

Town of St. Armand
Public Hearing on 2019 Town Budget
Thursday, November 8, 2018
6:00 PM
and
Regular Board Meeting
Thursday, November 8, 2018
6:30 PM

These Public Hearing and Regular Board Meeting Minutes were approved on December 11, 2018.

A Public Hearing on the 2019 Town Budget for the Town of St. Armand was held on the above date and time.

BOARD MEMBERS PRESENT:

Town Supervisor Dean Montroy, Deputy Supervisor Jennifer Fuller, Councilperson Donald Amell, and Councilperson Samuel Grimone.

A quorum of the Board was in attendance.

TOWN EMPLOYEES PRESENT:

Highway Superintendent Douglas Snickles, Water Superintendent Jeffrey Cotter, Code Enforcement Officer Derrick Martineau, Wastewater Superintendent Stanley Ingison, and Town Clerk Barbara Darrah.

ABSENT: Councilperson D. Joseph Bates was excused from the meeting.

GUESTS: Diane Chase, Tyler Chase, Sandy Hayes, Warren McCarthy, and Charles Whitson, all from the community.

Notice was posted regarding this meeting in the Adirondack Daily Enterprise, Bloomingdale Post Office, Bloomingdale Fire Department marquis and the Town Board's outdoor bulletin board.

Supervisor Montroy opened the Public Hearing on the 2019 Budget with the Pledge of Allegiance.

Town Clerk Barbara Darrah read aloud the Public Hearing Notice.

Dean asked if the Town Board received their copies of the budget and they responded yes. Dean then asked if they had questions, concerns or comments? Dean opened the budget to the floor.

Sandy Hayes stated Dean should let everyone else go first, because he has a few.

Charles Whitson: The monies that were set aside for the operation of the sewer plant, he was surprised how little it is. 2nd question: How many of the Board members have been down there to look and see what you are discussing so you have knowledge of the plant operations itself?

Jennifer Fuller stated she had not been to the sewer plant. Donald Amell responded he had not. Charles asked Donald if he was on the committee? Dean answered no, it was Dean and Joseph Bates who were on that committee. Charles continued that he knew Sam Grimone had been to the sewer plant. Dean asked Charlie what were his concerns with the amount of money assigned to that account? Charles thinks there should be a little bit more put aside for emergencies because what is concerning is we aren't ready for some kind of real problem down there whether with either machinery or whatever, we don't have money in the budget to buy the equipment. Charles stated that maintaining and upkeep of is one of the things DEC contacted him about when he was Supervisor as far as the consent orders and he was concerned about fines. Dean explained that the Board did go with what Stanley wanted in the budget. We are going to build a new lift station on Union Street, maybe another one the following year. Stan admitted he had not put in anything for contingency plans.

Sandy Hayes stated he wanted to go over some of the salaries and try to understand some of that. He asked if the Accountant's salary actually A1320.1 from 9620 to 9104 down 5.4%. Dean explained last year we had given a stipend last year because of the audit, so the overall cost is less this year, but she did receive a 3% increase this year. The Assessor did her salary go down also? Dean explained that was the same situation. Sandy continued on the Town Garage EQ there has never been anything in the budget A5132.2 and now there is a \$3900.00 item I don't know what the item is. Dean stated that is the security system and smoke alarm system. That will hopefully give us a reduction in our insurance costs in March.

Sandy Hayes continued under Youth Program A7310.4 was budgeted for \$900 last year, this year to date is \$4572., and budgeted again for \$9,000. Dean stated it is contributions made to the Civic Center, Mount Pisgah, Pee Wee Hockey, and heat, electricity and telephone at the youth field. He asked if we don't use that, can it be re-

budgeted? Under Youth Programs YCC, A7312.1, it was budgeted last year at \$5500, current year to date we are only at \$2516. We did reduce the budget down to \$3500. What is that item? Dean responded that is the salaries for the Summer Youth Program. Because the attendance is down, we have reduced the staff as well. Cemetery CE A8810.4 had \$11,000 last year, this year is \$9,000, but year to date, only \$162 was spent. Sandy knows they have been doing a lot of work at the cemetery. Dean explained we were putting money aside to fix the walls in the cemetery. Sam asked could that not be having someone else coming in to assist with the walls. CE is gas, oil, topsoil, or repairs. Dean knows that Cy has done quite a bit of work on that. Dean stated he would look into it.

Sandy Hayes continued on the salaries on the last page:

The Recreation Attendant and Ground Maintenance, aren't these people paid hourly? Why is the overtime a lot more? Their rates should be the same, they shouldn't be getting overtime. Dean explained if they work over 40 hours, they do get overtime. Sandy continued: Transfer Station pays \$14.08, Water Meter Reader is \$15.98, Ice skating attendant is \$14.09. Those are \$14, \$15 hour jobs. Then I'm looking at the salaries for Barb, Tina, Donna and Jeff. None of those people work 40 hours a week, is that correct? Barb, Tina, Donna and Jeff? Dean explained Barb does but she doesn't get paid for it; if she works over 40 hours, she doesn't get overtime. Sandy explained the first one I looked at is Barb. Her total of both salaries is \$26,149 and I divided that by \$15 and I get 1743 hours a year, divided by 52 weeks is \$33.5 hours a week. Is that what she works now?

Dean responded: Yes, I would say so. It was a big long conversation in the budget process. Sandy: So, is that a yes or a no that she works 33 hours a week? Barb responded she is not obligated to work that, she doesn't want people thinking her week is 33 hours. Sandy stated he thought she lived here because her car never seems to go home.

Sandy continued that he thinks the number of hours they (Barb, Tina, Donna, and Jeff) put in is going to be a lot less than \$15/hr salary which is what you (the Town) are paying someone to plug the rink or watch the garbage. That is why he is wondering where these salaries come from but he stated he doesn't know how many hours they work. In Barb's case, her salary equates to 33.5 hrs/week. In Tina's case her salary equates to 15 hours per week. This is at \$15/hr. Donna is 19.23 hours per week. Jeff is 29.4 hours per week, and I hear Jeff talking about some of his horror stories getting called from the casino to come up here and shut off the water. And I'm wondering if these poor people are getting paid what they're worth? I mean these are good people and I don't know those hours so I'm basing everybody at \$15/hour and that's the number of hours my math tells me they should be working in a week. There's four people I'm just wondering if they are getting paid what they're worth.

Sandy continued: Do we know what any of those people work a week? Jeff Cotter stated his varies: There are some tough weeks. I am happy with my salary, really. There are times that it is easy and there are times I am swearing. Sandy said: If he's happy then God Bless him. Sandy stated it doesn't seem those salaries are right. Does the Board think these are fair prices for the number of hours he quoted?

Dean stated Barb would have to speak for herself like Jeff did. Barb stated she feels the Board is listening now; she thinks that they want someone to come in professionally to look at our tasks and see where we could improve the job descriptions. She has voiced her opinion that her combined job is really two separate jobs and she believes they listened to her. She stated: We will see what 2019 brings.

Sandy presented more budget questions: Federal Aid Youth Programs, USD A4810. It looks like that is being cut back \$500.00 this year. Dean explained it is probably due to less participants in the summer program. Rental of Real Property, A2402: It has \$2400 for next year, but the ACAP program has ended and it is going to be zero. That is not going to be an income.

Warrene McCarthy stated that Sandy mentioned the Transfer Station. She asked if we have someone down there that is going to be working there all the time now. Dean answered on Saturdays. She continued that there was going to be two people and Dean explained it is hard to find one person to work every Saturday.

Sandy continued with General Outside Fund under Appropriations General Supports Safety Inspections PS B 3620. Last year was budgeted \$8,966, year to date \$5,477, this year it was increased to \$9,235 and a 3% increase has been added, but it is right now 30% under last year, why the increase? Dean explained the building inspector's previous salary was \$8,986, we reduced the salary until he became certified. When he resigned, we had a temporary CEO at the regular rate. So that increases the salary.

Building and Alterations, B2555: There was nothing budgeted last year, this year was \$3,588, and next year \$4700, what is that item? Dean stated it was building permit income.

In Highway Department, machinery EQ DA5130.2, last year was 82,000, year to date, 29,830, next year from 82,000 to \$340,000. What is the increase? Dean explained from the left over money from the tax cap we put the money toward the purchase of a new truck.

Snow Removal PS DA5142.1: Last year \$20,400, actual year to date is \$58,499 and next year is \$81,000. A 308% increase. It is Personal Services (Salaries)

Sam Grimone asked Doug Snickles if it was possible for salaries for snow removal to be \$38,499 more. So, there are two questions: One is why was 20,400 budgeted and then 58,499 spent to date? Second question would be why is \$58,400 to day and we still have a couple of months and why did we anticipate it so high to \$81,000. One of the problems is it is not a 308% increase, it is about a 30% increase. That whole line doesn't make sense. Douglas stated that he felt the \$81,000 was realistic.

Sandy stated that is the end of his questions.

Guest Diane Chase stated she was not sure where she fit in, but she wanted to present a proposal for a library. Dean asked her if she could please wait until the Regular Board Meeting.

The Board determined there would need to be a second Public Hearing in order to go over the questions that were presented to pass the budget. Discussion ensued and it was determined the second Public Hearing would be set for Monday, November 19, 2018, at 6:00 pm.

MEETING ADJOURNED:

Councilperson Samuel Grimone made a motion to adjourn the Public Hearing. Deputy Supervisor Jennifer Fuller seconded the motion. The Public Hearing adjourned at 6:54 pm.

**Town of St. Armand
Regular Board Meeting
Thursday, November 8, 2018**

Supervisor Dean Montroy called the Regular Board Meeting to order on November 8, 2018 at 6:56 pm.

Supervisor Dean Montroy invited guest Diane Chase to address the Board.

GUEST DIANE CHASE

Diane Chase presented a request for a lending library for all ages to be placed on the St. Armand Town Hall property. Specialty Woods in Bloomingdale is willing to build the library over the winter. Diane spoke with both the Lake Placid and Saranac Lake Free Libraries and they are willing to donate children's books for the library. The dimensions of the unit would be approximately 6 – 7 feet tall, 3 feet deep, by three feet wide, double sided. So, it would be almost like a wardrobe up on a platform. Doors would be on each side. It would be placed at the end of the driveway lengthwise and would have to be slightly plowed just three extra feet into the grass area during the wintertime, otherwise it would not require any maintenance.

Sandy Hayes stated he saw one similar on someone's front lawn in Cadyville and he thinks it's a great idea. He did wonder if it would get enough exposure in the back end of the parking lot. Diane stated it was going to be bigger than a "little library". She stated this would be larger and is hoping that this may be more like an actual library. She felt if it were at the end of the driveway, there would be less vandalism.

Supervisor Montroy stated the best thing to do was to get together with Highway Superintendent Doug Snickles in the spring and figure out the best location. Councilperson Sam Grimone suggested that maybe the Post Office might be a better place for it, due to the already built in traffic, meaning better use of the library. Discussion ensued regarding the best location. Diane agreed wherever they think would be the best place. Diane stated the target date would be Spring break, unless it was too wet. The Board agreed they were all for it.

HIGHWAY DEPARTMENT MONTHLY REPORT:

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

Highway Monthly Report for the November 8, 2018 Board Meeting:

1. We ditched working on the water run off on Moody Pond for the winter. We want to get a better look this winter before we spend money not necessary to spend
2. A drain was put in at the Youth Building to get rid of water in the basement.
3. All our sand is up for the winter and the salt shed is full.

4. Some transmission sensors went bad on the Mack truck. Being repaired presently.
5. All of the trucks are ready for the winter.
6. We have been cleaning some of our ditches to get rid of the leaves, so run off water will flow freely.
7. The Highway crew were all certified in confined space training.
8. The Highway crew ripped out the sidewalk entrance to the town hall parking lot and repaved.
9. The Highway crew is going to put some millings in some of the plow turn-arounds.
10. We took another load of scrap metal to Morrisville. He is still waiting on Plattsburgh Memorial for the plaque for Roger's memorial.

Guest Warrenne McCarthy asked where the memorial was going to go. Doug described the area to her.

WATER MONTHLY REPORT:

Superintendent Jeffrey Cotter presented the following report to the Board:

Town of St. Armand Water Report for the November 8, 2018 Board Meeting

1. Verified Readings - On 10/10/18, I verified two water readings at Barb's request. One at Larry Snyder's residence (he repaired his meter) and one at the McCarty residence on Vine St. (he had a new meter installed).
2. Hydrant Flushing Continues.
3. Coliform Sample - The monthly Coliform sample was submitted to Life Science Lab and that came back negative.
4. Nitrate Sample Due - I will submit an annual Nitrate sample to the lab this month.
5. Re-Programmed Reader - On 10/16/18, I reprogrammed the reader at 57 River Rd at Barb's request. The reader stopped working.
6. Inspected 27 Oregon Plains Rd. Meter - On 10/18/18, I met with the owner of 27 Oregon Plains Rd. residence (formerly GaGa's) to inspect his meter in the basement. The entire house has been gutted and is currently under construction. The water meter is not installed and there appears to be no water being used. Mr. Kidder stated he would be installing a new meter in about 6 weeks and he would contact me once the meter is installed.
7. New Meter Installed - On 10/23/18, a new meter and reader were installed at 16 Roosevelt Lane. I obtained a reading for Barb at her request.
8. Rockledge Question - On 10/30/18, I received a call from John Sweeney of Saranac Lake in regards to a service connection to Chad Ladue's residence on Rockledge. Chad has a vacant lot that apparently has a Curb Stop installed on the water main across from the vacant lot. John asked me if I had a map of the water lines on Rockledge along with the Curb stop locations. I do not. Mr. Ladue would like to dig up the water main and remove the Curb stop so he is not charged for it for his vacant lot. Jeff brought up that the owners of property on Rockledge are being charged some sort of fee. Dean Montroy stated he spoke with John Sweeney about that. Dean reported the owners are being charged for a corporation fee. Dean asked John why they are charging an additional fee? The Village of Saranac Lake is charging the fee. Sam Grimone asked if our regulations specify Rockledge?

Dean's argument with John Sweeney was that if anyone should be getting the fee, it should be the Town, not the Village of Saranac Lake because the Village is just offering the water usage. It is the Village ordinance that is the same wording that it applies to the Rockledge district as well.

Jeff Cotter stated in Rockledge, if the corporation stop is removed there is no way to get water, then the customers are not charged the fee because there is no way for them to get water. Dean continued that they do not pay bonds and interests because they are not connected.

Discussion ensued regarding the Rockledge Water District and Dean stated he is working on that with John and it certainly needs to be addressed.

9. Shut off Water Service - On 11/2/18, I located and dug out the water shutoff for 12 River Rd. I then shut off the water to this residence at Barb's request.
10. Obtained Final Readings - On 11/6/18, I obtained final readings per Barbs request at 12 River Rd and 32 River Rd.
11. Honda Water Pump Repaired - I located a new carburetor and purchased it (own money) on Amazon and installed the carburetor on the Honda Water Pump. Test ran the pump and it's now back in service.
12. Annual New York State Health Department Inspection - I have a scheduled annual water system inspection scheduled for tomorrow, 11/9/18 with Marlene Martin of the Saranac Lake Health Department.

CODE ENFORCEMENT OFFICER MONTHLY REPORT:

Code Enforcement Officer Derrick Martineau presented the following report to the Board for the November 8, 2018 meeting.

STATUS REPORT FOR THE MONTH OF October

Applications Received: 5
Permit Application Conferences: 4
Notices of Incomplete Applications: 0
Building Permits Issued: 4
Building Permits Applications Pending Due to Payment: 1
Fees Collected: \$125.00
Fees Due: \$25.00
Site Inspections: 7
Field Visits: 5
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

Enforcement Actions

- No action taken at this time

Working on retrieving information from past on Moose pond complaint. I have not been able to find any records of inspections or letters to owner in reference to cleaning up violations to property maintenance codes. Only letter found is one to board from residence on Moose Pond Rd. This letter was helpful so I can address concerns. Most are very apparent. I will be issuing Notice to take care of violations if they are not corrected in time allowed I will issue appearance tickets.

Have spent countless hours already trying to get things organized and files made as things were in no order and files not made.

WASTEWATER MONTHLY REPORT:

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

Town of St. Armand Wastewater Department's Summary for the November 2018 Board 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 the mid-summer I started work on the lagoon effluent weir box as it was not included in the plant rehabilitation work and was freezing in the winter, because it was seriously degraded from time weather and no upkeep work, thus causing trouble with the equipment. I had to dig around the exterior of the concrete structure 4 feet deep to re-insulate around it and install a pressure treated plywood enclosure over it to protect the insulation. I just finished sealing the seams enough to get it through the winter. I still need to get the cover center screws installed soon but the finishing work has to wait until the summer for trying purposes.
- 8) The lawn around MH 33 at 24 River Road has done great with all the rain and snow we have gotten. The seed has sprouted and grown well for this time of year and everything looks good and the man hole is accessible again. I still need to get the inspection done.
- 9) With the help of the highway department personnel we did get the lagoon sludge level and dissolved oxygen level measurements completed this month. These are mandated annual measurements that have to be done with a minimum of three people to accomplish safely.
- 10) Todd Hodgson and I are still working on locating the problem with the effluent flow reading error.
- 11) The NYS DEC continues to increase plant operations demands and is now saying we need to start doing lab work and testing along with the plant walkthrough's 7 days a week.
- 12) I would like to remind the board of the many thousands of dollars of DEC fines that I managed to get rescinded since taking over for Bart. I don't have the paper work on them but do remember a \$60,000, a \$12,000 fine and at least a couple other ones along with a number of other ones that were in the works but were stopped because of my work. I forgot to remind you of that earlier during the 2019 Budget work.

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

WHEREAS A Public Hearing was held on November 8, 2018 with regards to the 2019 Budget, and

WHEREAS, as the Town of St. Armand Water & Sewer District is currently operating on an "On-Consent" Order by the NYS DEC for our SPDES Permit, and

WHEREAS, some of the cost of this construction must be brought to the Users of the St. Armand Sewer District, and

THEREFORE, LET IT BE RESOLVED that the 2019 Water Usage Rate shall increase from \$4.25 per 1,000 gallons to \$6.50 per 1,000 gallons, and the 2019 Sewer Usage Rate shall increase from \$8.50 per 1,000 gallons to \$18.75 per 1,000 gallons, and the 2019 Water Debt Service shall decrease from \$32.00 per quarter to \$8.00 per quarter for properties that are connected, and the Sewer Debt Service shall decrease from \$75.00 per quarter to \$68.00 per quarter for properties that are connected, and

BE IT FURTHER RESOLVED, in reference to NYS Town Law, vacant properties (lots) where the location of the lot runs along existing water and sewer lines within the Town of St. Armand Water and Sewer District are to be charged an amount determined by the Board for Water Debt service and Sewer Debt service. The Water Debt charge for vacant lots will be \$4.00 per quarter and the Sewer Debt charge for vacant lots will be \$34.00 per quarter.

BE IT FURTHER RESOLVED these new billing rates shall become effective during the first quarter of 2019, which begins with October, November and December of 2018, billed in January 2019 as adopted in the 2019 Budget for the Town of St. Armand.

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	ABSENT
Councilperson Sam Grimone	AYE

Dated: November 8, 2018

Barbara J. Darrah
St. Armand Town Clerk

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

WHEREAS by Resolution of the Town Board of the Town of St. Armand, the Town Board authorizes the 2019 Essex County Property Tax Re-levy of all unpaid Water and Sewer balances in the St. Armand Water and Sewer District and the Rockledge Water and Sewer District as of November 8, 2018 in the amount of \$ 10,427.87 plus 10% late fee penalties for those current unpaid balances in the amount of \$ 993.00 for a grand total of \$11,420.87.

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	ABSENT
Councilperson Sam Grimone	AYE

Dated: November 8, 2018

Barbara J. Darrah
St. Armand Town Clerk

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

WHEREAS there is well documented need for providing access to the public sewer system in areas of our community that are currently serviced with on-site sewage treatment systems, and

WHEREAS many of these septic systems are failing and these neighborhoods have been plagued with leakage and sewage overflow issues for many years, and

WHEREAS, letters from the New York State Department of Environmental Conservation and the Department of Health show support for the Town’s previous efforts to obtain funding to remedy this problem and indicate that providing public sewer access to the parcels in question would be the best possible solution, and

WHEREAS, Essex County Community Resources has contacted the Town of St. Armand, stating they would like to submit a grant application on the Town’s behalf to secure funding for a small portion of the Town’s overall sewer improvement efforts, and

WHEREAS, they are looking at a Lake Champlain Basin Program Local Implementation grant for Pollution Prevention for funding to perform cleaning and CCTV/camera inspections of approximately 5,250 linear feet of sanitary sewer lines, and

WHEREAS, if successful in securing these funds for the camera study portion, a greater portion of other funds can then be allocated for construction/capital improvements, and

WHEREAS, there is no match requirement for this grant program,

THEREFORE, LET IT BE RESOLVED that the Town Board of the Town of St. Armand does hereby authorizes Supervisor Dean Montroy to execute a Grant Agreement with the Essex County Community Resources and all other contracts, documents and instruments necessary to bring about the project under this grant program.

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

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

Dated: November 8, 2018

Barbara J. Darrah
St. Armand Town Clerk

The Resolution for passing the 2019 Town Budget was postponed due to unanswered questions on the budget, and will be submitted on the November 19, 2018 Public Hearing.

APPROVAL TO PAY MONTHLY BILLS:

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

- General Vouchers # 273 - #297 in the amount of \$ 11,622.72
- Trust and Agency Fund Voucher # 8 in the amount of \$ 2.50
- Highway Vouchers # 171 - # 185 in the amount of \$ 9,000.26
- Highway Outside Vouchers # 14 - # 17 in the amount of \$ 41,428.76
- Water and Sewer Vouchers # 157 - # 171 in the amount of \$ 80,020.81
- B Fund Vouchers # 37 - # 39 in the amount of \$ 124.31

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

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

All approved. Motion carried.

Date: November 8, 2018

Barbara J. Darrah,
St. Armand Town Clerk

MONTHLY REPORT FROM THE SUPERVISOR:

Supervisor Montroy presented the Supervisor’s Monthly Report for October 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 MONTH’S MINUTES:

Deputy Supervisor Jennifer Fuller made the Motion to approve the Regular Board Meeting Minutes of October 9, 2018. The Motion was seconded by Councilperson Donald Amell. All in favor. Motion carried.

Supervisor Montroy stated the Town Clerk requested a waiver of the four October Budget Meeting Minutes and two Public Hearing meeting minutes until next month. The Board approved the extension.

TOWN CLERK’S MONTHLY REPORT:

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

Spayed/Neutered Dog Licenses:	2 spayed and 3 neutered Dog Licenses for a total of:	\$ 35.00
	1 unneutered Dog License for a total of:	\$ 14.00

Total Revenue Earned: \$49.00 Paid to Supervisor: \$ 41.00 Paid to NYS Agriculture & Markets: \$ 8.00

WATER AND SEWER BILLING MONTHLY REPORT:

Water & Sewer Clerk Barbara Darrah reported the current balances are 10,021.93. Supervisor Montroy asked Barbara how many accounts were re-levied and to please explain the process. Barbara reported there were 38 accounts re-levied. The County sends us the separate forms; one for Water re-levy and one for Sewer re-levy. The individual property owners name, property Tax ID # and amount is filled out on the forms and totaled.

There were 17 adjustments to the Water and Sewer billing quarter. The Board was asked to review and sign all 17 adjustment forms.

OLD BUSINESS:

Donald Amell brought up that last year we stated we were going to resolve some of the issues regarding some of the employment issues (positions and salaries). He continued that AMA actually does training for assessments of jobs and evaluations. AMA offers a couple of links for courses, some free. And to Barbara’s point at the budget meetings, these Board members are not here on a daily basis to know what is entailed in the positions. Donald Amell continued that the Town Supervisor is the only one here every day. He would like to suggest that for next year’s budget process, the evaluation process is done before the budget meetings. Please feel free to share this with the Highway Superintendent as well, keeping in mind that the process is going to have to happen again next year because of the union negotiations being revisited next year. If we have those evaluations previously done it will help give us.

Supervisor Montroy asked if they focus or do they address municipalities as well as businesses? Donald replied he didn’t go through all the courses, but he thought even just the general review might help. Samuel Grimone stated the courses go into principles that are not only business principles, but really for any organizations. The free ones are approximately 50 minutes and usually start at 12:00 Eastern Time, a person could sit down with a lunch and take. Supervisor Montroy asked if this is something we want to put together to have so many courses and put it in our budget or are we just going to go ahead with it? Donald Amell replied that with the paid ones, AMA is willing to give us three of them for free. Donald Amell stated this was an attempt to address the justifiable concerns brought up at the budget meetings.

Supervisor Montroy stated he also did some digging as well and there is a company that does this. They are called Human Resource Management and Employee Relations Services out of Glenville, NY. They have done several locations around, including Harrietstown. They come into municipalities and do payroll, job descriptions, policies. He is going to give us an estimate on what it will cost. Dean will forward it to the Board once he

receives it. They are in Schroon right now. Dean was talking to Dan Manning about our situation and Dan told Dean that Schroon is going through this right now. That is how Dean found out about this company.

Dean reported that he had received the figures from National Grid on the street lighting and NY Power Authority sent him 10 documents. Dean stated Nancy Bernstein will be coming in to speak at our December meeting. She has taken the numbers NY Power Authority sent us and will go over the comparison of municipal owned or utility owned.

NEW BUSINESS:

There was no new business.

MEETING ADJOURNED:

Councilperson Donald Amell clarified the Public Meeting is on November 19th at 6:00 pm and the Special Meeting to adopt the budget will be held immediately afterward. Deputy Supervisor Jennifer Fuller made the motion to adjourn the meeting and Councilperson Samuel Grimone seconded the motion. The Regular Board Meeting adjourned at 8:22 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 Public Hearing and Regular Board Meeting minutes held on the above-referenced date.

November 8, 2018

Barbara J. Darrah
St. Armand Town Clerk