

**TOWN OF SARATOGA
TOWN BOARD DRAFT MEETING MINUTES
12 SPRING ST., SCHUYLERVILLE, NY
October 13, 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 – 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., Attorney William Reynolds, Pat Temple, Paul & Debra Carkner, Jim Sullivan, Wendy Lukas, Russell Kirkwood and Maxine & Joel Lautenburg.

Recognitions/Presentations/ Bid openings/Public Hearings: Supervisor Thomas Wood stated a public hearing has been scheduled for a Mass Gathering Permit for Saratoga Rowing Association for their Head of the Fish Regattas. This will take place on Fish Creek in Saratoga Lake. **Proof of advertising in the *Saratogian* on October 1, 2021 having been furnished, Supervisor Thomas Wood opened the Public Hearing at 6:03 p.m. on the Saratoga Rowing Association’s Head of the Fish Regattas, scheduled for October 30th & 31st, 6 a.m. – 6 p.m.** Supervisor Thomas Wood asked those wishing to speak to please stand and state their name and address. No one came forward. **On a motion by Councilmember Michael McLoughlin and seconded by Councilmember Gary Squires, the public hearing was closed at 7:04 p.m.** Supervisor Thomas Wood - aye, Councilman Michael McLoughlin – aye, Councilman James Jennings – aye, Councilman Gary Squires, Councilwoman Ruth Drumm - aye.

Carried 5 – 0

Approval of Minutes: A motion was made by Councilmember Gary Squires and seconded by Councilmember Ruth Drumm, **to accept the minutes of the September 13, 2021 Town Board meeting and the September 23, 2021 Town Board 2022 Budget Workshop #2 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 September 2021: Fees paid to the NYS Dept. of Agriculture and Markets for the Animal Population Control Program \$57.00. Fees paid to New York D.E.C. for hunting and fishing licenses \$3,382.56. Fees paid to the New York State Health Department for Marriage licenses \$67.50. Dog license fees to Supervisor Thomas Wood \$265.00. Clerk fees to Supervisor Thomas Wood \$222.94. Total State and Local Revenues received were \$3,995.00.

Zoning Officer’s report for September 2021: 11 Building Permits, 28 Building Inspections, 4 Certificates of Occupancy, 0 Junkyard Permit, 1 Complaint, 0 Fire Inspections, 0 Order to Remedy, 7 misc., 3 Building Permit Renewals and 0 Property Maintenance Inspections. A check for \$3,270.00 was given to Supervisor Thomas Wood.

Dog Control officer's report for September 2021: Ed Cross, Dog Control Officer answered 19 complaints, took 3 dogs to the shelter, 1 bite case, traveled 102 miles, issued 14 warnings and 0 summonses.

Town Court report for September 2021: 39 Traffic tickets closed, 1 Criminal/penal law case closed, 1 civil case closed, 3 DWI cases closed, 1 Encon/DEC closed, 0 Town and 0 Dog cases closed. The court submitted a check to Supervisor Thomas Wood in the amount of \$975.00 for fines & fees from Justice Waldron and a check in the amount of \$6,220.00 for fines & fees from Justice Sherman.

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 September 2021: No report

Assessor's report September 2021: No report.

Highway Superintendent's report for September 2021:

- ❖ Mowing and tree cleanup at ditches
- ❖ Sign repairs and addressing shoulder washouts
- ❖ Tree trimming, hangers and cutting back on Duel Rd.
- ❖ Finished driveways and shoulders on Trombley Rd. and Neilson Rd.
- ❖ Exhaust pipes repaired on Truck 6
- ❖ Airbag, tail lights, air tank and tailboard repaired on Truck 5
- ❖ Truck 2 airbag repair
- ❖ Truck 3 tailgate latch replaced
- ❖ Hydraulic hose repaired on Backhoe
- ❖ Small roller to Anderson equipment for brake issue
- ❖ Helped Victory set a storm water structure on Bridge St.
- ❖ Did crack seal on Burgoyne Rd., DeGarmo Rd. and Mezera Rd.
- ❖ Hauled asphalt for Providence and Victory Mills
- ❖ Filled shoulders on Bridge and Cemetery for Victory after blacktop
- ❖ Removed trees, brush and regraded at Town Boat launch

Supervisor's report for September 2021:

SUPERVISOR'S REPORT SEPTEMBER 2021

GENERAL FUND – TOWNWIDE (A FUND)

Balance on hand 9/1/2021	\$ 804,806.78
Revenues	+ 112,240.46
Disbursements	- <u>134,043.46</u>
Balance 9/30/2021	\$ 783,003.78

GENERAL FUND – OUTSIDE VILLAGE (B FUND)

Balance on hand 9/1/2021	\$1,798,063.57
Revenues	+ 43,454.56
Disbursements	- <u>12,930.53</u>
Balance 9/30/2021	\$1,828,587.60

HIGHWAY FUND – OUTSIDE VILLAGE (DB FUND)

Balance on hand 9/1/2021	\$1,057,521.65
Revenues	+ 32,595.99
Disbursements	- <u>190,637.26</u>
Balance 9/30/2021	\$ 899,480.38
SCHUYLER PARK CAPITAL PROJECT 9/30/2021	\$ 188,413.46
YOUTH RECREATION & SERVICE 9/30/2021	\$ 8,673.85
HIGHWAY EQUIPMENT RESERVE 9/30/2021	\$ 269,950.19
BUILDING RESERVE 9/30/2021	\$ 411,980.63
TRUST & AGENCY 9/30/2021	\$ 60,298.64
HOME IMPROVEMENT GRANT 2 9/30/2021 (holding checks until funds are deposited)	\$ 113.53
HISTORIC HUDSON HOOSICK RIVER P'SHP 9/30/2021	\$ 1,504.00
CDBG PROJECT 9/30/2021	\$ 11.76
SCENIC BY WAYS QRTRLY 9/30/2021	\$ 311.89
PARKS RESERVE 9/30/2021	\$ 426,956.55
PROPERTY TAX CAP RESERVE 9/30/2021	\$ 1,311.49
GFNB Certificate of Deposit 9/30/2021	\$ 753,691.56
NYCLASS 9/30/2021	\$ 702,190.38

Sales Tax Received August 2021- \$137,989.00

Mortgage Tax Received for August 2021 - \$16,604.00

Public comments on agenda items only: The following addressed the Board:
Wendy Lukas, 77 Green St., Schuylerville, and Jim Sullivan, 11 Pearl St., Schuylerville.

Committee reports:

Landfill: No report

Insurance: No report.

Youth: No report

Senior Citizens: No report

Park Committee: No report

Office of Emergency Management (OEM): No report.

QSFD September 2021 Reports: Fire Chief Don Ormsby reported that Quaker Springs Fire Department has had a total of 93 calls to date.

WEMS September 2021: No report

Old Business:

Supervisor Thomas Wood stated the budget is moving along nicely, we're under the tax cap and won't come close to it. He and the Board set Budget Workshop #3 for October 21st at 7 p.m.

Supervisor Thomas Wood asked Zoning Officer/Building Inspector Gil Albert to speak on Airbnbs.

Zoning Officer/Building Inspector Gil Albert stated he had a meeting with Planning Board Chairman Ian Murray and Zoning Board of Appeals Chairman William Moreau a week ago. They know a lot of work needs to be done to create regulations for this, the regulations must be specific on who and exactly what qualifies an Airbnb, etcetera. He'd like to coordinate a meeting with the Town Board, Chairman Ian Murray, Chairman William Moreau and himself to begin the process.

Supervisor Thomas Wood agreed, saying together they will work on a setting a meeting date.

New business:

On a motion by Councilmember Michael McLoughlin and seconded by Councilmember James Jennings, the following **Resolution #21-79 – Authorization to Enter into Contract with Chris Dudek, C & J Computer Technology, for Cyber Security Services**, 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, Chris Dudek, C & J Computer Technology, in the Town of Halfmoon, has for several years performed all computer related IT services for the Town of Saratoga; and

WHEREAS, the Town of Saratoga has been very pleased with the quality, cost and promptness of service; and

WHEREAS, the Town of Saratoga insurance carrier, NYMIR, has requested that the Town of Saratoga enter into a formal contract with Chris Dudek for IT services, including cyber security monitoring and updates; and

WHEREAS, Chris Dudek agreed to provide the requested IT services to the Town, including insurance naming the Town of Saratoga as Additional Insured; now, therefore, be it

RESOLVED, that the Town Board of the Town of Saratoga, authorize the Town Supervisor to enter into contract with Chris Dudek for the IT services described above, including insurance coverage, per attached agreement:

I.T. Service Maintenance Agreement

This document is a computer service contract between Christopher J. Dudek, DBA C & J Enterprises, 79 Devitt Rd., Waterford, NY 12188, also called the "Provider", and the Town of Saratoga, 12 Spring St., Schuylerville, NY 12871, also called the "Client".

The Provider agrees to provide the following IT Services to the Client:

- ❖ Hardware, Software Support and Repair
- ❖ Computer and Network Security issues and updates. Making sure hardware and software security is up to date and modern.
- ❖ Support for All IOT (Internet of things) devices.

- ❖ Day to day support for the Clients 3rd party software vendors, including working either direct or indirect with them to resolve issues.
- ❖ Deploying and maintaining a disaster recovery plan including set schedule checks and backups.

Terms & Conditions

- A. **Contract:** This Contract will be in effect at the date of signing by both parties for a period of one year.
- B. **Termination of Contract:** Client and Provider reserves the right to terminate this contract in whole or in part, upon 60 days written notice to Provider or Client. In the event the contract is terminated, The Provider will work at the direction of the Client for a Commencement of any ongoing work.
- C. **Service Fee:** Client agrees to pay a monthly service fee of \$150 to Provider by-annually for access to services.
- D. **Billing Rates:** Client agrees to pay the provider a set hourly rate of \$80 per hour for all hours worked. Travel time be billed at \$40 per hour. Remote Support will be billed at \$40 per hour and Phone Support is free and unlimited. Provider will bill Client monthly.
- E. **Liability:** The Client agrees to Indemnify and hold the Provider harmless against any and all claims of loss or damage related to **Employee Error, Employee Negligence, All Third Party hardware and software vendors, any Government agencies software or hardware that runs on the Client's computers or on the Client's Network.** Any Natural Disaster including Power Surges, Flooding, fires as examples. **Any and All Software or hardware.** Zero day exploits effecting the Clients Computers or Networks.
 - (1.) **A Zero-day Vulnerability** refers to a security flaw in software or hardware that is unknown to the software or hardware maker, antivirus or security hardware vendors.
- F. **Warranty:** The Provider offers 1 year onsite warranty for the hardware (new computers) provided. However, any new or refurbished parts installed as part of this computer service contract may carry their own manufacturer's warranties. Those warranties are supported by the manufacturers directly. Any claims or inquiries should be directed to the manufacturers offering such warranties examples being printers or scanners, battery backups, switches, laptops.
- G. **Insurance:** The provider Agrees to carry liability insurance and also 3rd party data breach coverage for the length of the Agreement. Policy will be provided to the Client.

On a motion by Councilmember Ruth Drumm and seconded by Councilmember Michael McLoughlin, the following **Resolution #21-82 – Authorizing Flatley Read to apply for a Mobile & Manufactured Home 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 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 (AHC) provides funding for such projects to municipal applicants; and

WHEREAS, the Town has determined a Mobile & Manufactured Home Replacement Program to be in the best interest of supporting community and economic revitalization in the target area; and

WHEREAS, the proposed Mobile & Manufactured Home Replacement 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, including but not limited to NYS AHC, prepared by Flatley Read, Inc. at a cost not to exceed \$500 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.

On a motion by Councilmember Gary Squires and seconded by Councilmember James Jennings, the following **Resolution #21-83 – Mass Gathering Permit #1 of 2021, Head of the Fish Regatta**, 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 has received and reviewed the application for a Mass Gathering Permit by the Saratoga Rowing Association for the Head of the Fish Regatta as follows:

Permit #1: Saratoga Rowing Association
543 Union Ave., P.O. Box 750
Saratoga Springs, NY 12866

Contact: Kristin Wagner, Regatta Director

Rowing Regatta to be held Saturday, October 30th through Sunday, October 31st at Fish Creek, Saratoga Lake, with approximately 2,000+ people attending over the two day event; 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 October 13, 2021 for input by interested persons; and

WHEREAS, the event is desirable for the Town; now, therefore, be it

RESOLVED, by the Town Board of the Town of Saratoga that the permit is granted 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 event is 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 Michael McLoughlin, the following **Resolution #21-84 – Fund Transfer**, 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 \$10,000.00 from A7110.4 Parks Contractual, to A7110.1 Parks Personal Services to cover Parks payroll through year end.

On a motion by Councilmember Gary Squires and seconded by Councilmember Ruth Drumm, the following **Resolution #21-85– Fund Transfer**, 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 \$300.00 from DB9060.8 Medical Insurance, to DB9055.8 Disability Insurance to cover disability insurance for 2021.

Communications:

- ❖ **October 16th, 11 a.m. – 1 p.m., Rx Drug Take Back Event, Town Hall Parking lot.**
- ❖ **October 18th, 9:30 a.m. – Surrender Day will be held at the beach in Schuylerville; reenactments will be modified due to covid.**
- ❖ **October 21st, 2 p.m. – 6 p.m. - Pfizer Vaccination Booster to be given at the Quaker Springs Fire Department.**
- ❖ **October 26th and 28th, 8:30 a.m. – 9:30 a.m. – Healthy Bones exercise program, Town Hall; interested persons must provide written permission from their doctors to attend and participate. Social distancing will be maintained.**

Privilege of the floor: The following addressed the Board:

Debra Carkner, 162 Franklin Beach Rd., Saratoga and Jim Sullivan, 11 Pearl St., Schuylerville.

Upcoming meetings:

- ❖ Regular Town Board meeting – Thursday, November 4, 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 #21-86 – Audit the Bills – Abstract 10G**, 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 9G of 2021 in the following amounts:**

General Fund DB	No. 740, 756 - 772	\$ 57,314.30
General Fund A	No. 679, 680 732, 736, 737, 739, 750, 752, 753, 755, 773 - 798	\$ 24,876.56
General Fund B	No. 799 - 803	\$ 4,865.15
H Schuyler Park	No. 804 – 807	\$ 546.06
HH	No. 738, 808 - 810	\$ <u>543.74</u>
(Historic H-HR Partnership)		

Grand Total \$ 88,145.81

A motion was made by Councilmember James Jennings and seconded by Councilmember Ruth Drumm, **to adjourn the meeting at 7:00 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