

Town of St. Armand
Regular Board Meeting
Tuesday, February 13, 2018
6:30 PM

These meeting minutes were approved on March 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 Jennifer Fuller, Councilperson Donald Amell, and Councilperson D. Joseph Bates.

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, and Town Clerk Barbara Darrah.

EXCUSED: Councilperson Samuel Grimone.

GUESTS: Tim Woodruff of the Bloomingdale Volunteer Fire Department, Sandy Hayes, 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.

Code Enforcement Officer Robert Hammond led the Pledge of Allegiance.

GUEST PRESENTATION

Tim Woodruff, Fire Chief of the Bloomingdale Volunteer Fire Department distributed a spreadsheet to the Board regarding statistics as to how the allocated tax money was being utilized by the fire department. Tim also announced the Bloomingdale Fire Department was hosting an Open House with Chicken Barbecue on Saturday, July 7, 2018. Tim mentioned there might be a need to use the ball field for the Chicken Barbecue and beer tent.

Supervisor Dean Montroy addressed the Board regarding his recent discussions with the Town's Attorney, Matthew Norfolk and Rob Reyell of Ayres Insurance in the Town's risk management in handling future requests for the use of ball field, Town Hall, skating rink, etc. Specifically mentioned were from agreements the Town Board could decide whether to use: 1) The "Hold Harmless Agreement", 2) Event participants sign a document stating they will not hold the Town responsible if someone gets hurt, 3) the event organizer provides their own insurance, 4) No events will be held. The Board asked Supervisor Montroy if Rob Reyell could attend the next board meeting to discuss the Town's liability in such cases. The discussion was tabled until the March 13, 2018 meeting.

TOWN HISTORIAN'S ANNUAL REPORT

Town Historian Davina Winemiller could not be present at this meeting, but submitted the following annual report to the Board:

Town of St. Armand Historian Report For the Year 2017

The year 2017 was a year with many changes for the Town of St. Armand.

On December 31, 2017, Town Supervisor Charles Whitson, Jr. retired. Charlie was elected to the Town Board on January 1, 1978. He took several months off in 1999, but was again a Town Board member in 2000.

Charlie was also the Cemetery Attendant for St. Armand for many years, where he took great pride in keeping Brookside Cemetery a beautiful resting place for our citizens. Charlie served on the Town Board until December 27, 2012, when he was appointed Town Supervisor after the death of long-time Supervisor Joyce Morency. Charlie ran unopposed in the 2013 election, and served as Town Supervisor until December 31, 2017. In all, Charlie has served the Town of St. Armand for nearly 39 years. We thank you, Charlie, for your dedication to your community and we wish you a very long and happy retirement!

Councilperson Dean Montroy, who ran unopposed in the November election, became Town Supervisor on January 1, 2018. Dean has served on the Town Board since January 1, 2016. Dean also served St. Armand as the Town's Code Enforcement Officer from January 1, 1999 to December 31, 2002. Dean has served the St. Armand community in many ways in his many years here, including volunteering his time at the Overlook Apartment's and donating his time, energy and effort to help his neighbors in times of need. St. Armand is grateful to have a Town Supervisor who truly cares about the people of our community, and we thank you for your service.

Due to the vacant Town Board position created by the election of Supervisor Montroy, the Town Board has appointed Sam Grimone to fill the position of Town Councilperson. Sam had previously served St. Armand as a Town Board Member from January 1, 2008 until December 31, 2014. Sam brings a wealth of knowledge, experience and commitment to the St. Armand Town Board. We are happy to welcome you back and we thank you for your service.

Town Justice Sheridan Swinyer served St. Armand from December 31, 2006 until his retirement on December 31, 2017. Judge Swinyer served his community with integrity, fairness and consideration. He was a long-time Corrections Officer for the Federal Prison in Ray Brook, where his experience there assisted him in his duties as Town Justice. Sween has also been a long-time member of the Bloomingdale Volunteer Fire Department and is a tireless advocate for our community. Thank you, Sween, for your time and dedication to St. Armand. Judge Swinyer is replaced by Arthur "Jay" Niederbuhl who won the election for Town Justice in November.

On September 23, 2017, long-time Highway Superintendent Roger Oliver passed away suddenly. Roger had been employed by St. Armand since May 1, 1989. Roger was appointed Highway Superintendent in May of 1997, after the retirement of Tom Cassavaugh, who served as the Highway Superintendent for 25 years. Roger was an active member of the Bloomingdale Volunteer Fire Department and had served as Fire Chief. Roger was a dedicated worker and committed to the citizens of St. Armand. Roger has deep roots in St. Armand, and has left a lasting impression on those who knew him best, his family, friends and co-workers.

Other members of our community who passed away during the year 2017 were: Dana Conway, Barbara Rexilius, Rebecca Colby, Shirley Woodruff, Joseph Howard Coombs, Brandi Belanger, Leonard Dahl, David Doebler and Genevieve Goff.

Douglas Snickles, Jr. was appointed interim Town Highway Superintendent, and was elected to the position of Highway Superintendent on January 1, 2018. Doug has been a long-term employee for St. Armand; he began work in the Highway Department on January 1, 1978. Doug has been a loyal and dedicated employee for St. Armand, and we are grateful for his commitment to our community.

Plans are in the works to continue upgrading the Sewer line infrastructure, and grant funds are being sought with the assistance of the Essex County Planning Department.

The body of St. Armand consists of its lands, residences, historical buildings and infrastructure, but the heart of St. Armand is the people who live and work here. We are so fortunate to have such loyal citizens who are willing to work hard, raise their families and still have time to support local organizations such as the Bloomingdale Volunteer Fire Department. Thank you, citizens of St. Armand, for your dedication to our community.

Respectfully submitted,
Davina Winemiller
Town Historian

HIGHWAY DEPARTMENT MONTHLY REPORT

Superintendent Douglas Snickles reported all of the highway crew were busy snowplowing and they finished clearing snow from sidewalks and fire hydrants as of today. Douglas stated Craig Donaldson, from the Town of Harrietstown called to say their radios are not working and they were going to install repeaters on Mt. Pisgah to improve the operations of the radios. Douglas mentioned the insurance company's suggestions to have shut-off switches installed on all three plow trucks. The switches shut off contact with the battery for fire prevention. The county would charge \$200 – \$300 per truck and Bob Besaw of Bob's Auto and Truck Service would charge about the same. Douglas also reviewed repairs needed on the highway trucks: The bottom of Tim's sander box needs a new piece of fiberglass installed to hold sand in which could run about \$700, the one-ton needs a set of springs, and the highway crew can change them out. The front plow that was ordered in November, came in and was installed recently.

The Highway's welding supplier, AIR GAS, out of Plattsburgh, offered a \$75.00 yearly contract which includes hazmat fees, rather than the current monthly filling charge with added hazmat fees. Douglas selected the yearly contract which will result in cost savings. Douglas reported the salt mix we get from the county is hard to get, now taking 2 - 3 weeks to come in, where it used to take 2 – 3 days. Rock Ledge/Moody Pond Road was becoming impassable due to water run-off building up, then freezing. The installation of a culvert is needed to prevent the water build-up. The County agreed to help in figuring the placement of the culvert in the spring. Douglas reported on February 8th, a resident called to say the Town highway crew hit her garage doors while plowing. Supervisor Montroy and Douglas responded to the home and showed the owner the damage was caused by the private person who plowed the driveway.

The County asked Doug for copies of invoices from Trudeau's for sand, along with the town's hourly wages and salary costs from last year's snowstorm on March 14th, for submission to FEMA.

Councilperson Donald Amell asked Douglas if the newest highway employee, Chris Willette, was progressing with obtaining his CDL license. Douglas responded that Chris had taken the written test for the CDL permit, but failed. Douglas reported that Chris also has to take the OSHA course in the Sheriff's building in Lewis, NY.

WATER DEPARTMENT MONTHLY REPORT

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

Town of St. Armand Water Report for 2/13/18 Board Meeting

1. Increased Water Consumption Stabilized - The increased water consumption has stabilized with the warmer weather. Average daily consumption is approximately 50,000 gallons.
2. Cleaned Carbuncles From Intake Screen on Clear Well Pump - On 1/10/18, I cleaned built up carbuncles from the intake screen on Clear Well pump #1. This improved the operation of the pump.
3. Verified Quarterly Meter Readings for Barb - I spent three days verifying questionable quarterly meter readings for Barb. There were many readings that were "higher than normal" and Barb wanted to ensure that the readings were accurate prior to sending out the bills. It turned out that many people had been running their water to prevent freeze-ups, therefore the higher consumptions.
4. High Water Level at Pump House Basement - On 1/15/18, I noticed water pouring into the Pump House basement. The water was coming in through a 2" pump house floor drain. The cause was from extremely high Sumner Brook water levels from warm weather and snow melting. I was able to run a sump pump from the basement and discharge the water back outside without any issues.
5. Resident Asked to Borrow a Sump Pump - On 1/16/18, a resident called me to ask if he could borrow a sump pump to pump out water from his basement at the home across from the pump house. He was having the same problem with high Sumner Brook water levels coming into his basement. I informed him that we did not have any extra sump pumps and I apologized that was unable to help him.
6. Water Running Down St. Regis Ave - On 1/19/18, I noticed water running down St. Regis Ave. in front of residence 794. I spoke to the owners and they indicated that they had a freeze-up causing a ruptured water line in their basement. The water was coming from a sump pump running in their basement. They resolved the problem the next day.
7. Routine Monthly Coliform sample sent to lab on 1/23/18 - Sample results came back negative.
8. Shut-off water to 97 Maple - On 1/26/18, I shut of the water service to 97 Maple street per the owner's request. The owner should be billed for the shut-off.

9. Lead and Copper results Mailed Out - On 2/5/18, I spoke with Barb and provided the results of this year's lead and copper tests. There were 10 sites tested and Barb mailed out the results to all 10 homes along with information provided from the Health Department about the potential hazards of lead. All 10 sites tested had lead results lower than the "Action Level" for lead. We had very good results. Thank you Barb for sending this information out! I completed the required certification of completion form and turned that into the Saranac Lake Health Department.
10. Water Leak at Mt. View Trailer Park - I located the shutoffs for the trailer park the trailer park "Manager" informed me that they were going to have to dig them up to repair them. They plan on doing that within the next week or so. They will then proceed to repair the water line leak on their main line.
11. Upcoming Annual Reports Due - I have two upcoming reports due. The 2017 Annual Water Withdrawal report is due for DEC by March 31, 2018 and the local health department will work on our Annual Water Quality Report for this Spring.

CODE ENFORCEMENT OFFICER'S MONTHLY REPORT

Code Enforcement Officer Robert Hammond presented the following report to the Board:

STATUS REPORT FOR THE MONTH OF JANUARY 2018* (Includes actions up to 12 February 2018)

Applications Received: 2
 Permit Application Conferences: 2
 Notices of Incomplete Applications: 0
 Building Permits Issued: 0
 Building Permits Applications Pending Due to Payment: 0
 Fees Collected: \$80.00 (17-SA-043 from December 2017)
 Fees Due: \$188.00
 Site Inspections: 3
 Field Visits: 0
 Notice(s) for Fire Safety / Property Maintenance Inspection(s): 1 * per Robert – Overlook Complex
 Violation Notice(s) / Order to Remedy: 0 (Certified), 0 (Non-Certified)
 Notice and Order(s): 0 (Certified)
 Stop Work Order(s): 0
 Appearance Tickets: 0
 Certificate of Occupancy/Completion: 2
 Temporary Certificate of Occupancy/Completion: 1
 Record Search: 1

January Highlights

Enforcement Actions

- 16-SA-034: Kasson, Joy & Matt - 1225 State Rte. 3 – Enforcement Action
 - o Homeowner continues to communicate with this Office on a regular basis.
 - o Working with new contractor to mitigate non-conforming issues.
- Scheduled Meeting with Judge Niederbuhl to review enforcement cases.

New Building Permits and Applications

- 18-SA-001RS: Municipal Data Services - 43 Prospect Street – Records Search
 - o Property Record Search Completed.
- 18-SA-002: Saranac River Barns LLC, 956 NYS Rte. 3 – Electrical Improvements
 - o Repairs to existing electrical equipment.
 - o Working to confirm scope.
- 18-SA-003: Levesque, Kareena, 14 Main Street – Addition and New Pole Barn
 - o Determined project fee and notified Owners. Mailing check.
 - o Code review started.

Existing Building Permits

- 17-SA-043: Ross, Mia, 16 Mt. Pisgah Lane – Storage Shed (Pre-Fabricated)
 - o Storage Structure is fabricated off-site and delivered to property.
 - o Notification day before delivery 18 December 2017.
 - o Received payment on 12 February 2018.
 - o Drawing with Application provides no information of building elements.

- 17-SA-006: Lasher, Scott and Greta, 1512 NYS Rte. 3 – New Storage Shed
 - o Final inspection performed.
 - o Certificate of Occupancy issued.

- 17-SA-035: Patnode, Robert, 1825 NYS Rte. 3 – Alteration – Level 1
 - o Temporary Certificate of Occupancy issued.
 - o Exterior siding needs to be completed in spring.

- 16-SA-036: Rowley, Carter, 992 NYS Rte. 3 – Full Renovation of Cottage
 - o Final inspection performed.
 - o Certificate of Occupancy issued.

Councilperson Donald Amell inquired as to how the new Code Enforcement Officer was doing with the training. Supervisor Montroy replied that the CEO was going to attend training on February 20 – 22, 2018 in Latham, NY for the initial legal training.

WASTEWATER DEPARTMENT MONTHLY REPORT

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

Town of St. Armand Wastewater Department

Summary of last month's activities for the February 2018 Meeting

- 1) Did daily collections, testing and recorded data.
- 2) Did daily checks of all systems at the PTB and WWTP and recorded the data.
- 3) Wrote up the DEC monthly operating report and the discharge monitoring report and submitted them digitally.
- 4) Did weekly generator checks.
- 5) Did weekly greasing of the paddle wheel drive and clarifier drives.
- 6) Did the weekly flexing of all the aeration diffusers.
- 7) Worked on revisions to the monthly reports and DMR's for the last year and a half as requested by the DEC.
- 8) Core Climate came and we got the battery backup for the system installed, temporarily got their computer working again, got the methane detector calibrated and working again and set up to put the Town Clerk's old computer into service when it is ready.
- 9) We had the annual DEC system inspection on January 3rd and since have received the report and ratings. We were cited for: 1) Not having the flow meters and dissolved oxygen meter calibrated. 2) Not having the lagoon sludge depth measured. 3) Some sludge handling or disposal issue which we are checking into. 4) Not having a calibration note in the log book. 5) Process control testing not done. 6) No preventive maintenance plan (O&M Plan) and we have not maintained it. 7) No schedule for removing critical equipment from service for routine maintenance (O & M plan). 8) Not having as-built plans (which we had but no one knew). 9) Staffing inadequate to do weekend and vacation plant checks. We had twelve unacceptable items but the rest were repeats of the above nine.
- 10) Dean set up a meeting with the DEC for this morning to go over the inspection report with them. Even though it doesn't seem to me like the operation of our system will be much safer or much improved by having weekend and holiday coverage they think it will and thus will not give us a variance on the rule.
- 11) We have received a container of Slack Plus 70 (which is supposedly equal to CleanWaters Surfloc B-1110 polymer/coagulant mix to try. It is nearly \$100 per container cheaper. It is a somewhat different configuration of materials and appears to be more dangerous to one's health according to the Safety Data Sheets. We are checking to see how well it works with our product. It appears by eye not to be removing quite as much suspended solids and by an in-house chemical test not quite as much phosphorus removal either. We will see more precisely when we have the lab work done later this month.
- 12) I calibrated the DO meter last week. Exact DO readings really are not necessary with our system as we over aerate to keep adequate mixing in the lagoons. I scheduled the calibration of the flow meters for this coming

week as it is important to know the volume of effluent entering the brook. We hadn't had a working flow meter at the plant since long before I became the chief operator again and I hadn't thought about the annual calibration requirement as things were so busy with getting the new equipment working; and without the O&M plan I didn't have a reminder. During that time without a working flow meter, I had been manually measuring the flow daily.

13) The DNS internet server has not been working, thus no internet for four days in a row without restarting it, so I got an appointment with Spectrum to come look for the problem and they replaced the modem and installed a booster and now it should be good.

Stanley Ingison reported the DEC informed him the formula used to configure the DMR's for the last year and a half had to be changed to use the standard formula therefore Stanley had to do those reports and reconfigure everything related. Stanley also reported that Bob Jones from Aqualogics which handles the SCADA System, was coming to the Wastewater Treatment Plant on Monday, February 19, 2018.

Councilperson Donald Amell asked some clarification questions on the Aqualogics invoice and Stanley's report regarding internet problems. Supervisor Montroy stated he would seek clarification on the bill the following day. Supervisor Montroy also reported to the Board that Stan and he met with Tamara Venne, DEC recently and four of the violations were regarding lack of an O&M manual and "As Built Plans", which were later located on the second floor of the Town Hall during a visit from AES. AES is condensing various parts of the O&M manual and other manuals to make a consolidated manual. DEC gave AES until March 31st for condensing those manuals. DEC will take a disc for their copy.

Supervisor Montroy stated the DEC says we must have weekend coverage at the Wastewater Treatment Plant. Supervisor Montroy contacted Saranac Lake Village Manager Sweeney and Craig Catalano, asking if their staff that cover Saranac Lake Treatment Plant on the weekends would consider covering the Town of St. Armand on weekends during their assigned weekend. DEC wants coverage in place by the end of this month. The minimum standard is two hours per day. The fine for not having coverage is \$37,500 per day for violation.

Councilperson Donald Amell asked how long it takes Stan to oversee the diagnostic running of the Wastewater Treatment Plant. Stanley replied it normally takes him one hour, stating whoever is going to monitor on the weekend would need to be trained to our specific facility. Supervisor Montroy stated Stanley will need to prepare a job description and briefing for the "weekend" position and that he and Stanley would have a staffing plan completed by the end of the month.

Supervisor Montroy asked if there were any further questions on the required DEC weekend inspections? There were none.

RESOLUTIONS # 20 - # 27 of 2018:

RESOLUTION #20 of 2018

2018 FIRE CONTRACT AGREEMENT
BETWEEN THE TOWN OF ST. ARMAND
AND THE VILLAGE OF SARANAC LAKE

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

WHEREAS, a Resolution of the Town Board of the Town of St. Armand, authorizing Dean Montroy, Town of St. Armand Supervisor to execute the 2018 Fire Contract with the Village of Saranac Lake, and

WHEREAS, the Village has provided the services of the Village of Saranac Lake Fire Department for the fire protection and rescue services pursuant to General Municipal Law Section 209-b and fire police protection pursuant to General Municipal Law Section 209-c to the Town, and

WHEREAS, the Town Board for the Town of St. Armand agrees to the provisions set with the Fire Contract Agreement for 2018,

NOW THEREFORE, LET IT BE RESOLVED that the Town Board for the Town of St. Armand shall abide by the Fire Contract Agreement for 2018, in the amount of \$23, 072.58.

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

Supervisor Dean Montroy	AYE
Deputy Supervisor Jennifer Fuller	AYE
Councilperson Donald Amell	AYE
Councilperson D. Joseph Bates	AYE
Councilperson Samuel Grimone	ABSENT

Dated: February 13, 2018

Barbara J. Darrah
St. Armand Town Clerk

RESOLUTION #21 of 2018

2018 COMMERCIAL AGREEMENT WITH
ALBANY LIFT COMPANY FOR ANNUAL
MAINTENANCE OF HANDICAP ACCESS
LIFT IN THE ST. ARMAND TOWN HALL

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

WHEREAS, a Resolution of the Town Board of the Town of St. Armand, authorizing Dean Montroy, Town of St. Armand Supervisor, to execute an Annual Maintenance Agreement for the Handicap Access Lift for 2018, and

WHEREAS, the Handicap Access Lift requires annual inspection and maintenance by law and possible repair, and

WHEREAS, the Albany Lift Company, located in Latham, NY, is the company who would provide such inspections, maintenance and possible repair, and

WHEREAS, the Albany Lift Company offers two Commercial VPL Maintenance Agreements:

ONE: Commercial Annual Preventative Maintenance Agreement - which includes (1) Visit, checking all safety switches, controls, safety devices, wiring, connections, mechanical and electrical components and all mounting fasteners, lubricating gears, rollers, bearings, pivots and hinges. Minor adjustments may be made if needed and Test and operation and recommend repairs or replacement parts for a cost of \$195.00 per visit, or

TWO: Commercial Annual Extended Warranty Agreement which includes (2) Preventative Maintenance Visits per year and any repair services required during regular business hours of Monday – Friday, 8 am – 4 pm. Out of warranty parts are not covered under this agreement. Emergency, weekend or “after hours” service is not covered under this agreement, for a cost of \$750.00 and

WHEREAS, taking into consideration the current lift elevator was installed prior to 2008, and all parts are out of warranty,

THEREFORE, the Town Board of the Town of St. Armand feels option number ONE is in the best interest of town budget

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

Supervisor Dean Montroy	AYE
Deputy Supervisor Jennifer Fuller	AYE
Councilperson Donald Amell	AYE
Councilperson D. Joseph Bates	AYE
Councilperson Samuel Grimone	ABSENT

Dated: February 13, 2018

Barbara J. Darrah
St. Armand Town Clerk

ADDENDUM TO TOWN OF ST. ARMAND’S
POLICY FOR THE PAYMENT OF
VOUCHERS FOR STANDARD MONTHLY
EXPENSES

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

WHEREAS, Resolution #32 of 2017 adopted by the Town Board of the Town of St. Armand, on June 13, 2017, set policy for payments of standard monthly expenses, where the Town Accountant is authorized to process payments with the Town Supervisor’s approving signature prior to payment on standard monthly expenses, and

WHEREAS, on June 22, 2017, the Town Clerk did contact Pitney Bowes and request a change in the payment due date from Pitney Bowes in order to meet Town Board approval of voucher payments at the monthly town board meetings prior to payment and the existing due date prevented timely payment, resulting in late fee and interest rate charges, and

WHEREAS, since that request, Pitney Bowes changed the due date to the last day of the month but the postmark indicates the bill is arriving later and the Town Clerk is receiving the bill the day after the monthly Town Board meeting is held, again resulting in late fee and interest rate charges, and

WHEREAS, the Town Clerk contacted Pitney Bowes on January 29, 2018, explaining what was happening and requested a new due date, and Pitney Bowes refused to change the due date, stating this type of request is only allowed once, and

WHEREAS, the payment to Pitney Bowes, also dba as Purchase Power, the Town of St. Armand’s postage machine lessor was not listed in the original Resolution #32 of 2017 for authorization for the accountant to process payments with the Supervisor’s approving signature,

THEREFORE, LET IT BE RESOLVED Pitney Bowes dba Purchase Power should be included in the standard monthly expense vouchers that are presented to the Town Accountant with the Town Supervisor’s approving signature and paid upon receipt, in order to avoid late fee and interest rate charges.

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

Supervisor Dean Montroy	AYE
Deputy Supervisor Jennifer Fuller	AYE
Councilperson Donald Amell	AYE
Councilperson D. Joseph Bates	AYE
Councilperson Samuel Grimone	ABSENT

Dated: February 13, 2018

Barbara J. Darrah
St. Armand Town Clerk

TOWN OF ST. ARMAND’S SUPPORT OF
THE “THINK DIFFERENTLY” INITIATIVE
TO ASSIST INDIVIDUALS WITH SPECIAL
NEEDS AND THEIR FAMILIES

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

WHEREAS, the “Think Differently” initiative is about promoting awareness and acceptance of all people, and advocating for the inclusion of all individuals living on the Autism Spectrum and with special needs; and

WHEREAS, our state and communities are stronger because of our diversity and differences; and

WHEREAS, according to the Center for Disease Control (CDC) over 55 million people, or approximately 19% of Americans, have a type of disability or special need; and

WHEREAS, for some people with special needs, the very things that make them unique can also keep them on the sidelines, separate from those who might not understand their difference or uniqueness; and

WHEREAS, it is important to promote and provide guidance to those with special needs on how to access publically supported services available to them in the community; and

WHEREAS, it is important to encourage and educate the community and businesses on ways they can make facilities and services more accessible and on how to train staff to welcome and support special needs customers and co-workers; and

WHEREAS, the goal of this initiative is to provide a supportive and inclusive environment for individuals of all abilities by supporting community events that expand family friendly opportunities for people with special needs and their families; and

WHEREAS, adopting the “Think Differently” initiative is an important statement that our Town officials, business owners and residents can make to show their support for the differently-abled children and adults with special needs and their families.

NOW, THEREFORE, BE IT RESOLVED, that the Town of St. Armand residents and business owners do adopt the “Think Differently” initiative so that all are better prepared to communicate with, provide for, and support those living on the Autism Spectrum and those with special needs.

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

Supervisor Dean Montroy	AYE
Deputy Supervisor Jennifer Fuller	AYE
Councilperson Donald Amell	AYE
Councilperson D. Joseph Bates	AYE
Councilperson Samuel Grimone	ABSENT

Dated: February 13, 2018

Barbara J. Darrah
St. Armand Town Clerk

RESOLUTION #24 of 2018

TOWN OF ST. ARMAND’S OPPOSITION
TO TAXABLE NEW YORK STATE-OWNED
LAND CONVERSION TO PILOTS

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

WHEREAS, State-owned lands are currently assessed by the local municipality where the State land is located, and

WHEREAS, New York State is proposing to convert the local assessment of taxable State-owned land into a Payment in Lieu of Taxes (“PILOT”) program based on existing tax amounts to be increased each year by the allowable levy growth factor, and

WHEREAS, said payment change will result in loss of local assessment of taxable State-owned as well as shift in tax dollars to local taxpayers due to changes in value not reflected in a PILOT agreement,

NOW, THEREFORE, BE IT RESOLVED by the County of Essex Board of Supervisors that the assessments of taxable State-owned land should remain under control of the local municipality where such property is located

and is hereby opposed to New York State converting the assessment of taxable State-owned land into a Payment in Lieu of Taxes, and

BE IT FURTHER RESOLVED that the County Clerk is hereby authorized to forward a copy of said Resolution to the following persons:

Governor Andrew Cuomo
NYS Senator Elizabeth Little
NYS Assemblyman Daniel Stec

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

Supervisor Dean Montroy	AYE
Deputy Supervisor Jennifer Fuller	AYE
Councilperson Donald Amell	AYE
Councilperson D. Joseph Bates	AYE
Councilperson Samuel Grimone	ABSENT

Dated: February 13, 2018

Barbara J. Darrah
St. Armand Town Clerk

RESOLUTION #25 OF 2018

TO SIGN GRANT DOCUMENTS FROM NYS ENVIRONMENTAL FACILITIES CORPORATION

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

WHEREAS, a Resolution of the Town Board of the Town of St. Armand is necessary to execute a Grant Agreement with the NYS Environmental Facilities Corporation,

NOW THEREFORE, LET IT BE RESOLVED that the Town Board authorizes Town Supervisor Dean Montroy to execute grant Agreements with the NYS Environmental Facilities Corporation and any and all other contracts, documents and instruments necessary to bring about the Project and to fulfill the Town of St. Armand's obligations under the Engineering Planning Grant Agreement.

This Resolution was duly seconded by Councilperson D. Joseph Bates and adopted by Roll Call Vote as follows:

Supervisor Dean Montroy	AYE
Deputy Supervisor Jennifer Fuller	AYE
Councilperson Donald Amell	AYE
Councilperson D. Joseph Bates	AYE
Councilperson Samuel Grimone	ABSENT

Dated: February 13, 2018

Barbara J. Darrah
St. Armand Town Clerk

RESOLUTION # 26 of 2018

FLAT FEE REIMBURSEMENT TO ST. ARMAND'S CODE ENFORCEMENT OFFICER FOR CELL PHONE CHARGES

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

WHEREAS, the Town of St. Armand's Code Enforcement Officer conducts Town business using his personal cell phone and,

WHEREAS, the use of this cell phone is for the convenience of the public to reach the Code Enforcement Officer during reasonable business hours,

NOW THEREFORE, LET IT BE RESOLVED that the Town Board for the Town of St. Armand agrees that the Code Enforcement Officer shall be reimbursed a monthly flat fee of \$45.00 for the cost of using his cell phone for Town business purposes contingent upon the removal of the lan line phone from the CEO building.

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

Supervisor Dean Montroy	AYE
Deputy Supervisor Jennifer Fuller	AYE
Councilperson Donald Amell	AYE
Councilperson D. Joseph Bates	AYE
Councilperson Samuel Grimone	ABSENT

Dated: February 13, 2018

Barbara J. Darrah
St. Armand Town Clerk

RESOLUTION #27 of 2018

BOND ANTICIPATION NOTE RESOLUTION
DATED THE 13TH DAY OF FEBRUARY, 2018,
FOR THE ISSUANCE AND SALE OF A NOTE
OF THE TOWN OF ST. ARMAND, ESSEX
COUNTY, NEW YORK IN ANTICIPATION OF
THE SALE OF SERIAL BONDS NOT TO EXCEED
IN THE AGGREGATE THE SUM OF \$52,813.34
INCIDENT TO THE PURCHASE OF A 2017
KUBOTA M6-111DTC-24 WITH A LOADER
BUCKET AND ANCILLARY EQUIPMENT

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

WHEREAS, the Town Board of the Town of St. Armand, Essex County, New York did on the 14th day of February, 2017 duly adopted a Resolution authorizing the issuance and sale of serial bonds of the Town of St. Armand in an amount not to exceed in the aggregate the sum of \$79,220.00 for the purchase of a 2017 Kubota M6-111DTC-24 with loader bucket and ancillary equipment; and

WHEREAS, the Town Board of the Town of St. Armand did on the 14th day of February, 2017 pass a Bond Anticipation Note Resolution for the issuance and sale of a note to the Town of St. Armand, Essex County, New York in anticipation of serial bonds not to exceed in the aggregate \$79,220.00 incident to the purchase of a 2017 Kubota M6-111DTC-24 with a loader bucket and ancillary equipment; and

WHEREAS, incident thereto on the 24th day of February, 2017, the Town of St. Armand did issue a bond anticipation note in the principal amount of \$79,220.00 for the purchase of a 2017 Kubota M6-111DTC-24 with loader bucket and ancillary equipment; and

WHEREAS, the Town of St. Armand is desirous of paying the sum of \$26,406.66 on the current \$79,220.00 indebtedness leaving a principal indebtedness of \$52,813.34; and

WHEREAS, the Town of St. Armand now desires to issue and sell a Bond Anticipation Note Renewal in the amount of \$52,813.34 in anticipation of the issuance and sale of the aforesaid bond.

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

Section 1. That a Bond Anticipation Note in the sum not to exceed \$52,813.34 shall be issued by the Town of St. Armand, Essex County, New York in anticipation of the issuance and sale of serial bonds of the Town of St. Armand in an amount not to exceed, in the aggregate, the sum of \$52,813.34 heretofore authorized by Resolution duly adopted by the Town Board of the Town of St. Armand entitled A SERIAL BOND RESOLUTION TOWN OF ST. ARMAND, ESSEX COUNTY, NEW YORK RELATIVE TO THE PURCHASE OF A 2017 KUBOTA M6-111DTC-24 WITH LOADER BUCKET AND ANCILLARY EQUIPMENT DATED FEBRUARY 14, 2017" authorizing the issuance and sale of serial bonds of the Town of St. Armand, Essex County, New York, in a sum not to exceed in the aggregate, the sum of \$79,220.00 for the purchase of a 2017 Kubota M6-111DTC-24 with loader bucket and ancillary equipment; and

Section 2. That said note shall be dated the 23rd day of February, 2018, or at such later date as the Supervisor, by his execution thereof, may determine, will bear an interest rate of no greater than 5.0% per annum payable at maturity; will be payable both as to principal and interest in lawful money of the United States of America at the office of the purchaser of said note, or at such other place as the Supervisor may determine; will be signed in the name of the Town of St. Armand by its Supervisor; and will be sealed with the seal of the Town.

Section 3. Said Bond Anticipation Note shall be such terms, form and content as may be prescribed by the Supervisor and the power to so prescribe the same is hereby delegated to the Supervisor.

Section 4. The full faith and credit of the Town of St. Armand, Essex County, New York, are hereby irrevocably pledged for the payment of the principal of and interest on said Bond Anticipation Note. Said Bond Anticipation Note shall be paid from the proceeds derived from the sale of said bonds or may be redeemed, in whole or in part, or renewed as provided by the Local Finance Law of the State of New York.

Section 5. The said Bond Anticipation Note is issued in anticipation of bonds for an assessable improvement.

Section 6. The Supervisor of the Town of St. Armand is hereby authorized to sell such Bond Anticipation Note at private sale at not less than par and accrued interest at a rate not exceeding the rate above specified and the Supervisor is authorized to deliver said Bond Anticipation Note to the purchase upon payment of the purchase price and accrued interest as above specified. The receipt of the Supervisor shall be a full acquittance of the purchaser who shall not be required to see to the application of the purchase money.

Section 7. The Town of St. Armand reserves the right to call and redeem this note at any time prior to maturity upon payment of the principal thereof together with accrued interest.

Section 8. That said Bond Anticipation Note will be a Aqualified tax exempt obligation@ pursuant to the appropriate provisions of the Internal Revenue Code as amended and said Note shall bear on the face thereof the following notation: AThis Note has been designated by the issuer as a qualified tax exempt obligation@ pursuant to the provisions of Section 265 of the Internal Revenue Code of 1986 as amended.

Section 9. This Resolution shall take effect immediately.

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

Supervisor Dean Montroy	AYE
Deputy Supervisor Jennifer Fuller	AYE
Councilperson Donald Amell	AYE
Councilperson D. Joseph Bates	AYE
Councilperson Samuel Grimone	ABSENT

Dated: February 13, 2018

Barbara J. Darrah
St. Armand Town Clerk

MOTION TO PAY MONTHLY BILLS

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

- General Vouchers # 27 - # 66 in the amount of \$ 38,792.01
- B Fund Vouchers # 3 - # 5 in the amount of \$ 168.19
- Trust and Agency Voucher # 2 in the amount of \$ 5.00
- Highway Vouchers # 19 - # 44 in the amount of \$ 56,360.20
- Highway Outside Vouchers # 1 - # 2 in the amount of \$ 39,146.39
- Water and Sewer Vouchers # 19 - # 35 in the amount of \$ 17,950.68
- CDBG Housing Project Voucher # 0 - #0 in the amount of \$ 0.00. There are none.
- Sewer Project Voucher # 0 - # 0 in the amount of \$ 0.00. There are none.
- Fire Protection Voucher # 2 in the amount of \$ 27,849.00

Councilperson D. Joseph Bates made the motion to approve payment of this month’s bills; the motion was seconded by Deputy Supervisor Jennifer Fuller. A Role Call Vote was as follows:

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

All approved. Motion carried.

Date: February 13, 2018

Barbara J. Darrah,
St. Armand Town Clerk

MONTHLY REPORT FROM THE SUPERVISOR

Supervisor Montroy presented the Board with the Supervisor’s Monthly Report for January 2018 to the Board. It was noted the report in its entirety would be emailed to the Board Members by Accountant Tina Moody. Councilperson D. Joseph Bates 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 Jennifer Fuller made the Motion to approve the Regular Board Meeting Minutes of January 9, 2018 and Special Work Session Meeting Minutes of January 23, 2018. The Motion was seconded by Councilperson D. Joseph Bates. All in favor. Motion carried.

TOWN CLERK’S MONTHLY REPORT

Town Clerk Barbara Darrah gave the following report for the month of January 2018:

Spayed/Neutered Dog Licenses: 5 spayed and neutered Dog Licenses for a total of: \$ 35.00

Certified Death Certificates: 10 copies for a total of: \$100.00

Cemetery Sales: 2 lots for a total of: \$300.00

Total Revenue Earned: \$435.00 Paid to Supervisor: \$ 430.00 Paid to NYS Agriculture & Markets: \$ 5.00

WATER AND SEWER BILLING MONTHLY REPORT:

Water & Sewer Clerk Barbara Darrah reported the Water & Sewer Receivables due for all accounts are current with an amount of \$42,411.66 being owed from the 1st Quarter billing of January 18, 2018.

OLD BUSINESS

Councilperson Donald Amell brought up the previous discussion of Chris Willette, newly hired Highway Machine Equipment Operator, still working on getting his CDL license. He stated we need to remember that Chris was hired with a condition of employment that he would acquire his CDL license within a certain time frame.

Supervisor Montroy addressed the finding of the audit regarding the Village of Saranac Lake within the Town of St. Armand sales tax issue and the auditors going back to 2010 to say \$306,000 was distributed to the wrong accounts. Supervisor Montroy discussed the issue with Matt Norfolk, Town Attorney, who stated the town could handle it in two ways. The town could not do anything at all and move forward or hire outside auditors going all the way back to 2010, come to a figure and distribute to all parcels, keeping in mind that people have moved or passed away, and the cost to taxpayers to audit, track and redistribute to rectify would far exceed the benefit.

NEW BUSINESS

Supervisor Dean Montroy distributed the recommendations from the New York Municipal Insurance Reciprocal's underwriting survey. The recommendations both involved Fire Safety: 1) The highway department should consider installing Master Battery Disconnect switches in the large snowplow trucks to minimize potential truck fires. In addition, these cables should be inspected regularly for chafing or exposed wiring that could be ignition sources. and 2) the installation of an automatic fire detection and alarm system in the town hall connected to a notifier or local Fire Department.

Supervisor Montroy mentioned getting quotes to replace the bathroom floor in the town hall. The corners of the tiles are lifting, making cleaning difficult.

Supervisor Montroy announced that AES informed us that a UV Ray system needs to be in place at the Wastewater Treatment Plant. This project is part of the Disinfection System and will cost anywhere from \$400,000 - \$500,000 thousand dollars of which the Town needs to pay 15%. The project will be put out to bid late summer or fall if this year. The Board tabled the discussion for the next meeting.

Supervisor Montroy also discussed plans of searching for grant money for the purpose of finishing the Town Hall's upstairs. Making more office space. The Judge's office is not in compliance with the Court Systems requirements of two exits, but there is grant money in the court systems for this. The Board approved Supervisor Montroy to pursue grant money for completing upstairs.

A date of February 28, 2018, beginning at 6:30 pm, was set for the open public discussion/work session on the Town's Water and Sewer regulations and policies.

QUESTIONS

Supervisor Montroy asked those present if there were any other questions or concerns. There were none.

MOTION TO ADJOURN

Councilperson D. Joseph Bates made the Motion to adjourn the Regular Board Meeting. The motion was seconded by Deputy Supervisor Jennifer Fuller. All in favor. The Regular Board Meeting adjourned at 9:15 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: February 13, 2018