

Town of St. Armand
Wednesday, January 17, 2024
Public Hearing – Poplar Lane and Rockledge Sewer Districting – 6:15 pm
Organizational and Regular Board Meeting – 6:30 pm

These Public Hearing and Organizational Meeting Minutes were approved by the St. Armand Town Board on March 19, 2024.

A Public Hearing and Organizational Regular Board Meeting was conducted 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: Acting Water Superintendent and Wastewater Superintendent Joshua Woodruff, and Town Clerk Barbara Darrah.

EXCUSED: Highway Superintendent Douglas Snickles was excused from the meeting due to plowing the roads.

GUESTS FROM THE COMMUNITY: Lea Bedore, Tri-Lakes Humane Society, Donald Amell, Daniel Cantwell, from the community, Josh Colby (on-line), and one unidentified caller.

PUBLIC HEARING

Town Supervisor Davina Winemiller called the Public Hearing to order at 6:15 pm and asked all to join in the Pledge of Allegiance. Supervisor Winemiller asked Town Clerk Barbara Darrah to read the Public Hearing Notice.

NOTICE OF PUBLIC HEARING

NOTICE is hereby given that the Town Board of the Town of St. Armand, Essex County, New York will conduct a Public Hearing on Wednesday, January 17th, 2024 at 6:15 pm at the St. Armand Town Hall, 1702 NYS Route 3, Bloomingdale, NY 12913. The purpose of the Public hearing is for discussion on moving forward with the establishment of the Poplar Lane and Rockledge Sewer Districts. This Public Hearing will be held in person and virtually and any interested parties are welcome to attend and may be heard in favor or against any items contained therein. To attend on-line, the virtual link is: <https://goto.com/255885237>. To attend by phone the number is: 1(872) 240-3212 Access Code: 255-885-237 This notice was published in the Adirondack Daily Enterprise on January 7, 2024.

Supervisor Winemiller explained the steps that have been completed thus far on the establishment of the Poplar Lane Sewer District and the Rockledge Sewer District. Conducting this Public Hearing fulfills Step Four of the establishment guidelines. Supervisor Winemiller reported that the NYS Department of Environmental Conservation sent a letter confirming their agreement in the recommendation that the Town of St. Armand be the SEQR Lead Agency for the Poplar Lane project.

QUESTIONS OR CONCERNS FROM GUESTS AND STAFF

Supervisor Winemiller asked those present in person and on-line if anyone had any questions, comments or concerns. There were none. Supervisor Winemiller asked to adjourn the Public Hearing.

MOTION TO ADJOURN PUBLIC HEARING

Councilperson Stephanie Mikesell made the Motion to adjourn the Public Hearing. The Motion was seconded by Councilperson Sheridan Swinyer. The Public Hearing adjourned at 6:21 pm.

REGULAR BOARD MEETING

Supervisor Winemiller opened the Regular Board Meeting at 6:30 pm. and asked for those present to join in the Pledge of Allegiance.

Supervisor Winemiller opened the floor to Lea Bedore, Tri-Lakes Humane Society, to present the request for a Letter of Support from the Town of St. Armand for the Tri-Lakes Humane Society's grant application to New York State. The grant would provide funds for major renovations and upgrades at the shelter that have been needed since the early 90's.

Lea Bedore reported the shelter rescues approximately 24-26 animals a year, which comes to about 609 animals over the past 26 years. Supervisor Winemiller stated she would compose and send a letter of support to the shelter.

Supervisor Winemiller then asked for the Departmental Reports.

HIGHWAY DEPARTMENT MONTHLY REPORT

Highway Superintendent Douglas Snickles was excused for the meeting, therefore Winemiller presented the following report to the Board:

Town of St. Armand Highway Report for the January 17, 2024 Board Meeting

1. Helped with some demo at Town Hall.
2. The one-ton was serviced.
3. We had to do some work on the 2015 Tandem rail that holds the chain in.
4. All the sidewalks and fire hydrants are clean.
5. We have been plowing or sanding every day.
6. A large clean-up was done after the last wind and snow storm.
7. I called the County on the big wash-out on the River Road.
8. We did some shoulder work on a couple of roads after the flooding.

There were no other questions regarding the Highway report.

WATER DEPARTMENT REPORT

Water Report for the January 17, 2024 Town Board Meeting Submitted by Joshua Woodruff, Acting Water Superintendent

Water-

1. Daily cl2 testing at entry pt. / sample thru-out system.
2. 47 prospect street ongoing water shutoff saga
3. Arvid Abrams will be here 24th to go over the Reservoir to ensure surge protectors are working
4. Switched to well number 4 with no problems.
5. Johnathan Nielsen (took on tour of both departments)
7. Monthly lab samples

There were no questions regarding the Water Report.

WASTEWATER DEPARTMENT REPORT

Wastewater Report for the January 17, 2024 Town Board Meeting Presented by Joshua Woodruff, Wastewater Superintendent

Sewer-

1. Jan 5th BVF was called out to the wastewater treatment plant by the call out system for a heat sensor in the boiler rm.
2. Hugh from essex county IT and Davina are working on new computer at the PTB.
3. Blower Maintenance (oil change / air filter changes, general inspection)
4. Monthly lab samples

Joshua reported he has been working on the ice rink at the Youth Field and it should be able to open Friday Night, January 19th.

There were no questions regarding the Wastewater Report or the Ice Rink.

CODE ENFORCEMENT REPORT

Submitted by Rodger Tompkins for the January 17th Board Meeting – Report completed on December 31, 2023

New Residential Building Permits Issued Since Last Report: 1
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: 47
Total number of Residential Certificates of Completion issued for the year 2023: 19
Total number of Commercial Building permits issued for the year 2023: 2
Total number of Commercial Certificates of Completion issued for the year 2023: 1
Total number of Demolition permits issued for the year 2023: 5
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: 1
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: \$50.00
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: \$4,775.60

There were no questions regarding the Code Enforcement Report

TOWN JUSTICE REPORT

Town Justice Frank Whitelaw submitted the following report for the January 17, 2023 Town Board Meeting to include the End-of-Year Report for 2023.

St. Armand Town Court Report for December 2023 and End-of-Year Report

Total fines and surcharges collected for the month of December 2023: \$819.00
Total fine/surcharges collected year-to-date: \$9920.83
Total parking fines for December 2023: \$25.00
Total parking fines year-to-date: \$1200.00

Total Criminal cases adopted in 2023: 33
Total En-Con Cases for 2023: 3
Total Traffic Tickets in 2023: 155
Total Civil cases (small claims/evictions): 7

The court requests the council to authorize a dedication ceremony for the new Hon. Russell G. Slingerland Courtroom. This will involve inviting the town council, media, the District Attorney, County Attorney, Public Defender, Conflict Defender, Probation Director, Sheriff David Reynolds, and Lance. The Slingerland family has indicated that they will not be able to attend. Date to be determined by completion of 1st floor rehab. Food and beverages will be donated. There will also be a slideshow, depicting the “before and after” of the courtroom/2nd floor project.

Hon. Francis W. Whitelaw
St. Armand Town Justice

TAX COLLECTORS’ WARRANT FOR 2024

Tax Collector Nancy Heath submitted the Contents of Collectors’ Warrant for 2024. The amount to be collected is \$1,869,569.83

TOWN HISTORIAN REPORT

Town Historian Ed Kanze requested an extension on the Town Historian Report for 2023. It will be submitted during the February 21st Regular Town Board Meeting.

TOWN COURT ANNUAL AUDIT

Judge Francis Whitelaw, Town Justice, submitted the Justice’s Annual Court Audit for the year 2023. Records were previously reviewed by the Town Board and a Resolution of completion and acceptance by the Town Board followed later in the Board Meeting. There were no questions regarding the Justice Court Annual Audit.

TOWN CLERK ANNUAL AUDIT

Town Clerk Barbara Darrah presented the Town Clerk’s Annual Audit for the year 2023. Records were reviewed by the Town Board and a Resolution of completion and acceptance by the Town Board followed later in the Board Meeting. There were no questions regarding the Town Clerk Annual Audit.

TOWN SUPERVISOR’S ANNUAL AUDIT AND YEAR-END REPORT

Town Supervisor Davina Winemiller requested an extension in presenting the Town Supervisor’s Annual Audit and Year-end Report to the Town Board Resolution was previously prepared and the Board approved the request for extension and tabled the Resolution of completion and acceptance following later in the Board Meeting. There were no questions regarding the Town Supervisor’s Annual Audit and Year-end Report.

RESOLUTIONS # 1 - # 26 OF 2024

RESOLUTION # 1 OF 2024

SUPERVISOR’S APPOINTMENTS FOR 2024 FOR THE TOWN OF ST. ARMAND

Town Supervisor Davina Winemiller, who moved its adoption, offered the following Resolution:

BE IT RESOLVED, Supervisor Davina Winemiller does hereby designate the following appointments made for the year 2024, retroactive from January 1, 2024 until December 31, 2024:

- DEPUTY SUPERVISOR: - Karl Law
- BUILDING & GROUNDS COMMITTEE: - Davina Winemiller, Rodger Tompkins, Donna Whitelaw
- HIGHWAY COMMITTEE: - Davina Winemiller, Douglas Snickles, Karl Law
- WATER & SEWER COMMITTEE: - Davina Winemiller, Josh Woodruff, Sheridan Swinyer, and Water Superintendent (to be determined.)

- YOUTH RECREATION COMMITTEE: - Davina Winemiller, Nancy Heath, Vanessa Columbe, and newly appointed Board member to be determined.

- BOARD OF ASSESSMENT & REVIEW: - Diane Chase, Ralf Hartman, Ernest Hough, Stanley Ingison, Warrene McCarthy

- REGISTRAR of VITAL RECORDS - Barbara Darrah
- WATER & SEWER CLERK - Barbara Darrah
- DEPUTY TOWN CLERK - Nancy Heath
- DEPUTY REGISTRAR OF VITAL RECORDS - Nancy Heath
- TOWN HISTORIAN - Edward Kanze

- CLERK TO THE SUPERVISOR: - Michael Changelo

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

Supervisor Davina Winemiller	AYE
Deputy Supervisor Karl Law	AYE
Councilperson Stephanie Mikesell	AYE
Councilperson Sheridan Swinyer	AYE
Councilperson Donna Whitelaw	AYE

Dated: January 17, 2024

Barbara J. Darrah
St. Armand Town Clerk

RESOLUTION # 2 OF 2024

DESIGNATING APPOINTMENTS FOR 2024 FOR THE TOWN OF ST. ARMAND

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

BE IT RESOLVED that the following Supervisor’s appointments for 2024 have been proposed and accepted, retroactive January 1, 2024 until December 31, 2024.

Designating appointments are:

ATTORNEYS FOR THE TOWN - Matthew Norfolk

- Dan Manning
- Douglas Goodfriend
- Matthew Fuller (Sewer)

CODE ENFORCEMENT OFFICER	- Rodger Tompkins
DEPUTY HIGHWAY SUPERINTENDENT	- Cory Skiff
HEALTH OFFICER	- Raymond Scollin
RECREATION SUPERVISOR	- Davina Winemiller

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

Supervisor Davina Winemiller	AYE
Deputy Supervisor Karl Law	AYE
Councilperson Stephanie Mikesell	AYE
Councilperson Sheridan Swinyer	AYE
Councilperson Donna Whitelaw	AYE

Dated January 17, 2024

Barbara J. Darrah
St. Armand Town Clerk

RESOLUTION # 3 OF 2024

DESIGNATION OF OFFICIAL BANKS

Councilperson Donna Whitelaw, who moved its adoption, offered the following Resolution:

BE IT RESOLVED that the following banks are designated to be the official banks to deposit money for the Town of St. Armand during the year 2024:

NBT Bank
Community Bank
NY CLASS

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

Supervisor Davina Winemiller	AYE
Deputy Supervisor Karl Law	AYE
Councilperson Stephanie Mikesell	AYE
Councilperson Sheridan Swinyer	AYE
Councilperson Donna Whitelaw	AYE

Dated: January 17, 2024

Barbara J. Darrah
St. Armand Town Clerk

RESOLUTION # 4 OF 2024

DESIGNATION OF OFFICIAL NEWSPAPER

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

BE IT RESOLVED that the official newspaper for the Town of St. Armand for Public Notices and advertising in 2024 shall be the Adirondack Daily Enterprise.

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 Stephanie Mikesell	AYE
Councilperson Sheridan Swinyer	AYE
Councilperson Donna Whitelaw	AYE

Dated: January 17, 2024

Barbara J. Darrah
St. Armand Town Clerk

Councilperson Donna Whitelaw, who moved its adoption, offered the following Resolution:
WHEREAS by Resolution, the Town board of the Town of St. Armand hereby duly authorizes GO DADDY.COM for the purpose of continued leasing of the Town of St. Armand website domain for January 1, 2024 – December 31, 2024.

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

Supervisor Davina Winemiller	AYE
Deputy Supervisor Karl Law	AYE
Councilperson Stephanie Mikesell	AYE
Councilperson Sheridan Swinyer	AYE
Councilperson Donna Whitelaw	AYE

Dated: January 17, 2024

Barbara J. Darrah
St. Armand Town Clerk

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

WHEREAS, The Town of St. Armand checking and saving accounts are held with NBT Bank, 209 Lake Flower Avenue, Saranac Lake, NY, and

THEREFORE, BE IT RESOLVED, that the Town Board acknowledges and hereby authorizes Davina Winemiller, Town Supervisor, to continue having signature authorization for Checking and Savings accounts at NBT BANK,

AND BE IT FURTHER RESOLVED, Deputy Supervisor Karl Law is designated to have secondary signature authorization when required.

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

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

Dated: January 17, 2024

Barbara J. Darrah
St. Armand Town Clerk

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

WHEREAS, The Town of St. Armand checking accounts are held at Community Bank, 46 Broadway, Saranac Lake, NY, and

THEREFORE, BE IT RESOLVED, that the Town Board acknowledges and hereby authorizes Town Supervisor Davina Winemiller to continue having signature authorization for Checking accounts at COMMUNITY BANK,

AND BE IT FURTHER RESOLVED, Deputy Supervisor Karl Law is designated to have secondary signature authorization when required.

This Resolution was duly seconded by Councilperson Donna Whitelaw, and adopted by Roll Call vote as follows:

Supervisor Davina Winemiller	AYE
Deputy Supervisor Karl Law	AYE
Councilperson Stephanie Mikesell	AYE

Councilperson Sheridan Swinyer AYE
Councilperson Donna Whitelaw AYE

Dated: January 17, 2024

Barbara J. Darrah
St. Armand Town Clerk

RESOLUTION # 8 OF 2024

TOWN OF ST. ARMAND
PROCUREMENT POLICY

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

PROCUREMENT POLICIES AND PROCEDURES FOR THE TOWN OF ST. ARMAND

IT IS HEREBY RESOLVED BY, the Town Board of the Town of St. Armand, Essex County, State of New York that to conform with the requirements of General Municipal Law, Section 104-b, Procurement Policies and Procedures, and

IT IS FURTHER RESOLVED, that goods and services which are not required by law to be procured pursuant to competitive bidding must be procured in a manner so as to assure the prudent and economical use of public moneys, in the best interests of the taxpayers, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption. To further these objectives, the governing board is adopting internal policies and procedures governing all procurement of goods and services which are not required to be procured pursuant to the competitive bidding requirements of General Municipal Law, Section 103 or of any other general, special or local law, as follows:

I. Procedures for determining whether procurements are subject to bidding:

The procedures for determining whether a procurement of goods and services is subject to competitive bidding and documenting the basis for any determination that competitive bidding is not required by law is as follows:

A. Procedure: All procurement must be examined and categorized as follows:

1. GML Section 104-b Non-competitive Bidding:

- a). Purchase under \$20,000.00.
- b). Contract for public work below \$20,000.00.
- c). Articles manufactured in a New York State correctional facility (Corrections Law Section 184, 186).
- d). Purchases from agencies for the blind or severely handicapped (State Finance Law Section 175-b).
- e). Purchases under a County contract (GML Section 103(3)). 10002
- f). Purchases under a State contract (GML Section 104).
- g). Emergency purchases (GML Section 103(4)).
- h). Sole source purchases (GML Section 104-b).
- i). Professional Services (GML Section 104-b).
- j). True leases (GML Section 104-b).
- k). Insurance (GML Section 104-b).
- l). Second-hand equipment from another government (GML Section 103(6)).

2. GML Section 104-b - Competitive Bidding:

- a). Purchase contract of \$20,000.00 or more.
- b). Contracts for public work of \$20,000.00 or more.

3. Other Analysis:

- A). Purchases should be evaluated to determine whether, over the course of the fiscal year, the Town of St. Armand will spend in excess of the competitive bidding thresholds for the same or similar items or services. Prior years budgetary appropriations should be referred to for this information and compared with current projections.
- b). Reference to the statute (GML Section 104) should be made for all purchases cited in II-A-1 above, (except II-A-1(a,b) in which a non- bidding determination is made).

B. Documentation - Determination that a purchase is not subject to competitive bidding requirements shall be documented as follows, and kept with the records of the purchase:

1. Copies or notations of all written indicia of dollar amounts.
2. Notation of all verbal indicia of dollar amounts.
3. Where appropriate, reference to prior years budgetary purchase amount information.
4. For all items determined not to be subject to competitive bidding for reasons other than dollar amount, a written notation of the facts justifying the particular category of exception must be made.
5. If full compliance with these documentation requirements is not practical, a note of explanation shall be made and placed with the purchase records.

C. The methods of procurement to be used are as follows:

- For purchases or public works under \$250.00 – no quote needed
- For purchases or public works between \$251.00 to \$1,000.00 – two or more verbal quotes needed
- For purchases or public works between \$1,001.00 to \$2,000.00 – two or more written quotes needed
- For purchases or public works between \$2,001 to \$9,999.00 – three or more written quotes needed
- For emergency purchases or public works under \$5,000.00 – at the discretion of the Town Supervisor

For emergency purchases or public works between \$5,001.00 to \$20,000.00 – two verbal quotes needed
For insurance plans or policies, annually – two written quotes needed
For second hand equipment purchases

D. Statutory Exceptions from These Policies and Procedures:

Except for procurement made pursuant to General Municipal Law, Section 103(3) (through county contracts), or section 104 (through state contract), State Finance Law, Section 175-b (from agencies for the blind or severely handicapped), Correction Law, Section 186 (articles manufactured in correctional institutions), alternative proposals or quotations for

goods and services shall be secured by use of written requests for proposals, written quotations, verbal quotations or any other method or procurement which furthers the purposes of General Municipal Law, Section 104-b.

THEREFORE, BE IT RESOLVED, that the Town Board of St. Armand does hereby adopt the Procurement Policy and Procedures pursuant to Section 104 B of the General Municipal Law, effective January 1, 2024 to December 31, 2024.

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

Supervisor Davina Winemiller	AYE
Deputy Supervisor Karl Law	AYE
Councilperson Stephanie Mikesell	AYE
Councilperson Sheridan Swinyer	AYE
Councilperson Donna Whitelaw	AYE

Dated January 17, 2024

Barbara J. Darrah
St. Armand Town Clerk

RESOLUTION # 9 OF 2024

ADOPTION OF THE INVESTMENT POLICY FOR
THE TOWN OF ST. ARMAND'S FUNDS FOR 2024

Councilperson Donna Whitelaw, who moved its adoption, offered the following Resolution:

WHEREAS, the Town of St. Armand adopts the following Investment Policy for Town Funds:

INVESTMENT POLICY FOR THE TOWN OF ST. ARMAND

IT IS HEREBY RESOLVED BY the Town Board of the Town of St. Armand, County of Essex, State of New York that to conform with all applicable federal, state and legal requirements; to insure the safety and prudent investment of tax payer funds; and to provide sufficient liquidity to meet all operating requirements, and

IT IS HEREBY RESOLVED THAT the authority for administration of the investment program is delegated to the Supervisor, who should establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a data base or records incorporating description and amounts of investments, transaction dates, and other relevant information, and regulate the activities of subordinate employees. All participants in the investment process shall seek to act responsibly, as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Town of St. Armand to govern effectively, and

IT IS FURTHER RESOLVED that it is the policy of the Town of St. Armand to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling, and

IT IS FURTHER RESOLVED that the policy for the Town of St. Armand for all moneys collected by any officer or employee of the Town is to be transferred to the appropriate Town official within two days for deposit, or, within the time period specified by law, and

IT IS FURTHER RESOLVED, that the Supervisor is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly, and are managed in compliance with applicable laws and regulations, and

IT IS FURTHER RESOLVED by the Town Board that the designation of depositories authorized for the deposit of monies up to the legally permissible maximum amounts are; any such bank or trust company authorized by law to do business in, and having offices in the State of New York, and

IT IS FURTHER RESOLVED that in accordance with the provisions of General Municipal Law Section 10, all deposits of the Town of St. Armand, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance shall be secured:
a collateralizing of Deposits.

1. By a pledge of "eligible securities" with an aggregate "market value" as provided by General Municipal Law Section 10, equal to the aggregate amount of deposits from the categories designated in Section C., Permitted Investments of this policy, or
2. By an eligible "irrevocable letter of credit" issued by a qualified bank other than the bank with the deposits in favor of the Town for a term not to exceed 90 days with an aggregate value equal to 140% of the aggregate amount of deposits and the agreed upon interest, if any. A qualified bank is one whose commercial paper and other unsecured short-term debt obligations are rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization or by a bank that is in compliance with applicable federal minimum risk-based capital requirements, or
3. By an eligible surety bond payable to the Town for an amount at least equal to 100% of the aggregate amount of deposits and the agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims-paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations.

B. Safekeeping and Collateralization.

Eligible securities used for collateralizing deposits shall be held by the depository and/or a third party bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure local government deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events which will enable the local government to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the Town, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Town of St. Armand or its custodial bank. The custodian agreement shall provide that securities held by the bank or trust company, or agent of and custodian for the Town will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the Town a perfected interest in the securities.

C. Permitted Investments.

As authorized by General Municipal Law Section 11, the Town of St. Armand authorizes the Supervisor to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

1. Special time deposit accounts,
2. Certificates of Deposit,

All investment obligations shall be payable or redeemable at the option of the Town of St. Armand within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided.

D. Authorized financial institutions.

The Town of St. Armand should maintain a list of financial institutions approved for investment purposes and establish appropriate limits to the amount of investments which can be made with each financial institution. All financial institutions with which the Town conducts business must be credit worthy. Banks shall provide their most recent consolidated Report of Condition (Call Report) at the request of the Town Supervisor. The Supervisor is responsible for evaluating the financial position and maintaining a listing of proposed depositories, and custodians. Such listings shall be evaluated at least annually.

BE IT RESOLVED, that the Town Board of St. Armand does hereby adopt the Investment Policy renewed effective January 1, 2024 until December 31, 2024.

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

Supervisor Davina Winemiller	AYE
Deputy Supervisor Karl Law	AYE
Councilperson Stephanie Mikesell	AYE
Councilperson Sheridan Swinyer	AYE
Councilperson Donna Whitelaw	AYE

Dated: January 17, 2024

Barbara J. Darrah
St. Armand Town Clerk

****RESOLUTION # 10 OF 2024 WAS TABLED BY THE TOWN BOARD UNTIL NEXT MONTH****

RESOLUTION # 10 OF 2024

TOWN OF ST. ARMAND'S ACKNOWLEDGEMENT OF
AUDIT CONDUCTED ON TOWN SUPERVISOR'S
ANNUAL YEAR-END REPORT FOR 2023

who moved its adoption, offered the following Resolution:

WHEREAS, The Office of the State Comptroller requires that the town and village supervisors annually provide their year-end report to their respective town and village auditing Board, and that such report be examined or audited and that fact be entered into the minutes of the Board’s proceedings, and

WHEREAS, the Supervisors Report includes initiatives to improve accountability and controls over all Town finances and records, and

WHEREAS, among the initiatives is increased monitoring of town and village board compliance with the NYS Comptroller’s direction,

THEREFORE, BE IT RESOLVED, that the Town Board acknowledges an audit of the Town Supervisor’s report for the Town of St. Armand for 2023 was completed during the month of January 2024, and

BE IT FURTHER RESOLVED, that no issues or discrepancies were found.

This Resolution was duly seconded by _____, and adopted by Roll Call Vote as follows:

Town Supervisor Davina Winemiller	AYE
Deputy Supervisor Karl Law	AYE
Councilperson Stephanie Mikesell	AYE
Councilperson Sheridan Swinyer	AYE
Councilperson Donna Whitelaw	AYE

Dated: January 17, 2024

Barbara J. Darrah
St. Armand Town Clerk

RESOLUTION # 11 OF 2024 TOWN OF ST. ARMAND TOWN BOARD’S ACKNOWLEDGEMENT
OF ANNUAL AUDIT CONDUCTED ON TOWN JUSTICE FUNDS
AND RECORDS OF 2023

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

WHEREAS, The Uniform Justice Court Act requires that the town and village justices annually provide their court records and dockets to their respective town and village auditing boards, and that such records then be examined or audited and that fact be entered into the minutes of the board’s proceedings, and

WHEREAS, the Unified Court System’s Action Plan for the Justice Courts includes initiatives to improve accountability and controls over Justice Court finances and records, and

WHEREAS, among the initiatives is increased monitoring of town and village board compliance with Section 2019-a,

THEREFORE, BE IT RESOLVED, that the Town Board acknowledges an audit of the Justice Court Fund for the Town of St. Armand for 2023 was completed during the month of January 2024, and

BE IT FURTHER RESOLVED, that no issues or discrepancies were found.

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

Supervisor Davina Winemiller	AYE
Deputy Supervisor Karl Law	AYE
Councilperson Stephanie Mikesell	AYE
Councilperson Sheridan Swinyer	AYE
Councilperson Donna Whitelaw	ABSTAINED

Dated: January 17, 2024

Barbara J. Darrah
St. Armand Town Clerk

RESOLUTION # 12 OF 2024 TOWN OF ST. ARMAND TOWN BOARD’S ACKNOWLEDGEMENT OF
AUDIT CONDUCTED ON TOWN CLERK’S YEAR END AUDIT REPORT
FOR 2023

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

WHEREAS, The Office of the State Comptroller requires that the town and village Clerks annually provide their year-end report to their respective town and village auditing Board, and that such report be examined or audited and that fact be entered into the minutes of the Board's proceedings, and

WHEREAS, the Town Clerk's Report includes accountability over all Town Clerk finances and records, and

WHEREAS, among the initiatives is increased monitoring of town and village board compliance with the NYS Comptroller's direction,

THEREFORE, BE IT RESOLVED, that the Town Board acknowledges an audit of the Town Clerk's Report for the Town of St. Armand for 2023 was completed during the month of January 2024, and

BE IT FURTHER RESOLVED, that no issues or discrepancies were found.

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

Supervisor Davina Winemiller	AYE
Deputy Supervisor Karl Law	AYE
Councilperson Stephanie Mikesell	AYE
Councilperson Sheridan Swinyer	AYE
Councilperson Donna Whitelaw	AYE

Dated: January 17, 2024

Barbara J. Darrah
St. Armand Town Clerk

RESOLUTION # 13 OF 2024 TOWN OF ST. ARMAND'S REPRESENTATIVE FOR COUNTY YOUTH COMMISSION AND PLANNING COMMITTEE

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

WHEREAS, The New York State Office of Children and Family Services Executive Law 420, Article 16, requires the yearly appointment/reappointment of a person to act as a representative on the County Youth Board/Planning Committee take place, and

WHEREAS, also in Executive Law 420, Article 15, a municipality receiving office of Children and Family Services Funds must appoint a Youth Commission,

NOW THEREFORE, BE IT RESOLVED, that the Town of St. Armand appoints

Town Supervisor Davina Winemiller

To act as the Official Representative for the Town of St. Armand on the Essex County Youth Board/Planning Committee and that:

Deputy Supervisor Karl Law shall act as her alternate, and

BE IT FURTHER RESOLVED, that the Town Board of the Town of St. Armand appoints the following to serve on the Youth Commission for the Town of St. Armand:

Donna Whitelaw, 60 Maple Lane, Bloomingdale, NY 12913, donnawstarmand@gmail.com, 518-891-3189

Nancy Heath, PO Box 181, Bloomingdale, NY 12913, starmandtax@yahoo.com, 518-891-1258

Vanessa Columbe, PO BOX 304, Bloomingdale, NY 12913, 518-354-8442

AND, all of the above-named individuals are employed by the Town of St. Armand, AND

ALSO, BE IT FURTHER RESOLVED that the Town Board of the Town of St. Armand authorizes the Director of the Essex County Youth Bureau to sign amendments of no increase/no decrease in State Aid for said municipality, and that the Director of the Youth Bureau has agreed to return copies of the amendments to the municipality, AND

BE IT FURTHER RESOLVED that the Clerk of this Board shall submit a copy of this Resolution to the Essex County Youth Bureau, Essex County Government Center, Elizabethtown, NY 12932.

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

Supervisor Davina Winemiller	AYE
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Deputy Supervisor Karl Law AYE
Councilperson Stephanie Mikesell AYE
Councilperson Sheridan Swinyer AYE
Councilperson Donna Whitelaw AYE

Dated: January 17, 2024

Barbara J. Darrah
St. Armand Town Clerk

RESOLUTION # 14 OF 2024

TOWN OF ST. ARMAND YOUTH COMMISSION FUNDS

Town Supervisor Davina Winemiller, who moved its adoption, offered the following Resolution:

WHEREAS, the Town Board of the Town of St. Armand has decided to partner their youth service program(s) with the Town of Harriestown, and

WHEREAS, the Town Board of the Town of St. Armand has approved the appointment of its Youth Commission members, and

WHEREAS, the Youth Commission has been authorized to expend enough funds to cover the 50/50 match required by the New York State Office of Children and Family Services,

THEREFORE, BE IT RESOLVED that the Town of St. Armand Town Board hereby approves the 2024 application and authorizes the Youth Commission to expend enough funds for the 2024 youth services program(s), and

BE IT FURTHER RESOLVED, that the Town Clerk send a copy of this Resolution to the Essex County Youth Bureau, 7533 Court Street, Elizabethtown, NY 12932.

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

Supervisor Davina Winemiller AYE
Deputy Supervisor Karl Law AYE
Councilperson Stephanie Mikesell AYE
Councilperson Sheridan Swinyer AYE
Councilperson Donna Whitelaw AYE

Dated: January 17, 2024

Barbara J. Darrah
St. Armand Town Clerk

RESOLUTION # 15 OF 2024

OFFICIAL MILEAGE ALLOWANCE FOR 2024

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

BE IT RESOLVED, that the Town Officials and Employees be compensated at 67.0 cents per mile for the use of their personal vehicles in the performance of their official duties from January 1, 2024 until December 31, 2024. This mileage compensation rate is hereby verified at the Essex County level.

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

Supervisor Davina Winemiller AYE
Deputy Supervisor Karl Law AYE
Councilperson Stephanie Mikesell AYE
Councilperson Sheridan Mikesell AYE
Councilperson Donna Whitelaw AYE

Dated: January 17, 2024

Barbara J. Darrah
St. Armand Town Clerk

RESOLUTION # 16 OF 2024

TOWN OF ST. ARMAND
LEASE OF POLL SITE FOR 2024

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

WHEREAS by Resolution of the Town Board of the Town of St. Armand does hereby duly authorize Town Supervisor Davina Winemiller to execute the Contract with the Essex County Board of Elections for the purpose of leasing the Town Hall as a poll site, in consideration of \$1.00 per election event, for the calendar year 2024.

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

Supervisor Davina Winemiller	AYE
Deputy Supervisor Karl Law	AYE
Councilperson Stephanie Mikesell	AYE
Councilperson Sheridan Swinyer	AYE
Councilperson Donna Whitelaw	AYE

Dated: January 17, 2024

Barbara J. Darrah
St. Armand Town Clerk

RESOLUTION # 17 OF 2024

TOWN OF ST. ARMAND TOWN BOARD
AUTHORIZATION TO SELL USED BUILDING
EQUIPMENT

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

WHEREAS on September 14, 2022, the Town of St. Armand purchased scaffolding from Sturdy Supply for the Town Hall Reconstruction project for the price of \$2,099.90, and

WHEREAS, the portion of the reconstruction project that utilized the scaffolding is completed and the scaffolding is no longer needed, and

WHEREAS, Lance Kriplin, Contractor, has offered to purchase the used scaffolding for \$2,099.90.

THEREFORE, by this Resolution, the Town Board of the Town of St. Armand does hereby authorize the sale of the used scaffolding as is to Lance Kriplin for the price of \$2,099.90.

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

Supervisor Davina Winemiller	AYE
Deputy Supervisor Karl Law	AYE
Councilperson Stephanie Mikesell	AYE
Councilperson Sheridan Swinyer	AYE
Councilperson Donna Whitelaw	AYE

Dated: January 17, 2024

Barbara J. Darrah
St. Armand Town Clerk

RESOLUTION # 18 OF 2024

TOWN OF ST. ARMAND TOWN BOARD
AUTHORIZATION TO SELL LEFTOVER
PROGEN DURHAM PINE TAVERN
FLOORING AND VINYL QUARTER ROUND.

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

WHEREAS on April 25, 2023, the Town purchased boxes of Pro Gen Durham Pine Tavern flooring for the Town Hall renovations at the price of \$131.17 per box, and

WHEREAS on December 5, 2023, the Town purchased vinyl quarter round from Sherwin Willims for the Town Hall renovations at the price of \$63.20 per roll, and

WHEREAS, after the completion of the Town Hall renovations there is unused flooring and vinyl quarter round remaining.

THEREFORE, by this Resolution, the Town Board of the Town of St. Armand does hereby authorize the sale of the leftover flooring and quarter round be sold to any employee or other interested individual for the same cost at the time of purchase indicated by the attached invoices.

BE IT FURTHER Resolved that if there are any aforementioned materials remaining after a few months, the remaining materials will be placed on the Auction International Auction site.

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

Supervisor Davina Winemiller	AYE
Deputy Supervisor Karl Law	AYE

Councilperson Stephanie Mikesell AYE
Councilperson Sheridan Swinyer AYE
Councilperson Donna Whitelaw AYE

Dated: January 17, 2024

Barbara J. Darrah
St. Armand Town Clerk

RESOLUTION # 19 OF 2024

TOWN OF ST. ARMAND 2024 CONTRACT
WITH ADIRONDACK REGIONAL AIRPORT

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

WHEREAS by Resolution of the Town of St. Armand, the Town Board hereby duly authorizes Town Supervisor Davina Winemiller to execute the Contract agreement with Adirondack Regional Airport for services to begin January 1, 2024 through December 31, 2024, and

THEREFORE, BE IT RESOLVED THAT the total sum of \$2500.00 for such 2024 contract is to be paid to the Adirondack Regional Airport no later than February 1, 2024.

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

Supervisor Davina Winemiller AYE
Deputy Supervisor Karl Law AYE
Councilperson Stephanie Mikesell AYE
Councilperson Sheridan Swinyer AYE
Councilperson Donna Whitelaw AYE

Dated: January 17, 2023

Barbara J. Darrah
St. Armand Town Clerk

RESOLUTION # 20 OF 2024

AUTHORIZATION TO SIGN AGREEMENT
BETWEEN THE TOWN OF ST. ARMAND
AND THE SARANAC LAKE VOLUNTEER
RESCUE SQUAD, INC. FOR 2024

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

WHEREAS, a Resolution of the Town Board of the Town of St. Armand, authorizing Town Supervisor Davina Winemiller to execute the 2024 Agreement with the Saranac Lake Volunteer Rescue Squad, and

WHEREAS the Saranac Lake Volunteer Rescue Squad provides the services of medical care and transportation via ambulance for injured and sick individuals within the borders of the Town of St. Armand, and

WHEREAS the Town Board for the Town of St. Armand agrees to the provisions set within the Agreement between the Town of St. Armand and the Saranac Lake Volunteer Rescue Squad, Inc., and the Town agrees to pay an amount of \$41,970.00 for such services from January 1, 2024 to December 31, 2024, payable no later than April 1, 2024.

NOW THEREFORE, LET IT BE RESOLVED that the Town Board of the Town of St. Armand shall abide by the Agreement between the Town of St. Armand and the Saranac Lake Volunteer Rescue Squad, Inc.

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

Supervisor Davina Winemiller AYE
Deputy Supervisor Karl Law AYE
Councilperson Stephanie Mikesell AYE
Councilperson Sheridan Swinyer AYE
Councilperson Donna Whitelaw AYE

Dated: January 17, 2024

Barbara J. Darrah
St. Armand Town Clerk

RESOLUTION # 21 OF 2024

TOWN BOARD AUTHORIZATION TO SIGN
2024 FIRE CONTRACT AGREEMENT
BETWEEN THE TOWN OF ST. ARMAND
AND THE VILLAGE OF SARANAC LAKE

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

WHEREAS, a Resolution of the Town Board of the Town of St. Armand, authorizing Town Supervisor Davina Winemiller to execute the 2024 Fire Contract with the Village of Saranac Lake, and

WHEREAS, the Village has provided the services of the Village of Saranac Lake Fire Department for the fire protection and rescue services pursuant to General Municipal Law Section 209-b and fire police protection pursuant to General Municipal Law Section 209-c to the Town, and

WHEREAS, the Town Board for the Town of St. Armand agrees to the provisions set with the Fire Contract Agreement for 2024,

NOW, THEREFORE, LET IT BE RESOLVED that the Town Board for the Town of St. Armand shall abide by the Fire Contract Agreement for January 1, 2024 through December 31, 2024, in the amount of \$22,936.77 payable by February 1, 2024.

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

Supervisor Davina Winemiller	AYE
Deputy Supervisor Karl Law	AYE
Councilperson Stephanie Mikesell	AYE
Councilperson Sheridan Swinyer	AYE
Councilperson Donna Whitelaw	AYE

Dated: January 17, 2024

Barbara J. Darrah
St. Armand Town Clerk

RESOLUTION # 22 OF 2024

TOWN OF ST. ARMAND 2024 CONTRACT
WITH NORTH COUNTRY LIFE FLIGHT

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

WHEREAS, by Resolution of the Town of St. Armand, the Town Board hereby duly authorizes Town Supervisor Davina Winemiller to execute the Contract agreement with North Country Life Flight, for services to begin January 1, 2024 through December 31, 2024.

THEREFORE, BE IT RESOLVED that the sum of \$500.00 for such 2024 contract is to be paid to North Country Life Flight no later than March 1, 2024.

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

Supervisor Davina Winemiller	AYE
Deputy Supervisor Karl Law	AYE
Councilperson Stephanie Mikesell	AYE
Councilperson Sheridan Swinyer	AYE
Councilperson Donna Whitelaw	AYE

Dated: January 17, 2024

Barbara J. Darrah
St. Armand Town Clerk

RESOLUTION # 23 OF 2024

REAPPOINTMENT OF TOWN OF ST. ARMAND
BOARD OF ASSESSMENT REVIEW MEMBER
RALF HARTMANN

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

WHEREAS the St. Armand Town Board approved the appointment of Ralf Hartmann as a member of the Board of Assessment Review, and

WHEREAS the term of a Board of Assessment Review member is 5 years and this term of office shall run concurrently from the term already in effect, that being October 1, 2018 through September 30, 2023,

THEREFORE, this appointment shall be retroactive for the term that runs from October 1, 2023 through September 30, 2028.

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

Town Supervisor Davina Winemiller	AYE
Deputy Supervisor Karl Law	AYE
Councilperson Stephanie Mikesell	AYE
Councilperson Sheridan Swinyer	AYE
Councilperson Donna Whitelaw	AYE

Dated: January 17, 2024

Barbara J. Darrah
St. Armand Town Clerk

RESOLUTION # 24 OF 2024 TOWN OF ST. ARMAND TOWN BOARD APPROVAL AUTHORIZING
ADDITIONAL BLOOMINGDALE VOLUNTEER FIRE DEPARTMENT
(BVFD) MEMBERS TO OBTAIN GAS AND DIESEL FROM THE TOWN
HIGHWAY DEPARTMENT’S FUEL PUMPS TO FILL EMERGENCY
VEHICLES BELONGING TO THE BVFD

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

WHEREAS the Bloomingdale Volunteer Fire Department (BVFD) has provided the services of the Town of St. Armand for fire protection pursuant to General Municipal Law Section 209-b and fire police protection pursuant to General Municipal Law Section 209-c to the Town, and

WHEREAS per Resolution #44 of 2017, there has been an ongoing agreement between the Town of St. Armand and the BVFD Fire Department, allowing assigned BVFD members to obtain gas and diesel from the Town’s Highway Department fuel pumps for the purpose of keeping emergency vehicles filled due to the locality of the Emergency Vehicles being housed in Bloomingdale, and

WHEREAS the BVFD submitted a request on December 21, 2023 to add more BVFD members to the already authorized members approved to obtain fuel, and

WHEREAS, the Highway Superintendent will submit the amount of fuel used by the BVFD to the Clerk to the Supervisor on a quarterly basis and the BVFD will be billed quarterly by the Town of St. Armand for the amount of fuel used in their emergency vehicles.

THEREFORE, BE IT RESOLVED the following BVFD members are now authorized to fuel the BVFD emergency vehicles using the Town’s Highway Department fuel pumps at this time:

Ray Amell, Dustin Fuller, Brian Goetz, Jon Gorgas, John Houghton, Will Martin, Kevin Woodruff, Michael Woodruff, and Timothy Woodruff.

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

Supervisor Davina Winemiller	AYE
Deputy Supervisor Karl Law	AYE
Councilperson Stephanie Mikesell	AYE
Councilperson Sheridan Swinyer	RECUSED
Councilperson Donna Whitelaw	AYE

Dated: January 17, 2024

Barbara J. Darrah
St. Armand Town Clerk

RESOLUTION # 25 OF 2024 TOWN OF ST. ARMAND TOWN BOARD AUTHORIZAITON
TO SIGN VILLAGE OF SARANAC LAKE SHARED HIGHWAY
SERVICES CONTRACT 2024

Councilperson Donna Whitelaw, who moved its adoption, offered the following Resolution:

WHEREAS, all municipalities, including the Town of St. Armand, have the power and authority to contract with other municipalities for the purpose of renting, leasing, exchanging, borrowing or maintaining of machinery and equipment, with or without operators; and

WHEREAS, all municipalities, including the Town of St. Armand, have the power and authority to borrow or lend materials and supplies to other municipalities; and

WHEREAS, it is hereby determined that the Town of St. Armand and other municipalities have machinery and equipment which is not used during certain periods; and

WHEREAS, it is determined that the Town of St. Armand and other municipalities often have materials and supplies on hand which are not immediately needed; and

WHEREAS, it is hereby determined that by renting, borrowing, exchanging, leasing or maintaining highway machinery and equipment and the borrowing or lending of materials and supplies, the Town of St. Armand and other municipalities

may avoid the necessity of purchasing certain needed highway machinery and equipment and the purchasing, or storing, of a large inventory of certain extra materials and supplies, thereby saving money for the taxpayers; and

WHEREAS, it is recognized and determined, from a practical working arrangement, that no program of borrowing, exchanging, leasing, renting or maintaining of highway machinery and equipment or borrowing or lending of materials can be successful if each individual arrangement or agreement must receive prior approval by the Town Board and the governing board of each of the other municipalities which may be parties to such agreements, since such agreements must often be made on short notice and at times when governing boards are not in session; and

WHEREAS, it is incumbent upon each municipality to design a simple method whereby materials, supplies, equipment and machinery, including the operators thereof, may be obtained or maintained with a minimum of paperwork and inconvenience and with a swift approval process; and

WHEREAS, it is the intent of the Town Board to give the Highway Superintendent the authority to enter into renting, exchanging, borrowing, lending or maintaining arrangements with the persons serving in similar capacities in other municipalities without the necessity of obtaining approval of the Town Board prior to the making of each individual arrangement; and

WHEREAS, a standard contract has been prepared which is expected to be adopted and placed into effect in other municipalities, and will grant the person holding the position comparable to that of the head of the highway department in each of those other municipalities the authority to make similar arrangements; and

WHEREAS, it is hereby determined that it will be in the best interests of the Town of St. Armand to be a party to such shared services arrangements.

NOW THEREFORE, BE IT RESOLVED that the Town of St. Armand Town Supervisor is hereby authorized to sign the following contract on behalf of the Town.

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

Supervisor Davina Winemiller	AYE
Deputy Supervisor Karl Law	AYE
Councilperson Stephanie Mikesell	AYE
Councilperson Sheridan Swinyer	AYE
Councilperson Donna Whitelaw	AYE

Dated: January 17, 2024

Barbara J. Darrah
St. Armand Town Clerk

RESOLUTION 26 OF 2024

RESOLUTION GIVING THE TOWN OF ST. ARMAND SUPERVISOR, CFO,
APPROVAL TO AMEND THE APPROPRIATIONS OF SUBSIDIARY BUDGET ACCOUNTS FOR EACH
BUDGET LINE ITEM WITH NO CHANGE TO THE TOTAL PREVIOUSLY AMENDED BUDGET
AMOUNT FOR EACH BUDGET FUND DURING THE FISCAL YEAR FOR 2023

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

WHEREAS The Town of St. Armand Supervisor is the Chief Financial Officer for the Town of St. Armand and is responsible for maintaining balance in subsidiary fund accounts, and

WHEREAS Through the fiscal year the general ledger control account, appropriations and the subsidiary appropriation accounts are used to control expenditures, keeping them within the authorized spending authority of the budget, and

WHEREAS Analysis of the accounts on a continuing basis will enable the CFO to determine when the budget will have to be modified because original appropriations are insufficient or additional unforeseen expenses may occur, and

WHEREAS, the CFO, is given permission by the Town Board to make adjustments in the subsidiary accounts so long as the total amount of appropriations for the fiscal year 2023 does not exceed the previously adjusted Budget Expenditure amounts for each fund.

THEREFORE, LET IT BE RESOLVED, that the Town Board of the Town of St. Armand hereby allows the Town Supervisor to make such budgetary modifications as deemed necessary to keep all subsidiary accounts in good standing.

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 Stephanie Mikesell	AYE
Councilperson Sheridan Swinyer	AYE
Councilperson Donna Whitelaw	AYE

Dated: January 17, 2024

Barbara J. Darrah
St. Armand Town Clerk

MOTION TO APPROVE MONTLY BILLS

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

- General Vouchers # 1 - # 41 in the amount of \$ 32,8112.93
- Trust and Agency Vouchers # 1 - # 3 in the amount of \$ 5,563.80
- Highway Vouchers # 1 - # 15 in the amount of \$ 14,331.28
- Water and Sewer Vouchers # 1 - # 10 in the amount of \$ 5,894.30
- HT Grant Vouchers # 1 - #5 in the amount of \$ 20,113.07

Deputy Supervisor Karl Law made the Motion to approve payment of January’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 Stephanie Mikesell	AYE
Councilperson Sheridan Swinyer	AYE
Councilperson Donna Whitelaw	AYE

All in favor. Motion carried.

Dated: January 17, 2024

Barbara J. Darrah,
St. Armand Town Clerk

MONTHLY REPORT FROM THE SUPERVISOR

Supervisor Winemiller presented the Supervisor’s Monthly Report for December 2023. Councilperson Stephanie Mikesell made the Motion to approve December’s Supervisor’s Report. The Motion was seconded by Councilperson Donna Whitelaw. All in favor. Motion carried.

REVIEW AND MOTION TO APPROVE PREVIOUS MONTH’S MINUTES

Councilperson Stephanie Mikesell made the Motion to approve the Meeting Minutes of the Regular Board Meeting held on November 14, and December 19, 2023. The Motion was seconded by Deputy Supervisor Karl Law. 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 December 2023:

Dog Licenses (1): 1 MN	\$ 7.00
Certified Death Certificates (5)	<u>\$ 50.00</u>
Total Revenue:	\$ 57.00

Total Checks Written:

Town Supervisor: General A \$ 6.00 B fund \$ 50.00 NYS Dept. of Agric. & Mkts. \$ 1.00

WATER AND SEWER BILLING MONTHLY REPORT:

The 1st quarter billing (October 1 – December 31, 2023) was delayed slightly due to Book 4 readings and other reader issues needing to be completed. The tentative receivables are \$ 73,757.55. The bills will be processed soon and in the mail by January 26, 2024.

OLD BUSINESS

Comprehensive Plan – The Plan is still moving forward. The survey has been developed and mailed soon. The mailing will include the Hyper-Reach ROBO CALL by the Comprehensive Plan Committee organizers and representatives has been finalized and will be going out to everyone in the Town of St. Armand. The Town is doing a Robo call, which ties in with the survey.

Lead Pipe Inventory – The survey fliers were sent out with a good return. There was a meeting with the other entities that also had to complete the lead pipe inventory. The project will continue more fully in the Spring.

ROOST – The Welcome to Bloomingdale Signs community survey went out and the responses were received, which were included in the Board’s packets. Terms to describe Bloomingdale were also included and the fonts were selected.

Water Disinfection Update – Supervisor Winemiller composed a letter to the NYS Department of Conservation regarding an extension in the Modified Order on Consent compliance dates to allow the Town to determine what the State requirements are in order to complete the projects. We are going to submit a grant this year for the West Main Street project and apply for funds for Water reader electronic readings

Water and Sewer On-line Electronic Payments – Essex County IT recommended that the Town does not use Heartland, the proposed Electronic Payment company, due to the lack of communication on the company’s part. Essex County IT is having difficulty with lack of responses and directions from the company in order to integrate the County’s billing program. The County Treasurer uses a company called All Paid and the Town will contact that company. A teleconference is set up for tomorrow, January 18th, 2024 with the Town, the County and AllPaid.

NEW BUSINESS

The Bloomingdale Volunteer Fire department submitted their statistics for 2023. A handout was distributed to all Board members and was on the on-line screen. Supervisor Winemiller reported

Ice Rink – The ice rink was previously discussed in the Wastewater Report. The ice rink is expected to open on Friday, January 19, 2024.

Lil’ Tykes Invitation to the Town Board – for the Open House on February 17th from 5:00 – 8:00 pm. Supervisor Winemiller encouraged all to attend the Open House.

Councilperson Stephanie Mikesell submitted a letter of resignation as Town Councilperson and requested she be allowed to read her letter aloud:

Town of St. Armand Councilperson Stephanie Mikesell’s Letter of Resignation

“Tonight I have to submit my resignation to the board in accordance with Section 30 of the New York State Public officers law. We have fortunately found a house that works for us and is affordable for us, but unfortunately that house is in Harrietstown, not in St Armand.

I am so thankful for the two years I’ve gotten to serve on this board, and am grateful for the leadership and guidance of my fellow board members, Karl the deputy supervisor, Barb the town clerk who keeps us organized, and Davina our town supervisor, who works tirelessly to ensure we have a complete history, all the facts, and the big picture of the impacts of actions the board takes.

thank you to everyone who put their trust in me and allowed me to represent them. Public service is a public trust, and I am still awed and honored that people worked to get me elected and voted for me. Thank you to everyone who campaigned for me, and especially to Sue Abbott Jones who both asked me to consider running and organized the campaign.

I’m disappointed that I won’t be able to complete my term, but because of the limits of housing in the area, we had to take this opportunity when it became available. I hope to continue to serve the town of St Armand and our community in other ways. Thank you.”

Stephanie Mikesell
St. Armand Town Councilperson

QUESTIONS, COMMENTS OR CONCERNS FROM GUESTS AND STAFF:

Supervisor Winemiller asked if there were any comments, questions or concerns from the those present. There were no further questions, comments or concerns.

MOTION TO MOVE INTO EXECUTIVE SESSION

Supervisor Winemiller requested to move into Executive Session for the purpose of 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 7:43 pm.

MOTION TO ADJOURN EXECUTIVE SESSION

Councilperson Sheridan Swinyer made a Motion to adjourn the Executive Session. The Motion was seconded by Deputy Supervisor Karl Law. The Executive Session ended at 8:37 pm.

MOTION TO ADJOURN REGULAR BOARD MEETING

Councilperson Donna Whitelaw made a Motion to adjourn the Regular Board Meeting. The Motion was seconded by Councilperson Sheridan Swinyer. The Regular Board Meeting was adjourned at 8:38 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 Public Hearing and Regular Board Meeting minutes held on the above-referenced date.

Dated: January 17, 2024

Barbara J. Darrah
St. Armand Town Clerk