

Town of St. Armand  
Regular Board Meeting – 6:30 pm  
Tuesday, September 20, 2022

*These Meeting Minutes were approved by the St. Armand Town Board on October 18, 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 Sheridan Swinyer, and Councilperson Stephanie Mikesell (on line) were all in attendance.

*A quorum of the Board was in attendance.*

**TOWN EMPLOYEES PRESENT:** Highway Superintendent Douglas Snickles, Water Superintendent Cory Skiff, Wastewater Superintendent Stanley Ingison, and Town Clerk Barbara Darrah.

**GUESTS FROM THE COMMUNITY:** Joey Burnah, Josh Colby, Sandy Hayes, Dean Kidder, Tracy Kratts (on-line), Warrene McCarthy, Brian McLaughlin and (3) unidentified callers.

Supervisor Davina Winemiller called the meeting to order at 6:32 pm and asked all to join in the Pledge of Allegiance.

Supervisor Winemiller opened the floor to three Water and Sewer customers who presented their requests to the Town Board for adjustments on their 3<sup>rd</sup> quarter Water and Sewer bills. The first customer was Brian McLaughlin, 1693 NYS Route 3, Bloomingdale. The Board tabled a decision on Brian's request until he brought in an affidavit from his contractor that stated the sewer lines were plugged in the apartment house, therefore no water usage occurred. The Board also determined that because there was a current building permit for that property, the town's Code Enforcement Officer could verify if the plumbing inside the building was usable. The second customer was Tracy Kratts, 805 St. Regis Ave., Apt. House. Tracy stated her bill should not be doubled due to the reader not working because it was repaired (on August 25<sup>th</sup>), and there was only one unit being rented. The Board agreed to adjust the 3<sup>rd</sup> quarter bill to reduce a partial amount of the doubled water usage. The third customer was Dean Kidder who has been doubled water usage for well over a year for a non-working reader and meter. The Board agreed to not shut the water off due to non-payment if Mr. Kidder replaced his meter and reader. Mr. Kidder agreed to purchase a new meter and reader the next day and replace the problematic equipment. Mr. Kidder will notify the Water and Sewer Clerk when the replacement has occurred and the Water Superintendent will confirm the reader/meter is operational.

Supervisor Winemiller then asked the Department Heads to present their reports.

**HIGHWAY DEPARTMENT MONTHLY REPORT**

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

- 1) We finished ditching and shouldering on Trudeau Road for the County.
- 2) We are still mowing sides of the roads.
- 3) We helped the Town of Franklin with blacktopping.
- 4) We helped the Town of Brighton with some ditching.
- 5) We are doing a lot of patching.
- 6) We are starting to prepare equipment for the Fall.
- 7) The County still has to pave Trudeau Road and I might have them pave some of Vista Drive while they are there.

Supervisor Winemiller thanked Doug and the Highway crew for their assistance in setting up for the Block Party and helping to make it a success. Supervisor Winemiller then asked if there were any questions regarding the Highway report? There were no other questions regarding the Highway Report.

**WATER DEPARTMENT MONTHLY REPORT**

Water Superintendent Cory Skiff presented the following report to the Board.

**WATER REPORT FOR THE SEPTEMBER 20, 2022 TOWN BOARD MEETING**  
Submitted by Cory Skiff

- 8/2/22 - Monthly sample to lab
- 8/4/22 - Monthly report to the health department
- 8/8/22 - Turned water on at 1720 State Route 3
- 8/17/22 - Assisted Luck Bros. construction with installing 5 water taps at 1720-1724 state route 3

Supervisor Winemiller asked Cory to talk more about the work on the telemetry on the well fields. Cory stated he is waiting for bids on the three-phase electrical work before anything else can be done. There were no questions regarding the Water Report.

## 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 September 2022 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) We did get the gas detector and check equipment delivered and have put it to use working on Manholes 17 and 18 for Rabideau's property. The lines in and out of man hole 17 have not been used in 30 some years; which is very little since they were first installed 37 years ago. I worked with Clyde's contractors to run their laterals to Manhole (MH) 17 and get them installed into the MH. They did not bring hole saws and had to cut square holes in the concrete barrel and knocked all the concrete into the MH channel. I told them they needed to remove it but they never did. Thus I had to go in and clean it out. When we cleaned and flushed out our main using the fire truck the line does not run clear so we tried to look at it with a camera but we couldn't get the camera in.
- 9) After further investigation of the diffuser lines it was found that there were proper connections put in the tubing but the drop lines to the diffusers were not installed properly so we don't need any extension tubing (as I talked about last month) we just need to move them to the proper spots. I have pulled out #1 and #3 diffuser manifold lines, removed rags, cleaned them, moved the first drop lines to the forth position, tightened all connections, rebuilt and replaced one of the drop manifolds, put lock washers on wire tie connections replaced them and put them back into service.
- 10) Worked with New York Rural Water Association (NYRWA) to look at the main lines between Man Holes # 3,4,5,6,7, A,17 and 18 with their camera. We learned that there is still so much stone, concrete fragments and debris in the lines between # 3 and 4, # 4 and 5, #5 and 6 that we couldn't get the camera to get through them. There is still some debris between #6 and 7 but it was passable. There was so much sludge, pipe scale and debris in the line between # 17 and 18 that is also was unpassable by the camera.
- 11) I am working to try and set up with the Saranac Lake DPW to use their very expensive Vac-Com truck to work with NYRWA camera person to try and clean out those lines on October 5th. Sadly, the Town of St. Armand has asked Saranac Lake for the use of that equipment enough times lately that they are reluctant. Saranac Lake has always been very good about helping out all the neighboring wastewater systems in times of emergency above and beyond everybody else that I know of. We have asked for help to much in non-emergency requests so we really need to offer help to them in some way. I don't know if they can except it or not but maybe covering equipment and manpower expenses might be one way.
- 12) I did mark and label the 10 Man holes to be looked at and priced for repair and sealing work by The Precision Group. There pricing looks very good and I would urge the board to get this work done to all 75 of the man holes even if it is only 5 or 10 a year. As long as you have the grant money spend it on this.
- 13) We had 2 months in a row of not meeting our SPDES Suspended Solids limits for (% removal) because of the algae growth in lagoon #2 but it does look like we will just be even with the limit for August and hopefully will be well below the limit for the rest of this year.
- 14) Corrosion Products and Equipment (CPE) did not want to do our blower repair work so I will be contacting Rolfe Industries and Siewert to see if they are interested in pricing the work for us?
- 15) I pruned 5 to 6 dozen branches from trees and bushes surrounding / overhanging and impeding access to Manhole # 4 in back of St. Paul's church where we need to do some main line cleaning from. 90% of them were dead limbs.

There were no questions regarding the Wastewater Report.

## CODE ENFORCEMENT MONTHLY REPORT

Code Enforcement Officer Rodger Tompkins submitted the following written report to the Town Board:

### Code Enforcement Report for the September 20, 2022 Town Board Meeting

New Residential Building Permits Issued Since Last Report: 13  
Extension of Residential Building Permits Issued: 0  
Commercial Building Permits Issued: 1  
Stop Work Orders issued: 0  
Demolition Permits Issued: 0  
Solar PVS Permits Issued: 0  
Code Violations Issued: 0  
Sewer Code Violations Issued: 0  
Total number of Residential Building permits issued for the year 2022: 44  
Total number of Residential Certificates of Completion issued for the year 2022: 5  
Total number of Commercial Building permits issued for the year 2022: 1  
Total number of Commercial Certificates of Completion issued for the year 2022: 0  
Total number of Demolition permits issued for the year 2022: 1

Total number of Demolition Certificates of Completion issued for the year 2022: 0  
Total number of Solar permits issued for the year 2022: 0  
Total number of Solar Certificates of Completion issued for the year 2022: 1  
Total number of Code Violations issued for the year 2022: 1  
Total number of Code Violation Certificates of Completion issued for the year 2022: 12  
Total number of Sewer Code Violations issued for the year 2022: 0  
Total number of Sewer Code Violation Certificates of Completion issued for the year 2022: 1  
Amount of fees collected for Code Office since last report: \$1,021.40  
Amount of fees collected for Water Department since last report: \$1,000.00  
Amount of fees collected for Sewer Department since last report: \$200.00  
Total amount of fees collected via Code Office since last report: \$2,221.40  
Total amount of fees collected via Code Office for the year 2022: \$7,141.40

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I have continued to perform inspections and follow up with open Code Violations and open Building Permits.  
Thank you.

There were no questions regarding the Code Enforcement monthly report.

## TOWN JUSTICE REPORT

### St. Armand Town Court Report for August 2022

Total fines and surcharges collected for the month of August 2022: \$2,611.00  
Total collected year-to-date: \$16,926.00  
Total parking fines for August 2022: \$975.00  
Total parking fines year-to-date: \$3,050.00

The new JCAP Grant program for 2022-23 is open and the court is compiling a wish-list for submission. Maximum grant is \$30,000.00 and we received \$25,000ish the last cycle. It is hoped that we will receive another substantial award this cycle. NARCAN overdose rescue kits have been provided by St. Joe's Rehab and will be placed on the wall of the courtroom, for emergency use, with the hope of never needing them.

There were no questions regarding the Town Justice monthly report.

## RESOLUTIONS # 67 - # 69 OF 2022

### RESOLUTION # 67 OF 2022

TOWN OF ST. ARMAND TOWN BOARD  
AUTHORIZATION TO DESIGNATE THE NAME  
OF "LITTLE BEND WAY" TO A ROAD LOCATED  
OFF OF ROUTE 3, PER A REQUEST FROM  
TOWN RESIDENT CARTER ROWLEY

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

WHEREAS, the Town Board of the Town of St. Armand was presented with a request from Town Resident Carter Rowley, that a roadway located off of Route 3 in the Town of St. Armand be given the name of "Little Bend Way", and

WHEREAS, a letter was received from the Essex County Office of Emergency Services Enhanced 911, stating their approval for this road name, as it presented no conflict with any other names, and

THEREFORE, LET IT BE RESOLVED that the Town Board of the Town of St. Armand agrees to allow Carter Rowley to name this road "Little Bend Way" for the E-911 system.

This Resolution was 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

Dated: September 20, 2022

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Barbara J. Darrah  
St. Armand Town Clerk

RESOLUTION #68 OF 2022

TOWN OF ST. ARMAND TOWN BOARD  
APPROVAL TO SCHEDULE THE NEXT  
TOWN-WIDE PROPERTY REVALUATION  
DATE FOR THE YEAR 2025

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

WHEREAS, the Essex County Real Property Tax Service is responsible for creating and maintaining a calendar of assessment activities across the County in order to effectively manage manpower and assist each town with their assessing duties, and

WHEREAS, a large demand for manpower is when towns in the County reassess all properties across their assessment roll and the County is required to provide manpower to complete this work, and

WHEREAS, the Town of St. Armand has the option of scheduling another revaluation of the assessment roll for Assessment Roll in year 2025 or 2026, and

WHEREAS, the director of Essex County Real Property Tax Service is requesting that the Town decide now which year St. Armand would like to complete this revaluation so that he can have it placed on the County calendar, and he is recommending that we schedule a revaluation for the year 2025.

THEREFORE, BE IT RESOLVED, the Town Board of the Town of St. Armand hereby approves the year 2025 for the revaluation date for town-wide property in the Town of St. Armand.

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
Councilman Donald Amell	AYE
Councilman Stephanie Mikesell	AYE
Councilman Sheridan Swinyer	AYE

Dated: September 20, 2022

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Barbara J. Darrah  
St. Armand Town Clerk

RESOLUTION # 69 OF 2022

TOWN OF ST. ARMAND TOWN BOARD AUTHORIZATION  
AND APPROVAL TO USE CARES ACT FUNDS TO HAVE A  
“MAP AND PLAN” DRAWN UP BY AES NORTHEAST  
FOR THE POPLAR STREET SEWER EXTENSION

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

WHEREAS, the Town of St. Armand is in the process of adding Poplar Street into the Bloomingdale Sewer District, and

WHEREAS, the next step in the process is to obtain a plan drawn up by an engineer with basic data showing how much the cost would be and what it would take to add Poplar Street to our District, and

WHEREAS, Gregory Swart of AES Northeast, Plattsburgh, NY, estimated the cost of \$2500.00 for requested report, based on 1) use of the I&I study for the construction costs with an inflationary factor added to bring the cost to current date, Water Superintendent researched companies that handled these types of controls, alarms, and emergency communication systems and located Control System Integration, LLC, 2) they update the user costs based on the Town’s current rates, 3) one review by the Town and updates from one review, and 4) the Town provides the existing map and metes and bounds as indicated by the Town Supervisor.

WHEREAS, the Town Supervisor, Davina Winemiller reported to the Town Board that CARES ACT FUNDS can be used for this project.

THEREFORE, BE IT RESOLVED, the Town Board of the Town of St. Armand hereby approves by Resolution the expenditure of CARES ACT funds not to exceed the amount of \$2,500.00 for the cost of the plan to be drawn up by AES Northeast.

This Resolution was duly seconded by Deputy Supervisor Karl Law, 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: September 20, 2022

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Barbara J. Darrah  
St. Armand Town Clerk

MOTION TO PAY MONTHLY BILLS

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

General Vouchers # 263 - # 301 in the amount of \$ 39,102.87  
Trust and Agency Vouchers # 24 - # 26 in the amount of \$ 202.00  
Highway Vouchers # 124 - # 135 in the amount of \$ 15,715.32  
Highway Outside Voucher # 2 in the amount of \$ 544.99  
Water and Sewer Vouchers # 143 - # 164 in the amount of \$ 10,100.24  
HT Grant Vouchers # 13 - # 18 in the amount of \$ 10,687.82  
B Fund Voucher # 7 in the amount of \$ \$52.00

Deputy Supervisor Karl Law made the Motion to approve payments of this month’s bills; the Motion was seconded by Councilperson Stephanie Mikesell. 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: September 20, 2022

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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 August 2022. Councilperson Donald Amell made the Motion to approve August’s Supervisor’s Report. The Motion was seconded by Councilperson Stephanie Mikesell. All in favor. Motion carried.

REVIEW AND MOTION TO APPROVE PREVIOUS MONTH’S MINUTES

Town Clerk Barbara Darrah requested an extension in the completion of the August 16, 2022, Public Hearing and Regular Board meeting minutes. Deputy Supervisor Karl Law made the Motion to extend the completion of August’s meeting minutes. The Motion was seconded by Councilperson Sheridan Swinyer. All in favor. Motion carried.

TOWN CLERK’S MONTHLY REPORT

Town Clerk Barbara Darrah gave the following report for the month of August 2022:

Dog Licenses (10) FS (5) MN (5)	\$ 70.00
Certified Death Certificate (1)	\$ 10.00
Total Revenue Earned \$ 80.00	

Checks written to: Town Supervisor \$ 60.00 Gen \$ 10.00 B NYS Dept. of Agriculture & Markets \$ 10.00

WATER AND SEWER BILLING MONTHLY REPORT:

The current total receivables as of September 20, 2022 are \$27,642.71. That total includes all balances in arrears. The 4<sup>th</sup> quarter readings are scheduled the last week of September, with the billing following mid-October.

Approximately five customers have applied to the NYS LIHWAP Water and Sewer Assistance Program.

## OLD BUSINESS

ANCA Heat Smart Tri-Lakes Community Campaign – Supervisor Winemiller forwarded an email from Nancy Bernstein, ANCA to the Board members, stating what was needed to move forward with the Campaign. Supervisor Winemiller stated volunteers from the Town Board were needed for the following: 1) Project Manager. No one volunteered to be the Project Manager, therefore Davina Winemiller took this role. 2) A Core Team with roles assigned for each member. Councilperson Sheridan Swinyer volunteered to take the Core Team role. 3) A listing of partner organizations. 4) Create a marketing and outreach plan. Winemiller stated Councilperson Sheridan Swinyer and she will get together and work on these items.

Fawcett Property Possible Land Purchase – the APA map is completed and Supervisor is working on the drawing with Andrew from the Essex County mapping department and will submit that.

Town Hall Grant Update – Winemiller reported the grant is moving forward. She commented on all the work being done on the second floor and pointed out the pillars on the balcony and the border along the top balcony is all brand new. The window installation project upstairs is completed. The entire project needs to be completed by May of 2023. It is almost time to go to the bid process.

Supervisor Winemiller did have someone come to the Town Hall to talk about the heat pumps and had reached out to several vendors. Winemiller stated she is having difficulty getting quotes for installation of the heat pumps. She continued to say she is getting quotes for electric baseboard for upstairs, because that is a requirement as well, while she is trying to get quotes for the heat pumps.

Town Comprehensive Plan Grant - Winemiller reported she had the first committee meeting regarding plans for the grant and they are moving forward with the required steps.

Halloween/Holiday Decorations – Fliers were taken to the Bloomingdale school and placed in the children’s backpacks. The contest is strictly for the Town of St. Armand residents. The reason that the contest is restricted to St. Armand only is because it is using ROOST money that was awarded to the Town of St. Armand.

## NEW BUSINESS

Drinking Water Source Protection Program Plan – The Town has been awarded a step grant for us to apply for grant funds to purchase our well field. We were awarded the first step, which is developing a plan for obtaining the well fields. We had a kick-off meeting and that will be moving forward. Marlene Martin will be working with the Town on this grant.

Quote on the repair of new Manhole linings – A quote was received from PRECISION GROUP for the project of the lining of 10 manholes located in the Town of St. Armand Sewer District. The quote is \$24,344.59. Supervisor Winemiller and Wastewater Superintendent previously sat down and figured out which manholes needed the repairs. This was the only quote that we have been able to obtain. Councilperson Donald Amell asked if we had the money in the Sewer budget to do this? Winemiller stated that the Sewer account did not have these funds, but the money is in the Cares Act funds. Amell asked if this is something that needed to be done this year? Supervisor Winemiller suggested the Board table it and then other quotes and references could be obtained from other companies.

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

Supervisor Winemiller opened the floor to anyone with questions, comments or concerns.

Sandy Hayes commented that the Wastewater Superintendent’s report seemed troubling, negative and expensive. Sandy stated he would be very concerned about. It seems that there are a lot of problems.

Councilperson Sheridan Swinyer stated he thought a lot of the issues were addressed. Supervisor Winemiller stated that there was some work that definitely needed to be done.

Sandy Hayes asked if Stan Ingison was retiring in December and suggested the next person be made aware of the problems that Stan brought forward. Winemiller replied that we have a person who has been training and getting the necessary certifications and he will be taking the Wastewater Superintendent’s position in January 2023. There were no other questions, comments or concerns.

## MOTION TO MOVE INTO EXECUTIVE SESSION

Supervisor Winemiller requested an Executive Session in order to discuss personnel issues.

Councilperson Sheridan Swinyer made a Motion to move into Executive Session for the purpose of discussing personnel. The Motion was seconded by Councilperson Donald Amell. The Executive Session began at 8:53 pm.

MOTION TO ADJOURN EXECUTIVE SESSION

Councilperson Sheridan Swinyer made a Motion to adjourn the Executive Session. The Motion was seconded by Councilperson Donald Amell. The Executive Session ended at 10:14 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 10:15 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: September 20, 2022

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Barbara J. Darrah  
St. Armand Town Clerk