

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

January 2, 2021

The Organization Meeting of the Town Board of the Town of Charlton, Saratoga County, New York was held virtually on Zoom and was called to order by Deputy Supervisor Grasso at 10:00 a.m.

Present: Deputy Supervisor Grasso, Councilman Glavin, Councilman Ranaletto, Councilman Robbins, Town Clerk Brenda Mills, Attorney James Craig.

RESOLUTION #1

Resolution to appoint Joseph Grasso as Town Supervisor of the Town of Charlton

Motion by Councilman Ranaletto

Seconded by Councilman Robbins

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

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

RESOLUTION NO. 1

January 2, 2021

**RESOLUTION TO APPOINT JOSEPH GRASSO AS TOWN SUPERVISOR OF
THE TOWN OF CHARLTON**

WHEREAS, the Town of Charlton has a duly elected Town Board, comprised of five (5) members, four councilpersons and one Town Supervisor, all elected for staggered terms; and

WHEREAS, one of the elected Board Members, Alan Grattidge, has resigned from his office of Town Supervisor of the Town of Charlton effective December 31, 2020; and

WHEREAS, pursuant to New York State Town Law Article 4, Section 64(5), whenever a vacancy shall occur or exist in any town office, the Town Board or a majority of the members thereof may appoint a qualified person to fill the vacancy as set forth in the above-referenced New York State Town Law; and

WHEREAS, **Joseph S. Grasso**, of 1218 Eastern Avenue, West Charlton, New York, is a long standing Town Board member, and the current Deputy Town Supervisor, who possesses the experience, knowledge, and abilities needed of said position, and is willing to accept the position of Town Supervisor to fill that vacant position for the interim period commencing January 1, 2021, and ending December 31, 2021.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board hereby appoints Joseph S. Grasso, of 1218 Eastern Avenue, West Charlton , New York, 12010, as Town Supervisor of the Town of Charlton, which appointment will take effect and shall be effective January 1, 2021, and end on December 31, 2021, with the position thereafter determined and filled by the voters through the legal procedures and process necessary and required for the filling the position of Town Supervisor in the November 2021 fall elections; and it is further

RESOLVED, that the salary for the 2021 Town Supervisor position shall be at the rate as set forth in the Town of Charlton 2021 Budget.

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

The resolution was duly adopted on January 2, 2021.

Brenda Mills, Town Clerk

2021 ORGANIZATIONAL RESOLUTIONS

Supervisor Grasso said that the Board has had an opportunity to review Organizational Resolutions 2-47 ahead of time. He read the title of each resolution and then asked the Board if they had any questions, concerns or changes regarding the resolutions.

Supervisor Grasso highlighted some of the changes to the Organizational Resolutions, including:

- The Deputy Supervisor is now Councilman Dave Robbins
- Town Board meetings will be held on the 2nd and 4th Mondays, no more agenda meetings
- There will be two Town Board meetings each month, including June, July and August
- The Town Board liaison appointments have been changed to more equally distribute the load and to better utilize each Councilman's areas of expertise
- Jim Leupold will become Chairman of the ZBA and Nate Keenan was been appointed as ZBA member
- Increased spending authorization limits and petty cash amounts
- There is one vacancy to fill on the Assessment Review Board

Councilman Robbins asked if the second monthly Town Board meetings during the summer could be held virtually. Supervisor Grasso said that we will have to wait and see if we are allowed to depending on the Governor's Executive order.

Attorney Craig recommended that the employee appointments at the end of the resolutions be numbered and included with the rest of the resolutions being voted on. The resolutions now being voted on will be numbers 2 through 48.

RESOLUTION #2 - 48

Approval of 2021 Organizational Resolutions

Motion by Councilman Glavin

Seconded by Councilman Robbins

BE IT RESOLVED that the Town Board has approved Resolution Numbers 2-48 as presented in the 2021 Organization Resolution.

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

**2021 ORGANIZATIONAL RESOLUTION
TOWN BOARD
TOWN OF CHARLTON**

January 2, 2021

RESOLUTIONS No. 2 – 48

Town Resolutions

RESOLUTION NO. 2

Resolution setting meeting dates of the Town Board

The Board shall convene at 7:30 PM o'clock in the evening for Town Board meetings on the second and fourth Monday of every month, except holidays in which case the following day or as designated by the Board. Dates are to be as follows, location to be the Town Hall.

January 11, 2021	July 12, 2021
January 25, 2021	July 26, 2021
February 8, 2021	August 9, 2021
February 22, 2021	August 23, 2021
March 8, 2021	September 13, 2021
March 22, 2021	September 27, 2021
April 12, 2021	October 12, 2021 (Tues)
April 26, 2021	October 25, 2021
May 10, 2021	November 8, 2021
May 24, 2021	November 22, 2021
June 14, 2021	December 13, 2021
June 28, 2021	December 28, 2021 (Tues)

Special meetings of the Board shall be called in accordance with applicable provisions as provided in Town Law, with public notice in newspaper and posted at Town Hall.

Moved by	Councilman Glavin	Voting: Councilman Glavin	Aye
		Councilman Ranaletto	Aye
Seconded by	Councilman Robbins	Councilman Robbins	Aye
		Supervisor Grasso	Aye

RESOLUTION NO. 3

Resolution adopting the proceedings of the Town Board

BE IT RESOLVED that the following rules shall govern the proceedings of the Town Board meetings, Town of Charlton, County of Saratoga, State of New York.

Rule 1

The order of business shall be as follows:

1. Salute to the flag
2. Roll call
3. Approve minutes: Previous Town Board, Public Hearings, etc.
4. Privilege of the floor for stated agenda items (each speaker limited to 5 minutes)
5. Town Clerk's Report (first meeting of the month only)
6. Supervisor's Report (Financial, County, Town, Communications, Announcements)
7. Department, Committee and Councilman Reports (first meeting of the month only):
All department and committee reports will be filed with the Town Clerk and/or included in the minutes.
8. Motions & Resolutions
9. Abstract of Claims
10. Privilege of the Floor (each speaker limited to 5 minutes)

Rule 2

The Board shall be called to order by the Supervisor and a roll called taken. In the absence of the Supervisor, the Deputy Supervisor shall preside. In the event neither the Supervisor nor Deputy Supervisor is present then those Board members in attendance shall appoint the chair of the meeting.

Rule 3

Any Board member who enters the room after the roll call shall be recognized by the Supervisor and his presence noted in the minutes. Likewise, Board members wishing to leave the meeting before adjournment must first be excused by the Supervisor and their time of departure noted in the minutes.

Rule 4

No person except the members of the Board shall have the privilege of the floor without the unanimous consent of the Board members present and recognition by the chair.

Rule 5

Resolutions will be proposed and discussed with action to be taken at the Town Board meetings. Resolutions will be presented to Board members in proper form at least 48 hours prior to the meeting. With unanimous consent of the Board members present, the rule requiring the 48-hour notice may be waived. Majority Board member consent can expand actions to be taken at meetings not otherwise authorized by this provision.

Rule 6

Procedure not governed by these rules shall be governed by Roberts Rules of Order (Revised), or as determined by a majority of the Board members in attendance.

Rule 7

Video and audio recording only. Only one video camera and/or audio recording device is allowed, excluding the one used by Town Government, in only one location at the rear of the hall or behind the audience in a set position. No additional lighting is allowed. The Town Clerk is to be provided with an unedited copy of the audio or video tapes within five (5) calendar days of the meeting.

Moved by Councilman Glavin

Voting: Councilman Glavin Aye

Councilman Ranaletto Aye

Seconded by Councilman Robbins

Councilman Robbins Aye

Supervisor Grasso Aye

RESOLUTION NO. 4

Resolution Naming the Daily Gazette as the Official Newspaper for the Town of Charlton

BE IT RESOLVED that The Daily Gazette is hereby named as the official newspaper for the Town of Charlton.

Moved by Councilman Glavin

Voting: Councilman Glavin Aye

Councilman Ranaletto Aye

Seconded by Councilman Robbins

Councilman Robbins Aye

Supervisor Grasso Aye

Committee and Board Appointments

RESOLUTION NO. 5

Resolution to Appoint Members to the Assessment Review Board

BE IT RESOLVED that SHELLEY SMITH is appointed as a member of the Charlton Assessment Review Board for a term commencing October 1, 2020 and terminating September 30, 2025.

Moved by Councilman Glavin

Voting: Councilman Glavin Aye

Councilman Ranaletto Aye

Seconded by Councilman Robbins

Councilman Robbins Aye

Supervisor Grasso Aye

In compliance with State requirements, expiration date of terms of office will be adjusted from December 31 to September 30 each year. Expiration dates of other member terms of the Assessment Review Board are:

Vacancy Expiring 9/30/21

Don Schermerhorn Expiring 9/30/22

Erin Miller Expiring 9/30/23

Dawn Szurek Expiring 9/30/24

RESOLUTION NO. 6

Resolution to Appoint Members of the Technology Committee

BE IT RESOLVED that JAMES LEUPOLD and GEORGE EGGLESTON are appointed members of the Charlton Technology Committee for a term commencing January 1, 2021 and terminating December 31, 2021.

Moved by Councilman Glavin

Voting: Councilman Glavin Aye

Councilman Ranaletto Aye

Seconded by Councilman Robbins

Councilman Robbins Aye

Supervisor Grasso Aye

RESOLUTION NO. 7

Resolution to Appoint Members of the Town of Charlton Environmental Conservation Commission

BE IT RESOLVED that MARVIN SCHORR, THEODORA SMITH, ASILDA DUBE, ROBERT KILLEEN, JR., AND LANE JASTREBSKI are hereby appointed as members of the Charlton Environmental Conservation Commission for a term commencing January 1, 2021 and terminating December 31, 2021; and

BE IT RESOLVED that MARVIN SCHORR hereby is appointed Chairman of the Charlton Environmental Conservation Commission for a term commencing January 1, 2021 and terminating December 31, 2021.

Moved by Councilman Glavin

Voting: Councilman Glavin Aye

Councilman Ranaletto Aye

Seconded by Councilman Robbins

Councilman Robbins Aye

Supervisor Grasso Aye

RESOLUTION NO. 8

Resolution to Appoint Members of the Board of Ethics

BE IT RESOLVED that CHARLES LATHAM, GARY VANDERHORST and DON SCHERMERHORN are hereby appointed as members of the Charlton Board of Ethics for the term January 1, 2021 and terminating December 31, 2021.

Moved by Councilman Glavin

Voting: Councilman Glavin Aye

Councilman Ranaletto Aye

Seconded by Councilman Robbins

Councilman Robbins Aye

Supervisor Grasso Aye

RESOLUTION NO. 9

Resolution to Appoint Members of the Town of Charlton Historic District Commission with such powers and duties as prescribed under Local Law #2 of the year 1973

BE IT RESOLVED that JIM POIRIER and JOE VOLPE are hereby appointed as members of the Charlton Historic District Commission for a term commencing January 1, 2021 and terminating December 31, 2022; and

BE IT RESOLVED that JAMES POIRIER is hereby appointed as Chairman of the Charlton Historic District Commission for a term commencing January 1, 2021 and terminating December 31, 2021.

Moved by Councilman Glavin

Voting: Councilman Glavin Aye

Councilman Ranaletto Aye

Seconded by Councilman Robbins

Councilman Robbins Aye

Supervisor Grasso Aye

Terms of other Historic District Commission members are as follows:

Richard Battenhausen Expires 12/31/2021

Marv Livingston Expires 12/31/2021

Mary Taplin Expires 12/31/2021

RESOLUTION NO. 10

Resolution Appointing Members and a Chairman of the Park Committee

BE IT RESOLVED that TRACI MARR, DAVID POHL, GEORGE EGGLESTON, and RYAN ALVERSON are appointed as members of the Charlton Park Committee, to work as an advisory committee to the Town Board with special interest in the development and use of parklands in the Town of Charlton for the term commencing January 1, 2021 and terminating December 31, 2021; and

BE IT RESOLVED that DAVID POHL is appointed as Chairman of the Charlton Park Committee for a term commencing January 1, 2021 and terminating December 31, 2021.

Moved by Councilman Glavin

Voting: Councilman Glavin Aye

Councilman Ranaletto Aye

Seconded by Councilman Robbins

Councilman Robbins Aye

Supervisor Grasso Aye

RESOLUTION NO. 11

Resolution to Appoint Members to the Ambulance Advisory Board

BE IT RESOLVED that the Town Board is authorized to appoint three (3) Commissioners to the Charlton Ambulance Advisory Board formed in 2019. JOHN FLEURY, JAMES LEUPOLD and TRACEY LYONS are appointed as Commissioners, to work as an advisory board to the Town Board with special interest in the budgeting and financial oversight of the three ambulance companies servicing Charlton, for a term commencing January 1, 2021 and terminating December 31, 2021

Moved by Councilman Glavin

Voting: Councilman Glavin Aye

Councilman Ranaletto Aye

Seconded by Councilman Robbins

Councilman Robbins Aye

Supervisor Grasso Aye

RESOLUTION NO.12

Resolution to appoint a Member and Alternate Member to the Charlton Planning Board

BE IT RESOLVED that JAY WILKINSON is appointed as Chairman of the Charlton Planning Board for the term commencing January 1, 2021 and terminating December 31, 2021, and

BE IT RESOLVED that DAWN SZUREK be appointed as a member of the Charlton Planning Board for the term commencing January 1, 2021 and terminating December 31, 2027, and

BE IT RESOLVED that MARILYN PHILLIPS be appointed as an alternate member of the Charlton Planning Board for the term commencing January 1, 2021 and terminating December 31, 2021.

Moved by Councilman Glavin

Voting: Councilman Glavin Aye

Councilman Ranaletto Aye

Seconded by Councilman Robbins

Councilman Robbins Aye

Supervisor Grasso Aye

Terms of other members of the Planning Board are as follows:

Connie Wood Expiring 12/31/21

Chris Mitchell Expiring 12/31/22

David Crudele Expiring 12/31/23

Jonathan Riedinger Expiring 12/31/24

Bruce Gardner Expiring 12/31/25

Jay Wilkinson Expiring 12/31/26

RESOLUTION NO.13

Resolution appointing custodian and members to the Veterans Memorial Board Committee

BE IT RESOLVED that CHARLES LATHAM is hereby appointed as custodian of the Charlton Veterans Recognition Board in Gideon Hawley Park to serve at the pleasure of the Town Board for a term commencing January 1, 2021 and terminating December 31, 2021; and

BE IT RESOLVED that CHARLES LATHAM, PETER PARKER AND GEORGE EGGLESTON are appointed members of the Charlton Veterans Memorial Board Committee for a term commencing January 1, 2021 and terminating December 31, 2021.

Moved by	Councilman Glavin	Voting: Councilman Glavin	Aye
		Councilman Ranaletto	Aye
Seconded by	Councilman Robbins	Councilman Robbins	Aye
		Supervisor Grasso	Aye

RESOLUTION NO.14

Resolution to Appoint Members to the Zoning Board of Appeals

BE IT RESOLVED that NATE KEENAN is hereby appointed as a member of the Charlton Zoning Board of Appeals for a term commencing January 1, 2021 and ending December 31, 2025; and

BE IT RESOLVED that ANDY HALUSKA is hereby appointed as alternate member of the Charlton Zoning Board of Appeals for a term commencing January 1, 2021 and ending December 31, 2021; and

BE IT RESOLVED that JAMES LEUPOLD is hereby appointed as Chairman of the Charlton Zoning Board of Appeals for a term commencing January 1, 2021 and ending December 31, 2021, and RICHARD POTTS is hereby appointed Vice Chairman for a term commencing January 1, 2021 and ending December 31, 2021.

Moved by	Councilman Glavin	Voting: Councilman Glavin	Aye
		Councilman Ranaletto	Aye
Seconded by	Councilman Robbins	Councilman Robbins	Aye
		Supervisor Grasso	Aye

Terms of the other members of the Zoning Board of Appeals are as follows:

Richard Potts	Expiring 12/31/21
Carlton Ellms	Expiring 12/31/22
David Taplin	Expiring 12/31/23
James Leupold	Expiring 12/31/24

Town Department Appointments

RESOLUTION NO. 15

Resolution Appointing a Deputy Supervisor

BE IT RESOLVED that the Supervisor is hereby authorized to appoint a Deputy Supervisor to serve at the pleasure of the Supervisor.

Moved by Councilman Glavin

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

Seconded by Councilman Robbins

RESOLUTION NO. 16

Resolution appointing a Principal Account Clerk

BE IT RESOLVED that the Town Board is hereby authorized to appoint a full time Principal Account Clerk to serve at the pleasure of the Town Board for the period commencing January 1, 2021 and ending on January 8, 2021.

Moved by Councilman Glavin

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

Seconded by Councilman Robbins

RESOLUTION NO. 17

Resolution appointing a Bookkeeper to the Supervisor

BE IT RESOLVED that the Town Board is hereby authorized to appoint a part-time Bookkeeper to the Supervisor to serve at the pleasure of the Supervisor.

Moved by Councilman Glavin

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

Seconded by Councilman Robbins

RESOLUTION NO. 18

Resolution to appoint a Town Historian

BE IT RESOLVED that the Supervisor is authorized to appoint a part-time Charlton Town Historian to serve at the pleasure of the Supervisor.

Moved by Councilman Glavin

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

Seconded by Councilman Robbins

RESOLUTION NO. 19

Resolution Appointing part-time Deputy Town Clerks

BE IT RESOLVED that the Town Clerk is authorized to appoint not more than three (3) part-time deputies to serve at the pleasure of the Town Clerk. The Town Clerk shall notify the Town Board of all such appointments. The Town Board authorizes the Town Clerk to fix the duties of any deputy or deputies, which may be the full power and duties of the Town Clerk.

Moved by	Councilman Glavin	Voting: Councilman Glavin	Aye
		Councilman Ranaletto	Aye
Seconded by	Councilman Robbins	Councilman Robbins	Aye
		Supervisor Grasso	Aye

RESOLUTION NO. 20

Resolution to Appoint a Registrar of Vital Statistics

BE IT RESOLVED that BRENDA MILLS is hereby appointed Registrar of Vital Statistics for a term commencing January 1, 2021 and terminating December 31, 2021.

Moved by	Councilman Glavin	Voting: Councilman Glavin	Aye
		Councilman Ranaletto	Aye
Seconded by	Councilman Robbins	Councilman Robbins	Aye
		Supervisor Grasso	Aye

RESOLUTION NO. 21

Resolution to appoint a Deputy Registrar of Vital Statistics

BE IT RESOLVED that LAURIE KRUPPENBACHER is hereby appointed Deputy Registrar of Vital Statistics and for a term commencing January 1, 2021 to December 31, 2021.

Moved by	Councilman Glavin	Voting: Councilman Glavin	Aye
		Councilman Ranaletto	Aye
Seconded by	Councilman Robbins	Councilman Robbins	Aye
		Supervisor Grasso	Aye

RESOLUTION NO. 22

Resolution to Appoint Freedom of Information Officer

BE IT RESOLVED that BRENDA MILLS is hereby appointed as Freedom of Information Officer for a term commencing January 1, 2021 and terminating December 31, 2021.

Moved by	Councilman Glavin	Voting: Councilman Glavin	Aye
		Councilman Ranaletto	Aye
Seconded by	Councilman Robbins	Councilman Robbins	Aye
		Supervisor Grasso	Aye

RESOLUTION NO. 23

A Resolution appointing a part-time Clerk to the Assessor

BE IT RESOLVED that the Assessor is authorized to appoint not more than two part-time clerks to serve at the pleasure of the Assessor.

Moved by	Councilman Glavin	Voting: Councilman Glavin	Aye
		Councilman Ranaletto	Aye
Seconded by	Councilman Robbins	Councilman Robbins	Aye
		Supervisor Grasso	Aye

RESOLUTION NO. 24

Resolution to Appoint a Water Superintendent and Assistant Water Superintendent

BE IT RESOLVED that DOUGLAS FLYNN is hereby appointed as part-time Water Superintendent, of Charlton Water District No. 1, Extensions 2, & 3 and Water District #2 to serve at the pleasure of the Town Board at a rate of compensation; and

BE IT RESOLVED that DENNIS RUSSELL is hereby appointed as part-time Assistant Water Superintendent to serve at the pleasure of the Town Board; and

BE IT RESOLVED that KIMBERLY CARON is hereby appointed as part-time Water Clerk, to serve at the pleasure of the Town Board.

Moved by Councilman Glavin

Voting: Councilman Glavin Aye

Councilman Ranaletto Aye

Seconded by Councilman Robbins

Councilman Robbins Aye

Supervisor Grasso Aye

RESOLUTION NO. 25

Resolution Appointing a Code Enforcement Officer/Zoning Administrator/Building Inspector and Zoning Clerk

BE IT RESOLVED that TERRY ANTHONY is hereby appointed as part-time Charlton Code Enforcement Officer/Zoning Administrator and Building Inspector, to serve at the pleasure of the Town Board; and

BE IT RESOLVED that LAURIE KRUPPENBACHER is hereby appointed as part-time Zoning Clerk.

Moved by Councilman Glavin

Voting: Councilman Glavin Aye

Councilman Ranaletto Aye

Seconded by Councilman Robbins

Councilman Robbins Aye

Supervisor Grasso Aye

RESOLUTION NO. 26

Resolution to Appoint Deputy Tax Collector

BE IT RESOLVED that the Charlton Tax Collector is authorized to appoint one (1) part-time Deputy Tax Collector to serve at the pleasure of the Tax Collector.

Moved by Councilman Glavin

Voting: Councilman Glavin Aye

Councilman Ranaletto Aye

Seconded by Councilman Robbins

Councilman Robbins Aye

Supervisor Grasso Aye

RESOLUTION NO. 27

Resolution to Appoint Constables/Peace Officers

BE IT RESOLVED that THOMAS PARKS be appointed as part-time Senior Constable/Peace Officer to serve at the pleasure of the Town Board; and

BE IT RESOLVED that GARY PARKS is hereby appointed as Constable/Peace Officer to serve at the pleasure of the Town Board; and

BE IT RESOLVED that GREGORY PARKS is hereby appointed as a part-time Constable/Peace Officer to serve at the pleasure of the Town Board; and

BE IT RESOLVED that RANDALL ANGEROSA is hereby appointed as a part-time Back-Up Constable and Justice Court Night Security Officer to serve at the pleasure of the Town Board.

Moved by Councilman Glavin

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

Seconded by Councilman Robbins

RESOLUTION NO. 28

Resolution to Appoint Dog Control Officer

BE IT RESOLVED that GARY PARKS is hereby appointed as Charlton Dog Control Officer to serve at the pleasure of the Town Board.

Moved by Councilman Glavin

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

Seconded by Councilman Robbins

RESOLUTION NO. 29

A Resolution Appointing a Court Clerk

BE IT RESOLVED that BEVERLEY PASHLEY is hereby appointed as part-time Court Clerk to serve at the pleasure of the Town Board and the Town Justices.

Moved by Councilman Glavin

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

Seconded by Councilman Robbins

RESOLUTION NO. 30

Resolution to appoint Clerical Workers to Certain Boards, Committees and Departments

BE IT RESOLVED that KIMBERLY CARON is hereby appointed to provide part-time Clerical services to the Town of Charlton Planning Board and Zoning Board of Appeals, to serve at the pleasure of the Town Board; and

BE IT RESOLVED that SUSAN YORK is hereby appointed part-time Clerk to the Town of Charlton Planning Board, to serve at the pleasure of the Town Board; and

BE IT RESOLVED that LAURIE KRUPPENBACHER is hereby appointed to provide part-time Clerical services to the Charlton Assessment Review Board, to serve at the pleasure of the Town Board.

Moved by Councilman Glavin

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

Seconded by Councilman Robbins

Appointment of Contracts

RESOLUTION NO. 31

Resolution Appointing a Town Attorney and a Planning Board Attorney

BE IT RESOLVED that JAMES CRAIG be appointed as General Counsel for the Town and Attorney for the Zoning Board of Appeals, and WILLIAM KENIRY be appointed Attorney for the Planning Board to serve at the pleasure of the Town Board, upon approved annual agreement with the Town Board.

Moved by Councilman Glavin

Voting: Councilman Glavin Aye

Councilman Ranaletto Aye

Seconded by Councilman Robbins

Councilman Robbins Aye

Supervisor Grasso Aye

RESOLUTION NO. 32

Resolution to contract for Library Services

BE IT RESOLVED that the Supervisor is hereby empowered to contract for library services with the Town of Ballston Community Library during the Year 2021, at a fee not to exceed \$46,000.00 Dollars, upon contract approval by the Town Board.

Moved by Councilman Glavin

Voting: Councilman Glavin Aye

Councilman Ranaletto Aye

Seconded by Councilman Robbins

Councilman Robbins Aye

Supervisor Grasso Aye

RESOLUTION NO. 33

Resolution to Appoint Town Health Officer

BE IT RESOLVED that DR. KRISTEN MARTIN is hereby appointed Town Health Officer, to serve at the pleasure of the Town Board at a fee of \$150.00 per year.

Moved by Councilman Glavin

Voting: Councilman Glavin Aye

Councilman Ranaletto Aye

Seconded by Councilman Robbins

Councilman Robbins Aye

Supervisor Grasso Aye

RESOLUTION NO. 34

Resolution Appointing a Town Engineer and a Water District Engineer

BE IT RESOLVED that the Environmental Design Partnership is hereby appointed as the Town and Water District Engineer, to serve at the pleasure of the Town Board.

Moved by Councilman Glavin

Voting: Councilman Glavin Aye

Councilman Ranaletto Aye

Seconded by Councilman Robbins

Councilman Robbins Aye

Supervisor Grasso Aye

RESOLUTION NO. 35

Resolution for contracted services with the Galway Food Pantry, Charlton Senior Citizens, Meals on Wheels, Charlton Historical Society, Captain/Community Human Services, BH/BL and Galway Summer Recreation.

BE IT RESOLVED that the Town of Charlton will pay for the following 2021 contracted services: \$500.00 Dollars to the Galway Food Pantry, \$2,000.00 to the Charlton Senior Citizens,

\$1,100 for Meals on Wheels, \$2,650.00 to the Charlton Historical Society, \$4,000.00 to Captain/Community Human Services, \$2,000.00 to BH/BL Summer Recreation Program, and \$600.00 to the Galway Summer Recreation Program, upon contract approval by the Town Board.

Moved by	Councilman Glavin	Voting: Councilman Glavin	Aye
		Councilman Ranaletto	Aye
Seconded by	Councilman Robbins	Councilman Robbins	Aye
		Supervisor Grasso	Aye

Banking

RESOLUTION NO. 36

Resolution Designating Certain Banks as Depositories for Town Funds - Year 2021

BE IT RESOLVED that the Ballston Spa National Bank, having a principal office in Ballston Spa, Saratoga County, New York, is hereby designated as the official depository for the following Town of Charlton accounts:

1. All Town checking accounts.
2. All General Reserve accounts of the Town Supervisor.
3. The Town Clerk account.
4. The Tax Collector account.
5. The Town Justice Hart account.
6. The Town Justice Ketchum account.
7. The Charlton Water District #1 general account and repair reserve account.
8. The Charlton Water District #2 general account.

BE IT FURTHER RESOLVED that all Departments that receive moneys or checks will process these funds within a timely manner. The Supervisors office will deposit all funds and receipts once a week, or more often if required to do so by the Town Board.

Moved by	Councilman Glavin	Voting: Councilman Glavin	Aye
		Councilman Ranaletto	Aye
Seconded by	Councilman Robbins	Councilman Robbins	Aye
		Supervisor Grasso	Aye

RESOLUTION NO. 37

Resolution Authorizing Time Deposits

BE IT RESOLVED that the Supervisor of the Town of Charlton, as Chief Fiscal Officer for the Town, is hereby authorized to deposit certain Town funds in time deposit accounts during calendar year 2021. The following guidelines and authorities are also approved:

The maximum amount authorized for such time deposits is Two Million Five Hundred Thousand Dollars (\$2,500,000.00). Funds which the Supervisor may place in such time deposits shall include, but not be limited to, general Town of Charlton funds, Charlton Highway Department funds and Water District #1 funds. The Supervisor shall have discretion to combine funds in time deposits for the purpose of obtaining the highest interest rate yields on such accounts. The Supervisor shall maintain a record of all such time deposits, including the amount of such deposits and the interest earned, investment date and maturity date. The Supervisor will provide a listing of such accounts to the Town Board on a monthly basis, which information shall include the deposit amounts, interest rate, banking institution, interest earned, date of investment and maturity.

Moved by Councilman Glavin

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

Seconded by Councilman Robbins

RESOLUTION NO. 38

Resolution Establishing a Cash Management and Investment Policy

The objectives of the Investment Policy of the Town of Charlton are to minimize risk, to insure that investments mature when cash is required to finance operations, and to insure a competitive rate of return. In accordance with this policy, the Supervisor is hereby authorized to invest all funds, including proceeds of obligations and reserve funds as follows:

(a) Certificate of deposit issued by a commercial bank or trust company authorized to do business in New York State;

(b) Time Deposit Accounts in a commercial bank or trust company authorized to do business in New York State;

All other local government officials receiving money in their official capacity must deposit such funds in a commercial bank or trust company authorized to do business in New York State.

All investments made pursuant to this policy shall comply with the following conditions:

1. Collateral

Certificates of deposit shall be fully secured by insurance of FDIC or by obligations of New York State, or obligations of the United States, or obligations of Federal Agencies, the principal interest of which are guaranteed by the U.S. or obligations of New York State local government. Collateral shall be delivered to the Town of Charlton or a custodial bank to the account of the Town of Charlton or to a Federal Reserve Bank. The market value of collateral supplied by any bank shall at all times equal or exceed the total principal amount of certificates of deposit and time savings deposits held by the bank less applicable FDIC coverage. The bank selling the investment shall provide a list of collateral with the Town of Charlton and report all changes in that list.

2. Written contracts shall be required for the purchase of all certificates of deposits.

The Supervisor shall review the annual reports of all banks holding town funds, to determine satisfactory financial strength.

The Supervisor shall authorize investments on behalf of the Town of Charlton. All investment agreements shall be confirmed in writing.

The Supervisor may make a quarterly survey of CD rates with the following three banks: BSNB, 1st National Bank of Scotia, and Adirondack Trust.

The Supervisor's annual financial report shall include an annual investment report.

This guideline shall be reviewed annually by the Town Board at its organizational meeting or as soon thereafter as is reasonably practicable.

The Town Board acknowledges the granting of a single user originator and approver for ACH, EFTPS and Wire Transfers through Ballston Spa National Bank Cash Management product. The Supervisor will review and sign ACH, EFTPS, and transfer sheets prior to performing transfers and a

copy of completed transfer will be printed from Cash Management and attached to signed authorization.

Moved by	Councilman Glavin	Voting: Councilman Glavin	Aye
		Councilman Ranaletto	Aye
Seconded by	Councilman Robbins	Councilman Robbins	Aye
		Supervisor Grasso	Aye

RESOLUTION NO. 39

Resolution to establish a Petty Cash Fund for Certain Town Officials - Year 2021

BE IT RESOLVED that the Tax Collector be authorized to establish a Petty Cash Fund in the sum of Two Hundred (\$200.00) Dollars to be utilized as provided by law in the performance of the duties of the Office of Tax Collector, which shall be returned to the Supervisor prior to making returns of unpaid taxes to the County Treasurer, and

BE IT FURTHER RESOLVED that the Town Clerk be authorized to establish a Petty Cash Fund in the sum of One Thousand (\$1,000.00) Dollars; Five Hundred (\$500.00) Dollars of which shall serve as a cushion to the checking account, and Five Hundred (\$500.00) Dollars petty cash at Town Hall, to be utilized as provided by law in the performance of the duties of Town Clerk.

Moved by	Councilman Glavin	Voting: Councilman Glavin	Aye
		Councilman Ranaletto	Aye
Seconded by	Councilman Robbins	Councilman Robbins	Aye
		Supervisor Grasso	Aye

RESOLUTION NO. 40

Resolution Accepting the Bonds of Various Town Officials

BE IT RESOLVED that the Town Board of the Town of Charlton approve and accept the undertakings of the below listed Town Officials and employees in the indicated sums and that a copy thereof is filed in the Saratoga County Clerk's Office:

Supervisor	\$ 300,000.00
Principal Account Clerk	\$ 300,000.00
Town Clerk	\$ 90,000.00
Tax Collector	\$ 300,000.00
All other Town Employees Blanket @	\$10,000.00

Moved by	Councilman Glavin	Voting: Councilman Glavin	Aye
		Councilman Ranaletto	Aye
Seconded by	Councilman Robbins	Councilman Robbins	Aye
		Supervisor Grasso	Aye

RESOLUTION NO. 41

Resolution Establishing Town Holidays for benefit eligible employees for 2021

Holidays – Benefit eligible employees shall receive the following paid holidays:

New Year's Day – Jan. 1	Columbus Day – Oct. 11
Martin Luther King – Jan. 18	Election Day – Nov. 2
President's Day – Feb. 15	Veterans Day – Nov. 11
Good Friday – Apr. 2	Thanksgiving Day – Nov. 25
Memorial Day – May 31	Day after Thanksgiving – Nov. 26

Independence Day – July 5

Labor Day – Sept. 6

Day before Christmas – Dec. 24

Day after Christmas – Dec. 27

Moved by Councilman Glavin

Seconded by Councilman Robbins

Voting: Councilman Glavin Aye

Councilman Ranaletto Aye

Councilman Robbins Aye

Supervisor Grasso Aye

RESOLUTION NO. 42

Resolution to establish Compensatory Time for the Highway Department

BE IT RESOLVED that the Town Board hereby authorizes that each full-time Highway employee shall be allowed to accumulate the first, 20 over-time hours earned as compensatory time each year and that it shall be used as three, ten hour days, regular time, the week of the July 4th holiday. It shall be used within the same calendar year that the time is earned. All full-time, highway employees agree to participate in this compensatory time program. Any employee who leaves employment prior to the July 4th holiday week, will be paid the earned and accumulated 20 hours of over-time, compensatory time, in their last paycheck. Any new, full-time highway employee, beginning work after January 1st of the year, will not be able to participate in the compensatory time program for that calendar year.

Moved by Councilman Glavin

Seconded by Councilman Robbins

Voting: Councilman Glavin Aye

Councilman Ranaletto Aye

Councilman Robbins Aye

Supervisor Grasso Aye

RESOLUTION NO. 43

Resolution to establish a Safety Boot Allowance for the Highway Department

BE IT RESOLVED that the Town Board hereby authorizes that any, full-time Highway employee with more than one year's continuous service shall receive an annual safety boot allowance for the purchase of work safety boots related to employment, as directed by the Highway Superintendent. Each full-time, Highway employee shall be allowed to purchase, up to \$150.00/year towards a pair of safety boots at the Red Wing store in Clifton Park, NY or equivalent.

Moved by Councilman Glavin

Seconded by Councilman Robbins

Voting: Councilman Glavin Aye

Councilman Ranaletto Aye

Councilman Robbins Aye

Supervisor Grasso Aye

RESOLUTION NO. 44

Resolution to establish a Dental Insurance Option at Employee Expense

BE IT RESOLVED that the Town Board hereby authorizes that any, benefit eligible Town employee may agree to purchase dental insurance through the Town's broker and Delta Dental of New York. The premium cost of an employee's dental insurance option will be divided equally by pay period and will be deducted each pay period. The Town will not contribute towards any dental insurance premiums, but will only act to collect the premium costs from participating employees and send payment monthly for the Town's participants.

Moved by Councilman Glavin

Voting: Councilman Glavin Aye

Seconded by Councilman Robbins

Councilman Ranaletto Aye
Councilman Robbins Aye
Supervisor Grasso Aye

RESOLUTION NO. 45

Resolution Establishing Salaries for Appointive and Elective Officials for Year 2021

Elective Officials

Supervisor	\$12,240.00/year
Budget Officer-Supervisor	\$3,060.00/year
Councilman (4)	\$6,120.00/year
Highway Superintendent	\$61,200.00/year
Justice Hart	\$12,852.00/year
Justice Ketchum	\$12,852.00/year
Town Clerk	\$42,330.00/year
Tax Collector	\$6,120.00/year

Appointive

Assessor	\$18,054.00/year
Principal Account Clerk	\$44,800.00/yr prorated
Bookkeeper to the Supervisor	\$25.00 per hour
Court Clerk	\$19.89/hour
Deputy Town Clerk	\$15.30/hour
Health Officer	\$150.00/year
Highway Employees	\$16.00 to \$21.20/hour
Senior Constable – Tom Parks	\$14,790.00/year
Constable – Gary Parks	\$32,350.00/year
Constable – Greg Parks	\$10,200.00/year
Constable – R. Angerosa	\$816.00/year + \$30.00/ Court Night
Dog Control Officer	\$7,650.00/year
Historian	\$1,632.00/year
Code Enforcement Officer/Zoning Administrator/Building Inspector	\$12,240.00/year
Assistant Zoning & Building Official	\$20.00/hour
Registrar of Vital Statistics	\$ 1,122.00/year
Registrar of Dogs	\$510.00/year
Deputy Tax Collector	\$15.30/hour

Water Superintendent – Water District #1	\$31,132.00/year
Water Superintendent – Water District #2	\$1,107.00/year
Asst Water Superintendent –District #1	\$10,384.00/year
Asst Water Superintendent –District #2	\$406.00/year
Cleaner – Town Hall	\$100.00/wk
Water Clerk	\$6,273.00/year
Zoning Clerk	\$15.30/hour
Assessment Review Board Clerk	\$15.30/hour
Planning Board Clerk	\$15.30/hour
Zoning Board of Appeals Clerk	\$15.30/hour
Assessor Clerk	\$15.30/hour
Deputy Supervisor	\$510.00/year

Moved by	Councilman Glavin	Voting: Councilman Glavin	Aye
		Councilman Ranaletto	Aye
Seconded by	Councilman Robbins	Councilman Robbins	Aye
		Supervisor Grasso	Aye

RESOLUTION NO. 46

Resolution Establishing Purchase and Receipt of Goods, Materials and Services

It shall be the policy of the Town to purchase goods, materials and services from reliable vendors at the lowest cost to the town.

All Departments, Boards, and Commissions budgeted to purchase goods, materials, and services will adhere to the following procedures in connection with the purchase and receipt of goods and services:

1. Major Purchases and Contracting

Except where allowed by Section 103 of by the General Municipal Law, all contracts for the purchase of materials, supplies and equipment involving expenditures of \$20,000.00 or more, and contracts for the accomplishment of public works for more than \$35,000.00 shall be let through advertised sealed bids in accordance with the General Municipal Law.

2. Purchase of other Materials, Goods, Equipment and Services

- (a) Purchase of goods and materials involving expenditures of less than \$2,000.00 which are proper Town charges and covered by appropriations may be authorized by the heads of Departments, Boards, and Commissions having budget appropriations assigned to them. Claims will be processed through normal channels and audited by the Town Board. When the balances in contractual and/or equipment are reduced to \$100.00 or less the effected department will be notified and no purchases can be made without prior approval of the budget officer.
- (b) Quotations from at least two and preferably three vendors shall be obtained for all Purchases over \$2,000.00 for material, supplies and equipment not purchased on State, County or Town contracts or bids. Quotations may be obtained in writing or by telephone. In the latter case the purchaser will enter the quotations listing: (i) Date of Quote, (ii) Items Quoted, (iii) Vendor Name, (iv) Address and Phone number, (v) Prices Quoted, and (vi) Successful vendor. The Purchase Order will be subject to regular and periodic audit. Written quotes will be kept on file.

(c) All purchases of greater than \$2,000.00 in value except, as noted below must be approved in advance by the Town Board. Exceptions are purchases of bulk operating material routinely delivered, such as fuel and heating fuel, bulk materials for highway projects, or repair parts and services.

(d) Qualified Town of Charlton vendors of goods, services, or materials purchased by the Town should be given the opportunity to quote. This is not intended to eliminate vendors outside Town boundaries.

(e) Except when directed by the Town Board, no solicitation of written proposals or quotations shall be required under the following circumstances:

- 1) Acquisitions of professional services
- 2) Emergencies
- 3) Sole source situations
- 4) Goods purchased from agencies for the blind or severely handicapped
- 5) Goods purchased from correctional facilities
- 6) Goods purchased from another governmental agency
- 7) Goods purchased at auction
- 8) Goods purchased for less than \$2,000.00
- 9) Public works contracts for less than \$5,000.00

(f) Price quotations must be F.O.B. Town Hall, Highway Department or Town job site. In those cases where the Town must provide pickup services, these costs will be added to the price for evaluation purposes using the following formula:

Pickup Truck = Total mileage x \$.50/mile plus driver/helper
hourly rates x trip time

Large Truck = Total mileage x \$1.50/mile plus personnel time as above

(g) Selection of vendor will be made on the basis of lowest delivered price assuming the vendor meets delivery and specification requirements.

(h) Qualified Town of Charlton vendors will be awarded the order or contract in those cases where delivered prices are equal and delivery dates are satisfactory on a competitive basis.

(i) Spare or renewal parts quotations should be obtained from the original equipment manufacturer/dealer and from "after market" vendors of like parts in order to obtain the lowest price.

(j) Vouchers submitted to the supervisor for payment must be accompanied by the vendor's invoice where one exists. The voucher will list each detailed item received and will be signed in the "Department Approval" block by the employee of the Town physically receiving the goods or services, to verify that the goods or services appearing on the invoice were in fact received. Alternately, the person actually receiving the goods may sign off on the invoice or shipping document furnished by the vendor. This must be attached to the voucher. The voucher will further be countersigned by the head of the responsible Department or Board involved, to confirm receipt.

(k) The Supervisor may in the case of any emergency situation and upon request of the department or agency head involved waive all or part of Paragraph 2 of this policy to authorize purchases necessary to protect the safety, health or general welfare of the Town or residents. Each emergency case must be documented and reported to the Town Board by the Department at the next regular meeting of the Board.

Moved by Councilman Glavin

Voting: Councilman Glavin Aye
Councilman Ranaletto Aye

Seconded by Councilman Robbins

Councilman Robbins Aye
Supervisor Grasso Aye

RESOLUTION NO. 47

Resolution to Establish a Mileage Compensation Schedule

BE IT RESOLVED that for the Year 2021 the Federal Mileage Rate will be used as mileage compensation for all Town and Water District officials to be paid to them upon submission of a warrant therefore when it becomes necessary for them to utilize their own vehicles in the performance of their duties.

Moved by Councilman Glavin

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

Seconded by Councilman Robbins

RESOLUTION NO. 48

Resolution to stablish annual Appointments

BE IT RESOLVED that the Town Board makes the following appointments for the year 2021.

Moved by Councilman Glavin

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

Seconded by Councilman Robbins

APPOINTMENTS

Deputy Supervisor

David Robbins

Deputy Town Clerks

Teresa Hart

Margo Jones

Laurie Kruppenbacher

Registrar of Vital Statistics

Brenda Mills

Principal Account Clerk for Town and Highway

Cara Parks

Bookkeeper to the Supervisor

Tammy Pudney

Clerk to the Assessor

Mary Beth Frewin

Deputy Tax Collector

Teresa Hart

Town Historian

Marvin Livingston

Clerk to the Planning Board

Susan York

Secretary to the Zoning Board of Appeals

Kimberly Caron

Secretary to the Planning Board

Kimberly Caron

Court Clerk

Beverley Pashley

Clerk to Zoning

Laurie Kruppenbacher

Clerk to Assessment Board of Review

Laurie Kruppenbacher

Control of Dogs

Gary Parks

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 January 2, 2021.

Brenda Mills, Town Clerk

TOWN SUPERVISOR'S 2021 COMMITTEE AND LIAISON APPOINTMENTS

Pursuant to Section 63 of Town Law, the Supervisor appoints the following committee assignments:

SUPERVISOR GRASSO:

Government

Local
County
State
Federal

Municipal Support

Legal
Finance
Audits
Insurance
Engineering
Agricultural Task Force

COUNCILMAN ROBBINS:

Emergency Services

Police
Fire
EMS (including Ambulance Advisory Board)
Dog Control
Emergency Response/Disaster Preparedness

Roads and Drainage

Highway Department
Roads
Drainage
Traffic Control

Parks, Recreation and Celebration

Parks
Trails
Historian
Cemeteries
Veterans (including Veterans Memorial Board)
Party in the Park
Parades

COUNCILMAN RANALETTO:

Building, Zoning, Planning

Building Department
Zoning Board
Planning Board

Land Use
ECC

Human Resources
Employee Handbook
Benefits
Youth
Seniors
Library

COUNCILMAN GLAVIN:

Building and Grounds
Maintenance/Repair/Investment
Town Hall
Community Center

Water
Water Department
Water District
Infrastructure/Equipment

Distributed Infrastructure
Cable/Broadband
Electric
Wireless Communications

VACANT TOWN BOARD SEAT:

Town Departments and Boards
Clerk's Office
Assessor's
Tax Collector
Court
Board of Assessment Review
Board of Ethics
Historic District Commission

Technology
Website
Information Technology
Security

RESOLUTION #49

Motion to adjourn the meeting

Motion by Councilman Ranaletto
Seconded by Councilman Glavin

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

The meeting adjourned at 10:17 a.m.

Respectfully submitted,

Brenda Mills
Town Clerk