

Town of St. Armand
Regular Board Meeting
Tuesday, January 8, 2019
6:30 PM

These Meeting Minutes were approved on February 12, 2019.

A Regular Board Meeting of the Town of St. Armand was held on the above date and time at the Town Hall, Bloomingdale, NY.

BOARD MEMBERS PRESENT:

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

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.

GUESTS: Sandy Hayes, Community.

Notice was posted regarding the date and time of this meeting.

Supervisor Montroy called the Meeting to order at 6:30 p.m. and asked all to stand for the Pledge of Allegiance.

Newly elected Town Councilperson Karl Law took the Oath of Office for the term January 1 – December 31, 2019.

HIGHWAY DEPARTMENT MONTHLY REPORT

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

- 1) All trucks are running with no problems.
- 2) Still using a lot of salt and sand. We are on our 6th load of salt.
- 3) Helped with water break on Rockledge. Fullers did the job. We used three loads of our crusher run.
- 4) Cleaned a ditch on Maple Street. A cross culvert was plugged. Had to clean the ditch which runs across private property to eliminate future problems in the intersection. We dug ditch to a point, but in the Spring it might have to be dug the rest of the way.
- 5) Still working on the Town Hall project when available. Waiting for the electrical work to be completed.
- 6) We are pretty much plowing or sanding every day.
- 7) Calling the County for some material for River Road culvert crossings because of the bumps across the roads.
- 8) Got an appointment for the pickup to get new tires put on. They were approved in the budget.

Dean Montroy stated there is a great amount of run off between the Bates property on Maple Lane and Jones property on Main Street. Dean asked Councilperson Bates if he had talked to his daughter about the ditch problem on Maple Lane. Councilperson Bates replied he had not. Dean reported Sharon Jones was very happy with the highway work on her portion of that same ditch.

WATER DEPARTMENT MONTHLY REPORT

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

Town of St. Armand Water Report for Board Meeting on 1/8/19

1. Initial Water Reading — On 12/18/18, I obtained an initial meter reading for Barb at the former Bloomin' Market.
2. Replaced Broken Curb Stop to Prevent Flooding — On 12/20/18, We dug up and I replaced the broken curb stop for 18 Union St. residence. This is the residence that recently had a flooded basement due to frozen water

lines. The repair was made to prevent future flooding and excess water use. Thanks to the Highway Dept. for their help with this project.

3. Leak at 30 Roosevelt — On 12/20/18, Dean reported a leak in the basement at 30 Roosevelt. The house is vacant and for sale and Sandy reported the leak in the basement while showing the house. I responded and was able to shut the water off at the curb stop.

4. Water Main Break at Rockledge — On Saturday night, 12/29/18, I received a call from Jeff Dora of the Saranac Lake Water Dept. to inform me that I had a water main break on Rockledge. I responded and confirmed that there was indeed a water main break. I contacted Fuller Excavating to schedule the repair for the following morning. Fuller had equipment already staged on Pine St. for a sewer line repair. I met Fuller the following morning and the repair was made to the water line. Doug provided crusher run that he had at the Highway Dept. Garage. Fuller trucked the fill. Thanks to Doug for his help with this repair. We worked on this repair from 7am — 5pm.

5. Another Water Leak — On 1/3/19, Dean reported a water leak at 24 Blue Spruce Way. I investigated and found that water was leaking from the service line under the trailer. I spoke with Larry Snyder, the trailer park manager and he informed me that he would repair the leak asap.

6. Ice Rink Fire Hydrant — On 1/4/19, Josh reported that the fire hydrant that he uses to flood the ice rink was beginning to get "stiff". I lubed the fire hydrant stem to free up the operation of the hydrant.

7. Monthly Coliform Sample was submitted and came back negative.

8. Test ran emergency generator and had to add antifreeze to the Pump House generator.

9. Rockledge Water Line — I asked Doug Hazelden of Fuller Excavating to provide a quote to replace approximately 200' of the 4" water line on Rockledge. This 4" section has had numerous "Band Clamp" repairs according to resident Chris Brescia, a longtime resident who was very knowledgeable of recent repairs to this line. He said it was always the 4" line that leaked which was installed in "1968". He claims that the 6" line which is older "never leaks".

Dean reported to the Board that Doug and Jeff were working all day on the Rockledge issue. The frost line is 1' at Rockledge.

Dean stated the Board will discuss how to bill the owner of the 18 Union Lane water break and shut off later in the meeting.

CODE ENFORCEMENT OFFICER'S MONTHLY REPORT

Code Enforcement Officer Derrick Martineau presented the following report to the Board:

STATUS REPORT FOR THE MONTH OF December (Includes actions up to 2019)

Applications Received: 2

Permit Application Conferences: 2

Notices of Incomplete Applications: 1

Building Permits Issued: 1

Building Permits Applications Pending Due to Payment: 0

Fees Collected: \$25.00

Fees Due: 0

Site Inspections: 6

Field Visits: 4

Notice(s) for Fire Safety / Property Maintenance Inspection(s): 2

Violation Notice(s) / Order to Remedy: 1 (Certified), 0 (Non-Certified)

Notice and Order(s): 0 (Certified)

Stop Work Order(s): 0

Appearance Tickets: 1

Certificate of Occupancy/Completion: 0

Temporary Certificate of Occupancy/Completion: 0

Record Search: 1

Month Highlights: Nothing to report

Enforcement Actions: Issuing appearance ticket for property on Moose Pond.

New Building Permits and Applications: Nothing to Report

Existing Building Permits: Nothing to Report

Derrick reported he had been to the residence of the Moose Pond Road problems several times. Derrick stated he did find more paperwork on the Moose Pond problem and hopefully that will assist in speeding things along in filing for a court date.

He continued that he went to the 788 St. Regis Avenue property to try and get an inspection the bank had requested, as the bank is taking the property back. Derrick stated there were old problems that were never taken care of and current safety issues.

Q: Sandy Hayes: What about James Way and those appliances?

A: Derrick replied he had been up there and he will be getting with the Judge on that as well.

Dean Montroy reported the Gladd case was going very slowly. The attorneys and Town were supposed to meet at the house in December but Gladd's attorney cancelled. The next court hearing was rescheduled for January 29th. Dean asked Derrick if he was using the building code enforcement or the Nuisance law for the Moose Pond situation. Derrick replied he was using the building code, adding that he felt that would go further with the court.

WASTEWATER DEPARTMENT MONTHLY REPORT

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

Summary of last month's activities for the January 2019 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) I did the weekly flexing of all the aeration diffusers.
- 7) With help from the highway personnel for confined space entry I did get one classifier shut down and drained for the winter operations as I reported last month. So that I can do this operation each spring and fall without having to enter the confined space, I am working toward refitting the wet well with extended valve keys so that entry for this project will not generally be required thus greatly reducing the time and cost of doing it.
- 8) I took the Wastewater truck to High Peaks Auto to have the required plow warning light wired in and much to my surprise they said that they could not do it so I had to set up an appointment with Evergreen Auto for tomorrow to have it done.
- 9) I did get the lagoon effluent dissolved oxygen meter re-calibrated after replacing the electronics unit and it has been working properly since then.
- 10) I did get the desiccant installed in the clarifier effluent flow meter control system box along with covering it to keep the snow and ice off but it hasn't corrected the problem on its own so I am trying to get Todd back to help look into it further.
- 11) As of the 1st of the year 2019 we have started under the new SPDES permit mandates and are testing 7 days a week / 365 days a year. I am working on getting people scheduled for work on all weekends and holidays for the remainder of the year. I have everyone trained except Jeff Moore and am working on scheduling that now.
- 12) I brought one of my work benches to the pump house garage when my office was there and it was put to use there so I hadn't moved it to the WWTP. I since procured another work bench and am installing it for use in the WWTP garage.
- 13) I did purchase a good 24" Cub Cadet 2 stage snow blower with auto steering to keep from damaging the solar panel boards and stands (which is working very well) for the \$800 which was budgeted. It has a three year residential / 1 year commercial warranty. They offer good extended warranties: 1 year for \$110 or 2 year for

\$150 which includes shipping to the repair shop. Would the Town like to purchase one? We have a couple days left to do that. I think it would be well worth getting the 2-year extension to put us equal with the residential warranty plan.

14) We never did find out what caused the problem with the PTB core climate system issue but it has been working fine since we got it back up and fully running.

15) I did get all the I & M plan inspections done and now need to get the annual report written up and put together to be turned in by the end of the month.

16) Conditions reached the point where we need to start using the polymer again but when I started it up yesterday it failed to work. It turns out that the polymer inside the vinyl plastic feed line had hardened up in spots and plugged off the line. I need to replace the underground line to hopefully get it back up and running.

17) The Geomatics survey company finished their survey of the doctor's property adjoining the Wastewater Plant property and it turns out that one of the dumpsters is only about a foot away from the line and some of the gravel fill is probably over the line a little. We will have to look into correcting the problem to his satisfaction. Our entrance road also cuts the corner a little so the corner post is on the edge of the road. The two dumpsters and center raised decking could easily be pulled back away from the line a little, along with removing a little of the gravel footer along with rerouting the road slightly.

18) The #4 and #5 diffuser feed lines each lost at least one of their connections on the below zero morning a couple days ago. It is going to be difficult to try and work on them at this time of year and I am squeezed with the I & M plan work as well. Maybe if I can line up help on a warm day? We will have to see.

Dean reported that he, Joe Bates, and Stan Ingison met with AES and Todd from Essex County Planning regarding the problems with the Wastewater Plant and the disinfection system. There were no questions.

DEPUTY SUPERVISOR OATH OF OFFICE

Councilperson D. Joseph Bates took the Oath of Office for Deputy Supervisor for the term of January 8, 2019 through December 31, 2019.

Supervisor Montroy discussed the 2019 Committee handout, explaining the assignments and mission of the Committees. He explained his recommendations for quarterly meetings or more and a report that can be shared with the full board and members of the public as to their work, both findings and solutions.

RESOLUTIONS # 1 - #21 (Except Resolution # 11)

RESOLUTION # 1 OF 2019

SUPERVISOR'S APPOINTMENTS

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

BE IT RESOLVED, that Supervisor Dean Montroy has made the following appointments for the year 2019:

DEPUTY SUPERVISOR:	- D. Joseph Bates
BUILDING & GROUNDS COMMITTEE:	- Dean Montroy, Karl Law, Derrick Martineau
HIGHWAY COMMITTEE:	- Donald Amell, D. Joseph Bates, Doug Snickles
WATER & SEWER COMMITTEE:	- Dean Montroy, D. Joseph Bates, Stan Ingison
YOUTH RECREATION COMMITTEE:	- Jennifer Fuller, Karl Law, Gail Bombard
BOARD OF ASSESSMENT & REVIEW:	- Diane Chase, Stan Ingison, Devin James, Ernest Hough, Ralf Hartman
REGISTRAR of VITAL RECORDS	- Barbara J. Darrah
WATER & SEWER CLERK	- Barbara J. Darrah
DEPUTY TOWN CLERK	- Davina Winemiller
DEPUTY REGISTRAR OF VITAL RECORDS	- Davina Winemiller
TOWN HISTORIAN	- Davina Winemiller

This Resolution was duly seconded by Councilperson Karl Law and adopted by Roll Call vote as follows:

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

Dated: January 8, 2019

Barbara J. Darrah
St. Armand Town Clerk

RESOLUTION # 2 of 2019

DESIGNATING APPOINTMENTS

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

BE IT RESOLVED, that the following Supervisor's appointments for 2019 have been proposed and accepted, retroactive January 1, 2019 until December 31, 2019.

Designating appointments are:

ATTORNEYS FOR THE TOWN	- Matthew Norfolk
	- Nathan Race
	- Dan Manning
CODE ENFORCEMENT OFFICER	- Derrick Martineau
YOUTH COMMISSION SUPERVISOR	- Gail Bombard
DEPUTY HIGHWAY SUPERINTENDENT	- Keith Bordeau
HEALTH OFFICER	- Raymond Scollins

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 D. Joseph Bates	AYE
Councilperson Donald Amell	AYE
Councilperson Karl Law	AYE

Dated January 8, 2019

Barbara J. Darrah
St. Armand Town Clerk

RESOLUTION # 3 OF 2019

DESIGNATING OFFICIAL BANKS

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

BE IT RESOLVED, that the following banks are designated to be the official banks to deposit money for the Town of St. Armand during the year 2019:

NBT Bank
Community Bank

This Resolution was duly seconded by Councilperson Karl Law and was adopted by Roll Call Vote as follows:

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

Dated: January 8, 2019

Barbara J. Darrah
St. Armand Town Clerk

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

BE IT RESOLVED, that the official newspaper for the Town of St. Armand for Public Notices and advertising in 2019 shall be the Adirondack Daily Enterprise.

This Resolution was duly seconded by Councilperson Karl Law and adopted by Roll Call Vote as follows:

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

Dated: January 8, 2019

Barbara J. Darrah
St. Armand Town Clerk

RESOLUTION # 5 OF 2019

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

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

WHEREAS by Resolution, the Town board of the Town of St. Armand hereby duly authorizes Town Supervisor Dean Montroy to execute the contract with GRAPHICS CONNECTIONS, INC. for the purpose of continued leasing of the Town of St. Armand website domain for January 1, 2019 – December 31, 2019.

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 Fulle	AYE
Councilperson D. Joseph Bates	AYE
Councilperson Donald Amell	AYE
Councilperson Karl Law	AYE

Dated: January 8, 2019

Barbara J. Darrah
St. Armand Town Clerk

RESOLUTION # 6 of 2019

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

Councilperson Karl Law, who moved its adoption, offered the following Resolution:

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

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

AND BE IT FURTHER RESOLVED, Deputy Supervisor D. Joseph Bates, is designated to have secondary signature authorization when required.

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 D. Joseph Bates AYE
Councilperson Donald Amell AYE
Councilperson Karl Law AYE

Dated: January 8, 2019

Barbara J. Darrah
St. Armand Town Clerk

RESOLUTION # 7 of 2019

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

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

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

THEREFORE, BE IT RESOLVED, that the Town Board acknowledges and hereby authorizes Dean Montroy, Town Supervisor, to continue having signature authorization for Checking accounts at COMMUNITY BANK,

AND BE IT FURTHER RESOLVED, Deputy Supervisor D. Joseph Bates is designated to have secondary signature authorization when required.

This Resolution was duly seconded by Councilperson Karl Law and adopted by Roll Call vote as follows:

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

Dated: January 8, 2019

Barbara J. Darrah
St. Armand Town Clerk

RESOLUTION # 8 OF 2019

OFFICIAL MILEAGE ALLOWANCE

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

BE IT RESOLVED, that the Town Officials and Employees be compensated at \$0.58 per mile for the use of their personal vehicles in the performance of their official duties from January 1, 2019 until December 31, 2019. This mileage compensation change is hereby verified at the Essex County level.

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 D. Joseph Bates AYE
Councilperson Donald Amell AYE
Councilperson Karl Law AYE

Dated: January 8, 2019

Barbara J. Darrah
St. Armand Town Clerk

RESOLUTION # 9 OF 2019

TOWN OF ST. ARMAND
PROCUREMENT POLICY

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

PROCUREMENT POLICIES AND PROCEDURES
FOR
THE TOWN OF ST. ARMAND

IT IS HEREBY RESOLVED BY, the Town Board of the Town of St. Armand, Essex County, State of New York that to conform with the requirements of General Municipal Law, Section 104-b, Procurement Policies and Procedures, and

IT IS FURTHER RESOLVED, that goods and services which are not required by law to be procured pursuant to competitive bidding must be procured in a manner so as to assure the prudent and economical use of public moneys, in the best interests of the taxpayers, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption. To further these objectives, the governing board is adopting internal policies and procedures governing all procurement of goods and services which are not required to be procured pursuant to the competitive bidding requirements of General Municipal Law, Section 103 or of any other general, special or local law, as follows:

I. Procedures for determining whether procurements are subject to bidding:

The procedures for determining whether a procurement of goods and services is subject to competitive bidding and documenting the basis for any determination that competitive bidding is not required by law is as follows:

A. Procedure: All procurement must be examined and categorized as follows:

1. GML Section 104-b Non-competitive Bidding:

- a). Purchase under \$20,000.00.
- b). Contract for public work below \$20,000.00.
- c). Articles manufactured in a New York State correctional facility (Corrections Law Section 184, 186).
- d). Purchases from agencies for the blind or severely handicapped (State Finance Law Section 175-b).
- e). Purchases under a County contract (GML Section 103(3)). 10002
- f). Purchases under a State contract (GML Section 104).
- g). Emergency purchases (GML Section 103(4)).
- h). Sole source purchases (GML Section 104-b).
- i). Professional Services (GML Section 104-b).
- j). True leases (GML Section 104-b).
- k). Insurance (GML Section 104-b).
- l). Second-hand equipment from another government (GML Section 103(6)).

2. GML Section 104-b - Competitive Bidding:

- a). Purchase contract of \$20,000.00 or more.
- b). Contracts for public work of \$20,000.00 or more.

3. Other Analysis:

A). Purchases should be evaluated to determine whether, over the course of the fiscal year, the Town of St. Armand will spend in excess of the competitive bidding thresholds for the same or similar items or services. Prior years budgetary appropriations should be referred to for this information and compared with current projections.

b). Reference to the statute (GML Section 104) should be made for all purchases cited in II-A-1 above, (except II-A-1(a,b) in which a non- bidding determination is made).

B. Documentation - Determination that a purchase is not subject to competitive bidding requirements shall be documented as follows, and kept with the records of the purchase:

1. Copies or notations of all written indicia of dollar amounts.
2. Notation of all verbal indicia of dollar amounts.
3. Where appropriate, reference to prior years' budgetary purchase amount information.
4. For all items determined not to be subject to competitive bidding for reasons other than dollar amount, a written notation of the facts justifying the particular category of exception must be made.
5. If full compliance with these documentation requirements is not practical, a note of explanation shall be made and placed with the purchase records.

C. The methods of procurement to be used are as follows:

For purchases or public works under \$250.00 – no quote needed

For purchases or public works between \$251.00 to \$1,000.00 – two or more verbal quotes needed

For purchases or public works between \$1,001.00 to \$2,000.00 – two or more written quotes needed

For purchases or public works between \$2,001 to \$9,999.00 – three or more written quotes needed

For emergency purchases or public works under \$5,000.00 – at the discretion of the Town Supervisor
For emergency purchases or public works between \$5,001.00 to \$20,000.00 – two verbal quotes needed
For insurance plans or policies, annually – two written quotes needed
For second hand equipment purchases

D. Statutory Exceptions from These Policies and Procedures:

Except for procurement made pursuant to General Municipal Law, Section 103(3) (through county contracts), or section 104 (through state contract), State Finance Law, Section 175-b (from agencies for the blind or severely handicapped), Correction Law, Section 186 (articles manufactured in correctional institutions), alternative proposals or quotations for goods and services shall be secured by use of written requests for proposals, written quotations, verbal quotations or any other method or procurement which furthers the purposes of General Municipal Law, Section 104-b.

THEREFORE, BE IT RESOLVED, that the Town Board of St. Armand does hereby adopt the Procurement Policy and Procedures pursuant to Section 104 B of the General Municipal Law, effective January 1, 2019 to December 31, 2019.

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

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

Dated January 8, 2019

Barbara J. Darrah
St. Armand Town Clerk

RESOLUTION # 10 OF 2019

TOWN OF ST. ARMAND
LEASE OF POLL SITE

Councilperson Karl Law, who moved its adoption, offered the following Resolution:

WHEREAS by Resolution of the Town Board of the Town of St. Armand does hereby duly authorize Town Supervisor Dean Montroy to execute the Contract with the Essex County Board of Elections for the purpose of leasing the Town Hall as a poll site, in consideration of \$1.00 per election event, for the calendar year 2019.

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 D. Joseph Bates	AYE
Councilperson Donald Amell	AYE
Councilperson Karl Law	AYE

Dated: January 8, 2019

Barbara J. Darrah
St. Armand Town Clerk

RESOLUTION # 11 OF 2019 The Board postponed this Resolution until the February 12, 2019 Meeting.

RESOLUTION # 12 OF 2019

TOWN OF ST. ARMAND
TOWN CLERK FINANCIAL REPORT

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

WHEREAS, the Town Clerk Fund must be audited each year, and

THEREFORE, LET IT BE RESOLVED that the St. Armand Town Board has accepted the audit and review of the Town Clerk's account for 2018, completed by Town Supervisor Dean Montroy, prior to January 20, 2019, and

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

This Resolution was duly seconded by Councilperson Karl Law and adopted by Roll Call Vote as follows:

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

Dated: January 8, 2019

Barbara J. Darrah
St. Armand Town Clerk

RESOLUTION # 13 OF 2019

TOWN OF ST. ARMAND REPRESENTATIVE
FOR COUNTY YOUTH COMMISSION AND
AND PLANNING COMMITTEE

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

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

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

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

Town Supervisor Dean Montroy

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

Deputy Supervisor D. Joseph Bates shall act as his alternate, and

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

Jennifer Fuller, 1795 NYS Route 3, Bloomingdale, NY 12913, jengonzo5@hotmail.com
518-637-3827

Karl Law, 9 Maggie Way, Bloomingdale, NY 12913, Karl.law89@gmail.com
518-524-0749

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

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

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

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

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

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

Dated: January 8, 2019

Barbara J. Darrah
St. Armand Town Clerk

RESOLUTION # 14 OF 2019

TOWN OF ST. ARMAND
YOUTH COMMISSION FUNDS

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

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

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

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

THEREFORE, BE IT RESOLVED that the Town of St. Armand Town Board hereby approves the 2019 application and authorizes the Youth Commission to expend enough funds for the 2019 youth services program(s), and

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

This Resolution was duly seconded by Councilperson Karl Law and adopted by Roll Call Vote as follows:

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

Dated: January 8, 2019

Barbara J. Darrah
St. Armand Town Clerk

RESOLUTION # 15 OF 2019

ADOPTION OF THE INVESTMENT POLICY FOR
THE TOWN OF ST. ARMAND'S FUNDS

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

WHEREAS, the Town of St. Armand adopts the following Investment Policy for Town Funds:

INVESTMENT POLICY FOR THE TOWN OF ST. ARMAND

IT IS HEREBY RESOLVED BY the Town Board of the Town of St. Armand, County of Essex, State of New York that to conform with all applicable federal, state and legal requirements; to insure the safety and prudent investment of tax payer funds; and to provide sufficient liquidity to meet all operating requirements, and

IT IS HEREBY RESOLVED THAT the authority for administration of the investment program is delegated to the Supervisor, who should establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a data base or records incorporating description and amounts of investments, transaction dates, and other relevant information, and regulate the activities of subordinate employees. All participants in the investment process shall seek to act responsibly, as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Town of St. Armand to govern effectively, and

IT IS FURTHER RESOLVED that it is the policy of the Town of St. Armand to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling, and

IT IS FURTHER RESOLVED that the policy for the Town of St. Armand for all moneys collected by any officer or employee of the Town is to be transferred to the appropriate Town official within two days for deposit, or, within the time period specified by law, and

IT IS FURTHER RESOLVED, that the Supervisor is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly, and are managed in compliance with applicable laws and regulations, and

IT IS FURTHER RESOLVED by the Town Board that the designation of depositories authorized for the deposit of monies up to the legally permissible maximum amounts are; any such bank or trust company authorized by law to do business in, and having offices in the State of New York, and

IT IS FURTHER RESOLVED that in accordance with the provisions of General Municipal Law Section 10, all deposits of the Town of St. Armand, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance shall be secured:

A. Collateralizing of Deposits.

1. By a pledge of "eligible securities" with an aggregate "market value" as provided by General Municipal Law Section 10, equal to the aggregate amount of deposits from the categories designated in Section C., Permitted Investments of this policy, or
2. By an eligible "irrevocable letter of credit" issued by a qualified bank other than the bank with the deposits in favor of the Town for a term not to exceed 90 days with an aggregate value equal to 140% of the aggregate amount of deposits and the agreed upon interest, if any. A qualified bank is one whose commercial paper and other unsecured short-term debt obligations are rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization or by a bank that is in compliance with applicable federal minimum risk-based capital requirements, or
3. By an eligible surety bond payable to the Town for an amount at least equal to 100% of the aggregate amount of deposits and the agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims-paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations.

B. Safekeeping and Collateralization.

Eligible securities used for collateralizing deposits shall be held by the depository and/or a third party bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure local government deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events which will enable the local government to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the Town, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Town of St. Armand or its custodial bank. The custodian agreement shall provide that securities held by the bank or trust company, or agent of and custodian for the Town will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security

may cause ineligibility. Such agreement shall include all provisions necessary to provide the Town a perfected interest in the securities. C. Permitted Investments.

As authorized by General Municipal Law Section 11, the Town of St. Armand authorizes the Supervisor to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

1. Special time deposit accounts,
2. Certificates of Deposit,

All investment obligations shall be payable or redeemable at the option of the Town of St. Armand within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided.

D. Authorized financial institutions.

The Town of St. Armand should maintain a list of financial institutions approved for investment purposes and establish appropriate limits to the amount of investments which can be made with each financial institution. All financial institutions with which the Town conducts business must be credit worthy. Banks shall provide their most recent consolidated Report of Condition (Call Report) at the request of the Town Supervisor. The Supervisor is responsible for evaluating the financial position and maintaining a listing of proposed depositories, and custodians. Such listings shall be evaluated at least annually.

BE IT RESOLVED, that the Town Board of St. Armand does hereby adopt the Investment Policy renewed effective January 1, 2019 until December 31, 2019.

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

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

Dated: January 8, 2019

Barbara J. Darrah
St. Armand Town Clerk

RESOLUTION # 16 OF 2019

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

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

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

WHEREAS, the Town Board acknowledged and hereby authorized Arthur Jay Niederbuhl, Town Justice, to have signature authorization for the Justice checking accounts at NBT BANK effective January 23, 2018, and

THEREFORE, BE IT RESOLVED, that Councilperson D. Joseph Bates, is designated as Deputy Supervisor and authorized to have secondary signature authorization effective January 9, 2019, when required.

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 Fulle	AYE
Councilperson D. Joseph Bates	AYE
Councilperson Donald Amell	AYE
Councilperson Karl Law	AYE

Dated: January 8, 2019

Barbara J. Darrah
St. Armand Town Clerk

Councilperson Karl Law, who moved its adoption, offered the following Resolution:

WHEREAS by Resolution of the Town of St. Armand, the Town Board hereby duly authorizes Dean Montroy to execute the Contract agreement with Adirondack Regional Airport for services to begin January 1, 2019 to December 31, 2019, and

THEREFORE, BE IT RESOLVED THAT the total sum of \$2500.00 for such 2019 contract is to be paid to the Adirondack Regional Airport no later than February 1, 2019.

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

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

Dated: January 8, 2019

Barbara J. Darrah
St. Armand Town Clerk

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

WHEREAS, by Resolution of the Town of St. Armand, the Town Board hereby duly authorizes Supervisor Dean Montroy to execute the Contract agreement with North Country Life Flight, for services to begin January 1, 2019 through December 31, 2019.

THEREFORE, BE IT RESOLVED that the sum of \$500.00 for such 2019 contract is to be paid to North Country Life Flight no later than March 1, 2019.

This Resolution was duly seconded by Councilperson Karl Law and it was adopted by Roll Call Vote as follows:

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

Dated: January 8, 2019

Barbara J. Darrah
St. Armand Town Clerk

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 an Annual Maintenance Agreement for the Handicap Access Lift for 2019, 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

THEREFORE, the Town Board of the Town of St. Armand chose Option One of the Albany Lift Company's 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

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 D. Joseph Bates	AYE
Councilperson Donald Amell	AYE
Councilperson Karl Law	AYE

Dated: January 8, 2019

Barbara J. Darrah
St. Armand Town Clerk

RESOLUTION # 20 OF 2019

TOWN OF ST. ARMAND UTILITY CONVERSION
DECISION ON NEW YORK POWER AUTHORITY
PROPOSAL FOR MUNICIPAL OWNERSHIP

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

LET IT BE RESOLVED by this Resolution the Town Board of the Town of St. Armand hereby chooses the option of Municipal Ownership in the LED Streetlight Conversion Program with the New York Power Authority.

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 D. Joseph Bates	AYE
Councilperson Donald Amell	AYE
Councilperson Karl Law	AYE

Dated: January 8, 2019

Barbara J. Darrah
St. Armand Town Clerk

RESOLUTION # 21 OF 2019

TOWN OF ST. ARMAND TO APPLY AND ACCEPT
GRANT FROM THE DEVELOPMENT AUTHORITY
OF NEW YORK STATE (DASNY) SIDEWALK
REPLACEMENT

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

LET IT BE RESOLVED this Resolution for the Town of St. Armand to apply and accept a Grant from the Development Authority of NEW YORK STATE (DASNY) for the Sidewalk Replacement Project in the amount of \$100,000.

This Resolution was duly seconded by Councilperson Karl Law and adopted by Roll Call Vote as follows:

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

Dated: January 8, 2019

Barbara J. Darrah
St. Armand Town Clerk

MOTION TO PAY MONTHLY BILLS

The payment abstracts for January 2019 were presented for the Board's approval as follows:

General Vouchers # 1 - # 30 in the amount of \$ 47,599.34
Trust and Agency Fund Voucher # 1 in the amount of \$ 2.50
Highway Vouchers # 1 - # 19 in the amount of \$ 8,678.50
Highway Outside Vouchers # 1 - # 1 in the amount of \$ 20,694.92
Water and Sewer Vouchers # 1 - # 11 in the amount of \$ 4,312.56
B Fund Vouchers # 1 - # 1 in the amount of \$ 1.79

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 Karl Law	AYE

All approved. Motion carried.

Date: January 8, 2019

Barbara J. Darrah,
St. Armand Town Clerk

MONTHLY REPORT FROM THE SUPERVISOR

Supervisor Montroy presented the Supervisor's Monthly Report for December 2018 to the Board, reporting that Town Accountant Tina Moody emailed the entire body of the report to the individual Board members with the exception of Karl Law, because we did not have his email. Dean stated we would send him a copy of the Report the following day. Councilperson D. Joseph Bates made the Motion to accept the Supervisor's Monthly Report. The Motion was seconded by Deputy Supervisor Jennifer Fuller. All in favor. Karl Law refrained from the vote. Motion carried.

REVIEW AND APPROVAL OF PREVIOUS MONTH'S MINUTES

Councilperson D. Joseph Bates made the Motion to approve the Regular Board Meeting Minutes of December 11, 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 December 2018:

Spayed/Neutered Dog Licenses: 0 - Dog Licenses for a total of:	\$ 0.00
There were no marriage licenses or certified copies of death, birth, marriages in December	\$ 0.00

Total Revenue Earned: \$ 0.00

Paid to Supervisor: \$ 0.00 Paid to NYS Agriculture & Markets: \$ 0.00

WATER AND SEWER BILLING MONTHLY REPORT:

The Water and Sewer Rate Change letters were mailed to all customers and owners on December 3, 2018. The letter included the upcoming vacant lot charges per Resolution #44 of 2018. The new rates will be effective in the first quarter billing which will be mid-January 2019.

RECORDS MANAGEMENT REPORT:

Barbara Darrah reported the individuals who are assisting us with the NYS Archives grant came for a visit on January 2, 2019, to take pictures of our records storage in order to determine what would be needed for the grant request. The team of two will be working on our records management grant and the planning aspect of the project. Barbara also reported she will be attending bi-monthly webinars offered by New York State Archives for records management training.

Dean Montroy reported to the Board that with part of the grant, an additional room will be constructed upstairs. It is being planned to coincide with the plans from the Historical society's floor plan. The cost for this room is estimated to be approximately \$5,000 and most of that cost will be materials, etc. and we could do the labor in-house for little to no cost. Dean explained to the Board if the cost were more, it would have to be put out for bid, and this would delay the grant application until next year. The Board agreed to the funds needed for the room.

QUESTIONS OR CONCERNS FROM GUESTS AND STAFF:

Dean Montroy opened the floor to the community.

Q: Sandy Hayes brought up the fact that the Judge used to present his audit records to the Board at a Town Board meeting and he asked if we still do that? Dean responded that the Judge had prepared his audit. Sandy said but the Resolution (#11) states the Board reviewed the audit. The Board decided to hold off on the Judge's audit Resolution until the Judge was present at the next Board Meeting to answer any questions.

Q: Sandy Hayes asked where is the \$100,000 worth of sidewalks going? Dean replied from Main Street to the school. This will include sidewalks and improvements on ditches along that road.

OLD BUSINESS:

Councilperson Donald Amell reported the State Law on Water and Sewer Clean Waters had not moved since December 10th which was the last time the page was updated.

NEW BUSINESS:

Dean reported that Rockledge currently has sewer lines running through it with 14 residents connected to those lines. Dean would like to see a sewer district developed there because we do the work on those lines. There are no pump stations, it is all gravity fed. The board approved going ahead with the initial paperwork to begin district maps for this purpose.

Sandy Hayes interjected, stating from what he heard Jeff Cotter reporting, the sewer lines were deteriorated and located in the shallow ledge. He feels the town would be buying a problem if we start a district on Rockledge with all the repair work that might come about. Dean acknowledged that Sandy might have a point, especially if the Town dug the lines up and there was asbestos. Dean said he would look into the situation more in depth and discuss with Dan Manning. Dean thanked Sandy for his input.

Dean reported we have approximately \$56,000 in the Rockledge account and we should do something with that money. Dean is proposing we obtain a GIS mapping study which would be needed to be done before we seek any grants or funding for the Rockledge district. The Comptroller's office states we should only have about two months' worth of money in that account. If we don't use it, they recommend we give it back to the taxpayers. Dean continued that he feels it is important to do the GIS mapping and John Sweeney and the Essex County Planning department agreed that would be a very good thing to do. Donna Bramer reviewed the Rockledge district and there are 41 property owners.

Dean also proposed to the board to approve money used in paying our crews for working up in Rockledge should be reimbursed from the Rockledge fund and not taken from the town accounts for work done there. The Board approved taking the money from the Rockledge fund.

Dean presented a request from the Saranac Lake Youth Center for a \$500 donation from the Town. It was not submitted at budget time. D. Joseph Bates suggested we give them \$500 and then let them know future requests would need to be submitted in our October's budget process. Don Amell stated he can't get out of his head that there are Saranac Lake kids that come to our Youth Program and we do not ask for anything. Dean stated he would ask her to submit it in next year's budget. The Board agreed.

Dean reported we received \$100,000 funds from NYS Environmental Facilities Corporation for a study on the inflow and infiltration. The Town would have to match it with \$30,000. This study would identify sewer lines on other streets in our town that are failing with ground water and drain water.

Dean was supposed to meet with Nancy Bernstein for the street lighting grant, but the NYPA representative had a family emergency and had to cancel.

Dean brought up the resident's water break on Union Street. At least 335,000 gallons leaked into the property owner's yard. This was treated chlorinated water, but it did not go into the sewer. We have the costs of our men digging the curb stop up and Jeff could not shut the water off at the curb stop, but went into the house and crimped the water line off. The Town installed a new shut off. Don Amell stated assuming we bill him for it and he can't pay for it, it will go to County re-levy. Dean stated if we did not bill him for it, what do we do when it happens to the next guy. We will bill him for the gallons used, water usage only, because it did not go through the sewer. He will also be charged for the materials and work the town did to install a new shutoff. The Board was in agreement with the billing for this situation.

Dean asked if there were any other questions. Sandy Hayes interjected in response to the Youth Center donation request quoting from the letter, "11% of the Center's participants are from Bloomingdale", then that would be 20 kids. Sandy continued to say it is a good program.

There were no other questions or concerns.

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. Motion carried. 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 Regular Board Meeting minutes held on the above-referenced date.

Barbara J. Darrah
St. Armand Town Clerk

Dated: January 8, 2019