

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

**March 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 – 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., Bookkeeper Pat Temple, Susan Yerry, Bill Tobin and Jim Sullivan.

Recognitions/Presentations/ Bid openings/Public Hearings: None

Approval of Minutes: A motion was made by Councilmember Gary Squires seconded by Councilmember Maxine Lautenberg, **to accept the minutes of the February 14, 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

Town Clerk’s report for February 2022: Fees paid to the NYS Dept. of Agriculture and Markets for the Animal Population Control Program \$41.00. Fees paid to New York D.E.C. for hunting and fishing licenses \$47.24. Fees paid to the New York State Health Department for Marriage licenses \$0. Dog license fees to Supervisor Thomas Wood \$175.00. Clerk fees to Supervisor Thomas Wood \$52.76. Total State and Local Revenues received were \$316.00.

Zoning Officer’s report for February 2022: 7 Building Permits, 12 Building Inspections, 4 Certificates of Occupancy, 0 Junkyard Permits, 0 Complaints, 0 Fire Inspections, 0 Order to Remedy, 7 misc., 3 Building Permit Renewals and 10 Property Maintenance Inspections. Supervisor Thomas Wood received a check in the amount of \$1,697.00.

Zoning Officer/Building Inspector Gil Albert discussed changes to certain zoning amendments and districts that he and Planning Chairman Ian Murray and the Joint Board of Planning and Zoning members believe are necessary. He handed out the changes that Planning and Zoning would like to see happen and asked the Board to review them and let him know what changes they would like them to go forward with. He stated he doesn’t want the Joint Board wasting their time on things the Board does not want to see changed.

He thanked Gil Albert for his and Ian Murray’s hard work, as well as the Joint Board’s work. The Board thanked him as well.

Supervisor Thomas Wood stated the Board will review his submittal and will address it at next month’s meeting.

Dog Control officer’s report for February 2022: The following report was submitted by DCO Ed Cross: Dog Control Officer answered 7 complaints, took 0 dog to the shelter, 0 bite case, traveled 12 miles, issued 7 warnings and 0 summons.

Town Court report for February 2022: 18 Traffic tickets closed, 2 Criminal/penal law case closed, 1 civil case closed, 1 Encon/DEC closed, 2 DWI cases closed, 0 Town and Dog cases closed. Supervisor Thomas Wood received a check in the amount of \$2,455.00.

Tax Collector’s report: The following report was submitted by Tax Collector Rose Decker: As of March 11, 2022, 2801 residents (88%) have paid their tax bills, which brought the total amount collected to \$3,428,638.48, 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. Please keep in mind the Tax Collector will be handing in her books to the County Treasurer’s Office in April and any taxes not paid by then will have to pay at the County Treasurer’s Office in Ballston Spa.

Historian’s report for January 2022: No report.

Assessor’s report January 2022: No report.

Highway Superintendent’s report for February 2022

- ❖ Road and culvert checks for icing and flooding
- ❖ Garage floor washing
- ❖ Mailbox repairs and pothole patching
- ❖ Fluid and filter maintenance on backhoe, gradall, grader, dozer and Cat roller
- ❖ Changed flat tire and replaced plow on truck 3
- ❖ Replaced rear seal, air valve, hydraulic hose and cab air bag on truck 6
- ❖ Radiator on truck 2
- ❖ Truck 9 boom inspected
- ❖ Had sexual harassment, workplace violence and Lyme disease class with crew and 2 councilmembers
- ❖ Received new plows
- ❖ Sanded for 6 storms and plowed for 6

Highway Superintendent Don Ormsby discussed the proposed purchase of a tractor and boom mower with the Board.

Supervisor’s report for February 2022:

SUPERVISOR’S REPORT FEBRUARY 2022

GENERAL FUND – TOWNWIDE (A FUND)

Balance on hand 2/1/2022	\$1,409,959.05
Revenues	+ 13,297.66
Disbursements	- <u>165,927.49</u>

Balance 2/28/2022 \$1,257,329.22

GENERAL FUND – OUTSIDE VILLAGE (B FUND)

Balance on hand 2/1/2022 \$2,190,215.86
 Revenues + 3,148.94
 Disbursements - 12,474.52
 Balance 2/28/2022 \$2,180,890.28

HIGHWAY FUND – OUTSIDE VILLAGE (DB FUND)

Balance on hand 2/1/2022 \$ 939,963.02
 Revenues + 133,537.84
 Disbursements - 87,276.68
 Balance 2/28/2022 \$ 986,224.18

SCHUYLER PARK CAPITAL PROJECT 2/28/2022 \$ 139,333.43
 YOUTH RECREATION & SERVICE 2/28/2022 \$ 8,673.85
 HIGHWAY EQUIPMENT RESERVE 2/28/2022 \$ 230,907.93
 BUILDING RESERVE 2/28/2022 \$ 483,056.48
 SCENIC BY WAYS QRTRLY 2/28/2022 \$ 311.93
 PARKS RESERVE 2/28/2022 \$ 426,956.55
 TRUST & AGENCY 2/28/2022 \$ 61,670.82
 CDBG Project 2/28/2022 \$ -
 HISTORIC HUDSON HOOSICK RIVER 2/28/2022 \$ 8,854.78
 PARTNERSHIP
 PROPERTY TAX CAP RESERVE 2/28/2022 \$ 1,311.66
 GFNB Certificate of Deposit 2/28/2022 \$ 753,691.56
 NYCLASS 2/28/2022 \$ 702,293.58

February 2022 Sales Tax Received - \$133,502.00

February 2022 Mortgage Tax Received - \$24,594.00

Public comments on agenda items: No one spoke.

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 to the Amish country in PA, in May, 2022 and 50 people to date have made their reservations.

Park Committee: Councilmember Gary Squires stated the Schuyler Park Committee met on March 2, 2022 in preparation for the opening the park. The Committee discussed the following:

- ❖ The need for a new RFP for field maintenance as the current maintenance contract has expired. The committee considered reducing the level of service from the past contract as a cost saving measure, but in light of anticipated increased field usage this year, it was decided to maintain the current service level. However, rather than enter into a new three-year agreement that locks in a price based upon the current cost of required materials – which have experienced an extremely high cost jump, the new contract will allow for annual reevaluations. It is hoped that material costs will decrease over the long term.
- ❖ Irrigation startup, porta pot delivery and installation, roadway maintenance, routine trash pickup; communication and coordination with school, OSAA, and Lacrosse; are currently being addressed.
- ❖ Opening Day is expected to be around 4/10/22, but is weather dependent.

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 8 calls for February 2022.

WEMS: No report.

Old business: Supervisor Thomas Wood stated Councilmember Maxine Lautenberg has been doing work trying to get the word out on the NYS ConnectALL Initiative for the broadband mapping survey and speed test. Councilmember Maxine Lautenberg stated the deadline is Friday, March 18th. This is in hopes of expanding and improving internet service. You can go to: www.empirestatebroadband.com to test the speed of your computer internet and become part of the mapping process. She has emailed people and put some flyers out as the survey is important to help those pockets that have no service in the Town, get service. She urged everyone to take part in the survey and test. Councilmember Michael McLoughlin said he will notify the school and send them the information for the students to take home to their families.

Supervisor Thomas Wood stated the Board will discuss the proposed purchase of the Millie Allen property on Rt. 29, bordering Schuyler Park, in executive session.

New business: Supervisor Thomas Wood noted an RFP was published for professional painting of the Schuyler Room, dining area and hallway/coatroom, three submittals have been received and a resolution will follow later in the meeting.

Supervisor Thomas Wood reminded the Board that the Town received an American Recovery Act check in the amount of \$194,000, fifty percent of the total amount the Town will receive and 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 still looking for further input from the Board for ideas on what they'd like the Town to use it on. He added perhaps updating the heating and ventilation equipment of the Town Hall with more efficient units. He asked Highway Superintendent Don Ormsby if any of the highway structures could benefit from some of this money. Highway Superintendent Don Ormsby responded the garage roof has leaks and should be upgraded, the pole barn could be expanded for equipment storage. They will be receiving additional CHIPS money this year as well.

Supervisor Thomas Wood stated he continues to be in contact with National Grid concerning the LED Street Light Replacement Program. National Grid sent him an updated inventory of street lighting in the Town and according to their inventory the Town has 39 street lights (38 regular lights and 1 flood light for the Town Hall parking lot). He is awaiting updates of the projected cost for this project and said there are grants available for this as well.

On a motion by Councilmember Michael McLoughlin and seconded by Councilmember Gary Squires, the following **Resolution #22-36 – Authorization to Enter into Contract for Professional Services with The LA Group**, 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 an \$85,000.00, 2021 Canalway Grant, for the planning and construction of an approximately 1 mile long segment of the Champlain Canalway Boat Launch Trail along U.S. Rt. 4, south of Schuylerville; and

WHEREAS, this Trail will form an off-road link in the Empire State Trail Network; and

WHEREAS, the grant requires professional design and field work that will include:

1. Field work verifying the sites existing conditions and identifying trees for removal
2. Creating an updated base map
3. Fund Trail Design
4. Construction recommendations
5. All required permitting
6. Grant Administration

and;

WHEREAS, an updated survey, both topographical and boundary, will be conducted in a separate contract by the Town, paid for out of grant funds and provided to The LA Group and;

WHEREAS, The LA Group has previously done extensive trail planning for the Town, including portions of and areas adjacent to this trail; and

WHEREAS, The LA Group has extensive knowledge of the trails in the area and;

WHEREAS, the costs of The LA Group on this project will be paid for with grant funds, now, therefore, be it

RESOLVED, that the Town Board of the Town of Saratoga authorizes the Town Supervisor to enter into contract with The LA Group for \$22,000.00 for the Champlain Canalway Boat Launch Trail as described above.

On a motion by Councilmember Gary Squires and seconded by Councilmember Michael McLoughlin, the following **Resolution #22-37 – Authorization to Enter into Agreement with Stewart-Stevenson Power Products LLC – Atlantic Division**, 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 current contract has expired with Stewart-Stevenson Power Products LLC for generator maintenance, and

WHEREAS, they propose a 1 year additional extension with all terms and conditions remaining the same, and

WHEREAS, the proposed cost of the 1 year extension is constant at \$1,007.00, now, therefore, be it

RESOLVED, that the Town Board of the Town of Saratoga authorizes the Town Supervisor to enter into an agreement with Stewart-Stevenson Power Products LLC – Atlantic Division as stated above.

On a motion by Councilmember Michael McLoughlin and seconded by Councilmember Maxine Lautenberg, the following **Resolution #22-38 – Anti-Displacement & Relocation Plan for Housing Programs**, 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 participates in the CDBG Housing Program; and

WHEREAS, the CDBG program requires that participating agencies have an Anti-Displacement and Relocation Plan in place for these housing projects, and

WHEREAS, the Town of Saratoga has adopted the Residential Anti-Displacement and Relocation Assistance Plan (RARAP) per HUD regulations 24 CFR 42.325 and is applicable to HOME and CDBG funded programs; and

WHEREAS, the Town has incorporated the Anti-Displacement and Relocation Plan into the Town’s Project Implementation Plan; Program Implementation Section 2.5; and

WHEREAS, the Town of Saratoga will coordinate with Code Enforcement, grant participants, and contractors to minimize the relocation time-frame when necessary; now, therefore, be it

RESOLVED, that when relocation is necessary, the Town of Saratoga will incur the NYS local Section 8 Housing Authority per diem lodging limit for lodging facilities and that this cost will be paid for out of the grant funds.

On a motion by Councilmember Maxine Lautenberg and seconded by Councilmember Michael McLoughlin, the following **Resolution #22-40 – Authorization to Enter into Contract with The LA Group for a new NYS Canal System Tourism Infrastructure Grant**, 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 supports the submission of a NYS Canal System Tourism Infrastructure new competitive grant program, to support tourism infrastructure and amenity improvements for projects that fall below the NYS Consolidated Funding Application guidelines; and

WHEREAS, the Town supports an application for funding to make improvements to the Town’s Hudson River Boat Launch, including a kayak launch, sign, bike rack and two picnic tables; and

WHEREAS, the Town will apply for a grant, not to exceed \$8,000 and will support a match of \$8,000, for a total project cost of \$16,000; and

WHEREAS, the grant will include a consultant fee of \$800 to manage and implement the project, with the fee capped at 10% of the grant amount; now, therefore, be it

RESOLVED, that the Town Board of the Town of Saratoga authorizes the Town Supervisor to enter into a contract with The LA Group for a fixed fee of \$500, to write and submit the NYS Canal System Tourism Infrastructure grant as described above.

On a motion by Councilmember Michael McLoughlin and seconded by Councilmember Gary Squires, the following **Resolution #22-41 – Authorization to Purchase a new 2022 New Holland TS6.110 Tractor & Package - \$135,261.85 from Highway Equipment Reserve to Highway Equipment DB5130.2, subject to a 30 Day Permissive Referendum**, 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 purchasing a 2022 New Holland TS6.110 tractor with high visibility, PShuttle Trans with creeper gear, HD Flange Axle, 14.9 x 24 R1 Front, 18.4 x 34 R1 rear tires, air suspension seat with swivel, instructor seat, HVAC at a cost of \$73,244.55, factory freight at a cost of \$1,363.00, Dealer PDI at a cost of \$995.00, Alamo 22’ Machete 3 Boom Arm at a cost of \$47,384.95, 60” Severe Duty Rotary, Blade Bar, Swivel at a cost of \$18,608.20, Alamo Freight at a cost of \$3,694.00 and Alamo Factory Mounting, labor and oil at a cost of \$7,972.15, including a trade-in value of \$18,000.00 for the John Deere 6230 2WD with Alamo Boom Mower, bringing the total cost to \$135,261.85, subject to a 30 day permissive referendum, at which time will transfer \$135,261.85 from Highway Equipment Reserve into Highway Equipment-DB5130.2.

On a motion by Councilmember Maxine Lautenberg and seconded by Councilmember Gary Squires, the following **Resolution #22-42 – Authorization to Enter into Agreement with Bernard’s Way Painting for Professional Painting Services**, 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 upgrading the flooring in the Schuyler

Room, 1st floor dining area and small corridor by the kitchen; and

WHEREAS, those spaces have not been painted since 2008 and are in need of being painted; and

WHEREAS, an RFP was duly published in the Saratogian and three quotes have been submitted; now, therefore, be it

RESOLVED, that the Town Board of the Town of Saratoga authorizes the Town Supervisor to enter into an agreement with David Bernard, Bernard’s Way Painting, to prep and paint the Schuyler Room, 1st floor dining area and small corridor by the kitchen door (cloak room), along with trim work as needed, not to exceed the cost of \$5,831.50, as well as providing a Certificate of Insurance with minimal coverage of \$1,000,000 and naming the Town of Saratoga as additional insured and three positive commercial references; and be it further

RESOLVED, if David Bernard is unable to provide said requests or unable to do the work in a timely manner, this authorization will go to the next lowest proposal received, and so on, who provides references as requested along with Certificate of Insurance.

Communications: The Town Board received a thank you letter from the Schuylerville Garden Club.

Privilege of the floor: Jim Sullivan, 11 Pearl St., Victory, NY, 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 Maxine Lautenberg, the following **Resolution #22-43 - Approving the Payment of Bills in Abstract 3G 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 3G of 2022 in the following amounts:**

General Fund DB	No. 167-183	\$ 65,987.42
General Fund A	No. 111-113, 126, 129-157	\$ 45,159.55
General Fund B	No. 158-166	\$ 12,545.82
H Schuyler Park	No. 128	\$ <u>24.73</u>
Grand Total		\$ 123,717.16

A motion was made by Councilmember Gary Squires, seconded by Councilmember Maxine Lautenberg, **to enter into Executive Session to discuss the proposed purchase of real property on Rt. 29, abutting Schuyler Park, at 7:51 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

On a motion by Councilmember Gary Squires and seconded by Councilmember Maxine Lautenberg, the following **Resolution #22-39 – Property Purchase Authorization**, 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, 873 Rt. 29, parcel #155.-1-31, is on the market for sale, and
WHEREAS, this parcel borders Schuyler Park, a Town Park, and
WHEREAS, it is desirable for the Town to purchase the property for use by the Town for park purposes, now, therefore, be it

RESOLVED, that the Town Board of the Town of Saratoga authorizes the Town Supervisor to make a contract offer of \$38,000.00 for the purchase of said property, subject to approval of the Town Attorney as to form; and be it further

RESOLVED, that this resolution is subject to permissive referendum in accordance with Sections 81(1) and 91 of the Town Law, and any contract entered into shall contain this contingency, and it is further

RESOLVED, that the Town Clerk shall cause to be published, in accordance Section 90 of the Town Law, a legal notice containing the text of this resolution within 10 days following its adoption.

A motion was made by Councilmember Maxine Lautenberg, seconded by Councilmember Gary Squires, **to exit Executive Session at 8:44 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

On a motion to adjourn was made by Councilmember Gary Squires, seconded by Councilmember Ruth Drumm, at 8:45 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