

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

*These Meeting Minutes were approved on November 8<sup>th</sup>, 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 D. Joseph Bates, and Councilperson Donald Amell. Councilperson Samuel Grimone arrived later in the meeting.

*A quorum of the Board was in attendance.*

**TOWN EMPLOYEES PRESENT:**

Highway Superintendent Douglas Snickles, Water Superintendent Jeffrey Cotter, Wastewater Superintendent Stanley Ingison, and Town Clerk Barbara Darrah.

**EXCUSED:**

Code Enforcement Officer Derrick Martineau was excused from the meeting.

**GUESTS:** Nancy Bernstein of ANCA, Sandy Hayes, Karl Law, Jacob Vennie-Vollrath.

Notice was posted regarding the date of this meeting.

Supervisor Montroy called the Meeting to order at 6:30 p.m. and turned the meeting over to Nancy Bernstein, ANCA Representative, to discuss the Clean Energy Community grant. Nancy reported ANCA works with the 14 Northern counties in New York State. Her goal is to assist municipalities to find new ways in the planning, finance, upgrades and clean energy technologies of the \$50,000 grant.

Street Lighting – LED lights are beneficial due to energy savings 70 – 75% savings. Lower Maintenance costs, they last 20 – 25 years. Much more uniform lighting. Police and Firefighters consider LED lighting much safer because it is more like daylight. LED street lights reduce light pollution and greenhouse gas pollution. The town's street light inventory is High Pressure Sodium wattage: (66) that are 70 watt, (2) 100 watt, (9) 150 watt and (1) 250 watt. There are two pathways for LED conversion. Utility conversion: The town stays with the utility company (National Grid) and pays for them to perform the LED upgrade and they maintain ownership and maintenance of the street lights. Municipal Ownership: The municipality (town) purchases the assets: the arms, brackets, and luminaires. Then the town would perform the upgrades to LED and maintain the street lights.

With Utility Conversion, the town is asked by National Grid to pay the cost for the lights upfront prematurely. Single upfront cost. Only payment to utility. Must do 100% of lights. The bill reduction is only about 12%. Pay back in investment would be 30 – 36 months to pay back the initial investment. Limited choices of wattage and color temperatures (blue to yellow light.) The Public Service is pushing National Grid to change 20% lighting per year. If we sign up, it could be many years before we are totally converted. But since we are a small town, they might update all lights at once.

With Municipal Ownership: Higher upfront cost, once you do, many options for fixture types, color temperatures, etc. Smart Controls, ie, WiFi transmittance, weather sensors, dimming technology, reading water meters, etc. many options are out there. Bill reduction is about 70%, quite a bit more than utility conversion. Generally, the payback period is 5 – 10 years. To purchase the street lights, the town requests a purchase price estimate which Dean Montroy has done and we are waiting to hear from the utility. The utility has 90 days to respond with a price. Then the town has 180 days to notify the utility if we want to proceed with the purchase. Then we come to an agreement to the purchase price, known as the Operating Agreement. Then the Public Service Commission approves the sale. The whole process takes about 6-12 months. The time frame is minimal compared to the utility conversion time frames (could take years.)

The options for Municipal Ownership: 1) Issue a Request for Proposal Lighting Contractor to perform a Turnkey – Saranac Lake is currently doing this where a private contractor completes the project in its entirety and possibly combining other projects. 2) It is possible for one community to piggyback on another community's contract.

This is a good option for a small community. 3) Purchase a NYPA New York Power Authority Smart Street Lighting New York Program. 4) Use in-house resources to both procure and install the LED lights: Do separate RFP's for design, installation. NYPA was encouraged by the Governor to convert street lights to LED. They have created their own aggregation of small communities gathering nationwide competitive bids and getting the economy scale price offering turnkey conversion, which includes the design work, procure the lights, installation and project management. They also offer low cost financing which can include the purchase of the street lights. Financing is coming in at 2 ½ - 3 %. The loans are paid through the annual cost savings of the new lighting. The loan is structured as cash flow positive.

In summary, Utility Ownership pathway results to less money up front, but less savings over time. Municipal Ownership results in more money upfront, but much more long-term savings over the lifetime of 25 years. There are LED rebates over both pathways, available after you convert. Utility rebates will be about \$4,000.

Utility Ownership offer minimal choices of wattage and color temperatures. Time line for getting a project to happen is unknown. Could be 5 years. Municipal Ownership in most cases, NYPA can complete within 1 year. The maintenance is still an issue; either the Utility maintains them or the town does.

Municipal Ownership financing: Tax exempt municipal leasing, Energy Performance Contract. Cost to purchase all assets can be bundled. Municipal Finance can issue municipal debt by ban or bond. This method would impact your borrowing capacity and debt rating. Use of Capital Funds or operational funds. If you are only converting slowly by budgeting annually, you lose the opportunity of getting the savings as quickly as you would if you completed the project all at once benefitting from the savings. The \$50,000 grant could also be used for this purpose, however, NYSERDA would have to approve this use.

Next Steps: 1) Requesting unexpired life costs (known as Net Book Value per National Grid) asset purchase price from National Grid. 2) Contact NYPA and or a lighting contractor if interested in Municipal ownership. Supervisor Montroy has completed these steps. Integra LED met with Dean Montroy and he is waiting for NYPA to generate a proposal. 3) Calculation of the cost savings to determine Utility Conversion verses the Municipal Ownership. 4) Last one; possibly create a volunteer community group to go around and collect data information regarding the various lights, etc. The Town of Keene has done this and it was very helpful.

Nancy then distributed the Utility Conversion information: Delivery charges, supply charges (cost of electricity) and the Facility charges (what we are paying to rent the lights from National Grid). Once we switch to LED, the Kilowatt savings will increase (70%). National Grid will increase Facility charges once we switch to LED. With Municipal Ownership, the Facility charge will decrease almost to zero. Black Brook (170 lights) has received the Clean Energy grant and has submitted their proposal for Municipal Ownership.

Supervisor Montroy asked if there are any towns that have completed this? Nancy responded there are communities downstate that have converted. Dean asked for a couple of contacts from downstate that completed their projects. Maintenance of the lights was discussed and training is available for the task. Another point was the Town of Ausable has a bucket truck, as well as Essex County. The maintenance could possibly be considered for shared services. Supervisor Montroy and the Board thanked Nancy Bernstein for her presentation.

## HIGHWAY DEPARTMENT MONTHLY REPORT

Highway Superintendent Douglas Snickles presented the following report to the Board:

### Town of St. Armand Highway Report for 10/9/18 Board Meeting

1. Bob's Auto Repair has finished with the front end work on the MACK
2. Highway crew is cleaning garage floor to prep for painting and sealing.
3. Fixed a couple of driveways on Route 3 because they were low for people to get out of their driveways due to the road work.
4. Asked by the State to broom a few spots for paving on Route 3.
5. The 2015 International front plow and wing ready for winter snow.
6. Received plow blades and sand is stock piled ready for snow.
7. Preparing the other two sanders to put on the trucks.
8. Highway crew changed the front spring on the 2015 International and installed the air tanks.

## WATER DEPARTMENT MONTHLY REPORT

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

### Town of St. Armand Water Report for the October 9, 2018 meeting

1. Door Knockers Issued - On 9/12 - 9/15, I issued 41 door knockers to customers who were late on paying their water bills.
2. Water Taste and Odor Complaint - On 9/24/18, I received a complaint from 52 Roosevelt resident that her water had a bad smell. I investigated and tested the kitchen cold water tap for chlorine. The chlorine level was good, at .21 ppm. The owner claimed that the bad smell had passed as the day wore on. I cleaned the kitchen sink strainer and asked if she had a water filter and she said that she did not. I could find no water quality problems.
3. Low Water Pressure Complaint - On 9/25/18, I received a low water pressure complaint from 7 Academy Way. I investigated and found that the water pressure on the street was normal and advised the home owner to check his PRV or call a plumber.
4. Verified Meter Readings - On 10/2/18, I verified 26 meter readings at Barb's request following the quarterly water readings for billing.
5. Checked Two Meter Readings - On 10/4/18, I checked two meter readings at Barb's request at 9 Academy and 13 Andrew way:
  - 9 Academy had recently installed a new reader and the reading was indicating the maximum number and appears be going backwards. I advised the tenant to have the meter checked under the trailer to ensure it was not installed backwards. I attempted to re-program the reader, however this is a new badger model and it can't be reprogrammed like the previous models.
  - 13 Andrew Way has an issue with very high usage. I checked the meter daily for over a week and the consumption is over 1,000 per day. There are no signs of any leaks and I could not get anyone to answer the door to speak with them about this problem.
6. Cleaned Out Well Field Mechanical Room - I cleaned out debris from inside the well field mechanical room which appeared to be caused by rodents and I stapled more chicken wire onto the floor area to prevent the animals from getting into the mechanical room.
7. Honda Water Pump Carburetor Gummed Up - I pulled the carburetor off the Honda water pump to clean the gum out. The unit would not start. I am placing the pump on a monthly PM to run for 10 minutes to keep the gas fresh.
8. Began Flushing Fire Hydrants - I began flushing fire hydrants on side streets. I did not want to start flushing the hydrants on Rt. #3 until the road paving is completed.
9. Monthly Coliform Test was collected and sent to the lab. Results came back Negative.
10. Emergency Generator Battery Charger Problem - The Well Field emergency generator battery charger is not working. I am currently troubleshooting this problem.

## CODE ENFORCEMENT OFFICER'S MONTHLY REPORT

Code Enforcement Officer Derrick Martineau was excused, but submitted the following written report.

### Status Report for the month of September for the October 9, 2018 meeting.

Applications Received: 2  
Permit Application Conferences: 0  
Notices of Incomplete Applications: 0  
Building Permits Issued: 2  
Fees Collected: \$100.00  
Fees Due: 0  
Site Inspections: 6  
Field Visits: 3  
Notice(s) for Fire Safety/Property Maintenance Inspection(s): 0 (Non-Certified)  
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

Working on old files and town laws, etc. Received reports from Donna Bramer that have helped figure things out. Donna and Supervisor Montroy have been of great help trying to get things organized and up to speed.

Enforcement Actions

- None yet. Inspecting past issues on Moose Pond Road Lane and apartment building complaint.

**WASTEWATER DEPARTMENT MONTHLY REPORT**

Wastewater Superintendent Stanley Ingison presented the following report:

Town of St. Armand Wastewater Department Summary for the October 9, 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) In mid-September First the Oxygen sensor called for calibration and a week later the Hydrogen Sulfide sensor called for calibration. I found out that all the gas sensors were set at the factory to be calibrated every 6 months but they can be set anywhere you want from 30 days to 365 days so we reset them all for 365 days and re-calibrated the 2 that were calling for it. The Oxygen sensor was just replaced in July so it shouldn't have been calling for calibration so Core Climate is checking with the manufacturer about that issue. After checking it turns out that all three meters only have a life of 24 or up months and as we found out are expensive to replace.
- 8) The blower room outside air vent has continued to work correctly and it is a pleasure to work in the blower and surrounding rooms in much cooler and more comfortable conditions. I am sure that the electronic equipment will also have a longer life.
- 9) The road paving has gone well with no damage or trouble with the water and wastewater infrastructure that I know of.
- 10) I did get the lawn around MH 33 at 24 River Road seeded with grass and mulched with straw before the rains so it should sprout and grow some this fall before getting snowed over.
- 11) I am hoping for some more good weather this month as I have a more than full schedule of man hole, pump station and lagoon solids inspections to do this month.
- 12) The grit systems have been functioning well after the changes we made to the control systems last month. Also pump #3 has been functioning nicely with the now working flush valve. Next year we will need to re-seat the telescoping valve adjusting units as Reznick did not do a good job with that. We will also need to purchase and install valve keys for the lower unit valves to eliminate the need for confined space access each time we start up or shut down a clarifier.
- 13) I continue to work on installing the lagoon effluent wet well and building a protective cover over it. Todd and I are still working on locating the problem with the effluent flow reading error and trying to set up work to raise the grit pump and paddle wheel drive motors up out of the possible flood zone of the pre-treatment building. I didn't put anything in the 2019 budget request for this because I really don't know what the costs will be they shouldn't be more than \$400 or \$500 if the county does supply the work force.

**RESOLUTION # 40 OF 2018**

**SEXUAL HARASSMENT POLICY ADOPTION  
BY THE TOWN OF ST. ARMAND**

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

WHEREAS, every employer in the State of New York is required to adopt a sexual harassment prevention policy pursuant to Section 201-g of the Labor Law, and

WHEREAS, sexual harassment is a form of workplace discrimination, and

WHEREAS, the Town of St. Armand has a zero-tolerance policy for any form of sexual harassment, and all employees are required to work in a manner that prevents sexual harassment in the workplace, and

WHEREAS, the Town of St. Armand is committed to maintaining a workplace free from sexual harassment,

THEREFORE, LET IT BE RESOLVED by the Town Board of the Town of St. Armand, Essex County, State of New York, to adopt the Sexual Harassment Policy brought forward on October 9, 2018, and

BE IT FURTHER RESOLVED this policy supersedes and replaces any existing Sexual Harassment Policies that may have been adopted by the Town Board in the past.

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	AYE

Dated: October 9, 2018

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Barbara J. Darrah  
St. Armand Town Clerk

**RESOLUTION # 41 OF 2018**

**COMPREHENSIVE EMERGENCY MANAGEMENT  
PLAN ADOPTION BY THE TOWN OF ST.  
ARMAND**

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

WHEREAS, a wide variety of emergencies, caused by nature or technology, result in loss of life, property and income, and disrupt the normal functions of government communities and families, and cause human suffering, and

WHEREAS, Town government must provide leadership and direction to prevent, mitigate, respond to, and recover from dangers and problems arising from emergencies in the community, and

WHEREAS, under authority of Section 23 of the New York State Executive Law, a town is authorized to develop a Comprehensive Emergency Management Plan to prevent, mitigate, respond to and recover from emergencies and disasters, and

WHEREAS, to meet this responsibility, the Town of St. Armand has developed this Comprehensive Emergency Management Plan,

THEREFORE, LET IT BE RESOLVED by the Town Board of the Town of St. Armand, Essex County, State of New York, to adopt the Comprehensive Emergency Management Plan brought forward this day, October 9, 2018, and

BE IT FURTHER RESOLVED this plan supersedes and replaces any existing Comprehensive Emergency Management Plan that may have been adopted by the Town Board in the past.

This Resolution was duly seconded by Councilperson Samuel Grimone and adopted by Roll Call Votes as follows:

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

Dated: October 9, 2018

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Barbara J. Darrah  
St. Armand Town Clerk

**RESOLUTION # 42 of 2018**

**TOWN OF ST. ARMAND APPRECIATION  
FOR KEVIN WOODRUFF AND THE  
BLOOMINGDALE VOLUNTEER FIRE  
DEPARTMENT**

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

WHEREAS, effective government depends upon those individuals who dedicate their time and effort to Public Service; and

WHEREAS, it is always a privilege to honor an individual who possesses commitment to the public good, and who is willing to devote their time and energy to the conduct of assisting members of their community and

WHEREAS, Kevin Woodruff is such an individual,

WHEREAS, Kevin Woodruff provided PESH Confined Space Training to the Town’s Highway employees, enabling them to be certified and to assist in tasks requiring this training, and

WHEREAS, Kevin Woodruff has been considerate of the needs of St. Armand, and offered his time in service to his community,

NOW, THEREFORE, LET IT BE RESOLVED, that the Town Board of the Town of St. Armand, hereby extends its sincere gratitude and appreciation, on behalf of the Town, to Kevin Woodruff, and

BE IT FURTHER RESOLVED, the Board of the Town of St. Armand hereby extends its sincere gratitude and appreciation on behalf of the Town of St. Armand to the Bloomingdale Volunteer Fire Department for hosting the PESH training at their firehouse.

This Resolution was duly seconded by Councilperson Samuel Grimone 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	AYE

Dated: October 9, 2018

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Barbara J. Darrah  
St. Armand Town Clerk

**MOTION TO PAY MONTHLY BILLS**

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

- General Vouchers # 251 - # 272 in the amount of \$ 10,665.85
- B Fund Vouchers # 33 - # 36 in the amount of \$ 704.42
- Trust and Agency Fund Voucher # 8 in the amount of \$ 2.50
- Highway Vouchers # 153 - # 170 in the amount of \$ 24,460.25
- Highway Outside Vouchers # 11 - # 13 in the amount of \$ 1070.48
- Water and Sewer Vouchers # 143 - # 156 in the amount of \$ 11,341.37

Deputy Supervisor Jennifer Fuller made the motion to approve payment of this month’s bills; the motion was seconded by Councilperson D. Joseph Bates. A Roll 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.

Barbara J. Darrah,  
St. Armand Town Clerk

MONTHLY REPORT FROM THE SUPERVISOR

Supervisor Montroy presented the Supervisor’s Monthly Report for September 2018 to the Board, reporting that Town Accountant Tina Moody emailed the entire body of the report to the individual Board members. Deputy Councilperson Donald Amell made the Motion to accept the Supervisor’s Monthly Report. The Motion was seconded by Councilperson D. Joseph Bates. All in favor. Motion carried.

REVIEW AND APPROVAL OF PREVIOUS MONTH’S MINUTES

Deputy Supervisor Jennifer Fuller made the Motion to approve the Regular Board Meeting Minutes of September 13, 2018. 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 September 2018:

Spayed/Neutered Dog Licenses:	2 spayed/neutered Dog Licenses for a total of:	\$ 14.00
	1 Certified Death Certificate copy:	\$ 10.00
	1 Marriage Certificate	\$ 40.00
Total Revenue Earned:		\$ 64.00

Paid to Supervisor: \$ 39.50    Paid to NYS Agriculture & Markets: \$ 2.00    Paid to NYS DOH: \$22.50

WATER AND SEWER BILLING MONTHLY REPORT:

Water & Sewer Clerk Barbara Darrah reported the Water & Sewer Receivables due for all accounts is \$ 65,459.53. Current balances are \$ 62,217.57, over 60 days is \$3,241.96. This is the final quarter of 2018, therefore, the due date for all balances is November 8, 2018. Late fees will be applied on November 9th and any unpaid balances will then be submitted to Essex County Office of Real Property to be re-levied to the 2019 Essex County Property taxes.

OLD BUSINESS

Councilperson Donald Amell stated there were no updates on the Senate’s progress with the Clean Water Act thus far.

Supervisor Montroy reported on the AT&T Lease Proposal. He stated Verizon’s original lease stated \$1200 plus 3% increase each year. AT&T has offered \$1300 per year with a 2% increase per year. Councilperson Sam Grimone asked if the first lease contract would be for three years? Supervisor Montroy responded that AT&T did not indicate how many years the first contract would be for.

Councilperson Donald Amell wanted to double-check that the Public Hearing for the Introduction of the Tax Cap Override is Wednesday, October 10, 2018 at 6:00 pm. Supervisor Montroy confirmed that is correct.

NEW BUSINESS

Supervisor Montroy reported the Bloomingdale Volunteer Fire Department is replacing the roof on the shed. Supervisor Montroy asked if the building permit fee could be waived due to the Fire Department offering and teaching the PESH training to our employees. The Board approved the waiver of the building permit fee.

Supervisor Montroy reported he contacted John Sweeney regarding the fire hydrants that were on AMA's property. John Sweeney informed Dean that the fire hydrants do not belong to the Village of Saranac Lake; they belong to AMA. Supervisor Montroy asked Donald Amell if he would like to contact AMA regarding the possibility of obtaining the fire hydrants for the Town.

#### QUESTIONS:

Supervisor Montroy asked those present if there were any questions. Sandy Hayes asked who Derrick Martineau was. Supervisor Montroy explained that Derrick is our newly hired Code Enforcement Officer. Paul Blain was kindly filling in, helping us temporarily until we hired a candidate. Supervisor Montroy suggested we may want to name a Deputy Code Enforcement Officer in case there was a vacation, or family emergency, and we needed someone to handle emergency situations that might arise in the absence of the Code Enforcement Officer.

Sandy Hayes asked if Supervisor Montroy heard from the Overlook manager regarding hosting the Senior Lunch Program. Supervisor Montroy responded that he met with Nicole Gardner from Overlook and Rob from Essex County ACAP and both kitchens at Overlook were too small because of the requirement of a three bay sink. Discussion ensued regarding converting the Town Hall's kitchen into two offices: one for the Town Clerk and one for the Town Accountant, and move the Code Enforcement Officer into the Accountant's office. If that occurred, there would be cost savings in removing the internet and phone from the current Code Enforcement Officer. Supervisor Montroy asked the Board if it's something they want to pursue. Councilperson Donald Amell asked if we should budget some money for the renovations. Supervisor Montroy replied there would not be much of an expense and he had talked with Highway Superintendent, and they could do the majority of the construction. Supervisor Montroy asked the Board how they wanted to handle the removal of the refrigerator, stove, and three bay sink. The Board agreed the equipment should be handled as surplus, selling for the best price. Supervisor Montroy also reported he had spoken with Shirley Oneil of the Over 55 group and she stated the group does not have a problem if the kitchen is removed because they only use the microwave to heat food that is brought in by members of the group. The Board agreed to move forward, stating a small break area would be needed for a microwave and small refrigerator.

#### MOTION TO ADJOURN

Councilperson Samuel Grimone 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 8:39 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: October 9, 2018