

**DRAFT MINUTES OF THE TOWN OF SARATOGA  
TOWN BOARD MEETING  
12 SPRING ST., SCHUYLERVILLE, NY  
September 12, 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:** None.

**Approval of Minutes:** A motion was made by Councilmember Gary Squires and seconded by Councilmember Michael McLoughlin, **to accept the minutes of the August 4, 2022 Agenda meeting and the August 8, 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 August 2022:** Fees paid to the NYS Dept. of Agriculture and Markets for the Animal Population Control Program \$58.00. Fees paid to New York D.E.C. for hunting and fishing licenses \$1,305.05. Fees paid to the New York State Health Department for Marriage licenses \$135.00. Dog license fees to Supervisor Thomas Wood \$280.00. Clerk fees to Supervisor Thomas Wood \$401.95. Total State and Local Revenues received were \$2,180.00.

**Zoning Officer’s report for August 2022:** 21 Building Permits, 29 Building Inspections, 9 Certificates of Occupancy, 0 Junkyard Permits, 2 Complaints, 0 Fire Inspections, 3 Orders to Remedy, 0 misc., 8 Building Permit Renewals and 0 Property Maintenance Inspections. Supervisor Thomas Wood received a check in the amount of \$5,245.00.

**Dog Control officer’s report for August 2022:** The following report was submitted by DCO Ed Cross: Dog Control Officer answered 22 complaints, took 3 dogs to the shelter, 0 bite case, traveled 170 miles, issued 219 warnings and 7 summons.

**Town Court report for August 2022:** 45 Traffic tickets closed, 2 Criminal/penal law case closed, 2 civil cases closed, 7 Encon/DEC closed, 0 DWI cases closed, 0 Town and Dog cases closed. Supervisor Thomas Wood received the following checks: \$60.00 from Justice Daniel Waldron and \$3,315.00 from Justice Charles Sherman, for a total amount of \$3,375.00.

**Highway Superintendent’s report for August 2022**

- ❖ Roadside mowing, updating signs
- ❖ Help Schuylerville and Victory hang Veteran banners
- ❖ Stripping on Town Hall parking area
- ❖ Replace broken riser on Blodgett Rd. and placed construction signs
- ❖ Tree cleanup from storms
- ❖ Mowed old dump area
- ❖ Replaced tailgate air cam on truck 3
- ❖ Pickup 2 rear calipers and truck 9 serpentine belt replaced
- ❖ Truck 5 towed to Allison for sensor replacement
- ❖ Repairs done on truck 2 air bags and front tires changed
- ❖ Hauled blacktop for Wilton, Schuylerville, Stillwater, Victory, Greenfield, Malta, Providence and Northumberland
- ❖ In turn they helped us blacktop Eagles Way and Quaker Springs Hamlet
- ❖ Borrowed Greenfields shoulder Machine for filling sides of roads

**Supervisor’s report for August 2022:**

**SUPERVISOR’S REPORT AUGUST 2022**

**GENERAL FUND – TOWNWIDE (A FUND)**

Balance on hand 8/1/2022	\$1,214,320.92
Revenues	+ 16,915.91
Disbursements	- <u>272,198.78</u>
Balance 8/31/2022	\$ 959,038.05

**GENERAL FUND – OUTSIDE VILLAGE (B FUND)**

Balance on hand 8/1/2022	\$2,278,467.11
Revenues	+ 3,482.00
Disbursements	- <u>9,235.57</u>
Balance 8/31/2022	\$2,272,713.54

**HIGHWAY FUND – OUTSIDE VILLAGE (DB FUND)**

Balance on hand 8/1/2022	\$1,316,151.25
Revenues	+ 156,180.00
Disbursements	- <u>177,009.55</u>
Balance 8/31/2022	\$ 1,295,321.70

SCHUYLER PARK CAPITAL PROJECT 8/31/2022	\$ 149,892.23
YOUTH RECREATION & SERVICE 8/31/2022	\$ 8,673.85
HIGHWAY EQUIPMENT RESERVE 8/31/2022	\$ 95,678.04
BUILDING RESERVE 8/31/2022	\$ 483,162.33
SCENIC BY WAYS QTRRLY 8/31/2022	\$ 312.01
PARKS RESERVE 8/31/2022	\$ 376,956.55
TRUST & AGENCY 8/31/2022	\$ 50,032.23
CDBG Project 8/31/2022	\$ -

HISTORIC HUDSON HOOSICK RIVER 8/31/2022 PARTNERSHIP	\$ 3,324.28
PROPERTY TAX CAP RESERVE 8/31/2022	\$ -
GFNB Certificate of Deposit 8/31/2022	\$ 754,057.09
NYCLASS 8/31/2022	\$ 705,117.97

**August 2022 Sales Tax Received - \$156,180.00**

**July 2022 Mortgage Tax Received - \$8,275.50**

**Public comments on agenda items:** None.

**Committee reports:**

**Senior Citizens:** Pat Temple said the Saratoga Seniors had 56 attend the picnic (6 new members) at the Rod & Gun Club and everyone had a great time.

**Insurance:** No report

**Youth:** No report

**QSFD:** Don Ormsby reported they've had 76 calls to date.

**WEMS:** Nash Alexander's report for the month of August 2022 stated they've had 45 calls for the Town of Saratoga, 15 calls for the Village of Schuylerville and 3 calls for the Village of Victory.

**Park Committee:** Councilmember Gary Squires reported that the Schuyler Park Committee met on Tuesday 8/30/22. While no formal in person park committee meetings have been held since March, whenever issues or management concerns came up, the committee members have discussed and essentially resolved those via email communications – and that has worked quite well. The Committee discussed the following:

- Determine what options may exist for increased security at the park. Although individual incidents have been rare, there is always a concern when public property and safety are involved. One option that was discussed was installation of security cameras and how they might increase the security level. Since the park has limited electrical power and no Wi-Fi internet access, camera installation could be challenging, costly, and problematic. Impact on insurance premiums is uncertain. More research and evaluation are needed.
- Likewise, the suggestion that an AED station be installed was discussed. An Automatic External Defibrillator may be helpful in certain situations but the initial cost, maintenance, presence of trained personnel, accessibility, impact on insurance coverage, and security of the equipment would need to be thoroughly vetted before taking that step.
- Determine the Schuylerville School Contract expiration date that covers their use of the park. Typically, it is a multiyear agreement.
- Explore the option and associated costs involved with re-grassing the baseball infield since it is no longer needed to be available for softball use in addition to baseball due to

the decreased popularity of softball and the availability of the adjacent field for softball use. In addition, this would involve the installation of a new permanent pitcher's mound to replace the portable mound that has been used. RFP's will be issued and the associated cost of these modifications determined.

Over the past weekend there were instances of the irrigation equipment turning on during the scheduled soccer field use. The cause and required corrective actions will be addressed.

**Old business:** Supervisor Thomas Wood stated the audit report was released on September 2, 2022 and the Board needs to respond with a corrective action plan within 90 days, adding that he spoke with Fiscal Advisors and the Town is AA bond rated. Supervisor Thomas Wood and the Board discussed different options to correct the acoustics in the Schuyler Room.

**New business:**

On a motion by Councilmember Gary Squires, seconded by Councilmember Ruth Drumm, the following **Resolution #22-73 – Establishing a Capital Reserve Fund**, 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**, pursuant to General Municipal Law §6-c (2), a Town may establish a Capital Reserve Fund for the financing of all or part of the construction or acquisition of specific or type of capital improvements or the acquisition of a specific item or type of equipment; and

**WHEREAS**, the monies in each such fund must be deposited and secured in a manner as provide by Section 10 of the General Municipal Law; and

**WHEREAS**, the State Comptroller's office, the Town Supervisor and the Town Board have recommended that a Capital Reserve Fund be created for financing of all or part of the construction or acquisition of specific or type of capital improvements or the acquisition of specific item or type of equipment as defined by the General Municipal Law; now, therefore, be it

**RESOLVED**, that the Town of Saratoga Town Board hereby establishes an account to be known as the "Capital Reserve Fund" for the purposes enumerated in Section 6 of the General Municipal Law; and be it further

**RESOLVED**, that such Capital Reserve Fund will be funded by eligible portions of the annual budget appropriation as approved by this Board in adoption of a final annual budget; and be it further

**RESOLVED**, that the monies in each such fund shall be deposited and secured in a manner as provided in Section 10 of the General Municipal Law, and the Town Supervisor shall invest the monies in such fund in the manner provided by Section 11 of the General Municipal Law, and any interest earned or capital gains realized on the monies so deposited or invested shall continue to accrue and become part of such fund; and be it further

**RESOLVED**, that except as otherwise provided by law, expenditures from the Capital Reserve Fund shall be made only for the purpose for which the Capital Reserve Fund is established. No expenditure shall be made from this Capital Reserve Fund without the approval of the Town Supervisor and such additional actions or proceedings as may be required by Section 6-c of the General Municipal Law or any other law, including a permissive referendum as required by subdivision 4 of Section 6-c of the General Municipal Law; and be it yet further

**RESOLVED**, that this Resolution shall take effect immediately.

On a motion by Councilmember Ruth Drumm, seconded by Councilmember Gary Squires, the following **Resolution #22-74 – 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:

- ❖ \$4,500.00 from A1990.4 Contingency, to A1910.4 Unallocated Insurance Contractual, to cover the increase of property insurance.
- ❖ \$5,000.00 from A1990.4 Contingency, to A7110.1 Parks Personnel Services, to cover the increased payroll for trails.
- ❖ \$2,400.00 from A1990.4 Contingency, to A1110.4 Justice Contractual, to cover JCAP award.
- ❖ \$4,000.00 from B1990.4 Contingency to B3620.4 Safety Inspection Contractual, to cover mileage, phone and attorney for Code Enforcement.

A motion was made by Councilmember Michael McLoughlin, seconded by Councilmember Maxine Lautenberg **to Enter into Executive Session at 6:34 p.m. to discuss matters relating to proposed, pending or current litigation.** 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 Ruth Drumm, seconded by Councilmember Gary Squires, to Exit Executive Session at 6:46 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 Michael McLoughlin to postpone Resolution #22-75 at this time.**

Supervisor Thomas Wood - aye, Councilwoman Ruth Drumm – aye, Councilman Michael McLoughlin – aye, Councilman Gary Squires - aye, Councilwoman Maxine Lautenberg – aye.

**Carried 5 – 0**

**Communications:** Supervisor Thomas Wood stated the Town has received a check in the amount of \$5,000.00 from the Greenway Trail Grant. He also stated a number of agencies have responded with positive responses for the upcoming October rowing regatta.

**Privilege of the floor:** No one spoke.

**Upcoming meetings:**

- ❖ Budget Workshop – September 15, 2022 at 6:00 p.m.
- ❖ Agenda Meeting – October 6, 2022 at 6:00 p.m.
- ❖ Regular Town Board meeting – Monday, October 12, 2022 at 6:00 p.m.

**Audit of the Bills:** On a motion by Councilmember Gary Squires, seconded by Councilmember Ruth Drumm, the following **Resolution #22-76 - Approving the Payment of Bills in Abstract 9G 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 9G of 2022 in the following amounts:**

<b>General Fund DB No. 594 - 613</b>	<b>\$223,717.06</b>
<b>General Fund A No. 575-578, 580-581, 614, 615, 622 – 647</b>	<b>\$ 74,608.76</b>
<b>General Fund B No. 616 – 619</b>	<b>\$ 5,328.73</b>
<b>H Schuyler Park No. 620, 621</b>	<b><u>\$ 1,010.81</u></b>
<b>Grand Total</b>	<b>\$ 304,665.36</b>

**A motion was made by Councilmember Ruth Drumm, seconded by Councilmember Gary Squires, to adjourn the meeting at 6:53 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