

**DRAFT MINUTES OF THE TOWN OF SARATOGA
TOWN BOARD MEETING
12 SPRING ST., SCHUYLERVILLE, NY
June 13, 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 Clerk Michelle Conover, Building Inspector/Zoning Officer Gil Albert, Highway Superintendent Don Ormsby Jr., Ian Murray and Joseph St. Pierre.

Recognitions/Presentations/ Bid openings/Public Hearings: Supervisor Thomas Wood recognized Town Attorney, William ‘Bill’ F. Reynolds, upon his recent retirement and then introduced Bill and his wife Sue to all present. Supervisor Thomas Wood then shared a brief history of Bill’s diverse background and accomplishments (he even went to Woodstock!). He then read the following resolution:

On a motion by Supervisor Thomas Wood, seconded by Councilmember Michael McLoughlin, the following **Resolution #22-50 – Recognition of William F. Reynolds**, 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, William F. ‘Bill’ Reynolds lived in the Town of Saratoga for over 40 years; and

WHEREAS, William F. ‘Bill’ Reynolds has generously given his time, knowledge and skills to the Town of Saratoga for over 40 years; and

WHEREAS, William F. ‘Bill’ Reynolds has continuously served as Town of Saratoga Attorney for over 40 years; and

WHEREAS, William F. ‘Bill’ Reynolds served Saratoga County as Assistant District Attorney for 23 years, from 1985 – 2008; and

WHEREAS, William F. ‘Bill’ Reynolds has also served Washington and Albany counties as Assistant Public Defender and Confidential Law Clerk; and

WHEREAS, William F. ‘Bill’ Reynolds has served the greater Town of Saratoga community in numerous capacities, including Visitor Guide at the Saratoga National Historical Park, Annual Organizer for the Surrender Day at Fort Hardy Park, Chairman of the original Fort Hardy Committee Master Plan Development Project, Meal Deliverer for Saratoga County Meals on Wheels, Co-founder and Director of the Schuylerville Community Theater and active member of the New Covenant Community Church; and

WHEREAS, William F. ‘Bill’ Reynolds always worked hard and was fully engaged in performing his duties for the Town of Saratoga; now, therefore, be it

RESOLVED, that the Town of Saratoga extends our sincere thanks and appreciation to William F. ‘Bill’ Reynolds for his service and devoted dedication to the Town of Saratoga; and be it further

RESOLVED, that this recognition and expression of gratitude be made part of the permanent record of the Town of Saratoga.

Bill Reynolds thanked Supervisor Thomas Wood and stated that Supervisor Thomas Woods's service and dedication to this Town is beyond any town supervisor's he's ever worked with in the past.

Approval of Minutes: A motion was made by Councilmember Ruth Drumm and seconded by Councilmember Michael McLoughlin, **to accept the minutes of the May 5, 2022 agenda meeting and the May 9, 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 May 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 \$23.62. 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 \$226.38. Total State and Local Revenues received were \$564.00.

Zoning Officer's report for May 2022: 12 Building Permits, 20 Building Inspections, 12 Certificates of Occupancy, 1 Junkyard Permits, 1 Complaints, 0 Fire Inspections, 1 Orders to Remedy, 5 misc., 6 Building Permit Renewals and 2 Property Maintenance Inspections. Supervisor Thomas Wood received a check in the amount of \$3,322.50.

Dog Control officer's report for May 2022: The following report was submitted by DCO Ed Cross: Dog Control Officer answered 26 complaints, took 1 dog to the shelter, 0 bite case, traveled 114 miles, issued 26 warning and 0 summons.

Town Court report for May 2022: 33 Traffic tickets closed, 3 Criminal/penal law case closed, 3 civil cases closed, 2 Encon/DEC closed, 0 DWI cases closed, 0 Town and Dog cases closed. Supervisor Thomas Wood received checks in the amount of \$585.00 from Justice Waldron and \$2,595.00 from Justice Sherman, for a total of \$3,180.00.

Highway Superintendent's report for May 2022

- ❖ Mowing with new boom mower
- ❖ Cleared beaver dams on Hayes and Swamp Rds.
- ❖ Culvert changes -3 on Burke Rd. and 1 on Hathaway Rd.
- ❖ Ditching on Hathaway and Hayes Rds.
- ❖ Asphalt patches at culvert changes
- ❖ Gate replaced at dump road
- ❖ Re-grade and roll on Swamp and Dodd Rds.
- ❖ Sweeping on Hathaway, Hayes and Eagles Way
- ❖ Replaced hydraulic hoses and front tires on Deck mower
- ❖ Replaced Alternator on Gradall
- ❖ Repaired Air bag on truck 2
- ❖ Repaired Hydraulic cylinder on truck 6
- ❖ Repaired 1 overhead door for cable break
- ❖ Vehicle accident with truck 5, deemed totaled and looking for replacement
- ❖ Used loader, dozer and roller to widen Rte. 4 trail with crusher run
- ❖ Hauled blacktop for Stillwater and Providence

Supervisor’s report for May 2022:

SUPERVISOR’S REPORT MAY 2022

GENERAL FUND – TOWNWIDE (A FUND)

Balance on hand 5/1/2022	\$1,175,418.81
Revenues	+ 126,352.61
Disbursements	- <u>90,156.39</u>
Balance 5/31/2022	\$1,211,615.03

GENERAL FUND – OUTSIDE VILLAGE (B FUND)

Balance on hand 5/1/2022	\$2,104,433.09
Revenues	+ 106.21
Disbursements	- <u>13,782.84</u>
Balance 5/31/2022	\$2,090,756.46

HIGHWAY FUND – OUTSIDE VILLAGE (DB FUND)

Balance on hand 5/1/2022	\$1,168,490.63
Revenues	+ 157,470.27
Disbursements	- <u>189,756.22</u>
Balance 5/31/2022	\$1,136,204.68

SCHUYLER PARK CAPITAL PROJECT 5/31//2022	\$ 158,748.60
YOUTH RECREATION & SERVICE 5/31/2022	\$ 8,673.85
HIGHWAY EQUIPMENT RESERVE 5/31/2022	\$ 95,669.39
BUILDING RESERVE 5/31/2022	\$ 483,108.68
SCENIC BY WAYS QRTRLY 5/31/2022	\$ 311.97
PARKS RESERVE 5/31/2022	\$ 426,956.55
TRUST & AGENCY 5/31/2022	\$ 48,314.31
CDBG Project 5/31/2022	\$ -
HISTORIC HUDSON HOOSICK RIVER 5/31/2022 PARTNERSHIP	\$ 5,297.97
PROPERTY TAX CAP RESERVE 5/31/2022	\$ 1,311.66
GFNB Certificate of Deposit 5/31/2022	\$ 753,691.56
NYCLASS 5/31/2022	\$ 702,805.84

May 2022 Sales Tax Received - \$157,431.00

April 2022 Mortgage Tax Received - \$28,891.00

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, QSFD Reports:

QSFD: Don Ormsby reported They are working on getting the docks in at the Lake and they've had 50 calls, to date, for the Quaker Springs Fire District.

WEMS: Nashua Alexander submitted the following report: WEMS answered 36 calls for the Town of Saratoga for the month of May and everything, from WEMS, went well with the Saratoga Rowing Association's Spring Regattas with no issues to be resolved. The new sign on the Rt. 29 Station has been completed.

Old business: None.

New business:

On a motion by Councilmember Maxine Lautenberg, seconded by Councilmember Michael McLoughlin, the following **Resolution #22-53 – Demolition of Unsafe Building – 85 Rodgers Lane – Jan A. Wysocki**, 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, it has been reported to the Town Board of the Town of Saratoga that there exists an “unsafe building” as defined in Section 182-2(B) of the Town Code, located at 85 Rodgers Lane, in the Town of Saratoga; and

WHEREAS, Building Inspector Gilman Albert and Town Engineer Ken Martin have inspected said building and reported that it is dangerous to the life, health and/or property of the public because it is so damaged and structurally unsafe; and

WHEREAS, said report determines this is an “unsafe building”, as defined in the Town Code, Building Inspector Gilman Albert prepared and caused service of a notice to the owner of said property, to wit: Jan A. Wysocki, prepared in accordance with Section 182-3(A) of the Town Code, directing that the building be made safe and secure, or if necessary, be demolished and removed, and that any occupants of the building immediately vacate the same, and that all rubbish and debris be removed from the exterior of the property; and

WHEREAS, a hearing was held before the Town Court on May17, 2022 at 7:00 p.m., at the Saratoga Town Hall, 12 Spring Street, Schuylerville, NY, at which hearing the owner was to present proof in opposition to the claim that the building is unsafe and dangerous; and

WHEREAS, Jan A. Wysocki, owner of said property neglected to appear in Town Court; now, therefore, be it

RESOLVED, that the owner, Jan A. Wysocki, be given 30 days to correct the deficiencies or demolish the building/s and if not done within 30 days, the Town will contract with a firm to demolish and clean up the site and the cost of this will be added to the property tax bill; and be it further

RESOLVED, that the Town Attorney file a copy of the aforesaid notice in the Office of the Saratoga County Clerk, as provided by law.

On a motion by Councilmember Gary Squires, seconded by Councilmember Ruth Drumm, the following **Resolution #22-54 – Authorization to Enter into Contract with Public Sector**

HR Consultants, LLC to update the Employee Handbook, 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, one of the 2022 Goals of the Town Board of the Town of Saratoga, was to review and update the Personnel Manual and establish long term retirement goals; now, therefore, be it

RESOLVED, that the Town Board of the Town of Saratoga authorizes the Town Supervisor to enter into contract for professional services with Public Sector HR Consultants, LLC, at a cost of \$3,000.00 to update the Employee Personnel Handbook and when authorized by the Board, prepare job descriptions at a rate of \$200 per description.

On a motion by Councilmember Michael McLoughlin, seconded by Councilmember Gary Squires, the following **Resolution #22-55 – Authorization to Accept the NYS Canal System Tourism Infrastructure & Event Grant of \$8,000.00 for improvements to the U.S. Rt. 4 Hudson River Boat Launch**, 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 applied for and been awarded \$8,000.00 through the NYS Canal System Tourism Infrastructure & Event Grants, to expand public amenities for the users of the Champlain Canalway Boat Launch, along U.S. Rt. 4, south of Schuylerville; and

WHEREAS, the awarded money will be used to purchase picnic tables, an accessible kayak launch, bike rack and wayfinding signage; now, therefore, be it

RESOLVED, that the Town Board of the Town of Saratoga authorizes the Town Supervisor to accept said grant money and to have Tracey Clothier, Clothier Planning & Consulting, administer such for the Hudson River Boat Launch Improvements as described above, at a rate of \$65.00 per hour.

On a motion by Councilmember Gary Squires, seconded by Councilmember Maxine Lautenberg, the following **Resolution #22-56 – Amendment to Employee Handbook Health Insurance Premiums**, 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 agreed the Town should no longer pay health insurance premiums for retired employee spouses; now, therefore, be it

RESOLVED, effective June 13, 2022, for all new retirees the Town will pay the health insurance premium for the eligible retiree only, at the percentage paid by the Town while the individual was employed.

On a motion by Councilmember Ruth Drumm, seconded by Councilmember Michael McLoughlin, the following **Resolution #22-57 – Amendment to Employee Handbook Standard Medicare Part B Reimbursement**, 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 agreed the Town should no

longer pay Standard Medicare Part B reimbursements for new retiree’s spouses; now, therefore, be it

RESOLVED, that the Town will pay the Standard Medicare Part B reimbursement for all new eligible retirees, at the percentage rate of health insurance paid by the Town while the individual was employed. The Town will no longer pay the Standard Medicare Part B reimbursement for the spouse of any new retiree, effective June 13, 2022.

On a motion by Councilmember Michael McLoughlin, seconded by Councilmember Maxine Lautenberg, the following **Resolution #22-58 – Standard Work Day 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)
Elected Officials								
Town Clerk	Linda A. McCabe	6475	41052796	6	01/01/2020-12/31/2023	N	34.89	
Councilman	Gary Squires	1279	61334041	6	01/01/2020-12/31/2023	N	.75	
Justice	Charles Sherman	6675	50651751	6	01/01/2020-12/31/2023	N	1.34	
Highway Supt.	Donald Ormsby Jr.	0233	41094632	8	01/01/2020-12/31/2023	N	24	
Councilwoman	Maxine Lautenberg	1646	73016255	6	01/01/2022-12/31/2025	N	.59	
Appointed Officials								
Zoning Officer	Gilman Albert	4744	42340364	6	01/01/2022-12/31/2022	N	21.56	
Deputy Town Clerk	Michelle Conover	2103	61323044	6	01/01/2022-12/31/2023	N	27.78	
Historian	Sean Kelleher	1060	38892964	6	01/01/2022-12/31/2022	N	.34	
Assessor	Lorraine Fiorino	9034	39285002	6	10/01/2019-09/30/2025	N	4	

On a motion by Councilmember Gary Squires, seconded by Councilmember Michael McLoughlin, the following **Resolution #22-59 – Authorization for Health Insurance Plans** 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, on an annual basis the Town Board enters into insurance contracts to provide health insurance coverage for eligible employees; and

WHEREAS, the Board has reviewed proposals for contracts to commence August 1, 2022; now, therefore be it

RESOLVED, that the Town Supervisor is authorized to sign a contract for health insurance benefits for active employees with Capital District Physicians Health Plan for their CDPHP SUSF 7220 HDEPO 320 SILVER effective August 1, 2022 for a one year term. The deductible will be reimbursed by the town through a special account that CDPHP can withdraw deductibles from as needed. Due to the increase of premium, the town will pay the first \$1500.00 of deductibles for single plans and the first \$3,000.00 for employee plus one plans as currently being done; and be it further

RESOLVED, that the Town Supervisor is authorized to sign a contract for health insurance benefits, for pre 65 eligible retirees and/or their spouse, with Capital District Physicians Health Plan for their CDPHP SUGFE 314 EMBRACE HEALTH EPO COPAYMENT 221 GOLD plan with the Town.

On a motion by Councilmember Maxine Lautenberg, seconded by Councilmember Michael McLoughlin, the following **Resolution #22-60 – Authorization to Purchase a 2013 Freightliner 114SD** 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 Highway Superintendent Don Ormsby to go forward with the purchase of the 2013 Freightliner 114SD, for a total cost of \$79,500.00.

On a motion by Councilmember Michael McLoughlin, seconded by Councilmember Gary Squires, the following **Resolution #22-61 – Authorization to Enter into Contract with Miller, Mannix, Schachner & Hafner, LLC. law firm**, 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, attorney for the Town, William F. Reynolds, has resigned; and

WHEREAS, the Town of Saratoga needs attorney services; now, therefore, be it

RESOLVED, that the Town Board of the Town of Saratoga authorizes the Town Supervisor to sign and enter into contract with Miller, Mannix, Schachner & Hafner, LLC, for professional legal services from June 14, 2022 – December 31, 2023 at the following rates: \$230.00 per hour for legal services from June 14, 2022 – December 31, 2022 and \$240.00 per hour for legal services from January 1, 2023 – December 31, 2023.

Communications: Turning Point Parade will be held August 7, 2022.

Privilege of the floor: Joseph St. Pierre addressed the Board.

Upcoming meetings:

- ❖ Agenda meeting – July 7, 2022 at 6:00 p.m.
- ❖ Regular Town Board meeting – Monday, July 11, 2022 at 6:00 p.m.

Audit of the Bills: On a motion by Councilmember Ruth Drumm, seconded by Councilmember Gary Squires, the following **Resolution #22-62 - Approving the Payment of Bills in Abstract 6G 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 6G of 2022 in the following amounts:**

General Fund DB	No. 353, 359 - 375	\$ 30,396.05
General Fund A	No. 327, 328, 330 – 333, 337, 351, 352, 354, 377 – 381, 384 - 414	\$ 84,094.80
General Fund B	No. 355 – 357, 376	\$ 2,522.08
H Schuyler Park	No. 350, 415	\$ 610.28
HH Hudson-Hoosic	No. 339 & 358	<u>\$ 963.71</u>

Grand Total \$ 118,586.92

A motion was made by Councilmember Gary Squires, seconded by Councilmember Ruth Drumm **to Enter into Executive Session at 6:56 p.m. 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.** 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 Ruth Drumm, **to Exit Executive Session at 7:27 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 to adjourn was made by Councilmember Gary Squires, seconded by Councilmember Michael McLoughlin, 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