

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

**Monday, September 14, 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 Michael McLoughlin – present, Councilman Charles Hanahan- present, Councilman James Jennings – present

Also present: Deputy Town Clerk Linda McCabe, Zoning Officer Gil Albert, Town Attorney Bill Reynolds, Highway Superintendent Don Ormsby Jr., Gary Squires and Charles Sherman

Recognitions/Presentations/ Bid openings/ Public Hearings: None

Approval of Minutes: A motion was made by Councilman James Jennings and seconded by Councilman Michael McLoughlin to accept the minutes of the August 10th regular meeting as written. Supervisor Thomas Wood - aye, Councilman Fred Drumm – aye, Councilman Charles Hanahan – aye, Councilman Michael McLoughlin – aye, Councilman James Jennings – aye. Carried 5 – 0.

Town Clerk's report for August 2015: Fees paid to the NYS Dept. of Agriculture and Markets for the Animal Population Control Program \$57.00. Fees paid to New York D.E.C. for hunting and fishing licenses \$908.95. Marriage license fees to the New York State Health Department \$45.00. Dog license fees to Supervisor Thomas Wood \$245.00. Clerk fees to Supervisor Thomas Wood \$180.05. Total State and Local Revenues received were \$1,436.00. Hunting Licenses are on sale and Deer Management Permits must be applied for by close of business October 1st.

Zoning Officer's report for August 2015: 15 Building Permits, 18 Building Inspections, 6 Certificates of Occupancy, 0 Junk Yard Permits, 0 Complaints, 0 Fire inspections, 0 Orders to Remedy, 2 misc. appointments, 6 Building Permit Renewals, and 0 Property Maintenance Inspections. A check for \$2,182.50 was given to Supervisor Thomas Wood.

Dog Control Officer's report for August 2015: The report was read by Supervisor Thomas Wood: answered 28 complaints, took 0 dogs to the shelter, 1 bite case, issued 18 warnings, 4 summons were issued and traveled 58 miles.

Town Court report for August 2015: The following were closed: 42 Vehicle & Traffic, 4 Criminal/Penal Law, 2 DEC/ENCON, 2 Dog cases, 1 DWI, 0 Town & Village Ordinances, 0 Small Claim/Civil, 3 Evictions, 0 Bench trials, 1 (case transfer) Divestiture

Form sent to County Court, 2 Defendants sentenced to probation, 0 hours of community service issued, 3 Orders of Protection issued, and \$4,585.00 in fees were paid to the NY State Comptroller.

Historian's report: Historian's Report

Town Historian Sean Kelleher was on the national television show *Diggers* on the National Geographic Channel. The series focuses on metal detectorist Tim "Ringy" Saylor and George "KG" Wyant. The duo with an archeologist, travel the country in search of historical artifacts. One episode is on Saratoga including a dig at the Marshall House in the town. Kelleher was the historical "expert" at the beginning and end of the half hour program. The program brought international attention to the town. The show is available to over 440 million homes in 171 countries and 45 languages.

There were over 8 inquires, including a descendant of a Granger for Grangerville, and a researcher working on the Rhode Island Regiment that lived on this site in 1782.

The Town Highway Department will be placing a historical marker on County Route 67 at Dean's Corners to recognize Frederick Douglass speech in 1849. A \$1,000 William G. Pomeroy Foundation grant paid for the marker.

On the eve of the 1st Battle of Saratoga, Historian Kelleher will presents a free talk on the American Revolution up to the Battles of Saratoga. The talk is September 18 at Noon in the Schuyler Room.

Upcoming Heritage events include: September 10 @ Noon Brown Bag Lunch: "Saratoga Lake Through the Years" at the Community Room of the Saratoga Springs Public Library. September 19 @ 1 pm Heritage Hunters *Discovering Schenectady County's Eastern European Roots* at the Schuyler Room in Town Hall. September 24 @ 7:30 pm Old Saratoga Historical Association tentative program is *Research on the Village of Schuylerville* at the Schuyler Room in Town Hall.

Assessor's report: Victoria Hayner submitted the following report:

During the month of August we processed 12 sales transfers. 7 transfers were valid sales and 5 were non-valid. The sales represented (10) residential properties and (2) vacant land parcels.

We had three small claims hearings in early September. Of those we settled on one, won one and the third was reduced by the hearing officer \$35,000 not the \$137,000 they were requesting. School tax bills have been received by property owners and questions regarding those have been answered as received.

The Assessor's Office is open Tuesday and Wednesday mornings from 9:00 AM – 1:00 PM through November and we continue to make ourselves available to property owners that may have a concern regarding the inventory on their property.

Highway Superintendent’s report: Highway Superintendent Don Ormsby Jr. reported the following:

- ❖ Mowing and sign replacement is ongoing
- ❖ Hauling shoulder material
- ❖ Finished ditching on Wagmans Ridge and Stetkar Rd
- ❖ Used drag-box on Ruckytucks, Wagmans Ridge and Duel Roads
- ❖ Finished T & L blacktop on Ruckytuck Rd
- ❖ Had trucks from Providence and traffic control from Schuylerville to help
- ❖ Addressed pick-up 1 brakes and mower deck issues
- ❖ Received our new Kenworth truck
- ❖ Took parade banner down and hauled 1 load of waste away for Schuylerville

Supervisor’s report: SUPERVISOR’S REPORT AUGUST 2015

GENERAL FUND – TOWNWIDE (A FUND)

Balance on hand AUG 1	\$ 1,075,819.46
AUG Revenues	+ 42,831.26
AUG Disbursements	- <u>297,328.12</u>
Balance AUG 31	\$ 821,322.60

GENERAL FUND – OUTSIDE VILLAGE (B FUND)

Balance on hand AUG 1	\$ 1,209,136.00
AUG Revenues	+ 3,399.03
AUG Disbursements	- <u>3,843.18</u>
Balance AUG 31	\$ 1,208,691.85

HIGHWAY FUND – OUTSIDE VILLAGE (DB FUND)

Balance on hand AUG 1	954,528.70
AUG Revenues	+ 77,775.85
AUG Disbursements	- <u>77,656.45</u>
Balance AUG 31	\$ 954,648.10

SCHUYLER PARK CAPITAL PROJECT AUG 31	\$ 174,952.57
YOUTH RECREATION & SERVICE AUG 31	\$ 2,506.34
HIGHWAY EQUIPMENT RESERVE AUG 31	\$ 72,957.36
BUILDING RESERVE August 31	\$ 154,625.74
SCENIC BY WAYS GRANT June 30 -QRTL	\$ 310.89
PARKS RESERVE AUGUST 31	\$ 51,956.55
FIRE PROTECTION AUGUST 31	\$ 0.34
TRUST & AGENCY AUGUST 31	\$ 50,449.26
MOBILE HOME GRANT AUGUST 31	\$ 10,876.57

HOME IMPROVEMENT GRANT AUGUST 31 **\$ 55,471.86**

CDBG GRANT AUGUST 31 **\$ 63,574.96**

❖ **Sales Tax Received – August 2015 - \$108,431**

❖ **Mortgage Tax –July 2015 - \$14,033**

Public comments on agenda items: No one spoke.

Committee reports:

Landfill: No report.

Insurance: No report.

Youth: No report.

Senior Citizens: Councilman James Jennings reported that the Old Saratoga Seniors met for a picnic at the Fish Creek Rod & Gun Club on Wednesday, September 2nd with 50 members attending. Scott Green played for the group. A trip is scheduled to Mystic, CT on September 24th and to Troy on November 23rd for a Christmas Show and luncheon. The seniors will meet again on Wednesday, September 16th and Wednesday, October 7th at town hall.

The Quaker Springs Seniors met on September 14th with 18 members attending. The guest speaker was Mary Shartel speaking about memories and writing down our stories. A Luncheon cruise on Lake George is planned for Friday, October 2, 2015.

Park Committee: No report.

Office of Emergency Management: Sherry Doubleday reported:

Members of the committee will be sitting at the Glens Falls National Bank Friday, Sept. 25 from 9am to 3pm promoting “Go Bags”. There are back packs to be kept handy in case of an emergency, that can be grabbed easily with vital information and items that can assist in surviving in case of an emergency evacuation. Several different lists of items for different needs will be available for dispersal for everyone.

GSES, QSFD Reports:

Quaker Springs Fire Department: Chief Don Ormsby Jr. reported they have had 9 calls in August and 65calls year-to-date.

Old business:

Salt Shed- Councilman Michael McLoughlin has been working with an engineer who is drawing up the salt shed plans. They are complete. A meeting will take place with the Mayor's of both villages and Highway Superintendents, Attorney Bill Reynolds, Zoning Officer Gil Albert along with Supervisor Thomas Wood to review the plans.

New business:

On a motion by Councilman Fred Drumm and seconded by Councilman James Jennings the following **Resolution #15-85 - Draft Local Law for Best Value Methodology** was adopted by vote: Supervisor Thomas Wood - aye, Councilman Fred Drumm – aye, Councilman Michael McLoughlin – aye, Councilman Charles Hanehan – aye, Councilman James Jennings – aye. Carried 5 – 0.

WHEREAS, General Municipal Law §103 has been amended to provide local governments greater flexibility in awarding contracts by authorizing the award of purchase contracts, including contracts for service work, upon the basis of best value; and

WHEREAS, with the increased complexity of the goods and services that the County must obtain in order to service taxpayers, it is critical to consider selection and evaluation criteria that measure factors other than cost in the strictest sense; and

WHEREAS, best value procurement links the procurement process directly to the County’s performance requirements, including, but not limited to, selection factors such as useful lifespan, quality and options and incentives for more timely performance and/or additional services; and

WHEREAS, even if the initial expenditure is higher using best value procurement, considering the total value over the life of the procurement may result in a better value and long-term investment of public funds; and

WHEREAS, best value procurement also encourages competition and, in turn, often results in better pricing, quality and customer service; now, therefore, be it

RESOLVED, that a proposed Local Law No. 3 of 2015, entitled “A LOCAL LAW TO AUTHORIZE CONTRACT AWARDS BASED UPON BEST VALUE METHODOLOGY”, will be introduced before the Saratoga Town Board, and the Town Board shall hold a Public Hearing thereon on October 14, 2015 at 7:00 p.m. in the Schuyler Room at Saratoga Town Hall, 12 Spring St., Schuylerville on the matter of the adoption of such Local law, and the Town Clerk is hereby directed to give notice of such Public Hearing in the manner prescribed by law.

On a motion by Councilman Charles Hanehan and seconded by Councilman Michael McLoughlin the following **Resolution #15-86 - 2015 Greenway Conservancy Trail Program Grant** was adopted by vote: Supervisor Thomas Wood - aye, Councilman Fred Drumm – aye, Councilman Michael McLoughlin – aye, Councilman Charles Hanehan – aye, Councilman James Jennings – aye. Carried 5 – 0.

WHEREAS, the Town of Saratoga is applying to the Hudson River Valley Greenway for a grant under the 2015 Greenway Conservancy Trail Grant Program for a project entitled Old Champlain Canal Basin Trailhead to be located in the Town of Saratoga; and

WHEREAS, the grant application requires the applicant municipality to obtain the approval/endorsement of the governing body of the municipality or municipalities in which the project will be located; NOW, THEREFORE, be it

RESOLVED, that the governing board of the Town of Saratoga hereby does approve and endorse the application for a \$10,000 grant under the 2015 Greenway Conservancy Small Grant Program, for a project known as Old Champlain Canal Basin Trailhead and located within this community.

Councilman Michael McLoughlin left the meeting at 7:28 pm.

On a motion by Councilman Fred Drumm and seconded by Councilman Charles Hanehan the following **Resolution #15-87 - Fund Balance Policy** was adopted by vote: Supervisor Thomas Wood - aye, Councilman Fred Drumm – aye, Councilman Michael McLoughlin – absent, Councilman Charles Hanehan – aye, Councilman James Jennings – aye. Carried 4 – 0.

WHEREAS, the NYS Comptroller's Office and our accounting firm, SaxBST, have recommended the adoption of a Fund Balance Policy; now, therefore be it **RESOLVED**, that the Town Board of the Town of Saratoga adopts the following **Fund Balance Policy in Accordance with GASB Statement No. 54**:

A) Purpose

The following policy has been adopted by the Town of Saratoga in order to comply with the requirements of Governmental Accounting Standards Board Statement No. 54, Fund Balance Reporting and Governmental Fund Definitions (GASB 54). Fund balance is the difference between the total assets and total liabilities in each fund and measures the net financial resources available to finance expenditures of future periods.

B) Definitions:

1. Fund Balance – Consists of the measurement of available resources and represents the difference between total assets and total liabilities.
2. Non-spendable – Consists of the amounts that cannot be spent because they are in a non-spendable form.
3. Restricted – Consists of amounts that are subject to externally enforceable legal purpose restrictions imposed by certain creditors, grantors, contributors, or laws and regulations of other governments; or through constitutional provisions or enabling legislation.
4. Committed (Unrestricted) – Consists of amounts constrained to specific purposes by a government itself using its highest level decision making authority (Town Board). The Town Board must take formal action before the end of the fiscal year to add or remove a constraint.
5. Assigned (Unrestricted) – Consists of amounts that are subject to a purpose constraint that represents an intended use established by the government's highest level decision making authority (Town Board), or by the Board's designated body or official. The purpose of the assignment must be narrower than the purpose of the general fund. In funds other than the general fund, assigned fund balance will be the residual amount of fund balance.
6. Unassigned (Unrestricted) – This consists of all balances remaining after considering the other four categories for the general fund and could result in a surplus or a deficit. Use is least constrained in this category. In funds other than the general fund, the unassigned classification should only be used to report a deficit balance.

C) Classifications:

1. Non-spendable
 - . Prepaid insurance
 - . Inventory
2. Restricted (Reserves)

Capital Reserves
Debt Reserves
Repair Reserves
Insurance Reserve
And other reserves allowed by State statutes

3. Committed (Unrestricted)

OSC believes that in most cases, local governments will not have committed fund balance to report primarily due to the fact that reserves are allowed by State statutes.

4. Assigned (Unrestricted)

OSC believes that formal actions by the governing boards (resolutions, ordinances, and local laws) constitute a constraint of resources and will result in an assignment of resources.

Encumbrances will typically be considered an assignment of fund balance.

5. Unassigned (Unrestricted)

All other unassigned fund balances.

D) Policy:

1. Unrestricted Fund Balance

a. The Town Board will strive to meet a minimum level of unrestricted fund balance in the General Fund of no less than two months of regular general fund operating expenditures.

2. Reserves

a. The Town believes that reserves are essential to deal with unforeseen emergencies or changes in economic conditions. Accordingly, the Town Board shall strive to maintain a level of reserves to guard its residents against service disruptions.

b. Funding of reserves can come from surplus funds (excess of revenues over expenditures or one-time revenues) or other sources as designated by the Town Board.

c. All expenditures from or uses of reserves will require prior Town Board approval by adoption of Use of Reserve Resolution.

d. Reserves shall only be used for the purpose in which they are intended.

On a motion by Councilman Fred Drumm and seconded by Councilman James Jennings the following **Resolution #15-88 - OCA Appointment of Backup Justice** was adopted by vote: Supervisor Thomas Wood - aye, Councilman Fred Drumm – aye, Councilman Michael McLoughlin – absent, Councilman Charles Hanahan – aye, Councilman James Jennings – aye. Carried 4 – 0.

RESOLVED, that Supervisor Thomas Wood is authorized to request that the NYS Office of Court Administration appoint and compensate Hon. James Cox, Easton Town Justice, to serve as a substitute justice for the Town in the event of the unavailability of Justice Daniel Waldron, for a term of service which will end on January 1, 2016.

On a motion by Councilman Fred Drumm and seconded by Councilman Charles Hanahan

the following **Resolution #15-89 - BAR Appointment - Wendy Lukas** was adopted by vote: Supervisor Thomas Wood - aye, Councilman Fred Drumm – aye, Councilman Michael McLoughlin – absent, Councilman Charles Hanehan – aye, Councilman James Jennings – aye. Carried 4 – 0.

WHEREAS, the term of Wendy Lukas on the Board of Assessment Review (BAR) will expire on September 30, 2015; therefore be it

RESOLVED, that the Town Board of the Town of Saratoga hereby reappoints Wendy Lukas to the BAR for a 5-year term from 10/1/2015 – 09/30/2020.

On a motion by Councilman Charles Hanehan and seconded by Councilman James Jennings the following **Resolution #15-90 - Fund Transfer - \$100K from Interfund Transfer B9950.9 to Highway Machinery DB5130.2** was adopted by vote: Supervisor Thomas Wood - aye, Councilman Fred Drumm – aye, Councilman Michael McLoughlin – absent, Councilman Charles Hanehan – aye, Councilman James Jennings – aye. Carried 4 – 0.

RESOLVED, by the Town Board of the Town of Saratoga to transfer \$100,000 from Interfund Transfer B9950.9 to Highway Machinery Account DB5130.2 for the purchase of the 2016 Kenworth T800 Truck as budgeted.

On a motion by Councilman Fred Drumm and seconded by Councilman Charles Hanehan the following **Resolution #15-91 - Fund Transfer - \$20K from Highway Equipment Reserve H5130.2 to Highway Machinery Account DB5130.2** was adopted by vote: Supervisor Thomas Wood - aye, Councilman Fred Drumm – aye, Councilman Michael McLoughlin – absent, Councilman Charles Hanehan – aye, Councilman James Jennings – aye. Carried 4 – 0.

RESOLVED, by the Town Board of the Town of Saratoga to transfer \$20,000 from Highway Equipment Reserve H5130.2 to Highway Machinery Account DB5130.2 following the 30 day requirement of Permissive Referendum Rules and Procedures for the purchase of the 2016 Kenworth T800 Truck as budgeted.

Communications:

- ❖ **The Saratoga Rowing Association will be having a Regatta on Fish Creek/Saratoga Lake October 31st and November 1st.**
- ❖ **Thank you from Bridget Alber to the Board for the Town of Saratoga Award that she received at graduation.**
- ❖ **Notification from the Town of Northumberland of an application for a Wireless Telecommunications Facility at 5 Blue Heron Terrace.**
- ❖ **43rd Senate District Veteran's Hall of Fame Awards Ceremony Special September 11th Memorial on Friday, September 11, 2015 at 3pm at the NYS Military Museum, 61 Lake Avenue, Saratoga Springs, NY - Honoree Robert F. Burlingham, Navy, Victory Mills.**
- ❖ **Thank you from US Representative Elise Stefanik, New York's 21st Congressional District, for assisting and facilitating the Mobile Office visit at Town Hall.**

Privilege of the floor: No one

Upcoming meetings:

- ❖ **Budget Workshop – Wednesday, September 16th at 6:00 p.m.**
- ❖ **Agenda meeting – Thursday, October 8, 2015 at 7:00 p.m.**
- ❖ **Regular town board meeting – Wednesday, October 14, 2015 at 7:00 p.m. (Due to the Columbus Day Holiday on Monday)**

Audit the Bills: On a motion by Councilman Fred Drumm and seconded by Councilman Charles Hanehan the following **Resolution #15-92 Approving the payment of bills in Abstract 9G** was adopted by vote: Supervisor Thomas Wood - aye, Councilman Fred Drumm – aye, Councilman Michael McLoughlin – absent, Councilman Charles Hanehan – aye, 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 9G (09/14/2015) in the following amounts:

General Fund A	Voucher No. 299 through 334	\$ 79,942.68
General Fund B	Voucher No. 47 through 53	\$ 3,679.46
Schuyler Park H	Voucher No. 29 through 31	\$ 977.49
Highway DB	Voucher No. 160 through 184	\$ 223,152.61
Youth Y	Voucher No. 2	\$ 1,372.00
HTFC MH	Voucher No. 20 through 24	\$ 33,956.00
CDBG	Voucher No. 21 through 22	<u>\$ 31,535.00</u>
	Grand Total	\$ 374,615.24

A motion to adjourn at 8:37 p.m. was made by Councilman James Jennings and seconded by Councilman Charles Hanehan. Supervisor Thomas Wood – aye, Councilman Fred Drumm – aye, Councilman Michael McLoughlin – absent, Councilman Charles Hanehan - aye, Councilman James Jennings – aye Carried 4 – 0.

Respectfully Submitted,

Ruth L. Drumm
Town Clerk