

Town of St. Armand
Regular Board Meeting
Tuesday, April 19, 2022
6:30 pm

These Meeting Minutes were approved by the St. Armand Town Board on May 17, 2022.

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

BOARD MEMBERS PRESENT:

Town Supervisor Davina Winemiller, Deputy Supervisor Karl Law, Councilperson Donald Amell, Councilperson Stephanie Mikesell and Councilperson Sheridan Swinyer (on-line) were all in attendance.
A quorum of the Board was in attendance.

TOWN EMPLOYEES PRESENT: Wastewater Superintendent Stanley Ingison, and Town Clerk Barbara Darrah.

EXCUSED: Highway Superintendent Douglas Snickles and Water Superintendent Cory Skiff

GUESTS FROM THE COMMUNITY: Sandy Hayes and Heather Wood, from the community.

Supervisor Davina Winemiller called the meeting to order at 6:30 pm and asked all to join in the Pledge of Allegiance. Winemiller then asked the Department Heads to present their reports.

HIGHWAY DEPARTMENT MONTHLY REPORT

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

Town of St. Armand Highway Report for the April 19, 2022 Board Meeting

- 1) We cleaned and painted plows that we were able to remove.
- 2) We are still plowing and sanding.
- 3) All trucks and equipment have been serviced for the Summer.
- 4) We started sweeping the village streets.
- 5) We opened up Moose Pond gate. The road is in pretty good shape for this time of year.
- 6) I have been talking with Davina on the rough estimates for work on the piece of land that the Town is thinking of buying behind the ball field. It will take some fill to level it, but we always have some from projects. I called other towns to let them know we could use any clean fill if they need a place to get rid of it. This will take a couple of years.

Supervisor Winemiller went over the minutes from the Highway Committee Meeting held on April 1, 2022. The Highway Committee members are Davina Winemiller, Karl Law and Doug Snickles. The new Highway furnace quotes were discussed and Hyde Fuel was the lowest bid.

The attic blown-in insulation for the Highway Garage and the Town Hall could be done for approximately \$6,000.00 if they got the machine and did it themselves. Supervisor Winemiller stated this would probably not be done until September or October after the electrical was run in the upstairs renovations.

There were no other questions regarding the Highway report.

WATER DEPARTMENT MONTHLY REPORT

Cory Skiff submitted the following written report to the Town Board:

Town of St. Armand Water Report for the April 19, 2022 Town Board Meeting

- 3/2/22: Monthly sample to lab, and monthly report to the Health Department
3/9/22: I spoke with Arvid Abrahms about sending a new quote for what the Health Department is looking for as far as upgrading our system with alarms and controlling the level of our storage tank.
3/14/22: Sent in our yearly Sodium and Nitrate samples.
4/4/22: Monthly sample to lab.
4/6/22: Went over Barb's quarterly list.
4/7/22: Monthly report to Health department.

Supervisor Winemiller reported the radio quote was attached to the Water Report. Dan Palmer, from Essex County advised Winemiller contact Linda Wolfe, Essex County Purchasing. Linda recommended an RFP. Winemiller stated this would be a good way to spend some of the Cares Act money. There is \$68,666.46 in the fund and committed approximately \$3,000.00 for the garage door. The Town will be receiving another \$68,666.00. Right now, there is approximately \$75,000.00 that can be used. Winemiller suggested we use \$16,000.00 for this project.

Winemiller asked for a Motion to hire Control Systems Integrated not to exceed \$16,0000, using Cares Act funds.

Councilperson Sheridan Swinyer made the Motion to approve the use of funds from the Cares Act Fund. The Motion was seconded by Councilperson Stephanie Mikesell. All in favor. Motion carried.

Winemiller stated a Resolution would be prepared for next month to use the Cares Act money and she will forward the information regarding the companies that were contacted, etc. to the Town Clerk so it could be included in the Resolution.

WASTEWATER DEPARTMENT MONTHLY REPORT

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

Summary of last month's activities for the April 19, 2022 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 with the nutrient removal optimization work. The latest data shows that we should be able to meet the new probable Phosphorus limit of 1 mg/l if we can keep duckweed removed from the lagoons throughout the year. Even though it should be possible to meet this new proposed limit the town board should be fighting against this going into effect as it will cost more money for the wastewater plants to do small percentage points of removal when the farming community is producing over 85% of the phosphorus being released to the water in Lake Champlain. With the removal of duckweed along with the addition of the polymer/coagulant Surfloc B-1110 we have achieved a removal down to 0.59 mg/l of Total Phosphorus (TP) with my in-house testing using our new Hach DR900 meter. But when the same sample was sent to the certified lab the results were 0.17 mg/l and we also got <4 mg/l of BOD-5 along with 2.5 mg/l of Solids, Total Suspended (TSS). That was with using a dose of 36spm / 50% / 0.30 gph which is 7.2 gallons a day (2,628 gallons per year). As I reduced the feed rate I maintained a TP below 1 mg/l (using in house testing) until I dropped below 5 spm / 51% / 0.04 gph which is 0.96 gallons per day. I will keep testing the samples we send to the lab to see how close our test results are to the labs results as we may be able to stay below the limits at smaller dosages than I currently think. Of course this testing was all done in the winter and spring so things could be different with the summer and fall weather changes.
- 9) I continue the cleanup of the glass and trash around the new solar panel electrical conduit work that was done in the fall and winter. Soon I will be able to start raking things out and planting some grass.
- 10) Now that I have the equipment and reagents to do the asked for testing for the effluent disinfection engineering I will start doing it this month. This includes me testing the influent for Orthophosphate, Phosphorus, Nitrate, Nitrite, Total Suspended Solids (TSS), Ammonia (NH3) and sending samples to the Lab for BOD5 and Orthophosphate calibration. It also includes me testing the Lagoon Effluent for Nitrate, Nitrite, Ammonia, TSS, Orthophosphate, Dissolved Oxygen (DO) and sending a sample to the Lab to calibrate the Orthophosphate test. It also includes me testing the Clarifier Effluent for Nitrate, Nitrite, Ammonia, TSS, Orthophosphate, Ultra Violet Transmissivity (UVT), DO and sending out samples for the Lab to test BOD5 and calibrate the Orthophosphate test. This is just another added task to my job responsibilities by the Board that they don't think merits any extra pay for.
- 11) The number 1 diffuser line in Lagoon #1 came loose from one of the cable tie downs and it turns out that they didn't use any lock washers or lock nuts when they installed them. This leaves the possibility that all of them could start to come loose in the future. We will have to add this to the list of items to work on. The Highway department helped me out again to fix the issue.
- 12) I did start skimming the lagoons already but to remove floating sludge this time instead of Duckweed.
- 13) I did talk to Davina about the board trying to work with the DEC to give us an exemption for our plant for 7 days-a-week testing. There is no need or benefit for it and it costs the Town significant money and a lot of extra work for the operator.
- 14) I will need to work Easter weekend because both Matthew, Tate and families will be in Florida for spring break. I will take some time off on the 13th and or 14th, to offset this, as I have a contractor working at my house on one or both of those days. I will still cover the plant work on those days.
- 15) I continue to work on the St. Armand Wastewater Department Comprehensive Improvement and Repair Program.

Supervisor Winemiller addressed the POA hand-out and stated she was against signing a retainer agreement with this company. She stated it is an advertisement and the company wants 30% if we had to file anything and if they borrow money to address this, there is a finance charge that they would charge the town as well. Winemiller did research on the POA's. The State of New York has recently sold several manufactures of this fire foam. It is in airports; Newburg. Winemiller stated she does not feel we should sign anything with this firm, particularly since the State of New York is already working on it. The Essex County attorney keeps us abreast of things we need to worry about and he has not mentioned this.

There were no questions regarding the Wastewater Report.

CODE ENFORCEMENT MONTHLY REPORT

Code Enforcement Officer Rodger Tompkins submitted the following written report for the April 19, 2022 Town Board Meeting:

Code Enforcement Report for the April 19, 2022 Board Meeting

New Residential Building Permits Issued Since Last Report: 6
Extension of Residential Building Permits Issued: 0
Commercial Building Permits Issued: 0
Demolition Permits Issued: 1
Solar PVS Permits Issued: 0

Code Violations Issued: 0
Sewer Code Violations Issued: 0
Amount of fees collected for Code Office since last report: \$1,186.60
Amount of fees collected for Water Department since last report: \$250.00
Amount of fees collected for Sewer Department since last report: \$200.00
Total amount of fees collected via Code Office since last report: \$1,636.60
Total amount of fees collected via Code Office for the year 2022: \$1,736.60

I have taken and passed 5 module tests and will take the final test in mid-May, then I will be a fully certified CEO. I have taken an alternate energy class and have two more scheduled in the upcoming weeks. I have continued to perform inspections and follow up with open Code Violations and open Building Permits.

There were no questions regarding the Code Enforcement monthly report.

TOWN JUSTICE REPORT

Town Justice Frank Whitelaw submitted the following written report for the April 19, 2022 Town Board Meeting:

St. Armand Town Court Report for March 2022

Total fines and surcharges collected for the month of March 2022: \$2,462.00
Total collected year-to-date: \$5,255.00
Total parking fines for March 2022: \$75.00

Demolition has begun upstairs, in preparation for the new courtroom construction. Staff from the St. Armand Maintenance Division have been busy prying, ripping and smashing, to prepare a clean slate to build on. Tables and chairs have been ordered and paid for through the JCAP grant. These items were ordered now, before supply chains stop and transportation costs drive prices up.

There were no questions regarding the Town Justice Court report.

RESOLUTIONS # 35 - # 41 OF 2022

RESOLUTION # 35 OF 2022

TOWN BOARD AUTHORIZATION AND APPROVAL
TO ADJUST EXPENDITURE AND REVENUE AMOUNTS
IN THE GENERAL A FUND – AMERICAN RECOVERY
FUNDS FROM ESSEX COUNTY

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

WHEREAS, the Town of St. Armand was awarded funds from the Essex County American Recovery Funds in the amount of \$31,650.76, and

WHEREAS, the amount of \$21,500.00 of those funds were approved by the Town Board to award as bonuses to Town staff, and

WHEREAS, the remainder of the funds in the amount of \$10,150.76 was approved by the Town Board for the Contingency Emergency Repairs Fund, and

WHEREAS, the Town Board also decreed that FICA and Medicare be taken out of the staff bonuses, and

WHEREAS, a Resolution needs to be done for the increases in the affected Revenue and Expenditure fund accounts.

THEREFORE, BE IT RESOLVED, the Town Board of the Town of St. Armand hereby authorizes and approves by Resolution an increase of Revenue line item A2770, Essex County American Recovery Fund by \$31,650.76, and an increase in Appropriations line item A9089.801 in the amount of \$21,500 for the staff bonuses, and an increase in

Appropriations line item A1990.400 in the amount of \$10,150.86 for the Contingency Emergency Repairs. The Town Board also authorizes and approves an increase in Revenue line item A9030.800 in the amount of \$1,152.95, and an increase in Appropriations line item A200.101 in the amount of \$1,152.95 for FICA and Medicare withholding.

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

Supervisor Davina Winemiller	AYE
Deputy Supervisor Karl Law	AYE
Councilperson Donald Amell	AYE
Councilperson Stephanie Mikesell	AYE
Councilperson Sheridan Swinyer	AYE

Dated: April 19, 2022

Barbara J. Darrah
St. Armand Town Clerk

RESOLUTION # 36 OF 2022

REAPPOINTMENT OF TOWN OF ST. ARMAND
BOARD OF ASSESSMENT REVIEW MEMBER
ERNEST HOUGH

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

WHEREAS the St. Armand Town Board approved the appointment of Ernest Hough 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, 2016 through September 30, 2021,

THEREFORE, this appointment shall be retroactive for the term that runs from October 1, 2021 through September 30, 2026.

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

Town Supervisor Davina Winemiller	AYE
Deputy Supervisor Karl Law	AYE
Councilperson Donald Amell	AYE
Councilperson Stephanie Mikesell	AYE
Councilperson Sheridan Swinyer	AYE

Dated: April 19, 2022

Barbara J. Darrah
St. Armand Town Clerk

RESOLUTION # 37 OF 2022

TOWN BOARD AUTHORIZATION TO SIGN
2022 SARANAC LAKE COMMUNITY SOLAR, LLC
SUBSCRIPTION CONTRACT AGREEMENT
BETWEEN THE TOWN OF ST. ARMAND AND
SARANAC LAKE COMMUNITY SOLAR, LLC

Councilperson Stephanie Mikesell, 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 2022 Subscription Contract with the Saranac Lake Community Solar, LLC, 2089 State Route 86, Saranac Lake, NY 12983, and

WHEREAS, the Town Board for the Town of St. Armand agrees to the provisions set forth in the Contract Agreement for 2022, in that the Subscription Rate will be 10% discount to the Electric Utility's value for Bill Credits, and

WHEREAS, the Town will make monthly payments during the term, late payment fees will accrue interest at the rate of 8% per year, and the amount due at signing will be zero, and

WHEREAS, in order to unsubscribe from, or terminate this agreement at any time during the agreement term, written notice will be submitted within sixty (60) days of the desired termination date and there is no fee to terminate.

NOW THEREFORE, LET IT BE RESOLVED that the Town Board for the Town of St. Armand hereby authorizes Town Supervisor Davina Winemiller to sign this Contract Agreement for the anniversary date of commencement.

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

Supervisor Davina Winemiller	AYE
Deputy Supervisor Karl Law	AYE
Councilperson Donald Amell	AYE
Councilperson Stephanie Mikesell	AYE
Councilperson Sheridan Swinyer	AYE

Dated: April 19, 2022

Barbara J. Darrah
St. Armand Town Clerk

RESOLUTION # 38 OF 2022

TOWN OF ST. ARMAND TOWN BOARD AUTHORIZATION AND APPROVAL FOR TOWN SUPERVISOR, CFO, TO APPLY FOR A ONE-DAY TEMPORARY BEER PERMIT FOR THE BLOOMINGDALE BLOCK PARTY SCHEDULED FOR AUGUST 20, 2022.

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

WHEREAS, the St. Armand Youth Task Force has scheduled August 20, 2022 to host the Bloomingdale Block Party, to be held at the Town of St. Armand Youth Field, which has been approved by the St. Armand Town Board, and

WHEREAS, the St. Armand Youth Task Force desires to sell Beer during this one-day event in order to enhance fundraising goals, and

WHEREAS, the New York State Liquor Authority authorizes the sale of beer at a gathering for a period of 24 hours, dictating that no beer sold by the permittee is consumed outside of the area that is licensed.

THEREFORE, BE IT RESOLVED, the Town Board of the Town of St. Armand hereby approves by Resolution that the St. Armand Youth Task Force is authorized to apply for a Temporary Beer Permit for use at the Bloomingdale Block Party on August 20, 2022. Town Supervisor Davina Winemiller and Councilperson Stephanie Mikesell recused themselves due to serving as members on the St. Armand Youth Task Force.

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

Supervisor Davina Winemiller	RECUSED
Deputy Supervisor Karl Law	AYE
Councilperson Donald Amell	AYE
Councilperson Stephanie Mikesell	RECUSED
Councilperson Sheridan Swinyer	AYE

Dated: April 19, 2022

Barbara J. Darrah
St. Armand Town Clerk

RESOLUTION # 39 OF 2022

TOWN OF ST. ARMAND TOWN BOARD ACKNOWLEDGEMENT AND AUTHORIZATION FOR DISPOSAL OF TOWN OF ST. ARMAND RECORDS IN ACCORDANCE WITH THE NYS LGS-1 SCHEDULE2020 PER ATTACHED CHARTS.

Councilperson Sheridan Swinyer, who moved its adoption, offered the following Resolution:

WHEREAS, the Town of St. Armand has adopted the most current Retention and Disposition Schedule for New York Local Government Records (LGS-1) 2020 issued pursuant to Article 57-1 of the Arts Cultural Affairs Law, and containing legal minimum retention periods for local government records, and

WHEREAS, through a review on March 31, 2022, of records stored in the Records Room, the following boxes have been identified for Disposition in accordance with the LGS-1 Sections as follows:

- Box F14-001 2014 Fiscal: Bank Reconciliations, Receipts, Budget Preparation Files
- 2014 Administrative: Supervisor’s Reports, Town Clerk Reports
- Box F14-001A Fiscal: Water and Sewer Deposits, Receivable Reports, Payment Stubs, RELEVY

Box F14-002 2014 Fiscal: Water and Sewer Fund Vouchers
 Box F14-003 2014 Fiscal: Highway Fund Vouchers/T&A Fund Vouchers
 Box F14-005 2014 Fiscal: General Fund Vouchers, 2014 (all) Abstracts
 Box F15-001 2015 Fiscal: Water and Sewer Deposits, Receivable Reports, Payment Stubs, RELEVY
 Box F15-002 2015 Fiscal: Bank Reconciliations, Receipts, Budget Preparation Files
 2015 Administrative: Supervisor’s Reports, Town Clerk Reports
 Box F15-003 2015 Fiscal: Water and Sewer, Rockledge, Fire Protection Fund Vouchers
 Box F15-005 2015 Fiscal: Highway Fund Vouchers
 Box F15-006 2015 Fiscal: General Fund Vouchers

THEREFORE, BE IT RESOLVED, the Town of St. Armand Town Board authorizes disposition of the records listed above by the Records Management Officer in a timely manner.

This Resolution was seconded by Councilperson Donald Amell, and approved by Roll Call Vote as follows:

Supervisor Davina Winemiller	AYE
Deputy Supervisor Karl Law	AYE
Councilperson Donald Amell	AYE
Councilperson Stephanie Mikesell	AYE
Councilperson Sheridan Swinyer	AYE

Dated: April 19, 2022

 Barbara J. Darrah
 St. Armand Town Clerk

RESOLUTION # 40 OF 2022

TOWN OF ST. ARMAND TOWN BOARD AUTHORIZATION AND APPROVAL FOR TOWN SUPERVISOR, CFO, TO APPLY FOR A GAMING LICENSE FOR THE SALE OF GAMES OF CHANCE FOR FUNDRAISING PURPOSES AT THE BLOOMINGDALE BLOCK PARTY SCHEDULED FOR AUGUST 20, 2022.

Councilperson Sheridan Swinyer, who moved its adoption, offered the following Resolution:

WHEREAS, the St. Armand Youth Task Force has scheduled August 20, 2022 to host the Bloomingdale Block Party, to be held at the Town of St. Armand Youth Field, which has been approved by the St. Armand Town Board, and

WHEREAS, the St. Armand Youth Task Force desires to Games of Chance during this event in order to enhance fundraising goals, and

WHEREAS, General Municipal Law, Article 9-A permits towns to authorize the conduct of games of chance by charitable organization under the oversight of the New York State Gaming Commission, and requires a Town Local Law or Ordinance to conduct such games, and

WHEREAS, the Town of St. Armand has a current gaming law, Local Law #1 of 1988, entitled “Authorizing the Conduct of Games of Chance Pursuant to Article 9-A of the General Municipal Law”,

THEREFORE, BE IT RESOLVED, the Town Board of the Town of St. Armand hereby approves by Resolution the authorization of the Town Supervisor Davina Winemiller to apply for a gaming license for the sale of games of chance at the Bloomingdale Block Party scheduled for August 20, 2022. Town Supervisor Davina Winemiller and Councilperson Stephanie Mikesell recused themselves due to serving as members on the St. Armand Youth Task Force.

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

Supervisor Davina Winemiller	RECUSED
Deputy Supervisor Karl Law	AYE
Councilperson Donald Amell	AYE
Councilperson Stephanie Mikesell	RECUSED
Councilperson Sheridan Swinyer	AYE

Dated: April 19, 2022

 Barbara J. Darrah
 St. Armand Town Clerk

TOWN OF ST. ARMAND TOWN BOARD AUTHORIZATION AND APPROVAL OF USE OF ROOST FUNDS FOR THE OF ST. ARMAND YOUTH TASK FORCE IN FUNDING THE BLOOMINGDALE BLOCK PARTY SCHEDULED FOR AUGUST 20, 2022.

Councilperson Sheridan Swinyer, who moved its adoption, offered the following Resolution:

WHEREAS, the St. Armand Youth Task Force has scheduled August 20, 2022 to host the Bloomingdale Block Party, to be held at the Town of St. Armand Youth Field, which has been approved by the St. Armand Town Board, and

WHEREAS, the St. Armand Youth Task Force requested ROOST funds in the amount of \$9,550.00 to fund the Block Party, to include games of chance and the sale of beer, and

WHEREAS, on March 15, 2022, at the Regular Town Board meeting, a Motion was presented and approved by the Town Board for the use of ROOST funds to fund the Block Party,

THEREFORE, BE IT RESOLVED, the Town Board of the Town of St. Armand hereby approves by Resolution the expenditure of Roost Funds in the amount of \$9,550.00 for the Town of St. Armand Youth Task Force in the funding of the Bloomingdale Block Party to be held on August 20, 2022. Town Supervisor Davina Winemiller and Councilperson Stephanie Mikesell recused themselves due to serving as members on the St. Armand Youth Task Force.

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

Supervisor Davina Winemiller	RECUSED
Deputy Supervisor Karl Law	AYE
Councilperson Donald Amell	AYE
Councilperson Stephanie Mikesell	RECUSED
Councilperson Sheridan Swinyer	AYE

Dated: April 19, 2022

Barbara J. Darrah
St. Armand Town Clerk

MOTION TO PAY MONTHLY BILLS

The payment vouchers for April’s bills were presented for the Board’s approval as follows:

- General Vouchers # 94 - # 126 in the amount of \$ 53,138.20
- Trust and Agency Vouchers # 10 - # 13 in the amount of \$ 856.01
- Highway Vouchers # 49 - # 61 in the amount of \$ 15,190.86
- Water and Sewer Vouchers # 57 - # 72 in the amount of \$ 6,999.41
- B Fund Voucher # 4 in the amount of \$ 6.98
- Rockledge Voucher # 2 in the amount of \$ 21.86
- Fire Protection Vouchers # 2 - # 4 in the amount of \$ 99,033.855
- HT Grant Fund Voucher # 1 – in the amount of \$ 1,600.00

Deputy Supervisor Karl Law made the Motion to approve payment of this month’s bills; the Motion was seconded by Councilperson Donald Amell. A Roll Call Vote was as follows:

Supervisor Davina Winemiller	AYE
Deputy Supervisor Karl Law	AYE
Councilperson Donald Amell	AYE
Councilperson Stephanie Mikesell	AYE
Councilperson Sheridan Swinyer	AYE

All in favor. Motion carried.

Dated: April 19, 2022

Barbara J. Darrah,
St. Armand Town Clerk

MONTHLY REPORT FROM THE SUPERVISOR

Supervisor Winemiller presented the Supervisor’s Monthly Report for March 2022. Deputy Supervisor Karl Law made the Motion to approve March’s Supervisor’s Report. The Motion was seconded by Councilperson Donald Amell. All in favor. Motion carried.

REVIEW AND MOTION TO APPROVE PREVIOUS MONTH’S MINUTES

Councilperson Stephanie Mikesell made the Motion to approve the Meeting Minutes of the Special Board Meeting held on March 9, 2022 and the Regular Board Meeting held on March 15, 2022. 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 March 2022:

Dog Licenses (6) FS (4) MN (2)	\$ 42.00
Total Revenue Earned	\$ 42.00

Checks written to: Town Supervisor \$36.00 NYS Dept. of A&M \$6.00

WATER AND SEWER BILLING MONTHLY REPORT:

The current receivables as of April 19, 2022 are \$83,048.09. The Water and Sewer Clerk notified the Board that after the first set of bills were printed, the bills did not include the Water Debt of \$2.70. The Essex County IT person was contacted and discovered a glitch in the program. The Essex County programmer corrected the problem, and the second set of bills were printed and mailed out on April 18, 2022. It was then discovered that the \$2.70 that was corrected in the current charges column did not show up in the Total Balance Due. Essex County IT was again contacted and the problem was fixed. However, the bills had already been mailed and the due date is May 16, 2022. After discussion between the Water and Sewer Clerk and the Town Board, it was determined that those customers with balances of \$2.70 due to the glitch would not be charged late fees on the \$2.70. Adjustments will be made to those accounts to remove the .27 late fees. The remaining balances of \$2.70 will be carried over to the 3rd quarter billing.

Town Clerk Suggestion: Barbara Darrah presented the following idea to the Town Board: Because of the amount of repetitive copies prepared each month for Town Board Meetings, she suggested thin binders be prepared for each Town Board member with monthly dividers, and one set of copies would be included in that month. Each Town Board member would have a binder, and that way, if the Town Board tables a topic until the next month, repetitive copies would not have to be prepared; the Board could refer to their binders for the previously copied information. Darrah also reported the County is having difficulty getting cases of photocopy paper, so it is being distributed sparingly. Deputy Supervisor Karl Law commented that was a good idea and very organized. Councilperson Donald Amell reminded the Board the idea of tablets was brought up at the Budget meeting last October. Winemiller reported she would look at the cost of tablets for the Board and she felt it would be a very good way to spend the Cares Act money. Winemiller stated a projector and screen could also be installed on the wall for viewing at Board Meetings, etc. Winemiller reported she would contact the County IT department and report back at the next meeting.

OLD BUSINESS

CDBG Grant Update – Town Hall – Supervisor Winemiller reported the contract was signed with the AEDA, and they are scheduled to come in on Friday, April 22, 2022, to measure and finalize the plans. Winemiller talked to Father Kline regarding using St. Paul’s Church for temporary offices and he will check with the Dioses in Ogdensburg and get back to her.

Possible Land Purchase – Fawcett property next to the ball Field: Winemiller had forwarded an email to the Board from Andrew Fawcett proposing the following three options for purchasing the property: 1) All eight acres for \$40,000.00, 2) Six acres for \$27,000.00 and 3) The little slice of parking lot for \$1,000, but if we do Option 1 or 2, he will give us the slice for free. Winemiller stated she would like to see the Town choose the six acres for \$27,000.00 and the slice of parking lot. Winemiller reported the Town currently has \$59,000.00 in the bank from the Cares Act money, and would still leave \$32,000.00 in the bank with another \$68,000.00 coming.

Councilperson Donald Amell asked what was going to be done about the wetlands issue? Winemiller responded that there are no wetlands showing on the map. Discussion ensued amongst the Board and guests regarding the offers and possible issues involved with the purchase. Winemiller stated she would like to do more research on the issues presented and as long as those things are okay, let Mr. and Mrs. Fawcett know that the Town is interested. Winemiller asked for a Motion from the Board to let Mr. and Mrs. Fawcett the Town is interested in Option # 2, as long as there are not any restrictions with the power lines and wetlands that would conflict with what the Town wants to do with that property:

Deputy Supervisor Karl Law made a Motion to approve the Town Supervisor to notify Mr. and Mrs. Fawcett that the Town is interested in Option # 2, provided there are no restrictions with what the Town's plans are for the property regarding the power lines and possible wetlands. The Motion was seconded by Councilperson Stephanie Mikesell. All in favor. Motion carried. Winemiller stated a Resolution would be prepared next month if there were no issues with what the Town wants to do with the property.

Kinsley Proposal – Wastewater Treatment Plant Generators - Kinsley's contract quote came in at \$2,440.00 for their annual contact for general maintenance on the generators at the Pre-treatment building and the Wastewater Treatment Plant. Winemiller requested a Motion to approve her signature on the contract. Councilperson Donald Amell made the Motion to approve the authorization of the Town Supervisor's signature on the contract. The Motion was seconded by Councilperson Stephanie Mikesell. All in favor. Motion carried.

Reminder - Bloomingdale Boosters and St. Armand Youth Task Force Pancake Breakfast will take place on Sunday, May 8th, 2022 from 11:00 am – 2:00 pm at the 2nd floor Bloomingdale Firehouse.

NEW BUSINESS

Willard Hanmer Guideboat Canoe Race: A group of volunteers from Traditions in the Green Side requested a letter of support from the Town of St. Armand for the Willard Hanmer Guideboat races to take place on July 3, 2022.

Deputy Supervisor Karl Law made the Motion for Town Supervisor Winemiller to compose a letter of support for the Guideboat races. The Motion was seconded by Councilperson Sheridan Swinyer. All in favor. Motion carried.

Loud Noise Complaint: Supervisor Winemiller reported she was contacted by a resident regarding a possible Resolution to restrict truck brake noise (jack brakes). Supervisor Winemiller contacted the Department of Transportation and they warned against a restriction on trucks using their brakes.

St. Armand's Veterans Memorial Park Task Force request: The St. Armand's Veterans Memorial Park Task Force is requesting the Town's support in reaching their fundraising goal by donating \$12,722.00 from the Town's ROOST funds in order to install the planned Pergola, brick patio under the pergola, and the brick planters on four sides of the pergola. The Task Force anticipates the cost of the new Veterans Memorial to be approximately \$157,000.00 and they have raised a total of \$27,341.83 thus far. Supervisor Winemiller asked for a Motion to approve a donation of \$12,722.00 from ROOST funds, stating she was recusing herself due to being a St. Armand Veterans Park Task Force member:

Councilperson Stephanie Mikesell made the Motion to approve the donation of ROOST Funds in the amount of \$12,722.00 to the St. Armand Veterans Memorial Park Task Force for the building of the pergola. The Motion was seconded by Councilperson Donald Amell. Supervisor Winemiller requested a Role Call Vote on this Motion:

Supervisor Winemiller	RECUSED
Deputy Supervisor Karl Law	AYE
Councilperson Donald Amell	AYE
Councilperson Stephanie Mikesell	AYE
Councilperson Sheridan Swinyer	AYE

Dated: April 19, 2022

Barbara J. Darrah
St. Armand Town Clerk

Veteran's Park BBQ Fundraiser: Supervisor Winemiller asked the Board's permission to host a Veterans Park BBQ fundraiser at Veterans Memorial Park on Saturday, June 4th, from 11:00 am – 2:00 pm. Smoky's Barbecue 911 has offered to cook all the food. Hamburgers and hotdogs will also be sold. Raffles will be held. Supervisor Winemiller asked for a Motion to approve the BBQ at Veterans Park, stating she was recusing herself due to being a St. Armand Veterans Park Task Force member:

Councilperson Sheridan Swinyer made the Motion to approve the use of Veterans Park for the barbecue on June 4, 2022. The Motion was seconded by Deputy Supervisor Karl Law. Supervisor Winemiller requested a Role Call Vote on this Motion:

Supervisor Winemiller	RECUSED
Deputy Supervisor Karl Law	AYE
Councilperson Donald Amell	AYE
Councilperson Stephanie Mikesell	AYE
Councilperson Sheridan Swinyer	AYE

Dated: April 19, 2022

Barbara J. Darrah
St. Armand Town Clerk

Well Fields Appraisal: Supervisor Winemiller reported on her meeting with Paul Smiths College and their willingness to sell us the well field land. The Town had agreed to get an estimate for the land and they would get an estimate for the land. Winemiller reported after several contacts with appraisers, only one, Rob Guay from Viewpoint Images agreed to do all three: well fields straight land, land with infrastructure, and wood lot appraisal all for \$3,000.00.

Supervisor Winemiller asked for a Motion to accept Viewpoint Images quote of \$3,000.00 to perform the well field appraisals using the Cares Act Funds and that way it won't come out of the Town's water budget. Supervisor Winemiller Councilperson Donald Amell made the Motion to approve the quote of \$3,000.00 and the use of Cares Act Funds in the appraisal of the well fields. The Motion was seconded by Councilperson Sheridan Swinyer. Supervisor Winemiller requested a Role Call Vote on this Motion:

Supervisor Winemiller	AYE
Deputy Supervisor Karl Law	AYE
Councilperson Donald Amell	AYE
Councilperson Stephanie Mikesell	AYE
Councilperson Sheridan Swinyer	AYE

Dated: April 19, 2022

Barbara J. Darrah
St. Armand Town Clerk

Winemiller stated a Resolution would be done at the next Board meeting due to the use of Cares Act Funds.

Notes of Thanks received: Supervisor Winemiller reported to the Board that two notes of appreciation were received for the Town's 2022 donations: Friends of Moody Pond and Bloomingdale Over 55 Seniors.

There were no other questions, comments or concerns.

QUESTIONS, COMMENTS OR CONCERNS FROM GUESTS AND STAFF:

Sandy Hayes announced Saturday, April 23, 2022 was the Town of St. Armand's 178th birthday. Supervisor Winemiller stated the town was founded on April 23, 1844. Sandy brought in a balloon and candy in celebration. Winemiller thanked Sandy for his contributions.

MOTION TO MOVE INTO EXECUTIVE SESSION

Councilperson Stephanie Mikesell made a Motion to move into Executive Session for the purpose of a personnel matter. The purpose of the Executive Session was to discuss applications for the vacant positions. The Motion was seconded by Councilperson Donald Amell. The Executive Session began at 8:18 pm.

MOTION TO ADJOURN EXECUTIVE SESSION

Councilperson Donald Amell made a Motion to adjourn the Executive Session. The Motion was seconded by Councilperson Sheridan Swinyer. The Executive Session ended at 8:58 pm.

MOTION TO ADJOURN REGULAR BOARD MEETING

Councilperson Stephanie Mikesell made the Motion to adjourn the Regular Board Meeting. The Motion was seconded by Deputy Supervisor Karl Law. The Regular Board Meeting adjourned at 8:59 pm.

I, Barbara J. Darrah, Town Clerk for the Town of St. Armand, do hereby certify that the above is a true and correct transcript of the Regular Board Meeting minutes held on the above-referenced date.

Dated: April 19, 2022

Barbara J. Darrah
St. Armand Town Clerk