

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

**January 10, 2022
6:00 P.M.**

Supervisor Thomas Wood opened the meeting at 6:00 p.m.

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, Building Inspector/Zoning Officer Gil Albert, Highway Superintendent Don Ormsby Jr., Town Attorney William Reynolds, Bookkeeper Pat Temple, Wendy Lukas, Russell & Lauren Kirkwood, Jim Sullivan, and someone named Patti.

Recognitions/Presentations/ Bid openings/Public Hearings:

ORGANIZATIONAL APPOINTMENTS AND DESIGNATIONS:

On a motion by Councilmember Michael McLoughlin and seconded by Councilmember Gary Squires, the following **Resolution #22-01 - Setting the Rules of the Board**, 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

Resolution #22-01 - setting the “Rules of the Board”:

WHEREAS, §63 of the Town Law provides that the Town Board may determine the rules of its procedures; now, therefore be it

RESOLVED, that the following Rules of Order be and the same are hereby adopted pursuant to §63 of the Town Law:

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 Town 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, no more than twice, in any case, without leave of the Town 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 Town Board shall be required to suspend these rules of order. A majority of the Town 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 Town 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 #22-02 through 22-21 - Organizational Designations and Appointments**, were 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

- ❖ **Resolution #22-02** setting the meeting time and place for the regular Town Board meeting, which is set as the 2nd Monday of the month, at 6:00 p.m. at the Town Hall, 12 Spring Street, Schuylerville.
- ❖ **Resolution #22-03** designating the Glens Falls National Bank & Trust Company

as the official bank depository.

- ❖ **Resolution #22-04** designating *The Saratogian* as the official newspaper for the Town.
- ❖ **Resolution #22-05** authorizing the Supervisor to invest idle cash balances.
- ❖ **Resolution #22-06** authorizing the Supervisor to submit claims for state aid for youth recreation programs.
- ❖ **Resolution #22-07** authorizing the Supervisor to execute & pay contracts & annual appropriations as provided in the budget.
- ❖ **Resolution #22-08** approving the salaries & highway scale of wages and additional benefits as set forth in the 2022 budget.
- ❖ **Resolution #22-09** appointing the Supervisor as health insurance administrator.
- ❖ **Resolution #22-10** authorizing the Supervisor to pay bills of utility, fuel, gas, oil, credit card & any discounted bills without prior audit and providing bills are presented at the first available meeting for audit.
- ❖ **Resolution #22-11** authorizing the Highway Superintendent to spend/purchase up to \$2,000.00 without prior notice to town board.
- ❖ **Resolution #22-12** setting the mileage rate for actual town business at \$.58.5 cents per mile.
- ❖ **Resolution #22-13** setting the election inspector rates at \$100 and machine custodians at \$75 per machine for Special Elections.
- ❖ **Resolution #22-14** appointing Ed Cross as Dog Control Officer.
- ❖ **Resolution #22-15** appointing William Reynolds as Attorney for the Town.
- ❖ **Resolution #22-16** appointing Gilman Albert as Building Inspector/Code Enforcement Officer.
- ❖ **Resolution #22-17** appointing Gilman Albert as Fire Code Officer.
- ❖ **Resolution #22-18** appointing Linda McCabe as Registrar of Vital Statistics and as Clerk to the Planning Board & Clerk to the Zoning Board of Appeals.
- ❖ **Resolution #22-19** appointing Dr. Christopher Thomas as the Health Officer.
- ❖ **Resolution #22-20** appointing Kenneth Martin as the Engineer for the town.
- ❖ **Resolution #22-21** appointing Edward A. Scalo as Armed Court Officer.
- ❖ **Resolution #22-22** appointing Dorothy Lavazzo as part-time Assessor's Clerk.

Supervisor Thomas Wood made the following annual appointments:

- ❖ **Deputy Supervisor** – Councilman Michael McLoughlin.
- ❖ **Bookkeeper** - Patricia Temple.
- ❖ **Payroll Clerk** - Jennie McReynolds.
- ❖ **Town Historian** - Sean Kelleher.
- ❖ **Deputy Town Historian** - Patricia Peck.
- ❖ **Highway Committee:** Councilman Gary Squires and Councilwoman Maxine Lautenberg.
- ❖ **Deputy Town Historian** - Patricia Peck.
- ❖ **Youth Committee:** Councilman Michael McLoughlin.
- ❖ **Senior Citizen Committee:** Supervisor Thomas Wood and Councilwoman Maxine Lautenberg.
- ❖ **Insurance Committee:** Supervisor Thomas Wood and Councilwoman Ruth Drumm.
- ❖ **Landfill Committee:** Supervisor Thomas Wood, Councilman Gary Squires.
- ❖ **Park Committee:** Supervisor Thomas Wood, Councilman Gary Squires,

Councilwoman Ruth Drumm, Councilman Michael McLoughlin, and Councilwoman Maxine Lautenberg.

The following annual appointments were made by elected officials and read by Supervisor Thomas Wood:

- ❖ **Town Clerk Linda McCabe** appoints Michelle Conover as Deputy Town Clerk and Deputy Registrar of Vital Statistics.
- ❖ **Town Justice Daniel Waldron and Town Justice Charles Sherman** appoint Bonnie Williams and Jennifer Johnston as part-time Court Clerks.

Approval of Minutes: A motion was made by Councilmember Michael McLoughlin and seconded by Councilmember Ruth Drumm, **to accept the minutes of the December 13th Regular meeting, December 21st Special Executive Session meeting, December 30th, 2021 Special Remote Year-End Audit meeting, January 5th and January 6th, 2022 Emergency Special Executive Session meetings as written, with correction of minor errors.** 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 December 2021: 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 \$307.99. Fees paid to the New York State Health Department for Marriage licenses \$22.50. Dog license fees to Supervisor Thomas Wood \$205.00. Clerk fees to Supervisor Thomas Wood \$34.51. Total State and Local Revenues received were \$619.00.

Zoning Officer's report for December 2021: 8 Building Permits, 14 Building Inspections, 11 Certificates of Occupancy, 0 Junkyard Permits, 0 Complaints, 0 Fire Inspections, 0 Order to Remedy, 1 misc., 12 Building Permit Renewals and 0 Property Maintenance Inspections. A check for \$4,098.50 was given to Supervisor Thomas Wood.

Dog Control officer's report for December 2021: The following report was read by Supervisor Thomas Wood: Ed Cross, Dog Control Officer answered 8 complaints, took 0 dogs to the shelter, 0 bite case, traveled 12 miles, issued 0 warnings and 0 summons' were issued.

Town Court report for December 2021: 20 Traffic tickets closed, 2 Criminal/penal law case closed, 0 civil case closed, 2 DWI cases closed, 1 Encon/DEC closed, 2 Town and Dog cases closed. Supervisor Thomas Wood received a check in the amount of \$2,475.00.

Tax Collector's report for January 1 – 7, 2022: Town & County Property tax bills were mailed out to all Town property owners on December 30, 2021. The following report was submitted by Tax Collector Rose Decker: As of Friday, January 7, 2022, 94 residents (3%) had paid their tax bills, which brought the total amount collected to \$101,814.36.

Please Note: All taxes are to be paid by mail, in the drop box in the Town Hall lobby or on-line, due to COVID-19.

Historian’s report for December 2021: Historian Sean Kelleher submitted an annual report summarizing his activities and achievements for 2021. The report is a summary of his previously submitted monthly reports. The multi-page summary report is on file in the Town Clerk’s office.

Assessor’s report December 2021: No report.

Highway Superintendent’s report for December 2021

- ❖ Clearing trees and limbs from ditches.
- ❖ Pothole patching, and icing road checks.
- ❖ Chainsaw maintenance.
- ❖ Delineator and sign repairs.
- ❖ Placed wings on trucks and cable on Truck 3.
- ❖ General truck cleaning & inspections.
- ❖ Tires & rims on Pick-up 2 with rear cab mounts replaced.
- ❖ Replaced steering cylinder on Truck 4.
- ❖ Air dryer & exhaust leak addressed on Truck 1.
- ❖ Truck 6 sidewinder cylinder replaced.
- ❖ Black top cut & repair for surface leak on Casey Rd.
- ❖ Placed a trench & tile line on Haas Rd. for water issue.
- ❖ Sanded for 4 storms & plowed for 2.
- ❖ Strip & waxed office & break room floors.

Supervisor’s report: Supervisor Thomas Wood reviewed the 2021 Goals with the Board. He stated due to covid there were setbacks in accomplishing all of the goals, but they will continue working to complete them in the new year. He asked the Board members to think about goals they would like to see accomplished within this year and to bring them to the next meeting. He then stated they will review and adopt the 2022 Goals at the February Board meeting.

SUPERVISOR’S REPORT DECEMBER 2021

GENERAL FUND – TOWNWIDE (A FUND)

Balance on hand 12/1/2021	\$ 767,77.02
Revenues	+ 32,100.32
Disbursements	- <u>78,685.53</u>
Balance 12/31/2021	\$ 720,691.81

GENERAL FUND – OUTSIDE VILLAGE (B FUND)

Balance on hand 12/1/2021	\$2,101,448.50
Revenues	+ 135,447.11
Disbursements	- <u>185,450.21</u>
Balance 12/31/2021	\$2,049,445.40

HIGHWAY FUND – OUTSIDE VILLAGE (DB FUND)

Balance on hand 12/1/2021	\$ 622,470.67
Revenues	+ 304,868.61
Disbursements	- <u>115,817.22</u>
Balance 12/31/2021	\$ 811,522.06

SCHUYLER PARK CAPITAL PROJECT 12/31/2021	\$ 161,119.87
YOUTH RECREATION & SERVICE 12/31/2021	\$ 8,673.85
HIGHWAY EQUIPMENT RESERVE 12/31/2021	\$ 262,682.56
BUILDING RESERVE 12/31/2021	\$ 483,023.54
SCENIC BY WAYS QRTRLY 12/31/2021	\$ 311.93
PARKS RESERVE 12/31/2021	\$ 426,956.55
TRUST & AGENCY 12/31/2021	\$ 57,133.92
CDBG Project 12/31/2021	\$ 11.76
HISTORIC HUDSON HOOSICK RIVER 12/31/2021 PARTNERSHIP	\$ 6,949.92
PROPERTY TAX CAP RESERVE 12/31/2021	\$ 1,311.66
GFNB Certificate of Deposit 12/31/2021	\$ 753,691.56
NYCLASS 12/31/2021	\$ 702,252.02

December 2021 Sales Tax Received - \$126,908.00

November 2021 Mortgage Tax Received - \$20,897.50

December 2021 Mortgage Tax Received – Unknown at this time.

Public comments on agenda items: Jim Sullivan, 11 Pearl St., addressed the Board.

Committee reports:

Landfill: No report. Supervisor Thomas Wood updated on the PFOA test that Jim Sullivan asked about at the Board's last meeting. He stated Town Engineer Ken Martin is checking with DEC to see if other testing for substances Jim Sullivan spoke of, last month, is necessary and what the additional costs may be. He also noted that the test for PFOA proved to be well below the targeted problem level.

Insurance: No report.

Youth: No report.

Senior Citizens: No report was submitted, but Pat Temple said they're hoping to take a trip in the future to the Amish country, dependent upon the covid virus.

Park Committee: No report.

Office of Emergency Management (OEM): No report.

WEMS, QSFD Reports: Assistant Fire Chief Don Ormsby reported that Quaker Springs Fire Department had a total of 120 calls for 2021.

Pat Temple stated WEMS is doing well and following through on giving covid vaccines and boosters.

Old business: Supervisor Thomas Wood stated 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, as the carpet is glued to tile and the tile is glued to the subfloor. He added he's looking at commercial grade, vinyl plank flooring to replace the carpeting. At the request of Councilman Michael McLoughlin, a call will be put out to have samples brought over for the Board to look at.

New business:

On a motion by Councilmember Ruth Drumm and seconded by Councilmember Gary Squires, the following **Resolution #22-23 – Changing Zoning Officer/Building Inspector from a part time to full time position**, 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 2020 Census data reflected an increase in the population density of the Town of Saratoga; and

WHEREAS, this population density increase will require the Town of Saratoga to comply with MS4 Stormwater Control measures; and

WHEREAS, the Zoning Officer/Building Inspector will monitor and enforce MS4 regulations in the Town; now, therefore, be it

RESOLVED, by the Town Board of the Town of Saratoga that the position of Zoning Officer/Building Inspector be increased from a part time to a full time position, subject to passing the civil service exam within one year, so that all MS4 regulations can be monitored and enforced.

On a motion by Councilmember Michael McLoughlin and seconded by Councilmember Maxine Lautenberg, the following **Resolution #22-24 – Approval to Enter into a Contract for Fire Protection with the Village of Victory**, 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 entering into the fire protection contract with the Village of Victory, for a term of January 1, 2022 through December 31, 2022 and will provide consideration to the Village of Victory in the amount of \$13,863.00. 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 attorney for the Town.

On a motion by Councilmember Gary Squires and seconded by Councilmember Michael McLoughlin, the following **Resolution #22-25 – Approval to Enter into a Contract for Fire Protection with the Village of Schuylerville**, 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 entering into the fire protection contract with the Village of Schuylerville, for a term of January 1, 2022 through December 31, 2022 and will provide consideration to the Village of Schuylerville in the amount of \$39,198.00. 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.

Communications: None

Privilege of the floor: The following addressed the Board:

Wendy Lukas, 77 Green St.

Jim Sullivan, 11 Pearl St.

Upcoming meetings:

- ❖ Regular Remote Zoom Town Board meeting – Monday, February 14, 2022 at 6:00 p.m.

Audit the Bills: On a motion by Councilmember Michael McLoughlin and seconded by Councilmember Ruth Drumm, the following **Resolution #22-26 - Approving the Payment of Bills in Abstract 14G 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 14G of 2021 in the following amounts:**

General Fund DB	No. 1038 - 1042	\$ 4,169.79
General Fund A	No. 1035, 1043 – 1051	\$ 2,799.53
General Fund B	No. 1037, 1052 -1053	\$ 249.76
H H Partnership	No. 1036	\$ 70.14
	Grand Total \$	7,529.22

Audit the Bills: On a motion by Councilmember Ruth Drumm and seconded by Councilmember Michael McLoughlin, the following **Resolution #22-27 - Approving the Payment of Bills in Abstract 1G 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**

Carried 5 - 0

RESOLVED, by the Town Board of the Town of Saratoga to authorize payment of the bills listed in **Abstract 1G of 2022 in the following amounts:**

General Fund DB	No. 10 – 13	\$ 464.52
General Fund A	No. 14 – 27	\$ 15,547.07
General Fund B	No. 28	\$ 295.00
H H Partnership	No. 29	\$ 120.00
	Grand Total \$	16,426.59

A motion was made by Councilmember Michael McLoughlin and seconded by Councilmember Gary Squires, **to Enter into Executive Session to discuss matters leading to the appointment, employment, promotion, discipline, suspension, dismissal or removal of a particular person or corporation at 7:12 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 Ruth Drumm and seconded by Councilmember Michael McLoughlin, **to Exit Executive Session at 7:27 p.m. No 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 was made by Councilmember Gary Squires and seconded by Councilmember Maxine Lautenberg, **to adjourn the meeting at 7:28 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