

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

**January 9, 2012
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 Michael McLoughlin – absent, Councilman James Jennings - present,

Also present: Deputy Town Clerk Linda McCabe, Town Attorney William Reynolds, Zoning Officer Gil Albert, Highway Superintendent Don Ormsby Jr., Tax Collector Jim Gorham, Geraldine Freedman, Thomas Drew, Chris Benn, Sherry Doubleday and Wendy Lukas.

Recognitions/Presentations/ Bid openings/ Public Hearings:

Bid Opening: RFP for HVAC for Tenant Wing –The bids were opened as follows:

- ❖ Northern Mechanical Services, 30 Progress Blvd., Queensbury, NY - \$38,040
- ❖ TMI Mechanical Contractors, 589 River St., Troy, NY - \$45,250

ORGANIZATIONAL APPOINTMENTS AND DESIGNATIONS:

On a motion by Supervisor Thomas Wood and seconded by Councilman Fred Drumm the following **Resolutions #12-01 through #12-32 - Organizational Appointments** were adopted by vote: Supervisor Thomas Wood - aye, Councilman Fred Drumm – aye, Councilman Charles Hanehan – aye, Councilman Michael McLoughlin – absent, Councilman James Jennings – aye. Carried 4 – 0.

Resolution #12-01, 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 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 #12-02** 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 # 12-03** designating the Glens Falls National Bank & Trust Company as the official bank depository.
- ❖ **Resolution # 12-04** designating *The Saratogian* as the official newspaper for the Town.
- ❖ **Resolution # 12-05** authorizing the Supervisor to invest idle cash balances.
- ❖ **Resolution # 12-06** authorizing the Supervisor to submit claims for state aid for youth recreation programs.
- ❖ **Resolution # 12-07** authorizing the Supervisor to execute & pay contracts & annual appropriations as provided in the budget.
- ❖ **Resolution # 12-08** approving the salaries & highway scale of wages and additional benefits as set forth in the 2012 budget.
- ❖ **Resolution # 12-09** appointing the Supervisor as health insurance administrator.
- ❖ **Resolution # 12-10** - 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 # 12-11** - authorizing the Highway Superintendent to spend/purchase up to \$3,000 without prior notice to town board.
- ❖ **Resolution # 12-12** setting the mileage rate for actual town business at 55.5 cents.
- ❖ **Resolution # 12-13** - setting the election inspector rates at \$100 and machine custodians at \$75 per machine for Special Elections.
- ❖ **Resolution # 12-14** - appointing Ed Cross as Dog Control Officer.
- ❖ **Resolution # 12-15** appointing William Reynolds as the Attorney for the town.
- ❖ **Resolution # 12-16** appointing the Building Inspector/Code Enforcement Officer as Gilman Albert.
- ❖ **Resolution # 12-17** appointing Gilman Albert as the Fire Code Officer.
- ❖ **Resolution # 12-18** appointing Ruth Drumm as the Registrar of Vital Statistics.
- ❖ **Resolution # 12-19** appointing Linda McCabe as the Deputy Registrar of Vital Statistics.
- ❖ **Resolution # 12-20** appointing Linda McCabe as the Clerk to the Planning Board & Zoning Board of Appeals.
- ❖ **Resolution # 12-21** appointing Dr. Christopher Thomas as the Health Officer.
- ❖ **Resolution # 12-22** appointing Kenneth Martin as the Engineer for the town.
- ❖ **Resolution # 12-23** appointing Bernie Wood as Uniform Court Officer.
- ❖ **Resolution #12-24** appointing Glen Decker as Uniform Court Officer.
- ❖ **Resolution # 12-25** appointing Susan Hughes as Clerk part-time.
- ❖ **Resolution # 12-26** appointing Dorothy Lavazzo as part-time Assessor's Clerk.
- ❖ **Resolution # 12-27** 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 Crime Policy #B6010916 issued by Selective Ins. Co. of New York and Public Officials RPKG 80200323 with US Specialty Co. 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.

Zoning Board of Appeals – 5 year terms – appointed

- ❖ **Resolution #12-28** reappointing **Stephen E. Bodnar** as Chairman to the Zoning Board of Appeals for the term of 1/1/12 – 12/31/16.
- ❖ **Resolution #12-29** reappointing **James B. Burke** as member to the Zoning Board of Appeals for the term of 1/1/12 – 12/31/16.
- ❖ **Resolution #12-30** reappointing **G. William Moreau** as member to the Zoning Board of Appeals for the term of 1/1/12 – 12/31/16.

Planning Board – 7 year terms – appointed

- ❖ **Resolution #12-31** reappointing **Ian Murray** as Chairman to the Planning Board for the term of 1/1/12 – 12/31/18.
- ❖ **Resolution #12-32** – appointing **Brandon Myers** as member of the Planning Board for the remainder of the term of Robert E. Park, 1/01/12 – 12/31/2015.

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 Fred Drumm, 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** appoints Bonnie Williams and Ashley Kubiak as Part-time Court Clerks.

Approval of Minutes: A motion was made by Councilman Charles Hanehan and seconded by Councilman James Jennings to accept the minutes of the December 12th regular meeting and the December 29th, 2011 special year-end meeting as written. Supervisor Thomas Wood - aye, Councilman Fred Drumm – aye, Councilman Charles Hanehan – aye, Councilman Michael McLoughlin – absent, Councilman James Jennings – aye. Carried 4 – 0.

Town Clerk's report for December 2011: Fees paid to the NYS Dept. of Agriculture and Markets for the Animal Population Control Program \$28.00. Fees paid to New York D.E.C. for hunting and fishing licenses \$429.68. Fees paid to the New York State Health Department for Marriage licenses \$0.00. Dog license fees to Supervisor Thomas Wood \$135.00. Clerk fees to Supervisor Thomas Wood \$147.32. Total State, County, and Local Revenues received were \$740.00.

Zoning Officer's report for December 2011: 7 Building Permits, 2 Building Permit Renewal, 19 Building Inspections, 12 Certificates of Occupancy, 0 Fire inspections, 1 Complaint, 3 Orders to Remedy and 2 misc. appointments. A check for \$1,142.00 was given to Supervisor Thomas Wood.

Dog Control officer's report for December 2011: The report was read by Supervisor Thomas Wood: answered 34 complaints, took 4 dogs to the shelter, 1 bite case, traveled 207 miles, issued 16 warnings and no summonses were issued.

Town Court report for December 2011: The following were closed: 68 Vehicle & Traffic, 13 Criminal/Penal Law, 1 DEC/ENCON, 2 Dog cases, 3 DWIs, 0 Town & Village Ordinance, 2 Small Claim/Civil, 0 Evictions, 0 Bench trials, 1 (case transfers) Divestiture Form sent to County Court, 6 attended the Science of Speed School, 0 Defendants sentenced to probation, 0 hours of community service issued, 0 days of jail time issued, 3 Orders of Protection issued, and \$6,786.00 in fees were paid to the NY State Comptroller.

Tax Collector's report: Tax Collector Jim Gorham reported that through January 9, 2012, he collected \$304,619.01 on 359 bills.

Historian's report: Sean Kelleher submitted the following January report:
The last month was pretty quiet in the Historian's office. I have acquired for scanning the business journals of the H & J Bakery from Schuylerville. There are records from the early 1920s. They show a business in our community from early Roaring 20's. What is interesting is that the records show the business adapted during prohibition by introducing Soda Pop to our community. These records show many routine purchases. People may find it interesting that for 25 cents you could purchase dozen donuts or a chocolate nut cake. This month I am starting to write for the New York History blog. The blog is devoted to historical news and views of the Empire State. I will join 13 other authors including the New York State Historian Robert Weible. My post will focus on Saratoga regional history, engage children in history, and heritage tourism. The next meeting of Heritage Hunters is Saturday, January 21 at 1 pm at town hall. The meeting speaker will be County Historian Lauren Roberts on online resources and the County Clerk's online sources for property records and censuses.

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. The Revaluation Project is nearing the completion of the valuation stage. We plan to have a Public Information Meeting on February 13th at 6:30 PM in the Meeting Room at the Town Hall to inform residents of the process with the mailing of Impact Statements and scheduling of Informal Reviews. Impact Statements will be mailed around the 15th of February and Informal Reviews will be held February 27th – March 15th by appointment only.

The Assessor's Office is open Monday – Thursdays from 9:00 AM – 1:00 PM. The Assessor is in the office on Tuesday and Thursday.

Highway Superintendent's report:

- ❖ Russell Road has been closed for safety reasons.
- ❖ The crew is brush cutting on Patterson Road and in Smithville.

Supervisor's report:

Town of Saratoga 2012 Goals

- 1. 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.**
- 2. Keep Town taxes as low as possible, closely monitor all town expenditures, and strive to have no additional tax increases in the upcoming years.**
- 3. To keep all excess town property rented and generate the maximum revenue for the town.**

4. **Remove old town Garage and build new salt storage shed in its place. Investigate grant opportunities to accomplish this.**
5. **Pursue opportunities for sharing of services between the Town and the Villages of Schuylerville and Victory.**
 - ❖ **December 2011 Sales Tax Received - \$87,800, Total for 2011- \$1,117,629**
 - ❖ **December 2011 Mortgage Tax – No figure yet.**
 - ❖ **Global Foundries Career Fair on January 12, 2012 from 4 p.m. to 7 p.m. at the Saratoga County Administration Building, 40 McMaster St., Ballston Spa, NY. For more information contact Supervisor Anita Daly, adaly@saratogacountyny.gov, office 885-2240.**

Financial report:

SUPERVISOR'S REPORT DECEMBER 2011

GENERAL FUND – TOWNWIDE (A FUND)

Balance on hand DEC 1	\$ 757,340.99
DEC Revenues	+ 60,747.97
DEC Disbursements	- <u>71,460.21</u>
Balance DEC 31	\$ 746,628.75

GENERAL FUND – OUTSIDE VILLAGE (B FUND)

Balance on hand DEC 1	\$ 545,777.27
DEC Revenues	+ 88,845.09
DEC Disbursements	- <u>6,555.12</u>
Balance DEC 31	\$ 628,067.24

HIGHWAY FUND – OUTSIDE VILLAGE (DB FUND)

Balance on hand DEC 1	\$1,043,985.16
DEC Revenues	+ 340.17
DEC Disbursements	- <u>88,762.09</u>
Balance DEC 31	\$ 955,563.24

SCHUYLER PARK CAPITAL PROJECT DEC 31	\$ 94,272.62
YOUTH RECREATION & SERVICE DEC 31	\$ 1,668.84
HIGHWAY EQUIPMENT RESERVE DEC 31	\$ 12,840.33
BUILDING RESERVE DEC 31	\$ 125,648.74
SCENIC BY WAYS GRANT DEC 31	\$ 310.27
PARK RESERVE DEC 31	\$ 51,956.55

CDBG2 FUND DEC 31

\$ 0.00

Public comments on agenda items: No one.

Committee reports:

Landfill: The results of the sampling at the dump on 10/26/2011 has been forwarded to Engineer Ken Martin for his review.

Insurance: No report.

Youth: No report.

Senior Citizens:

Councilman James Jennings reported that the **Old Saratoga Seniors** met on January 4th with 48 members attending. Massage therapy was the guest speaker’s topic. There is a trip planned for March 6th to the Log Cabin in MA.

Park Committee: No report.

Office of Emergency Management: Sherry Doubleday reported that the committee will meet this month and discuss the draft of the names and numbers of the persons in the Chain of Command during an emergency. She noted that the CPR training was completed by the Zoning Board of Appeals. She stated her goal is to finish the “hands only” CPR training for employees and organizations that meet in the building. Once the training is complete then the defibrillator will be placed in the lobby of town hall. Sherry reported that she will be working with Carol Hammer on a banner for the Office of Emergency Management. She continues to work with FEMA for reimbursement of storm damage expenses.

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

GSES, QSFD, SLPID/SLA Reports:

General Schuyler Emergency Squad: The new president, Chris Benn gave the following report for the Town of Saratoga:

Total number of calls for December	42
Total Town of Saratoga	13
Town of Northumberland	6
Village of Schuylerville	14
Village of Victory Mills	6
Mutual Aid Easton/Greenwich	1
Mutual Aid Wilton	1
Mutual Aid Stillwater	1

Highlights:

- ❖ In the month of November GSES provided Thanksgiving baskets for 2 families in the village of Schuylerville and 2 families in Victory Mills. In December we provided 2 Christmas baskets and adopted 2 families for Christmas.
- ❖ All EMT's and Paramedics were trained on the new 2012 protocols.
- ❖ 2 GSES EMT's were recertified in December and 1 EMT completed the course. All 3 are awaiting their test results which should be available in approximately 6 weeks.
- ❖ Negotiations with the Union remain in progress.
- ❖ Elections were held in December. Chris Benn is our new President, George Garney-Vice President, Joanne Hanna- Secretary, and Pat Temple-treasurer. Dean Stein is a new board member.
- ❖ Plans are in progress for a sale of roses for Valentine's Day. Depending on sales this may become a yearly fundraiser for GSES.

Quaker Springs Fire Department: No report.

Old business: None.

New business:

On a motion by Councilman Charles Hanahan and seconded by Councilman Fred Drumm the following **Resolution #12-33 Fund Transfer from Building Reserve to Buildings** was adopted by vote: Supervisor Thomas Wood - aye, Councilman Fred Drumm – aye, Councilman Charles Hanahan – aye, Councilman Michael McLoughlin – absent, Councilman James Jennings – aye Carried 4 – 0.

WHEREAS, the Town Board of the Town of Saratoga recognizes the need for improvements to the north wing, second floor space including interior renovations and heat and air conditioning improvements; now therefore be it

RESOLVED, by the Town Board of the Town of Saratoga to authorize payment for such improvements in the amount of \$25,000 from the Building Reserve Account # H 1620.4 following the 30 day requirement of Permissive Referendum rules and procedures.

On a motion by Councilman Fred Drumm and seconded by Councilman James Jennings the following **Resolution #12-34 HVAC Bid Acceptance** was adopted by vote: Supervisor Thomas Wood - aye, Councilman Fred Drumm – aye, Councilman Charles Hanahan – aye, Councilman Michael McLoughlin – absent, Councilman James Jennings – aye Carried 4 – 0.

WHEREAS, the Town Board of the Town of Saratoga has recognized the need for the removal of an air discharge blower and HVAC unit and for the installation of a replacement HVAC unit on the north wing of the town hall serving the second floor at 12 Spring Street, Schuylerville, NY; and

WHEREAS, the Town Board of the Town of Saratoga received bids via solicitation of bids by public advertising in the *Saratogian* on December 19th as follows:

- **Northern Mechanical Services, 30 Progress Blvd., Queensbury, NY - \$38,040**

- TMI Mechanical Contractors, 589 River St., Troy, NY 12180 - \$45,250 ; now therefore be it

RESOLVED, that the lowest bid from **Northern Mechanical Services, 30 Progress Blvd., Queensbury, NY** in the amount of **\$38,040** be accepted pending review and approval by Town Attorney William Reynolds and Town Engineer Ken Martin that the bid specifications are met.

Communications:

- ❖ The Saratoga Clay Arts Center will have a Chili Challenge with Celebrity Chefs on January 28th from 11 a.m. – 3 p.m. Admission is \$1.00 or 1 non-perishable food item. Register and buy tickets online at: www.saratogaclayarts.org.

Privilege of the floor:

Thomas Drew Sr. and Wendy Lukas addressed the board with questions and concerns.

Upcoming meetings:

- ❖ **Agenda meeting – Thursday, February 9, 2012 at 7:00 p.m.**
- ❖ **Public information meeting at 6:30 p.m., prior to the regular town board meeting Monday, February 13, 2012, to inform residents of the process regarding the mailing of Impact Statements and scheduling of informal interviews regarding the Revaluation Project.**
- ❖ **Regular town board meeting – Monday, February 13, 2012 at 7:00 p.m.**

Audit the Bills: On a motion by Councilman Fred Drumm and seconded by Councilman Charles Hanehan the following **Resolution #12-35 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 Michael McLoughlin – absent, Councilman James Jennings – aye Carried 4 – 0.

RESOLVED, by the Town Board of the Town of Saratoga to authorize payment of the bills listed in Abstract 1G (01/09/2012) in the following amounts: General A \$16,826.12, General B \$5,752.90, and Highway DB \$61.00 for a total of \$22,640.02.

A motion to adjourn at 8:26 p.m. was made by Councilman Charles Hanehan and seconded by Councilman Fred Drumm. Supervisor Thomas Wood – aye, Councilman Fred Drumm – aye, Councilman Charles Hanehan - aye, Councilman Michael McLoughlin – absent, Councilman James Jennings – aye Carried 4 – 0.

Respectfully Submitted,

Ruth Drumm
Town Clerk