

Town of St. Armand
Regular Board Meeting
Wednesday, February 22, 2023
6:30 pm

These Meeting Minutes were approved by the St. Armand Town Board on March 21, 2023.

A 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, Councilperson Stephanie Mikesell and Councilperson Sheridan Swinyer were all in attendance. Councilperson Donald Amell attended on-line due to illness.

A quorum of the Board was in attendance.

TOWN EMPLOYEES PRESENT: Wastewater Superintendent Joshua Woodruff and Town Clerk Barbara Darrah.

TOWN EMPLOYEES EXCUSED:

Deputy Supervisor Karl Law was excused from the meeting due to work shift. Highway Superintendent Doug Snickles and Water Superintendent Cory Skiff were excused due to plowing throughout the night.

GUESTS FROM THE COMMUNITY: Sandy Hayes and Warrene McCarthy attended in person and Josh Colby attended (on-line).

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

Supervisor Winemiller reported on the Highway Department and Water Department Reports.

HIGHWAY DEPARTMENT MONTHLY REPORT

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

Town of St. Armand Highway Report for the February 22, 2023 Board Meeting

- 1) The new one-ton is here and we placed the Town decals and added lights. It is in use currently.
- 2) We are plowing or sanding every day.
- 3) We have received two estimates for a generator to run the garage when the power is out.
Both estimates are around \$10,000. I am waiting on a price for solar panels.
- 4) The 2013 one-ton and excavator are on the auction site.
- 5) All sidewalks are picked up.
- 6) All ditches are dug out so water can run when we get a thaw.
- 7) We had to replace a couple lines in the sidewalk tractor that were rotted, so the tractor was down for three days.

Supervisor Winemiller reported Doug Snickles received the quotes on the generator estimates to run the garage when the power went out. The quotes ran about \$10,000 each. Davina and Doug discussed the quotes and also thought that installing solar panels might prove cost effective. Davina reached out to Nancy Bernstein of ANCA, and Jim Ammon of Adirondack Solar. Davina and Doug are waiting for prices on the Solar Panel proposal. Davina stated the Town may be able to get a grant for this project.

There were no questions regarding the Highway report.

WATER DEPARTMENT REPORT

Water Report for the February 22, 2023 Town Board Meeting
Submitted by Cory Skiff

1/4/23: Monthly samples to Lab.
Monthly report to Health Department

1/06/23: Reviewed Books 1, 2 and 3 Quarterly readings for Barb

1/14/23: Finished review of Book #4 for Barb

Davina Winemiller reported we received a quote from Control Systems Integration for repairing/replacing the standpipe transmitter and meter are failing and are no longer made. This is part of the telemetry system and needs to be replaced. This is critical to be repaired. It is a specialized job and Control Systems Integration, Arvid Abrams, is qualified to repair. Winemiller asked for a Motion for \$2,615 to fix the telemetry.

MOTION:

Councilperson Stephanie Mikesell, made a Motion to approve fixing the Telemetry for \$2,615 with no budget amendment at this time. The Motion was seconded by Councilperson Sheridan Swinyer. All in Favor. Motion carried.

There were no questions regarding the Water Report.

WASTEWATER DEPARTMENT REPORT

Wastewater Superintendent Joshua Woodruff presented the following report to the Board at the February 22, 2023 Board Meeting.

Town of St. Armand Wastewater Department Report for the February 22, 2023 Town Board Meeting
Submitted by Joshua Woodruff, Wastewater Superintendent

- 1 - Did daily sampling, walk through meter checks, recorded all the data.
- 2 - Did Daily, weekly, and monthly maintenance task.
- 3 - I have begun to clean out the OLD wastewater plant building. (filled with lagoon spare parts.)
- 4 - Repaired a piece of fascia on back of the WWTP.
- 5 - Prepared plant for DEC inspection. (Feb16)
- 6 - Inflow/Infiltration summer Plan

Joshua reported he has been cleaning out the office and filing paperwork. Josh stated he would like to build a little building over the clarifier to test the sludge depths. An in-house built structure over the top of the clarifier will keep some of the heat in. There are two clarifiers and that is where the chemicals are added in. In the winter, they often freeze up. Josh stated he is sorting through the parts that are in the trash to ensure there are no working parts in the pile.

Davina Winemiller suggested Josh send an email to Todd Hodgson regarding building a cover over the clarifiers to make sure there is not a reason they are not covered.

Josh reported he is working on the ice rink and the weather appears to be the best it has been for the winter.

There were no questions regarding the Wastewater Report.

CODE ENFORCEMENT REPORT

Submitted by Rodger Tompkins for the February 22, 2023 Board Meeting – Report completed on February 16, 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: 0
- Stop Work Orders Issued Since Last Report: 0
- Demolition Permits Issued Since Last Report: 0
- Solar PVS Permits Issued Since Last Report: 0
- 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: \$0
- 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: \$0
- Total amount of fees collected via Code Office for the year 2023: \$50.00

I have continued to perform inspections and follow up with open Code Violations and open Building Permits. I completed inspections of multi-unit long-term rentals in St. Armand. These inspections will be due again in February 2026.

TOWN JUSTICE REPORT

St. Armand Town Court Report for January 2023

Total fines and surcharges collected for the month of January 2023: \$854.00

Total collected year-to-date: \$854.00

Total parking fines for January 2023: \$200.00

Total parking fines year-to-date: \$200.00

The court requests a Resolution to officially name the new courtroom the “Hon. Russell G. Slingerland Courtroom”. A plaque has already been made, along with the judge’s portrait to be hung at the entrance of the courtroom. The court would like to see an official dedication ceremony with a ribbon-cutting by a member of the Slingerland family, when we are ready to start using the facility.

There were no questions regarding the Town Justice Court Report.

HISTORIAN ANNUAL REPORT

Town of St. Armand, Historian Report for 2022 (written Feb. 7, 2023)

The year 2022 brought a large measure of calm and normalcy back to in the Town of St. Armand after the Covid-19 pandemic disruptions of 2020 and 2021.

This was a lively and interesting year for the Town Historian. My efforts included:

1. Corresponding with Allan Schrage of Bloomingdale about an old Bloomingdale photo in his possession.
2. Receiving a shadow box (a sort of 3-D picture frame) ordered by the Town Supervisor and Town Clerk for use in displaying a historical Bloomingdale baseball uniform.
3. Installing foam core board (my donation) in the back of the shadow box to receive the uniform. Phone conversations with Artie and Norma Niederbuhl brought to light the fact that the child’s baseball uniform donated by Artie and Norma was not worn by Artie himself, but by the late Pat Finnegan. Artie and Norma filled me in on the details they knew, then sent me to Sandy Hayes for more detail and background. Sandy searched his archives and provided box scores of games in which Pat Finnegan had played and worn the uniform. I spray-mounted copies of the clippings and also spray-mounted explanatory text I wrote and printed. These I mounted in the case with the uniform. I delivered the shadow box with exhibit inside to Town Hall during the summer.
4. Responding to a research request from Mary Arnott about the Lathrop family that lived in Bloomingdale c. 1830-1860. Correspondence began in June and finished, at least for the moment, in September.
5. Taking photographs of the Franklin Falls Cemetery on May 14.
6. Taking photographs of the Brookside Cemetery on December 9.
7. Responding to a request by the Town Supervisor for a photograph of Nathaniel Goodspeed. I contacted Michele Tucker at the Adirondack Room of the Saranac Lake Free Library for help, but to no avail. Internet research including searches on our thorough Local Wiki site also failed to turn up an image. It’s possible one does not exist.
8. Responding to a request by Dorothy Waldt for information about an old house on Trudeau Road recently purchased by Mrs. Waldt and her husband. I was not able to provide the details she sought but made suggestions for ways to find relevant information in Essex County archives.
9. Responding to a request from Norma Howard who was seeking a photo of Callaghan’s Drug Store in Bloomingdale. This led me to a search of historical files in the Town archive, a consultation with Michele Tucker at the SL Free Library, a several hour search through a collection of historical photos kindly shared by Don Amell a few years back, and a fruitful conversation with Sandy Hayes. Sandy worked in the store and confirmed that it was previously known as Baldwin’s Drug Store. I was able to supply Norma with a scan of the photo she sought.
10. This was a year I gave considerable thought to future projects that might prove useful to the Town. One is creating a photographic record of the Town as it looks today; this effort is in progress as I shoot images as time permits. The other would be to publish a small book about the history of the Town. I’ve been in discussions with my friend Jack Sanders, Town Historian in Ridgefield, CT, who has published several books on local history. My skills as writer and photographer would be well suited to such an effort. I will proceed as time permits.

The Town Historian would like to thank the Town Council, Town Supervisor, Town Clerk, Highway Superintendent, and all others who contributed to making this year for St. Armand a generally safe and productive one.

Respectfully submitted, February 7, 2023

Ed Kanze, St. Armand Historian

TAX COLLECTOR’S WARRANT

Tax Collector Nancy Heath reported she has collected the Tax Warrant for 2023 and forwarded to the Town.

RESOLUTIONS # 23 - # 30 OF 2023

RESOLUTION # 23 OF 2023

TOWN OF ST. ARMAND TOWN BOARD'S
SUPPORT OF THE SNOWMOBILE TRAIL AND
DEVELOPMENT AND MAINTENANCE FUND

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

WHEREAS, snowmobiling is a key contributor to the Town of St. Armand's winter tourism industry, bringing significant spending by snowmobiling supporting our restaurants and small businesses, and contributes up to \$868 million annually to the Upstate New York economy; and

WHEREAS, Essex County snowmobile clubs maintain miles of trails throughout the County, and 10,500 miles of trails statewide; and

WHEREAS, the maintenance of the snowmobile trails in the Town of St. Armand is completed almost entirely by volunteers who are members of snowmobile clubs; and

WHEREAS, we must ensure that the Town of St. Armand's snowmobile trail infrastructure is in a condition to welcome snowmobilers and that the trails are as safe and well maintained as they can be, and

WHEREAS, since 1987, the New York State Snowmobile Trail Development and Maintenance Funds has been utilized by municipalities and their snowmobile club partners to properly groom and maintain their local snowmobile trails, including through the purchases of necessary equipment; and

WHEREAS the Snowmobile Trail Development and Maintenance Fund is full funded through the registration of snowmobilers participating in the sport, and has no general assessment on taxpayers; and

WHEREAS, the snowmobile community, including the New York State Snowmobile Association, and the clubs in the Town of St. Armand have requested an increase in the snowmobile registration fees to support trail maintenance; and

WHEREAS, there has not been a registration fee increase for snowmobiles since 2005, while there have been registration fee increases in surrounding state; and

WHEREAS, there is significant inflation throughout the country, including on critical machinery needed to main the trails; and

WHEREAS, the Town of St. Armand supports the snowmobiling community and the economic impact that snowmobiling has our businesses and people;

NOW THEREFORE, BE IT RESOLVED, that the Town Board of the Town of St. Armand, Essex County, respectfully requests that the Governor and Legislature support increases to snowmobile registration fees that will in turn create more financial support for the Snowmobile Trail Development and Maintenance Fund, the utilization of which supports critical winter tourism in the Town of St. Armand.

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	ABSENT
Councilperson Donald Amell	AYE
Councilperson Stephanie Mikesell	AYE
Councilperson Sheridan Swinyer	AYE

Dated: February 22, 2023

Barbara J. Darrah
St. Armand Town Clerk

RESOLUTION # 24 OF 2023

TOWN OF ST. ARMAND TOWN BOARD AUTHORIZATION
TO USE CARES ACT FUNDS FOR THE TOWN HIGHWAY
DEPARTMENT'S PURCHASE OF A ROAD SANDER AND
SANDER LIGHTS FOR THE NEW ONE-TON TRUCK

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

WHEREAS, the St. Armand Highway Department recently purchased a new 2023 one-ton truck for use on the Town roads, and

WHEREAS, the Road Sander and Sander lights were not included in the original purchase price of the vehicle,
And

WHEREAS, the above items are necessary in the productivity and usefulness of the new vehicle, and

WHEREAS, the fund balance in the Cares Act Funds allows for the purchase of these items;

NOW THEREFORE, BE IT RESOLVED, the Town Board of the Town of St. Armand hereby approves and authorizes the use of Cares Act Funds in the amount of \$ 7050.00, and

BE IT FURTHER RESOLVED, a Motion previously approving the use of Cares Act Funds in the amount of \$7,050.00 was accepted at the January 18, 2023 Regular Board Meeting with this Resolution to follow in the February 22, 2023 Regular Board Meeting.

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	ABSENT
Councilperson Donald Amell	AYE
Councilperson Stephanie Mikesell	AYE
Councilperson Sheridan Swinyer	AYE

Dated: February 22, 2023

Barbara J. Darrah
St. Armand Town Clerk

RESOLUTION # 25 OF 2023

AUTHORIZATION FOR ST. ARMAND TOWN SUPERVISOR TO SIGN 2023 ESSEX COUNTY AGREEMENT FOR MAINTENANCE OF COUNTY ROADS DPW-23-0079

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

WHEREAS, the Agreement for Maintenance of County Roads between the parties 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, based upon actual costs, and

WHEREAS, the Contract term of this agreement is from January 1, 2023 through December 31, 2023, 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 Maintenance of Essex County Roads in the Town of St. Armand for the contract term beginning January 1, 2023 and expiring on December 31, 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	ABSENT
Councilperson Donald Amell	AYE
Councilperson Stephanie Mikesell	AYE
Councilperson Sheridan Swinyer	AYE

Dated: February 22, 2022

Barbara J. Darrah
St. Armand Town Clerk

RESOLUTION # 26 OF 2023

TOWN OF ST. ARMAND WATER ADJUSTMENT ALLOWANCE FOR TEMPORARY WATER USAGE

(200 GALLONS) FOR FRIGID TEMPERATURES
PREDICTED FOR FEBRUARY 3rd TO FEBRUARY 4th, 2023

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

WHEREAS, due to the frigid temperatures predicted for Friday, February 3rd through Saturday, February 4th, 2023, Water Superintendent Cory Skiff advised Supervisor Davina Winemiller that residents should be advised to run their water overnight to avoid freezing pipes; and

WHEREAS, Supervisor Winemiller made a calculation that 200 gallons would be used for running a pencil-sized stream overnight; and

WHEREAS, Supervisor Winemiller contacted all members of the Town Board advising them of the situation; and suggesting the Town give customers a credit of 200 gallons on their water usage; in order to accommodate running their water to prevent freezing pipes; and

WHEREAS, the Town Board made the determination that residents should be advised to run their water overnight to prevent freezing and receive 200 gallons of water and sewer usage credit on their next bill. Supervisor Winemiller posted a notice as above on the Bloomingdale Neighborhood Facebook page on February 3, 2023.

THEREFORE, BE IT RESOLVED, the Town Board of the Town of St. Armand hereby approves that all customers using the St. Armand Water District will receive a water and sewer usage credit on their 2nd Quarter Bill (January 1 – March 31, 2023) in the amount of 200 gallons.

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	ABSENT
Councilperson Donald Amell	AYE
Councilperson Stephanie Mikesell	AYE
Councilperson Sheridan Swinyer	AYE

Dated: February 22, 2023

Barbara J. Darrah
St. Armand Town Clerk

RESOLUTION # 27 OF 2023

TOWN OF ST. ARMAND TOWN BOARD ACKNOWLEDGEMENT
AND AUTHORIZATION FOR DISPOSAL OF TOWN OF
ST. ARMAND RECORDS IN ACCORDANCE WITH THE
NYS LGS-1 SCHEDULE 2020 PER ATTACHED CHARTS.

Councilperson Stephanie Mikesell, 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 January 22 – February 21, 2023 by the Records Management Officer, of records boxed and stored in the Records Room, the following records have been identified for Disposition in accordance with the LGS-1 Sections as follows:

Fiscal

Box F16-001	Highway Vouchers: January – December 2016	Destroy Date Schedule: 2023
	Highway Outside Vouchers: Jan. – Dec. 2016	Destroy Date Schedule: 2023
Box F16-002	General Vouchers: January – December 2016	Destroy Date Schedule: 2023
Box F16-003	Water and Sewer Vouchers: Jan. – Dec. 2016	Destroy Date Schedule: 2023
Box F16-004	Budget Preparation Files 2015, 2016	Destroy Date Schedule: 2023
Box F16-005	Bank Reconciliations, W&S Receipts 2016	Destroy Date Schedule: 2023
Box F16-006	Revenue: Receipts, CEO, Dog Licenses, W&S	Destroy Date Schedule: 2023
Box PR16-001	Subsidiary Payroll Registers 2015, 2016	Destroy Date Schedule: 2023

W&S

Box W&S 1	W&S Billing, Adjusts, Stubs, Relevy - 2016	Destroy Date Schedule: 2023
Box W&S 2	W&S Billing, Adjusts, Stubs, Relevy – 2015	Destroy Date Schedule: 2023

Town Clerk

Box TC Box 1	2016 Town Clerk Official Records: 2016 Board Meeting files, Agendas, Reports: Town Supervisor, Departmental, Town Clerk, Marriage, Dog Licenses	Destroy Date Schedule: 2023
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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 Sheridan Swinyer, and approved by Roll Call Vote as follows:

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

Dated: February 22, 2023

Barbara J. Darrah
St. Armand Town Clerk

RESOLUTION #28 OF 2023

AUTHORIZATION FOR TOWN SUPERVISOR TO SIGN THE SHARED SERVICES AGREEMENT FOR CODE ENFORCEMENT OFFICER WITH THE TOWN OF BRIGHTON AND THE TOWN OF FRANKLIN

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

WHEREAS, the Town Board of the Town of St. Armand and the Town of Brighton and the Town of Franklin share the same Code Enforcement Officer, Rodger Tompkins, as their appointed Code Enforcement Officer, and

WHEREAS, the aforementioned municipalities have the power and authority to contract with other municipalities, for the Purpose of sharing materials, supplies and training for the purpose of aiding the Code Enforcement Officer in the Performance of his duties and provide a cost savings by maximizing the effective utilization of all three towns' resources, and

WHEREAS, annual dues to the State of New York, class fees software updates, and in addition, the Town of Brighton's CEO's laptop, and the Town of St. Armand CEO's Tracfone airtime would be shared under the shared services agreement.

THEREFORE, BE IT RESOLVED, the Town Board of the Town of St. Armand hereby authorizes Town Supervisor Davina Winemiller to enter into and sign the Inter-Municipal agreement between the Town of Brighton and the Town of Franklin, both in Franklin County and the Town of St. Armand in Essex County.

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	ABSENT
Councilperson Donald Amell	AYE
Councilperson Stephanie Mikesell	AYE
Councilperson Sheridan Swinyer	AYE

Dated: February 22, 2023

Barbara J. Darrah
St. Armand Town Clerk

RESOLUTION # 29 OF 2023

TOWN OF ST. ARMAND TOWN BOARD'S AWARD FOR AUCTION INTERNATIONAL'S BID ON THE 2013 FORD F550 1 TON DUMP TRUCK WITH PLOW AND SANDER

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

WHEREAS, the Town of St. Armand submitted the Town Highway's 2013 FORD F550 1 Ton dump truck with plow and sander, as an Online Bid through the Auctions International Bid site, and

WHEREAS, through the Online Bid process, several bids were received with the highest bid received at \$25,300.00 from Auction International for the aforementioned vehicle from Auction.

THEREFORE, LET IT BE RESOLVED that the Town Board of the Town of St. Armand hereby awards Auctions International as the authorized vendor bidder in the amount of \$25,300.00 for the Town Highway's 2013 Ford F550 1ton dump truck with plow and sander.

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	ABSENT
Councilperson Donald Amell	AYE
Councilperson Stephanie Mikesell	AYE
Councilperson Sheridan Swinyer	AYE

Dated: February 22, 2023

Barbara J. Darrah
St. Armand Town Clerk

RESOLUTION # 30 OF 2023 TOWN OF ST. ARMAND TOWN BOARD’S AWARD FOR BID ON
THE HIGHWAY DEPARTMENT’S 2011 JOHN DEERE 50D EXCAVATOR

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

WHEREAS, the Town of St. Armand submitted the Town Highway’s 2011 John Deere 50D Excavator as an Online Bid through the Auctions International Bid site, and

WHEREAS, through the Online Bid process, several bids were received with the highest bid received at \$50,600.00 from Auctions International, for the aforementioned vehicle from auction.

THEREFORE, LET IT BE RESOLVED that the Town Board of the Town of St. Armand hereby awards Auctions International as the authorized vendor bidder in the amount of \$50,600.00 for the Town Highway’s 2011 John Deere 50D Excavator.

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	ABSENT
Councilperson Donald Amell	AYE
Councilperson Stephanie Mikesell	AYE
Councilperson Sheridan Swinyer	AYE

Dated: February 22, 2023

Barbara J. Darrah
St. Armand Town Clerk

MOTION TO PAY MONTHLY BILLS

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

General Vouchers # 43 - # 73	in the amount of	\$ 40,970.32
Trust and Agency Voucher # 3	in the amount of	\$ 160.00
Highway Vouchers # 16 - # 31	in the amount of	\$ 110,908.97
Water and Sewer Vouchers # 16 - # 27	in the amount of	\$ 12,307.44
HT Grant Vouchers # 3 - # 6	in the amount of	\$ 1,736.77
Fire Protection Voucher # 5	in the amount of	\$ 600.00

Councilperson Stephanie Mikesell made the Motion to approve payment of February’s bills; the Motion was seconded by Councilperson Sheridan Swinyer. Deputy Supervisor Karl Law was absent. A Roll Call Vote was as follows:

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

All in favor. Motion carried.

Dated: February 22, 2022

Barbara J. Darrah,
St. Armand Town Clerk

MONTHLY REPORT FROM THE SUPERVISOR

Supervisor Winemiller presented the Supervisor’s Monthly Report for January 2023. Councilperson Donald Amell made the Motion to approve January’s Supervisor’s Report. The Motion was seconded by Councilperson Sheridan Swinyer. All in favor. Motion carried.

REVIEW AND MOTION TO APPROVE PREVIOUS MONTH’S MINUTES

Councilperson Sheridan Swinyer made the Motion to approve the Meeting Minutes of the Special Board Meeting and Regular Board Meeting both held on January 18, 2023. The Motion was seconded by Councilperson Stephanie Mikesell. 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 January 2023.

Dog Licenses (8): 2 FS, 5 MN, 1 FUS	\$ 63.00
Genealogical Search (1)	<u>\$ 22.00</u>
Total Revenue:	\$ 85.00

Total Checks Written:

Town Supervisor: General \$ 53.00 B fund \$ 22.00 NYS Dept. of Agric. & Mkts. \$ 10.00

WATER AND SEWER BILLING MONTHLY REPORT:

The 1st quarter billing Receivables as of February 22, 2023 is \$45,022.03. A deposit in the amount of \$16,499.61 will be made on February 23, 2023, bringing the Receivables down to \$28,763.86.

The Board was presented with an adjustment request for Christian Blue, 35 Main Street, asking that his 1st quarter water bill be averaged rather than estimated. At the time of the readings in January, Blue’s reader read “needs programming” which indicates a digital reader needs replacement. Blue was estimated for 18,400 gallons for the 1st quarter. Blue received a letter from the Water and Sewer Clerk explaining the estimate on January 23rd. He came in on February 17th and purchased an analog meter from Davina Winemiller and an analog reader from the Town. He called on February 20th to report he replaced the meter and reader and Cory Skiff, Water Superintendent verified it is working. Blue’s request for averaging his water usage rather than estimated was approved by the Town Board due to his prompt efforts in fixing the issue. Eight quarters of water usage at 35 Main Street was averaged rather than the estimated amount of 18,400 gallons.

OLD BUSINESS

Bloomington Bender Pond Hockey Tournament – Verbal Update – Rescheduled for February 25th due to weather.

Town Hall Project – Verbal Update – Supervisor Winemiller reported the construction is half-way through. The original estimate for the project is low. She had a meeting with the engineer, and grant affiliates and due to supply chain increases, etc. EFC is willing to go back to their board to request more funds from the EFC Grant. We should hear back mid-March. Winemiller continued that we still have \$70,000 in Cares Act Funds, if need be. She continued that she will have a better idea of the funds next month.

Meter Reader Position – The position was offered to any employee of the Town and no one wanted it. Supervisor Winemiller asked Water and Sewer Clerk what has transpired since then. Darrah reported the position was posted on the Town’s Facebook page and the Bloomingtondale Neighborhood Facebook page with no responses. The next step is to advertise the position in the Adirondack Daily Enterprise.

Verizon Cell Tower Lease Update – Supervisor Winemiller sent the lease to the Board Members. In their new offer, they are asking for 1,325.00 per month with a 3% increase every year and a five-year renewable lease. Currently, we are receiving \$1661.00. Elise Stefanik’s office requested copies of the letters from all towns that received the request, in order for her office to review. Supervisor Winemiller asked the Board for their input on the proposed lease.

Councilperson Donald Amell suggested we offer a 3% increase over what we are getting now. Replace their \$1325.00 with what our figure is now, plus 3%. The Board agreed to that suggestion.

Volunteer Firefighter/Ambulance Worker Property Tax Exemption is still being worked on. All the Towns are working on this. Winemiller stated she would keep the Board posted on this issue.

Youth Building Expansion – Supervisor Winemiller posted several pictures and a handout of the proposed area improvements to the Youth Field and Youth Building along with the estimated prices of each project: She contacted the ADA organization and Congressman Billy Jones and both were willing to look at supporting the projects. Supervisor Winemiller stated she was basically asking the Board’s permission to seek funding for the projects.

Councilperson Sheridan Swinyer suggested the projects be prioritized. The Board agreed and discussion ensued as to the order of priorities:

- The first project the Board would like to see completed is the Playground Area.
- The Board agreed the second priority should be the Basketball Court.
- The Board agreed the third priority should be the Pickleball Courts.
- The Board agreed the fourth priority should be the Pavilion.
- The Board agreed the fifth and final priority would be the Youth Building Expansion.

Supervisor Winemiller asked for a Motion to submit a grant application for the Youth Facility upgrades.

MOTION:

Supervisor Winemiller made a Motion for authorization to apply for and submit a grant application for the purpose of funding the proposed Youth Field and Youth Building upgrades. The Motion was seconded by Councilperson Stephanie Mikesell. Supervisor Winemiller requested a Roll Call Vote:

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

Barbara J. Darrah
St. Armand Town Clerk

Rockledge Sewer District – The next step in continuing the Rockledge Sewer District is to Review/Approve Requests for Quotes for the Map and Plan, which Supervisor Winemiller distributed to the Board. Councilperson Donald Amell asked Supervisor Winemiller who would do the work. Winemiller explained she needed to put requests for quotes for the Map and Plan on the Town’s Website, the Essex County Website, MJ Engineering, AES, and AEDA, etc. The Town Board gave approval to seek quotes. Councilperson Sheridan Swinyer asked who pays for the Map and Plan when it is completed. Discussion ensued and Supervisor Winemiller stated we can’t bill the Rockledge District until a district is created. Winemiller continued that the Town may have to borrow the money from the General Fund until the district is created, then we would bill the residents of the Rockledge District. Councilperson Donald Amell was concerned that the residents might not be aware that they would be responsible for the costs. Winemiller stated the Town was petitioned, therefore we have to move forward with the steps. As soon as we were petitioned for this district, the Town is on notice to move forward to establish this district. At the end of the process and we have a total for establishing the District, we start billing them on the land taxes. Councilperson Stephanie Mikesell mentioned that she recalls discussion that Cares Act Funds could be used for the Town’s infrastructure. Supervisor Winemiller stated we can use Cares Act Funds for this type of project. Rockledge Water Fund paid for the MJ Engineering Water Study back in 2018.

Supervisor Winemiller asked for a Motion to move forward with the Requests for Quotes.

MOTION:

Councilperson Sheridan Swinyer made a Motion to move forward with the Map and Plan Requests for Quotes for the proposed Rockledge Sewer District. The Motion was seconded by Councilperson Stephanie Mikesell. Deputy Supervisor Karl Law was absent. All in favor. Motion carried.

Short Term Rental (STR) Application, Local Law – a draft of the Short Term Rental Application and Local Law was distributed to the Board and a date was set for the next STR meeting to review the draft: March 21, 2023 at 5:30 pm.

NEW BUSINESS:

Essex County Deer Herd Protection Resolution – The Essex County Resolution for the Protection of Deer Herds was distributed at the meeting.

Village of Saranac Lake Public Hearing Notice concerning the Development Code for Emergency Service Facilities was announced and distributed.

Donation Appreciation Letters – Letters of appreciation were received from High Peaks Hospice and the High Peaks Pickleball Club for the Town’s 2023 donations.

Request for use of Youth Snack Shack – an email was sent to Supervisor Davina Winemiller for permission to use the Youth Snack Shack and Building to host a private birthday party. Discussion ensued amongst the Board, and it was determined to decline this request and future requests of this nature.

QUESTIONS, COMMENTS OR CONCERNS FROM GUESTS AND STAFF:

Supervisor Winemiller asked those in attendance if there were any questions, comments or concerns.

Sandy Hayes asked if the Transfer Station was just for St. Armand or is anyone welcome to use it. Supervisor Winemiller responded that as long as they follow the rules and use the punch tickets, anyone is welcome to use it.

The Verizon Tower Lease discussion re-surfaced and Sandy stated that Verizon could be subleasing their lease to other companies.

Warrene McCarthy asked what was going on with the proposed project down at the Wastewater Plant with the DEC Disinfection. Supervisor Winemiller responded that the Town looked into the possibility to do ground water discharge, but it was determined that there was not enough space to construct, therefore the Town was instead looking into UV Disinfection. The Town is on a list to receive up to five million dollars for this project.

There were no other questions, comments or concerns.

MOVE TO MOVE INTO EXECUTIVE SESSION

Supervisor Davina Winemiller made a Motion to move into Executive Session for a personnel matter. The Motion was seconded by Councilperson Stephanie Mikesell. The Executive Session began at 8:42 pm.

MOTION TO ADJOURN EXECUTIVE SESSION

Councilperson Sheridan Swinyer made a Motion to adjourn the Executive Session. The Motion was seconded by Councilperson Stephanie Mikesell. The Executive Session ended at 9:10 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 9:11 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: February 22, 2023

Barbara J. Darrah
St. Armand Town Clerk