

Town of St. Armand
Regular Board Meeting
Tuesday, January 9, 2018
6:30 PM

These minutes were approved on February 13, 2018.

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

A quorum of the Board was in attendance.

TOWN EMPLOYEES PRESENT:

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

GUESTS: Tim Riley of Home Energy Services, Sandy Hayes, Devin James, and Bill Chaisson of the Adirondack Daily Enterprise

Notice was posted regarding the date of this meeting.

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

Supervisor Montroy led the Pledge of Allegiance.

GUEST PRESENTATION

Tim Riley, co-owner of Home Energy Services, asked if said company could be included in the bidding practice on energy products used by the town. He stated their company would like to be given an opportunity to be considered and they do have employees that live in the town. He emphasized he was not suggesting we are not currently getting the best price but that Home Energy offered propane, diesel, gas and kerosene, along with 24-hour emergency services, but perhaps they could be considered in the following year.

Supervisor Montroy stated when speaking with others from Essex County, they were quite surprised that our town did not put out bids for energy products each year. He continued that all the products did not have to be under one umbrella bid, but each product could be selected by the lowest price. It was determined that Dean would get the figures from the town's accountant for what we have spent last year.

HIGHWAY DEPARTMENT MONTHLY REPORT

Deputy Superintendent Douglas Snickles reported all the highway department was busy snowplowing and keeping the sidewalks and fire hydrants clear of snow. Dean Montroy met with Ayres Insurance Rob Reyell, regarding all the Town highway vehicles for insurance coverage purposes. A new requirement is the plow trucks need a power shut-off disconnect switch installed in all three trucks. Doug stated he would call the County to schedule installation of the switches. The Highway crew will be checking all street drains tomorrow in preparation of the forecasted rain. Lastly, Doug reported Christopher Willette needs a full physical to get his CDL permit.

WATER DEPARTMENT MONTHLY REPORT

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

Town of St. Armand Water Report for 1/9/18 Board Meeting

1. Increased Water Consumption - There has been an increase of water consumption due to cold weather and customers running their water to prevent freeze-ups. The increase has averaged about 10,000 per day. Some of this increase is due to the ice rink flooding also.
2. Meter Reading at Barb's Request - On 12/14/17, I recorded a meter reading for Barb at 12 Cassavaugh as the house has sold.
3. Monthly Coliform Sample Taken - I sent in coliform samples from the Town Hall and Youth Center; both samples came back from the lab as negative.
4. Leak at Mt. View Trailer Park - It was reported to me that water was coming out of the road at Mt. View Trailer Park. I investigated and found water boiling out of the ground in the middle of the road which appeared to be coming from the trailer park main line. I spoke with "Larry" and he confirmed that the leak was coming from the trailer park main line. He contacted the owner Mr. Decker and they were going to schedule the repair after the extreme cold temperatures.
5. Freeze-Up Reported - On 12/28/17, Barb reported that there was a freeze-up at the Clark residence at Alpine Way. The owner was able to isolate the leak and it address it on her own.
6. Normans Store Curb Stop Shutoff - On 1/3/18, Dean instructed me to shut off the water to Normans Store as the owner was going to turn off the heat to the building. I met with Arty and Tommy after locating the curb stop shutoff and the curb stop would not turn off. I instructed Arty to drain the building and apply a good heat tape to the line in the basement.
7. Another Freeze-up - On 1/4/18, I received a call from Dennis Ross that water was blowing from under his trailer on 8 Roosevelt. I instructed him to shut the valve in front of the leaking meter and to contact a plumber. I advised him on how to replace the meter and to replace the freeze-up plate underneath the meter if he could to save on the cost of buying a new meter.
8. Rock Ledge Blow-off Frozen - On 1/5/18, I went up to Rock Ledge to open the blow-off I installed to prevent the water main from freezing. I open the curb stop and no water came out - Frozen. I loaded a steam generator into my truck along with a portable generator and 350' of garden hose. I was able to get water from a Rock Ledge resident garage and steam jet the blow-off to get water flowing. I left the blow-off open.
9. Another Freeze-up - On 1/5/18, Barb reported that 35 Main St. residence was unoccupied and completely froze up. They tried to shut the main shutoff in the basement, however that was also frozen. I located the curb stop under the drive way and used a pick ax to chop out the frozen crusher run gravel 6" under the driveway and the shutoff worked.
10. Another Freeze-up - On Saturday, 6/18, I received a call from Jodi Collins of 3 Academy about a freeze-up under her trailer. She wanted me to shut off the curb stop to stop the leak and I informed her that I did not have the locations of the trailer park shut-offs on my maps. I asked her if she contacted the owner of the park and she said she did, however she was told it was her problem. I spoke with Jodie's boyfriend and he was able to isolate the leak with a valve ahead of the leak.
11. Ice Rink Flooding - On 1/8/18 I talked to Josh Woodruff and asked him to hold off on flooding the ice rink for a few days until I can get the Stand Pipe Reservoir level back up (Down 6'). I increased well #5 run times twice over the weekend and I continue to lose level in the Stand Pipe due to Leak in trailer park main, people running their water to prevent freezing and the ice rink flooding. Josh agreed to stop flooding until I give the go ahead to resume flooding.
12. Clear Well Pump Intake Issue - On 1/8/18, I noticed the pressure fluctuating when clear well pump #1 was filling the Stand Pipe. I looked into the Clear Well and noticed that carbuncles have formed around the pump intake causing what I believe to be the problem. I will have to either drain the clear well to clean the screen or try a brush on a stick.

Jeff mentioned if the two ice rinks used for the Winter Carnival tournaments could be kept to hockey rink size, as there has been increased water consumption when flooding of the ice rink occurs.

CODE ENFORCEMENT OFFICER'S MONTHLY REPORT

STATUS REPORT FOR THE MONTH OF DECEMBER 2017

Applications Received: 3
 Permit Application Conferences: 1
 Notices of Incomplete Applications: 1
 Building Permits Issued: 3
 Building Permits Applications Pending Due to Payment: 1*
 (*17-SA-043: \$80.00)
 Fees Collected: \$150.00
 Fees to be Determined: 0
 Site Inspections: 3
 Field Visits: 1
 Notice(s) for Fire Safety / Property Maintenance Inspection(s): 1
 Violation Notice(s) / Order to Remedy: 0 (Certified), 0 (Non-Certified)
 Notice and Order(s): 2 (Certified)

Stop Work Order(s): 0
Appearance Tickets:
Certificate of Occupancy/Completion: 8
Temporary Certificate of Occupancy/Completion: 2
Record Search: 0

December Highlights

Enforcement Actions

- 17-SA-001PM: Dennin, Greg (aka: Absolute Repair) – 1653 NYS Route 3 - Enforcement Action
 - Appearance Tickets drafted for new CEO to issue.
 - Service needs to be by third party
- 17-SA-002: Kanze, Edward & Debbie / Witt, Scott, 80 Moose Lane, (Housing Assistance Program of Essex County) – Enforcement Action
 - Verbally approved foundation design.
 - No formal submission as of 31 December 2017.
- 17-SA-007PM: Reynolds, Gene, 788 St Regis – Property Maintenance Violations
 - Mr. Reynolds called and discussed situation.
 - Notified that he has a Restraining Order from accessing property.
 - Order and Notice issued.
- 16-SA-015: Gregware, Scott and Gretchen, 407 Bloomingdale Ave – Occupancy without CO.
 - No response to Order to Remedy.
 - Order and Notice issued.
- 16-SA-034: Kasson, Joy & Matt - 1225 State Rte. 3 – Enforcement Action
 - Homeowner continues to communicate with this Office.
 - Anxious to bring to conclusions due to interest in selling home.
 - Soliciting estimates for corrections on advice of counsel.

New Building Permits and Applications

- 17-SA-042: Syrup, Sue, 153 River Road – Wood burning fireplace stove with chimney
 - Work started and completed on same day by North County Chimney Service, LLC
- 17-SA-043: Ross, Mia, 16 Mt. Pisgah Lane – Storage Shed
 - Storage Structure is fabricated off-site and delivered to property.
 - Notification day before delivery.
- 17-SA-044: Hill, Michelle/Apex Solar, 13 Meadow Road - Roof Mounted Solar Panels
 - Permit issued, work postponed until spring.

Existing Building Permits

- 17-SA-036: Bordeau, Matthew 26 Matthew Way - Manufactured Homes and Buried Utilities.
 - No CO to date.
- 17-SA-037: Filsinger, David / Apex Solar, 175 River Road – Roof Mounted Solar Panels
 - Engineers Certification received.
 - CO Issued.
- 17-SA-040: Hill, Michelle, 13 Meadow Drive, Saranac Lake – Alterations Level 1
 - Permit issued for electrical and general renovations.
 - Work started then paused due to funding.

Fire Reports

- 17-SA-0: 34 Cantwell Lane – Chimney Fire
 - Saranac Lake Fire Department Responded.
 - Site Visit made, could not inspect chimney due to height restrictions.
 - Required Inspection / Approval of professional chimney sweep required for Certificate of Operation.

CEO Year End Report for 2017 Prepared: 08 January 2018

Building Permits for 2017: 38
(5 Applications were not issued Permits in 2017)
Building Permits Issued 2016: 46

Building Permit Fees Waived 2017: 0
Renewal(s): 1
Demolition Permits: 1
Fees Collected 2017: \$2,154.80
Fees Collected 2016: \$4,539.00
Certificate of Occupancy/Completion: 34
Temporary Certificate of Occupancy: 3
Certificate of Occupancy/Completion: 18 (2016)
Temporary Certificate of Occupancy: 6 (2016)
Structure Fire(s): 0
Chimney Fire(s): 1
Unsafe Structure/Enforcement Inspection(s): 11
Stop Work Orders: 3
Safety Inspection(s): 0

WASTEWATER DEPARTMENT MONTHLY REPORT

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

Summary of last month's activities for the January 2018 meeting

- 1) Todd Hodgson (from Essex County) did come and work with me on the clarifier wet well flushing valve. He didn't think that the company had done anything to correct the problem when we sent it to them. We pulled the pump and removed the valve and he took it to try and get parts to correct the problem.
- 2) I found that the #1 diffuser manifold air line had come loose from the #3 main line in lagoon #1 a week earlier but it was too cold (-10F) to be able to correct the problem throughout the week. When I had Todd as a spotter and it was up above zero degrees I went out in the boat and pulled the manifold up into the boat and re-attached it, then re-deployed it back into service.
- 3) We had a fire sensor in the lab room drop ceiling set off an alarm and nicely Adirondack Alarm (our new provider) called us to check before calling the fire department (which the last provider never did) to see if we needed them. It was a false alarm caused by water in the sensor which I am still working on finding the cause. I am thinking it must be condensation but do not understand the cause yet. This morning I arrived to a trouble alarm for (I believe the same sensor) but haven't found what the trouble is yet.
- 4) Well now that our solar panel monitoring web site is back up and running, we have been hit with extended times of being snow covered and producing very little electrical power. It appears like when it is very cold the snow sticks to the panels and does not slide off even on sunny days.
- 5) I finally got a polymer/coagulant mix that seems to be doing what we need with removing algae growth and Phosphorus from the lagoon effluent in the clarifiers before being discharged to the brook so we can meet our SPDES permit requirements.
- 6) The lap top computer that Core Climate Systems lent us after our tablet stopped working has also quit working so I can't get the temperature gauge reset. We now need to get a lap top in order to operate the Pre-treatment building (PTB) Core Climate system.
- 7) We got quotes for the PTB Core Climate System battery backup last September for \$497.40 and the PTB gas sensors calibration kit for \$1,721.75. This totals \$2219.15 and includes labor and parts to install the battery backup and calibration of the Methane sensor that got knocked out of calibration by the power surge last year. As the new lap top will need to be programmed into the system it would probably be the most cost effective to have all these items done at once.
- 8) We just had our annual DEC plant inspection done last week and a few of the items that came up were getting set up to have the plant flow meter and the Dissolved Oxygen (DO) meter calibrated annually. They also want us to get a portable DO meter to do testing in the lagoons and the influent chamber. We did have a portable meter with the old plant which needed replacing but they replaced it with the fixed meter for the new plant. I will need to price that out.
- 9) We will need to purchase some more Surfloc B-1110 polymer/coagulant mix soon. I am thinking we should buy at least one shipment from CleanWaters inc. who helped us with the research to find a product that would work for us before looking for the lowest bidder.

Supervisor Dean Montroy reported he called AES and asked when our O&M manual would be updated and sent to us. AES responded the woman who is handling that task at AES is out on maternity leave. Councilperson Donald Amell stated there appears to be non-existent training. Supervisor Montroy stated he is meeting with AES on Thursday, January 18th. Jennifer Weeks is the lead engineer and she is the person on maternity leave.

Supervisor Montroy also reported to the Board that Hulbert Supply carries the type of polymer needed for the Wastewater Treatment Plant and it was priced less than Cleanwaters. An order was placed for one container to make sure it worked before we ordered more., but in order to get the price down, we need to order four drums

at a time. Supervisor Montroy stated he could call around and he will get the Specs for a legal bid process. Deputy Supervisor Bates stated he will check on prices with an industrial company he knows of.

Wastewater Superintendent Stanley Ingison reported the laptop that Core Climate gave him is no longer working. He talked to Core Climate to find out what requirements are needed for a new computer, stating he needs a new computer as soon as possible. Supervisor Montroy instructed Stan to get the required specs and he would shop around for a computer. Supervisor Montroy asked the Board if they wanted him to forward the information to them and they replied no. Stan reported the purchase of the battery back-up was waiting for the 2018 budget to be in effect.

Lastly, Stan reported the annual DEC inspection had taken place and there was a checklist provided. Stan stated he would get back to the Board with the specified items in her report.

RESOLUTIONS # 1 - # 16 of 2018:

RESOLUTION # 1 OF 2018 SUPERVISOR’S APPOINTMENTS

Deputy Supervisor D. Joseph Bates, who moved its adoption, offered the following Resolution:

BE IT RESOLVED, that Supervisor Dean Montroy has made the following appointments for the year 2018:

- | | |
|-----------------------------------|--|
| DEPUTY SUPERVISOR: | - Jennifer Fuller |
| HIGHWAY COMMITTEE: | - Jennifer Fuller & Dean Montroy |
| WATER & SEWER COMMITTEE: | - Dean Montroy & D. Joseph Bates |
| YOUTH RECREATION COMMITTEE: | - Dean Montroy, Donald Amell,
D. Joseph Bates, Gail Bombard |
| TRI-LAKES FIRE ADVISORY BOARD: | - Jennifer Fuller & Donald Amell |
| BOARD OF ASSESSMENT & REVIEW: | - Diane Chase, Stan Ingison,
Devin James, Ernest Hough |
| REGISTRAR of VITAL RECORDS | - Barbara J. Darrah |
| WATER & SEWER CLERK | - Barbara J. Darrah |
| DEPUTY TOWN CLERK | - Davina Winemiller |
| DEPUTY REGISTRAR OF VITAL RECORDS | - Davina Winemiller |
| TOWN HISTORIAN | - Davina Winemiller |

This Resolution was duly seconded by Councilperson Jennifer Fuller and adopted by Roll Call vote as follows:

- | | |
|-----------------------------------|--------|
| Supervisor, Dean Montroy | AYE |
| Deputy Supervisor D. Joseph Bates | AYE |
| Councilperson Jennifer Fuller | AYE |
| Councilperson Donald Amell | AYE |
| Councilperson | VACANT |

Dated: January 9, 2018

Barbara J. Darrah
St. Armand Town Clerk

RESOLUTION # 2 of 2018 DESIGNATING APPOINTMENTS

Councilperson Jennifer Fuller, who moved its adoption, offered the following Resolution:

BE IT RESOLVED, that the following Supervisor’s appointments for 2018 have been proposed and accepted, retroactive January 1, 2018 until December 31, 2018.

Designating appointments are:

- | | |
|------------------------|-------------------|
| ATTORNEYS FOR THE TOWN | - Matthew Norfolk |
| | - Nathan Race |
| | - Dan Manning |

CODE ENFORCEMENT OFFICER - Joseph Amell
YOUTH COMMISSION SUPERVISOR - Gail Bombard
DEPUTY HIGHWAY SUPERINTENDENT - Keith Bordeau
HEALTH OFFICER - Raymond Scollins

This Resolution was duly seconded by Deputy Supervisor D. Joseph Bates and adopted by Roll Call vote as follows:

Supervisor, Dean Montroy	AYE
Deputy Supervisor D. Joseph Bates	AYE
Councilperson Jennifer Fuller	AYE
Councilperson Donald Amell	AYE
Councilperson	VACANT

Dated January 9, 2018

Barbara J. Darrah
St. Armand Town Clerk

RESOLUTION # 3 OF 2018 DESIGNATING OFFICIAL BANKS

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

BE IT RESOLVED, that the following banks are designated to be the official banks to deposit money for the Town of St. Armand during the year 2018:

NBT Bank and Community Bank

This Resolution was duly seconded by Councilperson Jennifer Fuller and was adopted by Roll Call vote as follows:

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

Dated: January 9, 2018

Barbara J. Darrah
St. Armand Town Clerk

RESOLUTION # 4 OF 2018 DESIGNATION OF OFFICIAL NEWSPAPER

Councilperson Jennifer Fuller, who moved its adoption, offered the following Resolution:

BE IT RESOLVED, that the official newspaper for the Town of St. Armand for advertising and Public Notices in 2018 shall be the Adirondack Daily Enterprise.

This Resolution was duly seconded by Councilperson Donald Amell and adopted by Roll Call vote as follows:

Supervisor, Dean Montroy	AYE
Deputy Supervisor D. Joseph Bates	AYE
Councilperson, Jennifer Fuller	AYE
Councilperson Donald Amell	AYE
Councilperson	VACANT

Dated: January 9, 2018

Barbara J. Darrah
St. Armand Town Clerk

RESOLUTION #5 OF 2018

TOWN OF ST. ARMAND
OFFICIAL WEBSITE DOMAIN
GRAPHICS CONNECTIONS, INC

Deputy Supervisor D. Joseph Bates, who moved its adoption, offered the following Resolution.

WHEREAS by Resolution of the St. Armand Town Board hereby duly authorizes Town Supervisor Dean Montroy to execute the Contract with GRAPHICS CONNECTIONS, INC. for the purpose of continued leasing of the Town of St. Armand website domain for January 1, 2018 – December 31, 2018.

This Resolution was duly seconded by Councilperson Jennifer Fuller and adopted by Roll Call vote as follows:

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

Dated: January 9, 2018

Barbara J. Darrah
St. Armand Town Clerk

RESOLUTION # 6 OF 2018

OFFICIAL MILEAGE ALLOWANCE

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

BE IT RESOLVED, that the Town Officials be compensated at \$0.545 per mile for the use of their personal vehicles in the performance of their official duties from January 1, 2018 until December 31, 2018. This change is due to the increase of mileage compensation at the County level.

This Resolution was duly seconded by Deputy Supervisor D. Joseph Bates and adopted by Roll Call vote as follows:

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

Dated: January 9, 2018

Barbara J. Darrah
St. Armand Town Clerk

RESOLUTION # 7 OF 2018

LEASE OF POLL SITE

Deputy Supervisor D. Joseph Bates, who moved its adoption, offered the following Resolution:

WHEREAS by Resolution of the St. Armand Town Board hereby duly authorizes Town Supervisor Dean Montroy to execute the Contract with the Essex County Board of Elections for the purpose of leasing the Town Hall as a poll site, in consideration of \$1.00 per election event, for the calendar year 2018.

This Resolution was duly seconded by Councilperson Jennifer Fuller and adopted by Roll Call vote as follows:

Supervisor Dean Montroy	AYE
Deputy Supervisor D. Joseph Bates	AYE
Councilperson Jennifer Fuller	AYE

Councilperson Donald Amell
Councilperson

AYE
VACANT

Dated: January 9, 2018

Barbara J. Darrah
St. Armand Town Clerk

RESOLUTION # 8 of 2018

NORTH COUNTRY LIFE FLIGHT
CONTRACT

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

WHEREAS by Resolution of the Town of St. Armand, the Town Board hereby duly authorizes Supervisor Dean Montroy to execute the Contract agreement with North Country Life Flight, for services to begin January 1, 2018 through December 31, 2018.

THEREFORE, BE IT RESOLVED that the sum of \$500.00 for such 2018 contract is to be paid to North Country Life Flight no later than March 1, 2018.

Councilperson Jennifer Fuller duly seconded this Resolution and it was adopted by Roll Call vote as follows:

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

Dated: January 9, 2018

Barbara J. Darrah
St. Armand Town Clerk

RESOLUTION # 9 of 2018

ACKNOWLEDGEMENT OF AUDIT
CONDUCTED ON TOWN JUSTICE
FUNDS AND RECORDS

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

WHEREAS, The Uniform Justice Court Act requires that the town and village justices annually provide their court records and dockets to their respective town and village auditing boards, and that such records then be examined or audited and that fact be entered into the minutes of the board's proceedings, and

WHEREAS, the Unified Court System's Action Plan for the Justice Courts includes initiatives to improve accountability and controls over Justice Court finances and records, and

WHEREAS, among the initiatives is increased monitoring of town and village board compliance with Section 2019-a,

THEREFORE, BE IT RESOLVED, that the Town Board acknowledges an audit of the Justice Court Fund for the Town of St. Armand was completed during the month of December, 2017 and

BE IT FURTHER RESOLVED, that no issues or discrepancies were found.

This Resolution was duly seconded by Deputy Supervisor D. Joseph Bates and adopted by Roll Call vote as follows:

Supervisor Dean Montroy	AYE
Deputy Supervisor, D. Joseph Bates	AYE

Councilperson Jennifer Fuller	AYE
Councilperson Donald Amell	AYE
Councilperson	VACANT

Dated: January 9, 2018

Barbara J. Darrah
St. Armand Town Clerk

RESOLUTION # 10 of 2018

TOWN OF ST. ARMAND
AUTHORIZATION FOR SIGNATURES
FOR ACCOUNTS HELD AT NBT BANK

Deputy Supervisor D. Joseph Bates, who moved its adoption, offered the following Resolution:

WHEREAS, The Town of St. Armand checking and saving accounts held with NBT Bank, 209 Lake Flower Avenue, Saranac Lake, NY, and

WHEREAS, the Town Supervisor Charles Whitson, Jr. has retired effective December 31, 2017, and

WHEREAS, the newly elected Town Supervisor, Dean Montroy, was sworn in effective January 3, 2018,

THEREFORE, BE IT RESOLVED, that the Town Board acknowledges and hereby authorizes Dean Montroy, Town Supervisor, to have signature authorization for Checking and Savings accounts at NBT BANK effective immediately,

AND BE IT FURTHER RESOLVED, Councilperson Jennifer Fuller, is designated to have secondary signature authorization when required.

This Resolution was duly seconded by Councilperson Donald Amell and adopted by Roll Call vote as follows:

Supervisor Dean Montroy	AYE
Deputy Supervisor, D. Joseph Bates	AYE
Councilperson Jennifer Fuller	AYE
Councilperson Donald Amell	AYE
Councilperson	VACANT

Dated: January 9, 2018

Barbara J. Darrah
St. Armand Town Clerk

RESOLUTION # 11 of 2018

TOWN OF ST. ARMAND
AUTHORIZATION FOR SIGNATURES
FOR BANK ACCOUNTS HELD AT
COMMUNITY BANK, SARANAC LAKE, NY

Deputy Supervisor D. Joseph Bates, who moved its adoption, offered the following Resolution:

WHEREAS, The Town of St. Armand checking accounts held at Community Bank, 46 Broadway, Saranac Lake, NY, and

WHEREAS, the Town Supervisor Charles Whitson, Jr. has retired effective December 31, 2017, and

WHEREAS, the newly elected Town Supervisor, Dean Montroy, was sworn in effective January 3, 2018,

THEREFORE, BE IT RESOLVED, that the Town Board acknowledges and hereby authorizes

Dean Montroy, Town Supervisor, to have signature authorization for Checking accounts at COMMUNITY BANK effective immediately,

AND BE IT FURTHER RESOLVED, Councilperson Jennifer Fuller is designated to have secondary signature authorization when required.

This Resolution was duly seconded by Councilperson Donald Amell and adopted by Roll Call vote as follows:

Supervisor Dean Montroy	AYE
Deputy Supervisor, D. Joseph Bates	AYE
Councilperson Jennifer Fuller	AYE
Councilperson Donald Amell	AYE
Councilperson	VACANT

Dated: January 9, 2018

Barbara J. Darrah
St. Armand Town Clerk

RESOLUTION #12 of 2018

TOWN OF ST. ARMAND AND
ADIRONDACK REGIONAL AIRPORT
2018 CONTRACT

Deputy Supervisor D. Joseph Bates, who moved its adoption, offered the following Resolution:

WHEREAS by Resolution of the Town of St. Armand, the Town Board hereby duly authorizes Dean Montroy to execute the Contract agreement with Adirondack Regional Airport for services to begin January 1, 2018 to December 31, 2018, and

THEREFORE BE IT RESOLVED THAT, the total sum of \$2500.00 for such 2018 contract is to be paid to the Adirondack Regional Airport no later than February 1, 2018.

This Resolution was duly seconded by Councilperson Jennifer Fuller and it was adopted by Roll Call vote as follows:

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

Dated: January 9, 2018

Barbara J. Darrah
St. Armand Town Clerk

RESOLUTION # 13 of 2018

COUNTY YOUTH COMMISSION/PLANNING
COMMITTEE TOWN OF ST. ARMAND
REPRESENTATIVE

Councilperson Jennifer Fuller, who moved its adoption, offered the following Resolution:

WHEREAS, The New York State Office Of Children and Family Services Executive Law 420, Article 16, requires the yearly appointment/reappointment of a person to act as a representative on the County Youth Board/Planning Committee take place, and

WHEREAS, also in Executive Law 420, Article 15, a municipality receiving office of Children and Family Services Funds must appoint a Youth Commission,

NOW THEREFORE, BE IT RESOLVED, that the Town of St. Armand appoints

Town Supervisor Dean Montroy

To act as the Official Representative for the Town of St. Armand on the Essex County Youth Board/Planning Committee and that:

Councilperson Donald Amell

Shall act as his alternate, and

BE IT FURTHER RESOLVED, that the Town Board of the Town of St. Armand appoints the following to serve on the Youth Commission for the Town of St. Armand:

Dean Montroy, 1709 NYS Route 3, Bloomingdale, NY 12913, dean.montroy66@gmail.com
518-354-9796

Donald Amell, PO Box 232, Bloomingdale, NY 12913, donbdale@roadrunner.com
518-891-3670

D. Joseph Bates, PO Box 137, Bloomingdale, NY 12913, dbates409@gmail.com
518-891-5175

Gail Bombard, PO Box 35, Bloomingdale, NY 12913, 518-354-3668

AND, All of the above-named individuals are employed by the Town of St. Armand, AND

ALSO, BE IT FURTHER RESOLVED, that the Town Board of the Town of St. Armand authorizes the Director of the Essex County Youth Bureau to sign amendments of no increase/no decrease in State Aide for said municipality, and that the Director of the Youth Bureau has agreed to return copies of the amendments to the municipality, AND

BE IT FURTHER RESOLVED that the Clerk of this Board shall submit a copy of this Resolution to the Essex County Youth Bureau, Essex County Government Center, Elizabethtown, NY 12932.

This Resolution was duly seconded by Deputy Supervisor D. Joseph Bates , and adopted by Role Call vote as follows:

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

Dated: January 9, 2018

Barbara J. Darrah
St. Armand Town Clerk

RESOLUTION #14 of 2018

YOUTH COMMISSION FUNDS

Councilperson Jennifer Fuller, who moved its adoption, offered the following Resolution:

WHEREAS, the Town Board of the Town of St. Armand has again decided to run a youth service program(s), and

WHEREAS, the Town Board of the Town of St. Armand has approved the appointment of its Youth Commission members, and

WHEREAS, the Youth Commission has been authorized to expend enough funds to cover the 50/50 match required by the New York State Office of Children and Family Services,

THEREFORE BE IT FURTHER RESOLVED, that the Town of St. Armand Town Board hereby approves the 2018 application and authorizes the Youth Commission to expend enough funds for the 2018 youth services program(s), and

BE IT FURTHER RESOLVED, that the Town Clerk send a copy of this Resolution to the Essex County Youth Bureau, 7533 Court Street, Elizabethtown, NY 12932.

This Resolution was duly seconded by Councilperson Donald Amell and adopted by Roll Call vote as follows:

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

Dated: January 9, 2018

Barbara J. Darrah
St. Armand Town Clerk

RESOLUTION # 15 of 2018 TOWN OF ST. ARMAND ACCEPTANCE OF THE
BLOOMINGDALE VOLUNTEER FIRE DEPARTMENT
OFFICERS for 2018.

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

WHEREAS, the Bloomingdale Volunteer Fire Department held its elections at the Annual Meeting on Monday, January 8, 2018, and

WHEREAS, the following individuals were elected to serve as officers in the Bloomingdale Volunteer Fire Department for 2018:

Chief	Tim Woodruff
1 st Assistant Chief	Kevin Woodruff
2 nd Assistant Chief	John Houghton
Captain	Dustin Fuller
1 st Lieutenant	Brian Goetz
2 nd Lieutenant	Jon Gorgas
Treasurer	Brian Goetz
Secretary	Zack Carpenter
Trustee	Bob O'Neil
Trustee	Bill Latham
Trustee	Nancy Swinyer

THEREFORE, BE IT RESOLVED, the Town Board of the Town of St. Armand does hereby approve the elected officers as shown for the year 2018.

This Resolution was duly seconded by Councilperson Jennifer Fuller and approved by Roll Call vote as follows:

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

January 9, 2018

Barbara J. Darrah
St. Armand Town Clerk

2018 REVISED AGREEMENT BETWEEN THE TOWN OF ST. ARMAND AND THE BLOOMINGDALE VOLUNTEER FIRE DEPARTMENT FOR THE PURPOSE OF REFUELING EMERGENCY VEHICLES USING THE TOWN HIGHWAY DEPARTMENT’S FUEL TANKS

Deputy Supervisor D. Joseph Bates, who moved its adoption, offered the following Resolution:

WHEREAS, the Bloomingdale Volunteer Fire Department has provided the services of fire protection pursuant to General Municipal Law Section 209-b and fire police protection pursuant to General Municipal Law Section 209-c to the Town of St. Armand, and

WHEREAS, the Bloomingdale Volunteer Fire Department was under the jurisdiction authority from the Town of St. Armand, Essex County, and

WHEREAS, the Bloomingdale Volunteer Fire Department requested a transfer in jurisdiction from the Town of St. Armand, Essex County to the Town of Franklin, Franklin County to enable more efficient dispatch communication, and

WHEREAS, on September 13, 2016, the Town Board of the Town of St. Armand voted to approve and accept the requested transfer, and

WHEREAS, the Bloomingdale Volunteer Fire Department submitted a request to use the Town of St. Armand’s Highway fuel tanks for the purpose of refueling the Emergency Vehicles due to the locality of the Emergency Vehicles being housed in Bloomingdale, within the Town of St. Armand.

THEREFORE BE IT RESOLVED that the Town Board of the Town of St. Armand does hereby accept and approve the request of the Bloomingdale Volunteer Fire Department beginning on January 1, 2018, to refuel emergency vehicles at the Town Highway Garage, and

BE IT FURTHER RESOLVED, the Bloomingdale Volunteer Fire Department will provide the Town of St. Armand with the names of four individuals who will be authorized to refuel the vehicles at the Town Garage, as follows:

- Tim Woodruff, Chief
- Dustin Fuller, Captain
- Brian Goetz, 1st Lieutenant
- Jon Gorgas, 2nd Lieutenant

BE IT FURTHER RESOLVED, the Highway Superintendent will submit the amount of fuel used by the Bloomingdale Volunteer Fire Department to the Clerk to the Supervisor on a weekly basis, and

BE IT FURTHER RESOLVED, the Bloomingdale Volunteer Fire Department will be billed monthly by the Town of St. Armand for the amount of fuel used in their vehicles at the current fuel price billed to the Town.

BE IT FURTHER RESOLVED, this Resolution supersedes Resolution #44 of 2017, dated December 12, 2017.

This Resolution was duly seconded by Councilperson Donald Amell and adopted by Roll Call Vote as follows:

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

January 9, 2018

Barbara J. Darrah
St. Armand Town Clerk

MOTION TO PAY MONTHLY BILLS

The payment abstracts for January 2018 were presented for the Board’s approval as follows:

- General Vouchers # 2 - # 26 in the amount of \$ 9,207.31
- Trust and Agency Voucher # 1 in the amount of \$ 2.50
- Highway Vouchers # 1 - # 17 in the amount of \$ 11,625.97
- Highway Outside Vouchers # 0 in the amount of \$ 0.00 There are none.
- Water and Sewer Vouchers # 1 - # 18 in the amount of \$ 4,407.57
- “B” Fund Voucher # 1 - # 2 in the amount of \$50.46
- Sewer Project Voucher # 1 in the amount of \$ 257.98
- CDBG Housing Project Voucher # 0 in the amount of \$ 0.00. There are none.
- Fire Protection Voucher # 1 in the amount of \$ 6,610.84

Councilperson Donald Amell made the motion to approve payment of this month’s bills; the motion was seconded by Councilperson Jennifer Fuller. A Roll Call Vote was as follows:

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

All approved. Motion carried.

Date: January 9, 2018

Barbara J. Darrah, Town Clerk

MONTHLY REPORT FROM THE SUPERVISOR

Supervisor Montroy presented the Board the Supervisor’s Monthly Report for December 2017 to the Board. Councilperson Jennifer Fuller made the Motion to accept the Supervisor’s Monthly Report. The Motion was seconded by Councilperson Donald Amell. All in favor. Motion carried.

REVIEW AND APPROVAL OF PREVIOUS MINUTES

Deputy Supervisor D. Joseph Bates made the Motion to approve the Regular Board Meeting Minutes of December 12, 2017. The Motion was seconded by Councilperson Donald Amell. All in favor. Motion carried.

TOWN CLERK’S MONTHLY REPORT

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

- Spayed/Neutered Dog Licenses: 1 spayed and neutered Dog License for a total of: \$7.00
- 1 Unspayed/Unneutered Dog License for a total of: \$ 14.00

Total Revenue Earned: \$ 21.00 Paid to Supervisor: \$ 17.00 Paid to NYS Agriculture & Markets: \$ 4.00

WATER AND SEWER BILLING MONTHLY REPORT:

Water & Sewer Clerk Barbara Darrah reported the Water & Sewer Receivables due for all accounts is currently zero due to balances being forwarded to Essex County in November for re-levy on 2018 Real Property Tax bills. Deputy Supervisor D. Joseph Bates made the Motion to approve the Monthly Water and Sewer Billing Report. The Motion was seconded by Councilperson Jennifer Fuller. All in favor. Motion carried.

OLD BUSINESS

Davina Winemiller, Town Historian prepared a binder of documents that were given to her by the Robert Louis Stevenson Cottage curator regarding some history on Stevenson Lane within the Town of St. Armand. The Board reviewed the binder.

NEW BUSINESS

Supervisor Dean Montroy announced to the Board that he would like to discuss the possibility of a few open work sessions to review some of the Town's policies. Specifically, he would like to see updates or changes where necessary in written policy on a few subjects, such as: Public discussion on the recent audit by the NYS Comptroller's Office, Water and Sewer Regulations, and Employee Policies for now. Others might come up later.

A date of January 23rd, 2018, beginning at 6:30 pm, was set for the open public discussion/work session on the recent NYS Comptroller's Office audit.

Supervisor Dean Montroy stated he had received a request for using the Town Hall for a baby shower. He would like to hold off in responding due to a discussion with the town's insurance company and a subsequent follow-up with our town's attorney regarding our liability in these matters.

QUESTIONS

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

Sandy Hayes responded that he had a few questions. Mr. Hayes asked if all of the elected officials had been sworn in. Supervisor Montroy responded that he and Highway Superintendent Douglas Snickles took the Oath of Office on January 3rd, 2018 with the Town Clerk. The Town Clerk reported Town Justice Arthur Niederbuhl took his Oath of Office on December 6th, 2017, as it was required for him to attend New York State's Town Justice training held in Albany in December. The Town Clerk had the Oaths of Office prepared for Councilpersons Fuller and Bates and they were subsequently sworn in at that moment.

Mr. Hayes then inquired as to what happens if Joseph Amell, newly hired Code Enforcement Officer, did not complete all six courses of training; was Robert Hammond willing to stay on until Joseph Amell completed it? Supervisor Montroy replied that Robert Hammond agreed to stay through February while Joseph completed the core class. Joseph then has 18 months to complete the remainder of the courses, as the Code Enforcement Officer.

In reference to Resolution #9, the Justice Funds Audit, Mr. Hayes asked if the Justice Audit was actually done in December, as the Resolution states. Supervisor Montroy replied that an audit was conducted and the actual audit worksheet was attached to the Resolution.

MOTION TO MOVE INTO EXECUTIVE SESSION

Deputy Supervisor D. Joseph Bates made the Motion to enter Executive Session at 8:50 pm. for the purpose of discussing the applications for the open Town Council seat. Councilperson Donald Amell seconded the Motion. The Executive Session opened at 8:55 pm. and adjourned at 9:06 pm., moving back into the Regular meeting.

MOTION TO ADJOURN

Deputy Supervisor D. Joseph Bates made the Motion to adjourn the Regular Board Meeting. The motion was seconded by Councilperson Donald Amell. All in favor. The Regular Board Meeting adjourned at 9:08 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: January 9, 2018