

TOWN OF SARATOGA TOWN BOARD
DRAFT MEETING MINUTES
12 SPRING ST., SCHUYLERVILLE, NY
APRIL 14th, 2025
7:00 P.M.

Supervisor Ian Murray opened the meeting with the pledge of allegiance at 7:00 p.m.

Roll call: Town Clerk Michelle Conover, called the roll: Supervisor Ian Murray - present, Councilman Michael McLoughlin – absent, Councilwoman Ruth Drumm – present, Councilman Gary Squires – present, Councilwoman Maxine Lautenberg – present.

Also present: Deputy Town Clerk Emilee M. Jones, Building Inspector/Zoning Officer Gil Albert, Highway Superintendent Ryan Campbell.

Recognitions/Presentations/ Bid openings/Public Hearings:

Public Hearing on the Mass Gathering Permits for Saratoga Rowing Association's Regattas scheduled for April 19th, April 26th-27th, 2025 and May 10th-11th, 2025. Supervisor Ian Murray reviewed the measures taken to ensure the public's safety at the Saratoga Rowing Association's Regattas. Proof of notice in the Saratogian on April 5th having been provided, Supervisor Ian Murray opened the Public Hearing on the Mass Gathering Permits for the April 19th, April 26th -27th, 2024 and May 10th-11th, 2025 at 7:05 p.m., asking those wishing to speak to please stand at the podium, state their name and address for the record, direct their comments to the Board, and keep within the 3 minute time-frame allowed each person. Seeing as no one wished to speak, Supervisor Ian Murray, closed the public hearing at 7:06 p.m.

Approval of Minutes: A motion was made by Councilmember Michael McLoughlin and seconded by Councilmember Gary Squires, **to accept the minutes of the March 10th, 2025 Regular Town Board meeting as written.** Supervisor Ian Murray- aye, Councilman Michael McLoughlin – aye, Councilwoman Ruth Drumm – aye, Councilman Gary Squires - aye, Councilwoman Maxine Lautenberg - aye.

Carried 5-0

Town Clerk's report for March 2025: Fees paid to the NYS Dept. of Agriculture and Markets for the Animal Population Control Program \$40.00. Fees paid to New York D.E.C. for hunting and fishing licenses \$51.96. Fees paid to the New York State Health Department for Marriage licenses \$0. Dog license fees to Supervisor Ian Murray \$188.00. Clerk fees to Supervisor Ian Murray \$88.04. Total State and Local Revenues received were \$368.00.

Zoning Officer's report for March 2025: 3 Building Permits, 11 Building Inspections, 5 Certificates of Occupancy, 0 Junkyard Permits, 2 Complaints, 0 Fire Inspections, 0 Order to Remedy, 6 misc., 2 Building Permit Renewals and 0 Property Maintenance Inspections. A check for \$908.60 was given to Supervisor Ian Murray.

Dog Control officer's report for March 2025: Ed Cross, Dog Control Officer answered 12 complaints, took 0 dogs to the shelter, 0 bite cases, traveled 20 miles, issued 7 warnings and 1 summons' were issued.

Town Court report for March 2025: 34 Traffic tickets closed, 7 Criminal/penal law cases closed, 1 Civil case closed, 0 Encon/DEC closed, 1 DWI case closed, 3 Town and Dog cases closed. Supervisor Ian Murray received a check from Justice John McCarron in the amount of \$2,810.00, a check from Justice Charles Sherman in the amount of \$225.00 for a total of \$3,035.00.

Tax Collector's report for March 2025: As of April 9th, 2025, 90% of taxes have been collected, with a total to date of \$3,877,331.68. 1,904 mailed in their payments, 248 made payments on-line and 693 payments were made by wire transfer, 1 at counter and 46 at the county.

Historians Report: The Town Historian, in coordination with the Towns of Saratoga and Stillwater 250th Committee, Saratoga County Historian Lauren Roberts, and the broader Saratoga 250 Commission, continues preparations for a full calendar of commemorative events honoring the Semiquincentennial of the American Revolution. These efforts are grounded in Schuylerville and the Town of Saratoga's pivotal role in the 1777 Campaign and the Battles of Saratoga.

Upcoming Events

Two Lights for Tomorrow Initiative

Date: April 18–19, 2025

This national initiative commemorates the opening moments of the Revolution in 1775. Locally, it will be recognized with digital content and displays to connect Saratoga's legacy to the Revolution's origins.

National Historic Marker Day – Knox Marker Cleanup

Date: week of April 21, 2025

The Town of Saratoga Highway Department will clean two bronze 1926/27 Knox Trail markers as part of a national observance organized by the William G. Pomeroy Foundation and trained by NYS OPRHP.

4th Annual Turning Point Symposium & Knox Trail Tour

Date: May 3–4, 2025

Held at the Old Saratoga American Legion and throughout Schuylerville, this event will include presentations by noted historians, a historical exhibit space, and a guided "Sled Tracks of Henry Knox" bus tour that traces the route of his 1775–76 expedition.

Lafayette's Visit Bicentennial Commemoration

Date: June 29, 2025

A commemorative procession and public ceremony at Schuyler House will mark the 200th anniversary of Lafayette's return visit to Saratoga. Participating groups include the DAR, SAR, and Masonic lodges, with interpretive displays and public engagement activities planned. Saratoga NHP is a strong partner in this project.

Saratoga Knox Expedition

Dates: July 18–20, 2025

Hosted in partnership with the Grand Lodge of Massachusetts and the Grand Lodge of New York, this three-day event will include a modern camp at Fort Hardy Park and a public ceremony at Prospect Hill Cemetery, echoing the 1877 Monument Corner Stone laying.

Turning Point Parade and Historical Week Revival

Dates: August 4–8, 2025

Work is underway with parade committee partners to revive Schuylerville's historic week-long celebration. The parade, community programs, and historical interpretations will spotlight Saratoga's national significance.

Highway Department Contributions to Saratoga 250

The Town of Saratoga Highway Department, under the leadership of Superintendent Ryan Campbell, and the highway department is stepping up to provide essential logistical support for these events. Their contributions—alongside the coordination of the village of Schuylerville, led by Mayor Dan Carpenter—ensure these heritage tourism efforts are grounded in strong local partnerships.

Friday, April 11

A workshop was held at Schuyler House State Historic Site in Albany for the Town Historian and a Highway Department representative, taught by NYS OPRHP Objects Conservator Heidi Miksch. This session focused on proper bronze conservation methods for the Knox Trail Markers in advance of April's cleanup and the wider Semiquincentennial.

Friday, April 25

On National Historic Marker Day, the Town crew will clean two bronze Knox markers as part of a regional initiative supported by Saratoga County and NYS Parks.

Turning Point Symposium Preparations

The goal is to install Saratoga 250 banners prior to the May 3 event to welcome visitors to the community and visually tie the site to the national narrative of 1777.

Lafayette Bicentennial – June 27 and 30

The crew will assist with set-up, including use of the county veteran's trailer, town hall chairs, and—pending coordination—additional support from Quaker Springs Fire Department. Their efforts will support the NPS and local volunteers, with a county-supplied tent serving as the anchor for the event site.

Saratoga Knox Expedition – July 18 & 21

As part of their regular duties, the Town Highway crew will support logistical needs for the Masonic encampment at Fort Hardy Park and a public ceremony at Prospect Hill.

Ongoing Projects (As Crew Availability Permits)

Interpretive Marker Installations & Maintenance

Lady Ackland Wayside: Planned for the Town Boat Launch, to be coordinated with Lauren Roberts and Supervisor Ian Murray to ensure long-term protection and public visibility.

March to Surrender Trail (North Trailhead): Installation of an upright sign and general site cleanup, including brush removal around the nearby blue and gold marker detailing the early forts.

Gate's Headquarters Marker: Currently in storage at the town garage. Recommendation to install this marker at the south trailhead, ideally on the north end of the adjacent pocket park.

Assessor's Report March 2025: No Report.

Highway Superintendent's report for March 2025:

- ❖ Cleared tree's & large branches from highways & right of way
- ❖ Repaired/replaced damaged or missing road signs throughout town
- ❖ Patched pot holes throughout town highways
- ❖ Removed snow & ice from town highways and parking lots
- ❖ Made repairs & updates to building
- ❖ Multiple repairs made to trucks & equipment
- ❖ Cleaned shop & equipment
- ❖ Ditching completed on Russell Rd, Burke Rd & Chestnut St
- ❖ Replaced two driveway culverts
- ❖ Completed service on both Rollers
- ❖ Completed service on Sweeper
- ❖ Cleared silt & debris from catch basins throughout town
- ❖ Started to remove & service winter equipment from trucks

Supervisor's report:

SUPERVISOR'S REPORT MARCH 2025

GENERAL FUND – TOWNWIDE (A FUND)

Balance on hand 3/1/2025	\$ 843,209.38
Revenues	+ 194,533.17
Disbursements	- (298,456.35)
Balance 3/31//2025	\$ 739,286.20

GENERAL FUND – OUTSIDE VILLAGE (B FUND)

Balance on hand 3/1/2025	\$2,294,672.34
Revenues	+ 11,431.29
Disbursements	- (663.44)
Balance 3/31/2025	\$2,305,440.19

HIGHWAY FUND – OUTSIDE VILLAGE (DB FUND)

Balance on hand 3/1/2025	\$ 295,477.58
Revenues	+ 163,600.87
Disbursements	- (76,243.01)
Balance 3/31/2025	\$ 382,835.44

SCHUYLER PARK 3/31/2025	\$ 55,163.85
YOUTH RECREATION & SERVICE 3/31/2025	\$ 8,673.85
HIGHWAY EQUIPMENT RESERVE 3/31/2025	\$160,827.30
BUILDING RESERVE 3/31/2025	\$484,049.94
CDPHP & HRA 3/31/2025	\$ 4,926.51
AHC HOME IMPROVEMENT 3/31/2025	\$ 53,936.00
SCENIC BY WAYS QRTRLY 3/31/2025	\$ 312.45
PARKS RESERVE 3/31/2025	\$376,956.55
GFNB Certificate of Deposit 3/31/2025	\$832,083.37
NYCLASS 3/31/2025	\$795,087.12

March 2025 Distribution - Sales Tax Received -\$157,072.00

March 2025 Distribution - Mortgage Tax Received – \$

Public comments on agenda items: No one spoke.

Committee reports:

Landfill: No report.

Insurance: No report.

Youth: No report.

Park Committee: No report.

Office of Emergency Management (OEM): No report.

WEMS: No report.

Old Business: None.

New Business:

On a motion by Councilmember Michael McLoughlin and seconded by Councilmember Gary Squires, the following **Resolution #25-39 Mass Gathering Permit of 2025 – Saratoga Rowing Association Regattas** was adopted by vote: Supervisor Ian Murray- aye, Councilman Michael McLoughlin – aye, Councilwoman Ruth Drumm – aye, Councilman Gary Squires - aye, Councilwoman Maxine Lautenberg - aye.

Carried 5– 0

WHEREAS, the Town Board of the Town of Saratoga has received and reviewed the application for a Mass Gathering Permit by the Saratoga Rowing Association for the following Regattas on Fish Creek, Saratoga Lake:

- ❖ April 19th, 2025, 6 a.m. – 6 p.m. – New York State Collegiate Championship. Estimated number of people attending is 1500 with a minimum of 300 vehicles.
- ❖ April 26th-27th, 2025 – 6 a.m. – 6 p.m. – Saratoga Invitational. Estimated number of people attending is 5,000 with minimum of 1,500 vehicles.

- ❖ May 10th-11th, 2025, 6 a.m. – 6 p.m. – NYS High School Championships. Estimated number of attendees is 5,000 with 1,500 vehicles.

and

WHEREAS, the required information has been submitted, as required by Local Law #2 of 2006;

and

WHEREAS, the Town Board of the Town of Saratoga has held a public hearing on April 14, 2025 for input by interested persons; and

WHEREAS, the event is desirable for the town, now, therefore be it,

RESOLVED, that the Town Board of the Town of Saratoga grants the permit for said regattas, conditional upon the Town of Saratoga receiving a Certificate of Insurance for the above event naming the Town of Saratoga as additional insured in the amount of \$2 million, at least 5 business days prior to the event; that the events are found to be in compliance with the NYS Department of Health regulations of Chapter 1, Title 10, Part 18 by the NYS DOH when required; and that the review of the information required by Local Law #2 of 2006, Section 3 is found to be adequate.

On a motion by Councilmember Ruth Drumm and seconded by Councilmember Gary Squires, the following **Resolution #25-40 Standard Work Day Reporting** was adopted by vote: Supervisor Ian Murray- aye, Councilman Michael McLoughlin – aye, Councilwoman Ruth Drumm – aye, Councilman Gary Squires - aye, Councilwoman Maxine Lautenberg - 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:

	SS#	NYSLRS ID	Title	Current Term Begin- End	Std Work Day	Record of Activity Results	Not Submitted	Pay Frequency
Elected Officials								
Michelle Conover	xxxx	61323044	Town Clerk	1/1/2024- 12/31/2027	6	21.57		Bi-weekly
Gary Squires	xxxx	61334041	Councilman	1/1/2024- 12/31/2027	6	3.15		Monthly
Charles Sherman	xxxx	50651751	Town Justice	1/1/2024- 12/31/2027	6	8.56		Bi-weekly
Maxine Lautenberg	xxxx	73016255	Councilwoman	1/1/2022- 12/31/2025	6	4.67		Monthly
Appointed Officials								
Gilman Albert	xxxx	42340364	Zoning Officer	1/1/2025- 12/31/2025	6	20.72		Bi-Weekly
Sean Kelleher	xxxx	38892964	Historian	1/1/2025- 12/31/2025	6	9.20		Monthly
Emilee Jones	xxxx	13395018	Deputy Town Clerk	1/1/2025- 12/31/2025	6	20.17		Bi-Weekly
Nicole Monroe	xxxx	11517039	Assessor	4/16/2024- 9/30/2025	6	13.97		Bi-Weekly
Ryan Campbell	xxxx	10475420	Highway Superintendent	08/05/2024- 12/31/2025	8	26.13		Bi-Weekly

(social security numbers redacted for privacy)

Communications: Supervisor Ian Murray and the Town Board received a Thank You card from the Olde Saratoga Seniors thanking them for their continued support of their organization.

Supervisor Ian Murray and the Town Board received a letter from the Schuylerville American Legion Saratoga Post 278 inviting them to join the Post for their Memorial Day celebration/observance on Monday May 26, 2025 at 9am.

Privilege of the floor: No one spoke.

Upcoming meetings:

- ❖ Regular Town Board meeting – Monday, May 12th, 2025 at 7:00 p.m.

Audit the Bills: On a motion by Councilmember Maxine Lautenberg and seconded by Councilmember Gary Squires, the following **Resolution #25-41 Approving the Payment of Bills in Abstract 4G of 2025**, was adopted by vote: Supervisor Ian Murray - aye, Councilman Michael McLoughlin – aye, Councilwoman Ruth Drumm – aye, Councilman Gary Squires - aye, Councilwoman Maxine Lautenberg - aye.

Carried 5 - 0

RESOLVED, by the Town Board of the Town of Saratoga to authorize payment of the bills listed in **Abstract 4G of 2025 in the following amounts:**

General Fund DB	No. 191-208	\$ 12,775.81
General Fund A	No. 172-175, 190, 209-236	\$ 18,677.86
General Fund B	No. 237-241	\$ 1,883.76
General Fund CDBG	No. 168-171, 178, 242-245	<u>\$128,975.00</u>
Grand Total		\$162,312.43

A motion was made by Councilmember Maxine Lautenberg seconded by Councilmember Ruth Drumm to enter into Executive Session at 7:28 p.m. to discuss matters relating to proposed, pending or current litigation and to discuss matters leading to the appointment, employment, promotion, discipline, suspension, dismissal or removal of a particular person or corporation. Motion was adopted by vote: Supervisor Ian Murray - aye, Councilmember Michael McLoughlin – aye, Councilmember Ruth Drumm – aye, Councilmember Gary Squires - aye, Councilmember, Maxine Lautenberg - aye.
Carried 5-0

A motion was made by Councilmember Mike McLoughlin seconded by Councilmember Maxine Lautenberg, to exit Executive Session at 7:40 p.m., with no Board action taken. Motion was adopted by vote: Supervisor Ian Murray - aye, Councilmember Michael McLoughlin – aye, Councilmember Ruth Drumm – aye, Councilmember Gary Squires - aye, Councilmember Maxine Lautenberg – aye.
Carried 5-0

A motion was made by Councilmember Michael McLoughlin and seconded by Councilmember Ruth Drumm to adjourn the meeting at 7:41 p.m. Supervisor Ian Murray - aye, Councilmember Michael McLoughlin – aye, Councilmember Ruth Drumm – aye, Councilmember Gary Squires - aye, Councilmember Maxine Lautenberg - aye.
Carried 5– 0

Meeting Adjourned

Respectfully Submitted,

Michelle Conover
Town Clerk