

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

**February 8, 2021
6:00 P.M.**

Supervisor Thomas Wood opened the meeting at 6:04 p.m.

Roll call: Town Clerk, Linda McCabe, called the roll: Supervisor Thomas Wood-present, Councilman Michael McLoughlin – present, Councilman James Jennings – present, Councilman Gary Squires - present, Councilwoman Ruth Drumm - present.

Also present: Deputy Town Clerk Michelle Conover, Building Inspector/Zoning Officer Gil Albert, Highway Superintendent Don Ormsby Jr., Town Attorney William Reynolds, Bookkeeper Pat Temple, Wendy Lukas, John Cashin.

Recognitions/Presentations/ Bid openings/Public Hearings: None

Approval of Minutes: A motion was made by Councilmember James Jennings and seconded by Councilmember Michael McLoughlin, **to accept the minutes of the January 11th Regular Remote meeting, January 26th Special Remote meeting and February 4th, 2021 Special Remote meeting as written.** Supervisor Thomas Wood - aye, Councilman Michael McLoughlin – aye, Councilman James Jennings – aye, Councilman Gary Squires - aye, Councilwoman Ruth Drumm - aye.

Carried 5 - 0

Town Clerk's report for January 2021: Fees paid to the NYS Dept. of Agriculture and Markets for the Animal Population Control Program \$53.00. Fees paid to New York D.E.C. for hunting and fishing licenses \$47.24. Fees paid to the New York State Health Department for Marriage licenses \$0. Dog license fees to Supervisor Thomas Wood \$243.00. Clerk fees to Supervisor Thomas Wood \$162.76. Total State and Local Revenues received were \$506.00.

Zoning Officer's report for January 2021: 10 Building Permits, 28 Building Inspections, 4 Certificates of Occupancy, 0 Junkyard Permits, 0 Complaints, 0 Fire Inspections, 0 Order to Remedy, 2 misc., 1 Building Permit Renewal and 0 Property Maintenance Inspections. A check for \$2,315.00 was given to Supervisor Thomas Wood.

Dog Control officer's report for January 2021: The following report was read by Supervisor Thomas Wood: Ed Cross, Dog Control Officer answered 3 complaints, took 1 dog to the shelter, 0 bite case, traveled 38 miles, issued 0 warnings and 0 summons' were issued.

Town Court report for January 2021: No report

Tax Collector's report for January 2021: As of Monday, February 8, 2021, 2,331

residents had paid their tax bills, which makes 69% of taxes have been collected. That brought the total amount collected to \$,2663,281.00.

Please Note: All taxes are to be paid by mail, in the drop box in the Town Hall lobby or on-line, due to COVID-19.

The Town offices will be closed on President's Day, February 15, 2021.

Historian's report for January 2021: No report.

Assessor's report January 2021: No report.

Highway Superintendent's report for January 2021

- ❖ Tree trimming and brush clearing
- ❖ Disinfected garage and equipment in use
- ❖ Chain saw maintenance completed
- ❖ Made sand screen for premix
- ❖ Repaired airline on Truck 6
- ❖ Door mirror hardware and wing hydraulic line on Truck 2
- ❖ Sidewinder hydraulic line and tail lite repairs to Truck 5
- ❖ Truck 1 air cylinder, front hubs, brake pads and door mirror replaced
- ❖ New tires and front end alignment on Pick Up 4
- ❖ Bucket truck 9 boom inspected
- ❖ Feeder chains shortened on Trucks 1 & 2
- ❖ Loader windshield replaced
- ❖ Clearinghouse registration complete for CDL drivers
- ❖ Sanded roads 3 times and plowed 6
- ❖ 2 men self-quarantined for total of 11 days

Supervisor's report for January 2021: Supervisor Thomas Wood, after reviewing the Goals with the Board, read the following revised **2021 Goals** of the Town Board:

1. Keep Town Property Taxes as low as possible, closely monitor all town expenses and strive to have no additional tax increases in the upcoming year.
2. Update Town Comprehensive plan and amend zoning ordinance to reflect recommendations of the newly adopted Agriculture and Farmland Protection plan.
3. Continue to make improvements on the new boat launch in the Hudson River on Rt. 4 and apply for Use and Occupancy permit on the state owned 15 acre parcel adjacent to the boat launch.
4. Continue to study possibilities for a canoe & kayak launch and parking area on Fish Creek near Bryant's Bridge and work with NYS DEC to complete the canoe and kayak launch on NYS DEC owned land near Mennan Rd. near the Village of Victory.
5. Receive more detailed monthly Town Court reports and monitor court clerk expenses.
6. Maintain rental occupancy at 100%.
7. Update current Emergency Plan and update senior citizen contact list
8. Review personnel manual, modify long term retirement benefits costs and controls.
9. Continue to review town investment policy and increase interest on invested money.
10. Work with local volunteers to have all historical signs in the town painted.
11. Expand and improve internet service throughout the town.

SUPERVISOR'S REPORT JANUARY 2021

GENERAL FUND – TOWNWIDE (A FUND)

Balance on hand 1/1/2020	\$ 567,227.36
Revenues	+ 9,120.12
Disbursements	- <u>86,643.77</u>
Balance 1/31/2020	\$ 489,703.71

GENERAL FUND – OUTSIDE VILLAGE (B FUND)

Balance on hand 1/1/2020	\$1,729,788.70
Revenues	+ 154,137.42
Disbursements	- <u>4,284.33</u>
Balance 1/31/2020	\$1,879,641.79

HIGHWAY FUND – OUTSIDE VILLAGE (DB FUND)

Balance on hand 1/1/2020	\$ 821,890.95
Revenues	+ 101.44
Disbursements	- <u>39,319.47</u>
Balance 1/31/2020	\$ 782,672.92

SCHUYLER PARK CAPITAL PROJECT 1/31/2020	\$ 164,279.65
YOUTH RECREATION & SERVICE 1/31/2020	\$ 8,673.85
HIGHWAY EQUIPMENT RESERVE 1/31/2020	\$ 302,357.56
BUILDING RESERVE 1/31/2020	\$ 436,771.47
SCENIC BY WAYS QRTRLY 1/31/2020	\$ 311.77
PARKS RESERVE 1/31/2020	\$ 26,956.55
TRUST & AGENCY 1/31/2020	\$ 29,397.90
HOME IMPROVEMENT GRANT 2 1/31/2020 (holding checks until funds are deposited)	\$ 113.53
HISTORIC HUDSON HOOSICK RIVER 1/31/2020 PARTNERSHIP	\$ 10,906.77
PROPERTY TAX CAP RESERVE 1/31/2020	\$ 1,311.00
CDBG PROJECT	\$ 352.55
GFNB Certificate of Deposit	\$ 502,780.74
NYCLASS	\$ 702,005.60

Sales Tax Received - \$149,862.00

Mortgage Tax Received - unknown at this time

Supervisor Thomas Wood also relayed that he's been working with Sherry Doubleday, Emergency Management Officer, and Church Ecumenical Groups to get names,

addresses, phone numbers and any medical issues of seniors that are homebound and those who are 65 years of age and over, that will help in getting the vaccination to them at their homes.

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

Committee reports:

Landfill: No report.

Insurance: No report.

Youth: No report.

Senior Citizens: No report.

Park Committee: Councilman Gary Squires stated someone drove on the fields at the park, which is not allowed. They've updated their web page letting everyone know that driving is not allowed on the fields as it will damage the sprinkler system and sod.

Office of Emergency Management (OEM): Sherry Doubleday is working on the database for the homebound in the Town and will share that information with the County, local Fire Departments and WEMS.

WEMS, QSF Reports:

Assistant Fire Chief Don Ormsby reported that Quaker Springs Fire Department had a total of 7 calls this year. He also stated they are looking to purchase a new boat.

Nash Alexander submitted the following: They had 30 calls for the Town of Saratoga, 14 calls for the Village of Schuylerville and 1 call for the Village of Victory. They used a list from the Sheriff's department and on Saturday, vaccinated 22/23 people in their homes and are working on obtaining more.

Old Business: Supervisor Thomas Wood discussed with the Board the elevator repairs that are needed; a resolution will follow later in the meeting. Supervisor Thomas Wood stated everything went fine with the court portion of the audit and a resolution to accept those findings will follow later as well.

Supervisor Thomas Wood then stated Saratoga Plan owns a 1 acre parcel near the end of the Siege Trail, where they've had plans to develop a small park. The siege trail is across from the Schuyler House, along Fish Creek and coming out to Evans St. at the top of the hill. Saratoga Plan no longer wants ownership of that land and offered to give it to the Village of Victory, but the Village of Victory said no, they didn't want it. Saratoga Plan then reached out to Supervisor Thomas Wood, asking if the Town would like to take it. After speaking with the Town Board, they all agreed to take it, maintain it and will create a trail on it which goes to the overlook of Fish Creek. He then gave a brief history of its name, Two Brothers' Park. He said during the Revolutionary War there were two brothers who fought, one brother fought for the British and the other brother fought for the Colonists. During the ten day siege, the two brothers would communicate with each other by yelling back and forth across the Creek and that is the focus of the park. He said they plan to put in a fence, picnic table and hiking trail. The

only requirement of Saratoga Plan in giving the land, are deed restrictions that it not be developed, subdivided or sold.

New business: Supervisor Thomas Wood stated the developer of the Schuyler Hills development contacted him as he's anxious to have the town take over the road and begin maintaining it. He told the developer the Town has rules and procedures for this and it has to be in proper condition. At this point it's premature for the Town to take it over.

Don Ormsby, Highway Superintendent, stated he's asked the developer a few times to walk the road with him to go over the punch list he has, but to date, he has not done so. The road has not been completed properly but the developer has been insisting that he take it over. Don explained that when it is completed and up to Town road standards he'll do so, but not before. He added that it was too cold when they were putting down the asphalt; it's already breaking apart.

Councilman Gary Squires stated he saw them lay it and it was beginning to snow as they put that asphalt down, too cold to have done that.

Supervisor Thomas Wood noted that the State Police want a keyless lock entry along with a keyed entry on one of our lobby doors so law enforcement can get in to assist as easy as possible if needed. Superior Thomas Wood said the State Police will have to pay for this and we will contact Allerdice Commercial Doors for a price quote.

On a motion by Councilmember Michael McLoughlin and seconded by Councilmember Ruth Drumm, the following **Resolution #21-31 – Accepting 2019 Audit Findings Report**, was adopted by vote: Supervisor Thomas Wood - aye, Councilman Michael McLoughlin – aye, Councilman James Jennings – aye, Councilman Gary Squires - aye, Councilwoman Ruth Drumm - aye.

Carried 5 – 0.

WHEREAS, the Town Board of the Town of Saratoga had the Town's 2019 Financial Operations and Procedures, and the Town Justice office audited by BST & Co. CPAs, LLP; and

WHEREAS, BST & Co. CPAs, LLP have completed the audits; now, therefore, be it

RESOLVED by the Town Board of the Town of Saratoga, to accept the findings of the Town's 2019 Financial Operations and Procedures Audit and the Town Justice office portion of the audit, as presented. (The audit is on file in the Town Clerk's office)

On a motion by Councilmember Ruth Drumm and seconded by Councilmember James Jennings, the following **Resolution #21-32 – Authorization to Enter into Elevator Maintenance Contract with Otis Elevator**, was adopted by vote: Supervisor Thomas Wood - aye, Councilman Michael McLoughlin – aye, Councilman James Jennings – aye, Councilman Gary Squires - aye, Councilwoman Ruth Drumm - aye.

Carried 5 – 0.

WHEREAS, the Town of Saratoga is in need of elevator maintenance due to findings during the annual inspection; now, therefore, be it

RESOLVED, that the Town Board of the Town of Saratoga authorizes the Town Supervisor to enter into a non-renewing contract for elevator maintenance with Otis Elevator to clean up the corrosion on the oil line, replace the Victaulic fitting, paint the affected areas, readjust the stopping point and put in sump pump protection per

inspection report, at a cost not to exceed \$3,925.00, based upon a 50% down payment and final payment upon completion of work, subject to the approval of the Town's attorney.

On a motion by Councilmember Michael McLoughlin and seconded by Councilmember Gary Squires, the following **Resolution #21-33 – Authorization to Enter into Contract with The LA Group – Updating Comprehensive Plan**, was adopted by vote: Supervisor Thomas Wood - aye, Councilman Michael McLoughlin – aye, Councilman James Jennings – aye, Councilman Gary Squires - aye, Councilwoman Ruth Drumm - aye.

Carried 5 – 0.

WHEREAS the Town Board, of the Town of Saratoga, finds it in the best interest of the Town to update its 2002 Comprehensive Plan; and

WHEREAS, the Town of Saratoga received a \$7,100 grant from Saratoga County to update the Comprehensive Plan; now, therefore be it

RESOLVED, that the Town Board of the Town of Saratoga hereby authorizes the Town Supervisor to enter into contract with the LA Group, for the Town of Saratoga 2021 Comprehensive Plan Update, at a cost not to exceed \$15,000.00.

On a motion by Councilmember Gary Squires and seconded by Councilmember James Jennings, the following **Resolution #21-34 – Authorization to Sign a Contract with Hudson River Valley Greenway Grant for the \$40,000 Trail Planning Grant**, was adopted by vote: Supervisor Thomas Wood - aye, Councilman Michael McLoughlin – aye, Councilman James Jennings – aye, Councilman Gary Squires - aye, Councilwoman Ruth Drumm - aye.

Carried 5 – 0.

RESOLVED, that the Town Board of the Town of Saratoga, authorizes the Town Supervisor to sign a contract with the Hudson River Valley Greenway Grant program to accept the \$40,000 Trail Planning Grant, in order to develop a plan for a trail from Wilbur Rd. to the South Trailhead.

On a motion by Councilmember Michael McLoughlin and seconded by Councilmember Ruth Drumm, the following **Resolution #21-35 – Board of Assessment Review (BAR) Reappointment – Wendy Lukas**, was adopted by vote: Supervisor Thomas Wood - aye, Councilman Michael McLoughlin – aye, Councilman James Jennings – aye, Councilman Gary Squires - aye, Councilwoman Ruth Drumm - aye.

Carried 5 – 0.

WHEREAS, the term of Wendy Lukas, member of the Board of Assessment Review (BAR), expired on September 30, 2020; now, therefore, be it

RESOLVED, that the Town Board of the Town of Saratoga hereby reappoints Wendy Lukas to the B.A.R. for a 5 year term from 02/08/2021 – 09/30/2026.

On a motion by Councilmember Ruth Drumm and seconded by Councilmember Michael McLoughlin, the following **Resolution #21-36 – ZBA Appointment – Rick Burke**, was adopted by vote: Supervisor Thomas Wood - aye, Councilman Michael McLoughlin – aye, Councilman James Jennings – aye, Councilman Gary Squires - aye, Councilwoman Ruth Drumm - aye.

Carried 5 – 0.

WHEREAS, the Town of Saratoga Zoning Board of Appeals is in need of an

Alternate Member, as Mark Solan moved to a Full Member position last year; now, therefore, be it

RESOLVED, that the Town Board of the Town of Saratoga hereby appoints Rick Burke as Alternate Member to the Zoning Board of Appeals, fulfilling the 5 year term of Mark Solan (08/24/2020 – 12/31/2025), beginning 02/08/2021 – 12/31/2025.

Communications: Supervisor Thomas Wood encourages everyone to get the COVID-19 vaccination and added they are expanding the list of senior citizens and asked residents to share names, addresses and telephone numbers with Sherry Doubleday and himself.

Privilege of the floor: No one spoke.

❖ **Upcoming meetings:** Regular Remote Zoom Town Board meeting – Monday, March 8, 2021 at 6:00 p.m.

On a motion by Councilmember James Jennings, seconded by Councilmember Michael McLoughlin, the following **Resolution #21-37 – Contract Renewal for Professional Auditing Services with BST & Co. CPAs, LLP**, was adopted by vote: Supervisor Thomas Wood - aye, Councilman Michael McLoughlin – aye, Councilman James Jennings – aye, Councilman Gary Squires - aye, Councilwoman Ruth Drumm - aye.
Carried 5 – 0.

WHEREAS, the Town Board of the Town of Saratoga is required to conduct an annual audit of the Town’s financial operations unless the services of a CPA are engaged (Town Law, §123); and

WHEREAS, the Town Board of the Town of Saratoga has contracted with BST & Co. CPAs, LLP for the past three years and has been satisfied with their performance; now therefore, be it

RESOLVED by the Town Board of the Town of Saratoga, to renew the contract for three years with BST Co. CPAs, LLP for continued auditing services, in the amount of \$12,750.00 for 2020, \$13,000.00 for 2021 and \$13,250.00 for 2022. The fees are fixed rates for said years with an increase approximating 2% per year.

Audit the Bills:

On a motion by Councilmember Michael McLoughlin seconded by Councilmember Gary Squires, the following **Resolution #21-38 – Approving the Payment of Bills – Abstract 15G of 2020**, was adopted by vote: Supervisor Thomas Wood - aye, Councilman Michael McLoughlin – aye, Councilman James Jennings – aye, Councilman Gary Squires - aye, Councilwoman Ruth Drumm - aye.

Carried 5 – 0.

RESOLVED, by the Town Board of the Town of Saratoga to authorize payment of the bills listed in **Abstract 15G of 2020 in the following amounts:**

General Fund A	No. 987-989, 994, 997, 998	\$ 4,591.97
General Fund B	No. 999 & 1000	\$ 1,971.25
Schuyler Park	No. 990	\$ 2,962.50
HH	No. 991 – 993	<u>\$ 4,310.69</u>
(Historic Hudson Hoosic Rivers)		

Grand Total \$ 13,836.41

On a motion by Councilmember Ruth Drumm and seconded by Councilmember Michael McLoughlin, the following **Resolution #21-39 - Approving the Payment of Bills in Abstract 2G of 2021**, was adopted by vote: Supervisor Thomas Wood - aye, Councilman Michael McLoughlin – aye, Councilman James Jennings – aye, Councilman Gary Squires - aye, Councilwoman Ruth Drumm - aye.

Carried 5– 0.

RESOLVED, by the Town Board of the Town of Saratoga to authorize payment of the bills listed in **Abstract 2G of 2021 in the following amounts:**

General Fund DB	No. 59 - 81	\$ 18,803.94
General Fund A	No. 35, 36, 40-42, 56-58, 82-100	\$ 18,932.60
General Fund B	No. 101 - 102	\$ 848.88
Schuyler Park	No. 55	\$ 72.09
HH	No. 103	<u>\$ 52.08</u>
(Historic Hudson Hoosic Rivers Partnership)		

Grand Total \$ 38,709.59

A motion was made by Councilmember Michael McLoughlin and seconded by Councilmember James Jennings, **to Enter into Executive Session at 7:08 p.m. to discuss personnel issues. No action will be taken.** Supervisor Thomas Wood - aye, Councilman Michael McLoughlin – aye, Councilman James Jennings – aye, Councilman Gary Squires - aye, Councilwoman Ruth Drumm - aye.

Carried 5 - 0

A motion was made by Councilmember Michael McLoughlin and seconded by Councilmember Ruth Drumm, **to Exit Executive Session at 7:48 p.m. No action was taken.** Supervisor Thomas Wood - aye, Councilman Michael McLoughlin – aye, Councilman James Jennings – aye, Councilman Gary Squires - aye, Councilwoman Ruth Drumm - aye.

Carried 5 – 0

A motion was made by Councilmember Michael McLoughlin and seconded by Councilmember Gary Squires, **to adjourn the meeting at 7:49 p.m.** Supervisor Thomas Wood - aye, Councilman Michael McLoughlin – aye, Councilman James Jennings – aye, Councilman Gary Squires - aye, Councilwoman Ruth Drumm - aye.

Carried 5 - 0

Meeting Adjourned

Respectfully Submitted,

Linda A. McCabe
Town Clerk