

Town of St. Armand  
Regular Board Meeting  
Tuesday, April 10, 2018  
6:30 PM

*These Meeting Minutes were approved on May 8, 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, Councilperson D. Joseph Bates and Councilperson Samuel Grimone.

*A quorum of the Board was in attendance.*

**TOWN EMPLOYEES PRESENT:**

Highway Superintendent Douglas Snickles, Water Superintendent Jeff Cotter, Code Enforcement Officer Joseph Amell, Wastewater Superintendent Stanley Ingison, and Town Clerk Barbara Darrah.

**GUESTS:** Sandy Hayes and Devin James

Notice was posted regarding the date of this meeting.

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

Guest Sandy Hayes led the Pledge of Allegiance.

Highway Superintendent Douglas Snickles stated he missed the last meeting due to plowing snow after the recent storm. Douglas reported the new fiberglass plate for the 2004 truck came in and a set of broken springs was replaced on the one-ton by Bob Besaw in Gabriels. Douglas also reported there was quite a bit of clean up from the windstorm. He stated he would like to seal the highway garage floor again and landscape the front of the highway garage property, as well as placing a plaque in memory of Roger Oliver.

Douglas also reported he called the County to price blades for the plow, stating the State Road, Route 3 Contract was for \$153,000.00 and the Highway account for plowing Route 3 was currently \$145,000, not counting the new plow and two sets of springs that were replaced. Douglas continued to say he does not see that it is worthwhile for the Town to continue maintaining Route 3, with the wear and tear on the Town's vehicles.

Supervisor Dean Montroy announced he is currently talking to the New York State Department of Transportation about paving Route 3. A letter was composed to Mark Bonfi, NYS DOT which both Dean and Douglas Snickles signed, requesting if we have to maintain NYS Route 3 that we add a rider to the contract for vehicle maintenance. Mark Bonfi reported to Dean that if Governor Cuomo releases funds (Winter Road Fund), the Town of St. Armand will be first in line for paving. Councilperson Sam Grimone stated he feels we should be due extra funds at the end of the year due to the amount of times we plow and salt and sand Route 3. Douglas confirmed that Keith Bordeau's overtime is strictly maintaining Route 3, NYS Road. Douglas announced he is looking into purchasing plow blades for next season due to the predicted steel price increases. The County told Douglas the new blades have carbide.

**WATER DEPARTMENT MONTHLY REPORT**

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

Town of St. Armand Water Report for 4/10/18 Board Meeting

1. A contractor hit Bloomin' Market Curb Stop - On 3/13/18, I located and marked the curb stop shut-off at the Bloomin' Market and on 3/14/18 the contractor who was removing the fuel tanks hit and severely bent the curb stop.

2. Shut-off water to 6 Alpine Way - On 3/21/18, I shut off the water to 6 Alpine Way per Barb's request to allow for the repair of a broken water line under the residence trailer.
3. Turned water back on at 6 Alpine Way - On 3/22/18, I turned the water back on to 6 Alpine Way, however there was still a leak under the trailer and I had to shut the water back off. The home owner was then able to repair the leak and I turned the water back on.
4. Coliform Sample from Highway Garage - On 3/27/18 I took a routine Coliform sample from the Highway Garage and the sample was sent to Life Science Lab. The test came back as Negative for Coliform bacteria.
5. Test ran diesel generator at the Pump House - No issues to report.
6. No Water Reported at Bloomin' Market - Barb informed me that Kim Abrams had reported that there was no water at the Bloomin' Market on 4/2/18 and there had been water all winter. I investigated and was able to straighten out the bent Curb stop that the contractors had hit with a long piece of pipe. Once straightened, I checked to see if the valve was open or closed and it was open. I met Kim and I checked the valves inside the building. I opened and closed the main water shut-off inside the building and after opening and closing several times, I was able to get water to the building. I am uncertain why the building lost water pressure.
7. Water reached the Stand Pipe Overflow - On 4/5/18, Doug Snickles reported that water was coming out of the Stand Pipe overflow early in the morning. I cut back on the run-time to well #5 by 2 hours to balance the water level just under the overflow. Water consumption has dropped to 43,000 per day from 53,000 earlier in the month.
8. Annual Water Quality Report - The Annual Water Quality Report has been completed and Barb will be sending it out with this quarters bills. The report will also be posted in the Town Hall and on the Town's web site. Once the report is issued to consumers and posted, I will submit a certification of completion form to the Local and Albany Health Departments as required.
9. Rock Ledge Blow-off - On 4/3/18, I shut-off the blow-off on Rock Ledge for the season. This blow-off is used to prevent the main water line on Rock Ledge from freezing in the winter months.

In finalizing the update of the Town's Water and Sewer Regulations, Water Superintendent Jeffrey Cotter presented his thoughts on the installation of water/sewer taps during various seasons. Jeffrey stated a normal wet tap installation takes 4 – 5 hours to complete which includes digging, exposing the pipe, clearing for labor. The town currently charged \$200.00 if ¾" pipe is used and \$250.00 if 1" pipe is used. A trench box should be used for anything deeper than 4', which is rented from Trudeau's or Fullers. The Board agreed the customer should pay the additional charge for the trench box, if needed. In winter, the charge for installation of a wet tap should be doubled due to the added risk of breaking town water lines in winter. The Board agreed that during the Winter season, the charges should be \$400.00 for ¾" pipe and \$500.00 for 1" pipe, and an additional charge of \$50.00 per hour after 6 hours of labor to install the wet tap. The Board agreed Superintendent Cotter will determine what constitutes "winter" season prices based on the temperature and weather conditions any given year.

## CODE ENFORCEMENT OFFICER'S MONTHLY REPORT

Code Enforcement Officer Joseph Amell presented the following report to the Board:

### STATUS REPORT FOR THE MONTH OF MARCH (Includes actions up to April 10, 2018)

Applications Received: 1  
 Permit Application Conferences: 2  
 Notices of Incomplete Applications: 0  
 Building Permits Issued: 0  
 Building Permits Applications Pending Due to Payment: 0  
 Fees Collected: \$ 0  
 Fees Due: 0  
 Site Inspections: 0  
 Field Visits: 4  
 Notice(s) for Fire Safety / Property Maintenance Inspection(s): 0  
 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: 0  
 Temporary Certificate of Occupancy/Completion: 0

Record Search: 0

## March's Highlights

### Enforcement Actions

- No action taken at this time (pending full certification of training)

### New Building Permits and Applications

- 18-SA-006: Steve Schmidt- Teddy's Ice Cream- Alterations Level 2- Addition of dining area to the existing structure.
  - o Application under review by this office. Permit will be issued upon Code review of application providing that the code specifications have been met in the engineered drawings provided.

### Permit Application Conference

- Code official met with Rick and Angie Yorkey in regards to the installation of a swimming pool at their residence (3/28/2018)
  - o This office printed and delivered a copy of the Town Building permit package and a copy of the Requirements for Swimming Pools in the Uniform Code in person to the Yorkey's. As of today, this office has not received an application.
- Code official met with Dale Tuthill (maintenance manager for The Overlook Apartments) in regards to the addition of an Electric Cook Top, one (1) Base cabinet for Cook Top to sit on and two (2) Upper Cabinets to be utilized as storage for cooking utensils.
  - o The Code official met with Mr. Tuthill on (4/4/2018) Mr. Tuthill explained the scope of his project. The Code official briefly described the requirements from NFPA70 the National Electric Code that applied to this project. The building manager picked up a Building Permit Application package. This office had not received a filled out Building Permit Application as of today.

### Site Visits

- 18-SA-005- Susan Willette- 22 Moose Pond Lane
  - o On March 22, 2018 the Code Official met Susan Willette at above address and performed a final inspection of work performed under expired Building Permit. It was determined that the work performed was done as permitted. This office will fill out a CC Certificate of Completion and deliver to Susan Willette when Certificate of Completion is drafted.

This office has fielded and returned several calls for upcoming projects. If all projects are permitted and performed it is likely to be a busy summer for Code Enforcement.

Due to attending my second section of CEO training, I will be out of town for this training on April 17, 18, and 19, in Albany.

Supervisor Montroy reported the Code Enforcement Office now has phone and internet. The Water Superintendent stated he did not need internet at the pump house, so the internet cable was taken from the pump house and run to the CEO's office building. Supervisor Montroy also the sink will be moved into the CEO building bathroom, allowing room for a filing cabinet in the actual office. Supervisor Montroy also reported there were currently four open building permits. Councilperson Sam Grimone asked if CEO Amell had received any phone calls on the installation of solar panels. CEO Amell confirmed that he has received one call from Apex Solar.

## 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 April 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) Core Climate systems have remained operating well since the upgrades and calibrations were done last month. We have had a few power outages and everything finally worked the way it needs to keep everything working without having to call me in.
- 8) At the Board's request I found a similar but cheaper Polymer /coagulant mix (Slack Plus70 \$495) to the one we had started testing (Surfloc B-1110 \$589) and ran it through some testing which showed it could do almost as well removing the suspended solids as we had found the Surfloc to do (So far) but not as well at removing the phosphorus so we went over our limit last month. Now we need to finish testing the Surfloc B-1110 to see if that meets our needs and try more jar testing at the same time to see if we can find something less expensive.
- 9) The new modem installed by Spectrum did not fix the problem as the internet service started going down again. Erica came to look things over and we decided to shut down the wireless service so the system would not try and use it and that solved the problem. So far we have not lost service again since.
- 10) The trial replacement of batteries by Adirondack Alarm did not stop the battery charger system alarms from happening and Simplex says that the main board needs replacing. This is a \$650 board plus installation costs. It has been alarming more frequently ever since and was up to every 15 minutes throughout the day and night which is driving me and the alarm company people a little crazy. AES confirmed the warranty was only for one year and has long expired. The alarm company had us unplug the batteries to stop the constant call signals. Maybe we can find the problem in the board, fix it and be able to have a backup board.
- 11) During the wind storm all the electric and communications lines on my road got knocked down by falling trees. They did get the power back on in two days but not the phone or internet service yet; so I cannot be reached while I am there until it is fixed. I got word through neighbors that they may get it fixed by today or tomorrow.

Wastewater Superintendent Stanley Ingison reported checking on a residential issue at 14 School St. A customer called to say their sewer line was backing up. After responding to the residence and inspecting, it was found to be inside the home, not a sewer line problem. Stanley spoke with the Board regarding their tours of the Wastewater Treatment facility, stating it would take approximately 2 – 3 hours and the more that could attend at one time, the better. Councilperson Sam Grimone stated he would try to make it anytime others could. Deputy Supervisor Jennifer Fuller and Councilperson D. Joseph Bates agreed that any time after 5:00 pm or weekends would be good.

Supervisor Montroy reported that NYS DEC Region 9 does not require weekend coverage for their wastewater treatment facilities. He spoke with Senator Betty Little asking if this coverage was done by Region, and if so, why, because he was told by DEC that it was a statewide system. She will be checking into it. Supervisor Montroy spoke to the Board about the Town's generators and keeping them filled with propane in case of emergency. The Board approved to have the propane tanks kept full.

Supervisor Montroy reported the polymer they had found that was cheaper is not working as well and we need to go back to Clean Waters or Slack. The cheaper product was not removing the amount of phosphorus that was need to be. We can go over the phosphorus amounts once without being fined. If we don't get the treatment resolution correct, we can be fined. Councilperson Sam Grimone asked how much time was left on the other product? Stanley Ingison replied there was approximately 6 -7 days remaining and that he would put an order in for the better product tomorrow.

Supervisor Montroy discussed with the Board the need to talk about replacing the main electronic board for the main Simplex system, explaining the board is the electronic "brain" of the entire system. Stanley Ingison had spoken with Jen Weeks at AES, and she said it was unusual that it had not happened within the 1<sup>st</sup> year warranty period, because that is when they have had others become non-operational. The company who is coming in to replace the board stated it was not difficult as it was a matter of unhooking 15 – 18 wire connections and then once the board is replaced, reconnecting them. Adirondack Alarms is capable of doing the work and they will be the ones doing it. Councilperson Sam Grimone asked if there was a contingency amount in the budget and if not, we should plan an amount in the budget for replacing equipment, updating computers, etc. The Board agreed. Councilperson Donald Amell reported there was an article in the Adirondack Daily Enterprise about the Saranac Lake Water District and the safe water infrastructure.

RESOLUTION # 28 of 2018

RESOLUTION #28 OF 2018

TOWN OF ST. ARMAND FIRE CONTRACT  
WITH THE BLOOMINGDALE VOLUNTEER  
FIRE DEPARTMENT FOR 2018 AND 2019.

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 Town Supervisor Dean Montroy. to execute the 2018 and 2019 Fire Contract with the Bloomingdale Volunteer Fire Department, and

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 Town Board for the Town of St. Armand shall abide by the Fire Contract Agreement for 2018 and 2019, and pay to the Fire Company the total sum of \$37,500.00 plus \$5,327.00 for the Town’s share of Workers’ Compensation for 2018 and the sum of \$38,000.00 plus \$5,327.00 for the Town’s share of Workers’ Compensation for 2019.

THIS RESOLUTION was duly seconded by D. Joseph Bates and adopted by Role 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	AYE

April 10, 2018

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Barbara J. Darrah  
St. Armand Town Clerk

MOTION TO PAY MONTHLY BILLS

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

- General Vouchers # 94 - # 114 in the amount of \$ 12,617.75
- B Fund Vouchers # 10 - # 13 in the amount of \$ 115.45
- Highway Vouchers # 61 - # 73 in the amount of \$ \$10,415.42
- Highway Outside Voucher # 4 in the amount of \$ 40,164.68
- Water and Sewer Vouchers # 50 - # 66 in the amount of \$ 6,480.49
- Fire Protection Voucher # 4 in the amount of \$ 48,154.00

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

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

All approved. Motion carried.

Date: April 10, 2018

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Barbara J. Darrah,  
St. Armand Town Clerk

## MONTHLY REPORT FROM THE SUPERVISOR

Supervisor Montroy presented the Board with the Supervisor's Monthly Report for March 2018 to the Board. Councilperson Samuel Grimone made the Motion to accept the Supervisor's Monthly Report. The Motion was seconded by Deputy Supervisor Jennifer Fuller. All in favor. Motion carried.

## REVIEW AND APPROVAL OF PREVIOUS MINUTES

Councilperson Donald Amell made the Motion to approve the Regular Board Meeting Minutes of March 13, 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 March 2018:

Spayed/Neutered Dog Licenses: 5 spayed and 2 neutered Dog Licenses for a total of: \$ 49.00

Certified Death Certificate (6 copies) Alonna Willette \$ 60.00

Total Revenue Earned: \$109.00 Paid to Supervisor: \$ 102.00 Paid to NYS Agriculture & Markets: \$ 7.00

## WATER AND SEWER BILLING MONTHLY REPORT:

Water & Sewer Clerk Barbara Darrah reported the Water & Sewer Receivables due for all accounts are over 30 days with the amount being \$11,315.89 being owed from the 1<sup>st</sup> Quarter billing of January 18, 2018, due on February 26, 2018.

Water and Sewer Clerk Darrah presented a list of water and sewer customers who were 30 days overdue. The Board agreed it was time for door knockers to be placed on those residences notifying them of water shutoff. The locking cap would be placed on the customer owing the most money.

## OLD BUSINESS

A continuation of updating the Water and Sewer Regulations took place. Earlier in the meeting the charges for "seasonal" water tap installation were finalized. Several other Water and Sewer topics were revisited for discussion and decision as follows:

### 2) ALLOWING CREDIT FOR RUNNING WATER IN FRIGID TEMPERATURES:

The Board agreed the amount of credit allowed during freezing temperatures would be determined by three previous quarters of water usage history rather than three previous year averages during that particular quarter. Water Superintendent Jeff Cotter remains the Town's representative on determining which residences are at risk of freezing.

### 4) CHARGING VACANT LOTS FOR WATER AND SEWER DEBT SERVICES

Previously discussed is the issue of charging for vacant lots that are adjacent to the water and sewer service lines. Councilperson Sam Grimone stated that since the water and sewer billing is not in place to earn revenue for the town, what do we have to gain by charging for these vacant lots. Supervisor Montroy replied that the State Comptroller's Office ruled that towns must charge for these lots. Supervisor Montroy has asked the County to prepare maps identifying which vacant lots are adjacent to water and sewer lines. Although we do not have the specific lot information for billing purposes at this time, the Board agreed that quarterly charges for this type of lot will be one-half the current water debt and one-half the current sewer debt.

## NEW BUSINESS

Supervisor Dean Montroy reported an accident that had occurred at the Transfer Station. On March 10, the wind gusts caused the Transfer Station gates to swing rapidly against a vehicle driven by a resident. Supervisor Montroy contacted our insurance company and submitted the police report that was completed by that resident.

Supervisor Montroy distributed floor covering estimates he received from two companies. Rice Furniture was the original installer of the Town Hall flooring many years ago, and they will replace the worn floor tiles under the office chairs as part of the original warranty on the floor in good will. The estimates he received for replacing the bathroom floor were quite costly. Supervisor Montroy met with Highway Superintendent Douglas Snickles and discussed replacing the bathroom linoleum and they agreed it could be completed by the Highway crew. The Board approved the Highway crew could complete the work for cost savings to the Town.

Adirondack Alarms submitted a bid for installing alarms in both the Town Hall and Highway Garage. The Board discussed seeking another bid from Mahoney's and getting a quote from Rob Reyell of Ayres Insurance to determine our actual insurance savings if the alarms were installed.

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

Guest Devin James asked if there was a sign posted for a 6-ton weight limit on Campion way. He stated there are large muddy ruts in the road and Trudeau won't deliver stone due to the weight limit. Devin asked who he would talk to regarding posting a sign. The Board suggested to Devin he ask Jacques Demars to let Trudeau's know the road is okay to drive on now.

Guest Sandy Hayes proposed to the Board that they approach Rice Furniture for remnants for the Town Hall's bathroom floor. He stated there could be more savings if remnants were used.

Sandy proudly announced that April 23, 2018, was the Town of St. Armand's 174<sup>th</sup> Anniversary.

## MOTION TO ADJOURN

Deputy Supervisor Jennifer Fuller made the Motion to adjourn the Regular Board Meeting. The motion was seconded by Councilperson D. Joseph Bates. All in favor. Motion carried. The Regular Board Meeting adjourned at 8:14 pm.

I, Barbara J. 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.

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Barbara J. Darrah  
St. Armand Town Clerk

Dated: April 10, 2018