

At the Town Board meeting of the Waterford Town Board held at the Waterford Community Center, 125 Second Street Waterford NY and by teleconference on December 1, 2020 at 7:00 P.M. the following transpired:

There were present:

Councilman David Ball  
Councilman James Boudreau  
Councilman Laurie Marble  
Councilman Frank McClement  
Supervisor John Lawler

### **Communications and Petitions**

Town Clerk Carrigan read a letter of thanks from Marcia Dudden on behalf of the Living Hope Methodist Church Food Pantry and a note of thanks from Canny Quantock on behalf of Faith's Food Pantry. Both items read were in regards to the Town of Waterford Food Drive that was held on November 14<sup>th</sup>. Supervisor Lawler thanked and congratulated all who participated in the food drive. It was a huge success. Whenever we ask our Waterford Community to help their fellow neighbors, friends and other citizens in need, they never fail to rise to the challenge. Town Clerk Carrigan added that with all the donations received that day, they were able to fill over 51 boxes to be donated to the local food pantries. The community really came together to help their neighbors. She also thanked Councilwoman Marble who helped to organize the event.

At this time, Town Attorney Don Boyajian joined the meeting.

### **Action on Minutes of Previous Meetings as Follows**

Minutes of the Town Board meeting of November 4, 2020, Special Meeting of November 18, 2020 and Agenda and Special Meeting of November 24, 2020 were presented to the Board. A motion was made by Councilman Boudreau seconded by Councilman McClement to accept the minutes as presented. All in favor.

### **Committee Reports**

#### **Financial Report and Submission of Bills and Petty Cash**

Supervisor read the financial report for the month of November 2020. The audited abstracts totaled \$ 255,979.04 and the payments in advance of audit totaled \$963,411.15. The petty cash report totaled \$6.95. A motion was made by Councilman Ball and seconded by Councilman Marble to accept the reports, pay the bills and reimburse the petty cash account. All in favor.

#### **Committee on Highway, Wastewater Treatment, Water Authority, Cemetery and Museum**

Councilman Boudreau read the Highway Department report for the month as submitted by Temporary Highway Superintendent Tony Lubas. The Department completed the holiday lights in Town Parks, the leaf vac service has ended for the season- leaf bags are still being picked up on Mondays and Fridays. The Highway Department responded to 14 requests for services from residents and processed 27 Dig Safe requests for the month. They would like to remind all residents about upcoming winter plowing and snow removal. Residents are required to adhere to all posted parking restrictions related to snow emergencies. Town Highway employees work

very hard to keep our streets as clean and safe as possible throughout the winter months. No one wants to have their car towed, but unfortunately, if needed for public safety, we will be required to do so. Please be mindful of all snow emergencies and posted signs. Snow Emergencies will be sent to the local media and posted on the Town website and Facebook page. If you have any questions call the Highway Garage at 518-235-3413 and speak with Tony Lubas.

Councilman Boudreau then read the monthly report from the Waterford Water Commissioners. The water works delivered approximately 30,090,000 gallons of water during the month. Staff completed 29 dig safe utility locates and 103 service calls. The staff calibrated and maintained equipment, completed monthly water testing and completed meter reading. Please be advised that as we enter the Fall and Winter season any support that can be provided by the community to help clear hydrants for emergency use would be greatly appreciated.

The Councilman then went on to read the Wastewater Department report for the month as submitted by Operator Crag Falcone. They removed: 6,000 gallons of sludge to Albany County 50,000 gallons of sludge to Saratoga County. They answered 3 alarms -1 from phone line issues -1 from power -1 from high flow. They performed normal maintenance: Checked all pump stations and cleaned floats as needed. Continued maintenance of outside grounds, equipment, and vehicles. Removed influent primary grease from primary tanks and weirs on weekly basis. Worked with Jersen construction on the James Drive and Murray Avenue airlift pump station replacement projects. Finished installation of the new road side final clarifier cross collector motor, sprocket and chain and put the tank back in service. Assisted with #7 Suncrest Drive lateral issue fix. Disconnected and winterized the effluent lines and sprayers on the treatment plant primary and aeration tanks for the season. Removed the Ultraviolet Disinfection system for the winter non-swimmable season. Cleaned out the roadside grit chamber with the Vac truck. Worked with the highway department and Riberdy contracting to clean out a lateral that had been damaged during a water service replacement excavation. Councilman Boudreau stated that both the Highway and Wastewater Departments completed their CPR training this month.

Councilman Boudreau then gave an update from Historian Russ Vandervoort. Russ helped identify a picture from the American Legion and researched information on a bottle discovered in the basement of a resident. He noted the passing Merle Doud, Historian and past Museum President, longtime member of Waterford.

Supervisor Lawler stated that we will jump ahead in the agenda to Councilman McClement as the microphone is located at that table already.

### **Committee on Veterans, Grants and Funding, Special Projects, Town Hall and Seniors**

Councilman McClement stated medical transportation for seniors is still continuing. There were 17 patients this month, with many cancellations, for a total of 360.1 miles. The Grocery Bus runs on Wednesday mornings. Face coverings are mandatory and there is staggered seating. If there are more than 12 shoppers, there will be a 2<sup>nd</sup> trip to Hannaford. There will be two return trips if necessary, to keep social distance and allow space for groceries. 33 Seniors utilized this service for the month for a total of 84 miles. Councilman McClement reminded residents who are 60 years and older that HEAP is open. This program is available to assist low income seniors with their heating bills. Please contact Saratoga County Office of Aging for more information or

to apply, 518-884-4100. The Councilman went on to say that the Office of the Aging has posted many different resources on the Facebook page for seniors. He will share this page to the Town of Waterford Facebook page. There are volunteer opportunities available through Carelinks, Saratoga Building, etc. contact Office of the Aging for more details.

Supervisor Lawler added that HEAP, the Homeowner Energy Assistance Program, is available to residents who need financial assistance to heat their homes. There is money available in the program and he encourages anyone who is in need of financial assistance to contact the Office of Aging or Councilman McClement. This is an important program, and now, more than ever, we want to make sure our residents are safe and have the financial means to heat their homes.

### **Committee on Public Safety, Emergency Services, and Liaison to Village**

Councilman Ball stated that he had the honor and privilege of serving with Merle Doud as Village Trustee for many years. He was a man who had great passion and concern for his community, both the Village and Town. He will be missed.

Councilman Ball went on to speak of the Police activity report for the month as well as other activities within the department. There were 19 arrests for the month and 19 Animal Control reports. There were 100 motor vehicle tickets issued within the Town and Village. There were over 500 calls to the Police Department, this was a very busy month. The Department has stepped up traffic enforcement in both the Town and Village in the past few months. Traffic enforcement activities consist of what we observe as well as inquiries from members of the community about their neighborhood concerns as well. This has involved particularly Saratoga Avenue. There were 38 EMS and 5 Fire Calls for the month. The Councilman went on to say that several Officers completed their Datamaster recertifications and annual bloodborne pathogens training, all officers completed annual night fire training at the Mechanicville range, there are open cases the department is working on, and the police reform process is continuing on schedule. They are in Phase II now, and questionnaires for designated stakeholders will be sent out in the coming weeks. Phase III is when the completed report is sent to the Board for review. The MOU between the Town Police Department- Council 82 and Town was executed, this will begin January 1, 2021 through December 31, 2021. Councilman Ball went on to say that the roof is on at the new 8<sup>th</sup> Street firehouse. They had hoped to be in the building in January, it seems now to be more in the second quarter of 2021. The Waterford Fire Department has cancelled their annual installation dinner due to Covid. New elections will be held in January. Northside Fire Department will hold their Commissioner election on December 12<sup>th</sup>.

### **Committee on Youth, Playground, Pool, Festivals, Library, WHUFSD, and Visitor Center**

Councilman Marble spoke of the Town of Waterford Decorating Contest. The contest is open to all Town and Village residents. There are cash prizes for 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place. Judging will be completed on December 18<sup>th</sup>. Winners will be announced on December 21<sup>st</sup>. The contest rules can be found on the Town website and Facebook page. Judges are a committee of volunteers from both the Town and Village. The Councilwoman went on to state that the Food Drive on Nov 14 was a huge success. The event was able to stock the 3 food pantries in Waterford. Mary Shannon had help from some of the local schools and food pantries making the event run smooth. Many thanks to the residents of Waterford for their support. On November 21st Toys

for Tots had a Toy Drive at WHHS along with a food drive which was another successful event. This was in place of the Rock for Tots that usually takes place on this date. 41 children within the WHHS school district (32 Waterford and 9 Halfmoon) will benefit from this toy drive. Being a registered Toys for Tots distribution agency for 21 years as requested by the capital region Toys for Tots, and additional 24 children in areas that do not have access to Toys for Tots distribution agencies will receive toys this Christmas. This event was held at the school and they had many volunteers as well as Marines from the Toys for Tots agency.

Councilwoman Marble went on to give an update from the Waterford Halfmoon School. As of right now if allowed, the Winter Athletic Programs will start on Jan 4<sup>th</sup>. This is subject to change. Right now, the school is not designated a yellow zone but just in case that happens that are working on a testing program that would get everyone tested and school wouldn't have to close.

The Councilwoman read an update from The Waterford Library. The Library will remain a collection for donated food and personal items for our community and food pantries. Items can be dropped off Monday – Thurs from 10-5 pm and 10-2 on Saturdays. Liz will once again be doing her Gingerbread House Craft program this month, as a take and make project. Families can contact her to arrange pickup of one of the gingerbread house kits at 518-237-0891. The Library would like to thank Frank McClement and Andy Walters for facilitating the grocery bus outreach. They are happy to make arrangements for community members to access library materials via the grocery bus route. Please contact Tim McDonough at the library for more information.

Councilwoman Marble the read the monthly report from the Canal Visitor Center as submitted by Director Jeff Cleary. The Federal lock in Troy closed November 30<sup>th</sup> and is scheduled to be opening on April 1 2021. On Tuesday, November 3<sup>rd</sup>, The Hurst Harbor Center was utilized as Election District #1. There were no reported issues. On November 20<sup>th</sup>, Jeff Cleary, Harbormaster attended the annual Canal NY annual mtg via ZOOM. Many discussions are underway as to best help the small businesses in the Canal corridor and planning for a post Covid world. We are in the process of developing a maintenance schedule for 2021 that will include but not limited to the continuation of our Dock Refurbishment Project. Once again, we want to thank our Volunteers and all who helped make this a successful year given the challenges we have faced. Planning is underway as we look forward with hope and optimism to a bright new year with Canalfest May 15 and 16, Steamboat meet July 3<sup>rd</sup>, and Dragon Boat festival August 7<sup>th</sup>, and the return of Tugboat Roundup on Sept 10, 11, and 12.

## **General Orders**

### **RESOLUTION # 116**

RESOLVED, that the property known as 21 Saratoga Avenue, (SBL# 295.12-1-60) be changed for sewer rent purposes from a four unit to a three unit as all necessary paperwork has been submitted to the Town Clerk.

Offered by Councilman McClement  
Seconded by Councilman Boudreau

Councilman Ball yes  
Councilman Boudreau yes  
Councilman Marble yes  
Councilman McClement yes  
Supervisor Lawler yes

### **Other Business**

Supervisor Lawler stated he has an item to discuss under Other Business this evening. He participated in a Zoom meeting with CivicPlus today, Jeff Cleary and Pat Breen also sat in on the call. CivicPlus is a website platform who will help update our town website to a more mobile friendly website and allow it to be more accessible to those using mobile devices. The Supervisor went on to say that 60% of all internet traffic is done from a mobile device such as a cell phone or tablet. We want the Town website to be more user driven and make our website more accessible to residents. He asked CivicPlus to send us a scope of work and contract, the Board should have copies in front of them. The cost will be \$12,000 for the first year and \$2500 the next, they will handle all the content creation. The Supervisor went on to say that he understands this information is new and was just shared with the Board this evening. This whole process will take about 15 weeks. The Supervisor stated that he plans to speak with each Board member before this is acted upon. By passing a resolution to sign a contract tonight, it will allow the process to begin when and if the Board agrees. The Supervisor went on to say that CivicPlus only handles municipal websites, that is their only work. The Supervisor went on to say they were fortunate to get the meeting today with CivicPlus, this all happened quickly.

Supervisor Lawler stated that if the Board agrees to move forward with this contract, there will be a committee of volunteers from our Town Government to aid in gathering the information and content and providing it to the vendor.

There were no questions from the Board.

### **RESOLUTION # 117**

RESOLVED, that the Town Board hereby authorizes the Town Supervisor to sign a contract with CivicPlus in the amount of \$12,000.

Offered by Supervisor Lawler  
Seconded by Councilman Marble

Councilman Ball yes  
Councilman Boudreau yes  
Councilman Marble yes  
Councilman McClement yes  
Supervisor Lawler yes

Councilman Boudreau added that due to Covid, the Museum remains closed to visitors.

Councilman Marble added that the Town now has a Community Tree in Soldiers and Sailors Park. This idea was brought to the Town by a group of residents, we had the Highway

Department set up a tree in the park and it is available for anyone in the community who would like to place an ornament on the tree. There is a sign in front of the tree.

Supervisor Lawler added that while we can't physically share the holidays in the ways we are used to, by putting an ornament on the tree it will allow us a safe way to be closer to our neighbors and express a Merry Christmas to each other. He plans to add an ornament to the tree and hopes other do as well. The Supervisor went on to add that the next Board meeting is December 29<sup>th</sup> and then January 5, 2021, that means we will not be together before the Christmas season is upon us, and on behalf of all the Town employees and Town officials, he wanted to take a moment to look back on 2020 and most will agree that we can't put it behind us fast enough. This year tired us as individuals, tried us as family members and as a community. All the events and programs that bring us together as a community, things that make a stronger; the senior program, youth program, festivals, the recreation program, we lost all of that. We are looking forward to a better 2021, there is promise of a vaccine, hopefully distribution will be wide enough to allow some summer programming and festivals to happen. The first festival we will hold is a "Goodbye, Good Riddance to Covid". We are going to start working on that which will be our first festival to bring us back together as a community. On behalf of the Board and Town employees, the Supervisor wished everyone best wishes for a wonderful holiday season. Please be safe and take care of one another.

Supervisor Lawler went on to speak about the Christmas Holiday Decorating contest. He hopes people participate. We would like to see these photos on the Town website, Facebook and at Town Hall. Let's get together and share the work we do around our house. He went on to thank everyone who helped organize the few events we had when it was so difficult to do so. We held these events such as the Tree Lighting, the Food Drive, and the Toy Drive trying to keep the spirit of community togetherness and community pride as best we could. He knows from the many comments he read online that these events were appreciated by the community.

The Supervisor went on to say that regarding the Decorating Contest, no town official or employee is a judge, all judges are confidential.

On behalf of the Town Board Supervisor Lawler wished everyone a wonderful holiday season, enjoy your loved ones and be safe.

Councilman Ball made a motion to close the meeting at 7:42PM, seconded by Councilman Marble.

Respectfully submitted,

Mary Shannon Carrigan  
Town Clerk