

**TOWN OF SARATOGA TOWN BOARD  
DRAFT MEETING MINUTES  
12 SPRING ST., SCHUYLERVILLE, NY  
July 12, 2021  
6:00 P.M.**

Supervisor Thomas Wood opened the meeting at 6:00 p.m. with the Pledge of Allegiance.

**Roll call:** Town Clerk, Linda McCabe, called the roll: Supervisor Thomas Wood- present, Councilman Michael McLoughlin – present, Councilman James Jennings – absent, 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., Drew Alberti and Pat Temple.

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

**Approval of Minutes:** A motion was made by Councilmember Ruth Drumm and seconded by Councilmember Michael McLoughlin, **to accept the minutes of the June 14, 2021 Remote Town Board meeting as written.** Supervisor Thomas Wood - aye, Councilman Michael McLoughlin – aye, Councilman James Jennings – absent, Councilman Gary Squires - aye, Councilwoman Ruth Drumm - aye.

**Carried 4 – 0**

**Town Clerk’s report for June 2021:** Fees paid to the NYS Dept. of Agriculture and Markets for the Animal Population Control Program \$31.00. Fees paid to New York D.E.C. for hunting and fishing licenses \$33.06. Fees paid to the New York State Health Department for Marriage licenses \$22.50. Dog license fees to Supervisor Thomas Wood \$130.00. Clerk fees to Supervisor Thomas Wood \$199.44. Total State and Local Revenues received were \$416.00.

**Zoning Officer’s report for June 2021:** 16 Building Permits, 27 Building Inspections, 5 Certificates of Occupancy, 0 Junkyard Permit, 0 Complaints, 0 Fire Inspections, 1 Order to Remedy, 3 misc., 3 Building Permit Renewals and 0 Property Maintenance Inspections. A check for \$3,046.50 was given to Supervisor Thomas Wood.

**Dog Control officer’s report for June 2021:** Ed Cross, Dog Control Officer answered 14 complaints, took 0 dog to the shelter, 0 bite case, traveled 24 miles, issued 0 warnings and 0 summonses.

**Town Court report for June 2021:** 29 Traffic tickets closed, 4 Criminal/penal law cases closed, 3 DWI case closed, 1 Town case closed (no mention of dog cases), with the court collecting \$5,400.00 in fees & fines.

**Tax Collector:** *Any & all questions you have concerning unpaid taxes & proper amount due, should be directed to the County Treasurer’s office at: #518-884-4724.*

**Historian’s report for June 2021:** No report

**Assessor’s report June 2021:** No report.

**Highway Superintendent's report for June 2021:**

- Mowing roadsides and trails, addressing sagging and damaged signs
- Hauled millings and stockpiled at garage from Rt. 29 project
- Added no parking area and repaired sink hole in Town Hall parking lot
- Sent truck 3 out for rear spring repair
- Inspections completed on trucks 5, 3, 2, 1 and transport trailer
- Pick up 1 filter maintenance and front brake pads
- Front hubs, bearings, rotors and filter maintenance done on pup-4
- Hauled crusher run for Rt. 4 trail and boat launch
- Also removed stumps from launch parking area
- Blacktopped on: Saratoga Lake Rd., Hill Rd., Brown Rd
- Used trucks from Stillwater, Wilton, Malta, Providence and Northumberland
- Blended driveways and marked center line for striping
- Received new 2021 loader and had radio installed

**Supervisor's report for June 2021:**

**SUPERVISOR'S REPORT JUNE 2021**

**GENERAL FUND – TOWNWIDE (A FUND)**

Balance on hand 6/1/2021	\$1,145,319.77
Revenues	+ 17,326.96
Disbursements	<u>- 92,506.05</u>
Balance 6/30/2021	\$1,070,140.68

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

Balance on hand 6/1/2021	\$1,612,127.15
Revenues	+ 10,303.71
Disbursements	<u>- 8,973.53</u>
Balance 6/30/2021	\$1,613,457.33

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

Balance on hand 6/1/2021	\$1,031,634.99
Revenues	+ 123,461.17
Disbursements	<u>- 90,737.79</u>
Balance 6/30/2021	\$1,064,358.37

SCHUYLER PARK CAPITAL PROJECT 6/30/2021	\$ 192,200.50
YOUTH RECREATION & SERVICE 6/30/2021	\$ 8,673.85
HIGHWAY EQUIPMENT RESERVE 5/30/2021	\$ 302,471.64
BUILDING RESERVE 6/30/2021	\$ 411,936.57
TRUST & AGENCY 6/30/2021	\$ 27,629.43
HOME IMPROVEMENT GRANT 2 6/30/2021 (holding checks until funds are deposited)	\$ 113.53
HISTORIC HUDSON HOOSICK RIVER P'SHP 6/30/2021	\$ 7,154.50

CDBG PROJECT 6/30/2021	\$ 11.76
SCENIC BY WAYS QRTRLY 6/30/2021	\$ 311.85
PARKS RESERVE 6/30/2021	\$ 426,956.55
PROPERTY TAX CAP RESERVE 6/30/2021	\$ 1,311.32
GFNB Certificate of Deposit 6/30/2021	\$ 753,145.78
NYCLASS 6/30/2021	\$ 702,146.09

**Sales Tax Received June 2021-** \$123,426.00

**Mortgage Tax Received May 2021-** \$17,695.00

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

**Committee reports:**

**Landfill:** No report

**Insurance:** No report. Supervisor Thomas Wood stated that the Town's insurance company, NYMIR, has identified a number of things they'd like the Town offices to do to meet their cyber policy requirements. We will have staff training conducted by Chris Dudek to bring everyone up to date with cyber security. Dave Meager, our insurance representative, believes we will meet all requirements for the cyber security policy update once we complete training.

**Youth:** No report

**Senior Citizens:** No report

**Park Committee:** No report

**Office of Emergency Management (OEM):** No report.

**QSFD May 2021 Reports:** Fire Chief Don Ormsby reported that Quaker Springs Fire Department has had a total of 52 calls to date.

**WEMS May 2021:** No report

**Old Business:**

Supervisor Thomas Wood stated that Tim Blanchard has begun the installation of the door to the new storage room on the first floor of the Town Hall, which should soon be complete. He then asked Drew Alberti of Flatley Read to speak to the Board on the Affordable Housing Grant.

Drew Alberti spoke to the Board, noting that he sent the wrong name of the grant to the Clerk for the upcoming resolution, the correct title should be Home Improvement Grant, not Mobile & Manufactured Home Replacement. He stated they've now closed out the 2019 Mobile & Manufacturing Home program. He then said two years ago they applied for an Affordable

Housing Corporation Grant and hadn't heard anything, perhaps due to the pandemic and the lengthy shutdown that took place. He recently called to question where that grant stood and was told we'd been awarded the \$300,000 Affordable Housing Grant, which is good news. He said they are awaiting word of a Mobile & Manufacturing Grant in the amount of \$800,000 through the AHC and reviewed the differences between the HUD grants and the AHC grants with the Board. This new grant is state funded, not HUD, which allows more money of the grant to be used for severely dilapidated homes. The benefits to the Town are better, as with this there is a 10 year recapture period and a lifetime cap total of \$60,000 on individual structures. These benefits are some of what the Town has previously asked for. The total cost to the Town for this application is \$1,000. He then asked if there were any questions he could answer; there were none. Supervisor Thomas Wood thanked him.

Supervisor Thomas Wood stated as the Board heard Drew Alberti's review and had no questions, they should proceed with the resolution concerning the grant:

On a motion by Councilmember Michael McLoughlin and seconded by Councilmember Gary Squires, the following **Resolution #21-67 – Authorizing Flatley Read to apply for a \$300,000 Home Improvement Grant**, was adopted by vote: Supervisor Thomas Wood - aye, Councilman Michael McLoughlin – aye, Councilman James Jennings – absent, Councilman Gary Squires - aye, Councilwoman Ruth Drumm - aye.

**Carried 4 – 0**

**WHEREAS**, the Town Board of the Town of Saratoga finds it in the best interest of the Town to seek grant funding for community revitalization in the Town of Saratoga; and

**WHEREAS**, the NYS Affordable housing Corporation provides funding for such projects to municipal applicants; and

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

**WHEREAS**, the proposed Home Improvement Program will help support continued sustainable economic growth in the community by alleviating pockets of blight throughout the Town; now, therefore, be it

**RESOLVED**, that the Town Board of the Town of Saratoga has agreed to submit NYS Homes & Community Renewal funding applications for Home Improvement Program through NYS AHC prepared by Flatley Read, Inc. at a cost of \$1,000 and as such, the Town 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.

**New business:**

American Rescue Plan Act: Supervisor Thomas Wood stated the federal government has allocated money to all states, known as the American Rescue Plan Act Coronavirus Local Fiscal Recovery Fund, or ARPA. He stated the American Rescue Plan Act (ARPA) money is based upon population and the 2020 budgets, the more population the more money a community receives. All villages, cities, towns, counties and states in our country will be receiving this money. The Town of Saratoga was first estimated to receive \$600,000 with part of that to go to both villages, based upon their populations. He has now been notified that the town will receive a total of \$387,953.00. The Town will receive 50% this year and 50% next year. The Village of Schuylerville has or will receive an estimated total of \$130,000 and Village of Victory an estimated total of \$40,000, each receiving 50% of the money this year and 50% next year. The recipient municipalities must follow government specifications as outlined in their plan; no

deviations allowed. The government has provided a list of the five areas in which the allocated funds may be spent, due to a loss of revenue because of COVID. Those five areas are:

1. Replace Loss Revenue due to COVID/Address Negative Economic Impacts
2. Support Public Health Response
3. Expanding Broadband infrastructure
4. Water and Sewer Infrastructure for communities with public water and sewer
5. Premium Pay for Essential Workers

Councilman Gary Squires questioned how that's controlled, for example, how do they control broadband with Spectrum owning the rights to that?

Supervisor Thomas Wood responded he was unsure but the county is hiring a consultant to help communities through the process. The communities receive the money up front and must be cautious on how they spend it, because if it is spent on the wrong thing, the community will have to pay it back. The federal government has moved the money to all the states and each state has 60 days to disperse the funds to all their communities' municipal offices.

On a motion by Councilmember Gary Squires and seconded by Councilmember Ruth Drumm, the following **Resolution #21-66 – Approving Lease Agreement for Office 1E and Office 103 – Clark Brink, CB Enterprises of Saratoga**, was adopted by vote: Supervisor Thomas Wood - aye, Councilman Michael McLoughlin – aye, Councilman James Jennings – absent, Councilman Gary Squires - aye, Councilwoman Ruth Drumm - aye.

**Carried 4 – 0**

**WHEREAS**, the Tenant wishes to lease Suite 203, Office 1E, second floor, north wing, 12 Spring St., Schuylerville, New York and Suite 103, first floor, north wing, 12 Spring St., Schuylerville, New York; and

**WHEREAS**, it is the mutual desire of both the Landlord and the Tenant that the Tenant lease said offices, beginning August 1, 2021 through July 31, 2024; now, therefore, be it

**RESOLVED**, that the Town of Saratoga Town Supervisor is authorized to enter into a lease agreement with Clark Brink, for the 1E Office and Suite 103, commencing on August 1, 2021:

**Year One** - The sum of \$1000.00 will be due and payable on the first day of each and every month for one year, and as additional rent, the Tenant will pay an amount equal to 10% of the monthly utility bills of the 2nd floor, north wing and 10% of the monthly utility bills of the 1<sup>st</sup> floor. The Tenant agrees to pay this additional rent within five business days of receiving written notice by the Landlord of the amount due, as set forth under this lease agreement; and

**Year Two** - The sum of \$1025.00 will be due and payable on the first day of each and every month for one year, and as additional rent, the Tenant will pay an amount equal to 10% of the monthly utility bills of the 2nd floor, north wing and 10% of the monthly utility bills of the 1<sup>st</sup> floor. The Tenant agrees to pay this additional rent within five business days of receiving written notice by the Landlord of the amount due, as set forth under this lease agreement; and

**Year Three** - The sum of \$1050.00 will be due and payable on the first day of each and every month for one year, and as additional rent, the Tenant will pay an amount equal to 10% of the monthly utility bills of the 2nd floor, north wing and 10% of the monthly utility bills of the 1<sup>st</sup> floor. The Tenant agrees to pay this additional rent within five business days of receiving written notice by the Landlord of the amount due, as set forth under this lease agreement until the lease is terminated; and be it 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.

Supervisor Thomas Wood stated that **Resolution #21-68 – Authorizing Increased Hours for Court Clerk**, will be discussed in Executive Session and if any action were to take place, it will be done when they exit Executive Session.

**Communications:** None

**Privilege of the floor:** No one spoke.

❖ **Upcoming meetings:** Regular Town Board meeting – Monday, August 9, 2021 at 6 p.m. in the Town Hall.

On a motion by Councilmember Michael McLoughlin and seconded by Councilmember Gary Squires, the following **Resolution #21-69 – Audit the Bills – Abstract 7G**, was adopted by vote: Supervisor Thomas Wood - aye, Councilman Michael McLoughlin – aye, Councilman James Jennings – absent, Councilman Gary Squires - aye, Councilwoman Ruth Drumm - aye.

**Carried 4– 0**

**RESOLVED**, by the Town Board of the Town of Saratoga to authorize payment of the bills listed in **Abstract 7G of 2021 in the following amounts:**

<b>General Fund DB</b>	<b>No. 492 - 507</b>	<b>\$219,788.39</b>
<b>General Fund A</b>	<b>No. 468, 469, 473, 485, 487- 489, 508 – 534</b>	<b>\$ 25,441.90</b>
<b>General Fund B</b>	<b>No. 491, 535 - 538</b>	<b>\$ 3,981.26</b>
<b>H Schuyler Park</b>	<b>No. 472, 540 - 541</b>	<b>\$ 774.25</b>
<b>CDBG</b>	<b>No. 542 - 545</b>	<b>\$ 72,605.52</b>
<b>HH</b>	<b>No. 467, 490, 546 - 552</b>	<b><u>\$ 17,054.66</u></b>
<b>(Historic H-HR Partnership)</b>		

**Grand Total \$ 339,645.98**

A motion was made by Councilmember Gary Squires, seconded by Councilmember Ruth Drumm, **to Enter into Executive Session at 6:41 p.m. to discuss personnel and tenant issues.** Supervisor Thomas Wood - aye, Councilman Michael McLoughlin – aye, Councilman James Jennings – absent, Councilman Gary Squires - aye, Councilwoman Ruth Drumm - aye.

**Carried 4 - 0**

A motion was made by Councilmember Michael McLoughlin and seconded by Councilmember Gary Squires, **to Exit Executive Session at 8:08 p.m.** Supervisor Thomas Wood - aye, Councilman Michael McLoughlin – nay, Councilman James Jennings – absent, Councilman Gary Squires - nay, Councilwoman Ruth Drumm - aye.

**Carried 4 – 0**

On a motion by Councilmember Michael McLoughlin and seconded by Councilmember Gary Squires, the following **Resolution #21-68 – Appointing Part-time Court Clerk Bonnie Williams to Full-time Court Clerk**, was denied by vote: Supervisor Thomas Wood - aye, Councilman Michael McLoughlin – nay, Councilman James Jennings – absent, Councilman Gary Squires - nay, Councilwoman Ruth Drumm - aye.

**Denied 2 - 2**

**WHEREAS**, the Town Board has been informed by the Town Court that there have been

increased court regulations and requirements, and the court finds the need for more clerk hours to accomplish the increased work; now, therefore, be it

**RESOLVED**, that the part time court clerk position of Bonnie Williams be increased to a full time position with a maximum of 30 hours per week and; and be it further

**RESOLVED**, it is mandatory that Bonnie Williams completes the task of cross training part time court clerk Jennifer Johnston to full knowledge of all increased requirements, regulations and procedures, so she has the ability to perform all of the required duties of a court clerk, if and when needed.

A motion was made by Councilmember Ruth Drumm and seconded by Councilmember Michael McLoughlin, **to adjourn the meeting at 8:08 p.m.** Supervisor Thomas Wood - aye, Councilman Michael McLoughlin – aye, Councilman James Jennings – absent, Councilman Gary Squires - aye, Councilwoman Ruth Drumm - aye.

**Carried 4 - 0**

**Meeting Adjourned**

Respectfully Submitted,

Linda A. McCabe  
Town Clerk