

**DRAFT MINUTES OF THE TOWN OF SARATOGA
TOWN BOARD MEETING
12 SPRING ST., SCHUYLERVILLE, NY
August 8, 2022
6:00 P.M.**

Supervisor Thomas Wood opened the meeting at 6:02 p.m. with the Pledge of Allegiance.

Roll call: Town Clerk, Linda McCabe, called the roll: Supervisor Thomas Wood- present, Councilman Michael McLoughlin – present, Councilwoman Ruth Drumm – present, Councilman Gary Squires – present, Councilwoman Maxine Lautenberg – present.

Also present: Deputy Clerk Michelle Conover, Building Inspector/Zoning Officer Gil Albert, Ian Murray 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 July 7, 2022 Agenda meeting and the July 11, 2022 Regular meeting.** Supervisor Thomas Wood - aye, Councilman Michael McLoughlin – aye, Councilwoman Ruth Drumm – aye, Councilman Gary Squires - aye, Councilwoman Maxine Lautenberg - aye.

Carried 5 – 0

The following reports were submitted:

Town Clerk’s report for July 2022: Fees paid to the NYS Dept. of Agriculture and Markets for the Animal Population Control Program \$51.00. Fees paid to New York D.E.C. for hunting and fishing licenses \$47.24. Fees paid to the New York State Health Department for Marriage licenses \$22.50. Dog license fees to Supervisor Thomas Wood \$230.00. Clerk fees to Supervisor Thomas Wood \$230.26. Total State and Local Revenues received were \$581.00.

Zoning Officer’s report for July 2022: 13 Building Permits, 18 Building Inspections, 7 Certificates of Occupancy, 0 Junkyard Permits, 2 Complaints, 0 Fire Inspections, 0 Orders to Remedy, 3 misc., 9 Building Permit Renewals and 5 Property Maintenance Inspections. Supervisor Thomas Wood received a check in the amount of \$3,482.00.

Dog Control officer’s report for July 2022: The following report was submitted by DCO Ed Cross: Dog Control Officer answered 5 complaints, took 1 dog to the shelter, 1 bite case, traveled 113 miles, issued 2 warnings and 11 summons.

Town Court report for July 2022: 33 Traffic tickets closed, 2 Criminal/penal law case closed, 1 civil case closed, 8 Encon/DEC closed, 0 DWI cases closed, 5 Town and Dog cases closed. Supervisor Thomas Wood received the following checks:
\$70.00 from Justice Daniel Waldron
\$1,940.00 from Justice Charles Sherman, for a total amount of \$2,010.00.

The Court office applied for and received a JCAP grant in the amount of \$11,855.94.

Highway Superintendent’s report for July 2022

- ❖ Roadside mowing, logs, limbs & hangers addressed.
- ❖ Filling potholes & updating road signs
- ❖ Used dozer to level out area at water issue on Haas Rd. property
- ❖ Hauled scalping for shoulder material
- ❖ Shim prep on Eagles Way development for blacktop
- ❖ Placed new bumper on Truck 5
- ❖ Inspections on Trucks 1,2,3,5 & 6 and the equipment trailer
- ❖ Fuel tanks straps, muffler system, front universal joint and painted bed on pick-up
- ❖ Blacktopped Hathaway Rd. with trucks from Malta, Providence, Northumberland, Stillwater & Moreau
- ❖ Removed brush off Rt. 29 property
- ❖ Used barrier block on washout at Quaker Springs Fire house pond
- ❖ Hauled blacktop for Village of Schuylerville

Supervisor’s report for July 2022:

SUPERVISOR’S REPORT JULY 2022

GENERAL FUND – TOWNWIDE (A FUND)

Balance on hand 7/1/2022	\$ 1,218,667.67
Revenues	+ 59,076.02
Disbursements	- <u>63,422.77</u>
Balance 7/31/2022	\$ 1,214,320.92

GENERAL FUND – OUTSIDE VILLAGE (B FUND)

Balance on hand 7/1/2022	\$2,086,445.28
Revenues	+ 197,729.05
Disbursements	- <u>5,707.22</u>
Balance 7/31/2022	\$2,278,467.11

HIGHWAY FUND – OUTSIDE VILLAGE (DB FUND)

Balance on hand 7/1/2022	\$ 1,275,793.87
Revenues	+ 363,089.88
Disbursements	- <u>322,732.50</u>
Balance 7/31/2022	\$ 1,316,151.25

SCHUYLER PARK CAPITAL PROJECT 7/31/2022	\$ 151,235.49
YOUTH RECREATION & SERVICE 7/31/2022	\$ 8,673.85
HIGHWAY EQUIPMENT RESERVE 7/31/2022	\$ 95,675.28
BUILDING RESERVE 7/31/2022	\$ 483,144.19
SCENIC BY WAYS QRTLRY 7/31/2022	\$ 312.01
PARKS RESERVE 7/31/2022	\$ 426,956.55
TRUST & AGENCY 7/31/2022	\$ 27,686.42
CDBG Project 7/31/2022	\$ -
HISTORIC HUDSON HOOSICK RIVER 7/31/2022	\$ 3,324.28

PARTNERSHIP

PROPERTY TAX CAP RESERVE 7/31/2022	\$ -
GFNB Certificate of Deposit 7/31/2022	\$ 753,691.56
NYCLASS 7/31/2022	\$ 703,990.65

July 2022 Sales Tax Received - \$156,418.00 (down \$37,360.00 from July 2021)

June 2022 Mortgage Tax Received - \$28,066.50

Public comments on agenda items: None

Committee reports:

Senior Citizens: No report

Insurance: Supervisor Thomas Wood reminded that it's time for the renewal of the Blanket Undertaking for Town Officers; resolution to follow later in the meeting.

Youth: Supervisor Thomas Wood stated the County is still looking for a new member of the County Youth Bureau, as John Sherman has stepped down.

QSFD: They've had 72 calls to date and their boat is now in the water.

WEMS: No report.

Park Committee: No report.

Old business: Supervisor Thomas Wood stated a resident of Co. Rt. 68 would like the speed limit lowered. He will notify the resident that the Town requires he bring in a signed petition of other residents residing on Co. Rt 68 wishing to see the speed limit lowered, in order for the Board to go forward.

New business:

On a motion by Councilmember Maxine Lautenberg, seconded by Councilmember Gary Squires, the following **Resolution #22-67 – Authorization to Amend & Adopt the new NYS Policy Against Discrimination, Harassment & Sexual Harassment in the Workplace**, was adopted by vote: Supervisor Thomas Wood - aye, Councilman Michael McLoughlin – aye, Councilwoman Ruth Drumm – aye, Councilwoman Maxine Lautenberg – aye, Councilman Gary Squires - aye.

Carried 5 – 0

WHEREAS, the Town of Saratoga is dedicated to the security, safety and overall well-being for all of the Town of Saratoga employees; and

WHEREAS, the Policy Against Discrimination, Harassment, and Sexual Harassment is a direct reflection of the “Zero Tolerance” posture of the Town toward all forms of harassment and/or violence in the workplace; now therefore be it

RESOLVED, that the Town Board of the Town of Saratoga amend and adopt the new NYS policy against Discrimination, Harassment & Sexual Harassment in the Workplace; this policy is on file in the Town Clerk's office.

On a motion by Councilmember Gary Squires, seconded by Councilmember Michael McLoughlin, the following **Resolution #22-68 – Authorizing the Transfer of Funds**, was adopted by vote: Supervisor Thomas Wood - aye, Councilman Michael McLoughlin – aye, Councilwoman Ruth Drumm – aye, Councilman Gary Squires - aye, Councilwoman Maxine Lautenberg - aye.

Carried 5 – 0

RESOLVED, that the Town Board of the Town of Saratoga authorizes the transfer of the following funds:

- ❖ \$44,981.86 from the ARPA funds account to A1620.4 Buildings, to cover the cost of the new flooring in the Schuyler Room.

Supervisor Thomas Wood stated Dave Meager, the Town’s insurance representative was before the Board at the Agenda meeting and reviewed the blanket undertaking policy with the Board members that were present. He then said the following resolution is to renew that policy.

Ian Murray had some questions concerning tenant’s rental insurance and pg. 4 of the policy said he thought they should consider upping the pollution/contamination policy as well and Supervisor Thomas Wood responded he will check with Dave Meager and they can accept the resolution tonight and amend in future if needed.

On a motion by Councilmember Michael McLoughlin, seconded by Councilmember Ruth Drumm, the following **Resolution #22-70 – Authorizing Renewal of the Blanket Official Undertaking for Town Officers required by law to Execute and File Official Undertakings**, was adopted by vote: Supervisor Thomas Wood - aye, Councilman Michael McLoughlin – aye, Councilwoman Ruth Drumm – aye, Councilman Gary Squires – aye, Councilwoman Maxine Lautenberg – aye.

Carried 5 – 0

WHEREAS, certain Town Officers are required to execute and file undertakings by reason of certain provisions of the Town Law, and

WHEREAS, Public Officers Law §11 allows for the substitution of a blanket undertaking for such individual undertakings; and

WHEREAS, the Town of Saratoga has in effect a blanket undertaking for all Town Officers required by law to execute and file undertakings, and

WHEREAS, said blanket undertaking provides coverage for the failure of said officers to faithfully perform their duties or to account for all moneys or property received by them by virtue of their positions, and for their fraudulent or dishonest acts; and

WHEREAS, Public Officers Law §11 requires this Board to approve blanket undertaking as to form and sufficiency of coverage, now, therefore be it

RESOLVED, that the Town Board hereby approves **Crime Policy MPLTSARA001 and Public Officials Liability Policy MPOTSARA001 with NYMIR** to the Town of Saratoga as a blanket undertaking for all Town Officers required to execute and file undertakings including, but not limited to, the Supervisor, Town Clerk, Tax Collector, Justices, and Superintendent of Highways, and be it further

RESOLVED, that the blanket undertaking shall have \$150,000.00 (One Hundred Fifty Thousand) coverage per employee, with excess indemnity on the Tax Collector in the amount of \$1,000,000.00 (one million), the Supervisor in the amount of \$150,000.00 (One Hundred Fifty Thousand) and shall provide employee dishonesty coverage and faithful performance of

duty coverage for said officers as required by Public Officers Law §11, as well as \$250,000.00 (Two Hundred Fifty Thousand) Security Breach & Network Security Liability with an appropriate deductible established at the time of the purchase of the policy in accordance with the usual practice of the Town, and be it yet further

RESOLVED, that a certified copy of this Resolution be attached to said blanket undertaking and a copy thereof be filed in the Office of the Town Clerk.

On a motion by Councilmember Maxine Lautenberg, seconded by Councilmember Gary Squires, the following **Resolution #22-71 – Authorizing the Purchase of a 2023 Volvo Truck, Base Model VHD64F300, Cab & Chassi Day Cab – 113.6” BBC**, was adopted by vote: Supervisor Thomas Wood - aye, Councilman Michael McLoughlin – aye, Councilwoman Ruth Drumm – aye, Councilwoman Maxine Lautenberg – aye, Councilman Gary Squires - aye. **Carried 5 – 0**

RESOLVED, that the Town Board of the Town of Saratoga, authorizes Highway Superintendent Don Ormsby to go forward with purchasing the new truck as specified, subject to a 30 day permissive referendum and to transfer a total of \$151,910.00 from Highway Reserve into Highway Equipment-DB5130.2, delivered.

Communications:

- ❖ All Boards of the Town will meet August 10, 2022 at 6 p.m. for a workshop.

Privilege of the floor: No one spoke.

Upcoming meetings:

- ❖ Agenda meeting – September 8, 2022 at 6:00 p.m.
- ❖ Regular Town Board meeting – Monday, September 12, 2022 at 6:00 p.m.
- ❖ Budget Workshop – Date yet to be determined.

Audit of the Bills: On a motion by Councilmember Michael McLoughlin, seconded by Councilmember Maxine Lautenberg, the following **Resolution #22-72 - Approving the Payment of Bills in Abstract 8G of 2022**, was adopted by vote: Supervisor Thomas Wood - 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 7G of 2022 in the following amounts:**

General Fund DB	No. 525 – 541	\$146,472.03
General Fund A	No. 500, 502, 503, 506 – 508, 522 – 524, 542 - 565	\$ 24,761.91
General Fund B	No. 566 – 569	\$ 3,837.28
H Schuyler Park	No. 570 – 573	\$ <u>1,343.26</u>
	Grand Total	\$ 176,414.48

A motion was made by Supervisor Thomas Wood, seconded by Councilmember Gary Squires **to Enter into Executive Session at 6:48 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.** Supervisor Thomas Wood - aye, Councilwoman Ruth

Drumm – aye, Councilman Michael McLoughlin – aye, Councilman Gary Squires - aye, Councilwoman Maxine Lautenberg - aye.

Carried 5 – 0

A motion was made by Councilmember Michael McLoughlin, seconded by Councilmember Gary Squires, **to Exit Executive Session at 7:52 p.m. No Board action was taken.** Supervisor Thomas Wood - aye, Councilwoman Ruth Drumm – aye, Councilman Michael McLoughlin – aye, Councilman Gary Squires - aye, Councilwoman Maxine Lautenberg – aye.
Carried 5 – 0

A motion was made by Councilmember Maxine Lautenberg, seconded by Councilmember Ruth Drumm, **to adjourn the meeting at 7:52 p.m.** Supervisor Thomas Wood - aye, Councilman Michael McLoughlin – aye, Councilwoman Ruth Drumm – aye, Councilman Gary Squires - aye, Councilwoman Maxine Lautenberg - aye.
Carried 5 - 0
Meeting Adjourned

Respectfully Submitted,

Linda A. McCabe
Town Clerk