

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

**January 8, 2024  
7:00 P.M.**

Supervisor Ian Murray opened the meeting with the pledge of allegiance at 7:00 p.m.

**Roll call:** Town Clerk Michelle Conover, called the roll: Supervisor Ian Murray - present, Councilman Michael McLoughlin – present, Councilwoman Ruth Drumm – present, Councilman Gary Squires – present, Councilwoman Maxine Lautenberg – present.

**Also present:** Deputy Town Clerk Linda McCabe, Building Inspector/Zoning Officer Gil Albert, Highway Superintendent Don Ormsby, Bookkeeper Pat Temple and other interested persons.

**Recognitions/Presentations/ Bid openings/Public Hearings:**

Supervisor Ian Murray presented Timothy Zerwick with **Resolution #24-22 Honoring World War II and Korean War Veteran Raymond Joseph Zerwick.**

**WHEREAS,** Raymond Joseph Zerwick was the son born to Robert and Mary Farrell Zerwick on July 12, 1927, in Watervliet, NY; and

**WHEREAS,** he was a proud member of The Greatest Generation, serving honorably in the US Navy (Seabees) during WWII. He entered active duty on July 25<sup>th</sup>, 1944 and his service took him from California through the Pacific to Okinawa Japan. He was honorably discharged to the US Navy Reserves in June 1946; and

**WHEREAS,** he was recalled to active duty in January 1950 and serving another two years during the Korean War, serving in Gaum and Mariana’s Islands. He was honorably discharged from active duty again on April 26<sup>th</sup> 1952 and he received the American Campaign Medal, the Asiatic-Pacific Campaign Medal, the Navy Occupation Medal with Asia Clasp, the Navy Unit Commendation Ribbon, the WWII Victory Medal; and

**WHEREAS,** upon his return from World War II, he met a young dietician named Theresa G. Obie from Northumberland at the Samaritan Hospital, and they were married on September 4, 1949, and they established a home on Church Street in Schuylerville; and

**WHEREAS,** Raymond and Theresa were proud parents of Timothy J. Zerwick of Schuylerville and Peg McGreevy (Ed Grow) of Flagler Beach, FL; and

**WHEREAS,** he worked at Behr-Manning/Norton Co./ St. Gobain in Watervliet as a machinist for over 40 years and was Chief of their in-house fire department; and

**WHEREAS,** he was a member of Schuyler Hose Co. for 63 years and had been Chief for 25 years, and he was a NYS Fire Instructor for many years and trained an entire generation in firefighting and more advanced classes; and

**WHEREAS,** he was a founding member of the Saratoga National Cemetery Honor Guard and proudly served to honor his fellow veterans and loved being in the company of that group; and

**WHEREAS**, he served many organizations in the community, including Knights of Columbus, Old Saratoga Post #278 American Legion, the Revolutionary War Celebrations committee in the 1960s, and was Grand Marshall of the Turning Point Parade in 2001; and

**WHEREAS**, he died at the age of 93 on October 9, 2020, at the Washington Center in Argyle; now, therefore, be it

**RESOLVED**, that the Town of Saratoga extends our belated condolences to all the family and friends of the Zerwick family, and be it further

**RESOLVED**, that the Town Board hereby recognizes and honors, to the highest degree possible, Raymond Joseph Zerwick for his patriotism, devotion, service, and sacrifice for his country and community, and be it further

**RESOLVED**, that the Town of Saratoga will never let his name and the sacrifice he made for his country be forgotten and he will always be held in the highest esteem and remembered as a member of the greatest generation and one of the Town of Saratoga's best.

Adopted by the following vote: Supervisor Ian Murray –aye, Councilmember Michael McLoughlin – aye, Councilmember Gary Squires – aye, Councilmember Ruth Drumm - aye, Councilmember Maxine Lautenberg – aye.

**Carried 5 – 0**

**Approval of Minutes:** A motion was made by Councilmember Maxine Lautenberg and seconded by Councilmember Ruth Drumm, **to accept the minutes of the December 11<sup>th</sup> Regular Town Board meeting and the December 28, 2023 Year-End Audit meeting as written.** Supervisor Ian Murray- 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 December 2023:** Fees paid to the NYS Dept. of Agriculture and Markets for the Animal Population Control Program \$46.00. Fees paid to New York D.E.C. for hunting and fishing licenses \$28.34. Fees paid to the New York State Health Department for Marriage licenses \$0. Dog license fees to Supervisor Ian Murray \$195.00. Clerk fees to Supervisor Ian Murray \$111.66. Total State and Local Revenues received were \$381.00.

**Zoning Officer's report for December 2023:** 3 Building Permits, 19 Building Inspections, 7 Certificates of Occupancy, 0 Junkyard Permits, 1 Complaints, 0 Fire Inspections, 1 Order to Remedy, 3 misc., 4 Building Permit Renewals and 0 Property Maintenance Inspections. A check for \$1,508.75 was given to Supervisor Ian Murray.

**Dog Control officer's report for December 2023:** The following report was read by Supervisor Ian Murray: Ed Cross, Dog Control Officer answered 8 complaints, took 0 dogs to the shelter, 1 bite case, traveled 20 miles, issued 12 warning and 5 summons' were issued.

**Town Court report for December 2023:** 23 Traffic tickets closed, 4 Criminal/penal law case closed, 0 civil cases closed, 0 DWI cases closed, 1 Encon/DEC closed, 0 Town and Dog cases closed. Supervisor Ian Murray received a check from Justice John

McCarron in the amount of \$315.00, a check from Justice Charles Sherman in the amount of \$2,502.50, for a total of \$2,817.50.

**Tax Collector's report:** Town & County Property tax bills were mailed out to all Town property owners on December 29, 2023.

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

**Historian's report:** The January 2024 Historian's Report is a timely update on the notable progress made in the Historian's office since August 2023. Let's take a closer look at the highlights:

More Success for America's Turning Point - Saratoga 250th: our Along the Hudson Summer Series was at three venues, including Hudson Crossing Park, and each attracted crowds of over 150 people. Our Siege Week had over 1,200 visitors overcome difficult situations, including the threatened Federal shutdown which limited public relations. Surrender Day was back with good weather, and we plan on building this event. The intention was to attend the 250th Boston Tea Party with the partnership. Although COVID prevented me from attending, the historic Faneuil Hall event promoted our community at the first nationally significant 250th event.

Travels with Darley is our next opportunity. It is a national travel television show that airs on many PBS stations and streaming services. An entire episode is focused on Saratoga County, including our community, as part of their Revolutionary War Trips program. I am anticipating a watch party in the Spring. Lauren Roberts, our County Historian, will be participating in a webinar that will be live at the Smithsonian in Washington DC. I am trying to set up a watch party for this, so please keep an eye out for details.

Our collaboration with the Town of Stillwater to celebrate the 250th anniversary is going smoothly. The focus of this will be on getting the logistics for the big reenactment event in 2027.

Building infrastructure to support heritage tourism is a goal at the county level. We know the success of the Village of Schuylerville in the NY Forward program, which aims to prepare the Village for its 250th anniversary. My focus and efforts will be on improving and expanding this infrastructure throughout the community. This is an excellent opportunity to leverage the Village's success to bring in outside resources, including the County and my role as a Commissioner on the Erie Canalway National Heritage Corridor.

The effectiveness of our managed social media accounts remains in sharing historical information and engaging with the community. Over 530 posts have been made by us in the past five months, resulting in approximately 4,414 people viewing them. Reaching a wider audience and disseminating historical knowledge is made possible by our online presence.

I am convinced that our efforts will deepen the community's appreciation for local history and involve them in our endeavors as we proceed along this path. Feel free to contact me if you have any questions or need more information.

Respectfully submitted,

Sean Kelleher  
Historian

**Assessor’s report December 2023:** No report.

**Highway Superintendent’s report for December 2023**

- ❖ Grade and roll Connors road
- ❖ Pothole Patching
- ❖ Road checks for flooding and plugged culverts
- ❖ Addressing hanging limbs in roads
- ❖ Garage floor cleaned
- ❖ Burn brush at dump
- ❖ General truck maintenance
- ❖ Radiator in truck 5 replaced
- ❖ Truck 9 filters and fluid changes
- ❖ Pickups 1 & 2 sanders mounted
- ❖ Water point in garage checked by Conover’s (no water)
- ❖ New truck 7 to Volvo for computer check
- ❖ Changed out banners for Schuylerville and Victory
- ❖ Sanded for 3 storms

**Supervisor’s report:**

**SUPERVISOR’S REPORT DECEMBER 2023**

**GENERAL FUND – TOWNWIDE (A FUND)**

Balance on hand 12/1/2023	\$ 1,778,064.86
Revenues	+ 77,958.28
Disbursements	- <u>144,306.55</u>
Balance 12/31/2023	\$1,711,716.59

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

Balance on hand 12/1/2023	\$2,325,055.13
Revenues	+ 5,074.06
Disbursements	- <u>28,05.24</u>
Balance 12/31/2022	\$2,302,113.95

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

Balance on hand 12/1/2023	\$1,079,426.07
Revenues	+ 94.95
Disbursements	- <u>167,418.57</u>
Balance 12/31/2023	\$ 912,102.45

SCHUYLER PARK CAPITAL PROJECT 12/31/2023	\$ 94,280.49
YOUTH RECREATION & SERVICE 12/31/2023	\$ 8,673.85
HIGHWAY EQUIPMENT RESERVE 12/31/2023	\$ 80,712.32
BUILDING RESERVE 12/31/2023	\$ 483,487.26
SCENIC BY WAYS QTRRLY 12/31/2023	\$ 312.21
PARKS RESERVE 12/31/2023	\$ 376,956.55

TRUST & AGENCY 12/31/2023	\$ -----
CDBG Project 12/31/2023	\$ -----
GFNB Certificate of Deposit 12/31/2023	\$ 775,925.35
NYCLASS 12/31/2023	\$ 748,212.39

**December 2023 Sales Tax Received - \$172,795.00**  
**November 2023 Mortgage Tax Received - \$20,488.00**  
**December 2023 Mortgage Tax Received – Unknown at this time.**

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

**Committee reports:**

**Landfill:** No report.

**Insurance:** No report.

**Youth:** No report.

**Senior Citizens:** Councilwoman Maxine Lautenberg and Debra Casey, Sec. of Old Saratoga Seniors submitted the following: Instead of exchanging gifts at the Holiday Luncheon the seniors collected funds and donated \$286 to SCS for student gifts at Christmas. Sue Derby created a logo for the club that will be used for letterhead and logo wear, etc. Member Nancy Pearce donated \$500 to Comfort Foods in Greenwich \$93 came from OSS. Committee formed to create an OSS float for the Turning Point Parade. 23 Members will be supporting the library at their annual gala fund raising in addition to donating a basket for the raffle.  
 Next meeting date: January 17<sup>th</sup> 2024.

Quaker Springs Sunshiners are on recess. Next meeting March 11<sup>th</sup>, 2024.

**Park Committee:** No report. Meeting the last Tuesday of the month January 30<sup>th</sup>, 2024.

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

**7:28 p.m. – Councilmember Maxine Lautenberg left the meeting.**

**WEMS:** no report

**QSFD:** 2<sup>nd</sup> Assistant Chief Don Ormsby stated that there were 119 calls for 2023.

**New Business**

Supervisor Ian Murray went through organizational appointments and designations.

On a motion by Supervisor Ian Murray and seconded by Councilmember Michael McLoughlin, the following, **Resolution #24-01 - #24-21 – Rules of the Board and Organizational Designations and Appointments**, was adopted by vote: Supervisor Ian

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

**Carried 4 – 0**

- ❖ **Resolution #24-01** setting the “Rules of the Board”
- ❖ **Resolution #24-02** setting the meeting time and place for the Town Board meetings as the 2<sup>nd</sup> Monday of each month, at 7:00 p.m.
- ❖ **Resolution #24-03** designating Glens Falls National Bank & Trust as the official bank depository.
- ❖ **Resolution #24-04** designating *The Saratogian* as the official newspaper for the Town.
- ❖ **Resolution #24-05** authorizing the Supervisor to invest idle cash balances.
- ❖ **Resolution #24-06** authorizing the Supervisor to submit claims for state aid for youth recreation programs.
- ❖ **Resolution #24-07** authorizing the Supervisor to execute & pay contracts & annual appropriations as provided in the budget.
- ❖ **Resolution #24-08** approving the salaries & highway scale of wages and additional benefits as set forth in the 2024 Budget.
- ❖ **Resolution #24-09** appointing the Supervisor as Health Insurance Administrator.
- ❖ **Resolution #24-10** authorizing the Supervisor to pay bills of utility, fuel, gas, oil, credit card & any discounted bills, without prior audit and providing that bills are presented at first available meeting for audit.
- ❖ **Resolution #24-11** authorizing the Highway Superintendent to spend/purchase up to \$2,000.00 without prior notice to Town Board.
- ❖ **Resolution #24-12** setting the mileage rate for actual town business at \$.67 per mile.
- ❖ **Resolution #24-13** setting the election inspector rates at \$100.00 and machine custodians at \$75 per machine for Special Elections.
- ❖ **Resolution #24-14** appointing Edward Cross as the Dog Control Officer.
- ❖ **Resolution #24-15** appointing Miller, Mannix, Schachner & Hafner LLC as the Attorney for the Town.
- ❖ **Resolution #24-16** appointing Gilman Albert as the Building Inspector/Code Enforcement Officer.
- ❖ **Resolution #24-17** appointing Gilman Albert as the Fire Code Officer.
- ❖ **Resolution #24-18** appointing Linda McCabe as Registrar of Vital Statistics, and as Clerk to the Planning Board and Clerk to the Zoning Board of Appeals.
- ❖ **Resolution #24-19** appointing Dr. Christopher Thomas as the Health Officer.
- ❖ **Resolution #24-20** appointing Kenneth Martin as the Engineer for the Town.
- ❖ **Resolution #24-21** appointing Dorothy Lavazzo as part-time Assessor’s Clerk.

**RULES OF ORDER OF THE TOWN BOARD OF THE TOWN OF SARATOGA**

1. The Supervisor shall preside at all meetings of the Board and shall preserve order and decorum in debate.
2. The Board shall be called to order by the Supervisor. A quorum must be present in order to conduct business of the town. A quorum shall be defined as three members of the Town Board.
3. The Supervisor, immediately following the opening of every regular meeting of the Board, shall proceed to the regular order of Town business as follows: Roll Call, Approval of Minutes, Town Clerk’s Report, Zoning Officer’s Report, Dog Control Officer’s Report, Town Court Report, Tax Collector’s Report,

Historian's Report, Assessor's Report, Highway Superintendent's Report, Supervisor's Report, Public comments on agenda items, Committee reports, Old Business, New Business, Communications, Privilege of the Floor, Auditing Bills, Establishment of the Next Regular Meeting, Adjournment.

4. Public Hearings: It shall be the duty of the Supervisor to preside at all general or special business hearings, to instruct all persons addressing the Board to state their names, addresses, and to state whether they are for or against the proposal. Those in favor of the proposal before the Board should speak first and those in opposition should speak last. At such hearings the Board may have special rules and prescribe the time to be allotted as 3 minutes to each speaker. Once all persons wishing to speak have spoken once, any person wishing to speak a second time may do so for a maximum of 2 minutes.
5. At the close of the public hearing as provided for in paragraph "4" above, the Supervisor may grant any member of the general public in attendance at such meeting a reasonable opportunity to be heard on any question or subject in which the Town is concerned.
6. Every resolution or motion must be seconded before being put to a vote by the Supervisor and all resolutions or motions shall be recorded in their entirety in the official minutes of the Town Board.
7. The Supervisor may offer or second a resolution or a motion and need not relinquish the chair for such purpose.
8. No motion or resolution may be brought to a vote except by the majority consent of those present unless printed or typewritten copies thereof are presented to each member of the Board 48 hours prior to the opening of the meeting at which such motion or resolution is offered.
9. No member shall speak more than once on any questions until every member choosing to speak shall have spoken, nor more than twice in any case without leave of the Board.
10. When a question is under debate, no motion shall be entertained unless (a) for an adjournment or recess, (b) for the previous question to lay on the table, (c) to postpone to refer to a committee, or (d) to amend.
11. A majority vote of all the members of the Board shall be required to suspend these rules of order. A majority of the Board shall constitute a quorum.
12. If the above stated rules are or become at any time in conflict with the statutory law, the statutory law shall take precedence.
13. No member of the public shall engage in any demonstration, booing, hand clapping or otherwise disrupt the formality of a Town Board meeting.
14. Any persons speaking to the Town Board with the consent of the Supervisor shall address their remarks to the Town Board, not to other members of the audience in the form of a debate. Residents will be limited to speaking for three minutes unless extended by permission of the majority consent of the Board. All persons speaking will be given respect and courtesy and in return are expected to be respectful and courteous. The use of profane and inappropriate language is not acceptable.

On a motion by Councilmember Michael McLoughlin and seconded by Councilmember Gary Squires, the following **Resolution #24-23 – Planning Board Reappointment – Christopher Koval**, was adopted by vote: Supervisor Ian Murray- aye, Councilman

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

**Carried 4 – 0**

**WHEREAS**, the term of Planning Board Member Christopher Koval expired on 12/31/2023 and he has indicated he would like to continue on the Board; now, therefore be it

**RESOLVED**, that the Town Board of the Town of Saratoga hereby reappoints Christopher Koval for a seven year term as Member of the Planning Board, from 01/01/2024 – 12/31/30.

On a motion by Supervisor Ian Murray and seconded by Councilmember Ruth Drumm, the following **Resolution #24-24 – Zoning Board of Appeals (ZBA) Reappointment- Clifford Hanehan** was adopted by vote: Supervisor Ian Murray- aye, Councilman Michael McLoughlin – aye, Councilwoman Ruth Drumm – aye, Councilman Gary Squires - aye, Councilwoman Maxine Lautenberg - absent.

**Carried 4 – 0**

**WHEREAS**, the term of ZBA Member Clifford Hanehan expired on 12/31/2023 and he has indicated he would like to continue on the Board; now, therefore be it

**RESOLVED**, that the Town Board of the Town of Saratoga hereby reappoints Clifford Hanehan for a five year term as Member of the ZBA from 01/01/2024 – 12/31/28.

**Communications:** None

**Privilege of the floor:** The following addressed the Board: Roxanne Fonda.

**Upcoming meetings:**

- ❖ Regular Town Board meeting – Monday, February 12, 2024 at 7:00 p.m.

**Audit the Bills:** On a motion by Councilmember Ruth Drumm and seconded by Councilmember Gary Squires, the following **Resolution #24-25 - Approving the Payment of Bills in Abstract 14G of 2023**, was adopted by vote: Supervisor Ian Murray- aye, Councilman Michael McLoughlin – aye, Councilwoman Ruth Drumm – aye, Councilman Gary Squires - aye, Councilwoman Maxine Lautenberg – absent.

**Carried 4– 0.**

**RESOLVED**, by the Town Board of the Town of Saratoga to authorize payment of the bills listed in **Abstract 14G of 2023 in the following amounts:**

<b>General Fund DB</b>	<b>No. 915-919</b>	<b>\$ 13,932.20</b>
<b>General Fund A</b>	<b>No. 920-931</b>	<b>\$ 10,797.78</b>
<b>General Fund B</b>	<b>No. 932</b>	<b>\$ 232.92</b>
<b>General Fund H</b>	<b>No. 933</b>	<b>\$ 24.78</b>
<b>Grand Total</b>		<b>\$ 24,987.68</b>

**Audit the Bills:** On a motion by Councilmember Ruth Drumm and seconded by Councilmember Gary Squires, the following **Resolution #24 -26 Approving the Payment of Bills in Abstract 1G of 2024**, was adopted by vote: Supervisor Ian Murray- aye, Councilman Michael McLoughlin – aye, Councilwoman Ruth Drumm – aye, Councilman Gary Squires - aye, Councilwoman Maxine Lautenberg - absent.

**Carried 4 - 0**



**RESOLVED**, by the Town Board of the Town of Saratoga to authorize payment of the bills listed in **Abstract 1G of 2024 in the following amounts:**

<b>General Fund DB</b>	<b>No. 9</b>	<b>\$ 145.00</b>
<b>General Fund A</b>	<b>No. 10-18</b>	<b>\$ 8,467.91</b>
<b>General Fund B</b>	<b>No. 19-20</b>	<b><u>\$ 3,295.00</u></b>
<b>Grand Total</b>		<b>\$ 11,907.91</b>

A motion was made by Councilmember Michael McLoughlin and seconded by Councilmember Gary Squires, **to adjourn the meeting at 7:46 p.m.**  
Supervisor Ian Murray- aye, Councilman Michael McLoughlin – aye, Councilwoman Ruth Drumm – aye, Councilman Gary Squires - aye, Councilwoman Maxine Lautenberg - absent.

**Carried 4 – 0**

**Meeting Adjourned**

Respectfully Submitted,

Michelle M. Conover  
Town Clerk