

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

**January 3, 2022**

The Organizational Meeting of the Town Board of the Town of Charlton, Saratoga County, New York was held at the Town Hall, 758 Charlton Road, Charlton, NY and called to order by Supervisor Grasso at 7:03 p.m.

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

Supervisor Grasso congratulated and welcomed the new Town Board members.

**2022 ORGANIZATIONAL RESOLUTIONS**

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

- The Town Board liaison appointments have been changed to more equally distribute the load and to better utilize each Councilman's areas of expertise
- Peter Parker will become Custodian of the Veterans Memorial Committee
- Andy Haluska will be appointed to the Assessment Review Board

Supervisor Grasso said that the Town Board has had ample time to review the Organizational Resolutions. He proposed that he read the number and title of each resolution and forego reading the document in entirety.

**A motion was made by Councilman Glavin and seconded by Councilman Robbins to waive the reading of the resolutions in entirety.**

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

**RESOLUTION #1 - 49**

**Approval of 2022 Organizational Resolutions**

Motion by Councilman Robbins

Seconded by Councilman Glavin

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

**2022 ORGANIZATIONAL RESOLUTIONS  
TOWN BOARD  
TOWN OF CHARLTON**

**January 3, 2022**

**RESOLUTIONS No. 1 – 49**

**Town Resolutions**

## **RESOLUTION NO. 1**

### **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 10, 2022	July 11, 2022
January 24, 2022	July 25, 2022
February 14, 2022	August 8, 2022
February 28, 2022	August 22, 2022
March 14, 2022	September 12, 2022
March 28, 2022	September 26, 2022
April 11, 2022	October 11, 2022 (Tues)
April 25, 2022	October 24, 2022
May 9, 2022	November 14, 2022
May 23, 2022	November 28, 2022
June 13, 2022	December 12, 2022
June 27, 2022	December 27, 2022 (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 Robbins	Voting: Councilman Glavin	Aye
		Councilman Robbins	Aye
Seconded by	Councilman Glavin	Councilman St. John	Aye
		Councilman Tasse	Aye
		Supervisor Grasso	Aye

## **RESOLUTION NO. 2**

### **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 Robbins

Voting: Councilman Glavin Aye

Councilman Robbins Aye

Seconded by Councilman Glavin

Councilman St. John Aye

Councilman Tasse Aye

Supervisor Grasso Aye

## **RESOLUTION NO. 3**

### 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 Robbins

Voting: Councilman Glavin Aye

Councilman Robbins Aye

Seconded by Councilman Glavin

Councilman St. John Aye

Councilman Tasse Aye

Supervisor Grasso Aye

## **Committee and Board Appointments**

### **RESOLUTION NO. 4**

#### **Resolution to Appoint Members to the Assessment Review Board**

BE IT RESOLVED that ANDREW HALUSKA is appointed as a member of the Charlton Assessment Review Board for a term commencing October 1, 2021 and terminating September 30, 2026.

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

Don Schermerhorn	Expiring 9/30/22
Erin Miller	Expiring 9/30/23
Dawn Szurek	Expiring 9/30/24
Shelley Smith	Expiring 9/30/25

### **RESOLUTION NO. 5**

#### **Resolution to Appoint Members of the Technology Committee**

BE IT RESOLVED that JAMES LEUPOLD, CHRIS TASSE and GEORGE EGGLESTON are appointed members of the Charlton Technology Committee for a term commencing January 1, 2022 and terminating December 31, 2022,

BE IT RESOLVED that CHRIS TASSE is appointed as Chairman of the Charlton Technology Committee for a term ending December 31, 2022.

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

### **RESOLUTION NO. 6**

#### **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, 2022 and terminating December 31, 2022; and

BE IT RESOLVED that MARVIN SCHORR hereby is appointed Chairman of the Charlton Environmental Conservation Commission for a term commencing January 1, 2022 and terminating December 31, 2022.

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

#### **RESOLUTION NO. 7**

##### Resolution to Appoint Members of the Board of Ethics

BE IT RESOLVED that GARY VANDERHORST and DON SCHERMERHORN are hereby appointed as members of the Charlton Board of Ethics for the term January 1, 2022 and terminating December 31, 2022.

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

#### **RESOLUTION NO. 8**

##### 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 RICHARD BATTENHAUSEN, MARV LIVINGSTON and DAVE TAPLIN are hereby re-appointed as members of the Charlton Historic District Commission for a term commencing January 1, 2022 and terminating December 31, 2023; and

BE IT RESOLVED that JAMES POIRIER is hereby appointed as Chairman of the Charlton Historic District Commission for a term commencing January 1, 2022 and terminating December 31, 2022.

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

Terms of other Historic District Commission members are as follows:

Jim Poirier	Expires 12/31/2022
Joe Volpe	Expires 12/31/2022

#### **RESOLUTION NO. 9**

##### 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, 2022 and terminating December 31, 2022; and

BE IT RESOLVED that DAVID POHL is appointed as Chairman of the Charlton Park Committee for a term commencing January 1, 2022 and terminating December 31, 2022.

Moved by Councilman Robbins

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

Seconded by Councilman Glavin

### **RESOLUTION NO. 10**

#### **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, 2022 and terminating December 31, 2022.

Moved by Councilman Robbins

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

Seconded by Councilman Glavin

### **RESOLUTION NO.11**

#### **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, 2022 and terminating December 31, 2022, and

BE IT RESOLVED that CONNIE WOOD be appointed as a member of the Charlton Planning Board for the term commencing January 1, 2022 and terminating December 31, 2028, and

BE IT RESOLVED that MARILYN PHILLIPS be appointed as an alternate member of the Charlton Planning Board for the term commencing January 1, 2022 and terminating December 31, 2022.

Moved by Councilman Robbins

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

Seconded by Councilman Glavin

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

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
Dawn Szurek	Expiring 12/31/27

### **RESOLUTION NO.12**

#### **Resolution appointing custodian and members to the Veterans Memorial Board Committee**

BE IT RESOLVED that PETER PARKER 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, 2022 and terminating December 31, 2022; and

BE IT RESOLVED that PETER PARKER AND GEORGE EGGLESTON are appointed members of the Charlton Veterans Memorial Board Committee for a term commencing January 1, 2022 and terminating December 31, 2022.

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

### **RESOLUTION NO.13**

#### **Resolution to Appoint Members to the Zoning Board of Appeals**

BE IT RESOLVED that RICHARD POTTS is hereby appointed as member of the Charlton Zoning Board of Appeals for a term commencing January 1, 2022 and ending December 31, 2026, 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, 2022 and ending December 31, 2022, and RICHARD POTTS is hereby appointed Vice Chairman for a term commencing January 1, 2022 and ending December 31, 2022.

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

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

Carlton Ellms	Expiring 12/31/22
David Taplin	Expiring 12/31/23
James Leupold	Expiring 12/31/24
Nate Keenan	Expiring 12/31/25

### **Town Department Appointments**

### **RESOLUTION NO. 14**

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

### **RESOLUTION NO. 15**

#### **Resolution appointing a Confidential Secretary to the Supervisor**

BE IT RESOLVED that the Supervisor is hereby authorized to appoint a part-time Confidential Secretary to the Supervisor to serve at the pleasure of the Supervisor. Up to two Secretaries may be appointed at one time on a temporary basis for appropriate transition of job duties.

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

### **RESOLUTION NO. 16**

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

### **RESOLUTION NO. 17**

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

### **RESOLUTION NO. 18**

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



**RESOLUTION NO. 19**

**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, 2022 and terminating December 31, 2022.

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

**RESOLUTION NO. 20**

**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, 2022 to December 31, 2022.

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

**RESOLUTION NO. 21**

**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, 2022 and terminating December 31, 2022.

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

**RESOLUTION NO. 22**

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

**RESOLUTION NO. 23**

**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 Robbins

Seconded by Councilman Glavin

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

#### **RESOLUTION NO. 24**

##### **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 Robbins

Seconded by Councilman Glavin

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

#### **RESOLUTION NO. 25**

##### **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 Robbins

Seconded by Councilman Glavin

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

#### **RESOLUTION NO. 26**

##### **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.

oved by Councilman Robbins

Voting: Councilman Glavin Aye

Councilman Robbins Aye

Seconded by Councilman Glavin

Councilman St. John Aye

Councilman Tasse Aye

Supervisor Grasso Aye

### **RESOLUTION NO. 27**

#### **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 Robbins

Voting: Councilman Glavin Aye

Councilman Robbins Aye

Seconded by Councilman Glavin

Councilman St. John Aye

Councilman Tasse Aye

Supervisor Grasso Aye

### **RESOLUTION NO. 28**

#### **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 Robbins

Voting: Councilman Glavin Aye

Councilman Robbins Aye

Seconded by Councilman Glavin

Councilman St. John Aye

Councilman Tasse Aye

Supervisor Grasso Aye

### **RESOLUTION NO. 29**

#### **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 Robbins

Voting: Councilman Glavin Aye

Councilman Robbins Aye

Seconded by Councilman Glavin

Councilman St. John Aye

Councilman Tasse Aye

Supervisor Grasso Aye

## **Appointment of Contracts**

### **RESOLUTION NO. 30**

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

### **RESOLUTION NO. 31**

#### **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 2022, at a fee not to exceed \$46,000.00 Dollars, upon contract approval by the Town Board.

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

### **RESOLUTION NO. 32**

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

### **RESOLUTION NO. 33**

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

### **RESOLUTION NO. 34**

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

BE IT RESOLVED that the Town of Charlton will pay for the following 2022 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, upon contract approval by the Town Board.

Moved by Councilman Robbins

Seconded by Councilman Glavin

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

### **Banking**

### **RESOLUTION NO. 35**

Resolution Designating Certain Banks as Depositories for Town Funds - Year 2022

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 3 business days. The Supervisors office will deposit all funds and receipts within 3 business days, or more often if required to do so by the Town Board.

Moved by Councilman Robbins

Seconded by Councilman Glavin

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

### **RESOLUTION NO. 36**

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 Robbins

Voting: Councilman Glavin Aye

Councilman Robbins Aye

Seconded by Councilman Glavin

Councilman St. John Aye

Councilman Tasse Aye

Supervisor Grasso Aye

### **RESOLUTION NO. 37**

#### **Resolution Establishing a Cash Management and Investment Policy**

The objectives of the Investment Policy of the Town of Charlton are to minimize risk, to ensure 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, 1<sup>st</sup> 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, Bank statements, Collateral Reports, and transfer sheets prior to performing transfers. A copy of completed transfer will be printed from Cash Management and attached to a signed authorization.

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

### **RESOLUTION NO. 38**

#### **Resolution to establish a Petty Cash Fund for Certain Town Officials - Year 2022**

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

### **RESOLUTION NO. 39**

#### **Resolution to establish Credit Card policy**

BE IT RESOLVED that the Board authorizes that BRENDA MILLS, MARSHALL HERITAGE, and JOE GRASSO be authorized users of the Town of Charlton visa credit cards issued by TCM/BSNB with a cumulative limit of \$10,000.00, and that MARSHALL HERITAGE and DAVID ARMITAGE be authorized users on Lowes credit account with a cumulative limit of \$4,000.00 and MARSHALL HERITAGE be an authorized user on a Tractor Supply Company credit card with a credit limit of \$7,500.00. The Town Board permits the use of Town credit card by certain town employees to pay for actual and necessary expenses incurred for the Town. All credit cards will be in the name of the Town. Credit cards may only be used for legitimate Town business and are not intended to circumvent the Town's policy on purchasing. Purchases that are unauthorized, illegal, represent a conflict of interest, are personal in nature or violate the intent of this policy may result in credit card revocation and discipline of the employee. The Supervisor shall periodically but not less than twice per year monitor the used of each credit card and report and problems or discrepancies directly to the Town Board.

Moved by	Councilman Robbins	Voting: Councilman Glavin	Aye
		Councilman Robbins	Aye

Seconded by Councilman Glavin

Councilman St. John	Aye
Councilman Tasse	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 Robbins

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

Seconded by Councilman Glavin

#### **RESOLUTION NO. 41**

##### Resolution Establishing Town Holidays for benefit eligible employees for 2022

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

New Year's Day – Jan. 3	Columbus Day – Oct. 10
Martin Luther King – Jan. 17	Election Day – Nov. 8
President's Day – Feb. 21	Veterans Day – Nov. 11
Good Friday – Apr. 15	Thanksgiving Day – Nov. 24
Memorial Day – May 30	Day after Thanksgiving – Nov. 25
Independence Day – July 4	Day before Christmas – Dec. 23
Labor Day – Sept. 5	Day after Christmas – Dec. 26

Moved by Councilman Robbins

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

Seconded by Councilman Glavin

#### **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 4<sup>th</sup> 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 4<sup>th</sup> 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 1<sup>st</sup> of the year, will not be able to participate in the compensatory time program for that calendar year.

Moved by	Councilman Robbins	Voting:	Councilman Glavin	Aye
			Councilman Robbins	Aye
Seconded by	Councilman Glavin		Councilman St. John	Aye
			Councilman Tasse	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 \$200.00/year towards a pair of safety boots per calendar year.

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

### **RESOLUTION NO. 45**

#### **Resolution Establishing Salaries for Appointive and Elective Officials for Year 2022**

##### **Elective Officials**

Supervisor	\$14,000.00/year
Budget Officer-Supervisor	\$3,200.00/year
Councilman (4)	\$6,500.00/year

Highway Superintendent	\$70,000.00/year
Justice Hart	\$14,000.00/year
Justice Ketchum	\$14,000.00/year
Town Clerk	\$43,600.00/year
Tax Collector	\$6,300.00/year

### **Appointive**

Assessor	\$18,500.00/year
Confidential Secretary to Supervisor	\$20.00-\$30.00 per hour
Bookkeeper to the Supervisor	\$25.50 per hour
Court Clerk	\$21.00/hour
Deputy Town Clerk	\$16.00-\$17.50 per hour
Health Officer	\$150.00/year
Highway Employees	\$16.00 to \$25.00/hour
Senior Constable – Tom Parks	\$15,000.00/year
Constable – Gary Parks	\$47,000.00/year
Constable – Greg Parks	\$4,000.00/year
Constable – R. Angerosa	\$1,000.00/year + \$35.00/ Court Night
Dog Control Officer	\$8,000.00/year
Historian	\$1,650.00/year
Code Enforcement Officer/Zoning	\$13,000.00/year
Administrator/Building Inspector	
Assistant Zoning & Building Official	\$20.00/hour
Registrar of Vital Statistics	\$1,200.00/year
Registrar of Dogs	\$600.00/year
Deputy Tax Collector	\$17.50/hour
Water Superintendent – Water District #1	\$35,000.00/year
Water Superintendent – Water District #2	\$2,000.00/year
Asst Water Superintendent –District #1	\$11,000.00/year
Asst Water Superintendent –District #2	\$500.00/year
Cleaner – Town Hall	\$150.00/wk
Water Clerk	\$6,400.00/year
Zoning Clerk	\$17.00/hour
Assessment Review Board Clerk	\$17.00/hour
Planning Board Clerk	\$1,000.00/year
Zoning Board of Appeals Clerk	\$800.00/year
Assessor Clerk	\$16.50/hour
Deputy Supervisor	\$1,000.00/year

Moved by Councilman Robbins

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

Seconded by Councilman Glavin

### **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. Quotes will be kept on file with the final purchase order. .If purchased on State, County or Town contracts, the contract number must be listed on the purchase order.
- (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 repair 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 (\*supporting documentation should be attached such as blue book pricing or comparable items pricing to support purchase)
  - 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. 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. The department head authorizing the purchase may NOT also sign as receiving the goods.

(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 Robbins

Voting: Councilman Glavin Aye

Councilman Robbins Aye

Seconded by Councilman Glavin

Councilman St. John Aye

Councilman Tasse Aye

Supervisor Grasso Aye

## **RESOLUTION NO. 47**

### **Resolution to Establish a Travel & Conference Expense Schedule**

BE IT RESOLVED that for the Year 2022 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. Pre-authorization must be obtained from the Town Supervisor for expenses for travel, meals and lodging for conferences or workshops required for town business. There will be no reimbursement for alcoholic beverages, entertainment or other expenses of a personal nature. Hotel reimbursement shall not exceed the Federal reimbursement rate and meal reimbursement shall not exceed \$75 per day. Original receipts must be submitted with a vendor claim and copy of prior approval to obtain reimbursement. Requested reimbursement shall not exceed the prior authorized expense limits.

Moved by Councilman Robbins

Voting: Councilman Glavin Aye

Councilman Robbins Aye

Seconded by Councilman Glavin

Councilman St. John	Aye
Councilman Tasse	Aye
Supervisor Grasso	Aye

## **RESOLUTION NO. 48**

### Resolution to establish computer use policy

BE IT RESOLVED that the Town Board shall review an Information Technology Disaster Recovery plan and adopt yearly. Each employee should use complex passwords and change passwords every 90 days. Computers or laptops should only be used for Town business and should be signed off during periods of inactivity and shut down nightly prior to leaving.

Moved by Councilman Robbins

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

Seconded by Councilman Glavin

## **RESOLUTION NO. 49**

### Resolution to establish annual Appointments

BE IT RESOLVED that the Town Board and or Supervisor, as may be applicable, makes the following appointments for the year 2022.

Moved by Councilman Robbins

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

Seconded by Councilman Glavin

## **APPOINTMENTS**

### Deputy Supervisor

David Robbins

### Deputy Town Clerks

Teresa Hart

Margo Jones

Laurie Kruppenbacher

### Registrar of Vital Statistics

Brenda Mills

### Confidential Secretary to Supervisor

Vacant

### 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

Zoning Clerk

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 3, 2022.

---

Brenda Mills, Town Clerk

**TOWN SUPERVISOR'S 2022 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:**

**Building and Grounds**

Maintenance/Repair/Investment  
Town Hall  
Community Center

**Roads and Drainage**

Highway Department  
Roads  
Drainage  
Traffic Control

**Parks, Recreation and Celebration**

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

**COUNCILMAN ST. JOHN:**

**Emergency Services**

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

**Land Use**

Building Department  
Zoning Board  
Planning Board  
Land Use Regulations  
ECC  
Historic District Commission

**Human Resources**

Employee Handbook  
Benefits  
Board of Ethics

**COUNCILMAN GLAVIN:**

**Water**

Water Department  
Water District  
Water Infrastructure/Equipment

**Distributed Infrastructure**

Cable  
Electric  
Wireless Communications

Town Departments and Boards

Clerk's Office

Assessor's

Tax Collector

Court

Board of Assessment Review

Board of Ethics

**COUNCILMAN TASSE:**

Community Services

Seniors

Library

Youth

Historian

Cemeteries

Technology

Website

Information Technology

Security

Broadband

Supervisor Grasso said that there has been a job posting for a Confidential Secretary to the Supervisor for about a month. He has conducted several interviews and would like to hire Tricia Hasbrouck to begin on January 5<sup>th</sup>. The position is provisional meaning that the candidate will need to take a civil service test.

**RESOLUTION #50**

**Resolution to appoint Confidential Secretary to Town Supervisor**

Motion by Councilman Glavin

Seconded by Councilman Tasse

Discussion: Councilman Glavin asked how long Tricia will have to take the civil service test. Supervisor Grasso said that currently there is no test. We are waiting for the County to create the test and then once available and taken, Tricia will need to have one of the top 3 scores.

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



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

**RESOLUTION NO. 50  
January 3, 2022**

**RESOLUTION TO APPOINT CONFIDENTIAL SECRETARY  
TO TOWN SUPERVISOR**

**WHEREAS**, the Town Supervisor has expressed a need in having a new Confidential Secretary to the Supervisor to aide in the duties of his Office and the efficiency and productivity of Town operations; and

**WHEREAS**, the Town Board had previously passed a Resolution creating the position of Confidential Secretary to the Town Supervisor, and further authorized the Town Supervisor to post for and choose a person for said position when needed; and

**WHEREAS**, the Town duly posted for the position, and the Supervisor considered those who showed interest therein; and

**WHEREAS**, the Town Supervisor received an application from Tricia Hasbrouck, of 123 Waterstreet Road, Amsterdam, New York, 12010, and after interviewing her and reviewing information provided, found her to meet the requirements of the position, amply qualified, capable and willing to fill the position and to serve the community.

**NOW, THEREFORE, BE IT RESOLVED**, the Town Board hereby ratifies and confirms the appointment made by the Town Supervisor of Tricia Hasbrouck to the position of Confidential Secretary to the Town Supervisor, commencing January 5, 2022, at a pay rate of \$23.00/hour, with hours set by the Town Supervisor, and initially being set as 8-12 hours per week, or as otherwise determined by the Supervisor, with benefits as set and provided for by the Town Personnel Policy, if any; and it is further,

**RESOLVED**, said Tricia Hasbrouck is appointed to the position provisionally as set and required by Civil Service Employment regulations, subject to passing a specified civil service exam within a time frame set by the State, shall answer only to the Town Supervisor, and perform those duties as previously set for said position, and as otherwise determined by the Town Supervisor.

MOTION BY: Councilman Glavin

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 3, 2022.

---

Brenda Mills, Town Clerk

## **DISCUSSION**

Supervisor Grasso said that the County will be supplying Charlton with 160 Covid test kits and wants to know how the Town will distribute them. The Board discussed the issue and decided that they will provide 10 kits to each of the 3 Fire Departments in Town, provide 10 kits to the Highway Department/Constables, and the remaining 120 kits will be made available to residents. The Town Clerk will put the information on the website. Residents can e-mail the Town Clerk to reserve a kit. Because of the limited supply, only one kit will be issued per household. Once the supply of kits are gone, the Town Clerk will post a notice on the Town website.

## **MOTION #51**

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

Motion by Councilman Tasse

Seconded by Councilman Robbins

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

The meeting adjourned at 7:42 p.m.

Respectfully submitted,

Brenda Mills  
Town Clerk