

**Town of Charlton  
Saratoga County  
Town Board Meeting**

**February 12, 2024**

The Regular Meeting of the Town Board of the Town of Charlton, Saratoga County, New York was held at the Charlton Town Hall, 758 Charlton Rd, Charlton NY and called to order by Supervisor Grasso at 7:35 p.m.

The Supervisor said that the Town Board had their annual property insurance workshop with Amsure/NYMIR representative earlier tonight to review coverages and risk management.

The salute to the flag was recited.

Present: Supervisor Grasso, Councilman Glavin, Councilman Robbins, Councilman St. John, Councilman Tasse.

Also present: Town Clerk Brenda Mills, Attorney Craig.

**APPROVAL OF MINUTES**

**MOTION #67**

**Approval of Minutes**

Motion by Councilman Robbins

Seconded by Councilman Glavin

**BY MOTION** the Town Board approved the minutes of the Town Board Meeting on January 22, 2024.

Vote: 4 Ayes, No Nays. Tasse Abstained **CARRIED.**

**PRIVILEGE OF THE FLOOR FOR AGENDA ITEMS**

No one chose to speak.

**TOWN CLERK'S REPORT**

Town Clerk – Clerk Mills said for the month of January, her office took in \$1,255.50. \$1,176.50 was paid to the Supervisor's office as revenue, and \$79.00 was paid to other Governmental agencies.

**SUPERVISORS REPORT**

Supervisor Grasso offered condolences to the family of John Steele who recently passed away. Mr. Steele was a resident of Charlton who served on the Town Planning Board in the 90's and was very involved in supporting Town efforts. The Supervisor also offered condolences to the family of Ruth Loukes who was a long time resident and "matriarch" of Charlton.

See Supervisor's December 2023 Financial report (next page):

## MONTHLY REPORT OF SUPERVISOR

### TO THE TOWN BOARD OF THE TOWN OF CHARLTON:

Pursuant to Section 125 of the Town Law, I hereby render the following detailed statement of all moneys received and disbursed by me during the month of December, 2023:

DATED: January 31, 2024

SUPERVISOR				
	Balance 11/30/2023	Increases	Decreases	Balance 12/31/2023
<b>A GENERAL FUND - TOWNWIDE</b>				
CASH - CHECKING	863,498.93	89,779.50	117,804.06	835,474.37
NYClass - Savings	0.00	207,468.03	0.00	207,468.03
NY CLASS	206,539.16	928.87	207,468.03	0.00
PARK RESERVE NY CLASS	40,168.57	180.66	40,349.23	0.00
PETTY CASH	1,100.00	0.00	0.00	1,100.00
Park Fees Reserve	9,310.40	40,350.81	0.00	49,661.21
<b>TOTAL</b>	<b>1,120,617.06</b>	<b>338,707.87</b>	<b>365,621.32</b>	<b>1,093,703.61</b>
<b>DA HIGHWAY FUND</b>				
CASH - CHECKING	-82,925.73	342,377.37	57,896.07	201,555.57
NYClass Savings	0.00	205,287.42	0.00	205,287.42
NY CLASS	204,368.33	919.09	205,287.42	0.00
<b>TOTAL</b>	<b>121,442.60</b>	<b>548,583.88</b>	<b>263,183.49</b>	<b>406,842.99</b>
<b>F WATER #1 FUND</b>				
CASH - CHECKING	140,765.98	550.00	9,290.83	132,025.15
CASH - SAVINGS	0.00	102,809.57	0.00	102,809.57
NY CLASS	102,349.27	460.30	102,809.57	0.00
WATER RESERVE NY CLASS	100,421.46	451.63	100,873.09	0.00
CASH, SPECIAL RESERVES	107,608.50	100,891.37	0.00	208,499.87
<b>TOTAL</b>	<b>451,145.21</b>	<b>205,162.87</b>	<b>212,973.49</b>	<b>443,334.59</b>
<b>H CAPITAL PROJECTS</b>				
	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>SD AMBULANCE DISTRICT</b>				
CASH - CHECKING	0.14	0.00	0.14	0.00
<b>TOTAL</b>	<b>0.14</b>	<b>0.00</b>	<b>0.14</b>	<b>0.00</b>
<b>SW WATER #2 FUND</b>				
CASH - CHECKING	27,129.12	0.00	215.30	26,913.82
<b>TOTAL</b>	<b>27,129.12</b>	<b>0.00</b>	<b>215.30</b>	<b>26,913.82</b>
<b>TA TRUST &amp; AGENCY</b>				
CASH - CHECKING	3,516.76	59,583.86	60,450.72	2,649.90

MONTHLY REPORT OF SUPERVISOR				
	Balance 11/30/2023	Increases	Decreases	Balance 12/31/2023
TOTAL	3,516.76	59,583.86	60,450.72	2,649.90
TOTAL ALL FUNDS	1,723,850.89	1,152,038.48	902,444.46	1,973,444.91

#### ANNOUNCEMENTS:

The Town offices will be closed February 19<sup>th</sup> for the Presidents Day holiday. The Planning Board will still meet.

#### COMMUNICATIONS:

Supervisor Grasso said that a resident had submitted a letter asking how the Town handles special district tax and Ad Valorem tax. The Supervisor and the Town Attorney researched the question and confirmed with the Town Assessor that the Town does charge Ad Valorem tax.

#### TOWN UPDATES:

Supervisor Grasso said that the Town employees have mandatory Workplace Violence Training and also Sexual Harassment Training courses to complete each year, which are available this month from our insurance provider.

#### FINANCIAL UPDATES:

The December Mortgage Tax report was \$8,852.50 and the 2023 mortgage tax receipts were \$99,318.00. That amount is lower than the \$150,000 anticipated in the 2023 budget. The 2024 budget only includes \$100,000 in anticipated Mortgage Tax.

The January 2024 Sales Tax received was \$132,733.00, which is 2.89% lower than January 2023. The Town's anticipated budget amount for 2024 is 1.65 million.

Supervisor Grasso said that the auditor, Brian McElroy has completed the Annual Financial Report. Mr. McElroy has completed it sooner than the previous auditor in past years and for significant cost savings.

#### COUNTY UPDATES:

Supervisor Grasso said that the County is accepting applications for Open Space and Farmland Protection grants. The County has \$400,000 to award this year and that amount may be a little higher due to unfunded previous projects. The County has made an attractive change this year where the County will now fund up to 90% of the program costs as opposed to a previous 50%. The Farmland maximum award is \$400,000 and the Open Space maximum award is \$200,000.

Supervisor Grasso said that the County recently hosted a Planning Conference that was very well attended by over 600 people from across New York State. There were 16 training sessions all geared to what the participants wanted to hear about. There was tremendous participation, including many volunteers from the various Boards and Committees of Charlton. He thanked the County, volunteers and speakers.

#### **DEPARTMENT, COMMITTEE & COUNCILMAN REPORTS**

##### **Councilman Tasse, Liaison:**

Technology – Councilman Tasse said that Microsoft will be rolling out Multi-Function Authentication (MFA) this year and employees will need to use it. He will work with Enable to roll it out to employees. He is waiting on a

report from Enable which should be received this evening, for the Town's cyber insurance. The Councilman also noted that a new computer was ordered for the bookkeeper and it will come with Windows 11. He wanted to make the Board aware that Windows 11 has stricter hardware requirements. Mr. Tasse said that he will soon be scheduling a meeting with the Town's Technology Committee. Supervisor Grasso asked Mr. Tasse if the committee could work on inventorying the Town's hardware and software.

Ballston Community Public Library: Rebecca Verhayden read the following report:

The Friends of the Library Mini Golf Fundraiser will be held February 23 and 24. Golfers of all ages are invited to participate for \$5 to pay 18 holes of indoor mini golf throughout the library. The library has partnered with AARP to offer a series of technology classes for seniors. Upcoming offerings include fitness apps, job searching and computer design. All classes are free and open to the public, anyone can sign up online at [bcpl.sals.edu](http://bcpl.sals.edu) • A Solar Eclipse will occur on April 8. We have a limited quantity of solar eclipse glasses. The library will hand out 2 pairs of eclipse glasses per family will supplies last. You can pick up glasses for your family at the Children's Room Desk from March 25-April 8.

**Councilman Robbins, Liaison:**

Highway – Superintendent Marshall Heritage submitted the following report for the month of January:

1. Removed the Christmas tree and decorations from the gazebo
2. Plowing / sanding roads
3. Mixing sand salt
4. Cutting brush
5. Picking up Christmas trees
6. Clearing catch basins
7. I attended the MS4 meeting
8. Trucks 14,16 plow wing maintenance
9. Truck 16 sander maintenance
10. Trucks all greased
11. Patching pot holes
12. I attended the Hazard Mitigation meeting
13. 811 locations 9

Party in the Park – Councilman Robbins said that the first planning meeting is March 7<sup>th</sup> at 6:30pm in the second floor meeting room. Big Sky Country is the band that will be playing this year.

**Councilman Glavin, Liaison:**

Town Water System:

Councilman Glavin reported that the town engineering firm, EDP, prepared a technical specification and request for proposal (RFP) for the periodic water system tank inspection and submitted the document to the Town for review. The town provided comment back to EDP via the town supervisor, last week. EDP is finalizing the document and will utilize it for bid solicitation purposes.

Town Energy Use and Cost:

Councilman Glavin reported that he looked at energy usage and costs over the last 10 years noting that the cost of electrical usage increased between 2022 and 2023, year over year, by about 70% even though total usage was down by ~ 9%.

**Councilman St. John, Liaison:**

Constables – In January , there were 3,038 miles traveled, 29 patrols,19 complaints, 12 911 calls and 4 accident/1 Fire calls responded to, and 26 tickets were issued (2 on Route 67).

Dog Control – In January, there were 7 calls received.

**MOTIONS, RESOLUTIONS AND PROCLAMATIONS**

**RESOLUTION #68**

**MOTION TO APPROVE THE SEASONAL USE OF VOLLEYBALL COURTS BY TRY-ATHLETES**

Motion by Councilman Robbins

Seconded by Councilman Tasse

BY MOTION, the Town Board approved the application from the Try-Athletes to use the Elmer Smith Park volleyball courts on Tuesday evenings from 6pm to dark from May 7 to August 27, 2024.

Vote: All Ayes, No Nays. **CARRIED**

**RESOLUTION #69**

**MOTION TO APPROVE THE USE OF ELMER SMITH PARK BY THE BALLSTON COMMUNITY PUBLIC LIBRARY**

Motion by Councilman Robbins  
Seconded by Councilman Tasse

BY MOTION, the Town Board approved the application from the Ballston Community Public Library to use Elmer Smith Park on Monday, June 24, 2024 from 1:00pm until 7:30pm.

Vote: All Ayes, No Nays. **CARRIED**

**RESOLUTION #70**

**RESOLUTION TO HIRE A CONSULTANT TO MANAGE AND ASSIST WITH THE COMMUNITY CENTER RENOVATION PROJECT IN THE TOWN OF CHARLTON**

Motion by Councilman St. John  
Seconded by Councilman Tasse

Roll Call: Councilman Glavin: Aye, Councilman Robbins: Aye, Councilman St. John: Aye, Councilman Tasse: Aye, Supervisor Grasso: Aye. **CARRIED**

**TOWN OF CHARLTON  
COUNTY OF SARATOGA  
STATE OF NEW YORK**

**RESOLUTION NO. 70,  
February 12, 2024**

**RESOLUTION TO HIRE NAN STOLZENBURG OF COMMUNITY  
PLANNING AND ENVIRONMENTAL ASSOCIATES AS A CONSULTANT  
FOR THE TOWN OF CHARLTON LAND USE LAW UPDATE**

**WHEREAS**, the Town Board has previously determined it to be in the best interests of the Town to update the Town's current land use, subdivision and zoning regulations to create better tools for implementation of, and to better aide in compliance with the Town's Comprehensive Plan; and

**WHEREAS**, the Town has reviewed the qualifications of numerous local firms experienced in the area of land use regulations and working with municipalities, understanding that the hiring of a consulted for professional planning services can consider a number of factors including qualifications, experience, responsiveness, accessibility and cost; and

**WHEREAS**, the Town has received a quote and proposal from Nan Stolzenburg of Community Planning and Environmental Associates, located at 152 Stolzenburg Road, Berne, New York, 12023, to provide said work, which meets all of the Town's criteria and needs for the work; and

**WHEREAS**, the Town Board believes Nan Stolzenburg of Community Planning and Environmental Associates to be the best choice to perform the work, at the most reasonable cost and best value and expense to the Town.

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Charlton awards to and hires, Nan Stolzenburg of Community Planning and Environmental Associates, of 152 Stolzenburg Road, Berne, New York, 12023, to act as a consultant and assist in the updates and amendments to various zoning and subdivision regulations, at a cost not to exceed the sum of \$20,000.00, with an initial scope of work all as set forth on the attached proposal, to be completed within a time period and dates acceptable and as agreed to with the Town Supervisor; and it is further

**RESOLVED**, the Town Supervisor is authorized to enter into and sign all necessary documents and pay all amounts needed in order to effectuate same.

Moved by Councilman St. John

Seconded by Councilman Tasse

Voting: Councilman Glavin Aye  
Councilman Robbins Aye  
Councilman St. John Aye  
Councilman Tasse Aye  
Supervisor Grasso Aye

The resolution was duly adopted on February 12, 2024.

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Brenda Mills, Town Clerk

## **ABSTRACT OF CLAIMS**

### **MOTION #71**

#### **Approval of Abstract of Claims**

Motion by Councilman Robbins

Seconded by Councilman Glavin

Discussion: Supervisor Grasso said that the abstract amount was very high this month because it includes the tax levies for all 3 Fire Departments in Town.

**BY MOTION**, the Town Board approved the processing of Abstract 3, voucher numbers 44-85 in the amount of \$951,036.44 which was audited by Town Board members.

Vote: All Ayes, No Nays. **CARRIED**

## **PRIVILEGE OF THE FLOOR**

Dave LaFountain, resident, asked why the tax levy check for the West Charlton Fire Department is so late this year as they have always received their check in January. He said that the Fire Department holds money in December to pay their January bills, but now their February bills need to be paid. Supervisor Grasso said that tax collection season ends January 31<sup>st</sup> and this is the first meeting since that date.

Suzanne Voigt, resident, said that the Charlton Fire Department will be switching their meeting night to Tuesdays. She said that the Fire Department recently had Narcan training. She complimented the Highway Department for filling in the potholes on Crane Street, but said that the holes are back.

**MOTION #72**

**Motion to adjourn the meeting and enter into Executive Session**

Motion by Councilman Robbins

Seconded by Councilman Glavin

**BY MOTION** the Town Board adjourned the meeting at 8:10 p.m. and entered into Executive Session to discuss possible litigation, personnel and land transaction negotiations with the Town Attorney.

Vote: All Ayes, No Nays. **CARRIED**

**MOTION #73**

**Motion to exit Executive Session and adjourn the meeting**

Motion by Councilman Robbins

Seconded by Councilman Glavin

**BY MOTION** the Town Board exited Executive Session and adjourned the meeting at 9:36 p.m.

Respectfully submitted,

Brenda Mills  
Town Clerk