

Agenda
Town of Moreau
Town Board Meeting
April 29, 2025
7:00PM

6:45 p.m. Month End Audit Meeting
7:00 p.m. Regular Town Board Meeting
Roll Call / Pledge of Allegiance

1. Public Hearing – Local Law 6 of 2025
2. Set Future Meetings / Upcoming Events

Public Comment Period

***This is solely for comments and questions which pertain to agenda items.*

3. Old Business
 - EDU Formulation & Sewer Rates – C2AE
4. South Glens Falls High School Capstone Presentation
 - Emma Maiorella & Alahnah Harris
5. Approval of Minutes
 - March 14, 2025 – Special Town Board Meeting
 - March 25, 2025 – Month End Audit Meeting
 - March 25, 2025 – Regular Town Board Meeting
 - April 8, 2025 – Regular Town Board Meeting
 - April 15, 2025 – Special Town Board Meeting
6. Building, Planning and Development Office
 - Hudson River Valley Greenway Trails Grant Application
 - MJ Engineering Proposal – Drainage
 - MJ Engineering Proposal – Rec Park Improvements
7. Town Clerk's Office
 - 2025 NYSATRC Training Seminar – Dianne Lewis
8. Local Law 6 of 2025
9. Highway Department
 - 2023/2024 Tandem Dump Truck – approve increase in cost
 - Advertise for new hire
10. Transfer Station
 - Holiday Hours
11. Recreation Department
 - Field #3 Update
 - Vending Machines

12. Water & Sewer Department
 - Underground Piercing Mole
13. Supervisor's Office
 - Camera System Upgrade
 - Amsure - Insurance Renewal
 - Court Audit
14. Department Head Monthly Reports – Town Clerk
15. Town Logo Submissions

Public Comment Period

***This is open to any comments pertaining to town business from the audience.*

16. Committee Reports
17. Supervisor's Items
18. Executive Session
19. Motion to Adjourn

**TOWN OF MOREAU
PROPOSED LOCAL LAW NO. 6 OF 2025
A LOCAL LAW AMENDING CHAPTER 12 OF THE MOREAU TOWN CODE
RELATING TO THE TOWN CODE OF ETHICS**

Be it Enacted by the Moreau Town Board as Follows:

Section 1. Authority.

This Local Law amending Chapter 12 of the Town of Moreau Code relating to the Town Code of Ethics is adopted pursuant to Section 10 of the New York State Municipal Home Rule Law and General Municipal Law Article 18.

Section 2. Purpose.

The purpose of this Local Law is to update the list of Town officials and employees subject to the Moreau Code of Ethics as set forth in Section 12-1 of the Town Code.

Section 3. The current definition of “Official or Employee” in Town Code Section 12-1 is repealed and a new definition of “Official or Employee” is enacted to read as follows:

OFFICIAL or EMPLOYEE

An official or employee of the Town of Moreau, whether paid or unpaid, who is a member of one or more of the boards, commissions, departments or agencies listed below or who serves in any of the capacities which follow, provided that the Town Board may by resolution amend the following from time to time:

- A. Town Board.
- B. Zoning Board of Appeals.
- C. Planning Board.
- D. Ethics Board.
- E. Ethics Advisory Council.
- F. Board of Assessment Review.
- G. Highway Superintendent.
- H. Deputy Highway Superintendent.
- I. Town Clerk.

- J. Deputy Town Clerk.
- K. Town Attorney.
- L. Town Engineer.
- M. Sole Assessor.
- N. Senior Assessment Clerk.
- O. Assessment Clerk.
- P. Building, Planning & Development Coordinator.
- Q. Building Inspector.
- R. Assistant Building Inspector.
- S. Code Enforcement Officer.
- T. Building Department Clerk.
- U. Transfer Station Working Manager.
- V. Transfer Station Booth Attendants.
- W. Water & Sewer Operator.
- X. Water Department Clerk.
- Y. Court Clerk.
- Z. Principal Account Clerk.
- AA. Bookkeeper.
- BB. Accounts Payable Clerk.
- CC. Confidential Secretary.
- DD. Recreation Director.
- EE. Working Maintenance Supervisor.
- FF. Recreation Department Clerk.
- GG. Floating Clerk.

Section 4. Severability.

The invalidity or unenforceability of any provision of this Local Law by a valid judgement of any court of competent jurisdiction shall not affect the validity or enforceability of any other provision.

Section 5. Effective Date.

This Local Law shall take effect upon filing in the office of the New York State Secretary of State.

A Special Meeting of the Town of Moreau Town Board was held March 14, 2025 at 9:00 AM at the Moreau Municipal Building, 351 Reynolds Road, Moreau, Saratoga County, New York.

The meeting was held in person and was called to order by the Supervisor at 9:00 a.m. with an attendance roll call.

PRESENT: Mark Stewart Councilmember
John Donohue Councilmember
Jesse A. Fish, Jr. Supervisor

ALSO PRESENT: Erin Trombley Town Clerk
Kristian Mechanick Water Superintendent
Elizabeth Bennett Confidential Secretary

OTHERS PRESENT: None.

Resolution 114-2025 A motion was made by Councilmember Stewart, seconded by Councilmember Donohue, to pay for repairs to a Recreation Department F-250 truck at Nemer Ford for an amount not to exceed, \$1,544.93.

Asked if all were in favor, the responses were as follows:

Councilmember Noonan	Absent
Councilmember Killian	Absent
Councilmember Stewart	Aye
Councilmember Donohue	Aye
Supervisor Fish	Aye

The motion carried 3:0.

Supervisor Fish said the next item would be a change of appropriations toward the purchase of a used sewer bypass pump, currently being rented. Following consultation with Principal Account Clerk Cruz, it was determined that a budget amendment needed to be made. The Supervisor asked the Town Clerk to read a resolution. She read:

“The Town Board of the Town of Moreau hereby resolves to increase appropriations to account GI8110.2, Sewer Fund Equipment, by \$26,864.00.”

Resolution 115-2025 A motion was made by Councilmember Stewart, seconded by Councilmember Donohue, to accept the motion as read.

Asked if all were in favor, the responses were as follows:

Councilmember Noonan	Absent
Councilmember Killian	Absent
Councilmember Stewart	Aye
Councilmember Donohue	Aye
Supervisor Fish	Aye

The motion carried 3:0.

Supervisor Fish said that at the last meeting the Board had determined they wanted to proceed with purchasing the sewer bypass pump. The Supervisor asked the Town Clerk to read a prepared resolution. She read:

“Be it resolved that the Town Board authorizes the purchase of a used rental Gorman Rupp bypass pump PAH4B60-4045H at a price not to exceed \$26,684 from Walter S. Pratt & Sons and further resolves to prepay the voucher for the March warrant.”

Resolution 116-2025 A motion was made by Councilmember Stewart, seconded by Councilmember Donohue, to accept the resolution as read.

Asked if all were in favor, the responses were as follows:

Councilmember Noonan	Absent
Councilmember Killian	Absent
Councilmember Stewart	Aye
Councilmember Donohue	Aye
Supervisor Fish	Aye

The motion carried 3:0.

Next, the Supervisor asked the Town Clerk to read a resolution authorizing his office to write a check to pay for the pump. Explaining further, the vendor has said the Town hasn't paid in a timely fashion for the pump rental, so the vendor wants the Town to pay the rental and buy-out for the pump together, since the rental continues until the purchase is complete. The Town Clerk read:

"Be it resolved that the Town Board authorizes the prepayment of a voucher for Walter S. Pratt & Sons in the amount of \$3,491.86. for the March warrant."

Discussion: Councilmember Stewart questioned whether any part of the payment would count as a credit. Confidential Secretary Bennett clarified that the amount was the same amount approved at the prior meeting, but with the addition of hoses, and that there may be an additional prorated bill depending on the timing of the purchase.

Resolution 117-2025 A motion was made by Councilmember Stewart, seconded by Councilmember Donohue, to accept the resolution as read.

Asked if all were in favor, the responses were as follows:

Councilmember Noonan	Absent
Councilmember Killian	Absent
Councilmember Stewart	Aye
Councilmember Donohue	Aye
Supervisor Fish	Aye

The motion carried 3:0.

ADJOURNMENT

Resolution 118-2025 A motion was made by Councilmember Donohue, seconded by Councilmember Noonan, to adjourn the meeting.

Asked if all were in favor, the responses were as follows:

Councilmember Noonan	Absent
Councilmember Killian	Absent
Councilmember Stewart	Aye
Councilmember Donohue	Aye
Supervisor Fish	Aye

The motion carried 3:0. The meeting was adjourned at 9:06 a.m.

Respectfully submitted,
Erin Trombley
Erin Trombley
Town Clerk

*The March 2025 Month-End Audit was held at 6:45 p.m. on March 25, 2025
at the Moreau Municipal Building, 351 Reynolds Road, Moreau, Saratoga County, New York.*

The meeting was held in person. The Supervisor called the meeting to order at 6:45 p.m. with an attendance roll call.

PRESENT:	John Donohue	Councilmember
	Patrick Killian	Councilmember
	Mark Stewart	Councilmember
	Jesse A. Fish, Jr.	Supervisor

ALSO PRESENT:	Erin Trombley	Town Clerk
	Chris Abrams	Highway Superintendent
	Anna Labiak	Water Clerk
	Elizabeth Bennett	Confidential Secretary

OTHERS PRESENT: Cheryl Lawyer (Moreau Community Center), Laura Garrant, Bri Lebrecht, Brittney Sprague

TRANSFERS OF FUNDS

Resolution 119-2025 A motion was made by Councilmember Donohue, seconded by Councilmember Stewart, to transfer \$51.30 from Account TS9050.8 Transfer Station - Unemployment to account TS9055.8 Transfer Station - Disability Insurance.

Asked if all were in favor, the responses were as follows:

Councilmember Donohue	Aye
Councilmember Killian	Aye
Councilmember Noonan	Absent
Councilmember Stewart	Aye
Supervisor Fish	Aye

The motion carried 4:0.

Resolution 120-2025 A motion was made by Councilmember Stewart, seconded by Councilmember Donohue, to transfer \$3.60 from account B9010.8 Town Outside - NYS Retirement to account B9055.8 Town Outside - Disability Insurance.

Asked if all were in favor, the responses were as follows:

Councilmember Donohue	Aye
Councilmember Killian	Aye
Councilmember Noonan	Absent
Councilmember Stewart	Aye
Supervisor Fish	Aye

The motion carried 4:0.

Supervisor Fish said an agreement had been worked out with Seward Equipment, to company that provides the Town with grinder pumps for the sewer, with regard to the Town's responsibility versus the property-owner responsibilities with regard to repairs. He said the bill needs to be prepaid, as with the Town's utilities.

Resolution 121-2025 A motion was made by Councilmember Stewart, seconded by Councilmember Donohue, to prepay Seward Equipment for the April warrant.

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at the Moreau Municipal Building, 351 Reynolds Road, Moreau, Saratoga County, New York.*

Asked if all were in favor, the responses were as follows:

Councilmember Donohue	Aye
Councilmember Killian	Aye
Councilmember Noonan	Absent
Councilmember Stewart	Aye
Supervisor Fish	Aye

The motion carried 4:0.

Resolution 122-2025 A motion was made by Councilmember Stewart, seconded by Councilmember Donohue, to approve the March warrant as audited.

Asked if all were in favor, the responses were as follows:

Councilmember Donohue	Aye
Councilmember Killian	Aye
Councilmember Noonan	Absent
Councilmember Stewart	Aye
Supervisor Fish	Aye

The motion carried 4:0.

Resolution 123-2025 A motion was made by Councilmember Donohue, seconded by Councilmember Stewart, to adjourn the audit meeting.

Asked if all were in favor, the responses were as follows:

Councilmember Donohue	Aye
Councilmember Killian	Aye
Councilmember Noonan	Absent
Councilmember Stewart	Aye
Supervisor Fish	Aye

The motion carried 4:0. The meeting was adjourned at 6:48 p.m.

Respectfully submitted,
Erin Trombley
Erin Trombley
Town Clerk

A regular meeting of the Town Board of the Town of Moreau was held at 7:00 p.m. on March 25, 2025 at the Moreau Municipal Building, 351 Reynolds Road, Moreau, Saratoga County, New York.

The meeting was held in person. The Supervisor called the meeting to order at 7:00 p.m. with an attendance roll call and the Pledge of Allegiance.

PRESENT:	John Donohue	Councilmember
	Patrick Killian	Councilmember
	Mark Stewart	Councilmember
	Jesse A. Fish, Jr.	Supervisor

ALSO PRESENT:	Erin Trombley	Town Clerk
	Chris Abrams	Highway Superintendent
	Josh Westfall	Building, Planning and Development (BPD) Coordinator
	Elizabeth Bennett	Confidential Secretary
	Jeremy Brogan	Recreation Director
	Reed Antis	Town Historian

OTHERS PRESENT: Cheryl Lawyer (Moreau Community Center), Laura Garrant, Bri Lebrecht, Brittney Sprague, Greg Hewlett (The Pines), Charlene Hewlett, Dave Rogge (Lamplighter Acres), Bruce Lant, Bill Ramsey, Richie Wiltshire, Maureen Dennis (Schermerhorn Real Estate Holdings), Alex Portal (Post-Star)

FUTURE MEETINGS

Supervisor Fish proposed moving the April audit and Town Board meetings from April 22 to April 29.

Resolution 124-2025 A motion was made by Councilmember Stewart, seconded by Councilmember Donohue to cancel the April 22, 2025 month-end audit and regular Town Board meeting and reschedule them for 6:45 and 7 p.m. respectively on April 29, 2025.

Asked if all were in favor, the responses were as follows:

Councilmember Donohue	Aye
Councilmember Killian	Aye
Councilmember Noonan	Absent
Councilmember Stewart	Aye
Supervisor Fish	Aye

The motion carried 4:0.

TOWN HISTORIAN

Supervisor Fish invited Town Historian Reed Antis to address the Board. Mr. Antis thanked the Board for the opportunity to present to them. He said that on March 28, 1805 the Town of Moreau was created from a portion of the Town of Northumberland, and that in 1818 a portion of Moreau was added to the Town of Corinth when Corinth was created by New York State.

He asked for some direction with allocating budget funds to pay for lighting in his office. Receiving inquiries and answering public questions were his major priorities, he said, and that educating the public on the history of the Town was important, adding that he had been posting about the Town's history to the Town Facebook page with the assistance of the supervisor's Confidential Secretary.

Mr. Antis said he was acquiring some reproductions of historical maps as well as 19th- and early-20th Century postcards with well-known landmarks within the Town. He said he was using his stipend for the project, and that his objective was framing and displaying the items at Town Hall. He said he had also been attending lectures about the 250th anniversary celebration of the foundation of the country and how the American

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revolution affected the Town as it passed through. He noted that some New York State historical markers in the Town are missing and that some would be added. He said these are being cataloged for the first time.

Mr. Antis also inquired if the Town had interest in undertaking preservation of historical buildings or landmarks in the Town. He mentioned the International Paper Building in South Glens Falls, built in the 1880s. He said he had also reached out to the Moreau Community Center and other organizations about working on historical projects, and had given a presentation to the Friends of Moreau Lake State Park in February about the Town's history and of their organization.

Mr. Antis continued, saying that Grant's Cottage is a New York State Historical Site and National Historic Landmark. He said he was a volunteer on the Board of Trustees of the Friends of Ulysses S. Grant Cottage, who operates the cottage for New York State. He said the best thing that happened to the cottage was the closure of the prison 11 years ago, and that the cottage programming is growing rapidly. On Father's Day, June 15, he said the cottage will hold a Community Day, with free admission for the community, adding that in 2024 on this day, they fired cannons from the overlook. Finally, Mr. Antis said the Friends extended an invitation for Town officials to visit.

Mr. Antis said 2025 was also the 200th anniversary of the Erie Canal, and that the Town had the opportunity to have a touring exhibit at Town Hall for two weeks in July, and the Village Hall would have it for two weeks in May. Crandall Library loaned the Town an interactive media kiosk that contains information on the history of the Champlain Valley, he said. The kiosk is at Town Hall, outside the Town Clerk's office. Mr. Antis encouraged residents to learn a little about the Town's history when they come in to pay a bill.

TWO LIGHTS FOR TOMORROW

Supervisor Fish said the County is coordinating an event called Two Lights for Tomorrow, encouraging people to place two candles, lights, or luminarias in their windows to commemorate Paul Revere's ride at the beginning of the American Revolution. He said he had luminaria bags and lights in his office for those who wish to participate. He said every Town in the County was asked to light them up in Town Hall that day.

SOUTH GLENS FALLS MEMORIAL DAY PARADE

Supervisor Fish asked the Board members in attendance if they were interested in participating in the annual Memorial Day parade, Friday, May 23. Cheryl Lawyer offered, from the floor, that she was the committee chair for the parade, and that she had been reaching out to all the community organizations for sign-up. She said she could use some help managing the divisions the day of the parade because the gentleman who had helped for years was no longer able. She added the American Legion coordinates the Memorial Day event.

PUBLIC COMMENT PERIOD

No comments were made.

APPROVAL OF MINUTES

Supervisor Fish asked the Town Clerk to read prepared resolutions for the minutes. She read:

"Be it resolved that the Town Board accepts and approves the minutes for the Special Town Board meeting on February 25, 2025 as submitted." She also noted that Councilmembers Stewart and Noonan had not been present at that meeting.

Resolution 125-2025 A motion was made by Councilmember Donohue, seconded by Councilmember Killian to accept the resolution as read.

Asked if all were in favor, the responses were as follows:

A regular meeting of the Town Board of the Town of Moreau was held at 7:00 p.m. on March 25, 2025 at the Moreau Municipal Building, 351 Reynolds Road, Moreau, Saratoga County, New York.

Councilmember Donohue	Aye
Councilmember Killian	Aye
Councilmember Noonan	Absent
Councilmember Stewart	Abstain
Supervisor Fish	Aye

The motion carried 3:0.

The Town Clerk read:

“Be it resolved, that the Town Board accepts and approves the minutes for the Month End Audit meeting on February 28, 2025 as submitted.” She noted that Councilmembers Stewart and Noonan had not been present.

Resolution 126-2025 A motion was made by Councilmember Killian, seconded by Councilmember Donohue to accept the resolution as read.

Asked if all were in favor, the responses were as follows:

Councilmember Donohue	Aye
Councilmember Killian	Aye
Councilmember Noonan	Absent
Councilmember Stewart	Abstain
Supervisor Fish	Aye

The motion carried 3:0.

Town Clerk Trombley read:

“Be it resolved, that the Town Board accepts and approves the minutes for the Regular Town Board meeting on March 11, 2025 as submitted.” She noted Councilmember Killian had not been present.

Resolution 127-2025 A motion was made by Councilmember Stewart, seconded by Councilmember Donohue to accept the resolution as read.

Asked if all were in favor, the responses were as follows:

Councilmember Donohue	Aye
Councilmember Killian	Abstain
Councilmember Noonan	Absent
Councilmember Stewart	Aye
Supervisor Fish	Aye

The motion carried 3:0.

LOCAL LAW NO. 4 of 2025

Supervisor Fish asked if anyone present had additional comments on the proposed law regulating sewer charges. No member of the public wished to speak. The Supervisor asked if any Board member wished to comment. Councilmember Stewart said he felt the public comment period had been open a long time and lots of comments were received for the Board’s consideration. He said the current law appears to address the issues and moves the Town forward with establishing an EDU rate.

A regular meeting of the Town Board of the Town of Moreau was held at 7:00 p.m. on March 25, 2025 at the Moreau Municipal Building, 351 Reynolds Road, Moreau, Saratoga County, New York.

Supervisor Fish asked the Town Clerk to read a resolution closing the public hearing on Local Law No. 4 of 2025. She read:

“Be it resolved, that the Town Board, having heard public comments regarding Local Law 4 of 2025 at multiple meetings, is closing that public hearing.”

Resolution 128-2025 A motion was made by Councilmember Stewart, seconded by Councilmember Donohue to close the public hearing on Local Law No. 4 of 2025.

Asked if all were in favor, the responses were as follows:

Councilmember Donohue	Aye
Councilmember Killian	Aye
Councilmember Noonan	Absent
Councilmember Stewart	Aye
Supervisor Fish	Aye

The motion carried 4:0.

Supervisor Fish asked Counsel to guide the Board through the State Environmental Quality Review (SEQR) process. Attorney Bruening said part 1 of the environmental review had been completed, and the next step was to answer the questions in part two. He read the questions, and the Board answered “no” to each. Counsel then went to part three, the Determination of Significance.

Resolution 129-2025 A motion was made by Councilmember Stewart, seconded by Councilmember Donohue to make the determination based on analysis of information and supporting documentation that the proposed action would not result in any significant adverse environmental impacts.

Asked if all were in favor, the responses were as follows:

Councilmember Donohue	Aye
Councilmember Killian	Aye
Councilmember Noonan	Absent
Councilmember Stewart	Aye
Supervisor Fish	Aye

The motion carried 4:0.

Supervisor Fish asked the Town Clerk to read the resolution of adoption. She read:

“WHEREAS, the Moreau Town Board has considered the adoption of Local Law No. 4 of 2025 entitled, “A Local Law Amending Chapter 115 of the Moreau Town Code Relating to Sewer Regulations” pursuant to Municipal Home Rule Law Section 10, Town Law Section 198, and General Municipal Law Article 14-F; and

WHEREAS, the Town Board duly commenced a Public Hearing on the proposed Local Law on February 25, 2025, continued the hearing on March 11, 2025 and March 25 and, after hearing all interested persons, closed the Public Hearing this date; and

WHEREAS, the original proposal was revised in response to public comments and most recently revised and aged on the desks of the Town Board; and

A regular meeting of the Town Board of the Town of Moreau was held at 7:00 p.m. on March 25, 2025 at the Moreau Municipal Building, 351 Reynolds Road, Moreau, Saratoga County, New York.

WHEREAS, the proposed Local Law is an unlisted action for purposes of review under the State Environmental Quality Review Act in which the Town Board determined that the proposed Local Law will not result in any significant adverse impacts to the environment; and

WHEREAS, the Town Board has determined that this Local Law would best enhance and protect the health, safety and welfare of the citizens of the Town of Moreau; and

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

1. The Town Board hereby adopts Local Law No. 4 of 2025 in the form attached to this Resolution, provided that the requirements for a public hearing to be held in the month of October and a Town Board Resolution to be adopted in the month of October, as set forth in new Town Code Section 115-70 (B), shall first apply in calendar year 2026.
2. The Town Board hereby authorizes and directs the Town Clerk to file the Local Law with the New York Secretary of State in accordance with the provisions of the Municipal Home Rule Law and acknowledges that the Local Law will take effect immediately upon filing by the Secretary of State.
3. This Resolution shall take effect immediately.”

Resolution 130-2025 A motion was made by Councilmember Stewart, seconded by Councilmember Donohue to approve the resolution as read.

Asked if all were in favor, the responses were as follows:

Councilmember Donohue	Aye
Councilmember Killian	Aye
Councilmember Noonan	Absent
Councilmember Stewart	Aye
Supervisor Fish	Aye

The motion carried 4:0.

LOCAL LAW NO. 5 of 2025

Supervisor Fish asked Town Clerk Trombley to read a resolution closing the public hearing for Local Law No. 5 of 2025. She read:

“Be it resolved, that the Town Board, having heard public comments regarding Local Law 5 of 2025 at multiple meetings, is closing that public hearing.”

Resolution 131-2025 A motion was made by Councilmember Stewart, seconded by Councilmember Donohue to approve the resolution as read.

Asked if all were in favor, the responses were as follows:

Councilmember Donohue	Aye
Councilmember Killian	Aye
Councilmember Noonan	Absent
Councilmember Stewart	Aye
Supervisor Fish	Aye

The motion carried 4:0.

Supervisor Fish asked if there was anyone in attendance who wished to make additional comments. No comments were made. Supervisor Fish offered the Board an opportunity to comment. Councilmember Stewart said multiple comments had been made and that Counsel and BPD Coordinator Westfall had reviewed them. He asked Attorney Bruening the percentage of change that had been made since the last draft of the law was published. Counsel said 0% change was made. The Councilmember questioned if the sunset had been left as it was, and the answer was yes. The Councilmember commented that the layout of the project had changed in response to public comments, especially regarding the three-story apartment building, and that the applicant had gone above and beyond, so he was ready to move forward with the project.

Supervisor Fish said it had been a long process and that he felt the developer had addressed the community's wishes. He said it was time to move forward. Councilmember Stewart asked about a change to the roundabout at the park entrance, and it had been decided that it would be determined during final site inspection, according to BPD Coordinator Westfall. Councilmember Donohue thanked the applicant and said he liked the project and thought it would be an asset to the community. Councilmember Killian also thanked the applicant for their patience through the long process of working with the Town and listening to the public.

The Town Clerk read a prepared resolution:

“WHEREAS Cerrone Builders has proposed the creation of a new Planned Unit Development on two Tax Map Parcels, 50.-3-28.2 and 64.-1-54, approximately 27.2 +/- acres in total, bisected by Moreau Rec Road, to be known as Jacobie’s Parkside Farm Planned Unit Development District as depicted on the attached Map dated March 13, 2025 entitled “Jacobie’s Parkside Farm” with sheet title “Community Master Plan” (“CMP Map”); and

WHEREAS the creation of the Planned Unit Development District requires the adoption of a Local Law, originally introduced on October 29, 2024, subsequently revised in response to public comment and most recently revised and aged on the desks of the Town Board; and

WHEREAS the creation of the Planned Unit Development also requires a change in the zoning district of Tax Map Parcels 50.-3-28.2 and 64.-1-54 from One- and Two-Family Residential Districts (R-2) to Planned Unit Development (PUD) District; and

WHEREAS, in accordance with General Municipal Law Section 239-m, the proposed Local Law and change in zoning was referred to the Saratoga County Planning Board which issued a recommendation of approval on November 25, 2024; and

WHEREAS, in accordance with Moreau Town Code Section 149-27, the Town Board referred the proposed Local Law and change in zoning to the Moreau Town Planning Board for review and recommendation, which issued a favorable report and, in accordance with the State Environmental Quality Review Act, acted as lead agency and determined that an environmental impact statement need not be prepared because the project will result in no significant adverse impacts on the environment; and

WHEREAS the Town Board commenced a public hearing on November 12, 2024, which remained open and was continued on January 14, 2025 and again on March 25, 2025 and, after hearing all interested persons, closed the hearing this date; and

WHEREAS based on its review of the revised proposal, the Town Board finds that the proposed Planned Unit Development satisfies the intent, objectives and applicable general requirements of Section 149-27 of the Town Code, including the objective that the PUD is a creative use of land that allows an orderly transition into Town parkland; and

A regular meeting of the Town Board of the Town of Moreau was held at 7:00 p.m. on March 25, 2025 at the Moreau Municipal Building, 351 Reynolds Road, Moreau, Saratoga County, New York.

WHEREAS the Town Board has determined that the proposed Local Law and zoning change would best enhance and protect the health, safety and welfare of the citizens of the Town of Moreau.

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

1. The Town Board hereby adopts Local Law No. 5 of 2025 in the form attached to this Resolution.
2. The Town Board hereby authorizes and directs that a copy of the relevant portion of the Town Zoning Map consistent with Local Law No. 5 of 2025 be produced and filed in the Town Clerk's Office.
3. The Town Board hereby authorizes and directs the Town Clerk to file Local Law No. 5 of 2025 with the New York Secretary of State, along with a copy of the relevant portion of the Town Zoning Map consistent with the Local Law, and acknowledges that Local Law No. 5 of 2025 shall take effect immediately upon filing by the Secretary of State.
4. This Resolution shall take effect immediately."

Resolution 132-2025 A motion was made by Councilmember Stewart, seconded by Councilmember Donohue to approve the resolution as read.

Asked if all were in favor, the responses were as follows:

Councilmember Donohue	Aye
Councilmember Killian	Aye
Councilmember Noonan	Absent
Councilmember Stewart	Aye
Supervisor Fish	Aye

The motion carried 4:0.

SEWER RATES

Supervisor Fish said that the latest version of the proposed sewer rates and EDU calculation methodology was available at the sign-in table outside the Board room, and that the engineer was not available to attend the meeting because he was in Michigan. He asked Counsel to summarize the information. Attorney Bruening explained that the figures were broken into two groups; those in Sewer District 1 extensions 1-4, and those in Sewer District 1 extension 5. The operating cost and maintenance (O&M) for extensions 1-4 were budgeted at \$138,000 per year, he said, and the O&M for extension 5 was budgeted at \$158,000 per year plus capital costs of \$278,000 per year, for a combined total for extension 5 of \$426,000 a year.

Counsel said the Town had asked for a breakdown of Equivalent Dwelling Unit (EDU) figures, and that there were 841 EDUs in District 1 extensions 1-4, and 711 EDUs in extension 5. Based upon the language in new sewer document, he said the rates were calculated at \$270 per EDU for District 1 extensions 1-4, and \$650 per EDU for extension 5, which are slightly higher than the division of EDUs into projected O&M figures. Counsel said the EDU figure should change with growth and that they hoped the number, especially in extension 5, would grow significantly in the next year or two, reducing the cost per EDU for that extension. The actual projected cost for extensions 1-4 cost is \$164 per EDU, with the balance of \$106 per EDU being what Counsel referred to as "the Delta," and the cost for extension 5 would be \$613 per EDU with a surplus of \$37 per EDU. Attorney Bruening said these additional funds will be kept in separate accounts solely for the use of the related extensions, he said, for emergencies and other unplanned expenses. He said there would also be additional debt in the future for extension 5 for the County sewer connection.

Supervisor Fish opened the floor for questions by those in attendance.

A regular meeting of the Town Board of the Town of Moreau was held at 7:00 p.m. on March 25, 2025 at the Moreau Municipal Building, 351 Reynolds Road, Moreau, Saratoga County, New York.

Greg Hewlett said the most recent sewer rate document was significantly different from the one originally proposed. He asked if the new schedule was for all five extensions, or for extension 5 only. Supervisor Fish said the schedule applies to all extensions, and that the EDU rate stays the same. The Supervisor asked Mr. Hewlett what had changed, to which Mr. Hewlett responded that the original plan had warehouse space calculated at 1800 sq. ft. per EDU. He said he assumed the car wash, and health center would be reduced to 1 EDU each. Supervisor Fish said they would be charged based on their water usage. Mr. Hewlett asked where usage is calculated in the formula of the current proposed rates. Supervisor Fish said he did not see it for the car wash. Mr. Hewlett asked how he could be sure future rates would be set fairly based upon the way the current rate schedule was written, where usage is not factored in.

Councilmember Stewart said the engineers may have missed it, but that many concerns have been addressed in advance in the current document. He stated that this process is not the Board vs. property owners in extension 5. Mr. Hewlett asked if there would be a vote on the rates at this meeting, to which Councilmember Stewart replied that he did not think they could based on the questions raised about the calculations. The Councilmember asked Counsel if the resolution should be tabled, or if they should move ahead and add additional details to it at a later date. Attorney Bruening suggested passing a resolution to approve rates for those who are calculated within the current rates, and adding to it at the next meeting to include others if Board members were comfortable with the calculations for the property types that were included in the document.

Supervisor Fish said they know some types of facilities would have to be calculated as things arise, and offered schools as an example. He asked rhetorically how much a school discharges into a sewer, and said a school may need to be calculated separately by engineers and may need a separate meter for sewer to determine how much is actually entering the sewer line. Mr. Hewlett said would tap into sewer if he were a new facility coming into the Town, because a large facility on sewer is cheaper than septic. He said if he were the health center or car wash, and they were assessed more than 1 EDU, they should grieve it because as the current schedule is written, it says it should be 1 EDU. Councilmember Stewart said there would need to be special use properties and offered the car wash as an example, who has a large water recycling operation. He said in those instances it should be meter in, meter out as it is in South Glens Falls Village. Mr. Hewlett asked if metering was allowed there, and Councilmember Stewart said a property owner is allowed 2 meters on property.

The Councilmember questioned whether it would lock the Town into the rates in the current schedule for all of 2025 if they approved it. Counsel said no, that it could be changed at any time, and suggested umbrella language be added to state that calculations for uses not specified in the current rates would be determined later. Councilmember Stewart agreed with the umbrella language suggestion. Councilmember Killian said he favored tabling a motion to adopt the proposed schedule. Questioned on the timing of sewer billing, Supervisor Fish said bills are set to go out for June 1, 2025. Councilmembers Killian and Stewart indicated they would prefer to table any action on sewer rates to allow time to refine the language of the resolution. Councilmember Stewart asked if there could be any issue with the Board having passed the sewer law without also setting the rate. Counsel said the only restriction is that the law must pass before rates are set, and that they should have rates in time for June billing. Supervisor Fish asked Dave Rogge if he had received any bills yet. Mr. Rogge said he gets a bill every month.

Dave Rogge asked to address the Board. He said he has raised rents in his park to the maximum for two years, and that he has to contend with fixed rates. He said every time they come before the Board, something different is proposed, and that they needed something reasonable. He said Lamplighter Acres is like a Town, and every change he makes has to work for all his residents, and has to consider every aspect of changes he wants to make. He said he did not want to see changes down the road, and that if additions or changes were needed, that it should be done now so he knows how to budget for the expenses for his four businesses. He said he knew this Board did not put the whole plan together, and that the past administration pushed it on them with many promises for the future. He said it needs to work for everyone and be fair to everyone involved and if they want to charge for usage, the Board should put usage in now.

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Maureen Dennis asked for a list of what properties made up the EDU counts in extensions 1-4 because by her calculations, she said the number is off. She also asked if the EDU assignments would apply to water and sewer. Supervisor Fish said this was for sewer only, and that he could not answer whether water EDUs would be different because he hadn't looked at water EDU assignments. Councilmember Stewart said he thought they would have to have two different schedules for water and sewer. Supervisor Fish said water would be worked on and said Ms. Dennis was correct, that Schermerhorn Real Estate Holdings was being charged by the number of apartments, and not by the meters. She agreed but said that was not the direction her question was going. She said if water and sewer would be billed together, it would be confusing for some if there were two different EDU counts. Again, Councilmember Stewart suggested tabling for clarification, with Councilmember Donohue agreeing and thanking those who addressed the Board for pointing out the various issues. Councilmember Killian thanked everyone for their patience.

TOWN COURT

Supervisor Fish said that the Court had applied for and been awarded a grant for file digitization, and that the funds had already been received, therefore he asked the Town Clerk to read a prepared resolution. She read:

"Whereas, the Moreau Town Court was awarded a JCAP grant under the 2024-2025 cycle, in the amount of \$30,000; and

Whereas, the Moreau Town Court desires to complete a digitization of the entire stored Court Files; therefore,

Be it resolved, that the Town Board of the Town of Moreau authorizes the expenditure of \$30,000, payable to SecureScan, for document scanning."

Resolution 133-2025 A motion was made by Councilmember Stewart, seconded by Councilmember Donohue to approve the resolution as read.

Asked if all were in favor, the responses were as follows:

Councilmember Donohue	Aye
Councilmember Killian	Aye
Councilmember Noonan	Absent
Councilmember Stewart	Aye
Supervisor Fish	Aye

The motion carried 4:0.

RECREATION DEPARTMENT

The Supervisor said there were several requests for recreation, so he asked that the Town Clerk read each resolution. She read:

"Be it resolved, that the Town Board authorizes the advertising of vacant positions for 2025 seasonal Sandbar Beach Lifeguards at a rate of \$20.00/hour and for 2025 seasonal Recreation Laborers at a rate range of \$15.50-\$21.00/hour."

Resolution 134-2025 A motion was made by Councilmember Stewart, seconded by Councilmember Donohue to approve the resolution as read.

Asked if all were in favor, the responses were as follows:

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Councilmember Donohue	Aye
Councilmember Killian	Aye
Councilmember Noonan	Absent
Councilmember Stewart	Aye
Supervisor Fish	Aye

The motion carried 4:0.

The Town Clerk read the following prepared resolution:

“Be it resolved, that the Town Board authorizes the Supervisor to sign the agreement with South Glens Falls Girls Softball for the Town to accept the gift of the batting cages at the Quad Softball Fields.”

Resolution 135-2025 A motion was made by Councilmember Killian, seconded by Councilmember Stewart to approve the resolution as read.

Discussion: Councilmember Stewart thanked the softball organization for raising the funds and said the batting cages were “top notch.”

Asked if all were in favor, the responses were as follows:

Councilmember Donohue	Aye
Councilmember Killian	Aye
Councilmember Noonan	Absent
Councilmember Stewart	Aye
Supervisor Fish	Aye

The motion carried 4:0.

The Town Clerk read the following prepared resolution:

“Be it resolved, that the Town Board authorizes the Supervisor to sign the spring 2025 contracts with South Glens Falls Girls Softball, South Glens Falls Youth Baseball and the Northeast Hurricanes, pending attorney review.”

Resolution 136-2025 A motion was made by Councilmember Donohue, seconded by Councilmember Stewart to accept the resolution as read.

Asked if all were in favor, the responses were as follows:

Councilmember Donohue	Aye
Councilmember Killian	Aye
Councilmember Noonan	Absent
Councilmember Stewart	Aye
Supervisor Fish	Aye

The motion carried 4:0.

Discussion: Councilmember Stewart said if there was any debris or anything that needed to be cleaned up, it would need to be specified in the contract.

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Discussion: Supervisor Fish said the Recreation Director reached out to three companies and received only one quote. The total for services proposed in the quote totaled \$21,454.27. Councilmember Stewart said the total was above what had been budgeted. Rec. Director Brogan said the Town has an aerator so that part of the quote was not needed. Without aeration, Mr. Brogan confirmed that there were sufficient funds to cover the expenses.

Resolution 137-2025 A motion was made by Councilmember Stewart, seconded by Councilmember Donohue to approve \$19,454.27 for Turf Management Company to perform standard turf management and overseeding.

Discussion: Councilmember Killian asked what kind of seeder would be used. Mr. Brogan said he would find out. The Councilmember also asked how many acres would be overseeded. Mr. Brogan said it was just the Bowl area.

Asked if all were in favor, the responses were as follows:

Councilmember Donohue	Aye
Councilmember Killian	Aye
Councilmember Noonan	Absent
Councilmember Stewart	Aye
Supervisor Fish	Aye

The motion carried 4:0.

Supervisor Fish said three quotes had been obtained for Port-a-Potties for the Recreation Park. The Town Clerk read the following prepared resolution:

“Be it resolved that the Town Board authorizes an expenditure, not to exceed \$5,265, payable to Stone Industries, for the rental of two traditional size and one handicap portable toilets for the Harry Betar Rec Park for the 2025 season.”

Resolution 138-2025 A motion was made by Councilmember Donohue, seconded by Councilmember Stewart to approve the resolution as read.

Asked if all were in favor, the responses were as follows:

Councilmember Donohue	Aye
Councilmember Killian	Aye
Councilmember Noonan	Absent
Councilmember Stewart	Aye
Supervisor Fish	Aye

The motion carried 4:0.

Supervisor Fish said three bids had been obtained for dumpsters.

Resolution 139-2025 A motion was made by Councilmember Stewart, seconded by Councilmember Donohue to authorize an amount not to exceed \$3,600 per year, payable to Twin Bridges Waste & Recycling, for two (2) 10-yard dumpsters and one (1) 3-yard dumpster.

Asked if all were in favor, the responses were as follows:

Councilmember Donohue	Aye
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Councilmember Killian	Aye
Councilmember Noonan	Absent
Councilmember Stewart	Aye
Supervisor Fish	Aye

The motion carried 4:0.

Supervisor Fish said three quotes had been received for Ventrac attachments.

Resolution 140-2025 A motion was made by Councilmember Stewart, seconded by Councilmember Donohue to approve an amount not to exceed \$8,175.20, payable to MTE Equipment Solutions for the purchase of Ventrac attachments consisting of a ballpark renovator, groomer and sod cutter, to be paid from account A7140.2.

Asked if all were in favor, the responses were as follows:

Councilmember Donohue	Aye
Councilmember Killian	Aye
Councilmember Noonan	Absent
Councilmember Stewart	Aye
Supervisor Fish	Aye

The motion carried 4:0.

Discussion: Recreation Director Brogan said a parent who is a licensed painter had offered to paint or stain the concession stand, volunteering his time and materials. The volunteer wanted to know what color(s) the Board would like to paint the concession stand, Mr. Brogan said. Photos of a sample section of the building which had been painted already had been sent to Board members, he said. The sample section was red and blue, he said, and the other buildings in the park are more natural colored stain. Councilmember Donohue said he liked the red and blue, which are the school colors. Councilmember Killian agreed. Councilmember Stewart said the blue board and red batten looked good. Director Brogan said painting the cement portion of the dugouts was also offered.

Resolution 141-2025 A motion was made by Councilmember Stewart, seconded by Councilmember Donohue to approve red and blue paint colors for the boys' concession stand, dugouts to be painted by the volunteer, pending proof of insurance.

Asked if all were in favor, the responses were as follows:

Councilmember Donohue	Aye
Councilmember Killian	Aye
Councilmember Noonan	Absent
Councilmember Stewart	Aye
Supervisor Fish	Aye

The motion carried 4:0.

Discussion: Councilmember Donohue thanked Director Brogan and Councilmember Stewart for the work they had done on proposed equipment acquisitions planned to replace old equipment. The playground improvements are intended to be a two-phase project, he said, and replacing the equipment on the hill in the Recreation Park

would be phase one. He said phase two involves a grant application of \$100,000 which is out to State Assemblywoman Woerner which would secure funds for expansion and improvement to the adaptive playground, allowing all the kids to play together. He said that the committee would be meeting with a specialist soon. Councilmember Stewart said the equipment that would be proposed at this meeting would be funded through the reserve capital account dedicated to exactly this type of purpose. He said the account had over \$700,000 in it, and he was glad to see the Board using some of those funds for this project. Councilmember Donohue interjected that some of the equipment included ADA compliant features, such as a swing that allows the parent to swing with the child. Councilmember Stewart added the equipment is also for all ages.

Supervisor Fish said that with phase two grant funds he hoped to replace the wood chip mulch with black mat material that will make the area accessible to wheelchairs, and that some swings would be installed that allow a child in a wheelchair to swing without being taken out of their wheelchair. He said it was important that every child have a chance to swing, regardless of the level of disability. He said the smiles you see on the kids' faces are so nice, and though it seems like something small, it means the world to the kids. Supervisor Fish spoke about Double H Hole in the Woods (Double H Ranch), and that when a high ropes course was being constructed for the kids there, the workers on the project told Paul Newman (co-founder of the facility with Charles R. Wood) that they thought he was trying to kill the children. The Supervisor said Mr. Newman traveled to the ranch, a child was hooked up to the line, and the child screamed and kicked their feet all the whole way down the line. The Supervisor said Mr. Newman said that was perfect and exactly what he was looking for, thanking the staff. Supervisor Fish said he was looking forward to seeing a whole new playground at the Recreation Park.

The Town Clerk read the following prepared resolution:

"Be it resolved that the Town Board authorizes the following expenditures for the purchase of playground equipment, for the Harry J. Betar Rec Park, to be paid out of the recreation capital reserve account, subject to notice of permissive referendum:

Double Sand & Water Spot from bciburke.com at an amount not to exceed \$3,359.00 plus approximately \$500 for shipping.

RockWell Teeter Quad Spring Rider from proplaygrounds.com at an amount not to exceed \$2,843.

Huntsville Playground from Willygoat.com at an amount not to exceed \$41,816.

Expression Swings from gametime.com:
#5165 at an amount not to exceed \$3,028
#5158 at an amount not to exceed \$2,456
#5168 at an amount not to exceed \$2,757
#5128 at an amount not to exceed \$2,017
With shipping not to exceed \$600

5-inch Single Post Swing Frame from playgroundboss.com at an amount not to exceed \$4,111.17.

Xscape Swing from gametime.com at an amount not to exceed \$5,400."

Resolution 142-2025 A motion was made by Councilmember Stewart, seconded by Councilmember Donohue to approve the resolution as read.

Asked if all were in favor, the responses were as follows:

Councilmember Donohue	Aye
Councilmember Killian	Aye
Councilmember Noonan	Absent

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Councilmember Stewart	Aye
Supervisor Fish	Aye

The motion carried 4:0.

Councilmember Donohue said he had photos of the equipment if anyone wanted to look at them after the meeting.

WATER & SEWER DEPARTMENT

The Town Clerk read the following prepared resolution:

“Be it resolved that the Town Board authorizes Jeffery Parish to attend the Adirondack Water Works Conference in Latham on March 26, 2025 at a cost of \$75.00 to be paid out of account CW8160.4.”

Resolution 143-2025 A motion was made by Councilmember Donohue, seconded by Councilmember Stewart to approve the resolution as read.

Asked if all were in favor, the responses were as follows:

Councilmember Donohue	Aye
Councilmember Killian	Aye
Councilmember Noonan	Absent
Councilmember Stewart	Aye
Supervisor Fish	Aye

The motion carried 4:0.

—
The Town Clerk read the following prepared resolution:

“Be it resolved that the Town Board authorizes Jeffery Parish to attend the New York Water Event on Wednesday, April 16, 2025 at a cost of \$90.00 to be paid from account CW8310.4.”

Resolution 144-2025 A motion was made by Councilmember Stewart, seconded by Councilmember Donohue to approve the resolution as read.

Asked if all were in favor, the responses were as follows:

Councilmember Donohue	Aye
Councilmember Killian	Aye
Councilmember Noonan	Absent
Councilmember Stewart	Aye
Supervisor Fish	Aye

The motion carried 4:0.

Supervisor Fish added that these trainings were part of Mr. Parish’s continuing education to retain his license.

—
The Town Clerk read the following prepared resolution:

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“Be it resolved that the Town Boards authorizes the addition of \$30.25 for shipping to the previously approved purchase of a tapping kit from USA BlueBook.”

Resolution 145-2025 A motion was made by Councilmember Stewart, seconded by Councilmember Killian to approve the resolution as read.

Asked if all were in favor, the responses were as follows:

Councilmember Donohue	Aye
Councilmember Killian	Aye
Councilmember Noonan	Absent
Councilmember Stewart	Aye
Supervisor Fish	Aye

The motion carried 4:0.

The Town Clerk read the following prepared resolution:

“**Be it resolved** that the Town Board authorizes the addition of up to \$150 for shipping for the previously approved purchase of an E/One grinder pump cart.”

Resolution 146-2025 A motion was made by Councilmember Donohue, seconded by Councilmember Killian to approve the resolution as read.

Asked if all were in favor, the responses were as follows:

Councilmember Donohue	Aye
Councilmember Killian	Aye
Councilmember Noonan	Absent
Councilmember Stewart	Aye
Supervisor Fish	Aye

The motion carried 4:0.

Discussion: Supervisor Fish said there was a sewer leak in Lamplighter Acres, and they didn’t know if the leak was between the home and the grinder pump, or the grinder pump and the main line. He said the Town equipment is too large to fit between the homes, so IBS Septic had provided the Town with a proposal to do the work.

Resolution 147-2025 A motion was made by Councilmember Stewart, seconded by Councilmember Killian to approve a payment in the amount of \$2,900 to IBS Septic for a sewer leak repair in Lamplighter Acres.

Asked if all were in favor, the responses were as follows:

Councilmember Donohue	Aye
Councilmember Killian	Aye
Councilmember Noonan	Absent
Councilmember Stewart	Aye
Supervisor Fish	Aye

The motion carried 4:0.

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TOWN CLERK'S OFFICE

Supervisor Fish said the Deputy Town Clerks had applied to attend an annual Clerk conference and that the Town Clerk's office would remain open during the conference. He asked the Town Clerk to read the following prepared resolution:

"Be it resolved that the Town Board authorizes Deputy Clerks Dianne Lewis and Maria Jennings to attend the NYSTCA Conference in Syracuse from April 27-30, at an amount not to exceed \$2,400.00."

Resolution 148-2025 A motion was made by Councilmember Donohue, seconded by Councilmember Stewart to approve the resolution as read.

Asked if all were in favor, the responses were as follows:

Councilmember Donohue	Aye
Councilmember Killian	Aye
Councilmember Noonan	Absent
Councilmember Stewart	Aye
Supervisor Fish	Aye

The motion carried 4:0.

Supervisor Fish asked the Town Clerk to open discussion around the topic of the Peddler's License. Town Clerk Trombley said the topic had arisen the previous year, continued through the summer, but that discussion died off at season-end. She said an application this spring brought it back to her attention that the current Town code does not cover many things that she thinks it should. She said the licenses are issued for sales of a variety of things; books, ice cream, fireworks, etc., and that the documentation the code requires doesn't provide adequate information to determine whether someone was safe to allow to travel around the community selling things. She said as the law stands, the only way she can refuse to issue a license is if the Clerk believes there is a safety concern. She said the code was passed in 1973 and didn't envision food trucks, for example, and that Department of Health permits were not required, nor are background checks, motor vehicle or liability insurance required in the code. She continued, saying a \$1,000 bond is required, but the code doesn't say what it is for, or that cash can be held in lieu of the bond, which was an issue that arose with an application in 2024.

She said she had drafted a lengthy document that raised these concerns, logistical concerns, and offered some suggestions, and that this document had been shared with the Board. She stated that she wanted the Board's input on some of the issues because depending on their preference, it can shape the direction of the new code. Councilmember Stewart said he agreed that the law was out of date and that the timeframe of the license in the law didn't make sense—that an applicant who receives a license in the spring has to re-apply and pay a second fee at the end of June to continue to sell for the rest of the summer. Ms. Trombley confirmed that the current code specifies that all licenses expire July 1.

The Councilmember suggested Counsel draft something updated based upon his experience working with other municipalities who may already have addressed these issues. He said we want to protect the Town, but also not to create too many hoops for a potential vendor who wants to sell in the Town. Ms. Trombley said she had reviewed other regional peddler's license laws with BPD Coordinator Westfall, and they found that generally they were really not that good with the exceptions of Troy and Albany. She cited as an example language stating that a group was exempt, but that the exemption was not defined—exempt from the fee? Exempt from applying? Exempt from selling?

Councilmember Killian suggested focusing on three areas to begin with, such as whether the person has a driver's license. Ms. Trombley said, in some cases the person may be selling on foot, so a license or liability

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insurance may not be necessary. She said she felt that the emphasis should be more on screening than enforcement, because the question becomes who the enforcer will be to determine whether the vendor gets a ticket or has their license revoked. Councilmember Stewart said he would like to see some type of financial retainer to ensure that the vendor cleans up the site before departing. Agreeing, Ms. Trombley said that food vendors having a trash receptacle should also be part of the requirements to prevent litter as well. Another topic for consideration is appropriate locations for the various types of sales, she said.

Citing a conversation with the Clerk, Councilmember Stewart said he looked forward to recommendations that Counsel, the Town Clerk, and the BPD Coordinator come up with, adding that shorter term licenses should be considered, such as weekend licenses or special event licenses. Councilmember Donohue said he hoped to simplify everything into a code that covers as many bases as possible without trying to imagine every scenario. Councilmember Killian agreed and said the Town should try to keep it simple and fun.

Supervisor Fish asked the Clerk to read a prepared resolution related to proposed changes to the form and fee for genealogical searches. She read:

“Be it resolved that the Town Board authorizes the rollout of the proposed Genealogical Search Fee and Application for Search and Copy of Vital Records, as attached, per the Town Clerk’s request.”

Resolution 149-2025 A motion was made by Councilmember Stewart, seconded by Councilmember Killian to approve the resolution as read.

Discussion: Councilmember Stewart asked the Clerk to summarize the proposed changes. She said that the old vital records request form does not include anything about genealogical searches, though the Town website says this type of search is offered. The old form also does not include cemetery or burial record search information, she said. At that time, she said the established fees were \$10 for a certified copy, which is the legal copy with the embossed seal, and \$1 for a genealogical record, which is essentially a photocopy. Since most of the information needed for vital records requests are the same as for genealogical searches and burial/cemetery records, she said it made sense to integrate them, but also to include the rules imposed by the state for vital and genealogical record requests, since access to vital records of various types is restricted.

Ms. Trombley added that burial and cemetery records were not in order for easy searching, so each request for these records would require an investment of time. Also, if someone is asking for genealogical records, often the requester does not have complete information, she said, such as the maiden name of a great-great-grandmother in order to locate a birth or marriage record. Without a full set of information, she said it is difficult for her staff to determine whether the Town has the record. If the requestor knows the name and birth date or marriage date, Town Clerk staff can quickly look in the vital indexes to determine whether the record exists. She described how someone may contact the office to locate information, and after a search which may take hours, the person is informed that the staff does have the record, the person says “Thanks,” and hangs up the phone, paying nothing because they did not request a copy of the record.

Ms. Trombley said her office is receiving numerous requests of these types of records for Real ID purposes—anyone whose last name does not match their birth certificate has to prove why they changed their name to obtain Real ID, so married women in particular are looking for copies of marriage licenses. She said many do not know where they got their license, where they got married, or even the date of the marriage. She said she mentioned this to a presenter from the State at the NY Association of Towns conference the month before, and he said the Town should have a search fee. The Clerk said the State has a \$30 search fee, and that in Glens Falls, you have to apply and pay a \$10 fee before they will look to see if they have the record. Whether they have it or not, your fee is not refunded, she said, adding that this is not what she was proposing.

She said she was proposing the current fees for documents remain the same, with the addition of a \$10 fee for searches for records with incomplete information, or burial/cemetery records, since they cannot be easily

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searched. Councilmember Stewart said his concern was that the resident who comes in once in 10 years would have to pay a fee when they may not use other services, and he didn't want to see this as a money-making opportunity. On the other hand, he said, the fee could be a deterrent for those who might abuse the service, and the time of those involved should be respected. He said he felt that the proposed fees balanced the two sides of the issue. The Town Clerk said that when someone comes in with incomplete information, they generally know it may be a lengthy search.

Asked if all were in favor, the responses were as follows:

Councilmember Donohue	Aye
Councilmember Killian	Aye
Councilmember Noonan	Absent
Councilmember Stewart	Aye
Supervisor Fish	Aye

The motion carried 4:0.

TOWN LANDFILL

Supervisor Fish said landfill monitoring is required by the NYS Department of Environmental Conservation, and that the Town has received the 2025 proposal from CT Male for the service. He asked the Town Clerk to read the following prepared resolution:

"Be it resolved that the Town Board authorizes the Supervisor to sign the proposed contract with CT Male for 2025 Landfill Monitoring, which includes an annual estimated total of \$14,913.30."

Resolution 150-2025 A motion was made by Councilmember Stewart, seconded by Councilmember Donohue to approve the resolution as read.

Asked if all were in favor, the responses were as follows:

Councilmember Donohue	Aye
Councilmember Killian	Aye
Councilmember Noonan	Absent
Councilmember Stewart	Aye
Supervisor Fish	Aye

The motion carried 4:0.

DEPARTMENT HEAD REPORTS

The Supervisor asked the Clerk to read a prepared resolution. She read:

"Be it resolved that the Town Board accepts the February Monthly Department Head Reports for the Assessor's Office and the Town Clerk's Office."

Resolution 151-2025 A motion was made by Councilmember Stewart, seconded by Councilmember Donohue to approve the resolution as read.

Asked if all were in favor, the responses were as follows:

Councilmember Donohue	Aye
Councilmember Killian	Aye

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Councilmember Noonan	Absent
Councilmember Stewart	Aye
Supervisor Fish	Aye

The motion carried 4:0.

FORESIGHT FIRE ALARM

Supervisor Fish said there had been concerns with the Foresight alarm sounding in Town Hall's basement. He asked the Town Clerk to read a resolution. She read:

"Be it resolved that the Town Board authorizes the Supervisor to sign the agreement with Foresight Electronic Monitoring for an amount not to exceed \$1,029.70 for the purpose of replacing the fire alarm dialer at the Town Hall."

Resolution 152-2025 A motion was made by Councilmember Stewart, seconded by Councilmember Donohue to approve the resolution as read.

Asked if all were in favor, the responses were as follows:

Councilmember Donohue	Aye
Councilmember Killian	Aye
Councilmember Noonan	Absent
Councilmember Stewart	Aye
Supervisor Fish	Aye

The motion carried 4:0.

LOCAL LAW NO. 6 OF 2025

Supervisor Fish explained that the proposed local law had to do with the list of Town employees and committee members who would be required to complete an ethics packet annually, and that this required a public hearing. He asked Clerk Trombley to read a prepared resolution. She read:

"Be it resolved that the Town Board will set a public hearing for proposed Local Law 6 of 2025 at 7:01pm on Tuesday, April 29, 2025."

Resolution 153-2025 A motion was made by Councilmember Stewart, seconded by Councilmember Donohue to approve the resolution as read.

Asked if all were in favor, the responses were as follows:

Councilmember Donohue	Aye
Councilmember Killian	Aye
Councilmember Noonan	Absent
Councilmember Stewart	Aye
Supervisor Fish	Aye

The motion carried 4:0.

Resolution 154-2025 A motion was made by Councilmember Stewart, seconded by Councilmember Donohue to authorize the Supervisor to sign the Turf Management contract previously approved.

A regular meeting of the Town Board of the Town of Moreau was held at 7:00 p.m. on March 25, 2025 at the Moreau Municipal Building, 351 Reynolds Road, Moreau, Saratoga County, New York.

Asked if all were in favor, the responses were as follows:

Councilmember Donohue	Aye
Councilmember Killian	Aye
Councilmember Noonan	Absent
Councilmember Stewart	Aye
Supervisor Fish	Aye

The motion carried 4:0.

PUBLIC COMMENT PERIOD

Dave Rogge said, with regard to the sewer leak in Lamplighter Acres, that he was sure the leak was between the pump and main line because the line between the home and pump is not pressurized. Supervisor Fish asked if there was a check valve in the line, to which Mr. Rogge said he believed the check valve was after the pump. He said if the line was backing up between the house and pump, it would be in the house, and not coming up out of the ground. He said the issue isn't present all the time, more often in the morning, but that there is a lot of force on the main line side of the pump. Supervisor Fish asked if Mr. Rogge knew which house it was coming from. Mr. Rogge said he knew the area, and that two pumps and the main line pass through there. He said he believed it was the main line leaking. He said he didn't think the Town was responsible for it and asked if there was any recourse for mistakes that may have been made by the sewer line installers. The Supervisor said that if they dig it up and find it is the Town's responsibility, then the Town would have to pay. And if not, the expense would be on Mr. Rogge. Mr. Rogge said no. The Supervisor said the one-year warranty period was over so there is no recourse for errors made by the installer. Mr. Rogge said he was just trying to see if there was a way for the Town to recover the cost.

COMMITTEE REPORTS

Recreation Director Brogan thanks Highway Superintendent Chris Abrams and his team for assistance with siding, rebuilding equipment, and hauling soil.

Councilmember Killian said the Building Department needs software and a bigger monitor for BPD Coordinator Westfall, who was using a laptop with a tiny screen. The Councilmember said it hurt his eyes to look at it in a recent meeting with the department head. He also said the Board room should have updated technology in the form of a 70- or 90-inch screen on the wall, rather than old-fashioned projector technology.

SUPERVISOR'S ITEMS

No items to report.

EXECUTIVE SESSION

Resolution 155-2025 A motion was made by Councilmember Stewart, seconded by Councilmember Donohue to enter into executive session to discuss possible employment.

Asked if all were in favor, the responses were as follows:

Councilmember Donohue	Aye
Councilmember Killian	Aye
Councilmember Noonan	Absent
Councilmember Stewart	Aye
Supervisor Fish	Aye

The motion carried 4:0. The Board entered executive session at 8:47 p.m.

A regular meeting of the Town Board of the Town of Moreau was held at 7:00 p.m. on March 25, 2025 at the Moreau Municipal Building, 351 Reynolds Road, Moreau, Saratoga County, New York.

The Board reconvened at 9:06 p.m., and Supervisor Fish said no action had been taken in Executive session.

BUILDING, PLANNING & DEVELOPMENT OFFICE

Supervisor Fish asked the Town Clerk to read a prepared resolution. She read:

"Be it resolved that the Town Board will hire Peter Bachem as a full time Code Enforcement Officer at a salary of \$56,000 per year, beginning as soon as March 31, 2025."

Resolution 156-2025 A motion was made by Councilmember Donohue, seconded by Councilmember Killian to approve the resolution as read.

Asked if all were in favor, the responses were as follows:

Councilmember Donohue	Aye
Councilmember Killian	Aye
Councilmember Noonan	Absent
Councilmember Stewart	Aye
Supervisor Fish	Aye

The motion carried 4:0.

TRANSFER STATION

"Be it resolved that the Town Board will hire Marsha Morehouse as the Transfer Station Working Manager at an hourly rate of \$22/hour for up to 20 hours per week, effective March 31, 2025."

Resolution 157-2025 A motion was made by Councilmember Donohue, seconded by Councilmember Stewart to approve the resolution as read.

Asked if all were in favor, the responses were as follows:

Councilmember Donohue	Aye
Councilmember Killian	Aye
Councilmember Noonan	Absent
Councilmember Stewart	Aye
Supervisor Fish	Aye

The motion carried 4:0.

ADJOURNMENT

Resolution 158-2025 A motion was made by Councilmember Donohue, seconded by Councilmember Stewart, to adjourn the meeting.

Asked if all were in favor, the responses were as follows:

Councilmember Donohue	Aye
Councilmember Killian	Aye
Councilmember Noonan	Absent
Councilmember Stewart	Aye
Supervisor Fish	Aye

The motion carried 4:0. The meeting was adjourned at 9:08 p.m.

Respectfully submitted,
Erin Trombley
Erin Trombley, Town Clerk

A regular meeting of the Town Board of the Town of Moreau was held at 7:00 p.m. on April 8, 2025 at the Moreau Municipal Building, 351 Reynolds Road, Moreau, Saratoga County, New York.

The meeting was held in person. The Supervisor called the meeting to order at 7:00 p.m. with an attendance roll call and the Pledge of Allegiance.

PRESENT:	Patrick Killian	Councilmember
	Kyle Noonan	Councilmember
	Mark Stewart	Councilmember
	Jesse A. Fish, Jr.	Supervisor

ALSO PRESENT:	Erin Trombley	Town Clerk
	Glen Bruening	Town Counsel
	Chris Abrams	Highway Superintendent
	Elizabeth Bennett	Confidential Secretary
	Jeremy Brogan	Recreation Director
	Kristian Mechanick	Water Superintendent

OTHERS PRESENT: Michelle DelSignore, Jeremy Archart, Bill Ramsey, Greg Hewlett (The Pines), Charlene Hewlett, Dave Rogge (Lamplighter Acres), Richie Wiltshire, Kevin Ostrander, Maureen Dennis (Schermerhorn Real Estate Holdings), Alex Portal (Post-Star)

FUTURE MEETINGS

No future meetings were set.

PUBLIC COMMENT PERIOD

No comments were made.

APPROVAL OF MINUTES

Since Councilmembers Killian and Noonan were not present for the March 14, 2025 meeting and Councilmember Donohue was absent at this meeting, a vote to accept the March 14 minutes was tabled.

OLD BUSINESS

Supervisor Fish asked the Town Clerk to read a resolution.

“Be it resolved that the Town Board closes the public hearing on Sewer Rates.”

Resolution 159-2025 A motion was made by Councilmember Stewart, seconded by Councilmember Killian to accept the resolution as read.

Asked if all were in favor, the responses were as follows:

Councilmember Donohue	Absent
Councilmember Killian	Aye
Councilmember Noonan	Aye
Councilmember Stewart	Aye
Supervisor Fish	Aye

The motion carried 4:0.

Discussion: The Supervisor said the Board had worked with the Town engineers to make some changes to the proposed EDU schedule, and asked if the Board wanted to discuss anything about the format of the EDUs. Councilmember Stewart said the updated document addressed some of the businesses previous discussed, and included language that would allow the Board to make additions if business types not included in the document join the district. Car washes and schools are different in that use would be calculated because developing an

accurate EDU would be too complicated, he said. Councilmember Killian agreed that use going through a meter made sense versus square footage calculations. Supervisor Fish added that in the case of a warehouse with no water or sewer, the rate would be calculated by square footage, and if water is added, the facility can be re-evaluated.

The Supervisor asked the Town Clerk to read a prepared resolution. She read:

“WHEREAS Town Law Section 198 (1) (h) and (j) authorize the Town Board to establish charges, fees or rates to be paid for connections and related services required to access the Town Sewer System; and

WHEREAS Town Law Section 198 (1) (l) authorizes the Town Board to establish sewer use charges consistent with Article 14-f of the General Municipal Law to raise revenue to pay the expenses of the Town Sewer System; and

WHEREAS Moreau Town Code Section 115-70 requires the Town Board by Resolution to periodically establish sewer charges relating to (1) operation and maintenance costs, (2) capital costs, and (3) any additional charges including but not limited to those applicable to connections, tapings, permits, inspections, capacity, pre-treatment, late payments, and penalties; and

WHEREAS the sewer charges relating to operation and maintenance costs and capital costs are to be set using a schedule of equivalent dwelling units (EDU) based on the benefit conferred on the property by the Sewer System; and

WHEREAS the estimated operation and maintenance cost attributable to Sewer District 1 and Extensions 1 through 4 is \$138,000 in the current year without reserves, and the estimated capital cost attributable to Sewer District 1 Extensions 1 through 4 is \$0 (zero) in the current year; and

WHEREAS the estimated operation and maintenance cost attributable to Sewer District 1 Extension 5 is \$158,000 in the current year without reserves, and the estimated capital cost attributable to Sewer District 1 Extension 5 is \$278,000 in the current year; and

WHEREAS the Town Board commenced a Public Hearing on February 25, 2025, continued the hearing on March 11, March 25 and April 8, 2025 and, after hearing all interested persons, closed the public hearing this date; and

WHEREAS the adoption of this Resolution is a Type II action under the State Environmental Quality Review Act for which no further review is required.

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

1. The Town Board hereby adopts the schedule for assigning equivalent dwelling units (EDU) as set forth in the Equivalent Dwelling Unit Schedule attached to this Resolution.
2. The Town Board hereby establishes a sewer use charge of \$270 per EDU for all users of Sewer District 1 and Extensions 1 through 4. Any surplus remaining at the end of the year shall remain in a separate fund for use by Sewer District 1 and Extensions 1 through 4.
3. The Town Board hereby establishes a sewer use charge of \$650 per EDU for all users of Sewer District 1 Extension 5. Any surplus remaining at the end of the year shall remain in a separate fund for use by Sewer District 1 Extension 5.
4. The Town Board hereby establishes a schedule of all sewer charges, including any charges for

connections, tapplings, permits, inspections, capacity, pre-treatment, late payments, and penalties, as set forth in the Schedule of Sewer Charges attached to this Resolution.

5. This Resolution shall take effect immediately.”

Resolution 160-2025 A motion was made by Councilmember Stewart, seconded by Councilmember Killian to accept the resolution as read.

Discussion: Councilmember Stewart apologized and said he should have commented sooner, and that \$650 per EDU doesn't leave much above the operating cost of extension 5, and that figures used for calculation didn't include maintenance required by the Town. He expressed concern that at \$650 per EDU, long-term maintenance and emergency repairs would not be covered. He said with each grinder pump having a life expectancy of 7-12 years, and a conservative estimate of over 160 grinder pumps the Town is responsible for at approximately \$6,500 each, the financial obligation is over \$1,000,000 to change each pump once, and it's likely pumps will need to be replaced 2-3 times over the life of the loan. He said he did not believe the proposed rate would sufficiently cover these expenses. He also restated that the structure of the loan, the \$278,000 figure per year, will increase over the life of the 30-year loan to over \$400,000 per year. He said he thought some of the known maintenance cost should be charged at this time to avoid a large increase next year. He suggested raising the rate per EDU in extension 5 to \$750. He said this approximate \$75,000 delta would then be used on maintenance and repairs in the coming year, or be put aside for long-term maintenance the system will need.

Councilmember Killian said that maintenance on any motor is unpredictable and that he agreed with Councilmember Stewart that it was a better idea to increase the cost now in an effort to maintain transparency, rather than to say later that it was an expense that was missed in the early calculations. Councilmember Noonan said he had nothing to add. Councilmember Stewart proposed amending the third of the five resolved items to read, “3. The Town Board hereby establishes a sewer use charge of \$750 per EDU for all users of Sewer District 1 Extension 5. Any surplus remaining at the end of the year shall remain in a separate fund for use by Sewer District 1 Extension 5.” He said this change was the Board doing its due diligence to protect the extension 5 users, adding that to retain the \$650 would be a good rate for now, but would be kicking the can of the actual expenses down the road. He said he believed the original figure proposed by the Town engineers was \$976 per EDU. He said they are working to provide the best overall solution based on all the factors at play.

The revised motion:

WHEREAS Town Law Section 198 (1) (h) and (j) authorize the Town Board to establish charges, fees or rates to be paid for connections and related services required to access the Town Sewer System; and

WHEREAS Town Law Section 198 (1) (l) authorizes the Town Board to establish sewer use charges consistent with Article 14-f of the General Municipal Law to raise revenue to pay the expenses of the Town Sewer System; and

WHEREAS Moreau Town Code Section 115-70 requires the Town Board by Resolution to periodically establish sewer charges relating to (1) operation and maintenance costs, (2) capital costs, and (3) any additional charges including but not limited to those applicable to connections, tapplings, permits, inspections, capacity, pre-treatment, late payments, and penalties; and

WHEREAS the sewer charges relating to operation and maintenance costs and capital costs are to be set using a schedule of equivalent dwelling units (EDU) based on the benefit conferred on the property by the Sewer System; and

WHEREAS the estimated operation and maintenance cost attributable to Sewer District 1 and Extensions 1 through 4 is \$138,000 in the current year without reserves, and the estimated capital cost attributable to Sewer District 1 Extensions 1 through 4 is \$0 (zero) in the current year; and

WHEREAS the estimated operation and maintenance cost attributable to Sewer District 1 Extension 5 is \$158,000 in the current year without reserves, and the estimated capital cost attributable to Sewer District 1 Extension 5 is \$278,000 in the current year; and

WHEREAS the Town Board commenced a Public Hearing on February 25, 2025, continued the hearing on March 11, March 25 and April 8, 2025 and, after hearing all interested persons, closed the public hearing this date; and

WHEREAS the adoption of this Resolution is a Type II action under the State Environmental Quality Review Act for which no further review is required.

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

1. The Town Board hereby adopts the schedule for assigning equivalent dwelling units (EDU) as set forth in the Equivalent Dwelling Unit Schedule attached to this Resolution.
2. The Town Board hereby establishes a sewer use charge of \$270 per EDU for all users of Sewer District 1 and Extensions 1 through 4. Any surplus remaining at the end of the year shall remain in a separate fund for use by Sewer District 1 and Extensions 1 through 4.
3. The Town Board hereby establishes a sewer use charge of \$750 per EDU for all users of Sewer District 1 Extension 5. Any surplus remaining at the end of the year shall remain in a separate fund for use by Sewer District 1 Extension 5.
4. The Town Board hereby establishes a schedule of all sewer charges, including any charges for connections, tappings, permits, inspections, capacity, pre-treatment, late payments, and penalties, as set forth in the Schedule of Sewer Charges attached to this Resolution.
5. This Resolution shall take effect immediately.

The Supervisor called for a roll call vote, the results of which were:

Councilmember Donohue	Absent
Councilmember Killian	Aye
Councilmember Noonan	No
Councilmember Stewart	Aye
Supervisor Fish	Aye

The motion carried 3:1.

Supervisor Fish said that the Town's insurer had an agreement in place for the painting of the Little League concession stand. He asked where things stood with the color discussion. Councilmember Stewart said the discussion was of keeping a blue color but not having red battens. Recreation Director Brogan said the blue color would be darker than originally proposed. Councilmember Stewart added that the blue will coordinate better with existing signage.

Resolution 161-2025 A motion was made by Councilmember Stewart, seconded by Councilmember Killian to approve the South Glens Falls Little League volunteer, with required insurance, to paint the Little League Concession Stand navy-to-royal blue with matching trim, with the Recreation Director as the immediate point of contact for any changes.

A regular meeting of the Town Board of the Town of Moreau was held at 7:00 p.m. on April 8, 2025 at the Moreau Municipal Building, 351 Reynolds Road, Moreau, Saratoga County, New York.

Asked if all were in favor, the responses were as follows:

Councilmember Donohue	Absent
Councilmember Killian	Aye
Councilmember Noonan	Aye
Councilmember Stewart	Aye
Supervisor Fish	Aye

The motion carried 4:0.

Resolution 162-2025 A motion was made by Councilmember Stewart, seconded by Councilmember Killian to authorize the Supervisor to sign an agreement with Nothing But Paint, LLC.

Asked if all were in favor, the responses were as follows:

Councilmember Donohue	Absent
Councilmember Killian	Aye
Councilmember Noonan	Aye
Councilmember Stewart	Aye
Supervisor Fish	Aye

The motion carried 4:0.

TOWN LOGO SUBMISSIONS

Discussion: Supervisor Fish said the Town had received a number of logo submissions which had been put in the Board members' mailboxes. He suggested they email any thoughts or suggestions the Board wanted to see, and that the Supervisor's office would contact the individual who made the submission to make changes. He said at the next meeting they could discuss what the Board did or did not want to do moving forward.

Councilmember Noonan said he also had placed a copy of a logo the Town had paid a professional designer approximately \$400 for roughly 4 years prior, to include in the discussion. He also said that several of the submissions appeared to be AI-generated (made by artificial intelligence) with typos or distorted text. He asked if the Board had a direction they wanted to go. Supervisor Fish said they don't have to accept any if they don't like them. The Councilmember raised the issue of copyright, and said any logo generated by software that's not paid for the Town cannot be reproduced due to licensing restrictions.

SUPERVISOR'S OFFICE

"Be it resolved that the Town Board authorizes a three-year warranty renewal with Dell ProSupport in an amount not to exceed \$1,753.93, to be paid from account A1620.4, and **further resolves** to authorize the Supervisor to sign any documents necessary to complete the renewal.

Be it further resolved that the Town Board authorizes the Supervisor to execute any documents necessary to complete the renewal."

Resolution 163-2025 A motion was made by Councilmember Stewart, seconded by Councilmember Killian to accept the resolution as read.

Asked if all were in favor, the responses were as follows:

Councilmember Donohue	Absent
Councilmember Killian	Aye
Councilmember Noonan	Aye

A regular meeting of the Town Board of the Town of Moreau was held at 7:00 p.m. on April 8, 2025 at the Moreau Municipal Building, 351 Reynolds Road, Moreau, Saratoga County, New York.

Councilmember Stewart	Aye
Supervisor Fish	Aye

The motion carried 4:0.

Supervisor Fish asked the Town Clerk to read a second resolution. She read:

“Be it resolved that the Town Board authorizes the purchase and installation of a Turing Video Smartseries 32-channel NVR hard drive, a 5-year warranty, and a 3-year Turing Video Camera license for an amount not to exceed \$3,600.56 from account A1620.401

Be it further resolved that the Town Board authorizes the Supervisor to execute any documents necessary to complete the transaction.”

Discussion: Councilmember Stewart said this is to authorize the replacement of cameras installed at Town Hall, which were installed in 2023. He said it sounded like there were software updates and back-up issues on the horizon which StoredTech is trying to prepare for. He said Principal Account Clerk (PAC) Cruz would work with StoredTech to determine a date after which support would no longer be available for the current cameras. He said with technology changing all the time, he would recommend waiting until closer to that date since the Town spent money on them recently. Councilmember Killian agreed after having spoken to PAC Cruz, and that this could be included in budgeting for 2026.

The Town Clerk read the following resolution:

“Be it resolved that the Town Board authorizes the purchase and installation of a Turing Video 5MP EDGE+ Fixed Turret security camera for the Nolan Road Water Tower from StoredTech, as well as a four-year license upgrade, for an amount not to exceed \$1,269.75, to be paid from account CW8310.4.

Be it further resolved that the Town Board authorizes the Supervisor to execute any documents necessary to complete the transaction.”

Resolution 164-2025 A motion was made by Councilmember Stewart, seconded by Councilmember Killian to accept the resolution as read.

Asked if all were in favor, the responses were as follows:

Councilmember Donohue	Absent
Councilmember Killian	Aye
Councilmember Noonan	Aye
Councilmember Stewart	Aye
Supervisor Fish	Aye

The motion carried 4:0.

TRANSFER STATION

Discussion: Supervisor Fish said the Transfer Station Working Manager asked that a part-time laborer be hired for the Transfer Station.

A regular meeting of the Town Board of the Town of Moreau was held at 7:00 p.m. on April 8, 2025 at the Moreau Municipal Building, 351 Reynolds Road, Moreau, Saratoga County, New York.

Resolution 165-2025 A motion was made by Councilmember Stewart, seconded by Councilmember Killian to authorize the advertisement of a part-time laborer position for the Transfer Station at a rate of \$15.50 per hour, with applications being received at the Town Clerk's office until April 25 at 9:00 a.m. for consideration.

Asked if all were in favor, the responses were as follows:

Councilmember Donohue	Absent
Councilmember Killian	Aye
Councilmember Noonan	Aye
Councilmember Stewart	Aye
Supervisor Fish	Aye

The motion carried 4:0.

Discussion: Supervisor Fish said the Transfer Station Working Manager asked that the Transfer Station be closed for Memorial Day and Labor Day. Councilmember Noonan asked if they had been closed on those days before, to which the Supervisor said he did not know, but that Mondays are better for them to close than Fridays. The Councilmember asked if these dates had been included in the organizational meeting discussion. Supervisor Fish said they would table the topic to review the organizational meeting minutes.

RECREATION DEPARTMENT

Discussion: Supervisor Fish invited the Board to discuss the Big Three Summer Basketball program. Councilmember Stewart said he is in favor, that the school offers basketball at the same time, but that the program did well the previous year, that payments exceeded costs, and that he did not favor canceling a program that gets any kids out and involved in programs. Councilmember Killian said he agrees and said some families look forward to the program. Councilmember Noonan agreed.

The Town Clerk was invited to read the following resolution:

“Be it resolved that the Town Board approves the renewal of the Big Three Summer Basketball Camp, for grades 1-8, to be held for five consecutive weeks from June 30, 2025 to July 30, 2025 on Monday, Tuesday, and Wednesday, with a rain day of Thursday. Additionally, the Town will charge \$50 per student, for each individual week of the camp or \$225 for the entire five weeks.

Be it further resolved that the Town Board authorizes Al Vasak III to serve as camp director for a stipend of \$1,500, Ethan Vasak to serve as assistant director for a stipend of \$1,125, and if 24 or more students register for the camp, an additional assistant coach would receive a stipend of \$1,125, which would all be paid out of account A7140.4.”

Resolution 166-2025 A motion was made by Councilmember Stewart, seconded by Councilmember Killian to accept the resolution as read.

Asked if all were in favor, the responses were as follows:

Councilmember Donohue	Absent
Councilmember Killian	Aye
Councilmember Noonan	Aye
Councilmember Stewart	Aye
Supervisor Fish	Aye

The motion carried 4:0.

Supervisor Fish introduced the topic of vending machines at the Recreation Park and said Counsel had reviewed the contract. Councilmember Noonan questioned the exclusivity of the contract and whether the Town had an existing contract in place with another large company like Coca Cola. Counsel confirmed that the contract says any vending machines in the Town recreation park would have to be Coca Cola. The Councilmember asked how many vending machines were currently in the park. Recreation Director Brogan replied, "Zero." Supervisor Fish asked how many machines were in discussion. The answer was two, by Mr. Brogan, who explained they were looking to add machines at the Legion Field because there was nothing on that side of the park. He added that softball and baseball are mentioned in the contract, but would make their own decisions based on what the Town decides to do. He also said the contract was 5 years because it reduced the price, and that there must have been vending there before because there are cages that fit the machines already in place.

Councilmember Stewart asked if other vendors were contacted for pricing. Mr. Brogan said they were not. The Councilmember said to be fair, since an RFP did not go out, he felt other vendors should have an opportunity to provide pricing. He said he agreed with having vending machines there but thought it needed to be a fair process. The Councilmember also said he thought a clause should be added to exclude tournaments and other organizations that rent the park, that the current wording limits the entire park. Counsel agreed and said there is also an unlawful confidentiality clause that needs to be struck from the agreement. Councilmember Killian opposed the proposal as well since it was for five years.

WATER & SEWER DEPARTMENT

Supervisor Fish said there had been inquiries and they needed to approve an Out-of-District User Agreement, as has been done previously within the Town. Supervisor Fish invited the Board to discuss the agreement or information received. With no comments offered, the Supervisor asked the Town Clerk to read a resolution. She read:

"Be it resolved that the Town Board authorizes the use of the User Out of District User Agreement template which shall be modified to the specifics of each property subsequent to the receipt of a sewer service application and approval by the Town Water & Sewer Operator.

Be it further resolved that the Supervisor is authorized to sign sewer out of district user agreements pending review by the Town's attorney."

Supervisor Fish explained that any new user who wants to join Town sewer would become an out-of-district user, and be added to the last line that was added, which is extension 5, and would incur the same fees and debt as other users in that extension. Development in extensions 1-4 would pay the out-of-distance user fee for the extension they are in. Councilmember Stewart asked how they would address those between extensions 1-4 and 5, if a new user wants to pay more to go into extensions 1-4 to avoid the extension 5 debt. Supervisor Fish said it would not be possible, they would go into the extension they are building near. Councilmember Stewart asked about Bluebird Road. Supervisor Fish said one side of the street would be the old line and the other is extension 5, but then suggested everything going to extension 5 would be extension 5, but a Schermerhorn property on Sisson Road would be extension 4 because extension 5 begins just past that location. He said all of Sisson Road to Harrison Avenue is extension 4. He also said the Industrial Park is extension 1 but if they are pumped South they would be extension 5.

Councilmember Stewart said it concerned him that extension 1 properties would be pumping through extension 5. He asked if a map would be established before the out-of-district agreement is approved. There was discussion about how to word things to be clear. Supervisor Fish simplified the issue by saying if the line goes South, it's extension 5, regardless of where they connect. Councilmember Stewart questioned if an agreement hadn't been made with a Fortsville Road user to connect to extension 5 and are not paying the debt service. Supervisor Fish

said they should be, and Confidential Secretary Bennett said they are paying the debt service. The Councilmember questioned if they paid a hook-up fee and debt service. Multiple people said yes. The Supervisor said that once the Bluebird pump station is upgraded, the Industrial Park will go North.

Town Clerk Trombley read the resolution again upon request.

Councilmember Stewart said the resolution doesn't reflect any of the discussion they just concluded. Counsel said it's in the agreement that had been drafted, but added that the Town cannot allow property to discharge into extension 5 and not charge them the same fees or more. The Councilmember asked if the resolution as read covered them in the ways discussed. Attorney Bruening said the issue being raised would need to be clear within the agreement, and he said he believed it did address what the Councilmember was concerned about. He said the resolution is just to allow the Supervisor to sign agreements, and that he recommended approving the template of the agreement, rather than reviewing each application as they are received. Counsel said if the template was insufficient that he would re-work it, but if the Board prefers to approve the agreements individually, it is their prerogative.

Councilmember Stewart said he did not see the agreement in question in the materials related to the meeting agenda. He apologized for the confusion but said he was being asked to approve something he hadn't read. Confidential Secretary Bennett said an Arrowhead agreement that had been approved previously had been emailed that morning. Attorney Bruening said he did not know the agreement was not in the packet. Councilmember Stewart questioned why they are approving the out-of-district user agreement that had been used before. Attorney Bruening said the intent was to make it possible for the Supervisor to sign rather than the whole Board approving each application individually. Councilmember Killian said he was also confused. Councilmember Stewart recommended tabling the item so the agreement could be reviewed by the public and Board.

Supervisor Fish said since changing over from Badger to Master Meter, it has cost \$1,000-\$2,000 per year for tech support. He said it is necessary and without it, if you call with an issue, the company won't even answer the phone.

Resolution 167-2025 A motion was made by Councilmember Stewart, seconded by Councilmember Killian to approve \$2,000 for tech support software from Harmony Mobile Software from Master Meter.

Asked if all were in favor, the responses were as follows:

Councilmember Donohue	Absent
Councilmember Killian	Aye
Councilmember Noonan	Aye
Councilmember Stewart	Aye
Supervisor Fish	Aye

The motion carried 4:0.

As a point of discussion, Supervisor Fish said Master Meter had reached out to the prior water administration about upcoming technology changes, which he said were ignored. The changes include an upgrade to Allegra Mobile Laptop Systems, new software, and training, but the Water Superintendent wouldn't agree. The new Water Superintendent has been asked to put pay locks on some meters but he cannot because the system was not updated, and that he is sometimes not able to pick up the meter radio signal as well due to the updates. The Supervisor said the 2012 salesman who sold the system to the Town said it should cost around \$7000.

DEPARTMENT REPORTS

The Town Clerk read the following resolution:

“Be it resolved that the Town Board accepts March monthly department head reports from the following: Assessor’s Office; Building, Planning & Development Office; Dog Control Officer; Historian; Recreation Department; Highway Department; Water Department; and Transfer Station.”

Resolution 168-2025 A motion was made by Councilmember Stewart, seconded by Councilmember Killian to approve the resolution as read.

Asked if all were in favor, the responses were as follows:

Councilmember Donohue	Absent
Councilmember Killian	Aye
Councilmember Noonan	Aye
Councilmember Stewart	Aye
Supervisor Fish	Aye

The motion carried 4:0.

PUBLIC COMMENT PERIOD

Greg Hewlett said he recognized the document was adopted and the public hearing was closed, but that he reviewed the past comments, and that earlier in the meeting, Councilmember Stewart said they needed to raise the rates. He said there were two choices; to raise rates, or to raise EDUs. He said the number of EDUs had not been altered more than 5% at any point. He said they have argued that the math didn’t make sense at each step of the process, and each time the calculation changed but not the end result; rather than establishing the EDU criteria and applying it to the units to determine the number of EDUs, he said the Board had determined the number of EDUs first and changed the math to make it work. He said the result was multi-million-dollar businesses on vast acreage with the same EDUs as a single-wide mobile home on ¼ acre lot. He called it discriminatory. He said they told the Board they were up against a timeline to raise rents, and that at the last moment they raised the cost per EDU \$100. He said they cannot recover that expense until next year, and they can’t recover it completely because they are subject to rent control. He said the last line of the document says, “Just trust us.” He asked if every Board member felt good about this.

Michelle DelSignore said for the second time in 90 days she has had her basement flooded. She said she had addressed the Board on this issue in December. She said she had sent emails and called but the issue was not resolved. She said an underground pipe under Meadow Drive that is backed up and not structurally sound is the cause. She said the issue was decreasing the value of her home and creating unmanageable expenses. She said she had asked for damages and repayment for expenses incurred. She asked if the Supervisor was aware of the flooding the day prior, to which he responded that he was. She said the Highway Superintendent and his team worked hard and reluctantly looked at the damage inside the house. She said hers was not the only home on the street being impacted, that something has to be done, and that she must be compensated. She said she had spoken with an attorney and was disappointed she had not heard back in response to any of her communications. Councilmember Stewart asked if she had received a letter from the Supervisor after the prior incident. She said she had not. Supervisor Fish said he had told her they would look into it.

Councilmember Stewart asked Highway Superintendent Abrams if it was not a Town-installed pipe. Mr. Abrams said they could not find records of who installed the line. Supervisor Fish said this had been under Supervisor’s items but he would discuss it at that time, that gravel had been coming out of the pipe, that it needed to be dug up, a section of pipe removed, replaced, and put back together. He said the Highway Department cannot do the work with their equipment. He said it had been his intention to get an RFP for some prices to get someone over to the site to clean it out. He said the line is in the right-of-way, the Town has been maintaining it, and in discussion with BPD Coordinator Westfall, he felt it was the Town’s responsibility. Highway Superintendent

Abrams said the pipe is twelve feet deep and between 18 and 22 inches wide, requiring a 15-foot deep trench. Councilmember Stewart questioned that the development was built in 1992 and the Town has no record of the pipe. Mr. Abrams said he had no record of the pipe but said it was much older than the development, originally installed from Marine Drive. Councilmember Noonan asked if the flooding was from the pipe or a high water table. Mr. Abrams said the pipe was collapsed and that his team has been trying to pump it down until it can be repaired. In response to a question from Councilmember Killian, the Highway Superintendent said with water jetting, they were only able to go about 8 feet into the pipe in question with a camera. He said with additional pumping they hoped to use the camera again to get a better view of the damage.

Councilmember Stewart said he was sorry this had happened but said he wasn't clear about whether the Town can spend taxpayer dollars on an incident like this, since the Town has insurance, and whether it is the Town's obligation. He didn't think they could just resolve to pay someone without an engineering study and so on. Supervisor Fish said he didn't think they could complete engineering until the pipe was clear. He asked what engineers could tell them that he and the Councilmember couldn't tell by looking at it themselves. The Councilmember said they could dig it up and repair it only to have another collapse farther down the line and it could cost hundreds of thousands of dollars. Councilmembers Stewart and Killian agreed that having an engineer making sure the repair is being done right will prevent it from needing to be redone. Ms. DelSignore said she was wasting money. Councilmember Stewart said he understood but that he did not believe they could just make an agreement to pay her for damages, that it would be a process that went through court or insurance. She replied it would go through court. Councilmember Killian apologized that this happened.

Maureen Dennis said on March 25 she had asked for detailed EDU counts. She asked if they had been prepared or produced. She restated the numbers of EDUs for extensions 1-5 and 5, and the math spelled out in the EDU rate documents, and compared the assigned EDUs of Schermerhorn's apartments vs. the Home of the Good Shepherd, and Bluebird Terrace vs. Hexion water use. She said the rate would go down if the EDU count was correct, which is why she asked for the detailed EDU counts. She said she knew they had been overcharged. She said the rate they had been charged was not in any Board resolution and that they were entitled to a refund. She also pointed out that the Nest phase 2 was vacant land, which was not being charged, but that vacant land in extension 5 was being charged. She calculated 1,009 EDUs, which would bring the cost per EDU to \$136, which is roughly half of the rate the Board passed.

Councilmember Stewart said that he had inquired of the Supervisor and Water Clerk about the properties Ms. Dennis had talked about at past public meetings, and had been in touch with Counsel about them as well. He said he also has not received an answer. Ms. Dennis said she had posed the questions to Councilmembers Stewart and Noonan prior to the new administration as well. Councilmember Stewart said he had asked about this previously and was told it was being handled. Ms. Dennis said her FOIL requests were also not responded to. Councilmember Stewart said the engineers had been in with lists of properties and reviewed them with the Supervisor, they were trying to arrive at numbers that were fair. Ms. Dennis said she just wanted to see the math. The Councilmember said the engineers should be there to defend their numbers.

Greg Hewlett asked if they could get the engineers to attend a meeting. Councilmember Noonan said he didn't know if they had been asked. Mr. Hewlett said they had been told that the engineers had been asked but they couldn't attend because they were out of town. Supervisor Fish said they hadn't been asked to attend that meeting. Mr. Hewlett asked if they had ever been asked.

Dave Rogge said the Board had just thrust a bill on him that he cannot afford to pay. Councilmember Stewart protested mildly. Mr. Rogge said two months in a row the figure had been \$650, at this meeting it was \$750, and that at a previous meeting he expressed that they cannot raise rents. He asked what he was supposed to do. He said his residents were already asking how high the rents were going to go. He said he knew this Board didn't shove the sewer down his throat, that they voted to have sewer, and that was because they were told there were more EDUs coming online soon. He said he just heard if a new user comes online in extensions 1-4, they would be added there. He said he thought the northbound line was at capacity. Supervisor Fish said it is not at capacity. He asked about three large parcels with older owners who want to sell. He suggested a Board in the future could

charge a low number of EDUs, then asserts that can't happen. He said they were sold on sewer based on their cost declining as EDUs were added to the extension. Mr. Rogge said he didn't understand the justification for jumping from \$650 to \$750 this year. He said it was done on a whim.

Councilmember Stewart said he had a very structured explanation for why he offered the \$750 figure, which included the operating cost and debt service. He said the original \$650 didn't take into consideration any long-term or emergency maintenance costs. He questioned whether, as a business owner, Mr. Rogge wanted the Board to pass a rate that would not pay the expenses. Mr. Rogge said for just this year. The Councilmember asked if he wanted the Town to operate in the red this year, adding the expense to the future. Mr. Rogge said there was already a cushion built into the \$650 figure. Councilmember Stewart said it was \$30,000, and asked how many times the Town had been out pumping and had line breaks. He said they had probably already spent \$30,000 on the line. He said the Supervisor has presented these numbers after working with the engineers, and said he could not say if they were right or wrong, but that the engineers would be coming to explain the figures.

The Councilmember said all he did was add \$74,100 to protect extension 5 users against maintenance costs they know will be incurred. He said in the worst case, that money is put aside for the future of the line. He mentioned again the debt payment would grow over time based on the way the loan was structured and that in the 30th year the payment would be \$400,000. Mr. Rogge asked what kind of loan they had gotten. Councilmember Stewart said he did not get the loan but it is the loan they were trying to figure out how to pay. He said he was offended by the assertion that he had proposed the increased figure without forethought, that the figure was changed on a whim. Mr. Rogge said at one time they calculated \$450 and \$550, he said every time he turned around the figure went up. Councilmember Stewart said to pull the records because he said he never said it would not be over \$650. He said it does not make sense to bill less than it costs to operate the line. He said he knows it is a bad deal.

Mr. Rogge asked how many EDUs a new development would bring, referencing the recently approved Jacobie Parkside Farm PUD. Ms. Dennis responded with the figure 187. Mr. Rogge asked what that would do to the rate. Councilmember Stewart said he hoped it would bring it down, but the increased debt payment and actual operating expense figures that will be available by then have to be factored in to make the calculation. Supervisor Fish said that Mr. Rogge had been to his office and was told that if the density makes it possible to reduce the rates, then it's the first thing they will do. Councilmember Stewart said the system allows the Board to re-evaluate every year so they can make those adjustments. Mr. Rogge said the engineers need to be at the next meeting to defend the numbers. Councilmember Killian said however the Town got to this spot, there are there now and have to start somewhere to tackle it. Supervisor Fish said he had the original figures and what the previous Board tried to do was consolidate the extensions to bring down the rates. Mr. Rogge said that in the Supervisor's office he was told the figure was between \$600 and \$650, capped at \$650 and he had accepted that. He said he understands covering costs but that the change should have been disclosed before the meeting so there would be an opportunity to explore other potential options.

Mr. Rogge also questioned whether the 30-year loan could be restructured. He said he takes out mortgages all the time and the rate never goes up. Supervisor Fish said he believed they did it that way with the NYS EFC because they believed that the payment would be too high at the beginning of the loan when it has the fewest users. The Supervisor and Mr. Rogge agreed that the idea of \$100 million of growth that was promised when the sewer was proposed was high improbable based on their decades of experience with the Town and the slow rate of growth the Town has experienced in that time. Supervisor Fish said that the growth at exit 18 has taken 50 years, as an example. Mr. Rogge said that is why he is so stressed about this; his costs are not going to go down. He said there was a \$4,000 bill in Lamplighter for repairs, and asked if the Town could recoup the cost from the installer. Supervisor Fish said there was a \$3,000 repair nearby where the 2-inch and 3-inch lines connect where alcoholic beverage containers were found in with the line. He said they were drinking when they put it together and never tightened the connection.

Councilmember Stewart apologized for venting his frustration but said he didn't think they realized how much respect they put back on the mobile home park owners as the major users on the line. They agreed the engineers

needed to come so they can review the numbers, and he said if there was an error he would be the first to apologize and correct the rates. Mr. Rogge asked the Supervisor if the engineers would be at the next meeting. Supervisor Fish said he would make a call and let him know what they say. Mr. Hewlett took up the podium when Mr. Rogge was seated and confirmed that the original map plan figures were higher, and at the time, the project was projected to be \$16 million, to which a \$5 million extension was added. He said the good news was that the numbers came in lower than projected at \$13 million, so they expected a lower payment because instead of \$21 million, the total was \$13 million.

He addressed a comment to Councilmember Stewart addressing the question of forethought, saying he had brought multiple documents to the Board to compare figures to see if they believed they were correct, and not having seen the final figures, he believed the inconsistencies he saw had not been addressed. Supervisor Fish questioned why a facility of any size should pay more if it is putting the same amount of material into the system. Mr. Hewlett said he agreed, but on that basis, each mobile home in Lamplighter Acres should be less than 1 EDU. He said the homes historically average less than 98 gallons per unit per day. He said the single EDU is based on 300 gallons per unit per day. He said well users not using a water meter have an unknown amount of discharge into the sewer. He also cited the Hillman Trucking/Casella Waste property, which according to Town documents used 4,500 gallons. Supervisor Fish said there is no water meter on that property. Mr. Hewlett said it is assigned 1 EDU. The Supervisor asked the Water Superintendent if he had ever seen a water meter at that property. Mr. Hewlett asked how they are charging that property. Ms. Dennis asked if the property has septic. Mr. Hewlett said the way extension 5 is structured, they would have to connect or pay a fee. In summary, he said the biggest group shouldering the expense are the people living in affordable housing. Councilmember Stewart said if the engineers don't back up the numbers they will adjust the EDUs.

COMMITTEE REPORTS

Recreation

Councilmember Stewart said he had met with the Supervisor the previous Friday. He said BOCES had done an amazing job at the Recreation Park clearing out trees and grading the land in preparation for a new playing field and some batting cages. At that point he said there were stumps and piles of debris that pose a safety risk going into the busy spring and summer seasons. He said they had contacted three trucking companies to get pricing for hauling away the material, and got two prices. The Councilmember said what he was proposing is for one of the companies to work with a Town employee on a loader to load a truck and trailer or tri-axel and dump trailer (his preference) because the material only needed to be hauled 1/8th mile to be dumped on-site. He said he thought a lot of material could be moved in a day and it might not take a whole day to move all of the material. He also said the expense had not been budgeted but they found a way to pay for it.

Resolution 169-2025 A motion was made by Councilmember Stewart, seconded by Councilmember Killian to hire Rozell Industries to provide a tractor, dump truck, and driver for 8 hours for a sum not to exceed \$1,784 pending availability to do the work by April 16, 2025, and if the vendor cannot complete the work within the given timeline, the Supervisor is authorized to sign a contract with Charles Freidman Excavating, Inc. for a truck and dump trailer for a sum not to exceed \$235/hr. for 8 hours.

Asked if all were in favor, the responses were as follows:

Councilmember Donohue	Absent
Councilmember Killian	Aye
Councilmember Noonan	Aye
Councilmember Stewart	Aye
Supervisor Fish	Aye

The motion carried 4:0.

Economic, Small Business, and Technology Development

A regular meeting of the Town Board of the Town of Moreau was held at 7:00 p.m. on April 8, 2025 at the Moreau Municipal Building, 351 Reynolds Road, Moreau, Saratoga County, New York.

Councilmember Killian received quotes but is waiting additional figures for 90-inch screens, monitors, and so on.

Recreation Cont.

Recreation Director Brogan gave an update on Field 3 work. He said workers were expected the three days following the meeting to complete the work.

SUPERVISOR'S ITEMS

Supervisor Fish spoke about the Route 9 sewer line repair referenced earlier in the meeting, and said there was another repair underway or completed in The Pines mobile home park.

ADJOURNMENT

Resolution 170-2025 A motion was made by Councilmember Stewart, seconded by Councilmember Killian, to adjourn the meeting.

Asked if all were in favor, the responses were as follows:

Councilmember Donohue	Absent
Councilmember Killian	Aye
Councilmember Noonan	Aye
Councilmember Stewart	Aye
Supervisor Fish	Aye

The motion carried 4:0. The meeting was adjourned at 8:51 p.m.

Respectfully submitted,
Erin Trombley
Erin Trombley, Town Clerk

The meeting was held in person. The Supervisor called the meeting to order at 9:30 a.m. with an attendance roll call and the Pledge of Allegiance.

PRESENT:	John Donohue, Jr.	Councilmember
	Kyle Noonan	Councilmember
	Mark Stewart	Councilmember
	Jesse A. Fish, Jr.	Supervisor

ALSO PRESENT:	Erin Trombley	Town Clerk
	Glen Bruening	Town Counsel
	Chris Abrams	Highway Superintendent
	Elizabeth Bennett	Confidential Secretary
	Josh Westfall	Building, Planning and Development Coordinator

OTHERS PRESENT: None

MARINE DRIVE DRAINAGE DISTRICT

Supervisor Fish opened the meeting by explaining that the purpose of the meeting was to bring the Board up to date on the situation related to the Marine Drive drainage system. He said a resident had attended a November Town Board meeting, and told the Board about her basement flooding. The Supervisor said nothing was done about it at that time, and that there had been discussions with her about it. He said that the situation improved for some time and then her basement flooded again and she came to another meeting. The Supervisor said the Highway Superintendent had been working on one of the manholes near Meadow Drive and was unable to jet the drainage line open as of the date of that meeting and the resident left the meeting unhappy.

The Supervisor said he went down to see the situation himself, looking for depressions and other signs that could indicate a sinkhole could open or the road may collapse. The Highway Superintendent presented a quote for \$2,200 from Kenyon to clean out the line, which the Supervisor admitted was over his discretionary spending limit, but took the opportunity to clean out the line. He said he should have called the rest of the Board before taking that step, even though he said he was not supposed to poll the Board.

Two blockages were found in the line, the Supervisor said, one of which was roots, and the contractor was able to get through it. 180 feet farther down the line they hit something solid he believed was sand, he said, and once they broke through that blockage, the full pipe drained for over 30 minutes, discharging very muddy water. He said they did not know the source of the material, and that no maintenance had been done on the line for nearly 40 years. He said when the water stopped running, the pipe collapsed. He said he felt it was an emergency because of all the backed-up water and that action was required to prevent damage to private property or the Town road.

The Supervisor said he reached out for prices, received some, and the contractor offered to mobilize over the weekend. He said O'Connor Construction had the lowest bid, and nothing else was done before an email was sent out to the Board to update them that night. The Supervisor said he called many people including former employees to get historical information, such as whether this was a drainage district and therefore whether the Town was responsible for rectifying the situation. The Supervisor invited the Town Attorney to correct him if he was incorrect, and said all indications were that the Town is responsible. He said the Town did install the pipe, that Town employees were in a 12-foot-deep hole that wasn't reinforced which prompted a call to the Union, whose response was to hurry and finish the job. He said at the time a surveyor was working in the area at the time, that they know how it was installed and that the pipe is part of the drainage district because it connects to the original drainage district line. The Supervisor said when the development there was built, the builder tapped into the line and installed sump pumps, which he said was not supposed to have been done. He continued, saying another line was installed behind the houses that was supposed to have been removed, but was not.

The Supervisor said they had contacted O'Connor, Galusha, and Mike Morrissey, who he said had installed some of the line in the area, and went ahead with O'Connor as the low bidder. Supervisor Fish said he was surprised to find TKC (Tom Kubricky) on site on Monday morning, and that Pat O'Connor said Kubricky had more expertise in this type of situation and that they would work together. Supervisor Fish said he told Mr. O'Connor that it was his bid and that they would adhere to it, and that Mr. O'Connor agreed. The Supervisor said that bypass pumps had been hooked up, that they would bypass the length of Meadow Drive to clear the line. He said they were going to go through a back yard to dump the water into the woods, and approached the homeowner. Though courteous, the homeowner adamantly did not want the water dumped on their property, the Supervisor said.

By 5:00 p.m. the night prior to the meeting, the water had been pumped down from 12-feet to 6 feet deep at the manhole, he said, but the morning of the meeting the pumps were not running, and were clogged with rocks and sand. The Supervisor said an engineer from LaBella was contacted by Tom Kubricky and the Town's engineers were on-site also. He said the main objective was to avoid digging up people yards and avoid tearing up the road, and that if they had to dig the line up, well points would need to be installed to handle the water and it would be terrible. He said the engineers would be the ones to decide if that is what needs to be done, and when the determination is made, he said he would bring it back to the Board in another meeting.

He said that morning the Feeder Dam Road end of the line had been blocked off and that cameras were being used from both ends of the line. He said they found a root ball connected to stumps on two sides at one end that they would cut off, and they would try to get through the solid blockage where the pipe had collapsed to see if there was enough integrity in the pipe to install a slip liner into it. The Supervisor said he had spoken to Dan Rourke at the Saratoga County sewer district who told him about different kinds of liners that are available now including a hardening polymer lining that would make the pipe somewhat narrower but reinforce the pipe, saving the Town from having to dig the pipe up. He said Mr. Rourke had given him the contact information for some companies who install these so he could speak to them. The Supervisor said there is also an 18" line installed above the pipe in question which would also be dug up if the repair or removal required digging it up.

Councilmember Noonan said he appreciated the narrative and that the Supervisor acknowledged that he had acted without the Board. He asked Council how they should handle the Supervisor's commitment to \$200 more than his discretionary spending limit since it was a violation of the Town's procurement policy. Attorney Bruening said the Board's obligation is to review the actions taken and if they agree the decision was in the best interest of the Town, they could ratify the action. He said if there was an issue with the actions, they should discuss it and decide what to do.

Councilmember Stewart said he had spoken with the Highway Superintendent who said he was directed by the Supervisor to act despite the expense being over the limit on legal advice of Attorney Bruening. Councilmember Stewart also questioned if the total was \$2200, or if it had been the minimum figure. The Supervisor said the work had been completed in under four hours, so the sum may be under the Supervisor's spending limit. The Councilmember asked the attorney directly if he had advised that the Supervisor should not poll the Board. Attorney Bruening said that he and his predecessors had given consistent advice recommending strongly against polling the Board on substantive issues because it could be considered a violation of Open Meetings law. He continued, saying that he never said that there is an emergency exception built into the procurement policy.

He said if one was not keeping up with that aspect, one would not know they had an obligation to poll the board in an emergency because in an emergency the Board has delegated authority in decision-making to the Supervisor. He said once a determination is made that there is an emergency requiring quotes to be obtained, the Supervisor has to get the information to the Board. He added that in an emergency where the Board is not available, the Supervisor could expend the resources and hope the Board will ratify the action. Attorney Bruening said they see emergency actions of this nature regularly, such as in road wash-outs, for example. He said on paper it says one thing, and in real life other factors are in play. Counsel said he had been too successful in his admonition not to poll the Board, and acknowledged his part.

Councilmember Stewart summarized the question he had asked Counsel regarding whether he had advised against polling the Board for the expense over \$2,000 for Highway Superintendent Abrams, and said that advice was never given to the Supervisor or Highway Superintendent. The Councilmember asked Superintendent Abrams where he had gotten his direction. He said the summary given by the Supervisor at the beginning of the meeting made the exchanges sound smooth, but that the conversation was not smooth or easy. He said the Supervisor had referenced a 2012 document that said the Supervisor didn't need to talk to the Board or get permission. He said between the prior Tuesday and that day, a number of things had happened that the Board was not consulted about. He quoted an email from the Supervisor's Confidential Secretary: "The Supervisor wanted to make the Town Board aware that the wheels are in motion and moving forward. At this point the Town will make the necessary repairs for the emergency situation. As this progresses, this office will work with Glen [Bruening] and Jeffrey [Cruz] to make the determination as to how the repair could/should be paid back to the Town through the drainage district if applicable."

Councilmember Stewart said that when they left the last meeting he thought it was very clear that the desire was to get the engineers in to assess the situation. He said he understood BPD Coordinator Westfall had called the engineers who declined because there was already a broken pipe. He said he would have immediately called the engineers when the Board's direction was not being followed, because even the contractor brought in their own engineers to determine their direction. The Councilmember asked the Highway Superintendent if his crew had been able to pump out the line over the weekend and maintain it. Superintendent Abrams said they had pumped and were maintaining but not at a level where the homes on Hilton were no longer taking on water. He said their efforts prevented the situation from getting worse. The Councilmember said through the engineer hydraulic analysis it would be known that it takes days for water to clear through sand to see the effects an eighth or tenth of a mile away. Mr. Abrams said they reduced the level one foot to eighteen inches a day, but the next day the level was back to its original level. He said though they were maintaining, 51 Hilton Dr. and their neighbor at 39 Hilton were still getting water in their basements.

Councilmember Stewart asked if those houses were not in the district according to the original map they had before them for reference, because the house had not been built yet. Superintendent Abrams said they were not, but that there was another drainage line. The Councilmember circled back to say that the Town's crew could have addressed it sufficiently to prevent this emergency expenditure issue and allow the Board to go out to bid for the work. He said the Supervisor had reached out to Galusha, O'Connor, Morrissey, Trinity, Rozell, Brian, and KPI the prior Friday. He said Thursday the line was being jetted, on Wednesday 9 former employees had been contacted, but the Board got their first official update on Friday. The Councilmember said at that point they had still not agreed that it was an emergency. On Saturday and Sunday he said they were not contacted with updates though people were working on it. Monday morning the Councilmember said he spoke with Counsel and asked how this was an emergency, expressed that he didn't think the Town was in a good position since they did not have assessment by the engineer, and this was perhaps one of the biggest projects undertaken by this Board outside of the sewer district and they were acting without direction.

Highway Superintendent Abrams said, for clarification, that they had been unsuccessful in clearing the line with the water jet they had. He said if the engineers had been on site, they would not have seen anything 12 feet down the hole. The Councilmember asked if KPI had been able to get imaging. The Superintendent said they were only able to get eight feet into the line. The Councilmember said he had expressed concern to Counsel about the right-of-way issue. He said he understood part of the line was in the road, but that it also cuts through private property and daylight at the river. He asked if the Town had a right-of-way to maintain that portion of the line. The Highway Superintendent said the section they were working on at the time fell in the Town's right-of-way. The Supervisor's Confidential Secretary said the Town had easements on the property going back to 1972. The Councilmember said as of the day before the Board did not have that answer, and continued saying his fourth concern he expressed the Counsel was how they have gotten all this done without polling the Board. He said the attorney said he thought the Board was in favor of the actions. At 11:25 a.m. he said Counsel send an email to the Board expressing the Councilmember's concerns. He questioned whether the Board was now supposed to overlook the path that led to the point and just go forward. He quoted the language of the exemption.

He said now with O'Connor and Kubricky on site with bigger pumps keeping the water down, so the emergency exemption ended and they should go out to bid. He said he gave the Supervisor the benefit of the doubt that he was acting in good faith. He asked why they were not having the engineers in to get direction to give to the Board. He said even after the Town Attorney says the Supervisor needs to poll the Board, the Supervisor continued to take the stance that he didn't have to. He said if the engineers said they didn't need to come out, they should have had an emergency meeting to plan. He asked how this would be paid for and who would pay it. He said if the drainage district existed, they could be putting a giant bill on under 100 people.

Supervisor Fish interjected that where they had gotten to that morning is that the bigger pumps had gotten the water level down, and they were looking to see what the issue is. Nothing else had been done, he said, and nothing else would be done without the Board and Town engineers. Councilmember Stewart said that was not the message relayed to the Board over the prior five days, or that he had received the prior evening. He said he should not have to ask the Supervisor's office to follow the Town's policy. He asked the Supervisor had signed a contract with O'Connor. The Supervisor said he had not. Councilmember Stewart questioned that O'Connor accepted the project and subcontracted it to Kubricky without a contract, and asked how the Town was protected. He said based on the equipment on site, which he said included excavators and shoring equipment, it appears it was never the intent to just pump out the water and line the pipe. The Councilmember asked Counsel if a subcontractor can take over an emergency bid entirely.

Attorney Bruening said he did not know, but thought it was likely. He said he understood the concerns, and that the Supervisor believed he was acting on an emergency, and now is asking the Board for next steps. To the question of the equipment on site, he said if the emergency had required their implementation, at least the equipment was there. He said he did not want to get into anyone's intent, and that he was just catching up on research that had been performed in the office, and that documentation points to one or even two drainage districts had been created and then lost in the collective knowledge of the Town. He said they should have, at minimum, been billed for maintenance work done over the decades. He said they were all learning brand new information on the spot, which he called amazing, but also that things were moving quickly. He acknowledged missteps along the way and took responsibility for his part in any of it, apologizing to the Board. He recommended at that time that they decide how they wanted to proceed; whether to turn away the contractors because the Board feels the emergency is abated. He said, based upon what the Highway Superintendent had said, that he was not so sure the emergency had ended. He said if things took a turn for the worse, it would mean bringing everyone back and everything that entails. He said they needed to work through a couple of days until they can get good advice. He suggested they were in a good position at that time, that they could go in either direction.

Councilmember Stewart asked if it was Counsel's advice to carry on with the pumps in place, get an engineering report, and put the project out to bid. Supervisor Fish said that now that the water has been pumped down, the Highway team may be able to keep up with it, but there is still a blockage in the line that needs to be fixed or it will continue to back up. Supervisor Fish explained that when the Highway pumps pumped over the weekend and the level dropped and then went back up overnight but didn't go higher, that the level was seeking the level of the ground water, therefore if it is not pumped continuously, the level would come back up to the ground water level. In that case, he said, if it can't get through the drainage line it will back up. He said they should keep the pumps pumping, demobilize the rest of the equipment, and follow the advice of Counsel and the engineers. He said he had spoken with Kenyon that morning, who did not want to dig everything up but brought equipment in the event it had to be done. Councilmember Stewart said he was concerned about the scope of the work, and imagined if it came down to 83 users, that the bill might be hundreds of thousands of dollars if they needed to dig the line up. The Councilmember said this all could have been avoided with a phonecall mid-week. Supervisor Fish said he never had any intention to deceive the Board or to overstep his authority. He said he just thought it was important to get the project to the point where they knew what the extent of the repair would be.

Superintendent Abrams said that as of a few minutes prior, they still were not able to get through the pipe. He said he would suggest getting the pipe cleaned out so they can get good images for evaluation before pausing additional work. Supervisor Fish asked if jetting had been done from both ends of the line because they had been

able to get through once. Councilmember Donohue said there had been communication problems, but if the Supervisor sees an emergency he has discretion to address it. He said he believed the Supervisor acted in good faith, believing it was an emergency, and the affected homeowners believed it was an emergency. He said they needed to move forward from this point, with so much happening he suggested pausing, keep pumping down the line and see what can be done, to slow the process and get the engineers in to evaluate it to see what direction they recommend taking. He said he did not favor digging up the line. Supervisor Fish asked if it was the direction of the Board was to stop additional work and have the Highway crew keep working on the line until they can determine what to do next. Councilmember Noonan asked if there was an engineering team on site at the time. Supervisor Fish said there were two engineers present; the Town engineer, and the Kubricky engineer, whom the Supervisor said the Town is not responsible for. Councilmember Noonan said if one of the engineers determined it could be maintained with the Town's smaller pumps, he would be okay with that, but he did not feel qualified to make that decision himself.

The Supervisor said that the Highway department had not been able to maintain the water level with the smaller pumps. He said the water level was down to three feet, and at one time had been down to the bottom of the pipe. Councilmember Noonan said beyond the communication issues, his concern was that to that point it was as if they had issued a blank check. The Supervisor agreed. The Councilmember said if the newer houses are in the water table, they are in the water table. Supervisor Fish said that the 4 houses below the plug in the line would be being pumped out by sump pumps. He said he didn't know if the houses above the plug could go into the line. Councilmember Noonan clarified that the developer who built the homes put in sump pumps and tapped into the line but were not authorized to do so. Supervisor Fish confirmed that. The Councilmember said that, thinking ahead, they had to decide if they were going to maintain the drainage district, or if it were possible to dissolve it, in which case each homeowner would have to spend \$2,500 on a solution to the water in their own basements. Supervisor Fish said Councilmember Donohue's father (a former Councilmember) had a solution; he asked why they would let people build houses in a swamp and then have to create a drainage district to pay for it.

Going back to his former point, The Councilmember said until someone says it will be okay to go down to the small pumps, he is okay with continuing with the contractor pumps for weeks if needed. Supervisor Fish said the Board needed to make the decision. Councilmember Noonan said they would decide based on the advice of someone with more credentials. Councilmember Donohue said in an email it was said that a drainage district would have been filed with the state. Attorney Bruening said as a taxing district, there would have been a filing with the State Comptroller. Confidential Secretary Bennett said the Town Clerk is looking for the filing, that there is documentation for easements, and that Saratoga County Treasurer's office was looking at tax bills going back to the 1980s because if a drainage district exists, the Town cannot pay for this repair. She added that in 2019 the Highway Superintendent had asked for funds to address drainage in this area, and that the Supervisor at the time said the Town could not pay if there was a drainage district. She said this is the matter she was referring to when she said Glen and Jeffrey were looking into how to pay for the repair in the email referenced earlier in the context of a drainage district.

Councilmember Stewart asked if there was only one daylight on the line. Secretary Bennett said there were two, the one that goes from Hudson to the West out Sandy Boulevard headed North and is not experiencing an issue. The line in question originates on Marine and Hilton to the West. The Councilmember referenced an email that stated that a homeowner would check the end of one line to see if it was draining, which led him to believe the Town didn't have an easement to access the daylight. He asked if the Town discovered evidence of an easement after that. She said that was an early call to gather information and nothing was happening at that time but the Highway Department trying to pump the line down. She said that on Tuesday and Wednesday there was no new information to share and that she was gathering information at that time to give to the Board. They were still trying to ascertain if that pipe was connected to the line, which she said it was.

Councilmember Stewart said his hesitation, having hashed out the process to this point, is that if this is a drainage district, he would have a hard time going to the people in the district with the bill. He asked what other options the Town had. Counsel said it is always an option of the Town to disband the district if it had been abandoned and didn't make sense to keep it. Supervisor Fish asked if it would be done by local law. Counsel said

it was like a local law process, that is was an Article 12 creation. Supervisor Fish agreed with not wanting to bill the homeowners in the district, and said most of the people in the affected area probably don't even know about the drainage district. He said the people who were involved in the district's creation are probably gone. Councilmember Noonan asked if title insurance would show easements for a drainage district. Attorney Bruening said yes, that the easement would be in the chain of title, and the title insurance would have excepted out the portion for the easements so it would have shown up on the title and title insurance. Councilmember Noonan said in his experience he would not have picked up on something like that unless it was pointed out, so he said it was indefensible to say the homeowners should have known when they bought the houses. Councilmember Stewart said it would have been on the deed also.

Councilmember Stewart said he had been expressing his concerns for a week, and at this point they needed to move forward, agreeing with the emergency. He asked if there was a ballpark figure for the hours so far. Secretary Bennett said nobody could give an estimate without seeing the situation, which is why the Supervisor, Highway Superintendent, and Building, Planning and Development Coordinator went down and met with them at the scene. She referred to the map of the drainage district and pointed out that the top section of the map was not part of the district because that did not exist at the time. She continued, saying that the houses on the North side of Meadow tapped into the district line and therefore benefit from the district, and also the Hilton Drive parcels on the top also benefit from the district even though they didn't exist at the time. She posed the question of whether all of these homes should be added to the drainage district if they choose not to disband it since they benefit.

Councilmember Stewart said he would be okay if an engineer said they could continue pumping the line while they continue to work on engineering to address the emergency aspect of the project. He added that if it came down to digging up the line, it might be cheaper to install a pump station and install a new line. Councilmember Noonan asked if there had been drainage of the pit on Sandy Boulevard, and whether it had been determined that a backup on the Sandy Boulevard side could be contributing to the issue with the line in question. He said it looked like in each new development the equivalent of a building lot was devoted to drainage. Councilmember Stewart said this is the first winter and spring when that development was completely done and whether it was related, similar, he said similar to Kimberly Lane and Grey Fox issues.

Attorney Bruening said that while the pumps are working to keep the water down, the issue remains that the blockage in the line has to be cleared before a determination can be made about whether a lining could be added to the line. He said there is still an emergency situation in the sense that engineering cannot even assess the situation until the line is clear so they can get a good view of the pipe. He said if that is correct, that the Board should not give up on the emergency because the line still needs to be cleared so the engineers can present the Board with options going forward. Councilmember Stewart said the line had been flowing but then collapsed. He said if there's this issue here, then what are they doing on the other end of the line. Superintendent Abrams said Kenyon did have the line flowing but it's possible a clog dislodged and then got stuck again in the line, and that the line may not have collapsed. He said they do know there was one bad spot in the pipe between to manholes and that it was being cleared at the time of the meeting. The Supervisor asked the BPD Coordinator if he would contact MJ and tell him that under no circumstances should any digging be done that day. Councilmember Stewart said they were doing everything they can do short of a final solution.

Secretary Bennett said in conversation with the BPD Coordinator, they discussed that the Town could loan the money to the district and add users to distribute the cost. She also offered to reach out to O'Connor to get a contract to send to the Board to review. She asked Counsel if they could poll the Board to authorize the Supervisor to sign the contract. Attorney Bruening said it is always necessary for the Board to approve the action, so in the emergency situation where the Board members cannot assemble to sign, they can give the okay and ratify the action at the next meeting of the Board. Counsel said this was a big risk for a Supervisor to take. Supervisor Fish said he was not willing to do that.

A special meeting of the Town Board of the Town of Moreau was held at 9:30 a.m. on April 15, 2025 at the Moreau Municipal Building, 351 Reynolds Road, Moreau, Saratoga County, New York.

Resolution 170-2025 A motion was made by Councilmember Stewart, seconded by Councilmember Donohue to authorize the Supervisor to obtain a contract for O'Connor in conjunction with MJ to determine and detail the scope of work required to resolve the immediate emergency, which is to clear the line.

Discussion: Secretary Bennett said this is authorizing the Supervisor to obtain a contract, and asked Counsel if the Supervisor, having obtained the contract, could poll the Board to authorize him to sign the contract after review, and then ratify that authorization at the next meeting. Counsel said they could do that. Councilmember Stewart said there was no sense de-mobilizing those on site now, but to get to a place of being able to get an assessment of the line. Supervisor Fish said that when it comes to making a plan for the resolution of the situation, they would call a special meeting. Councilmember Stewart said he would make himself available.

The Supervisor called for a roll call vote, the results of which are as follows:

Councilmember Donohue	Aye
Councilmember Killian	Absent
Councilmember Noonan	Aye
Councilmember Stewart	Aye
Supervisor Fish	Aye

The motion passed 4:0.

Supervisor Fish said he also wanted the Board to know the engineers would be present at the April 29th meeting.

Resolution 171-2025 A motion was made by Councilmember Donohue, seconded by Councilmember Donohue authorizing the payment of \$2,200 to KPI for draining, jetting, and photographing the line which was completed on Thursday, April 10.

Asked if all were in favor, the responses were as follows:

Councilmember Donohue	Aye
Councilmember Killian	Absent
Councilmember Noonan	Aye
Councilmember Stewart	Aye
Supervisor Fish	Aye

The motion passed 4:0.

Resolution 172-2025 A motion was made by Councilmember Stewart and seconded by Councilmember Donohue authorizing the Supervisor to work with MJ Engineering on a long-term solution to the issue.

Asked if all were in favor, the responses were as follows:

Councilmember Donohue	Aye
Councilmember Killian	Absent
Councilmember Noonan	Aye
Councilmember Stewart	Aye
Supervisor Fish	Aye

The motion passed 4:0.

Counsel said there was the issue of financing the work, and that the Confidential Secretary had mentioned the Town loaning the district funds. He said the district and Town can borrow funds for that, and if there were a low-

A special meeting of the Town Board of the Town of Moreau was held at 9:30 a.m. on April 15, 2025 at the Moreau Municipal Building, 351 Reynolds Road, Moreau, Saratoga County, New York.

or no-interest loan available, the payments could be spread out over many years. He said they needed to investigate the options. Councilmember Stewart asked if there needed to be an emergency transfer of funds from the general fund to pay for the emergency, or pay the expenses from the general fund without moving them to the district. Secretary Bennett said this would be something that Principal Account Clerk Cruz would need to look at it and present this to the Board on April 29. Like a fire protection district, Attorney Bruening said a taxing district would still show up on a tax bill, even if the billing amount was \$0. The tax bills would continue to carry the district on a line, he said. Secretary Bennett said that is what they were looking for, and if it was billed, did it drop off, and when. Councilmember Stewart said this was a tough situation to address because records go back to the 1980s and '70s and maintenance expenses don't appear to have been addressed up front. Former Supervisor Congdon said that once it was paid for the Town let it go, according to the Secretary. Supervisor Fish said there is corrugated pipe in wet ground for 40 years.

Counsel said that if the district is not dissolved, they could consider an extension to pick up additional users. Councilmember Stewart asked if they should authorize the Supervisor to work with Miller, Mannix, Schachner, and Hafner to explore the possibility of dissolving the district since it is outside the scope of typical business. Secretary Bennett suggested waiting until April 29 so additional information can be gathered. Supervisor Fish asked if the line is cleared and assessment is done, will they demobilize everyone until they are prepared to act on a final solution, or would they pay everybody involved while they wait. Councilmember Stewart said he would decide based on the determination of the engineers.

ADJOURNMENT

Resolution 173-2025 A motion was made by Councilmember Donohue, seconded by Councilmember Stewart, to adjourn the meeting.

Asked if all were in favor, the responses were as follows:

Councilmember Donohue	Aye
Councilmember Killian	Absent
Councilmember Noonan	Aye
Councilmember Stewart	Aye
Supervisor Fish	Aye

The motion carried 4:0. The meeting was adjourned at 10:49 a.m.

Respectfully submitted,
Erin Trombley
Erin Trombley, Town Clerk

Elizabeth Bennett

From: Joshua Westfall
Sent: Wednesday, April 23, 2025 10:33 AM
To: Kyle Noonan; Jesse Fish; Mark Stewart; Patrick Killian; JD Donohue
Cc: Elizabeth Bennett; Erin Trombley; Jeremy Brogan
Subject: HRVG Trail Planning Resolution
Attachments: HRVG Trail Planning Resolution.docx

Board:

I am requesting the attached resolution be considered at the next TB meeting on Tuesday the 29th.

Specially this funding, up to \$75,000, has a 50:50 match and is to be used for planning (engineering). Advancing to construction documents through this funding will allow the Town to pursue additional funding from State Parks Rec Trail Program (RTP)- a 75:25 program this summer, maximizing the state funding for capital costs.

A 50:50 Saratoga County grant up to \$10,000 can be used for either planning or construction. That grant will come out later this spring.

County funding, although needing a match individually, can all be wholly considered a match for any State dollars. When I get estimates from LA I will review the numbers and see the best way to maximize that grant.

Jeffrey was able to send me the invoice and canceled check for the Trail Equipment Grant (\$25,000) we received last fall from the Greenway.

That has been submitted this morning and reimbursement should be within a few weeks.

Thanks
Josh

RESOLUTION ____ OF 2025

A RESOLUTION AUTHORIZING THE SUBMITTAL OF A GRANT APPLICATION TO HUDSON RIVER VALLEY GREENWAY AND AUTHORIZING THE SUPERVISOR TO ENTER INTO ANY AGREEMENT WITH THE AGENCY UPON AWARD.

WHEREAS, the Town of Moreau is applying to the Hudson River Valley Greenway for a grant under the Hudson River Valley Greenway Trails Program for Trail Planning for a project entitled *Moreau Riverside Trail Phase II Planning*, to be located in the Town of Moreau, and

WHEREAS, said grant will provide the town with funding up to \$75,000 for the development of planning documents for Phase II of the Moreau Riverside Trail with a 50:50 match, and

WHEREAS, this project will be necessary step to further the Town's 2021 Trails Concept Plan and implement the overall vision of the Moreau Riverside Trail, to eventually connect to Moreau Lake State Park.

NOW, THEREFORE BE IT RESOLVED, that the Town Board of the Town of Moreau hereby does approve and endorse the application for a grant under the Hudson River Valley Greenway Trail Program for Trail Planning, for a project known as *Moreau Riverside Trail Phase II Planning*, located in Moreau, and be it

FURTHER RESOLVED, That the Town Board authorizes the Town Supervisor to enter into any agreement pursuant to award with the Hudson River Valley Greenway.

SENT VIA EMAIL ONLY

April 28, 2025

Mr. Joshua Westfall
Building, Planning and Development Coordinator
Town of Moreau
351 Reynolds Road
Moreau, New York 12828
Email: bpd@townofmoreau.org



Re: Meadow and Hilton Drive Storm Sewer Repair
Moreau, New York
MJ Project No. 1687.07
Supplemental Proposal for Engineering and Survey Services

Dear Mr. Westfall:

MJ Engineering, Architecture, Landscape Architecture, and Land Surveying, P.C. (MJ) is pleased to provide the Town of Moreau (Client) this proposal for professional services associated with the emergency storm sewer repairs on Meadow Drive and Hilton Drive (Project). The project will include expedited survey and design services to perform emergency repairs to a failing storm sewer line. MJ's project understanding and associated Scope of Services are included below.

PROJECT UNDERSTANDING

Based upon multiple discussions with you the week of April 14, 2025 and on-site observations, MJ understands the following:

- The week of April 7, 2025 residents along Hilton Drive experienced flooding in their basements which was believed to be a result of a clogged storm sewer main downstream.
- Sump pumps on Hilton Drive discharge to a 12-18" corrugated metal storm sewer, which is believed to be original to the development dating to the late 1980s.
- The Town initiated emergency services to perform CCTV inspection and jetting of the pipe, which identified large tree root masses in multiple areas that resulted in the clog. The blockages were removed, however, the inspection also indicated that the pipe was failing in several locations due to corrosion of the metal pipe.
- During pipe jetting/cleaning activities, at least two sink holes formed due to sediment loss through the corroded pipe. As a result, bypass pumping was initiated.
- A secondary storm sewer system that services street runoff on Meadow Drive was constructed directly above the compromised pipe which limits access to the pipe for repairs or removals.
- While the clog has been removed and subsequently flooding in the residential basements has been alleviated, the Town continues to perform bypass pumping due to the failed pipe.
- The Town of Moreau has requested that MJ provide survey and design services to provide an expedited repair plan, which may include pipe replacement or lining depending on the observed condition of the pipe. The Town has also asked for a temporary solution that can be implemented to reduce the required bypass pumping.



21 Corporate Drive
Clifton Park, NY 12065



518.371.0799
mj@mjteam.com
mjteam.com



Fishkill, NY
Levittown, NY
Pocantotown, NY
Melbourne, FL



Based upon the stated understanding, MJ offers the following Scope of Services for your consideration.

SCOPE OF SERVICES

Task 01: Survey and Mapping

MJ will complete survey and mapping of the project area depicted in Figure 1. The tasks to be completed include:

1. Collect data by ground survey within the survey limits, including the location of existing utility structures, edge of pavement and topographic information within a 50-foot wide corridor centered on the known storm sewer segment from Hilton Drive to the Hudson River.
2. Collect utility information utilizing conventional field locations, defined as Quality Level C (QL-C) designations. The location and type of utility lines and structures will be shown. Utility type, size and materials of construction will be obtained.
3. The existing right-of-way will be based upon record mapping and tax data. No formal right-of-way determinations are proposed.
4. Prepare mapping at a scale of 1"=30' in AutoCAD 2020 in accordance with National CAD standards. Contours will be displayed in 1-foot intervals. Utilities will be depicted based on field measurements and/or record plan information. Property lines will be shown based upon deed research and field evidence. Survey control ties and benchmark descriptions will also be included in the mapping.

Task 02: Preliminary and Final Design

MJ will provide design phase services, which are expected to include the following:

1. Collect and review available information for the existing storm sewer system including record mapping.
2. Conduct a site visit to witness CCTV and cleaning efforts on behalf of the Town.
3. Review CCTV inspection videos provided by others to observe existing pipe material, size and condition and to determine whether repair or replacement is necessary.
4. Prepare an interim mitigation plan to alleviate the need for bypass pumping. This interim plan may utilize the secondary storm system that services Meadow Drive.
5. Prepare a preliminary plan with potential options for repair/replacement of the compromised system for review by the Town. Options may include pipe segment replacement and/or lining depending on the current condition and size of the pipe. MJ will meet with Town representatives in-person to discuss the options and obtain feedback. The plan set is envisioned to include:
 - General notes, legends, and index
 - Work zone traffic control plan



- Storm sewer removals and improvement plans and profiles
 - Material specifications
 - Miscellaneous storm sewer and construction details
6. Integrate comments into the final plan set for distribution to an emergency contractor. The final plan set will include material specifications.

Task 03: Construction Administration

MJ will provide the following services during construction of the work:

1. Coordinate, schedule and attend a pre-construction conference, and prepare and distribute meeting summaries to attending parties.
2. Review and process construction shop drawings and submittals submitted by the contractor for compliance with the contract documents.
3. Respond to construction-related questions raised by the contractor.
4. Complete minor design revisions, as required, to adjust for site-specific conditions. Major design changes due to unforeseen conditions are not included.
5. Review and certify the contractor's monthly and final payment applications. Payment applications will be prepared and submitted to the Town as needed.
6. Conduct up to four (4) weekly progress meetings at the site to ensure schedule and work conformance. Prepare and distribute meeting summaries.
7. Receive, review and prepare change orders as required. Provide the Town with recommendations on the validity of the change orders.
8. Conduct a final on-site project inspection to issue a punch list, Notice of Substantial Completion and Final Completion of the project.
9. Compile warranty information, shop drawings and record plans as provide and developed by the contractor into a single final document package for delivery to the Town.

Task 04: Construction Observation

MJ will provide up to 40 hours of construction observation during critical phases of construction. It is noted that the level of construction observation may vary and will be dependent on the contractor's specific work schedule. MJ will provide construction observation on an hourly rate basis such that only the hours spent will be billed. As part of our construction observation services, MJ will:

10. Verify that the construction work observed is in conformance with the contract documents.
11. Perform a detailed inspection of materials and items of work required by the contract documents to support the Contractor's payment requests.
12. Coordinate the Contractor's construction activities with the Town.



13. Inform the Town of operations and procedures that may lead to a delay in the construction.
14. Maintain a construction observation log describing progress, problems encountered and other pertinent information relative to the project. Any meetings conducted will also be documents.
15. Inspect manufactured and hop-fabricated materials to ensure conformance with approved shop drawings.
16. Supervise any on-site testing and maintain a log and file of tests and related reports.
17. Maintain a set of record documents based upon redline mark-ups provided by the contractor.

ASSUMPTIONS

The following assumptions were made in the development of this proposal:

1. Existing utility and record mapping will be made available to MJ by the Town.
2. Field survey work is subject to NYS Prevailing Wag Rates.
3. A Stormwater Pollution Prevention Plan (SWPPP) is not required as the project is expected to disturb less than 1-acre of soil.
4. The project will be constructed as an emergency project; therefore, bid phase services are not required.
5. A project manual, including bidding and contracting requirements (Div 00 and Div 01 Specifications) are not required.
6. No impacts to wetlands or their buffer zones will be required based upon our initial understanding of the scope of work.
7. The project will have no impacts to cultural or historic resources.
8. The project will have no impacts to threatened or endangered species.
9. No new right-of-way will be required for the proposed repairs.
10. The existing pipe size is adequate to convey storm sewer flows from Hilton Drive and increased pipe sizes are not necessary.

TASKS NOT INCLUDED IN THIS PROPOSAL

The following efforts are excluded from this scope of services:

1. Subsurface utility designations (QL-B).
2. Preparation of temporary and/or permanent easements.
3. Construction survey stakeout.



4. Bidding, contracting requirements or technical specifications. Specifications will be provided on the plan sheets.
5. Habitat assessments/surveys.
6. Cultural resource surveys.
7. Hydraulic modeling.
8. Bid phase services.
9. Wetland delineations.
10. Environmental permitting.
11. Materials testing or special inspections.

SCHEDULE

Due to the emergency nature of this project, MJ will provide draft construction documents by May 2, 2025. Final documents will be provided within one week after receipt of Town comments.

FEE

MJ proposes to complete the above-listed services for the following fees.

Description	Billing Type	Fee
Task 1 – Site Survey and Mapping	Lump Sum	\$ 8,000
Task 2 – Preliminary and Final Design	Lump Sum	\$ 9,000
Task 3 – Construction Administration	Lump Sum	\$ 6,000
Task 4 – Construction Observation	NTE	\$ 5,400*
Total Fee		\$ 28,400

** Based upon forty (40) hours of construction oversight by a NICET Level III inspector at a rate of \$135/hour.*

MJ will invoice the Town monthly based on percentage of work completed. The fee assumes there are no significant changes resulting from decisions, conditions and/or events beyond MJ's control.

The fees listed above are valid for 60-days from the date of this proposal.

SUMMARY

Thank you for the opportunity to provide a proposal for this project. If the above scope of work is acceptable, please execute and return the Authorization to Proceed below in accordance with the Master Services Agreement between MJ and the Town of Moreau. We look forward to the opportunity to continue to work with you on this project. Please do not hesitate to contact Jenny Lippmann, P.E.



Meadow and Hilton Drive Storm Sewer Repair
April 28, 2025
Page 6 of 7
MJ1687.07

at 518-371-0799 x 462 or via email at jlippmann@mjteam.com if you have questions or require additional information.

Sincerely,

Michael D. Panichelli, P.E.
President

Cc: Jenny Lippmann
File

Attachments:
Figure 1 – Survey Limits

AUTHORIZATION TO PROCEED

In accordance with the Consultant Master Services Agreement dated June 20, 2024 between MJ and the Town of Moreau, I hereby authorize MJ Engineering, Architecture, Landscape Architecture, and Land Surveying, P.C. to proceed with the scope of services as described above.

Printed Name

Title

Signature

Date



Figure 1 - Survey Limits



SENT VIA EMAIL ONLY

January 22, 2025



Mr. Josh Westfall, MRP, AICP
Building, Planning and Development Coordinator
Town of Moreau Building Department
351 Reynolds Road
Moreau, New York, 12828-9261
bpd@townofmoreau.org

Re: Harry J. Betar, Jr. Recreation Park Improvements
19 Jan Avenue
Town of Moreau, Saratoga County, New York
MJ Proposal No. 2025017 for Engineering and Survey Services

Dear Mr. Westfall:

MJ Engineering, Architecture, Landscape Architecture, and Land Surveying, P.C. (MJ) is pleased to provide the Town of Moreau (Town) with this proposal for professional services associated with Harry J. Betar, Jr. Recreation Park Improvements (Project). The project will involve the design a new vehicular entrance and roadway, as well as expanding a multi-use trail network. MJ's project understanding and the associated Scope of Services are outlined below.

PROJECT UNDERSTANDING

Based upon information provided by The Town, MJ understands the following:

- The Town is interested in the development of a multi-use trail and vehicular roadway at the Harry J. Betar, Jr. Recreation Park. This roadway will connect Fort Edward Road (County Highway 28) to the existing roadway network and parking area located south of the baseball field complex within the park.
- The design will encompass a review of project phasing for construction-related activities anticipated to be carried out by a general contractor. There is a potential that BOCES of New York State may perform the removal of vegetation and the Town Highway Department may self-perform earthwork. The performance of specific work items will be determined and clarified during the design documents.
- The Town will prepare pre-bid documents to secure funding for final construction.
- The Town has requested survey, mapping and design services to advance the project.

Based upon the above understanding, MJ offers the following Scope of Services for your consideration.

SCOPE OF SERVICES

Task 01: Topographic and Boundary Survey and Mapping

MJ will prepare mapping of the subject parcels. Mapping will be prepared by means of a partial field survey, to collect partial boundary related data and for the mapping of the existing planimetric



21 Corporate Drive
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mjteam.com



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features within the developed portion of the park, combined with publicly available LiDAR data. The total area of the survey and mapping is estimated to be approximately 215 acres. Specifics of the survey are as follows:

1. Establish a survey control network. The horizontal datum will be referenced to the New York State Plane Coordinate System East Zone (NAD83) and the vertical datum will be referenced to the North American Vertical Datum of 1988 (NAVD88).
2. Set two permanent horizontal control points and two vertical benchmarks in a location and manner so to be unaffected by any planned construction activities.
3. Obtain topographic information from publicly available LiDAR data. Ground proofing of the available LiDAR data will be performed to verify accuracy. MJ will locate site features including but not limited to building, roads, driveways, park facilities, and utilities. Underground utilities will be shown based upon surface evidence, combined with record mapping. Project utilities will be mapped in accordance with ASCE Quality Level C (QLC) Standards. The quality level definitions will be provided in the general notes section of the plans.
 - Quality Level C (QLC) is the third highest degree of accuracy. The information shown on the plans has been obtained by surveying and plotting visible above-ground utility features and by using professional judgment in correlating this information to existing utility company records (shown as QLC).
4. Perform document research at the Saratoga County Clerk's Office, and Town of Moreau to obtain record documents for the subject and adjoining parcels, and highways.
5. For TMP 50-3-23, the eastern parcel located adjacent to Fort Edward Road, MJ shall perform field reconnaissance and field survey of the parcel to identify potential sources of information including natural and man-made monuments and lines of possession such as stone walls and fence lines that may serve as indicators for the property boundary. Office computations and analysis will be performed to reconcile record boundary information with the physical evidence located, resulting in a boundary line determination. MJ shall notify the Client should any discrepancies be discovered.
 - Remaining parcel boundaries TMP 50-3-13 and TMP 50-3-24.11, will be shown, as approximations only, based on current tax mapping, and record information, correlated to any property monumentation recovered during a field survey, and/or surveyed features that correspond to record mapping. MJ will not be completing a formal boundary survey for TMP 50-3-13 and TMP 50-3-24.11.

The deliverables provided under this task include:

1. Mapping shall be delivered in AutoCAD 2023 (Civil 3d) format.
2. Wetlands Site Screening Memo.

Task 02: Regulated Wetland Screening

Review of available NYSDEC and Federally regulated wetlands maps indicate that there are potential wetlands on or adjacent to the project site. However, as of January 1, 2025, NYSDEC's jurisdictional authority over freshwater wetlands has expanded under the Freshwater Wetlands Jurisdiction and Classification regulations (6 NYCRR Part 664). Therefore, these wetland maps can no longer be used



to evaluate jurisdictional limits. Under this task, MJ will conduct a wetland site screening to confirm that no wetlands are present on the site.

Should unmapped wetlands be discovered, the physical flagging and/or submission of a jurisdictional determination to regulatory agencies shall be completed as an additional service.

Task 03: Project Kickoff and Concept Design

MJ will schedule an in-person project kickoff meeting to reaffirm the project's goals and objectives, outline the scope of services, identify critical path elements, define project stakeholders, and confirm the project schedule. Following the kickoff meeting, MJ's team will conduct a field assessment to evaluate the site and identify any discrepancies between the available site mapping and the existing conditions. MJ will:

- Develop an existing conditions map using GIS aerial imagery and available GIS property boundaries.
- Conduct a site walk to capture the trail and roadway character, focusing on accessibility, natural features, and potential views. Using GPS technology.
- Map and flag recommended trails and roadways for easy identification. The flagged trails will be confirmed with the Town, either in person or by the Town independently confirming to MJ.
- Develop a Trail and Roadway Concept Design Map over the GIS aerial imagery and property boundaries, incorporating any feedback from the client.

MJ will provide a rough order of magnitude opinion of probable construction costs. The deliverables provided under this task include:

1. Kickoff meeting minutes
2. Trail and Roadway Concept Design Map
3. Rough order of magnitude opinion of probable construction costs.

Task 04: Design Development (60%)

MJ will utilize the conceptual trail and roadway alignment developed in Task 02 and advance the design to 60% design level. As the project will only include site work, the project will be completed as a single prime general construction contract pursuant to the requirements of Wick's Law.

The deliverables provided under this task include:

A. Design Drawings

Provide project plans representing the scope of work including, but not limited to:

- a. Cover Sheet
- b. General Notes and Legends



- c. Existing Conditions and Removals Plans
- d. Site Material and Layout Plan
- e. Grading, Utility, Erosion and Sediment Control Plans
- f. Site Work Details

B. Project Manual

Provide technical specifications (Div. 02 through 34) applicable to the scope of work in outline format.

C. Opinion of Probable Construction Costs

Provide a detailed opinion of probable construction costs.

D. Stormwater Pollution Prevention Plan (SWPPP)

The project is expected to exceed 1-acre in soil disturbance; therefore, it will be subject to the NYSDEC Phase 2 Stormwater Regulations and General Permit GP-0-25-001 (expected to be effective January 29, 2025). As part of the design effort, MJ will prepare a Stormwater Pollution Prevention Plan (SWPPP). Given the nature of the proposed work, the SWPPP will address construction phase sediment and erosion control measures, water quantity controls, water quality controls and green infrastructure. MJ will prepare a Notice of Intent (NOI) supporting permit coverage under the General Permit and will furnish the completed NOI for signature by the Town's Stormwater Management Program Coordinator.

MJ will complete the Stormwater Pollution Prevention Plan (SWPPP) required for this project, including WQv and RRv calculations, pre- and post- construction water quantity calculations, and post-construction stormwater management and green infrastructure design. MJ will provide any required plan sheets, details, and technical specifications detailing the stormwater management practices and certify by a Professional Engineer in NY for inclusion in the construction documents.

E. Additional Items within this Task

- a. Identify applicable project and construction permits.
- b. Attend an in-person review meeting with the Town and project stakeholders to review written comments on the 60% documents.

Task 05: Pre-Bid Documents (90%)

Based upon feedback provided through the Design Development Task, MJ will advance the design, drawings, and specifications to approximately 90%. An itemized opinion of probable construction costs will also be presented.

A. State Environmental Quality Review Act (SEORA)

An initial review of the project scope in comparison to Part 617 of Environmental Conservation Law (ECL) suggests that this would be a Type I SEQR action pursuant to 617(b)(6)(i), as project disturbance is anticipated to exceed 10-acres. MJ will complete Part I of the Full Environmental



Assessment Form (FEAF) to assist the Town in their review of the project. MJ anticipates the Town Board will declare its intent to be lead agency for the environmental review and the Town will send notices to involved agencies, seeking their consent to the lead agency designation.

Type I actions require completion of a Full Environmental Assessment Form (FEAF) and coordinated review with involved and interested agencies for Lead Agency determination. MJ will complete Part 1 of the FEAF to assist the FMPC in their review and coordination of the project. MJ will also prepare coordinated review letters for distribution to identified involved and interested agencies on behalf of the intended Lead Agency in compliance with Part 617.

The responses provided in Part I will be based upon the existing site conditions and proposed improvement plans. Specific environmental conditions will be dealt with based upon readily available data. This is specific to wetlands, threatened and endangered species and cultural and historic resources. In the event database searches reveal the existence of environs of concern within or immediately adjacent to the project site, site specific studies may be necessary prior to preparing a final FEAF for use by the SEQRA Lead Agency, which can be completed as an additional service.

MJ will complete Part 2, which examines the proposed project and determines magnitude of impacts. MJ assumes that the FEAF and studies will support a negative declaration and will complete Part 3 which outlines the Lead Agency's findings and facts supporting this decision.

Should the lead agency find that proposed project impacts are significant enough to warrant a positive declaration and the preparation of an environmental impact statement, MJ can complete those efforts as an additional service. The deliverables provided under this task include:

1. Requisite number of hard copies and one (1) digital copy of the SEQRA submission. Costs for reproduction of submissions will be charged against RE00.
2. Project plans advanced to 90% for use in the Town's effort to obtain grant funding.
3. Draft Procurement and Contracting Requirements (Div. 00) and General Requirements (Div. 01) Specifications.
4. Draft technical specifications (Div. 02 through 34).
5. Revise the opinion of probable construction cost.
6. FEAF Parts 1, 2 and 3
7. Coordinated Review Letters to interested and involved agencies
8. Attend an in-person review meeting with the Town and project stakeholders to review written comments on the 90% documents.

Task 06: Bid Documents (100%)

MJ will prepare the final construction drawings, plans, specifications, and an itemized opinion of probable construction costs for the proposed project at 100% completion. The construction documents will be provided to the Town for review. Upon inclusion of any final comments from the Town, the documents will be certified by a Licensed Professional Engineer in New York.



The deliverables provided under this task include:

1. Bid plans and project manual (Div. 00 through 34) stamped by a professional engineer licensed in the State of New York.
2. Final opinion of probable construction costs.

Task 07: Bid Phase Services

During and following project bidding, MJ will complete the following:

1. Distribute contract documents as PDF documents to prospective bidders through our web-based portal.
2. Respond to queries from prospective bidders and prepare addenda to the Contract Documents. This task is limited to the preparation of two (2) addenda.
3. Upon completion of the bid period, examine and evaluate the bid by considering the apparent low bidder's understanding of the overall project scope, probable cost, utilization of proposed sub-contractors, expertise, and past performance in completing similar projects.
4. Following the bid evaluation, MJ will prepare a Post Bid Report/Recommendation of Award, if required to the Town.

The deliverables provided under this task include:

1. Electronic copies (PDF) of addenda, response to bidder questions, and Post-bid Report/Recommendation of Award.

Task 08: Construction Administration

After the bidding period and in advance of construction, MJ will:

1. Review the contractor's submittals required by the contract, including but not limited to shop drawings, material cut sheets, product data and field and laboratory test reports.
2. Respond to Requests for Information (RFI's) submitted by the contractor. MJ will respond to a maximum of ten (10) RFI's under this task.
3. Prepare Information Bulletins (IB's) based upon RFI's, Client requested modifications or clarifications to the Contract Documents. MJ will prepare a maximum of two (2) IB's under this task.
4. Review monthly pay requisitions submitted by the contractor and issue recommendations to the Town relative to payment.
5. Issue Substantial Completion and Final Completion notifications to the Town when the contractor milestones are reached.

The deliverables provided under this task include:

1. Electronic copies (PDF) of related reviewed submittals, RFI's, and IB's, if Submittal Exchange is not used.



Task 09: Construction Inspection

During the construction phase MJ will:

1. Attend one (1) pre-construction meeting with the contractor and Town staff and distribute meeting minutes.
2. Weekly review of the progress of work to verify that the work is in general conformance with the Contract Documents. A Site Report / Deficiency Log will be prepared for site visits. As part of this task, MJ assumes that we will be required to provide sixteen (16) hours of site assessment over twenty-four (24) weeks during construction for a total of three-hundred and eighty-four (384) hours of site assessments.
3. Conduct one (1) site inspection to generate project Punch List and conduct one (1) final inspection for Project Close Out.

The deliverables provided under this task include:

1. Electronic copies (PDF) of the meeting minutes, Site Report / Deficiency Log and Punch List following the completion of the stated site assessments.

ASSUMPTIONS

The following assumptions were made in the development of this proposal:

2. The Town will:
 - a. Complete soils testing, including test pits and infiltration testing, required for the design of post-construction stormwater management practices in conformance with the NYSDEC Stormwater Management Design Manual.
 - b. Arrange for site access and inform adjoining landowners of the project and of the need for MJ staff to enter their lands to complete the project.
3. Payment of NYS Prevailing Wage Rates for field survey services is required.
4. No impacts are expected to the:
 - a. NYS or Federally regulated wetlands or adjacent zones.
 - b. NYS or Federally protected plants or animals.
5. The proposed trail and roadway will utilize Parcel TMP50-3-23, as indicated on the July 2024 Trail Improvement Master Plan for the Harry J. Betar, Jr. Recreation Park Consolidated Funding Application.
6. Full boundary survey services are not required for TMP 50-3-13 and TMP 50-3-24.11.



TASKS NOT INCLUDED IN THIS PROPOSAL

The following efforts are excluded from this scope of services:

1. Preparation of Individual parcel boundary survey maps
2. Survey of individual tree locations
3. Preparation of Subdivision, Easement or Consolidation Plans
4. Setting of boundary monumentation
5. Underground utility location
6. Wetland delineation and permitting, if identified within the Wetland Site Screening Memo
7. Preparation of grant funding applications
8. Habitat assessments for rare or endangered plants or animals
9. Environmental permitting for impacts to wetlands or incidental taking of endangered species
10. Endangered species studies
11. Archeological studies
12. Hazardous materials testing and mitigation design
13. SEQRA compliance support
14. Design of site structures (i.e., new retaining walls, seats walls)
15. Geotechnical testing and design
16. Electrical engineering design
17. Sealed engineering drawings as part of grant funding application submissions
18. Value engineering changes after the 60% submission
19. Redesign and resubmission of design packages for value engineering
20. Division of the scope of work into phased construction packages
21. Attendance at public engagement meetings
22. Attendance at Town board meetings



SCHEDULE

MJ will perform the outlined tasks within the following durations:

Description	Completion
Task 01-05 – Pre-Bid Documents (90%)	Week of June 9, 2025
Task 06 – Bid Documents (100%)	March 2026, or contingent on available funding
Tasks 07-09: Bid and Construction	TBD

The schedule assumes there are no significant changes or delays resulting from decisions, conditions and/or events beyond MJ's control.

FEE

MJ proposes to complete the above-listed services for the following fees.

Description	Billing Type	Fee
Task 01: Topographic/Boundary Survey and Mapping	Lump Sum	\$ 31,000
Task 02: Regulated Wetland Screening	Lump Sum	\$ 2,000
Task 03: Project Kickoff and Concept Design	Lump Sum	\$ 14,600
Task 04: Design Development (60%)	Lump Sum	\$ 26,300
Task 05: Pre-Bid Documents (90%)	Lump Sum	\$ 36,000
Task 06: Bid Documents (100%)	Lump Sum	\$ 32,500
Task 07: Bid Phase Services	Lump Sum	\$ 6,300
Task 08: Construction Administration	Lump Sum	\$ 12,000
Task 09: Construction Inspection	Lump Sum	\$ 65,000
RE00: Reimbursable Expenses		\$ 1,500
Total Fee		\$ 227,200

MJ will invoice the Town monthly based on the percentage of work completed. The fee assumes there are no significant changes resulting from decisions, conditions and/or events beyond MJ's control.

The fees listed above are valid for 60-days from the date of this proposal.



SUMMARY

Thank you for the opportunity to provide a proposal for this project. If the above scope of work is acceptable, please execute and return the Authorization to Proceed in accordance with the Master Services Agreement between MJ and the Town of Moreau. We look forward to the opportunity to continue to work with you on this project. Please do not hesitate to contact Douglas Gerber, PLA at 518-371-0799 or via email at dgerber@mjteam.com if you have questions or require additional information.

Sincerely,

Michael D. Panichelli, P.E.
President

Cc:

Jenny Lippman, P.E.
Douglas Gerber, PLA
File

AUTHORIZATION TO PROCEED

In accordance with the Consultant Master Services Agreement between MJ and the Town of Moreau, I hereby authorize MJ Engineering, Architecture, Landscape Architecture, and Land Surveying, P.C. to proceed with the scope of services as described above.

Printed Name

Title

Signature

Date

2025 Training Seminar Registration Form

The New York State Association of Tax Receivers and Collectors

Fort William Henry, Lake George, New York

June 8 – 11, 2025

2025 Session includes: Legal/Legislative updates, TSO, and additional topics and details will be available on our website.

Seminar Registration: Registration is open to **2025 PAID NYSATRC Members**.

Hotel Reservations: Please make hotel reservations directly with Fort William Henry Hotel. Hotel Reservation Forms go to the hotel directly with payment information. The Hotel Reservation forms are available on the website.

Seminar Registration Form: The registration fee is \$100.00 to attend the 2025 Training Seminar. The deadline for payment is May 15, 2025. **Reminder: You must be a paid 2025 NYSATRC Member to attend the Conference.** Mail completed registration forms with payment of \$100 to the Town of Ithaca, c/o Debby Kelley, P.O. Box 7143, Ithaca, New York 14851. For questions, please call Debby at 607-273-1721 ext. 114 or email her at dkelley@townithacany.gov. Make checks payable to "NYSATRC".

Commuter Meals: These can be purchased directly through the hotel if you are planning to join us for breakfast (s), lunch (es), and/or Tuesday's Gala Dinner. The Commuter Form is available on the website.

Please let us know if you have any food allergies or have special meal requirements.

Please Print Clearly!!!

Attendee Name: Dianne Lewis Title: Deputy Rec. / Coll.

School/Town/Village: S. Glens Falls / Moreau County: Saratoga

Address: 351 Reynolds Rd, Moreau NY 12828-9261

Daytime Phone: (518) 792-1030 x. 3 Cell Phone: (518) 683-2424

Email address: deputyclerk@townofmoreau.org

Confirmation of Registration will be emailed to you.

Cancellations received at least ten days before the event will be refunded, less a \$25.00 processing fee.

Please visit www.NYSATRC.com for updates.

Thank you, and we look forward to seeing you at the 2025 Training Seminar.



The New York State Association of Tax Receivers & Collectors

2025 Commuter /Additional Guest Form

Sunday, June 8th – Wednesday, June 11th

First & Last Name: Dianne Lewis Phone: 518-792-1030 ext. 3

Address: 351 Reynolds Rd City: Moreau State: NY Zip: 12828

E-mail: deputyclerk@townofmoreau.org

Prices listed below are per person and inclusive of a 20% gratuity/service charge.

Sunday - 6/8/2025	
<input checked="" type="checkbox"/> Welcome Reception - \$26	number of people <u>1</u>

Monday - 6/09/2025	
<input checked="" type="checkbox"/> Breakfast Buffet - \$26.40	number of people <u>1</u>
<input checked="" type="checkbox"/> AM Break - \$7.20	number of people <u>1</u>
<input checked="" type="checkbox"/> Lunch Buffet - \$27.60	number of people <u>1</u>
<input checked="" type="checkbox"/> PM Break - \$12	number of people <u>1</u>

Tuesday - 6/10/2025	
<input checked="" type="checkbox"/> Breakfast Buffet - \$21.60	number of people <u>1</u>
<input checked="" type="checkbox"/> AM Break - \$7.20	number of people <u>1</u>
<input checked="" type="checkbox"/> Lunch Buffet - \$27.60	number of people <u>1</u>
<input checked="" type="checkbox"/> PM Break - \$12	number of people <u>1</u>
<input checked="" type="checkbox"/> Dinner Buffet - \$57.60	number of people <u>1</u>

Wednesday - 6/11/2025	
<input checked="" type="checkbox"/> Breakfast Buffet - \$24	number of people <u>1</u>

Grand Total Due: \$249.20

I understand that the credit card provided will be charged for tax unless a tax-exempt form has been provided with this form. TAX EXEMPT FORM MUST ACCOMPANY THIS HOTEL REGISTRATION FORM WHEN SUBMITTED. Additionally, I understand that I will be charged, in full, the amount listed above at the time of providing this form on the credit card listed below. All forms must be received by May 8th, 2025 for guarantee of meals. Cancellations within 8 days of arrival will receive a full refund. Please email this form to christinep@fortwilliamhenry.com or fax to 518-964-6687. If using USPS, please mail to the address below with the Attention To: Christine Proctor.

Credit Card Number: _____ Exp: ____/____
code: _____

Signature of Card Holder: Dianne M Lewis
Please Note: Telephone Reservations Will Not Be Accepted

Hotel Address: 48 Canada Street – Lake George, NY 12845
Website: www.fortwilliamhenry.com

TOWN OF MOREAU

Employee Training & Conference

Reimbursement/Expense Worksheet (01/2023)

To be completed by **each** employee requesting to attend a conference

Employee Name: Dianne Lewis	Position: Deputy Town Clerk
Name of Conference: New York State Association of Tax Receivers & Collectors	
Hosting Agency: NYSATRC	
Location: Fort William Henry, Lake George NY	
Total Professional Development Hours To Be Earned:	

EXPENSES

Conference Registration Fee:	\$	100.00
Hosting organization membership fee (Annual dues):	\$	25.00
Cost for lodging per night: \$ - X 3 (TB to est. Max. if not included) (# nights)	\$	-
Cost of Coverage while position is unstaffed (if applicable):	\$	-

Meals & Incidental reimbursement (M&IE):

Meals will be reimbursed at the NYS rate, which is also the Federal rate. The Standard rate of \$59.00/day covers 3 meals per day. Meals that are offered through the hotel or the conference will not be reimbursed. It is expected the employee will take advantage of offerings included in registration fees. First and last days of M & IE will be reimbursed per meal (see rates below).

	Rate			Quantity	Total
Breakfast	\$ 13.00	*	X	3	\$ 39.00
Lunch	\$ 15.00	*	X	2	\$ 30.00
Dinner	\$ 26.00	*	X	1	\$ 26.00
Incidental	\$ 5.00	*	X	4	\$ 20.00
Total	\$ 59.00	SAMPLE - TB MAY ADJUST MAXIMUM DAILY ALLOWANCES/MEALS			Total M & IE: \$ 115.00

*INDICATES MAXIMUM DAILY ALLOWANCE PER MEAL - ONLY ACTUAL COSTS WILL BE REIMBURSED.

Mileage: Reimbursed at IRS annual set rate.

Total mileage: 97.6 X \$0.670	Total Mileage: \$ 65.39
Tolls:	\$ -

TOTAL COST : \$ 305.39

Account #: A1330 4
Account Starting Balance: \$ 7,503.77
Account Ending Balance: \$ 7,198.38

Failure to properly fill out this form and submit a timely request may delay Board action and could negatively impact approval. Receipts must be submitted for reimbursement of expenses.

TOWN OF MOREAU
PURCHASE REQUEST & QUOTE SUMMARY

Department: WATER & SEWER

Date: 4/22/2025

Description of Purchase Request: UNDERGROUND PIERCING MOLE

Vendor's Name and Address:

UCG UNDERGROUND SUPPLIES LLC

Price: \$ 5,985

Vendor's Name and Address:

TT TECHNOLOGIES

Price: \$ 8,510.00

Vendor's Name and Address:

WALTER S. PRATT & SONS

Price: \$ 8,000.00

[Please list all vendors contacted for a quote, even if they didn't submit a quote.]

Account number purchase will be paid from: Click here to enter text. CW8310.2 (\$10,000 budgeted for item)
Balance in account and date: \$ 18,200.75 as of 3/31/2025

Department Head's Recommendation: UCG UNDERGROUND, not to exceed \$5,985

Board Approval Received: ____ Yes ____ No

Date Approval Received: _____

Vendor Authorized: _____

Amount Approved: _____



6 Turn Reverse - Not Active Head

Diameter: 3"

Weight: 75lbs

Length: 55"

Avg. Air Consumption 50CFM @ 90-110 PSI

30'-50' of Travel Distance

The Price Includes Accessory Kit

Industry Leading 3 YEARS Warranty!

CNC machined to exact dimensional tolerances from a solid billet of nickel chromoly steel and fully heat treated for superior strength and wearability. Our pistons are designed to withstand high impact conditions, are wear resistant and treated with an anti-corrosive phosphate coating. Other features of our underground piercing tools include an easily replaceable cartridge style shock absorber and a flexible air tube assembly to minimize internal deflection.

Ideal for water, gas, and cable installations.

No wear rings means reduced maintenance costs.

Excellent customer support.

Available in 2", 2.5", 3" and 4" diameters.

Full line of Accessories Available.

Barrel bored from solid steel (not tubing)

UNDERGROUND PIERCING TOOL - PNEUMATIC, 3" DIAMETER - U300

by UCG Underground, Inc

3 Reviews

\$ 5,985.00

[Home](#) > [Underground Tools](#) > [Boring & Piercing Tools](#) >

[Larger Photo](#)[Email A Friend](#)

Pneumatic Boring Tool Package 3" TT Technologies TT 75P 70769-30

Our Price: \$8,510.00

Product Code: TT75P7076930

Qty:

-	1	+
---	---	---

Add To Cart

Add To Wishlist

Finance As Low As \$197/mo.

Description

For over 45 years TT Technologies has led the way in trenchless technology beginning with pneumatic boring tools. Grundomat pneumatic piercing tools can perform accurate horizontal bores from 50 to 150 feet in length. The Grundomat can be used in all displaceable soils: sand, loam and even gravel and is easily configured to pull in a wide variety of new pipe materials.

Features

- 3" diameter piercing tool
- 50' Hose and connector
- Level
- Lubricator & oil

Recent Items

[✕ Turn History Off](#)

**3" 'BIG SHOT'
Underground
Piercing Tool
C/W Heavy Duty
Hose Accessory
Kit Footage Tools
U300-A1KF**

\$8,056.00

[✕ Clear](#)



Walter S. Pratt & Sons, Inc.
317 Columbia Street
Rensselaer NY 12144
United States

Quote

Inquiry No. #EST59

Date: 3/18/2025

Bill To

TOWN OF MOREAU
1543 RTE 9
Fort Edward NY 12828
United States

TOTAL

\$8,000.00

Expiration Date: 4/17/2025

Terms	Sales Rep	Partner	Shipping Method	Delivery
Net 30				No

Quantity	Item	Tax	Rate	Amount
1	07076930	No		\$8,000.00

Subtotal	\$8,000.00
Tax Total (0%)	\$0.00
Total	\$8,000.00

Running around the clock would double the rental rate.

Note: This quotation may be withdrawn by us if not accepted before the expiration date above.
Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted.
You are authorized to do the work specified. Payment will be made as outlined above.

Date of Acceptance _____

Signature _____



EST59

**TOWN OF MOREAU
JUSTICE COURT**

FINANCIAL REPORT

FOR THE YEAR ENDED DECEMBER 31, 2024

**TOWN OF MOREAU
JUSTICE COURT**

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**TOWN OF MOREAU JUSTICE COURT
JUSTICE JEFFREY McCABE**

**Statement of Cash Receipts and Cash Disbursements
For the Year Ended December 31, 2024**

COURT FINE ACCOUNT

Cash balance, January 1, 2024	\$ 10,237
Add: Cash receipts	133,118
Less: Cash disbursements	<u>130,585</u>
Cash balance, December 31, 2024	\$ <u>12,770</u>

BAIL ACCOUNT

Cash balance, January 1, 2024	\$ 8,714
Add: Cash receipts	33,252
Less: Cash disbursements	<u>27,502</u>
Cash balance, December 31, 2024	\$ <u>14,464</u>

Annual Checklist for Review of Justice Court Records

Name of Municipality:

Town of Moreau

Month Reviewed:

January 2024

Through

December 2024

Name of Justice:

Jeffrey McCabe, Town Justice

Review Performed By:

Jeffrey Cruz

Date

3/26/2025

Annual Checklist for Review of Justice Court Records

	Yes	No
<u>Cash Receipts Book</u>		
▶ Are pre-numbered receipt forms issued for all collections?	<input checked="" type="radio"/>	<input type="radio"/>
▶ Are duplicate receipts kept for court records?	<input checked="" type="radio"/>	<input type="radio"/>
▶ Are receipts recorded up-to-date?	<input checked="" type="radio"/>	<input type="radio"/>
<i>Last recorded receipt:</i>		
# <u>M26388</u> Date <u>12/30/2024</u> Amount \$ <u>315.00</u> Regular Account		
# <u>MB0008</u> Date <u>10/18/2024</u> Amount \$ <u>1.00</u> Bail Account		
▶ Is the receipt book maintained in a manner to identify date received, payer, and the amount of fines, fees, bail and other categories of collection?	<input checked="" type="radio"/>	<input type="radio"/>
▶ Are deposits identified?	<input checked="" type="radio"/>	<input type="radio"/>
▶ Are duplicate deposit slips kept for court records?	<input checked="" type="radio"/>	<input type="radio"/>
▶ Are deposits made within 72 hours of collection (exclusive of Sundays and holidays)?	<input checked="" type="radio"/>	<input type="radio"/>
▶ Are deposits recorded up-to-date?	<input checked="" type="radio"/>	<input type="radio"/>
<i>Last recorded deposit:</i>		
Date <u>12/30/2024</u> Amount \$ <u>20.00</u> Regular Account		
Date <u>10/18/2024</u> Amount \$ <u>1.00</u> Bail Account		
▶ Is the receipt book totaled and summarized at the end of each month?	<input checked="" type="radio"/>	<input type="radio"/>
<i>Last Month Totaled and Summarized <u>Dec. 2024</u></i>		
<u>Cash Disbursements Book</u>		
▶ Are pre-numbered checks used for all disbursements other than petty cash?	<input checked="" type="radio"/>	<input type="radio"/>
▶ Are all checks signed by the Justice?	<input checked="" type="radio"/>	<input type="radio"/>
▶ Are canceled checks (or check images) returned with bank statements and kept for court records?	<input checked="" type="radio"/>	<input type="radio"/>
▶ Are checks recorded up-to-date?	<input checked="" type="radio"/>	<input type="radio"/>
<i>Last recorded check:</i>		
# <u>1586</u> Date <u>12/03/2024</u> Amount \$ <u>6,704.00</u> Regular Account		
# <u>1655</u> Date <u>10/04/2024</u> Amount \$ <u>1,000.00</u> Bail Account		
<u>Bank Reconciliations</u>		
▶ Are bank accounts reconciled promptly after bank statements are received?	<input checked="" type="radio"/>	<input type="radio"/>
<i>Last Bank Reconciliation for Each Bank Account:</i>		
Date Performed <u>1/06/2025</u> Month Ending <u>Dec. 2024</u> Regular Account		
Date Performed <u>1/06/2025</u> Month Ending <u>Dec. 2024</u> Bail Account		
<u>Additional Supporting Records</u>		
▶ Is a list of bail maintained?	<input checked="" type="radio"/>	<input type="radio"/>
▶ Is a record of uncollected installment payments maintained?	<input checked="" type="radio"/>	<input type="radio"/>

Annual Checklist for Review of Justice Court Records

Yes No

Dockets and Case Files

- ▶ Are separate dockets maintained for various classifications of cases, such as Vehicle and Traffic, Criminal, Civil and Small Claims? ● ○
- ▶ Are case files maintained for all cases? If manual, an index is an alphabetical list of cases with case numbers as a cross-reference. This will assist in locating cases since case files are filed by disposition date. If computerized, the index is maintained in the system and can be accessed at any time by name, ticket number or address. ● ○
- ▶ Do dockets for disposed cases appear to be complete? ● ○
- ▶ Do dockets for disposed cases agree with amounts reported? ● ○

Cash Book Reconciliation

- ▶ Is the cash book reconciled to the adjusted bank balances at the end of each month? ● ○
- ▶ Does the cash book total agree with the bank reconciliation and supporting information? ● ○

Last Cash Reconciliation:

Date Performed 1/06/2025

Month Ending Dec. 2024

Regular Account

Date Performed 1/06/2025

Month Ending Dec. 2024

Bail Account

Reports to the Division of Criminal Justice Services

- ▶ Are reports made timely to the Division of Criminal Justice Services? ● ○
- ▶ Has the court received any notices regarding late reporting? ○ ●
If yes, why were the reports late and what corrective actions were taken? _____

Reports to the Justice Court Fund

- ▶ Are reports made timely to the Justice Court Fund? ● ○
- ▶ Do reported amounts agree with docket dispositions and case files? ● ○
- ▶ Do reported amounts agree with cash receipt and disbursement books? ● ○
Last report submitted: Month Ending Dec. 2024 Date 1/06/25 Amount \$12,992.00
- ▶ Has the court received any notices regarding late reporting? ○ ●
If yes, why were the reports late and what corrective actions were taken? _____

Annual Checklist for Review of Justice Court Records

Yes No

Reporting to the Department of Motor Vehicles - TSLED Program

- Has the court received any notices regarding pending cases? ☐ ☒
- If yes, why were the cases pending and what corrective actions were taken, if any _____

Note: Cases over 60 days are eligible to be Scofflawed. TSLED sends a monthly listing of pending cases to the Court. The court should respond either manually or electronically to TSLED with the outcome of these pending cases.

- Are reports from TSLED to the court maintained and utilized? (includes both judges) ☒ ☐

Last TSLED Report Available: Date 1/6/2025

Note: Courts can access reports on-line from TSLED at any time.

- How many cases are shown as pending in the last TSLED report? 360
- Does the cash book total agree with the bank reconciliation and supporting information? ☒ ☐
- Is the number of pending cases reasonable? ☒ ☐
 - What actions have been taken to dispose of these cases? ☐ ☐

The Justice Court Clerks call the individuals, write them letters, issue court orders and warrants, or suspend their driving license.

Overall Evaluation

There were no issues noted in the review.

**TOWN OF MOREAU JUSTICE COURT
JUSTICE JOHN G. HOGAN
Statement of Cash Receipts and Cash Disbursements
For the Year Ended December 31, 2024**

COURT FINE ACCOUNT

Cash balance, January 1, 2024	\$ 8,053
Add: Cash receipts	169,050
Less: Cash disbursements	<u>164,696</u>
Cash balance, December 31, 2024	\$ <u><u>12,407</u></u>

BAIL ACCOUNT

Cash balance, January 1, 2024	\$ 8,811
Add: Cash receipts	31,350
Less: Cash disbursements	<u>14,651</u>
Cash balance, December 31, 2024	\$ <u><u>25,510</u></u>

Annual Checklist for Review of Justice Court Records

Name of Municipality:

Town of Moreau

Month Reviewed:

January 2024

Through

December 2024

Name of Justice:

John Hogan, Town Justice

Review Performed By:

Jeffrey Cruz

Date

3/26/2025

Annual Checklist for Review of Justice Court Records

	Yes	No
<u>Cash Receipts Book</u>		
▶ Are pre-numbered receipt forms issued for all collections?	<input checked="" type="radio"/>	<input type="radio"/>
▶ Are duplicate receipts kept for court records?	<input checked="" type="radio"/>	<input type="radio"/>
▶ Are receipts recorded up-to-date?	<input checked="" type="radio"/>	<input type="radio"/>
<i>Last recorded receipt:</i>		
# <u>H03506</u> Date <u>12/31/2024</u> Amount <u>\$ 220.00</u> Regular Account		
# <u>HB0043</u> Date <u>12/03/2024</u> Amount <u>\$2,000.00</u> Bail Account		
▶ Is the receipt book maintained in a manner to identify date received, payer, and the amount of fines, fees, bail and other categories of collection?	<input checked="" type="radio"/>	<input type="radio"/>
▶ Are deposits identified?	<input checked="" type="radio"/>	<input type="radio"/>
▶ Are duplicate deposit slips kept for court records?	<input checked="" type="radio"/>	<input type="radio"/>
▶ Are deposits made within 72 hours of collection (exclusive of Sundays and holidays)?	<input checked="" type="radio"/>	<input type="radio"/>
▶ Are deposits recorded up-to-date?	<input checked="" type="radio"/>	<input type="radio"/>
<i>Last recorded deposit:</i>		
Date <u>12/27/2024</u> Amount <u>\$ 340.00</u> Regular Account		
Date <u>12/03/2024</u> Amount <u>\$2,000.00</u> Bail Account		
▶ Is the receipt book totaled and summarized at the end of each month?	<input checked="" type="radio"/>	<input type="radio"/>
<i>Last Month Totaled and Summarized <u>Dec. 2024</u></i>		
<u>Cash Disbursements Book</u>		
▶ Are pre-numbered checks used for all disbursements other than petty cash?	<input checked="" type="radio"/>	<input type="radio"/>
▶ Are all checks signed by the Justice?	<input checked="" type="radio"/>	<input type="radio"/>
▶ Are canceled checks (or check images) returned with bank statements and kept for court records?	<input checked="" type="radio"/>	<input type="radio"/>
▶ Are checks recorded up-to-date?	<input checked="" type="radio"/>	<input type="radio"/>
<i>Last recorded check:</i>		
# <u>248</u> Date <u>12/03/2024</u> Amount <u>\$ 16,808.00</u> Regular Account		
# <u>342</u> Date <u>12/03/2024</u> Amount <u>\$ 97.00</u> Bail Account		
<u>Bank Reconciliations</u>		
▶ Are bank accounts reconciled promptly after bank statements are received?	<input checked="" type="radio"/>	<input type="radio"/>
<i>Last Bank Reconciliation for Each Bank Account:</i>		
Date Performed <u>1/06/2025</u> Month Ending <u>Dec. 2024</u> Regular Account		
Date Performed <u>1/06/2025</u> Month Ending <u>Dec. 2024</u> Bail Account		
<u>Additional Supporting Records</u>		
▶ Is a list of bail maintained?	<input checked="" type="radio"/>	<input type="radio"/>
▶ Is a record of uncollected installment payments maintained?	<input checked="" type="radio"/>	<input type="radio"/>

Annual Checklist for Review of Justice Court Records

Yes No

Dockets and Case Files

- ▶ Are separate dockets maintained for various classifications of cases, such as Vehicle and Traffic, Criminal, Civil and Small Claims? ● ○
- ▶ Are case files maintained for all cases? If manual, an index is an alphabetical list of cases with case numbers as a cross-reference. This will assist in locating cases since case files are filed by disposition date. If computerized, the index is maintained in the system and can be accessed at any time by name, ticket number or address. ● ○
- ▶ Do dockets for disposed cases appear to be complete? ● ○
- ▶ Do dockets for disposed cases agree with amounts reported? ● ○

Cash Book Reconciliation

- ▶ Is the cash book reconciled to the adjusted bank balances at the end of each month? ● ○
- ▶ Does the cash book total agree with the bank reconciliation and supporting information? ● ○

Last Cash Reconciliation:

Date Performed 1/06/2025

Month Ending Dec. 2024

Regular Account

Date Performed 1/06/2025

Month Ending Dec. 2024

Bail Account

Reports to the Division of Criminal Justice Services

- ▶ Are reports made timely to the Division of Criminal Justice Services? ● ○
- ▶ Has the court received any notices regarding late reporting? ○ ●

If yes, why were the reports late and what corrective actions were taken? _____

Reports to the Justice Court Fund

- ▶ Are reports made timely to the Justice Court Fund? ● ○
- ▶ Do reported amounts agree with docket dispositions and case files? ● ○
- ▶ Do reported amounts agree with cash receipt and disbursement books? ● ○

Last report submitted: Month Ending Dec. 2024 Date 1/6/2025 Amount \$13,347.00

- ▶ Has the court received any notices regarding late reporting? ○ ●

If yes, why were the reports late and what corrective actions were taken? _____

Annual Checklist for Review of Justice Court Records

Yes No

Reporting to the Department of Motor Vehicles - TSLED Program

- Has the court received any notices regarding pending cases?
If yes, why were the cases pending and what corrective actions were taken, if any _____

○ ●

Note: Cases over 60 days are eligible to be Scofflawed. TSLED sends a monthly listing of pending cases to the Court. The court should respond either manually or electronically to TSLED with the outcome of these pending cases.

- Are reports from TSLED to the court maintained and utilized? (includes both judges)

● ○

Last TSLED Report Available: Date 1/6/2025

Note: Courts can access reports on-line from TSLED at any time.

- How many cases are shown as pending in the last TSLED report? 360
- Does the cash book total agree with the bank reconciliation and supporting information?
- Is the number of pending cases reasonable?
 - What actions have been taken to dispose of these cases?

● ○
● ○

The Justice Court Clerks call the individuals, write them letters, issue court orders and warrants, or suspend their driving license.

Overall Evaluation

There were no issues noted in the review.

**TOWN OF MOREAU
JUSTICE COURT
STATEMENT NOTE
FOR THE YEAR ENDED DECEMBER 31, 2024**

1. Accounting Policies

- a) Each Justice maintains two checking accounts for the deposit and subsequent disbursement of funds received. These are trust accounts in that all amounts collected are required to be disbursed either to the State of New York or returned to individuals.
- b) **Basis of Accounting**
The Court maintains its accounting records on the basis of cash receipts and disbursements. At any point in time, the cash balances equal the total liability the Court has for amounts to be forwarded to the State of New York or to be returned to individuals.

**TOWN CLERK'S OFFICE
MONTHLY REPORT
March 2025**

Here is a summary of our March tax-related activities:

March taxes received/processed in the office	\$253,489.11
March penalties collected	\$5,069.81
Online payments, March	\$83,984.54
Online penalties, February	\$1,679.68
Returned check fees collected	\$20.00
Total 2 nd notice fees collected (March)	\$316
Total Town & County adjusted taxes collected 2025	\$6,764,162.90
Number of bills processed	5,888

Here is a summary of our March water/sewer collection activities:

Water payments collected in March	\$167,585.72
Sewer payments collected in March	\$46,171.10

In the month of March, this office completed the following tasks in addition to collecting the various fees represented in the attached Financial Summary Report.

MISC.

Handicapped Parking Permits Issued – 20 permanent, 5 temporary

Peddler's Licenses Issued - 1

NYSDEC Licenses Issued – 15

Certified Copies of Death/Birth Certificates – 44

Certified Copies of Marriage Licenses: 11; a 76 % increase in Q1 over Q1 2024 due to Real ID requests.

Notary Services Offered – 37

FOIL requests processed all or in part – 10

Omitted taxes calculated - 11

DOGS

Dog License Renewals/Delinquent Notices Mailed – 10/19

Dog Licenses issued – 16 new & 81 renewals, 45 of which belong to seniors 60+.

Newsworthy: after 9 months, we were finally able to implement email dog license renewals. 🤖🐕

MEETINGS

Participated in Town Board meetings on March 11, March 14, & March 25.

MINUTES

Town Board meetings on 2/25/25 & 3/11/25, special Board meeting 3/14/25, month-end audit 2/28/25.

If you have any questions, please do not hesitate to speak with me.

Erin Trembley

Town Clerk

submitted 4/21/2024

Account#	Account Description	Fee Description	Qty	Local Share
A1255	Conservation	Conservation	4	6.32
	Marriage Lic.	MARRIAGE LICENSE FEE	4	70.00
	Misc. Fees	Certified Copies	11	110.00
		Fax	1	1.00
		Photocopies	11	2.75
		Sub-Total:		\$190.07
A2089.11	Misc. Fee	Rec. Pavilion Rental	20	1,000.00
		Sub-Total:		\$1,000.00
A2089.12	Misc. Fees	Rec. Field Use Fees	5	7,050.00
		Sub-Total:		\$7,050.00
A2501	General Lic.	Peddler License	1	250.00
		Sub-Total:		\$250.00
A2540	Wagering Fees	Bingo Proceeds	5	0.00
		Sub-Total:		\$0.00
A2544	Dog Licensing	Exempt Dogs	1	0.00
		Female, Spayed	50	450.00
		Female, Unspayed	6	72.00
		Male, Neutered	32	288.00
		Male, Unneutered	8	96.00
	Senior 60+ Discount	Senior 60+ Discount	45	-220.00
		Sub-Total:		\$686.00
B1560	Building Dept Sign Permits BUILDING PERMITS	Sign Permit	1	100.00
		1-Family Dwelling Addition/sq ft	3	345.00
		Comm/Ind Addition/sq ft	1	200.00
		Mobile Home Install	1	150.00
		Other Building Dept Permits	6	310.00
		Residential Accessory/sq ft	7	350.00
		Copies/printing/bi	10	21.50
		Sub-Total:		\$1,476.50
B1589	Building Dept Permits	Fence Permit	2	50.00
		Swimming Pool Permit	2	150.00
	Misc. Fees	Burn Permits	1	20.00
		Sub-Total:		\$220.00
B1601	Misc. Fees	Death/birth Cert.	44	440.00
		Sub-Total:		\$440.00
B2110	Zoning/Planning Fees	Area Variance	4	300.00
		Site Plan	1	200.00
		Site Plan Over 5000 sq ft	1	500.00
		Special Use Permit	1	150.00
		Sub-Total:		\$1,150.00
B2115	Subdivision of Lands	Subdivision Prelim Review	2	100.00
		Sub-Total:		\$100.00

Account#	Account Description	Fee Description	Qty	Local Share
B2770	BUILDING PERMITS	Mobile Home Park Renewal	1	70.00
			Sub-Total:	\$70.00
CWD 2140	Misc. Fees	CWD - Rents	22	114,773.87
			Sub-Total:	\$114,773.87
CWD 2142	Misc. Fees	CWD - Capital Charges	21	52,611.85
			Sub-Total:	\$52,611.85
CWD 2144	Misc. Fees	CWD - Miscellaneous Fees	4	200.00
			Sub-Total:	\$200.00
GI360	Misc. Fees	Sewer District I	12	46,171.10
			Sub-Total:	\$46,171.10
			Total Local Shares Remitted:	\$226,389.39
Amount paid to: NYS Ag. & Markets for spay/neuter program				124.00
Amount paid to: NYS Environmental Conservation				68.68
Amount paid to: State Health Dept. For Marriage Licenses				90.00
Total State, County & Local Revenues:		\$226,672.07		
			Total Non-Local Revenues:	\$282.68

To the Supervisor:

Pursuant to Section 27, Sub 1, of the Town Law, I hereby certify that the foregoing is a full and true statement of all fees and monies received by me, Brenda Hutter, Town Clerk, Town of Moreau during the period stated above, in connection with my office, excepting only such fees and monies, the application of which are otherwise provided for by law.

Supervisor_____
Date_____
Town Clerk_____
Date