

Town of St. Armand
Regular Board Meeting
Tuesday, June 11, 2019
6:30 PM

These Meeting Minutes were approved by the Town Board on July 9, 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 Davina Winemiller, Deputy Supervisor D. Joseph Bates, Councilperson Donald Amell, Councilperson Jennifer Fuller, and Councilperson Karl Law.

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 were excused from this meeting.

GUESTS: Benjamin Greene of G&G Building & Contracting, and Victor Burman, Arnie Charland, Dean Everitt, Sandy Hayes, Debbie and Roger Lagree, Warren McCarthy, and Larry Snyder, all from the community.

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

Supervisor Davina Winemiller called the Meeting to order at 6:31 p.m. and asked all to stand for the Pledge of Allegiance.

Supervisor Winemiller introduced Benjamin Greene of G&G Building and Contracting and asked him to explain to the Board the needed repairs on the leaking roof of the Town Hall and the chimney repair. Benjamin handed out photos of the roof and described the repairs that would be necessary. Benjamin went over his quotes, stating the material price was estimated high due to the copper. Copper is purchased by the weight by the roll, which is \$1,000 a roll for a 100 pound roll. The price might be slightly reduced because he wouldn't need that much. But, because of the area, he could be getting into a can of worms because if he opens it up, he might have to go farther to actually repair, or he could open it up and there would be rot. If something like that happens, it could get more extensive.

Supervisor Winemiller reported to the Board that she found the file on the original roof. The copper roof was installed in 1999. There was some sweat repairs, which Ben noticed right away when he went upstairs. Those repairs were done in 2006. Winemiller asked Ben to further explain where the old part of the copper roof is and what the problems were there. Ben stated the lines are all sweated together and there was cracking. He explained it could be surface or it could be deeper. Ben stated he would investigate it further, but it probably doesn't leak constantly or for long periods of time, but it could be an issue. Winemiller reported when they went upstairs, the floor shows very clearly where water was landing, and if you look up, there is a strip in the ceiling. When Ben climbed up there, he reported the area where it is missing the peak is where that leak is located and the water travels a little bit from where it is actually receiving the water.

Winemiller asked if there were any questions for Ben?

Donald Amell: These are two separate quotes?

Winemiller: I wanted them separate just in case.

Ben Greene: It will depend how it is when we get up there. We would have to do everything OSHA approved; hard hats, scaffolding possibly.

Amell: I'm just trying to total it up here.

Greene: And, to be reasonable, the quote on the roof is on the high end, just because I don't know exactly what I am getting into. And I'm more than fair, if my labor doesn't take me a week, my labor would be a little less than what is quoted on the paper.

Joe Bates: So, it is a "not to exceed" quote?

Greene: The quote is my high end. If it doesn't take that, I'm not going to charge that. The chimney is a quote from a mason.

Bates: Who is the mason?

Greene: I have looked at two: One is Erica Stevens; I use a lot and she is a good mason. She is on the cheaper end. The other one is Jay Mills. He is out of Plattsburg. He is also a good mason; he has done a lot of buildings in Plattsburgh and some commercial stonework. He never got back to me because he is real busy. So, that price is from Erica.

Bates: And, that is a "not to exceed" quote, also?

Greene: Yes.

Winemiller: Now, Ben, I just want to clarify. You have a lift for one week for the chimney and one week for the roof?

Greene: I do want to separate it so it's a week per.

Winemiller: So, do you think it will take one week for each?

Greene: The mason said it would be approximately a week and I will be approximately a week. And the price of the lift is actually per month, so if I do need it for two weeks or a month, it's the same price. So, I have the use of it for a month if it does go over. I doubt that it will.

Winemiller asked the Board if there were any more questions. There were none. The Board thanked Ben for his presentation.

The next item Supervisor Winemiller brought up for discussion was an update on the Water Meter Initiative grant. Supervisor Winemiller reported to the Board in their packets was a letter from HAPEC of Essex County, along with applications which were mailed on Friday. Winemiller stated she got one packet returned to her already, an application with all of the requirements HAPEC wanted. Winemiller reported it's going forward and going well. The packet went out to every single homeowner that is on flat rate so that everyone had the information. The United Way did also pledge some funding for this. They are waiting to get us an exact dollar amount once we receive all the applications back to see how many folks we are talking about and what funding we are going to need.

Guest Larry Snyder: I found some meters through a company called Flow. Same kind of meters same as the Wizard at \$250 a piece. And they have free shipping.

Winemiller: And they are analog?

Snyder: No, they are digital.

Jeff Cotter: The Badgers. The Second Generation Badgers?

Snyder: These are the new ones. These are newer than the Second Generation.

Cotter: Okay.

Winemiller: Can we use those, though? I thought they had to be the analog.

Snyder: No. The analog is the old style.

Winemiller: Right. But, that is normally what we have, right?

Cotter: The ones that are being replaced are the digital.

Snyder: The ones around town are \$600 a piece. These here are digital plug and play, it's \$250, there is no programming or nothing. They instantly go on, they automatically start counting water.

Winemiller: With the meter reader?

Snyder: With the meter reader and everything.

Winemiller: Can you get me that information, please Larry?

Snyder: Yes.

Winemiller: I found them cheaper, too. I talked to Jeff about this before. I actually found on Ebay there were lots and lots of new old stock of the analog kind and they were \$675 for 80 of them. They are out there cheap. And, going through this grant, they can buy through them, too. With the grant funds, they can buy the new old stock on Ebay or whatever.

Snyder: These are from a company called Flo and they are all new. Everything is certified. I put one in already, and from what I can tell, it is working fine. It's the simplest one I have ever put in.

Cotter: Do they have programming?

Snyder: No programming.

Cotter: Yeah, that's nice.

Snyder: Two wires. It already comes with zeros on everything and you turn the water on and it starts counting right there. And, it shows from the gallon up, not 10's or 100's. Just every gallon.

Cotter: Right. The new ones are rounded with tenths.

Snyder: I haven't had any issue with it. I'm going to install one in my house.

Joe Bates: So, it's Flow, F-L-O-W?

Snyder: Right. It's free shipping, too.

Winemiller: Can you call me tomorrow with something, Larry, or email me?

Snyder: I'll get their website and email it to you.

Winemiller: So, I just wanted to give you (Board) an update on that (Water Meter Initiative). So, it's (the letter and application packet) gone out and it's in the works.

The next item Supervisor Winemiller brought up is her proposal for a reduction of the Sewer Usage fees. She directed the Board to refer to the documentation entitled Proposed Reduction of Sewer Usage Rate Using Capital Reserve Funds. She explained that she has talked with the Comptroller's Office on the legal side, the Comptroller's Office on the accounting side, Douglas Goodfriend, the town's former Bond Council, Linda Wolfe, purchaser at Essex County and County Attorney Dan Manning. Winemiller stated what she is proposing is to collect the matching grant funds utilizing what is called Capital Reserve. By doing that, it will be a flat rate. Right now, we are collecting these matching funds utilizing the sewage usage fees. In her opinion, that is an unfair way to collect because the water main that is being replaced is the same for her that has two people in the household as it is for Dean Everitt (present) who has five, but he is going to pay more towards that matching fund because he has a herd of kids. So, by utilizing this Capital Reserve Fund, it will be a flat rate. So, every single user would be charged \$11.12 per quarter. That would reduce the sewer usage fees to \$12.36 per thousand gallons. She acknowledged there was a lot of paperwork before the Board, so she would go over it briefly. The first write-up is exactly what she had just presented. The document passed through Anna Reynolds and Rob Wick of Essex County Planning, as well as Greg Swart with AES. Everyone is in agreement with her on the proposal as far as the funding amount.

Donald Amell: This is Resolution # 57 that is coming up, right?

Winemiller: Right. That's the one coming up.

Amell: I was just doing the math quick. \$11.12 times 309 customers, so that comes to three grand per quarter. That is not going to cover \$41,000 per year.

Winemiller: We don't need \$41,000, Don.

Amell: That is exactly what we were told we needed for three years. \$41,000 per year.

Winemiller: Here is the problem. You are still thinking about this as the old grant that we were going for which was the disinfection.

Amell: Exactly.

Winemiller: Right. No. We are not doing just the disinfection. Believe it or not, because we have a DEC Order on Consent, if we go for a larger grant fund package to include West Main Street, Vine Street, the storm water with the I&I study; if we include all of that into our grant proposal, we actually would have less of a match than if we just do the de-chlorination. Now, on that same note, I have a meeting that we are going to be hosting here on June 27th, with Kelly Duval and Robert Streeter from DEC, Jason Deno from EFC, Anna Reynolds and Rob Wick from Essex County Planning, Greg Swart from AES, Todd Hodgson, Essex County, myself, Stan Ingison and Barbara (Darrah). We are hosting all of them to get together to talk about what St. Armand needs, what our DEC requirements are, and how we are going to work together to make it happen. It's huge. I am very excited. It's going to be great.

Amell: What I am hearing is we don't really have commitment of any kind yet.

Winemiller: No, we don't. We still have to apply for the grants. What I am proposing has passed muster with Anna, Rob and Greg. They all agree that yes, if we go for this bigger grant package, then our match is less. They all agree to it. We have to go for it. In lieu of this, so our match comes down to \$87,500. We have already collected \$20,500 in the first and second quarter billing for the sewer usage fees. We have already collected that. We have \$6,867.28 that will be collected if we go for \$11.12 per user per quarter for the third and fourth quarter of this year. So, you just said \$3,000 something; there's your number right there.

Amell: Per quarter.

Winemiller: Per quarter. So, now in the Supervisor's report you will see that we have \$9,329 remaining in the CDBG Work Force account left over from our sewer grant that we have to use toward sewer. It's been sitting there. Let's use it. We also have \$9,600 remaining in our ESD Technical Work Force account from the Wastewater Treatment Plant grant. We have to use for sewer. Let's use it. Then, the last three amounts are \$13,734.56, which will be collected through the next three years at \$11.12 per user (309) per quarter times four.

Amell: And, this is all predicated on that number being weighed upon, which hasn't been.

Winemiller: Yes, it is. But, we're going to go for it.

Amell: Assuming it goes the other way, and we said no, it doesn't.

Winemiller: But, if it doesn't, Don, we're not out anything by moving it to this other collection form.

Amell: Sure, we are. We're going to be behind.

Winemiller: Hold on. I see what you are saying. I know exactly what you are saying. Yes, instead of collecting \$41,000 this year, we would end up collecting.....

Amell: So, we would be \$5,000 shy if it doesn't come to pass.

Winemiller: So, if we did it this way, for this year, by taking into account the first four, we have collected \$46,296.28 for 2019. We're still not behind.

Amell: On this year's.

Winemiller: Right. The sewer usage rates change every year depending on what our bonds and interest are and in budget work sessions.

Amell: I am just suggesting is that if it doesn't come to pass, we're okay for 2019, but.....

Winemiller: Right. So, then we would have to change something. But, regardless of that, it's not a bad idea to start collecting this utilizing the Capital Reserve because then it's a flat rate. It's fair

Amell: But if it doesn't come to pass, that flat rate next year goes up.

Bates: It goes back to what it is now or what it would need to be.

Amell: Whatever we have to do make \$41,000 a year. It's another way of making the money.

Winemiller: But we could also take out a ban. There are other options. What I am saying is, give me some time.

Even if it doesn't come to pass, which I believe that it will. Anna believes that it will. Rob believes that it will.

Todd believes that it will. Even if it didn't come to pass, we are still up \$5,000 this year. If you just give me some time. You know what I mean?

Amell: I am not arguing for 2019.

Winemiller: OK. Give me six months, please.

Amell: I'll give you until the budget work sessions. That's how much time I'm going to give you. October.

Winemiller: That's fine. I am just saying today, right now, we can make a very serious change that is going to help every single member in our community that is on our sewer usage for this year. God Bless.

Bates: Good job.

Winemiller: Anybody have any questions about that? It's very exciting. I am very excited about it. We are going to make great things happen. Any questions on this? Anyone? Is everybody as pleased as I am? Jeff?

Jeff Cotter: Yes, it sounds good to me. Honestly, it does.

Winemiller: We have nothing to lose by changing this this year and everything to gain. Win-win. I love win-win.

Supervisor Winemiller then directed the meeting to Highway Superintendent Douglas Snickles.

HIGHWAY DEPARTMENT MONTHLY REPORT

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

Town of St. Armand Highway Report for the June 11, 2019 Meeting

- 1) We have been fixing washouts on Reservoir Road. Water runs off the Road and over the bank onto homeowners' lawns.
- 2) I went to Elizabethtown for cold patch so we can start patching roads.
- 3) We are still brooming sand. We have completed Bloomingdale but we need to finish in Saranac Lake.
- 4) I received a Robo call from the Youth Field about water in the basement. It was just a spot of water where the sensor was. There was no damage.
- 5) I am pricing a new broom. We are trying to get by with the old one, but it needs to be replaced. It's about \$8,000 plus the hydraulic tank, which totals \$9,300.

Winemiller: How long did you say it was going to take to get the new broom once you ordered it?

Snickles: They said about three to four weeks.

Winemiller: Board members, I know last year at budget time we had set aside \$8,000 for the broom.

Technically speaking, you (Snickles) could go ahead and order that. You have enough in your equipment. I am asking the Board if Doug can go ahead and order that so he has it on hand?

The Board agreed that Doug Snickles could go ahead and order the new broom.

6) The Highway crew helped with the water line repair on Roosevelt Street.

7) The Highway crew helped Stan at the Wastewater Treatment Plant.

8) I am getting a list together of culverts that need to be replaced on Vine Street.

9) I am going ahead to see what we can pave this year. Possibly Pine Street and Main Street from the "Y" up towards the school.

Winemiller: I did talk to John Sweeney the other day after you and I spoke about Pine Street. I have a name in my book that we are supposed to get a hold of for a map. John wants to meet with us one day in the morning because it is very convoluted because it's St. Armand, then it's Saranac Lake, then it's St. Armand. He would like us to get together and flag it out so they are not paving ours and we are not paving theirs.

Jeff Cotter: Are you talking just over the bridge?

Snickles: From Route 3 to the bridge and then from the bridge to Stevenson Lane.

Cotter: Just keep in mind that they (the Feds) are going to probably going to have to replace that sewer line.

Winemiller: When is that?

Cotter: I don't know. I do know they have engineers looking at it.

Winemiller: This summer?

Cotter: Yes.

Winemiller: So, you might as well wait on that, then.

Snickles: We'll just patch it then. Maybe, possibly doing the school road from the "Y" up so when this project is done and then Pisgah Lane.

10) The new highway employee, Cory Skiff, started this Monday, June 10, 2019.

Supervisor Winemiller asked if there were any other questions for Doug?

D. Joseph Bates: Have we heard anything on the State contract?

Winemiller: I will make a phone call on that tomorrow.

Bates: So, we haven't heard on that yet?

Winemiller: The answer is no right now. I will contact you all by email tomorrow.

Snickles: Keith Bordeau is officially done July 31st.

Winemiller: I did speak with Phil today. He does want to drop down to 20 hours a week and I told him that is fine. The two work crew, Ben Munn and Robert Stephenson will be starting on July 1st.

Snickles: The guy from the quarry offered the millings again and we accepted. We are going to have to find a spot. I thought of the first pit on Route 3. The second choice would be the Franklin Falls turn around.

WATER DEPARTMENT MONTHLY REPORT

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

Town of St. Armand Water Report for the June 11, 2019 Meeting

1. Low Water Pressure Reported at 7 Academy - On 5/15/19, I met with the owner of 7 Academy to investigate a complaint of low water pressure at this residence. I checked the curb stop to ensure that it was fully open and it was. I adjusted the PRV under the trailer at the request of the homeowner. After adjusting the PRV, the pressure was increased and the homeowner was happy with the increased pressure.
2. 17 Mains Reader Was Knocked off the Side of the Building by Ice - On 5/15/19, I reinstalled the reader onto the side of the building at 17 Main Street at the owner's request. Ice had knocked the reader off of the building over the winter months.
3. Located Water Lines at 12 Union for Dig Safe - On 5/16/19, I located the water lines at 12 Union St. on a dig safe request.
4. Shut Off Union St. Briefly for a Curb Stop Replacement - On 5/17/19, I shut the water off at Union St. for approximately 20 minutes to allow for Snickles Plumbing to replace a curb stop at 12 Union St.
5. Met with New Operator of Absolute Repair to Discuss Water Meters - On 5/21/19, I met with the new operator of former "Absolute Repair".

Jeff Cotter: He asked me if there was any way he could install a separate meter in the building that would feed just one outside hose spigot that would be utilized for only washing cars. This way he would not be charged for a

sewer rate on this one meter. I told him I would present his request to the Board at the next meeting. (Things to consider - Codes). Cotter: It is a business.

Winemiller: Why?

Cotter: For washing cars and not having the sewer debt. I don't know if you would get into that everyone would want to have that option. You may have to adopt something for businesses. Another thing you have to check into to see code-wise is whether or not if that is okay to do? Does he need a catch basin or something to separate what may come off the vehicles? There is no storm drain directly out in front of the building that it would go to sewer. Maybe Stan could check it out too. I don't think it's going to be a high volume. The Codes Enforcement Officer could investigate.

Cotter: I do know he has done an outstanding job cleaning up the place.

Everyone agreed.

The Board determined that the Code Officer should check it out and Stan should check to see if there is a dedicated spot for that to flow into.

6. Obtained Two Water Readings for Barb - On 5/21/19, I obtained two water readings for Barb at 29 Main St. and 10 Andrew Way.
7. Increased Well #5 Running Time - On 5/21/19, I increased the run time on well #5 by 1 hour to keep up with summers increased water demands.
8. Water Main Break Reported - On 5/22/19, Davina contacted me to report a possible water main leak at 14 Roosevelt. I investigated and located the main and found that water was leaking up through the ground directly above the 4" water main. I ordered repair couplings and scheduled to repair the line.
9. Water Reader at 29 Main St. - On 5/22/19, I met with the owner of 29 Main St. to discuss her water reader problems. I had informed her that I had replaced the reader a few years ago because of reports that it was not working properly. I checked out the reader to see what the reading was now and it was only showing 100 gallons. So the reader has apparently not worked properly since the day it was installed back in 5/15/15.
10. Read New United Way Reader - On 5/29/19, I read a new United Way installed reader at 1678 NYS Rt. #3 at Barbs request. The meter seemed to be working normally and I provided Barb with the reading.
11. Attended Special Water Meeting - On 5/30/19, I attended a special water meeting at the Town Hall.
12. 40 Door Knockers Posted - On 5/31/19, I began posting 40 Door Knockers for customers who were late on paying their water bills.

The Board determined the shutoffs would proceed by starting with the customer who owed the most and working down the list by amount.

13. Repaired Water Line at Roosevelt - On 6/4/19, we repaired the water main on Roosevelt next to 14 Roosevelt residence. We used Town equipment and two Fullers laborers to help with the repair.
14. Replaced Reader at 44 Main - On 6/10/19, I replaced the reader at 44 Main St. at Barb's request.
15. Read 1644 NYS Rt. #3 - On 6/10/19, I provided Barb with a new reading at 1644 NYS Rt. #3.
16. 6 Prospect Curb Stop Shut-off Request - On 6/10/19, I attempted to shut-off the water at 6 Prospect because the house is currently vacant. The curb stop would not shutoff.

Winemiller: While Jeff and Stan are both here, can we please set a date to work on the second draft on the Water Ordinance and the Water and Sewer Regulations. What about Thursday, June 20th? Does that work for everybody? It will be a Special Meeting beginning at 6:00 pm.

Jeff Cotter: I would like to thank Doug and his crew for assisting with the repair on Roosevelt Lane.

There were no other questions for Jeff Cotter.

CODE ENFORCEMENT OFFICER'S MONTHLY REPORT

Code Enforcement Officer Derrick Martineau submitted the following written report to the Board:

Town of St. Armand Code Enforcement Report for the June 11, 2019 Meeting

1. Permits issued: 3 this month.
2. 1 application incomplete. Working with applicant to get it done.
3. Answered 20 calls. Most were code questions and helped getting paperwork for permits.

4. Moose Pond Road resident will be issued court appearance this week. He has stopped doing clean up and I'm done playing his game.
5. Reynolds property is ongoing.
6. Continued inspections on boathouses.
7. Continuing to file older projects away now that my office is set up with filing cabinets.

Comments:

Waiting on Board's decision on what they would like me to do about boat use for inspection. At this point I have been using my boat. I need to stay on top of this project.

Cleared up concerns about septic at new house at 84 Barnard St. Mr. Whitson was concerned the owner was not tapping into town sewer. They are in fact tapping in and were directed to talk to sewer department.

I will not be at meeting as I am taking State classes all week.

Winemiller: Robert Gregory from Essex County IT department came to the Highway Department to trouble shoot Doug Snickles' computer and Derrick Martineau's computer and recommended they both need new computers. Both computers are very, very old. Both Highway and Code Enforcement did have the money approved in the 2019 budget for these purchases, therefore the computers were ordered.

WASTEWATER DEPARTMENT MONTHLY REPORT

Wastewater Superintendent presented the following report to the Board:

Town of St. Armand Wastewater report for the June 11, 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) I continue to work on the St. Armand Wastewater Department Comprehensive Improvement and Repair Program.
- 8) We now have quotes from Johnson Controls to replace the damaged Simplex system (\$ 3,293.32) and put it back in service and from Adirondack Alarm to replace the broken Simplex system with a Fire Lite system (\$ 3,100.00) that we can get replacement parts for over the counter quickly and cheaply in comparison. I would like to get an okay to replace the Simplex system with the Fire Lite system at the main treatment plant site.

D. Joseph Bates: We can take it out of the emergency fund? Use the carry over and then....

Winemiller: We can. We do have it in the carry over fund and we have it in the emergency fund.

Amell: Are there any concerns with switching over?

Winemiller: We did call them this morning. That question was asked specifically. If the pre-treatment building is still with Simplex Grinnell, which is working fine, and we put in the Adirondack Alarms at the Wastewater Treatment Plant is there going to be a problem with communication between the two?

Scott from Adirondack Alarms stated there will be absolutely no problem with those and the fire department because they are in a separate building, so it's separate calls.

Bates: So, I'm a little confused then. Are we still dealing with Simplex Grinnell?

Winemiller: No, besides the fact that we have their product, just their equipment.

Bates: Their equipment will talk to the other company.

Winemiller: Right.

The Board agreed to take the money out of the carry over. There were no other questions for Stan.

RESOLUTIONS # 28 AND #'S 52 - 58

RESOLUTION # 28

Resolution # 28, originally presented and tabled in the March, April, and May, 2019 meetings was officially removed from review and replaced with Resolution # 57 below for Change in Water and Sewer Rates for the remainder of the 2019 billing.

RESOLUTION # 52 OF 2019

MANDATING ALL TOWN EMPLOYEES
TO MAINTAIN MILEAGE LOGS FOR ALL
TOWN OF ST. ARMAND VEHICLES

Councilperson Jennifer Fuller, who moved its adoption, offered the following Resolution.

WHEREAS, it is in the best security interest of the Town of St. Armand to have a mileage log for every town-owned vehicle, and

WHEREAS, the NYS Comptroller’s Office has a mandate regarding such mileage logs be maintained,

THEREFORE, LET IT BE RESOLVED that vehicles owned by the Town of St. Armand shall carry mileage logs and Town of St. Armand employees shall be required to enter mileage with beginning mileage and ending mileage for each use of the vehicle in the performance of their duties.

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

Supervisor Davina Winemiller	AYE
Deputy Supervisor D. Joseph Bates	AYE
Councilperson Donald Amell	AYE
Councilperson Jennifer Fuller	AYE
Councilperson Karl Law	AYE

Dated: June 11, 2019

Barbara J. Darrah
St. Armand Town Clerk

RESOLUTION # 53 OF 2019

APPROVAL OF TOWN BOARD TO SHRED
UNUSED CHECKS FROM INACTIVE
BANK ACCOUNTS

Deputy Supervisor D. Joseph Bates, who moved its adoption, offered the following Resolution.

WHEREAS, it is in the best security interest of the Town of St. Armand to shred unused checks from the town’s inactive bank accounts, and

WHEREAS, these accounts were set up to be used for specific grants and cannot be used for any other purpose,

THEREFORE, LET IT BE RESOLVED that the following checks from the listed checking accounts will be shredded upon approval from the Town of St. Armand Town Board:

BANK: HSBC, Saranac Lake, NY 12983 ACCOUNT # 433-81938-3	WATER AND SEWER FUND CHECK NUMBERS: 0219 – 0223 (5)
BANK: NBT BANK, Saranac Lake, NY 12983 ACCOUNT # 7005488340	CAPITAL PROJECTS – TOWN GARAGE CHECK NUMBERS: 0076 – 0250 (174)
BANK: NBT BANK, Saranac Lake, NY 12983 ACCOUNT # 7005486925	CAPITAL PROJECTS – SEWER CHECK NUMBERS: 0164 – 0250 (86)
BANK: NBT BANK, Saranac Lake, NY 12983 ACCOUNT # 7008137107	COMMUNITY BLOCK GRANT CHECK NUMBERS: 109 – 140 (31)

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

Supervisor Davina Winemiller	AYE
Deputy Supervisor D. Joseph Bates	AYE
Councilperson Donald Amell	AYE
Councilperson Jennifer Fuller	AYE
Councilperson Karl Law	AYE

Dated: June 11, 2019

 Barbara J. Darrah
 St. Armand Town Clerk

RESOLUTION #54 OF 2019 STANDARD WORK DAY AND REPORTING FOR
 ELECTED AND APPOINTED OFFICIALS RS 2417-A

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

WHEREAS A Resolution of the Town Board of the Town of St. Armand approve the Standard Work Day and Reporting figures for Elected and Appointed Officials for the New York State Retirement System, Form RS2417-A.

Standard Work Day and Reporting Resolution

BE IT RESOLVED, that the Town of St. Armand hereby establishes the following standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the time keeping system records or the record of activities maintained and submitted by these officials to the Supervisor of this body:

Water Superintendent	Jeffrey E. Cotter	8	01/01/18 - 12/31/21	N	6.33
Sewer Superintendent	Stanley Ingison	8	03/01/16 - 12/31/2020	N	20
Assessor	Donna Bramer	6	10/01/13-09/30/19	N	8.45
Code Enforcement Officer	Derrick Martineau	6	09/26/18-12/31/21	N	4.61
Town Supervisor	Davina Wiinemiller	8	05/03/19-12/31/19	N	Not submitted
ELECTED OFFICIALS					
Receiver of Taxes	Nancy Heath	6	01/01/18-12/31/21	N	10.28
Highway Superintendent	Douglas Snickles	20	01/01/18-12/31/21	N	20

On this 11h day of June, 2019

Date Enacted: June 11, 2019

 (Signature of Town Clerk)

I, Barbara J. Darrah, Town Clerk of the governing board of the Town of St. Armand, of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board, at a legally convened meeting, held on December 12, 2017, on file as part of the minutes of such meeting and that same is a true copy thereof and the whole of such original.

I further certify that the full board consists of 5 members, and that 5 of such members were present at such meeting and 5 of such members voted in favor of the Resolution.

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

Supervisor Davina Winemiller	AYE
Deputy Supervisor D. Joseph Bates	AYE
Councilperson Donald Amell	AYE
Councilperson Jennifer Fuller	AYE
Councilperson Karl Law	AYE

Dated: June 11, 2019

Barbara J. Darrah
St. Armand Town Clerk

RESOLUTION #55 OF 2019

STANDARD WORK DAY AND REPORTING
FOR EMPLOYEES RS 2418

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

WHEREAS A Resolution of the Town Board of the Town of St. Armand approves the Standard Work Day for Employees for the New York State Retirement System, Form RS 2418

Standard Work Day and Reporting Resolution

BE IT RESLOVED, that the Town of St. Armand, Location Code 30278, hereby establishes the following as standard work days for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body:

Title	Standard Work Day (Hours/day)
Accountant	6
Clerk to the Supervisor	8
HEO / MEO	8
Laborer	7
Recreation / Ice Rink Attendant	6
Sewer / Water Assistant	6
Transfer Station Attendant	8
Water Meter Reader	6

On this 11th day of June, 2019

Date Enacted: June 11, 2019

(Signature of Town Clerk)

RESOLUTION #56 OF 2019

TOWN OF ST. ARMAND ASSESSOR
2018 CYCLICAL AID CERTIFICATION
FOR SWIS CODE: 154400

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

WHEREAS, New York State Department of Taxation and Finance sent a letter of congratulations to the Town of St. Armand for its successful completion of the Cyclical Reassessment on our 2018 Assessment Roll, and

WHEREAS, because the Town Assessor maintained a system of Real Property tax administration that met the highest standards set by the state, and completed a reappraisal on the 2018 assessment roll, and

WHEREAS, because the taxpayers of your municipality were provided with quality assessment practices, accordingly, a State Aid voucher in the amount of \$3,212.08 has been forwarded to the Office of the State Comptroller for payment to the Town of St. Armand,

THEREFORE, LET IT BE RESOLVED, on behalf of the Town of St. Armand residents, the Town Board recognizes and accepts the New York State Department of Taxation and Finance’s congratulatory letter and extends their congratulations and deepest appreciation to Donna Bramer, Town of St. Armand Assessor, for this high achievement in her career.

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

Supervisor Davina Winemiller	AYE
Deputy Supervisor D. Joseph Bates	AYE
Councilperson Donald Amell	AYE
Councilperson Jennifer Fuller	AYE
Councilperson Karl Law	AYE

Dated: June 11, 2019

Barbara J. Darrah
St. Armand Town Clerk

RESOLUTION # 57 OF 2019

AMENDED 2019 WATER & SEWER RATES
FOR THE TOWN OF ST. ARMAND FOR THE
BILLING PERIODS APRIL 1, 2019 THROUGH
SEPTEMBER 30, 2019.

Supervisor Davina Winemiller, who moved its adoption, offered the following Resolution:

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

WHEREAS the Town Board of the Town of St. Armand reviewed additional options in addressing the budgeting of the Town of St. Armand’s share of \$41,000 per year towards the Town’s 20% match share of the Disinfection System grant from the Department of Conservation, and

WHEREAS by seeking and combining a larger grant package to include the Inflow and Infiltration Study grant, EFC Grant and the WQIP Grant, and adding in the Main Street and Vine Street projects, the Town would actually have a reduction in matching funds, and

WHEREAS by utilizing a Capital Reserve Fund - Sewer, a Town savings account, the Town will hold the funds until it is time to disburse the matching amount required for the grant project for our Wastewater infrastructure upgrades and improvements, and

WHEREAS each individual user on the sewer system would be charged a flat rate of \$11.12 per unit per quarter for the Capital Reserve Fund – Sewer, and the funds collected will be deposited into the Capital Reserve Fund – Sewer account,

THEREFORE, LET IT BE RESOLVED, the 2019 Sewer Usage Rate shall decrease from \$18.75 per 1,000 gallons to \$12.36 per 1,000 gallons. The Capital Reserve Fund – Sewer flat rate fee of \$11.12 per unit per quarter will be charged to service addresses connected to the sewer lines. The Sewer Debt Service shall remain

the same at \$68.00 per quarter for properties that are connected, and \$34.00 for vacant lots which run along existing sewer lines within the Town of St. Armand Water and Sewer district.

BE IT FURTHER RESOLVED, the Water Usage Rate shall remain the same at \$6.50 per 1,000 gallons. The 2019 Water Debt Service shall remain the same at \$8.00 per unit per quarter for properties that are connected, and \$4.00 per quarter for vacant lots which run along existing water lines within the Town of St. Armand Water and Sewer district.

BE IT FURTHER RESOLVED, these amended sewer rates shall become effective during the third billing quarter of 2019, which includes April, May, and June of 2019, and billed in July 2019 as adopted in the 2019 Budget for the Town of St. Armand.

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

Supervisor Davina Winemiller	AYE
Deputy Supervisor D. Joseph Bates	AYE
Councilperson Donald Amell	AYE
Councilperson Jennifer Fuller	AYE
Councilperson Karl Law	AYE

Dated: June 11, 2019

Barbara J. Darrah
St. Armand Town Clerk

RESOLUTION # 58 OF 2019

ADOPTION OF UPDATED RULES AND
REGULATIONS FOR TOWN OF ST. ARMAND'S
BROOKSIDE CEMETERY

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

WHEREAS, the Town of St. Armand Town Board has reviewed and made changes to the document entitled "Brookside Cemetery Rules & Regulations", and

WHEREAS, the Town of St. Armand Board has approved all updates and changes to the document entitled "Brookside Cemetery Rules & Regulations", now

THEREFORE, LET IT BE RESOLVED, that the St. Armand Town Board agrees to accept the updated version of the Brookside Cemetery Rules & Regulations as to supersede any previous versions of such document.

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

Supervisor Davina Winemiller	AYE
Deputy Supervisor D. Joseph Bates	AYE
Councilperson Donald Amell	AYE
Councilperson Jennifer Fuller	AYE
Councilperson Karl Law	AYE

Dated: June 11, 2019

Barbara J. Darrah
St. Armand Town Clerk

MOTION TO PAY MONTHLY BILLS

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

General Vouchers # 148 - # 171 in the amount of \$ 8,900.49

Highway Vouchers # 91 - # 100 in the amount of \$ 3,363.90

Highway Outside Vouchers #: There were none.

Water and Sewer Vouchers # 74 - # 87 in the amount of \$ 7,808.56

Sewer Project Fund Voucher #1 in the amount of \$ 3,609.76

Trust and Agency Fund Vouchers #: There were none.

B Fund Vouchers – There were none.

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

Supervisor Davina Winemiller	AYE
Deputy Supervisor D. Joseph Bates	AYE
Councilperson Donald Amell	AYE
Councilperson Jennifer Fuller	AYE
Councilperson Karl Law	AYE

All in favor. Motion carried.

Dated: June 11, 2019

Barbara J. Darrah,
St. Armand Town Clerk

MONTHLY REPORT FROM THE SUPERVISOR

Supervisor Winemiller presented the Supervisor’s Monthly Report for May 2019 to the Board. Councilperson Karl Lawl made the Motion to accept the Supervisor’s Monthly Report. The Motion was seconded by Copouncilperson Jennifer Fuller. All in favor. Motion carried.

REVIEW AND MOTION TO APPROVE OF PREVIOUS MONTH’S MINUTES

Councilperson Donald Amell made the Motion to approve the Regular Board Meeting Minutes of May 14, 2019 and the request for an extension in completing the Special Board Meeting Minutes of May 30, 2019. The Motion was seconded by Deputy Supervisor D. Joseph Bates. All in favor. Motion carried.

TOWN CLERK’S MONTHLY REPORT

Town Clerk Barbara Darrah gave the following report for the month of May 2019:

There were (8) Dog Licenses for May 2019: 7 spayed/neutered and 1 unneutered for a total of:	\$ 105.00
There was one certified copy of marriage certificate	\$ 10.00
There were three uncertified genealogy research requests	\$ 66.00
	Total Revenue Earned \$ 139.00

Paid to Town Supervisor: \$ 129.00

Paid to NYS Agriculture & Markets: \$ 10.00

WATER AND SEWER BILLING MONTHLY REPORT:

The Water and Sewer Receivables as of June 11, 2019, was \$ 16,828.00, including Late Fees. Doorknockers were placed on service addresses with unpaid balances. To date, there are 24 customers who still owe. It was determined by the Board to continue water shut-off beginning with the highest balance and working toward the lowest balance. There was one request for adjustment form presented to the Board’s approval or disapproval.

RECORDS MENAGEMENT REPORT

Barbara Darrah announced to the Board she received an email from the NYS Education Department regarding the LGRMIF grant the Town had applied for in January. The Town of St. Armand was awarded the Local Government Records Management Improvement Fund (LGRMIF) grant in the amount of \$32,453.00.

Guest Dean Everitt requested to ask a quick question.

Everitt: By the way, this (the new Sewer rates) is great news. Thank you very much. That's wonderful. I also wondered if we have a Town ordinance for like fireworks?

Winemiller: What we have is a nuisance law. Fireworks is one of those weird things because it's only right when they are doing it. I know exactly what you are talking about because last year at midnight down here, they were lighting off fireworks and the sparks were landing on my barn that was built in the 1800's and used to house the fire department's horses. I did call the troopers that night and they did come out, but of course, whoever was doing it had left. We have a nuisance ordinance, but there is nothing on fireworks, per say.

Everitt: I didn't know if there was a time thing (frame).

Winemiller: We don't really have a quiet time law. Back in 1912, they did have something from the Village of Bloomingdale where a curfew was enacted for kids at the age of sixteen had to be back in the home by 9:00. I do think it would be worth it to ask the troopers to hang out here on the 4th of July, because it does happen here often. People do complain about it. It's very close to peoples' homes. It's really foolish.

Warrene McCarthy: And, it's not only the 4th of July.

Everitt: The only reason I asked is because I saw a few comments on Facebook complaining for their dogs. And, I know my dog was a hot mess. And I understand that the 4th of July is 4th of July and Winter Carnival is Winter Carnival, but "Hey, it's sunny and it's Friday night.....". My dog is going to have a heart attack. I just thought I would ask.

Winemiller: Let me make a note. I'll try to call Brian Goetz or somebody to see what we can do about it. Thanks for bringing it up.

Everitt: I remember a bunch of people were concerned about it. But anyway, thank you again, very much.

OLD BUSINESS:

The roof leak in the Town Hall was already addressed in the beginning of the meeting.

Supervisor Winemiller reported she did speak with Electrician Joe Gladd regarding the repairs on the emergency lights and exit signs on both ends of the Town Hall. Joe is preparing an estimate and it will be presented at the next Board meeting. She also brought up the Highway Garage damage claim had been completed and we are just waiting to hear on the results.

Supervisor Winemiller announced One Work Source out of Elizabethtown will actually hire youth under the age of 19 in St. Armand. OWS will put the applicants on their payroll. They will pay them to come to the Town Hall and work. They pay minimum wage, 20-25 hours per week for six weeks. It will not cost the town a penny. Winemiller said she put an application in for two kids. We have a lot to do.

Karl Law: That's a great resource.

Donald Amell: Did we set aside with the other work crew applications we received?

Winemiller: I did. Two of them I couldn't call because they lived in Franklin County and this is Essex County.

Amell: What about the other boy?

Winemiller: The other boy, Riley Deangelis; I tried to call him today. I couldn't get through to him. His phone wasn't set up. I actually called the school and asked them to give Riley a message to call me. He was the only one that lived in Essex County. The other two boys lived in Franklin. There was four and the other one was in Vermontville and that's in Franklin County. They do have to be income eligible. I think it is something like a family of four is like \$51,000. What a great program. Hopefully, we can get a couple of local kids right here in Bloomingdale that could walk down to the Town Hall.

Supervisor Winemiller reported she tried to get the lunches back for the Summer Youth Program. The reason Bloomingdale did not qualify for the lunch program is; she sent them the entire roster from last year and there was one child who was eligible for free or reduced lunch. There has to be at least 50% of your program participants that qualify. That is why we lost the lunch program. She did speak to Gail about it, and Gail said most of the kids brought their own lunch anyway. Also, one of the Counselors would walk some of them down to Teddy's and a lot of them would buy lunch at Teddy's and walk back. Winemiller continued that this youth program has been discussed at the Board of Supervisors extensively. The measles handout was emailed to Ray Scollins, our Health Officer, to get his recommendations on it. He wanted to know how many kids we received from Fresh Air, etc. He also felt if we start getting into immunization records, we are into HIPA and it is getting way out of touch. Last year averaged 6-8 kids any given day. Because our program is only 10:00 am -2:00 pm, a lot of parents have to figure something else out for the other hours. If we wanted to partner with Saranac Lake or the Town of Franklin, we could get the buses to come here (Bloomingdale), hire counselors and bus them and the

kids to Saranac Lake or the Town of Franklin Program, which would be free. They pick the kids up right at their house and drop them off at their house. They would then qualify for the free lunches and the hours would be longer for the parents. Winemiller thinks it is something we should look at for next year because of the mandates, all the requirements and it would be beneficial to the families with the extended hours. She will be forthcoming with more information in the future. Supervisor Winemiller asked if there were any questions.

Sandy Hayes: Do you hire people besides Gail to work the program?

Winemiller: Yes. We have two kids and we pay them and Essex County reimburses us for their pay.

Hayes: And Gail?

Winemiller: Partially for Gail. We get a set amount.

Hayes: I don't know what your numbers are for Gail and those two people. It doesn't matter where the money comes from but if there are only six kids, would it be worth it to spend that money and send them to Saranac Lake?

Winemiller: It's too late for this year. I could look at it, but I don't think we should go that route this year. It takes so long to get the background checks. The CPR is already in place. I would hate to put a monkey wrench in this year's program. I think absolutely we should look at it for next year. I think this year we should leave it as is.

Winemiller reported on the status of the proposed well at the Youth Program for the ice rink. The Ladies Auxillary is willing to donate and do a special pie sale fundraiser in September. All the money from that pie sale will be donated towards that well for the Fire Department and Ice Rink.

Don Amell: Have we ever budgeted anything for that?

Winemiller: We have the balance of the donation (\$10,525+).

Amell: From what?

Winemiller: There was an anonymous donation several years ago of \$25,000, and there is approximately \$10,525, still in that fund.

Amell: I don't recall us ever earmarking that money.

Winemiller: When I first brought it (the well) up to you, I told you about the donation that we had remaining from several years ago. The money was specifically donated for Youth Programs, so over the years we used some of it for the bleachers, we used some of it for.....

Amell: I remember the part where we did a match with the Booster Club and that was the only thing I recall.

Winemiller: There is still a chunk of change in there. That well would directly correlate with our ability to have an ice rink for the kids. And, it wouldn't have to be treated. It wouldn't have to be processed. We wouldn't be paying to have it pumped out there. It wouldn't be putting the strain on our water lines. It's a win-win. That water break that we had on Roosevelt: Jeff thought that directly correlated to using the hydrants to flood.

Joe Bates: I don't suppose we could get some sort of an estimate on that well. I know it's not concrete.....

Winemiller: I'm working on that. I keep calling. I will have Jeff call. Anything else on the well?

There were no other questions.

The Hartford sent out a new privacy notice. Erica Neufeld will be passing around something that everyone received their privacy notice. You will probably see it in the next payroll.

NEW BUSINESS:

Supervisor Winemiller distributed fliers describing the radar speed sign sold by Elan City. Past meetings discussed putting one up by Donald Amell's house. Essex County had put one there temporarily. The cost is around \$5,000 for two of them. One could also go up by Donald Amell's house and one by the Firehouse. Or, one could be put one coming in and one going out by Niederbuhl's wood lot. Joe Bates brought up the fact that they are not permanent and could be moved. The Board decided this should be brought up at the budget work sessions in October.

The next item Winemiller brought up was the United States Department of Commerce wanting us to participate in the 2020 Census New Construction Program. We don't have that much new construction. She asked if anyone was interested in this. The Boardmembers were in agreement to decline participation.

Winemiller informed the Board she had submitted a second request for an extension on our AUD, which was originally extended until on May 1st. She wrote a letter to the NYS Comptroller's office explaining she is a new supervisor and we have a new accountant. Until she hears otherwise, we should be okay.

Winemiller reported she participated in the EFC workshop seminar at Essex County on May 20th. Winemiller

met the president of EFC and Jason Deno, also of EFC, and spoke with them about our concerns in St. Armand. She continued that she attended the Office of NYS Comptroller webinar regarding audits on May 29th, and she will be attending an upcoming local seminar in Plattsburgh which she would also like to ask Donna Bramer to attend. Topics are what they are looking for, what to avoid, fraud prevention, best practices. It is a full day seminar and it is free.

Winemiller brought up the fact that because she had to withdraw as Town Historian due to her appointment as Town Supervisor, it is Town Law the Town needs to hire a Town Historian. She would like to post it on the Fire Department marquis and the Town's Facebook page, rather than spend \$400+ for an ad in the Adirondack Daily Enterprise. It is very minimal pay with minimal hours. The Board agreed.

Winemiller announced she prepared and included in the Board member's packets a one-page compilation of current event highlights brought up at the Essex County Board of Supervisors each week.

Sandy Hayes: Did they mention anything about the new EMS proposal?

Winemiller: I did state that there is an EMS Pilot program, a 911 dedicated rescue squad at various locations and a grant has been obtained for initial funding. I know where you are going with this. I am very concerned on this one, too. The reason being is with this EMS Pilot program, Whiteface, Wilmington would be ours if we decide to join this. We do not want to do that. We cannot afford to do that. People will die if we are waiting for someone to come here from Wilmington. We can opt out of that. No Problem. We will not be charged for opting out. Any questions on that?

There were no other questions.

QUESTIONS OR CONCERNS FROM GUESTS AND STAFF

Sandy Hayes: I know you had mentioned before that there were those problems at the Highway Garage with the ceiling or roof. The contactors went bankrupt or out of business or whatever. When they get bonded for that project, doesn't that bond cover that kind of stuff?

Winemiller: We do have this in the hands of an attorney right now. We do have some recourse on this and we are pursuing it.

There were no other questions.

MOTION FOR EXECUTIVE SESSION

Supervisor Winemiller made a motion to go into Executive Session. The purpose of the Executive Session is litigation. The Motion was seconded by Councilperson Jennifer Fuller and the Executive session began at 8:31 pm.

MOTION TO END EXECUTIVE SESSION

Councilperson Donald Amell made a Motion to end the Executive Session. The Motion was seconded by Councilperson Karl Law and the Executive session ended at 8:44 pm.

MOTION TO ADJOURN

Deputy Supervisor D. Joseph Bates made a Motion to Adjourn the Regular Board Meeting. The Motion was seconded by Councilperson Donald Amell and the Regular Board Meeting adjourned at 8:46 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: June 11, 2019