

**DRAFT AGENDA FOR THE ORGANIZATIONAL MEETING OF THE
TOWN OF SARATOGA TOWN BOARD**

Monday, January 13, 2025 – 7:00 p.m.

- 1. Call meeting to order**
- 2. Flag Salute**
- 3. Roll call:** Supervisor Ian Murray, Councilmember Michael McLoughlin, Councilmember Ruth Drumm, Councilmember Gary Squires, Councilmember Maxine Lautenberg
- 4. Recognitions/Presentations/ Bid openings/ Public Hearings:**
 - ❖ Recognition of Henry Kelleher
- 5. Approval of Minutes of the December 9 and December 30, 2024 meetings.**
- 6. Department Reports**
 - A. Town Clerk’s Report**
 - B. Zoning Officers Report**
 - C. Dog Control Officer’s Report**
 - D. Town Court Report**
 - E. Tax Collector**
 - F. Historian’s Report**
 - G. Assessor’s Report**
 - H. Highway Superintendent’s Report**
 - I. Supervisor’s Financial Report**
 - 1. Mortgage Tax Received - \$**
 - 2. September Sales Tax Received -\$**
 - 3. AUC Tax**
- 7. Public Comments on agenda items**
- 8. Committee reports:**
 - A. Landfill**
 - B. Insurance**
 - C. Youth**
 - D. Park Committee**
 - E. Emergency Management Office**
- 9. WEMS**
- 10. Old Business:**
- 11. New business:**

Supervisor Ian Murray introduces Resolution #25-01 - #25-22 for Organizational Annual Designations and Appointments:

- ❖ **Resolution #25-01** setting the “Rules of the Board”
 - ❖ **Resolution #25-02** setting the meeting time and place for the Town Board meetings as the 2nd Monday of each month, at 7:00 p.m.
 - ❖ **Resolution #25-03** designating Glens Falls National Bank & Trust as the official bank depository.
 - ❖ **Resolution #25-04** designating *The Saratogian* as the official newspaper for the Town.
 - ❖ **Resolution #25-05** authorizing the Supervisor to invest idle cash and NY class balances.
 - ❖ **Resolution #25-06** authorizing the Supervisor to submit claims for state aid for youth recreation programs.
 - ❖ **Resolution #25-07** authorizing the Supervisor to execute & pay contracts & annual appropriations as provided in the budget.
 - ❖ **Resolution #25-08** approving the salaries & highway scale of wages and additional benefits as set forth in the 2025 Budget.
 - ❖ **Resolution #25-09** appointing the Supervisor as Health Insurance Administrator.
 - ❖ **Resolution #25-10** authorizing the Supervisor to pay bills of utility, fuel, gas, oil, credit card & any discounted bills, without prior audit and providing that bills are presented at first available meeting for audit.
 - ❖ **Resolution #25-11** authorizing the Highway Superintendent to spend/purchase up to \$2,000.00 without prior notice to Town Board.
 - ❖ **Resolution #25-12** setting the mileage rate for actual town business at \$.70 per mile.
 - ❖ **Resolution #25-13** setting the election inspector rates at \$100 and machine custodians at \$__ per machine for Special Elections.
 - ❖ **Resolution #25-14** appointing Edward Cross as the Dog Control Officer.
 - ❖ **Resolution #25-15** appointing Miller, Mannix, Schachner & Hafner LLC as the Attorney for the Town.
 - ❖ **Resolution #25-16** appointing Gilman Albert as the Building Inspector/Code Enforcement Officer, MS-4 officer
 - ❖ **Resolution #25-17** appointing Gilman Albert as the Fire Code Officer.
 - ❖ **Resolution #25-18** appointing Linda McCabe as Clerk to the Planning Board and Clerk to the Zoning Board of Appeals.
 - ❖ **Resolution #25-19** appointing Dr. Christopher Thomas as the Health Officer.
 - ❖ **Resolution #25-20** appointing Kenneth Martin as the Engineer for the Town.
 - ❖ **Resolution #25-21** appointing Cassidie Ruzycky as part-time Assessor’s assistant.
 - ❖ **Resolution #25-22** appointing Michelle Conover Registrar of Vital Statistics,
- Supervisor Ian Murray made the following annual appointments:**
- ❖ **Deputy Supervisor** – Councilmember Michael McLoughlin
 - ❖ **Town Historian** – Sean Kelleher
 - ❖ **Deputy Town Historian** – Patricia Peck
 - ❖ **Highway Committee** – Supervisor Ian Murray, Councilmember Gary Squires
 - ❖ **Youth Committee** – Councilmember Michael McLoughlin, Councilmember Maxine Lautenberg
 - ❖ **Insurance Committee** – Supervisor Ian Murray and Councilmember Ruth Drumm
 - ❖ **Landfill Committee** – Supervisor Ian Murray, Councilmember Gary Squires
 - ❖ **Park Committee** – Supervisor Ian Murray, Councilmember Gary Squires

The following annual appointments made by elected officials and read by Supervisor Ian Murray:

- ❖ **Town Clerk Michelle Conover** appoints Emilee M. Jones as Deputy Town Clerk.
- ❖ **Town Justice Charles Sherman and Justice John McCarron** appoint Bonnie Williams and Jennifer Johnston as part-time Court Clerks.

12. Communications:

13. Public Comments

14. Upcoming Meetings:

- ❖ Regular Town Board Meeting – Monday, February 10, 2025 at 7:00 p.m.

15. Audit the Bills:

- ❖ Resolution #25- - Approving the Payment of Bills on Abstract 14G of 2024
- ❖ Resolution #25- - Approving the Payment of Bills on Abstract 1G of 2025

12. Adjourn meeting

DRAFT AGENDA SUBJECT TO CHANGE