

**DRAFT
MEETING OF THE TOWN BOARD
OF THE TOWN OF SARATOGA, 12 SPRING ST.,
SCHUYLERVILLE, NY**

**December 9, 2013
7:00 P.M.**

Supervisor Thomas Wood opened the meeting with the Pledge of Allegiance at 7:00 p.m.

Roll call: Ruth Drumm, Town Clerk, called the roll. Supervisor Thomas Wood- present, Councilman Fred Drumm - present, Councilman Charles Hanehan- present, Councilman Michael McLoughlin – present, Councilman James Jennings – present

Also present: Deputy Town Clerk Linda McCabe, Town Attorney Bill Reynolds, Zoning Officer Gil Albert, Highway Superintendent Don Ormsby Jr., Thomas R. Drew Sr., Wendy Lukas, J.R. Hanna, Michelle Hanna, Michelle DeGarmo, Sherry Doubleday, and Victory Mayor Pat Dewey

Recognitions/Presentations/ Bid openings/ Public Hearings:
Public Hearing on the Proposed Grant Funding Application under the Community Development Block Grant (CDBG) Program: Proof of advertising on Nov. 26, 2013 having been supplied, Supervisor Thomas Wood opened the public hearing at 7:02 p.m.

Wendy Lukas spoke asking for more follow-up statistical reporting on the program.

Councilman Fred Drumm motioned, seconded by Councilman Charles Hanehan to close the public hearing at 7:07 p.m. Supervisor Thomas Wood - aye, Councilman Fred Drumm – aye Councilman Charles Hanehan – aye, Councilman Michael McLoughlin – aye, Councilman James Jennings – aye. Carried 5 – 0.

Approval of Minutes: A motion was made by Councilman Fred Drumm and seconded by Councilman Charles Hanehan to accept the minutes of the November 7th regular meeting as written. Supervisor Thomas Wood - aye, Councilman Fred Drumm – aye Councilman Charles Hanehan – aye, Councilman Michael McLoughlin – aye, Councilman James Jennings – no. Carried 4 – 1.

Town Clerk's report for November 2013: Fees paid to the NYS Dept. of Agriculture and Markets for the Animal Population Control Program \$35.00. Fees paid to New York D.E.C. for hunting and fishing licenses \$719.98. Fees to the NYS Department of Health for marriage license fees \$22.50. Dog license fees to Supervisor Thomas Wood \$155.00. Clerk fees to Supervisor Thomas Wood \$154.52. Total State and Local Revenues received were \$1,087.00.

Zoning Officer's report for November 2013: 9 Building Permits, 15 Building Inspections, 6 Certificates of Occupancy, 0 Junk Yard Permits, 4 Complaints, 0 Fire

inspections, 0 Orders to Remedy, 3 misc. appointments, 1 Building Permit Renewal, and 1 Property Maintenance Inspection. A check for \$2,225.00 was given to Supervisor Thomas Wood.

Dog Control Officer's report for November 2013: The report was read by Supervisor Thomas Wood: answered 15 complaints, took 1 dog to the shelter, 1 bite case, issued 10 warnings, 6 summonses were issued, and traveled 111 miles.

Town Court report for November 2013: The following were closed: 46 Vehicle & Traffic, 10 Criminal/Penal Law, 1 DEC/ENCON, 2 Dog cases, 1 DWI, 0 Town & Village Ordinance, 0 Small Claims/Civil, 6 Evictions, 0 Bench trials, 2 (case transfers) Divestiture Forms sent to County Court, 0 Defendants sentenced to probation, 0 hours of community service issued, 0 days of jail time issued, 3 Orders of Protection issued, and \$5,345.00 in fees were paid to the NY State Comptroller.

Historian's report: No report

Assessor's report:

November was a busy month getting ready for the annual exemption renewal time. All renewals have been addressed and are ready to mail. Senior exemptions and agricultural exemption renewals will be mailed to all property owners who filed last year by December 10th. Renewal forms need to be filed in our office at 12 Spring Street before March 1, 2014.

Sales continue to be processed for the town in addition to the updating of Building permits applications and Certificate of Occupancy's that were issued in November. During the month of November we processed 33 sales of which 20 were valid sales and 13 were invalid sales. Of these sales 24 properties were residential properties, 5 vacant parcels and 4 commercial properties.

The Assessor's Office is open Tuesday through Thursday from 9:00 AM – 1:00 PM or appointments may be scheduled at other times if necessary.

Highway Superintendent's report for November:

- ❖ Clearing ditches and culverts from storm debris.
- ❖ Addressing beaver dams on Wilbur, Nielson, and DeGarmo Roads.
- ❖ Replacing and repairing signs and road markers.
- ❖ Used our dozer, roller and three trucks with Northumberland on the Tow Path Road bike trail placing and leveling rubble base and placing a stone dust top.
- ❖ Serviced trucks and prepped for winter with plows and wings.
- ❖ Addressed one nuisance storm.

Supervisor's report: SUPERVISOR'S REPORT NOVEMBER 2013

GENERAL FUND – TOWNWIDE (A FUND)

Balance on hand NOV 1	\$	735,841.67
NOV Revenues	+	243,271.84
NOV Disbursements	-	<u>106,674.91</u>
Balance NOV 30	\$	872,438.60

GENERAL FUND – OUTSIDE VILLAGE (B FUND)

Balance on hand NOV 1	\$ 900,037.71
NOV Revenues	+ 2,135.60
NOV Disbursements	- <u>3,855.93</u>
Balance NOV 30	\$ 898,317.38

HIGHWAY FUND – OUTSIDE VILLAGE (DB FUND)

Balance on hand NOV 1	\$1,130,172.92
NOV Revenues	+ 246.23
NOV Disbursements	- <u>95,147.80</u>
Balance NOV 30	\$1,035,271.35

SCHUYLER PARK CAPITAL PROJECT NOV 30	\$ 168,645.99
YOUTH RECREATION & SERVICE NOV 30	\$ 3,277.62
HIGHWAY EQUIPMENT RESERVE NOV 30	\$ 12,888.51
BUILDING RESERVE NOV 30	\$ 39,491.28
SCENIC BY WAYS GRANT NOV 30	\$ 310.61
PARK RESERVE NOV 30	\$ 51,956.55

- ❖ **Sales Tax Received – November 2013 - \$92,383**
- ❖ **Mortgage Tax Received –October - \$6,721, April 1 – September 30 - \$58,737.70, Total Mortgage Tax Received for 2013- \$139,493.81**
- ❖ **2014 Goals – Supervisor Thomas Wood reviewed the 2013 goals which were for the most part reached and asked the board for suggestions for 2014 goals for the January meeting.**

Public comments on agenda items: Wendy Lukas addressed the board.

Committee reports:

Landfill: No report.

Insurance: Supervisor Thomas Wood reported that he met with the retirees to explain the new health insurance policy which goes into effect January 1st. Supervisor Thomas Wood added that NYMIR our general and liability insurance carrier provided a survey of recommendations to help minimize or prevent losses and accidents. None of the recommendations were deemed critical.

Youth: Councilman Michael McLoughlin reported that the Schuylerville Youth Center is reopening and began with the Jack Frost Flurry Fest on December 1st.

Senior Citizens: Councilman James Jennings reported that the Quaker Spring's Seniors are meeting for their Christmas Party tomorrow.

Park Committee: No report.

Office of Emergency Management: Sherry Doubleday reported they had a combined November/December meeting on Dec. 4th at 2 p.m. They reviewed flood areas; finding more members and setting up a face book page. Sherry added that for 2014 they will be reviewing the plan and annexes so that all members are familiar with the plan. They are planning a calendar to disperse to the public to help get the office name out there. Pictures are needed for each month of the calendar. The next meeting is January 29th at 2 p.m.

GSES, QSFD, SLPID/SLA Reports:

GSES: J.R. Hanna reported that they had 43 calls in November: 18 in the Town of Saratoga, 8 in the Town of Northumberland, 14 in the Village of Schuylerville, 1 in Victory Mills, and 1 Mutual Aid call with Wilton, and 1 Mutual Aid call with Stillwater. J.R. Hanna noted that one volunteer is currently in EMT Class. He reported that GSES is now a car seat fitting station certified by the NHTSA Safe Kids Worldwide in partnership with Cornell Cooperative Extension. The program is sponsored by State Farm Insurance. All inspections are done at our station by appointment only. To date 3 inspections have been completed and 3 safety seats have been provided. A combination of 10 members and employees completed the NYS Geriatric Class.

QSFD: Chief Don Ormsby Jr. reported that they have had 78 calls year-to-date.

Old business:

The Hoogeveen PDR's closing date has been set for December 26th. The town has received \$987,268 for this purpose.

The Saratoga County IDA held a public hearing at the Village of Victory Hall this morning at 8:00 a.m. Supervisor Thomas Wood noted it was well attended. Supervisor Thomas Wood presented the IDA Board with a Resolution of Support for the Pilot Program for the development of the Victory Mill. Councilman Charles Hanehan, a member of the IDA board, noted that he feels it will pass when presented at the Saratoga County IDA's January meeting.

New business:

On a motion by Councilman James Jennings and seconded by Councilman Michael McLoughlin the following **Resolution #13-115 – Authorizing Application for Housing Rehabilitation Grants** was adopted by vote: Supervisor Thomas Wood - aye, Councilman Fred Drumm – aye, Councilman Charles Hanehan – aye, Councilman Michael McLoughlin – aye, Councilman James Jennings – aye. Carried 5 – 0.

WHEREAS, the Town Board finds it in the best interests of the Town to seek grant funding for community revitalization in a target area that incorporates the Town of Saratoga, including both the Villages of Schuylerville and Victory; and

WHEREAS, the Community Development Block Grant (CDBG) and Affordable Housing Corporation (AHC) Programs provide funding for such projects to municipal applicants; and

WHEREAS, the Town has determined a Housing Rehabilitation Program to be in the best interest of supporting community and economic revitalization in the target area; and

WHEREAS, the Housing Rehabilitation Program will help support continued sustainable economic growth in the community by alleviating pockets of blight throughout the residential areas

in all three participating municipalities; now, therefore, be it

RESOLVED, that the Town of Saratoga has agreed to submit CDBG and AHC applications, and as such the Supervisor is hereby designated as the representative for the grants and is further authorized to sign such documentation and provide such information as may be required for timely completion of the applications.

On a motion by Councilman Charles Hanehan and seconded by Councilman Michael McLoughlin the following **Resolution #13-116 Authorizing Consulting Services for CDBG and AHC Program** was adopted by vote: Supervisor Thomas Wood - aye, Councilman Fred Drumm – aye, Councilman Charles Hanehan – aye, Councilman Michael McLoughlin – aye, Councilman James Jennings – aye. Carried 5 – 0.

WHEREAS, the Town Board finds it in the best interests of the Town to retain the services of a consulting firm for the purpose of technical assistance in carrying out various tasks (i.e., Program Administration, Project Deliver, Compliance Management, etc.) for the Community Development Block Grant (CDBG) and Affordable Housing Corporation (AHC) funding for which the Town will submit a 2013 application; and

WHEREAS, Administrative Solutions has proven to be qualified and capable of providing these services through previous administration of similar funding for the Town; and

WHEREAS, Administrative Solutions has agreed to provide these services as requested by the Town for the fee specified in their Bid Proposal; and

WHEREAS, Administrative Solutions is not currently under contract to provide services to the Town beyond specific activities funded by a designated grant source; now, therefore, be it

RESOLVED, that the Town agrees to approve the expenditure of grant funds (if awarded) for provision of technical assistance and consulting services by Administrative Solutions as required to carry out activities as applicable for each designated funding source.

On a motion by Councilman Michael McLoughlin and seconded by Councilman James Jennings the following **Resolution #13-117 – Approval to enter into a Contract with General Schuyler Emergency Squad - \$293,588.00** was adopted by vote: Supervisor Thomas Wood - aye, Councilman Fred Drumm – aye, Councilman Charles Hanehan – aye, Councilman Michael McLoughlin – aye, Councilman James Jennings – aye. Carried 5 – 0.

WHEREAS, the Town Board of the Town of Saratoga is authorized by virtue of Section 122 (B) of the General Municipal Law of the State of New York to provide general ambulance service for the town; and

WHEREAS, the **GENERAL SCHUYLER EMERGENCY SQUAD** has trained and experienced personnel and is certified by the Department of Health of the State of New York as an ambulance service; and

WHEREAS, the GSES is desirous of furnishing emergency medical services to the town under the terms and conditions set forth in the EMS agreement; now, therefore be it,

RESOLVED, by the Town Board of the Town of Saratoga to authorize entering into the EMERGENCY MEDICAL SERVICES (EMS) AGREEMENT with the **GENERAL SCHUYLER EMERGENCY SQUAD**, for a term of January 1, 2014 through December 31, 2014 and will provide consideration in the amount of \$293,588.00. The full agreement is on file in the office of the Town Clerk; and it is further

RESOLVED, that the form of such contract shall be subject to prior review and approval by the town attorney.

On a motion by Councilman James Jennings and seconded by Councilman Michael McLoughlin the following **Resolution #13-118 – Approval to enter into a Contract with the Village of Victory for Fire Protection - \$12,128.22** was adopted by vote: Supervisor Thomas Wood - aye, Councilman Fred Drumm – aye, Councilman Charles Hanehan – aye, Councilman Michael McLoughlin – aye, Councilman James Jennings – aye. Carried 5 – 0.

RESOLVED by the Town Board of the Town of Saratoga to authorize entering into the fire protection contract with the Village of Victory, for a term of January 1, 2014 through December 31, 2014 and will provide consideration to the Village of Victory in the amount of \$12,128.22. The full agreement is on file in the office of the Town Clerk; and it is further

RESOLVED, that the form of such contract shall be subject to prior review and approval by the town attorney.

On a motion by Councilman Fred Drumm and seconded by Councilman Michael McLoughlin the following **Resolution #13-119 – Approval to enter into a Contract with the Village of Schuylerville for Fire Protection - \$34,518.78** was adopted by vote: Supervisor Thomas Wood - aye, Councilman Fred Drumm – aye, Councilman Charles Hanehan – aye, Councilman Michael McLoughlin – aye, Councilman James Jennings – aye. Carried 5 – 0.

RESOLVED, by the Town Board of the Town of Saratoga to authorize entering into the fire protection contract with the Village of Schuylerville, for a term of January 1, 2014 through December 31, 2014 and will provide consideration to the Village of Schuylerville in the amount of \$34,518.78. The full agreement is on file in the office of the Town Clerk; and it is further

RESOLVED, that the form of such contract shall be subject to prior review and approval by the town attorney.

On a motion by Councilman James Jennings and seconded by Councilman Charles Hanehan the following **Resolution # 13-120 – Approval to enter into Contracts with Senior Citizens - \$5,000** was adopted by vote: Supervisor Thomas Wood - aye, Councilman Fred Drumm – aye, Councilman Charles Hanehan – aye, Councilman Michael McLoughlin – aye, Councilman James Jennings – aye. Carried 5 – 0.

WHEREAS, the Town Board has determined that it is in the public interest to offer support and recreational services to the elderly residents of the Town; and

WHEREAS, the Old Saratoga Seniors and Quaker Springs Seniors have offered to provide such services to senior citizens who are residents of the Town; it is now therefore

RESOLVED, that the Supervisor is authorized to sign contracts with Old Saratoga Seniors and Quaker Springs Seniors to provide support and recreational services to senior citizen residents of the town for the 2014 calendar year at a cost of \$2,500.00 for each contract; and it is further

RESOLVED, that the form of such contracts shall be subject to prior review and approval by the Town Attorney.

On a motion by Councilman Charles Hanehan and seconded by Councilman Fred Drumm the following **Resolution # 13-121- Approval to enter into Contract for Attorney Services - \$30,000** was adopted by vote: Supervisor Thomas Wood - aye, Councilman Fred Drumm – aye, Councilman Charles Hanehan – aye, Councilman Michael McLoughlin – aye, Councilman James Jennings – aye. Carried 5 – 0.

WHEREAS, the Town Board has determined that it is in the town's interest to have the services of William F. Reynolds as an attorney for the town as needed; therefore be it

RESOLVED, that the Supervisor is authorized to sign a contract with William F. Reynolds for attorney services for 2014 in the amount of \$30,000 for general legal services for town business with additional services for non town court litigation at an hourly rate of \$150.00 per hour.

On a motion by Councilman Charles Hanehan and seconded by Councilman Michael McLoughlin the following **Resolution #13-122 – Lease Agreement- Administrative Solutions** was adopted by vote: Supervisor Thomas Wood - aye, Councilman Fred Drumm – aye, Councilman Charles Hanehan – aye, Councilman Michael McLoughlin – aye, Councilman James Jennings – aye. Carried 5 – 0.

WHEREAS, the Town has excess space in the Town Hall at 12 Spring Street, Schuylerville, NY which is unneeded for Town purposes, and which has been leased previously; and

WHEREAS, the Town Board desires to lease such excess space for fair and adequate consideration; it is hereby

RESOLVED, that approximately 394 square feet of space in the north wing, second floor of the Town Hall, Suite 203, Room 1W-A, 1W, and 2W be leased to Administrative Solutions for a term of 1 year with other terms to be set forth under a form of lease agreement presently in use for other business tenants in the Town Hall; and it is further,

RESOLVED, that the Town Supervisor is authorized to enter into a lease agreement to carry out this resolution, subject to approval of the Town Attorney as to form; and it is further

RESOLVED, that the present lease of Community Development Resources, be terminated by mutual agreement.

On a motion by Councilman Fred Drumm and seconded by Councilman James Jennings the following **Resolution #13-123 – Fund Transfer – Medical Ins. DB9060.8** was adopted by vote: Supervisor Thomas Wood - aye, Councilman Fred Drumm – aye, Councilman Charles Hanehan – aye, Councilman Michael McLoughlin – aye, Councilman James Jennings – aye. Carried 5 – 0.

RESOLVED, by the Town Board of the Town of Saratoga to transfer \$970.39 from Retirement DB9010.8 to Medical Insurance DB9060.8 to balance the account.

With regret, Supervisor Thomas Wood reported that Jim Burke has resigned from the Zoning Board of Appeals. The position will be advertised in January.

Supervisor Thomas Wood added that Justice Jack Ditch has resigned. Justice Timothy Williams has agreed to do the work of both justices until an appointment is made and the necessary training has been completed. Town Attorney Bill Reynolds stated that in order

to increase the salary of Justice Williams a local law must be passed to allow for the increase.

A motion was made by Councilman Michael McLoughlin, seconded by Councilman Charles Hanahan to direct Town Attorney Bill Reynolds to draft a local law to increase the salary of Justice Timothy Williams until an appointment is made.

Supervisor Thomas Wood - aye, Councilman Fred Drumm – aye, Councilman Charles Hanahan – aye, Councilman Michael McLoughlin – aye, Councilman James Jennings – aye. Carried 5 – 0.

- ❖ **Attendance at Association of Towns Training School and Annual Meeting – February 16-19, 2014 at the NY Hilton, New York City**
- ❖ **“Just Elected – What Do You Do Now” Webinar, December 12, 2013**

Communications:

- ❖ **The Governor announces the Home Energy Assistance Program (HEAP) can be applied for starting November 18th at www.myBenefits.ny.gov, 1-800-342-3009**
- ❖ **State of New York Dept. of Transportation notification that Rt. 29 from Humiston’s east is now posted 45 m.p.h.**

Privilege of the floor:

The following residents voiced their concerns or questions to the board: **Mayor Pat Dewey and Wendy Lukas**

Mayor Pat Dewey requested that Supervisor Thomas Wood revisit the last Shared Services Agreement with the Village of Victory that was drafted by the Village of Victory’s Attorney. **Town Attorney Bill Reynolds** recalled that the agreement was 13 pages long with extensive record keeping requirements. **Wendy Lukas** added that the agreement was discussed at a town board agenda meeting last January. She added that it was discussed that the agreement was too complicated and should be the same as the one the Village of Schuylerville entered into last January with the town. **Councilman Charles Hanahan** agreed with Wendy Lukas that it was too complicated. **Supervisor Thomas Wood** agreed that a meeting should take place with Mayor Dewey and Town Attorney Bill Reynolds to further discuss the proposed Shared Services Agreement.

Upcoming meetings:

- ❖ **Town Board Special Meeting – End of Year Audit of Bills – Friday, December 27, 2013 at 11:00 a.m.**
- ❖ **Town Board Agenda Meeting – Thursday, January 9, 2014 at 7:00 p.m.**
- ❖ **Regular Town Board Meeting – Monday, January 13, 2014 at 7:00 p.m.**

Audit the Bills: On a motion by Councilman Fred Drumm and seconded by Councilman Charles Hanahan the following **Resolution #13-124 Approving the payment of bills in Abstract 12G** was adopted by vote: Supervisor Thomas Wood - aye, Councilman Fred Drumm – aye, Councilman Charles Hanahan – aye, Councilman Michael McLoughlin – aye, Councilman James Jennings – aye Carried 5 – 0.

RESOLVED, by the Town Board of the Town of Saratoga that the bills be paid on Abstract #12G (12/9/2013) in the following amounts:

General Fund A	Voucher No. 426 through 468	\$ 110,542.74
General Fund B	Voucher No. 55 through 68	\$ 8,706.67
Highway DB	Voucher No. 228 through 248	\$ 68,809.13
Schuyler Park H	Voucher No. 25 through 26	<u>\$ 8,098.02</u>
	Grand Total	\$ 196,156.56

A motion to adjourn at 8:58 p.m. was made by Councilman Fred Drumm and seconded by Councilman Charles Hanehan. Supervisor Thomas Wood – aye, Councilman Fred Drumm – aye, Councilman Charles Hanehan - aye, Councilman Michael McLoughlin – aye, Councilman James Jennings – aye Carried 5 – 0.

Respectfully Submitted,

Ruth Drumm
Town Clerk