

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

**January 24, 2022**

The Regular Meeting of the Town Board of the Town of Charlton, Saratoga County, New York was held at the Charlton Town Hall and called to order by Supervisor Grasso at 7:34 p.m.

Present: Supervisor Grasso, Councilman Glavin, Councilman Robbins, Councilman St. John, Councilman Tasse.

Also present: Town Clerk Brenda Mills, Attorney Craig.

**APPROVAL OF MINUTES**

**MOTION #57**

**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 January 10, 2022.

Roll Call: Councilman Glavin: Aye, Supervisor Grasso: Aye, Councilman Robbins: Aye, Councilman St. John: Aye, Councilman Tasse: Aye. **CARRIED**

**PRIVILEGE OF THE FLOOR FOR AGENDA ITEMS**

No one chose to speak.

**ANNOUNCEMENTS**

The Town is offering the 5 Hour Defensive Driving Course to employees. The course is mandatory for employees driving Town vehicles. Town employees are also required to annually take a Sexual Harassment course and a Workplace Violence course. Supervisor Grasso said that his secretary is working on setting up the courses on-line for employees.

The Town Board annually audits each Town Department that handles money. The Board members will pair up and schedule appointments with Department heads to begin the audits.

The Town received another limited supply of Covid test kits. The Town Clerk said that she sent out an e-mail blast and most of the kits have already been reserved.

Supervisor Grasso said that Town has gotten final rule changes on the ARPA funding. The new rules offer more flexibility with the funding as much of the funds are now considered unrestricted. Supervisor Grasso said that the Board will look at using some of the funding for items/projects that have been deferred. One item is the new police car that the Board will be voting on tonight.

**COMMUNICATIONS**

Supervisor Grasso serves on the Saratoga County Board of Supervisors and said that this year he has been appointed to the following Committees at the County level: Law and Finance, Human Resources and Insurance, Economic Development, Buildings and Grounds. He has also been appointed as Chairman of the Trails and Open Space Committee.

The Town Justices receipted \$8,796 in fines in November. Fines collected from Justice Ketchum were \$2,730 and \$6,066 from Justice Hart. \$3,984 was paid to the State.

Supervisor Grasso said that the Town of Ballston has completed their draft of their Environmental Impact Statement. It is on their website and available for public comments.

Councilman Glavin reported for the Water Department - NYSDOH has responded to the Town of Charlton after receiving Lead and Copper testing results. NYSDOH has granted the Town permission to resume testing at former frequency of every 3 years and 10 testing locations versus 20.

Councilman St. John gave the monthly report (January) of the Planning Board:

- Heflin - waiting for DEC to evaluate wetland maps submitted by the applicant before next steps.
- DeSantis - Lot change application accepted
- Caruso - Applicant missing info, Chair Wilkinson will reach out directly before moving forward with application
- Davidson - Applicant will work with surveyor to submit a lot plan designed to mitigate impact on existing wetlands
- Bagden - applicant wishes to convey property to family member, public hearing will be held in February

Councilman St. John said that Charlton Policeman Gary Parks recommends the old police car be liquidated by placing it for sale at the highway garage and advertise online. If an auction is the chosen form of liquidation, Gary recommends putting a reserve on the vehicle.

## **MOTIONS, RESOLUTIONS AND PROCLAMATIONS**

### **RESOLUTION #58**

#### **RESOLUTION TO HIRE CAROL A. GOLDEN, CPA TO PREPARE TOWN REGULATORY FINANCIAL STATEMENTS FOR THE YEAR ENDING DECEMBER 31, 2021.**

Motion by Councilman Glavin

Seconded by Councilman Robbins

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. 58, January 24, 2022**

#### **RESOLUTION TO HIRE CAROL A. GOLDEN, CPA TO PREPARE TOWN REGULATORY FINANCIAL STATEMENTS FOR THE YEAR ENDING DECEMBER 31, 2021**

**WHEREAS**, the Town is required to have regulatory financial statements prepared each year and is in need of having such done for the year ending December 31, 2021, in the form prescribed by the Office of the State Comptroller (OSC) based on the records kept by the Town's bookkeeper; and

**WHEREAS**, the Town, in previous years, has used the professional services of Carol A. Golden, CPA, of 714 Middle Road, Horseheads, New York, 14845; and

**WHEREAS**, the Town has received a new proposal from Carol A. Golden, CPA, estimated in a range from \$2,600.00 to \$2,900.00, to perform said work, which meets all of the Town's criteria

and specifications for said regulatory financial statements for the year ending December 31, 2021; and

**WHEREAS**, the Town Board believes Carol A. Golden, CPA to possess the necessary expertise and abilities, and to be the best choice to perform the work, at a reasonable cost and best value and expense to the Town, and is of a known quality and already familiar with the Town's finances.

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Charlton awards to, and hires, Carol A. Golden, CPA, of 714 Middle Road, Horseheads, New York, 14845, to prepare regulatory financial statements as of and for the year ending December 31, 2021, in the form prescribed by the Office of the State Comptroller (OSC) based on the records kept by the Town's bookkeeper, all as set forth in the attached proposal, at a cost within the range of \$2,600.00 to \$2,900.00, to be commenced and completed within a reasonable time frame as agreed to with the Town Supervisor; and it is further

**RESOLVED**, the Town Supervisor is authorized to enter into and sign all necessary documents and pay all amounts needed to effectuate same

MOTION BY: Councilman Glavin	Voting: Supervisor Grasso	Aye
	Councilman Glavin	Aye
	Councilman Robbins	Aye
SECONDED BY: Councilman Robbins	Councilman St. John	Aye
	Councilman Tassè	Aye

The resolution was duly adopted on January 24, 2022.

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Brenda Mills, Town Clerk

**RESOLUTION #59**

**RESOLUTION TO APPROVE THE PURCHASE OF A 2022 DODGE DURANGO FOR THE TOWN OF CHARLTON POLICE DEPARTMENT AND DOG CONTROL OFFICER**

Motion by Councilman St. John

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. 59,**

**January 24, 2022**

**RESOLUTION TO APPROVE THE PURCHASE OF A 2022 DODGE DURANGO FOR THE TOWN OF CHARLTON POLICE DEPARTMENT AND DOG CONTROL OFFICER**

**WHEREAS**, the Charlton Police Department has advised the Town Board that due to the aging condition and the expensive repairs to the existing 2013 vehicle that is being used by the Town of Charlton Police Department, it is necessary to replace such vehicle with a new vehicle; and

**WHEREAS**, additional need and use for the new vehicle will be to provide transportation for the Town of Charlton's Dog Control Officer to safely transport dogs when needed and required; and

**WHEREAS**, the Charlton Police Department has obtained a proposal for the new vehicle purchase, and a proposal for the required police accessories (lights, sirens, lettering, etc.) plus installation, copies of said proposals are shown on the documents attached hereto and presented to the Town Board by the Charlton Police Department; and

**WHEREAS**, the Charlton Police Department has recommended to the Town Board, that the Town purchase a 2022 Dodge Durango, and the purchase and installation of the required police accessories, as set forth on the attached documents.

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Supervisor is hereby authorized to enter into contract for the purchase of a 2022 Dodge Durango in the amount of \$39,201.00, from Main Motorcar, 224 West Main Street, Johnstown, New York, 12095, plus the purchase and installation of the required police accessories from Pittsfield Communications Systems, Inc., 18 Wade Road, Latham, New York, 12110, in the approximate amount of \$5,743.00, for the total amount not to exceed \$46,000.00, plus any incident expenses associated therewith, as set forth and described on the attached documents, and be it further

**RESOLVED**, that the Town Supervisor is hereby authorized to expend the sum of up to \$46,000.00, plus incidental expenses associated therewith, in order to pay for the purchase of the 2022 Dodge Durango, and the purchase and installation of the required police accessories, plus taxes and incidental costs; and to do all things necessary and sign all documents required in order to effectuate same.

MOTION BY: Councilman St. John

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

SECONDED BY: Councilman Tasse

The resolution was duly adopted on January 24, 2022.

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Brenda Mills, Town Clerk

## **ABSTRACT OF CLAIMS**

### **MOTION #60**

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

Motion by Councilman Robbins

Seconded by Councilman Glavin

**BY MOTION**, the Town Board approved the processing of Abstract 102, voucher numbers 1 and 20 through 51 the amount of \$246,567.20 which was audited by Town Board members.

Roll Call: Councilman Glavin: Aye, Councilman Robbins: Aye, Councilman St. John: Aye, Councilman Tasse: Aye, Supervisor Grasso: Aye. **CARRIED**

**PRIVILEGE OF THE FLOOR**

No one chose to speak.

**MOTION #61**

**Motion to adjourn the meeting**

Motion by Councilman Glavin

Seconded by Councilman Robbins

**BY MOTION** the Town Board adjourned the meeting at 8:12 p.m.

Roll Call: Councilman Glavin: Aye, Councilman Robbins: Aye, Councilman St. John: Aye, Councilman Tasse: Aye, Supervisor Grasso: Aye. **CARRIED**

Respectfully submitted,

Brenda Mills  
Town Clerk