

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

October 15, 2019

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 Grattidge at 7:30 p.m.

Supervisor Grattidge led the pledge of Allegiance.

Present: Councilman Grasso, Councilwoman Heritage, Councilman Ranaletto, Councilman Robbins, Supervisor Grattidge, Town Clerk Brenda Mills, Attorney Craig.

APPROVAL OF MINUTES

RESOLUTION #172

Approval of Minutes

Motion by Councilman Ranaletto

Seconded by Councilman Robbins

BE IT RESOLVED that the Town Board has approved the minutes of the Town Board Meeting on September 23, 2019.

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

PRIVILEGE OF THE FLOOR FOR AGENDA ITEMS

No one chose to speak.

TOWN CLERK'S REPORT

The Town Clerk's office took in \$2,374.50 for the month of September. \$660.12 was paid to the Supervisor's Office as revenue, and \$1,714.38 was paid to other Governmental agencies.

RESOLUTION #173

Acceptance of the Town Clerk's Report

Motion by Councilman Grasso

Seconded by Councilwoman Heritage

BE IT RESOLVED that the Town Board has accepted the Town Clerk's report as read.

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

SUPERVISORS REPORT

For the month of September, I attended 3 Town meetings and 4 County meetings. Some of the highlights of the month:

- Attended normal Town and County meetings
- Attended the NYSAC Conference in Sullivan County
- Attended a meeting with St Mary's Urgent Care and GEMS
- Held a Budget Workshop for the 2020 Town Budget

Supervisor Grattidge read the following report submitted by Cara Parks:

October 15, 2019

To the Town Board:

I would like to include some updates from the accounting office as it relates to the months of July - September 2019, the end of the 3rd quarter, and ongoing items as well.

For the quarter ending September 30, 2019, the town has reached 58% of the Mortgage Tax budgeted amount. A second mortgage tax distribution is expected, from the county, in November. The town has received 74% of budgeted Sales Tax revenue from the county. The town received \$32,501.62 from Saratoga County, in August representing the town's annual share in landfill revenue. This payment will continue, annually, for the foreseeable future and is a welcome, additional revenue.

July and August were busy months for processing water payments from residents. I was able to make use of a check reader to assist with the large deposits and many checks that come in at this time of year. The check reader allows the town to deposit checks directly into the General Fund account from my desktop, saving a trip to the bank and lots of photocopying. It was a big time saver.

Late August began budget preparations and disseminating appropriate information to all of the Town's departments and committees, as well as CAPTAIN, the library and fire and EMS departments. Budget updating and work will continue until the budget is adopted in November.

The town has begun making payments on engineering services to MJ Engineering and Land Surveying, P.C., making use of the Town's H Fund, or Capital Project Fund. Use of this special fund will continue throughout the Peaceable Street Culvert Grant process.

Currently, the Highway Dept. is working on the application for the SAM grant to purchase a Skid Steer in conjunction with the Town of Galway. A total of \$50,000 has been pledged from Assemblywoman Walsh's office to help facilitate this acquisition.

Other projects at the Highway department include, developing a multi-year, new equipment purchase plan; developing a maintenance log for each truck and piece of equipment; keeping insurance coverage up-to-date and correctly valued; working on the highway budget for 2020.

On the horizon, Supervisor Grattidge and I will continue to look into and, hopefully implement, the Point & Pay system that will allow for credit card payments for the Tax Collector, Water, Zoning and Town Clerk's offices. This would allow for residents to make payments simply online or to pay by credit card at Town Hall. The associated fee for use would be assessed to the customer making use of this payment method.

As always, I welcome your questions and input. Please don't hesitate to contact me either at the Highway garage or Town Hall.

Cara A. Parks
Principal Account Clerk

(see financial report on next page)

ANNOUNCEMENTS

The new Charlton Urgent Care opened on October, 8th. It will be open 365 days a year from 9 a.m. until 7 p.m.

Saratoga County will have a Tire Recycling program October 29th 5-6pm. The drop off location is behind the Town of Malta Court Office. Residents must preregister. Forms are available on the Town website.

The Board will vote on a resolution tonight to set a Public Hearing date of October 28th at 7 p.m. regarding the 2020 proposed Town Budget.

The Highway Department will do the fall brush pick up during the week of October 28th.

The Highway Department will do bagged leaf pick up during the week of November 4th.

COMMUNICATIONS

A note was received from Belinda Kucharski at Captain/Community Human Services thanking the Town Board for giving them the opportunity to speak at the last Board meeting and highlight the programs and services that they offer to residents.

10/02/2019 14:56:57

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 September, 2019:

DATED: October 2, 2019

SUPERVISOR

	Balance 08/31/2019	Increases	Decreases	Balance 09/30/2019
A GENERAL FUND - TOWNWIDE				
CASH - CHECKING	15,770.13	165,924.50	165,921.92	15,772.71
CASH - SAVING	188,502.24	71,187.63	165,921.92	93,767.95
PETTY CASH	500.00	0.00	0.00	500.00
Park Fees Reserve	55,998.65	18.77	0.00	56,017.42
TOTAL	260,771.02	237,130.90	331,843.84	166,058.08
DA HIGHWAY FUND				
CASH - CHECKING	197.25	98,115.43	98,115.43	197.25
CASH - SAVINGS	15,679.19	177,259.26	98,115.43	94,823.02
CASH, SPECIAL RESERVE	15,500.35	0.00	0.00	15,500.35
TOTAL	31,376.79	275,374.69	196,230.86	110,520.62
F WATER #1 FUND				
CASH - CHECKING	33.54	5,473.99	5,473.99	33.54
CASH - SAVINGS	326,102.88	731.04	5,473.99	321,359.93
CASH, SPECIAL RESERVES	200,068.65	2.07	0.00	200,070.72
TOTAL	526,205.07	6,207.10	10,947.98	521,464.19
SW WATER #2 FUND				
CASH - CHECKING	0.00	119.74	119.74	0.00
CASH - SAVINGS	27,656.07	10.43	119.74	27,546.76
TOTAL	27,656.07	130.17	239.48	27,546.76
TA TRUST & AGENCY				
CASH - CHECKING	11,377.34	36,806.59	36,806.59	11,377.34
TOTAL	11,377.34	36,806.59	36,806.59	11,377.34
H CAPITAL PROJECTS				
CASH - CHECKING	35,823.00	0.00	0.00	35,823.00
SAVINGS	-41,217.00	0.00	0.00	-41,217.00
TOTAL	-5,394.00	0.00	0.00	-5,394.00
TOTAL ALL FUNDS	851,992.29	555,649.45	576,068.75	831,572.99

DEPARTMENT, COMMITTEE & COUNCILMAN REPORTS

Highway – Report given by Marshall Heritage:

1. Finished ditching on Beechwood Ave.
2. Mowed road sides
3. Mowed with the arm mower
4. Checked beaver blockages
5. Helped Town of Galway pave
6. I attended the Highway Superintendents' luncheon
7. Changed light bulbs at the Town Hall
8. Patched bad spot on Redwood circle and on Komar circle
9. Helped Town of Greenfield pave
10. Did ditching on Newman Road, two locations on Division Street, and on DeGraff Road
11. Power outage put generator on traffic light at the corner of 147 and Rt. 67
12. Helped the Town of Ballston pave
13. Picked up brush from rain and wind storm
14. Changed the alternator on Truck #12
15. Mowed the lawns
16. Cut shoulders on upper Peaceable St.
17. Shimmied upper Peaceable St. with black top
18. Picked up miscreant porcupine and removed to undisclosed location
19. Finished grinding and patching spots on Peaceable St.
20. Started hauling winter sand
21. Serviced all trucks for winter
22. Responded to 35, 811 locations
23. Moved and set up of speed wagon
24. Had water and soil hydro seed both sides of Beechwood Ave.

Parks – The work is completed on the trailway in Gideon Hawley Park. Pro-Cut did a very nice job. Dave Pohl will get stain for the gazebo floor.

Ambulance Advisory Committee – Councilman Robbins said that the Committee had their final meeting and has submitted their report. The Councilman thanked the Committee members for the work that they did with the Ambulance Companies to cut the increases in their budgets and suggestions that were made for next year.

BHBL Community Library – Colleen Smith gave the following report:

1. The library applied for a grant from the New York State Aid for Library Construction Program to support renovations to create a Local History Room and convert to LED lighting in the main areas of the library. The Local History Room would serve as an additional programming space and a small group meeting room. The library is requesting up to 75% in state funding to support the \$143,474 project. The completed grant application was submitted to Southern Adirondack Library System (SALS) on August 30, 2019. The SALS Board of Trustees reviews all library project applications and makes funding recommendations to New York State Library Division of Library Development by October 31, 2019.
2. The library will offer the program *Footwear, Falling, and Finishing with Flair* on October 29 from 1:00-3:00 pm. Falling is a leading cause of seniors having to leave their homes and move into rehab centers, assisted living facilities, or nursing homes. Take a public health look at the major causes of falling, and a deeper look at one cause of falling- improper footwear. To attend, register online or by calling the library.

Historian – Marv Livingston said Mary Kadlecsek provided him with records from the Methodist Church which were dated from 1832 – 1906. He also noted that the database that he has created of Charlton residents now has 23,057 names in it.

Zoning – In September, 10 Building Permits were issued, \$2,209 in fees were collected, and 4 CCs and 1 C/O were issued. The closed permit value was \$391,000.00.

Councilwoman Heritage said that she attended the ribbon cutting ceremony at the new Charlton Urgent Care. The building is very nice and she feels that this service will be a great addition to Charlton.

Constables – In September, there were 36 patrols, 16 complaints received, 11 911 calls, 0 accidents & 5 EMT/Fire call responded to. 58 tickets were issued (20 issued on Route 67).

Dog Control – In September, there were 8 calls received, 1 pertaining to other animals, and 3 expired licenses followed up on, 2 dogs seized and returned to owners, and 1 Court appearance ticket issued.

Planning Board – Councilman Grasso said that the Board will meet on October 21st to review the cell tower application, consider a lot line change for the Schaus property, a lot line change for the Bryant/Wilkinson property, and the creation of a new lot on the Ball property.

Cell Advisory Committee - met on October 9th. They did not discuss the rural broadband, but did discuss the cell tower application, and will issue an opinion to the Board.

The Y-intersection at Crane Street and Dawson is being changed to a T-intersection. The work has begun and the feedback is positive from residents on Crane Street.

The power washing of the water tank has been completed. A bleach solution was used and the tower looks much better. This will hopefully help to prolong the paint on the tank.

A meeting of the Charlton Snowmobile Club will be held at the West Charlton Church on Sunday at noon to discuss the possibility of parking at the church. Councilman Grasso and Highway Superintendent Heritage plan to attend.

The Board discussed their role in the cell tower application. Councilman Grasso said that the only thing that the Board needs to be doing right now is reviewing the application, as they wait for all of the review opinions from other Boards and Committees to come in. They will schedule a Public Hearing, probably for the Agenda Meeting in November. Councilman Grasso said that we should get the opinion letters to the applicant prior to the Public Hearing.

MOTIONS, RESOLUTIONS, AND AUTHORIZATIONS

RESOLUTION # 174

BUDGET TRANSFER

Motion by Councilman Grasso

Seconded by Councilwoman Heritage

Discussion: Councilman Grasso said that the cost from Pro-Cut was \$12,000 and there were some other small costs incurred. Any remainder of the \$13,000 from the Parks Reserve Fund will be transferred back to the Parks Reserve Fund once all bills are paid.

Roll Call: Councilman Grasso: Aye, Councilwoman Heritage: Aye, Councilman Ranaletto: Aye, Councilman Robbins: Aye, Supervisor Grattidge: Aye. **CARRIED**

10/15/19

Resolution # 174

Budget Transfer

For Budget Year 2019, General Fund

Transfer from Park Fees Reserve

In order to pay Pro-Cut Landscape Services, Inc., \$12,000 for the construction of a handicap accessible sidewalk from the Town Hall to the Gazebo at the Gideon Hawley Park, and to complete the seeding and landscaping around the new sidewalk,

BE IT RESOLVED that the Supervisor is authorized to make the following transfer from:
A-230 Park Fees Reserve, to be transferred to
A-7110.411 Parks-Other, in the amount of \$13,000.00.

Moved by	Councilman Grasso	Voting:	Councilman Grasso	Aye
			Councilwoman Heritage	Aye
Seconded by	Councilwoman Heritage		Councilman Robbins	Aye
			Councilman Ranaletto	Aye
			Supervisor Grattidge	Aye

I certify that this is a true and exact copy of this original as passed by the Town Board of the Town of Charlton on

Dated: October 15, 2019

Brenda Mills, Town Clerk

RESOLUTION # 175

BUDGET TRANSFER

Motion by Councilman Grasso

Seconded by Councilman Ranaletto

Roll Call: Councilman Grasso: Aye, Councilwoman Heritage: Aye, Councilman Ranaletto: Aye, Councilman Robbins: Aye, Supervisor Grattidge: Aye. **CARRIED**

10/15/2019

Resolution # 175

Resolution for Budget Adjustments/Transfer of Funds

To cover the cost of unexpected, additional engineering expenses and to cover the costs paid out of the Celebrations account which were exceeded by higher, PIP costs and an additional concert at the Gazebo on 8/21/19. To also recognize Gifts and Donations which were taken in above the budgeted amount and to transfer those additional funds to the Celebrations account:

For Budget Year 2019, General Fund:

Increase expenditure account, A1440.4, Engineer-Contractual, by \$100.00

Decrease expenditure account, A1620.1, Buildings-Personal Services, by \$100.00

Increase expenditure account, A7550.4, Celebrations-Contractual, by \$435.00

Decrease expenditure account, A8540.4, Drainage-Contractual, by \$435.00

A Budget Journal to Debit A2705, Gifts & Donations by \$745.00

A Budget Journal to Credit A7550.4, Celebrations-Contractual, by \$745.00

Moved by	Councilman Grasso	Voting:	Councilman Grasso	Aye
			Councilwoman Heritage	Aye
Seconded by	Councilman Ranaletto		Councilman Robbins	Aye
			Councilman Ranaletto	Aye
			Supervisor Grattidge	Aye

I certify that this is a true and exact copy of this original as passed by the Town Board of the Town of Charlton on

Dated: October 15, 2019

Brenda Mills, Town Clerk

RESOLUTION #176

**RESOLUTION ESTABLISHING OCTOBER 28, 2019 AS THE DATE FOR A PUBLIC HEARING
CONCERNING THE TOWN OF CHARLTON ANNUAL BUDGET FOR THE YEAR 2020**

Motion by Councilman Ranaletto

Seconded by Councilwoman Heritage

Roll Call: Councilman Grasso: Aye, Councilwoman Heritage: Aye, Councilman Ranaletto: Aye, Councilman Robbins: Aye, Supervisor Grattidge: Aye. **CARRIED**

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

RESOLUTION NO. 176

October 15, 2019

**RESOLUTION ESTABLISHING OCTOBER 28, 2019 AS THE DATE
FOR A PUBLIC HEARING CONCERNING THE TOWN OF CHARLTON
ANNUAL BUDGET FOR THE YEAR 2020**

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 2020 shall be held at the Town Hall on Monday, October 28, 2019.

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 28, 2019 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 2020, 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.

Moved by	Councilman Ranaletto	Voting: Councilman Grasso	Aye
		Councilwoman Heritage	Aye
Seconded by	Councilwoman Heritage	Councilman Robbins	Aye
		Councilman Ranaletto	Aye
		Supervisor Grattidge	Aye

The resolution was duly adopted on October 15, 2019.

Brenda Mills, Town Clerk

ABSTRACT OF CLAIMS

RESOLUTION #177

Approval of Abstract of Claims

Motion by Councilwoman Heritage

Seconded by Councilman Robbins

BE IT RESOLVED that the Town Board audited Abstract #117, voucher numbers 612-661 in the amount of \$62,223.49 and Abstract #21 in the amount of \$6,475.78.

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

PRIVILEGE OF THE FLOOR

No one chose to speak.

RESOLUTION #178

Motion to adjourn the meeting

Motion by Councilman Grasso

Seconded by Councilman Robbins

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

The meeting adjourned at 8:17 p.m.

Respectfully submitted,

Brenda Mills
Town Clerk