

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

**March 9, 2015
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- absent, Councilman Michael McLoughlin – absent (arrived at 7:03 p.m.), and Councilman James Jennings - present

Also present: Deputy Town Clerk Linda McCabe, Highway Superintendent Don Ormsby Jr., Zoning Officer Gil Albert, Town Attorney Bill Reynolds, Thomas R. Drew Sr., Sherry Doubleday, Paul Shaver, and Sean Dooley

Recognitions/Presentations/ Bid openings/ Public Hearings: None.

Approval of Minutes: A motion was made by Councilman Fred Drumm and seconded by Councilman James Jennings to accept the minutes of the February 9th regular meeting as written.

Supervisor Thomas Wood - aye, Councilman Fred Drumm – aye, Councilman Charles Hanehan – absent, Councilman Michael McLoughlin absent, and Councilman James Jennings – aye Carried 3 – 0.

Town Clerk's report for February 2015: Fees paid to the NYS Dept. of Agriculture and Markets for the Animal Population Control Program \$78.00. Fees paid to New York D.E.C. for hunting and fishing licenses \$70.86. Fees paid to the New York State Health Department for Marriage licenses \$0. Dog license fees to Supervisor Thomas Wood \$340.00. Clerk fees to Supervisor Thomas Wood \$239.39. Total State and Local Revenues received were \$728.25.

Councilman Michael McLoughlin arrived at 7:03 p.m.

Zoning Officer's report for February 2015: 4 Building Permits, 9 Building Inspections, 2 Certificates of Occupancy, 0 Orders to Remedy, 0 Fire inspections, 0 Complaints, 0 Building Permit Renewals, 0 Property Maintenance Inspections, and 1 misc. appointment. A check for \$3,375.00 was given to Supervisor Thomas Wood.

Dog Control officer's report for February 2015: Answered 18 complaints, 0 dogs to the shelter, 0 bite cases, traveled 55 miles, issued 14 warnings and 4 summons were issued.

Town Court report for February 2015: The following were closed: 42 Vehicle & Traffic, 1 Criminal/Penal Law, 2 DEC/ENCON, 2 Dog cases, 21 DWI, 0 Town & Village Ordinance, 1 Small Claim/Civil, 1 Evictions, 0 Bench trials, 1 (case transfer) Divestiture

Form sent to County Court, 0 Defendants sentenced to probation, 0 hours of community service issued, 0 Orders of Protection issued, and \$5,362.00 in fees were paid to the NY State Comptroller.

Tax Collector's report: Tax Collector Jim Gorham reported that he has collected \$2,677,813.73 on 2,625 bills as of March 6th.

Historian's report: No report.

Assessor's report: Victoria Hayner submitted the following February 2015 report: February was busy with the acceptance and processing of exemption applications, both renewal and new. Letters were sent to property owners that indicated we did not receive their renewals. I also spent a lot of time working on the Town update. Preliminary review from NYS indicates that we are within the expected range in order to receive a 100% Equalization Rate for our 2015 assessment roll. We will be sending out notices to all property owners whose values have changed (either plus or minus) with this update. If there was not a change, there will be no notice generated or sent.

This month we will update our file with building permit completion values and continue to review properties brought to our attention for a look at its value.

We begin again our 3 day a week schedule. I will be here on Tuesdays and Wednesdays and Dorothy will be in on Wednesdays and Thursdays.

Highway Superintendent's report: Highway Superintendent Don Ormsby Jr. reported for February 2015:

- ❖ Maintenance and repair work on chain saws, backhoe, boom and side mower
- ❖ Wing hoist repair on truck 5, clutch fan and hoist cable on truck 2, wing cable repair on truck 3, air valve control and wing spring on truck 6 and dump box repairs on truck 4
- ❖ Pushed back snow at intersections with the loader and backhoe
- ❖ Wing back on rest of roads
- ❖ Cleared snow from Town hall parking lot and worked with Schuylerville clearing Broad Street
- ❖ Plowed for 9 storms and sanded for 2
- ❖ Prepped and waxed office and computer room floors
- ❖ Addressed a frozen leech line from our septic tank

Supervisor's report:

SUPERVISOR'S REPORT FEBRUARY 2015

GENERAL FUND – TOWNWIDE (A FUND)

Balance on hand FEB. 1	\$ 692,096.29
FEB. Revenues	+ 1,088,567.58
FEB. Disbursements	- 588,661.19
Balance FEB. 28	\$ 1,192,002.68

GENERAL FUND – OUTSIDE VILLAGE (B FUND)

Balance on hand FEB. 1	\$ 1,225,389.00
FEB. Revenues	+ 789.84

FEB. Disbursements	-	<u>4,043.13</u>
Balance FEB. 28	\$	1,222,135.71

HIGHWAY FUND – OUTSIDE VILLAGE (DB FUND)

Balance on hand FEB. 1	\$	837,793.25
FEB. Revenues	+	92,360.74
FEB. Disbursements	-	<u>79,593.66</u>
Balance FEB. 28	\$	850,560.33

SCHUYLER PARK CAPITAL PROJECT FEB. 28	\$	174,394.76
YOUTH RECREATION & SERVICE FEB. 28	\$	1,765.80
HIGHWAY EQUIPMENT RESERVE FEB. 28	\$	72,920.59
BUILDING RESERVE FEB. 28	\$	39,558.96
SCENIC BY WAYS GRANT FEB. 28	\$	310.81
PARK RESERVE FEB. 28	\$	51,956.55

- ❖ Sales Tax Received – February - \$92,299
- ❖ January Mortgage Tax - \$21,472

Public comments on agenda items: No one addressed the board.

Committee reports:

Landfill: No report.

Insurance: No report.

Youth: No report.

Senior Citizens: Supervisor Thomas Wood reported that the Old Saratoga Seniors met last Wednesday and at their next meeting, March 18th, they will be having the Middle School Band entertaining them at their meeting.

Parks/Schuyler Park Committee: Laurie Griffen submitted the following report:

**Schuyler Park Committee
2014 Annual Report**

The Schuyler Park Committee is pleased to report that 2014 was another successful year. We continue to work closely with FRIENDS OF SCHUYLER PARK, The Towns of Saratoga and Northumberland, the Schuylerville Central School, the Old Saratoga Athletic Association (OSAA) and Schuylerville Youth Lacrosse, for the benefit of all.

The FRIENDS OF SCHUYLER PARK is our 501-c3 not-for-profit arm for fundraising and capital projects. They have an excellent Board of Directors that is forward thinking and excited about their fundraising efforts. 2014 events included a ladies night at Saratoga Winery in March and an outdoor movie night at the park in September. We thank FRIENDS, and Smith Signs, for designing and erecting a new display sign at the

park entrance. Not only is it a great sign that improves the entrance visibility, but events and announcements are able to be posted on it, which has been very well received. With the new sign in place, we removed the original sign that was beautifully painted by Sue Reynolds and hung it on the back wall of the pavilion where is proudly displayed for all to enjoy.

We continue our strong working relationship with both the Towns of Northumberland and Saratoga and with the Schuylerville Central School for usage and maintenance of the fields. We thank Northumberland for their maintenance help with the parking lots and roadways and we thank Saratoga for handling the snow removal and for clearing trees and brush at the entrance. That really opened things up and greatly improved visibility both of the park itself, and for traffic exiting the park. We thank the school staff for helping to prepare the softball and soccer fields.

Both OSAA and Youth Lacrosse continue to expand their programs and their use of Schuyler Park. Practices, games and tournaments are held daily and most weekends throughout the spring and fall with hundreds of kids participating in soccer, softball, baseball and lacrosse. Volunteers from both organizations also spend countless hours helping with the fields. Soccer camps were also conducted again in the summer.

Collins Turf Services served as our field maintenance contractor again in 2014. Jim and his crew do a great job and the fields continue to be in excellent condition. We laid the soccer fields out in a different configuration this year and we continue to encourage all coaches to rotate their play patterns as much as possible to reduce the wear and tear on the fields.

The Pavilion and playground areas continue to be enjoyed by families during sibling practices, as well as for general play and stand-alone events. We had several scheduled pavilion uses during the year, primarily for birthday parties and reunions. These scheduled events are posted on line on our web site use schedule. Plaques were added to the memorial benches at the playground area and the benches were dedicated by the Thomas and Cummings families.

We did have a couple personnel changes in 2014. Dan Gale moved out of the Town of Northumberland and although he still resides in the Schuylerville School District, he is no longer a Committee member. We sincerely thank Dan for his years of service and we are indebted to him for his leadership and commitment to the Park's success. Dan remains active and involved with Friends of Schuyler Park and he continued his role maintaining and overseeing the field and pavilion schedule as well as assisting with the soccer field layouts.

We welcomed John Delisle to the Committee in Dan's seat. John is on the Northumberland Town Board and is a great addition to the Committee. Tom Stayer took on the role of Committee Co-Chair as the Northumberland representative, along with Laurie Griffen as the Saratoga representative.

We were very pleased that Tim Blanchard, a Town of Saratoga employee, began assisting with minor park projects and general oversight a few hours per week as needed. We had discussed the need for such assistance for the past year, and as the usage and demands

have grown, this was a logical step. Tim has been a great addition to our management program.

Finally, we began a renovation/expansion project in the fall, with the goal of having a new regulation softball and a multi-use regulation baseball/softball field ready for Spring 2015. The plan is to also add additional parking on the west side near the fields, as the increased use will dictate additional parking needs.

We are excited by the progress that has been made and the recreational opportunities we are providing our residents. Schuyler Park has become a focal point of our community, with activity and use increasing each year. We look forward to a successful 2015.

Thank you all for your continued support.

Office of Emergency Management: Sherry Doubleday reported that the AED was completely checked today. The battery will expire and need to be replaced January 2017. The pads will expire September 2015, and all accompanying equipment and supplies are present.

Inventory in the storage room below the Schuyler Room was done and there were a couple of discrepancies from the previous inventory. The Red Cross had left cots, blankets, and comfort kits. There were some missing items such as clip boards, misc. office equipment and diapers. There were items present that I did not purchase such as a large bag of 1 ply napkins.

Supervisor Thomas Wood and some members of the OEM committee along with me will be attending a meeting on March 26th in Ballston Spa at the County's OEM office. It's a special dam safety program. Topics will focus on ice melt and jams, dam precautions, safety, high water levels and flood plains.

GSES, QSFD: Submitted by Joanne Hanna, President General Schuyler EMS

Total Number of calls 1/31/15	62	Total Number of calls 2/28/15	57
Town of Saratoga	14	Town of Saratoga	21
Town of Northumberland	8	Town of Northumberland	7
Schuylerville	24	Schuylerville	16
Victory Mills	5	Victory Mills	2
Mutual Aid Easton Greenwich	5	Mutual Aid Easton Greenwich	5
Mutual Aid Wilton	6	Mutual Aid Wilton	5
		Mutual Aid Moreau	1

Total calls for 2014 were 645.

At our February membership meeting we presented Supervisor Tom Wood and local resident Melissa Hanna with honorary membership in the squad. Both of these individuals have been extremely supportive of the mission and vision of General Schuyler for many years. Also in February, we sponsored a successful Valentine's Day rose sale at the building.

Effective March 1, 2015 General Schuyler hired a new Medical Director, Dr. Clara Somoza, an emergency room doctor at Glens Falls Hospital and with an affiliation at Ellis Hospital. We also hired a new ALS chief, Fred Fowler. Fred was a former member

of General Schuyler and brings to us many years of EMS experience. We look forward to working with both of these individuals.

In April we are planning a Vendor Stop and Shop. May 16th is the annual blood drive and in June we are beginning to plan the George Garney Memorial Car Show. Further details will become available at the Stop and Shop and the car show soon.

Quaker Springs Fire District: Chief Don Ormsby Jr. reported that they have had 16 calls year to date.

Old business: None.

New business:

On a motion by Councilman James Jennings and seconded by Councilman Michael McLoughlin the following **Resolution #15-31- Compensatory Time Off** was adopted by vote: Supervisor Thomas Wood - aye, Councilman Fred Drumm – aye, Councilman Michael McLoughlin – aye, Councilman Charles Hanehan – absent, Councilman James Jennings – aye Carried 4 – 0.

BE IT RESOLVED, that the Town Board of the Town of Saratoga does hereby elect to provide employees the option of compensatory time off in lieu of being paid overtime and elects to amend the employee handbook by adding the following paragraph under Section **702 Overtime**:

All persons eligible for overtime under this agreement shall be allowed to take compensatory time off if they so desire at the rate of time and one-half (1 1/2) for the hours worked beyond forty hours or be paid at the rate of time and one-half (1 1/2) for all such hours. Compensatory time shall only be taken with the approval of the Department Head. Compensatory time may be accrued up to a maximum of 40 hours per employee. To obtain the overtime credit for compensatory time off the employee must indicate this choice in writing, and the request must be signed by the employee and the Superintendent. This request must be forwarded to the Superintendent by the end of the pay period during which the overtime was worked, otherwise the employee will receive pay for the overtime worked; and be it further

RESOLVED, that the word compensatory time be added to the **Credit for Paid Leave** section to be included as time worked for the purpose of computing overtime; and be it further

RESOLVED, that the effective date of such shall be the 9th day of March, 2015.

On a motion by Councilman Fred Drumm and seconded by Councilman Michael McLoughlin the following **Resolution #15-32 - Contract for Professional Services - Auditing** was adopted by vote: Supervisor Thomas Wood - aye, Councilman Fred Drumm – aye, Councilman Michael McLoughlin – aye, Councilman Charles Hanehan – absent, Councilman James Jennings – aye Carried 4 – 0.

WHEREAS, the town board of the Town of Saratoga is required to conduct an annual audit of the town's financial operations unless the services of a CPA are engaged (Town Law, §123); and

WHEREAS, proposals were sought for a CPA to do an annual audit including the Justice audit with the following results:

	<u>Sax/ BST</u>	<u>The Bonadio Group</u>
Year 1 - 2015	\$10,250	\$10,500
Year 2 -2016	\$10,250	\$10,500
Year 3 -2017	<u>\$10,750</u>	<u>\$10,500</u>
	\$31,250	\$31,500

Now, therefore be it

RESOLVED, that the Town Board of the Town of Saratoga authorizes entering into a three year contract with the lowest bidder, **Sax/BST**, 26 Computer Drive West, Albany, NY 12205 for \$10,250 in 2015, \$10,250 in 2016 and \$10,750 in 2017 for performing the annual audit.

On a motion by Councilman Fred Drumm and seconded by Councilman James Jennings the following **Resolution #15-33 - Lease - Adirondack Advocacy- Suite 103** was adopted by vote: Supervisor Thomas Wood - aye, Councilman Fred Drumm – aye, Councilman Michael McLoughlin – aye, Councilman Charles Hanehan – absent, Councilman James Jennings – aye Carried 4 – 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 550 square feet of space in the North wing, first floor of the Town Hall (Suite 103) be leased to Adirondack Advocacy, Schuylerville, NY 12871, for 1 year starting April 1, 2015 at \$561 per month, as 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 a lease agreement to carry out this resolution subject to approval of the Town Attorney as to form.

On a motion by Councilman Michael McLoughlin and seconded by Councilman Fred Drumm the following **Resolution #15-34 - Lease - Schuylerville Area Chamber of Commerce** was adopted by vote: Supervisor Thomas Wood - aye, Councilman Fred Drumm – aye, Councilman Michael McLoughlin – aye, Councilman Charles Hanehan – absent, Councilman James Jennings – aye Carried 4 – 0.

WHEREAS, the Town has excess space in the Town Hall Annex Building 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 Unit 3 of the Town Hall Annex Building be leased to the Schuylerville Area Chamber of Commerce for a monthly rental amount of \$50 for a term of three years and other terms as set forth under a form of lease agreement presently in use for other business tenants in the Annex Building; and it is further,

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

On a motion by Councilman Fred Drumm and seconded by Councilman Michael McLoughlin the following **Resolution #15-35 - Lease - Administrative Solutions** was adopted by vote: Supervisor Thomas Wood - aye, Councilman Fred Drumm – aye, Councilman Michael McLoughlin – aye, Councilman Charles Hanehan – absent, Councilman James Jennings – aye Carried 4 – 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 394 square feet of space in the north wing, second floor of the Town Hall, Suite 203, Rooms 1W-A, 1W, and 2W be leased to Administrative Solutions for a term of 1 year at a rental amount of \$434 per month with 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 a lease agreement to carry out this resolution, subject to approval of the Town Attorney as to form.

Three Saratoga Rowing Association Mass Gathering Permit Applications for regattas on April 25 & 26, May 2 & 3, and May 9 & 10 have been received. Their operational plans have been sent to various agencies for review.

Assistant Chief Sean Dooley reported problems at the Regattas in the past with emergency vehicles being blocked in. The boat launch ramp needs to be kept open for emergency vehicles. He would like regatta volunteers to direct traffic to ensure they have an open lane. Supervisor Thomas Wood will speak with Chris Chase of SRA to have this addressed and included in his operational plan. Sherry Doubleday will relay this to GSES.

Communications:

- ❖ **NYS Department of Transportation sent a NOTICE OF EMERGENCY ROAD CLOSURE for Route 32 between Co. Rt. 71 and Wilbur Road from 7 a.m. Saturday, March 28 to 5 p.m. Sunday, April 5, 2015**
- ❖ **Saratoga County Soil and Water Conservation District has made available their 2015 Spring Bare-Root Seedling Order Form. Forms are available at the town clerk's office. Call 885-6900 with questions or e-mail: TreeandShrub@gmail.com. The order deadline is April 6th.**
- ❖ **Saratoga County Recycling - Weibel Avenue, Saratoga Springs, effective Monday, March 2, 2015 will begin accepting Single Stream Recyclables.**

Privilege of the floor: Thomas R. Drew Sr. addressed the board.

Upcoming meetings:

- ❖ **Agenda meeting – Thursday, April 9, 2015 at 7:00 p.m.**
- ❖ **Regular town board meeting – Monday, April 13, 2015 at 7:00 p.m.**

Audit the Bills: On a motion by Councilman Fred Drumm and seconded by Councilman James Jennings the following **Resolution #15-36 Approving the payment of bills in Abstract 3G** was adopted by vote: Supervisor Thomas Wood - aye, Councilman Fred Drumm – aye, Councilman Michael McLoughlin – aye, Councilman Charles Hanehan – 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 3G (03/9/2015) in the following amounts:

General Fund A	Voucher No. 61 through 94	\$ 20,758.09
General Fund B	Voucher No. 14 through 17	\$ 1,154.40
Schuyler Park H	Voucher No. 4	\$ 23.83
Highway DB	Voucher No. 26 through 48	\$ 41,556.21
Home Improvement H21	Voucher No. 3 through 4	<u>\$ 10,520.00</u>
	Grand Total	\$ 74,012.53

A motion to adjourn at 8:29 p.m. was made by Councilman James Jennings and seconded by Councilman Fred Drumm. Supervisor Thomas Wood - aye, Councilman Fred Drumm – aye, Councilman Michael McLoughlin – aye, Councilman Charles Hanehan – absent, Councilman James Jennings – aye Carried 4 – 0.

Respectfully Submitted,

Ruth L. Drumm
Town Clerk