running on the 891-0926 line so they needed that as the work request or they can't work on it so we re-

requested it on Monday. Yesterday Ron came with several other work order issues but finally did say that using an ethernet wire hookup would probably solve the problems. After looking the system over there was an ethernet wire run to the office but how it is hooked up is unknown so I emailed AES to try to get an answer.

- 7) Last year the DEC changed their monthly Discharge Monitoring Reports (DMR's) from paper submissions to electronically submitted reports (netDMR's). This year the DEC is also changing their annual flow monitoring reports from a mailed in version to an electronically submitted system which started last month. I worked with Erica to change over to that system but I still have some work left for direct use but was able to submit it with our DMR.

CODE ENFORCEMENT OFFICER'S REPORT

CEO Robert Hammond presented the following written report to the Board:

Town of St. Armand March Code Enforcement Status Report for the April 11, 2017 Meeting:

Applications Received: 3

Permit Application Conferences: 1

Notices of Incomplete Applications: 2

Building Permits Issued: 2

Building Permits Pending Due to Payment: 1

Fees Collected: \$125.00

Fees Pending: \$100.00

Site Inspections: 2

Field Visits: 2

Notice(s) for Fire Safety / Property Maintenance Inspection(s): 1 (E-Mail Follow-Up)

Certificate of Occupancy/Completion: 2

Temporary Certificate of Occupancy/Completion: 0

Stop Work Order(s): 0

Violation Letter(s): 0

Notice and Order(s): 0

Appearance Tickets: 0

March Highlights:

- 16-SA-018: David Kaiser, 139 River Road, - New APA Hunting/Fishing Cabin
 - Field visit showed building envelop weather tight.
- 16-SA-036: Carter Rowley, 992 NYS Rte. 3 – Full Renovation of Cottage
 - Plumbing progressing but not ready for testing as of last inspection.
- 16-SA-037: Patrick Dupree, 1437 State Rte. 3 – New Residential Dwelling
 - Work progressing with mechanical, electrical and GWB.
- 17-SA-003: JP O'Neil / Marion Columbe, 50 Main Street, Bloomingdale - Alterations - Level I and Re-Roof
 - Phone call with owner, no complaints will visit when roof work starts.
- 17-SA-004: JP O'Neil / Stephanie Baumann, 43 Matthew Way, Bloomingdale – Alteration Level I and Re-Roofing
 - Phone call with owner, no complaints will visit when roof work starts.
- 17-SA-008: Carol Techmen, 1832 NYS Rte 3, Bloomingdale – Alteration Level II
 - Meet with applicant and Town Supervisor to align expectations.
 - Work progressing, electrical work added to permit.

- 17-SA-001PM: Property Owner: Helen Dennin, 1653 NYS Route 3, Town of St. Armand, Bloomingdale, NY (a.k.a. Absolute Repair)
 - In communication with owner's son regarding lack of progress.
 - Communication from tenant about direct from owner's son to clean things up.

RESOLUTION 26 of 2017 – TOWN OF ST. ARMAND'S POLICY ON TOWN'S RETIREES HEALTH INSURANCE REIMBURSEMENT

Councilperson Donald Amell, who moved its adoption, offered the following resolution:

WHEREAS, the Town did not have any Union Contracts prior to 2017, and

WHEREAS, the Town of St. Armand's existing Personnel Employee Benefits Policy did not contain a section regarding the Town's policy on Health Insurance Reimbursement to retirees of the Town of St. Armand, and

NOW THEREFORE, let it be resolved that the Town of St. Armand's retirees with 25 years of full-time active service and hired prior to January 1, 2017, will be eligible for retiree health reimbursement equal to the lesser amount of the Town's health insurance or the Teamsters health insurance (single, 2-person, or family costs), in effect for that employee at the time of retirement. The dollar amount will remain constant and will not increase as health insurance costs increase.

This Resolution supersedes any and all previous Resolutions regarding Retiree Health Insurance reimbursement and is retroactive to begin January 1, 2017.

Deputy Supervisor D. Joseph Bates duly seconded this Resolution and it was adopted per Roll Call Vote as follows:

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

April 11, 2017

Barbara J. Darrah
St. Armand Town Clerk

MOTION TO PAY MONTHLY BILLS

Deputy Councilperson D. Joseph Bates made the motion to approve payment of this month's bills; the motion was seconded by Councilperson Dean Montroy. All approved. Motion carried.

MONTHLY REPORT FROM THE SUPERVISOR

Supervisor Whitson presented the Monthly Report for March 2017. Councilperson Donald Amell made the motion to accept March's Supervisor's Report. The Motion was seconded by Councilperson Jennifer Fuller. All in favor. Motion carried.

REVIEW AND APPROVAL OF PREVIOUS MINUTES

Councilperson Donald Amell made the Motion to approve the Regular Meeting Minutes of March 21, 2017. The Motion was seconded by Councilperson Jennifer Fuller. All approved. Motion carried.

TOWN CLERK'S MONTHLY REPORT

Town Clerk Barbara Darrah gave the following report for the month of March 2017:

Spayed/Neutered Dog Licenses: 9 for a total of \$63.00

Unspayed/Unneutered Dog Licenses: 1 for total \$14.00

Total Revenue Earned: \$77.00 Paid to Supervisor: \$65.00 Paid to NYS Agriculture & Markets: \$12.00

WATER AND SEWER BILLING MONTHLY REPORT:

Water & Sewer Clerk Barbara Darrah gave the Water & Sewer Receivables Report of \$87,343.99 due for all accounts. This includes April 10th billing of \$64,696.15 and \$22,649.84 due from previous quarter.

OLD BUSINESS

Supervisor Whitson reported he spoke with the Essex County Sheriff regarding the radar speed limit indicator being placed at the edge of Bloomingdale, on Route 3 coming from Vermontville. The Sheriff was agreeable to the request and would wait to hear from Supervisor Whitson as to when placement would take place.

Councilperson Dean Montroy inquired into the status of the Davis assessment law suit and the Rugby law suit. Supervisor Whitson stated the next court date for the Davis law suit is scheduled for Thursday, April 27, 2017. The Rugby law suit is still pending litigation.

NEW BUSINESS

There was no new business.

QUESTIONS

Supervisor Whitson asked those present if there were any other questions or concerns.

Councilperson Dean Montroy asked why a light needed to be installed on the new Kubota tractor. Supervisor Whitson stated the tractor needed a light located higher in order to provide more light.

MOTION TO ADJOURN

Deputy Supervisor D. Joseph Bates made a Motion to adjourn, seconded by Councilperson Dean Montroy. All agreed. Motion carried. The meeting adjourned at 8:13 pm.

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 J. Darrah
St. Armand Town Clerk

Dated: April 11, 2017