

Town of St. Armand  
Regular Board Meeting – 6:30 pm  
Tuesday, August 10, 2021

*These Meeting Minutes were approved by the St. Armand Town Board on September 14, 2021.*

A Regular Board Meeting of the Town of St. Armand was held on the above date and time via a webinar conducted from the Town Hall, Bloomingdale, NY. The webinar meeting was advertised and made available to the public.

**BOARD MEMBERS PRESENT:**

Town Supervisor Davina Winemiller, Deputy Superintendent 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, Wastewater Superintendent Stanley Ingison, and Town Clerk Barbara Darrah.

**EXCUSED:** Water Superintendent David Siskavich, and Code Enforcement Officer Derrick Martineau.

**GUESTS:** Aaron Cerbone, Josh Colby, Sandy Hayes, Warren McCarthy, Stephanie Mikesell, and Heather Wood, all from the community.

This meeting was held as an in-person and public Webinar and Teleconference. Notice was posted regarding the date and time of the Regular Board Meeting and instructions how to access the meeting via phone or computer.

Supervisor Winemiller called the meeting to order at 6:30 pm. Winemiller asked those in attendance to recite the Pledge of Allegiance.

Supervisor Winemiller introduced the request from Casey Field, 16 Roosevelt Street, to make a payment schedule agreement for the Water shut off repair and lateral line leak on his property. The repair cost bill was \$4,225.56, including Garrow's bill and Trudeau's bill for the sand fill. His regular bill was \$293.36. Winemiller informed the Board that the county has stated the Towns cannot re-levy the water balances in November. Sewer can be re-levied. Currently, the Governor's Executive Order is still in effect where there are no late fees being charged on past due accounts and no utility shut-offs. The Board discussed the situation and determined that if there are no penalties charged at this time, and water balances will not re-levied this November, it is just a matter of the balance being carried quarter to quarter, and no late fee being charged on that amount, then Mr. Field could determine his payments accordingly.

Winemiller then began the business of the meeting with reports from the various Town departments.

**HIGHWAY DEPARTMENT MONTHLY REPORT**

Highway Superintendent Doug Snickles submitted the following report to the Town Board.

Town of St. Armand Highway Report for the August 10, 2021 Town Board Meeting

- 1) We finished the ceiling upstairs in the new Records Room.
- 2) We worked a full week with the County on Gillespie Road pulling the shoulders.
- 3) The crew is still brush-hogging the sides of our roads. All the mowing has been completed and ready to do again.
- 4) We installed a new cross culvert on Rockledge.
- 5) We are helping the Town of Franklin with their paving.
- 6) We are still patching when the weather cooperates.
- 7) We dug the new power line ditch along the ball field, laid the electrical wire and then recovered the ditch.
- 8) We are going to start hauling our winter sand.
- 9) We put a new piece of siding on the Wastewater Plant.

There were no questions following the Highway Report.

**WATER DEPARTMENT MONTHLY REPORT**

Cory Skiff, Water Technician, submitted the following written report to the Town Board.

Town of St. Armand Water Report for the August 10, 2021 Town Board Meeting

7/2/21 - 1673 ST. Route 3 final reading

7/6/21 - Monthly sample to lab

- Located curb stop at 788 St. Regis Avenue
- 7/9/21 - Monthly Report to Health Department
  - followed up on quarterly readings for Barb
- 7/10/21 - Shut off water at 788 St. Regis so they could replace their water line.
- 7/13/21 – Monthly Board Report
- 7/23/21 - Checked that the lock on the curb stop at 1659 NYS Route 3 was still attached, and it was.
  - Helped Gary Bourgeois with his water reader.

There were no questions following the Water Report.

#### CODE ENFORCEMENT OFFICER'S MONTHLY REPORT

Code Enforcement Officer Derrick Martineau did not submit a report for the Town Board, however Supervisor Winemiller reported on Derrick's behalf. Winemiller announced HAPEC reported Monroe Gladd signed all the paperwork in their office last week. The mobile home contractor is Showcase Homes of Malta. The new mobile home for Monroe Gladd is under contract and the estimated completion is by the end of the year. They will be contacting Derrick for a building permit soon. There were no questions for Code Enforcement.

#### WASTEWATER DEPARTMENT MONTHLY REPORT

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

##### Summary of last month's activities for the August 10, 2021 Town Board Meeting

- 1) Did daily collections, testing and recorded data.
- 2) Did daily checks of all systems at the PTB and WWTP and recorded the data.
- 3) Wrote up the DEC monthly operating report and the discharge monitoring report and submitted them digitally.
- 4) Did weekly generator checks.
- 5) Did weekly greasing of the paddle wheel drive and clarifier drives.
- 6) Did weekly grit removal from the classifier drive outfall and unloaded it into the transfer station trash dumpster.
- 7) I did the weekly flexing of all the aeration diffusers.
- 8) I continue to do periodic checks on the Dollar General construction work. The building superstructure is pretty much complete and they are just finishing pouring the concrete sidewalks.
- 9) The highway department did get the replacement vertical siding, I purchased, installed at the WWTP and installed screws on the largest panels on the sunny, windier side to help prevent other panels from being blown off. It doesn't look as attractive but very few people see it from that side. We can paint the silver screw heads to blend then in better if wanted.
- 10) The clarifier backwashing that I was doing along with polymer coagulant additives I tried was not enough to keep the effluent BOD5 level within our limit this year. In fact, it was 4 times higher than last year's level for July and August even though it still looked cleaner to the eye than last year. So, this was very shocking to me and I thought it might be a testing error but the lab was very confident that it wasn't. After making some operational changes to improve the treatment process we had a second test run to check on it, which did reduce the BOD5 level by one half but we were still over our limit. I believe the source of the BOD5 is the algae growing in lagoon #2 not sewage. I am purchasing another surface skimmer to physically remove the algae from the surface of the lagoon. Hopefully the further operational modifications I have made will get us back below our limit or the DEC will be informing the EPA of the violations.
- 11) I made an appointment, for tomorrow morning, with Kevin of the New York Rural Water Association (NYRWA) to come do a nutrient removal survey (with the state is paying for) of our plant to look into possible improvements to the plant operation. Hopefully Todd Hodgson will be able to join us with his input for the survey.
- 12) I did get the blown down trees cut up and removed from the WWTP working yard along with starting the lagoon skimming process.
- 13) Kevin Cogan and crew are moving forward on getting the two sets of solar panels units that were burned up back into service but they are not back on line yet. We hope to here soon when he will finish this and start the installation of the planned new sets of panels.
- 14) We did replace the uninterrupted power source (UPS) unit for the WWTP main SCADA system and it is now back in service and working well (as far as I can tell).
- 15) I had some (seemingly scam) popups on my computer trying to sell virus repair etc. but Erica came and cleaned it out for me.
- 16) Next week Steve Grimm of NYRWA is coming to do camera checks of the sewer main running from Saranac Avenue down to the river to check on how clean it is after having Saranac Lake's Vac truck clean out the back up of sand and gravel in the line this spring.
- 17) I continue to work on the St. Armand Wastewater Department Comprehensive Improvement and Repair Program.

Questions: Councilperson Donald Amell if we would expect the fine from the DOD? Winemiller reported the time frame is not definitive. Rural Water, Endyne and Todd Hodges from Essex County are all working on the issue and hopefully it is resolved before a fine is sanctioned.

There were no other questions following the Wastewater Report.

TOWN JUSTICE REPORT

Town Justice Francis Whitelaw presented the following report to the Town Board.

St. Armand Town Court Report for the August 10, 2021 Town Board Meeting

With summer upon us, the criminal case docket is getting busy. The filing of civil judgements in cases where people have refused to pay fines is working well. The judgements are affecting credit and people’s ability to conduct certain financial transactions, so they are paying money owed to the court.

Total fines and surcharges collected for the month of July 2021: \$4,990.00

Total collected year-to-date: \$25,287.00

Total parking fines for July 2021: \$1,125.00

There were no questions regarding the Town Justice Report.

RESOLUTIONS # 56 - # 59

RESOLUTION # 56 OF 2021

RESOLUTION OF INTENTION OF THE TOWN OF ST. ARMAND TO ACT AS LEAD AGENCY FOR THE COORDINATED REVIEW OF SAID ACTIONS AS A TYPE II ACTION UNDER SEQRA

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

WHEREAS, the Town of St. Armand proposes to implement a Town Hall Accessibility Improvement Project for the purpose of removing architectural barriers to safe and adequate access for the disabled and elderly (hereafter referred to as “said Actions”); and

WHEREAS, said Actions require review under the New York State Environmental Quality Review Act (SEQRA), per 6NYCRR Part 617; and

WHEREAS, said Actions are defined as a Type II Action under SEQRA pursuant to 6NYCRR Part 617.5; and

WHEREAS, multiple agencies have approval or funding authority over said Actions; and

WHEREAS, 6NYCRR Part 617.2(u) defines “Lead Agency” as, “an involved agency principally responsible for undertaking funding or approving an action, and therefore responsible for determining whether an environmental impact statement is required in connection with the action, and for the preparation and filing of the statement if one is required;” and

WHEREAS, the Town of St. Armand intends to act as Lead Agency for the coordinated review of said Actions as a Type II Action under SEQRA and further intends to implement and complete all responsibilities of that office;

THEREFORE, BE IT RESOLVED by the St. Armand Town Board that the Town of St. Armand intends to act as Lead Agency for the coordinated review of said Actions under SEQRA.

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

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

Dated: August 10, 2021

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Barbara J. Darrah  
St. Armand Town Clerk

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

WHEREAS, the Town Board of the Town of St. Armand authorized placement of 343 tons of treated salt as Surplus and the Town Board approved a mini bid with Essex County, and the money received from that bid will be deposited into the Highway Department Fund, and

WHEREAS, the Town Board of the Town of St. Armand reviewed all bids submitted for the Town Highway Garage’s Surplus Salt, receiving only one bid.

BE IT RESOLVED that after review and discussion of the one proposal submitted to the Town Board at a Special Board Meeting on this date:

Thursday, July 29th, 2021 at 5:30 pm

BE IT FURTHER RESOLVED, the decision was made to select the bidder who submitted the bid and an acceptance price has been agreed upon;

Bid received was: Trudeau Sand and Gravel, Inc.  
PO Box 235, Saranac Lake, NY 12983

Agreed to purchase approximately 200 tons @ \$80.00/ton - delivered. Material must be in granular form. Can only receive limited tonnage at a time.

THEREFORE, BE IT RESOLVED, the Town Board of the Town of St. Armand will award the bid to Trudeau Sand and Gravel, Inc., Saranac Lake, NY 12983 in the amount of \$ 16,000.00

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

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

Dated: August 10, 2021

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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 agrees that one of the Highway vehicles, a 2008 Ford F250 3/4 Ton pickup has passed its useful life, and

WHEREAS, the Town Board agrees that this vehicle will not pass inspection and repairs to such vehicle would not be cost effective, due to an almost cracked frame.

THEREFORE, LET IT BE RESOLVED that the 2008 Ford F250 3/4 Ton pickup, shall be considered junk, removed from the Town Highway Garage inventory list, and be hauled away as scrap.

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

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

Dated: August 10, 2021

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Barbara J. Darrah  
St. Armand Town Clerk

RESOLUTION REGARDING SEQR  
DETERMINATION FOR THE TOWN OF  
ST. ARMAND'S PROPOSED SEWER  
DISTRICT # 3, POPLAR STREET AS DEFINED  
BY MAP # 61521A

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

WHEREAS the Town of St. Armand Sewer District area must be updated to reflect existing sewer infrastructure and new upgrades to the current system; and

WHEREAS the New York State Department of Environmental Conservation requires all changes to existing infrastructure adhere to the SEQR regulations, and

WHEREAS the Town of St. Armand Water & Sewer District is committed to making upgrades and improvements over the next several decades to the current existing sewer infrastructure; and

WHEREAS based upon the criteria from the Official Compilation of Codes, Rules and Regulations of the State of New York Title 6. Department of Environmental Conservation Chapter VI, General Regulations Part 617. State Environmental Quality Review, and

WHEREAS the St. Armand proposed Sewer District #3 Project is considered at Type II action, with the following excerpts taken from the Offices Compilation for SEQR:

(a) Actions or classes of actions identified in subdivision (c) of this section are not subject to review under this Part, except as otherwise provided in this section. These actions have been determined not to have a significant impact on the environment or are otherwise precluded from environmental review under Environmental Conservation Law, article 8. The actions identified in subdivision (c) of this section apply to all agencies. (b) Each agency may adopt its own list of Type II actions to supplement the actions in subdivision (c) of this section. No agency is bound by an action on another agency's Type II list. The fact that an action is identified as a Type II action in an agency's procedures does not mean that it must be treated as a Type II action by any other involved agency not identifying it as a Type II action in its procedures. An agency that identifies an action as not requiring any determination or procedure under this Part is not an involved agency. Each of the actions on an agency Type II list must:

(1) in no case, have a significant adverse impact on the environment based on the criteria contained in section 617.7(c) of this Part; and

(2) not be a Type I action as defined in section 617.4 of this Part.

(c) The following actions are not subject to review under this Part:

(1) maintenance or repair involving no substantial changes in an existing structure or facility;

(2) replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site, including upgrading buildings to meet building, energy, or fire codes unless such action meets or exceeds any of the thresholds in section 617.4 of this Part;

(3) retrofit of an existing structure and its appurtenant areas to incorporate green infrastructure;

(13) extension of utility distribution facilities, including gas, electric, telephone, cable, water and sewer connections to render service in approved subdivisions or in connection with any action on this list;

THEREFORE, LET IT BE RESOLVED by this Resolution, the Town Board of the Town of St. Armand hereby states that the proposed St. Armand Sewer District #3 Project as further defined by delineation of Map #61521A area outlined in purple, will have no environmental impact and is therefore a TYPE II ACTION.

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

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

Dated: August 10, 2021

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Barbara J. Darrah  
St. Armand Town Clerk

MOTION TO PAY MONTHLY BILLS

Payment vouchers for the month of August were presented to the Board for approval and Roll Call Vote as follows:

General Vouchers # 243 - # 269 in the amount of \$ 11,415.36

Trust and Agency Fund Vouchers # 40 - # 43 in the amount of \$ 1,446.89

Highway Vouchers # 107 - # 115 in the amount of \$ 5,902.67  
 Highway Outside Voucher # 6 in the amount of \$ 373.63  
 Water and Sewer Vouchers # 106 - # 119 in the amount of \$ 8,072.11  
 "B" Fund Vouchers - none  
 Rockledge Water District Voucher # 3 in the amount of \$ 18.94  
 Fire Protection Vouchers - none

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

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

All in favor. Motion carried.

Dated: July 13, 2021

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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 July 2021 to the Board. Councilperson Karl Law made the Motion to approve the Supervisor's Monthly Report. The Motion was seconded by Councilperson Donald Amell. All in favor. Motion carried.

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

Deputy Supervisor D. Joseph Bates made the Motion to approve the Regular Board Meeting Minutes of July 13, 2021 and the Special Board Meeting Minutes of July 29, 2021. The Motion was seconded by Councilperson Donald Amell. All in favor. Motion carried.

**TOWN CLERK'S MONTHLY REPORT**

Town Clerk Barbara Darrah gave the following report for the month of July 2021:

There were (20) Dog Licenses for July 2021:

Spayed Females (10) and (7) Neutered Males	\$ 119.00
Unspayed Females (2) and (1) Unneutered Male	\$ 42.00
Marriage License (1)	\$ 40.00
<b>Total Revenue Earned</b>	<b>\$ 201.00</b>

Paid to Town Supervisor: \$135.00 General, \$17.50 B Fund, NYS A&M \$26.00, NYS DOH \$22.50

**WATER AND SEWER BILLING MONTHLY REPORT**

Barbara Darrah reported as of this date, the Water and Sewer Receivables balance is \$ 73,989.12. The 3<sup>rd</sup> Quarter billing due date is August 18, 2021. One pool fill adjustment was prepared for the Board's approval.

**OLD BUSINESS**

Highway Garage Snow Guards – Winemiller reported the Highway Garage Snow Guard project was completed by Dean Montroy. Winemiller displayed the old guards and showed those present what Dean Montroy constructed to correct the problem.

Rockledge Special Board Meeting - Winemiller announced a reminder that the Rockledge Special Board Meeting would be taking place on Thursday, August 12, 2021 at 5:30 pm in the Highway Garage. She added the new maps were prepared by the County and ready for the meeting.

Wastewater Back-up Operator - Winemiller gave a verbal update on the Wastewater Operator. She announced that a back-up wastewater operator was located. His name was Matthew Crane and he has the necessary credentials to start immediately. He has filled out the employment paperwork.

Youth Field Electrical Repair – Winemiller announced that the electrical repairs on the Youth Field were nearly completed.

#### NEW BUSINESS

Customer Request for Tree Service on Town Property – Winemiller informed the Board that a resident on Prospect Street contacted her regarding a concern over a tree that was on Town property possibly falling on her property, specifically her house. Winemiller contacted Niederbuhl Bros. Tree Service, Avalon Tree Care, and Eric Fahl for quotes on removing the tree. Winemiller reported the quote from Niederbuhl’s was \$2,845.00 and the quote from Avalon Tree Care was \$2,200. She had not received Eric Fahl’s quote yet. The Board stated they would like to wait for the quote from Eric Fahl before proceeding.

Proposes Budget Work Sessions for the 2022 Budget – A proposed schedule for the 2022 Budget Work Sessions was distributed amongst the Board and all agreed the following dates were conducive to all:

Wednesday, September 29<sup>th</sup>, 2021 6:30 pm

Wednesday, October 6<sup>th</sup>, 2021 6:30 pm

Wednesday, October 20<sup>th</sup>, 2021 6:30 pm

Wednesday October 27<sup>th</sup>, 2021 6:30 pm

Public Hearing for the 2022 Budget will be held on Thursday, November 4<sup>th</sup>, 2021 at 6:00 pm.

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

There were no further questions or comments.

#### MOTION FOR EXECUTIVE SESSION:

Winemiller asked for a Motion to move into Executive Session for a legal matter. Deputy Supervisor D. Joseph Bates made a Motion to move into Executive Session. The Motion was seconded by Councilperson Jennifer Fuller. The Executive Session began at 7:45 pm.

#### MOTION TO ADJOURN EXECUTIVE SESSION:

Deputy Supervisor D. Joseph Bates made a Motion to Adjourn the Executive Session. The Motion was seconded by Councilperson Donald Amell. The Executive Session ended at 7:56 pm.

#### MOTION TO ADJOURN REGULAR BOARD MEETING:

Councilperson Jennifer Fuller made a Motion to adjourn the Regular Board Meeting. The Motion was seconded by Councilperson Karl Law. The Regular Board Meeting adjourned at 7:57 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 held on the above-referenced date.

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Barbara J. Darrah  
St. Armand Town Clerk

Dated: August 10, 2021