

**DRAFT MINUTES OF THE TOWN OF SARATOGA  
TOWN BOARD MEETING  
12 SPRING ST., SCHUYLERVILLE, NY  
April 11, 2022  
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, Councilwoman Ruth Drumm – present, Councilman Gary Squires – present, Councilwoman Maxine Lautenberg – present.

**Also present:** Deputy Town Clerk Michelle Conover, Attorney William Reynolds, Building Inspector/Zoning Officer Gil Albert, Highway Superintendent Don Ormsby Jr., Bookkeeper Pat Temple, Ian Murray, Russell Kirkwood, Patience Davidson, Hubert Miller and Wendy Lukas.

**Recognitions/Presentations/ Bid openings/Public Hearings:** Saratoga Rowing Association Mass Gathering Public Hearing. Supervisor Thomas Wood stated that a public hearing will be held for three upcoming rowing regattas and Saratoga Rowing Association had submitted all required paperwork, along with a certificate of insurance. He then reviewed the measures taken to ensure the public’s safety at the Saratoga Rowing Association’s upcoming Regattas. Proof of notice in the *Saratogian* on March 31, 2022 having been provided, **Supervisor Thomas Wood opened the Public Hearing at 6:04 pm, on the Mass Gathering Permits for April 23<sup>rd</sup>, April 30<sup>th</sup> - May 1<sup>st</sup>, and May 14<sup>th</sup> – 15<sup>th</sup>, 2022**, asking those wishing to speak to please stand and state their name and address.

Seeing as no one spoke, a motion was made by Councilmember Maxine Lautenberg, seconded by Councilmember Gary Squires, **to close the Public Hearing at 6:07 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.**

**Approval of Minutes:** A motion was made by Councilmember Michael McLoughlin and seconded by Councilmember Ruth Drumm, **to accept the minutes of the March 14, 2022 Zoom Town Board meeting, March 18, 2022 Special Zoom meeting and April 5, 2022 Special Executive Session meeting.** Supervisor Thomas Wood - 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 2022:** Fees paid to the NYS Dept. of Agriculture and Markets for the Animal Population Control Program \$49.00. Fees paid to New York D.E.C. for hunting and fishing licenses \$4.72. Fees paid to the New York State Health Department for Marriage licenses \$45.00. Dog license fees to Supervisor Thomas Wood \$220.00. Clerk fees to Supervisor Thomas Wood \$165.28. Total State and Local Revenues received were \$484.00.

**Zoning Officer’s report for March 2022:** 3 Building Permits, 12 Building Inspections, 5 Certificates of Occupancy, 0 Junkyard Permits, 0 Complaints, 0 Fire Inspections, 3 Orders to

Remedy, 3 misc., 3 Building Permit Renewals and 0 Property Maintenance Inspections. Supervisor Thomas Wood received a check in the amount of \$1,127.50.

**Dog Control officer’s report for March 2022:** The following report was submitted by DCO Ed Cross: Dog Control Officer answered 13 complaints, took 1 dog to the shelter, 1 bite case, traveled 70 miles, issued 8 warnings and 0 summons.

**Town Court report for March 2022:** No report.

**Tax Collector’s report:** The following report was submitted by Tax Collector Rose Decker: As of April 8, 2022, 2900 residents (92%) have paid their tax bills, which brought the total amount collected to \$3,572,836.39, prior to penalties.

*Please Note: All taxes must now be paid at the County Treasurer’s Office, in Ballston Spa, NY, as our Tax Collector’s books have been turned in to the County Treasurer’s office.*

**Historian’s report for March 2022:** No report.

**Assessor’s report March 2022:** No report.

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

- ❖ Road checks for Icing and flooding
- ❖ Pothole, mailbox, sign and lawn repairs
- ❖ Tree hangers and debris in ditches cleaned up
- ❖ Cut back trees on Duell Rd.
- ❖ Chainsaw, road saw and Elgin maintenance
- ❖ Truck 2, 3 and 1 air leak issues addressed
- ❖ Air tank on truck 3 replaced
- ❖ Tail light harness on pickup 4 repaired
- ❖ Hydraulic hoses on truck 5 and gradall replaced
- ❖ Boom mower front tires changed
- ❖ Oil and filters changed on pickups 3 and 4
- ❖ Hauling stone dust
- ❖ Helped move furniture at town hall for new floor
- ❖ Sanding for 3 and plowed for 3 storms

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

**SUPERVISOR’S REPORT MARCH 2022**

**GENERAL FUND – TOWNWIDE (A FUND)**

Balance on hand 3/1/2022	\$1,257,329.22
Revenues	+ 46,393.40
Disbursements	- <u>97,937.82</u>
Balance 3/31/2022	\$1,205,784.80

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

Balance on hand 3/1/2022	\$2,180,890.28
Revenues	+ 1,777.63
Disbursements	- <u>67,611.95</u>
Balance 3/31/2022	\$2,115,055.96

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

Balance on hand 3/1/2022	\$ 983,224.18
Revenues	+ 173,403.40
Disbursements	- <u>105,451.15</u>
Balance 3/31/2022	\$1,051,176.43
SCHUYLER PARK CAPITAL PROJECT 331/2022	\$ 159,309.06
YOUTH RECREATION & SERVICE 3/31/2022	\$ 8,673.85
HIGHWAY EQUIPMENT RESERVE 3/31/2022	\$ 230,915.17
BUILDING RESERVE 3/31/2022	\$ 483,072.76
SCENIC BY WAYS QRTRLY 3/31/2022	\$ 311.97
PARKS RESERVE 3/31/2022	\$ 426,956.55
TRUST & AGENCY 3/31/2022	\$ 61,425.12
CDBG Project 3/31/2022	\$ -
HISTORIC HUDSON HOOSICK RIVER 3/31/2022 PARTNERSHIP	\$ 10,104.78
PROPERTY TAX CAP RESERVE 3/31/2022	\$ 1,311.66
GFNB Certificate of Deposit 3/31/2022	\$ 753,691.56
NYCLASS 3/31/2022	\$ 702,306.40

Supervisor Thomas Wood stated the Town has received a reimbursement check in the amount of \$35,000.00 from the Greenway Conservancy for the Hudson River Valley, Inc. for the trails concept grant. He also said he is still awaiting the official approval for the Use & Occupancy Permit as all paperwork was submitted on March 16<sup>th</sup>. He then noted that the Town received the invoice from National Grid for the LED Street Lighting Program and the check has been mailed so hopefully work will commence by May.

**February 2022 Sales Tax Received - \$123,371.00**  
**February 2022 Mortgage Tax Received - \$ (unknown at this time)**

**Public comments on agenda items:** No one spoke.

Supervisor Thomas Wood updated the Board concerning the ARPA money, said the Town is registered on the site, the process has begun and he and bookkeeper Pat Temple are the contacts for this money. He doesn't anticipate any issues going forward, adding the money must be committed by 2024 and spent by 2026. He stated he has asked Board members to come up with specific ideas on spending this money. He said there are numerous possibilities, such as the building can use energy and safety improvements: An air-lock upon entering the building, the original doors to the building need to be replaced with energy efficient doors, heating and cooling continues to be more efficient and better filtration systems are needed for the Town Hall. He also explained that the generator in place only handles critical areas of the building. He thinks they should look into possibly adding another generator to take care of the entire building.

Supervisor Thomas Wood then stated the painting of the Schuyler Room has been completed and the new flooring has been installed. We now will move forward on correcting the acoustics, which may take a bit of time, but will get done and the sound quality will improve. He added that they have Flatley Read working on the RFP for the video conferencing technology for the Schuyler Room and the legal ad for the RFP has been published.

Supervisor Thomas Wood then stated he continues to communicate with SLPID and just signed the new 5 year contract with them. He noted that SLPID has increased the contract fees for the bordering municipalities, the fee was \$3,000 for Towns and is now \$5,000. The City of Saratoga Springs was \$5,000 and is now \$7,000, due to increased costs and recent expansion of education for the public, invasive species treatment, etcetera.

Supervisor Thomas Wood noted that he'd received concerns of tree cutting on the trails from Councilwoman Maxine Lautenberg. He explained that the basic criteria used for maintaining the trails is if a tree is dead, it is removed, if a tree falls across the trail, it is removed, if a tree is leaning on electrical lines or about to fall into a roadway, it is removed. The Town follows the Empire State Trail Guidelines, which is having 12' wide trails with shoulders, as they are of the belief that wider trails equal safer trails and the Town will continue with those guidelines. He added he's open to suggestions, but they'll continue to cut those that need to be cut and no more.

Supervisor Thomas Wood added Councilmember Maxine Lautenberg suggested he appoint a representative of the Town Board to the Schuylerville businesses and non-profit organizations' group, called Community Conversations. Supervisor Thomas Wood stated he didn't feel it necessary and doesn't believe they need a Town official there.

**Committee reports:**

**Landfill:** No report. Supervisor Thomas commented the next test will be in April 2022.

**Insurance:** No report.

**Youth:** No report.

**Senior Citizens:** No report. Pat Temple stated the Saratoga Seniors will be taking a trip in May, 2022, to the Amish country in PA and 50 people, to date, have made their reservations.

**Park Committee:** No report. Councilmember Gary Squires said they are getting ready to open soon.

**Office of Emergency Management (OEM):** No report.

**WEMS, QSFD Reports:**

**QSFD:** Assistant Fire Chief Don Ormsby reported that Quaker Springs Fire Department had a total of 26 calls to date.

**WEMS:** No report.

**Old business:** None

**New business:**

On a motion by Councilmember Ruth Drumm and seconded by Councilmember Gary Squires, the following **Resolution #22-45 – Standard Work Day and Reporting**, 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**

**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:

Title	Name	Social Security Number (Last 4 digits)	Registration Number	Standard Work Day (hrs/day)	Term Begins/Ends	Participates In Employer’s Time Keeping System (Y/N)	Days/ Month (based on Record of Activities)	Not Submitted (Check box if no record of activities completed or timekeeping system)
<b>Elected Officials</b>								
Town Clerk	Linda A. McCabe	6475	41052796	6	01/01/2020-12/31/2023	N	20/30	
Councilman	Gary Squires	1279	61334041	6	01/01/2020-12/31/2023	N	2.77/5.54	
Justice	Charles Sherman	6675	50651751	6	01/01/2020-12/31/2023	N	2.66/5.32	
Highway Supt.	Donald Ormsby Jr.	0233	41094632	8	01/01/2020-12/31/2023	N	20/30	
Councilwoman	Maxine Lautenberg	1646	73016255	6	01/01/2022-12/31/2025	N	2.77/5.54	
<b>Appointed Officials</b>								
Zoning Officer	Gilman Albert	4744	42340364	6	01/01/2022-12/31/2022	N	20/30	
Deputy Town Clerk	Michelle Conover	2103	61323044	6	01/01/2022-12/31/2023	N	20/30	
Historian	Sean Kelleher	1060	38892964	6	01/01/2022-12/31/2022	N	5.00	
Assessor	Lorraine Fiorino	9034	39285002	6	10/01/2019-09/30/2025	N	2.68/5.36	

Date enacted: April 11, 2022

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(Town Clerk)

On a motion by Councilmember Maxine Lautenberg, seconded by Councilmember Michael McLoughlin, the following **Resolution #22-46 – Mass Gathering Permit – Saratoga Rowing Association**, 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**, 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:

Permit #1: Saratoga Rowing Association

543 Union Avenue

P.O. Box 750

Saratoga Springs, NY 12866

Contact: Kristin Wagner, Regatta Director

- ❖ April 23, 2022, 8 a.m. – 5 p.m. - NYS Collegiate Championship. Estimated number of people attending is 1200+ with a minimum of 200+ vehicles; and on
- ❖ April 30 – May 1, 2022, 7 a.m. – 6 p.m. – Saratoga Invitational. Estimated number of people attending is 6000+ with a minimum of 600+ vehicles; and on
- ❖ May 14 – 15, 2022, 7 a.m. – 6 p.m. – NYS High School Champions. Estimated number of people attending is 6000+ with a minimum of 600+ 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 11, 2022 for input by interested persons, and

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

**RESOLVED**, by the Town Board of the Town of Saratoga that the permits be 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 Michael McLoughlin and seconded by Councilmember Gary Squires, the following **Resolution #22-47 – Agreement between Town of Saratoga Town Board and Town of Saratoga Highway Superintendent for the Expenditure of Highway Moneys, pursuant to the provisions of Highway Law §284**, 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**, Pursuant to the provisions of Highway Law §284, the Town Board and the Town Highway Superintendent agree that moneys levied and collected in the Town for the repair and improvement of highways, and received from the State for State Aid for the repair and improvement of highways, shall be expended as follows:

1. GENERAL REPAIRS: The sum of \$190,000.00 shall be set aside to be expended for primary work and general repairs upon 60 miles of town highways, including sluices, culverts and bridges having a span of less than five feet and boardwalks or renewals thereof.

2. PERMANENT IMPROVEMENTS: The following sums shall be set aside to be expended for the permanent improvement of Town Highways:
  - a. On the road commencing at Minnie Bennett and leading to Co. Rt. 69, a distance of 0.8 miles, there shall be expended not over the sum of \$95,000.00, using 1.5” Asphalt type 6, width of traveled surface -20’, thickness - 1.5” type 6 T & L and subbase of 6” gravel with 2” binder. (Hathaway Rd.)
  - b. On the road commencing at Co. Rt. 69 and leading to Casey Rd., a distance of .37 miles, there shall be expended not over the sum of \$65,000.00, using 1.5” Asphalt type 6, width of traveled surface - 24’, thickness - 1.5” type 6 T & L and subbase of gravel and sand with 2” binder. (Eagles Way)
3. PERMANENT IMPROVEMENTS: The following sums shall be set aside to be expended for the permanent improvement of Town Highways:
  - a. On the road commencing at NYS Rt. 32 and leading to Burgoyne Rd., a distance of 1.5 miles, there shall be expended not over the sum of \$150,000.00; using Blacktop type 6, width of traveled surface - 20’, thickness 1.5” type 6 T & L, subbase of 6” gravel and 2” binder. (Hayes Rd.)
  - b. On the road commencing at NYS Rt. 32S and to NYS Rt. 32, a distance of 0.43 miles, there shall be expended not over the sum of \$55,000.00; using 1.5” Asphalt type 6, width of traveled surface - 20’, 1.5” type 6 T & L thickness and subbase of 6” gravel, with 2” binder.

On a motion by Councilmember Ruth Drumm and seconded by Councilmember Michael McLoughlin, the following **Resolution #22-48 – Authorization to Enter into Agreement with Saratoga Lake Protection & Improvement District (SLPID)**, 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**, the Town Board of the Town of Saratoga, located in the County of Saratoga, New York, deems it in the best interest of its residents to jointly contribute funding to protect and improve Saratoga Lake; and

**WHEREAS**, the ‘Legislation’ has been enacted authorizing the establishment of a special District to improve and protect Saratoga Lake to be known as the Saratoga Lake Protection and Improvement District; and

**WHEREAS**, the party hereto, for the purpose of this Agreement represents the Town of Saratoga, shall be deemed to include all that geographical area within the limits of said Town; now, therefore, be it

**RESOLVED**, that the Town of Saratoga agrees to contribute money in the amount of \$5,000.00 annually for five (5) years, commencing on April 15, 2022 and continuing on the 15<sup>th</sup> of April in each successive year during this Agreement, to the Saratoga Lake Protection and Improvement District for use by said District for the purposes authorized and set forth in the legislation.

**Communications:** None.

**Privilege of the floor:** Hubert Miller addressed the Board.

**Upcoming meetings:**

- ❖ Agenda meeting – May 5, 2022 at 6:00 p.m.
- ❖ Regular Town Board meeting – Monday, May 9, 2022 at 6:00 p.m.

**Audit the Bills:** On a motion by Councilmember Gary Squires and seconded by Councilmember Michael McLoughlin, the following **Resolution #22-49 - Approving the Payment of Bills in Abstract 4G 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 4G of 2022 in the following amounts:**

<b>General Fund DB</b>	<b>No. 215, 217 - 231</b>	<b>\$ 18,529.00</b>
<b>General Fund A</b>	<b>No. 184 – 198, 194, 195, 207, 208, 211 – 214, 232 - 254</b>	<b>\$ 62,174.79</b>
<b>General Fund B</b>	<b>No. 216, 255 - 259</b>	<b>\$ 5,456.18</b>
<b>H Schuyler Park</b>	<b>No. 206, 259</b>	<b>\$ 29.16</b>
<b>HH</b>	<b>No. 260 - 263</b>	<b><u>\$ 5,856.25</u></b>

**Grand Total \$ 92,045.38**

A motion was made by Councilmember Gary Squires, seconded by Councilmember Ruth Drumm, **to enter into Executive Session 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, 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**

A motion was made by Councilmember Gary Squires, seconded by Councilmember Maxine Lautenberg, **to exit Executive Session at 7:38 p.m. No Board action was taken.**

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

**Carried 5 - 0**

**A motion to adjourn was made by Councilmember Ruth Drumm, seconded by Councilmember Gary Squires, at 7:39 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