

Town of St. Armand
Regular Board Meeting
Tuesday, March 12, 2019
6:30 PM

These Meeting Minutes were approved by the Town Board on April 9, 2019.

A 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 Dean Montroy, Deputy Supervisor D. Joseph Bates, Councilperson Jennifer Fuller, Councilperson Donald Amell, and Councilperson Karl Law.

A quorum of the Board was in attendance.

TOWN EMPLOYEES PRESENT:

Highway Superintendent Douglas Snickles, Wastewater Superintendent Stanley Ingison, Town Historian Davina Winemiller, and Town Clerk Barbara Darrah.

TOWN EMPLOYEES EXCUSED:

Water Superintendent Jeffrey Cotter was excused due to illness and Code Enforcement Officer Derrick Martineau was absent.

GUESTS: Greg Swart of Adirondack Engineering Services, NE, and Jeffrey Balerno, Tyler Chase, Dean Everitt, Sandy Hayes, Devin LaMountain, Warren McCarthy, Jamie Meehan, Mark Palyswiat, and Crystal Pickard, all from the community.

Notice was posted regarding the date and time of this meeting.

Supervisor Montroy called the Meeting to order at 6:31 p.m. and asked all to stand for the Pledge of Allegiance.

Supervisor Montroy opened the meeting to Greg Swart from AES for a presentation and discussion of the Disinfection System at the Treatment Plant and the I&I study and associated grants.

Greg Swart introduced himself explaining he was working with the Town on the Disinfection project at the Treatment Plant, the second phase, as well as some additional grant funds for additional study work out in the collection system: "We have a couple of decisions we need to make tonight or very soon so we can move a few things forward. I will start with a little background on the Treatment Plant. The Treatment Plant was designed a few years ago. It was known a disinfection requirement would be coming in the future, but it was not known exactly what those requirements would be and DEC had not made that requirement available and so, it couldn't really be included in that project. It was known to be a second phase coming and soon after the plant was completed that phase came in, so AES has been working on getting the grant funding available for that. It is approximately a \$600,000 project, you have \$600,000 in grant money, but that only can go up to 85%, so there is always a 15% match. You will get 85% of the total project cost as grant dollars plus you will have the 15% match plus the engineering costs. Basically, wherever it comes in, that's what we have to work with. All the numbers we have been running, we have been running with maximum numbers. Our estimates are a little bit lower than that the project is going to add a couple of years, by the time we factor some of that in, we are trying to be as conservative as we can so we don't run out of funds when we get to the end. That's why we are trying to work with some of those maximum numbers right now. As of right now, as a stand-alone project, which was the original intention of the project since there is some timing issues with DEC, we are working with some of those numbers to try and fund that. In those terms, you have gotten the maximum grant dollars that we can get for the project; there is one main fund for that. Some of the matching funds it is hard to get additional grant dollars for that as a stand-alone project; it's the way the State sets up their grant funds. There is only so much you can do with that. In the meantime, what we have done is ask DEC for a time extension. We have gotten that, so we have until 2022 to actually have everything on line. That means completion of construction at the end of 2021. That means we have a couple of years. Part of that extension request was to help work with some of the funding to try and secure some additional funding. We can invest some additional into that match that we have. We can do that a couple of different ways: we can do some investment now so we can basically save for it, we can work on some loans and some bonds to cover some of that as we go. I brainstormed with Davina a little bit, and I think

one thing the timing give us is that we are working on the I&I project study (next discussion), and I think we can tie some of those into that current project, we might be able to go for a little bit bigger package on a project and bring in some additional grant dollars or at least some low-interest loan dollars that will help offset those costs. The nice part is the extra time gives us the time to go after and figure out as much as we can do. Our goal is to find as much money as we possibly can; we obviously want to keep costs as low as possible. When we get into the design, we are trying to minimize our costs on some of those designs. Our goal in funding is to try to get as much as we can so we try to be conservative on our numbers. But, again, when some of these numbers were put together it has already been a couple of years. It will be 5–6 years before we go ahead with construction and just like everything else there is inflation and things like that. We are in pretty good shape right now, but I realize this adds considerable burden to the town and the user costs. We are trying to work and get those down as much as we can. I think there might be some other opportunities out there, but one thing we have to keep in mind this is a State mandate. This is something we have to do. We have to have a plan in place to go after it, whether or not we get additional grant dollars. That is how we have been approaching it because that is what we know we have right now. If we can bring other things in, and we are always keeping our eyes open, we will certainly do that. With that being said, there is about a \$150,000 match the town is looking at right now. Without additional grant dollars, the options again are to invest now, or take out various loans and that depends a little bit on what the Town's borrowing capacity is. A 5-year loan is fairly typical and fairly easy to get, but that rate is about the same as if you were investing for today. If the Town has the capacity to get a ten or fifteen-year loan, that's possible. Bank loans are hard to secure for much longer than that on utilities because there really isn't any assets that you could forfeit if you were not to pay. And, although \$150,000 is a lot of money to each individually, it is not a lot of money in terms of grant dollars and state funds. What you end up doing is spending a lot of money in chasing down some of the State loans. We are trying to balance some of that because we do not want to spend a lot of money on paperwork. Really, the goal today is to go over the schedule for that. The design will be in 2020, 2021 would be construction and go on line in 2022. It gives us 2019 and 2020 to come up with some additional grant dollars if we think we can get it, which would be combining with some other projects. If not, it would be securing those loans, depending how the Town wants to do that. We really have some time to finish figuring those things out. Generally speaking, the goal would be to decide if we want to go with that schedule. The other option would be if there is anything in funding that you want to look at some of the different bank loans, I work along with Essex County Planning Department who are helping doing a lot of the funding. Anything we talk about today I can bring back to them and they can pursue. They would be the ones helping the Town secure the bans or bank loans. Originally, I thought we would secure the money in six months to a year, but after brainstorming tonight, I would like to take some time to see if we can tie in some of those other projects to secure that funding a little bit better. What I would like to know from the Board today is: Is the proposed schedule what we want to work for? The only downside to time is inflation, but the time to secure some of that funding is well worth it". Greg then opened the discussion to any questions.

Q: Dean Montroy: How would you tie the two projects together? The I&I Study and the Disinfection?

A: Greg Swart: Basically, what we would do is: The requirement to do the disinfection, technically it is a permanent modification, but it is like an order on consent from DEC. That gives you the most points with funding, so you tie that with the economics of the area and between those two, that generally gets you good funding points. So, what we would say is we need to do this work out in the collection system and redo some bad pipes so your plant operates properly, tie those two together. Essentially, you have one bigger project and what that does is make you eligible for zero percent loan, which can save considerable money over a 30-year period. It also allows us to tie some of the other costs in (like some of the engineering). Worse-case scenario we can stick with the plan we have. At least we have a plan. If we can get some of the other work in, we can do that.

Q: Dean Montroy: So, you are looking to start doing the engineering at the end of this year and the beginning of next year to be completed?

A: Greg Swart: Yes. At the earliest we would be looking at this winter to do the engineering. We have done a portion of the work and I'm all set to sit down and design it and present to DEC at the end of this year and put it out to bid. That way you are not incurring any design costs until at least next year.

Q: Donald Amell: You are already aware that we set aside \$40,000 + for the next few years as it is?

A: Greg Swart: Yes. That's great. Even if we were to get additional money, there will still be some component we would have to pay for, so that money offsets it. Or, if you need to modify that, you have some room to do so.

Q: Dean Montroy: We are going to talk a little bit more about that later in the meeting, but Greg, you said the engineering was going to be about \$30,000? The other thing we put aside money for was the PESH equipment. We can purchase it this year, and it can be applied toward out matching grant for the chlorination next year.

A: Greg Swart: It will be \$40,000. But yes, we can talk about the payment for the engineering. I believe it was \$30,000 for design and \$10,000 for construction. One thing to keep in mind is the grant funds (\$600,000) you have is a reimbursement fund. You have to have some short-term financing in place to cover that. You have to

pay those bills and the State pays you back. That is a ban. There is cost to some of that. So, rolling some of that into a bigger project would help you with some of that short term financing, which would result in savings, too. Greg asked if there were any more questions for the chlorine disinfection project? There were no questions.

Greg then opened the discussion on the project for the Inflow and Infiltration (I&I) Grant Study: “Basically, it’s storm water or ground water that is getting into your collection water; essentially clean water that’s going and getting dirty and then you have to clean it. That is a problem in nearly every community probably in the country, but definitely in this area. We have old, aging pipes probably from the 30’s, so we are talking something that is 80 – 90 years old, and connections to people’s basements from floor drains or sump pumps, and manhole covers that leak. It is a common thing. But, what that means is that you treating water that you don’t need to treat which costs money and it is capacity which you could be using to add new people to your system. It was always the long term plan when the plant was built. You could build a plant that could treat it all, but you would have to pay for that. At some point you have to pick a limit. This was something that was known eventually you were going to have to track it down and fix it. What we are finding is the flows to the treatment plant are going up. It’s not that necessarily more water is getting into the system the last few years, it’s that the pump station that used to be there overflowed all the time, so the water didn’t make it to the treatment plant. It was going into the brook untreated, which is obviously not a good thing. Now, the new pump station is getting all the water there so that Stan is seeing a lot higher flows at the treatment plant, so it looks worse, but it probably was always there. You just didn’t know about it. I can almost guarantee that sometime over the next couple of years DEC will realize that it is happening and will probably issue an order on consent that you have to reduce those flows to the treatment plant. What we did last year is submit a grant application in to get a study together to try to find some of those problems, to be preemptive. I didn’t know if we would get it or not, but it was approved and we did receive it. It is a \$100,000 grant, which would be easy except that it requires a \$20,000 match. We have been working on a plan to cover that without having to pay out cash. We think we can cover the majority of that. Greg passed out a handout. Stan Ingison’s time counts toward it. If the Highway department helps us, that counts. Some of the costs of the safety equipment can potentially be applied, as well. Essex County Planning is working on the paperwork and I believe you have to pay the County for that work. I am not sure if it has to be paid cash or there ends up being some trades. Basically, what we are aiming for is probably a \$3,000 cost for that. That is about as good as you get on grant dollars, a 1 or 2% cost on that. What we are aiming to do with that grant is not only do additional investigations, but also work on the collection systems. Stanley Ingison has also spent a significant amount of time doing investigation work and knows where quite a few of the problems are. Part of this grant it to basically take all of that information and compile it into the formats that are required to go after grants for that and come up with some proposed projects. With that being said, we can use some of those grant dollars to not just do investigations but come up with some of those preliminary designs. Take some of those sewer lines layouts and get them quite a way down the road. It won’t be 100% done, but they can be quite a bit farther. That way, eventually as you get grant dollars and want to work on those projects you have got something that is pretty well along. For instance, even just getting the surveying and mapping done is usually \$10,000 or \$15,000 worth of work and you can get a good chunk of that done and covered under these grants. Again, you are probably paying a couple of cents on the dollar to get that done which is better than what we would probably get with anything else. Besides if DEC requires us to do the work or not, and there’s some reduced electrical costs, the big benefit and the reason why we want to do some of this work is really twofold: One, is there are people that need sewer added within the area, much less any district expansions that you want to do. That has always been something that has been a goal to work on and you need that capacity at the treatment plant. Also, a lot of the sewer lines and projects tend to be good avenues to work on other aspects in things that people really care about and see, like in road reconstructions. One of the projects we proposed and we plan on flushing out when we do this study would be on Main Street. Your sewers on that street are in bad shape, storm sewers are in bad shape and the road itself needs some work. Most of the programs will pay for the sewer lines and will also pay to fix the road since we are tearing it up. It is hard to get grant dollars for roads other than the CHIPS funds which only go so far. It is a good opportunity to get some of that work done. Based on history and how we finance some of those things, we probably would package it as a big project and go after some of those things, but likely we would split it into smaller projects. There are some programs that are 100% grant or close to it, and we could break them up over time. I think it is a good opportunity to have a plan in place. Depending on if DEC makes some requirements or not will depend on how fast you will have to go with it. It might be a ten-year plan, but they might be more lenient than if you wait ten years and all of a sudden you have two days to finish the project. This isn’t locking you into doing anything at this point, but the more planning we can do when some of those flow issues are at the plant, at least you can present to the DEC this is what you would like to do if the grant dollars are there, then you have something to go after. You cannot get grant dollars without an engineer’s report. They don’t want you to spend money without having a plan for it. What we propose is some cost for doing additional investigation, some cost for doing some write-up, but really it is to take those plans and punch them out and spend some time and take some of those projects and time them into this Chlorination

project to figure out the best funding package overall. You have the grant, it's all set. The only thing left would be to authorize to go forward with the grant. Both from a grant stand point and hopefully, you would like AES to work on it, authorizing us to go forward with it. We have to draw up a formal contract. The main thing would be to accept the grant, because the EFC needs the approval on that sooner than later. Then AES can get a draft contract to the Board to review. I highly recommend you take the grant. I don't think you're going to get any better cost. The Disinfection grant has already been accepted. The I&I report grant is separate and will be tied in together at a later date, once we get through the study part.

There is a couple other quick items: Projects that we have talked about over the years that Essex County Planning is looking for some direction. One is Main Street, we talked about that, if we really want to do something on Main Street, the best way will be going through the I&I study which will give us the best chance on getting funding for that. We would tie it into the CHIPS funds with that. We should work on that over time. The second is the Town Hall renovations. Dean Montroy stated we were turned down for the grant for upstairs. Greg stated there are other grant monies out there for that type of work. Wellhead protection is another project to think about and keep in mind. That wraps up anything I have. Are there any questions?"

Q: Dean Everitt: When the water/sewer plant was built, AES designed it and hired contractors to build it?

A: Greg Swart: It goes out to public bid and the lowest bidding contractor gets it.

Q: Dean Everitt: OK. Ant then, that contractor builds it. Do they guarantee their work? Is there any warrantees involved in their work?

A: Greg Swart: Most things have a year warranty, there are a few things that have longer than a year. Unfortunately, there has been some issues. We have been working to try and resolve them as much as we can. Unfortunately, the lowest bidder gets the bid. That has been a detriment here. I am well aware of it and we are trying our best to fix some of those issues. I live in Tupper Lake and work in Plattsburgh and drive by here every day. I am always available to stop in and try to answer questions. All those contractors are out of business and not one of them would show up here to answer a question.

Q: Dean Everitt: So moving forward, in the future, is there some way that contractors can be chosen, is there any effort being made to determine if they are going to be in business in a year or after the project is over?

A: Greg Swart: It's tough because it's tough to get around the competitive bidding rules. You have to have really good reasons. I have had a lot better luck with contractors in recent years. The system is geared to low bidder. There are qualifications the bidders have to meet.

There were no other questions. The Board thanked Greg for his presentations.

HIGHWAY DEPARTMENT MONTHLY REPORT

Highway Superintendent Douglas Snickles presented the following report to the Board.

Town of St. Armand Highway Report for the March 12, 2019 Board Meeting

- 1) We cleaned the sidewalks and fire hydrants again.
- 2) Still using a lot of salt and sand. We are close on running out of sand. I think we will be alright, but I called Trudeau's just in case.
- 3) We had weather stripping installed on our garage doors by Upstate Doors from Malone.
- 4) We had one culvert to unthaw with the steam jenny on Vine Street; water was running across the road towards Shumway's basement.
- 5) All of our ditches that give us problems are all dug out for when and if it thaws.
- 6) Had to change front spring on the 2004 International. I believe this was the first time on that truck on the driver's side since it was new. The passenger side will need to be replaced also.
- 7) The 2015 International is at Clark's Truck Center. It needs a new ECM. The good news is its covered under warranty. The bad news is they can't locate one.

Highway Superintendent Doug Snickles reported the salt usage was at approximately \$157,000 to date.

There were no questions from the Board regarding the Highway report.

WATER DEPARTMENT MONTHLY REPORT

Water Superintendent Jeffrey Cotter was excused from the meeting due to illness, but submitted the following written report to the Board:

Town of St. Armand Water Report for the March 12, 2019 Board Meeting

1. Met with Owner of 1694 Rt. #3 - On 2/19/19, I met with the owner of 1694 Rt. #3 to turn his water on to locate where his leaks were in his basement. Earlier this winter he had a freeze up in the basement, which flooded his entire basement. I chopped over a foot of ice to gain access to his curb stop. When I was finally able to turn the water on, we realized that the water line coming into the basement, prior to the meter, was still frozen so we couldn't locate his leaks with the line still frozen.
2. Owner Repaired His Meter - On 2/20/19, I read the meter at 15 Blue Spruce Way following Barb's request. The owner had recently repaired his broken water meter.
3. 14 Andrew Way Readings - On 2/26/19, I read the water meter at 14 Andrew Way following Barb's request. This residence had been using a lot of water this past Fall and Barb had reported to the owner that they needed to look into repairing the problem to avoid high water bills. At the time, the residence had been using up to 1,000 gallons of water per day. They had reported to Barb that they had a problem with the bathtub which was recently repaired. I read the meter again on 2/28/19, and they only used 100 gallons in two days, so I believe it is safe to assume they have repaired the problem with high daily usage.
4. Test ran Emergency Generator in the Pump House with no issues to Report.
5. Monthly Coliform sample was submitted from the distribution system. That sample came back negative from Life Science Lab.
6. Submitted Annual Water Withdrawal Report to DEC - An Annual Water Withdrawal Report is required to be submitted to DEC by March 31st. On 3/8/19, I completed the report and submitted it to DEC. I received confirmation of receipt from them by email.
7. New Meter Needed at 19 Maple Lane - On 3/11/19, I spoke to the owner of 19 Maple Lane following Barb's request. The owner wants to schedule replacing his water meter in his house. He said the shutoff valve inside the house does not hold. I told him to let me know when he wants to perform the work and I will schedule the water shutoff at the curb-stop to the residence.

CODE ENFORCEMENT OFFICER'S MONTHLY REPORT:

Code Enforcement Officer Derrick Martineau was absent from the meeting and there was no written report submitted for the March 12, 2019 Board Meeting.

Supervisor Montroy asked if there were any questions from the Board. There were none.

WASTEWATER DEPARTMENT MONTHLY REPORT:

Wastewater Superintendent Stanley Ingison presented the following report to the Board:

Summary of last month's activities for the March 2019 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) It has been so windy on site that I have had to shovel and snow blow all the paths and equipment off almost every day this winter even if it doesn't snow that day. Of course it has snowed quite a bit also.
- 8) The Simplex fire control system has stopped working. Shortly after Adirondack Alarms (AA) came to look into the first two trouble alarms and had ordered the part to fix one of them we got a couple more trouble alarms. When AA came and installed the replacement part the system couldn't find it and thus wouldn't clear the alarm or the other new ones. Then they found that it wasn't receiving any alarms at all and thus not working. It turns out that the Simplex system doesn't allow anyone else to get into the computer to find the problem and correct it. So, we either have to hire SimplexGrinnell (which is now Johnson Controls Fire Protection) to come in to find and fix the problem or switch out the whole system to a user friendly system like FireLite.

9) Further research by Adirondack Alarm (AA) found that there was a Recall on the system for this problem from possibly before we purchased it and installed it. I called Tyco SimplexGrinnell inquiring about it and they called me right back for the information; which I sent by email. I have tried to reach them back about it but haven't gotten any response. Last Friday it seemed like they may have been trying to work on it remotely and temporarily got it corrected for a half hour and then the trouble alarms came back on. I am continuing to work on resolving the problem.

10) I believe the Town has a 5-year contract for semi-annual service and inspections of the two wastewater generators with Kinsley Power Systems. This was put in place as part of the plant rehabilitation and upgrade work to cover us over the warranty period. Any repair work past the normal service work is quoted to us. Recently, I replaced a battery in one generator to save us some money because it didn't affect the warranty in any way. Now, they have some coolant system and belt work recommended for \$2,578.39. I talked to Todd, an Essex County engineer, about us doing it to save money and he thought it was well worth spending the money to retain full coverage under the warranty.

11) Todd has been continuing to work with me to track down the problems with the flow meters. I started warming the chambers to reduce the freezing issues. Todd and I re-calibrated both meters but within a short time they were sending incorrect data again. Todd is working on making the time to come back again this week to install solid hangers for both meters instead of cable supported so they can't move around. We are also going to adjust one v-notch weir to match the other so the meters will be equalized. We hope by eliminating all the possible problems one by one we will solve the problem.

Councilperson Donald Amell asked Stan when does the 5-year warranty ends? Wastewater Superintendent Stan Ingison replied he thought it should be in about two years, but stated he would get with Jen Weeks from AES, to get the actual date. Stan continued that he was still working with Todd Hodges on the issue with the flow meters collecting the right data. They installed a heater in the area but it did not seem to alter the issue. Todd is returning this weekend to install a direct hard connection for the sensor to the flow meter to see if that helps. He is trying to use a process of elimination to determine the issue on the flow meters.

Dean Montroy asked Stan to stop in the office so that he and Dean can call the company about the generator to try and find out why the parts are wearing out. Dean: "It seems odd that after three years the hoses are shot, the thermostat and the gaskets, too. Let's find out if we do the work will it void the warranty. Dean: That was both of them, correct? Stan: No, it wasn't both of them. Dean: So, which one is this? Stan: They had it listed as the Pre-treatment building. Dean: We will do some research on this.

There were no other questions for Stan.

RESIDENTS' QUESTIONS ON WATER AND SEWER RATES:

Supervisor Montroy opened the floor to the residents in attendance who were present for the purpose of discussing their pre-submitted requests for adjustments on their water and sewer bills and for others to ask questions and discuss the 2019 Water and Sewer rates. Discussion ensued with the Board and the customers. The Board determined what the adjustments would be, the residents agreed to the Board's decision and the residents departed the meeting. Water and Sewer Clerk Barbara Darrah asked Councilperson Donald Amell to please write his calculations on the orange adjustment sheet to ensure she entered the correct amounts into the Water and Sewer billing program for 14 Andrew Way. Councilperson Amell stated he would. The Board declined any adjustment to 1693 NYS Route 3 due to the water from the water break. The Board agreed to a 20-gallon daily sewer usage credit for 1689 NYS Rte 3, due to a medically prescribed humidifier for the home.

Dean Montroy announced we were moving on with the meeting to the Resolutions.

RESOLUTIONS # 25 - # 31

RESOLUTION # 25 OF 2019

TOWN OF ST. ARMAND ACCEPTANCE OF
ROCKLEDGE PRELIMINARY ENGINEERING
REPORT – PROJECT # P-1004-2019
RFP BID RANKING

Deputy Supervisor D. Joseph Bates, who moved its adoption, offered the following Resolution:

WHEREAS, The Essex County Community Resources Office in Elizabethtown, New York, working on behalf

of the Town of St. Armand in obtaining a grant for the ROCKLEDGE WATER DISTRICT,
and

WHEREAS, an award is to be made to an engineering firm for the Rockledge Preliminary Engineering Report, Project # P-1004-2019 by bids submitted through the Essex County Community Resources Office, and

WHEREAS, the ranking of the bidding engineer firms is as follows:

1. MJ Engineering, PC 99/100 points
2. AES Northeast, PLLC 79/100 points
3. Aubertine & Currier, PLLC 74/100 points

BE IT RESOLVED, the notice of award shall be made only after an acceptable price for these services be agreed upon between the firm ranked first by the Qualification Based Selection (QBS) process, and the Town.

This Resolution was duly seconded by Councilperson Karl Law, and adopted by Roll Call Vote as follows:

Supervisor Dean Montroy	AYE
Deputy Supervisor D. Joseph Bates	AYE
Councilperson Donald Amell	AYE
Councilperson Jennifer Fuller	AYE
Councilperson Karl Law	AYE

Dated: March 12, 2019

Barbara J. Darrah
St. Armand Town Clerk

RESOLUTION # 26 OF 2019

RESOLUTION AWARDING THE BID FOR THE ROCKLEDGE WATER DISTRICT PRELIMINARY ENGINEERING REPORT TO MJ ENGINEERING AND LAND SURVEYING, PC (“MJ”) WITH THE FUNDS THEREOF TO COME FROM THE ROCKLEDGE WATER DISTRICT FUND AND FURTHER AUTHORIZING THE ST. ARMAND TOWN BOARD TO EXECUTE A CONTRACT WITH MJ FOR ENGINEERING SERVICES.

Councilperson Jennifer Fuller, who moved its adoption, offered the following Resolution:

BE IT RESOLVED, that the Town Board of the Town of St. Armand has reviewed all proposals submitted for the Rockledge Water District PER Request for Proposals with the assistance from Essex County Community Resources;

BE IT FURTHER RESOLVED, that after review and discussion of the proposals submitted to the Town Board at a Regular Board Meeting on this date;

WHEREAS, the decision was made to select an engineering firm, that most fits the needs associated with this project and an acceptance price has been agreed upon;

THEREFORE, BE IT RESOLVED, the Town Board of the Town of St. Armand will award MJ the engineering contract for said project.

This Resolution was duly seconded by Deputy Supervisor D. Joseph Bates, and adopted by Roll Call Vote as follows:

Supervisor Dean Montroy	AYE
Deputy Supervisor D. Joseph Bates	AYE
Councilperson Donald Amell	AYE
Councilperson Jennifer Fuller	AYE
Councilperson Karl Law	AYE

Dated: March 12, 2019

Barbara J. Darrah
St. Armand Town Clerk

AUTHORIZATION FOR TOWN SUPERVISOR TO SIGN THE CONTRACT FOR SHARED HIGHWAY SERVICES AGREEMENT WITH THE TOWN OF TUPPER LAKE

Councilperson Donald Amell, who moved it adoption, offered the following Resolution:

WHEREAS, the Town Board of the Town of St. Armand and the Town of Tupper Lake wish to share services with the highway department heads in other municipalities who possess similar authorization for borrowing or lending of materials and supplies and the exchanging, leasing renting or maintaining of machinery and equipment, including operators thereof, for the purpose of aiding the highway department heard in the performance of his duties and provide a cost savings by maximizing the effective utilization of both parties' resources, and

WHEREAS, all municipalities, including the Town of St. Armand have the power and authority to contract with other municipalities for the purpose of renting, leasing, exchanging, borrowing or maintaining of machinery and equipment, with or without operators; and

WHEREAS, all municipalities, including the Town of St. Armand, have the power and authority to borrow or lend materials and supplies to other municipalities: and

WHEREAS, it is hereby determined that the Town of St. Armand and other municipalities have machinery and equipment which is not used during certain periods; and

WHEREAS, it is determined that the Town of St. Armand and other municipalities often have materials and supplies on hand which are not immediately needed; and

WHEREAS it is hereby determined that by renting, borrowing, exchanging, leasing or maintaining highway machinery and equipment and the borrowing or lending of materials and supplies, the Town of St. Armand and other municipalities may avoid then necessity of purchasing certain needed highway machinery and equipment and the purchasing, or storing, of a large inventory of certain extra materials and supplies, thereby saving money for the taxpayers; and

WHEREAS, it is recognized and determined, from a practical working arrangement, that no program of borrowing, exchanging, leasing, renting or maintaining of highway machinery and equipment or borrowing or lending of materials can be successful if each individual arrangement or agreement must receive prior approval by the Town Board and the governing board of each of the other municipalities which may be parties to such agreements, since such agreements must often be made on short notice and at times when governing boards are not in session; and

WHEREAS, it is incumbent upon each municipality to design a simple method whereby materials, supplies, equipment and machinery, including the operators thereof, may be obtained or maintained with a minimum of paperwork and inconvenience and with a swift approval process; and

WHEREAS, it is the intent of the Town of St. Armand Town Board to give the Highway Superintendent the authority to enter into renting, exchanging, borrowing, lending or maintaining arrangements with the persons serving in similar capacities in other municipalities without the necessity of obtaining approval of the Town Board prior to the making of each individual arrangement; and

WHEREAS, a standard contract has been prepared which is expected to be adopted and placed into effect in other municipalities, and will grant the person holding the position comparable to that of the head of the highway department in each of those other municipalities the authority to make similar arrangements; and

WHEREAS, it is hereby determined that it will be in the best interests of the Town of St. Armand to be a party to such shared services arrangements.

NOW THEREFORE, BE IT RESOLVED that the Town Supervisor of the Town of St. Armand is hereby authorized to sign the Shared Services contract with the Town of Tupper Lake on behalf of the Town:

This Resolution was duly seconded by Councilperson Jennifer Fuller and adopted by Roll Call Vote as follows:

Town Supervisor Dean Montroy	AYE
Deputy Supervisor D. Joseph Bates	AYE
Councilperson Donald Amell	AYE
Councilperson Jennifer Fuller	AYE

Dated: March 12, 2019

Barbara J. Darrah
St. Armand Town Clerk

RESOLUTION # 28 of 2019

TOWN BOARD APPROVAL to CHANGE WATER
AND SEWER RATES FOR THE REMAINDER OF
THE 2019 BILLING

Resolution #28 of 2019 was postponed until the April 9, 2019 Board Meeting.

Supervisor Montroy explained to the Board the three different options the Town could look at for changing the Water and Sewer Rates based on the 20% match funds and engineering costs (\$143,000) the Town had to generate for the EFC Grant. The Town could leave the rates as is, and \$41,600 was already calculated in to the 2019 Town Budget and will be for 2020 and 2021. Option 1: We came up with \$15,000 this year and \$15,000 next year for the engineering costs of \$30,000. We would ban for the \$756,000. Option 2: We do not put aside anything (0) for the engineering this year and do a Ban for \$30,000 for the engineering costs in 2020. Then a second Ban would be for \$756,000 and combine the \$30,000 Ban with that.

Dean Montroy then went over the sample rate costs sheet based on which option was selected.

Councilperson Donald Amell: I would like to suggest the possibility of surveying residents in the water and sewer district regarding these options for changing the rates prior to the Board changing the rates for 2019. We made the decision in the budget process last year. I have heard from some residents they were not happy with the rate increase, but do like the idea that we are not extending out our debt. The second biggest question I hear is when are we going to pay off these debt services? What these options are saying is, not in your lifetime. I would like to table this and survey and get some input from people. Dean Montroy: The only thing is the next billing in April would be with the same rates in the bills. Don Amell: You are right. Bear in mind, we resolved this last year. We had a public hearing on this last year. Last month we discussed, two people showed up out of how many customers? I can certainly sympathize with the rates but there is another contingent that hasn't been heard from, that doesn't want to extend the debt for another 30 years. So to that end, that is why I suggest a survey might work out. Karl Law: I think that gives everybody an opportunity to say what's on their mind. Dean Montroy: I've heard both. And that's fine. I am not trying to ram this down our throats. Just keep in mind, if we don't decide tonight, then the rates are going to stay the same the next billing cycle.

D. Joseph Bates: Right, and if everybody votes on one of these options then these figures will drop.

Councilperson Don Amell: The other side of that coin is, yes, the rates go down, but we are saving ¼ of that \$42,000 already. Whatever that amount is that we agreed to set aside last year we have ¼ of it set aside.

Q: Dean Everitt: After our last meeting, I was looking at the numbers and kind of wondered about the math of it all. So, we have to come up with \$42,000 for the year, which is what the increase is in the rates. I asked a handful of residents how much has your bill gone up beyond what you were already using? Just the increase for this last quarter. Out of 11 families, the average was \$244.00. Most of those were people with three, four or five people in the home. There was a couple with just single person residences and one was \$60, one was \$50. The others ranged anywhere from \$200 to \$370. That's the increase. I just looked at ours and ours went up \$285 more. I started doing the math, and with 309 customers on sewer and water, it seems like we were going to bring in a lot more than \$42,000 in a year's time. Just those 11 families alone, if that's the average \$245 per quarter times four for the year, now we are talking \$976 for a year, we are bringing over 10 Grand, And, we have 290 other households. If we said \$41,600 divided by 309 families on sewer and water, that would only require \$135 per household for the whole year to meet that number.

A: Dean Montroy: That is not all that we have to come up with. We have to buy equipment, supplies and there are repairs. There are other things we have to buy throughout the year. I did look at this after you came in to speak to me. I looked at your average gallons. Last year you averaged a little over 20,000 gallons and this year you have used 24,000 gallons. Your usage was about 15% higher than your average is. If you look at your bill you have to look at your usage as well as the bill.

Q: Dean Everitt: Understood. I'm talking about my last four bills. Even with that increase (15%) and again it is just not about my bill. I am asking other families, too. That is just a sample. Okay, if we are spending \$285 more, let's say every family in town is paying \$100 more per quarter, that's \$400 per year. That increase, just that much, should net us over \$120,000 in one year. Do we know based on the first quarter how much we took in on that increase?

A: Water and Sewer Clerk Barbara Darrah stated this past quarter we billed about \$20,000 more. Last year's average billing was \$63,000 and this past quarter it was about \$83,000.

Dean Everitt: OK. Of all those 300+ households? See, that's the part I don't get. I don't get the math.

Dean Montroy asked Water and Sewer Clerk Barbara Darrah to explain the billing and budgeting process.

Barbara explained how the yearly water and sewer rates are generated: We calculate the amount of gallons sold for the year and compare to the proposed expenses for the upcoming year and that is how we determine the rates. For example, we took the 2018 water and sewer usage sold as follows: The first quarter 2, 689,791 gallons were sold. The second quarter 2,898,621 gallons were sold. The third quarter 2,964,967 gallons were sold and the fourth quarter 2,779,336 gallons were sold. Total those four quarters and divide by four (for an average per quarter) resulting in 2, 675,810 sold per quarter. We then divide that amount by the amount of customers we have. I used 367 because that is the amount of water customers we have. This calculates to 7,291 gallons per unit per quarter. We then take our proposed expenses and calculate what the rates should be in order to cover those expenses. The Appropriations always balance with the Revenue. They are equal. The Water and Sewer billing only generates what is needed for appropriations; it is not a money making proposition. That is how we calculate how much we have to raise.

Barbara stated she had read Dean Everritt's message to residents on Facebook. She explained that his message asked residents how many of their bills had increased and how many people were in the family. Barbara explained that the number of people in the family would have no bearing on the bill; the bill is based on usage. The only time the number of people in a household would affect the bill is if the customer is being estimated. Then the number of people is taken into consideration. Dean Everritt stated he understood that, he was just throwing it out there.

Dean Montroy explained some of the other expenditures are included in this year's budget. Dean Everritt stated he understood that, but his point was; is his family the only family that used the higher usage? Barbara Darrah replied that his household was one of the higher usage households.

Mark Palyswait stated his bill went from \$450 consecutively to \$850 per quarter and questioned how that was possible? Mark stated if this keeps up he cannot afford to live in Bloomingdale anymore and he loves living here. Barbara Darrah later looked up Mark's meter readings and showed him where his usage went from 16,500 gallons last quarter to 28,000 gallons this quarter. He thanked Barbara for showing him his gallon usage.

Jeffrey Balerno addressed the Board regarding the vacant lot charges that are now being charged. Dean Montroy explained the New York State Comptroller's office states that Towns must charge an amount when water and sewer lines run along the lot boundary. Jeffrey Balerno asked how the 50% fee was determined. Dean Montroy explained the Board could have based the fee at 100%, but they chose to only do 50% to try and assist the residents. Greg Swart from AES reported to the group: "Yes, all towns are mandated to charge for vacant lots and most towns do charge 100%".

Dean Everritt stated he wanted to say one last thing and he wants to be perfectly clear: "I appreciate the opportunity to speak. I appreciate everything the Board does. I know these are not easy decisions that you have to deal with. I really appreciate the job that you and Barb have done. I want that to be really clear. When I went home after the other meeting and I was thinking about the numbers and I just wanted to make sure I understood how the math worked and to make sure I was getting it right".

The Board thanked Dean Everritt for the compliment and the other guests for being present and speaking.

RESOLUTION # 29 OF 2019

AUTHORIZATION FOR TOWN SUPERVISOR TO SIGN
THE CONTRACT FOR SHARED HIGHWAY SERVICES
AGREEMENT WITH THE VILLAGE OF SARANAC LAKE

Councilperson Donald Amell, who moved it adoption, offered the following Resolution:

WHEREAS, the Town Board of the Town of St. Armand and the Village of Saranac Lake wish to share services with the highway department heads in other municipalities who possess similar authorization for borrowing or lending of materials and supplies and the exchanging, leasing renting or maintaining of machinery and equipment, including operators thereof, for the purpose of aiding the highway department heard in the performance of his duties and provide a cost savings by maximizing the effective utilization of both parties' resources, and

WHEREAS, all municipalities, including the Town of St. Armand have the power and authority to contract with other municipalities for the purpose of renting, leasing, exchanging, borrowing or maintaining of machinery and equipment, with or without operators; and

WHEREAS, all municipalities, including the Town of St. Armand, have the power and authority to borrow or lend materials and supplies to other municipalities: and

WHEREAS, it is hereby determined that the Town of St. Armand and other municipalities have machinery and equipment which is not used during certain periods; and

WHEREAS, it is determined that the Town of St. Armand and other municipalities often have materials and supplies on hand which are not immediately needed; and

WHEREAS it is hereby determined that by renting, borrowing, exchanging, leasing or maintaining highway machinery and equipment and the borrowing or lending of materials and supplies, the Town of St. Armand and other municipalities may avoid then necessity of purchasing certain needed highway machinery and equipment and the purchasing, or storing, of a large inventory of certain extra materials and supplies, thereby saving money for the taxpayers; and

WHEREAS, it is recognized and determined, from a practical working arrangement, that no program of borrowing, exchanging, leasing, renting or maintaining of highway machinery and equipment or borrowing or lending of materials can be successful if each individual arrangement or agreement must receive prior approval by the Town Board and the governing board of each of the other municipalities which may be parties to such agreements, since such agreements must often be made on short notice and at times when governing boards are not in session; and

WHEREAS, it is incumbent upon each municipality to design a simple method whereby materials, supplies, equipment and machinery, including the operators thereof, may be obtained or maintained with a minimum of paperwork and inconvenience and with a swift approval process; and

WHEREAS, it is the intent of the Town of St. Armand Town Board to give the Highway Superintendent the authority to enter into renting, exchanging, borrowing, lending or maintaining arrangements with the persons serving in similar capacities in other municipalities without the necessity of obtaining approval of the Town Board prior to the making of each individual arrangement; and

WHEREAS, a standard contract has been prepared which is expected to be adopted and placed into effect in other municipalities, and will grant the person holding the position comparable to that of the head of the highway department in each of those other municipalities the authority to make similar arrangements; and

WHEREAS, it is hereby determined that it will be in the best interests of the Town of St. Armand to be a party to such shared services arrangements.

NOW THEREFORE, BE IT RESOLVED that the Town Supervisor of the Town of St. Armand is hereby authorized to sign the following contract with the Village of Saranac Lake on behalf of the Town:

This Resolution was duly seconded by Deputy Supervisor D. Joseph Bates and adopted by Roll Call Vote as follows:

Town Supervisor Dean Montroy	AYE
Deputy Supervisor D. Joseph Bates	AYE
Councilperson Donald Amell	AYE
Councilperson Jennifer Fuller	AYE
Councilperson Karl Law	AYE

Dated: March 12, 2019

Barbara J. Darrah
St. Armand Town Clerk

RESOLUTION # 30 OF 2019

AUTHORIZATION FOR TOWN SUPERVISOR TO SIGN THE INTERMUNICIPAL AGREEMENT BETWEEN THE TOWN OF ST. ARMAND AND ESSEX COUNTY FOR THE I&I PROJECT

Councilperson D. Joseph Bates, who moved it adoption, offered the following Resolution:

WHEREAS, the Town Board wishes to obtain funds from Essex County Community Resources for the I & I Engineering Project Grant, and

WHEREAS, the Town of St. Armand will have a 20% (\$20,000) local share match through the grant, and

WHEREAS, the Intermunicipal Agreement for services states any labor or equipment that the County provides to support the project can be claimed either as reimbursement for the grant, or claimed as the Town’s match requirement, and

WHEREAS, the Town's forces will be captured as "match" in-kind services,

THEREFORE, LET IT BE RESOLVED, the Town Board of the Town of St. Armand hereby authorizes Dean Montroy, Town Supervisor, to sign the Intermunicipal Agreement on behalf of the Town's interest in this grant.

This Resolution was duly seconded by Councilperson Donald Amell and adopted by Roll Call Vote as follows:

Town Supervisor Dean Montroy	AYE
Deputy Supervisor D. Joseph Bates	AYE
Councilperson Donald Amell	AYE
Councilperson Jennifer Fuller	AYE
Councilperson Karl Law	AYE

Dated: March 12, 2019

Barbara J. Darrah
St. Armand Town Clerk

RESOLUTION # 31 OF 2019

AUTHORIZATION FOR TOWN OF ST. ARMAND
TO ACCEPT GRANT FROM THE NYS
ENVIRONMENTAL FACILITIES CORPORATION
FOR THE INFLOW AND INFILTRATION (I&I)
PROJECT

Deputy Supervisor D. Joseph Bates, who moved its adoption, offered the following Resolution:

LET IT BE RESOLVED the Town Board of the Town of St. Armand does hereby accept a Grant from the NEW YORK STATE Environmental Facilities Corporation for the Inflow and Infiltration (I&I) Project in the amount of \$100,000.

This Resolution was duly seconded by Councilperson Karl Law and adopted by Roll Call Vote as follows:

Supervisor Dean Montroy	AYE
Deputy Supervisor D. Joseph Bates	AYE
Councilperson Donald Amell	AYE
Councilperson Jennifer Fuller	AYE
Councilperson Karl Law	AYE

Dated: March 12, 2019

Barbara J. Darrah
St. Armand Town Clerk

MOTION TO PAY MONTHLY BILLS

The payment abstracts for March 2019 were presented for the Board's approval as follows:

General Vouchers # 58 - # 83 in the amount of \$ 41,172.82
Trust and Agency Fund Voucher # 3 in the amount of \$ 2.50
Highway Vouchers # 38 - # 53 in the amount of \$ 40,272.72
Highway Outside Voucher # 3 - # 4 in the amount of \$ 72,828.61
Water and Sewer Vouchers # 31 - # 43 in the amount of \$ 4,588.84
B Fund Voucher # 3 - # 4 in the amount of \$ 900.00
Fire Protection Vouchers # 5 in the amount of \$ 685.00

Deputy Supervisor D. Joseph Bates made the motion to approve payment of this month's bills; the motion was seconded by Councilperson Karl Law. A Roll Call Vote was as follows:

Supervisor Dean Montroy	AYE
Deputy Supervisor D. Joseph Bates	AYE
Councilperson Donald Amell	AYE
Councilperson Jennifer Fuller	AYE
Councilperson Karl Law	AYE

All approved. Motion carried.

Dated: March 12, 2019

Barbara J. Darrah,
St. Armand Town Clerk

MONTHLY REPORT FROM THE SUPERVISOR

Supervisor Montroy presented the Supervisor’s Monthly Report for February 2019 to the Board, reporting that Town Accountant Tina Moody emailed the entire body of the report to the individual Board members. Councilperson Jennifer Fuller made the Motion to accept the Supervisor’s Monthly Report. The Motion was seconded by Councilperson Donald Amell. All in favor. Motion carried.

REVIEW AND APPROVAL OF PREVIOUS MONTH’S MINUTES

Deputy Supervisor D. Joseph Bates made the Motion to approve the Regular Board Meeting Minutes of February 8, 2019. The Motion was seconded by Councilperson Jennifer Fuller. All in favor. Motion carried.

Town Clerk Barbara Darrah reported two errors in the previously approved January 2019 Meeting Minutes to the Board. Under the MOTION TO PAY MONTHLY BILLS, the minutes reported the payment abstracts for December 2018 were presented to the Board. The statement should read the payment abstracts for January 2019 were presented to the Board. Under the MOTION TO ADJOURN, the Town Clerk’s final certification of true and correct transcript reported the date as December 11, 2018. The date should read January 8, 2019. These corrections were made in the meeting minute book and both the Essex County and Town of St. Armand websites.

TOWN CLERK’S MONTHLY REPORT

Town Clerk Barbara Darrah gave the following report for the month of January 2019:

There was (1) Dog License for February 2019:	1 Female Spayed for a total of:	\$ 7.00
There were no marriage licenses.		\$ 0.00
There were (16) certified copies of death certificates:		\$ 160.00
	Total Revenue Earned	\$ 167.00

Paid to Town Supervisor: \$ 166.00 Paid to NYS Agriculture & Markets: \$ 1.00

WATER AND SEWER BILLING MONTHLY REPORT:

The Water and Sewer Billing for January 19, 2019, was \$ 83,824.88. The current receivables due to date are \$ 16,013.28; \$1,904.30 of that balance being late fees. Barbara asked the Town Board members to review the four Water and Sewer adjustment requests that were presented at the meeting, and sign their approval or decline.

RECORDS MANAGEMENT:

Barbara Darrah reported she completed five of the six Records Managements training webinars offered by New York State Archives. The sixth webinar is March 20, 2019.

OLD BUSINESS: Old business was previously discussed in the meeting.

NEW BUSINESS:

Dean Montroy stated the only new business was the Water Tower needed to be inspected every 5 years and we were coming up for inspection. The Board agreed we would put it in the budget for 2020.

QUESTIONS OR CONCERNS FROM GUESTS AND STAFF:

There were no other questions or concerns.

MOTION FOR EXECUTIVE SESSION:

Councilperson Donald Amell made the Motion to move into Executive Session for the purpose of discussing a personnel issue and pending litigation. The Motion was seconded by Deputy Supervisor D. Joseph Bates and the Executive session began at 9:15 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 and the Executive session ended at 9:24 pm.

MOTION TO ADJOURN:

Deputy Supervisor made a Motion to Adjourn the Regular Board Meeting. The Motion was seconded by Councilperson Donald Amell and the Regular Board Meeting adjourned at 9:24 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.

Barbara J. Darrah
St. Armand Town Clerk

Dated: March 12, 2019