

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

**January 11, 2010
7:00 P.M.**

Supervisor Thomas Wood opened the meeting with the Pledge of Allegiance at 7:00 p.m.

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

Also present: Deputy Town Clerk Linda McCabe, Town Attorney William Reynolds, Zoning Officer Gil Albert, Highway Superintendent Dave Hall, Tax Collector Jim Gorham, Town Historian Sean Kelleher and other interested persons.

Recognitions/Presentations/ Bid openings/ Public Hearings:

ORGANIZATIONAL APPOINTMENTS AND DESIGNATIONS:

On a motion by Councilman Fred Drumm and seconded by Councilman Charles Hanehan the following **Resolutions #10-01 through #10-28 - Organizational Appointments** were 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.

Resolution #09-01, 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, 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.
- ❖ **Resolution #10-02** setting the meeting time and place for Town Board meetings as the 2nd Monday of the month, at 7:00 p.m. at the Town Hall, 12 Spring Street, Schuylerville.
- ❖ **Resolution # 10-03** designating the Glens Falls National Bank & Trust Company as the official bank depository.

- ❖ **Resolution # 10-04** designating *The Saratogian* as the official newspaper for the Town.
- ❖ **Resolution # 10-05** authorizing the Supervisor to invest idle cash balances.
- ❖ **Resolution # 10-06** authorizing the Supervisor to submit claims for state aid for youth recreation programs.
- ❖ **Resolution # 10-07** authorizing the Supervisor to execute & pay contracts & annual appropriations as provided in the budget.
- ❖ **Resolution # 10-08** approving the salaries & highway scale of wages and additional benefits as set forth in the 2010 budget.
- ❖ **Resolution # 10-09** appointing the Supervisor as health insurance administrator.
- ❖ **Resolution # 10-10** - 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 # 10-11** - authorizing the Highway Superintendent to spend/purchase up to \$3,000 without prior notice to town board.
- ❖ **Resolution # 10-12** - authorizing the attendance of the following Town Officers at The Association of Town's meeting, February 14 - 17, 2010: Councilman Charles Hanehan, Town Justice Jack Ditch, Town Attorney William Reynolds
- ❖ **Resolution # 10-13** - appointing Councilman Charles Hanehan as delegate to the Association of Towns' meeting.
- ❖ **Resolution # 10-14** setting the mileage rate for actual town business at 50 cents.
- ❖ **Resolution # 10-15** - setting the election inspector rates at \$100 and machine custodians at \$75 per machine for Special Elections.
- ❖ **Resolution # 10-16** - appointing Ed Cross as Dog Control Officer.
- ❖ **Resolution # 10-17** appointing William Reynolds as the Town Attorney.
- ❖ **Resolution # 10-18** appointing the Building Inspector/Code Enforcement Officer as Gilman Albert.
- ❖ **Resolution # 10-19** appointing Gilman Albert as the Fire Code Officer.
- ❖ **Resolution # 10-20** appointing Ruth Drumm as the Registrar of Vital Statistics.
- ❖ **Resolution # 10-21** appointing Linda McCabe as the Deputy Registrar of Vital Statistics.
- ❖ **Resolution # 10-22** appointing Linda McCabe as the Clerk to the Planning Board & Zoning Board of Appeals.
- ❖ **Resolution # 10-23** appointing Dr. Christopher Thomas as the Health Officer.
- ❖ **Resolution # 10-24** appointing Kenneth Martin as the Town Engineer.
- ❖ **Resolution # 10-25** appointing Bernie Wood as Uniform Court Officer.
- ❖ **Resolution # 10-26** appointing Susan Hughes as Clerk part-time.
- ❖ **Resolution # 10-27** appointing Councilman Fred Drumm to the Schuyler Park Committee to fill the vacancy – January 1, 2010-May 11, 2012.
- ❖ **Resolution # 10-28** authorizing Blanket Official Undertaking for Town Officers as follows:

WHEREAS, certain Town Officers are required to execute and file undertakings by reason of certain provisions of the Town Law, and

WHEREAS, Public Officers Law §11 allows for the substitution of a blanket undertaking for such individual undertakings; and

WHEREAS, the Town of Saratoga has in effect a blanket undertaking for all Town Officers required by law to execute and file undertakings, and

WHEREAS, said blanket undertaking provides coverage for the failure of said officers to faithfully perform their duties or to account for all moneys or property received by them by virtue of their positions, and for their fraudulent or dishonest acts; and

WHEREAS, Public Officers Law §11 requires this Board to approve blanket undertaking as to form and sufficiency of coverage, now, therefore be it

RESOLVED, that the Town Board hereby approves Employee Dishonesty Policy #S - 1679093 issued by Selective Ins. Co. of New York to the Town of Saratoga as a blanket undertaking for all Town Officers required to execute and file undertakings including but not limited to the Supervisor, Town Clerk, Tax Collector, Justices, and Superintendent of Highways, and be it further

RESOLVED, that the blanket undertaking shall have \$20,000.00 (Twenty Thousand) coverage per officer with excess indemnity on the Tax Collector in the amount of \$1,000,000.00 (one million), the Supervisor in the amount of \$50,000.00 (Fifty Thousand) and shall provide employee dishonesty coverage and faithful performance of duty coverage for said officers as required by Public Officers Law § 11, with an appropriate deductible established at the time of the purchase of the policy in accordance with the usual practice of the Town, and be it further

RESOLVED, that a certified copy of this Resolution be attached to said blanket undertaking and a copy thereof be filed in the Office of the Town Clerk.

Supervisor Thomas Wood made the following appointments:

- ❖ **Deputy Supervisor** – Councilman Fred Drumm
- ❖ **Bookkeeper**- Marge Wilbur and Stephanie Booth
- ❖ **Town Historian** - Sean Kelleher
- ❖ **Deputy Town Historian** - Pat Peck
- ❖ **Highway Committee**: Councilman Charles Hanehan and Councilman Jim Jennings
- ❖ **Youth Committee**: Councilman Michael McLoughlin
- ❖ **Senior Citizen Committee**: Councilman Jim Jennings and Supervisor Thomas Wood
- ❖ **Insurance Committee**: Supervisor Thomas Wood and Councilman Charles Hanehan
- ❖ **Landfill Committee**: Supervisor Thomas Wood & Councilman Fred Drumm
- ❖ **Park Committee**: Supervisor Thomas Wood, Councilman Jim Jennings, Councilman Fred Drumm, Councilman Michael McLoughlin, and Councilman Charles Hanehan

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

- ❖ **Town Clerk Ruth Drumm** appoints Linda McCabe as Deputy Town Clerk.
- ❖ **Town Justice David Mathis and Town Justice Jack Ditch** appoint Bonnie Williams as Part-time Court Clerk.

Approval of Minutes: A motion was made by Councilman Charles Hanehan and seconded by Councilman Michael McLoughlin to accept the minutes of the December 14th regular meeting and the December 30th special year-end meeting as written. Supervisor Thomas Wood - aye, Councilman Fred Drumm – aye, Councilman Charles Hanehan – aye, Councilman James Jennings – aye, and Councilman Michael McLoughlin – aye. Carried 5 – 0.

Town Clerk's report for December 2009: Fees paid to the County Treasurer for Dog Licenses \$60.05. Fees paid to the NYS Dept. of Agriculture and Markets for the spay/neuter program \$9.00. Fees paid to New York D.E.C. for hunting and fishing licenses \$71.81. Fees paid to the New York State Health Department for Marriage licenses \$22.50. Dog license fees to Supervisor Thomas Wood \$160.95. Clerk fees to Supervisor Thomas Wood \$143.69. Total State, County, and Local Revenues received were \$468.00.

Zoning Officer's report: Gil Albert read his December 2009 report: 9 Building Permits, 2 Building Permit Renewals, 9 Building Inspections, 10 Certificates of Occupancy, 0 Fire inspections, and 4 misc. appointments. A check for \$1,487.50 was given to Supervisor Thomas Wood.

Dog Control officer's report for December 2009: The report was read by Supervisor Thomas Wood: answered 21 complaints, took 1 dog to the shelter, 0 bite cases, traveled 110 miles, issued 11 warnings and no summonses were issued.

Town Court report for December 2009: The following were closed: 162 Vehicle & Traffic, 22 Criminal/Penal Law, 6 DEC/ENCON, 5 Dog cases, 2 DWIs, 0 Town & Village Ordinance, 0 Small Claim/Civil, 0 Evictions, 0 Bench trials, 0 (case transfer) Divestiture Forms sent to County Court, 10 attended the Science of Speed School, 0 Defendants sentenced to probation, 35 hours of community service issued, 0 days of jail time issued, 2 Orders of Protection issued, and \$9,205.00 in fees were paid to the NY State Comptroller.

Tax Collector's report: Tax Collector Jim Gorham reported for January 4, 2010 through January 9, 2010, he collected \$294,695.78 on 375 parcels. A total of 2,967 bills were sent out.

Historian's report: Sean Kelleher submitted the following report: Happy New Year, in January there will be three programs in the town of Saratoga of historical interest. Heritage Hunters, the local genealogical association will be meeting on Saturday, January 16 at 1 pm at Town Hall. The speakers will be storytellers Betty Cassidy and Margaret French on how to capture and tell your family's stories. The Deputy Town Historian will be doing a genealogical program on Tuesday, January 19 at 10 am at the Schuylerville Public Library. The Old Saratoga Historical Association will start their annual book read on Thursday, January 28 at 7:30 pm at the library. This year they are reading Andy Rooney's *My War*.

Assessor's report: Victoria Hayner submitted the following:

The Assessor's Office remained steadily busy during the past month. The renewal forms for Senior Exemptions and Agricultural exemptions were mailed and have begun coming in.

Sales continue to be processed for the town. During the past month, we had (5) non-valid sales; (5) valid sales. Of these sales, (9) properties were residential homes and (1) involved vacant land. A total of two properties have been deeded to Saratoga County Acquisition for possible auction in the spring.

Building permits are being reviewed to be ready to figure valuation by taxable status date (March 1st). The Assessor will be doing drive-by evaluations at the end of February and will be in consultation with the Town's Building Inspector for progress valuations as necessary.

Highway Superintendent's report: Highway Superintendent Dave Hall submitted the following:

The new truck is at Arrowhead Equipment and should be done at the end of February or middle of March. We will be working on brush trimming when the weather permits. Maintenance is being done on the mowers to get ready for spring. Charles Robinson is retired as of January 8, 2010 but still on the payroll until June 17 with time accumulated.

Supervisor's report:

Goals for 2010

- 1. Keep Town taxes as low as possible, closely monitor all town expenditures, and strive to have no additional tax increases in the upcoming years.**
- 2. Obtain grant assistance from multiple sources to fund town projects**
- 3. To complete sale of old town hall and generate the greatest revenue possible for the town while maintaining the best public interest use of the property and maintaining the historical integrity of the land**
- 4. To keep all excess town property rented and generate the maximum revenue for the town**
- 5. Finish Wilbur Road Portion of Old Champlain Canal Towpath Trail**
- 6. Protect more farmland and open space through purchase of development rights and open space grants**
- 7. Complete the NIMS Emergency Plan**

Supervisor Thomas Wood reported that **the December 2009 sales tax received was \$80,462 and the total for 2009 was \$1,024,563.**

Financial report:

SUPERVISOR'S REPORT – DECEMBER 2009

GENERAL FUND – TOWNWIDE (A FUND)

| | | |
|---|----|------------|
| Balance on hand Dec. 1 | \$ | 915,501.24 |
| Dec. Revenues | + | 30,694.68 |
| Dec. Disbursements | - | 105,097.85 |
| (2008 JCAP Grant to T&A Fund for 2010 Records Preservation bill) - | | 12,300.00 |
| Balance Dec. 31 | \$ | 828,798.07 |

GENERAL FUND – OUTSIDE VILLAGE (B FUND)

| | | |
|------------------------|----|------------|
| Balance on hand Dec. 1 | \$ | 384,735.22 |
| Dec. Revenues | + | 5,238.70 |
| Dec. Disbursements | - | 111,561.28 |
| Balance Dec. 31 | \$ | 278,412.64 |

HIGHWAY FUND – OUTSIDE VILLAGE (DB FUND)

| | | |
|------------------------|----|------------|
| Balance on hand Dec. 1 | \$ | 822,309.16 |
| Dec. Revenues | + | 101,161.59 |
| Dec. Disbursements | - | 116,327.94 |
| Balance Dec. 31 | \$ | 807,142.81 |

SCHUYLER PARK CAPITAL PROJECT Dec. 31 \$ 48,919.77

YOUTH RECREATION & SERVICE Dec. 31 \$ 1,754.71

HIGHWAY EQUIPMENT RESERVE Dec. 31 \$ 100,925.13

BUILDING RESERVE Dec. 31 \$ 149,197.18

SCENIC BY WAYS GRANT Dec. 31 \$ 308.89

Public comments on agenda items: Geraldine Freedman and John Deyoe addressed the board.

Committee reports:

Landfill: No report.

Insurance: No report.

Youth: No report.

Senior Citizens: No report.

Park Committee: No report.

Office of Emergency Management: Sherry Doubleday reported that they had an early meeting this month on January 7th. They will be contacting the David Nevins and Quaker Springs Fire Departments to ask about joining as satellite shelters which would enable them to be reimbursed for costs during an emergency. She stated that she is collecting items such as first aid supplies, toys and paper goods to store and have on hand when needed. She will be contacting local organizations that have expressed a desire to help out. They could take on certain duties such as registration and meals, along with staffing around the clock. The regular meeting will be held on January 27th.

Committee to Honor Volunteer Firefighters & Emergency Medical Service Workers: No report.

GSES, QSFD, SLPID/SLA Reports:

General Schuyler Emergency Squad: Lois White submitted the General Schuyler Emergency Squad's report for December. There were 54 calls in December and a total of 658 calls in 2009. Elections were held in December. The officers are: Joseph Hanna, President; Sherry Doubleday, Vice President; Chrissy Male, Secretary, Pat Temple, Treasurer; and Tony White, Captain. Board members are Joanne Hanna, George Garney, Barb Scaglione, Nick Berardi, and Dee Macica.

Quaker Springs Fire Department: Dean Stine reported that they responded to a total of 107 alarms in 2009. He stated that the department had their organizational meeting. Marty Hanehan was voted Chairman of the Commissioners and James Bodnar as the Vice-Chairman. They welcomed David Poltynski as a new commissioner. The new station, Station #2, is in full operation and has had three runs, two medical calls and one structure fire on NYS Route 9P. It is working out very well and efficiently. There will be an open house in the spring. Marty has invited the board for a tour. The 2010 line officers are Chief- Sean Dooley, 1st Assistant Chief – Mark Connolly, 2nd Assistant Chief – Don Ormsby Jr., 1st Captain – John Stiassney, 1st Lt. – Dean Stine, 2nd Lt. – Mike Eustis. The Company Officers are President – Don Parker, Vice-President – Jeff Dooley, Secretary – Margaret Kirkpatrick, and Treasurer – Royce Ball.

Old business: None.

New business: None.

Communications: None

- ❖ Schedule for **H1N1 Vaccine Clinics**-January 8th, 15th, 22nd, and 29th from 9:30 a.m. – noon and 1:00 p.m. – 4:00 p.m. at Saratoga County Public Health, 31 Woodlawn Avenue, Saratoga Springs, NY – These are walk-in clinics- no appointments are needed. If you have questions, contact Public Health at 584-7460.

- ❖ Saratoga County and Saratoga PLAN is presenting *Unraveling the Mysteries of Purchase of Development Rights (PDR), Conservation Easements, Tax Implications* on Thursday, January 28, 2010 from 7:00 p.m. – 9:00 p.m. at Saratoga Town Hall, 12 Spring St., Schuylerville, Schuyler Room.

Privilege of the floor: Clarence Fosdick addressed the board.

Upcoming meetings:

- ❖ **Agenda meeting – Thursday, February 4, 2010 at 7:00 p.m.**
- ❖ **Regular town board meeting – Monday, February 8, 2010 at 7:00 p.m.**

Audit the Bills: On a motion by Councilman Fred Drumm and seconded by Councilman Charles Hanehan the following **Resolution #10-29 Approving the payment of bills in Abstract 1G** 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 authorize payment of the bills listed in Abstract 1G (01/11/2010) in the following amounts: General A \$13,958.06, General B \$451.00, HUD \$5,450.00, Schuyler Park H \$105.49 and Highway Outside DB \$1,491.86 for a total of \$21,456.41.

A motion to adjourn at 8:30 p.m. was made by Councilman James Jennings and seconded by Councilman Michael McLoughlin. Supervisor Thomas Wood – aye, Councilman Fred Drumm – aye, Councilman Charles Hanehan - aye, Councilman James Jennings – aye, and Councilman Michael McLoughlin - aye. Carried 5 – 0.

Respectfully Submitted,

Ruth Drumm
Town Clerk