

Town of St. Armand
Public Hearing – 6:00
Regular Board Meeting– 6:30 pm
Tuesday September 16, 2025

These Meeting Minutes were approved by the St. Armand Town Board on October 21, 2025

A Public Hearing 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 and Councilperson JP O’Neil were all in attendance. A quorum of the Board was in attendance.

TOWN EMPLOYEES PRESENT: Town Clerk Raine DeLancett.

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

GUESTS FROM THE COMMUNITY: Ray Tepestilli from the community. Kara Mathews and Josh Colby attended on-line.

PUBLIC HEARING

Supervisor Davina Thurston called the Public Hearing to order at 6:00 pm and asked all to join in the Pledge of Allegiance. Supervisor Thurston asked Town Clerk Raine DeLancett to read aloud the Public Hearing Notice.

NOTICE OF PUBLIC HEARINGS

FURTHER NOTICE IS HEREBY GIVEN that the Town of St. Armand will conduct a Public Hearings both in person and virtually at the St. Armand Town Hall, 1702 NYS Route 3, Bloomingdale, NY 12913

Public Hearing Local Law Septic, Tues, Sept. 16th at 6 pm

In person at the Town Hall in Bloomingdale or online:

Please join my meeting from your computer, tablet or smartphone.

<https://meet.goto.com/532395685>

You can also dial in using your phone.

Access Code: 532-395-685

United States: [+1 \(571\) 317-3122](tel:+15713173122)

Please take notice that a copy of the full text of the proposed Local Law may be reviewed upon request from the Town Clerk of the Town of St. Armand

(The Regular Board meeting will immediately follow the Public Hearing)

QUESTIONS OR CONCERNS FROM GUESTS AND STAFF

Supervisor Thurston asked those present in person and on-line if anyone had any questions, comments or concerns. There were none.

Supervisor Thurston stated that RESOLUTION #57 OF 2025 – RESOLUTION ADOPTING PROPOSED LOCAL LAW NO. 1 OF 2025 will be presented at the Regular Board meeting immediately following the Public Hearing.

MOTION TO ADJOURN PUBLIC HEARING

Councilperson JP O’Neil made a Motion to end the Public Hearing. The Motion was seconded by Deputy Supervisor Karl Law. The Public Hearing ended at 6:02 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 Public Hearing Meeting minutes held on the above-referenced date.

Raine DeLancett
St. Armand Town Clerk

Dated: September 16, 2025

REGULAR BOARD MEETING

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 and Councilperson JP O’Neil were all in attendance. A quorum of the Board was in attendance.

TOWN EMPLOYEES PRESENT: Highway Superintendent Douglas Snickles, Water Superintendent Jonathan Nielsen, Wastewater Superintendent Josh Woodruff and Town Clerk Raine DeLancett.

TOWN EMPLOYEES EXCUSED: Water and Sewer Clerk Barbara Darrah

GUESTS FROM THE COMMUNITY: Glenn Glover, Karen Miemis and Ray Tempestilli from the community. Kara Mathews and Josh Colby attended on-line.

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

- Guest Speakers – Glenn Glover and Karen Miemis – BETA

Glenn Glover and Karen Miemis asked the Town to serve as the leading agency for their Smart Growth Grant application through the DEC to improve the trails of Mt. Pisgah
Discussion ensued.

Councilperson JP O’Neil made the Motion to accept responsibility for the Smart Growth Grant application on behalf of BETA. 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	AYE

All in favor. Motion carried.

Supervisor Thurston thanked Glenn Glover and Karen Miemis for their presentation.

Supervisor Thurston then asked for the Department’s Reports

Highway Board Report September 16, 2025

- 1. Helping surrounding Towns with paving.
- 2. Mowing is wrapped up for the year.
- 3. Getting Rockledge ready for paving, patching, trimming trees and sand sweeping.
- 4. Replaced boards on Moose pond bridge.
- 5. Helping with sidewalks.
- 6. Leveled spot for storage container at Youth field.
- 7. Started cleaning up pole barn to put summer stuff away.
- 8. Stock piling salt and sand

Highway Superintendent Doug Snickles stated that there is still a lot of insulation in the pole barn. Supervisor Thurston wants to advertise the insulation on the FB page and our website.

Water Superintendent Jon Nielsen stated that he doesn’t have any insulation in the Well field building yet. Councilperson JP O’Neil suggested that the Town should look into having the building spray foam insulated and he would like to contact Troy DeLancett for a quote.

Highway Superintendent Doug Snickles stated that the auction has ended for the 2015 international and it got up to \$45,100.00 on the website.

Deputy Supervisor Karl Law made the Motion to excepting the \$45,100.00 bid for the 2015 international. 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.

Supervisor Thurston asked if there were any questions for the Highway Superintendent.

Councilperson JP O’Neil asked if the sidewalks are done yet. Highway Superintendent Doug Snickles answered by saying no we are still waiting on concrete.

Town of St. Armand September 2025 Board Meeting

Water Treatment Plant Updates

- 1. Meter Reads, Reader swap outs, Chlorine Residual Testing, Daily testing at the Plant
- 2. Routine Ednyne Labs are being collected and sent out this month for E-coli, Total Coliform (all ok)
- 3. Report was completed for the Reservoir and Clear Well at the Pump House. Budgeting for anode replacement and cleaning in 5 years (\$15k).
- 4. New control system was installed and working as it should.
- 5. Well Pump 5 issue is resolved (was a bad relay/Scada system fault)
- 6. DOH Inspection was completed
- 7. Dig Safes
- 8. Water shut off notices posted
- 9. Lots of lateral line shutoffs done and mapped

General Maintenance

- 1. Minor repairs in the town hall/ Vets Park
- 2. Helped with concrete pour for sidewalks

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

Wastewater Report September 16, 2025

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. Summer time collection system maintenance
5. Duckweed /Algae Removal
6. Clean all valve boxes at wwtp
7. Chemical feed System Maintenance

Wastewater Superintendent Josh Woodruff stated that he also sent out jar testing for the Disinfection Project.

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

Water and Sewer Clerk's Monthly Report for September 16, 2025 Board Meeting

WATER/SEWER

The current balance for Water and Sewer Receivables is \$ 26,296.27. There will be more payments received and processed on Wednesday, 9/17 from ALLPAID in the amount of \$1,291.25, that are not reflected in the Receivables to date amount.

Water shut-off notices went out on Tuesday, September 9th. All landlords were mailed copies of overdue tenant bills.

The 4th quarter Reading is due to take place September 23rd through September 28th, 2025.

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

Code Report - Submitted by Rodger Tompkins

September 11, 2025

New Residential Building Permits Issued Since Last Report: 5

New Water or Sewer Line Permits Issued Since Last Report: 0

Extension of Residential Building Permits Issued Since Last Report: 3

Commercial Building Permits Issued Since Last Report: 0

Certificates of Completion Issued Since Last Report: 43

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: 1

Sewer Code Violations Issued Since Last Report: 0

Total number of Residential Building permits issued for the year 2025: 31

Total number of Residential Certificates of Completion issued for the year 2025: 47

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: 4

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: \$850.00

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: \$0

Total amount of fees collected via Code Office for the year 2025: \$3,726.60
Supervisor Thurston asked if there were any questions for the Code Enforcement Officer.
There were none.

St. Armand Town Court Report for August 2025

Total fines and surcharges collected for the month of August 2025: \$754.00
Total collected year-to-date: \$8175.05
Total parking fines for August 2025: \$150.00
Total parking fines year-to-date: \$175.00

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

RESOLUTIONS # 53 - #57

RESOLUTION #53 OF 2025

RESOLUTION TO REQUIRE TOWN
DEPARTMENT HEADS TO PROVIDE
JUSTIFICATION FOR PURCHASES OF
MACHINERY, EQUIPMENT OR CAPITOL
EXPENDITURES WITH A PURCHASE
PRICE OVER \$5,000.00

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

WHEREAS, the Town of St. Armand Board is committed to being fiscally responsible with regards to purchases of machinery and equipment; and
WHEREAS, the Town of St. Armand Board wants to maintain full transparency to the residents of the Town of St. Armand; and
WHEREAS, the Town of St. Armand Board hereby will require all Town Department Heads to provide justification for purchases of machinery, equipment and capital expenditures with a purchase price over \$5,000.00; and
BE IT RESOLVED; the Town of St. Armand Board does hereby require written and/or verbal justification from all Department Heads for purchases over the price of \$5,000.00 to be provided to the Town Board during a Regular Board Meeting, unless such purchase is considered to be an Emergency Purchase. If the purchase is an Emergency, the Department Head must contact the Town Supervisor immediately for permission for such Emergency purchase.

This resolution was seconded by Councilperson JP O’Neil, and duly adopted upon a 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

Raine DeLancett
St. Armand Town Clerk

Dated: September 16, 2025

RESOLUTION #54 OF 2025

AUTHORIZATION FOR TOWN SUPERVISOR
TO SIGN A CONTRACT BETWEEN THE TOWN
OF ST. ARMAND AND STANDARD MEDICAL
TESTING SERVICES FOR 2026

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

BE IT RESOLVED, that this agreement is made between Standard Medical Testing Services, a division of Mountain Medical Services located at 597 Bay Road, Queensbury, NY, 12804 and the Town of St. Armand, having an address at 1702 NYS Route 3, Bloomingdale, NY, 12913, and;

WHEREAS, this agreement shall be in effect from January 1, 2026 to December 31, 2026, and;

WHEREAS, this contract is for required drug and alcohol testing for equipment operators in the Highway Department. The contract is priced per visit, and specified services and hours, not an annual fee, and;

WHEREAS, Standard Medical Testing Services/Mountain Medical Services attests that it will keep all information obtained from the Town of St. Armand for the purpose of testing confidential unless otherwise required to disclose said information by applicable law, regulation or subsequent agreement.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of St. Armand hereby authorizes Town Supervisor Davina Thurston to execute the contract with Standard Medical Testing Services, a division of Mountain Medical Services for the year 2026.

This resolution was seconded by Councilperson JP O’Neil, and duly adopted upon a 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

Raine DeLancett
St. Armand Town Clerk

Dated: September 16, 2025

RESOLUTION #55 OF 2025

RESOLUTION TO CREATE MULTIPLE
CAPITAL PROJECT FUNDS

Deputy Supervisor Karl Law, who moved its adoption, offered the following Resolution:
WHEREAS, the Town of St. Armand has been awarded Grants and/or is pursuing Grants for the following projects:

- 1) Highway Garage Efficiency Project
- 2) Sewer Disinfection Project
- 3) Water PFOA Project
- 4) Water Well Field Purchase
- 5) Rockledge Sewer
- 6) Town Comprehensive plan
- 7) Youth Field Improvements/Community Center
- 8) EV Charging Station

WHEREAS, the Town Board of St. Armand approves creating Capital Projects Funds for accounting purposes; and

WHEREAS, the Town Board of St. Armand approves the opening of checking accounts for these projects if necessary.

THEREFORE, LET IT BE RESOLVED by this Resolution, the Town Board of the Town of St. Armand hereby approves the establishment of the above-mentioned Capital Project Funds.

This resolution was seconded by Councilperson Donna Whitelaw, and duly adopted upon a 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

Raine DeLancett
St. Armand Town Clerk

Dated: September 16, 2025

RESOLUTION #56 OF 2025

CHANGES TO THE ST. ARMAND
PERSONNEL POLICY

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

WHEREAS, the Town Board acknowledges that occasional updates are required to keep the St. Armand Personnel Policy up to par with current events, and

WHEREAS, the Town Board requested to add an additional addendum to its Personnel Policy document, and

WHEREAS, the additional addendum to the policy will state that any personnel that receives a professional license paid for by the Town and leaves their position before 4 years of service will have to pay back the Town 25% over 4 years for the total amount the Town paid for said license, and

WHEREAS, the Town Board has approved the updates and changes to the St. Armand Personnel Policy, and

WHEREAS, this Resolution will be added to the Personnel policy as an addendum, and

WHEREAS, the St. Armand Personnel Policy document is kept on file with the St. Armand Town Clerk and is available to the Public upon request, and

NOW, THEREFORE, BE IT RESOLVED, that the St. Armand Town Board approves the updates to the St. Armand Personnel Policy

This resolution was seconded by Councilperson JP O’Neil, and duly adopted upon a 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

Raine DeLancett
St. Armand Town Clerk

Dated: September 16, 2025

RESOLUTION ADOPTING PROPOSED LOCAL LAW NO. 1 OF 2025 ENTITLED “A LOCAL LAW PROVIDING FOR THE INSPECTION OF SEPTIC SYSTEMS WHICH ARE PROXIMATE TO LAKE PLACID”

Councilperson JP O’Neil, who moved its adoption, offered the following Resolution:

Upon the passage of a motion to consider from the floor, and the same appearing proper and necessary.

WHEREAS, by Resolution duly adopted on August 19, 2025, the Town of St. Armand introduced Local Law No.1 for 2025, entitled “A LOCAL LAW PROVIDING FOR THE INSPECTION OF SEPTIC SYSTEMS WHICH ARE PROXIMATE TO LAKE PLACID” ; and

BE IT RESOLVED, that a Public Hearing was duly held on the 16th day of September, 2025 at 6p.m. o’clock in the afternoon to hear any and all persons concerning the adoption of said local law; and

BE IT RESOLVED that the Town of St. Armand Town Board hereby adopts proposed Local Law No.1 of 2021 entitled “A LOCAL LAW PROVIDING FOR THE INSPECTION OF SEPTIC SYSTEMS WHICH ARE PROXIMATE TO LAKE PLACID”
” reading and provided as follows:

“TOWN OF ST. ARMAND LOCAL LAW NO. 1 of 2025”

A LOCAL LAW PROVIDING FOR THE INSPECTION OF SEPTIC SYSTEMS WHICH ARE PROXIMATE TO LAKE PLACID.

BE IT ENACTED, by the Town of St. Armand Town Board as follows:

Section A. Statutory Authority.

1. This local law is enacted with the authority granted to the Town of St. Armand under the New York State General Municipal Law and the New York State Home Rule Law.

Section B. Title.

1. This local law shall be known as the "Lake Placid Lake Septic System Inspection Law".

Section C. Intent.

1. The intent of this local law is to better protect Lake Placid Lake from exposure to excess nutrients and pollutants. The Town of St. Armand finds that the occurrence of such nutrients and pollutants is increased by the presence of inadequately functioning septic systems proximate to Lake Placid Lake and the brooks and streams feeding said lake. In addition, such septic systems are more likely to be a threat to public health with particularly acute impacts upon the general public through impairing and contaminating precious ecological resources of the Town of St. Armand and rendering drinking water unsafe. In determining the geographic scope of this local law, the Town further finds that it is desirable and efficient to rely upon the following zoning district boundaries of the Town of North Elba: North Lake Residential District, Pre-Existing Planned Unit Development, South Lake Residential District, Rural Countryside District and any other district existing, now or hereafter, which is proximate to Lake Placid Lake.

Section D. Applicability; Restriction on Transfer of Property.

- 1.All septic systems servicing or located on properties covered by this local law shall be subject to periodic inspections by a licensed professional engineer or such other person designated by the Town Board to perform said inspections, under the oversight of the Code Enforcement Office. All inspections shall be recorded in the Code Enforcement Office.
- 2.The Code Enforcement Officer shall have the right to enter onto a property whose septic system is being inspected or a property whose septic system, based on reasonable cause, may not be functioning properly.
- 3.Septic system inspections shall be required under each of the following circumstances:

- a) Every five (5) years for seasonal properties and every three (3) years for year-round residences, or
- b) There exists reasonable cause to believe that a particular septic system is not functioning properly, or
- c) Prior to the closing of the conveyance of a property upon which a septic system is located or which is being serviced by a septic system not located on the property, provided that, in those cases in which an inspection prior to closing is not possible due to time of year or lack of availability of qualified inspectors or other causes, the sale of the property may take place prior to closing provided the owner and the prospective new owner enter into a written legally-binding agreement prior to closing (1) to apply for and arrange an inspection within a specified period of time following the closing as prescribed by the Code Enforcement Office based on the facts of the case, (2) to remedy any defects discovered during such post-closing inspection, and (3) to otherwise comply with the provisions of this law. The selling owner and the prospective new owner shall be jointly and severally liable for full and satisfactory performance under said agreement and this Paragraph 3(c). For the purpose of this Local Law, “conveyance” shall mean a transfer of title to real property for monetary consideration.

4. No property owner shall effect a conveyance of real property upon which is situate a septic system subject to this local law unless either: (a) the owner provides documentation that the septic system has been inspected within one year prior to the closing of the conveyance, with any deficiencies having been corrected, or (b) the owner and the prospective new owner have signed a written agreement to arrange for a new inspection post-closing per the terms of Paragraph 3(c) of this Section D.

Section E. Septic System Inspections.

1. The inspection may include a septic tank pump out or dye test, if prescribed by the inspector prior to, during or subsequent to the inspector's being on site. In such case, the property owner shall arrange for the pump out and/or dye test at the convenience of the inspector. The property owner shall provide to the Code Enforcement Office whatever information the property owner possesses regarding the septic system, to assist in determining whether a pump out or dye test will be necessary. The property owner shall coordinate with the Code Enforcement Office as to any arrangements made. The cost of the inspection shall be paid by the property owner. A septic system inspection shall not be required in the event that the owner can provide the Code Enforcement Officer with records indicating that a licensed septic system hauler has cleaned the tank within five (5) years for seasonal camps and three (3) years for year-round residences or in the event that the system was newly constructed within five (5) years in conformance with engineering standards.

2. The following minimum standards shall apply to each inspection under this local law:

(a) All septic tanks must be within two hundred fifty (250) gallons of the minimum

volume requirement;

(b) All holding tanks shall be equipped with a float switch and high level alarm located in a conspicuous place to indicate when pump out is necessary. A copy of pump out records shall be submitted during the inspection prior to conveyance of real property;

(c) For an aerobic treatment system or enhanced treatment unit (ETU), the new owner must send a signed copy of an updated service contract to the Town within thirty (30) days after the conveyance of real property;

(d) If the onsite wastewater treatment system is determined to be failing or

inadequate, a written Notice of Violation will be issued. An approved compliance

agreement to correct the violation must be obtained prior to conveyance of real property;

(e) If the property was the subject of a letter of acknowledgment from the Code

Enforcement Office within 12 months prior to the conveyance, the provisions of this

Section have been met and no additional inspection shall be necessary to comply with this Section.

- (f) Septic systems servicing multiple properties must meet the current standards for size and load given the number of properties utilizing the one septic system.

Section F. Failure of the Inspection.

1. Failure of an existing OWTS occurs when the standards for a lawful OWTS as prescribed by the New York State Health Department or the local board of health are not met as determined by the Code Enforcement Officer. While not exhaustive, some examples of a failing system include, but are not limited to, the following:
 - (a) Lack of a pre-treatment vessel (i.e. septic tank, aerobic treatment unit, enhanced treatment unit, etc.) prior to effluent discharge to any subsurface treatment area or absorption field;
 - (b) There is a discharge of effluent directly or indirectly to the ground's surface, with surface breakouts, ponding or saturated soils over the soil treatment area;
 - (c) Direct pipe surface discharge of gray water (into a drywell, over an embankment, into a roadside ditch or stream/tributary, etc.);
 - (d) A dye test results in the presence of dye on the ground surface or adjacent/downstream water body;
 - (e) There is a backup of sewage into the home, building or septic tank of facility as a result of a septic tank overload or malfunction, or a clogged soil treatment area;
 - (f) The septic tank requires pumping more than four times per year and/or sewage is observed flowing back into the septic tank from the secondary treatment area during pump out;
 - (g) Presence of a metal septic tank that is undersized and/or corroded;
 - (h) A cesspool, defined as a covered hole or pit used to receive untreated sewage from a house or building constructed as a primary source of wastewater disposal;
 - (i) A holding tank that discharges effluent to surrounding sub-surface areas;
 - (j) No septic tank, seepage pit, enhanced treatment unit or soil treatment area shall be permitted to discharge to any natural outlet or adjoining property.

Section G. Review

1. Appeals from determinations of the Code Enforcement Officer or requests for variance/waivers from the provisions of this local law must be sought from the Town Board of the Town of St. Armand as the Local Board of Health within 30 days of the determination complained of.
2. Forms for such appeals and/or requests for variance and waivers will be made available to the public in the Town of St. Armand Code Enforcement Office. Such forms must be properly filled out and must be submitted to the Town of St. Armand Code Enforcement Office with payment of the applicable fee as established by the Town Board.
3. In evaluating appeals -from determinations of the Code Enforcement Officer,

the Town Board may consider whatever information it deems relevant, including any evidence or information submitted by the Applicant and any information obtained from the Town of St. Armand Code Enforcement Office and/or Town Engineer. In the event additional information is needed, the Town Board may direct a subsequent inspection of the OWTS at issue.

4. In regard to any request for variance or waivers, such applications will be governed by the procedure set forth in Town Land Use Code Sections 8 and 9. The Town Board should take into consideration all matters it deems relevant, including the age of the OWTS, whether it appears to be functioning, its proximity to any waterbody, the circumstances concerning the request for variance or waiver and the hardship to the property owner in the event no variance or waiver is granted.

5. The above remedies shall be exhausted prior to any judicial review.

Section H. Notice of Violation and Penalties.

1. If a property owner fails to complete an inspection required by this local law, or to allow access to the property for the required inspection, or if the property owner fails to comply with any other provision of this law, a Notice of Violation may be issued by the Code Enforcement Officer mandating the compliance with the inspection requirements.
2. An offense against any provision of this local law shall constitute a violation, punishable by a fine not exceeding Nine Hundred and Fifty Dollars (\$950), or imprisonment for a term not exceeding 15 days, or both. Each week such violation continues after notification to the person in violation shall constitute a separate violation.

Section I. Severability.

1. If any clause, sentence, paragraph, subdivision, section or part of this local law or the application thereof to any person, individual, corporation, firm, partnership, entity or circumstance shall be adjudged by any court of competent jurisdiction to be invalid or unconstitutional, such order or judgment shall not affect, impair or invalidate the remainder therefore, but shall be confined in its operation to the clause, sentence, paragraph, subdivision, section or part of this Local Law, or in its application to the person, individual, corporation, firm, partnership, entity or circumstance directly involved in the controversy in which such order or judgment shall be rendered.

Section J. Effective Date.

This Local Law shall take effect immediately upon filing with the New York State Secretary of State.

AND BE IT FURTHER RESOLVED that the Town of St. Armand Town Board conducted a public hearing on the foregoing proposed local law on September 16, 2025, at 6:00 p.m. of that day, to hear any and all persons concerning the same.

This resolution was seconded by Deputy Supervisor Karl Law, and duly adopted upon a 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

Raine DeLancett
St. Armand Town Clerk

Dated: September 16, 2025

Motion to approve monthly payments form August 2025: Read aloud then followed by Roll Call Vote:

- General Vouchers #290- #317 in the amount of \$ 21,332.38
- Highway Vouchers #107- #120 in the amount of \$ 9,942.49
- Water & Sewer Vouchers # 111- #128 in the amount of \$ 55,289.54
- Trust & Agency Vouchers #14 in the amount of \$142.00
- B Fund Vouchers #12 in the amount of \$ 260.99
- Highway Outside Fund Voucher #1 in the amount of \$807.94

Deputy Supervisor Karl Law made the Motion to approve payment of August’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	AYE

All in favor. Motion carried.

REVIEW AND MOTION TO APPROVE MEETING MINUTES

Councilperson JP O’Neil made the Motion to approve the Regular Board Meeting Minutes held on August 19, 2025 and 2026 Budget Work Session #1 held on Wednesday, September 3, 2025. The Motion was seconded by Deputy Supervisor Karl Law. All in Favor. Motion carried.

Supervisor Thurston presented the Supervisor’s Report for August 2025

Deputy Supervisor Karl Law made the Motion to approve the report. The Motion was seconded by Councilperson Donna Whitelaw. 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 August 2025:

Dog Licenses (5): 3 FS 2 MN	\$ 35.00
Certified Death Certificates (0)	\$ 0.00
Marriage Licenses (0)	\$ 0.00
Total Revenue:	\$ 35.00
Total Checks Written: Town Supervisor: A \$ 30.00, NYS Dept. A&M \$5.00	

Supervisor Thurston asked if she could send a draft of the RV Camper Local Law to the attorney. The Board agreed.

REVIEW OF OLD BUSINESS

- Playground fence – Quotes – Handout
Supervisor Thurston presented the Board with three different quotes.
Discussion ensued.

Deputy Supervisor Karl Law made the Motion to approve the \$7,200.00 quote for materials and labor for a black chain link fence at the playground to be expended from ROOST funds. 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.

- Bloomingdale School committee – Supervisor Thurston was added to the committee!
- Purchased Storage trailer for approved price for the Youth field– Has been installed – Discuss the possibility of a mural being painted on the side of the trailer
Discussion ensued.
TABLED until next meeting.
- Music in the park The Ward – new rescheduled date – Wednesday, September 24th (6pm to 8pm)

REVIEW OF NEW BUSINESS

- Touch a Truck at SLCC was on September 14 – Thank you to Robert Stephenson for representing St. Armand
- Harvest Dinner – Friday, October 24th (4:30pm to 7:00pm) at B-dale Firehouse
- Halloween decoration contest – Applications due by Oct 22nd – Need Board members to judge (Oct 27th at 2pm)
Discussion ensued. Councilperson Sheridan Swinyer and Councilperson Donna Whitelaw will be judges.
- NYSDOT - 35MPH speed zone on Trudeau Road & County Route 20 – No change to the 35MPH speed limit is warranted – Handout
- Reminder!! – Budget work Session Wednesday, October 8th at 5:30 – Regular Board Meeting Tuesday, October 21st at 6:30pm – 2026 Budget Public Hearing Tuesday, October 28th at 5:30pm

MOTION TO MOVE INTO EXECUTIVE SESSION

Councilperson Sheridan Swinyer made a Motion to enter an Executive Session at 7:55 pm. The Motion was seconded by Deputy Supervisor Karl Law.

MOTION TO ADJOURN EXECUTIVE SESSION

Councilperson JP O’Neil made a Motion to adjourn the Executive Session at 8:14 pm. The Motion was seconded by Councilperson Sheridan Swinyer.

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 8:15 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: September 16, 2025