

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

October 23, 2023

**PUBLIC HEARING For 2024 Preliminary Budget and
Town Board Meeting**

The Public Hearing for the 2024 Budget of the Town of Charlton, Saratoga County, New York was held at the Charlton Town Hall and called to order by Supervisor Grasso at 7:30 p.m.

The pledge of allegiance was recited.

Present: Councilman Robbins, Councilman St. John, Councilman Tasse, Supervisor Grasso, Attorney James Craig, Town Clerk Brenda Mills.

Excused: Councilman Glavin

Town Clerk Mills read the following Legal Notice and confirmed that it was published in the official newspaper, The Daily Gazette on October 12th, 2023:

**NOTICE OF PUBLIC HEARING
ON PRELIMINARY BUDGET**

Town of Charlton
Saratoga County, NY

NOTICE is hereby given that the preliminary budget of the Town of Charlton for the fiscal year beginning January 2024 has been filed in the office of Town Clerk, where it is available for inspection during business hours. Further notice is hereby given that the Town Board will meet and review said preliminary budget and hold a public hearing thereon at the Charlton Town Hall, 758 Charlton Rd, Charlton, NY at 7:30pm, on October 23rd and that at such hearing any town resident may be heard in favor or against any item therein contained. Pursuant to Section 108 of the Town Law, the proposed salaries of the following town officers are hereby specified as follows:

Town Supervisor \$22,500.00
Town Councilman (4) \$7,500.00
Town Clerk \$47,150.00
Highway Superintendent \$75,000.00

BY THE ORDER OF THE TOWN BOARD
Brenda Mills, Town Clerk
10/11/23

Supervisor Grasso read the following 2024 Preliminary budget highlights:

General Fund:

1. Budget Schedule:
 - a. End of August: gathered requests from departments
 - b. Sept. 25th: Tentative Budget distributed
 - c. Sept. 28th: Budget Workshop
 - d. Oct. 9th: Preliminary Budget distributed, date set for public hearing
 - e. Oct. 23rd: Public Hearing
 - f. Nov. 13th: Town Board vote on final budget
2. The General Fund budget continues to propose no town tax. From a historical perspective, the Town has not had a General Fund or Highway Fund tax in approximately 40 years.
3. The total General Fund budget is \$1,011,310. This is a 1.7% increase over the 2023 budget of \$994,000.
4. The General Fund budget proposes an increase in sales tax revenue of \$40,000, from \$620,000 to \$660,000. Note that I am anticipating a total sales tax revenue increase from \$1,550,000 to \$1,650,000. To keep with prior year's revenue sharing with the Highway Fund, 60% of the increase will go to Highway (\$60,000) and 40% will go to the General Fund (\$40,000).
5. The budget proposes a decrease in mortgage tax revenue of \$50,000, from \$150,000 to \$100,000. There is no mortgage tax revenue sharing with the Highway Fund.
6. There are salary increases across all positions. Each position was evaluated individually. Salaries and hourly rates of all town positions were compared to all other Towns within Saratoga County. In general, hourly staff received percentage increases greater than salaried staff. Increases for most positions ranged from 2% - 6%. The Supervisor's salary is proposed to be raised from \$14,560 to \$22,500. The Town of Charlton currently has the lowest paid Supervisor in Saratoga County. The average Supervisor salary across the County is \$38,985. The Town Board member's proposed salary will rise from \$6,250 to \$7,500. The additional compensation for the Deputy Supervisor will rise from \$1,040 to \$2,000.
7. The budget carries the additional funding for additional constable controls from the 2023 budget to the 2024 budget. The budget continues our 231 year tradition to have a constabulary helping to keep our residents and our roadways safe.
8. The budget carries \$10,000 in new funding for the addition of an Assistant Code Enforcement Officer to support on-going land use enforcement needs in the Town.
9. The proposed appropriation for the Ballston Community Library is \$48,800, up 3% from the \$47,380 given last year. Many other community program funding amounts stayed the same as last year's.
10. Paying off the last of the bonds on the Town Hall reduced debt costs of approximately \$135,000. These savings have primarily been applied to the contingency, salary adjustments and inflationary cost increases.
11. Investments in the repair of our Community Center will primarily come from our federal grant received last year.
12. The General Fund budget carries a contingency of \$70,304. As of 9/30/23, the General Fund Unreserved Fund Balance was \$867,043. There is no proposed use of fund balance to balance the General Fund budget.

Highway Fund:

13. The Highway Fund budget continues to propose no town Highway tax.
14. The total Highway Fund budget is \$1,261,000. This is a 5.9% increase over the 2023 budget of \$1,190,500.
15. The Highway Fund budget proposes an increase in sales tax revenue of \$60,000, from \$930,000 to \$990,000.

16. There was a general across the board salary adjustment for full-time Highway staff of \$3,000/year to make up for the elimination of the health insurance buy-out option and for an additional \$3.00/hour raise. This is intended to better align the Town's salaries and benefits with other municipalities. All but one full-time Highway employees currently receive the insurance buy-out.
17. The budget carries a proposed truck bond principal payment of \$75,000 which will allow the 5-year bond to be paid off in 2024, which will end a 3-year payoff period. A new truck will be bonded in 2024, the first payment of which will come due in 2025.
18. The Highway Fund budget carries a contingency of \$44,516. As of 9/30/23, the Highway Fund Unreserved Fund Balance was \$395,971. There is no proposed use of Highway's fund balance to balance the budget.

Water Fund #1:

19. The Water District #1 budget proposes to maintain the current tax levy of \$122,045. Through rising taxable values across the Water District #1, this should translate into a small reduced tax rate for Water District #1 customers.
20. The total Water District #1 budget is \$280,465, a slight decrease from the 2023 budget of \$292,065.
21. As of 9/30/23, the Water District #1 Unreserved Fund Balance was \$293,445. There is no proposed use of Water District #1's fund balance to balance the budget.

Water Fund #2:

22. The Water District #2 budget proposes to maintain the current tax levy of \$2,311. Through rising taxable values across the Water District #2, this should translate into a small reduced tax rate for Water District #2 customers.
23. The total Water District #2 budget is \$3,150, a slight increase from the 2023 budget of \$2,950.
24. As of 9/30/23, the Water District #2 Unreserved Fund Balance was \$27,520. There is \$839 of Water District #2's fund balance proposed to balance the budget.

Ambulance District:

25. The Ambulance Special District has a proposed a tax levy of \$96,222, a 3% increase over 2023's levy of \$93,420. This should translate into a less than 3% tax rate increase for all town residents due to increased taxable values.

Supervisor Grasso opened the floor for public comment.

Rebecca Verhayden, Ballston Community Library, thanked the Board for supporting the library by allowing them to use Elmer Smith Park and helping them get their foot in the door with the Seniors. She appreciates the 3% increase proposed in the budget to bring their 2024 donation to \$48,800. She said however, it is not the \$54,000 that they had requested. That would work out to \$12.49 per resident which she feels is a real bargain. Supervisor Grasso said that he appreciates all of the services that the library provides. it is unfortunate that we have budget constraints and other factors that we have to consider when putting the budget together. He will see if any of the Board members propose any changes to the budgeted amount before the budget is voted on next month.

Councilman Comments:

Councilman Tasse said that he appreciates all of the effort that the Supervisor and others put into creating the budget. He is happy that we are able to get the Contingency Fund back to a reasonable amount. He is glad that employees were given raises. He is glad that they put money for an additional Constable position. He said that people have mentioned that they do not see as many patrols happening. He thanked the library personnel for attending the meeting.

Councilman St. John thanked Supervisor Grasso for his leadership on the budget. He is committed to and a proponent of no Town tax. He is glad that the Board is being cautious with the budget. He feels that with high interest rates, unemployment and inflation, the mortgage tax is not going to rebound for a while. He feels that the next year could be challenging. He is happy to see more money being put towards zoning enforcement. He would like to see some things addressed in the future, including: the work being done on the Community Center and feels like additional investment besides the grant money may be needed. He would like to see more police patrols and we need to add more police cars. We need to be prepared to having 2 officers riding together in the cars for their safety and their needs. That means more investment. He is glad to see the increase for the ambulance corps and is thankful for them. He would like to see an audit in the future for their budgets. He is proud of where we are in the budget but next year he feels that we need to be even more diligent in putting more money towards Charlton police, zoning enforcement, community center and things that effect our residents.

MOTION #169

Motion to close the Public Hearing and continue with the Board Meeting

Motion by Councilman Tasse

Seconded by Councilman Robbins

BY MOTION the Town Board closed the Public Hearing at 7:55 p.m. and continued with the Board Meeting.

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

APPROVAL OF MINUTES

MOTION #170

Approval of Minutes

Motion by Councilman Robbins

Seconded by Councilman Tasse

BY MOTION the Town Board approved the minutes of the Town Board Meeting on October 10, 2023.

Vote: 3 Ayes, No Nays, St. John Abstained. **CARRIED.**

PRIVILEGE OF THE FLOOR FOR AGENDA ITEMS

No one chose to speak.

SUPERVISORS REPORT

Announcements:

Fall Brush Pick-up is scheduled for the week of October 30th. Have brush curbside by October 29th.

Bagged leaves will be picked up week of November 3rd. Have bags out by November 2nd.

Town offices will be closed November 7th for Election Day.

Town offices will be closed November 10th for Veterans Day holiday.

COMMUNICATIONS

The Town has received notification from the Executive Director of the Shelter of Saratoga that the Code Blue Shelter is at 120 Broadway in Saratoga and can accommodate up to 75 guests.

The Supervisor received correspondence from a resident requesting that the Town provide funding to the Saratoga County History Center.

The Supervisor thanked Jim Leupold, Tracey Lyons and John Fleury for there work on the Ambulance Advisory Committee.

Supervisor Grasso said that he has received a resignation effective December 31st, 2023 from Jay Wilkinson as the Chairman of the Planning Board. The Supervisor thanked Mr. Wilkinson for his 15 years of service to the Town. He said that Mr. Wilkinson did a tremendous and meticulous job at what is a very challenging position. He commended Mr. Wilkinson for his review of the Land Use Regulations.

Financial Updates:

(see Supervisor's report on 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 September, 2023:

DATED: October 5, 2023

SUPERVISOR

	Balance 08/31/2023	Increases	Decreases	Balance 09/30/2023
A GENERAL FUND - TOWNWIDE				
CASH - CHECKING	714,696.88	116,023.63	181,959.90	648,760.61
NY CLASS	303,046.75	1,302.38	0.00	304,349.13
PETTY CASH	900.00	0.00	0.00	900.00
Park Fees Reserve	49,292.18	8.10	0.00	49,300.28
TOTAL	1,067,935.81	117,334.11	181,959.90	1,003,310.02
DA HIGHWAY FUND				
CASH - CHECKING	221,373.05	78,075.60	155,025.59	144,423.06
NY CLASS	201,705.27	866.86	0.00	202,572.13
TOTAL	423,078.32	78,942.46	155,025.59	346,995.19
F WATER #1 FUND				
CASH - CHECKING	166,470.40	5,414.71	8,922.76	162,962.35
NY CLASS	101,015.58	434.13	0.00	101,449.71
CASH, SPECIAL RESERVES	207,520.90	34.11	0.00	207,555.01
TOTAL	475,006.88	5,882.95	8,922.76	471,967.07
H CAPITAL PROJECTS				
	0.00	0.00	0.00	0.00
TOTAL	0.00	0.00	0.00	0.00
SD AMBULANCE DISTRICT				
CASH - CHECKING	93,420.14	0.00	0.00	93,420.14
TOTAL	93,420.14	0.00	0.00	93,420.14
SW WATER #2 FUND				
CASH - CHECKING	25,582.14	0.00	215.30	25,366.84
TOTAL	25,582.14	0.00	215.30	25,366.84
TA TRUST & AGENCY				
CASH - CHECKING	34,290.33	58,931.79	67,028.11	26,194.01
TOTAL	34,290.33	58,931.79	67,028.11	26,194.01
TOTAL ALL FUNDS	2,119,313.62	261,091.31	413,151.66	1,967,253.27

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COUNCILMAN REPORTS

Councilman St. John

Constables – In September, there were 2,742 miles traveled, 28 patrols, 13 complaints, 10 911 calls, 0 accidents and 5 EMT/ Fire calls were responded to. 21 tickets were issued (5 on Route 67).

Dog Control – In September, there were 6 calls received, 4 dogs were seized and returned to owners

Planning Board Meeting October 16th:

Heflin Subdivision Application – 40 acres, 4 lots, Full environmental assessment due next month (long form)

Sargent/Meilunas Application – 24 acres, 3 lots (6 Old Route 67), one lot has 173 feet of frontage – ZBA variance obtained, public hearing is November 20th

Case Application – 45 acres, 4 lots (1035 Westline Road), applicant was presented with options for moving forward (number of lots vs. major/minor subdivision).

Charlton School Application -Town Engineer questions have been answered, but the town engineer is out of town, see the website for details (extensive information supplied)

MOTIONS, RESOLUTIONS AND PROCLAMATIONS

Supervisor Grasso said that the Town put out a bid notice for a used Midland SPR6 Road Widener. Only one bid was received and the Town would like to proceed with the purchase.

RESOLUTION #171

RESOLUTION AUTHORIZING THE PURCHASE OF A 2020 USED MIDLAND SPR6 ROAD WIDENER FOR USE IN THE TOWN OF CHARLTON HIGHWAY DEPARTMENT

Motion by Councilman Robbins

Seconded by Councilman Tasse

Roll Call: Councilman Glavin: Absent, 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. 171 October 23, 2023

RESOLUTION AUTHORIZING THE PURCHASE OF A 2020 USED MIDLAND SPR6 ROAD WIDENER FOR USE IN THE TOWN OF CHARLTON HIGHWAY DEPARTMENT

WHEREAS, the Highway Superintendent has advised the Town Board that it would be prudent and necessary to purchase a road widener that would be used for the various Town road repair/maintenance and/or replacement projects, that the Town may incur or require each year; and

WHEREAS, the Highway Superintendent, in accordance with Town Procurement Policy, properly advertised for and placed the matter out for formal bidding, and did obtain a proposal from Stephenson Equipment, Inc, of 3 Industry Drive, Waterford, New York, 12188, to sell a 2020 used Midland SPR6 Road Widener, as equipped and with all standard features, a copy of which proposal is shown on the attached document presented to the Town Board by the Highway Superintendent; and

WHEREAS, the Highway Superintendent has recommended to the Town Board that he be authorized to purchase the 2020 used Midland SPR6 Road Widener, as equipped and with all standard features, for the sum of \$114,343.00.

NOW, THEREFORE, BE IT RESOLVED, that the Town of Charlton Highway Superintendent is hereby authorized to expend the sum of up to \$114,343.00, plus any additional miscellaneous expenses, in order to pay for and obtain the 2020 used Midland SPR6 Road Widener from Stephenson Equipment, Inc, of 3 Industry Drive, Waterford, New York, 12188, referenced in this resolution and as shown on the attached proposal; and it is further

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

Moved by	Councilman Robbins	Voting: Councilman Glavin	Absent
		Councilman Robbins	Aye
Seconded by	Councilman Tasse	Councilman St. John	Aye
		Councilman Tasse	Aye
		Supervisor Grasso	Aye

The resolution was duly adopted on October 23, 2023.

Brenda Mills, Town Clerk

RESOLUTION #172

RESOLUTION TO ESTABLISH THE POSITION OF ASSISTANT CODE ENFORCEMENT OFFICER FOR THE TOWN OF CHARLTON

Motion by Councilman St. John

Seconded by Councilman Robbins

Roll Call: Councilman Glavin: Absent, 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. 172
October 23, 2023**

**RESOLUTION TO ESTABLISH THE POSITION OF ASSISTANT CODE
ENFORCEMENT OFFICER FOR THE TOWN OF CHARLTON**

WHEREAS, the Town of Charlton is in need of creating the position of Assistant Code Enforcement Officer to assist the current Code Enforcement Officer in the identification and correction of violations of local and state building codes, town zoning laws and ordinances, and other pertinent laws, as well as assist in the day-to-day operations of the office; and

WHEREAS, after review, investigation and consideration, the Town Board of the Town of Charlton recommends the creation and funding of the position of Assistant Code Enforcement Officer for up to a full-time basis, and feels it is in the best interest of the Town to authorize the immediate filling of said position, pursuant to Section 42 of the New York Civil Service Law.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board hereby authorizes and creates the position of Assistant Code Enforcement Officer for the Town of Charlton, pursuant to Section 42 of the New York Civil Service Law; and be it further

RESOLVED, that the duties of such position will include, but not be limited to, those duties set forth on the attached Saratoga County Human Resources New Position Duties Statement; and be it further

RESOLVED, that said person so hired and designated by the Town shall answer to the Town Enforcement Officer, be employed under the competitive class of Civil Service employees, initially hired provisionally, subject to and conditioned upon the taking and passing of a specified civil service exam, once one is prepared and made available by the State or County, as well as completing any mandatory training, and shall receive a reasonable compensation for such services to be fixed and set by the Town Board from time to time, which shall be a Town charge, with the initial and current compensation to be at the rate of between \$20.00 - \$30.00 per hour, as determined by the Town Supervisor, depending on experience and qualifications, for up to 20 hours per week as also set and determined by the Town Supervisor, commencing November 1, 2023, or at such later date and time as the Town Supervisor so chooses to fill the position; and be it further

RESOLVED, the Town Board hereby authorizes the immediate commencement of the process to advertise for, interview and fill said position all in accordance with Civil Service employment regulations, Town Code, and the Employee Handbook.

Moved by Councilman St. John

Seconded by Councilman Robbins

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

The resolution was duly adopted on October 23, 2023.

Brenda Mills, Town Clerk

ABSTRACT OF CLAIMS

MOTION #173

Approval of Abstract of Claims

Motion by Councilman Robbins

Seconded by Councilman Tasse

BY MOTION, the Town Board approved the processing of Abstract 120, voucher numbers 557-577 in the amount of \$247,369.68 which was audited by Town Board members.

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

PRIVILEGE OF THE FLOOR:

Jim Sevinsky, resident, thanked the Supervisor for his comments about Jay Wilkinson. He asked if there is any way to honor him? He feels that we need to put "more teeth" into getting resident to comply with our zoning.

Supervisor Grasso asked Attorney Craig to brush up on our fines for zoning non-compliance and to see what is or is not in our books as far as this is related.

MOTION #174

Motion to adjourn the meeting

Motion by Councilman Tasse

Seconded by Councilman Robbins

BY MOTION the Town Board adjourned the meeting at 8:20pm.

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

Respectfully submitted,

Brenda L. Mills
Town Clerk