

Town of St. Armand
Regular Board Meeting – 6:30 pm
Wednesday, June 21, 2023

These Meeting Minutes were approved by the St. Armand Town Board on July 18, 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, 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, Town Assessor Tim Burpoe and Town Clerk Barbara Darrah.

TOWN EMPLOYEES EXCUSED: Water Superintendent Cory Skiff and Wastewater Superintendent Joshua Woodruff were excused from the meeting.

GUESTS FROM THE COMMUNITY: Sandy Hayes and Warrene McCarthy attended in person. There was 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 then called upon the Department Heads to present their reports.

HIGHWAY DEPARTMENT MONTHLY REPORT

Town of St. Armand Highway Report for the June 21, 2023 Board Meeting
Presented by Highway Superintendent Douglas Snickles

1. We dug out the area where the new basketball court is going and leveled it with millings.
2. Burnell paved at the Youth Field and did two roads: Stephenson Lane and Mill Street.
3. We serviced the new one ton.
4. Bob Besaw had to install new brakes on the 2015 International.
5. We are starting to do road patching.
6. The mowing is all caught up.
7. We have a lot of ditching to do.
8. I am waiting on prices for new tandem.

Doug reported he is still waiting on the price for the new tandem; it tentatively stands at approximately \$315,000. We have until November to actually order it, and there could be a 5% increase by that time. The new emission standards do not come out until 2026. Supervisor Winemiller asked Doug to stop in her office the next week and the vehicle replacement schedule will be reviewed and she can report back to the Board at the next meeting. There were no other questions regarding the Highway Report.

WATER DEPARTMENT REPORT

Water Report for the June 21, 2023 Town Board Meeting
Submitted by Water Superintendent Cory Skiff

5/3/23: Monthly sample to lab

5/8/23: Monthly report to the health department

5/9/23: Installed new water readers at 812 St. Regis Ave., 42 Maple Lane, 36 Blue Spruce Way

5/11/23: Installed new water reader at 4 Union Lane

5/31/23: Tried to locate curb stop for 47 Prospect

Matt Raymond is installing the new fire hydrant at Rockledge on Thursday, June 22nd.

There were no questions regarding the Water report.

WASTEWATER DEPARTMENT REPORT

Wastewater Report for the June 21, 2023 Town of St Armand Board Meeting

Submitted by Wastewater Superintendent Joshua Woodruff

1. Daily sample Inf./eff.
2. Daily, weekly, monthly maintenance task
3. Managing duckweed in lagoon.
4. Began swapping out old diffusers in the lagoon for rebuilt diffusers.
5. Working on a summertime maintenance plan.

The summer workers have been mowing at the Wastewater Pre-treatment and Treatment properties.

There were no questions regarding the Wastewater Report.

CODE ENFORCEMENT REPORT

Code Enforcement Report for the June 21, 2023 Board Meeting – Report completed on June 13, 2023

Submitted by Code Enforcement Officer Rodger Tompkins.

New Residential Building Permits Issued Since Last Report: 2

New Sewer Line Permits Issued Since Last Report: 1

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: 2

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: 15

Total number of Residential Certificates of Completion issued for the year 2023: 6

Total number of Commercial Building permits issued for the year 2023: 1

Total number of Commercial Certificates of Completion issued for the year 2023: 1

Total number of Demolition permits issued for the year 2023: 4

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: \$160.00

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: \$0

Total amount of fees collected via Code Office for the year 2023: \$2,022.00
There were no questions regarding the Code Enforcement Report.

TOWN JUSTICE REPORT

St. Armand Town Court Report for the June 21, 2023 Town Board Meeting
Submitted by Hon. Francis Whitelaw

St. Armand Town Court Report for May 2023
Total fines and surcharges collected for the month of May 2023: \$1,397.00
Total collected year-to-date: \$3,891.83
Total parking fines for May 2023: \$50.00
Total parking fines year-to-date: \$325.00

There were no questions regarding the Town Justice Court Report.

TOWN ASSESSOR REPORT

Town Assessor Timothy Burpoe gave a synopsis of the Town's Grievance Day scheduled for May 23rd. There was no quorum present, therefore our grievance day was held on June 12th where other BAR members from the County served as the quorum. In 2022, a reassessment was done. We kept the assessment values that were done in 2022. A reassessment will be done in 2025. Other than changes in building improvements and demolitions. Essex County and the Office of Real Property have asked the Town Assessor if we are going to maintain the level of assessment values at 100% or not? We responded that we want to maintain 100% of the assessment levels. In order for us to keep the assessment role at an equal level.

Supervisor Winemiller reported that the State has determined we are at 90% and they will come in and raise it to 100% for the School taxes. The assessed value that is on our books right now is from the year before. The assessments are going to go up for a couple of more years, then we should see them come back down to more normal levels.

Tim Burpoe countered that thought, stating due to the interest rates going up and the real estate market having cooled, he does not see assessments coming back down. This is because of inflation. Sandy Hayes agreed.

Sandy Hayes asked how many members were on the grievance Board? Tim responded that there were five. Sandy continued to ask that out of five, no one showed up? Tim responded that two had conflicts and one email was changed. He continued to report that two did show up, however, two was not a quorum so the scheduled Grievance Day could not be held. Tim stated next year he would do a better job in communicating to the BAR members earlier. There were no further questions.

RESOLUTIONS # 51 - # 53 OF 2023

RESOLUTION # 51 OF 2023
** REVISION **

TOWN OF ST. ARMAND TOWN BOARD AUTHORIZATION
AND APPROVAL TO UTILIZE ROOST FUNDS IN THE
IN THE PURCHASE OF NEEDED TABLES, TENTS AND
STAGE FOR VARIOUS COMMUNITY EVENTS PER A
LETTER OF REQUEST FROM THE ST. ARMAND'S
VETERANS MEMORIAL TASK FORCE

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

WHEREAS, the St. Armand Veterans Memorial Park Task Force submitted a request for the utilization of ROOST funds in the amount of \$5,280.00 to be used in the purchase of reusable items as follows:

- Six (6) tents: (1) 16’x32’ and (5) 10’x10’
- Fifteen (15) folding picnic tables
- One staging area 16’ x 20’ x 12”

WHEREAS, the St. Armand Veterans Memorial Park Task Force would store these items in the Youth Building basement, and

WHEREAS, the items would be available for use only to the Town of St. Armand not-for-profit organizations as follows: The St. Armand Veterans Memorial Park Task Force, the St. Armand Youth Task Force, the Bloomingdale Fire Department, and the Bloomingdale Booster’s. They are not to be loaned to or used by any other entities or individuals.

THEREFORE, BE IT RESOLVED, as of this date, Resolution # 51 was revised to replace the language from “Donation of Roost Funds to the St. Armand Veterans Memorial Task Force” to “Utilization of Roost funds for the purchase of these items”.

BE IT FURTHER RESOLVED, the Town Board of the Town of St. Armand hereby approves the utilization of ROOST funds in the amount of \$5,280.00 for the purchase of the items listed above. This Resolution supersedes Resolution # 51 dated May 16, 2023.

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

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

Dated: June 21, 2023

Barbara J. Darrah
St. Armand Town Clerk

RESOLUTION #52 OF 2023

AUTHORIZATION OF ST. ARMAND TOWN BOARD
TO USE AUCTIONS INTERNATIONAL ONLINE BID SITE
TO MARKET HIGHWAY GARAGE 1989 INTERNATIONAL
WATER TRUCK

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

WHEREAS, the Town Board of the Town of St. Armand agrees that one Town Highway Garage vehicle has passed its useful life, and

WHEREAS, the Town Board agrees that the repairs to such equipment would not be cost effective, and

THEREFORE, LET IT BE RESOLVED that the Town Board hereby authorizes placement of the Highway Garage 1989 International Water Truck with the online bid auction site known as Auctions International which serves many municipalities in our area in hopes of receiving bids for this vehicle and the money received will be deposited into the Highway Department Equipment fund.

This Resolution was 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: June 21, 2023

Barbara J. Darrah
St. Armand Town Clerk

RESOLUTION #53 OF 2023

AUTHORIZATION OF TOWN BOARD OF THE TOWN OF
ST. ARMAND TO AWARD THE COMPREHENSIVE PLAN
TO THE CONSULTING FIRM OF AES NORTHEAST

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

WHEREAS, a Request for Proposal initiated a Request for Proposal for the consulting services for the St. Armand Comprehensive Plan funded in part by a 2021 Smart Growth Comprehensive Planning Grant form from the New York State Department of State, and

WHEREAS, AES Northeast is a qualifying firm, with the knowledge and experience to meet the needs of the New York State Department of State and the Town of St. Armand, and

THEREFORE, BE IT RESOLVED, The Town Board of the Town of St. Armand hereby authorizes The Town Supervisor to execute a Notice of Award and Contract for the Comprehensive Planning consultant AES Northeast with a total award, not to exceed \$44,757.60.

This Resolution was 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: June 21, 2023

Barbara J. Darrah
St. Armand Town Clerk

MOTION TO PAY MONTHLY BILLS

The payment vouchers for June's bills were presented for the Board's approval as follows:

General Vouchers # 169 - # 196 in the amount of \$ 94,099.78
Trust and Agency Voucher # 10 in the amount of \$ 178.00
Highway Vouchers # 88 - # 102 in the amount of \$ 52,458.81
Highway Outside Voucher # 1 in the amount of \$ 7,950.00
Water and Sewer Vouchers # 71 - # 87 in the amount of \$ 9,380.10
HT Grant Vouchers # 23 - # 33 in the amount of \$ 27,031.83
Fire Protection Vouchers # 7 and # 8 in the amount of \$ 600.00

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

Supervisor Davina Winemiller AYE

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

All in favor. Motion carried.

Dated: June 21, 2023

Barbara J. Darrah,
St. Armand Town Clerk

MONTHLY REPORT FROM THE SUPERVISOR

Supervisor Winemiller presented the Supervisor's Reports for May 2023. Deputy Supervisor Karl Law made the Motion to approve the reports. The Motion was seconded by Councilperson Sheridan Swinyer. All in favor. Motion carried.

REVIEW AND MOTION TO APPROVE PREVIOUS MONTH'S MINUTES

Councilperson Donald Amell made a Motion to approve the Meeting Minutes of the Special Board Meeting (STRs) held on April 20, 2023, the Regular Board Meeting held on May 16, 2023, the Special Board Meetings for Poplar Street and Rockledge Sewer Districts held on May 2, 2023, and the Special Board Meeting (STRs) held on June 7, 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 May 2023.

Dog Licenses (8): 6 FS, 1 MN, and 1 MU	\$ 63.00
Total Revenue:	\$ 63.00

Total Checks Written:

Town Supervisor: General A \$ 53.00 NYS Dept. of Agric. & Mkts. \$ 10.00

WATER AND SEWER BILLING MONTHLY REPORT:

The 2nd quarter billing due date was May 30, 2023. Late fees were applied on May 31st. To date, Receivables are \$31,995.75. Late bills will be mailed by June 5, and Water shut-offs are in effect for the season.

The NYS LIHWAP Program is currently available to assist qualified customers with their unpaid balances.

OLD BUSINESS

Moody Pond Parking Enforcement quote – Supervisor Winemiller reported she left several messages with DPW Supervisor for the No parking signs.

Poplar Street and Rockledge Sewer District - Supervisor Winemiller reported she forwarded the documents to the County Attorney for review.

Summer Help – Verbal Update – Supervisor Winemiller reported there were two applications for the Summer Help program. An Executive Session will follow to review the applications.

Town Hall Project – Verbal Update – Everything upstairs is really coming together. Supervisor Winemiller asked those present if they have a chance, to go upstairs and take a look. The lift is in and expected to be completed in the near future.

Youth Building Expansion and Playground Equipment – MOTION

Supervisor Winemiller distributed an updated proposal drawing to the Board for discussing the Youth Field and Playground. The Youth Task Force donated \$10,000.00 for upgrades to the Playground area. The quote we had was for the medium wooden arc and they no longer had that in stock, but they offered the large arc for \$764.00 more, which has two swings, the slide and rock wall and includes the finish. In addition, Supervisor Winemiller asked for the climbing tunnel for \$3,504.00, the bouncing Bee Rider for \$955.00, and the drum panel for \$2,350.00. She was also asking for (3) metal in-ground benches in the amount of \$1,950.00. The total of the additional Roost Funds request is in the amount of \$5,523.00.

MOTION: Supervisor Winemiller asked for a Motion with Roll Call Vote to approve \$5,523.00 of ROOST Funds for the above mentioned additional upgrades to the Playground. An additional \$5,000.00 is being donated by the Youth Task Force.

Councilperson Stephanie Mikesell made a Motion to approve an additional amount of \$5,523.00 in ROOST Funds to be used for the aforementioned Playground upgrades. The Motion was seconded by Councilperson Sheridan Swinyer.

All in favor. Roll Call Vote:

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

Youth Field Lighting – Supervisor Winemiller stated we would review this topic at the next meeting when Joshua Woodruff could be present.

Short Term Rental Local Law Draft – Update – Supervisor Winemiller forwarded the draft to the Essex County Attorney for his review.

NEW BUSINESS

Bloomington Methodist Church – A member of the Methodist Church in Bloomington approached Supervisor Winemiller about purchasing the church for a community center.

Solar Eclipse – April 8, 2024 – The ROOST foundation attended the Board of Supervisors meeting in Essex County to discuss the Solar Eclipse on April 8, 2024. The Town of St. Armand has the longest viewing time in the area. Karl Law suggested we allow the local businesses to participate in the celebration aspects. ROOST is asking if someone is planning a watch event, to provide food, music, etc., to keep watchers in attendance, rather than just leave. Councilperson Mikesell stated Mt. Pisgah was hosting Mud Fest and perhaps something could be held in conjunction with that. Supervisor Winemiller asked those present to think about what could be offered for this event.

Teamsters Contract – Supervisor Winemiller stated she would like to set a date for review of the Teamsters Contract earlier in the year this year, rather than wait until budget work sessions. A tentative date was discussed for a meeting before the August Board meeting: Wednesday, August 9th at 6:00 pm was suggested. Supervisor Winemiller stated she would contact Mickey, Union Representative, to see if that works for him.

Town of Huntington Voter Identification Resolution – St. Armand Town Clerk explained that she received a letter and copy of a Resolution from the Town of Huntington. The enclosed Resolution was passed at the Town of Huntington's Town Board Meeting on May 9th, 2023 with a 3-2 vote. The letter requested that the Resolution along with the letter be

Distributed to our Town Board members. The letter and Resolution was distributed to the St. Armand Town Board members at this meeting, June 21, 2023.

QUESTIONS, COMMENTS OR CONCERNS FROM GUESTS AND STAFF:

Warrene McCarthy asked when the new equipment would be in place at the Playground? Supervisor Winemiller stated she was hoping the equipment would arrive and be installed by the end of July.

Councilperson Stephanie Mikesell suggested somehow connecting Bloomingdale to snowmobile trails in order to try and draw more people here in the wintertime. Teddy's could stay open a little longer in the season to keep people coming here. Stephanie would like to discuss this idea more. Deputy Supervisor Karl Law stated he would give the contact information for Al Miner, of the Snowmobile Association, to Stephanie so she could reach out to him regarding this idea.

Councilperson Stephanie Mikesell asked about the progress on the County E911 system. Supervisor Winemiller stated she has been monitoring that topic. She stated it is taking longer due to staffing shortages at the County and the IT department, as well. She will continue to follow up with the County on this issue.

There were no questions, comments or concerns.

MOTION TO MOVE INTO EXECUTIVE SESSION

Supervisor Winemiller asked for a Motion to move into an Executive Session for a personnel matter. Councilperson Stephanie make a Motion to move into Executive Session. The Motion was seconded by Deputy Supervisor Karl Law. The Executive Session began at 7:53 pm.

MOTION TO ADJOURN EXECUTIVE SESSION

Deputy Supervisor Karl Law made a Motion to end the Executive Session. The Motion was seconded by Councilperson Stephanie Mikesell. The Executive Session ended at 8:46 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 Donald Amell. The Regular Board Meeting adjourned at 8:47 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.

Barbara J. Darrah
St. Armand Town Clerk

Dated: June 21, 2023