

**DRAFT MINUTES OF THE  
TOWN OF SARATOGA TOWN BOARD ZOOM MEETING  
12 SPRING ST., SCHUYLERVILLE, NY**

**February 14, 2022  
6:00 P.M.**

Supervisor Thomas Wood opened the meeting at 6:05 p.m.

**Roll call:** Town Clerk, Linda McCabe, called the roll: Supervisor Thomas Wood-present, Councilman Michael McLoughlin – absent (joined at 6:21 p.m.), Councilwoman Ruth Drumm – present, Councilman Gary Squires – present, Councilwoman Maxine Lautenberg – present.

**Also present:** Deputy Town Clerk Michelle Conover, Building Inspector/Zoning Officer Gil Albert, Highway Superintendent Don Ormsby Jr., Town Attorney William Reynolds, Bookkeeper Pat Temple and Michael Dahlquist.

**Recognitions/Presentations/ Bid openings/Public Hearings:** None

**Approval of Minutes:** A motion was made by Councilmember Maxine Lautenberg, seconded by Councilmember Gary Squires, **to accept the minutes of the January 10, 2022 Regular meeting, the January 11<sup>th</sup>, January 19<sup>th</sup>, January 26<sup>th</sup> and February 2<sup>nd</sup>, 2022 Special Executive Session meetings.** Supervisor Thomas Wood - aye, Councilman Michael McLoughlin – absent, Councilwoman Ruth Drumm – aye, Councilman Gary Squires - aye, Councilwoman Maxine Lautenberg - aye.

**Carried 4 - 0**

**Town Clerk's report for January 2022:** Fees paid to the NYS Dept. of Agriculture and Markets for the Animal Population Control Program \$56.00. Fees paid to New York D.E.C. for hunting and fishing licenses \$23.62. Fees paid to the New York State Health Department for Marriage licenses \$22.50. Dog license fees to Supervisor Thomas Wood \$260.00. Clerk fees to Supervisor Thomas Wood \$68.88. Total State and Local Revenues received were \$431.00.

**Zoning Officer's report for January 2022:** 8 Building Permits, 6 Building Inspections, 5 Certificates of Occupancy, 0 Junkyard Permits, 0 Complaints, 0 Fire Inspections, 0 Order to Remedy, 3 misc., 4 Building Permit Renewals and 1 Property Maintenance Inspections. Supervisor Thomas Wood received a check in the amount of \$2,578.25.

**Dog Control officer's report for January 2022:** The following report was read by Supervisor Thomas Wood: Ed Cross, Dog Control Officer answered 12 complaints, took 1 dog to the shelter, 1 bite case, traveled 68 miles, issued 9 warnings and 7 summons.

**Town Court report for January 2022:** 33 Traffic tickets closed, 2 Criminal/penal law case closed, 0 civil case closed, 0 Encon/DEC closed, 2 DWI cases closed, 1 Town and

Dog cases closed. Supervisor Thomas Wood received a check in the amount of \$3,390.00.

**Tax Collector's report:** The following report was submitted by Tax Collector Rose Decker: As of January 1, 2022, 2650 residents (82%) have paid their tax bills, which brought the total amount collected to \$3,194,738.02, including penalties.

**Please Note: All taxes are to be paid by mail, put in the drop box in the Town Hall lobby or on-line.**

**Historian's report for January 2022:** No report.

**Assessor's report January 2022:** No report.

**Highway Superintendent's report for January 2022**

- ❖ Addressing potholes and ice patches
- ❖ Washing trucks and cleaning garage floors
- ❖ Sign and mailbox repairs
- ❖ Added a structure for water drainage on River Rd.
- ❖ Truck 6 - replaced hydraulic hoses
- ❖ Truck 2 - replaced brake can
- ❖ Truck 9 (boom truck) – changed filter and fluids
- ❖ Truck 3 to KW to address engine light for bad sensor
- ❖ Truck 4 to Stephens to replace particulate filter (warranty)
- ❖ Pickup 1 - plow harness and heated wipers
- ❖ pickup 2 - repaired step-side
- ❖ Replaced 4 lights in cold storage with new LED's
- ❖ Helped Schuylerville change truck tires and also remove holiday lights
- ❖ Bathroom sink faucets needed replacement
- ❖ Updated Garage inventory
- ❖ Sanded for 9 storms and plowed for 5

**Supervisor's report:** Supervisor Thomas Wood reviewed the 2021 Goals with the Board. He stated there were setbacks in accomplishing all of the goals due to the pandemic and if the Board agrees, they will continue working on them this year. They went through the goals line by line and it was decided to keep them on the list as goals for 2022. After a lengthy discussion of each goal they'd like to accomplish, the Board set the following Goals for 2022:

1. Continue to keep property taxes low, continue monitoring Town expenses.
2. Continue working on updating the Comprehensive Plan and Planning and Zoning Ordinances.
3. Continue improvements on the Boat Launch and apply for a Use & Occupancy Permit.
4. Continue working toward a Canoe/Kayak Launch on Bryant's Bridge Rd.
5. Continue working to keep rental occupancy at 100%
6. Update Emergency Plan and work to keep the Senior Citizen Contact List up to date.
7. Review and update Personnel Manual; establish Discipline Policy & Procedures and establish long-term retirement goals.

8. Review Town investments and continue cautious investing.
9. Work with volunteers to paint Town of Saratoga signs; get recommendations from the State on how to properly prep and paint them.
10. Expand and improve internet service in the Town.
11. Improve audio/visual conference technology in the Schuyler Room and the 2<sup>nd</sup> floor Glass Conference Room.

**SUPERVISOR’S REPORT JANUARY 2022**

**GENERAL FUND – TOWNWIDE (A FUND)**

Balance on hand 1/1/2022	\$ 721,195.50
Revenues	+ 753,560.18
Disbursements	- <u>68,796.63</u>
Balance 1/31/2022	\$1,409,959.05

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

Balance on hand 1/1/2022	\$2,019,445.40
Revenues	+ 175,221.41
Disbursements	- <u>4,450.95</u>
Balance 1/31/2022	\$2,190,215.86

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

Balance on hand 1/1/2022	\$ 949,928.06
Revenues	+ 31,818.80
Disbursements	- <u>41,783.84</u>
Balance 1/31/2022	\$ 939,963.02

SCHUYLER PARK CAPITAL PROJECT 1/31/2022	\$ 139,358.03
YOUTH RECREATION & SERVICE 1/31/2022	\$ 8,673.85
HIGHWAY EQUIPMENT RESERVE 1/31/2022	\$ 230,899.53
BUILDING RESERVE 1/31/2022	\$ 483,038.55
SCENIC BY WAYS QRTLRY 1/31/2022	\$ 311.93
PARKS RESERVE 1/31/2022	\$ 426,956.55
TRUST & AGENCY 1/31/2022	\$ 886,393.67
CDBG Project 1/31/2022	\$ 3,511.76
HISTORIC HUDSON HOOSICK RIVER 1/31/2022 PARTNERSHIP	\$ 9,259.78
PROPERTY TAX CAP RESERVE 1/31/2022	\$ 1,311.66
GFNB Certificate of Deposit 1/31/2022	\$ 753,691.56
NYCLASS 1/31/2022	\$ 702,272.99

**December 2021 Mortgage Tax Received – \$24,151.00**

**January 2022 Sales Tax Received - \$156,055.00**

**January 2022 Mortgage Tax Received - \$13,978.00**

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

**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.

**WEMS, QSF Reports:** Assistant Fire Chief Don Ormsby reported that Quaker Springs Fire Department had a total of 8 calls for January 2022.

WEMS: No report. Pat Temple said they are following through on giving covid test kits and vaccine boosters.

**Old business:** Supervisor Thomas Wood reminded everyone that the Town has been looking into flooring for the Schuyler Room, dining area of the kitchen and the small hallway there, as the current carpet is in need of replacement. Two companies (of the four called) came and gave estimates ranging between \$43,000 - \$48,000. The project is labor intensive and after much consideration the Board is ready to move forward with Wilton Flooring; a resolution will follow later in the meeting.

**New business:** Supervisor Thomas Wood stated he has been in contact with National Grid concerning their LED Street Light Replacement Program. National Grid sent him the inventory of street lighting in the Town and according to their inventory the Town has 38 street lights, with one decorative light, which is the floodlight aimed directly into the Town Hall parking lot. He said the Town is solvent enough to pay the cost upfront and asked if the Board would like to go forward with this; each Board member replied yes. Supervisor Thomas Wood will reach back out to National Grid to go forward with the replacements.

Supervisor Thomas Wood then stated the Millie Allen property on Rt. 29, may be up for sale at a lower price than it was originally on the market for. He thinks it would be a good purchase for the Town to merge it to Schuyler Park. Supervisor Thomas Wood asked Attorney William Reynolds if the Town wishes to purchase it, will a permissive referendum will be required. Attorney William Reynolds replied he guessed its needed, but added he didn't know.

Supervisor Thomas Wood reminded the Board that the Town received an American Recovery Act check in the amount of \$194,000, which is 50% of the total amount the

Town will receive. He said none of the money has been spent to date. He has to submit a report indicating the direction on how they'd like to spend it. He's looking for further guidance on this and asked the Board for ideas on what they'd like the Town to use it on.

Supervisor Thomas Wood said covid seems to be trending down and asked if the Board would like to start having the Town Board meetings at the Town Hall; they'd like to hold the regular Town Board meetings in the Town Hall again. They'd like to open the meeting room to some of the community organizations again as well. *\*Due to the flooring project, the Schuyler Room will be closed for the month of March.*

Supervisor Thomas Wood then stated that he continues to meet with The LA Group concerning grants for the boat launch. There is a new, reimbursable (not matchable) \$24,000 grant, available for enhancing tourism in our area. He will meet with Tracey Clothier to review the eligibility of the Town for this grant.

On a motion by Councilmember Ruth Drumm and seconded by Councilmember Michael McLoughlin, the following **Resolution #22-28 – Approval to Enter into Agreement for Emergency Medical Services with Wilton Emergency Squad, Inc.**, 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 is authorized by virtue of Section 122 (B) of the General Municipal Law of the State of New York to provide general ambulance service for the town; and

**WHEREAS**, the *WILTON EMERGENCY SQUAD INC. (WEMS)* has trained and experienced personnel and is certified by the Department of Health of the State of New York as an ambulance service; and

**WHEREAS**, the *WEMS* is desirous of furnishing emergency medical services to the town under the terms and conditions set forth in the Emergency Medical Services agreement; now, therefore, be it

**RESOLVED**, by the Town Board of the Town of Saratoga to authorize entering into Emergency Medical Services with the *WILTON EMERGENCY SQUAD, INC. (WEMS)*, for the term of January 1, 2022 through December 31, 2022 and will provide consideration in the amount of \$332,068.00. The full agreement is on file in the office of the Town Clerk; and it is further

**RESOLVED**, that the form of such contract shall be subject to prior review and approval by the town attorney.

On a motion by Councilmember Maxine Lautenberg and seconded by Councilmember Gary Squires, the following **Resolution #22-29 – Authorization to Enter into Contract with Schuylerville Seniors and Quaker Springs Sunshiners senior groups**, 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 has determined it is important to offer support for recreational services to the elderly residents of the Town and;

**WHEREAS**, the Old Saratoga Seniors and the Quaker Springs Sunshiners senior groups are open to all Town of Saratoga seniors; now, therefore, be it

**RESOLVED**, that the Town Board, of the Town of Saratoga, authorizes the Town Supervisor to sign a contract with the Old Saratoga Seniors and the Quaker Springs Sunshiners, providing each senior group with \$2,500.00 in support of the recreational services they provide their members, for the 2022 calendar year, and that the form of such contract shall be subject to prior review and approval by the attorney for the Town.

On a motion by Councilmember Michael McLoughlin and seconded by Councilmember Gary Squires, the following **Resolution #22-30 – Approving Lease Agreement with Jeremy Sanders, Office 3W**, 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.**

**THIS AGREEMENT**, made the 10<sup>th</sup> day of January, 2022, between the TOWN OF SARATOGA, hereinafter referred to as the “Landlord” and JEREMY SANDERS, hereinafter referred to as the “Tenant”;

**WHEREAS**, the Tenant wishes to lease the 3W office, second floor, north wing, 12 Spring St., Schuylerville, New York; and

**WHEREAS**, it is the mutual desire of both the Landlord and the Tenant that the Tenant lease said office, beginning February 1, 2022 through January 31, 2023; now, therefore, be it

**RESOLVED**, that the Town of Saratoga Town Supervisor is authorized to enter into a lease agreement with Jeremy Sanders, for the 3W office, commencing on February 1, 2022. The sum of \$113.00 will be due and payable on the first day of each and every month thereafter, until the lease is terminated, and as additional rent, the Tenant will pay an amount equal to 3% of the monthly utility bills of the 2nd floor, north wing. Tenant agrees to pay this additional rent within five business days of receiving written notice by the Landlord of the amount due, as set forth under this lease agreement; and be it further

**RESOLVED**, that the Town Supervisor is authorized to enter into a lease agreement to carry out this resolution, subject to approval of the Town Attorney as to form.

On a motion by Councilmember Maxine Lautenberg and seconded by Councilmember Michael McLoughlin, the following **Resolution #22-31 – Authorization to Enter into Agreement with Phoenix Lab for PFOA Testing**, 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 is concerned with the reported high levels of PFOAs in nearby counties, the Town Board finds it to be in the best interest of health and safety for our residents to test for PFOA levels at the landfill; now, therefore, be it

**RESOLVED**, that the Town Board of the Town of Saratoga authorizes the Town Supervisor to enter into an agreement with Phoenix Lab to test the landfill for PFOA levels at a cost not to exceed \$3,025.00 for the PFOA testing of the three wells.

On a motion by Councilmember Michael McLoughlin and seconded by Councilmember Maxine Lautenberg, the following **Resolution #22-32 – Authorization to Engage Drew Alberti, Flatley Read, to write an RFP for Audio/Visual Conference Technology Equipment**, 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 of Saratoga is in need of updated audio/visual conference technology equipment for the Schuyler Room and the 2nd floor glass conference room; and

**WHEREAS**, the Town of Saratoga has a General Services agreement with Flatley Read, now, therefore, be it

**RESOLVED**, that the Town Board of the Town of Saratoga authorizes the Town Supervisor to engage the services of Drew Alberti, Flatley Read, to write an RFP (request for proposal) for audio/visual conference technology equipment. This includes the preparation, distribution and receipt of bid documents as well as creation of bid review templates. It is anticipated this can be completed at the contract rate (\$75.00 per hour), in an estimated 10 hours. If it is found that more hours are required, Drew Alberti, Flatley Read, will contact the Supervisor directly to outline the remaining tasks and provide a revised cost estimate for approval before proceeding, subject to the approval of the Town’s attorney.

On a motion by Councilmember Michael McLoughlin and seconded by Councilmember Gary Squires, the following **Resolution #22-33 – Authorization to Enter into Agreement with Wilton Floor, LLC**, 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 of Saratoga is in need of upgrading the flooring in the Schuyler Room, 1<sup>st</sup> floor dining area and small corridor by the kitchen; and

**WHEREAS**, the Town contacted numerous flooring companies for estimates, Wilton Floor proved to have the product and product warranty the Town was searching for; now, be it

**RESOLVED**, that the Town Board of the Town of Saratoga authorizes the Town Supervisor to enter into an agreement with Wilton Floor LLC, not to exceed the cost of \$44,981.85, subject to the approval of the Town’s attorney.

**Communications:** The Town distributed another round of covid test kits to Town residents and the Village of Schuylerville and Village of Victory. We are anticipating more to arrive at the end of the week. If you’d like one, please contact the Town Clerk’s office.

Saratoga County has a non-profit covid relief grant program with funding in the amount of \$500 - \$50,000. These organizations should contact the County for applications by going to the following website: <https://www.saratogacountyny.gov/covidfund/>.

**Privilege of the floor:** No one addressed the Board.

**Upcoming meetings:**

- ❖ Regular Remote Zoom Town Board meeting – Monday, March 14, 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 #22-34 - Approving the Payment of Bills in Abstract 15G of 2021**, 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 15G of 2021 in the following amounts:**

<b>General Fund A</b>	<b>No. 1054 &amp; 1055</b>	<b>\$ 324.61</b>
<b>General Fund B</b>	<b>No. 156 &amp; 157</b>	<b>\$ 5,512.50</b>
	<b>Grand Total</b>	<b>\$ 7,529.22</b>

**Audit the Bills:** On a motion by Councilmember Maxine Lautenberg and seconded by Councilmember Ruth Drumm, the following **Resolution #22-35 - Approving the Payment of Bills in Abstract 2G 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 2G of 2022 in the following amounts:**

<b>General Fund DB</b>	<b>No. 92 - 110</b>	<b>\$ 47,377.58</b>
<b>General Fund A</b>	<b>No. 31-34, 38, 54, 55, 58-60,62, 64-75, 77-86</b>	<b>\$ 24,303.27</b>
<b>General Fund B</b>	<b>No. 61, 87-89</b>	<b>\$ 1,309.80</b>
<b>H Schuyler Park</b>	<b>No. 56</b>	<b>\$ 24.60</b>
<b>HH Partnership</b>	<b>No. 90</b>	<b>\$ 1,655.00</b>
	<b>Grand Total</b>	<b>\$ 74,670.25</b>

**A motion to adjourn was made by Councilmember Gary Squires, seconded by Councilmember Michael McLoughlin, at 7:47 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