

Town of St. Armand
Regular Board Meeting – 6:30 pm
Tuesday, May 12, 2020

These Meeting Minutes were approved by the St. Armand Town Board on June 9, 2020.

The Regular Board Meeting of the Town of St. Armand was held on the above date and time at the Town Hall, Bloomingdale, NY.

BOARD MEMBERS PRESENT:

Town Supervisor Davina Winemiller, Deputy Supervisor D. Joseph Bates, Councilperson Donald Amell, Councilperson Jennifer Fuller, and Councilperson Karl Law.
A quorum of the Board was in attendance.

TOWN EMPLOYEES PRESENT:

Town Clerk Barbara Darrah.

EXCUSED: Highway Superintendent Douglas Snickles, Water Superintendent David Siskavich, Code Enforcement Officer Derrick Martineau, and Wastewater Superintendent Stanley Ingison.

GUESTS: Community members Josh Colby, Warren McCarthy, and Marvin Merrill

This meeting was held as a public Webinar and Teleconference Meeting due to the Covid 19 Virus “Stay at Home and Be Safe Act.” Notice was posted regarding the dates and times of the Public Hearing and Regular Board Meeting and how to access the meeting.

Supervisor Winemiller called the Public Hearing to order at 6:54 pm (due to technical webinar difficulties). Winemiller asked those attending the webinar to recite the Pledge of Allegiance.

Davina Winemiller: Good Evening, everyone. Thank you for your patience, and being here this evening with us. Let’s start off with the Highway Report.

HIGHWAY DEPARTMENT MONTHLY REPORT

Highway Superintendent submitted the following written report to the Board.

Town of St. Armand Highway Report for the May 12, 2020 Town Board Meeting

- 1) We are still plowing and sanding at times.
- 2) We are working upstairs in the Town Hall on the Records Room. We had to wait for the asbestos report. It came back negative so we continued.
- 3) We took off the plow equipment on two of the trucks, leaving one still set up if we need it.
- 4) We are cleaning up the road sand. It was going slow because of half crews, but we do have most of Bloomingdale done now.
- 5) I received a phone call on the new plow truck and it could be done within the month.
- 6) We are getting prices ready for the summer projects.
- 7) We are getting the mowers ready to go.
- 8) We have to order new boards for the Moose Pond bridge and get them installed. This was planned in the 2020 budget.
- 9) The drainage at the Ball field we put in last summer is working well. There is no water on the field and for this time of year, that is good.

WATER DEPARTMENT MONTHLY REPORT

Water Superintendent David Siskavich submitted the following written report to the Board.

Town of St. Armand Water Report for the May 12, 2020 Board Meeting.

- 1) Started working for the Town of St. Armand on April 11, 2020.
- 2) May 1st – Leak at Troy Delancett’s vacant home on corner of Route 3 and Union St. Helpers looking for shut off were Cory Skiff, Robert Stephenson, and Doug Snickles, all from the Highway Department. It took about 1 hour.
- 3) May 4th- Located the water shut-off at Troy Delancett. I requested the power to be shut off at the residence in order to access the cellar.
- 4) May 5th – Water shut off and cellar pumped at Troy Delancett’s vacant house. Cory Skiff assisted. That was two men for four hours. The problem was solved.
- 5) May 7th – Monthly water report and sample results were sent to the Department of Health.
- 6) Most of this month was just getting familiar with the system and training new operators.

Winemiller: We did charge Troy Delancett for the hours that the crew worked and Barb, it's my understanding, he did pay for that already.

Barbara Darrah: Yes, he dropped off a check yesterday.

Winemiller: Does anyone have any questions on the Water Report?
There were no questions.

CODE ENFORCEMENT OFFICER'S MONTHLY REPORT

Code Enforcement Officer Derrick Martineau submitted the following written report to the Board.

Town of St. Armand Code Enforcement Report for the May 12, 2020 Meeting

- 1) Returned 12 phone calls and 10 emails with questions on codes and permits.
- 2) There were seven new permits issued and approximately \$2900 paid to the Town.
- 3) Inspections are ongoing on open permits. And, I am still checking the sites for compliance with COVID law to the best of my ability.
- 4) Moose Pond Road property update: Due to the virus, this issue is still ongoing. I can file this Friday for the court order to have the vehicles removed as long as the region passes criteria and the courts open.

Winemiller: I got an e-mail from Matt Norfolk regarding the Gladd property, and in his response he stated that "the criminal court matter is on hold. It is not considered an urgent matter to require court attention as far as commencing a lawsuit. We will prepare documents but the court is not yet fully operational and he can't commence the lawsuit at the moment." Does anyone have any questions regarding the Code Enforcement report?

Warrene McCarthy: Davina, does that mean that there will be nothing done on that property for another period of time?

Winemiller: Unfortunately, the courts are closed right now, Warrene. So, unless it's a violent, criminal matter, they're not doing any type of courts at all. So, unfortunately, it is going to be a hold for us, but there's absolutely nothing that we can do about it at this point.

McCarthy: Ok, I just had to go to the doctor's today and I just noticed it, that was what is going on.

But people that are living there, it seems to sell what would be, you know, a public health problem.

But, you answered my question, I guess.

Winemiller: We have to follow the law as far as notice and, you know, documentation and all of that stuff, you know, goes to the Court system. And I'm not disagreeing with you, it is a scary situation. But, you know, we've been advised by our attorney of what we need to do and what we need to do right now, unfortunately, is wait for the court system to open back up.

McCarthy: Okay. No problem.

Winemiller: Does anyone else have any other code enforcement questions? There were none.

WASTEWATER DEPARTMENT MONTHLY REPORT

Wastewater Superintendent Stanley Ingison submitted the following written report to the Board.

Town of St. Armand Wastewater Report for the May 12, 2020 Board Meeting

- 1) Did daily collections, testing and recorded data.
- 2) Did daily checks of all systems at the PTB and WWTP and recorded the data.
- 3) Wrote up the DEC monthly operating report and the discharge monitoring report and submitted them digitally.
- 4) Did weekly generator checks.
- 5) Did weekly greasing of the paddle wheel drive and clarifier drives.
- 6) I did the weekly flexing of all the aeration diffusers.
- 7) The correct float switch for the screen auger arrived and I installed it but it didn't work. After searching things out, it turns out that a normally open switch had been installed to begin with so the computer was programed for that instead of the normally closed switch it had been designed with. So, I got Andy to remotely reprogram the system for the normally closed switch and it is working properly again with the better failsafe system.
- 8) I worked with Quinn from AES to download the MH D2 and MH 5 flow meter data for the I & I work. Next time we will need to recharge the batteries after the data retrieval.
- 9) Back when we had the Simplex fire alarm system failure we had installed some temporary smoke and CO detectors. The smoke detector in the PTB control room malfunctioned and was alarming for no reason. We don't keep a ladder there and you couldn't really hear it from a distance away outside the building so I went back to do the testing before returning with a ladder to remove the detector. But, apparently Tim Woodruff got close enough to hear it and nicely called in the concern. Oddly enough the alarm went off one year to the day it had been installed. The original simplex system continues to be working well in that building so everything is fine there, other than disturbing Mr. Woodruff again.
- 10) The Thermolyne Cimarec 1 laboratory stirrer's on/off/speed control unit broke in a way I couldn't get reliably repaired so I ordered a new one from USA Bluebook. Within 3 weeks of use the new unit's rotor locked up and I could find no information about releasing it so I called the repair department and they said they would send us a new one. In the mean time I did manage to get the one we have working again.

11) I continue to work on the St. Armand Wastewater Department Comprehensive Improvement and Repair Program.

Winemiller: Does anyone have any questions regarding the wastewater report?

Donald Amell: Will he be able to return that switch he talked about, that, apparently didn't need to be repaired, or replaced but dead, because that's what you get credit for.

Winemiller: Well, that's a really good question. We can try. I'll make a note to talk to Stan about that, Don. And, and if we can't get it returned, then maybe we could at least get them to send us a new one, so that we have one on hand. Thank you. Any other questions regarding the wastewater report?

RESOLUTION

RESOLUTION # 34 OF 2020

TOWN OF ST. ARMAND TEMPORARY WAIVER
OF LATE FEES FOR THE 2ND QUARTER 2020
WATER AND SEWER BILLING PERIOD AND
PROPOSED WATER SHUT-OFFS FOR UNPAID
BALANCES AS OF MAY 20th, 2020

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

WHEREAS the current Town of St. Armand Water and Sewer Regulations dated June 20, 2019 and adopted by the Town Board on July 9, 2019 state that Water and Sewer accounts not paid by the due date will be assessed a 10% late fee penalty the following business day, and

WHEREAS the same Regulations named above also state Water and Sewer services for those persons with unpaid balances shall be notified by doorknob notice of the intent to discontinue service, and

WHEREAS the Governor of New York State has issued a notice to all utilities that due to the Covid-19 Virus "Stay Home and Stay Safe" order, causing job lay-offs and economic hardship to families, that no utility shall be discontinued until further notice.

THEREFORE, LET IT BE RESOLVED that the Town Board of the Town of St. Armand, in recognition of its residents and th

Councilperson Donald Amell made the Motion to approve payment of this month's bills; the Motion was seconded by Councilperson Jennifer Fuller. A Roll Call Vote was as follows:

Supervisor Davina Winemiller	AYE
Deputy Supervisor D. Joseph Bates	AYE
Councilperson Donald Amell	AYE
Councilperson Jennifer Fuller	AYE
Councilperson Karl Law	AYE

All in favor. Motion carried.

Dated: May 12, 2020

Barbara J. Darrah
St. Armand Town Clerk

MONTHLY REPORT FROM THE SUPERVISOR

Supervisor Winemiller presented the Supervisor's Monthly Report for April 2020 to the Board. Deputy Supervisor D. Joseph Bates made the Motion to approve the Supervisor's Monthly Report; the Motions was seconded by Councilperson Karl Law. All in favor. Motion carried.

REVIEW AND MOTION TO APPROVE PREVIOUS MONTH'S MINUTES

Councilperson Karl Law made the Motion to approve the Regular Board Meeting Minutes of April 14, 2020. The Motion was seconded by Councilperson Jennifer Fuller. All in favor. Motion carried.

TOWN CLERK'S MONTHLY REPORT

Town Clerk Barbara Darrah gave the following report for the month of April 2020:

There were (11) Dog Licenses for April 2020:

Spayed Females (7)	\$ 49.00
Neutered Males (4)	\$ 28.00
Total Revenue Earned	\$ 77.00

Paid to Town Supervisor: \$ 66.00 Paid to NYS Agriculture & Markets: \$ 11.00

WATER AND SEWER BILLING MONTHLY REPORT

Barbara Darrah reported as of this date, the Water and Sewer Receivables balance is \$ 58,840.50. The due date for the second quarter water bills is next Wednesday, May 20th.

Winemiller: Barb, does this balance look a little bit higher than normal to you?

Darrah: It's hard to say right now because there is a week left until the due date and as you know, it's usually the 19th or the due date that payments pour in and the balances drop down. Payments have been pretty regular I have to say. But, I think in another week we will know if it (the Stay Home, Stay Safe Act) is affecting people.

Donald Amell: And, there's going to be another batch of the stimulus checks that are going to hit tomorrow.

Winemiller: I'm sure people really need that right now. Does anyone have any other questions for Barb?

There were no other questions.

OLD BUSINESS

Winemiller: Highway Garage Repair: We do have to go out to bid, as you all know, for the heat air exchanger. I am still waiting for the bid documents from Linda Wolf. Once those are completed, then we'll be able to move forward and it will probably be another month, and then we'll have to have a certain number of days that the bid is out there. So hopefully by next month, we'll see some action on that. Any questions on the Highway Grant repair?

There were no questions.

Winemiller: Jefford's Steel has completed the second floor stairway. It looks really good.

Winemiller: I e-mailed the Board a week or so ago about the stair lighting, so we're going to get to that a little bit further on, but, it's a good thing, and that we've been putting them to good use already. It's very good.

Winemiller: Parking Tickets: Ok, the next order of business is we have received our parking tickets that we had talked about a few months ago. Barbara ordered them through Williamson Law Books. (Winemiller then displayed the actual ticket on the screen so that everyone could see what the ticket looks like). She continued: Well, the ticket comes with this envelope for mailing. The court gets one copy and then whoever gets the ticket mails the second copy back in the envelope. I did order the "No Parking" signs for Moody Pond. I ordered those through the County. I also got the exact GPS locations for the town line around Moody Pond and I spray painted the road for the town line. When we get the signs from the County, we can install them correctly.

Winemiller: Second Floor Update - Ok, the next thing I wanted to talk to you about was the second floor repair, and I wanted to show you a few pictures. (Winemiller displayed photos of progress upstairs). This is where the Highway Crew had removed the plaster and lathe from the upstairs area. And, then we did get the spray foam that the board approved last month, or, well, a few weeks ago, anyway. And there is the finished Spray foaming. He (Troy Delancett) did a really good job. Are there any questions on that?
There were no questions.

Winemiller: Trudeau Property – Brookside Cemetery Extension Update:
I did get all of the documents from the attorney and I mailed those out to the Trudeau's and the Black's for their signatures and as soon as I get those back from them, I will have them filed and then the property will be ours, so we're making good progress there. Any questions on any old business before we move on?
There were no questions.

McCarthy: Have you gotten any more surveys?

Winemiller: We are down to needing eight. So, actually, we need eight and until I can really go knock on doors, these are the folks that are just not going to put them in the mail. I'm not going to waste any more postage; I'm not going to waste any more mailings. I've mailed them three times. As soon as I can knock on some doors, I feel confident that I can get the surveys we need.

NEW BUSINESS

Winemiller: The first thing that I want to talk to you folks about is the front stairway going down to the basement. This is the stairwell that's directly across from the supervisor's office leading downstairs. I think they are very spongy and I had Derrick take a look at them and we think that they might be original to the building. But as you can see here in this photo, they're starting to crack and break. The tread on them is also not up to code. They're actually taller than they're supposed to be. Derrick pointed that out to me, I did not realize that. I do think that we should consider getting those repaired, and I do have some quotes for you.

I called several contractors. Two of them gave me a quote, one was Troy Delancett. I did ask for pressure treated wood and his quote was \$1,900. I also got a quote from G&G and theirs was \$2,000. So, obviously Troy's is \$100 less. I don't know how the board members feel about that. Can I get some feedback?

Donald Amell: Who did you ask for bids?

Winemiller: I called JP O'Neil. He said he was too busy and just couldn't do it. I also called Tug Duffy. Same thing. He said, he just didn't have the time. I did call Dean and left him a message but he hasn't called me back yet. So, those five I guess, are the ones that I've contacted.

Amell: Is G&G the Raymond guy?

Winemiller: No, G&G is Ben and George.

Jennifer L. Fuller: Matt Raymond, right?

Winemiller: No. That's G&G. They are the ones that did the judge's office, the escape route and the roof repair at the Town Hall.

Amell: Is it worth asking Raymond's outfit?

Winemiller: Matt Raymond?

Amell: I'm just trying to think of any contractors in the Town.

Winemiller: Yes, I could certainly ask. I'll ask him and I'll get back to the Board once I hear back from him.

Winemiller: Back Stairwell Lights: I contacted three electricians; John Schwartz, Joe Gladd and Ampersand Electric. I got quotes from John Schwartz, Joe Gladd, and Ampersand. With Ampersand, I asked for different lights. I emailed them about eight days ago. They never got back to me. I called them again today and I still haven't heard anything back from them. So, basically, we have these two quotes (Winemiller displayed the quotes on the screen) from John Schwartz and Joe Gladd, and these are both for the exact same light and this (again showing on screen) is the light right here. And, this is also a battery backup light. So I know it would work with the switches, and it would also provide light if the power went out.

Joe Gladd's quote was \$2,223.60. John Schwartz's quote was \$1,909.40. Can I get some feedback from the Board?

Amell: I can't think of any other electrician, so I would think we could consider Schwartz.

Fuller: Agreed

Winemiller: Karl, are you in agreement as well?

Karl Law: I am as well. Yes.

Winemiller: So, we'll go with John Schwartz for those lights. Ok, thank you Board.

Winemiller: Sales Tax Loss of Revenue: One thing I wanted to talk to the Board about is some anticipated reductions in revenue due to the Covid 19 Pandemic and the first reduction in revenue that we can expect to see this year is in sales tax. (Winemiller put the sales tax data from last year on the screen and then also put in the

adopted budget amounts for 2020.) What we're hearing from the County is that we are projected to see about a 27% decrease in the sales tax revenue. So, that affects our B funds; our Highway Outside fund, and our General B Fund. As far as we go, we're actually in a really good place because our Highway Outside Fund balance is currently \$122,000. So even if we got zero sales tax, we can absolutely weather the storm with no problem. The CHIPS funds is the next reduction in revenue. The governor's office has told all towns and counties in New York State not to expect CHIPS funds this year. We had budgeted for \$25,000 in CHIPS funds, but again, that's our Highway Outside DB Fund so we're fine without it. We are expected to receive an additional \$30,000 in omitted property tax that was not budgeted for 2020. This will be deposited into the General A fund, but we certainly can push that into the B funds, Highway DB, or General. It can be either one, no problem with that omitted property tax money. A big chunk comes from the AMA sale. And there's a couple of other properties that sold that had Veterans exemptions, and the current homeowner will have to pay that property tax; that is they don't get an exemption for. So, I ran some numbers with Donna. We looked at everything very closely and even though we will definitely see a reduction in the sales tax and the CHIPS funds, as far as our budget goes, we're still OK, but I just wanted to give you Board members the information. Anyone have any questions on that? There were no questions.

Winemiller: Summer Youth Help: Normally we hire two summer youth. Last year we had Ben Munn and Robert Stephenson. I reached out to Ben Munn. Actually, Ben Munn called me and expressed his interest in coming back this year. And, I think that that's absolutely a great idea. He worked out really well last year. I did contact Whitney Battistoni and Cassidy Everett. I asked both of them if they were interested in working this summer in the Highway Department. I thought we were having the Summer Program but it turns out that we probably will not be able to have the summer program due to the CDC, but Cassidy had already had another job. And, Whitney did as well. So at this point, I think that we should hire Ben Munn back and also advertise for another opening.

Amell: Would it make more sense to advertise and just indicate that to Ben to make sure he applies?

Winemiller: It's been, in the past, kids that worked one year and worked well, we've hired without them having to re-apply. That's been historic. So, I mean, I don't know if you want to go against that. I could certainly ask him to apply again. But, because we did already have him on the payroll, it's not necessary if we were to offer it to him again.

Amell: Is this position also kind of hanging on CDC, locked down being relief?

Winemiller: Not if we use the start date for the Summer help as July sixth this year. So, we do a six-week summer program of mowing lawns and things. It's kind of like a six-week program for them and it wouldn't start until July sixth. I really, I don't see any problem with that at all. I mean we're talking about all the campgrounds and everything being opened by June first. So I don't think that July six will be a problem for, for us to meet that. And, it is outside work. It is mowing and things like that which is obviously safer than having folks in an office situation.

Amell: Ok, I guess where I'm heading. As you know, we would, depending on the situation, then one of the one of the new concerns may be social distancing, et cetera, et cetera. We're only talking two months.

Winemiller: I absolutely agree with you there are certain social distancing guidelines that we have to take into consideration. But, for the most part this is going to be outside work. They do a lot of mowing and weed whacking, things like that. And, everything that I'm hearing from Essex County Department of Health and the Governor's office and the CDC, everyone is indicating that outdoor work is the safest.

Law: Now, Davina, assuming that we are back to normal, come July, are we just looking for one more position? Or, if memory serves me right, I thought the County was going to give us two more. Is there some protocol?

Winemiller: I actually am so glad you asked that, Karl, because I forgot to mention it. I did e-mail the County today, asking them if they were still going to continue to run that funding program for the summer workers. I haven't heard back from them, but you are absolutely right. We have budgeted in the Highway D Fund General Highway Fund for two summer workers, and then we budgeted for one summer worker, that was paid for through the county. So we definitely may be having three workers, the one from the county that we were expecting to be paid for. We did expect to have them work with the town of Harrietstown. I've been on conference calls with Mike Kilroy and Jordanna Mallach with the Town of Harrietstown and based on the CDC requirements for Social Distancing and things like that, there's no way that we can safely have a Summer Program this year. Because, by the time Phase Four for any type of educational or recreational with students takes place, we're talking into August. So, unfortunately, really, I think right now, all of the towns have no plans to open their summer day camps.

Fuller: I know. And how and what with the kids having to wear masks outside, that would be challenging to families.

Winemiller: Absolutely. One of the things that the Department of Health was saying is you have to keep them six feet apart. If you do have a summer day program, you have to have extra staff in order to keep the kids six feet apart. And, Jen, I don't need to tell you how difficult it is to keep six-year old girls from each other. It's just impossible. It's that the requirements that they're giving us, it's an impossibility to meet. But that being said, if the County does go forward with paying for the summer youth workers, then we could end up with 3 to 4 summer crew members with the Town paying for two and the County paying for two, depending on how that all hashes out.

Law: All fingers crossed the whole Covid 19 thing is lifted and we do go back to normal, because that would be great for some local youth.

Winemiller: So, I think, at this point we just have to wait and see what the County's response is on that and I can e-mail everyone their response and we can make a determination. The Summer Program doesn't start until July sixth so we really do have a month, anyways. Wouldn't you say, Barb?

Darrah: I'm not understanding your question.

Winemiller: I am thinking, if we were to advertise it. The timeframes in advertising it and getting the people hired. It is tough sometimes to get some people hired. So, if we have a little time to make a determination on how many and things of that nature.

Law: Perfect.

Winemiller: All right. I'll get back to you all on that, and we'll just press on.

Winemiller: Zoom Meeting: On May 7th, I attended a Zoom meeting with Elise Stefanik, and there was several other Town Supervisors there. It was pretty much just talking about the COVID 19 pandemic and what the Department of Health is doing and what the State is doing and what we're looking for Federal assistance on. It was informal and informational.

Winemiller: I did have one addition to the agenda this evening. Earlier today, I had a resident call me and ask me about the orange trash bags for trash pickup on the State Highways and she had two children that are a little bit older that were required to do a volunteer activity for one of their classes. She wanted to know if we had the orange trash bags for the kids to do roadside cleanup. I called the DOT in Essex County and, basically, those orange trash bags are for the Adopt a Highway program. And it's for State roads. And they did say that we could go ahead and do something like that for the Town roads. That way, we could have the kids be able to get their volunteer hours in while doing something really great for the town. I would hope that the board would agree that that would be a good thing to do as long as we make sure that they have an adult with them and wear reflective clothing and practice safety precautions.

Amell: Sounds good.

Winemiller: I was hoping that you all would say that because I took it upon myself to purchase orange trash bags today to donate for the cause. Hopefully, we'll get a few teenagers involved in this and get our town roads cleaned up.

Law: Perfect

QUESTIONS OR CONCERNS FROM GUESTS AND STAFF:

Winemiller: Do we have any questions or concerns from anyone regarding anything that we've talked about, or maybe something we haven't?

Amell: Davina, we talked this morning about the COVID testing Adirondack Medical Center was offering?

Winemiller: Yes.

Amell: You can put me on the list to do that.

Winemiller: Ok, Don, covered. Any other board members want to jump the broom and have a COVID test done?

Law: Yes, I think I e-mailed you. I'm on board.

Winemiller: OK, Karl. Joe (Bates)?

Bates: I can get it through work, Davina.

Winemiller: Ok, great. Jen, did you want to have one done?

Fuller: I'm all set here. I can through my work, too. Thank you.

Winemiller: Ok, excellent. Does anyone have anything else to discuss?

There were no further questions or comments.

MOTION TO MOVE INTO EXECUTIVE SESSION:

Deputy Supervisor D. Joseph Bates made a Motion to enter into Executive Session for a Personnel matter.

The Motion was seconded by Councilperson Jennifer Fuller. The Board entered Executive Session at 7:39 pm.

MOTION TO END EXECUTIVE SESSION:

Deputy Supervisor D. Joseph Bates made a Motion to end the Executive Session. The Motion was seconded by Councilperson Karl Law. The Executive Session ended at 7:51 pm.

MOTION TO ADJOURN REGULAR BOARD MEETING:

Deputy Supervisor D. Joseph Bates made a Motion to adjourn the Regular Board Meeting. The Motion was seconded by Councilperson Jennifer Fuller. The Regular Board Meeting adjourned at 7:52 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 Public Hearing and the Regular Board Meeting held on the above-referenced date.

Barbara J. Darrah
St. Armand Town Clerk

Dated: May 12, 2020