

Town of St. Armand  
Tuesday, January 14, 2020  
Public Hearing – North Elba Rockledge Water Users - 6:15 pm  
Regular Board Meeting - 6:30 PM

*These Meeting Minutes were approved by the Town Board on February 11, 2020.*

The Public Hearing and 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, Town Justice Arthur J. Niederbuhl, Town Bookkeeper Donna Bramer, and Town Clerk Barbara Darrah.

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

**GUESTS:** Sandy Hayes, Community member.

Notice was posted regarding the dates and times of the Public Hearing and Regular Board Meeting.

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

Supervisor Winemiller announced the Public Hearing was being held for the Town of North Elba Rockledge Water Users' Collection. She asked Town Clerk Barbara Darrah to read the published Public Notice aloud.

Darrah: 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 14th day of January, 2020 at 6:15 pm for the purpose of conducting a Public Hearing regarding the North Elba Rockledge users of the Rockledge Water District. The public is invited to attend and all parties interested therein may be heard in favor or against any items contained therein. Published: January 2, 2020.

Winemiller: Would anyone like to speak with regards to the Public Hearing for the North Elba Rockledge water users?

There were no comments.

Winemiller: There being no public comments can I get a motion to adjourn the Public Hearing, please?

D. Joseph Bates: I move.

Winemiller: Can I get a second motion?

Karl Law: I move.

Winemiller: All in favor:

Board: Aye.

**REGULAR BOARD MEETING**

Winemiller opened the Regular Board Meeting and offered the floor to Town Clerk Barbara Darrah. Darrah announced the first order of business was to have the newly elected officials sworn in with their Oaths of Office. Oaths of Office were completed for the following:

Town Supervisor Davina Winemiller for the term of January 1, 2020 through December 31, 2021.

Councilperson Donald Amell for the term of January 1, 2020 through December 31, 2023.

Councilperson Karl Law for the term of January 1, 2020 through December 31, 2023.

**TOWN JUSTICE 2019 YEAR-END REPORT**

Justice Niederbuhl presented packets of the Justice year-end report for 2019, along with comparison reports for 2017 and 2018 of the number of open and closed cases and fines collected. The Justice court determines the Town's share of those fines. The judge does an accounting every week and then for the month, along with the bank reconciliation every month for the year. The Board determined they will review the remainder of financial documents in Executive Session.

Winemiller: Any questions for the Judge?

Sandy Hayes: How is the Town's share determined?

Niederbuhl: I receive the money every week and then make a deposit after court is held. At the end of every month I write a check to the town which the town deposits and writes a check to the Justice Court funds. Then the Justice Court Fund sends an electronic deposit to the Town's General Fund account.

Hayes: So we don't know how they determine; that the Town gets its fair share.

Winemiller: The Justice Court pays for everything for the Judge's computer equipment, law books, training, etc.

Niederbuhl: They provide phone support, also 24 hours a day. I can call them anytime I have a question.

Hayes: Do you have a secretary or are you your own secretary?

Niederbuhl: No.

Winemiller: He has no clerk whatsoever.

Hayes: So you do all this yourself?

Niederbuhl: Yes

There were no other questions for the Judge.

## TOWN SUPERVISOR'S 2019 YEAR-END REPORT

Winemiller stated she emailed the report earlier to the Board. One of the things she wanted to point out was the Strategic Planning addition for 2020.

Winemiller: I had a meeting with AES talking about our disinfection DEC grant that we are collecting the Capital Reserve funds for...and that ties in with the I&I Plan. The I&I Plan should be finalized in April of 2020, and that I&I plan is going to be the catalyst for us moving forward for replacing parts of our collection system.

Winemiller presented to the board a sample of a "sleeving" repair material sample and described how the material worked in repairing some section of pipes in our system. It is guaranteed for 50 years.

Winemiller: One of the things I wanted to bring to your attention with this Strategic Plan, the DEC is going to give us a longer time frame to complete our disinfection system, so going out further, time-wise, it is looking between 2023 and 2025. Regarding the sidewalk grant, I am requesting an extension of time in order to coincide with the sewer line replacement, and if not granted, Doug and I have identified a few areas of sidewalk that we can do instead. When the time comes, we can apply for another grant to complete West Main. You all know we were rolling over our CHIPS funds for 2018 and 2019; we have until February 3, we can apply for \$40,000 for Chip funds for 2019 and as we get closer, we can rollover the two. We will find out soon about the Solar Array grant. I did speak with the Essex County IT department so we can work on cloud-based back up on everyone's computers, so we have back up.

Winemiller continued to touch on other items in the Strategic Planning.

Winemiller: The last thing I would like to do is create community volunteer committees. We could put a call out to these volunteers and come up with a task force for the Highway Garage. The time line for litigation ended on November 11, 2017. Based on that, we are on our own. Rather than throw more money into another engineer, I think we could develop a task force with the talented contractors we have in the community. Another task force I was going to ask the Board to consider is to review affordable housing needs in St. Armand. I spoke with Bruce Misarski, Housing Assistance Program of Essex County. They have funds available and he is willing to tackle this project with us. Another task force I would like to see is the Veteran's Memorial Park. The last task force would be for the Youth of our community. Maybe there is something else we can do using the youth building, or anything we can do to get our kids involved in creative projects.

Sandy Hayes: I think it's a progressive idea that we haven't had in the town. If the public is aware that volunteer task forces are being sought, they might be eager to have some input and give ideas.

Winemiller: Board members, what do you all think?

Amell: One of the things as far as the youth groups; we have talked about it in the past but I don't think we ever really coordinated our efforts with the Boosters. I'm not even sure.....I know Brian Goetz is involved, and my sister, and others, but there is a connection that could be involved.

Winemiller: The Boosters asked me to attend a meeting the first or second week of December, but there was a bad snowstorm that night and it was cancelled until after the holidays. Absolutely, Don, I think that's a great idea. Those people have a good pulse on what our kids need and are looking for, and they would be a great resource for us to touch base with.

Jennifer Fuller: How would we put the word out?

Winemiller: A couple of things: The Bloomingdale Face Book page is a really great source of information. I think there is about 408 members on that page. In order to be involved in that page, they have to live in Bloomingdale. I think that resource has been helpful with the Ice Rink operational hours. Also, a letter to the Editor, I think would let people know we are seeking individuals to help on the four committees.

All Board member: Yes.

Winemiller: Included in this year-end packet there is also a list of improvements and progress through the year. Donna and I worked very hard on a financial report that is included. There is also a list of all the land and infrastructure assets and I included the tax maps and description. I think this is important because sometimes we don't realize what we own or that the Highway Garage actually sits on six different pieces. All the roads are included. The financial report will actually help Donna complete the AUD and the next budget round we will already have those numbers ready to roll. I did email all the board members a copy of the report.

## TOWN CLERK 2019 YEAR-END REPORT

Barbara Darrah distributed a two-page hand-out to the Town Board. Barbara went over the report which included the codes for the Town Clerk's fees, the fee amounts themselves. Also included were January through

December 2019 revenues and check disbursements. The Town Clerk's checking account has to be zero at the end of every month, and that was the case. The total Town Clerk revenue for 2019 was \$2,621.00, total Town Clerk deposits were \$2,621.00 and the Total Town Clerk disbursements were \$2,621.00. The ending balance at the end of 2019 was zero and bank statements are attached indicating each monthly balance was zero.

Winemiller: Beautiful. That's a lot of death certificates, Barb.

Darra: 2019, almost every month there was a death. We lost a lot of people. And, we lost Ann Hewitt on January 1<sup>st</sup>.

Winemiller: Very good report. Thank you, Barb. Any questions for Barb?

Sandy Hayes: Is that 61 separate people?

Darra: No. It was the number of certificates requested. Some wanted 10, some wanted 2 or 3 copies.

Hayes: If I come in and ask you for a death certificate of anyone you have a record for, can I get one?

Darra: You have to be next of kin. And, there is a form you have to fill out showing me how you are next of kin. You just can't come in and say you are related.

Winemiller: I think it is for fraud purposes, isn't it?

Darra: It's not that it can't be known, it is just so it can't be used for fraudulent purposes.

## HIGHWAY DEPARTMENT MONTHLY REPORT

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

### Highway Report for the Town of St. Armand Board Meeting on January 14, 2020

- 1) We picked up snow and ice off sidewalks.
- 2) We have been plowing and sanding every day.
- 3) There have been no major mechanical break downs.
- 4) We've been helping with the skating rink when we can, with plowing and brooming the snow off.
- 5) I am getting ready to order new tires for the broom tractor.
- 6) We have a little clean up from this weekend's storm which we started on the 13th.
- 7) We are cleaning and rearranging the shop to make more room.
- 8) We serviced and rotated the tires on the 2017 pick-up.
- 9) We have a little ice buildup on Moody Pond Road because of all the rain we received and then the temperatures dropping. We should be able to scrape it off with the loader.
- 10) We are using a lot of sand with the freezing rain. The salt shed is still full.

## WATER DEPARTMENT MONTHLY REPORT

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

### Water Report for the Town of St. Armand Board Meeting on January 14, 2020

1. Turned Water on to 1636 Rt. #3 - On 12/10/19, I turned the water back on to 1636 Rt. #3 after the meter was repaired following the damage from water pressure surges in the main line from hydrants being used for the Town of Franklin Garage fire. Should be no charge for the turn off and back on.
2. Readings at 30 Roosevelt and 53 Polar - On 12/16/19, I obtained readings for Barb at 30 Roosevelt and 53 Poplar, both residences had new meters and readers installed.
3. Annual Lab Samples - On 12/17/19, I sent lab samples to Life Science lab for Secondary Inorganics and Nitrates with sample water drawn from the Pump-house. These are samples that must be submitted annually per the Health Departments sampling schedule.
4. Monthly Coliform Sample was submitted from a sample taken from the Highway Garage on 12/17/19 and the results came back from the lab as Negative.
5. Meter Reading at 1712 Rt. #3 - On 12/18/19, I obtained a meter reading for Barb at 1712 Rt. #3. There is a new owner at this residence.
6. Ice Rink Yard Hydrant - On 12/20/19, I installed new fittings on the ice rink yard hydrant to allow for a 1" fire hose to be used to flood the ice rink.
7. Meter Readings at 18 Union and 1683 Rt. #3 - On 12/31/19, I obtained readings for Barb at 18 Union and 1683 Rt. #3.
8. Meter Reading at 14 Oregon Plains Church - On 1/8/20, I obtained a meter reading for Barb at 14 Oregon Plains Church. They installed a new meter and reader there.
9. Quarterly Reading Verification's - On 1/13/20, I verified 16 meter readings for Barb. There were some readings that were in question for accuracy and some questions Barb had about other meters and readers. I provided Barb with answers to all of her questions.
10. Water Shutoff Request at 22 Maple - On 1/13/20, I received a request from a plumber to shut off the water to 22 Maple to enable for him to install a new meter at this residence. I met the plumber there and shut the water off. He verified that the water was off and then I left the residence while he worked on replacing the meter. About 15 minutes later, I received a call that water was spraying all over under the building. I responded and apparently the curb stop did not shut the water off as the plumber had claimed. I rushed to the Pump-house to get our copper crimping tools and the line was crimped off to allow for the plumber to install the new meter. The line was reopened after the meter was installed. I verified that the meter is now operational and the start reading is 000000.

CODE ENFORCEMENT OFFICER'S MONTHLY REPORT

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

Code Enforcement Officer Report for the Town of St. Armand Board Meeting on January 14, 2020

- 1. Returned 9 calls and 1 email with questions on codes.
- 2. No new permits issued
- 3. Completed re-certification classes in Malone.
- 4. Started gathering information to file NYS Annual Code Enforcement Activities.
- 5. Update on Moose Pond and Monroe Gladd: Things are still moving ahead and both are slated to be finished in the next week or so.
- 6. Mailed all permits with letters to applicants that had not picked them up to get payment for them.

WASTEWATER DEPARTMENT MONTHLY REPORT

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

Wastewater Report for the Town of St. Armand Board Meeting on January 14, 2020

- 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) Finally, I did get the chain saw running again after replacing the coil.
- 8) Well, the JEC only made it a little over a month before it seized up again. I made a number of attempts to re-energize it again with no immediate results but after New Year's day it started working again and I got things reset. I am working on getting a quote for the cost of replacing and re-programing the unit.
- 9) We did get some moisture protection put over the garage smoke sensor and a new one was installed and is now working.
- 10) We did get the results back on the sewage tracer testing on the stream running through the village which didn't find sewage getting to and infecting the stream yet, at the time of that sampling. We will probably test again in the summer to see if it is happening then.
- 11) The truck got serviced, inspected and the tire pressure issue fixed.
- 12) We lost one weekend worker; I am working on finding another.
- 13) I continue to work on the St. Armand Wastewater Department Comprehensive Improvement and Repair Program.

Supervisor Winemiller reported she distributed the Essex County Board of Supervisors current events.

RESOLUTIONS # 1 - # 24

RESOLUTION # 1 OF 2020

SUPERVISOR'S APPOINTMENTS FOR 2020 FOR THE TOWN OF ST. ARMAND

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

BE IT RESOLVED, Supervisor Davina Winemiller does hereby accept the following appointments made for the year 2020, retroactive from January 1, 2020 until December 31, 2020:

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

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

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

Dated: January 14, 2020

\_\_\_\_\_  
Barbara J. Darrah  
St. Armand Town Clerk

RESOLUTION # 2 OF 2020

DESIGNATING APPOINTMENTS FOR 2020  
FOR THE TOWN OF ST. ARMAND

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

BE IT RESOLVED, that the following Supervisor’s appointments for 2020 have been proposed and accepted, retroactive January 1, 2020 until December 31, 2020.

Designating appointments are:

- |                               |                          |
|-------------------------------|--------------------------|
| ATTORNEYS FOR THE TOWN        | - Matthew Norfolk        |
|                               | - Daniel Tedford         |
|                               | - Dan Manning            |
|                               | - Douglas Goodfriend     |
|                               | - Matthew Fuller (Sewer) |
| CODE ENFORCEMENT OFFICER      | - Derrick Martineau      |
| DEPUTY HIGHWAY SUPERINTENDENT | - Cory Skiff             |
| HEALTH OFFICER                | - Raymond Scollins       |
| RECREATION SUPERVISOR         | - Davina Winemiller      |

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

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

Dated January 14, 2020

\_\_\_\_\_  
Barbara J. Darrah  
St. Armand Town Clerk

RESOLUTION # 3 OF 2020

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 2020:

- NBT Bank
- Community Bank

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

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

Dated: January 14, 2020

\_\_\_\_\_  
Barbara J. Darrah  
St. Armand Town Clerk

Deputy Supervisor D. Joseph Bates, 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 2020 shall be the Adirondack Daily Enterprise.

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

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

Dated: January 14, 2020

\_\_\_\_\_  
Barbara J. Darrah  
St. Armand Town Clerk

Councilperson Jennifer Fuller, 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 Davina Winemiller to execute the contract with GRAPHIC CONNECTIONS, INC. for the purpose of continued leasing of the Town of St. Armand website domain for January 1, 2020 – December 31, 2020.

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

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

Dated: January 14, 2020

\_\_\_\_\_  
Barbara J. Darrah  
St. Armand Town Clerk

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 Davina Winemiller, 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 Councilperson Jennifer Fuller and adopted by Roll Call Vote as follows:

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

Dated: January 14, 2020

\_\_\_\_\_  
Barbara J. Darrah  
St. Armand Town Clerk

RESOLUTION # 7 OF 2020

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

Councilperson Karl Law, 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 Town Supervisor Davina Winemiller 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 Jennifer Fuller and adopted by Roll Call vote as follows:

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

Dated: January 14, 2020

\_\_\_\_\_  
Barbara J. Darrah  
St. Armand Town Clerk

RESOLUTION # 8 OF 2020

OFFICIAL MILEAGE ALLOWANCE FOR 2020

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

BE IT RESOLVED, that the Town Officials and Employees be compensated at \$0.575 per mile for the use of their personal vehicles in the performance of their official duties from January 1, 2020 until December 31, 2020. This mileage compensation change is hereby verified at the Essex County level.

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

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

Dated: January 14, 2020

\_\_\_\_\_  
Barbara J. Darrah  
St. Armand Town Clerk

RESOLUTION # 9 OF 2020

TOWN OF ST. ARMAND PROCUREMENT POLICY

Deputy Supervisor D. Joseph Bates, 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, 2020 to December 31, 2020.

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

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

Dated January 14, 2020

---

Barbara J. Darrah  
St. Armand Town Clerk

Town Supervisor Davina Winemiller 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, 2020 until December 31, 2020.

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

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

Dated: January 14, 2020

\_\_\_\_\_  
Barbara J. Darrah  
St. Armand Town Clerk

RESOLUTION # 11 OF 2020

TOWN OF ST. ARMAND ACKNOWLEDGEMENT  
OF AUDIT CONDUCTED ON TOWN  
SUPERVISORS YEAR END REPORT

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

WHEREAS, The Office of the State Comptroller requires that the town and village supervisors annually provide their year-end report to their respective town and village auditing Board, and that such report be examined or audited and that fact be entered into the minutes of the Board’s proceedings, and

WHEREAS, the Supervisors Report includes initiatives to improve accountability and controls over all Town finances and records, and

WHEREAS, among the initiatives is increased monitoring of town and village board compliance with the NYS Comptroller’s direction,

THEREFORE, BE IT RESOLVED, that the Town Board acknowledges an audit of the Town Supervisor’s report for the Town of St. Armand for 2019 was completed during the month of January 2020, and

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

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

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

Dated: January 14, 2020

\_\_\_\_\_  
Barbara J. Darrah  
St. Armand Town Clerk

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

WHEREAS, The Uniform Justice Court Act requires that the town and village justices annually provide their court records and dockets to their respective town and village auditing boards, and that such records then be examined or audited and that fact be entered into the minutes of the board’s proceedings, and

WHEREAS, the Unified Court System’s Action Plan for the Justice Courts includes initiatives to improve accountability and controls over Justice Court finances and records, and

WHEREAS, among the initiatives is increased monitoring of town and village board compliance with Section 2019-a,

THEREFORE, BE IT RESOLVED, that the Town Board acknowledges an audit of the Justice Court Fund for the Town of St. Armand for 2019 was completed during the month of January 2020, and

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

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

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

Dated: January 14, 2020

\_\_\_\_\_  
Barbara J. Darrah  
St. Armand Town Clerk

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

WHEREAS, The Office of the State Comptroller requires that the town and village Clerks annually provide their year-end report to their respective town and village auditing Board, and that such report be examined or audited and that fact be entered into the minutes of the Board’s proceedings, and

WHEREAS, the Town Clerk’s Report includes accountability over all Town Clerk finances and records, and

WHEREAS, among the initiatives is increased monitoring of town and village board compliance with the NYS Comptroller’s direction,

THEREFORE, BE IT RESOLVED, that the Town Board acknowledges an audit of the Town Clerk’s Report for the Town of St. Armand for 2019 was completed during the month of January 2020, 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:

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

Dated: January 14, 2020

\_\_\_\_\_  
Barbara J. Darrah  
St. Armand Town Clerk

Councilperson Karl Law, 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 Davina Winemiller

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 her 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

Nancy Heath, PO Box 181, Bloomingdale, NY 12913, starmandtax@yahoo.com, 518-891-1258

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 Deputy Supervisor D. Joseph Bates and adopted by Roll Call Vote as follows:

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

Dated: January 14, 2020

\_\_\_\_\_  
Barbara J. Darrah  
St. Armand Town Clerk

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

WHEREAS, the Town Board of the Town of St. Armand has decided to partner their youth service program(s) with the Town of Harrietstown, 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 2020 application and authorizes the Youth Commission to expend enough funds for the 2020 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 Jennifer Fuller and adopted by Roll Call Vote as follows:

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

Dated: January 14, 2020

\_\_\_\_\_  
Barbara J. Darrah  
St. Armand Town Clerk

RESOLUTION # 16 OF 2020

TOWN OF ST. ARMAND LEASE OF POLL SITE

Deputy Supervisor D. Joseph Bates, 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 Davina Winemiller 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 2020.

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

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

Dated: January 14, 2020

\_\_\_\_\_  
Barbara J. Darrah  
St. Armand Town Clerk

RESOLUTION # 17 OF 2020

TOWN OF ST. ARMAND 2020 CONTRACT WITH ADIRONDACK REGIONAL AIRPORT

Councilperson 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 Town Supervisor Davina Winemiller to execute the Contract agreement with Adirondack Regional Airport for services to begin January 1, 2020 through December 31, 2020, and

THEREFORE, BE IT RESOLVED THAT the total sum of \$2500.00 for such 2020 contract is to be paid to the Adirondack Regional Airport no later than February 1, 2020.

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

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

Dated: January 14, 2020

\_\_\_\_\_  
Barbara J. Darrah  
St. Armand Town Clerk

RESOLUTION # 18 OF 2020

TOWN OF ST. ARMAND 2020 CONTRACT WITH NORTH COUNTRY LIFE FLIGHT

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

WHEREAS, by Resolution of the Town of St. Armand, the Town Board hereby duly authorizes Town Supervisor Davina Winemiller to execute the Contract agreement with North Country Life Flight, for services to begin January 1, 2020 through December 31, 2020.

THEREFORE, BE IT RESOLVED that the sum of \$500.00 for such 2020 contract is to be paid to North Country Life Flight no later than March 1, 2020.

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

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

Dated: January 14, 2020

\_\_\_\_\_  
Barbara J. Darrah  
St. Armand Town Clerk

RESOLUTION # 19 OF 2020

2020 FIRE CONTRACT AGREEMENT BETWEEN THE TOWN OF ST. ARMAND AND THE VILLAGE OF SARANAC LAKE

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

WHEREAS, a Resolution of the Town Board of the Town of St. Armand, authorizing Town Supervisor Davina Winemiller, to execute the 2020 Fire Contract with the Village of Saranac Lake, and

WHEREAS, the Village has provided the services of the Village of Saranac Lake Fire Department for the fire protection and rescue services pursuant to General Municipal Law Section 209-b and fire police protection pursuant to General Municipal Law Section 209-c to the Town, and

WHEREAS, the Town Board for the Town of St. Armand agrees to the provisions set with the Fire Contract Agreement for 2020,

NOW THEREFORE, LET IT BE RESOLVED that the Town Board for the Town of St. Armand shall abide by the Fire Contract Agreement for January 1, 2020 through December 31, 2020, in the amount of \$25,037.10, payable by February 1, 2020.

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

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

Dated: January 14, 2020

\_\_\_\_\_  
Barbara J. Darrah  
St. Armand Town Clerk

RESOLUTION # 20 OF 2020

2020 COMMERCIAL AGREEMENT WITH ALBANY LIFT COMPANY FOR ANNUAL MAINTENANCE OF HANDICAP ACCESS LIFT IN THE ST. ARMAND TOWN HALL

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 Town Supervisor Davina Winemiller to execute an Annual Maintenance Agreement for the Handicap Access Lift for 2020, 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 Jennifer Fuller and adopted by Roll Call vote as follows:

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

Dated: January 14, 2020

\_\_\_\_\_  
Barbara J. Darrah  
St. Armand Town Clerk

RESOLUTION # 21 OF 2020

AUTHORIZATION FOR ST. ARMAND  
TOWN SUPERVISOR TO SIGN 2020 ESSEX  
COUNTY AGREEMENT FOR  
MAINTENANCE OF COUNTY ROADS

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

WHEREAS, the Agreement for Maintenance of County Roads between the parties Essex County and the Contractor (Town of St. Armand) constitutes the entire agreement between the parties, and there are no other agreements, either written or oral, between the parties pertaining to the work/services or the funds encompassed by this agreement, and

WHEREAS, the Contract price is set forth in Appendix B annexed hereto and made a part hereof, and

WHEREAS, the Contract term of this agreement is from January 1, 2020 through December 31, 2020, and

WHEREAS, the parties hereto agree that the following terms and conditions are included in, a part of, and incorporated into this agreement: Insurance Requirements – Appendix C, and Essex County Standard Clauses – Appendix D, and

WHEREAS, in the event that there is a conflict between Essex County's Insurance Requirements and Essex County's Standard Clauses and any Contractor's proposal, the terms and conditions of the Essex County Insurance Requirements and Essex County Standard Clauses shall super-cede and apply.

THEREFORE, LET IT BE RESOLVED, the Town Board of the Town of St. Armand authorizes Town Supervisor Davina Winemiller to execute and sign the Agreement for Maintenance of Essex County Roads in the Town of St. Armand for the contract term beginning January 1, 2020 and expiring on December 31, 2020.

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

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

Dated: January 14, 2020

\_\_\_\_\_  
Barbara J. Darrah  
St. Armand Town Clerk

RESOLUTION # 22 OF 2020

AUTHORIZATION FOR ST. ARMAND  
TOWN SUPERVISOR TO SIGN 2020 ESSEX  
COUNTY AGREEMENT FOR SNOW AND  
ICE ON COUNTY ROADS

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

WHEREAS, the Agreement for Control of Snow and Ice on County Roads between the parties of Essex County and the Contractor (Town of St. Armand) constitutes the entire agreement between the parties, and there are no

other agreements, either written or oral, between the parties pertaining to the work/services or the funds encompassed by this agreement, and

WHEREAS, the Contract price is set forth in Appendix B annexed hereto and made a part hereof, and

WHEREAS, the parties hereto agree that the following terms and conditions are included in, a part of, and

incorporated into this agreement: Insurance Requirements – Appendix C, and Essex County Standard Clauses – Appendix D, and

WHEREAS, in the event that there is a conflict between Essex County’s Insurance Requirements and Essex County’s Standard Clauses and any Contractor’s proposal, the terms and conditions of the Essex County Insurance Requirements and Essex County Standard Clauses shall super-cede and apply.

THEREFORE, LET IT BE RESOLVED, the Town Board of the Town of St. Armand authorizes Town Supervisor Davina Winemiller to execute and sign the Agreement for Control of Ice on Essex County Roads in the Town of St. Armand for the contract term beginning January 1, 2020 and expiring on December 31, 2020.

BE IT FURTHER RESOLVED, the total compensation to be paid by the County to the Town during the year 2020 shall be \$63,972.19, with said sum to be paid in three installments: \$21,324.06 on the first day of March, \$21,324.06 on the first day of June and \$21,324.07 on the first day of September, 2020.

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

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

Dated: January 14, 2020

\_\_\_\_\_  
Barbara J. Darrah  
St. Armand Town Clerk

RESOLUTION # 23 OF 2020

REAPPOINTMENT OF TOWN OF ST. ARMAND  
BOARD OF ASSESSMENT REVIEW MEMBER  
STANLEY INGISION

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

WHEREAS the St. Armand Town Board approved the appointment of Stanley Ingison as a member of the Board of Assessment Review, and

WHEREAS the term of a Board of Assessment Review member is 5 years and this term of office shall run concurrently from the term already in effect, that being October 1, 2014 through September 30, 2019,

THEREFORE, this appointment shall be retroactive for the term that runs from October 1, 2019 through September 30, 2024.

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

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

Dated: January 14, 2020

\_\_\_\_\_  
Barbara J. Darrah  
St. Armand Town Clerk

RESOLUTION # 24 OF 2020

TOWN OF ST. ARMAND TOWN BOARD  
PERMITTING TOWN OF NORTH ELBA  
TO COLLECT WATER CHARGES FOR  
CERTAIN PARCELS WITHIN THE  
ROCKLEDGE WATER DISTRICT

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

WHEREAS, at a Regular Board meeting held on January 14, 2020, at the Town of St. Armand Town Hall, 1702 NYS Route 3, Bloomingdale, New York; and

WHEREAS, the Town Board of the Town of St. Armand agrees to permit and request the Town of North Elba, for and on behalf of the Town of St. Armand, to collect water charges for those parcels within the Rockledge Water District that are located wholly or partially in the Town of North Elba, Essex County, State of New York pursuant to an arrangement that shall be agreed upon by the two municipalities; and

WHEREAS, notice of a Public hearing was published in the Adirondack Daily Enterprise on January 2, 2020 that the Town Board of the Town of St. Armand, Essex County, New York will meet on the 14th day of January, 2020 at 6:15 pm, for the purpose of conducting a Public hearing regarding the North Elba users of the Rockledge Water District, and the public is invited to attend so that all interested parties therein may be heard in favor or against any items contained therein;

THEREFORE, let it be resolved that Town Supervisor Davina Winemiller or her delegate shall request the Town of North Elba, for and on behalf of Town of St. Armand, to collect past and future water charges for those parcels within the Rockledge Water District that are located wholly or partially in the Town of North Elba, Essex County, State of New York; and

BE IT FURTHER RESOLVED that the Town Board of the Town of St. Armand authorizes Town Supervisor Davina Winemiller to negotiate an agreement on behalf of the Town of St. Armand with the Town of North Elba for the latter to collect on behalf of the Town of St. Armand past and future water charges for those parcels within the Rockledge Water District that are located wholly or partially in the Town of North Elba, Essex County, State of New York.

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

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

Dated: January 14, 2020

\_\_\_\_\_  
Barbara J. Darrah  
St. Armand Town Clerk

**MOTION TO PAY MONTHLY BILLS**

The payment vouchers for January 14, 2020 were presented for the Board’s approval as follows:

- General Vouchers # 1 - # 35 in the amount of \$ 27,231.47
- Trust and Agency Fund Vouchers # 1 - # 7 in the amount of \$ 1,650.80
- Highway Vouchers # 1 - # 20 in the amount of \$ 26,636.50
- Highway Outside Vouchers - None
- Water and Sewer Vouchers # 1 - # 14 in the amount of \$ 5,844.77
- “B” Fund Voucher – # 1 - # 3 in the amount of \$ 1,001.18
- I & I Fund Voucher # 1 in the amount of \$ 2925.00
- 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: January 14, 2020

\_\_\_\_\_  
Barbara J. Darrah  
St. Armand Town Clerk

**MONTHLY REPORT FROM THE SUPERVISOR**

Supervisor Winemiller presented the Supervisor’s Monthly Report for December 2019. Deputy Supervisor

D. Joseph Bates made the Motion to approve the Supervisor's Report for December 2019. The Motion was seconded by Councilperson Karl Law. All in favor. Motion carried.

#### REVIEW AND MOTION TO APPROVE PREVIOUS MONTH'S MINUTES

Councilperson Donald Amell made the Motion to approve the Regular Board Meeting Minutes of December 10, 2019. The Motion was seconded by Councilperson Karl Law. All in favor. Motion carried.

#### TOWN CLERK'S MONTHLY REPORT

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

There were (5) Dog Licenses for November 2019:

Spayed Females (2) and Neutered Males (3)	\$ 35.00
Unneutered Male (1)	\$ 14.00
Certified copy of Marriage Certificate	\$ 10.00
Certified Death Certificate (10) copies – Gorr	\$ 100.00

Total Revenue Earned \$ 159.00

Paid to Town Supervisor: \$ 151.00      Paid to NYS Agriculture & Markets: \$ 8.00

#### WATER AND SEWER BILLING MONTHLY REPORT

The total Re-levy was \$21,511.83 for unpaid balances. There were \$1,163.83 in credit balances. 15 customers have credit balances. So, if you take \$21,511.83, subtract \$1,163.83, the Total Receivables for 2019 is \$ 20,348.00. No payments can be accepted, and no bills can be prepared until the January 2020 billing because we are closed out for 2019.

#### OLD BUSINESS

Winemiller reported the issue of the Highway Garage Damage will be discussed in Executive Session at the end of this meeting.

Winemiller: The I&I Study is going very well. I do have an update for you on the income survey. As of today, we have received 129 surveys which is a 47% response date. I did mail out a second round of surveys on December 5<sup>th</sup>. I mailed 95 second surveys to current sewer users and 11 surveys to non-sewered streets, with a total of 109 surveys mailed out. We do need 63 more surveys in order to meet the bare minimum requirement.

McCarthy: I just have a question about the damage claim on the Highway Garage. Are you going to report what is going on in the Executive Session tonight at the next meeting?

Winemiller: I may be able to report on that issue at the next meeting. It's possible that I can. It depends.

Winemiller: The Moody Pond parking issue: I emailed you all the pictures of the Moody Pond parking issue. I contacted John Sweeny and emailed Mayor Rabideau. I did speak to John Sweeney, Village Manager. The mayor did not respond to me. I did attend the Village meeting on November 28<sup>th</sup>. The next day, John Sweeney called me and we discussed what can be done. A couple of the other landowners there had contacted me and they wanted us to do something. They are tired of it. I had another contact that stated people did not park there to hike Mount Baker, but rather it was elderly who parked there to walk around Moody Pond. I did discuss the possibility of a Local Law with Dan Tedford, our Essex County attorney. At this point that is what he is recommending that we do. We can issue tickets answerable to the Town Court here in the Town of St. Armand.

If people get tickets there, they would have to pay a fine.

Amell: Who would enforce it?

Winemiller: The judge.

Amell: Who would issue the tickets?

Winemiller: I did talk to Dan Tedford about that and we can make it that the Town Supervisor or their designee can issue parking tickets. Just like in Lake Placid; they hire people to issue parking tickets. I don't think we would need to hire someone, but maybe on a heavy weekend or if we get a call and someone says, "Hey, someone is parked in my driveway", I could go down there and issue parking tickets and it would help alleviate the problem there. I don't want people to not use Mt. Baker. I don't want people to not walk around Moody Pond. That is not what I am saying at all. But when people are parking in people's driveways and blocking the road, we have to be able to do something. The Village of Saranac Lake, the Town of North Elba and the Town

of St. Armand all converge right there. They cannot figure out if the Village of Saranac Lake Police, NYS State Police..... I think it's State Police on our side, Village Police on the other side.....

Darrah: I believe it's the Essex County Sheriff on our side.

Winemiller: So, we would have to have the Essex County Sheriff from Elizabethtown come up and issue parking tickets or tow vehicles, and they do not have the staff to do that. But, if we had a local law, we could enforce it ourselves. And I am just throwing it out there. I don't have a draft to give you tonight. I don't know what the other solution is. The landowners who have had people park in their yard have had them towed but then they get confronted by the irate person and that could be a dangerous situation.

Snickles: Is there any land up there to put a parking lot in?

Winemiller: There isn't any vacant land around there to do so.

D. Joseph Bates: The only way that it can be alleviated is to change the trailhead and move the trailhead off of McKenzie Pond and you would have to get DEC involved. It would take very little cutting to access Baker, Haystack and McKenzie from the old Black Fly softball field. You are not going to stop people from parking because you have your walkers.

Winemiller: There is acceptable parking on the St. Armand side for about 12 cars. I'm not saying to take that away. I'm saying no parking where there isn't acceptable parking and people are still parking there. I love your idea, Joe, that would alleviate a lot of problems. So, do you (the Board) want me to continue forward with the possibility of adopting a local law for that? I think it's the best solution.

D. Joseph Bates: Yes, let's start on it.

Winemiller: Start on it and see where we go. It is unfortunate. With the University Games coming in 2023, I guarantee we will be dealing with this more. It is a huge issue.

Winemiller: I am continuing work for the NYSERDA Solar Panel Grant. The new proposal is due on December 20<sup>th</sup> and it is 98% complete. By December 20<sup>th</sup>, it will be submitted.

Winemiller: North Elba Rockledge water user update. The Town of St. Armand has to hold a Public Hearing And then we have to adopt a Resolution granting North Elba permission to bill those four units in Rockledge and then North Elba has to have a Public Hearing and then adopt their own Resolution to get those people on the tax rolls. Do we want to hold a Public Hearing?

Darrah: Why don't we just hold it on the 14<sup>th</sup>? That is the date of the Regular Board Meeting. We could hold it at 6:15 pm.

The Board agreed to January 14<sup>th</sup> at 6:15 pm for the Public Hearing.

Winemiller: Before you all leave today if you (the Board) could walk down and look at the second floor access to see the idea of putting a lift in that area.

Winemiller: I met with the APA in mid-November at the Trudeau property for Brookside Cemetery extension. I did have to do a full jurisdictional inquiry application.

Winemiller: I did speak to Derrick about the possibility of doing the unsafe building local law. He thought that was a really good idea. I did distribute the example of the law. Basically, if there is a structure that is dilapidated and condemned, and the homeowner hasn't removed it, then the Town can do so, and charge the homeowner for that. Do you (the Board) want me to continue on that path?

The Board agreed to go ahead with that.

## NEW BUSINESS

Winemiller: The bid documents came in for the fuel, gas and diesel.

D. Joseph Bates: Are we going State contract or are we going out to bid?

Winemiller: We would go out to bid because the State contract does not have the questions that we wanted answered. For example, what is your response time for emergencies, what is your rate for emergencies? It has no kind of maintenance. If you go with the State contract all you are doing is saying, "We are buying fuel from you. We're not getting any service with that. I think it would be better for our town to go with bids.

Right now, the bids would be received by February 10<sup>th</sup> by 4:00 pm, and be read on February 11<sup>th</sup> at 12:00 noon. Is everyone okay with that?

The Board agreed to go ahead with the bid process.

Winemiller: A man from NYSERDA stopped in a week or two ago and walked around the town hall and the youth building and looked at all the florescent lighting in both buildings. He was going to submit for us to get a grant to have the florescent lighting to LED if not for free, at least 80% covered.

Winemiller: I had a call from a citizen who was interested in purchasing the dump property up West Main street, McKenzie Way, Basil Way. It is about 16 acres and the Town has owned it a very long time. Sandy, would you like to talk about it?

Sandy Hayes: Originally, the property was owned by Carrie Swinyer who owned Basil Johnson's property. Carrie Swinyer apparently sold 16 acres to the Village of Bloomingdale for a village dump. Then after he sold them the 16 acres, there was no way to get there. It was landlocked. There was no right of way sold. Then, he

sold a right of way to the village so there could be access. The right of way goes to the dump, but the right of way was built on the wrong side of the property. The Downs family owned where the road went. In the 50's, the State made the Village close the dump. The village needed a place for the dump, so Dad sold the land where the present transfer station is to his secretary and then she sold it to the Village. That is when that dump got closed. There were a lot of old cars up there. Who knows what is in the ground up there. Joyce never wanted to sell it, because of the risk. I know the person that wants it, he has a home up there.

Winemiller: I personally don't feel comfortable selling that. Even if he says he only wants it for the right of way, if he passes away in ten years and his kids might want it to build and put a well in, it is very risky. The Board agreed to not sell the property.

Winemiller: Anna Reynolds contacted me and asked me if we would like an unpaid free intern for the purpose of conducting investigations, basic assessments for comprehensive planning, community-wide surveys, strengths/weaknesses opportunities, resource inventories, public meetings and workshops. There is an intern who is interested, and I am meeting with her on Friday. The Board agreed to the intern.

Winemiller: I had a meeting with the Winter Carnival's tournament coordinator Emily Doyle, the contact for Casey McHugh Memorial Pond Hockey Tournament. We sat down and talked about what their ideas were and what they needed. Meanwhile, I have been working for months with our insurance company and our attorney. I was able to meet all of the needs by drafting a contract agreement and outlining what they would need to provide for us as far as insurance requirements and having each participant sign the hold-harmless clause for St. Armand. By drafting all of this ahead of time, everything was approved by our attorney and our insurance company. I gave Emily everything yesterday and hopefully we will be able to host that tournament this year.

Don Amell: Jeff Cotter's concerns on the size has been addressed.

Winemiller: Yes. Jeff and I met with Josh Woodruff down at the youth building a month or so ago and talked about what is acceptable to them. At first, Emily asked for three. I said Jeff feels two and the strip is what we can do and she agreed they could make that work.

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

Winemiller opened the floor to the audience.

Sandy Hayes: I want to thank the Town for what they are doing for the Town of Franklin, especially Doug (Snickles). One of the questions I asked Lauren about is how hard it was going to be to come up with an inventory. Do we have anything like that?

Winemiller: We do. We have an absolute accurate inventory on each of our departments. Erica is working on updating it right now.

Bates: It probably wouldn't hurt to have pictures, either.

Winemiller: That's a good idea. I am going to make a note to get pictures.

#### MOTION FOR EXECUTIVE SESSION:

Supervisor Winemiller requested a motion to move into Executive Session. The purpose of the Executive Session was to discuss Personnel.

Deputy Supervisor D. Joseph Bates made the motion to go into Executive Session. The motion was seconded by Councilperson Karl Law and the Executive Session began at 8:09 pm.

#### MOTION TO END EXECUTIVE SESSION:

Councilperson Karl Law made a Motion to end the Executive Session. The Motion was seconded by Deputy Supervisor D. Joseph Bates and the Executive session ended at 8:36 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 8:37 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 14, 2020