

Town of St. Armand  
Organizational and Regular Board Meeting  
Wednesday, January 18, 2023  
6:30 pm

*These Regular Board Meeting Minutes were approved by the St. Armand Town Board on February 22, 2023.*

An Organizational and Regular Board Meeting of the Town of St. Armand was held on the above date and time via webinar and in person 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 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 Joshua Woodruff, and Town Clerk Barbara Darrah.

**GUESTS FROM THE COMMUNITY:** Guest Speaker Allan Miner, Lake Placid Snowmobile Association, and from the community, Sandy Hayes, Aaron Marbone, Josh Colby (on-line), and one unidentified caller.

Supervisor Davina Winemiller called the meeting to order at 6:30 pm and asked all to join in the Pledge of Allegiance.

Supervisor Winemiller offered the floor to Guest Speaker Allan Miner, Lake Placid Snowmobile Association. Allan explained that recently a letter from the NYS Snowmobile Association was presented to Honorable Kathy Hochul, NYS Governor, requesting an increase to the State's snowmobile registration fees to support the Snowmobile Trail Development and Maintenance Fund. Allan continued that trail maintenance costs are skyrocketing, volunteers are diminishing, and transport services have increased. For example, a small groomer shipped to Vermont for repair cost \$6,000.00 and the transport fee was \$600.00 – \$700.00. The previous registration fees were \$45.00 per sled per year and the Association is asking for \$65.00 per sled per year, a \$20.00 increase per registration. The money will come back to the people and town, as revenue, and back to the clubs. If you don't belong to a club, then you pay \$100.00 to the State, but if you belong to a club, the membership fee is \$30.00. Now NYS would be \$120.00 if not belonging to a club and \$65.00 if you do belong to a club. Each Town is asked to support the NYS Snowmobile Association's letter to the Governor by Resolution. The Board thanked Allan for his presentation and agreed the Resolution would be done at February's Regular Board Meeting.

Supervisor Winemiller presented the Bloomingdale Volunteer Fire Department annual statistics prepared and submitted by Fire Chief Timothy Woodruff. 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:

Town of St. Armand Highway Report for the January 18, 2023 Board Meeting

- 1) The new one ton should be in Plattsburgh soon.
- 2) I am waiting on three estimates for a new generator for the Highway garage.
- 3) We finished working on the Youth Building
- 4) We have been chipping brush left from the storms when we get a chance.
- 5) I have a list of roads we would like to see about adding more street lights.
- 6) I received a rough quote from Luck Brothers on sidewalk pricing: \$7.00 per square foot. I am working on prices for the worst sidewalks.
- 7) We have been plowing and sanding quite a bit.
- 8) Some things were ordered from the discussion at last month's Board meeting.
- 9) I have been talking to Wells communications on the pricing for new upgraded radios for the Highway vehicles.

Doug Snickles reported to the Board that the new one-ton did not come with a sander, although the apparatus to hold the sander had been installed. The cost of a sander would be \$7,500.00 and the vendor said they have one in Vermont and it could be installed relatively quickly.

Supervisor Davina Winemiller made the Motion to use Cares Act Funds to pay for the cost of the installation of the sander and the necessary lights. The Motion was seconded by Councilperson Sheridan Swinyer. All in favor. Motion carried. A Resolution for Use of Cares Act Funds will be forthcoming at February's Regular Board Meeting.

Supervisor Winemiller asked Superintendent Snickles if he completed the Special Use Road Permit for the 3P Race scheduled for some time in March. Snickles reported he needed Authorization from the Board to sign the permit. Motion: Deputy Supervisor Karl Law made a Motion to authorize Highway Superintendent Douglas Snickles to sign the Special Use Permit. The Motion was seconded by Councilperson Donald Amell. All in Favor. Motion carried. A Resolution will follow at February's Regular Board Meeting.

There were no other questions regarding the Highway report.

## WATER DEPARTMENT REPORT

### Water Report for the January 18, 2023 Town Board Meeting Submitted by Cory Skiff

12/2/22 - Located curb stop at 14 Roosevelt and shut the water off.

12/5/22 - Monthly sample to lab

12/6/22 - Monthly report to health department

12/13/22 - Turned water on at 1724 and 1726 State Route 3

Cory reported on the Department of Health's Annual Inspection conducted by Marlene R. Martin, PE, on September 16, 2022. During the inspection a leak in the storage tank near the bottom of the tank was discovered at the joint. The leak was repaired within days. Well #1 and Well # 2 are reportedly no longer in use. These wells should be evaluated by an engineer and recommendations for either abandonment or re-development should be submitted to Marlene's office. A Hydrant flushing program has been developed and all hydrants in the system have been flushed. Flushing should continue on an annual basis. Cory is working on a valve exercising program. The existing water system needs to be updated to include controls, alarms, and emergency communication systems. The Town is working to upgrade the system controls and alarms. The fence surrounding the water storage tank needs to be improved in two locations where access can be easily achieved. The locations were discussed with Cory. The raw water storage tanks at the treatment plant building need to be inspected and cleaned, if necessary. All well caps, seals, and electrical conduits to the wells should be thoroughly inspected on a regular basis and any problems should be addressed, as needed. The current configuration of our water system includes double pumping which is not ideal and may not be the most effective. It would be ideal if the pumps in the wells could pump directly to the storage tank and be activated via pressure switches. The clear well in the water building could be eliminated. The water would enter the building via the inlet pipe, chlorine would be injected into the pipe, and then the pipe would continue to the storage tank. Marlene thanked Cory for his assistance in completing the inspection and stated the Town is very fortunate to have such a capable and dedicated water operator.

Supervisor Winemiller announced that Christopher Spicer has recently taken a position at Paul Smith's College and stated he would not be working as the Town's Meter Reader in the future. The Board approved posting an ad for a new Meter Reader. It was determined the position would be offered internally first, and then if no one was interested, the ad would be posted externally.

There were no questions regarding the Water Report.

## WASTEWATER DEPARTMENT REPORT

Wastewater Superintendent Joshua Woodruff presented the following report to the Board at the January 18, 2023 Board Meeting.

### Town of St. Armand Wastewater Department - January 2023

- 1) Daily collections, testing, and data recording. (pH, temp., alkalinity, D.O., S.S., Phosphorus,)
- 2) Weekly maintenance (pH probe calibration, flexing of diffusers in the lagoons, cleaning out channels at influent plant, greasing of paddle wheel grit pump.)
- 3) Worked on monthly report for DEC.
- 4) Removed 3 cubic ft. of screening from grit classifier at influent plant.
- 5) Siewert Equipment changed the belt and air filters on all 4 blowers.
- 6) Did a lot of housekeeping throughout the wwtp. (lab, garage, mechanical room, electrical room, and blower room.)
- 7) Finished building shelves in mechanical room.
- 8) Finished annual flow report. (gave copy to Cory)
- 9) Talked to Jake Gardner from NYRWA (energy efficiency report 2019) was interested in coming back to do another report.
- 10) Set up meeting with Todd for next week.

Joshua reported he has been cleaning out the office and filing paperwork.

There were no questions regarding the Wastewater Report.

## CODE ENFORCEMENT REPORT

Submitted by Rodger Tompkins for the  
January 18, 2023 Board Meeting – Report completed on January 12, 2023  
New Residential Building Permits Issued Since Last Report: 0  
Extension of Residential Building Permits Issued Since Last Report: 0  
Commercial Building Permits Issued Since Last Report: 0  
Certificates of Completion Issued Since Last Report: 6

Stop Work Orders Issued Since Last Report: 0  
Demolition Permits Issued Since Last Report: 0  
Solar PVS Permits Issued Since Last Report: 1  
Code Violations Issued Since Last Report Issued: 0  
Sewer Code Violations Issued Since Last Report: 0  
Total number of Residential Building permits issued for the year 2023: 1  
Total number of Residential Certificates of Completion issued for the year 2023: 6  
Total number of Commercial Building permits issued for the year 2023: 0  
Total number of Commercial Certificates of Completion issued for the year 2023: 0  
Total number of Demolition permits issued for the year 2023: 0  
Total number of Demolition Certificates of Completion issued for the year 2023: 1  
Total number of Solar permits issued for the year 2023: 1  
Total number of Solar Certificates of Completion issued for the year 2023: 0  
Total number of Code Violations issued for the year 2023: 0  
Total number of Code Violation Certificates of Completion issued for the year 2023: 0  
Total number of Sewer Code Violations issued for the year 2023: 0  
Total number of Sewer Code Violation Certificates of Completion issued for the year 2023: 0  
Amount of fees collected for Code Office since last report: \$50.00  
Amount of fees collected for Water Department since last report: \$0  
Amount of fees collected for Sewer Department since last report: \$0  
Total amount of fees collected via Code Office since last report: \$50.00  
Total amount of fees collected via Code Office for the year 2023: \$50.00

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I have continued to perform inspections and follow up with open Code Violations and open Building Permits. I have mailed letters to all long-term landlords informing them of annual inspections that I will be completing. Thank you.

#### TOWN JUSTICE REPORT

Town Justice Frank Whitelaw submitted the following report for the January 18, 2023 Town Board Meeting to include December 2022 and End-of-Year 2022.

##### St. Armand Town Court Report for December 2022 and End-of-Year

Total fines and surcharges collected for the month of December 2022: \$859.00  
Total collected year-to-date: \$23739.00  
Total parking fines for December 2022: \$125.00  
Total parking fines year-to-date: \$5700.00

Total New Criminal Cases for 2022: 61  
Total New Vehicle and Traffic Cases for 2022: 157  
Total New Civil Cases for 2022: 11

2022 was a very busy year for the court. Drug use/abuse is fueling the criminal and civil cases, which are on the rise. The court continues to collaborate with St. Joe's rehab, in order to attack the problem at its source. St. Joe's Peer Counselor, Marcia Newstead, continues to embed in the court on criminal court days, to offer services to those who would benefit from them.

Eviction numbers are increasing, due to the sun setting of the state COVID moratorium and mostly due to drug addicted tenants failing/refusing to pay rent. Some are in arrears for periods exceeding one year.

Our community is severely afflicted with drug issues. Not only is Methamphetamine being widely abused, Fentanyl laced heroin is making its way here and we will soon experience the effects of that.

There were no questions regarding the Town Justice Court Report

#### TOWN COURT ANNUAL AUDIT

Judge Francis Whitelaw, Town Justice, submitted the Justice's Annual Court Audit for the year 2022. Records were reviewed by the Town Board and a Resolution of completion and acceptance by the Town Board followed later in the Board Meeting. There were no questions regarding the Justice Court Annual Audit.

#### TOWN CLERK ANNUAL AUDIT

Town Clerk Barbara Darrah presented the Town Clerk's Annual Audit for the year 2022. Records were reviewed by the Town Board and a Resolution of completion and acceptance by the Town Board followed later in the Board Meeting. There were no questions regarding the Town Clerk Annual Audit.

TOWN SUPERVISOR’S ANNUAL AUDIT AND YEAR-END REPORT

Town Supervisor Davina Winemiller presented the Town Supervisor’s Annual Audit and Year-end Report to the Town Board to include the Supervisor’s 2022 Improvements and Progress Year-End Report, the Town of St. Armand’s Land Assets 2022, the Supervisor’s 2022 Year-end Fund Reports, and the 2022 Year-end Fund Balance Report. All of the information was reviewed by the Town Board and a Resolution of completion and acceptance by the Town Board followed later in the Board Meeting. There were no questions regarding the Town Supervisor’s Annual Audit and Year-end Report. If anyone is interested in viewing the report in detail, it can be viewed in the Town Clerk’s office by appointment with the Town Clerk.

RESOLUTIONS # 1 - # 23 OF 2023

RESOLUTION # 1 OF 2023 SUPERVISOR’S APPOINTMENTS FOR 2023 FOR THE TOWN OF ST. ARMAND

Town Supervisor Davina Winemiller, who moved its adoption, offered the following Resolution:

BE IT RESOLVED, Supervisor Davina Winemiller does hereby designates the following appointments made for the year 2023, retroactive from January 1, 2023 until December 31, 2023:

- DEPUTY SUPERVISOR: - Karl Law
- BUILDING & GROUNDS COMMITTEE: - Davina Winemiller, Rodger Tompkins, Donald Amell
- HIGHWAY COMMITTEE: - Davina Winemiller, Douglas Snickles, Karl Law
- WATER & SEWER COMMITTEE: - Davina Winemiller, Cory Skiff, Josh Woodruff  
Sheridan Swinyer
- YOUTH RECREATION COMMITTEE: - Davina Winemiller, Nancy Heath, Vanessa Columbe,  
Stephanie Mikesell
- BOARD OF ASSESSMENT & REVIEW: - Diane Chase, Ralf Hartman, Ernest Hough,  
Stanley Ingison
- REGISTRAR OF VITAL RECORDS - Barbara J. Darrah
- WATER & SEWER CLERK - Barbara J. Darrah
- DEPUTY TOWN CLERK - Nancy Heath
- DEPUTY REGISTRAR OF VITAL RECORDS - Nancy Heath
- TOWN HISTORIAN - Edward Kanze
- CLERK TO THE SUPERVISOR: - Michael Changelo

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: January 18, 2023

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Barbara J. Darrah  
St. Armand Town Clerk

RESOLUTION # 2 OF 2023 DESIGNATING APPOINTMENTS FOR 2023 FOR THE TOWN OF ST. ARMAND

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

BE IT RESOLVED that the following Supervisor’s appointments for 2023 have been proposed and accepted, retroactive January 1, 2023 until December 31, 2023.

Designating appointments are:

- ATTORNEYS FOR THE TOWN - Matthew Norfolk
- Dan Manning
- Douglas Goodfriend
- Matthew Fuller (Sewer)

CODE ENFORCEMENT OFFICER	- Rodger Tompkins
DEPUTY HIGHWAY SUPERINTENDENT	- Cory Skiff
HEALTH OFFICER	- Raymond Scollin
RECREATION SUPERVISOR	- Davina Winemiller

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 January 18, 2023

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Barbara J. Darrah  
St. Armand Town Clerk

RESOLUTION # 3 OF 2023

DESIGNATION OF OFFICIAL BANKS

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

BE IT RESOLVED that the following banks are designated to be the official banks to deposit money for the Town of St. Armand during the year 2023:

NBT Bank  
Community Bank  
NY CLASS

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

Dated: January 18, 2023

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Barbara J. Darrah  
St. Armand Town Clerk

RESOLUTION # 4 OF 2023

DESIGNATION OF OFFICIAL NEWSPAPER

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

BE IT RESOLVED that the official newspaper for the Town of St. Armand for Public Notices and advertising in 2023 shall be the Adirondack Daily Enterprise.

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: January 18, 2023

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Barbara J. Darrah  
St. Armand Town Clerk

RESOLUTION # 5 OF 2023

TOWN OF ST. ARMAND OFFICIAL WEBSITE DOMAIN  
GO DADDY.COM

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

WHEREAS by Resolution, the Town board of the Town of St. Armand hereby duly authorizes GO DADDY.COM for the purpose of continued leasing of the Town of St. Armand website domain for January 1, 2023 – December 31, 2023.

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: January 18, 2023

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Barbara J. Darrah  
St. Armand Town Clerk

RESOLUTION # 6 OF 2023

TOWN OF ST. ARMAND AUTHORIZATION FOR  
SIGNATURES FOR ACCOUNTS HELD AT NBT BANK

Councilperson Stephanie Mikesell, who moved its adoption, offered the following Resolution:

WHEREAS, The Town of St. Armand checking and saving accounts are held with NBT Bank, 209 Lake Flower Avenue, Saranac Lake, NY, and

THEREFORE, BE IT RESOLVED, that the Town Board acknowledges and hereby authorizes Davina Winemiller, Town Supervisor, to continue having signature authorization for Checking and Savings accounts at NBT BANK,

AND BE IT FURTHER RESOLVED, Deputy Supervisor Karl Law is designated to have secondary signature authorization when required.

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

Dated: January 18, 2023

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Barbara J. Darrah  
St. Armand Town Clerk

RESOLUTION # 7 OF 2023

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

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

WHEREAS, The Town of St. Armand checking accounts are held at Community Bank, 46 Broadway, Saranac Lake, NY, and

THEREFORE, BE IT RESOLVED, that the Town Board acknowledges and hereby authorizes Town Supervisor Davina Winemiller to continue having signature authorization for Checking accounts at COMMUNITY BANK,

AND BE IT FURTHER RESOLVED, Deputy Supervisor Karl Law is designated to have secondary signature authorization when required.

This Resolution was duly seconded by 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: January 18, 2023

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Barbara J. Darrah  
St. Armand Town Clerk

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

BE IT RESOLVED, that the Town Officials and Employees be compensated at 65.5 cents per mile for the use of their personal vehicles in the performance of their official duties from January 1, 2023 until December 31, 2023. This mileage compensation rate is hereby verified at the Essex County level.

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: January 18, 2023

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Barbara J. Darrah  
St. Armand Town Clerk

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

PROCUREMENT POLICIES AND PROCEDURES FOR THE TOWN OF ST. ARMAND

IT IS HEREBY RESOLVED BY, the Town Board of the Town of St. Armand, Essex County, State of New York that to conform with the requirements of General Municipal Law, Section 104-b, Procurement Policies and Procedures, and

IT IS FURTHER RESOLVED, that goods and services which are not required by law to be procured pursuant to competitive bidding must be procured in a manner so as to assure the prudent and economical use of public moneys, in the best interests of the taxpayers, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption. To further these objectives, the governing board is adopting internal policies and procedures governing all procurement of goods and services which are not required to be procured pursuant to the competitive bidding requirements of General Municipal Law, Section 103 or of any other general, special or local law, as follows:

I. Procedures for determining whether procurements are subject to bidding:

The procedures for determining whether a procurement of goods and services is subject to competitive bidding and documenting the basis for any determination that competitive bidding is not required by law is as follows:

A. Procedure: All procurement must be examined and categorized as follows:

1. GML Section 104-b Non-competitive Bidding:

- a). Purchase under \$20,000.00.
- b). Contract for public work below \$20,000.00.
- c). Articles manufactured in a New York State correctional facility (Corrections Law Section 184, 186).
- d). Purchases from agencies for the blind or severely handicapped (State Finance Law Section 175-b).
- e). Purchases under a County contract (GML Section 103(3)). 10002
- f). Purchases under a State contract (GML Section 104).
- g). Emergency purchases (GML Section 103(4)).
- h). Sole source purchases (GML Section 104-b).
- i). Professional Services (GML Section 104-b).
- j). True leases (GML Section 104-b).
- k). Insurance (GML Section 104-b).
- l). Second-hand equipment from another government (GML Section 103(6)).

2. GML Section 104-b - Competitive Bidding:

- a). Purchase contract of \$20,000.00 or more.
- b). Contracts for public work of \$20,000.00 or more.

3. Other Analysis:

A). Purchases should be evaluated to determine whether, over the course of the fiscal year, the Town of St. Armand will spend in excess of the competitive bidding thresholds for the same or similar items or services. Prior years budgetary appropriations should be referred to for this information and compared with current projections.

b). Reference to the statute (GML Section 104) should be made for all purchases cited in II-A-1 above, (except II-A-1(a,b) in which a non- bidding determination is made).

B. Documentation - Determination that a purchase is not subject to competitive bidding requirements shall be documented as follows, and kept with the records of the purchase:

1. Copies or notations of all written indicia of dollar amounts.
2. Notation of all verbal indicia of dollar amounts.
3. Where appropriate, reference to prior years' budgetary purchase amount information.
4. For all items determined not to be subject to competitive bidding for reasons other than dollar amount, a written notation of the facts justifying the particular category of exception must be made.
5. If full compliance with these documentation requirements is not practical, a note of explanation shall be made and placed with the purchase records.

C. The methods of procurement to be used are as follows:

- For purchases or public works under \$250.00 – no quote needed
- For purchases or public works between \$251.00 to \$1,000.00 – two or more verbal quotes needed
- For purchases or public works between \$1,001.00 to \$2,000.00 – two or more written quotes needed
- For purchases or public works between \$2,001 to \$9,999.00 – three or more written quotes needed
- For emergency purchases or public works under \$5,000.00 – at the discretion of the Town Supervisor
- For emergency purchases or public works between \$5,001.00 to \$20,000.00 – two verbal quotes needed
- For insurance plans or policies, annually – two written quotes needed
- For second hand equipment purchases

D. Statutory Exceptions from These Policies and Procedures:

Except for procurement made pursuant to General Municipal Law, Section 103(3) (through county contracts), or section 104 (through state contract), State Finance Law, Section 175-b (from agencies for the blind or severely handicapped), Correction Law, Section 186 (articles manufactured in correctional institutions), alternative proposals or quotations for goods and services shall be secured by use of written requests for proposals, written quotations, verbal quotations or any other method or procurement which furthers the purposes of General Municipal Law, Section 104-b.

THEREFORE, BE IT RESOLVED, that the Town Board of St. Armand does hereby adopt the Procurement Policy and Procedures pursuant to Section 104 B of the General Municipal Law, effective January 1, 2023 to December 31, 2023.

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 January 18, 2023

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Barbara J. Darrah  
St. Armand Town Clerk

RESOLUTION # 10 OF 2023

ADOPTION OF THE INVESTMENT POLICY FOR  
THE TOWN OF ST. ARMAND'S FUNDS FOR 2023

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

WHEREAS, the Town of St. Armand adopts the following Investment Policy for Town Funds:

INVESTMENT POLICY FOR THE TOWN OF ST. ARMAND

IT IS HEREBY RESOLVED BY the Town Board of the Town of St. Armand, County of Essex, State of New York that to conform with all applicable federal, state and legal requirements; to insure the safety and prudent investment of tax payer funds; and to provide sufficient liquidity to meet all operating requirements, and

IT IS HEREBY RESOLVED THAT the authority for administration of the investment program is delegated to the Supervisor, who should establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a data base or records incorporating description and amounts of investments, transaction dates, and other relevant information, and regulate the activities of subordinate employees. All participants in the investment process shall seek to act responsibly, as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Town of St. Armand to govern effectively, and

IT IS FURTHER RESOLVED that it is the policy of the Town of St. Armand to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling, and



IT IS FURTHER RESOLVED that the policy for the Town of St. Armand for all moneys collected by any officer or employee of the Town is to be transferred to the appropriate Town official within two days for deposit, or, within the time period specified by law, and

IT IS FURTHER RESOLVED, that the Supervisor is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly, and are managed in compliance with applicable laws and regulations, and

IT IS FURTHER RESOLVED by the Town Board that the designation of depositories authorized for the deposit of monies up to the legally permissible maximum amounts are; any such bank or trust company authorized by law to do business in, and having offices in the State of New York, and

IT IS FURTHER RESOLVED that in accordance with the provisions of General Municipal Law Section 10, all deposits of the Town of St. Armand, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance shall be secured:

a collateralizing of Deposits.

1. By a pledge of "eligible securities" with an aggregate "market value" as provided by General Municipal Law Section 10, equal to the aggregate amount of deposits from the categories designated in Section C., Permitted Investments of this policy, or
2. By an eligible "irrevocable letter of credit" issued by a qualified bank other than the bank with the deposits in favor of the Town for a term not to exceed 90 days with an aggregate value equal to 140% of the aggregate amount of deposits and the agreed upon interest, if any. A qualified bank is one whose commercial paper and other unsecured short-term debt obligations are rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization or by a bank that is in compliance with applicable federal minimum risk-based capital requirements, or
3. By an eligible surety bond payable to the Town for an amount at least equal to 100% of the aggregate amount of deposits and the agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims-paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations.

B. Safekeeping and Collateralization.

Eligible securities used for collateralizing deposits shall be held by the depository and/or a third party bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure local government deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events which will enable the local government to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the Town, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Town of St. Armand or its custodial bank. The custodian agreement shall provide that securities held by the bank or trust company, or agent of and custodian for the Town will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the Town a perfected interest in the securities. C. Permitted Investments.

As authorized by General Municipal Law Section 11, the Town of St. Armand authorizes the Supervisor to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

1. Special time deposit accounts,
2. Certificates of Deposit,

All investment obligations shall be payable or redeemable at the option of the Town of St. Armand within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided.

D. Authorized financial institutions.

The Town of St. Armand should maintain a list of financial institutions approved for investment purposes and establish appropriate limits to the amount of investments which can be made with each financial institution. All financial institutions with which the Town conducts business must be credit worthy. Banks shall provide their most recent consolidated Report of Condition (Call Report) at the request of the Town Supervisor. The Supervisor is responsible for evaluating the financial position and maintaining a listing of proposed depositories, and custodians. Such listings shall be evaluated at least annually.

BE IT RESOLVED, that the Town Board of St. Armand does hereby adopt the Investment Policy renewed effective January 1, 2023 until December 31, 2023.

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: January 18, 2023

Barbara J. Darrah  
St. Armand Town Clerk

RESOLUTION # 11 OF 2023

TOWN OF ST. ARMAND’S ACKNOWLEDGEMENT OF  
AUDIT CONDUCTED ON TOWN SUPERVISOR’S  
ANNUAL YEAR-END REPORT FOR 2022

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

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

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

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

THEREFORE, BE IT RESOLVED, that the Town Board acknowledges an audit of the Town Supervisor’s report for the Town of St. Armand for 2022 was completed during the month of January 2023, and

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

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: January 18, 2023

Barbara J. Darrah  
St. Armand Town Clerk

RESOLUTION # 12 OF 2023

TOWN OF ST. ARMAND TOWN BOARD’S ACKNOWLEDGEMENT OF  
ANNUAL AUDIT CONDUCTED ON TOWN JUSTICE FUNDS AND  
RECORDS

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

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

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

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

THEREFORE, BE IT RESOLVED, that the Town Board acknowledges an audit of the Justice Court Fund for the Town of St. Armand for 2022 was completed during the month of January 2023, and

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

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

Dated: January 18, 2023

Barbara J. Darrah  
St. Armand Town Clerk

Councilperson Stephanie Mikesell, who moved its adoption, offered the following Resolution:

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

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

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

THEREFORE, BE IT RESOLVED, that the Town Board acknowledges an audit of the Town Clerk’s Report for the Town of St. Armand for 2022 was completed during the month of January 2023, and

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

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: January 18, 2023

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

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

WHEREAS, The New York State Office of Children and Family Services Executive Law 420, Article 16, requires the yearly appointment/reappointment of a person to act as a representative on the County Youth Board/Planning Committee take place, and

WHEREAS, also in Executive Law 420, Article 15, a municipality receiving office of Children and Family Services Funds must appoint a Youth Commission,

NOW THEREFORE, BE IT RESOLVED, that the Town of St. Armand appoints

Town Supervisor Davina Winemiller

To act as the Official Representative for the Town of St. Armand on the Essex County Youth Board/Planning Committee and that:

Deputy Supervisor Karl Law shall act as her alternate, and

BE IT FURTHER RESOLVED, that the Town Board of the Town of St. Armand appoints the following to serve on the Youth Commission for the Town of St. Armand:

Stephanie Mikesell, 477 Park Ave., Saranac Lake, NY 12983, stephaniebolduc@gmail.com  
860-965-4733

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

AND, all of the above-named individuals are employed by the Town of St. Armand, AND

ALSO, BE IT FURTHER RESOLVED that the Town Board of the Town of St. Armand authorizes the Director of the Essex County Youth Bureau to sign amendments of no increase/no decrease in State Aid for said municipality, and that the Director of the Youth Bureau has agreed to return copies of the amendments to the municipality, AND

BE IT FURTHER RESOLVED that the Clerk of this Board shall submit a copy of this Resolution to the Essex County Youth Bureau, Essex County Government Center, Elizabethtown, NY 12932.

This Resolution was duly seconded by 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: January 18, 2023

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

RESOLUTION # 15 OF 2023

TOWN OF ST. ARMAND  
YOUTH COMMISSION FUNDS

Councilperson Stephanie Mikesell, who moved its adoption, offered the following Resolution:

WHEREAS, the Town Board of the Town of St. Armand has decided to partner their youth service program(s) with the Town of Harrietstown, and

WHEREAS, the Town Board of the Town of St. Armand has approved the appointment of its Youth Commission members, and

WHEREAS, the Youth Commission has been authorized to expend enough funds to cover the 50/50 match required by the New York State Office of Children and Family Services,

THEREFORE, BE IT RESOLVED that the Town of St. Armand Town Board hereby approves the 2023 application and authorizes the Youth Commission to expend enough funds for the 2023 youth services program(s), and

BE IT FURTHER RESOLVED, that the Town Clerk send a copy of this Resolution to the Essex County Youth Bureau, 7533 Court Street, Elizabethtown, NY 12932.

This Resolution was duly seconded by 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: January 18, 2023

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Barbara J. Darrah  
St. Armand Town Clerk

RESOLUTION # 16 OF 2023

TOWN OF ST. ARMAND  
LEASE OF POLL SITE FOR 2023

Councilperson Stephanie Mikesell, who moved its adoption, offered the following Resolution:

WHEREAS by Resolution of the Town Board of the Town of St. Armand does hereby duly authorize Town Supervisor Davina Winemiller to execute the Contract with the Essex County Board of Elections for the purpose of leasing the Town Hall as a poll site, in consideration of \$1.00 per election event, for the calendar year 2023.

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

Dated: January 18, 2023

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

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

WHEREAS by Resolution of the Town of St. Armand, the Town Board hereby duly authorizes Town Supervisor Davina Winemiller to execute the Contract agreement with Adirondack Regional Airport for services to begin January 1, 2023 through December 31, 2023, and

THEREFORE, BE IT RESOLVED THAT the total sum of \$2500.00 for such 2023 contract is to be paid to the Adirondack Regional Airport no later than February 1, 2023.

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

Dated: January 18, 2023

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

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 sign the contract with Tri-Lakes Humane Society for the year 2023, and

WHEREAS the Tri-Lakes Humane Society will be the duly authorized agent for domestic animal control in the Town of St. Armand, and

WHEREAS the Town of St. Armand agrees to pay the amount of \$3,152.00 for the year of 2023 for such services January 1, 2023 through December 31, 2023, payable on the first business day (Regular Board Meeting) of January 2023.

NOW THEREFORE, LET IT BE RESOLVED that the Town Board for the Town of St. Armand agrees to the current adoption fees and other rules and regulations of Tri-Lakes Human Society with regard to domestic animal control.

This Resolution was duly seconded by Sheridan Swinyer, 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: January 18, 2023

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

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

WHEREAS, a Resolution of the Town Board of the Town of St. Armand, authorizing Town Supervisor Davina Winemiller to execute the 2023 Fire Contract with the Village of Saranac Lake, and

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

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

for 2023.

NOW, THEREFORE, LET IT BE RESOLVED that the Town Board for the Town of St. Armand shall abide by the Fire Contract Agreement for January 1, 2023 through December 31, 2023, in the amount of \$28,271.94 payable by February 1, 2023.

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

Dated: January 18, 2023

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Barbara J. Darrah  
St. Armand Town Clerk

RESOLUTION # 20

AUTHORIZATION TO SIGN ADIRONDACK PARK  
LOCAL GOVERNMENT REVIEW BOARD AGREEMENT  
2023 IN THE AMOUNT OF \$300.00 FOR TOWNS

\*\*\*\*\* RESOLUTION # 20 WAS CANCELLED ONE DAY PRIOR TO TOWN BOARD MEETING BY TOWN  
SUPERVISOR DAVINA WINEMILLER ON JANUARY 17, 2023. \*\*\*\*\*

\*\*\*\*\* END \*\*\*\*\*

RESOLUTION # 21 OF 2023

AUTHORIZATION FOR ST. ARMAND TOWN  
SUPERVISOR TO SIGN 2023 ESSEX COUNTY  
AGREEMENT FOR SNOW AND ICE ON  
COUNTY ROADS - DPW – 23-0049

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

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

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

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

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

THEREFORE, LET IT BE RESOLVED, the Town Board of the Town of St. Armand authorizes Town Supervisor Davina Winemiller to execute and sign the Agreement for Control of Snow and Ice on Essex County Roads in the Town of St. Armand for the contract term beginning January 1, 2023 and expiring on December 31, 2023.

BE IT FURTHER RESOLVED, the total compensation to be paid by the County to the Town during the year 2023 shall be \$70,369.42, with said sum to be paid in three installments: \$23,456.47 on the first day of March 2023, \$23,456.47 on the first day of June 2023, and \$23,456.48 on the first day of September, 2023.

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: January 18, 2023

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

TOWN OF ST. ARMAND TOWN BOARD AUTHORIZATION TO USE YOUTH FIELD AND APPROVAL OF USE OF ROOST FUNDS FOR THE ST. ARMAND YOUTH TASK FORCE IN HOSTING THE BLOOMINGDALE BENDER POND HOCKEY TOURNAMENT ON FEBRUARY 18, 2023.

Councilperson Stephanie Mikesell, who moved its adoption, offered the following Resolution:

WHEREAS, the St. Armand Youth Task Force would like to host the “Bloomingdale Bender Pond Hockey Tournament” on February 18, 2023 at the Youth Field, 15 Roosevelt Lane, Bloomingdale, NY, and

WHEREAS, the Youth Task Force is requesting the Board’s permission and support of this venture, and

WHEREAS, the Hockey Tournament will feature games for both children, teens and adults. The teams will play on the Hockey Rink and

WHEREAS the cost for teams will be \$40.00 per team and the first place winner in both categories will receive a cash prize of \$100.00, and

WHEREAS they are requesting a donation from the ROOST Funds in the amount of \$1,600.00, which is an estimated amount for hosting the event: \$600.00 for event insurance, \$300.00 for prizes, \$200.00 for Posters/advertising, and \$400.00 for food and beverages, and \$100.00 for trophies. The purpose of the event is to assist in fundraising to build a new basketball court, two new pickleball courts and upgrades to the Youth Field for Booster games.

THEREFORE, BE IT RESOLVED, the Town Board of St. Armand hereby approves the use of the Youth Field for the Pond Hockey Tournament on February 18, 2023, and

BE IT FURTHER RESOLVED, the Town Board of St. Armand hereby approves by Resolution the Expenditure of ROOST FUNDS in the amount of \$1,600.00 for the St. Armand Youth Task Force in funding the Pond Hockey Tournament.

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	AYE
Councilperson Sheridan Swinyer	AYE

Dated: January 18, 2023

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Barbara J. Darrah  
St. Armand Town Clerk

MOTION TO PAY MONTHLY BILLS

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

- General Vouchers # 1 - # 42 in the amount of \$ 48,137.67
- Trust and Agency Vouchers # 1 - # 2 in the amount of \$ 181.00
- Highway Vouchers # 1 - # 15 in the amount of \$ 13,220.61
- Water and Sewer Vouchers # 1 - # 15 in the amount of \$ 9,336.06
- Fire Protection Vouchers # 1 - # 4 in the amount of \$ 119,757.88
- HT Grant Vouchers # 1 - #2 in the amount of \$ 18,575.00

Deputy Supervisor Karl Law made the Motion to approve payment of January’s bills; the Motion was seconded by Councilperson Sheridan Swinyer. 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 Karl Law	AYE

All in favor. Motion carried.

Barbara J. Darrah,  
St. Armand Town Clerk

MONTHLY REPORT FROM THE SUPERVISOR

Supervisor Winemiller presented the Supervisor’s Monthly Report for December 2022. Councilperson Sheridan Swinyer made the Motion to approve December’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 Donald Amell made the Motion to approve the Meeting Minutes of the Regular Board Meeting held on December 20, 2022. The Motion was seconded by Deputy Supervisor Karl Law. All in favor. Motion carried.

TOWN CLERK’S MONTHLY REPORT

Town Clerk Barbara Darrah reported the following revenue collected from the Town Clerk for the Month of December 2022:

Dog Licenses (2): 2 MN	\$ 14.00
Certified Death Certificates (5)	<u>\$ 50.00</u>
Total Revenue:	\$ 64.00

Total Checks Written:

Town Supervisor: General \$ 12.00 B fund \$ 50.00      NYS Dept. of Agric. & Mkts. \$ 2.00

WATER AND SEWER BILLING MONTHLY REPORT:

The 1<sup>st</sup> quarter billing (October 1 – December 31, 2022) was delayed slightly due to Book 4 readings needing to be completed. Hopefully the bills will be processed this coming weekend and in the mail by January 23, 2023. An audit was conducted on credit balances and adjustments will be presented to the Board for review at February’s meeting.

OLD BUSINESS

Fawcett Property - Mr. Fawcett is adamant that the APA requirement should not exist and he does not wish to proceed at this time.

Saranac Lake 3P Race Event – The Town Board previously moved a Motion to approve the 3P race in March.

Youth Building Update – The Snack Shack is complete and looks great. Supervisor Winemiller described the skate wall that Doug Snickles and the Highway crew built to hold the skates safely. There is internet and the Youth Task Force is working on getting a card reader so cards can be taken at the snack shack. Approval was received by the Board of Health.

Robo Call Program Update – Supervisor Winemiller reached out to the Essex County Emergency Services and they are in the process of getting a new Robo Call service. As soon as it is up and running, they will contact Town Supervisor Winemiller, and we will work on updating our contact list.

Reminder - Special Board Meeting on Wednesday, February 1<sup>st</sup> at 5:30 pm, for establishing the Rockledge Sewer District. The Town received a petition with 80% of the residents.

NEW BUSINESS

Verizon Cell Tower Lease – We have a lease with Verizon for our cell tower. They are currently paying \$1,668.00 per month. A letter was received stating that they wanted to drop it to \$1200.00 and extend it to a 5-year lease. Winemiller stated she gets weekly emails and phone calls from other carriers wanted to buy the lease. Discussion ensued. It was determined the Town would ask for \$2,000.00 a month for three years.

Volunteer Firefighter/Ambulance Worker Property Tax Exemption – Tax Law RPTL 466 – New York State is looking for us to pass this law. The problem is if someone takes this exemption, then they don’t qualify for the \$250.00 tax exemption. It is riddled with problems. Some towns have 3 different Fire districts and if the person lives in one fire



district, but volunteers in another Fire District, they don't qualify for the exemption where they live. Supervisor Winemiller, Town Assessor Tim Burpoe, and Tim Woodruff are going to meet to discuss it further. A lot of the pressure to decide who gets the exemption falls upon the Fire Chiefs.

Proposal for our Youth Building Addition and Gazebo – Supervisor Winemiller stated when Billy Jones came to visit the Town, and she pointed out the Youth Building is not handicap-accessible. A handicap bathroom should be installed and making the entire building bigger both ways and possibly adding a second floor for lockers for the boosters. Supervisor Winemiller asked the Board if she could pursue it. She stated it would just be to see what they could do. The Board agreed on a handicapped bathroom and the stairs and extending the back wall. Councilperson Sheridan Swinyer expressed there needs to be something for the smaller children. He felt there really wasn't much there for them to do. The Board agreed the playground needed some updating.

Approval to post ad for vacant Meter Reader position – discussion ensued and it was determined to offer it to current Town employees first and if they are not interested, then we will go ahead and advertise the position.

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

Councilperson Donald Amell brought up the project of purchasing the well fields from Paul Smiths. Winemiller re-mailed the packet to the interim President and she has not heard from him, yet.

There were no other questions, comments or concerns.

#### MOTION TO MOVE INTO EXECUTIVE SESSION

Councilperson Sheridan Swinyer made a Motion to move into Executive Session for the purpose of a legal matter. The Motion was seconded by Councilperson Stephanie Mikesell. The Executive Session began at 8:22 pm.

#### MOTION TO ADJOURN EXECUTIVE SESSION

Deputy Supervisor Karl Law made a Motion to adjourn the Executive Session. The Motion was seconded by Councilperson Donald Amell. The Executive Session ended at 9:13 pm.

#### MOTION TO ADJOURN REGULAR BOARD MEETING

Councilperson Sheridan Swinyer made the Motion to adjourn the Regular Board Meeting. The Motion was seconded by Councilperson Stephanie Mikesell. The Regular Board Meeting adjourned at 9:14 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: January 18, 2023

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Barbara J. Darrah  
St. Armand Town Clerk