

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

**January 9, 2023  
6:00 P.M.**

Supervisor Thomas Wood opened the meeting with the pledge of allegiance 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.

**Also present:** Deputy Supervisor Ian Murray, Deputy Town Clerk Michelle Conover, Building Inspector/Zoning Officer Gil Albert, Bookkeeper Pat Temple, Rich Blair, Roxanne Fonda, Kathry Brown and Hubert Miller.

**Recognitions/Presentations/ Bid openings/Public Hearings:**

Supervisor Thomas Wood went through the Rules of the Board and the organizational appointments and designations.

On a motion by Councilmember Gary Squires and seconded by Councilmember Michael McLoughlin, the following **Resolution #23-01 - Setting the Rules of the Board**, was adopted by vote: Supervisor Thomas Wood - aye, Councilman Michael McLoughlin – aye, Councilwoman Ruth Drumm – aye, Councilman Gary Squires - aye, Councilwoman Maxine Lautenberg - aye.

**Carried 5 – 0**

*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.

#### **ORGANIZATIONAL APPOINTMENTS AND DESIGNATIONS:**

On a motion by Councilmember Michael McLoughlin and seconded by Councilmember Ruth Drumm, the following **Resolution #23-02 - 23-22 - Organizational Designations and Appointments**, were adopted by vote: Supervisor Thomas Wood - aye, Councilman Michael McLoughlin – aye, Councilwoman Ruth Drumm – aye, Councilman Gary Squires - aye, Councilwoman Maxine Lautenberg - aye.

#### **Carried 5 – 0**

- ❖ **Resolution # 23-02** setting the meeting time and place for the regular Town Board meeting, which is set as the 2<sup>nd</sup> Monday of the month, at 6:00 p.m. at the Town Hall, 12 Spring Street, Schuylerville.
- ❖ **Resolution # 23-03** designating the Glens Falls National Bank & Trust Company 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 bills are presented at the 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 cents 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 Ed Cross as Dog Control Officer.
- ❖ **Resolution # 23-15** appointing Mark Schachner as Attorney for the Town
- ❖ **Resolution #23-16** appointing Gilman Albert as Building Inspector/Code Enforcement Officer.
- ❖ **Resolution # 23-17** appointing Gilman Albert as Fire Code Officer.
- ❖ **Resolution # 23-18** appointing Linda McCabe as Registrar of Vital Statistics and as Clerk to the Planning Board & 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** - Patricia Temple.
- ❖ **Payroll Clerk** - Jennie McReynolds.
- ❖ **Town Historian** - Sean Kelleher.
- ❖ **Deputy Town Historian** - Patricia Peck.
- ❖ **Highway Committee:** Councilman Gary Squires and Councilwoman Maxine Lautenberg.
- ❖ **Deputy Town Historian** - Patricia Peck.
- ❖ **Youth Committee:** Councilman Michael McLoughlin.
- ❖ **Senior Citizen Committee:** Supervisor Thomas Wood and Councilwoman Maxine Lautenberg.
- ❖ **Insurance Committee:** Supervisor Thomas Wood and Councilwoman Ruth Drumm.
- ❖ **Landfill Committee:** Supervisor Thomas Wood, Councilman Gary Squires.
- ❖ **Park Committee:** Supervisor Thomas Wood, Councilman Gary Squires, Councilwoman Ruth Drumm, Councilman Michael McLoughlin, and Councilwoman Maxine Lautenberg.

**The following annual appointments were 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 Town Justice John McCarron** appoint Bonnie Williams and Jennifer Johnston as part-time Court Clerks.

**Approval of Minutes:** A motion was made by Councilmember Michael McLoughlin and seconded by Councilmember Maxine Lautenberg, **to accept the minutes of the December 12<sup>th</sup> Regular Town Board meeting and the December 29, 2022 Year-End Audit meeting as written.** Supervisor Thomas Wood - aye, Councilman Michael McLoughlin – aye, Councilwoman Ruth Drumm – aye, Councilman Gary Squires - aye, Councilwoman Maxine Lautenberg - aye.

**Carried 5 - 0**

**Town Clerk's report for December 2022:** Fees paid to the NYS Dept. of Agriculture and Markets for the Animal Population Control Program \$40.00. Fees paid to New York D.E.C. for hunting and fishing licenses \$344.91. Fees paid to the New York State Health Department for Marriage licenses \$0. Dog license fees to Supervisor Thomas Wood \$170.00. Clerk fees to Supervisor Thomas Wood \$40.09. Total State and Local Revenues received were \$595.00.

**Zoning Officer's report for December 2022:** 8 Building Permits, 25 Building Inspections, 6 Certificates of Occupancy, 0 Junkyard Permits, 0 Complaints, 0 Fire Inspections, 0 Order to Remedy, 1 misc., 6 Building Permit Renewals and 0 Property Maintenance Inspections. A check for \$2,460.25 was given to Supervisor Thomas Wood.

**Dog Control officer's report for December 2022:** The following report was read by Supervisor Thomas Wood: Ed Cross, Dog Control Officer answered 3 complaints, took 0 dogs to the shelter, 1 bite case, traveled 32 miles, issued 1 warnings and 0 summons' were issued.

**Town Court report for December 2022:** 17 Traffic tickets closed, 1 Criminal/penal law case closed, 2 civil cases closed, 0 DWI cases closed, 0 Encon/DEC closed, 0 Town and Dog cases closed. Supervisor Thomas Wood received a check from Justice Dan Waldron in the amount of \$80.00, a check from Justice Charles Sherman in the amount of \$905.00, for a total of \$985.00.

**Tax Collector's report:** Town & County Property tax bills were mailed out to all Town property owners on December 30, 2022.

*Please Note: Taxes are to be paid by mail, in the drop box in the Town Hall lobby or on-line.*

**Historian's report for December 2022:** No report.

**Assessor's report December 2022:** No report.

**Highway Superintendent’s report for December 2022**

- ❖ Brushing back in ditches with boom mower
- ❖ Clearing downed limbs & trees in ditches
- ❖ Daily road checks for icing
- ❖ New batteries with platform on Truck 6
- ❖ Air manifold and inspection on Truck 9
- ❖ Rear dust shields and brake pads on Truck 5
- ❖ Spreader chain shortened and DEF sensor addressed on Truck 1
- ❖ Wing cutting edge replaced on Truck 3
- ❖ Tail light plug from chipper to Truck 4 replaced
- ❖ Oil lines on pup 2 replaced
- ❖ Cutting edge on pup 1 plow changed
- ❖ Sanded for 4 and plowed for 3 storms
- ❖ Met with 3 epoxy flooring contractors for quotes on garage floors

**Supervisor’s report:** Supervisor Thomas Wood reviewed the 2022 Goals with the Board during the December meeting. He asked the Board members to think about goals they would like to see accomplished within this year and to bring them to the next meeting. He then stated they will review the 2023 Goals at the February Board meeting and adopt them at the March meeting.

**SUPERVISOR’S REPORT DECEMBER 2022**

**GENERAL FUND – TOWNWIDE (A FUND)**

Balance on hand 12/1/2022	\$ 867,844.74
Revenues	+ 76,367.64
Disbursements	- <u>223,698.80</u>
Balance 12/31/2022	\$ 720,513.58

**GENERAL FUND – OUTSIDE VILLAGE (B FUND)**

Balance on hand 12/1/2022	\$2,392,081.93
Revenues	+ 2,794.17
Disbursements	- <u>32,676.65</u>
Balance 12/31/2022	\$2,362,199.45

**HIGHWAY FUND – OUTSIDE VILLAGE (DB FUND)**

Balance on hand 12/1/2022	\$1,007,578.02
Revenues	+ 1,283.06
Disbursements	- <u>135,786.83</u>
Balance 12/31/2022	\$ 873,074.25

SCHUYLER PARK CAPITAL PROJECT 12/31/2022	\$ 122,947.94
YOUTH RECREATION & SERVICE 12/31/2022	\$ 8,673.85
HIGHWAY EQUIPMENT RESERVE 12/31/2022	\$ 145,690.70
BUILDING RESERVE 12/31/2022	\$ 483,233.34
SCENIC BY WAYS QRTRLY 12/31/2022	\$ 3112.09
PARKS RESERVE 12/31/2022	\$ 376,956.55

TRUST & AGENCY 12/31/2022	\$ 24,929.73
CDBG Project 12/31/2022	\$ 118,053.50
HISTORIC HUDSON HOOSICK RIVER 12/31/2022 PARTNERSHIP	\$ 6,949.92
GFNB Certificate of Deposit 12/31/2022	\$ 754,057.09
NYCLASS 12/31/2022	\$ 712,513.85

**December 2022 Sales Tax Received** - \$140,113.00

**November 2022 Mortgage Tax Received** - \$16,074.50

**December 2022 Mortgage Tax Received** – Unknown at this time.

**Additional County Appropriation** - \$143,610.00

**Public comments on agenda items:** None.

**Committee reports:**

**Landfill:** No report.

**Insurance:** No report.

**Youth:** No report.

**Senior Citizens:** Councilwoman Maxine Lautenberg submitted the following: The Quaker Springs Sunshiners met on December 12<sup>th</sup> for a Christmas Luncheon with 29 members in attendance. Lunch was provided by the Quaker Springs Fire District's Auxiliary, with each member paying \$7 for the meal. There was a presentation on hand bells with members participating; everyone had a lot of fun. There will be no meetings in January and February. Next meeting will be on the second Monday in March, 2023.

The Old Saratoga Seniors met on December 23<sup>rd</sup> for their Christmas Luncheon at the Wishing Well restaurant. They had a casserole luncheon meeting on January 4, 2023 with 47 in attendance. They collected contributions for the Schuylerville Central School's Caring & Sharing Program, sent cards to Walter Reed Medical Center and created 3 baskets to donate to the Schuylerville Library for the gala fundraiser, which will be held on January 14, 2023. Their next meeting will be held on January 18<sup>th</sup> for a sandwich luncheon.

**Park Committee:** No report.

**Office of Emergency Management (OEM):** No report.

**WEMS, QSFD Reports:** Nash Alexander, WEMS, submitted the following: They had 21 calls for the Town of Saratoga, 13 calls for the Village of Schuylerville and 3 calls for the Village of Victory.

**Old business:** Supervisor Thomas Wood stated as the Board tabled Resolution #22-97, at the December 29, 2022 meeting, a motion must be made to remove it from being tabled. Then a motion must be made to amend Resolution 22-97, changing the amount

of \$678.00 to read 'not to exceed the amount of \$378.00 and that this will be in addition to the annual \$2,500.00 gift of support from the Town of Saratoga.

On a motion by Councilmember Michael McLoughlin, seconded by Councilmember Maxine Lautenberg, **Resolution #22-97 – Insurance for Old Saratoga Seniors, was removed from the table** by the following vote: Supervisor Thomas Wood - aye, Councilman Michael McLoughlin – aye, Councilwoman Ruth Drumm – aye, Councilman Gary Squires - aye, Councilwoman Maxine Lautenberg - aye.  
**Carried 5 – 0.**

On a motion by Councilmember Michael McLoughlin, seconded by Councilmember Ruth Drumm, **to amend Resolution #22-97, changing \$678.00 to not to exceed \$378.00**, by the following vote: Supervisor Thomas Wood - aye, Councilman Michael McLoughlin – aye, Councilwoman Ruth Drumm – aye, Councilman Gary Squires - aye, Councilwoman Maxine Lautenberg - aye.  
**Carried 5 – 0.**

On a motion by Councilmember Michael McLoughlin, seconded by Councilmember Ruth Drumm, **Amended Resolution #22-97 – Insurance for Old Saratoga Seniors**, was adopted by vote: Supervisor Thomas Wood - aye, Councilman Michael McLoughlin – aye, Councilwoman Ruth Drumm – aye, Councilman Gary Squires - aye, Councilwoman Maxine Lautenberg - aye.  
**Carried 5 – 0.**

**WHEREAS**, the Old Saratoga Seniors group currently carries no insurance; and  
**WHEREAS**, they meet in the Town Hall twice monthly; and  
**WHEREAS**, there is a need for the Town of Saratoga to be covered by an additional insured rider for two million dollars (\$2,000,000); and  
**WHEREAS**, Selective Insurance has provided a policy to provide this coverage; now, therefore, be it

**RESOLVED**, that the Town Supervisor is authorized to sign a policy with Selective Insurance, at a cost of ~~\$678.00~~ not to exceed \$378.00 for a one year policy, effective ~~January 1, 2023~~. This will be in addition to the annual \$2,500.00 gift of support for the Old Saratoga Seniors group from the Town of Saratoga.

**New business:**

On a motion by Councilmember Ruth Drumm and seconded by Councilmember Gary Squires, the following **Resolution #23-23 – Planning Board Reappointment – George Olsen**, was adopted by vote: Supervisor Thomas Wood - aye, Councilman Michael McLoughlin – aye, Councilwoman Ruth Drumm – aye, Councilman Gary Squires - aye, Councilwoman Maxine Lautenberg - aye.

**Carried 5 – 0.**

**WHEREAS**, the term of Planning Board Member George Olsen expired on 12/31/2022, therefore, be it

**RESOLVED**, that the Town Board of the Town of Saratoga reappoints George Olsen for a seven year term as Member of the Planning Board, from 01/01/2023 – 12/31/2029.

On a motion by Councilmember Gary Squires and seconded by Councilmember Ruth Drumm, the following **Resolution #23-24 – Planning Board Reappointment**, was adopted by vote: Supervisor Thomas Wood - aye, Councilman Michael McLoughlin –

aye, Councilwoman Ruth Drumm – aye, Councilman Gary Squires - aye,  
Councilwoman Maxine Lautenberg - aye.

**Carried 5 – 0.**

**WHEREAS**, the term of Planning Board Member Robert McConnell expired on 12/31/2022 and he has indicated he would like to continue on the Board; now, therefore be it

**RESOLVED**, that the Town Board of the Town of Saratoga hereby reappoints Robert McConnell for a seven year term as Member of the Planning Board, from 01/01/2023 – 12/31/29.

On a motion by Councilmember Michael McLoughlin and seconded by Councilmember Maxine Lautenberg, the following **Resolution #23-25 – Board of Assessment Review Reappointment – Christopher Miller**, was adopted by vote: Supervisor Thomas Wood - aye, Councilman Michael McLoughlin – aye, Councilwoman Ruth Drumm – aye, Councilman Gary Squires - aye, Councilwoman Maxine Lautenberg - aye.

**Carried 5 – 0.**

**WHEREAS**, the term of BAR Member Christopher Miller expired 9/30/2022 and; now, therefore be it

**RESOLVED**, that the Town Board of the Town of Saratoga hereby reappoints Christopher Miller for a 5-year term as Member of the BAR from 10/1/2023 – 09/30/2027.

On a motion by Councilmember Ruth Drumm and seconded by Councilmember Gary Squires, the following **Resolution #23-26 – Zoning Board of Appeals Reappointment – Thomas Carringi**, was adopted by vote: Supervisor Thomas Wood - aye, Councilman Michael McLoughlin – aye, Councilwoman Ruth Drumm – aye, Councilman Gary Squires - aye, Councilwoman Maxine Lautenberg - aye.

**Carried 5 – 0.**

**WHEREAS**, the term of ZBA Member Thomas Carringi, expired on 12/31/2022 and he has indicated he would like to continue on the Board; now, therefore be it

**RESOLVED**, that the Town Board of the Town of Saratoga hereby reappoints Thomas Carringi for a five year term as Member of the ZBA from 01/01/2023 – 12/31/27.

On a motion by Councilmember Maxine Lautenberg and seconded by Councilmember Michael McLoughlin, the following **Resolution #23-27 – Fund Transfer**, was adopted by vote: Supervisor Thomas Wood - aye, Councilman Michael McLoughlin – aye, Councilwoman Ruth Drumm – aye, Councilman Gary Squires - aye, Councilwoman Maxine Lautenberg - aye.

**Carried 5 – 0.**

**RESOLVED**, that the Town Board of the Town of Saratoga authorizes the transfer of the following funds:

- ❖ \$1,500.00 from A1680.2 Data Processing Equipment to A7320.4 Youth Rec Contractual, to pay portion of Town’s reimbursement from Saratoga County for 2022.

**Communications:** None



**Privilege of the floor:** The following addressed the Board: Hub Miller and Roxanne Fonda.

**Upcoming meetings:**

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

**Audit the Bills:** On a motion by Councilmember Michael McLoughlin and seconded by Councilmember Gary Squires, the following **Resolution #23-28 - Approving the Payment of Bills in Abstract 14G of 2022**, was adopted by vote: Supervisor Thomas Wood - aye, Councilman Michael McLoughlin – aye, Councilwoman Ruth Drumm – aye, Councilman Gary Squires - aye, Councilwoman Maxine Lautenberg – aye.

**Carried 5– 0.**

**RESOLVED**, by the Town Board of the Town of Saratoga to authorize payment of the bills listed in **Abstract 14G of 2022 in the following amounts:**

<b>General Fund DB</b>	<b>No. 952 &amp; 953</b>	<b>\$ 131.30</b>
<b>General Fund A</b>	<b>No. 945 - 951</b>	<b>\$ 5,530.92</b>
<b>General Fund B</b>	<b>No. 954 &amp; 956</b>	<b>\$ 12,778.21</b>
<b>Grand Total</b>		<b>\$ 18,440.43</b>

**Audit the Bills:** On a motion by Councilmember Gary Squires and seconded by Councilmember Ruth Drumm, the following **Resolution #23-29 - Approving the Payment of Bills in Abstract 1G of 2023**, was adopted by vote: Supervisor Thomas Wood - aye, Councilman Michael McLoughlin – aye, Councilwoman Ruth Drumm – aye, Councilman Gary Squires - aye, Councilwoman Maxine Lautenberg - aye.

**Carried 5 - 0**

**RESOLVED**, by the Town Board of the Town of Saratoga to authorize payment of the bills listed in **Abstract 1G of 2023 in the following amounts:**

<b>General Fund DB</b>	<b>No. 1 – 3</b>	<b>\$ 5,648.39</b>
<b>General Fund A</b>	<b>No. 4 – 8</b>	<b>\$ 14,596.30</b>
<b>General Fund B</b>	<b>No. 9</b>	<b>\$ 295.00</b>
<b>Grand Total</b>		<b>\$ 20,539.69</b>

A motion was made by Councilmember Michael McLoughlin and seconded by Councilmember Maxine Lautenberg, **to adjourn the meeting at 6:43 p.m.** Supervisor Thomas Wood - aye, Councilman Michael McLoughlin – aye, Councilwoman Ruth Drumm – aye, Councilman Gary Squires - aye, Councilwoman Maxine Lautenberg - aye.

**Carried 5 – 0**

**Meeting Adjourned**

Respectfully Submitted,

Linda A. McCabe  
Town Clerk