

Town of St. Armand
Regular Board Meeting – 6:30 pm
Tuesday, October 17, 2023

These Regular Board Meeting Minutes were approved by the St. Armand Town Board on November 14, 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, and Councilperson Sheridan Swinyer were present at the meeting. Councilperson Stephanie Mikesell attended on-line.

A quorum of the Board was in attendance.

TOWN EMPLOYEES PRESENT: Town Clerk Barbara Darrah.

EXCUSED: Highway Superintendent Douglas Snickles and Wastewater Superintendent Joshua Woodruff were excused from the meeting.

GUESTS FROM THE COMMUNITY: Kenzie Marine, ROOST, and Warrene McCarthy attended in person. Donna Whitelaw 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 Kenzie Marine, from the ROOST organization. Kenzie introduced an idea of having “Welcome to Bloomingdale” signs designed and placed upon the entries to Bloomingdale. Kenzie discussed how to go about starting the process and the implementation of the new welcome sign project. After all the steps have been completed, the installation of the new signage would hopefully take place in the Spring of 2024. The estimated cost for the new signs would be approximately \$7,000.00 each, and would come from ROOST funds.

Supervisor Winemiller asked the Board members individually for their thoughts on the signage. Each Board member expressed interest in the project.

MOTION: Supervisor Winemiller asked for a Motion to approve moving forward with the signage project offered through ROOST funds. Councilperson Donald Amell made a Motion to move forward with the signage project. The Motion was seconded by Councilperson Sheridan Swinyer. All in favor. Motion carried.

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

HIGHWAY DEPARTMENT MONTHLY REPORT

Town of St. Armand Highway Report for the October 17, 2023 Board Meeting
Submitted by Highway Superintendent Douglas Snickles

1. Installed new door at Youth Building
2. All the mowing is just about done.
3. We are helping the Town of Franklin haul crusher run.
4. We are still finishing up patching,
5. We did some patching for the County on River Road.
6. The Highway crew is starting to take down the Home Town Hero banners for the Winter season.
7. We are getting the trucks and plows ready for Winter.
8. We took a load of scrap metal to Morrisonville.

Highway Superintendent Doug Snickles had submitted a second quote on a tilt deck equipment trailer for the excavator at the Budget Work Session. The original quote from Rock Trailer Sales, out of Keeseville, NY, was in the amount of \$15,500.00. The new quote was from Kingdom Equipment & Trailers located in Danville, VT, is in the amount of \$7,450.00. Discussion ensued and it was determined the Kingdom Equipment Trailer would work well.

MOTION: Supervisor Winemiller asked for a Motion to approve the purchase of the Kingdom Equipment Trailer in the amount of \$7,450.00. Councilperson Donald Amell made a Motion to approve the purchase of the Kingdom Equipment Trailer in the amount of \$7,450.00. The Motion was seconded by Councilperson Sheridan Swinyer. Supervisor Winemiller asked for a Role Call Vote.

Supervisor Davina Winemiller	AYE
Deputy Supervisor Karl Law	AYE
Councilperson Donald Amell	AYE
Councilperson Stephanie Mikesell	ABSTAINED (on-line attendance)
Councilperson Sheridan Swinyer	AYE

There were no other questions regarding the Highway Report.

WATER DEPARTMENT REPORT

Water Report for the October 17, 2023 Town Board Meeting
Submitted by Acting Water Superintendent Joshua Woodruff

1. I have been working with Morris and Todd Hodgson to improve efficiency of the Water plant. (VFD pumps)
2. Scada system – trouble shooting issues at tank, figuring out the limits that scada system. (very simple)
3. Daily samples and monthly Lab
4. 35 Main Street Lateral break - shut off water – October 14, 2023
5. Starting new daily sampling schedule.

There were no other questions regarding the Water Report.

WASTEWATER DEPARTMENT REPORT

Wastewater Report for the October 17, 2023 Town Board Meeting
Submitted by Wastewater Superintendent Joshua Woodruff

1. Daily Sample – new uvt testing at the Saranac Lake Wastewater Treatment Plant for disinfection.
2. Monthly lab work.
3. Lagoon maintenance. (duck weed and algae removal)
4. Lagoon aeration now running on one Blower.

Supervisor Winemiller reported Joshua Woodruff stopped in briefly earlier in the afternoon to discuss a new piece of equipment for the Wastewater Department. The equipment is called Solar Electromagnetic Pulse equipment. This equipment will eliminate algae and duckweed from growing by emitting a pulse and its solar-powered. Currently, he uses a net which is a ton of work. Josh is seeking quotes for this equipment.

There were no other questions regarding the Wastewater report.

CODE ENFORCEMENT REPORT

Code Enforcement Report for the October 17, 2023 Board Meeting – Report completed on October 10, 2023
Submitted by Code Enforcement Officer Rodger Tompkins.

New Residential Building Permits Issued Since Last Report: 5
New Sewer Line Permits Issued Since Last Report: 0
Extension of Residential Building Permits Issued Since Last Report: 1
Commercial Building Permits Issued Since Last Report: 0
Certificates of Completion Issued Since Last Report: 2
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: 37
Total number of Residential Certificates of Completion issued for the year 2023: 8
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: \$500.00
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: \$3,912.00

There were no questions on the CEO report.

TOWN JUSTICE REPORT

St. Armand Town Court Report for the October 17, 2023 Town Board Meeting
Submitted by Hon. Francis Whitelaw

St. Armand Town Court Report for September 2023

Total fines and surcharges collected for the month of September 2023: \$520.00
Total collected year-to-date: \$7,665.83
Total parking fines for September 2023: \$175.00
Total parking fines year-to-date: \$750.00

The courtroom bench is being modified and will be placed in the new courtroom when it is returned. The lighting has been installed and wall décor has been hung. Scenic photographs of the Adirondacks and local area have been hung in the stairwell to the courtroom. These art pieces were produced by local artists.

There were no questions regarding the Town Justice Court Report.

RESOLUTIONS # 60 - #61

RESOLUTION # 60 OF 2023 TOWN BOARD AUTHORIZATION AND APPROVAL FOR
YEAR-END BUDGET AMENDMENTS FOR FUNDS
PREVIOUSLY APPROPRIATED FOR PURCHASES

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

WHEREAS, the following Budget Account Code Amendments are internal budget adjustments with no change to the actual appropriations in the 2023 Budget, and

WHEREAS, the purpose of this Resolution is to make necessary adjustments to the 2023 Budget to account for funds that have been previously appropriated for purchases of machinery and equipment and Town Hall matching grant funds.

BE IT RESOLVED, to add the following account codes to the 2023 Budget:

- A1990.402 – Comprehensive Plan Reimbursable Grant
 - A9901.900 - Cares Act Funds
 - A9901.901 – Transfer from Savings
 - DA9901.101 – Transfer from Class #026 – Vehicles
 - DA9901.102 – Transfer from Class #027 – Machinery
- Additional, the Board approves the necessary account code transactions to reflect the actual spending from the appropriate accounts:

BE IT FURTHER RESOLVED, the Town Board of the Town of St. Armand hereby authorizes the necessary account code transactions to reflect the actual spending from the appropriate accounts:

For the purchase of the 2022 International Plow Truck:
Journal Entry to move \$95,282.00 from DA5130.200 to DA9901.101

For the purchase of the 2022 Excavator
Journal Entry to move \$75,897.12 from DA5130.200 to DA9901.102

For the Town Hall reconstruction:
Move \$38,000.00 from A1620.201 to A9901.901

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

Town Supervisor Davina Winemiller	AYE
Deputy Supervisor Karl Law	AYE
Councilperson Donald Amell	AYE
Councilperson Stephanie Mikesell	ABSTAINED (on-line attendance)
Councilperson Sheridan Swinyer	AYE

Dated: October 17, 2023

Barbara J. Darrah
St. Armand Town Clerk

RESOLUTION INTRODUCING PROPOSED LOCAL LAW NO. 2 OF 2023 ENTITLED “A LOCAL LAW TO PROVIDE A PROPERTY TAX EXEMPTION TO VOLUNTEER FIREFIGHTERS AND VOLUNTEER AMBULANCE WORKERS”

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

BE IT RESOLVED that the Town of St. Armand Town Board hereby introduces proposed Local Law NO. 2 of 2023 entitled “Local Law To Provide A Property Tax Exemption To Volunteer Firefighters and Volunteer Ambulance Workers” reading and provided as follows:

TOWN OF ST. ARMAND LOCAL LAW NO. 2 OF 2023 LOCAL LAW TO PROVIDE A PROPERTY TAX EXEMPTION TO VOLUNTEER FIREFIGHTERS AND VOLUNTEER AMBULANCE WORKERS

Section 1 - Purpose

The purpose of this Local law is to implement the authority granted to local taxing jurisdictions by Real Property Tax Law Section 466-a – Tax Exemption for Volunteer Firefighters and Volunteer Ambulance Workers. The Town Board of the Town of St. Armand finds and hereby determines that New York Real Property Tax Law Section 466-a makes available a tax exemption for volunteer firefighters at the option of the local municipality. The Town Board further finds and determines that the Town of St. Armand should exercise said option and implement said tax exemption because it would enhance the ability to recruit and retain the volunteers that are the lifeblood of the volunteer fire organization currently serving the residents of St. Armand.

Section 2 - Authority

This local law is proposed pursuant to NY RPTL §466-a and NY Municipal Home Rule Law §10, all as the same may be amended from time to time.

Section 3 – Real Property Tax Exemption

Real property owned by an enrolled member of an incorporated volunteer fire company, fire department or incorporated voluntary ambulance service, or such enrolled member and spouse residing in the Town of St. Armand shall be exempt from taxation to the extent of ten percent of the assessed value of such property for Town purposes, Town special district purposes, and exclusive of special assessments.

Section 4. Eligibility Requirements.

Such exemption shall be granted to an enrolled member of an incorporated volunteer fire company, fire department or incorporated voluntary ambulance service provided that:

- a. The volunteer firefighter or volunteer ambulance worker resides in the Town of St. Armand which is served by such incorporated volunteer fire company or fire department or incorporated voluntary ambulance service;
- b. The property is the primary residence of the volunteer firefighter or volunteer ambulance worker;
- c. The property is used exclusively for residential purposes; provided however, that in the event any portion of such property is not used exclusively for the applicant’s residence but is used for other purposes, such portion shall be subject to taxation and the remaining portion only shall be entitled to the exemption provided by Section 3;
- d. The volunteer firefighter or volunteer ambulance worker is certified by the authority having jurisdiction for the volunteer fire company, fire department, or voluntary ambulance service as an active enrolled member of such incorporated volunteer fire company, fire department, or voluntary ambulance service;
- e. The volunteer firefighter or volunteer ambulance worker meets the minimum service requirement established by the Town of St. Armand for exemption from Town tax which is hereby established as two (2) years of volunteer service.

Section 5. Grant of Lifetime Exemption.

Any enrolled member of an incorporated volunteer fire company, fire department or incorporated voluntary ambulance service located in Essex County who accrues more than 20 years of active volunteer service and is so certified by the authority having jurisdiction for the incorporated volunteer fire company, fire department or incorporated voluntary ambulance service, shall be granted the 10% exemption as authorized by this local law for the remainder of his or her life as long as his or her primary residence is located within the St. Armand, New York.

Section 6. Surviving, Un-remarried Spouse of Enrolled Member Killed in the Line of Duty.

The property tax exemption authorized by this local law shall be continued for the un-remarried spouse of a deceased volunteer firefighter or volunteer ambulance worker killed in the line of duty provided that:

- a. Such un-remarried spouse is certified by the authority having jurisdiction for the incorporated volunteer fire company, fire department or incorporated volunteer ambulance service as an un-remarried spouse of an enrolled member of such incorporated fire company, fire department or incorporated voluntary ambulance service who was killed in the line of duty;
- b. Such deceased volunteer had been an enrolled member for at least two (2) years; and
- c. Such deceased volunteer had been receiving the exemption prior to his or her death.

Section 7. Surviving, Un-remarried Spousal Exemption for Deceased Volunteer Firefighter or Volunteer Ambulance Workers with Twenty Years of Enrolled Member Service.

The property tax exemption authorized by this local law shall be continued for the un-remarried spouse of a deceased volunteer firefighter or volunteer ambulance worker provided that:

- a. Such un-remarried spouse is certified by the authority having jurisdiction for the incorporated volunteer fire company, fire department or incorporated voluntary ambulance service as an un-remarried spouse of an enrolled member of such incorporated volunteer fire company, fire department or incorporated voluntary ambulance service; and
- b. such deceased volunteer had been an enrolled member for at least twenty (20) years; and
- c. such deceased volunteer and un-remarried spouse had been receiving the exemption for such property prior to the death of such volunteer.

Section 8. Application

An application for the exemption described in this local law shall be filed on a form prescribed by the New York State Board of Real Property Services with the assessor or other appropriate agency, department, or office of the assessing unit in which the real property is located on or before the taxable status date.

Section 9. Effective Date

This local law shall take effect upon its being duly filed with the Secretary of State as provided by the Municipal Home Rule Law.

BE IT FURTHER RESOLVED that the Town Board of the Town of St. Armand shall hold and conduct a public hearing on the foregoing proposed local law on:

The 14th day of November, 2023, at 6:15 pm, to hear any and all persons concerning the same.

This Resolution was duly seconded by Deputy Supervisor Karl Law, and adopted by Roll Call Vote as follows:

Town Supervisor Davina Winemiller	AYE
Deputy Supervisor Karl Law	AYE
Councilperson Donald Amell	AYE
Councilperson Stephanie Mikesell	Abstained (on-line attendance)
Councilperson Sheridan Swinyer	RECUSED

Dated: October 17, 2023

Barbara J. Darrah
St. Armand Town Clerk

MOTION TO PAY MONTHLY BILLS

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

General Vouchers # 280 - # 306	in the amount of	\$ 15,372.25
Highway Vouchers # 149 - # 165	in the amount of	\$ 42,169.15
Highway Outside Voucher # 5 - #6	in the amount of	\$ 37,180.77
Water and Sewer Vouchers # 124 - # 133	in the amount of	\$ 8,450.34
HT Grant Vouchers # 50 - # 53	in the amount of	\$ 1,294.09
Trust and Agency Voucher # 14	in the amount of	\$ 173.00

Councilperson Sheridan Swinyer made the Motion to approve payment of October’s bills. The Motion was seconded by Councilperson Donald Amell. A Roll Call Vote was as follows:

Supervisor Davina Winemiller	AYE
Deputy Supervisor Karl Law	AYE
Councilperson Donald Amell	AYE
Councilperson Stephanie Mikesell	Abstained (on-line attendance)
Councilperson Sheridan Swinyer	AYE

All in favor. Motion carried.

Dated: October 17, 2023

Barbara J. Darrah,
St. Armand Town Clerk

MONTHLY REPORT FROM THE SUPERVISOR

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

REVIEW AND MOTION TO APPROVE REQUEST FOR EXTENSION ON MINUTES

Deputy Supervisor Karl Law made a Motion to approve the request for an extension on the Meeting Minutes for the Regular Board Meeting held on September 19, 2023, the Special Board Meetings held on September 26th and September 28th, the Budget Work Sessions held on October 4th and October 10th 2023, and the Public Hearing held on October 10, 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 Town Clerk revenue collected for the Month of September, 2023.

Dog Licenses (5): 5 FS	\$ 35.00
Marriage License (1)	\$ 40.00
Certified Death Certificates (5)	\$ 50.00
Total Revenue:	\$ 125.00

Total Checks Written: Town Supervisor: A \$ 30.00, B \$ 67.50 NYS DOH \$ 22.50 NYS DOA&M \$ 5.00

WATER AND SEWER BILLING MONTHLY REPORT:

The 4th quarter billing was completed on October 9, 2023 in the amount of \$76,509.06. The amount for arrears is \$36,634.79, and Total Receivables to date is \$103,572.79. The due date for all bills is November 9, 2023. Late fees will be applied on November 10, 2023 and any remaining balances will be prepared for Re-levy. This amount will be reduced with the payments received between today and November 10, 2023.

The NYS LIHWAP Program is coming to a close and final disbursement checks for families who previously qualified should be sent out by mid-October. There were four families who received assistance last quarter.

We are working on collecting more information from Essex County IT and the Essex County W&S programmer in regard to offering Water and Sewer on-line payments to our customers.

OLD BUSINESS

Committee members for the Comprehensive Plan – The Comprehensive Plan organizers and Board members have been actively seeking community members to serve as representatives on the Comprehensive Plan Committee. Once finalized, there will be an initial meeting planned in October.

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. The next step will be to mark them off by street location and then work from there.

Town Hall Project – Supervisor Winemiller reported an additional \$66,500.00 was approved from the Grant funding for the Town Hall Project.

Town Board Committee Meetings – Supervisor Winemiller brought up the Town Board Committees and stated she would like to start the committees up again, suggesting that they would normally meet only two times per year unless there were a specific project or issue that required more meetings. It was agreed that the meetings would start up after January 1st.

Supervisor Winemiller reminded the Town Board that a Special Board Meeting for the Moody Pond – Baker Mountain Trailhead Parking issue is scheduled on Thursday, November 9th immediately following the Public Hearing at 6:00 pm for the 2024 Budget and 2024 Water and Sewer rates. This meeting will be held on the second floor of the Town Hall.

Supervisor Winemiller reminded the Board that a Public Hearing was set for December 19, 2023 at 6:00 pm for the Poplar Street and Rockledge Sewer Districting steps.

NEW BUSINESS

Supervisor Winemiller reported that an email was prepared by the Town of North Elba, the Town of Harrietstown and the Town of St. Armand and sent to the Village of Saranac Lake in a cumulative effort to eliminate the current municipal services agreement for water and sewer customers who receive these services from the Village.

Supervisor Winemiller reported that there has been progress on the Robo Call system in Essex County through a program called Hyper-Reach. Individuals can sign up to be notified of emergency situations to include floods, fires, severe weather, Public health alerts, criminal activity and other emergency situations. Supervisor Winemiller suggested we do a mailing to residents, notifying them of the Robo Call system and ability to sign up.

Supervisor Winemiller reported she received an email from the New York State Comptroller notifying her that a fiscal review of the Town of St. Armand was completed on August 31, 2023, and the Town has received no designation for fiscal stress in the past three years.

The Town Supervisor received an email copy from the Adirondack Voters for Change organization, regarding it opposition to the proposed relocation of the APA Headquarter to Saranac Lake, NY. The email was addressed to Mayor Williams from the Village of Saranac Lake, requesting that a public meetings or a joint meeting with full details of the

proposal and the public can pose questions and make comments before any final decisions are made. The email copy was sent to representatives of several towns and various membership groups.

The St. Armand Town Board received a letter from the St. Armand Veterans Memorial Park Task Force requesting permission to host a Veterans Day Ceremony at the St. Armand Veterans Memorial Park on Sunday, November 12th, at 1:00 pm. Supervisor Winemiller requested a Motion to approve.

MOTION: Councilperson Sheridan Swinyer made a Motion to approve the St. Armand Veterans Memorial Park Task Force hosting a Veterans Day Ceremony at the St. Armand Veterans Memorial Park on Sunday, November 12, 2023, at 1:00 pm. The Motion was seconded by Councilperson Donald Amell. All in favor. Motion carried.

A flier and individual postcards were distributed amongst the Town Board members detailing training that is being offered to current and newly elected (November's Election) town officials. This training is being hosted by the Clinton, Essex and Franklin County Town Clerks Association and will cover roles and responsibilities, Open Meeting Law and Ethics, and Fiscal Responsibility. This training will be held on November 20, 2023 from 9:00 am until noon at the Westside Ballroom, Plattsburgh, NY.

Supervisor Winemiller distributed the Water Superintendent/General Maintenance Laborer Position Description for the new position that will begin in January 2024. She asked the Board to review it and it will be discussed at the next Board Meeting in November.

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

Warrene McCarthy stated she had several questions:

1) Warrene stated she was asked to find out how long the Water Assistance Program (LIHWAP) was going to continue? Town Clerk Barbara Darrah responded that the program was coming to an end and the agency was going to disperse its last funds mid-October.

2) Warrene asked if the Robo Call program was going to only do the Water and Sewer District alerts, or would it do all of them? Supervisor Winemiller responded that is why she would like to the mailing to the local residents, in order to determine if they would like to be alerted to issues in our town as well as the County notifications.

3) Warrene stated she did not know the Town had a new Town Logo and asked where she could see it? Supervisor Winemiller responded that Warrene could see the new Logo on our Town's website. She gave Warrene the website address.

4) Warrene asked about the cleaning of the playground equipment, specifically the Pirate Ship after the Sock Hop held on September 9, 2023. She had heard there were drugs present and that the Town had the Pirate Ship professionally cleaned the next day. She asked if it was safe to children to play in the ship now? Supervisor Winemiller responded that Scooters was the cleaning company that cleaned the Pirate Ship using special chemicals and it was recommended that there be four days from that time for the cleaning chemicals to dissipate. The Pirate Ship was safe to use after that. Supervisor Winemiller stated that if anyone sees anything out of the ordinary anywhere to please call the State Police immediately.

There were no further questions, comments or concerns.

MOTION TO ADJOURN REGULAR BOARD MEETING

Deputy Supervisor Karl Law made the Motion to adjourn the Regular Board Meeting. The Motion was seconded by Councilperson Sheridan Swinyer. The Regular Board Meeting adjourned at 7:45 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: October 17, 2023