

Town of St Armand Board Meeting

Special Board Meeting Wednesday, March 9, 2022 5:00 p.m.

These Meeting Minutes were approved by the St. Armand Town Board on April 19, 2022.

A Special Board Meeting of the Town of St. Armand was held on the above date and time at the St. Armand Town Hall, 1702 NYS Route 3, Bloomingdale, NY, both in person and virtually. The topics of the Special Board Meeting included the Highway Superintendent's salary as a driver verses a non-driver, allocations of the Essex County Cares Funds, and updated Personnel Policy and Position Descriptions of the Town of St. Armand.

BOARD MEMBERS PRESENT:

Town Supervisor Davina Winemiller, Deputy Supervisor Karl Law, Councilperson Donald Amell, Councilperson, and Councilperson Sheridan Swinyer in person, and Stephanie Mikesell attended on line.

A quorum of the Board was in attendance.

TOWN EMPLOYEES PRESENT:

Highway Superintendent Douglas Snickles and Town Clerk Barbara Darrah.

GUESTS

Josh Colby, Margaret Oliver, Warrene McCarthy, Judy Odell, Heather Wood, and (3) unidentified callers.

Public Notice was published in the Adirondack Daily Enterprise regarding the date and time of this meeting, and posted on the Town of St. Armand's website and Facebook page.

Supervisor Winemiller called the meeting to order at 5:00 p.m., and asked everyone to join in the Pledge of Allegiance. Winemiller then asked Highway Superintendent Douglas

Snickles to present his views on the Highway Superintendent salary as a driver verses a Highway Superintendent that does not serve as a driver.

Doug Snickles explained to the Board he would like to leave it as is for right now. He is starting to train others on the route that he does currently. Winemiller explained Doug has been employed by the Town for 32 years. She continued that his salary has increase each year due to longevity. Winemiller reported she has spoken to several Town Supervisors and their Highway Superintendents do serve as a driver as well as the Highway Superintendent. Winemiller then reported she spoke to Dan Manning, County Attorney about breaking out the job, explaining to him that when Doug is ready to retire, the pay scale that he is at is for a Highway Superintendent and a driver with 32 years of experience. Dan Manning explained to her that when the Town is aware that Doug is ready to retire, the salary could be adjusted to begin for the first of the following year. If it's in a different time of year, the salary could still be changed prior to October of that year, and that would entail holding Public Hearings and adjusting the salary at that time. It cannot be mandatory for a Highway Superintendent to be a driver. It is not a by-law requirement. When Doug decides to retire, the Town has options.

Doug Snickles gave an update on Robert Stevenson's CDL license. The Department of Motor Vehicles extended Robert's training license for six more months, due to the fact it was grandfathered before the new requirements. Therefore, Robert needs to be trained in the very near future in order to get the experience. Doug continued that Chris Willette is also doing well.

ESSEX COUNTY CARES FUND MONEY:

Supervisor Winemiller distributed a list of all Town Employees to the Town Board, along with a letter from Essex County stating the Town of St. Armand would receive \$ 31,650.76 as their share of the Essex County Cares Funds. Winemiller explained that the County distributed their own allocated funds to County employees as bonuses for retention and

appreciation. Discussion amongst the Board ensued as to how the money would be distributed: IE; seasonal workers, quarterly workers, one day a week employees, three and four days a week employees, etc. After a lengthy discussion, it was determined the amount of funds that would be distributed as employee bonuses and how those funds would be distributed. Supervisor Winemiller asked for a Motion for the decided-upon distribution. Councilperson Sheridan Swinyer made a Motion to accept the amount of \$21,500.00 from the Essex County Cares Fund be distributed as Full time employees (5) receiving a bonus of \$2,000.00, 3/4 time employees (2) receiving \$1500.00, 1/2 time employees (2) receiving \$1,000.00, 1/4 time employees (1) receiving \$500.00, and X time employees (15) will receive \$400.00 each. These bonuses will not be paid until the funds are received from the County, and would be paid on a non-payroll week. This Motion was seconded by Deputy Supervisor Karl Law. All in favor. Motion carried. A Resolution will be prepared for the March 15, 2022, stating the same.

LAND PURCHASE

The Town received the land appraisal from Hoffman Appraisal this afternoon for the parcel of land owned by Andrew and Cheryl Fawcett. Supervisor Winemiller explained this property borders the Youth ball field, and it would allow for expansion of the parking, etc., if this property could be purchased by the Town. The appraisal came in at \$27,000.00. Discussion ensued amongst the Board regarding the location and use of the property, as well as the Cares Act funds being used for this purchase. Supervisor Winemiller asked for a Motion from the Board to allow her to present the appraisal to Andrew and Cheryl Fawcett for further discussion. Councilperson Stephanie Mikesell made a Motion to permit Supervisor Winemiller to give the appraisal report to Andrew and Cheryl Fawcett. The Motion was seconded by Councilperson Donald Amell. All in favor. Motion carried.

UPDATED POSITION DESCRIPTIONS AND PERSONNEL POLICY:

Updated Position Descriptions for all Town positions were distributed to the Town Board members for their review at the Regular Board Meeting held on February 15, 2022. At tonight's Special Board Meeting, the Town Board went over the proposed changes to the updated versions and corrections were noted. In addition, the Personnel Policy was also updated and then distributed to the Town Board for their review. Corrections were noted. Final Board approval will be done by Resolution at the March 15, 2022 Regular Board Meeting.

TRANSFER STATION HOURLY WAGE RESOLUTION:

At the Special Board Meeting for the Cannabis Work Session held on February 24, 2022, the Transfer Station hourly rate was discussed by the Town Board and it was determined that an increase in the hourly wage was warranted. Following is the Resolution that was prepared for Roll Call Vote at the March 9, 2022 Special Board Meeting:

RESOLUTION # 30 OF 2022 TOWN BOARD AUTHORIZATION TO AMEND THE 2022 ST. ARMAND BUDGET FOR THE INCREASE OF THE HOURLY WAGE FOR TRANSFER STATION EMPLOYEES

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

WHEREAS, the Town of St. Armand wishes to continue the service of trash and recycling services to its residents and outside communities, and

WHEREAS, problems noted by the refuse contractor Sirkill to include household trash being thrown in the recycling, resulting in increased costs to the Town and a high turnover rate of Transfer Station employees, and

WHEREAS, it became necessary to have two employees present at the Transfer Station at the same time; one to oversee household trash and one to oversee the recycling trailer.

THEREFORE, LET IT BE RESOLVED the Town Board of the Town of St. Armand hereby authorizes an amendment to the 2022 Budget in order to increase the Transfer Station

employee hourly wage from \$14.50 to \$17.50, retroactive as of February 5, 2022. This increase is deemed necessary in order to retain Transfer Station employees, provide two employees per shift, and thereby allowing the Town to continue providing Transfer Station services to the Town's constituents.

This Resolution was duly seconded by Councilperson Sheridan Swinyer, 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

QUESTIONS OR COMMENTS

There were no questions or comments from those present.

MOTION TO MOVE INTO EXECUTIVE SESSION

Councilperson Donald Amell made a Motion to move into Executive Session for the purpose of a personnel matter. The Motion was seconded by Councilperson Sheridan Swinyer. The Executive Session began at 6:24 pm.

MOTION TO ADJOURN EXECUTIVE SESSION

Councilperson Stephanie Mikesell made a Motion to adjourn the Executive Session. The Motion was seconded by Councilperson Sheridan Swinyer. The Executive Session ended at 7:11 pm.

MOTION TO ADJOURN REGULAR BOARD MEETING

Deputy Supervisor Karl Law made the Motion to adjourn the Special Board Meeting. The Motion was seconded by Councilperson Donald Amell. The Special Board Meeting adjourned at 7:12 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
Special Board Meeting minutes held on the above-referenced date.**