

Town of St. Armand
Tuesday July 15, 2025
Regular Board Meeting – 6:30 pm

These Meeting Minutes were approved by the St. Armand Town Board on August 19, 2025

A Regular Board Meeting was conducted on the above date and time via webinar and in person at the Town Hall, 1702 NYS Route 3, 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 were all in attendance. A quorum of the Board was in attendance.

BOARD MEMBERS EXCUSED:

Councilperson JP O’Neil was excused.

TOWN EMPLOYEES PRESENT: Water Superintendent Jonathan Nielsen and Town Clerk Raine DeLancett.

TOWN EMPLOYEES EXCUSED: Wastewater Superintendent Josh Woodruff, Highway Superintendent Douglas Snickles and Water and Sewer Clerk Barbara Darrah.

GUESTS FROM THE COMMUNITY: Ray Tempestelli from the community, Kara Mathews and Josh Colby and an unidentified caller attended on-line.

REGULAR BOARD MEETING

Supervisor Thurston called the meeting to order at 6:30 pm, and asked everyone to join in the Pledge of Allegiance.

Supervisor Thurston then asked for the Department’s Reports

Highway Report July, 15 2025

1. All of our normal mowing is caught up
2. Cutting grass on the side of the roads
3. Siding is done on Stage
4. Electrical and water lines are hooked up to veteran’s park
5. Meeting with Burnell on paving schedule this week
6. Fixed washouts for the County
7. Helped Brighton with paving
8. Helped with hydrants at youth field
9. Helped fire department with water leak
10. Setting up for Thursday night concert

Supervisor Thurston stated that the 2015 international went up for auction and the highest bid was \$19,800.00. Supervisor Thurston and Doug would like to present the highest bidder with a counter offer of \$45,000.00, if the bidder does not except the offer the 2015 international will be listed again during the winter months. The Board agrees.

Supervisor Thurston asked if there were any questions for the Highway Superintendent. There were none.

Town of St. Armand June 2025 Board Meeting

Water Treatment Plant Updates

1. Meter Reads, Reader swap outs, Chlorine Residual Testing, Daily testing at the Plant
2. Routine Endyne Labs were collected and sent out this month for E-coli, Total Coliform PFOA came back less on well 4 than well 5
3. I am still doing maintenance, pressure testing and flushing hydrants.
4. Quotes for backup pumps for the pump house - \$3,500.00 to \$4,500.00 – Going to look more into this.
5. Lightning hit the Reservoir controls system/Scada working on replacing system pending insurance
6. Water Main break at firehouse.
7. Replaced yard hydrant and put in lateral line shutoff at the Youth Field with the help of the highway crew and Josh

General Maintenance

1. Minor repairs in the town hall/ vets park

Supervisor Thurston asked if there were any questions for the Water Superintendent.
There were none.

Town of St. Armand
Board Meeting
July 15, 2025
Wastewater Department

1. Daily samples, walk thru checks of PTB/WWTP, recorded data to scada sheets.
2. Monthly lab to Endyne
3. Monthly Report to DEC EPA
4. Lagoon cleaning and Maintenance
5. Summer time collection system maintenance
6. Steve Grimm NYRWA Manhole camera/ mainline camera
7. Duckweed

Supervisor Thurston asked if there were any questions for the Wastewater Superintendent.
There were none.

WATER AND SEWER CLERK MONTHLY BOARD REPORT FOR JULY 15, 2025

The Water and Sewer Billing has been completed for the 3rd quarter (April 1st through June 20th, 2025). The total amount of the billing is \$90,211.99. This quarter contains pool fills and the Bloomingdale School. The bills were mailed today, with a due date of Tuesday, August 19, 2025. The total amount of Receivables to date is: \$102,700.25, which includes the amount of arrears as \$12,488.26. Thank you, Jonathan, for a very smooth reading quarter, and obtaining spur of the moment readings due to property changes, etc. Only 2 customers are having issues with problematic readers.

TOWN RECORDS: Please note Adirondack Mobile Shredding will be arriving on Tuesday, July 22, 2025 to shred the elapsed Town Records and other boxes of shredding individuals were hoping for. I believe the current count is 24 boxes. The Highway Crew assisted in hauling boxes downstairs for review and transporting them to the Highway Garage where the shredding takes place. Thank you Highway Crew!!

Supervisor Thurston asked if there were any questions for the Water and Sewer Clerk.
There were none.

Code Report - Submitted by Rodger Tompkins
July 14, 2025

New Residential Building Permits Issued Since Last Report: 3
New Sewer Line Permits Issued Since Last Report: 1
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
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 2025: 19
Total number of Residential Certificates of Completion issued for the year 2025: 4
Total number of Commercial Building permits issued for the year 2025: 0
Total number of Commercial Certificates of Completion issued for the year 2025: 0
Total number of Demolition permits issued for the year 2025: 4
Total number of Demolition Certificates of Completion issued for the year 2025: 0
Total number of Short Term Rental Permits Issued for the year 2025: 3
Total number of Solar permits issued for the year 2025: 0
Total number of Solar Certificates of Completion issued for the year 2025: 0
Total number of Code Violations issued for the year 2025: 3
Total number of Code Violation Certificates of Completion issued for the year 2025: 0
Total number of Sewer Code Violations issued for the year 2025: 0
Total number of Sewer Code Violation Certificates of Completion issued for the year 2025: 0
Amount of fees collected for Code Office since last report: \$200.00
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 Water/Sewer fees collected via Code Office since last report: \$200.00
Total amount of fees collected via Code Office for the year 2025: \$2,498.00
Supervisor Thurston asked if there were any questions for the Code Enforcement Officer.
There were none.

St. Armand Town Court Report for June 2025

Total fines and surcharges collected for the month of June 2025: \$486.00
Total collected year-to-date: \$6268.05
Total parking fines for June 2025: \$0.00
Total parking fines year-to-date: \$25.00

Supervisor Thurston asked if there were any questions for the Town Justice.
There were none.

RESOLUTIONS # 46 - # 48

RESOLUTION # 46 OF 2025

RESOLUTION ALLOWING THE FOLLOWING
BILLS TO BE PAID ONLINE: HYDE FUEL

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

WHEREAS, the Town of St. Armand has received approval from NYS Comptroller's office to make payments for monthly bills online, and

WHEREAS, due to several factors including USPS slow delivery and lack of proper processing by the billing companies the Town has been subjected to excessive late fees and excessive postage fees, and

WHEREAS, a process for completing online payments has been agreed upon by Supervisor Davina Thurston, Town Bookkeeper Nancy Heath, Clerk to the Supervisor Michael Changelo and Town Clerk Raine DeLancett. It has been determined that this process will be safe and effective in prohibiting late fees.

THEREFORE, BE IT RESOLVED, the Town Board hereby approves that from this point forward the following bills are authorized to be paid online. Hyde Fuel.

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	EXCUSED

Raine DeLancett
St. Armand Town Clerk

Dated: July 15, 2025

RESOLUTION # 47 OF 2025

TOWN BOARD AUTHORIZATION AND APPROVAL
FOR TOWN SUPERVISOR, CFO, TO AMEND THE
2025 BUDGET AMOUNTS BY ADJUSTING REVENUES
AND EXPENDITURES IN THE GENERAL B FUND

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

WHEREAS, the New York State Comptroller requires a Resolution for the increase in revenues and expenditures regarding budgetary funds, and

WHEREAS, after review of the General B Budget Codes, the Town Supervisor and CFO seeks to amend the General B fund codes as follows:

To increase revenue account code B5031 (Inter-fund transfer) in the amount of \$23,300.00 and increase expense account code B3620.400 in the amount of \$79,648.09 with the funds to come from Class Account A9901.900. To cover the expenses from the demolition of 4 Union Lane – associated classes.

THEREFORE, BE IT RESOLVED the Town Board of the Town of St. Armand hereby approves the above amendments to increase in Expenditure and Revenue accounts.

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	EXCUSED

Raine DeLancett
St. Armand Town Clerk

Dated: July 15, 2025

RESOLUTION #48 OF 2025

AUTHORIZATION FOR ST. ARMAND
TOWN SUPERVISOR TO SIGN 2025
AGREEMENT WITH AMPEDUP FOR EV
CHARGING STATION OPERATION

Councilperson Donna Whitelaw, 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 Thurston to sign the contract with Ampedup for the year 2025, and

WHEREAS the Town of St. Armand agrees to pay the amount of Enterprise Subscription Pricing five (5) year term (paid upfront) in the amount of Level 2 Per/Port Enterprise Subscription Software License Fee: \$240/yr and Payment Kiosk Merchant Per/Port Service Fee: \$60/yr for such services July, 2025 through July, 2030, payable on the first business day (Regular Board Meeting) of July, 2030. The fees generated will repay us for these costs.

NOW THEREFORE, LET IT BE RESOLVED that the Town Board for the Town of St. Armand agrees to the current adoption fees and other rules and regulations of Ampedup.

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	EXCUSED

Raine DeLancett
St. Armand Town Clerk

Dated: July 15, 2025

Motion to approve monthly payments from June 2025: Read aloud then followed by Roll Call Vote:

- General Vouchers #223 - #255 in the amount of \$ 57,929.85
- Highway Vouchers #79- #93 in the amount of \$8,554.63
- Water & Sewer Vouchers #84 - #98 in the amount of \$16,805.39
- Trust & Agency Voucher #12 in the amount of \$142.00
- General B Vouchers #9 - #10 in the amount of \$ 235.49

Deputy Supervisor Karl Law made the Motion to approve payment of June’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	EXCUSED

All in favor. Motion carried.

REVIEW AND MOTION TO APPROVE MEETING MINUTES

Councilperson Sheridan Swinyer made the Motion to approve the Meeting Minutes for Public Hearing and Regular Board Meeting Minutes held on June 17, 2025. The Motion was seconded by Deputy Supervisor Karl Law. All in Favor. Motion carried.

Supervisor Thurston presented the Supervisor’s Report for June 2025

Councilperson Donna Whitelaw made the Motion to approve the report. The Motion was seconded by Councilperson Sheridan Swinyer. All in favor. Motion carried.

TOWN CLERK’S MONTHLY REPORT

Town Clerk Raine DeLancett reported the following Town Clerk revenue collected for the Month of June 2025:

Dog Licenses (9): 5 FS 3 MN 1 MU	\$ 70.00
Certified Death Certificates (2)	\$ 20.00
Marriage Licenses (0)	\$ 0.00
Total Revenue:	\$ 90.00
Total Checks Written: Town Supervisor: A \$ 59.00, Town Supervisor: B \$20.00 and, NYS Dept. A&M \$11.00	

OLD BUSINESS

-Power line easement and boundary line adjustment quotes – veterans park/Thurston Property
Discussion ensued.

Councilperson Sheridan Swinyer made the Motion to approve the quote from John Martino for survey of the Power line easement and boundary line adjustment of veteran’s park/Thurston Property in the amount of \$975.00. Supervisor Thurston is responsible for half of the \$975.00 in the amount of \$487.50. The Motion was seconded by Deputy Supervisor Karl Law. 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	EXCUSED

All in favor. Motion carried.
- Updated Well Field appraisal quote.
Discussion ensued.

Councilperson Sheridan Swinyer made the Motion to approve the quote from Rob Guay for an Updated Well Field appraisal in the amount of \$2,000.00. 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	EXCUSED

All in favor. Motion carried.

- Water and electrical line has been installed from the Town Hall to Veterans park
- Reminder Bloomingdale Block Party Saturday, August 2nd

NEW BUSINESS

- Cemetery – Goodspeed – New headstone lettering.
Discussion ensued.

Councilperson Sheridan Swinyer made the Motion to approve the quote from Witherbee & Whalen Inc. for New headstone lettering in the amount of \$270.00 to be used from ROOST funds. The Motion was seconded by Deputy Supervisor Karl Law. 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	EXCUSED

All in favor. Motion carried.

- Well Field environmental site assessment quote.
Discussion ensued.

Deputy Supervisor Karl Law made the Motion to approve the quote from KAS for the Well Field environmental site assessment in the amount of \$2,500.00. 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	EXCUSED

All in favor. Motion carried.

- Survey for Well Field quote.
Discussion ensued.

Councilperson Sheridan Swinyer made the Motion to approve the quote from Pawlowski for Survey of the Well Field. The Motion was seconded by Deputy Supervisor Karl Law. 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	EXCUSED

All in favor. Motion carried.

- Supervisor Thurston will be panelist in a discussion regarding grant programs in the ADK’s in Lake Placid on July 31st at the Cascade Welcome Center. Thurston invited the Board members to attend.
Discussion ensued.
- SLCSd is seeking community members to discuss the future of Bloomingdale Elementary School. Supervisor Thurston has applied to be on the committee.
Discussion ensued.

- St. Armand must adopt a FEMA- Compliant Flood Damage Prevention Local Law.
Discussion ensued. – Supervisor Thurston will have a draft local law that will be presented to the Board at the next meeting on August 19th.

QUESTIONS, COMMENTS OR CONCERNS FROM GUESTS AND STAFF:

Kara Mathews asked if Supervisor Thurston has an updated FEMA map. Supervisor Thurston answered stating that yes and Kara is welcome to come in and look at it.

Ray Tempestelli asked if the money accumulated from the cemetery is put into an interest bearing account. Supervisor Thurston answered stating that yes the money accumulated from the cemetery is put into an interest bearing account with NY Class.

MOTION TO ADJOURN REGULAR BOARD MEETING

Councilperson Sheridan Swinyer made a Motion to adjourn the Regular Board Meeting. The Motion was seconded by Deputy Supervisor Karl Law. The Regular Board Meeting was adjourned at 7:39 pm.

I, Raine DeLancett, 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.

Raine DeLancett
St. Armand Town Clerk

Dated: July 15, 2025