

Town of St. Armand  
Tuesday, October 8, 2019  
Public Hearing – “St. Armand Water and Sewer District Customer Income Survey” 6:15 pm  
Regular Board Meeting 6:30 PM

*These Meeting Minutes were approved by the Town Board on November 7, 2019.*

A Public Hearing and the Regular Board Meeting of the Town of St. Armand were held on the above date and times 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, Town Accountant Donna Bramer and Town Clerk Barbara Darrah.

**EXCUSED:** Code Enforcement Officer Derrick Martineau was excused from this meeting.

**GUESTS:** Sandy Hayes and Warren McCarthy, from the community.

Notice was posted regarding the date and times of the Public Hearings and Regular Board Meeting.

**PUBLIC HEARING: “St. Armand Water and Sewer District Customer Income Survey”**

Supervisor Davina Winemiller called the Public Hearing to order at 6:15 pm and immediately asked all to stand for the Pledge of Allegiance.

Supervisor Winemiller asked Town Clerk Barbara Darrah to read the Public Notice aloud.

Darrah: Public Notice is hereby given that the Town Board of the Town of St. Armand, Essex County, NY will meet at the Town of St. Armand Town Hall, 1702 NYS Route 3, Bloomingdale, NY 12913, on the 8<sup>th</sup> day of October, 2019 at 6:15 pm in order to introduce and discuss the St. Armand Water and Sewer District Customer Income Survey for the purpose of qualifying the Town for hardship grant funds. Please take further notice that a copy of the income survey may be reviewed upon request from the Town Clerk of the Town of St. Armand.  
Published: September 26, 2019.

Winemiller: We have to do another income survey because it has been over 5 years since the last one in 2013. This is actually part of our matching grant funds for our I&I Study. This is part of our \$20,000 match and this counts as part of that and that is a good thing for us. Basically, EFC, CDBG, etc., require a new income survey for new grant funds. The good news is if we qualify for this, it will take us that much closer to having a reduced matching fund. It is a very good thing for the town. We need an 88% return. We need everyone to fill out and return it. It is a one-page form. The return envelopes will be forwarded to the Essex County Planning Office and they are going to crush the numbers for this. Their work will also be part of that match for the I&I grant. So, hopefully we get a good rate of return and don't have a repeat of 2013. Does anyone have any questions or comments on that?

Warrene McCarty: Is this just for people that are on the water and sewer that you want this done?

Winemiller: Yes. The only people who are going to be receiving the survey are those folks who are actually on the sewer district. We are also including the water customers who are on the non-sewered streets: Whiteface Lane, Poplar Lane and Vine Street because of the proposal to add those streets on. We will try to set up the mailing of these surveys until after the article comes out. We will need to keep track of our time and the cost of the envelopes, etc. because the cost counts toward our match. Are there any more questions on the survey?

Karl Law: Aside from receiving it in the mail, are we advertising it to ensure a good return?

Winemiller: I did contact Peter Crowley approximately two weeks ago. I scanned and emailed the form to him and explained how crucial it is that we get these income surveys returned. He has a new reporter that he assigned to St. Armand, who in turn was going to do a story on this.

Stanley Ingison: Do we know how many people are getting the survey?

Winemiller: There are 309 customers and then 24 on the streets that don't have sewer now, so a total of 333. And, we need probably 300 of them back. Another thing I could do if the reporter is too swamped, I could write a letter to the editor and just explain how important the response is. We could do both. A lot of people read the letters to the editor.

Darrah: And, we could do phone calls later. Just go down the line and make phone calls for those not received.

Winemiller: The last time in 2013, I had a spreadsheet with everyone's name and assigned a number to each name. And that was on the return envelope. And, as those numbers came in, I checked them off the spreadsheet and called the people who had not returned that.

McCarthy: I think you are going to have to make a lot of phone calls and knock on a lot of doors.

Winemiller: I hope not. The last time this happened, the town almost lost \$600,000 in grant funding. They allowed me to do the surveys over the phone. I had approximately 7 hours to get 22 surveys over the phone. I was able to do it, but we almost lost \$600,000. There is a time limit and we have to be very careful and make sure we get what we need back. So, if you talk to your friends and neighbors, let them know how critical it is to get them returned. Is there anything more on the income survey?

There was nothing more.

Winemiller announced the Public Hearing was now closed.

## REGULAR BOARD MEETING

Supervisor Winemiller announced the Regular Board Meeting would begin with the monthly report from 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 October 8, 2019 Board Meeting

- 1) We dug a ditch at the Ball Park to get rid of water collecting on the field. We installed two runs of 4" pipe with the cloth. Then we installed #2 stone in the ditch.
- 2) We worked at the cemetery on Route 3, getting rid of dirt and debris that was put on Trudeau's property.
- 3) The new tires are in for the 2015 International and Bob Besaw changed them.
- 4) The new broom is here and we installed it on the Kabota Tractor. It works great.
- 5) One truck is ready for winter and we are working on another.
- 6) The Youth Building is almost done with the painting work inside.
- 7) We installed a new culvert and did some ditching for Essex County on the River Road. They will pay the Town for that work.
- 8) Cleaning up the Highway Garage yard getting ready for winter. We are hoping to get Moody Pond and Trudeau done tomorrow.

Winemiller: Were you able to finish up on State Street?

Snickles: Yes. What we did the other day; we blew it out with the water truck and raised it up to be level with his driveway and he was happy with it. We put some millings down. The culvert bottom is rotted so eventually it is not going to drain, but it will be good through winter.

Winemiller: And, Ray Stark?

Snickles: What we did a couple of weeks ago when we paved, that solved the problem, and we filled it in on the other side. We are starting to get the other trucks ready for winter roads.

Winemiller: Are there any questions for Doug? There were none.

## WATER DEPARTMENT MONTHLY REPORT

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

### Town of St. Armand Water Report for the October 8, 2019 Board Meeting

1. 49 Matthew Way - On 9/16/19, I checked the meter reading for Barb at 49 Matthew Way.

2. 46 Matthew Way - On 9/16/19 I checked the meter reading for Barb at 46 Matthew Way.
3. 49 Matthew Way - On 9/17/19, I installed a new reader at 49 Matthew Way and provided Barb with the reading.
4. 8 Blue Spruce - On 9/17/19, I provided Barb with a meter reading from 8 Blue Spruce.
5. 139 River Road - On 9/18/19, I checked out the property of 139 River Road for a possible future service connection to the water main.  
Cotter: The main ends right where the hydrant is, but I don't know exactly where the line ends. If she owns that property, then it is something that can be done. If she does not own that property, then it is going to require an easement from that property owner. It is a wet area, therefore would need pumping while doing the wet tap.
6. 31 Matthew Way - On 9/18/19, I provided Barb with a meter reading from 31 Matthew Way, the wires had been cut and the home owner had them repaired.
7. Tom Benware's Curb Stop - On 9/19/19, I repaired the curb stop to Tom Benware's residence on Vine St. The curb stop was broken off in the middle of the road and full of dirt. I straightened the curb stop with a pipe and we used a pressure washer to blow the dirt out of the pipe. I then re-threaded the way box and installed a new cap. I set the curb stop just below the asphalt grade so the plows will not hit it again.  
Darrah: There is no charge to him for that, correct?  
Cotter: It was hit by a plow years ago and he brought it to our attention. It got paved over and forgotten.  
Jeff and Winemiller determined there should be no charge because it was not his fault.
8. Cleared Dig Safe Ticket - On 9/20/19, I cleared a water dig safe ticket on 72 Roosevelt at Doug's request.
9. Matthew Way - On 9/24/19, I located two curb stop locations on Matthew Way to allow for new meter installations.
10. Pump House Office Full of Bees - On 9/25/19, I noticed that the pump house was full of Bees. Nick from Hex and Hop has spent the past week trying to help eliminate the bees however they are still in the pump house. We will have to call in an exterminator as I believe the bees nest is in the attic. Thanks Nick for all your help with this!  
Jeff stated he is very allergic to bees and the Board agreed to seek a professional exterminator to get rid of the bees.
11. 11 Whiteface Lane - I installed a new reader at 11 Whiteface Lane on 9/25/19 and provided Barb with the reading.
12. 52 Poplar - On 9/25/19, I installed a new reader at 52 Poplar and provided Barb with the reading.
13. 44 Poplar - On 9/25/19, I checked out the reader at 44 Poplar and found that a new style reader had been installed however the wire were just capped and not connected to wires from the reader.
14. Maple Lane Oliver Residence - On 9/25/19, I reprogrammed the reader at the Oliver residence on Maple St. I talked to Valerie and explained that this reader needs frequent reprogramming and she said she would pursue getting a new meter and reader.
15. 3 River Road - On 9/25/19, I shut off the water service to 3 River Rd. at the owners request for the winter.
16. Water Emergency - On 9/30/19, I received a call from Davina that there was a water emergency at 4 Main St. There was a leak in the basement of the building. I responded and found the curb stop was bent over from a plow. I used a piece of pipe to straighten the curb stop and was able to straighten the way box and shut the water off while the owner repaired the leak. After the leak was repaired, the water was turned back on.
17. Located Curb Stop on Maple St. - On 9/30/19, I located the curb stop at the Thurston residence on Maple St. so that a new meter could be installed by a plumber.
18. 35 Main St. - On 10/1/19, I checked out 35 Main St. to see if the water was on and found that it was and people were living there since August. I spoke with the owners and asked them to set up an account with Barb which they did.
19. 20 Poplar - On 10/1/19 I checked out the new home on 20 Poplar to see how the progress was coming with construction and to see if the meter was working. I found that the house was still under construction inside. The meter was installed and is working.
20. 53 Matthew - On 10/1/19, A new meter and reader was installed at 53 Matthew Way. I obtained the reading and provided that to Barb.
21. Verifying Quarterly Readings - On 10/7/19, I began verifying 26 meter readings for Barb to verify the accuracy of the readings.
22. Monthly Coliform reading came back as negative for the Highway Garage.
23. Received the report on the recent Stand Pipe inspection from Atlantic Underwater. I will review.
24. Ice Rink Hydrant - I still need to install the hydrant. It's been a very busy month with the new meter mandate and I have not had the time this month to work on installing the hydrant.

Winemiller asked Barbara Darrah to present the progress on the Water and Sewer Initiative progress.

Darrah: First, just a real quick thank you to you (to Jeff). Every day I have been sending Jeff four and five emails and every day the next day, I open my emails, and he has responded, and it has been keeping this initiative going pretty smoothly. Most of the trailer park (Tedford's) is taken care of, and some others. Basically, the people that haven't are homeowners and it's going to fall on them, it won't be landlords and it won't be our fault. One of the emails I sent you (Jeff) is on 80 Maple Lane.

Cotter: I just came from there.

Darrah: So, do you need a new reader?

Cotter: No, I reprogrammed it. She has the older generation Badger. I basically told her I have reprogrammed that several times and I recommended that she replace it. She did say that she may have a meter down here?

Darrah: Right. She stopped in today and I told her.....

Cotter: Was it the reader or the meter?

Darrah: The reader.

Cotter: That won't work. She has the digital style. She may contact you tomorrow. I told her Snickles has been doing a lot of them around here.

Winemiller: So, we should maybe give her one of the free ones? Is that what we are talking about?

Darrah: But this is a free one.

Winemiller: No, no, I am talking about.....

Cotter: She needs a complete new meter. She needs a whole new meter and reader. Otherwise it is just going to need reprogramming. She wasn't aware of it. She said she went for years without knowing it.

Winemiller: I am okay with that. We have the used meters and the new readers from the grant. And just so you know, Reverend Shumway from Pilgrim Holiness Church did come down and get a used meter and reader for the Church.

Darrah: So, she can come and get a used meter and this reader will work with the used meter?

Cotter: If she wants a used one. She said she may not want a used one.

Darrah: (To the Board) In your packets is an adjustment form for 20 Poplar Lane. They have water running to the camper from the newly built house connection. I talked to her the other day because she had water usage measured on her water reader. It was 3,198.52 gallons. I asked her if she was using the sewer for this water usage. She said no, she collects the grey water with the bucket and empties it every day on the ground. She will have the full Water Debt and full Sewer Debt and the Capital Reserve fund cost for the full quarter, along with the water usage of \$20.80. I am looking for approval for sewer usage credit in the amount of \$39.55 because she is not using the sewer. She did say the electrical cable was 200' short and they are expecting everything to be hooked up by the following week.

D. Joseph Bates: The main feed? So, she has no sewer at all? She has water.

Darrah; Right, she just has water. At night when the Town Hall is locked, she goes to Stewart's.

Cotter: And they were moving quick up there. I thought they would be done.

Darrah: I just wanted to go through this one while Jeff was here.

Darrah: A second meter/reader enforcement question that has come up from vacant buildings: Does the owner have to install a working meter or working reader on a vacant home? Barbara gave examples of several homes that the Town was under the determination that they were not occupied, and yet, people have moved in and are using water without the Town's knowledge. The only way the Town becomes aware is the water usage showing on the meter reader. There are only two homes under construction that we are waiting to hear when they move in.

Winemiller: It's tough. What do you all think?

Amell: I'm hearing several definitions of a vacant building. Someone moving in or out

Winemiller: We could write letters to the lot owners with vacant buildings reminding them of the meter/reader requirement for occupied homes and if the vacant building does become occupied, they will be charged double until a functioning meter/reader is installed. Another check is with the meter reader books. If we know there is a vacant building on the lot, we could make a note on the reader book page to watch for occupancy so it would be made known by the meter reader on a quarterly basis.

The Board determined that both avenues addressed the problem and would be a fair solution to enforcing the meter/reader initiative.

Darrah: If you recall, I first researched and reported to the Board during the October 2018 Budget Work Sessions and Water and Sewer Regulations meeting also held in October 2018, that there were 52 customers who were continually estimated for many years due to non-working meters and readers. Most of these customers could not afford the estimated costs nor could they afford to replace their meters or readers. They were carrying large balances which resulted in additional late fee charges and water shut-offs. I recommended at that time the

Town mandate meters and readers and assist the customers in meeting that mandate. Because of Davina's efforts with the Water Meter Initiative and Jeff's hard work, there are only 12 customers out of the original 52 who are currently in the estimated category. That is a huge accomplishment and improvement.

#### 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 Officer Report for October 8, 2019 Board Meeting

1. Returned 8 calls and 7 emails with questions on codes and zoning.
2. Issued 7 permits: JP Oneil, Dean Montroy, Stephen Neiderbuhl, Kelly Hass, Laurie Bullis, Nate Parson renewal, Deb Lagree.
3. Total: \$300.00 in permits
4. After speaking with state and reviewing file from Matt Norfolk on Monroe Gladd I have put a call in to Matt to see exactly how he wants me to proceed as there are specific terms on how I have to handle his case.
5. Taking owner from Moose Pond to court for violations on October 30.

#### WASTEWATER DEPARTMENT MONTHLY REPORT

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

Town of St. Armand Wastewater Department Report for the October 8, 2019 Board meeting.

- 1) Did daily collections, testing and recorded data.
  - 2) Did daily checks of all systems at the PTB and WWTP and recorded the data.
  - 3) Wrote up the DEC monthly operating report and the discharge monitoring report and submitted them digitally.
  - 4) Did weekly generator checks.
  - 5) Did weekly greasing of the paddle wheel drive and clarifier drives.
  - 6) I did the weekly flexing of all the aeration diffusers.
  - 7) The oxygen sensor at the pre-treatment building (PTB) had to be recalibrated and shortly after doing that the Hydrogen Sulfide detector said that it had failed and needed replacing (quite a long time before its normal life span). After talking to Joe about it we decided to just do a recalibration procedure to see what would happen and nicely it did start working again.
  - 8) I have gotten the PTB south side gutters about  $\frac{3}{4}$ 's of the way installed and has already made a big improvement in reducing the damage to the sidewalls of the building.
  - 9) With the highway departments help with confined space entry I got one of the two valve keys installed but it is so long that the unit swivels at the center joint so Todd and I engineered a center support for it. We ordered the parts for the second valve key and the supports and will install those soon.
  - 10) I am set up to do the lagoon sludge depth and devolved oxygen measurements as soon as we can line up a half day with Highway to do that.
  - 11) I also am ready to do the interior work on the lagoon effluent box as soon as we can schedule with highway for the confined space work. I also have the sealant material the box exterior as soon as it stays dry long enough to get it applied.
  - 12) I also need to get the collapsed School street man hole cleaned out and relined with brick before the weather gets too bad.
  - 13) I am also working on the new budget and the inspection and maintenance plan work and keeping the weekend and holiday crew scheduled and informed.
  - 14) I continue to work on the St. Armand Wastewater Department Comprehensive Improvement and Repair Program.
- Supervisor Winemiller asked if there were any questions for Stan? There were none.

#### RESOLUTIONS

There were no Resolutions for the October 8, 2019 Board Meeting

MOTION TO PAY MONTHLY BILLS

The payment vouchers for October 2019 were presented for the Board’s approval as follows:

- General Vouchers # 271 - # 302 in the amount of \$ 21,961.49
- Trust and Agency Fund Vouchers # 16 - # 19 in the amount of \$ 847.34
- Highway Vouchers # 161 - # 179 in the amount of \$ 24,148.48
- Highway Outside Voucher # 15 in the amount of \$ 15,385.90
- Water and Sewer Vouchers # 140 - # 156 in the amount of \$ 18,575.28
- B Fund Voucher – # 8 in the amount of \$ 6.18
- Rockledge Water District Vouchers – None

Councilperson Jennifer Fuller made the Motion to approve payment of this month’s bills; the Motion was seconded by Councilperson Karl Law. 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: October 8, 2019

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Barbara J. Darrah,  
St. Armand Town Clerk

MONTHLY REPORT FROM THE SUPERVISOR

Supervisor Winemiller presented the Supervisor’s Monthly Report for September 2019. She invited Donna Bramer to speak about the report.

Bramer: This was a tough one. I need to work with Mike on the Water and Sewer accounts, because we had some adjustments because things were posted to the wrong account and it wasn’t making sense. So, instead of holding up the whole report, I didn’t put some things in. But you will notice there are a few more accounts because we did open the reserve accounts for sewer improvements and the money came in for the I&I study.

Winemiller: Does anyone have any questions, concerns or comments about the Supervisor’s Report?

(No questions). Can I get a motion to approve it?

Donald Amell: I will make that motion.

Winemiller: Can I get a second?

D. Joseph Bates: I’ll second.

All in favor.

REVIEW AND MOTION TO APPROVE PREVIOUS MONTH’S MINUTES

Councilperson D. Joseph Bates made the Motion to approve the Regular Board Meeting Minutes of September 12, 2019. The Motion was seconded by Councilperson Jennifer Fuller. All in favor. Motion carried.

TOWN CLERK’S MONTHLY REPORT

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

There were (3) Dog Licenses for September 2019: Spayed (3)	\$ 21.00
There were (8) Certified Death Certificates (Patterson)	\$ 80.00
There were (4) Cemetery Lots sold	\$ 600.00
There were (3) Marriage Licenses	\$ 120.00
Total Revenue Earned	\$ 821.00

Paid to Town Supervisor: \$ 750.00      Paid to NYS Agriculture & Markets: \$ 3.00      Paid to NYS  
Department of Health: \$ 67.50

#### WATER AND SEWER BILLING MONTHLY REPORT:

The Water and Sewer Receivables as of October 8, 2019 is \$ 82,222.32. This balance includes the 4<sup>th</sup> quarter meter readings. Bills are expected to be sent out by October 15<sup>th</sup> and will be due November 15, 2019.

There was one Sewer adjustment presented earlier in the meeting to the Board this month. It was approved.

#### RECORDS MANAGEMENT UPDATE:

We have received the Records Management Grant money. \$16,226.00 has been deposited in our Grant fund account. We are scheduled for the Spring of 2020 for the archiving and clean out work. This works out well with the other projects that are pending, IE: The Court revamping and the 2<sup>nd</sup> floor stair egress to be completed prior to their arrival.

Winemiller: Any questions for Barb?

Donald Amell: If I were to buy a cemetery lot from someone else, what is the procedure?

Winemiller: You cannot do that. It's in our guidelines. Here's the thing, Don. As an example, if your brother owns a cemetery lot and he never had kids and he and his wife are going to be buried there, but he has two more lots that he knows are not going to be used, he can write a letter to the Town Clerk giving permission for you and Cindy to be buried in those lots.

Karl Law: Purchase them?

Winemiller: You cannot sell a lot to someone else. They can sell it back to the Town but they don't get any money for it. They can deed it back to the town and we can accept it without paying a penny.

Amell: If they do transfer it back to the town, then the town can resell it to someone else.

Winemiller: Yes. Anything else in Cemetery, Water, Sewer, Records Management?

Darrah: I wanted to clarify something regarding Records Management. When we talked about the storage room being built upstairs, we are not getting \$5,000 back from the grant for our expense. The \$5,000 was in-kind services.

Winemiller: That is our match that we have to do. We have to supply \$5,000 for in-kind services.

Darrah: Correct.

#### OLD BUSINESS:

Winemiller addressed the first item, the Highway Garage Damage Claim update, stating the Board would go into Executive Session at the end of the meeting to address that issue.

Winemiller: The I&I Study Grant: AES has done all the sewer inspections. We did receive a 249-page report. We did receive the first disbursement for the grant and that is coming along nicely. I had a meeting with Greg Swart from AES and Rob Wick from Essex County Planning last Thursday and we are going to be writing letters to the DEC requesting additional time for the disinfection. Also, because the DEC started a new program within the DEC where they come in and look at your system and evaluate it and give you a report. They received grant funding and they do this for free. So, we are going to request that before we make any more changes to our Wastewater Treatment Plant, that we get our part of that DEC grant done, so that instead of one year it's disinfection, now it's phosphorus, next is ammonia; we want to know everything up front and because they have that grant, we have a 99% chance of getting that approved. We are going to get extra time to collect matching grant funds. So, instead of 2021, we are going to be looking at 2024. There will be three letters going out; two from Greg and one from me to the DEC. Kelly Duval is helping us with that.

Winemiller: Excellent news on the NYSERDA Grant. Nancy Bernstein provided a letter from National Grid to Dean Montroy, and it said, "If you would like, National Grid will switch all of your street lights to LED for free. I sent this off to National Grid and requested this take place. And they in turn, sent a list back, asking what we want. I haven't had time to investigate all the street lights, but I am hoping to have an update on this and what we would request logically.

Bates: I see Jim Amon and Adirondack Solar are on this list.

Winemiller: Oh, they were here the past two days, and all of the exit lights are working now, and they installed new lights in the basement, also. The other good news on that front is I sent an email to NYSERDA asking instead of using this \$50,000 grant to change out streetlights that we could have done for free, could we put in solar? I have had a couple people to come and look. The most logical space is at the Wastewater Treatment Plant, which makes perfect sense. Because of where the two lagoons are, there is room for another whole array. So, we have one array here, then the two lagoons, and then there is a big space before the reed beds, and that space is perfect for another solar array. And even bigger than a \$50,000 system, but we can start with a \$50,000 and then we can add on it eventually. They are giving us until December 1<sup>st</sup> to present them with our updated plan with no loss of grant or time.

Winemiller: I sent a letter to George Landry saying that we are not going to participate with the State DOT contract. I did also send a letter to Stephen Clinton in Albany, requesting reimbursement of the \$71,558.23 loss that St. Armand has had over the last three years from doing the State Route 3. The good thing is we are not losing more.

Winemiller: I do have a meeting with Paul Smiths College on October 27<sup>th</sup>, to discuss purchasing the well field land using the Source Water Protection Fund Grant. The Rockledge Water Mapping Project: Matt Norfolk is working with Ron Briggs and I spoke with Robi Politi and Craig Randall and explained the situation to them, and they are more than willing to work with us to get those four North Elba customers onto the tax rolls. I highly doubt it is going to happen by the end of the year.

Winemiller: I have written a new St. Armand Personnel Policy. I had Barb distribute it in each of your packets. This is something we need to review and since we are having a few meetings in the next week or so, I didn't know if we wanted to have a meeting. So, let's plan a Resolution for the meeting in December for the Personnel Policy.

Amell: Is there any repercussions with the Union?

Winemiller: We have to follow the Union contract, but they can't tell us we can't have a personnel policy. All this is, is our general stuff. The Personnel Policy is for every employee, the Union Contract is for the Highway employees. We will just email the policy to you to give you time to review it. If you have any questions or concerns or want any changes, then we can postpone it.

Winemiller: The Water Meter Initiative: We have been helping out a lot of folks with the meters the Town of Lewis donated. It has been very positive.

Winemiller: The Trudeau Brookside Cemetery gift: We (the Board) had some email discussion about benches. In the initial contract with the Trudeaus, they wanted us to have a bench at the cemetery and the Highway crew have been cashing in their scrap money and wanted a bench for Roger's memorial and they will pay for it with the money from the scraps. I spoke with Jay Heald and got the price for the two benches with backs. The sale price was less than \$1750.00 each. He has two more four feet wide that are flat with no back for \$1450 each. The other thing about this is we can hold off on the Brookside one, because we still need to clear the land. The downside of waiting is how much is it going to go up?

Sandy Hayes: Are you getting quotes from anybody else?

Winemiller: I tried. I looked at other places and this is the best price I have found.

Hayes: The only reason I ask is my son is a mason. We were down at the cemetery the other day and he was telling me that he and his partner have been to a couple of quarries and they have stones that people ordered and didn't pick up. A lot of it is in Canada.

Winemiller: Can you have your son call me? Can he give me names of the quarries?

Hayes: I will ask him if he saw any benches.

Winemiller: Ok. We will table this until I hear more from Sandy.

Winemiller: Unsafe Building Local Law: I wanted to give you this handout to think about if we wanted to do this. We are going to put this back on the agenda for December. Take a look at it, read it through and I will email you before the next meeting and see if you are interested in this. And then if you are, we can take steps in December.

## NEW BUSINESS

Winemiller discussed the COBRA insurance op-out update if an employee who has health insurance with the



town, if they retire or resign, get fired, go out on medical leave, and that Burnham will handle the insurance aspect. For us, it would just be Stan. Basically, it is letting them deal with it. All Board members agreed to opt-out and let Burnham handle it.

Winemiller discussed the October 1<sup>st</sup> meeting at Union Falls regarding the Erie Boulevard Hydropower and Union Falls Hydro plant. Every 50 years the state requires all hydro-electric plants to reapply for their permit. That's all there was regarding that. Winemiller discussed the APA Economic Services Unit completed a report on the sustainability of a small deli-grocery in Bloomingdale and the report was very favorable that it would be successful. Winemiller distributed a fiscal stress monitoring system report and we are doing well. She also announced she would be doing a NYS Webinar regarding the Tax Cap Override.

Winemiller requested the Board's approval to attend the North Country Fall Seminar to be held on November 14<sup>th</sup> at the Lake Placid Olympic Center from 9:00 am – 3:15 pm for a cost of \$50.00. All of the Board approved Supervisor Winemiller's attendance.

#### QUESTION OR CONCERNS FROM GUESTS AND STAFF:

Supervisor Winemiller asked if there were any questions or concerns from guests or staff?

Warrene McCarthy: What is the status of the repairs of the Highway Garage? Last month there was discussion about the problems and whether the Town was going to have to pay for the repairs?

Winemiller: We are going into Executive Session to discuss that very issue.

McCarthy: Did you go over to that building that was a "dump"?

Winemiller: I didn't, but I sent Derrick Martineau to look at it. Winemiller informed that Board that Warrene had stopped in the Town Hall earlier and reported a resident's building roof was collapsing and she was concerned. Winemiller thanked Warrene for informing her of the problem, stating she wouldn't want anyone to get hurt. Sandy?

Sandy Hayes: Last month I made a note on the agenda that on the 16<sup>th</sup> that there was going to be a hearing on the Water Ordinance, but then I saw in the paper yesterday that on the same day and at the same time, there is a hearing on the override of the tax levy. Did the water ordinance hearing get cancelled?

Winemiller: No, we are doing both. We are doing one right after the other.

Hayes: So, they are both on the 16<sup>th</sup> at 6:15.

Winemiller: Yes, they are. We did it that way Sandy, because the last time we had two public hearings, we had one at 6:00 and it lasted two minutes and then we had to close it, and then we had one at 6:15 pm and it lasted two minutes and we had to close it and then we had to wait until 6:30 for the Regular Board Meeting. We thought this time we would do one right after the other on the 16<sup>th</sup> and then that way we are not watching the clock. Let's make sure from Barb.

Darra: It is the Water Ordinance and the Tax Cap Override on the 16<sup>th</sup> and it was in the paper. They were both in the Monday, October 7<sup>th</sup> edition of the Adirondack Enterprise.

Winemiller: Anyone else have any questions?

There were no other questions. Supervisor Winemiller asked for a Motion to go into Executive Session for the purpose of discussing Litigation.

#### MOTION TO ENTER EXECUTIVE SESSION

Deputy Supervisor D. Joseph Bates made the Motion to go into Executive Session. The Motion was seconded by Councilperson Karl Law. The Executive Session began at 8:00 pm.

#### MOTION TO END EXECUTIVE SESSION

Deputy Supervisor D. Joseph Bates made the Motion to end the Executive Session. The Motion was seconded by Councilperson Donald Amell. The Executive Session ended at 8:21 pm.

#### MOTION TO ADJOURN:

Deputy Supervisor D. Joseph Bates made a Motion to Adjourn the Regular Board Meeting. The Motion was seconded by Councilperson Karl Law and 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.

Dated: October 8, 2019

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Barbara J. Darrah  
St. Armand Town Clerk