

Town of St. Armand  
Regular Board Meeting – 6:30 pm  
Tuesday, April 16th, 2024

*These Meeting Minutes were approved by the St. Armand Town Board on June 18, 2024.*

A Regular Board Meeting of the Town of St. Armand was held on the above date and time via webinar and in person at the Town Hall, Bloomingdale, NY. The meeting was advertised and made available to the public.

**BOARD MEMBERS PRESENT:**

Town Supervisor Davina Thurston, Deputy Supervisor Karl Law, Councilperson Sheridan Swinyer and Councilperson Donna Whitelaw were present at the meeting. Councilperson JP O’Neil was excused due to travel.

*A quorum of the Board was in attendance.*

**TOWN EMPLOYEES PRESENT:** Highway Superintendent Douglas Snickles, Water Superintendent Jonathan Nielsen, and Town Clerk Barbara Darrah

**EXCUSED:** Wastewater Superintendent Joshua Woodruff was excused from the meeting.

**GUESTS FROM THE COMMUNITY:** Shamim Allen, Craig Bailey, Nancy Bernstein, Diane Fox, Andrew Keal and Curt Stager attended from the community. Donald Amell, M. Cantwell, Josh Colby, John Curtis, Tristin Glanville, Heidi Kretser, Paul N. and Ben Shubert all attended on-line.

Supervisor Thurston opened the meeting and asked all to join in the Pledge of Allegiance.

Supervisor Thurston asked the department heads to presents their reports.

**HIGHWAY DEPARTMENT MONTHLY REPORT**

Town of St. Armand Highway Report for the April 16th, 2024 Board Meeting  
Submitted by Highway Superintendent Douglas Snickles

Town of St. Armand Highway Report for the April 16, 2024 Town Board Meeting

1. We have gotten everything cleaned up after the storm.
2. We have both brooms installed, ready to pick up sand.
3. We have to start thinking about purchasing a new plow truck to replace the 2015 International.
4. We have the plows all painted and ready to hopefully take them off.
5. The one-ton has been serviced.
6. We have begun picking up sand off the roads.
7. A representative from Rogers from Peru is stopping by the garage to give us a price for a new generator.

Supervisor Thurston reported the highway budget contained \$327,000 for the purchase of the new truck. A loan will not be necessary which eliminates the additional cost of interest as well. Using Auctions International was discussed.

Supervisor Thurston thanked Doug Snickles and the highway crew for all of their help with various projects.

**WATER DEPARTMENT/GENERAL MAINTENANCE DEPARTMENT REPORT**

Water Report for the April 16th, 2024 Town Board Meeting presented by Water Superintendent Jonathan Nielsen

Water Department Report Board Meeting April 16<sup>th</sup>, 2024

1. Daily Cl2 readings, Cl2 Residuals, Meter Reader checks and swaps
2. Monthly labs sent to Endyne labs.
3. Control systems Integration reworked Scada System
4. Updated DOH cl2 residuals site sampling and record keeping.
5. Working on Diamond mapping account setup (needed network adapter and access points added at Water Treatment Plant)

General Maintenance Report for the April 16<sup>th</sup>, 2024 Board Meeting - Presented by Jonathan Nielsen

1. Finished Paint Touch ups downstairs main entrance.
2. Installed new door handles.
3. Built and installed more shelves.
4. Hung more pictures and cork boards downstairs.
5. Fixed ceiling and trim above downstairs Bathroom

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

Supervisor Thurston thanked Jonathan for all that he has done.

#### WASTEWATER DEPARTMENT REPORT

Wastewater Report for the April 16<sup>th</sup>, 2024 Town Board Meeting

Wastewater Superintendent Joshua Woodruff was excused from this meeting. The monthly report was not submitted but will be forthcoming at the next board meeting.

#### CODE ENFORCEMENT REPORT

The Code Enforcement Report for the April 16<sup>th</sup> Board Meeting.

New Residential Building Permits Issued Since Last Report: 6  
New Sewer Line Permits Issued Since Last Report: 0  
Extension of Residential Building Permits Issued Since Last Report: 0  
Commercial Building Permits Issued Since Last Report: 0  
Certificates of Completion Issued Since Last Report: 2  
Stop Work Orders Issued Since Last Report: 0  
Demolition Permits Issued Since Last Report: 0  
Solar PVS Permits Issued Since Last Report: 0  
New Short Term Rental Permits Issued Since Last Report: 5  
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 2024: 6  
Total number of Residential Certificates of Completion issued for the year 2024: 3  
Total number of Commercial Building permits issued for the year 2024: 0  
Total number of Commercial Certificates of Completion issued for the year 2024: 2  
Total number of Demolition permits issued for the year 2024: 0  
Total number of Demolition Certificates of Completion issued for the year 2024: 0  
Total number of Short Term Rental Permits Issued for the year 2024: 5  
Total number of Solar permits issued for the year 2024: 0  
Total number of Solar Certificates of Completion issued for the year 2024: 0  
Total number of Code Violations issued for the year 2024: 0  
Total number of Code Violation Certificates of Completion issued for the year 2024: 0  
Total number of Sewer Code Violations issued for the year 2024: 0  
Total number of Sewer Code Violation Certificates of Completion issued for the year 2024: 0  
Amount of fees collected for Code Office since last report: \$310.00  
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: \$310.00  
Total amount of fees collected via Code Office for the year 2024: \$0

#### TOWN JUSTICE REPORT

St. Armand Town Court Report for the April 16<sup>th</sup>, 2024 Town Board Meeting  
Submitted by Hon. Francis Whitelaw

Total fines and surcharges collected for the month of March 2024: \$1948.17  
Total collected year-to-date: \$3457.17  
Total parking fines for March 2024: \$25.00  
Total parking fines year-to-date: \$25.00

The court has received the JCAP Grant funds in the amount of \$4174.96.

Barrier railings are being constructed to separate the spectator area from the bench/attorney area of the room. This will be the final touch to the courtroom construction project.

There were no questions regarding the Town Justice Court Report.

GUEST SPEAKER: DIANE FOX, Superintendent of the Saranac Lake Central School District

Supervisor Thurston introduced Guest Speaker Diane Fox, Saranac Lake School Districts Superintendent.

Superintendent Fox began the discussion by describing the demographics of Petrova Elementary School as well as Bloomingdale Elementary School. She reported an enrollment feasibility study was done and indicated that one wing of Bloomingdale Elementary School is pretty empty and just used for Special Area teachers. She also stated below “there is no question that our demographics are such that in a few years, all of our elementary students could go to Petrova. But that doesn't fix the fact that we're bursting at the scenes at Petrova.”.

Fox then described the ALICE (Asset Limited Income Constrained Employed) families, and how we can make the school and community an easier way to be able to maintain the number of those families in the area. Fox speaks about the Energy Performance Contract and capital project as the SLCD just redid the high school outdoor track and have money in a reserve that they can only use on capital projects which have them looking into putting a turf field inside the track. Superintendent Fox stated they would be borrowing \$800,00 with some aid from the state to do so. Town Supervisor Thurston and Councilperson Karl Law both then told stories on how they moved to the area specifically to raise their families in the small Town of St. Armand and for their children to attend Bloomingdale Elementary. Town Supervisor Thurston asked Fox as she was wrapping up her statement, what is the plan with Bloomingdale Elementary School? (There was no answer). Thurston stated that the Town of St. Armand is planning future development of housing structures, however redoing the collapsed sewer line infrastructure is priority in order to support the next step.

Special Guest Speaker: Nancy Bernstein-Topography Artist and ANCA Representative

Town Supervisor Thurston introduced Bernstein by stating that she has done a lot for the town of St. Armand by helping to secure several NYSERDA grants; most recently a \$50,000 solar array that was installed at the Wastewater Treatment Plant two years ago. The 2<sup>nd</sup> round of funds is close to applying for another \$50,000. The 3<sup>rd</sup> round of the heat pump campaign starting in December with \$25 million, and they made the grants bigger and easier to get but they also made them competitive statewide with Westchester County pulling the most of the money. Ampersand Electric gave a quote to get an EV Charging Station at the town hall estimated at about \$13,683.63 and that would be 90% NYSERDA funded. After some discussion, it was decided a Resolution for next month would be prepared for approval of designating the \$10,000 grant funds for electrical landscaping equipment (lawn mower, tools, weed-whacker etc.) and the new EV charging system.

Moody Pond - Placing More Street lights around Moody Pond

Town Supervisor Thurston contacted village of Saranac Lake Mayor Jimmy Williams, and Town of North Elba Supervisor Derek Doty, on installing more street lights on Moody Pond for safety issues that have come up. Thurston wants to send the 29 parcels on Moody Pond a poll to see if the property owners want the lights or not. Thurston asked the Town of St. Armand Board for approval regarding the poll and they approved. There will be 7 new street lights that they were looking to install and after 3 were installed, Town Supervisor Thurston call National Grid to have them stop until she had talked to the property owners on their opinion. The Board approved sending the poll.

## SUPERVISOR'S YEAR-END REPORT

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

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

\*\*\*\*\* RESOLUTION # 10 OF 2024 WAS TABLED ON APRIL 16th, 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: April 16, 2024

\_\_\_\_\_  
Barbara J. Darrah  
St. Armand Town Clerk

RESOLUTION # 37 OF 2024

RESOLUTION TO DECLARE LEAD AGENCY FOR  
ROCKLEDGE SEWER DISTRICT FORMATION

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

WHEREAS, the Town of St. Armand has proposed the formation of a new sewer district to serve forty-six (46) residential parcels in the Towns of St. Armand and North Elba along Rockledge Lane, Saranac Lane, and Forest Hill Avenue, with the collection system infrastructure to remain as it currently exists relative to configuration and condition and no capital improvements anticipated as part of the proposed district formation, hereafter referred to as, “Said Actions;” and

WHEREAS, Said Actions require review under the New York State Environmental Quality Review Act (SEQRA), per 6NYCRR Part 617; and

WHEREAS, Said Actions are defined as an Unlisted Action under SEQRA pursuant to 6NYCRR Part 617.4 and 617.5; and

WHEREAS, multiple agencies have approval and/or funding authority over Said Actions; and

WHEREAS, 6NYCRR Part 617.2(u) defines “Lead Agency” as, “an involved agency principally responsible for undertaking funding or improving an action, and therefore responsible for determining whether an environmental impact statement is required in connection with the action, and for the preparation and filing of the statement if one is required;” and

WHEREAS, on November 15, 2023 the Town of St. Armand issued a Notice to all Involved Agencies of its intent to establish itself as LEAD AGENCY and that, pursuant to 6NYCRR Sections 617.6 (a)(3), (b)(3) and 617.7 (b)(3), (b)(4), the Town has initiated the coordinated environmental review process of Said Actions as Unlisted under SEQRA and further intends to implement and complete all responsibilities of that office.

NOW, THEREFORE, BE IT RESOLVED by the St. Armand Town Board that the Town of St. Armand hereby declares itself Lead Agency, as defined in 6NYCRR Part 617.2(u), for the coordinated review of Said Actions under the New York State Environmental Quality Review Act.

This Resolution was duly seconded by Councilperson Sheridan Swinyer 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                        ABSENT

Dated: April 16, 2024

\_\_\_\_\_  
Barbara J. Darrah  
St. Armand Town Clerk

RESOLUTION # 38 OF 2024

Resolution to make SEQRA Determination –  
Rockledge Sewer District Formation

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

WHEREAS, the Town of St. Armand has proposed the formation of a new sewer district to serve forty-six (46) residential parcels in the Towns of St. Armand and North Elba along Rockledge Lane, Saranac Lane, and Forest Hill Avenue, with the collection system infrastructure to remain as it currently exists relative to configuration and condition and no capital improvements anticipated as part of the proposed district formation, hereafter referred to as, “Said Actions;” and

WHEREAS, the Town has determined Said Actions are an Unlisted Action pursuant to Article 8 of the New York Environmental Conservation Law and Title 6 of the New York Code of Rules and Regulations, Part 617, known as the New York State Environmental Quality Review Act (collectively, the “Regulations”); and

WHEREAS, the Town of St. Armand has conducted a coordinated review of Said Actions with Involved Agencies and completed the Short Environmental Assessment Form for Said Actions in compliance with the Regulations, and intends to comply with any permitting requirements necessary for the implementation of Said Actions; and

WHEREAS, said review and assessment has resulted in a reasoned determination that Said Actions will not result in adverse environmental impacts therefore, Said Actions will not have significant environmental impact.

NOW, THEREFORE, BE IT RESOLVED by the Town Board of the Town of St. Armand, in its role as Lead Agency, that a Negative Declaration for the proposed Rockledge Sewer District Formation, be issued in full compliance with the New York State Environmental Conservation Law and the New York State Environmental Quality Review Act. This Resolution was duly seconded by Councilperson Sheridan Swinyer, 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	ABSENT

Dated: April 16, 2024

---

Barbara J. Darrah  
St. Armand Town Clerk

RESOLUTION # 39 OF 2024

RESOLUTION TO DECLARE LEAD AGENCY FOR  
POPLAR LANE EXTENSION SEWER DISTRICT  
FORMATION

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

WHEREAS, the Town of St. Armand has proposed the formation of a sewer district extension to serve twenty-four (24) residential parcels in the Town of St. Armand along Poplar Lane, including the following capital improvements – installation of gravity sewer mains to replace failed private septic systems, and installation of manholes – hereafter referred to as, “Said Actions;” and

WHEREAS, Said Actions require review under the New York State Environmental Quality Review Act (SEQRA), per 6NYCRR Part 617; and

WHEREAS, Said Actions are defined as an Unlisted Action under SEQRA pursuant to 6NYCRR Part 617.4 and 617.5; and

WHEREAS, multiple agencies have approval and/or funding authority over Said Actions; and

WHEREAS, 6NYCRR Part 617.2(u) defines “Lead Agency” as, “an involved agency principally responsible for undertaking funding or improving an action, and therefore responsible for determining whether an environmental impact statement is required in connection with the action, and for the preparation and filing of the statement if one is required;” and

WHEREAS, on November 15, 2023 the Town of St. Armand issued a Notice to all Involved Agencies of its intent to establish itself as LEAD AGENCY and that, pursuant to 6NYCRR Sections 617.6 (a)(3), (b)(3) and 617.7 (b)(3), (b)(4), the Town has initiated the coordinated environmental review process of Said Actions as Unlisted under SEQRA and further intends to implement and complete all responsibilities of that office.

NOW, THEREFORE, BE IT RESOLVED by the St. Armand Town Board that the Town of St. Armand hereby declares itself Lead Agency, as defined in 6NYCRR Part 617.2(u), for the coordinated review of Said Actions under the New York State Environmental Quality Review Act.

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	ABSENT

Dated: April 16, 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 has proposed the formation of a sewer district extension to serve twenty-four (24) residential parcels in the Town of St. Armand along Poplar Lane, including the following capital improvements – installation of gravity sewer mains to replace failed private septic systems, and installation of manholes – hereafter referred to as, “Said Actions;” and

WHEREAS, the Town has determined Said Actions are an Unlisted Action pursuant to Article 8 of the New York Environmental Conservation Law and Title 6 of the New York Code of Rules and Regulations, Part 617, known as the New York State Environmental Quality Review Act (collectively, the “Regulations”); and

WHEREAS, the Town of St. Armand has conducted a coordinated review of Said Actions with Involved Agencies and completed the Short Environmental Assessment Form for Said Actions in compliance with the Regulations, and intends to comply with any permitting requirements necessary for the implementation of Said Actions; and

WHEREAS, said review and assessment has resulted in a reasoned determination that Said Actions will not result in adverse environmental impacts therefore, Said Actions will not have significant environmental impact.

NOW, THEREFORE, BE IT RESOLVED by the Town Board of the Town of St. Armand, in its role as Lead Agency, that a Negative Declaration for the proposed Poplar Lane Extension Sewer District Formation, be issued in full compliance with the New York State Environmental Conservation Law and the New York State Environmental Quality Review Act

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	ABSENT

Dated: April 16, 2024

\_\_\_\_\_  
Barbara J. Darrah  
St. Armand Town Clerk

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

WHEREAS, The Town of St. Armand has received a grant from the Source Water Protection Funds to assist the Town with the ownership of the well fields currently owned by Paul Smith’s College and leased by the Town of St. Arman, and

WHEREAS, the Source Water Protection Fund Agency is recommending that the Town obtain a completed abstract of the aforementioned property in order to assist the Town in the grant fund application to purchase said land from Paul Smiths College, and

WHEREAS, the tentative funding necessary for a completed property abstract is approximately \$1500.00.

THEREFORE, BE IT RESOLVED, the Town Board of the Town of St. Armand hereby approves the amount of up to \$1500.00 be expended for the completion of said abstract.

This Resolution was duly seconded by Councilperson Donna Whitelaw 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	ABSENT

Dated: April 16, 2024

\_\_\_\_\_  
Barbara J. Darrah  
St. Armand Town Clerk

RESOLUTION # 42 OF 2024

RESOLUTION TO PRESERVE THE TOWN OF ST. ARMAND'S OLD MINUTE BOOKS AND OTHER AGED DOCUMENTS THROUGH KOFILE

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

WHEREAS, a number of the Town of St. Armand's old Minute Books, as well as other aged documents are currently being stored in the large fireproof safe located in the Copy Room of the Town Hall, and

WHEREAS, the pages of the books and documents are becoming brittle and fragile, and

WHEREAS, in the past, the Town has hired the preservation company named KOFILE Preservation to preserve other Minute Books and Vital Records books throughout the years and have proven themselves to be reliable and responsible.

THEREFORE, BE IT RESOLVED, the Town Board of the Town of St. Armand approves Town Supervisor Davina Thurston to contact KOFILE Preservation to continue with the preservation of the old Minute Books and other aged documents. This Resolution is following a Motion of the same proposal which was passed on February 21, 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	ABSENT

Dated: April 16, 2024

\_\_\_\_\_  
Barbara J. Darrah  
St. Armand Town Clerk

RESOLUTION # 43 OF 2024

THE TOWN OF ST. ARMAND'S TOWN BOARD RESOLUTION OF SUPPORT OF THE TOWN OF ST. ARMAND'S VETERANS MEMORIAL PARK AND MEMORIAL PARK TASK FORCE.

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

WHEREAS, The Town of St. Armand's Veterans Memorial Park Task Force has labored diligently to raise the funds necessary to create a Memorial Park that honors the long-standing tradition of military serve that members of the Town of St. Armand have shown down through the generations, and

WHEREAS, the Task Force has physically worked on the initial building of the flower planters, numerous fundraisers, seeking donation from individuals and businesses. Over the last few years, a very small group of citizens of this Town has been able to raise over \$88,000.00, well over halfway of the \$143,000.00 goal. Additional funds in the amount of \$55,000.00 is needed for completion of the Memorial project.

WHEREAS, although the Task Force is make up of a dedicated group of volunteers, we have begun to feel the fatigue that comes with taking on such a task. The Veterans Memorial Park project is a project to enhance the Town, as it is a visible sign of the respect we have for those who served our nation in conflict, in some cases never to return home. The Public support from the Town Board is essential to the successful completion of this project, and

WHEREAS, the support the Task Force is needing is action to assist us in finding ways to find the funds to complete the Memorial project. The smallest act makes a difference. This could include attending the Veterans Day ceremony that occurs in the Town of St. Armand in November, hosted by the Veterans Memorial Task Force.

THEREFORE, BE IT RESOLVED, the Town of St. Armand Town Board hereby agrees to offer support of the Veterans Memorial Task Force by contributing ideas and for fundraising and participating in various events.

This Resolution was duly seconded by Councilperson Sheridan Swinyer, 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	ABSENT

Barbara J. Darrah  
St. Armand Town Clerk

RESOLUTION # 44 OF 2024

TOWN OF ST. ARMAND TOWN BOARD  
ACKNOWLEDGEMENT AND AUTHORIZATION  
FOR DISPOSAL OF TOWN OF ST. ARMAND RECORDS  
IN ACCORDANCE WITH THE NYS LGS-1 SCHEDULE  
2020 PER ATTACHED CHARTS.

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

WHEREAS, the Town of St. Armand has adopted the most current Retention and Disposition Schedule for New York Local Government Records (LGS-1) 2020 issued pursuant to Article 57-1 of the Arts Cultural Affairs Law, and containing legal minimum retention periods for local government records, and

WHEREAS, through a review on February 1 – April 14, 2024 of records boxed and stored in the Records Room by the Records Management Officer, the following records have been identified for Disposition in accordance with the LGS-1 Sections as follows:

Fiscal

- Box F17- 001 Water and Sewer Vouchers: Jan. – Dec. 2017 Destroy Date Schedule: 2024
- Box F17- 002 General Vouchers: Jan. – Dec. 2017 Destroy Date Schedule: 2024
- Box F17- 007 Highway Vouchers: Jan. – Dec. 2017 Destroy Date Schedule: 2024
- Box F17- 006 Transfer Station Fee Collections, 2016, 2017 Destroy Date Schedule: 2024
- Box F17- 009 Subsidiary Payroll(Jan. – Dec. 2017) Destroy Date Schedule: 2024
- Box F17- 010 Bank Reconciliations: (Jan. – Dec. 2017) Destroy Date Schedule: 2024

Town Clerk

- Box TC17-001 Town Clerk Official Records 2014 - 2017 Destroy Date Schedule: 2024
- Box TC17-002 Town Clerk Official Records 2024 – 2017 Destroy Date Schedule: 2024  
Budget Preparation Files, Agendas,  
Dog Licenses, Supervisor Reports,  
Department Monthly Reports, Town Clerk  
Reports, 2015 Inventories

Assessor

- Duplicate Tentative Assessment Rolls: 2018, 2019, 2020, 2021, 2022 Destroy Date: 2024
- Duplicate Cross Reference Indexes: 2021 (2), 2022 (3) Destroy Date Schedule: 2024

Taxation

- Box F17-011 Tax Collection Records 2016 - 2017 Destroy Date Schedule: 2024

W&S

- Box W&S 1 W&S Billing, Adjusts, Stubs, Relevy - 2017 Destroy Date Schedule: 2024  
# F17-005

THEREFORE, BE IT RESOLVED, the Town of St. Armand Town Board authorizes disposition of the records listed above by the Records Management Officer in a timely manner.

This Resolution was seconded by Deputy Supervisor Karl Law, and approved 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 ABSENT

Dated: April 16, 2024

Barbara J. Darrah  
St. Armand Town Clerk



MOTION TO PAY MONTHLY BILLS

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

General Vouchers # 107 - # 138	in the amount of	\$ 54,632.01
Trust and Agency Voucher # 6	in the amount of	\$ 187.00
Highway Vouchers # 44 - # 55	in the amount of	\$ 10,135.39
Water and Sewer Vouchers # 39 - # 51	in the amount of	\$ 7,888.77
B Fund Voucher # 4	in the amount of	\$15.31

Deputy Supervisor Karl Law made the Motion to approve payment of April’s bills. The Motion was seconded by Councilperson Sheridan Swinyer. 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	ABSENT

All in favor. Motion carried.

Dated: April 16th, 2024

\_\_\_\_\_  
Barbara J. Darrah,  
St. Armand Town Clerk

MONTHLY REPORT FROM THE SUPERVISOR

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

MOTION TO APPROVE MEETING MINUTES

Councilperson Sheridan Swinyer made the Motion to approve the minutes from the Regular Board meeting held on February 21, 2024 and March 19, 2024, and the Special Board Meeting held on February 27, 2024 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 Deputy Supervisor Karl Law. All in Favor. Motion carried.

TOWN CLERK’S MONTHLY REPORT

Town Clerk Barbara Darrah reported the following Town Clerk revenue collected for the Month of March 2024:

Dog Licenses (6): 3 FS 3 MN	\$ 42.00
Certified Death Certificates (5)	\$ 50.00
Total Revenue:	\$ 92.00

Total Checks Written: Town Supervisor: A \$ 36.00 B \$ 50.00 NYS Dept. A&M \$ 6.00

Town Clerk Barbara Darrah asked to the Board’s permission to purchase 6 new meeting tables for the Board Room. The existing tables are very worn due to construction projects during the Town Hall renovations. The existing tables can be used at the Youth Field Building and outdoors. Supervisor Thurston asked for a Motion to purchase new tables

\*\* MOTION \*\*

Councilperson Donna Whitelaw made a Motion to approve the funds of \$599.88 for the purchase of 6 conference tables for the Board Room from Sam’s Club. The Motion was seconded by Councilperson Sheridan Swinyer. All in favor. A Roll Call Vote followed:

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

Motion carried.

WATER AND SEWER BILLING MONTHLY REPORT:

Water and Sewer Clerk Barbara Darrah reported that as of today, the Water and Sewer receivables amount was \$87,949.05. The 2<sup>nd</sup> quarter meter readings were completed March 25<sup>th</sup> through March 31<sup>st</sup>, and the bills were mailed on April 13, 2024. The payment due date is May 13, 2024.

Water and Sewer Clerk Barbara Darrah and Town Supervisor Davina Thurston reported progress is taking place on the ALLPAID electronic payment program. A test session will be completed in May and updates will be given.

OLD BUSINESS

Bloomington Sign Project – Supervisor Thurston reported the project is moving forward. The quote has not yet come in; we should have a quote next month.

The Comprehensive Plan – Supervisor Thurston reported the surveys continue to come in and we are having our next meeting on Thursday April 18<sup>th</sup>.

Town Hall Open House Reminder – Supervisor Thurston stated everyone is welcome to attend the Town Hall Open House scheduled for this Friday, April 19, 2024 at 12:00 pm. Refreshments will be served and there will be a Ribbon cutting Ceremony.

NEW BUSINESS

Personnel Policy – Essex County just completed updating their personnel policy and have asked the towns to follow suit. Supervisor Thurston reported she is nearly done the draft and will present to the Board in the near future.

Water and Sewer Rules and Regulations – Supervisor Thurston reported she is also updating Water and Sewer Rules and Regulations.

St. Armand Spruce-Up Flier – Supervisor Thurston noted that it is Spring and time for Spring clean-up. She created a Spruce-up flier to advertise to the community that Clean-up Kits to include trash bags, gloves, and hand sanitizer are available for free to be picked up at the Town Hall. Supervisor Thurston asked for a Motion to approve the Spruce-up flier.

\*\* MOTION \*\*

Councilperson Sheridan Swinyer made a Motion to approve the Town’s Spruce-up Flier. The Motion was seconded by Deputy Supervisor Karl Law. All in favor. Motion carried.

Supervisor Thurston reminded the Board of the Bloomington Vol. Fire Department Annual Banquet is Saturday, May 4<sup>th</sup> at 6:00pm. All Board Members were invited. RSVP is Due by this Friday, April 19<sup>th</sup>.

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 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 8:37 pm.

MOTION TO ADJOURN EXECUTIVE SESSION

Deputy Supervisor Karl Law made a Motion to adjourn the Executive Session. The Motion was seconded by Councilperson Sheridan Swinyer. The Executive Session ended at 9:08 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 Donna Whitelaw. The Regular Board Meeting was adjourned at 9:09 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.

Dated: April 16, 2024

---

Barbara J. Darrah  
St. Armand Town Clerk