

**TOWN OF SARATOGA TOWN BOARD
DRAFT MEETING MINUTES
12 SPRING ST., SCHUYLERVILLE, NY
March 8, 2021
6:00 P.M.**

Supervisor Thomas Wood opened the meeting at 6:00 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: Planning Chairman Ian Murray, Deputy Town Clerk Michelle Conover, Building Inspector/Zoning Officer Gil Albert, Highway Superintendent Don Ormsby Jr., Town Attorney William Reynolds, Bookkeeper Pat Temple, Tracey Clothier and Paul Murphy.

Recognitions/Presentations/ Bid openings/Public Hearings: Supervisor Thomas Wood stated the Town's Comprehensive Plan of 2002 has been in need of updates for some time now and the Town is now moving forward with those updates. The Town received a \$7,100 matching grant from Saratoga County to update the Comprehensive Plan. He has since reached out to Tracey Clothier, The LA Group, to help with the updates as The LA Group prepared the original Comprehensive Plan. Supervisor Thomas Wood then introduced Tracey Clothier, The LA Group, who presented the following proposed outline for the updates to the original Comprehensive Plan:

1. Form a Comprehensive Plan Update Committee comprised of:
 - Core Group: Will approve subjects to update and outline zoning revisions
Members: Ian Murray, Gil Albert, Charlie Hanehan, Tom Wood, Bill Moreau.
 - Advisory Group: To identify topics and review and comment on suggested revisions
Members: Town Board, Planning Board, Zoning Board, Agricultural Committee.

2. Process:

Core Group Meeting #1

Review community trends and issues (Tracey will prepare); Identify and discuss topics to address in the plan and needed graphics (questionnaire to be sent out to Core and Advisory Groups)

Prepare meeting summary and share with Advisory Group.

Proposed Date: Monday, March 22

Core Group Meeting #2

Review comments from Advisory Group.

Discuss recommendations and alternatives.

Prepare meeting summary and share with Advisory Group.

Proposed Date: Monday, April 26

Core Group Meeting #3

Review comments from Advisory Group.

Finalize recommendations and prepare Draft Plan.

Prepare meeting summary and share with Advisory Group.

Proposed Date: Monday, May 24

3. Public Outreach

- Presentation of Draft Plan for public at Town Board meeting.
- Post Draft Comprehensive Plan Update on town website.
- Post Final Comprehensive Plan Update on town website.

Draft List of Committee Members:

Core Committee Members

Tom Wood, Ian Murray, Gil Albert, Charlie Hanehan and Bill Moreau.

Advisory Committee Members

Town Board: Supervisor Thomas N. Wood III, Councilman Michael McLoughlin, Councilwoman Ruth Drumm, Councilman James Jennings, Councilman Gary Squires.

Planning Board: Ian Murray, Laurie Griffen, Patrick Hanehan, Robert McConnell, Joe Lewandowski, George Olsen, Chris Koval, Walter Borisenok.

Zoning Board of Appeals: William Moreau, Clifford Hanehan, Chris Benn, Thomas Carringi, Steve Mehan, Mark Sullivan, Mark Solan, Rick Burke.

Agricultural Committee: Wayne Bakken, Nate Darrow, Laurie Griffen, Marty Hanehan, Chris Koval, Ken Macica, Joe McMahon; Jamie O'Neill, Maria Trabka, Wayne Wood.

Tracey Clothier then stated public comments should be directed to the Supervisor or herself, adding the first step can take 3 – 6 months to complete.

Supervisor Wood stated it's a good first step. He added that once the first step is completed, the County is offering another round of grants to continue with step two.

Chairman Ian Murray added the Town has a good working document and fine tuning the existing Comprehensive Plan is a good approach. The small groups are a good idea.

Zoning Officer Gil Albert agreed that fine tuning the Comprehensive Plan is what's needed.

Councilman Gary Squires questioned if they'd like the public questions in writing and Tracey Clothier responded yes, they'll put together a questionnaire and she'll be looking at what's been happening in the Town during 2002 – 2020 and put together a small report and schedule a meeting.

Supervisor Thomas Wood thanked Tracey Clothier.

Approval of Minutes: A motion was made by Councilmember Gary Squires and seconded by Councilmember Ruth Drumm, **to accept the minutes of the February 8, 2021 Remote Town Board 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 February 2021: Fees paid to the NYS Dept. of Agriculture and Markets for the Animal Population Control Program \$37.00. Fees paid to New York D.E.C. for hunting and fishing licenses \$0. Fees paid to the New York State Health Department for Marriage licenses \$0. Dog license fees to Supervisor Thomas Wood \$170.00. Clerk fees to Supervisor Thomas Wood \$230.00. Total State and Local Revenues received were \$437.00.

Zoning Officer's report for February 2021: 4 Building Permits, 21 Building Inspections, 7 Certificates of Occupancy, 0 Junkyard Permits, 0 Complaints, 0 Fire Inspections, 0 Order to Remedy, 3 misc., 1 Building Permit Renewal and 0 Property Maintenance Inspections. A check for \$935.00 was given to Supervisor Thomas Wood.

Dog Control officer's report for February 2021: Ed Cross, Dog Control Officer answered 17 complaints, took 0 dogs to the shelter, 1 bite case, traveled 37 miles, issued 10 warnings and 0 summons.

Town Court report for February 2021: No report.

Tax Collector's report for February 2021: As of March 5, 2021: 2,808 residents paid their tax bills, which makes 85% of taxes have been collected. Total amount collected, with penalties, is \$3,272,769.56.

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

Historian's report for February 2021: The Historian has been researching and writing, including articles and social media posts, on Archaeologist David Starbuck, Saint Isaac Joques, the Liberator newspaper, a series of 1870 photographs of Schuylerville and St. Patrick's Day in 1898. The articles have been distributed and reprinted in various newspapers and websites in the region. He continues working on listing important events of 2020 in the Town. He also has worked on professional development through zoom classes and has taken on the responsibility of 2nd Vice President of the Saratoga County History Center. As such, he is working with the center on an exhibit of some of the earliest photos (1876) from here. There will be another exhibit on rural stores, which will include the Banner Store of Quaker Springs and the Ham Store of Grangerville. He's also the project manager for the republishing of the 1861 Atlas of Saratoga County, NY which includes Victory.

Assessor's report February 2021: No report.

Highway Superintendent's report for February 2021: The following maintenance & repairs were completed:

- ❖ Filters, air dryer and compressor on truck 9
- ❖ LED tail lights on truck 4
- ❖ Front spring repair on truck 3
- ❖ Sidewinder hydraulic hose on truck 6
- ❖ EGR valve on truck 2
- ❖ Rear flasher lights and sidewinder hydraulic ram for truck 5
- ❖ Front hub gaskets on backhoe
- ❖ Filter and fluids changed on gradall, boom tractor, grader, both rollers and dozer
- ❖ Cleaned trucks
- ❖ Sign repairs and pot hole patching
- ❖ Replaced the town hall flag
- ❖ Sanded for 7 and plowed for 9 storms
- ❖ Seeking permission to purchase a new truck to replace truck 5

Supervisor's report for February 2021:

SUPERVISOR'S REPORT FEBRUARY 2021

GENERAL FUND – TOWNWIDE (A FUND)

Balance on hand 2/1/2021	\$ 567,227.36
Revenues	+ 9,120.12
Disbursements	- <u>86,643.77</u>
Balance 2/28/2021	\$ 489,703.71

GENERAL FUND – OUTSIDE VILLAGE (B FUND)

Balance on hand 2/1/2021	\$1,729,788.70
Revenues	+ 154,137.42
Disbursements	- <u>4,284.33</u>
Balance 2/28/2021	\$1,879,641.79

HIGHWAY FUND – OUTSIDE VILLAGE (DB FUND)

Balance on hand 2/1/2021	\$ 821,890.95
Revenues	+ 101.44
Disbursements	- <u>39,319.47</u>
Balance 2/28/2021	\$ 782,672.92

SCHUYLER PARK CAPITAL PROJECT 2/28/2021	\$ 164,279.65
YOUTH RECREATION & SERVICE 2/28/2021	\$ 8,673.85
HIGHWAY EQUIPMENT RESERVE 2/28/2021	\$ 302,357.56
BUILDING RESERVE 2/28/2021	\$ 436,771.47
SCENIC BY WAYS QRTRLY 2/28/2021	\$ 311.77
PARKS RESERVE 2/28/2021	\$ 26,956.55
TRUST & AGENCY 2/28/2021	\$ 29,397.90
HOME IMPROVEMENT GRANT 2 2/28/2021 (holding checks until funds are deposited)	\$ 113.53
HISTORIC HUDSON HOOSICK RIVER 2/28/2021 PARTNERSHIP	\$ 10,906.77
PROPERTY TAX CAP RESERVE 2/28/2021	\$ 1,311.00
CDBG PROJECT 2/28/2021	\$ 352.55
GFNB Certificate of Deposit 2/28/2021	\$ 502,780.74
NYCLASS 2/28/2021	\$ 702,005.60

Sales Tax Received January 2021- \$96,347.00

Mortgage Tax Received January 2021- \$26,189.00

Public comments on agenda items: No comments

Committee reports:

Landfill: No report.

Insurance: No report.

Youth: No report.

Senior Citizens: No report.

Park Committee: No report.

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

WEMS, QSFD Reports:

Fire Chief Don Ormsby reported that Quaker Springs Fire Department has had a total of 20 calls this year. He stated they held elections for line and desk officers as well.

Nash Alexander submitted the following: They had 22 calls for the Town of Saratoga, 10 calls for the Village of Schuylerville and 1 call for the Village of Victory. On March 9, 2021 they will vaccinate residents at the Schuyler Manor. They will continue to provide COVID-19 vaccinations to residents as long as they receive the vaccines.

Old Business: Supervisor Thomas Wood noted there has been communication between Town Attorney William Reynolds and Saratoga Plan concerning the Two Brothers Park property. Legal documents have been obtained and the Town will be ready to move forward when it's time.

Supervisor Thomas Wood noted he's been in communication with the State Police in regards to their request for a keyless & locked entry to the Town Hall lobby. After contacting Allerdice for an estimate on such lock, Town Clerk Linda McCabe was told the cost would exceed \$400. Supervisor Thomas Wood told the State Police that the Town office would need the passcode, as well as the Fire Department for safety purposes. The State Police were uncertain of that and said they won't pay for the requested new locks. They decided a lock-box would suffice on the outside of the building, but again, they don't want to pay for it and expect the Town to carry the expense. Building Inspector/Zoning Officer Gil Albert suggested a good compromise would be to have the State Police purchase the lock box they want and the Town can install it for them. The Board agreed the State Police should purchase the one they want and the Town will take care of the installation at no cost to them.

New business: Highway Superintendent Don Ormsby and the Board discussed the new automatic 2022 Volvo truck and Zwack box the highway department would like to purchase. He said if he can get the numbers in now, he'll be able to take delivery of it by September. He said it comes with a one year warranty, but he'd also like to purchase the 7 year warranty if cost effective, he just needs to see the numbers. He noted the truck will be serviced in Albany. Highway Superintendent Don Ormsby stated he anticipates getting 20 years out of the new Volvo truck and employee Craig Southerland will be driving this vehicle. He then stated he needs a permissive referendum as well as the money to be moved for the purchase. Councilmember James Jennings made the following motion **(which will be Resolution 21-46):*

A motion was made by Councilmember James Jennings, seconded by Councilmember Michael McLoughlin, **authorizing Highway Superintendent Don Ormsby to order the truck as specified, subject to a 30 day permissive referendum and to have the funds transferred for the highway purchase.** Supervisor Thomas Wood - aye, Councilman Michael McLoughlin – aye, Councilman James Jennings – aye, Councilman Gary Squires - aye, Councilwoman Ruth Drumm - aye. **Carried 5 – 0**

Supervisor Thomas Wood stated the Garden Club wants permission to hold their flower show in the Schuyler Room and lobby on July 23rd. After a discussion with the Board, they decided since the Town Hall is closed to the public at this time, to suggest that the Garden Club should try the Hudson Crossing Park, the Schuyler House, Schuyler Park or the Youth Center at Ft. Hardy Park, as they have large outside areas.

Supervisor Thomas Wood reminded everyone that the Saratoga County IDA would be holding their public hearing on the Victory Mill project tomorrow, March 9, 2021 at 8:35 a.m. He said the overall project stays the same with 186 units. The codes for joining the public hearing are: One Tap Mobile 1- 646 – 558 - 8656 US (New York) or download ZOOM - Meeting ID: 829 0260 0331
Passcode: 912158

Supervisor Thomas Wood stated Saratoga Plan had received a \$10,000 grant for work on the Siege Trail. They had talked with Anvil Fencing and they were going to donate used fencing but that has fallen through and Saratoga Plan has asked the Town to gift them \$1500 to purchase new fencing for the trail.

A motion was made by Councilmember Michael McLoughlin, seconded by Councilmember Gary Squires, **to gift \$1500 to Saratoga Plan for the purchase of fencing to finish the project, in support of the Siege Trail.** Supervisor Thomas Wood - aye, Councilman Michael McLoughlin – aye, Councilman James Jennings – aye, Councilman Gary Squires - aye, Councilwoman Ruth Drumm - aye.
Carried 5 - 0

On a motion by Councilmember James Jennings and seconded by Councilmember Michael McLoughlin, the following **Resolution #21-40 – Authorization to enter into agreement with The LA Group to Administer and Supervise the \$40,000 Hudson River Valley Greenway Trail 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.

WHEREAS, the Town of Saratoga received a \$40,000 Hudson River Valley Greenway Grant, and

WHEREAS, the Town of Saratoga needs a professional to administer and supervise the grant; now, therefore, be it

RESOLVED, that the Town Board of the Town of Saratoga authorizes the Town Supervisor to enter into an agreement with The LA Group for the administration and supervision of the \$40,000 Hudson River Valley Greenway Grant for the conceptual trail plan.

On a motion by Councilmember Michael McLoughlin and seconded by Councilmember Gary Squires, the following **Resolution #21-41 – Fund Transfers**, 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 transfer the following funds to cover 2020 year end expenses:

- \$2,000.00 from A1990.4 Contingency, to A1320.4 Independent Audit & Accounting
- \$5,500.00 from A1990.4 Contingency, to A1620.41 Buildings Contractual
- \$1,100.00 from A1990.4 Contingency, A1335.1 to A90608.8 Employee Benefits Medical

On a motion by Councilmember James Jennings and seconded by Councilmember Gary Squires, the following **Resolution #21-42 – Standard Work Day and Reporting**, 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.

BE IT RESOLVED, that the Town of Saratoga hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees’ Retirement System based on the record of activities maintained and submitted by these officials to the clerk of this body:

**the social security numbers were omitted from minutes for safety purposes*

Title	Name	Social Security Number (Last 4 digits)	Registration Number	Standard Work Day (hrs/day)	Term Begins/Ends	Participates In Employer’s Time Keeping System (Y/N)	Days/ Month (based on Record of Activities)	Not Submitted (Check box if no record of activities completed or timekeeping system)
Elected Officials								
Town Clerk	Linda A. McCabe	xxxx	41052796	6	01/01/2020-12/31/2023	N	20/30	
Councilman	Gary Squires	xxxx	61334041	6	01/01/2020-12/31/2023	N	2.77	
Justice	Charles Sherman	xxxx	50651751	6	01/01/2020-12/31/2023	N	2.67/4.01	
Highway Supt.	Donald Ormsby Jr.	xxxx	41094632	8	01/01/2020-12/31/2023	N	20/30	
Appointed Officials								
Zoning Officer	Gilman Albert	xxxx	42340364	6	01/01/2021-12/31/2022	N	11.00	
Deputy Town Clerk	Michelle Conover	xxxx	61323044	6	01/01/2021-12/31/2022	N	20/30	
Historian	Sean Kelleher	xxxx	38892964	6	01/01/2021-12/31/2022	N	5.00	
Assessor	Lorraine Fiorino	xxxx	39285002	6	10/01/2019-09/30/2025	N	5.50	

On a motion by Councilmember Ruth Drumm and seconded by Councilmember Michael McLoughlin, the following **Resolution #21-43 – Appointing Tax Collector – Rose Decker**,

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, elected Town Tax Collector, Margaret Kirkpatrick, sadly passed away on December 31, 2020; and

WHEREAS, Margaret Kirkpatrick’s official term was 01/01/2020 through 12/31/2023; and

WHEREAS, Rose Decker worked with Margaret Kirkpatrick as her Assistant to the Tax Collector; and

WHEREAS, Rose Decker has stepped in, assuming responsibility of all Tax Collector duties; now, therefore, be it

RESOLVED, that the Town Board of the Town of Saratoga appoint Rose Decker as Tax Collector, effective immediately through December 31, 2021.

On a motion by Councilmember Michael McLoughlin and seconded by Councilmember Gary Squires, the following **Resolution #21-44 – Liquor License 30 Day Hold Waiver for Mari Be Still, Inc., dba The Alley**, 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 acknowledges that a Liquor License Application is being filed by the Mari Be Still Inc., dba The Alley, 886 Rt. 4 S., Schuylerville, NY, and in order to hasten its approval; now, therefore, be it

RESOLVED, that the Town Clerk is authorized to send a written waiver of the Town of Saratoga’s rights to the 30 day hold and that the Town of Saratoga Town Board consents to the processing and issuance of the license by the New York State Liquor Authority.

Communications:

Privilege of the floor: No one spoke.

❖ **Upcoming meetings:** Regular Remote Zoom Town Board meeting – Monday, April 12, 2021 at 6:00 p.m.

Audit the Bills:

On a motion by Councilmember Ruth Drumm and seconded by Councilmember Michael McLoughlin, the following **Resolution #21-45 - Approving the Payment of Bills in Abstract 3G 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 3G of 2021 in the following amounts:**

General Fund DB No. 174 - 190

\$ 48,377.42

General Fund A	No. 109-112, 116, 118, 131-132,	\$ 29,916.45
135-160, 1001		
General Fund B	No. 161 - 167	\$ 7,437.68
HH	No. 168 - 169	\$ 477.04
CDBG	No. 170 – 173	<u>\$ 68,116.00</u>

Grand Total \$ 154,324.59

*On a motion by Councilmember James Jennings and seconded by Councilmember Michael McLoughlin, the following **Resolution #21-46 – Approving a 30 Day Referendum and authorizing the Purchase of a 2022 Volvo Truck, Base Model VHD 64F 300, 500 HP Volvo D13 Diesel Engine, Volvo 12 Speed I Shift Automatic and a 2022 Zwack Everest SS Center Conveyor Body F&R Discharge-Plow & Wing with complete install and to transfer \$230,153.70 from Highway Reserve into DB 5130.2 Highway Equipment**, 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 Highway Superintendent Don Ormsby to go forward with ordering the new truck as specified, subject to a 30 day permissive referendum and to transfer \$230,153.70 from Highway Reserve into Highway Equipment-DB5130.2. The remaining amount of \$537.26 will come from Highway DB5130.2 account, for a total cost of \$230,690.96, delivered.

A motion was made by Councilmember Michael McLoughlin and seconded by Councilmember Gary Squires, **to Enter into Executive Session at 7:38 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 Gary Squires and seconded by Councilmember Michael McLoughlin, **to Exit Executive Session at 8:03 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 Ruth Drumm and seconded by Councilmember Michael McLoughlin, **to adjourn the meeting at 8:03 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