

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

**November 13, 2023**

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 7:32 p.m.

Roll call: Supervisor Grasso, Councilman Glavin, Councilman Robbins, Councilman St. John, Councilman Tasse.

Also present: Town Clerk Brenda Mills, Attorney Craig.

**APPROVAL OF MINUTES**

**MOTION #175**

**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 23, 2023.

Vote: 4 Ayes, No Nays, Glavin 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 October, the Town Clerk's office took in \$934.80. \$599.94 was paid to the Supervisor's office as revenue, and \$334.86 was paid to other Governmental agencies.

**SUPERVISORS REPORT**

**Announcements:**

The Town offices will be closed November 23<sup>rd</sup> and 24<sup>th</sup> for the Thanksgiving holiday.

**Town Updates:**

Supervisor Grasso gave a shout out to the poll workers and Bob Killeen for their service on Election Day. He also noted that the 2 propositions on the ballot to change the terms of office for the Highway Superintendent and the Town Supervisor were approved by the votes. Their terms will be 4 years terms starting in 2025. They may have to run for election again in 2026 as election law changes may make elections in even years only.

Supervisor Grasso said he has received feedback from people about the lack of lighting at the Community Center. He and Doug Ranaletto have met with the wiring contractor and will be changing the light on the front of the building, side parking lot, and repairing the light at the back door. Supervisor Grasso said that they also met with Thaler Reilly Wilson Architects. After reviewing Thaler's initial report, the Town has asked for some

revisions and expect a revised report within the next 2 to 3 weeks. They should also be resubmitting the architectural design services proposal in the next week.

Court fines in October were \$6,699.00. The Town will retain \$3,405.00 and submit \$3,294 to New York State.

### **Financial Updates:**

Supervisor's Financial Report for October:

Over the past month, the total cash account balance has increased \$20,914.33 and stands at \$1,988,167.60. Par through August is 83%.

### **General Fund**

Revenues are at 92% of budget.

Expenses are at 101% of budget.

General fund is \$13,220.55 over budget YTD, but will be offset somewhat by revenues exceeding budget. We expect some use of fund balance at year end reconciliation. Primary line item overruns include legal fees for claim defense, HVAC improvements to Town Hall, heating/cooling electrical costs, and health insurance premiums.

### **Highway Fund**

Revenues are at 68.5% of budget.

Expenses are at 89% of budget.

No CHIPS funding yet, distributed in Q4.

Some ARPA expenses are showing in expenses but will be reconciled at year-end and then show as revenue.

The October Sale Tax was \$186,648 which puts us at \$1,427,000 year-to-date. We are up \$136,000 year-to-date. The Mortgage Tax was \$3,848 for October which puts us at \$76,700 year-to-date and is only 61% of the budgeted amount.

### **County Updates:**

Saratoga County has issued their 2024 proposed budget which reflects an 8% cut to the property tax rate which is due to the significant growth rate in the County. Saratoga County has the lowest property tax rate and the lowest sales tax rate of all of the 62 counties in New York State. In the past six years, the County tax rate has dropped 17%. The County continues to invest heavily in infrastructure, social service programs and public safety. The County has also had to institute a new County Health Department.

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

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

Town of Ballston Community Library - report read by Director Rebecca Verhayden:

On November 14, residents of the Library District will vote on the Library's budget and elect Board of Trustee members. Voters need to be registered in New York State (NYS) and live within the Library District 30 days prior to the vote. The Library District consists of The Town of Ballston, outside of the Village of Ballston Spa. The Library District does not follow the Burnt Hills-Ballston Lake School District boundaries. Polls will be open at the Ballston Community Public Library (2 Lawmar Lane, Burnt Hills, NY) from 7AM- 9PM.

There will be an American Red Cross Blood Drive, Thurs., December 14th at the Library 11:30AM–5:00 PM.

The Library is hosting a series of Winter/Holiday Themed events in the upcoming weeks:

Thanksgiving Story Time, November 18 at 11:00 AM,

DIY Photo Holiday Card Back Drops, November 21, November 22, November 23, November 27, December 2 and December 4 at various times,

Paint with Patrice: Winter Painting for Adults, November 29 at 6:00 PM,

Kids Craft: Doily Snowman, December 1 at 3:45 PM,

Tween Craft: Holiday Ornaments, December 5 at 4:00 PM,

STEM Challenge: Snow Dough, December 6 at 3:45 PM,

Christmas Story Time, December 9 at 11:00 AM

**Councilman Robbins, Liaison:**

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

1. Hauling Gravel
2. Helped the Town of Greenfield Pave
3. Helped the Town of Galway Pave
4. Changed a cross culvert on Callahan Blvd
5. Cleaned up down tree on Western Ave from storm
6. Finished up mowing the road sides third time
7. 811 locations were 19
8. Hauled our winter sand 1500 yds.
9. Trucks 9,12 were inspected
10. Did maintenance on trucks for winter
11. Started brush pickup

**Councilman Glavin, Liaison:**

Infrastructure: Councilman Glavin said that the Town Engineer, EDP, has provided an updated proposed water map of Water District #1, Ext. 8.

**Councilman St. John, Liaison:**

Constables – In October, there were 3,375 miles traveled, 35 patrols, 18 complaints, 14 911 calls, 2 accidents and 4 EMT/ Fire calls were responded to. 61 tickets were issued (21 on Route 67).

Dog Control – In October, there were 5 calls received, 2 of which related to other animals, 4 dogs were seized and returned to owners.

Councilman St. John said that he attended the Ballston Lake EMS annual banquet. They thanked Charlton for their partnership with them.

**Motions & Resolutions**

Supervisor Grasso said that a couple of minor changes were made to the preliminary budget after the public hearing. The Contingency line was reduced \$25,000 and added to Zoning Updates in the event that it is needed next year to pay a consultant regarding updating the Zoning Ordinance. At the recommendation of the Comptroller, we will be splitting the water revenue into annual usage charge, separate from the Ad Valorem Charge.

**RESOLUTION #176**

**RESOLUTION AUTHORIZING ADOPTION OF CHARLTON BUDGET FOR THE YEAR 2024**

Motion by Councilman Robbins

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. 176  
November 13, 2023**

**RESOLUTION AUTHORIZING ADOPTION BY THE TOWN BOARD  
OF THE TOWN OF CHARLTON TOWN BUDGET  
FOR THE YEAR 2024**

**WHEREAS**, the Supervisor of the Town of Charlton, as Chief Fiscal Officer, in conjunction with the four other members of the Town Board are obligated to prepare and present to the residents of the Town of Charlton an annual budget, and

**WHEREAS**, the Supervisor and Town Board have reviewed all necessary data with respect to the preparation of a 2024 Town budget, including holding workshops, reviewing current staffing levels of Town employees, and holding a public hearing on October 23, 2023 for the review of the Board's proposed budget for 2024, at which the public was invited and allowed to be heard on the matter, and

**WHEREAS**, attached to this resolution is a summary of the Town of Charlton budget for 2024, based on the final analysis and determination by the Town Board of all financial matters affecting the proposed budget, and

**WHEREAS**, also attached is a listing of all properties affected by the Local Government Exemption Impact Report for fiscal year beginning January 1, 2024 and as required by Real Property Tax Law Section 495 regarding the identification of tax exemptions for properties located within the Town of Charlton.

**NOW, THEREFORE, BE IT RESOLVED** that the Town Board of the Town of Charlton does hereby officially adopt its budget for the tax year 2024, a full and complete copy of which final budget is attached to this Resolution.

Moved by Councilman Robbins

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

Seconded by Councilman Tasse

The resolution was duly adopted on November 13, 2023.

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Brenda Mills, Town Clerk

Supervisor Grasso said that an application went through the Building Department for a garage on Route 67 a few years ago. The owner, Jeremy Jordan, has been renting the property to a landscape company. This is not allowed in Charlton without an Exceptional Use Permit. Mr. Jordan is now applying for the Exceptional Use Permit. The Town Board can decide to forward the application to the ZBA for handling or they can decide to keep the application for Town Board approval. Supervisor Grasso said that he feels that the more complex applications should be decided by the Town Board. He suggests that the Board keep primary jurisdiction of this application.

**RESOLUTION #177**

**RESOLUTION ACKNOWLEDGING RECEIPT OF THE EXCEPTIONAL USE PERMIT APPLICATION OF JEREMY JORDAN TO RENT AND/OR USE HIS PROPERTY AT 1922 ROUTE 67 FOR A LAWN AND LANDSCAPE MAINTENANCE BUSINESS AND THE ACCEPTANCE BY THE TOWN BOARD OF PRIMARY JURISDICTION OF SUCH APPLICATION PURSUANT TO THE ZONING ORDINANCE OF THE TOWN OF CHARLTON**

Motion by Councilman Robbins  
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. 177  
November 13, 2023**

**RESOLUTION ACKNOWLEDGING RECEIPT OF THE EXCEPTIONAL USE  
PERMIT APPLICATION OF JEREMY JORDAN TO RENT AND/OR USE HIS PROPERTY  
AT 1922 ROUTE 67 FOR A LAWN AND LANDSCAPE MAINTENANCE BUSINESS  
AND THE ACCEPTANCE BY THE TOWN BOARD OF PRIMARY JURISDICTION OF  
SUCH APPLICATION PURSUANT TO THE ZONING ORDINANCE OF THE TOWN OF  
CHARLTON**

**WHEREAS**, the Town Board has received an application from Jeremy Jordan, applying for an exceptional use permit to rent his property located at 1922 Route 67, Town of Charlton, to Maggs Landscape Company for the purpose of conducting a commercial lawn and landscape maintenance business, together with associated equipment parking and storage, as required by Article VII, Special Exceptions to Designated Land Uses of the Zoning Ordinances for the Town of Charlton, adopted September 14, 2015; and

**WHEREAS**, the Town Board members have each been provided a copy of such application, and will have the opportunity to consult with the Town of Charlton Zoning Enforcement Officer and the Attorney for the Town regarding issues which need to be considered in processing such application and as set forth in the aforementioned Town of Charlton Zoning Ordinance.

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Charlton hereby formally accepts the Exceptional Use Permit application of Jeremy Jordan, to use and rent his property located at 1922 Route 67 to Maggs Landscape Company for a commercial lawn and landscape maintenance business, together with associated equipment parking and storage, subject to the Applicant providing all documents and further information requested by the Board, a copy of which application is attached to this resolution and made a part hereof; and it is further

**RESOLVED**, that the Town Board desires to and will retain primary jurisdiction of this application as authorized and set forth in Article VII, Section 3(A) of the Zoning Ordinance of the Town of Charlton; and it is further

**RESOLVED**, that the Town Board will review the application and make a determination as to whether the application constitutes an Unlisted or Type I Action under the State Environmental Quality Review Act (SEQRA); and it is further

**RESOLVED**, that the Town Board declares itself to be and shall act as Lead Agency for the purposes of the State Environmental Quality Review Act (SEQRA), subject to the rights of any other involved or interested agencies, if any; and it is further

**RESOLVED**, that the Town Board will refer said application to the Charlton Planning Board, the Charlton Zoning Board of Appeals, the Charlton Environmental Conservation Committee, and the Town Engineer, as it deems required, and may request an advisory opinion from each due by December 31, 2023, for the Town Board's consideration as set forth in Section 3(g)(iii) of the aforementioned Local Law No. 1 of 2015; and it is further

**RESOLVED**, that said application will also be referred to the Saratoga County Planning Board and the Charlton Code Enforcement Officer for comment, as well as to any other Board, Committee or Agency as the Town Board in its' sole discretion so chooses or deems necessary, and shall further be filed in the Office of the Town Clerk.

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

The resolution was duly adopted on November 13, 2023.

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Brenda Mills, Town Clerk

**RESOLUTION #178**

**RESOLUTION TO HIRE DOUGLAS RANALETTO AS ASSISTANT CODE ENFORCEMENT OFFICER FOR THE TOWN OF CHARLTON**

Motion by Councilman St. John

Seconded by Councilman Glavin

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. 178  
November 13, 2023**

**RESOLUTION TO HIRE DOUGLAS RANALETTO AS ASSISTANT CODE  
ENFORCEMENT OFFICER FOR THE TOWN OF CHARLTON**

**WHEREAS**, the Town of Charlton has recently authorized and created the position of Assistant Code Enforcement Officer for the Town of Charlton, pursuant to Section 42 of the New York Civil Service Law, by Resolution dated October 23, 2023; and

**WHEREAS**, the Town Board has advertised, solicited and considered individuals for said position, and has found Douglas Ranaletto has the knowledge, history, experience and qualities needed as Assistant Code Enforcement Officer.

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Charlton does hereby employ and shall hire Douglas Ranaletto of 4027 Jockey Street, Charlton, New York, 12019, for the position of Assistant Code Enforcement Officer for the Town of Charlton, on a part-time basis; and be it further

**RESOLVED**, his responsibilities shall include, but be not limited to, those duties set forth on the attached Saratoga County Human Resources New Position Duties Statement; and be it further

**RESOLVED**, that Douglas Ranaletto shall be hired on a part-time basis, initially for up to 20 hours per week at the rate of \$30.00 per hour, commencing November 14, 2023, with his actual hours and schedule as set and determined by the Town Supervisor, and with employee benefits provided to him as are set forth in the Town Employee Handbook, if any.

Moved by Councilman St. John

Voting: Councilman Glavin Aye

Councilman Robbins Aye

Seconded by Councilman Glavin

Councilman St. John Aye

Councilman Tasse Aye

Supervisor Grasso Aye

The resolution was duly adopted on November 13, 2023.

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Brenda Mills, Town Clerk

### **ABSTRACT OF CLAIMS**

#### **MOTION #179**

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

Motion by Councilman Tasse

Seconded by Councilman Robbins

**BY MOTION**, the Town Board approved the processing of Abstract 121, voucher numbers 578-610 in the amount of \$42,399.33 which was audited by Town Board members.

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

### **PRIVILEGE OF THE FLOOR**

Robin Sevinsky, resident, asked if when and how long the Community Center would be closed for restoration. Supervisor Grasso said that best case scenario would be for construction activities to start in early summer 2024. The timeframe is unknown but will probably take about a year.

#### **MOTION #180**

##### **Motion to adjourn the meeting**

Motion by Councilman Glavin

Seconded by Councilman Tasse

**BY MOTION** the Town Board adjourned the meeting at 8:18 p.m.

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

Respectfully submitted,

Brenda Mills  
Town Clerk