

Town of St. Armand
Public Hearing – CDBG Town Hall Grant - 6:15 pm
Regular Board Meeting – Immediately Following
Tuesday, March 19, 2024

These Public Hearing and Regular Board Meeting Minutes were approved by the St. Armand Town Board on April 16, 2024.

A Public Hearing and 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 Thurston, Deputy Supervisor Karl Law, Councilperson Sheridan Swinyer, Councilperson Donna Whitelaw, and Councilperson JP O’Neil were present at the meeting.

A quorum of the Board was in attendance.

TOWN EMPLOYEES PRESENT: Water Superintendent Jonathan Nielsen, Wastewater Superintendent Joshua Woodruff, and Town Clerk Barbara Darrah

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

GUESTS FROM THE COMMUNITY: Donald Amell and Josh Colby, members of the community, attended on-line.

Supervisor Thurston opened the Public Hearing at 6:16 p.m. and asked all to join in the Pledge of Allegiance. Supervisor Thurston asked Town Clerk Barbara Darrah to read the Public Hearing Notice aloud:

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 Tuesday, March 19, 2024 at 6:15 pm at the St. Armand Town Hall, 1702 NYS Route 3, Bloomingdale, NY 12913 with the Regular Town Board Meeting immediately following. The purpose of the Public hearing is for discussion on the CDBG Town Hall Grant. The 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/141793229>. To attend by phone the number is: 1(872) 240-3412 Access Code: 141-793-229 The Notice of Public Hearing was published in the Adirondack Daily Enterprise on March 8, 2024.

Supervisor Thurston then reviewed the CDBG Town Hall Grant Financial Report in its entirety with all those present. Supervisor Thurston asked if there were any questions or concerns regarding the CDBG Town Hall Grant Financial Report? There were none.

Supervisor Thurston asked for a Motion to close the Public Hearing. Deputy Supervisor Karl Law made a Motion to close the Public Hearing. The Motion was seconded by Councilperson Sheridan Swinyer. All in favor. Motion carried. The Public Hearing ended at 6:25 pm. The Regular Board meeting immediately followed.

REGULAR BOAR MEETING

Supervisor Thurston presented the Wastewater Treatment Plant draft bond funding milestones set for 2024. The handout was visible on screen and each step of the funding milestones were discussed. Douglas E. Goodfriend, from the firm of Orrick, Herrington & Sutcliffe, LLP, will serve as the Town’s legal representative in the Wastewater Treatment Plant’s disinfection bond acquisition.

Supervisor Thurston reported she will be attending a second meeting with AES, the Essex County Office of Planning and the DEC next Monday, March 25 that 1:00 pm, to discuss the most cost effective ways to complete the disinfection project.

Supervisor Thurston reviewed the Highway Department’s report in Doug’s absence and then called upon the other superintendents to present their reports.

HIGHWAY DEPARTMENT MONTHLY REPORT

Town of St. Armand Highway Report for the March 19, 2024 Board Meeting
Submitted by Highway Superintendent Douglas Snickles

1. We have been cleaning up trees and branches from the wind storm.
2. The shop needs a new welder. I have two quotes.
3. We helped with projects at the Town Hall.
4. I am having a salesman come up to discuss a new plow truck.
5. All sidewalks are cleaned up again.
6. We have started fixing cracks and painting in another room at the H/W garage.
7. We picked up the culvert on Pine Street and need to bring the loader to pick up the leftover pile of crusher run.
8. Painted and installed four doors for the Town Hall.

WATER DEPARTMENT/GENERAL MAINTENANCE DEPARTMENT REPORT

Water Report for the March 19, 2024 Town Board Meeting presented by Water Superintendent Jonathan Nielsen

Water Department Report

1. Daily Cl2 readings, Cl2 Residuals, Meter Reader checks and swaps
2. Monthly labs sent to Endyne labs.
3. 2/29 power outage caused generator to malfunction but was restored
4. Generator fuel refills at the well field and pump house.
5. Updated DOH cl2 residuals site sampling and record keeping
6. Working on getting the Diamond mapping account setup
7. Hydrant that was hit on 2/17, acquired quotes for new hydrant and installation
8. Added a Back UPS battery and surge protector to the SCADA system at the well field

General Maintenance Report for the March 19, 2024 Board Meeting - Presented by Jonathan Nielsen

1. Finished painting main hallway (still needs a few touch ups)
2. Tore down corner television cabinet in board room and repainted walls
3. Cleaned and cleared out the town hall basement (with help from Highway Dept.)
4. Installed and finished base board trim in downstairs Town Hall
5. Installed more shelving in offices, bathroom, and janitor closets
6. Hung pictures in the Town Hall with help from Davina

Supervisor Thurston sked if there were any questions regarding the Water report or the General Maintenance Report? There were none.

WASTEWATER DEPARTMENT REPORT

Wastewater Report for the March 19, 2024 Town Board Meeting
Submitted by Wastewater Superintendent Joshua Woodruff

Wastewater

1. Daily operation of wastewater treatment plant, preliminary treatment building.
2. NYSDEC Comprehensive Inspection.
3. Truck apt. at High Peaks Ford 25k. Truck is in excellent condition.
4. Monthly lab to Endyne 3/12
5. Helped Snickles' Plumbing with lateral line at St Paul's church. (internal inspection of main line was done and line is clear and flowing well. I also checked Man Holes 3 and 4. Man hole 3 was clean. Man hole 4; I was able to scoop about 2 cubic ft. of sand out of manhole from above the manhole.)
6. Blower maintenance schedule / Water sample plan (in-Progress)
7. Monthly Paperwork to the DEC

Josh reported the Wastewater Truck has been inspected and had the oil changed. He has been cleaning the Wastewater Treatment Plant and organizing the tool box.

Supervisor Thurston asked if there were any questions regarding the Wastewater report? There were none.

CODE ENFORCEMENT REPORT

The Code Enforcement Report for March will be submitted along with April's report at the April 16th Board Meeting.

TOWN JUSTICE REPORT

St. Armand Town Court Report for the March 19, 2024 Town Board Meeting
Submitted by Hon. Francis Whitelaw

St. Armand Town Court Report for February 2024

Total fines and surcharges collected for the month of February 2024: \$782.00
Total collected year-to-date: \$1509.00
Total parking fines for February 2024: \$0.00
Total parking fines year-to-date: \$0.00

An official dedication ceremony for the Russell G. Slingerland Courtroom has been scheduled for Friday, April 19th at 12:00pm. There will be food, beverages and cake. All board members are invited to attend, as well as the highway department crew, who put a significant amount of labor into the project. Numerous public officials have been invited, including the District Attorney, Public Defender, Conflict Defender, and other heads of various agencies.

The design and construction of the new courtroom was a collaborative effort, which serves as a great example of what we can create when we work together. All who were instrumental in this effort should be congratulated for a job well done.

There were no questions regarding the Town Justice Court Report.

SUPERVISOR’S YEAR-END REPORT

Supervisor Thurston requested an extension for the completion of the Supervisor’s Year-end Report.

ROOST FUNDS DISCUSSION

Supervisor Thurston gave some background information of where ROOST Funds came from and examples of what purposes those funds could be used for. A hand-out was distributed and was displayed on the large screen regarding the Town of St. Armand’s expenditures of ROOST funds in 2023 and estimated amounts to be used in 2024 to include: Bloomingdale Welcome Sign (\$7,000.00), St. Armand Youth Task Force donation for 2024 Block Party (\$10,000.00), Solar Eclipse Event Port-a-Potties (\$515.00), Halloween Decorating Contest Awards (\$555.00), Holiday Decorating Contest Awards (\$555.00), Youth Field Stage (\$22,000.00), and St. Armand Veterans Memorial Task Force donation (\$30,000.00). Resolutions are to follow.

RESOLUTIONS # 10, and # 29 - #36 OF 2024

***** THIS RESOLUTION # 10 OF 2024 WAS TABLED ON MARCH 19, 2024 *****

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 Thurston AYE
Deputy Supervisor Karl Law AYE

Councilperson Sheridan Swinyer AYE
Councilperson Donna Whitelaw AYE
Councilperson JP O'Neil AYE

Dated: March 19, 2024

Barbara J. Darrah
St. Armand Town Clerk

RESOLUTION # 29 OF 2024

TOWN OF ST. ARMAND TOWN BOARD AUTHORIZATION
TO HOST THE ANNUAL BLOOMINGDALE BLOCK PARTY
SCHEDULED FOR SATURDAY, AUGUST 3, 2024, AND
APPROVAL FOR THE USE OF ROOST FUNDS IN THE
AMOUNT OF \$10,000.00 IN FUNDING THE BLOOMINGDALE
BLOCK PARTY

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

WHEREAS, the St. Armand Youth Task Force has scheduled Saturday, August 3, 2024 to host the Bloomingdale Block Party to be held at the Town of St. Armand Youth Field, to be approved by the St. Armand Town Board, and

WHEREAS, the St. Armand Youth Task Force is requesting ROOST funds in the amount of \$10,000.00 to fund the Block Party, to include games of chance and the sale of beer.

THEREFORE, BE IT RESOLVED, the Town Board of the Town of St. Armand hereby approves by Resolution, the use of the Youth Field on Saturday, August 3, 2024, to host the Bloomingdale Block Party, and
BE IT FURTHER RESOLVED, the Town Board of the Town of St. Armand approves the expenditure of ROOST Funds in the amount of \$10,000.00 for this event. Town Supervisor Davina Thurston and Councilperson Donna Whitelaw recuse themselves from the Roll Call Vote due to serving as members of the St. Armand Youth Task Force.
This Resolution was duly seconded by Councilperson Sheridan Swinyer, and adopted by Roll Call Vote as follows:

Supervisor Davina Thurston RECUSED
Deputy Supervisor Karl Law AYE
Councilperson Sheridan Swinyer AYE
Councilperson Donna Whitelaw RECUSED
Councilperson JP O'Neil AYE

Dated: March 19, 2024

Barbara J. Darrah
St. Armand Town Clerk

RESOLUTION # 30 OF 2024

TOWN OF ST. ARMAND TOWN BOARD AUTHORIZATION
AND APPROVAL FOR THE ST. ARMAND YOUTH TASK
FORCE TO SELL BEER, WINE, AND CIDER AT THE
BLOOMINGDALE BLOCK PARTY SCHEDULED FOR
SATURDAY, AUGUST 3, 2024.

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

WHEREAS, the St. Armand Youth Task Force has scheduled Saturday, August 3, 2024 to host the Bloomingdale Block Party to be held at the Town of St. Armand Youth Field, approved by the St. Armand Town Board, and

WHEREAS, the St. Armand Youth Task Force is requesting Town Board authorization to sell beer, wine, and cider at the 2024 Block Party, for fundraising purposes.

THEREFORE, BE IT RESOLVED, the Town Board of the Town of St. Armand hereby approves by Resolution, authorization for the Youth Task Force to sell beer, wine, and cider at the 2024 Bloomingdale Block Party to be held at the Bloomingdale Youth Field on Saturday, August 3, 2024. Town Supervisor Davina Thurston and Councilperson Donna Whitelaw recuse themselves from the Roll Call Vote due to serving as members of the St. Armand Youth Task Force.

This Resolution was duly seconded by Councilperson JP O'Neil, and adopted by Roll Call Vote as follows:

Supervisor Davina Thurston RECUSED
Deputy Supervisor Karl Law AYE
Councilperson Sheridan Swinyer AYE
Councilperson Donna Whitelaw RECUSED
Councilperson JP O'Neil AYE

Dated: March 19, 2024

Barbara J. Darrah
St. Armand Town Clerk

RESOLUTION # 31 OF 2024

TOWN OF ST. ARMAND TOWN BOARD AUTHORIZATION AND APPROVAL FOR THE ST. ARMAND YOUTH TASK FORCE TO PROVIDE GAMES OF CHANCE AT THE BLOOMINGDALE BLOCK PARTY SCHEDULED FOR SATURDAY, AUGUST 3, 2024.

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

WHEREAS, the St. Armand Youth Task Force has scheduled Saturday, August 3, 2024 to host the Bloomingdale Block Party to be held at the Town of St. Armand Youth Field, approved by the St. Armand Town Board, and

WHEREAS, the St. Armand Youth Task Force is requesting Town Board authorization to provide Games of Chance at the 2024 Block Party, for fundraising purposes.

THEREFORE, BE IT RESOLVED, the Town Board of the Town of St. Armand hereby approves by Resolution, authorization for the Youth Task Force to provide Games of Chance at the 2024 Bloomingdale Block Party to be held at the Youth Field on Saturday, August 3, 2024. Town Supervisor Davina Thurston and Councilperson Donna Whitelaw recuse themselves from the Roll Call Vote due to serving as members of the St. Armand Youth Task Force.

This Resolution was duly seconded by Councilperson JP O’Neil and adopted by Roll Call Vote as follows:

Supervisor Davina Thurston	RECUSED
Deputy Supervisor Karl Law	AYE
Councilperson Sheridan Swinyer	AYE
Councilperson Donna Whitelaw	RECUSED
Councilperson JP O’Neil	AYE

Dated: March 19, 2024

Barbara J. Darrah
St. Armand Town Clerk

RESOLUTION # 32 OF 2024

TOWN OF ST. ARMAND TOWN BOARD AUTHORIZATION AND APPROVAL FOR THE USE OF ROOST FUNDS IN THE AMOUNT OF \$515.00 FOR THE SOLAR ECLIPSE ON APRIL 8, 2024, \$22,000.00 IN THE CONSTRUCTION OF THE YOUTH FIELD STAGE AND THE AMOUNT OF A \$30,000.00 DONATION TO THE ST. ARMAND’S VETERANS MEMORIAL PARK TASK FORCE FOR THE VETERANS MEMORIAL

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

WHEREAS, during the February 21st Regular Town Board Meeting, a Motion was presented and passed for the request of ROOST funds in the amount of 515.00 for the rental of port-a-potties for the Solar Eclipse event on April 8, 2024, and

WHEREAS, during the February 21st Regular Town Board Meeting, a Motion was presented and passed for the request of ROOST funds in the amount of \$22,000.00 for the construction of a performance stage at the Bloomingdale Youth Field, and

WHEREAS, during the February 21st Regular Town Board Meeting, a Motion was also presented and passed for a donation of ROOST funds in the amount of \$30,000.00 to the St. Armand Veteran’s Memorial Park Memorial.

THEREFORE, BE IT RESOLVED, the Town Board of the Town of St. Armand by this Resolution hereby approves the use of ROOST funds for the aforementioned items contained therein.

This Resolution was duly seconded by Councilperson Sheridan Swinyer, and adopted by Roll Call Vote. Town Supervisor Davina Thurston and Councilperson Donna Whitelaw recuse themselves from the Roll Call Vote due to serving as members of the St. Armand Youth Task Force and Veteran’s Task Force.

Supervisor Davina Thurston	RECUSED
Deputy Supervisor Karl Law	AYE
Councilperson Sheridan Swinyer	AYE

RESOLUTION # 32 OF 2024 Continued

Councilperson Donna Whitelaw
Councilperson JP O’Neil

RECUSED
AYE

Dated: March 19, 2024

Barbara J. Darrah
St. Armand Town Clerk

RESOLUTION # 33 OF 2024

TOWN OF ST. ARMAND TOWN BOARD
AUTHORIZAITON FOR TOWN SUPERVISOR
TO SIGN ORRICK, HERRINGTON & SUTCLIFFE
LLP BOND COUNSEL WORK DOCUMENTS FOR
THEIR REPRESENTATION IN THE TOWN’S
WASTEWATER TREATMENT PLANT
IMPROVEMENTS AND SEWAGE COLLECTION
SYSTEM IMPROVEMENTS

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

BE IT RESOLVED the Town Board of the Town of St. Armand hereby duly authorizes Town Supervisor Davina Thurston to execute the Bond Counsel Work agreement with ORRICK, HERRINGTON & SUTCLIFFE LLP, 51 West 52nd Street, New York, NY 10019-6142 for legal representation in the upcoming Wastewater Treatment Plant improvements and Sewage Collection System improvements.

BE IT FURTHER RESOLVED that the Bond Counsel Work will follow the Orrick’s Fee Covenants and General Obligation Fee Schedule (2024) submitted by Orrick, Herrington & Sutcliffe LLP.

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

Supervisor Davina Thurston	AYE
Deputy Supervisor Karl Law	AYE
Councilperson Sheridan Swinyer	AYE
Councilperson Donna Whitelaw	AYE
Councilperson JP O’Neil	AYE

Dated: March 19, 2024

Barbara J. Darrah
St. Armand Town Clerk

RESOLUTION # 34 OF 2024

TOWN OF ST. ARMAND ORDER FOR CALLING PUBLIC
HEARING FOR MATTER OF THE INCREASE AND
IMPROVEMENT OF THE FACILITIES OF SEWER DISTRICT
NO. 1 IN THE TOWN OF ST. ARMAND, ESSEX COUNTY,
NEW YORK

At a Regular meeting of the Town Board of the Town of St. Armand, Essex County, New York, held at the Town Hall in person and virtually, in Bloomingdale, NY, in said Town, on March 19, 2024, at 6:30 O’clock P.M., Prevailing Time.

PRESENT:

Town Supervisor Davina Thurston	Councilperson Sheridan Swinyer
Deputy Supervisor Karl Law	Councilperson Donna Whitelaw
	Councilperson JP O’Neil

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

WHEREAS, the Town Board of the Town of St. Armand, Essex County, New York, has had under consideration the increase and improvement of the facilities of Sewer District No. 1 in said Town (the “District”), consisting of the construction of improvements to and reconstruction of the wastewater treatment plant and sewage collection system, including original furnishings, equipment, machinery, apparatus, appurtenances and incidental improvements and expenses in connection therewith; and

WHEREAS, the maximum estimated cost to said District of such increase and improvement of facilities is determined to be \$4,000,000; and

WHEREAS, such cost shall be annually apportioned and assessed upon the several lots and parcels of land deemed benefitted thereby, in an amount sufficient to pay the principal and interest on said bonds as the same become due, but if not paid from such source, all the taxable real property in said Town shall be subject to the levy of ad valorem taxes without limitation as to rate or amount sufficient to pay the principal of and interest on said bonds as the same shall become due; and

WHEREAS, said capital project has been determined to be an Unlisted Action pursuant to the regulations of the New York State Department of Environmental Conservation promulgated pursuant to the State Environmental Quality Review Act, which, it has been determined will not result in any significant environmental impacts; and

WHEREAS, it is now desired to call a public hearing on said proposed increase and improvement and estimate of cost pursuant to Section 202 b of the Town Law; NOW, THEREFORE, BE IT

ORDERED, by the Town Board of the Town of St. Armand, Essex County, New York, as follows:

Section 1. A meeting of the Town Board of the Town of St. Armand, Essex County, New York, shall be held at the Town Hall, in Bloomingdale, New York, in said Town,

on the 16th day of April, 2024, at 6:00 o'clock P.M., Prevailing Time

for the purpose of conducting a public hearing on the proposed increase and improvement of the facilities of Sewer District No. 1, in said Town, and the estimate of cost referred to in the preambles hereof, at which time and place said Town Board will hear all persons interested in the subject thereof concerning the same.

Section 2. The Town Clerk is hereby authorized and directed to cause a notice of said public hearing to be published in the official newspaper of said Town, and posted in the manner prescribed by law, which notice shall be in substantially the form attached hereto as Exhibit A and hereby made a part hereof:

Section 3. This Resolution shall take effect immediately.

This Resolution was duly seconded by Councilperson JP O'Neil, and adopted by Roll Call Vote as follows:

Supervisor Davina Thurston	AYE
Deputy Supervisor Karl Law	AYE
Councilperson Sheridan Swinyer	AYE
Councilperson Donna Whitelaw	AYE
Councilperson JP O'Neil	AYE

The Resolution was thereupon declared duly adopted.

Dated: March 19, 2024

Barbara J. Darrah
St. Armand Town Clerk

RESOLUTION # 35 OF 2024

TOWN BOARD APPROVAL OF APPOINTED
DEPUTY HIGHWAY SUPERINTENDENT

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

WHEREAS, at the Regular Board meeting held on February 21st, a Motion was presented and passed to accept the Appointment made by Douglas Snickles, St. Armand Highway Superintendent of Christopher Willette, St. Armand Highway Department, as Deputy Highway Superintendent.

BE IT RESOLEVED, that the Town Board of the Town of St. Armand via this Resolution hereby accepts the appointment made by Douglas Snickles, St. Armand Highway Superintendent of Christopher Willette, St. Armand Highway Department, as Deputy Highway Superintendent. This appointment is retroactive beginning on March 2, 2024.

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

Supervisor Davina Thurston	AYE
Deputy Supervisor Karl Law	AYE
Councilperson Sheridan Swinyer	AYE
Councilperson Donna Whitelaw	AYE
Councilperson JP O'Neil	AYE

Continued

Dated: March 19, 2024

Barbara J. Darrah
St. Armand Town Clerk

RESOLUTION # 36 OF 2024

APPOINTMENT OF TOWN OF ST. ARMAND
BOARD OF ASSESSMENT REVIEW MEMBER
MARTIN MARKS

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

WHEREAS, the Town of St. Armand officially increased the Board of Assessment Review members to five on August 14, 2018, and

WHEREAS, the Board of Assessment Review currently stands at four members, due to the resignation of Ernest Hough, and

WHEREAS, on February 23, 2024, the Town Assessor received a letter of intent from Martin Marks, a property owner in the Town of St. Armand, specifically Park Avenue. He is requesting to be considered and selected as a Board of Assessment Review member, and

WHEREAS, the term of a Board of Assessment Review member is 5 years and Ernest Hough’s term already in effect, runs from October 1, 2021 through September 30, 2026, therefore, the current term for Martin Marks will expire on September 30, 2026.

NOW, THEREFORE LET IT BE RESOLVED, that the Town Board of the Town of St. Armand welcomes the Letter of Intent from Martin Marks and hereby appoints Martin Marks as a Board of Assessment Review member, contingent upon his completion of the required BAR training conducted in Essex County sometime this Spring, normally held in April of each year, from 6:00 – 9:00 pm.

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

Town Supervisor Davina Thurston	AYE
Deputy Supervisor Karl Law	AYE
Councilperson Donald Amell	AYE
Councilperson Sheridan Swinyer	AYE
Councilperson Donna Whitelaw	AYE
Councilperson JP O’Neil	AYE

Dated: March 19, 2024

Barbara J. Darrah
St. Armand Town Clerk

MOTION TO PAY MONTHLY BILLS

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

General Vouchers # 78 - # 106	in the amount of	\$ 47,107.79
Trust and Agency Voucher # 5	in the amount of	\$ 187.00
Highway Vouchers # 29 - # 43	in the amount of	\$ 26,862.75
Water and Sewer Vouchers # 29 - # 39	in the amount of	\$ 7,051.05
B Fund Voucher # 6	in the amount of	\$725.00
Fire Protection Voucher # 5	in the amount of	\$ 288.00

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

Supervisor Davina Thurston	AYE
Deputy Supervisor Karl Law	AYE
Councilperson Sheridan Swinyer	AYE
Councilperson Donna Whitelaw	AYE
Councilperson JP O’Neil	AYE

All in favor. Motion carried.

Dated: March 19, 2024

Barbara J. Darrah,
St. Armand Town Clerk

MONTHLY REPORT FROM THE SUPERVISOR

Supervisor Thurston presented the Supervisor’s Reports for January and February 2024. Councilperson Sheridan Swinyer made the Motion to approve the reports. The Motion was seconded by Councilperson Donna Whitelaw. All in favor. Motion carried.

MOTION TO APPROVE REQUEST FOR EXTENSION IN MEETING MINUTES

Deputy Karl Law made the Motion to approve the minutes from the Regular Board meeting held on January 17, 2024 and the request for an extension in the Meeting Minutes for the Regular Meeting held on February 27, 2024 and the Special Board meeting held on February 27, 2024. The Motion was seconded by Councilperson Sheridan Swinyer. All in Favor. Motion carried.

TOWN CLERK’S MONTHLY REPORT

Town Clerk Barbara Darrah reported there was no Town Clerk revenue generated for the month of February 2024.

WATER AND SEWER BILLING MONTHLY REPORT:

Water and Sewer Clerk Barbara Darrah reported that as of today, the Water and Sewer receivables amount was \$14,598,15. The 2nd quarter meter readings are due to be completed March 25th through March 31st, with bills expected to be prepared for mailing by mid-April.

Water and Sewer Clerk Barbara Darrah and Town Supervisor Davina Thurston presented all of the information on the ALLPAID Electronic payment program. The County IT staff integrated the format into the County Water and Sewer Program and sample entries on the ALLPAID Program are currently being worked on for testing by the ALLPAID programmer. An agreement has been prepared by ALLPAID for the Town’s approval. Supervisor Thurston reported the ALLPAID program will be of zero cost to the Town. ALLPAID is paid through the User Fees. Each Board Member received a copy of the agreement for their review.

* MOTION *

Supervisor Thurston asked for a Motion allowing her to sign the ALLPAID agreement. Councilperson JP O’Neil made a Motion to allow for the Town Supervisor to sign the ALLPAID Merchant Agreement. The Motion was seconded by Councilperson Sheridan Swinyer and Roll Call Vote:

Supervisor Davina Thurston	AYE
Deputy Supervisor Karl Law	AYE
Councilperson Sheridan Swinyer	AYE
Councilperson Donna Whitelaw	AYE
Councilperson JP O’Neil	AYE

Motion carried via Roll Call Vote. All in Favor.

OLD BUSINESS

Bloomington Sign Project – Supervisor Thurston reported the project is moving forward. Next month we should have a design and size and a quote. Supervisor Thurston stated we can plan for the location of the first sign at the next meeting, as well.

The Comprehensive Plan – Supervisor Thurston reported we have received numerous responses to the survey as well as hyper-reach sign-ups. There is a link on the Town’s website for both items.

Sewer Districting Poplar and Rockledge – Supervisor Thurston reported the SEQR is not back yet, so hopefully next month we will have the SEQR approval and move forward with this project.

Source Water Protection Fund – The Well Field grant final documents were submitted to the State and we are waiting on the approval of our plan in order to move forward.

Town Hall Open House Reminder – Supervisor Thurston stated everyone is welcome to attend the Town Hall Open House scheduled for Friday, April 19, 2024 at 12:00 pm

NEW BUSINESS

Cards and letters of appreciation were received by our town for our annual donations that were made in January. The notes from the various agencies were displayed on the large screen to include: ANCA, High Peaks Hospice, North County Honor Flight and United Way.

QUESTIONS, COMMENTS OR CONCERNS FROM GUESTS AND STAFF:

Supervisor Thurston asked if there were any comments, questions or concerns from the Board or the audience? There were no further questions, comments or concerns.

MOTION TO MOVE INTO EXECUTIVE SESSION

Supervisor Thurston requested to move into Executive Session for the purpose of a possible litigation. Deputy Supervisor made a Motion to move into Executive Session. The Motion was seconded by Councilperson Sheridan Swinyer. The Executive Session began at 7:43 pm.

MOTION TO ADJOURN EXECUTIVE SESSION

Councilperson Donna Whitelaw made a Motion to adjourn the Executive Session. The Motion was seconded by Councilperson Sheridan Swinyer. The Executive Session ended at 8:33 pm.

MOTION TO ADJOURN REGULAR BOARD MEETING

Deputy Supervisor Karl Law made a Motion to adjourn the Regular Board Meeting. The Motion was seconded by Councilperson JP O'Neil. The Regular Board Meeting was adjourned at 8:34 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: March 19, 2024