

Town of St. Armand  
Regular Board Meeting – 6:30 pm  
Wednesday, July 18, 2023

*These Meeting Minutes were approved by the St. Armand Town Board on August 15, 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:** Water Superintendent Cory Skiff, Wastewater Superintendent Joshua Woodruff and Town Clerk Barbara Darrah.

**EXCUSED:** Highway Superintendent Douglas Snickles was excused from the meeting.

**GUESTS FROM THE COMMUNITY:** Sandy Hayes and Warren McCarthy attended in person. Josh Colby, Kara Matthews, and Donna Whitelaw attended online.

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 July 18, 2023 Board Meeting

1. We have completed the striping on the new Pickleball courts.
2. We have begun ditching in Bloomingdale.
3. We are weed-whacking the sides of our roads.
4. We have started hauling the sand for winter.
5. We still have patching to do. The mowing is all caught up.
6. We fixed a set of guardrails on Moose Pond.
7. We helped clean out the Youth Field basement.
8. The Summer crew did some staining for the Town Hall.
9. I am meeting with the concrete rep regarding the sidewalks.

There were no other questions regarding the Highway Report.

**WATER DEPARTMENT REPORT**

WATER REPORT FOR THE JULY 18, 2023 TOWN BOARD MEETING  
Presented by Water Superintendent Cory Skiff

- 6/5/23: Monthly sample to lab  
Monthly report to health department
- 6/22/23: MJ Raymond installed a new hydrant on Rockledge
- 6/23/23: Yearly lead and copper samples to lab  
Distributed 65 water shutoff notices  
Installed new meter at the storage tank
- 6/30/23: Shutoff water at 1656 RT.3 because of a water break in the basement  
Located water line at the church across from the fire house  
Installed a water reader at 70 Maple Lane  
Mowed and trimmed the well field

There were no other questions regarding the Water Report.

**WASTEWATER DEPARTMENT REPORT**

WASTEWATER REPORT FOR THE JULY 18, 2023 Town of St Armand Board Meeting  
Presented by Wastewater Superintendent Joshua Woodruff

1. Daily sample Inf./eff.
2. Daily, weekly, monthly maintenance task
3. Managing duckweed in lagoon.
4. Added aerations diffuser to lagoon

5. Working on summertime maintenance plan.

6. Changed oil in blowers

There were no questions regarding the Wastewater Report.

Supervisor Winemiller reported she asked Cory and Josh for the quotes they received on the generators. There were two generators for Water and two generators for Wastewater. Essex County gave a quote of \$3,175.00 for generator maintenance all of the generators. Cory Skiff asked if they worked on the Caterpillar generators as well? Winemiller reported yes, they will do the maintenance work on the Caterpillar generators as well. A Motion to approve will be presented further in the meeting.

Supervisor Winemiller asked Josh Woodruff to give an update on the proposed Youth Field Lighting. Josh reported that \$3,000.00 was approved previously. The bigger LED lights would cover 1/2 the field, the skating rink and the parking lot for an additional \$3,000.00 That would include the new pole. Four big lights are \$600.00 and four small lights are \$300.00 and CED will cover the warranty.

MOTION:

Councilperson Sheridan Swinyer made a Motion to spend an additional \$3,000.00 from ROOST funds to upgrade the Youth Field lighting for a total approved \$6,000.00. The Motion was seconded by Deputy Supervisor Karl Law.

Supervisor Winemiller requested a 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

All in favor. Motion carried.

Supervisor Winemiller thanked Josh for his work on getting the quotes and putting the proposal together.

CODE ENFORCEMENT REPORT

Code Enforcement Report for the July 18, 2023 Board Meeting – Report completed on July 13, 2023  
Submitted by Code Enforcement Officer Rodger Tompkins.

New Residential Building Permits Issued Since Last Report: 7  
 New Sewer Line Permits Issued Since Last Report: 0  
 Extension of Residential Building Permits Issued Since Last Report: 0  
 Commercial Building Permits Issued Since Last Report: 1  
 Certificates of Completion Issued Since Last Report: 1  
 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: 22  
 Total number of Residential Certificates of Completion issued for the year 2023: 6  
 Total number of Commercial Building permits issued for the year 2023: 2  
 Total number of Commercial Certificates of Completion issued for the year 2023: 2  
 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: \$865.00  
 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: \$2,887.00

There were no questions on the CEO report.

TOWN JUSTICE REPORT

St. Armand Town Court Report for the July 18, 2023 Town Board Meeting  
Submitted by Hon. Francis Whitelaw

St. Armand Town Court Report for June 2023

Total fines and surcharges collected for the month of June 2023: \$742.00  
Total collected year-to-date: \$4,633.83  
Total parking fines for June 2023: \$100.00  
Total parking fines year-to-date: \$425.00

The new courtroom is coming along very well. Lance and company are doing fine work.

There were no questions regarding the Town Justice Court Report.

Supervisor Winemiller reported the Court Room beams are being worked on now, and they are beautiful. The Lift is done. Supervisor Winemiller also reported signs have been installed at the Moody Pond Parking area and thanked Councilperson Swinyer for spearheading that project. She expressed there was a real danger that people exiting their vehicles could have ended up in the pond due to the erosion from the parking taking place there.

RESOLUTIONS # 54 - # 55 OF 2023

RESOLUTION #54 OF 2023                      TOWN OF ST. ARMAND TOWN BOARD URGING NYS  
GOVERNOR TO VETO A.04282B/S.3505B TO MOVE  
CERTAIN LOCAL ELECTIONS TO EVEN-NUMBERED  
YEARS

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

WHEREAS, the St. Armand Town Board believes that increasing participation in the election process  
And reducing costs of government operations is good for our republic; and

WHEREAS, Assembly Member Amy Paulin and State Senator James Skoufis reintroduced legislation that would move  
local elections to even-number years during the 2023 legislative session; and

WHEREAS, versions of this legislation were introduced in previous years and failed to reach the floor for a vote due to  
lack of support; and

WHEREAS, after the 2022 session concluded, the bill sponsor indicated that hearings would be held on the proposal  
through the Election Committee process; however, there were no hearings held; and

WHEREAS, the legislation passed in the middle of the night on the last days of the legislative session  
which is counter to the idea of an open and transparent government; and

WHEREAS, the St. Armand Town Board has several concerns with this bill; and

WHEREAS, the legislation usurps the Home Rule powers reserved by local governments and protected by the  
Constitution of the State of New York, raising questions of legality and constitutional  
authority; and

WHEREAS, local municipalities have had the ability to change their elections to even-number years for decades, and  
chose not to do so; and

WHEREAS, we believe that establishing the schedule of local elections is the right of the local government, and has been  
for more than 100 years; and

WHEREAS, The Assembly Bill sponsor indicated that she had not received any messages of support for this proposal  
from any of the 57 Counties and 933 Towns across New York State impacted by this legislation; and

WHEREAS, this legislation excludes more than half of all New Yorkers who vote in cities and villages from the changes  
to election law, creating an inequity among New York voters; and  
WHEREAS, this legislation unfairly excludes the elections to offices in New York City and all other cities and villages in  
New York State, as well as certain offices within all counties and towns; and

WHEREAS, the proposed legislation circumvented the legislative committee process during this session, limiting public  
input and understanding of the impacts; and

WHEREAS, there has been no financial analysis or operational analysis of the impacts on local Boards of Elections; and

WHEREAS, there are concerns that the current election and ballot counting technology would not be able to adequately meet the demands of the significantly increased ballot size; and

WHEREAS, this will create confusion amongst voters in towns and counties across New York State; and

WHEREAS, separating the elections affords voters more time and focus to better understand important local issues and provides candidates the appropriate platforms to explain their stance on issues without having to compete against national and state level campaigns; and

WHEREAS, moving local elections to even-numbered years would increase the cost of campaigns for local office, reducing the number of candidates willing to invest funds into their own campaign, because the cost of media will increase to compete with national and state level campaign advertisements; and

WHEREAS, there are significant legal and constitutional questions regarding the legality of this measure that have not been adequately addressed; and

NOW, THEREFORE, BE IT RESOLVED that this Town Board urges the Governor to oppose this legislation and utilize her veto authority to reject this proposal; and

BE IT FURTHER RESOLVED that copies of this Resolution be distributed by the Town Clerk to Governor Kathy Hochul, Senate Majority Leader Andrea Stewart Cousins, Assembly Speaker Carl Heastie, Senate Minority Leader Robert Ort, Assembly Minority Leader William Barclay, Assembly Bill Sponsor Amy Paulin, Senate Bill Sponsor James Skoufis, Senator James Tedisco, Assembly member John McDonald, Assembly member Mary Beth Walsh, Assembly member Carrie Woerner, and Assembly member Matthew Simpson.

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: July 18, 2023

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Barbara J. Darrah  
St. Armand Town Clerk

RESOLUTION # 55 OF 2023                      TOWN OF ST. ARMAND TOWN BOARD AUTHORIZATION  
TO USE REMAINING CARES ACT FUNDS IN THE AMOUNT OF  
\$809.93 FOR TOWN HALL REPAIRS.

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

WHEREAS, the Town of St. Armand has a remaining balance of \$809.93 in the Cares Act fund, and

WHEREAS, these funds could be used to offset some of the costs of the Town Hall’s renovations,

THEREFORE, BE IT RESOLVED, the Town Board of the Town of St. Armand hereby approves the remaining balance of Cares Act Funds in the amount of \$809.93 be used toward the Town Hall renovation costs.

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: July 18, 2023

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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 # 197 - # 229	in the amount of	\$ 51,901.17
Highway Vouchers # 103 - # 115	in the amount of	\$ 6,951.53
Highway Outside Voucher # 2	in the amount of	\$ 26,252.26
Water and Sewer Vouchers # 88 - # 99	in the amount of	7,443.05
Trust and Agency Voucher # 11	in the amount of	\$ 178.00
HT Grant Vouchers # 34- # 37	in the amount of	\$ 24,978.82
Fire Protection Vouchers # 10	in the amount of	\$ 2,365.15

Councilperson Donald Amell made the Motion to approve payment of July's bills; the Motion was seconded by Councilperson Stephanie Mikesell. A Roll Call Vote was as follows:

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

All in favor. Motion carried.

Dated: July 18, 2023

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Barbara J. Darrah,  
St. Armand Town Clerk

#### MONTHLY REPORT FROM THE SUPERVISOR

Supervisor Winemiller presented the Supervisor's Reports for June 2023. Councilperson Stephanie Mikesell 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 Sheridan Swinyer made a Motion to approve the Meeting Minutes of the Regular Board Meeting held on June 21, 2023, and the Special Board Meeting held on July 5, 2023. The Motion was seconded by Councilperson Donald Amell. 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 June 2023.

Dog Licenses (9): 4 FS and 5 MN	\$ 63.00
Total Revenue:	\$ 63.00

Total Checks Written: Town Supervisor: General A \$ 54.00 NYS Dept. of Agric. & Mkts. \$ 9.00

#### WATER AND SEWER BILLING MONTHLY REPORT:

The 3rd quarter billing is currently being finalized and expected to be in the mail by July 21<sup>st</sup>, with a due date of August 21, 2023. To date, current receivables in arrears are \$14,414.83.

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

Deputy Supervisor Karl Law stated he felt it was time for the Board to consider accepting debit or credit cards in order to be current with the times. Discussion ensued and ended with Supervisor Winemiller stating she would look into NBT Bank and she will report back to the Board next month.

#### OLD BUSINESS

Poplar Street and Rockledge Sewer District - Supervisor Winemiller reported she had received the reports from AES and MJ Engineering and forwarded those documents to the County Attorney for review. The next step is to hold a Special Town Board Meeting. Discussion ensued. The Special Board Meeting was scheduled for September 26, 2023 at 5:30 pm to review the map plan and reports.

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 operational. Supervisor Winemiller has met with Joe Krupka and the County and will be submitting a proposal for additional funds.

Youth Building Expansion and Playground Equipment Update - reported some new Playground equipment has been received and installed and the Pickleball and Basketball Courts are completed with the exception of the fence.

There was a change in the number of picnic tables. We could not get all the plastic ones, and some wooden ones were substituted. Rather than purchase a new swing set, only the swings are being replaced. Two strap swings and two bucket swings will be added.

Short Term Local Rental Law – Supervisor Winemiller received the changes from the County Attorney. The attorney made some small changes. It was determined to hold a Special Board Meeting on Tuesday, August 8, at 5:30 – 6:00 pm to review the County Attorney changes.

Bloomindale Block Party Reminder & Update – The Block Party is on August 5, 2023, starting at 11:00 am

## NEW BUSINESS

2022 Cyclical Aid – The Town received the Cyclical Aid award for 2022 in the amount of \$4,192.30. This is from the re-evaluation project done by Donna Bramer.

Asset Management – Essex County was awarded a County-wide Asset Management Plan and the Town of St. Armand is top on the list for asset management for the physical plants for Water and Wastewater infrastructures.

Essex County Generator Bid – Supervisor Winemiller asked for a Motion to approve going with the County quote for generator maintenance and not use Kinsley in the future. The Town Board was in agreement to go with the Essex County County-wide generator maintenance contract.

MOTION: Councilperson Stephanie Mikesell made the Motion to accept the Essex County County-wide generator maintenance contract. The Motion was seconded by Councilperson Sheridan Swinyer. All in favor. Supervisor Winemiller requested a 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

All in favor. Motion carried.

Lead Pipe Inventory – Supervisor Winemiller reported that New York State has mandated the Towns do an inventory by October 2024 of all lateral lines and identify if any of those lines are made of lead. This would need to be done in both the Bloomindale Water District and the Rockledge Water district. A sample letter form was distributed to the Town Board. Discussion ensued and it was determined St. Armand’s letter would be included in the 3<sup>rd</sup> quarter Water and Sewer Billing. Supervisor Winemiller added that there are metal detectors that detect if lead is present.

Proposed Laundry Facility at Old Antique Store – Supervisor Winemiller reported that the Rabideau Corporation requested the possibility of turning the old antique store on Route 3 a laundry facility for The Point resort. Winemiller stated she checked with the Water Superintendent and the Wastewater Superintendent and they did not see problems with that.

Water Superintendent Position – Cory Skiff submitted his resignation as Water Superintendent. His last day will be July 28<sup>th</sup>. Morris Coolidge has been hired and he met with Cory to get some orientation and training. Josh Woodruff has expressed interest in the position and once he has received his certification in Water, he will take the position. Morris did agree that he would stay on as a consultant. He is employed with Rural Water and works for the Town of Jay and the Town of Keene. Todd Hodgson highly recommended him.

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

Sandy Hayes asked if Trudeau Road and Pisgah Road are Town Roads? Supervisor Winemiller replied that Trudeau Road is in Essex County and Pisgah Road and Vista Road are Town roads. Deputy Supervisor Karl Law stated Vista Road in its entirety is a Town Road. Discussion ensued. Supervisor Winemiller invited Sandy to come into the office tomorrow where he could look at the maps.

Warrene McCarthy reported there has been a lot of talk that Paul Smiths College is being sold. She asked what happens to the agreement that St. Armand has with Paul Smith’s College for the well fields. Supervisor Winemiller stated the town has an agreement with the college until 2032. The Town of St. Armand is working to purchase the property from the college through the Source Water Protection Grant.

Councilperson Sheridan Swinyer commented on the Town's equipment purchases. He stated when the mini excavator was traded, it only had 600 hours on it, and it was a ten-year-old machine, which equates to 60 hours a year. At that rate, it would be more cost effective to rent the equipment for two weeks a year rather than purchase a new vehicle. How much are the maintenance costs for the excavator and the one-ton dump truck? We should know how many miles the equipment has, how much maintenance, etc. Supervisor Winemiller stated she said it would make sense to create a file for each vehicle with information of costs on each vehicle in order to make an informed decision when it came to purchasing new vehicles.

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 legal matter. Councilperson Sheridan Swinyer made a Motion to move into Executive Session. The Motion was seconded by Councilperson Stephanie Mikesell. The Executive Session began at 7:59 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 8:38 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 8:39 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.

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Barbara J. Darrah  
St. Armand Town Clerk

Dated: July 18, 2023