

Town of St. Armand  
Public Hearing – Wastewater Disinfection Project – 6:15 pm  
Regular Board Meeting – 6:30 pm  
Tuesday, May 21, 2024

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

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:** Code Enforcement Officer Rodger Tompkins, Health Officer Ray Scollin, Water Superintendent Jonathan Nielsen, and Deputy Town Clerk Nancy Heath.

**EXCUSED:** Highway Superintendent Douglas Snickles, Wastewater Superintendent Joshua Woodruff, and Town Clerk Barbara Darrah were excused from the meeting.

**GUESTS FROM THE COMMUNITY:** Troy Delancett and Mirra attended from the community. Donald Amell, Joey Burnah, Josh Colby, and Adam Mayville attended on-line.

**PUBLIC HEARING**

Supervisor Thurston called the Public Hearing to Order at 6:15 pm and asked all to join in the Pledge of Allegiance.

Supervisor Thurston then asked Deputy Town Clerk Nancy Heath read the Public 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, May 21st, 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 Wastewater Disinfection Project and the DEC Grant. 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. The Regular Town Board meeting will immediately follow. To attend on-line, the virtual link is: <https://meet.goto.com/709463341> To attend by phone the number to call is: 1(872) 240-3311 Access Code: 709-463-341.

This Notice was published in the Adirondack Daily Enterprise on May 10, 2024.

Supervisor Thurston explained the next steps for proceeding with the Wastewater Disinfection project. The Town had decided against Chlorine disinfection because then the Chlorine has to be removed by another chemical. Several meetings have taken place with the Town Supervisor, Essex County Office of Planning, and AES Northeast with the DEC in trying to be allowed more time to begin the disinfection project. Back in 2017, the Town received notice of Order of Consent for Seasonal Disinfection 34 days after the new Wastewater Treatment Plant was built and operational. The Town started the Capital Reserve Fund in 2019 in order to collect money for our part in the grant match. We have been asking the DEC for more time in order to include the West Main Street project to score higher to increase our grant amount but the request was declined by the DEC. The Town has been asking for extensions but they were denied. This Public Hearing is being held to inform everyone that the Town does plan on applying for the WQIP Grant to begin the project in order to meet the required compliance.

Supervisor Thurston asked if anyone had any questions regarding the Public Hearing. There were none.

The Public Hearing closed at 6:26 pm.

**REGULAR BOARD MEETING**

Supervisor Thurston opened the Regular Board Meeting by introducing two community guests, Rodger Tompkins, the Town’s Code Enforcement Officer and Ray Scollin, the Town’s Health Officer.

Thurston then reported there was a house fire at 4 Union Lane, in Bloomingdale. The day after the fire, the Town’s CEO went to the property and posted the property as an uninhabitable structure. Thurston explained that she has been receiving numerous phone calls of complaints that there has been a lot of illegal activity at the property and some feel there is a lot of drug activity.

Community residents present at the meeting described the activity and their concerns. There is a generator running. Discussion ensued. Supervisor Thurston stated there is also a shell of a house before the fire structure, that has no water or sewer. She stated there is no building permit on file. Thurston also reported there is a barn full of long-standing trash which has become very smelly. Discussion ensued regarding the problems.

Thurston reported the Town has the Unsafe Structure Law and the Public Nuisance Law. The Public Nuisance Law pertains to the generator running for more than 3 consecutive days. Once Ricky Lowndes is notified of that law and if he continues, it becomes a court matter. The second part of this is the Local Law regarding unsafe structures. The house and barn is still in Wilfred Skiff's name, and the filing would go to Wilfred's heirs, which are Rose and Rose's brother Mickey. There are two separate issues that we need to address.

Ricky told Davina that his grandfather left the big house and property equally to Rose and to Ricky.

A plan of action with the Code Enforcement Officer and the Health Officer was determined for Thursday, May 23 at the 4 Union Lane Property. Supervisor Thurston thanked the guests for attending the meeting.

## HIGHWAY DEPARTMENT MONTHLY REPORT

Town of St. Armand Highway Report for the May 21, 2024 Board Meeting  
Submitted by Highway Superintendent Douglas Snickles

1. We put some crusher run on the end of Maple Street.
2. Most picking up of the road sand is done.
3. All plows have been taken off the trucks.
4. We have started mowing.
5. The ball field has been seeded.
6. The Home-Town Hero banners have been installed.
7. We are working on the Pickleball court fencing.
8. A representative from Rogers from Peru stopped by the garage with a quote for a new generator.

Supervisor Thurston stated they had started work on the Pergola. The footers are poured. She also stated that the Highway needed to hire a new MEO. Discussion ensued regarding the current crew positions. Councilperson Swinyer asked if we need an MEO or a Laborer. Thurston responded that we need another plow driver; so it needs to be decided if it should be an MEO or Laborer. Doug Snickles was not present at this meeting, so it was determined the discussion would be tabled until next month. (June 18<sup>th</sup>).

Supervisor Thurston thanked Doug and the highway crew for all the projects they assist with.

## WATER/GENERAL MAINTENANCE REPORT

Water Department Report for the Town Board Meeting on May 21, 2024

1. Meter Reader swaps, Chlorine Residual Testing, Daily testing at Plant
2. Routine Endyne Labs were collected and sent out.
3. Diamond Maps is up and running. Josh and I will start mapping soon.
4. Spring hydrant flushing to begin.

Supervisor Thurston asked Jonathan when he starts flushing, if he could set up a schedule? Jonathan agreed to do that.

5. Hydrant on River Rd was replaced.

6. Quote for backdraft damper system to aid the generator air flow in the pump house garage. Cost of the motorized backdraft damper system is \$325.00 and Greg Walker to install a relay, and wiring cost is \$225. I will take out the window and install the damper myself.

**\*\* MOTION\*\***

Supervisor Thurston asked for a Motion to expend funds in the amount of \$550.00 for the installation of a back-draft system.

Councilperson JP O'Neil made a Motion to expend funds in the amount of \$550.00 for the installation of a backdraft system at the water pump house garage. The Motion was seconded by Councilperson Sheridan Swinyer. All in favor. A Roll Call vote followed:

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

Proposals:

1. Purchase Schonstedt Maggie - cost \$1095
  - a. Used for finding survey pins and markers, water valves, gas valves and manhole covers.
  - b. Will greatly benefit the town and residents for locating water shutoffs for houses and water mains that haven't been located. Will also will help find manhole covers we haven't been able to locate.

- c. Essential to complete mapping of the towns water and sewer system
- d. Purchase could be split between Water and Sewer Accounts

**\*\* MOTION \*\***

Supervisor Thurston asked for a Motion to purchase the Schonstedt Maggie for \$1,095.00 from the A-fund. Deputy Supervisor Karl Law made a Motion to purchase the Schonstedt Maggie for \$1,095.00. The Motion was seconded by Councilperson Donna Whitelaw. All in favor.  
A Roll Call Vote followed:

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

- 2. Auction/Selling Subsite 830 R (eBay listing price used \$1400)
  - a. Obsolete with the new Schonstedt Rex we purchased in the past. (could be kept for backup)
  - b. With the potential purchase of the "Maggie", the sale on auction would offset that cost.

**\*\* MOTION\*\***

Supervisor Thurston asked for a Motion to sell the Subsite 830 R on an auction site. Councilperson Sheridan Swinyer made a Motion to place the Subsite 830 R on auction. The Motion was seconded by Deputy Supervisor Karl Law. All in favor. Motion carried.

- 3. Purchase The Spartan 2.0 Camera (newest version \$4269 Spartan Travel Lite) for \$2500.00 from David Snickles, local plumber.
  - a. Could be very beneficial for residents to help locate and detect broken sewer lines.
  - b. The town could potentially charge a small fee of \$100.00 to help locate and detect damaged or broken sewer lines. To help offset the costs of the camera, as opposed to hiring outside companies that could charge residents much more.

**\*\* MOTION\*\***

Supervisor Thurston asked for a Motion to approve the expenditure of \$2,500.00 from General A funds for the purchase of the Spartan 2.0 camera from David Snickles. Councilperson Sheridan Swinyer made a Motion to approve the purchase of the Spartan 2.0 camera for \$2,500.00 out of General A funds. The Motion was seconded by Councilperson JP O'Neil.  
A Roll Call Vote followed:

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

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

**General Maintenance Department Report for the Town Board Meeting on May 21, 2024**

**General Maintenance**

- 1. Cleanup around the Town Hall
- 2. Installed more shelves.
- 3. Helped Davina organize and clean Veteran Banners

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

**WASTEWATER DEPARTMENT REPORT**

Wastewater Report for the May 21, 2024 Town Board Meeting  
Wastewater Superintendent Joshua Woodruff was excused from this meeting due to training.  
The monthly report was not submitted but will be forth coming at the next board meeting.

**CODE ENFORCEMENT REPORT**

The Code Enforcement Report for the May 21, 2024 Board Meeting submitted by CEO Rodger Tompkins.

- New Residential Building Permits Issued Since Last Report: 3
- 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: 3

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: 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 2024: 9  
 Total number of Residential Certificates of Completion issued for the year 2024: 6  
 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: \$400.00  
 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: \$400.00  
 Total amount of fees collected via Code Office for the year 2024: \$710.00

**TOWN JUSTICE REPORT**

St. Armand Town Court Report for the May 21, 2024 Town Board Meeting  
 Submitted by Hon. Francis Whitelaw

St. Armand Town Court Report for April 2024

Total fines and surcharges collected for the month of April 2024: \$948.00  
 Total collected year-to-date: \$4405.17  
 Total parking fines for April 2024: \$100.00  
 Total parking fines year-to-date: \$125.00

All construction is complete in the courtroom. The dedication ceremony was held on April 19th, with several board members present, as well as representatives from our criminal justice community.

There were no questions regarding the Town Justice Court Report.

**SUPERVISOR’S YEAR-END REPORT**

Supervisor Thurston announced the completion of the Supervisor’s Year-end Report and the annual AUD to the New York State Comptroller’s Office. All Board members received a copy of the Supervisor’s Year-end Report.

**RESOLUTIONS**

RESOLUTION # 10 OF 2024	TOWN OF ST. ARMAND’S ACKNOWLEDGEMENT OF AUDIT CONDUCTED ON TOWN SUPERVISOR’S ANNUAL YEAR-END REPORT FOR 2023
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Councilperson Sheridan Swinyer, 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 May 2024, and

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

This Resolution was duly seconded by Councilperson Donna Whitelaw, 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: May 21, 2024

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Barbara J. Darrah  
St. Armand Town Clerk

**MOTION TO PAY MONTHLY BILLS**

Supervisor Thurston announced on April's Highway Abstract voucher #44's actual amount was \$4,278.59, thereby changing the abstract total to \$12,478.78 rather than \$10,135.39.

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

General Vouchers # 139 - # 171	in the amount of \$ 15,311.88
Trust and Agency Vouchers # 7-8	in the amount of \$ 139.41
Highway Vouchers # 56 - # 65	in the amount of \$ 5,477.96
Water and Sewer Vouchers # 52 - # 66	in the amount of \$ 8,347.88
Rockledge # 2	in the amount of \$1,679.01
Fire Protection # 6	in the amount of \$4,193.84

Councilperson made the Motion to approve payment of May'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: May 21, 2024

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Barbara J. Darrah,  
St. Armand Town Clerk

**MONTHLY REPORT FROM THE SUPERVISOR**

Supervisor Thurston presented the Supervisor's Reports for April 2024. Deputy Supervisor Karl Law made the Motion to approve the Supervisor's Report for April 2024. The Motion was seconded by Councilperson J. P. O'Neil. All in favor. Motion carried.

**MOTION TO APPROVE MEETING MINUTES EXTENSION REQUEST**

Councilperson Donna Whitelaw made the Motion to approve the request for an extension in the minutes from the Regular Board meeting held on April 16, 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 April 2024:

Dog Licenses (4): 2 FS 2 MN	\$ 28.00
Certified Death Certificates (17)	<u>\$ 170.00</u>
Total Revenue:	\$ 198.00

Total Checks Written: Town Supervisor: A \$ 24.00 B \$ 170.00 NYS Dept. A&M \$ 4.00

## WATER AND SEWER BILLING MONTHLY REPORT:

The 2nd quarter Water and Sewer billing due date was May 13, 2024. Final payments were collected from the US Post Office, Town Hall external drop boxes and Internal drop boxes and the final deposit was prepared. All payments were applied to the customer accounts. Late Fee Penalties in the amount of \$2,491.57 were applied to any remaining customer balances on May 14, 2024. The 2nd Quarter has officially closed. Late Statements were mailed out on May 24<sup>th</sup>. The current Water and Sewer Receivables balance is \$36,701.56. This is the time of year that we distribute shut-off notices and begin the shut-off process. I project that once the shut-off notices are distributed, the Receivables will be brought down about 50% to approximately \$18,000.00. Past practice has been the shut off notices are distributed and conducted in June and then again in September after the 3rd quarter billing due date. Jonathan and I have discussed this process and he is prepared.

The ALL PAID Program is moving forward. A test run was completed and small questions were clarified. The next step is developing the Town's Banner statement that will appear on the All Paid Website when customers sign in.

## OLD BUSINESS

Bloomington Sign Project – Supervisor Thurston reported the project is moving forward. The sign design was decided upon. It has an old fashioned porcelain look to it, and the establishment date of 1844. We are going to install the first one a few poles further down than the original one was; the entrance on Route 3, coming in from Saranac Lake. We are planning on 5 entry signs at this time.

The Bloomington Volunteer Fire Department held their banquet. It was well attended by the Board and it was very much enjoyed.

The Comprehensive Plan – Supervisor Thurston reported the Smart Visioning Workshop for the Comprehensive Plan Grant was held at Hex and Hop on Friday, May 17<sup>th</sup>. A survey was distributed and there were 17 responses to the surveys. It was a good turn-out. There has to be one more Visioning Workshop per New York State.

Moody Pond Street Lights – The survey responses are coming in from the Moody Pond residents regarding the street lights, and the Special Board meeting will be held on May 29<sup>th</sup> at 5:30 pm to go over the results and hear the opinions.

Personnel Policy – The update on the Personnel Policy is near completion.

Sewer Districting for Poplar Lane and Rockledge – We just completed the Resolutions for the SEQR for both Districts earlier in this meeting.

Spruce up St. Armand – There have been 9 Spruce-up kits with 3 bags in each picked up at the Town Hall for various areas: Bloomington, River Road, Trudeau Road and Moody Pond. The Highway crew has been picking the bag up.

Water and Sewer Rules and Regulations – The Water and Sewer Rules and Regulations are still being worked on and need to be reviewed.

Foil Request to Saranac Lake Central School District – A Foil request was sent on April 23, 2024, and I received an email that I will receive a response by May 29, 2024.

Cure Cottage – Supervisor Thurston reported the STP is signed and completed and we are moving forward.

## NEW BUSINESS

Source Water Protection Plan Grant – The DEC and Department of Health have approved our Drinking Water Plan. It is all about the well field property. We now need to apply for the second state, which is the funds to purchase the well field property. LaBella (firm) has agreed to work with us to assist us in the next stage. Supervisor Thurston asked the Board's permission to meet with LaBella and get more information and quotes to see how they can assist us and she will report back to the Board. The Board approved Supervisor Thurston to get the information.

Additional FOIL Request to Saranac Lake Central School District – Thurston drafted an additional FOIL request. Supervisor Thurston reported she talked to several families that wanted their child to attend Bloomington School because it was a smaller school and were told they could not. Two of those families enrolled their children in St. Bernard's because they wanted a smaller school for their child. Thurston displayed the new Foil request on the screen for the Board to review and a question was added: What is the legal class size in New York State Law and the Teachers' Union? Thurston asked the Board if they approved the Foil request and they responded they did.

Dan Stec extended an invitation to the Town Board to attend the dedication ceremony for Town bridge for NYS Trooper Lawrence P. Gleason. It will be held on Thursday, June 27<sup>th</sup> at 10:00 am in the Village of Schroon Lake. Gleason was a NYS trooper who was killed responding to a domestic violence incident.

Bloomington Volunteer Fire Department Contract – Davina Thurston and Karl Law will choose some dates to go over the Fire Department contract for 2025 through 2027 (3-year contract): June 6<sup>th</sup>, June 12<sup>th</sup>, and June 20<sup>th</sup> were dates that were discussed and will be presented to the BVFD officers.

Dog Signs at Youth Field – Thurston reported she received several phone calls that many of the NO DOGS signs that were posted on the Youth Field have been taken down by visitors. Thurston asked the Board permission to purchase more signs and post them higher where they cannot be reached. The Board agreed they wanted the signs to say “NO DOGS ALLOWED”.

**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 Councilperson JP O’Neil. The Executive Session began at 8:42 pm.

**MOTION TO ADJOURN EXECUTIVE SESSION**

Councilperson Sheridan Swinyer made a Motion to adjourn the Executive Session. The Motion was seconded by Councilperson JP O’Neil. The Executive Session ended at 9:14 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 9:15 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.

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Barbara J. Darrah  
St. Armand Town Clerk

Dated: May 21, 2024