

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

*These Meeting Minutes were approved on August 8, 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, Code Enforcement Officer Robert Hammond, Wastewater Superintendent Stanley Ingison, Town Clerk Barbara Darrah and Town Historian Davina Winemiller.

**EXCUSED:**

Highway Superintendent Roger Oliver was excused due to his PERMA disbursement hearing in Star Lake.

**GUESTS:** Sandy Hayes and Devin James.

Notice was posted regarding the date of this meeting.

Supervisor Whitson called the Meeting to order at 6:31 p.m.

Councilperson Jennifer Fuller led the Pledge of Allegiance.

**HIGHWAY DEPARTMENT MONTHLY REPORT**

Supervisor Whitson presented the following report/request on Roger Oliver's behalf to the Town Board. Roger Oliver would like to surplus the 2003 Chevrolet 2500 Heavy Duty Pickup. Reportedly, this truck will not pass NYS Inspection and it would cost more than the truck is worth to bring it up to make it inspection worthy. Jeff Cotter brought up the fact it might still have good tires that could be used on another Highway vehicle, but the rim size would have to match. A Resolution was presented for this request later in the meeting.

**WATER DEPARTMENT MONTHLY REPORT**

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

Town of St. Armand Water Report for the Month of June 2017

1. Installed New Reader - On 6/15/, I installed a new reader at 32 River Road per Barbs request.
2. "Door Knockers Issued" - On 6/19, I put out approximately 40 "Door Knockers" to customers who were late on paying their bills. Many costumers had indicated that checks were in the mail and also many made arrangements with Barb the next day to pay their bills. A Success.
3. Increased Well #5 Run Time - On 6/21, I increased the run time on well #5 by 2 hours to keep up with the increased water usage associated with summertime.
4. Fire Hydrants On Union St. - There were two issues with the Fire Hydrants at the end of Union St. The last hydrant was air locked and I was able to blow that air off and get that hydrant back on line. The other hydrant appears to have a broken coupling or stem nut. That hydrant is out of service. I will take that hydrant apart later in the next week or two and attempt to repair it myself.
5. Coliform Samples - On 6/26, I collected and submitted 3 Coliform samples to Life Science lab. Samples were collected from the Highway Garage, Town Hall and Well #5. All samples came back from the lab Negative.
6. Located Curb Stop on RT #3 - On 6/28, I located the curb stop and water line for Jason Niederbuhl on RT #3. The service line used to provide service to an old garage apartment building on RT #3. Jason is looking into possibly adding a new residence at this location in the near future.
7. Annual Health Department Inspection - On 6/29, the Saranac Lake Health Department conducted an annual inspection of our entire water system. The official report will be provided to the Board when it is completed. They discussed that they would eventually like to see an upgrade to our pumping system coming from the well fields. They would like to eliminate the clear well in the pump house and the

"double pumping system". They would also like to see a cover somehow fabricated over the clear well. We had no violations.

8. Test Ran Generators with no issues for the month.
9. Back flow Preventers - Communicated with Vern James about the Bloomingdale School back flow preventers. Mr. James indicated that they did not have any; however, they are hoping to get some installed on their boilers with upcoming Capital Projects.
10. Meter Reading Checks - I received a list of meter reading checks today from Barb and I'll get these completed in the next two days.\
11. Lead and Copper – I will be conducting the 3-year Lead and Copper testing later this month. There are 10 samples required. The home owners will need to collect the first draw samples. I will instruct the home owners on how to take the samples and I will pick the bottles up the next day and send to the lab.

## CODE ENFORCEMENT OFFICER'S REPORT

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

### STATUS REPORT FOR THE MONTH OF JUNE 2017

Applications Received: 4  
Permit Application Conferences: 0  
Notices of Incomplete Applications: 1  
Building Permits Issued: 3  
Building Permits Pending Due to Payment: 0  
Fees Collected: \$125.00  
Fees Pending: \$0.00  
Site Inspections: 20  
Field Visits: 4  
Notice(s) for Fire Safety / Property Maintenance Inspection(s): 1  
Violation Letter(s): 0 (Certified), 0 (Non-Certified)  
Notice and Order(s): 0 (Non-Certified), 0 (Certified)  
Stop Work Order(s): 0  
Appearance Tickets: 0  
Certificate of Occupancy/Completion: 2  
Temporary Certificate of Occupancy/Completion: 0

### June Highlights

#### Enforcement Action

- 15-SA-14: Gladd, Monroe - 10 School St. - Enforcement Action
  - Building Permit submitted.
  - Incomplete but working on comprehensive response.
- 17-SA-01PM: Dennin, Helen (aka: Absolute Repair)
  - Special thanks to the Town Highway department for posting “No Parking” Signs.
  - Illegal parking has drastically been reduced.
  - Some positive efforts in clean-up
  - Re-Inspection targeted for July 1<sup>st</sup>.
- 17-SA-02PM: Colby, Robert / Sovey, Jenny
  - Re-Inspection on June 21<sup>st</sup> found compliance with Property Maintenance Code.
  - Building Permit requirements reviewed for porch repairs reviewed in detail.

#### Building Permits

- 16-SA-037 / 17-SA-005: Dupree, Patrick - 1437 State Rte. 3 – New Residential Dwelling & On-Site Wastewater Treatment System (OSWT)
  - OSWT installation completed.
  - Work on dwelling progressing – Structural Inspection Punch List Required before Final Inspection.
- 17-SA-009: Witt, Scott / Thurston, Jason, 19 Maple Lane – Repairs, Deck Project and Chimney
  - Deck System installed and Final Inspection completed.
  - Chimney installed by Final Inspection not completed.
  - Smoke Detectors need Final Electrical

- 17-SA-012: Boon, Rebecca - 1644 State Rte 3, Re-Roofing
  - Work complete.
  - Final Inspection made but need Close-Out Inspection with Homeowner.
- 17-SA-014: Reyell, Kurt – 232 Trudeau Road – Deck Project
  - Decking complete.
  - Railing not complete.
- 17-SA-015: Boyle, Kenneth – 794 St Regis Ave. – Alteration – Level II
  - Framing inspection completed.
  - Project progressing towards final.
- 17-SA-016: O’Neil, JP / Niederbuhl, Art – 1650 NYS Rte. 3
  - Work progressed nicely.
  - Work complete.
  - Need Close-out Inspection with Homeowner.
- 17-SA-017: Dufee, Evan/Perryman, Donald – 53 Vista Drive – Porch / Deck System
  - Foundation inspection completed.
  - Final inspection conducted - Concerns with QA/QC
- 17-SA-019: Snickles, Douglas - 35 River Road – Pool Installation
  - Above ground system, installed.
  - Electrical roughed out.
  - Discussed Deck Permit.

## WASTEWATER DEPARTMENT MONTHLY REPORT

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

### Summary of last month’s activities for the July 2017 meeting

- 1) On Sunday June 11, 2017, at 1:22:55 pm, our SCADA systems all went down while Lake Placid lost its power with a power surge. Our system tried to start back-up pumps and blowers all of which tripped off. Without the pumps, the Pretreatment building started to flood. I was away from home and didn’t get the alarm call until 8 hours later. Craig Catalano reported he was where his phone was out of service and the alarm never went to Supervisor Whitson’s for some reason. I arrived on site just before any wastewater started to spill out of the system but the control room did flood around 4 feet deep covering two electric motors and one gas detector. This did a minimum of \$2,230 in damage without even adding all the man hours as we don’t have all the systems back up and running yet.
- 2) We are continuing with our mandated DEC Inspection and Maintenance work on the collection system. The highway crew and I worked on un-seizing three manhole covers, #22, #23 and #24 on East Main St. so NYRWA and I could camera-check the lines. I also cut out pavement from over Manhole #35 on River Road so camera work could be done on that area also. I got the Saranac Lake wastewater crew to help us get the lines cleaned out with their jetting/vacuum truck so we could get the camera through. We will need to come back again after we dig up and raise Manhole #33 back up to grade as the home owner had filled it over.
- 3) I still haven’t found anyone who knows what the issue is with the SCADA system trends charts loading speeds. I hope we can get it fixed as it takes much time to scroll through the charts.
- 4) The thermostat for the blower room vent did come in but after I installed it the vent motor still trips off just as much as it did, but now it can be restarted without a long wait. I will talk more with Jennifer Weeks about it.
- 5) We did get the influent screen refit work done after the flooding of the Pre-treatment processing room was partly cleaned up but we haven’t gotten the grit system back into operation yet. We did also get the jar testing done and with the help of Surpass Chemical Company, did find a coagulant polymer mix that looks like it will do phosphorus and algae removal. I have Andy coming in tomorrow to do more work on trying to get the grit system back into operation.
- 6) We continue to have issues with the Tyco Simplex Grinnell people and had to get another alarm call removed from their system which they supposedly did but they came back saying we owe them more money for leaving their system.

- 7) I did rebuild manhole # D6a on Maple St. to get it leveled with the road so they could do a new top coat on the road soon. Supervisor Whitson did find manhole #D6 for me and we will install a riser on that one, along with a riser on MH #D5 for the top coat work also.
- 8) We continue to work with the Spectrum people toward getting switched over to them for our internet and phone service. I continue having trouble using the Verizon internet services including email making it very difficult to get my work accomplished.
- 9) With the latest rain storms, we hit a new high-flow in the low 90,000's which is pushing us close to breaking our SPDES limits, not only for our flow and phosphorus but also our BOD limit.
- 10) Our new truck arrived and Charles is working on getting it insured and registered with the DMV for use. The Highway department is setting up to have the signage, radio and plow lighting installed on it.

Councilperson Donald Amell began a discussion regarding all of the Pre-treatment and Wastewater Treatment issues listed in Stan's report. Specifically, Councilperson Donald Amell asked what is being done about getting these issues fixed before something more serious and costly occurs? Superintendent Ingison replied that the SCADA system representative, Andy, was coming to look at the system on July 12, 2017, tomorrow, to see why the grit pump will not re-start. Apparently there is a reading that it is a ground fault issues. Superintendent Ingison continued that AES, Jennifer Weeks and Todd did respond to the buildings on June 13, 2017, to set the screen correctly, as there was a leak by the screen. He was told to let the two motors dry out first (from the flooding) and Core Climate did come in to fix the sensors. Superintendent Ingison stated he has tried to start the motors, and they ran for a week but then overheated. He reported he has tried to call Todd four times in that last two weeks, but Todd has not returned his calls. Supervisor Whitson interjected that Todd left AES some months ago and now works for the County. Supervisor Whitson stated he himself will try and get a hold of Todd at the County level.

Town Historian Davina Winemiller asked if Stan Ingison ever received a User's Manual for the SCADA system, and stated that certainly a User's Manual must have been supplied at the time of installation. Councilperson Donald Amell asked what agency do they as a Town Board need to seek answers from: DEC, AES, who? It was determined through discussion that AES was the engineering firm and they should be the ones to assist in correcting these issues. Councilperson Amell then asked if any money was still owed to AES or have they been paid in full? Supervisor Whitson stated he thought approximately \$8,000 was still owed to AES. Supervisor Whitson continued to say that AES will help us because of our \$600,000 and \$400,000 grants and future projects. Supervisor Whitson also stated he would speak with someone from EFC.

Another question asked from the Board members was why did the Aqualogics' alarm communications fail to reach Supervisor Whitson, since it did not get responses from either Stanley Ingison or Craig Catalano, respectively, and he was the third contact party in line. Councilperson Don Bates asked to have the history of those June 11, 2017, alarm calls traced to get down to the bottom of that failure and why they didn't work. At that point, Supervisor Whitson asked Stan Ingison if Adirondack Alarm is receiving our weekly or bi-weekly tests?

Supervisor Whitson also asked Stan Ingison to make a list of everything that is not working and did a recap of the entire discussion with the Board members. He stated if the pumps are not working we need to get them fixed. If the gas sensor, which senses the hydrogen sulfide concentration in the building, is also not working, we need to get it fixed. Andy is coming tomorrow to figure out what exactly is wrong with the blower motors and grid system, and we need to go ahead and fix it. Supervisor Whitson confirmed he would arrange a meeting and will contact Jennifer Weeks, Lead Engineer, to see what recourse the Town has.

Town Clerk Barbara Darrah asked if the cost of repairing the Wastewater Pre-treatment Plant and Treatment Plant equipment could be submitted as a claim under our Town insurance coverage due to the fact it was an electrical power surge from Lake Placid that seemed to have caused the damage. The Town Board members agreed this avenue should definitely be pursued so the Town is not faced with bearing the cost of repair/replacement of the equipment. Supervisor Whitson stated he would contact our local agent, Ayres Insurance, in the next few days.

#### RESOLUTIONS #33 - #34 of 2017:

**RESOLUTION #33 of 2017 – ADDENDUM TO TOWN OF ST. ARMAND WATER AND SEWER REGULATIONS POLICY UPDATED JANUARY 1, 2017 AND ALL OTHER PREVIOUS VERSIONS REGARDING BILLING ADJUSTMENTS FOR SWIMMING POOL FILLS IN THE TOWN OF ST. ARMAND WATER AND SEWER DISTRICT.**

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

WHEREAS, the Town of St. Armand's existing Water and Sewer Regulations updated on January 1, 2017, and all previous version updates of the Water and Sewer Regulations do not contain the Town of St. Armand's policy on billing adjustments for Water and Sewer customers who fill their swimming pools, and

WHEREAS, the past and current practice has been the customer will be charged for the Water gallon usage in filling their swimming pool, however will not be charged Sewer gallon usage for those gallons, and

WHEREAS, the customer must submit a letter in writing to the Water and Sewer Clerk, indicating their meter reading immediately before the pool fill and the meter reading immediately after the pool fill in order for accurate recording of pool fill gallon usage, and

THEREFORE, let it be resolved that the Water and Sewer bill for such customers will be adjusted accordingly, by reducing the Sewer gallon usage in the amount of gallons used for the pool fill only during the months of May, June, July, and August, provided the Water and Sewer clerk receives written notice from the customer within that time frame.

Councilperson Jennifer Fuller seconded this resolution and it was adopted 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

July 11, 2017

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Barbara J. Darrah, Town Clerk

RESOLUTION #34 of 2017 – SURPLUS OF WATER & SEWER TRUCK

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

WHEREAS, the Town Board of the Town of St. Armand agrees that the Water and Sewer Vehicle, a 2003 Chevrolet 2500 Heavy Duty Pickup has passed its useful life, and

WHEREAS, the Town Board agrees that this vehicle will not pass inspection and repairs to such vehicle would not be cost effective, and

THEREFORE, LET IT BE RESOLVED that the 2003 Chevrolet 2500 Heavy Duty Pickup, Water and Sewer Vehicle shall be considered Surplus Equipment and Supervisor Charles Whitson may sell this piece of equipment, and it shall then be removed from the inventory list and the monies acquired shall be deposited in the Water and Sewer Fund Account.

This Resolution was seconded by Deputy Supervisor D. Joseph Bates and adopted by 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

Dated: July 11, 2017

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Barbara J. Darrah  
St. Armand Town Clerk

MOTION TO PAY MONTHLY BILLS

July’s payment abstracts were presented for the Board’s approval as follows: General Vouchers #171 - #200 in the amount of \$11,766.43, Trust and Agency Voucher #2 in the amount of \$2.50, Highway Vouchers #135 - #152

in the amount of \$60,585.99, Water and Sewer Vouchers #93 - #105 in the amount of \$12,527.60, Sewer Project Voucher #9 in the amount of \$20,000, and CDBG Housing Project Voucher #4 in the amount of \$26,010.03. Supervisor Whitson called for a Roll Call Vote to approve payment of the monthly bills. Councilperson Donald Amell made the motion to approve payment of this month's bills; the motion was seconded by Councilperson Dean Montroy. Roll Call Vote as follows:

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

All approved. Motion carried.

#### MONTHLY REPORT FROM THE SUPERVISOR

Supervisor Whitson presented the Monthly Report for June 2017. Deputy Supervisor D. Joseph Bates made the motion to accept June'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 June 13, 2017. The Motion was seconded by Deputy Supervisor D. Joseph Bates. All approved. Motion carried.

#### TOWN CLERK'S MONTHLY REPORT

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

Spayed/Neutered Dog Licenses: 5 for a total of \$35.00  
Unspayed/Unneutered Dog Licenses: 1 male for a total of \$14.00  
Certified Death Certificate: 5 Certified Copies for Barbara Rexillius for a total of \$50.00

Total Revenue Earned: \$99.00    Paid to Supervisor: \$91.00    Paid to NYS Agriculture & Markets: \$8.00

#### WATER AND SEWER BILLING MONTHLY REPORT:

Water & Sewer Clerk Barbara Darrah gave the Water & Sewer Receivables Report of \$27,729.80 due for all accounts. Current Age \$15,556.43, Over 30 days \$11,965.78 and over 60 days \$207.59. As discussed in June's meeting, a report of all outstanding balances was presented to the Board members at this time. Twelve customers came in after they received disconnection notices from the Water Superintendent and paid a total of \$12,172.98 for past due amounts. A discussion ensued in the determination of which customer would have water service locked out and a decision was made. The Water and Sewer Clerk will notify the Water Superintendent as to the customer to be locked out from water service via lock box.

#### OLD BUSINESS

Councilperson Dean Montroy asked if Robert Sweet's property was going up for taxes owed. Supervisor Whitson reported the county prepared a listing of properties that are being offered for sale.

Charles Whitson reported that the Davis property sold for \$495,000.

Councilperson Dean Montroy asked if work on the cemetery had begun yet. Supervisor Whitson reported that yes, it had, and described what work has been done, specifically the stone wall. Supervisor Whitson also reported speaking with Jeff Black, the homeowner bordering the cemetery, about being sure to watch the pond level so it did not flood the cemetery.

#### NEW BUSINESS

Councilperson Dean Montroy asked if the corner apartment building had a demolition permit, as there appeared to be activity on that site. CEO Robert Hammond stated he will put his card in the entrance door with a note to seek his assistance in this matter.

Councilperson Dean Montroy reported he received a complaint from a grandmother there were chickens running around the ball field while her grandchild was trying to play on the playground. Councilperson Montroy suggested she attend a Town Board meeting and address the board of the matter. He stated this is a residential community, not a farm community, and there must be specific protocol to address these situations. It falls under the nuisance ordinance.

#### QUESTIONS

Supervisor Whitson asked those present if there were any other questions or concerns. There were none. As a point of interest topic, Sandy Hayes brought and shared copies of the Adirondack Daily Enterprise article about gathering support for Saranac Lake to become its own township. There was no further discussion.

#### MOTION TO ADJOURN

Deputy Supervisor D. Joseph Bates made the Motion to adjourn the Regular Board Meeting. The Motion was seconded by Councilperson Dean Montroy. The Regular Board Meeting adjourned at 8:59 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.

Dated: July 11, 2017

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Barbara J. Darrah  
St. Armand Town Clerk