

**DRAFT MINUTES OF THE TOWN OF SARATOGA  
TOWN BOARD AGENDA MEETING  
12 SPRING ST., SCHUYLERVILLE, NY  
January 5, 2023  
6:00 P.M.**

Supervisor Thomas Wood opened the meeting at 6:00 p.m.

**Roll call:** Town Clerk, Linda McCabe, called the roll: Supervisor Thomas Wood – present, Councilman Michael McLoughlin – present, Councilwoman Ruth Drumm – present, Councilman Gary Squires – present, Councilwoman Maxine Lautenberg – present.

Supervisor Thomas Wood reviewed the following agenda with the Board:

**DRAFT AGENDA FOR THE TOWN OF SARATOGA TOWN  
BOARD ORGANIZATIONAL MEETING  
Monday, January 9, 2023 – 6:00 p.m.**

1. **Call meeting to order**
2. **Flag Salute**
3. **Roll call:** Supervisor Thomas Wood, Councilman Michael McLoughlin, Councilwoman Ruth Drumm, Councilman Gary Squires, Councilwoman Maxine Lautenberg
4. **Recognitions/Presentations/ Bid openings/ Public Hearings:**
  - ❖ Northeast Finishing – PUD Proposal

**Supervisor Thomas Wood introduces Resolution #23-01 and Resolutions #23-02 - #23-22 for Organizational Annual Designations and Appointments:**

- ❖ **Resolution #23-01** setting the “Rules of the Board”
- ❖ **Resolution #23-02** setting the meeting time and place for the remote Town Board meetings as the 2<sup>nd</sup> Monday of each month at 6:00 p.m.
- ❖ **Resolution #23-03** designating Glens Falls National Bank & Trust as the official bank depository.
- ❖ **Resolution #23-04** designating *The Saratogian* as the official newspaper for the Town.
- ❖ **Resolution #23-05** authorizing the Supervisor to invest idle cash balances.
- ❖ **Resolution #23-06** authorizing the Supervisor to submit claims for state aid for youth recreation programs.
- ❖ **Resolution #23-07** authorizing the Supervisor to execute & pay contracts & annual appropriations as provided in the budget.
- ❖ **Resolution #23-08** approving the salaries & highway scale of wages and additional benefits as set forth in the 2023 Budget.
- ❖ **Resolution #23-09** appointing the Supervisor as Health Insurance Administrator.
- ❖ **Resolution #23-10** authorizing the Supervisor to pay bills of utility, fuel, gas, oil, credit card & any discounted bills, without prior audit and providing the bills are presented at first available meeting for audit.
- ❖ **Resolution #23-11** authorizing the Highway Superintendent to spend/purchase up to \$2,000.00 without prior notice to Town Board.
- ❖ **Resolution #23-12** setting the mileage rate for actual town business at \$.65.5 per mile.

- ❖ **Resolution #23-13** setting the election inspector rates at \$100 and machine custodians at \$75 per machine for Special Elections.
- ❖ **Resolution #23-14** appointing Edward Cross as the Dog Control Officer.
- ❖ **Resolution #23-15** appointing Mark Schachner as the Attorney for the Town.
- ❖ **Resolution #23-16** appointing Gilman Albert as the Building Inspector/Code Enforcement Officer.
- ❖ **Resolution #23-17** appointing Gilman Albert as the Fire Code Officer.
- ❖ **Resolution #23-18** appointing Linda McCabe as Registrar of Vital Statistics, Clerk to the Planning Board and Clerk to the Zoning Board of Appeals
- ❖ **Resolution #23-19** appointing Dr. Christopher Thomas as the Health Officer.
- ❖ **Resolution #23-20** appointing Kenneth Martin as the Engineer for the Town.
- ❖ **Resolution #23-21** appointing Shane Mullen as Armed Court Officer.
- ❖ **Resolution #23-22** appointing Dorothy Lavazzo as part-time Assessor's Clerk

**Supervisor Thomas Wood made the following annual appointments:**

- ❖ **Deputy Supervisor** – Ian Murray
- ❖ **Bookkeeper** – Pat Temple
- ❖ **Payroll Clerk** – Jennie McReynolds
- ❖ **Town Historian** – Sean Kelleher
- ❖ **Deputy Town Historian** – Patricia Peck
- ❖ **Highway Committee** – Councilman Gary Squires, Councilwoman Maxine Lautenberg
- ❖ **Youth Committee** – Councilman Michael McLoughlin
- ❖ **Senior Citizen Committee** – Councilwoman Maxine Lautenberg and Supervisor Thomas Wood
- ❖ **Insurance Committee** – Supervisor Thomas Wood and Councilwoman Ruth Drumm
- ❖ **Landfill Committee** – Supervisor Thomas Wood, Councilman Gary Squires
- ❖ **Park Committee** – Supervisor Thomas Wood, Councilman Michael McLoughlin, Councilwoman Ruth Drumm, Councilman Gary Squires and Councilwoman Maxine Lautenberg
- ❖ **The following annual appointments made by elected officials and read by Supervisor Thomas Wood:**
- ❖ **Town Clerk Linda McCabe** appoints Michelle Conover as Deputy Town Clerk and Deputy Registrar of Vital Statistics
- ❖ **Town Justice Charles Sherman and Justice John McCarron** appoint Bonnie Williams and Jennifer Johnston as part-time Court Clerks.

**5. Approval of Minutes of the December 12<sup>th</sup> Regular meeting and the December 29<sup>th</sup> Year End Audit meeting.**

**6. Town Clerk's report**

**7. Zoning Officer's report**

**8. Dog Control Officer's report**

**9. Town Court report**

**10. Tax Collector's report**

**11. Historian's report**

**12. Assessor's report**

**13. Highway Superintendent's report**

**14. Supervisor's report**

- ❖ Review of 2022 Goals & Setting the Goals for 2023
- ❖ Financial Report
- ❖ **December 2022 Sales Tax Received - \$140,113.00**

**November Mortgage Tax Received - \$**  
**December Mortgage Tax Received - \$**  
**Additional County Appropriation - \$143,610.00**

**15. Public Comments on agenda items**

**16. Committee reports:**

- A. Landfill**
- B. Insurance**
- C. Youth**
- D. Senior Citizens**
- E. Park Committee**
- F. Emergency Management Office**

**17. WEMS and QSFD reports**

**18. Old Business:**

- ❖ Resolution #22-97 – Insurance for Old Saratoga Seniors group

**19. New business:**

- ❖ Rental Space Adjustments – 1080/Flatley Read
- ❖ Resolution #23-23 – Reappointing George Olsen to the Planning Board
- ❖ Resolution #23-24 – Reappointing Robert McConnell to the Planning Board
- ❖ Resolution #23-25 – Reappointing Christopher Miller to the BAR
- ❖ Resolution #23-26 – Reappointing Thomas Carringi to the ZBA
- ❖ Resolution #23-27 – Fund Transfer

**20. Communications:**

**Upcoming Meetings:**

- ❖ Town Board Agenda Meeting – Thursday, February 9, 2023 at 6:00 p.m.
- ❖ Regular Town Board Meeting – Monday, February 13, 2023 at 6:00 p.m.

**21. Audit the Bills:**

- ❖ Resolution #23-28 - Approving the Payment of Bills on Abstract 14G of 2022
- ❖ Resolution #23-29 - Approving the Payment of Bills on Abstract 1G of 2023

**Executive Session** – To discuss matters relating to proposed, pending or current litigation and to discuss matters leading to the appointment, employment, promotion, discipline, suspension, dismissal or removal of a particular person or corporation.

**12. Adjourn meeting**

After reviewing and discussing the agenda, Supervisor Thomas Wood stated the Board needed to go into Executive Session to discuss matters related to proposed, pending or current litigation.

A motion was made by Supervisor Thomas Wood, seconded by Councilmember Gary Squires, **to Enter into Executive Session at 7:03 p.m. to discuss matters relating to proposed, pending or current litigation.** Supervisor Thomas Wood - aye, Councilwoman Ruth Drumm – aye, Councilman Michael McLoughlin – aye, Councilman Gary Squires - aye, Councilwoman Maxine Lautenberg - aye.

**Carried 5 – 0**

A motion was made by Councilmember Michael McLoughlin, seconded by Councilmember Maxine Lautenberg, **to Exit Executive Session at 7:20 p.m. No Board action was taken.** Supervisor Thomas Wood - aye, Councilwoman Ruth Drumm – aye, Councilman Michael McLoughlin – aye, Councilman Gary Squires - aye, Councilwoman Maxine Lautenberg – aye.

**Carried 5 – 0**

A motion was made by Councilmember Michael McLoughlin, seconded by Councilmember Ruth Drumm, **to adjourn the meeting at 7:47 p.m.** Supervisor Thomas Wood - aye, Councilman Michael McLoughlin – aye, Councilwoman Ruth Drumm – aye, Gary Squires - aye, Councilwoman Maxine Lautenberg – aye.

**Carried 5 – 0**

**Meeting Adjourned**

Respectfully Submitted,

Linda A. McCabe  
Town Clerk