

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

January 11, 2021

The Regular Meeting of the Town Board of the Town of Charlton, Saratoga County, New York was held on Zoom and called to order by Supervisor Grasso at 7:30 p.m.

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

Also in attendance: Town Clerk Brenda Mills, Attorney Craig.

APPROVAL OF MINUTES

RESOLUTION #50

Approval of Minutes

Motion by Councilman Ranaletto

Seconded by Councilman Glavin

BE IT RESOLVED that the Town Board has approved the minutes of the Town Board Agenda Meeting on December 28, 2020.

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

RESOLUTION #51

Approval of Minutes

Motion by Councilman Robbins

Seconded by Councilman Ranaletto

BE IT RESOLVED that the Town Board has approved the minutes of the Town Board Organizational Meeting on January 2, 2021.

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

PRIVILEGE OF THE FLOOR FOR AGENDA ITEMS

No one chose to speak.

TOWN CLERK'S REPORT

The Town Clerk's office took in \$622.50 for the month of December. \$577.50 was paid to the Supervisor, and \$45.00 was paid to other Governmental agencies.

Town Clerk's Annual Report: The Town Clerk's Office took in \$13,092.77 in 2020, of which \$6,668.36 was paid to the Supervisor's Office as revenue. \$5,493.91 was paid to DEC for 151 Hunting and Fishing licenses. \$593.00 was paid to NYS Animal Control Population Fund for 522 dog licenses, and \$450.00 was paid to NYS Dept of Health for 15 marriage licenses. The Town Clerk's office also issued 69 Handicap parking tags, 24 Certificates of Residency, 246 certified copies of Vital Records, 25 Death Certificates and 25 Burial Permits.

Discussion: Councilman Glavin asked if the calculation for the revenue from the Town Clerk is 50%. The Town Clerk said that there is no calculation because each source of revenue has a different revenue share, however, it does usually average out to about 50% each year.

RESOLUTION #52

Acceptance of the Town Clerk's Report

Motion by Councilman Robbins

Seconded by Councilman Glavin

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

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

SUPERVISORS REPORT

Supervisor Grasso said that he attended his first meeting for the Saratoga County Board of Supervisors last week. Included in the business that was conducted at the meeting were: the adoption of the Organizational Resolutions, appointment of a new Board Chairman and a new County Administrator. Supervisor Grasso said that he has been appointed to several committees for the County.

The Sales Tax for the month of December was \$106,393.00 which is down 5.7% from December 2019. The amount collected in 2020 was \$1,153,271.00 which is down 5.62% from the \$1,221,910.00 collected in 2019. The Board has been watching spending and tracking numbers closely since the start of the COVID pandemic, and has factored the lower numbers into the 2021 budget.

The Mortgage Tax for December was \$36,993.00. Mortgage tax makes up about 15% of the Town's revenue. The Supervisor said that he would like to have trend analysis reports done to help with future budgeting.

The Board has received the financial reports for the month. The account balances are stable with no significant changes. (see financial report on page 3)

ANNOUNCEMENTS

The Town Offices will be closed Monday January 18th in observance of Martin Luther King Day.

A Public Hearing has been scheduled for the Jason Nemec Special Exception Permit application and the Use Variance application for the old firehouse building at 786 Charlton Road on January 25th at 7:00p.m as part of the Town Board meeting which will begin at 7:00 p.m.

There is a vacancy on the Town Board. Interested residents can contact Supervisor Grasso. The new deadline for applications is January 29th.

There is a vacancy on the on the Town Board of Assessment Review (BAR). Interested applicants may contact Councilman Glavin for information relating to the role and responsibilities of this position

COMMUNICATIONS

Founders Day Weekend – Councilman Robbins said that some organizers have begun talking about having the event in 2021, however, no decisions have been made yet and at this point it is not looking promising.

The Town has been informed that the cell tower project has been delayed by about 2 months. There has been a problem with getting the permanent power supply. National Grid will be putting in the underground power supplies during the week of January 18th and if the work is finished by January 22nd, then the necessary connections can be made and the tower could be put into service around the beginning of February.

The Saratoga County Publics Works Department has notified the Town and affected landowners that they will be doing some reconstruction work on Lake Hill Road from Stage Road during the spring and summer of 2021. Tree trimming and removal has already begun.

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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, 2020:

DATED: January 6, 2021

SUPERVISOR

	Balance 11/30/2020	Increases	Decreases	Balance 12/31/2020
A GENERAL FUND - TOWNWIDE				
CASH - CHECKING	28,204.78	78,982.72	78,981.66	28,205.84
CASH - SAVING	162,700.49	148,240.65	78,981.66	231,959.48
PETTY CASH	600.00	0.00	0.00	600.00
Park Fees Reserve	49,143.13	3.10	0.00	49,146.23
TOTAL	240,648.40	227,226.47	157,963.32	309,911.55
DA HIGHWAY FUND				
CASH - CHECKING	9,301.40	49,397.42	49,397.42	9,301.40
CASH - SAVINGS	253,372.88	309.90	49,397.42	204,285.36
CASH, SPECIAL RESERVE	15,510.06	1.59	0.00	15,511.65
TOTAL	278,184.34	49,708.91	98,794.84	229,098.41
F WATER #1 FUND				
CASH - CHECKING	33.54	6,499.86	6,131.36	402.04
CASH - SAVINGS	317,871.86	20.15	6,499.86	311,392.15
CASH, SPECIAL RESERVES	202,324.48	0.34	0.00	202,324.82
TOTAL	520,229.88	6,520.35	12,631.22	514,119.01
H CAPITAL PROJECTS				
CASH - CHECKING	278,302.00	0.00	0.00	278,302.00
SAVINGS	-262,112.30	0.00	0.00	-262,112.30
TOTAL	16,189.70	0.00	0.00	16,189.70
SW WATER #2 FUND				
CASH - CHECKING	0.00	123.73	123.73	0.00
CASH - SAVINGS	27,737.81	1.55	123.73	27,615.63
TOTAL	27,737.81	125.28	247.46	27,615.63
TA TRUST & AGENCY				
CASH - CHECKING	8,871.84	39,995.94	39,270.94	9,596.84
TOTAL	8,871.84	39,995.94	39,270.94	9,596.84
TOTAL ALL FUNDS	1,091,861.97	323,576.95	308,907.78	1,106,531.14

DEPARTMENT, COMMITTEE & COUNCILMAN REPORTS

Highway – Marshall Heritage gave the following report:

1. Finished ditching on upper Cook road
2. Cutting brush and trimming trees limbs
3. Put a new alternator in the bucket truck
4. Plowing Snow
5. Salt and sanding roads
6. Removed the gradall hydraulic tank and welded and reinstalled
7. Truck # 1 sander installed a new engine
8. Clearing snow from fire hydrants and catch basin grates
9. Installed a starter in truck # 1
10. Patching pot holes
11. Mixing sand and salt
12. Dig safe locations were 21

Supervisor Grasso clarified with the Highway Superintendent that the Highway Department does some tree trimming on the Town owned roads, and Asplundh Tree Service does tree trimming for National Grid. Superintendent Heritage asked the Town Clerk to put a notice on the website to remind residents to remove basketball hoops from the roadsides so that the Town can properly plow the roads.

Infrastructure – Councilman Glavin said that on November 27th, 2 out of 10 water samples that were done from homes in the water district had levels of lead above the acceptable threshold. The water was retested from the 2 homes and the lead was undetectable. The lead was suspected to have come from internal plumbing, however the Town will need to take further action. A public hearing will be scheduled at a later date.

Communications – Councilman Glavin encouraged residents to sign-up to receive emails from the Town and to frequent the Town's website for news and information.

Town of Ballston Library – Rebecca Darling said that she is the new Director of the library. The Library offers curbside service and is currently holding a reading challenge.

Constables – In December, there were 23 patrols, 12 complaints, 6 911 calls, and 1,979 miles were traveled, 9 tickets were issued (4 issued on Route 67).

Dog Control – In December, there were 9 calls received, 4 expired licenses followed up on and 5 dogs seized and returned to owners.

Planning Board – Jay Wilkinson said that the Board will hold a Public Hearing on January 18th for the Case subdivision on West Line Road for a 2 lot subdivision. The Board will review the newest (3rd) revision of the Heflin 8 lot subdivision on Cook Road. The Nemec project for the old fire house will also be discussed.

MOTIONS, RESOLUTIONS, AND AUTHORIZATIONS

RESOLUTION #53

A RESOLUTION SCHEDULING A JOINT PUBLIC HEARING OF THE TOWN BOARD OF THE TOWN OF CHARLTON AND THE ZONING BOARD OF APPEALS WITH RESPECT TO A SPECIAL EXCEPTION PERMIT APPLICATION AND A USE VARIANCE APPLICATION, SUBMITTED BY JASON NEMEC, LLC, REQUESTING APPROVAL FOR A FURNITURE WORKSHOP AND SHOWROOM, ART GALLERY, AND ARTISAN WOODWORKING AND RETAIL STORE ON PROPERTY LOCATED AT 786 CHARLTON ROAD

Motion by Councilman Glavin

Seconded by Councilman Robbins

Discussion: Councilman Robbins asked if people could send in their questions ahead of time. Attorney Craig recommended that comments could be received prior to the Public Hearing and until 10 days after the hearing. Jason Nemec asked, and the Town Board confirmed that he should plan on doing about a 10 minute presentation about his project.

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

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

RESOLUTION NO. 53

January 11, 2021

RESOLUTION SCHEDULING A JOINT PUBLIC HEARING OF THE TOWN BOARD OF THE TOWN OF CHARLTON AND THE ZONING BOARD OF APPEALS WITH RESPECT TO A SPECIAL EXCEPTION PERMIT APPLICATION AND A USE VARIANCE APPLICATION, SUBMITTED BY JASON NEMEC, LLC, REQUESTING APPROVAL FOR A FURNITURE WORKSHOP AND SHOWROOM, ART GALLERY, AND ARTISAN WOODWORKING AND RETAIL STORE ON PROPERTY LOCATED AT 786 CHARLTON ROAD

WHEREAS, the Town Board by Resolution acknowledged receipt of a special exception permit application from Jason Nemec, LLC, requesting approval for a furniture workshop and showroom, art gallery, and artisan woodworking and retail store in the former Charlton Fire District's fire house on property located at 786 Charlton Road, in the Town of Charlton, and

WHEREAS, the Town of Charlton Zoning Board of Appeals received a use Variance Application from the same applicant for the same property, to obtain a use variance in order to place the furniture workshop and showroom, art gallery, artisan woodworking and retail store on said property, and

WHEREAS, the Town Board retained primary jurisdiction of the exceptional use permit application as authorized by the zoning ordinance of the Town of Charlton, allowing the Zoning Board of Appeals to proceed solely on the use variance application, and

WHEREAS, the Town Board, Town Zoning Board of Appeals, Town Planning Board, Town Environmental Conservation Committee and the Saratoga County Planning Board all have been placed on Notice and have been provided documentation for review presented by the applicant and regarding this matter, and

WHEREAS, the Town Planning Board will review the application material, meet with the applicant if it so chooses, and will submit a letter of opinion for consideration regarding this matter, and

WHEREAS, the Town Board and the Zoning Board of Appeals have each received and done an initial review of the application, and are required to schedule and hold a public hearing with respect to the project to consider public input on the matter, and further desire to do so in a timely, expedient and efficient manner through the use of a jointly held public hearing covering both applications.

NOW, THEREFORE BE IT RESOLVED, that the Town Board of the Town of Charlton hereby sets and schedules a public hearing, to be held at Town Hall and by Zoom on the 25th day of January, 2021, at 7:00 P.M., with respect to the applications of Jason Nemec, LLC to operate a

furniture workshop and showroom, art gallery, and artisan woodworking and retail store at property located at 786 Charlton Road in the Town of Charlton, as referenced in this Resolution, which said Public Hearing shall be jointly held with the Zoning Board of Appeals, to cover both the Special Exception Permit application currently before the Town Board, as well as the Use Variance Application currently before the Zoning Board of Appeals.

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

The resolution was duly adopted on January 11, 2021.

Brenda Mills, Town Clerk

RESOLUTION #54

A RESOLUTION AUTHORIZING THE TOWN SUPERVISOR TO ATTEND THE ASSOCIATION OF TOWNS ANNUAL MEETING AND APPOINTING THE SUPERVISOR AS VOTING DELEGATE

Motion by Councilman Ranaletto

Seconded by Councilman Robbins

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

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

**RESOLUTION NO. 54
January 11 , 2021**

**RESOLUTION AUTHORIZING THE TOWN SUPERVISOR TO ATTEND
THE ASSOCIATION OF TOWNS ANNUAL MEETING AND APPOINTING THE
SUPERVISOR AS VOTING DELEGATE**

WHEREAS, each year the Town sends a representative to the Association of Town annual meeting in New York City, and appoints a voting delegate to vote the Town's position on various matters that come before the Association; and

WHEREAS, this year's meeting is tentatively set for February of this year, and may or may not be in person or may otherwise be held virtually.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board hereby authorizes Joseph Grasso, Town Supervisor, to attend the annual Association of Towns meeting in February, whether it be in person or virtual, with all expenses to be paid by the Town, and it is further

RESOLVED, that the Town Supervisor, Joseph Grasso, is hereby appointed as the voting delegate for the Town of Charlton for all matters that come before the Association, and it is further

RESOLVED, that Councilman Dave Robbins is hereby appointed as the Alternate delegate for the Town of Charlton, in the event of the inability or unavailability of the Town Supervisor.

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

The resolution was duly adopted on January 11, 2021 .

Brenda Mills, Town Clerk

RESOLUTION #55

A RESOLUTION AUTHORIZING THE TOWN TO APPLY FOR AND USE A VISA CREDIT CARD ISSUED THROUGH BALLSTON NATIONAL BANK

Motion by Councilman Glavin

Seconded by Councilman Robbins

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

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

RESOLUTION NO. 55

January 11, 2021

**RESOLUTION AUTHORIZING THE TOWN TO APPLY FOR AND USE
A VISA CREDIT CARD ISSUED THROUGH BALLSTON SPA NATIONAL BANK**

WHEREAS, the Town Board has found that the need for faster payments and the timely delivery of needed and necessary supplies and services often requires the use of credit cards in order to timely meet the demands of everchanging purchasing and service markets; and

WHEREAS, upon review and consideration, it has become evident that the Town would be best served by the issuance and use of a VISA credit card to deal with certain set and approved purchases and services.

NOW, THEREFORE, BE IT RESOLVED, the Town Board hereby authorizes the Town Supervisor to apply for, obtain and execute the necessary credit application with Ballston Spa National Bank in order to obtain a VISA credit card for use by the Town Clerk; and it is further

RESOLVED, that the credit limit on the credit card shall be set at no more than \$10,000.00, unless further resolved by Town Board resolution; and it is further

RESOLVED, the use of the card shall at all times be in accordance with each Town Department's purchasing procedures regarding authorized purchase amounts and required prior approvals, and as stated in the Town's Organizational resolutions and procurement policy.

RESOLVED, the authorized user on the credit card account shall initially be limited to and in the name of Brenda Mills, as Town Clerk for the Town of Charlton.

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

The resolution was duly adopted on January 11, 2021 .

Brenda Mills, Town Clerk

RESOLUTION #56

A RESOLUTION AUTHORIZING INTER-FUND/ACCOUNT TRANSFERS NECESSARY TO CLOSE OUT THE 2020 TOWN BUDGET

Motion by Councilman Robbins

Seconded by Councilman Ranaletto

Discussion: Councilman Glavin asked if the credit card would be kept only by the Town Clerk. The Clerk said that it will be kept in a locked fireproof cabinet but could be used to pay for expenses authorized by other department heads.

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

01/11/2021

Resolution # 56

A RESOLUTION AUTHORIZING INTER-FUND/ACCOUNT TRANSFERS NECESSARY TO CLOSE OUT THE 2020 TOWN BUDGET

WHEREAS, inter-fund transfers are necessary to accommodate various adjustments to balance and close out the 2020 Town Budget; and

WHEREAS, a delegation of the authority to approve these transfers is necessary to implement them in a timely and lawful manner; now, therefore, be it **RESOLVED**, that effective January 11, 2021, the Town Supervisor is authorized to make any inter-account transfers necessary to close out the 2020 Town Budget.

MOTION BY: Councilman Robbins	Voting: Councilman Glavin	Aye
	Councilman Ranaletto	Aye
SECONDED BY: Councilman Ranaletto	Councilman Robbins	Aye
	Supervisor Grasso	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: January 11, 2021

Brenda Mills, Town Clerk

ABSTRACT OF CLAIMS

RESOLUTION #57

Approval of Abstract of Claims

Motion by Councilman Ranaletto
Seconded by Councilman Glavin

The Town Board members audited Abstract #101, voucher numbers 1-28 in the amount of \$8,371.88, and Abstract #1, voucher number 1001 in the amount of \$9,427.00 and Abstract #28, voucher numbers 2801 - 2802 in the amount of \$1,404.98

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

PRIVILEGE OF THE FLOOR

No one chose to speak.

RESOLUTION #58

Motion to adjourn the meeting

Motion by Councilman Robbins
Seconded by Councilman Ranaletto

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

The meeting adjourned at 8:29 p.m.

Respectfully submitted,

Brenda Mills
Town Clerk