

Town of St. Armand
Regular Board Meeting – 6:30 pm
Wednesday, August 15, 2023

These Meeting Minutes were approved by the St. Armand Town Board on September 19, 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 Sheridan Swinyer were all in attendance.

A quorum of the Board was in attendance.

TOWN EMPLOYEES PRESENT: Highway Superintendent Douglas Snickles, Wastewater Superintendent Joshua Woodruff (also covering the Water Department) and Town Clerk Barbara Darrah. Town Assessor Timothy Burpoe attended the meeting on line.

EXCUSED: Councilperson Stephanie Mikesell was excused from the meeting due to a family wake.

GUESTS FROM THE COMMUNITY: Richard Hurteau and Warrene McCarthy attended in person. Josh Colby and Kara Matthews 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 then opened the floor to guest Richard Hurteau. Richard explained his 3rd quarter water and sewer bill was estimated for 2 people due to the reader not being operational. Richard reported he purchased a new reader and installed it himself and presented a request to the Town Board to have his estimated water and sewer bill be reduced by an adjustment. Specifically, rather than the normal 8 quarters used for this type of adjustment, he asked that his adjusted bill be averaged for only the last 2 quarters of actual usage, due to his daughter and children living in the household prior to that. The Board granted the bill be adjusted using the last 2 quarters.

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

HIGHWAY DEPARTMENT MONTHLY REPORT

Town of St. Armand Highway Report for the August 15, 2023 Board Meeting

1. We have one more day of hauling and our sand will be up for the winter.
2. All the mowing is just about done.
3. We tore down the playground set and moved the wood barrier to make enough room for the new wooden ship.
4. We hauled wood chips from Tupper Lake.
5. We have been very busy cleaning up after all the rain.
6. We helped set up and tear down for the Block Party.
7. We replaced culvert across the road on Rockledge.
8. We are still patching when we can.
9. We helped the village with their blacktopping.

Supervisor Winemiller informed those present that some of the new No parking sign posts installed by the Highway crew at Moody Pond had been pulled out of their spots and thrown into the woods and the road. One previous suggestion was to place large boulders in the area to prevent parking. Highway Superintendent stated one thought was guardrails. However, it would be difficult to plow with guardrails. Another suggestion was to have the cars towed. Supervisor Winemiller stated she doesn't mind telling people their vehicles are going to be towed, or someone from the Board could.

She continued to say she does not want to abandon the residents of Moody Pond. Supervisor Winemiller stated she would investigate the possibility of having the cars towed away.

Supervisor Winemiller publicly thanked the Highway Superintendent Doug Snickles and the Highway crew for all of their hard work in installing the new playground equipment and involvement in setting up for the Block Party and dismantling afterwards.

There were no other questions regarding the Highway Report.

WATER DEPARTMENT REPORT

WATER REPORT FOR THE August 15, 2023 TOWN BOARD MEETING

Presented by Acting Water Superintendent Joshua Woodruff

1. Daily samples
2. Fixed fire hydrant on Rockledge; put back in service. Worked on fire hydrants by Dollar General (was able to oil both hydrants). I have to find shut offs before exercising the valves.
3. Scada system at tank went out due to heavy rains and system didn't pump water for 2 days: 8/5 and 8/6.
4. Rebuilt chemical feed system.
5. Maintenance around water plant (cleaning, organizing etc.)
6. On 8/8, pump # 4 failed to run (tripped breaker). There was a problem with the electrical box.
7. Dig safe tickets (2)

Josh Woodruff reported on the Reservoir tank, stating there is no roof, causing the pump to run for 2 days. The chemical feed system at the water plant had to be rebuilt. The containment container had 25 gallons of chlorine in it. He changed it to a 5-gallon jug.

There were no other questions regarding the Water Report.

WASTEWATER DEPARTMENT REPORT

WASTEWATER REPORT FOR THE AUGUST 15, 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 aeration diffusers to lagoon
5. Working on summertime maintenance plan.
6. Changed oil in blowers

Josh reported that over the summer months and rain, he is working hard to manage the duckweed. He cleaned the blowers and they are running at 74%. There is a sewer manhole buried underneath the road in front of the ice cream stand that needed repair. It was dug up by the DOT when they were installing a culvert across the street. He received three hours of help from Christopher and Robert of the Highway crew in order for him to access the manhole and repair it, using 40 bricks and mortar, along with risers in order to build it up above road level.

Supervisor Winemiller asked a question regarding water about installing a little roof over the telemetry. Josh stated that would be a good idea. Winemiller asked what about a prefabricated structure? Josh felt a 6X6 out of the ground and supports would work. Councilperson Sheridan Swinyer stated he would assist Josh with that. Deputy Supervisor Karl

Law asked if there were keys (maps) to the manholes if they needed to be located? Josh stated there were. Winemiller stated the I&I plan contained the locations of the manholes, as well.

There were no other questions regarding the Wastewater report.

Joshua reported that the Youth Field lighting is in at CED Twinstare. There is \$1,000 left from the original \$6,000 requested. Brian Abrahams is a licensed certified electrician and he is volunteering to assist. Supervisor Winemiller stated we could pay him \$500.00 and then he would donate the remainder of hours. Then the Inspector would need to inspect the work.

CODE ENFORCEMENT REPORT

Code Enforcement Report for the August 15, 2023 Board Meeting – Report completed on August 8, 2023
Submitted by Code Enforcement Officer Rodger Tompkins.

New Residential Building Permits Issued Since Last Report: 6
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: 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: 28
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: \$325.00
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: \$3,212.00

There were no questions on the CEO report.

TOWN JUSTICE REPORT

St. Armand Town Court Report for the August 15, 2023 Town Board Meeting
Submitted by Hon. Francis Whitelaw

St. Armand Town Court Report for July 2023

Total fines and surcharges collected for the month of July 2023: \$1418.00
Total collected year-to-date: \$6051.83
Total parking fines for July 2023: \$100.00
Total parking fines year-to-date: \$525.00

There were no questions regarding the Town Justice Court Report.

RESOLUTIONS

RESOLUTION # 56 OF 2023

A RESOLUTION INTRODUCING LOCAL LAW NO. 1 OF 2023 – REGULATING SHORT TERM RENTALS IN THE TOWN OF ST. ARMAND

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

ARTICLE 1. PURPOSE AND INTENT

1. The purpose of this local law is to establish regulations to safeguard the public health, safety and welfare by permitting the use, occupancy, oversight and maintenance of short-term rental properties. The Town of St. Armand also recognizes that the historical nature and the beauty of our area is that of a small, residential community of owner-occupied dwellings. Short-term rentals have the possibility of endangering the residential character of the community and may cause disruption to the peace, quiet and enjoyment of neighboring homeowners. Accordingly, in order to respect the property rights and interests of all homeowners in the Town of St. Armand, this local law seeks to achieve a balance between those who offer their homes as short-term rental properties and those who choose not to do so.
2. This section shall apply to all properties in the Town of St. Armand.
3. The Town of St. Armand reserves the right to adopt regulations to carry out the provisions and purposes of this section.

ARTICLE 2. DEFINITIONS

1. Code or Building Code means the New York State Uniform Fire Prevention and Building Code, adopted by the St. Armand Town Board.
2. Code Enforcement Officer or CEO means the Town of St. Armand appointed Code Enforcement Officer.
3. Dwelling Unit: One or more rooms designated, occupied or intended for occupancy as separate living quarters, with provision for living, cooking, sanitary and sleeping facilities provided for the exclusive use of one family or household.
4. Life Safety Issue: A Building Code issue that is deemed by the CEO necessary to protect people based on building construction, protection, and occupancy features that minimize the effects of fire and related hazards. Life Safety issues may also present a clear and present liability to the property owner.
5. Property Contact, Property Manager or Host: The term given to the primary contact for issues, questions or concerns involving the short-term rental. It may be the owner, co-owner, real estate agent, property manager, etc.
6. Rental means an agreement granting use or possession of a residence, in whole or part, to a person or group in exchange for consideration valued in money, goods, labor, credits, or other valuable consideration. Use of a designated unit by a record owner of a property shall not be considered a rental under this section.

7. Short-Term Rental, STR, or Unit: A dwelling unit that is rented, in whole or in part, to any person or entity for a period of less than 30 consecutive nights, and includes any residential building or apartment, single- or two-family dwelling, condominium, townhouse, guest house, cottage, cabin, or accessory dwelling. This definition excludes hotels, bed and breakfast establishments, boarding houses and school or non-profit dormitories, also excluded are year-round owner-occupied homes that rent one or more rooms in the owner-occupied home. If the space rented in a year-round owner-occupied home is considered a “mother-in-law apartment” or is separated from the whole house, the rules and regulations described herein will be in full effect for such rental.

8. Short-term Rental Permit: A Permit issued by the St. Armand Code Enforcement Officer permitting Short-term rentals in the permitted site. It may also be called Permit or STR Permit in this document.

9. Welcome Book: A three ring binder or other type of document that the Host leaves in the STR unit to give the renters up to date contact information for the unit, the location of the exits, fire extinguishers, water hoses, etc. The Welcome book may also include information about area restaurants, takeout menus, and attractions.

ARTICLE 3. PERMIT REQUIRED.

1. A Permit is required. An owner shall obtain and be in possession of a valid revocable short-term rental permit whenever a dwelling is to be used for short-term rental purposes.

2. No property may be used as a short-term rental without applying for and obtaining a short-term rental permit first. All existing short-term rentals must apply for a short-term rental permit within 60 days of adoption of this Local Law.

3. A short-term rental permit shall be valid for three years from the date of issue. Prior to expiration, an owner may apply for a renewal of the Short-Term Rental Permit.

4. All information related to the property must be updated at the time of renewal. All units renewing their permits will be subject to physical inspection by the Code Enforcement Officer.

5. Existing short-term rental permits may be transferable to a new owner (or name change – for example, the establishment of an LLC) of the short-term rental property with no additional fees for the remainder of the permit time. (For example: A permit is issued on January 1, 2023, and is valid until January 1, 2026. The property is sold on January 1, 2025. The existing permit is still valid until January 1, 2026). If the purchaser wishes to continue using the unit as a short-term rental, they must submit an updated permit application within 10 days of ownership, with the new contact information of the owner and property manager. The CEO may issue a new permit in the current owner’s name, under the same permit number with the same expiration date of the existing permit. If the purchaser does not want to continue to use the property as a short-term rental, they must submit written notice to the Code Officer stating such within 10 business days of owning the property.

6. If the terms of the short-term rental permit are not followed, or these regulations or those subsequently adopted are not followed, the short-term rental property permit may be revoked, and the owner shall be subject to the penalties set forth below.

7. No permit shall be issued or renewed unless and until the property complies with this Local Law, the Town of St. Armand Building Codes adopted New York State Uniform Fire Prevention and Building Code, the New York State Building Code, and all taxes, fees and penalties, if any have been paid.

8. Occupancy Tax Registration. No permit shall be issued unless the short-term rental property is registered with the Occupancy Tax Program administered by the Essex County Treasurer’s Office.

ARTICLE 4. SHORT-TERM RENTAL PERMIT APPLICATION REQUIREMENTS.

1. An application for, or renewal of, a short-term rental permit shall be submitted to the St. Armand Code Enforcement Officer.
2. The application shall be completed on the form provided and established by The Town of St. Armand Board and the Code Enforcement Officer.
3. The application shall be accompanied by payment of a permit fee of \$100.00, or such other amount set by resolution of the Town Board of St. Armand.
4. Each application must be signed by all persons and entities having an ownership interest in the property and shall be accompanied with:
 - a. A copy of the current vesting deed or tax bill showing how title to the subject property is then held.
 - b. A list of all the property owners of the short-term rental property including names, addresses, telephone numbers and email addresses.
 - c. If the unit is owned by a limited liability company, a corporation or other entity, then the application shall also include the names, addresses, telephone numbers and email addresses of the members, shareholders, officers, and principals of such entities.
5. Each application shall be accompanied with a Signed and notarized Affidavit by all property owner(s) certifying the following:
 - a. The unit complies with the following standards:
 1. There is one functioning smoke detector in each sleeping room and at least one functioning smoke detector in the main room of each level, one functioning fire extinguisher on each level and in each room with an open flame source, and at least one carbon monoxide detector on each level.
 2. All exterior doors are operational and all passageways to exterior doors are clear and unobstructed.
 3. The electrical systems is serviceable with no visual defects or unsafe conditions.
 4. Each sleeping room is in compliance with the New York State Building Code.
 - b. The name, address, telephone number and email address of a local contact person, who shall be responsible, and authorized, to act on the owner's behalf to promptly remedy any violation of these standards or the permit. This contact person may be the owner, or an agent designated by the owner to serve as a contact person. This contact person must be located within 60 minutes' travel distance by car and must be available 24 hours per day, 7 days a week.
 - c. The name, address, telephone number and email address of the owner who shall also serve as a secondary contact person. This contact person must be available 24 hours per day, 7 days a week.
6. By applying for a new, existing, or renewal of a short-term rental permit, the owner(s) consent(s) to the Code Enforcement Officer performing an inspection of the subject property.
7. Each application shall include statement that the applicant has met and will continue to comply with the standards of these regulations and the permit.

ARTICLE 5. APPLICATION PROCEDURE.

1. Upon the filing with the Code Enforcement Officer of the application, permit fee, and all documents and information required by this Local Law, the Code Enforcement Officer shall have thirty (30) days to review the application, perform an on-site inspection of the property, and then either issue the permit, with or without conditions, or notify the applicant in writing that the application has been denied along with the reason or reasons for denial. If a permit is issued, the permit shall bear the signature of the Code Enforcement Officer.

2. In issuing a short-term rental permit, the Code Enforcement Officer may impose reasonable conditions and restrictions as are directly related to and incidental to the use of the property for short-term rentals so long as such conditions and restrictions are consistent with the New York State Uniform Fire Prevention and Building Code.

3. The Code Enforcement Officer will decline an application for any of the following reasons:

d. If the application is incomplete, the documentation required by this section or regulations adopted by the Town of St. Armand was not included with the application or the full permit fee, in an acceptable form of payment, was not included with the application.

e. If an inspection conducted by the Code Enforcement Officer as authorized in this local law reveals that the subject property is not in compliance with the requirements of this Local Law or the Town of St. Armand Adopted New York State Uniform Fire Prevention and Building Code.

f. If the unit is covered by a Building Permit to remodel more than 60% of the structure, then the entire structure will need to be in compliance with the current Building Code standards.

ARTICLE 6. CONTENTS OF SHORT-TERM RENTAL PERMIT.

1. The names, addresses and phone numbers of every person or entity that has an ownership interest in the short-term rental property and of a primary contact person who shall be available to respond to or investigate complaints during the entire time (24 hours per day) the short-term rental property is being rented;

2. The physical address of the rental property and the mailing address of the property owners;

3. A statement that all outdoor fires must be attended and have a means of being put out. Example: hose

4. A statement that the short-term rental permit may be revoked/suspended for violations;

5. That the renters must observe quiet time between the house of 10:00pm and 7:00am daily, per St. Armand Nuisance Abatement Local Law.

6. A statement that fireworks are not legal in New York State

7. That the permit shall expire on the day before the third anniversary of the date the permit was issued.

8. That Short-Term Rental Permits may be revoked for violations.

9. Any other reasonable conditions imposed by the Code Enforcement Officer.

10. The Code Enforcement Officer shall mail a hard copy of the Short-term Rental Permit to all adjoining property owners.

ARTICLE 7. SHORT TERM RENTAL STANDARDS.

1. Short-term rental units shall comply with all Federal, State, and Local Laws, codes, rules and regulations.

2. The Town Code Enforcement Officer shall be granted access to the Short-Term Rental Property upon reasonable request for the purpose of inspection and/or enforcement of compliance with Short-Term Rental regulations and/or State and Local Codes.

3. The issuance of a Short-term Rental Permit is subject to continued compliance with requirements of these regulations.

4. Prior to any renters taking occupancy of the short-term rental property:

a. A hard copy of the current Short-term Rental Permit shall be available for public inspection in the Town Hall, 1702 NYS Route 3, Bloomingdale NY.

b. The Permit must be displayed in the unit with name of contact person, phone number and expiration date of permit.

5. The owners must ensure that current and accurate information is provided to the Code Enforcement Officer, and it is the owner's responsibility to notify the St. Armand Code Enforcement Officer of any changes.

6. A house number visible at night from the street or road shall be maintained.

7. Provisions shall be made for weekly garbage removal during rental periods. Garbage containers shall be secured with tight-fitting covers at all times to prevent leakage, spilling or odors. The owner of the property is liable for garbage removal.

ARTICLE 8. ENFORCEMENT AND PENALTIES.

The following process shall be followed in the event of a complaint alleging a violation of these regulations or a permit issued under these regulations:

1. The complaining party may contact the contact person designated on the permit, a law enforcement agency, the Code Enforcement Officer or any other person or entity which could assist in resolving the complaint and describe the problem from which the complaint arises and indicate the desired remedy. If the complaint is a safety concern, please contact the Code Enforcement Officer.

2. If a complaint is made to the contact person, the contact person shall respond to the complaint and remedy as soon as reasonably possible any situation that is out of compliance with these regulations or with the permit for the property.

3. If the response is not satisfactory to the complaining party (including the inability to promptly reach the contact person), the complaining party may file a complaint with the Code Enforcement Officer by submitting a written complaint. The form for filing a complaint shall be established by the St. Armand Town Board and may be filed in person, by mail, or by e-mail. This form will be available from the Code Enforcement Officer and on the Town's website: www.townofstarmandny.gov. The complaint shall provide pertinent information including the date, time and nature of the alleged violation as well as a statement that the complainant either unsuccessfully attempted to contact the contact person and the complaint was not adequately resolved. A failure to attempt to contact the contact person or the failure of the contact person to respond to a complaint will not excuse the owner/permit holder from a violation.

4. The CEO will investigate all written complaints within 15 days of receipt of written complaint and determine if the complaint is valid. The CEO will report to the Town Board at the next Regular Meeting (currently, the third Tuesday of each month) a copy of the written complaint and the findings of the investigation.

5. If the Code Enforcement Officer finds a violation of the permit or of this Local Law, the Code Enforcement Officer shall issue a written Notice of Violation to the Short-Term Rental Property Owner to the addresses set forth on the Short-Term Rental Permit within 10 days of the determination. The Notice of Violation shall specify the violation, what actions must be taken to remedy the violation and provide for a reasonable time in which to remedy the violation. If a property owner fails to remedy the violation within the timeframe specified, the Code Enforcement Officer may revoke, suspend or attach reasonable conditions to an existing Short-Term Rental Permit.

6. The Code Enforcement Officer may suspend or revoke a Short-Term Rental Permit immediately, regardless of the number of prior violations, in the event of a violation of this Local Law or any Federal, State, and Local Laws, codes, rules or regulation which poses a threat to the health, safety, or welfare of any occupants or the general public. In the case of an immediate suspension or revocation, the Code Enforcement Officer shall notify the Short-Term Rental Property Owners in writing to the addresses set forth on the Short-Term Rental Permit within 10 days of the determination.

7. The Code Enforcement Officer may suspend or revoke a Short-Term Rental Permit if the STR has received more than 10 written complaints which were investigated and determined to be violations by the CEO. Each written complaint upon

an STR that occurs on the same day and time will be counted as one complaint. For example, if an STR has a large group that have an unsafe bonfire, fireworks and/or disorderly conduct by the renters/occupants, it can be assumed that several neighbors may file a written complaint for that instance. In this case, it will be considered one complaint.

8. Short-Term Rental Property Owners may appeal a determination of the Code Enforcement Officer to suspend, revoke or add a condition to the Short-Term Rental Permit no later than thirty (30) days after receipt of the Notice of the determination by any of the owners. The appeal must be made in writing and delivered to the Town Clerk. Appeals will be presented to the Town Board at the next scheduled Regular Board Meeting.

9. The Code Enforcement Officer may refer any complaint to The Town of St. Armand Town Board for action. The Town Board will, at that Regular Meeting, call for a Special Board Meeting to be held within 14 business days. At the Special Board Meeting, the Town Board will investigate the matter and provide all parties involved, including the complainant and the owner, time to testify about the alleged violation. The Town Board may dismiss the complaint, set conditions for the Short-Term Rental Permit, or impose a fine as set forth below. The decision of the Town Board shall be announced either at that Special Board meeting or at the next Regular Town Board Meeting.

10. The Code Enforcement Officer shall have the authority to issue an appearance ticket or summons and complaint, subscribed by him or her, directing a designated person to appear in court at a designated time in connection with the commission of a violation of this Local Law.

11. Any person or entity who shall violate any provision of this Local Law, any order made hereunder, shall be guilty of an offense punishable in the following manner:

i. First offense will a fine not exceeding \$350.00.

ii. second offense committed with a period of five years will be not less than \$350.00 nor more than \$700.00.

iii. Third offense committed within a period of five years will a fine of not less than \$700.00 nor more than \$1,000.00.

iv. Each week's continued violation constitutes a separate additional violation in accessing fines.

12. A civil action or proceeding in the name of the Town of St Armand, New York, may be commenced in any court of competent jurisdiction to compel compliance with or restrain by injunction the violation of any provision of this Local Law or any rule or regulation adopted pursuant hereto. Such remedy shall be in addition to penalties otherwise prescribed by law and may be commenced with the consent of a majority of the Town Board.

13. No remedy or penalty specified in this Local Law shall be the exclusive remedy or penalty available to address any violation described in this Local Law, and each remedy or penalty specified in this Local Law shall be in addition to, and not in substitution for or limitation of, the other remedies or penalties in other applicable laws. Any remedy or penalty specified in this Local Law may be pursued at any time, whether prior to, simultaneously with, or after the pursuit of any other remedy or penalty specified in this Local Law. The Town may initiate enforcement proceedings under this Local Law at any time following receipt of a complaint or if the Code Enforcement Officer determines that a violation has occurred.

14. Any property owner found in violation of the provisions of this local law shall be required to reimburse the Town of St. Armand for its reasonable costs of enforcement, including reimbursement for staff time and reasonable attorney fees, and any related court costs.

ARTICLE SEVERABILITY.

If any clause, sentence, paragraph, section or part of this local law shall be adjudged by any court of competent jurisdiction to be invalid, such judgement shall not affect, impair or invalidate the remainder thereof, but shall be confined

in its operation to the clause, sentence, paragraph, section or part thereof directly involved in the controversy in which such judgement shall be ordered.

ARTICLE EFFECTIVE DATE.

This Local Law shall take effect immediately upon filing with the Secretary of State. There will be a 60-day grace period for existing short-term rentals to comply with the new Local Law.

WHEREAS, A Public Hearing was held on August 16, 2022, to begin discussion on the Short Term Rental Local Law draft, and

WHEREAS, by Public Hearing held on August 15, 2023, the Town of St. Armand duly introduced Local Law No. 1 for 2023 entitled "A Local Law Regulating Short Term Rentals in the Town of St. Armand, and

BE IT RESOLVED, that the Town Board of the Town of St. Armand will hold a Public Hearing on the foregoing proposed local law on

DATE AND TIME: September 19, 2023 at 6:00 pm

To hear any and all persons concerning the adoption of said local law; and

BE IT FURTHER RESOLVED, that the Town Clerk of the Town of St. Armand published a notice of such hearing in the designated Town newspaper at least ten days prior to said hearing.

Upon the passage of a motion to consider from the floor, and the same appearing proper and necessary.

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

Dated: August 15, 2023

Barbara J. Darrah
St. Armand Town Clerk

MOTION TO PAY MONTHLY BILLS

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

General Vouchers # 230 - # 252	in the amount of	\$ 22,014.17
Highway Vouchers # 103 - # 129	in the amount of	\$ 10,777.54
Highway Outside Voucher # 3	in the amount of	\$ 380.05
Water and Sewer Vouchers # 100 - # 106	in the amount of	\$ 3,227.87
Trust and Agency Voucher # 12	in the amount of	\$ 178.00
HT Grant Vouchers # 38- # 44	in the amount of	\$ 3,723.10

Deputy Supervisor Karl Law made the Motion to approve payment of August'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 ABSENT
Councilperson Sheridan Swinyer AYE

All in favor. Motion carried.

Dated: August 15, 2023

Barbara J. Darrah,
St. Armand Town Clerk

MONTHLY REPORT FROM THE SUPERVISOR

Supervisor Winemiller presented the Supervisor's Reports for July 2023. Councilperson Sheridan Swinyer made the Motion to approve the report. The Motion was seconded by Councilperson Donald Amell. All in favor. Motion carried.

REVIEW AND MOTION TO APPROVE PREVIOUS MONTH'S MINUTES

Deputy Supervisor made a Motion to approve the Meeting Minutes of the Regular Board Meeting held on July 18, 2023. The Motion was seconded by Councilperson Sheridan Swinyer. 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 July 2023.

Dog Licenses (8): 6 FS and 1 MN	\$ 70.00
Certified Death Transcript (1)	\$ 10.00
Total Revenue:	\$ 80.00

Total Checks Written: Town Supervisor: Gen A \$ 59.00 Gen B \$ 10.00 NYS Dept. of Agric. & Mkts. \$ 11.00

WATER AND SEWER BILLING MONTHLY REPORT:

The 3rd quarter billing final due date for bills to be paid is Monday, August 21st, 2023. To date, current receivables in arrears are \$36,038.51. This amount will be reduced with the payments received between today and the 21st.

The NYS LIHWAP Program has assisted 5 qualified customers with their unpaid balances this quarter.

OLD BUSINESS

Bloomington Block Party - Supervisor Winemiller reported on the Bloomington Block Party held on August 5th, 2023. She stated it was a beautiful sunny day and there was a crowd in attendance.

Lead Pipe Inventory – Supervisor Winemiller reported that she has received a good return response from the Lead pipe inventory forms that were sent to all Water and Sewer customers in July's Water and Sewer billing.

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

Proposed Laundry Facility at Old Antique Store on Route 3 – Supervisor Winemiller reported the proposal for the laundry facility has been withdrawn by the originator.

Short Term Rental Law – A Public Hearing is scheduled for September 19, 2023 at 6:00 pm for Local Law # 1 of 2023 – Short Term Rental Rules and Regulations

Town Hall Project – Supervisor Winemiller reported the staining in the Court Room is completed. The proposal for additional funds necessary for completion of the project was submitted to EFC by the County.

Youth Building Expansion and Playground Equipment Update - Supervisor Winemiller reported that three additional benches have been added to the Youth Field playground area and the Pirate Ship, Toddler Tunnel and Bee Rider arrived and have been installed by the Highway crew.

Comprehensive Plan – Supervisor Winemiller approached several people from the community to be committee members on the Comprehensive Plan Committee. Ben Kline stated he would be on the committee and Rebecca Law will also be on the committee.

NEW BUSINESS

There was no new business presented at this meeting.

QUESTIONS, COMMENTS OR CONCERNS FROM GUESTS AND STAFF:

Supervisor Winemiller asked if there were any comments, questions or concerns from the Board or the audience

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 Sheridan Swinyer made a Motion to move into Executive Session. The Motion was seconded by Deputy Supervisor Karl Law. The Executive Session began at 7:27 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 8:15 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 8:16 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: August 15, 2023