

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

October 12, 2021

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 7:30 p.m.

Councilman Ranaletto led the pledge of allegiance.

Roll Call: Councilman Glavin, Councilman Ranaletto, Councilman Robbins, Councilwoman Smith, Supervisor Grasso.

Present: Town Clerk Brenda Mills, Attorney Craig.

Councilman Ranaletto excused himself from the meeting at 7:32 p.m. and reentered at 7:33 p.m.

APPROVAL OF MINUTES

MOTION #145

Approval of Minutes

Motion by Councilman Robbins

Seconded by Councilman Ranaletto

By motion the Town Board approved the minutes of the Town Board Meeting on September 27, 2021.

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

PRIVILEGE OF THE FLOOR FOR AGENDA ITEMS

No one chose to speak.

SUPERVISORS REPORT

Supervisor Grasso said that in September he was busy working on the 2022 budget and meeting with Department heads. There were two budget workshops in the past couple of weeks. The Preliminary budget was issued to the Board members and the Town Clerk tonight. He thanked Bookkeeper Tammy Pudney for her assistance in putting together the Tentative and Preliminary 2022 budget documents. He attended several county meetings as well as the County budget preparation meetings. Supervisor Grasso said he would like to put together a narrative to accompany the budget. He asked the Town Clerk to wait for the narrative before posting the budget to the website.

ANNOUNCEMENTS

The Highway Department will conduct Fall Brush pick-up during the week of October 25 – 29th.

The Highway Department will conduct bagged Leaf pick-up during the week of November 15 – 19th.

The Town Board will vote tonight to set the Public Hearing on October 25th at 7pm regarding the 2022 budget.

COMMUNICATIONS

Supervisor Grasso said that the Mortgage Tax for August was \$16,130 and the September Mortgage Tax was \$21,633. The 2021 Budget anticipated \$125,000 for the year and we are trending well above that. The amount anticipated in the 2022 preliminary budget is \$182,000.

DEPARTMENT, COMMITTEE & COUNCILMAN REPORTS

Town Clerk – Clerk Mills said her office took in \$2,384.00 for the month of September. \$445.80 was paid to the Supervisor's office as revenue, and \$1,938.20 was paid to other Governmental agencies.

Highway – Superintendent Marshall Heritage gave the following report:

1. Patching pot holes
2. Helped Town of Greenfield pave
3. Built up the shoulders on upper Cook Road from paving
4. Helped the Town of Providence pave
5. Mowing of the Town lawns
6. Cutting and removing dead trees
7. Smoothed up Rocky Ridge dirt road
8. Replaced a cross culvert on Root Road that washed out 9/24/2021-9/28/2021
9. Thanks to the State D.O.T West Ave Saratoga Springs for helping giving us the culvert pipe
10. Hauling winter sand
11. Did maintenance on trucks 16 ,15,12
12. Replacing light bulbs at the Town Hall
13. Mowing back the roads with the arm mower
14. I attended the Highway luncheon
15. 811 locations 23

Planning Board – Councilwoman Smith reported that the Board met on September 20th and conditionally approved the Ward subdivision application.

ZBA – Councilwoman Smith reported that the Board met on October 12th to review the maps of the Davidson application. A public hearing on the Davidson application has been set for November 9th at 7:00 p.m.

Zoning – For the month of September, there were 11 building permits and 16 CC's issued. \$1,472.55 was collected in fees

Water – Councilman Glavin confirmed that letters were sent to water customers that were in arrears.

Technology Committee Chairperson Tassè provided the following update:

- Town Hall Server has been working well. We are waiting on the County RPS software to be migrated over to new server.
- MS 365 email- The conversion was done and we are no longer using Atypica for email services.
- Broadband Committee: They are working on a survey to send to underserved residents. Councilwoman Smith said that the Committee is wondering how to cover the postage costs for the survey.
-

Supervisor Grasso said that the NYS Department of Public Service is looking to do a State-wide survey about broadband and internet. The Supervisor said that he completed the State survey and he thought that it was pretty thorough.

Councilman Ranaletto asked if the speed wagon was going to be used this fall? Councilman Robbins said that there is a computer issue with the wagon and it is being worked on. Councilman Ranaletto also asked if there was going to be any kind of a party for Alan Grattidge who retired in December. No party was done due to COVID restrictions. The Councilman offered to pay for a party if none was planned.

Councilman Robbins asked Highway Superintendent Heritage how many miles are typically paved in Charlton each year. Superintendent Heritage said that in a typical year, 1.5 miles are paved, however, this year 3.5 miles were done.

Historian – Marv Livingston spoke on the history of the Battle of Saratoga and Benedict Arnold. Mr. Livingston continues to work on the Charlton genealogy. He uses Roots Magic database, Ancestry, and Family Search. He has been able to make some links to past residence with the recent passing of a longtime Charlton resident. Frank Lafforthum left him with over 10,000 resident name cards and Mr. Livingston has built that to over 25,000 name cards.

Parks – The Town has received notice that we were awarded a grant from Saratoga County to extend the trail in Elmer Smith Park. The work will probably be done in the Spring.

Constables – In September, there were 3,404 miles traveled, 30 patrols, 18 complaints, 13 911 calls and 2 accident/8 EMT Fire calls were responded to, and 32 tickets were issued.

Dog Control – In September, there were 9 calls received, of which 2 were regarding other animals, 3 expired licenses were followed up on, and 1 dog bite case was reported.

Community Center – We are in the process of contacting the company to do the lead and asbestos investigation. Don Schermerhorn and Torben Aabo removed floor boards to give access to the crawl space for the structural engineer. Mr. Aabo said that he found 15 inches of water in the 8-10 foot crawl space.

MOTIONS, RESOLUTIONS AND PROCLAMATIONS

RESOLUTION #146

A RESOLUTION AMENDING RESOLUTION #141 OF 2021, ENTITLED “RESOLUTION SUPPORTING AN APPLICATION THE BY THE TOWN OF CHARLTON TOWN JUSTICES TO THE JUSTICE COURT ASSISTANCE PROGRAM REGARDING A GRANT FOR THE REPOLACEMENT OF COURTROOM TABLES, INSTALLATION COSTS, AND A COMMERCIAL GRADE SHREDDER IN THE COURT OFFICE AREA

Motion by Councilwoman Smith
Seconded by Councilman Glavin

Roll Call: Councilman Glavin: Aye, Councilman Ranaletto: Aye, Councilman Robbins: Aye, Councilwoman Smith: Aye, Supervisor Grasso: Aye. **CARRIED**

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

RESOLUTION NO. 146

October 12, 2021

RESOLUTION AMENDING RESOLUTION # 141 of 2021, ENTITLED “RESOLUTION SUPPORTING AN APPLICATION BY THE TOWN OF CHARLTON TOWN JUSTICES TO THE JUSTICE COURT ASSISTANCE PROGRAM REGARDING A GRANT FOR THE REPLACEMENT OF COURTROOM TABLES, INSTALLATION COSTS, AND A COMMERCIAL GRADE SHREDDER IN THE COURT OFFICE AREA

WHEREAS, the Town Board passed Resolution # 141 on September 27, 2021, entitled **“Resolution Supporting an Application by the Town of Charlton Town Justices to the Justice Court Assistance Program Regarding a Grant for the Replacement of Courtroom Tables, Installation Costs, and Commercial Grade Shredder in the Court Office Area”**, which said Resolution needs to be amended by adding the below language, as is now required by the Office of Court Administration:

NOW THEREFORE BE IT RESOLVED, the Town Board amends Resolution #141 of 2021 to add the following **“ RESOLVED”** clause:

BE IT RESOLVED, the Town Board of the Town of Charlton authorizes the Charlton Town Court to apply for a JCAP grant in the 2021-22 grant cycle up to \$5,839.96.

MOTION BY:	Councilwoman Smith	Voting:	Councilman Glavin	Aye
			Councilman Ranaletto	Aye
SECONDED BY:	Councilman Glavin		Councilman Robbins	Aye
			Councilwoman Smith	Aye
			Supervisor Grasso	Aye

The resolution was duly adopted on October 12, 2021.

Brenda Mills, Town Clerk

RESOLUTION #147

A RESOLUTION FOR STANDARD WORK DAY AND REPORTING RESOLUTION FOR ELECTED AND APPOINTED OFFICIALS

Motion by Councilman Glavin

Seconded by Councilman Robbins

Roll Call: Councilman Glavin: Aye, Councilman Ranaletto: Aye, Councilman Robbins: Aye, Councilwoman Smith: Aye, Supervisor Grasso: Aye. **CARRIED**

Office of the New York State Comptroller
NYSLRS
 New York State and Local Retirement System
 110 State Street, Albany, New York 12244-0001
 Please type or print clearly
 in blue or black ink

Received Date

Standard Work Day and Reporting Resolution for Elected and Appointed Officials

Town of Charlton Resolution #147

RS 2417-A

(Rev. 12/12)

Employer Location Code

3 0 5 9 6

SEE INSTRUCTIONS FOR COMPLETING FORM ON REVERSE SIDE

BE IT RESOLVED, that the Town of Charlton, hereby established the following standard work days for these titles and will report the officials to the New York State and Local Retirement based on their record of activities:

Name	Social Security Number	NYSLRS ID	Title	Current Term Begin & End Dates	Standard Work Day	Record of Activities Result	Not Submitted	Pay Frequency	Tier 1
Elected Officials:									
Smith, Jenna		72596489	Councilwoman	2/23/21-12/31/21	6	2.03	<input type="checkbox"/>	bi-wkly	<input type="checkbox"/>
Ranaletto, Doug		62017157	Councilman	1/1/18 - 12/31/21	6	1.69	<input type="checkbox"/>	bi-wkly	<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
Appointed Officials:									
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>

I, Brenda L. Mills, secretary/clerk of the governing board of the Town of Charlton, of the State of New York,
 (Name of Secretary or Clerk) (Title one) (Name of Employer)

do hereby certify that I have compared the foregoing with the original resolution passed by such board at a legally convened meeting held on the 12 day of October, 2021 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Town of Charlton on this 12 day of October, 2021
 (Name of Employer)

Brenda L. Mills
 (Signature of Secretary or Clerk)

Affidavit of Posting: I, Brenda L. Mills, being duly sworn, deposes and says that the posting of the Resolution began on October 13, 2021 and continued for at least 30 days. That the Resolution was available to the public on the:
 (Date)

- ☒ Employer's website at: townofcharlton.org
☒ Official sign board at: 758 Charlton Road, Charlton, NY
☐ Main entrance Secretary or Clerk's office at: _____

Page 1 of 1 (for additional rows, attach a RS 2417-B form.)

(seal)

RESOLUTION #148

A RESOLUTION ESTABLISHING OCTOBER, 25, 2021 AS THE DATE FOR A PUBLIC HEARING CONCERNING THE TOWN OF CHARLTON ANNUAL BUDGET FOR THE YEAR 2022

Motion by Councilman Ranaletto
 Seconded by Councilwoman Smith

Roll Call: Councilman Glavin: Aye, Councilman Ranaletto: Aye, Councilman Robbins: Aye, Councilwoman Smith: Aye, Supervisor Grasso: Aye. **CARRIED**

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

RESOLUTION NO. 148

October 12, 2021

**RESOLUTION ESTABLISHING OCTOBER 25, 2021 AS THE DATE
FOR A PUBLIC HEARING CONCERNING THE TOWN OF CHARLTON
ANNUAL BUDGET FOR THE YEAR 2022**

WHEREAS, under provisions of the New York State Town Law, the Town Board of the Town of Charlton is required to conduct a public hearing with respect to the consideration of the Town's annual budget; and

WHEREAS, the Town Board hereby determines that the annual budget public hearing for the budget year 2022 shall be held at the Town Hall on Monday, October 25, 2021.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Charlton hereby sets a Public Hearing and will meet at the Town Hall on October 25, 2021 at 7:00 p.m., at which time and place it shall consider comments from residents of the Town of Charlton concerning proposals with respect to the annual Town budget for the year 2022, and it is further

RESOLVED, that the Town Clerk is hereby directed to prepare, post and publish the appropriate notices for such public hearing in accordance with Town Law.

MOTION BY:	Councilman Ranaletto	Voting:	Councilman Glavin	Aye
			Councilman Ranaletto	Aye
SECONDED BY:	Councilwoman Smith		Councilman Robbins	Aye
			Councilwoman Smith	Aye
			Supervisor Grasso	Aye

The resolution was duly adopted on October 12, 2021.

Brenda Mills, Town Clerk

RESOLUTION #149

A RESOLUTION TO ACCEPT THE TRAILS GRANT AWARDED FROM THE SARATOGA COUNTY 2021 TRAILS GRANT PROGRAM TO THE TOWN OF CHARLTON

Motion by Councilman Robbins

Seconded by Councilwoman Smith

Roll Call: Councilman Glavin: Aye, Councilman Ranaletto: Aye, Councilman Robbins: Aye, Councilwoman Smith: Aye, Supervisor Grasso: Aye. **CARRIED**

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

RESOLUTION NO. 149

October 12, 2021

RESOLUTION TO ACCEPT THE TRAILS GRANT AWARDED FROM THE SARATOGA COUNTY 2021 TRAILS GRANT PROGRAM TO THE TOWN OF CHARLTON

WHEREAS, the Town of Charlton applied for a trails grant through the Saratoga County Trails Grant Program; and

WHEREAS, the Saratoga County Board of Supervisors awarded to the Town of Charlton a \$7,400.00 trail grant to be used towards the construction/renovation of an additional looping trail and link to existing 1,300 linear foot trail of the Elmer Smith Pedestrian Trail.

NOW, THEREFORE, BE IT RESOLVED, the Town of Charlton officially accepts said grant in the amount of \$7,400.00, and the Town Supervisor is hereby authorized to enter into and sign the Agreement between the County of Saratoga and Town of Charlton formally accepting the grant, a copy of which Agreement is attached hereto; and it is further

RESOLVED, that pursuant to said Grant requirements the Town of Charlton shall perform in-kind services and/or provide matching funds or materials in the minimum amount set forth in said agreement, needed to complete the renovations and/or construction of the above trail work; and it is further

RESOLVED, that once the Town of Charlton provides a voucher with documentation of the Town's performance of sufficient in-kind services and/or the payment of sufficient funds or provision of materials towards the renovation and/or construction of the above trail work, the County of Saratoga is to provide the Town with a check for \$7,400.00 within 30 days thereafter; and it is further

RESOLVED, the Town Supervisor is hereby authorized to execute all necessary documentation and pay all amounts needed and required, and do all things necessary in order to effectuate same.

MOTION BY: Councilman Robbins

SECONDED BY: Councilwoman Smith

Voting:	Councilman Glavin	Aye
	Councilman Ranaletto	Aye
	Councilman Robbins	Aye
	Councilwoman Smith	Aye
	Supervisor Grasso	Aye

The resolution was duly adopted on October 12, 2021.

Brenda Mills, Town Clerk

RESOLUTION #150

A RESOLUTION TO HIRE CONSULTING SERVICES TO PERFORM A LOST REVENUE CALCULATION FOR THE YEAR ENDING DECEMBER 31, 2020

Motion by Councilman Robbins

Seconded by Councilman Ranaletto

Roll Call: Councilman Glavin: Aye, Councilman Ranaletto: Aye, Councilman Robbins: Aye, Councilwoman Smith: Aye, Supervisor Grasso: Aye. **CARRIED**

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

RESOLUTION NO. 150

October 12, 2021

**RESOLUTION TO HIRE CONSULTING SERVICES TO PERFORM A LOST REVENUE
CALCULATION FOR THE YEAR ENDING DECEMBER 31, 2020**

WHEREAS, the Town is required to perform a lost revenue calculation detailed in the Interim Final Rule to implement the Coronavirus State Fiscal Recovery Fund and the Coronavirus Local Fiscal Recovery Fund, as established under the American Rescue Plan Act for the year ending December 31, 2020; and

WHEREAS, the Town, pursuant to its' Procurement Policy, solicited bids and proposals for such work; and

WHEREAS, the Town has received a proposal from EFPDR Group, PLLC, CPAs, of 6390 Main Street, Ste. 200, Williamsville, New York, 14221, in the amount of \$2,000.00, to perform said work, which meets all of the Town's criteria and specifications for said calculation report; and

WHEREAS, the Town Board believes EFPDR Group, CPAs, to possess the necessary expertise and abilities, and to be the best choice to perform the work, at a 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, EFPDR Group, PLLC, CPAs, of 6390 Main Street, Ste. 200, Williamsville, New York, 14221, to conduct a lost revenue calculation detailed in the Interim Final Rule to implement the Coronavirus State Fiscal Recovery Fund and the Coronavirus Local Fiscal Recovery Fund, as established under the American Rescue Plan Act, for the year ending December 31, 2020, as set forth in the attached proposal, at a cost of \$2,000.00, to be commenced and completed within a reasonable time frame as agreed to with the Supervisor; and it is further

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

MOTION BY: Councilman Robbins

Voting: Councilman Glavin Aye

Councilman Ranaletto Aye

SECONDED BY: Councilman Ranaletto

Councilman Robbins Aye

Councilwoman Smith Aye

Supervisor Grasso Aye

The resolution was duly adopted on October 12, 2021.

Brenda Mills, Town Clerk

ABSTRACT OF CLAIMS

MOTION #151

Approval of Abstract of Claims

Motion by Councilman Ranaletto

Seconded by Councilman Glavin

By motion the Town Board approved the processing of Abstract #118, voucher numbers 562-586 in the amount of \$27,356.10 which was audited by Town Board members.

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

PRIVILEGE OF THE FLOOR

Torben Aabo, resident, thanked the Town Board for continuing to move forward with attentions to the Community Center. Mr. Aabo said that the Women's League of Voters will be using 2 local fire houses to share the zoom meeting for the Meet the Candidates event.

Town Clerk Brenda Mills asked if the ARPA funds could be used to help cover the survey costs that Councilwoman Smith said were needed for the Broadband Committee survey. Supervisor Grasso said that he felt that the costs could be paid with those funds.

MOTION #152

Motion to adjourn the meeting

Motion by Councilman Glavin

Seconded by Councilman Ranaletto

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

The meeting adjourned at 8:35 p.m.

Respectfully submitted,

Brenda Mills
Town Clerk