

**DRAFT MINUTES
SPECIAL YEAR-END MEETING OF THE TOWN BOARD
OF THE TOWN OF SARATOGA, 12 SPRING ST,
SCHUYLERVILLE, NY
Tuesday, December 30, 2014
11:00 a.m.**

Supervisor Thomas Wood opened the meeting with the Pledge of Allegiance at 11:02 a.m.

Roll call: Ruth Drumm, Town Clerk, called the roll. Supervisor Thomas Wood - present, Councilman Michael McLoughlin – present, Councilman Fred Drumm- present, Councilman Charles Hanahan – present, Councilman James Jennings - present

Also present: Town Attorney William Reynolds and Highway Superintendent Don Ormsby

Public Comments on Agenda Items: None

Old Business: None

New business:

Property Tax Freeze/Financial Savings Plan:

Supervisor Thomas Wood explained that the town has filed the paperwork online that will enable a Property Tax Freeze credit/refund next fall. He added that the Governor's two year plan is in the first year to stay under the cap and the second year the town must stay under the cap and create a plan for tax savings through sharing or consolidating services. Supervisor Thomas Wood stated he will speak with local mayors, supervisors and the county for ideas and he asked the board they consider ways also. He noted he will send a memo to department heads for ideas.

Tenant Updates:

Supervisor Thomas Wood explained that the lease with Dr. Rosano expires tomorrow. The board decided to renew the lease with 3% added on to the monthly rent. A resolution will be adopted.

Supervisor Thomas Wood added that the Lakes to Locks lease also needs to be renewed and a resolution will be adopted.

Adirondack Advocacy and another firm is interested in leasing the entire old Tetra Tech space, Suite 102 on the first floor, for an Adult Day Care and Therapy Services.

1080 Education is expanding into the adjacent space within their Suite 101. Tim Blanchard has installed a door for access to the space.

Michelle DeGarmo, Read Inc., is still considering moving into the Marvin Space, Suite 103, and that would enable S.A.F.E.R. to expand into their space, 1R, in the annex building.

Otis Elevator:

Supervisor Thomas Wood reported that we have been having problems with the elevator, shaking and making noises. The Otis maintenance men have been out four times, making adjustments. He stated that we received a letter from Otis Elevator saying that in the pit there is moisture that has resulted in rust and corrosion to the metal structural components. They recommended that the metal be scraped and painted to prevent further corrosion. The cost was estimated at \$5,683.34. They further suggested that we may need new jacks at a possible cost of \$25,000. The board decided that another estimate is needed by an elevator company. It was also decided to put a heat lamp in the pit to try to eliminate the moisture problem. Councilman James Jennings suggested that we inspect the pumps in the pit monthly to be sure they are working.

On a motion by Councilman Fred Drumm, seconded by Councilman Michael McLoughlin, the following **Resolution #14-123 Amend 2014 Budget Appropriated Fund Balance - \$7,487** was adopted by vote: Supervisor Thomas Wood - aye, Councilman Fred Drumm – aye, Councilman Charles Hanehan – aye, Councilman James Jennings – aye, and Councilman Michael McLoughlin – aye. Carried 5 – 0.

RESOLVED, by the Town Board of the Town of Saratoga to Amend the 2014 Budget by decreasing Appropriated Fund Balance A599 by \$7,487 and increasing Appropriation Code in the General Fund A7150.4 in the amount of \$7,487. This resolution is due to the fact that the project was inadvertently closed and needs to be re-opened.

On a motion by Councilman Fred Drumm, seconded by Councilman Charles Hanehan, the following **Resolution #14-124 Fund Transfer to Highway Capital Reserve Fund- \$60,000** was adopted by vote: Supervisor Thomas Wood - aye, Councilman Fred Drumm – aye, Councilman Charles Hanehan – aye, Councilman James Jennings – aye, and Councilman Michael McLoughlin – aye. Carried 5 – 0.

RESOLVED, by the Town Board of the Town of Saratoga to transfer **\$60,000 from Interfund Transfer B9950.9 to Highway Capital Reserve Fund DB5031.**

On a motion by Councilman Michael McLoughlin, seconded by Councilman James Jennings, the following **Resolution #14-125 Fund Transfer to Justice Personal Services A1010.1- \$92.39** was adopted by vote: Supervisor Thomas Wood - aye, Councilman Fred Drumm – aye, Councilman Charles Hanehan – aye, Councilman James Jennings – aye, and Councilman Michael McLoughlin – aye. Carried 5 – 0.

RESOLVED, by the Town Board of the Town of Saratoga to transfer **\$92.39 from Contingency A1990.4 to Justice Personal Services A1010.1** to cover additional costs resulting from using the 2013 budgeted amount for the 2014 budgeted amount.

On a motion by Councilman Fred Drumm, seconded by Councilman Michael McLoughlin, the following **Resolution #14-126 Fund Transfer to Highway Improvements DB5112.4 - \$10,000** was adopted by vote: Supervisor Thomas Wood - aye, Councilman Fred Drumm – aye, Councilman Charles Hanehan – aye, Councilman James Jennings – aye, and Councilman Michael McLoughlin – aye. Carried 5 – 0.

RESOLVED, by the Town Board of the Town of Saratoga to transfer **\$10,000 from General Repairs Personal Services DB5110.1 to Highway Improvements DB5112.4** to cover additional costs.

On a motion by Councilman Charles Hanehan, seconded by Councilman James Jennings, the following **Resolution #14-127- 2014 Budget Amendment - Increase both Highway Machinery/Equipment DB5130.4 and Insurance Recovery DB2680 by \$8,410.19** was adopted by vote: Supervisor Thomas Wood - aye, Councilman Fred Drumm – aye, Councilman Charles Hanehan – aye, Councilman James Jennings – aye, and Councilman Michael McLoughlin – aye. Carried 5 – 0.

WHEREAS, a budget amendment is needed to increase the 2014 Budget due to insurance money received to repair Truck #6; therefore be it

RESOLVED, by the Town Board of the Town of Saratoga to increase the 2014 Budget for Machinery and Equipment Account DB5130.4 and Insurance Recovery DB2680 by \$8,410.19 each.

On a motion by Supervisor Thomas Wood, seconded by Councilman Charles Hanehan, the following **Resolution #14-128 Lease - Dr. Thomas Rosano** was adopted by vote: Supervisor Thomas Wood - aye, Councilman Fred Drumm – aye, Councilman Charles Hanehan – aye, Councilman James Jennings – aye, and Councilman Michael McLoughlin – aye. Carried 5 – 0.

WHEREAS, the Town has excess space in the Town Hall at 12 Spring Street, Schuylerville, NY which is unneeded for Town purposes, and which has been leased previously; and

WHEREAS, the Town Board desires to lease such excess space for fair and adequate consideration; it is hereby

RESOLVED, that Rooms 4E and 5E, north wing, second floor of the Town Hall Building be leased to Dr. Thomas Rosano, PHD, LLC for one year commencing January 1, 2015 at a monthly rental amount of \$656.00 and other terms to be set forth under a form of lease agreement presently in use for other business tenants in the Town Hall; and it is further

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

On a motion by Councilman Charles Hanehan, seconded by Councilman Fred Drumm, the following **Resolution #14-129 Lease - Lakes to Locks** was adopted by vote: Supervisor Thomas Wood - aye, Councilman Fred Drumm – aye, Councilman Charles Hanehan – aye, Councilman James Jennings – aye, and Councilman Michael McLoughlin – aye. Carried 5 – 0.

WHEREAS, the Town has excess space in the Town Hall at 12 Spring Street, Schuylerville, NY which is unneeded for Town purposes, and which has been leased previously; and

WHEREAS, the Town Board desires to lease such excess space for fair and adequate consideration; it is hereby

RESOLVED, that approximately 230 square feet of space in the South wing, second floor of the Town Hall be leased to Lakes to Locks Passage, Inc., for a term of two years at a monthly rental amount of \$183 for the first year and \$189 for the second year and other terms to be set forth under a form of lease agreement presently in use for other business tenants in the Town Hall. The lease commences on February 1, 2015; and it is further

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

Communications:

- ❖ **Thank you from the Staff and Veterans of the Vet Center.**

Privilege of the floor: No one.

Upcoming Meetings:

- ❖ **Agenda meeting – Thursday, January 8, 2015 at 7:00 p.m.**
- ❖ **Regular town board meeting – Monday, January 12, 2015 at 7:00 p.m. (Organizational Meeting)**

Audit the Bills: On a motion by Councilman James Jennings and seconded by Councilman Charles Hanehan, the following **Resolution #14-130 - Approving the payment of bills in Abstract 13G** was adopted by vote: Supervisor Thomas Wood - aye, Councilman Fred Drumm – aye, Councilman Charles Hanehan – aye, Councilman Michael McLoughlin – aye, Councilman James Jennings - aye. Carried 5 – 0.

General Fund A	Voucher No. 418 through 449	\$ 19,750.32
General Fund B	Voucher No. 74 through 83	\$ 3,810.30
Highway DB	Voucher No. 217 through 235	\$ 39,228.39
Youth	Voucher No. 3	\$ 1,531.60
Home Improvement H21	Voucher No. 3 through 4	<u>\$ 18,150.00</u>
	Grand Total	\$ 82,470.61

A motion to adjourn was made by Councilman James Jennings and seconded by Councilman Charles Hanehan at 12:40 a.m. Supervisor Thomas Wood III – aye, Councilman Fred Drumm – aye, Councilman Charles Hanehan – aye, Councilman Michael McLoughlin – aye, Councilman James Jennings - aye Carried 5 - 0

Respectfully submitted,

Ruth Drumm
Town Clerk