

NOVEMBER

BOARD MEETING MINUTES

ARE BEING PROCESSED



Town of Hermon  
Code Enforcement Office/  
Acting Assessor  
109 Church Street  
Hermon NY 13652  
Phone: 315-748-8487  
Email: hermoncodes@hermonny.com

## CODE ENFORCEMENT OFFICE / ASSESSOR MONTHLY REPORT

MONTH: October 2024

New Building Permits: Total

- 1- Residential Roof
- 1- Enclosed Porch

**Project Cost: \$5100 Fee Amount: \$50**

New Certificates Issued for the Month:

- N/A- Certificate of Compliance
- 1 - Certificate of Occupancy

Enforcement actions for non-compliance:

- 3- Work without Permit

As the construction season begins to wind down so does the work without permit issues, which is unfortunate as the individuals and/or workers should know permits are required for porch, roof, and single-family structure at the present time only two permits have been issued for the above-mentioned projects. As the single-family structure project was an unfortunate issue as property owners were selling property on land contract but have only been paid once so this issue will be resolved once the original owner gets property back as he and/or she do not want houses started on property. The owners thought the individual had been in to talk with me about the project but unfortunately the answer was no when they received the letter. I am still dealing with property issues on Woodrow Rd with neighbors as it is a back-and-forth issue as one will call in about the other one and so on. I also received a phone call from another neighbor during the month about a septic issue on the property as well as at the end of October individual had not sent me information.



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Other Code Enforcement Items:

- I also took part in an online demonstration presented by General Code Muni city five which is an online permitting software developer like the existing provider I currently use. Muni city five is cloud-based software that helps local governments and agencies streamline their building permitting, business licensing, planning, and code enforcement processes. It offers features such as always receiving complete permit and license applications online Improve efficiency with all permit data and communication in one digital place Easily keep track of all information, files, drawings, etc. Automatically notify all parties when permit or inspection status changes.
- I took part in an online seminar sponsored by National League of Cities titled **Integrating Housing Stability in Your Community Resiliency Plans** the seminar discussed how Community resilience should enhance the health and well-being of cities, towns and villages, facilitating access to essential resources and services that crucially reduce vulnerabilities and contribute to rapid recovery. In the wake of hardship and disaster, truly resilient communities integrate equitable shelter and housing options for each stage on the path to rehabilitation. In the session, we learned how to apply the **Social Determinants of Health** framework, using an equity lens, in your community preparedness, response, and recovery plans to secure basic needs and create a stable environment for your vulnerable constituents.
- I also took part in an online seminar sponsored by Fed Insider titled AI in Government with Labor and GAO. The seminar went through understanding the intersection of AI and cloud is crucial for agencies to harness these technologies effectively, optimize operations, and meet evolving public service demands in a rapidly changing digital landscape. Federal law and guidance have several requirements for agencies implementing AI, but they have not all been met. For example, there is no government-wide guidance on how agencies should acquire and use AI. Without such guidance, agencies cannot consistently manage AI. And until all requirements are met, agencies cannot effectively address AI risks and benefits.



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- I also took part in an online seminar sponsored by FEMA titled St. Lawrence County FEMA Hydraulics. The seminar was held to show updating on St. Lawrence County, NY Flood Insurance Rate Map (FIRM) and Flood Insurance Study (FIS) Report as it has reached an important milestone. The hydraulic analysis is now complete. Hydraulic engineering is used to help map floodplains by modeling where water will flow and how high it will rise. The amount of water used in the hydraulic model was discussed during the Hydrology Webinar held in September 2021. FEMA Region 2 and NYS Department of Environmental Conservation discussed the status of the Flood Risk Study, available data outputs, and the next steps in the process of updating FIRM maps. If you would like a copy of the presentation, please let me know.

October 2024 was unusually slow for the code enforcement office. As I issued one permit during the month of October. I did during the month complete site visits to the Town of Hermon for ongoing projects that I have issued permits for as individuals continue the work as the weather for the month of August was cooperative.

- The single-family structure on Orebed Rd took shape during the month of October 2024 as an individual was onsite , exterior/interior framing, roof truss, metal roof installation, window and partial soffit / fascia details completed. As the month of October 2024 ended, contractors and/or subcontractors completed rough electrical installation to the structure with hopes of having an insulation contractor instead of the beginning of November.
- The camp/cottage of Leader Lane is at the final stages of the project as the contractor and/or subcontractor still needs to complete HVAC system with final electrical inspection to be completed during the beginning of November. In speaking with the contractor, he/she hopes to have the camp/cottage completed during the month of November as well to have final inspection to be completed prior to having the final electrical inspection completed. Once the final electrical inspection and blower door test is completed should be able to issue a certificate of occupancy.
- The single-family structure on Underwood Rd took shape during the month of October 2024 as individual was onsite completing slab-on grade, exterior/interior framing, roof truss, metal roof installation, window and partial siding details completed. As the month of October 2024 ended, contractors and/or subcontractors were onsite completing rough electrical installation to the structure with hopes of having an insulation contractor instead of the beginning of November.



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- The single-family project of Cr 21 is starting up again after a few months as window/door installation was completed. In speaking with an individual, he/she hopes to start rough electrical and rough plumbing during the month as electrical service was installed. The individual also hopes to get septic system and leach filed system installed prior to winter and/or frost in the ground.
- The camp/cottage on Cr 21 was completed during the month of October 2024 as final electrical inspection and blower-door test was completed during the end of September 2024. In speaking with the contractor, the project would have been completed sooner but delivery lead-time on some interior finishes caused the delay of completion.
- The second phase of the project on Hayden Rd was being completed as the individual completed the garage portion of the project. The first phase of the project was the foundation details for the garage. As the foundation portion was completed individual were completing exterior framing, roof truss and metal roof installation for the garage. As the month of October ended exterior doors and windows were being installed.
- The single-family structure on Cr 19 is still moving along as individuals during the last few months have been completing rough electrical installation and insulation details to the structure. In speaking with an individual, he/she hopes to start the T&G ceiling details as well as the drywall details for the structure in the next few weeks.

### Assessor Office

October was a busy month in the assessor's office as I also picked up the transfers at the county during the month. In speaking of the county, they also sent me the exemption renewals and labels so I can start mailing out the exemptions to individuals during the month of November. I also started updating tax parcel ownerships in the roll to match RPS system as the system is updated all the time with the roll only getting updated during every cycle. I also met with a couple property owners that mistakenly have their ag exemption removed from 3 of 4 of their properties due to the system having an end date on the parcels. I gave the individuals the correction of error paperwork so we can get the error reversed prior to town and county taxes.



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If you have any questions about my monthly report, please feel free to contact me.

Respectfully,

*Michael J McQuade*

# Supervisor's Report

November 12th, 2024

1. FEMA update.
2. Authorization to sign Sewer Pay Apps #4 & #8 (change order).

*Cathy L. Race, Supervisor*

**Town of Hermon**  
**Highway Department Report**

10/8/24-11/11/24

- Hauled winter sand from Cullens sand & gravel finished on 10/17.
- Worked on Evans road , layed fabric down and put down 6 inch minus gravel then topped with ¾ minus gravel.
- Culvert pipe was changed on Evans road in a different location .
- Parker road had a sinkhole near the bridge so we dug it out with an excavator layed fabric in a hole and put big rock in and topped with ¾ minus .
- Prepped Campbell road where the road got washed out. Dug out with an excavator and used the grader to lay blacktop.
- Paved the culvert crossing on East dekalb near smiths farm and also helped dekalb with theirs near town line.
- Took 2 trucks to champlain peterbilt for recalls.
- Serviced trucks and equipment.
- Put plows on trucks.
- Plow trucks and pickups were undercoated for rust protection.
- Banners and flags were taken down .



*Hermon Historian Report*

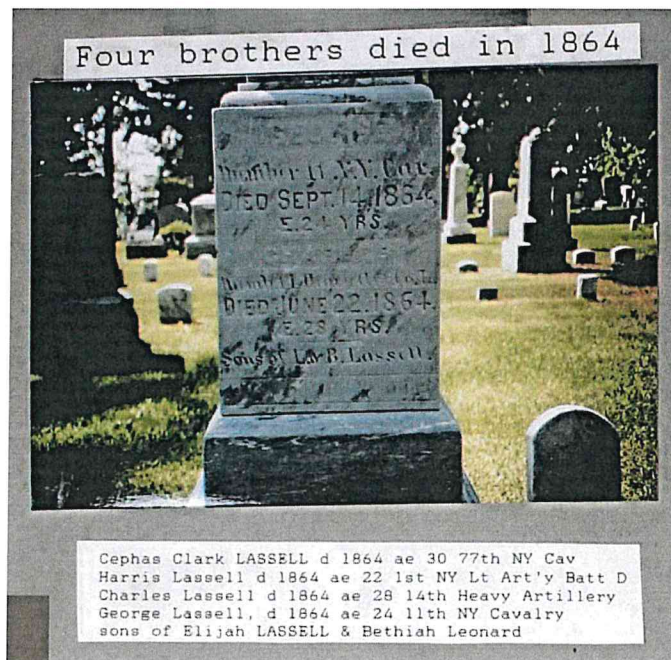
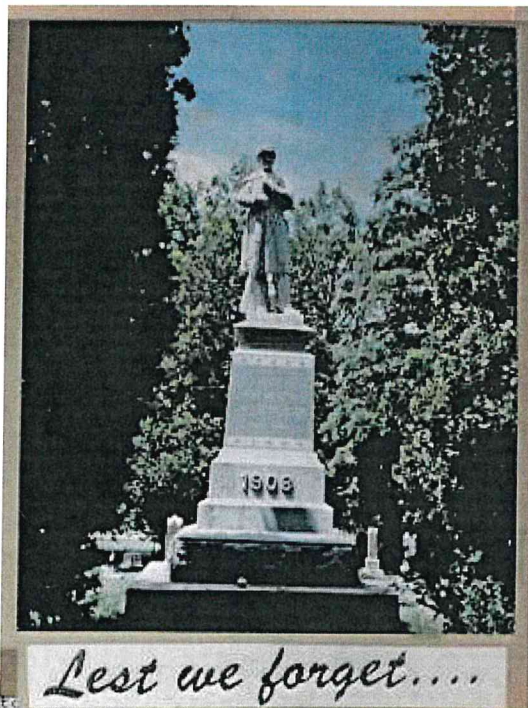
*Hermon Town Board*

*November 12, 2024*

*Lenore Zaunere, Town of Hermon Historian*

*Hermon, organized as Depeau in 1830 by the NYS Legislature  
renamed in 1834 to Hermon*

In remembrance of the contributions of Hermon citizens to war efforts through the years, several examples are memorialized below. Taken from a larger poster that you can see at the Hermon History Center, these represent just a small example of the sacrifices that Hermon families made.





# Christopher Velez (October 2024)

Report View

 Information

## Summary

<b>Report Amount</b>	\$958.00
<b>Date Check Sent to CFO</b>	11/04/2024
<b>Adjustment Amount</b>	\$0.00
<b>AC-1030</b>	AC241040.590

## Report

<b>Report Month and Year</b>	October 2024
<b>Report Status</b>	<span>Certified</span>
<b>Prepared Date</b>	Nov 4, 2024 4:50:36 PM
<b>Prepared By</b>	Christopher Velez (JCR40590)
<b>Certified Date</b>	Nov 4, 2024 4:51:30 PM
<b>Certified By</b>	Christopher Velez (JCR40590)