

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

**November 7, 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, Zoning Officer Gil Albert, Town Attorney Bill Reynolds, Highway Superintendent Don Ormsby Jr., Ian Murray, Supervisor Tom Richardson, Thomas R. Drew Sr., Peg Jennings, Pat Temple, J.R. Hanna, Paul Shaver, Al Weils, Ted Mosher, Peter Healy, John Jennings, Alan Ernst, Arthur Thivierge Sr., Art Thivierge Jr., Michael Jennings, Ed LeBaron, Timothy McInerney, Tom Temple, Grant Seymour, Leslie Dennison, James “Jay” Bodnar, Chris Benn, Pat Dewey, and Marion DeHeer

**Recognitions/Presentations/ Bid openings/ Public Hearings:**

- ❖ **Tom Richardson, President, Hudson/Hoosic Partnership**, addressed the board on the plans for the Gateway Visitor’s Center. He thanked the town board for the opportunity to purchase the old town hall site. He noted that it is in such an historic setting next to Fort Hardy and will surely bring tourists to the community. The building will be built with grant money and further grants will be sought. The lumber will come from donated trees from Saratoga County’s forests. The plan is that it will be similar in appearance to the Philip Schuyler House. Engineering studies will be done and it is expected that construction will start in spring or early summer.
- ❖ **Public Hearing - 2014 Budget: Supervisor Thomas Wood** reported that the board has met on three occasions to work on the budget. He then reviewed some basic information concerning the proposed 2014 budget. He noted that a cost of living salary increase of 1.5% is included. He added there were also increases in the cost of health insurance and state retirement obligations. Spending was cut from many departments and he is budgeting closer to actual costs. He noted that it is a lean and responsible budget. The budget reflects an increase of 1.3 cents per thousand which is a modest increase and doesn’t exceed the property tax cap. It brings the tax rate to \$1.12 per thousand for 2014 up from \$1.107 in 2013.

**Proof of advertising in the *Saratogian* on October 25, 2013 having been furnished, Supervisor Thomas Wood opened the Public Hearing at 7:23 p.m. on the 2014 budget.**

**No one spoke.**

**On a motion by Supervisor Thomas Wood and seconded by Councilman Fred Drumm the public hearing was closed at 7:24 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.

**Proof of Advertising in the Saratogian on October 23, 2013 was provided.** The bid opening of the RFP for Administration and Program Delivery of HOME, CDBG, and other federal or state funded residential housing rehabilitation and manufactured home replacement was held at 3:03 p.m. Wednesday, November 6<sup>th</sup>. The results are as follows (sole bidder):

**Administrative Solutions**  
**12 Spring St., 1W**  
**Schuylerville, NY 12871**

**\$ 25,000 Program Administration**  
**\$ 2,000 per completed unit Project Delivery**

**Approval of Minutes:** A motion was made by Councilman Charles Hanehan and seconded by Councilman Michael McLoughlin to accept the minutes of the October 16<sup>th</sup> regular meeting as written. Supervisor Thomas Wood - aye, Councilman Fred Drumm – aye, Councilman Charles Hanehan – aye, Councilman Michael McLoughlin – aye, Councilman James Jennings – aye. Carried 5 – 0.

**Town Clerk's report for October 2013:** Fees paid to the NYS Dept. of Agriculture and Markets for the Animal Population Control Program \$64.00. Fees paid to New York D.E.C. for hunting and fishing licenses \$1,875.40. Dog license fees to Supervisor Thomas Wood \$288.00. Clerk fees to Supervisor Thomas Wood \$224.85. Total State and Local Revenues received were \$2,497.25.

**Zoning Officer's report for October 2013:** 4 Building Permits, 11 Building Inspections, 6 Certificates of Occupancy, 0 Junk Yard Permits, 0 Complaints, 0 Fire inspections, 1 Order to Remedy, 11 misc. appointments, 1 Building Permit Renewal, and 0 Property Maintenance Inspections. A check for \$1,931.50 was given to Supervisor Thomas Wood.

**Dog Control Officer's report for October 2013:** The report was read by Supervisor Thomas Wood: answered 23 complaints, took 2 dogs to the shelter, 2 bite cases, issued 10 warnings, 4 summonses were issued, and traveled 149 miles.

**Town Court report for October 2013:** The following were closed: 57 Vehicle & Traffic, 8 Criminal/Penal Law, 8 DEC/ENCON, 1 Dog case, 1 DWI, 0 Town & Village Ordinance, 0 Small Claims/Civil, 2 Evictions, 0 Bench trials, 0 (case transfers) Divestiture Forms sent to County Court, 1 Defendant sentenced to probation, 0 hours of community service issued, 60 days of jail time issued, 4 Orders of Protection issued, and \$6,152.00 in fees were paid to the NY State Comptroller.

**Historian's report:** Sean Kelleher submitted the following:  
We had a very successful Surrender Day Ceremony at Fort Hardy. Thank you to organizer Bill Reynolds, Mayor John Sherman, the students and teachers at the

elementary school and our keynote speaker Senator Marchione. We also had a successful full day History-Genealogy Conference with 130 participants through our partnership with Heritage Hunters.

In regards to bad news, the National Park Service shared their visitation to the Old Saratoga Unit in 2013. Due to the lack of Federal funding, the Park Service cut the hours of the Monument and Schuyler House by 2/5th during the summer along with the shutdown in the Fall. This has resulted in a 42% drop in National Park visitors to our community. Using cost estimates provided by the National Park Conservation Association our local community missed out on a part of the \$60,000 these visitors brought to the region. As we work forward on economic development, a priority needs to be to restore the funding for the National Park Old Saratoga Unit and work to increase marketing and special events in our community.

**Assessor's report:** Victoria Hayner submitted the following for November: The Assessor's Office continues to update the file as sales are completed. During the last month we have had 6 sales which were for residential properties, 4 of those sales were valid sales and 2 were non-valid transactions.

We are preparing for the Exemption renewal season. Renewal applications will be mailed in mid-December. Exemptions must be filed with our office by March 1, 2014. We continue to answer questions and assist property owners with the STAR registration required by NYS Dept of Tax and Finance. If you have questions regarding exemptions, please call our office.

The Assessor's Office will be open Tuesday through Thursday from 9:00 AM until 1:00 PM until January when we will be open 4 days (Monday through Thursday). I am in the office on Tuesdays and Wednesdays from 9:00 AM until 1:00 PM. As always, I am willing to set up appointments if necessary.

**Highway Superintendent's report for October:**

- ❖ Ditching has been done on Hanehan Road, Loudon Road, and Hayes Road with a driveway culvert replacement.
- ❖ Cutting back of brush with our boom mower is ongoing.
- ❖ Have been doing general mowing and brush cleanup in ditches.
- ❖ Addressing potholes on various roads.
- ❖ Road shimming on Hanehan, Hughes and Patterson Road.
- ❖ Replacing and repairing road signs.
- ❖ Repairs have been done on truck 1, the turbo and rear bushings.
- ❖ Removed concrete and block from the Old Town Hall.
- ❖ Started work on the tow path bike trail.

**Supervisor's report: SUPERVISOR'S REPORT OCTOBER 2013**

GENERAL FUND – TOWNWIDE (A FUND)  
Balance on hand OCT 1                   \$   776,565.99

OCT Revenues	+	28,722.72
OCT Disbursements	-	<u>69,447.07</u>
Balance OCT 31	\$	735,841.64

**GENERAL FUND – OUTSIDE VILLAGE (B FUND)**

Balance on hand OCT 1	\$	824,745.59
OCT Revenues	+	84,685.11
OCT Disbursements	-	<u>9,392.99</u>
Balance OCT 31	\$	900,037.71

**HIGHWAY FUND – OUTSIDE VILLAGE (DB FUND)**

Balance on hand OCT 1	\$	1,217,926.76
OCT Revenues	+	150.35
OCT Disbursements	-	<u>87,904.19</u>
Balance OCT 31	\$	1,130,172.92

SCHUYLER PARK CAPITAL PROJECT	OCT 31	\$	195,975.03
YOUTH RECREATION & SERVICE	OCT 31	\$	3,277.22
HIGHWAY EQUIPMENT RESERVE	OCT 31	\$	12,886.92
BUILDING RESERVE	OCT 31	\$	39,486.41
SCENIC BY WAYS GRANT	OCT 31	\$	310.61
PARK RESERVE	OCT 31	\$	51,956.55

- ❖ **Sales Tax Received – October 2013 - \$123,832**
- ❖ **Mortgage Tax Received – September 2013 - \$13,492**
- ❖ **Old town hall update- it’s been removed, graded and seeded.**
- ❖ **Old highway garage update – it’s been removed and is now all cleaned up. Highway Superintendent Don Ormsby Jr. added that it’s a big improvement.**

**Public comments on agenda items: No one spoke.**

**Committee reports:**

**Landfill:** No report.

**Insurance:** No report.

**Youth: Councilman Michael McLoughlin reported** that the 8<sup>th</sup> grade class at Schuylerville Central School participated in the Schuyler Lions Club’s Poster Contest with the theme of “Our World – Our Future”. He stated the winner was Grace Hanehan and her poster will be entered in the next competition.

**Senior Citizens: Councilman James Jennings reported** that the **Old Saratoga Senior’s** met on October 16<sup>th</sup> with 36 members attending. The Christmas Party is being planned.

They met again on November 6<sup>th</sup> with 53 members attending and 22 veterans with their spouses. A trip to Turning Stone is planned for November 14, 2013.

**Marion DeHeer** reported that the **Quaker Spring's Seniors** are planning a trip near Amsterdam for a dinner and show on November 19<sup>th</sup>. Contact Faye Bratge for details.

**Park Committee:** No report.

**Volunteer Park: Sherry Doubleday reported** that she has cleaned the flowers from the Volunteer Park. She noted that the last order of 15 bricks have been placed in the park and there are 3 bricks on order.

**Office of Emergency Management: Sherry Doubleday** reported that Stillwater's OEM meeting is on November 12<sup>th</sup>. She added that our next meeting will be a combination November/December meeting on December 4<sup>th</sup> at 2 p.m. Sherry stated that she is willing to meet in the daytime and evening to gain new members. Mayor John Sherman will be invited to the December 4<sup>th</sup> meeting. Sherry stated that charging stations are needed at the shelters for personal cell phones. The committee wants to work on a calendar to distribute to residents coordinating each month with a picture and a list of emergency tips. Sherry added that the State Hayard Mitigation Plan needs to be updated every 3 years. The 2014 draft of the plan will be approved and adopted by 1/3/14. Sherry reported that she will be talking to the Old Saratoga Seniors on November 20<sup>th</sup> about the AED and CPR.

**GSES, QSFD, SLPID/SLA Reports:**

**General Schuyler Emergency Squad: Chris Benn reported** that they had 57 calls in September: 12 in the Town of Saratoga, 8 in the Town of Northumberland, 24 in the Village of Schuylerville, 1 in Victory Mills, 2 standbys for Easton/Greenwich, 1 ALS assist for Easton/Greenwich, 2 Mutual Aids for Wilton, 2 standbys for Wilton, 1 Mutual Aid for Stillwater and 1 MFI for Moreau. They stood by for 3 Varsity Football games. They had 54 calls in October: 14 in Town of Saratoga, 7 in Town of Northumberland, 30 in Village of Schuylerville, 0 in Victory Mills, 1 Wilton fire standby, 2 Saratoga fire Mutual Aids. They provided standby coverage at 5 Football games and 2 days for the Head of the Fish Regatta.

**Quaker Springs Fire Department: Don Ormsby Jr. reported** that they had 72 calls year-to-date.

**Old business:**

- ❖ **Saratoga County IDA – Victory Mill Update – Supervisor Thomas Wood reported** that the IDA subcommittee met and is on track to issue a Pilot Program for the Victory Mill Project. Uri Kaufman will be attending their next meeting on November 12<sup>th</sup>. A public hearing will be held on December 9<sup>th</sup> in Victory Mills at 8 a.m. Supervisor Thomas Wood explained the proposed plan as follows: The first and second year the assessment would stay at the current amount. Years 3 through 7 the units would be taxed \$1,500 per unit for a total of \$147,500 which would be distributed in the following manner: Saratoga County 7%, SCS 61%, the Village of Victory 26%, the Town of Saratoga 4%, and GSES 2%. Year 8 will be taxed on 50% of its assessed value; year 9 at 70%, year 10 at 90% and Year 11

and thereafter at 100%. They will also be mortgage and sales tax exempt. The lawsuit will be dropped with the Town of Saratoga.

Supervisor Thomas Wood added that next month the board will pass a resolution in support of the Pilot Program for the Victory Mill Project.

**New business:**

**New York Federal Lands Access Program Grants (FLAP)** - Supervisor Thomas Wood reported that there is grant money available with a deadline for applications of December 16<sup>th</sup>. It was determined that it would cost \$5,000 for the LA Group to have a plan drafted and for the application submittal. The board decided that they would not apply at this time.

**MVP Gold-** The board decided to go with the middle plan with a premium of \$193.30 per month.

**Economic Development/SEDC-** Tori Riley from SEDC has a business interested in 10,000 sq. ft. and she showed them some properties in the town. She continues to help place businesses in the area and looked at our town hall tenant office spaces for possible clients. Tori Riley has asked the Saratoga County Planning Department to prepare a map to show where all the water and sewer lines exist in the town in order to help place business that would need them.

On a motion by Councilman Charles Hanehan and seconded by Councilman Michael McLoughlin the following **Resolution #13-107 - Adoption of the 2014 Annual Town Budget** 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**, this Board having, on November 7, 2013 at 7:00 p.m., duly held a public hearing on the preliminary budget approved by this Board and filed with the Town Clerk for the fiscal year commencing January 1, 2014, and having heard all persons desiring to be heard in the matter, and the matter of the budget for this Town for such fiscal year having been fully discussed and considered, it is

**RESOLVED**, that said preliminary budget approved and filed as aforesaid, is hereby adopted and established as the annual budget for this Town for the fiscal year beginning January 1, 2014, and that such annual budget as so adopted is detailed in the minutes of the proceedings of this Town Board, and be it further

**RESOLVED**, that the Town Clerk of this Town shall prepare and certify as provided by law, duplicate copies of said annual budget hereby adopted, and deliver one of such copies to the Supervisor of the Town, and that he shall present such copy to the Board of Legislators of the County as required by law.

**The 2014 annual budget, in its entirety, is in the official minute book at the town clerk's office and on the website, townofsaratoga.com.**

On a motion by Councilman James Jennings and seconded by Councilman Michael McLoughlin the following **Resolution #13-108 – Accept Audit Findings** 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 had the Town's 2012 financial operations and procedures audited by Richard H. Dinolfo, CPA; and

**WHEREAS**, the Town Board of the Town of Saratoga has reviewed the findings with no exceptions noted in any department, therefore be it,

**RESOLVED**, by the Town Board of the Town of Saratoga to accept the findings as presented (the audit is on file in the Town Clerk's office).

On a motion by Councilman Charles Hanehan and seconded by Councilman Fred Drumm the following **Resolution #13-109 – Accept proposal for Administration and Program Delivery of HOME, CDBG, and other federal or state funded residential housing rehabilitation and manufactured home replacement 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 of the Town of Saratoga recognizes the need for the Administration and Program Delivery of HOME, CDBG Grant and/or other federal or state funded residential housing rehabilitation and manufactured home replacement; and

**WHEREAS**, bids were solicited via advertising in the *Saratogian* on October 23, 2013; therefore be it

**RESOLVED**, that the lowest and sole proposal from Administrative Solutions, 12 Spring St., 1W, Schuylerville, NY 12871 in the amount of \$25,000 for Program Administration and \$2,000 per completed unit Project Delivery be accepted for the Administration and Program Delivery of HOME, CDBG Grant and/or other federal or state funded residential housing rehabilitation and manufactured home replacement pending review and approval by Attorney William Reynolds that the bid specifications are met.

On a motion by Councilman Michael McLoughlin and seconded by Councilman Fred Drumm the following **Resolution #13-110 – Budget Amendment** 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**, a budget amendment is needed to increase the 2013 Budgeted amount in A3650.4 Demolition of Unsafe Buildings account by \$100,000 to cover the demolition of the old highway garage; now, therefore be it

**RESOLVED**, by the Town Board of the Town of Saratoga to increase the 2013 A3650.4 Demolition of Unsafe Buildings account by \$100,000 from excess sales taxes not needed for B or DB operations for 2013.

On a motion by Councilman Charles Hanehan and seconded by Councilman James Jennings the following **Resolution 13-111 – Budget Transfer - \$300 to Tax Collector A1330.4** 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 expenditures from the Tax Collector Contractual Account A1330.4 has exceeded the budgeted amounts; therefore be it

**RESOLVED**, by the Town Board of the Town of Saratoga to transfer \$300 from Contingency A1990.4 to Tax Collector Contractual Account A1330.4 for expenses through year end.

**Communications:**

- ❖ **Saratoga County is hosting the Dix Bridge ribbon cutting ceremony- November 8<sup>th</sup> at 10:00 a.m.**
- ❖ **2<sup>nd</sup> Annual Saratoga County Veterans Service Agency Trust Fund 5K Race and Children's ½ Mile Nature Run – Saturday, November 9<sup>th</sup>, 2013 at Hudson Crossings Park, 138 Route 32, Schuylerville**

**Privilege of the floor: Ted Mosher, Ian Murray and Paul Shaver addressed the board.**

**Upcoming meetings:**

- ❖ **Agenda meeting – Thursday, December 5, 2013 at 7:00 p.m.**
- ❖ **Regular town board meeting – Monday, December 9, 2013 at 7:00 p.m.**
- ❖ **Special Meeting – End of Year Audit of Bills – Friday, December 27, 2013 at 11:00 a.m.**

**Audit the Bills:** On a motion by Councilman James Jennings and seconded by Councilman Fred Drumm the following **Resolution #13-112 Approving the payment of bills in Abstract 11G** 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 payment of the bills listed in Abstract 11G (11/7/2013) in the following amounts:

<b>General Fund A</b>	<b>Voucher No. 389 through 425</b>	<b>\$ 48,626.44</b>
<b>General Fund B</b>	<b>Voucher No. 49 through 54</b>	<b>\$ 931.55</b>
<b>Highway DB</b>	<b>Voucher No. 209 through 227</b>	<b>\$ 55,608.53</b>
<b>Schuylers Park H</b>	<b>Voucher No. 22 through 24</b>	<b>\$ 19,581.02</b>
<b>Grand Total</b>		<b>\$ 124,747.54</b>

**A motion to adjourn at 9:05 p.m.** was made by Councilman Charles Hanehan and seconded by Councilman Fred Drumm. 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