

**TOWN OF SARATOGA TOWN BOARD  
DRAFT MEETING MINUTES  
12 SPRING ST., SCHUYLERVILLE, NY  
November 9, 2023  
7:00 P.M.**

Supervisor Ian Murray opened the meeting with the Pledge of Allegiance at 7:00 p.m.

**Roll call:** Town Clerk, Linda McCabe, called the roll: Supervisor Ian Murray- present, Councilmember Michael McLoughlin – present, Councilmember Ruth Drumm – present, Councilmember Gary Squires – present, Councilmember Maxine Lautenberg – present.

**Also present:** Deputy Town Clerk Michelle Conover, Building Inspector/Zoning Officer Gil Albert, Highway Superintendent Don Ormsby, Bookkeeper Pat Temple and other interested persons. (Sign-in sheet is on file in the Town Clerk’s office)

**Recognitions/Presentations/ Bid openings/Public Hearings** – Supervisor Ian Murray stated a public hearing will be held on the proposed 2024 Annual Budget this evening. He reviewed the proposed 2024 Budget with the Board and asked if there were any Board questions. He was asked if the Association of Town’s training was in the budget and responded there is \$2,500.00 in contractual expenses for the Town Board.

Seeing no further questions, proof of notice in the *Saratogian* on October 29, 2023 having been provided, **Supervisor Ian Murray opened the Public Hearing at 7:03 p.m.**, asking those wishing to speak to please stand at the podium, state their name, address and address their questions or comments to the Board.

Seeing as no one wished to speak, **Supervisor Ian Murray closed the public hearing at 7:04 p.m.**

**Approval of Minutes:** A motion was made by Councilmember Michael McLoughlin and seconded by Councilmember Maxine Lautenberg, **to accept the minutes of the October 11, 2023 regular meeting.** Supervisor Ian Murray - aye, Councilmember Michael McLoughlin – aye, Councilmember Ruth Drumm – aye, Councilmember Gary Squires - aye, Councilmember Maxine Lautenberg - aye.

**Carried 5 – 0**

Supervisor Ian Murray asked Zoning Officer/Building Inspector Gil Albert to update the Board on the motel. Zoning Officer/Building Inspector Gil Albert stated he has received complaints from residents at the Saratoga Motel on Rt. 9P, that they’ve had no water. He investigated and there’s been a problem with that motel running out of water. He has been talking with the owners’ attorney and is working on getting them into compliance as quickly as possible, especially as winter is approaching.

Supervisor Ian Murray thanked him and agreed winter’s coming.

**Town Clerk’s report for October 2023:** Fees paid to the NYS Dept. of Agriculture and Markets for the Animal Population Control Program \$23.00. Fees paid to New York D.E.C. for hunting and fishing licenses \$389.30. Fees paid to the New York State Health

Department for Marriage licenses \$17.50. Dog license fees to Supervisor Ian Murray were \$108.00. Clerk fees to Supervisor Ian Murray were \$220.72. Total State and Local Revenues received were \$781.02.

**Zoning Officer’s report for October 2023:** 8 Building Permits, 24 Building Inspections, 5 Certificates of Occupancy, 0 Junkyard Permits, 1 Complaint, 0 Fire Inspections, 0 Order to Remedy, 3 misc., 5 Building Permit Renewals and 2 Property Maintenance Inspections. A check for \$2,538.75 was given to Supervisor Ian Murray.

**Dog Control officer’s report for October 2023:** The following report was submitted by Ed Cross, Dog Control Officer: He answered 10 complaints, took 0 dogs to the shelter, 0 bite case, traveled 20 miles, issued 7 warning and 1 summons was issued.

**Town Court report for October 2023:** No report.

**Historian’s report for October 2023:** No report.

**Highway Superintendent’s report for October 2023**

- ❖ Brushing back ditches with boom mower
- ❖ Culvert check on Neilson Rd. for beaver plugging
- ❖ Pothole patching and tree trimming
- ❖ Russell Rd. guide rail repair and addressed washout
- ❖ Driveway blends and shimming on Burgoyne Rd.
- ❖ Blacktop shims on Mabb Rd. with trucks from Northumberland
- ❖ Trucks 3 & 5 fall maintenance done
- ❖ Gradall needed nox sensor replaced
- ❖ Truck 2 serpentine belt repaired
- ❖ Air manifold and power steering pump on truck 3 replaced
- ❖ Blacktopped Mabb Rd. using Evolution paving
- ❖ Used trucks from Northumberland, Moreau, Wilton, Malta & Greenfield
- ❖ Repaired Saratoga town line sign at north end of Schuylerville
- ❖ Hauled blacktop for Wilton and millings for Stillwater
- ❖ Cut and chipped trees for Victory
- ❖ Picked up stage from Fort Hardy surrender ceremony
- ❖ Back on winter hours – 5/ 8 hr days
- ❖ Picked up new Volvo truck from Zwacks

**Supervisor’s report for October 2023:**

**GENERAL FUND – TOWNWIDE (A FUND)**

Balance on hand 10/1/2023	\$1,500,612.32
Revenues	+ 266,606.90
Disbursements	- (127,880.63)
Balance 10/31/2023	\$ 1,639,338.59

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

Balance on hand 10/1/2023	\$2,498,953.85
Revenues	+ 2,758.62
Disbursements	- (89,707.98)
Balance 10/31/2023	\$2,412,004.49

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

Balance on hand 10/1/2023	\$1,334,146.67
Revenues	+ 52.68
Disbursements	<u>- (205,293.95)</u>
Balance 10/31/2023	\$1,128,905.40

SCHUYLER PARK CAPITAL 10/31/2023	\$ 133,910.45
YOUTH RECREATION & SERVICE 10/31/2023	\$ 8,673.85
HIGHWAY EQUIPMENT RESERVE 10/31/2023	\$ 80,704.48
BUILDING RESERVE 10/31/2023	\$ 483,412.09
SCENIC BY WAYS QRTRLY 10/31/2023	\$ 312.21
PARKS RESERVE 10/31/2023	\$ 376,956.55
TRUST & AGENCY 10/31/2023	\$ -----
CDBG Project 10/31/2023	\$ -----
GFNB Certificate of Deposit 10/31/2023	\$ 775,925.35
NYCLASS 10/31/2023	\$ 741,628.84
CDPHP & HRA 10/31/2023	\$ 6,059.31

**October 2023 Sales Tax Received - \$219,137.00**

**October 2023 Mortgage Tax Received – \$10,638.50**

**Public comments on agenda items:** No one spoke.

**Committee reports:**

**Landfill:** No report. Note: testing complete, no results to date and Ken Martin will send file on close out.

**Insurance:** No report.

**Youth:** No report.

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

**Senior Citizens:** No report.

**Park Committee:** No report. Supervisor Ian Murray noted the park is now closed, it’s all flagged and an RFP is out for the specialized work needed for the park infield.

**WEMS, QSFD Reports:** Don Ormsby stated Quaker Springs Fire Department had 109 calls to date, boat and dock have been pulled from the water and they had 30 residents attend the open house. Supervisor Ian Murray stated there have been people using the Quaker Springs and SLPID’s launch spot. Don Ormsby said he will report that to the Commissioners.

**Old business:** None.

**New business:** Supervisor Ian Murray stated Tom Richards of the Gateway Visitor Center has been talking with him and has expressed the center needs money. They applied for and received a \$150,000.00 reimbursable grant but they first need money upfront. Mechanicville has funded \$5,000.00, Stillwater - \$10,000.00, Northumberland will go \$5,000.00 - \$10,000.00. He said we won't be reimbursed, as this will be seed money. He asked the Board what amount they believe we should be funding, adding he'd like the Town to fund \$10,000.00. He said the Town has the money in contingency to cover it. The Board agreed with him to donate \$10,000.00. Supervisor Ian Murray stated we'll have a resolution at the next meeting for this.

**BST Auditing:** Supervisor Ian Murray stated we are still awaiting our 2022 audit report and need to consider contracting with BST Auditing for the 2023 Audit. He said he'd like to keep it under \$15,000.00 and would like to have accounting advisory quarterly audits to get real-time answers and then an annual report as well. The Town has to do AUD auditing for the Comptroller's office. He added Paul Goetz is due to give a report on the 2022 audit in the near future.

On a motion by Councilmember Ruth Drumm, seconded by Councilmember Michael McLoughlin, the following **Resolution #23-66 – Adoption of Annual Town Budget for 2024**, was adopted by vote: Supervisor Ian Murray - aye, Councilmember Michael McLoughlin – aye, Councilmember Ruth Drumm – aye, Councilmember Gary Squires - aye, Councilmember Maxine Lautenberg – aye.

**Carried 5 – 0.**

**WHEREAS**, this Board having, on November 9, 2023 at 7:00 p.m., duly held a public hearing on the preliminary budget approved by this Board and filed with the Town Clerk for the fiscal year commencing January 1, 2024, and having heard all persons desiring to be heard in the matter, and the matter of the budget for this Town for such fiscal year having been fully discussed and considered, now, therefore, be it

**RESOLVED**, that said preliminary budget approved and filed as aforesaid, is hereby adopted and established as the annual budget for this Town for the fiscal year beginning January 1, 2024, and that such annual budget as so adopted is detailed in the minutes of the proceedings of this Town Board, and be it further

**RESOLVED**, that the Town Clerk of this Town shall prepare and certify as provided by law, duplicate copies of said annual budget hereby adopted, and deliver one of such copies to the Supervisor of the Town, and that he shall present such copy to the Board of Legislators of the County as required by law.

On a motion by Councilmember Gary Squires, seconded by Councilmember Maxine Lautenberg, the following **Resolution #23-67 – Fund Transfers**, was adopted by vote: Supervisor Ian Murray - aye, Councilmember Michael McLoughlin – aye, Councilmember Ruth Drumm – aye, Councilmember Gary Squires - aye, Councilmember Maxine Lautenberg – aye.

**Carried 5 – 0.**

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

- ❖ \$2,000.00 from A1990.4 Contingency to A1330.1 Tax Collector Personnel Services, to cover payroll through year end.

- ❖ \$2,000.00 from A1990.4 Contingency to A7110.4 Parks Contractual to cover expenses for trails through year end.
- ❖ \$1,500.00 from A1010.4 Town Board Contractual to A1420.4 Attorney Contractual, to reclassify invoices from Town Board to Attorney.
- ❖ \$15,000.00 from DB5110.1 General Repairs Personnel Services to DB5130.4 to cover expenses through year end.
- ❖ \$10,000.00 from DB5110.4 General Repairs Contractual to DB5130.4 Machinery Contractual to cover expenses through year end.

**Privilege of the floor:** No one spoke.

**Communications:**

The next Regular Town Board meeting – Monday, December 11, 2023 at 7:00 p.m.

**Audit the Bills:** On a motion by Councilmember Ruth Drumm, seconded by Councilmember Gary Squires, the following **Resolution #23-68 – Approving the Payment of Bills – Abstract 11G of 2023**, was adopted by vote: Supervisor Ian Murray - aye, Councilmember Michael McLoughlin – aye, Councilmember Ruth Drumm – aye, Councilmember Gary Squires - aye, Councilmember Maxine Lautenberg – aye.

**Carried 5 – 0.**

**BE IT RESOLVED**, by the Town Board of the Town of Saratoga, to authorize payment of the bills listed in **Abstract 11G of 2023 in the following amounts:**

<b>General Fund DB</b>	<b>No. 727 – 741</b>	<b>\$ 24,985.63</b>
<b>General Fund A</b>	<b>No. 722, 750 - 773</b>	<b>\$ 19,425.69</b>
<b>General Fund B</b>	<b>No. 742 – 746</b>	<b>\$ 2,947.93</b>
<b>Schuyler Park H</b>	<b>No. 747 – 749</b>	<b>\$ 1,164.98</b>
<b>Fire Safety SF</b>	<b>No. 723</b>	<b>\$ 14,141.00</b>
	<b>Grand Total</b>	<b>\$ 62,665.23</b>

Supervisor Ian Murray stated the Board needed to enter into Executive Session and asked Town Clerk Linda McCabe to join them.

A motion was made by Councilmember Michael McLoughlin, seconded by Councilmember Maxine Lautenberg, **to enter into Executive Session at 7:33 p.m., 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.** Motion was adopted by vote: Supervisor Ian Murray - aye, Councilmember Michael McLoughlin – aye, Councilmember Ruth Drumm – aye, Councilmember Gary Squires - aye, Councilmember Maxine Lautenberg - aye.

**Carried 5 – 0**

A motion was made by Councilmember Michael McLoughlin, seconded by Councilmember Maxine Lautenberg, **to exit Executive Session at 8:16 p.m.; no Board action was taken.** Motion was adopted by vote: Supervisor Ian Murray - aye, Councilmember Michael McLoughlin – aye, Councilmember Ruth Drumm – aye, Councilmember Gary Squires - aye, Councilmember Maxine Lautenberg – aye.

**Carried 5 – 0**

A motion was made by Councilmember Maxine Lautenberg, seconded by Councilmember Gary Squires, **to adjourn the meeting at 8:17 p.m.** Motion was adopted by vote: Supervisor Ian Murray - aye, Councilmember Michael McLoughlin – aye, Councilmember Ruth Drumm – aye, Councilmember Gary Squires - aye, Councilmember Maxine Lautenberg - aye.

**Carried 5 – 0**

**Meeting Adjourned**

Respectfully Submitted,

Linda A. McCabe  
Town Clerk