

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

January 3, 2023

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 7:38 p.m.

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

Excused: Councilman Tasse

Supervisor Grasso said that the Board has had ample time to review the resolutions so he suggested that they waive the reading in entirety. The Board discussed the resolutions and no objection was made to voting on the Resolution 1-57 in entirety.

RESOLUTIONS #1-57

Approval of 2023 Organizational Resolutions

Motion by Councilman Robbins

Seconded by Councilman St. John

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

**2023 ORGANIZATIONAL RESOLUTION
TOWN BOARD
TOWN OF CHARLTON**

January 3, 2023

RESOLUTIONS No. 1 – 57

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 9, 2023
January 23, 2023
February 13, 2023
February 27, 2023
March 13, 2023
March 27, 2023

July 10, 2023
July 24, 2023
August 14, 2023
August 28, 2023
September 11, 2023
September 25, 2023

April 10, 2023
April 24, 2023
May 8, 2023
May 22, 2023
June 12, 2023
June 26, 2023

October 10, 2023 (Tues)
October 23, 2023
November 13, 2023
November 27, 2023
December 11, 2023
December 27, 2023 (Wed)

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 St. John | Councilman St. John | Aye |
| | | Councilman Tasse | Absent |
| | | 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 (Announcements, Communications, Town, Financial, County)
7. Councilman Reports
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. Majority Board member consent can expand actions to be taken at meetings not otherwise authorized by this provision.

Rule 6

Procedures 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. 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 St. John | | Councilman St. John | Aye |
| | | | Councilman Tasse | Absent |
| | | | 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 St. John | | Councilman St. John | Aye |
| | | | Councilman Tasse | Absent |
| | | | Supervisor Grasso | Aye |

Committee and Board Appointments

RESOLUTION NO. 4

Resolution to appoint members to the Assessment Review Board

BE IT RESOLVED that DON SCHERMERHORN is appointed as a member of the Charlton Assessment Review Board for a term commencing October 1, 2022 and terminating September 30, 2027.

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

| | |
|----------------|------------------|
| Erin Miller | Expiring 9/30/23 |
| Dawn Szurek | Expiring 9/30/24 |
| Shelley Smith | Expiring 9/30/25 |
| Andrew Haluska | Expiring 9/30/26 |

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, 2023 and terminating December 31, 2023,

BE IT RESOLVED that CHRIS TASSE is appointed as Chairman of the Charlton Technology Committee for a term ending December 31, 2023.

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

RESOLUTION NO. 6

Resolution to appoint members to the Environmental Conservation Commission

BE IT RESOLVED that 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, 2023 and terminating December 31, 2023; and

BE IT RESOLVED that ROBERT KILLEEN, JR. is hereby appointed Chairman of the Charlton Environmental Conservation Commission for a term commencing January 1, 2023 and terminating December 31, 2023.

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

RESOLUTION NO. 7

Resolution to appoint members to 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, 2023 and terminating December 31, 2023.

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

RESOLUTION NO. 8

Resolution to appoint members to 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 re-appointed as members of the Charlton Historic District Commission for a term commencing January 1, 2023 and terminating December 31, 2024; and

BE IT RESOLVED that JAMES POIRIER is hereby appointed as Chairman of the Charlton Historic District Commission for a term commencing January 1, 2023 and terminating December 31, 2023.

Moved by Councilman Robbins

Voting: Councilman Glavin Aye

Councilman Robbins Aye

Seconded by Councilman St. John

Councilman St. John Aye

Councilman Tasse Absent

Supervisor Grasso Aye

Terms of other Historic District Commission members are as follows:

Richard Battenhausen Expires 12/31/2023

Marv Livingston Expires 12/31/2023

Dave Taplin Expires 12/31/2023

RESOLUTION NO. 9

Resolution appointing members to the Park Committee

BE IT RESOLVED that PETER 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, 2023 and terminating December 31, 2023; and

BE IT RESOLVED that DAVID POHL is appointed as Chairman of the Charlton Park Committee for a term commencing January 1, 2023 and terminating December 31, 2023.

Moved by Councilman Robbins

Voting: Councilman Glavin Aye

Councilman Robbins Aye

Seconded by Councilman St. John

Councilman St. John Aye

Councilman Tasse Absent

Supervisor Grasso Aye

RESOLUTION NO. 10

Resolution to appoint Commissioners 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 serving Charlton, for a term commencing January 1, 2023 and terminating December 31, 2023.

Moved by Councilman Robbins

Voting: Councilman Glavin Aye

Councilman Robbins Aye

Seconded by Councilman St. John

Councilman St. John Aye

Councilman Tasse Absent

Supervisor Grasso Aye

RESOLUTION NO.11

Resolution to appoint members and an alternate member to the Planning Board

BE IT RESOLVED that JAY WILKINSON be re-appointed as Chairman of the Charlton Planning Board for the term commencing January 1, 2023 and terminating December 31, 2023, and

BE IT RESOLVED that CHRIS MITCHELL be re-appointed as a member of the Charlton Planning Board for the term commencing January 1, 2023 and terminating December 31, 2029, and

BE IT RESOLVED that ROBIN SEVINSKY be re-appointed as an alternate member of the Charlton Planning Board for the term commencing January 1, 2023 and terminating on December 31, 2023.

Moved by Councilman Robbins

Voting: Councilman Glavin Aye

Councilman Robbins Aye

Seconded by Councilman St. John

Councilman St. John Aye

Councilman Tasse Absent

Supervisor Grasso Aye

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

David Crudele Expiring 12/31/23

Jonathan Riedinger Expiring 12/31/24

Greg Stevens Expiring 12/31/25

Jay Wilkinson Expiring 12/31/26

Dawn Szurek Expiring 12/31/27

Connie Wood Expiring 12/31/28

RESOLUTION NO.12

Resolution appointing members to the Veterans Memorial Board Committee

BE IT RESOLVED that PETER PARKER, JAMIE SHEPPARD, AND GEORGE EGGLESTON are appointed members of the Charlton Veterans Memorial Board Committee for a term commencing January 1, 2023 and terminating December 31, 2023, and

BE IT RESOLVED that PETER PARKER is hereby appointed as Chairman 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, 2023 and terminating December 31, 2023.

Moved by Councilman Robbins

Voting: Councilman Glavin Aye

Councilman Robbins Aye

Seconded by Councilman St. John

Councilman St. John Aye

Councilman Tasse Absent

Supervisor Grasso Aye

RESOLUTION NO.13

Resolution to appoint members to the Zoning Board of Appeals

BE IT RESOLVED that CARLTON ELLMS is hereby appointed as member of the Charlton Zoning Board of Appeals for a term commencing January 1, 2023 and ending December 31, 2027, 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, 2023 and ending December 31,

2023, and RICHARD POTTS is hereby appointed Vice Chairman for a term commencing January 1, 2023 and ending December 31, 2023.

Moved by Councilman Robbins

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

Seconded by Councilman St. John

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

| | |
|---------------|-------------------|
| David Taplin | Expiring 12/31/23 |
| James Leupold | Expiring 12/31/24 |
| Nate Keenan | Expiring 12/31/25 |
| Richard Potts | Expiring 12/31/26 |

RESOLUTION NO. 14

Resolution to appoint members to the Land Use Review Committee

BE IT RESOLVED that JIM SEVINSKY, DAWN SZUREK, DAVE WOOD, MARGO JONES, BOB KILLEEN, LINDSEY STEVENS, MIKE HOTALING AND LAURIE KRUPPENBACHER are hereby appointed as members of the Land Use Review Committee formed in 2022 to work as an advisory board to the Town Board with special interest in the areas of land use, for a term commencing January 1, 2023 and terminating December 31, 2023, and

BE IT RESOLVED that JIM SEVINSKY is hereby appointed as Chairman of the Charlton Land Use Review Committee for a term commencing January 1, 2023 and ending December 31, 2023.

Moved by Councilman Robbins

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

Seconded by Councilman St. John

RESOLUTION NO. 15

Resolution to appoint members to the Land Use Advisory Group

BE IT RESOLVED that MARNA POSLUSZNY, PAUL SAGER, BILL VARCASIO, MIKE BRUN, DAN MARTIN, JENNA SMITH, KEN GOLD, DON SCHERMERHORN, EDWARD PLOG and JEREMY DOUGLAS are hereby appointed as members of the Land Use Advisory Group to work in assisting the Land Use Review Committee in the area of land use, for a term commencing January 1, 2023 and terminating December 31, 2023.

Moved by Councilman Robbins

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

Seconded by Councilman St. John

RESOLUTION NO. 16

Resolution to appoint members to the Community Center Advisory Committee

BE IT RESOLVED that JENNA SMITH, TORBEN AABO, DON SCHERMERHORN, JAMES SEVINSKY, ROBIN SEVINSKY, THOMAS KELLY, JASON NEMEC, JOSEPH VOLPE, MARTY WILSON, ROGER SHISLER, STACEY FANTAUZZI AND PAUL BORISENKO are hereby appointed as members of the Community Center Advisory Committee formed in 2022 to work as an advisory group to the Town Board in the area of rehabilitation of the Community Center, for a term commencing January 1, 2023 and terminating December 31, 2023, and

BE IT RESOLVED that JENNA SMITH is appointed as Chairman of the Community Center Advisory Committee for the term commencing January 1, 2023 and terminating December 31, 2023,

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

Town Department Appointments

RESOLUTION NO. 17

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 St. John | | Councilman St. John | Aye |
| | | | Councilman Tasse | Absent |
| | | | Supervisor Grasso | Aye |

RESOLUTION NO. 18

Resolution appointing a Secretary to the Supervisor

BE IT RESOLVED that the Supervisor is hereby authorized to appoint a part-time 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 St. John | | Councilman St. John | Aye |
| | | | Councilman Tasse | Absent |
| | | | Supervisor Grasso | Aye |

RESOLUTION NO. 19

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 St. John | | Councilman St. John | Aye |
| | | | Councilman Tasse | Absent |
| | | | Supervisor Grasso | Aye |

RESOLUTION NO. 20

Resolution to appoint a Town Historian

BE IT RESOLVED that Marvin Livingston is hereby appointed as part-time Charlton Town Historian for a term commencing January 1, 2023 and terminating December 31, 2023.

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

RESOLUTION NO. 21

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 St. John | | Councilman St. John | Aye |
| | | | Councilman Tasse | Absent |
| | | | Supervisor Grasso | Aye |

RESOLUTION NO. 22

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, 2023 and terminating December 31, 2023.

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

RESOLUTION NO. 23

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, 2023 to December 31, 2023.

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

RESOLUTION NO. 24

Resolution to appoint a Freedom of Information Officer

BE IT RESOLVED that BRENDA MILLS is hereby appointed as Freedom of Information Officer for a term commencing January 1, 2023 and terminating December 31, 2023.

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

RESOLUTION NO. 25
Resolution to appoint an Assessor

BE IT RESOLVED that KIM CARON is hereby appointed as Assessor for a term commencing January 1, 2023 and terminating December 31, 2023 (6-year term ends 12/31/24).

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

RESOLUTION NO. 26
A Resolution to appoint 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 St. John | | Councilman St. John | Aye |
| | | | Councilman Tasse | Absent |
| | | | Supervisor Grasso | Aye |

RESOLUTION NO. 27
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; 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 | Voting: | Councilman Glavin | Aye |
| | | | Councilman Robbins | Aye |
| Seconded by | Councilman St. John | | Councilman St. John | Aye |
| | | | Councilman Tasse | Absent |
| | | | Supervisor Grasso | Aye |

RESOLUTION NO. 28

Resolution to appoint 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/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.

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

RESOLUTION NO. 29

Resolution to appoint a 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 | Voting: | Councilman Glavin | Aye |
| | | | Councilman Robbins | Aye |
| Seconded by | Councilman St. John | | Councilman St. John | Aye |
| | | | Councilman Tasse | Absent |
| | | | Supervisor Grasso | Aye |

RESOLUTION NO. 30

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 part-time Constable/Peace Officer and Court Security Officer to serve at the pleasure of the Town Board.

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

RESOLUTION NO. 31

Resolution to appoint a 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

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

Seconded by Councilman St. John

RESOLUTION NO. 32

A Resolution to appoint 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 |
| | Councilman St. John | Aye |
| | Councilman Tasse | Absent |
| | Supervisor Grasso | Aye |

Seconded by Councilman St. John

RESOLUTION NO. 33

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

BE IT RESOLVED that KIMBERLY CARON is hereby appointed as part-time Secretary 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 as Secretary to the Charlton Assessment Review Board and the Land Use Review Committee, to serve at the pleasure of the Town Board.

Moved by Councilman Robbins

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

Seconded by Councilman St. John

Appointment of Contracts

RESOLUTION NO. 34

Resolution to appoint 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 as 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 |
| | Councilman St. John | Aye |
| | Councilman Tasse | Absent |
| | Supervisor Grasso | Aye |

Seconded by Councilman St. John

RESOLUTION NO. 35

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 2023, at a fee not to exceed \$47,380.00 Dollars, upon contract approval by the Town Board.

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

RESOLUTION NO. 36

Resolution to contract for Emergency Medical Services

BE IT RESOLVED that the Supervisor is hereby empowered to contract for emergency medical services with the Ballston Lake Emergency Squad (\$39,880), Galway Ambulance Corps (\$50,860), and Community Emergency Corps (\$2,680) during the Year 2023, at a combined cost not to exceed \$93,420, upon contract approval by the Town Board.

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

Resolution to appoint a 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.

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

RESOLUTION NO. 37

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 St. John | | Councilman St. John | Aye |
| | | | Councilman Tasse | Absent |
| | | | Supervisor Grasso | Aye |

RESOLUTION NO. 38

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

BE IT RESOLVED that the Town of Charlton will pay for the following 2023 contracted services: \$500.00 to the Galway Food Pantry, \$2,000.00 to the Charlton Seniors, \$1,100 for Meals on Wheels, \$2,000.00 to the Charlton Historical Society, \$4,000.00 to Captain/Community Human Services, \$2,000.00 to BH/BL Summer Recreation Program, and \$600 to Galway Summer Recreation Program, upon contract approval by the Town Board.

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

Banking

RESOLUTION NO. 39

Resolution Designating Certain Banks as Depositories for Town Funds - Year 2023

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

RESOLUTION NO. 40

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 2023. 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 St. John | | Councilman St. John | Aye |
| | | | Councilman Tasse | Absent |
| | | | Supervisor Grasso | Aye |

RESOLUTION NO. 41

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, 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, 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 St. John | | Councilman St. John | Aye |
| | | | Councilman Tasse | Absent |
| | | | Supervisor Grasso | Aye |

RESOLUTION NO. 42

Resolution Establishing an Unreserved Fund Balance Policy for the General Fund (A Fund)

The objectives of the Unreserved Fund Balance Policy of the General Fund of the Town of Charlton are to minimize financial risk and to ensure that sufficient liquid cash capital is available to fund unforeseen expenses that have not been accounted for in the Town Budget. In accordance with this policy, the Budget Officer/Town Supervisor is hereby directed to manage finances and the Town Budget to set aside unreserved cash assets in accordance with the amounts below. The actual dollar amounts held in unreserved fund balance is expected to vary based on the anticipated fluidity of unforeseen expenses and revenues but shall serve as a general guide. When the targeted fund balance is exceeded, the Budget Officer/Town Supervisor shall adjust revenues, appropriations or establish reserve accounts to bring fund balances in line with targeted values.

Targeted General Fund (A Fund) Unreserved Fund Balance: An amount no less than the larger of \$250,000 or 25% of the current year's General Fund budget, and no greater than the larger of \$1,000,000 or 100% of the current year's General Fund budget.

The Budget Officer/Supervisor shall report to the Town Board on current fund balances no less than quarterly.

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

RESOLUTION NO. 43

Resolution Establishing an Unreserved Fund Balance Policy for the Highway Fund (DA Fund)

The objectives of the Unreserved Fund Balance Policy of the Highway Fund of the Town of Charlton are to minimize financial risk and to ensure that sufficient liquid cash capital is available to fund unforeseen expenses that have not been accounted for in the Town Budget. In accordance with this policy, the Budget Officer/Town Supervisor is hereby directed to manage finances and the Town Budget to set aside unreserved cash assets in accordance with the amounts below. The actual dollar amounts held in unreserved fund balance is expected to vary based on the anticipated fluidity of unforeseen expenses and revenues but shall serve as a general guide. When the targeted fund balance

is exceeded, the Budget Officer/Town Supervisor shall adjust revenues, appropriations or establish reserve accounts to bring fund balances in line with targeted values.

Targeted Highway Fund (DA Fund) Unreserved Fund Balance: An amount no less than the larger of \$100,000 or 10% of the current year’s Highway Fund budget, and no greater than the larger of \$500,000 or 50% of the current year’s Highway Fund budget.

The Budget Officer/Supervisor shall report to the Town Board and Highway Superintendent on current fund balances no less than quarterly.

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

RESOLUTION NO. 44

Resolution Establishing an Unreserved Fund Balance Policy for the Water Fund #1 (F Fund)

The objectives of the Unreserved Fund Balance Policy of the Water Fund #1 of the Town of Charlton are to minimize financial risk and to ensure that sufficient liquid cash capital is available to fund unforeseen expenses that have not been accounted for in the Town Budget. In accordance with this policy, the Budget Officer/Town Supervisor is hereby directed to manage finances and the Town Budget to set aside unreserved cash assets in accordance with the amounts below. The actual dollar amounts held in unreserved fund balance is expected to vary based on the anticipated fluidity of unforeseen expenses and revenues but shall serve as a general guide. When the targeted fund balance is exceeded, the Budget Officer/Town Supervisor shall adjust revenues, appropriations or establish reserve accounts to bring fund balances in line with targeted values.

Targeted Water Fund #1(F Fund) Unreserved Fund Balance: An amount no less than the larger of \$100,000 or 50% of the current year’s Water Fund #1 budget, and no greater than the larger of \$500,000 or 200% of the current year’s Water Fund #1 budget.

The Budget Officer/Supervisor shall report to the Town Board and Water Superintendent on current fund balances no less than quarterly.

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

RESOLUTION NO. 45

Resolution to establish a Petty Cash Fund for Certain Town Officials - Year 2023

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.

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

RESOLUTION NO. 46

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, that MARSHALL HERITAGE and DAVID ARMITAGE be authorized users on Lowes credit account with a cumulative limit of \$4,000.00, and that 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 named above 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 yearly monitor the use of each credit card and report any problems or discrepancies to the Town Board.

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

RESOLUTION NO. 47

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 |
| Seconded by | Councilman St. John | | Councilman St. John | Aye |
| | | | Councilman Tasse | Absent |
| | | | Supervisor Grasso | Aye |

RESOLUTION NO. 48

Resolution Establishing Town Holidays for benefit eligible employees for 2023

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

New Year’s Day – Jan. 2
Martin Luther King – Jan. 16
President’s Day – Feb. 20
Good Friday – Apr. 7
Memorial Day – May 29
Independence Day – July 4
Labor Day – Sept. 4

Columbus Day – Oct. 9
Election Day – Nov. 7
Veterans Day – Nov. 10
Thanksgiving Day – Nov. 23
Day after Thanksgiving – Nov. 24
Christmas – Dec. 25
Day after Christmas – Dec. 26

Moved by Councilman Robbins

Voting: Councilman Glavin Aye
Councilman Robbins Aye

Seconded by Councilman St. John

Councilman St. John Aye
Councilman Tasse Absent
Supervisor Grasso Aye

RESOLUTION NO. 49

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 may 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 may 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 Robbins

Voting: Councilman Glavin Aye
Councilman Robbins Aye

Seconded by Councilman St. John

Councilman St. John Aye
Councilman Tasse Absent
Supervisor Grasso Aye

RESOLUTION NO. 50

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 St. John

Councilman St. John Aye

Councilman Tasse Absent
 Supervisor Grasso Aye

RESOLUTION NO. 51

Resolution to establish a Dental Insurance Option for Town Employees

BE IT RESOLVED that the Town Board hereby authorizes that any Town employee may agree to purchase dental insurance through the Town’s broker and Delta Dental of New York. Request for dental coverage shall be in writing in accordance with forms as prescribed by the Town Supervisor. The premium cost of an employee’s dental insurance option will be divided equally by pay period and will be deducted each pay period or may be paid in advance by each employee. 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 St. John | | Councilman St. John | Aye |
| | | | Councilman Tasse | Absent |
| | | | Supervisor Grasso | Aye |

RESOLUTION NO. 52

Resolution to establish Health Insurance Options for Town Employees

BE IT RESOLVED that the Town Board hereby authorizes that any Town employee may agree to purchase health insurance through the Town’s broker and either Highmark Blue Shield or CDPHP, as approved by the Town Board. Request for health insurance coverage shall be in writing in accordance with forms as prescribed by the Town Supervisor. The premium cost of an employee’s health insurance shall be paid for in accordance with the Town of Charlton Employee Handbook. The employee’s share of health insurance premiums (if applicable) will be divided equally by pay period and will be deducted each pay period or may be paid monthly in advance by each employee.

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

RESOLUTION NO. 53

Resolution Establishing Salaries for Appointive and Elective Officials for Year 2023

Elective Officials

| | |
|---------------------------|------------------|
| Supervisor | \$14,560.00/year |
| Budget Officer-Supervisor | \$3,328.00/year |
| Councilman (4) | \$6,760.00/year |
| Highway Superintendent | \$72,800.00/year |
| Justice Hart | \$14,560.00/year |
| Justice Ketchum | \$14,560.00/year |
| Town Clerk | \$45,760.00/year |
| Tax Collector | \$6,552.00/year |

Appointive

| | |
|---------------------|------------------|
| Deputy Supervisor | \$1,040.00/year |
| Assessor (K. Caron) | \$19,240.00/year |

| | |
|--|--|
| Clerk to the Supervisor (L. Grasso) | \$30.00/ hour |
| Bookkeeper (T. Pudney) | \$26.52/hour |
| Court Clerk (B. Pashley) | \$21.84/hour |
| Deputy Town Clerk 1 (T. Hart) | \$18.20/hour |
| Deputy Town Clerk 2 (L. Kruppenbacher) | \$17.68/hour |
| Deputy Town Clerk 3 (M. Jones) | \$17.68/hour |
| Highway Working Supervisor (D. Armitage) | \$28.06/hour |
| Highway MEO (M. Armitage) | \$23.05/hour |
| Highway MEO (N. Chase) | \$23.05/hour |
| Highway MEO (D. Palmateer) | \$20.39/hour |
| Highway MEO (J. Almy) | \$20.39/hour |
| Highway MEO (W. Sisler) | \$19.76/hour |
| Highway MEO (R. Snyder) | \$20.00/hour |
| Senior Constable (T. Parks) | \$15,600.00/year |
| Constable (Gary Parks) | \$50,880.00/year |
| Constable (Greg Parks) | \$30.00/hour |
| Constable (R. Angerosa) | \$1,040.00/year + Court Night \$50.00 |
| Dog Control Officer (Gary Parks) | \$8,320.00/year |
| Historian (Marvin Livingston) | \$1,716.00/year |
| Code Enforcement Officer/Zoning Administrator/Building Inspector (T. Anthony) | \$13,520.00/year |
| Zoning Clerk (L. Kruppenbacher) | \$17.68/hour |
| Registrar of Vital Statistics (B. Mills) | \$1,248.00/year |
| Registrar of Dogs (B. Mills) | \$624.00/year |
| Deputy Tax Collector (T. Hart) | \$18.20/hour |
| Water Superintendent – Water District #1(D. Flynn) | \$36,400.00/year |
| Water Superintendent – Water District #2 (D. Flynn) | \$2,080.00/year |
| Asst. Water Superintendent –District #1 (D. Russell) | \$11,440.00/year |
| Asst. Water Superintendent –District #2 (D. Russell) | \$520.00/year |
| Cleaner – Town Hall (B. Mills) | \$200.00/week |
| Water Clerk (K. Caron) | \$6,656.00/year |
| Zoning Clerk (L. Kruppenbacher) | \$17.68/hour |
| Assessment Review Board Clerk (L. Kruppenbacher) | \$17.68/hour |
| Secretary to the Planning Board (K. Caron) | \$1,040.00/year |
| Secretary to the Zoning Board of Appeals | \$832.00/year |
| Assessor Clerk (M. Frewin) | \$17.68/hour |

Moved by Councilman Robbins

Voting: Councilman Glavin Aye

Councilman Robbins Aye

Seconded by Councilman St. John

Councilman St. John Aye

Councilman Tasse Absent

Supervisor Grasso Aye

RESOLUTION NO. 54

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 \$3,000.00 (\$5,000.00 for Highway Department) 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 \$3,000.00 (\$5,000.00 for Highway Department) 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 \$3,000.00 (\$5,000.00 for Highway Department) 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, all subject to Town Supervisor approval:

- 1) Acquisition 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 \$3,000.00 (\$5,000.00 for Highway Department)
- 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:

$$\text{Pickup Truck} = \text{Total mileage} \times \$1.00/\text{mile plus driver/helper hourly rates} \times \text{trip time}$$

$$\text{Large Truck} = \text{Total mileage} \times \$2.00/\text{mile plus personnel time as above}$$

(g) Selection of vendor will be made on the basis of lowest delivered price or best value 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 approximately equal and delivery dates are satisfactory on a competitive basis.

(j) Vouchers submitted to the Town 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 Town 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 head or Town Supervisor at the next regular meeting of the Board.

Moved by Councilman Robbins

Voting: Councilman Glavin Aye

Councilman Robbins Aye

Seconded by Councilman St. John

Councilman St. John Aye

Councilman Tasse Absent

Supervisor Grasso Aye

RESOLUTION NO. 55

Resolution to Establish a Travel & Conference Expense Schedule

BE IT RESOLVED that for the Year 2023 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 St. John

Councilman St. John Aye

Councilman Tasse Absent
Supervisor Grasso Aye

RESOLUTION NO. 56

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

Seconded by Councilman St. John

Councilman St. John Aye

Councilman Tasse Absent

Supervisor Grasso Aye

RESOLUTION NO. 57

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 2023.

Moved by Councilman Robbins

Voting: Councilman Glavin Aye

Councilman Robbins Aye

Seconded by Councilman St. John

Councilman St. John Aye

Councilman Tasse Absent

Supervisor Grasso Aye

APPOINTMENTS

Deputy Supervisor

David Robbins

Deputy Town Clerks

Teresa Hart

Margo Jones

Laurie Kruppenbacher

Registrar of Vital Statistics

Brenda Mills

Clerk to the Supervisor

Lisa Grasso

Bookkeeper

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, 2023.

Brenda Mills, Town Clerk

TOWN SUPERVISOR'S 2023 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
Town Departments and Boards
Clerk's Office
Assessor's
Tax Collector
Court
Board of Assessment Review
Board of Ethics

Human Resources
Employee Handbook
Benefits
Board of Ethics

COUNCILMAN ROBBINS:
Building and Grounds
Maintenance/Repair/Investment
Town Hall
Community Center
Highway Garage

Highway Department
Roads
Drainage
Traffic Control
Highway Equipment

Parks, Recreation and Celebrations
Parks
Trails
Veterans (including Veterans Memorial Board)
Party in the Park
Parades
Town Sponsored Community Events

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

COUNCILMAN GLAVIN:

Water

Water Department
Water Districts
Water Infrastructure/Equipment

Distributed Infrastructure

Cable
Electric
Wireless Communications

COUNCILMAN TASSE:

Community Services

Seniors
Library
Youth
Historian
Cemeteries

Technology

Website
Information Technology
Security
Broadband

DISCUSSION

Supervisor Grasso said that there will need to be a lot of time devoted to the oversight of the rehab project at the Community Center. He said that he thinks that it might be a good idea to hire someone to oversee the project. The Board agreed.

MOTION #58

Motion to adjourn the meeting

Motion by Councilman Glavin
Seconded by Councilman Robbins

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

The meeting adjourned at 8:27 p.m.

Respectfully submitted,

Brenda Mills
Town Clerk