

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

**April 25, 2022**

The Meeting of the Town Board of the Town of Charlton, Saratoga County, New York was held at the Charlton Town Hall and called to order by Supervisor Grasso at 7:07 p.m.

The pledge of allegiance was recited.

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

Also present: Town Clerk Brenda Mills,  
Attorney Craig joined the meeting at 7:25 pm.

At 7:09 p.m. the Board commenced the Public Hearing on the Conrad Bernard/Route 67 Café Exceptional Use Permit application. At 7:46 p.m., the Public Hearing portion of the meeting was completed and the Board resumed the Board Meeting. (see separate Public Hearing minutes)

**APPROVAL OF MINUTES**

**MOTION #96**

**Approval of Minutes**

Motion by Councilman Glavin

Seconded by Councilman Robbins

**BY MOTION** the Town Board approved the minutes of the Town Board Meeting on April 11, 2022.

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

**PRIVILEGE OF THE FLOOR FOR AGENDA ITEMS**

No one chose to speak.

**ANNOUNCEMENTS**

Covid test kits are available to residents at the Town Clerk's office.

Spring Brush pick-up will be conducted by the Highway Department this week (April 25<sup>th</sup> through April 28<sup>th</sup>). If residents have a large amount of brush (anytime of year), the Highway Department will drop off a truck for residents to fill and the Highway Department will dispose of the brush.

There will be an Electronics Recycling Day, May 7<sup>th</sup>, 9am to noon, at the Town of Ballston Municipal Building at 323 Charlton Rd, Ballston Spa. There is no charge to residents of Charlton or Ballston. More information is available on the Town website.

The annual roadside clean-up event was held April 23<sup>rd</sup> and was a successful event with approximately 20 -25 people participating. The Supervisor thanked Bob Killeen and the Highway Department for their work on the event.

Donations are being accepted to cover the cost of Party in the Park. Donations can be dropped off or mailed to the Town Clerk's office.

**MOTIONS, RESOLUTIONS AND PROCLAMATIONS**

**RESOLUTION #97**

**RESOLUTION TO APPOINT GREG STEVENS AS PLANNING BOARD MEMBER OF THE TOWN OF CHARLTON**

Motion by Councilman St. John

Seconded by Councilman Robbins

Discussion: Supervisor Grasso said that Greg has been attending Planning Board meetings and has gained a good understanding of what the Planning Board does. He feels Greg will be an asset to the Board and thanks him for his commitment to serve for several years.

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

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

**RESOLUTION NO. 97  
April 25, 2022**

**RESOLUTION TO APPOINT GREG STEVENS AS PLANNING BOARD MEMBER OF  
THE TOWN OF CHARLTON**

**WHEREAS**, the Town of Charlton has a duly appointed Planning Board, comprised of seven (7) members, all appointed by the Town Board for staggered terms; and

**WHEREAS**, one of the Planning Board Members, Bruce Gardner, has recently resigned from his position as member of the Town of Charlton Planning Board; and

**WHEREAS**, pursuant to New York State Town Law, whenever a vacancy shall occur or exist on the Planning Board, the Town Board or a majority of the members thereof may appoint a duly qualified person to fill the vacancy for the remaining term of the person who has so vacated his or her position on the Board; and

**WHEREAS**, **Greg Stevens**, of 233 Sweetman Road, Ballston Spa, New York, 12020, has expressed an interest in being a member on said Board and is willing to accept a Planning Board position for the period commencing May 1, 2022, and ending December 31, 2025.

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Charlton hereby appoints **Greg Stevens**, of 233 Sweetman Road, Ballston Spa, New York, 12020, as a member to the Planning Board of the Town of Charlton, which appointment will take effect and shall be effective May 1, 2022, and end on December 31, 2025.

MOTION BY: Councilman St. John

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

SECONDED BY: Councilman Robbins

The resolution was duly adopted on April 25, 2022.

Brenda Mills, Town Clerk

**RESOLUTION #98**

**RESOLUTION TO APPOINT ROBIN SEVINSKY AS ALTERNATE MEMBER TO THE PLANNING BOARD OF THE TOWN OF CHARLTON**

Motion by Councilman Robbins

Seconded by Councilman Glavin

Discussion: Supervisor Grasso said that Robin is well versed in land use and environmental conservation issues and he is happy that she is interested in serving on the Planning Board.

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

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

**RESOLUTION NO. 98  
April 25, 2022**

**RESOLUTION TO APPOINT ROBIN SEVINSKY AS ALTERNATE MEMBER TO THE  
PLANNING BOARD OF THE TOWN OF CHARLTON**

**WHEREAS**, the Town of Charlton has a duly elected Planning Board, comprised of seven (7) members, and one alternate member, all appointed by the Town Board for staggered terms; and

**WHEREAS**, due to the resignation of an alternate Planning Board member, a vacancy currently exists in that position; and

**WHEREAS**, pursuant to New York State Town whenever a vacancy shall occur or exist on the Town Planning Board, the Town Board or a majority of the members thereof may appoint a qualified person to fill the vacancy; and

**WHEREAS**, **Robin Sevinsky**, of 838 Charlton Road, Charlton, New York, 12019, has expressed an interest in and is willing to accept a Planning Board position for the period commencing May 1, 2022, and ending December 31, 2022.

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Charlton hereby appoints **Robin Sevinsky**, of 838 Charlton Road, Charlton, New York, 12019, as alternate member of the Planning Board of the Town of Charlton, which appointment will take effect and shall be effective May 1, 2022, and end on December 31, 2022.

MOTION BY: Councilman Robbins

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

SECONDED BY: Councilman Glavin

The resolution was duly adopted on April 25, 2022.

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Brenda Mills, Town Clerk

**RESOLUTION #99**

**RESOLUTION TO APPOINT JAMIE SHEPPARD AS A MEMBER OF THE VETERANS MEMORIAL BOARD COMMITTEE FOR THE TOWN OF CHARLTON**

Motion by Councilman Robbins

Seconded by Councilman Glavin

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

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

**RESOLUTION NO. 99  
April 25, 2022**

**RESOLUTION TO APPOINT JAMIE SHEPPARD AS A MEMBER OF THE  
VETERANS MEMORIAL BOARD COMMITTEE FOR THE TOWN OF CHARLTON**

**WHEREAS**, the Town of Charlton has a duly appointed Veterans Memorial Board Committee, appointed, in part to ensure that Charlton Veterans are listed on the Veterans Honor Roll Board in Gideon Hawley Park; and

**WHEREAS**, the Town Supervisor and Town Board are continually looking for and considering others who have the knowledge, experience and expertise to be placed on this Committee to help aid in the collective knowledge and recommendations the Committee provides to the Town Board, and thus the Town Board may from time to time appoint qualified individuals to add to the Committee or to fill vacancies as they see fit; and

**WHEREAS**, **Jamie Sheppard**, of 1174 Eastern Avenue, Charlton, New York, 12019 has expressed an interest in and possesses the experience, knowledge, and abilities the Board seeks of those needed for the Committee, and is willing to accept a position as a Member of the Veterans Memorial Board Committee for the Town of Charlton.

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board hereby appoints **Jamie Sheppard**, of 1174 Eastern Avenue, Charlton, New York, 12019 as a Member of the Veterans Memorial Board Committee for the Town of Charlton, which appointment will take effect and shall be effective May 1, 2022, and end on December 31, 2022, with the position thereafter determined and filled by the Town Supervisor and Town Board at the Town Organizational meeting in January of 2023; and it is further

**RESOLVED**, that the position shall be unpaid and subject at all times to the discretion of the Town Supervisor and Town Board.

MOTION BY: Councilman Robbins

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

SECONDED BY: Councilman Glavin

The resolution was duly adopted on April 25, 2022.

Brenda Mills, Town Clerk

**RESOLUTION #100**

**RESOLUTION TO APPOINT PETER MARR AS A MEMBER OF THE PARKS COMMITTEE FOR THE TOWN OF CHARLTON**

Motion by Councilman Tasse

Seconded by Councilman Robbins

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

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

**RESOLUTION NO. 100**

**April 25, 2022**

**RESOLUTION TO APPOINT PETER MARR AS A MEMBER OF THE  
PARKS COMMITTEE FOR THE TOWN OF CHARLTON**

**WHEREAS**, the Town of Charlton has a duly appointed Parks Committee, appointed to work as an advisory Committee to the Town Board with a special interest in the development and use of parklands in the Town of Charlton; and

**WHEREAS**, the Town Supervisor and Town Board are continually looking for and considering others who have the knowledge, experience and expertise in the area of development and use of parklands to place on this Committee to help aid in the collective knowledge and recommendations the Committee provides to the Town Board, and thus the Town Board may from time to time appoint qualified individuals to add to the Committee or to fill vacancies as they see fit; and

**WHEREAS, Peter Marr**, of 23 Crawford Drive, has expressed an interest in and possesses the experience, knowledge, and abilities the Board seeks of those needed for the Committee, and is willing to accept a position as a Member of the Parks Committee for the Town of Charlton.

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board hereby appoints **Peter Marr**, of 23 Crawford Drive, as a Member of the Parks Committee for the Town of Charlton, which appointment will take effect and shall be effective May 1, 2022, and end on December 31, 2022, with the position thereafter determined and filled by the Town Supervisor and Town Board at the Town Organizational meeting in January of 2023; and it is further

**RESOLVED**, that the position shall be unpaid and subject at all times to the discretion of the Town Supervisor and Town Board.

MOTION BY: Councilman Tasse

Voting: Supervisor Grasso Aye

Councilman Glavin Aye

Councilman Robbins Aye

SECONDED BY: Councilman Robbins

Councilman St. John Aye

Councilman Tassè Aye

The resolution was duly adopted on April 25, 2022.

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Brenda Mills, Town Clerk

Supervisor Grasso said that a hot topic in Town is land use. He would like to propose forming a committee of residents that could work under the direction of the Town Board at gathering feedback for the Town Board for possible land use regulation changes. The Supervisor said that the Building and Zoning Department has some recommended changes for land use compliance, and things that would make their job easier. A number of residents have expressed interest in being on the committee. The Board will invite anyone in Town to submit their names along with their interest and experience to the Town Board. The Board will talk to the applicants and then pare the number down to an appropriate number to form a committee. Land use is important to all municipalities and some thing that the Town Board is charged with as their official duties. He expects the Board members to act in an ex-officio manner and be involved in the process and be fully aware of what the committee is charged with and monitor their progress. The Supervisor suggested a motion be made to authorize setting up the committee and said that he would like an email blast sent to residents. Attorney Craig said that it is generally the Supervisor that selects the members, and he suggested that the number of people selected not be too huge.

#### **MOTION #101**

##### **A MOTION TO SEEK NOMINATIONS FOR A LAND USE REVIEW COMMITTEE BY A PUBLIC POSTING**

Motion by Councilman St. John

Seconded by Councilman Robbins

**BY MOTION**, the Town Board approved the solicitation of names of interested residents to form a Land Use Review Committee by public posting.

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

#### **ABSTRACT OF CLAIMS**

#### **MOTION #102**

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

Motion by Councilman St. John

Seconded by Councilman Robbins

**BY MOTION**, the Town Board approved the processing of Abstract 108, voucher numbers 224-246 in the amount of \$29,784.26 which was audited by Town Board members.

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

#### **PRIVILEGE OF THE FLOOR**

Jay Wilkinson, Planning Board Chairman, said that the Planning Board could benefit from having a computer display in the Town Hall meeting room. At their meetings, many times they need to look at GIS maps and it would be helpful to be able to bring them up on the County's website using wifi and display them on a screen for the room to see.

Rick Potts, ZBA member, said that the ZBA has the same need to be able to view maps in the meeting room. Supervisor Grasso said that he feels that the Town needs to fulfill this need and keep up with the times. He said that the Town did not budget for this this year, but he feels that the Town can come up with a solution.

Josie Jackson, resident, thanked the Highway Department for doing a good job with brush pickup. She also said that she has a couple of projectors and would lend one to the Town to try and see whether or not a projector would meet the needs for displaying maps in the meeting room.

Dennis Pokrzywka gave the Town information regarding trees. He said that there is still time to plant trees in Gideon Hawley Park.

Supervisor Grasso said that a sample of the trail markers has been made that the Town will use to mark the boundaries in Mill Pond Park. A survey of the park was recently done and the Supervisor would like to give a copy of the survey to each of the adjoining land owners.

**MOTION #103**

**Motion to adjourn the meeting**

Motion by Councilman Glavin

Seconded by Councilman Robbins

**BY MOTION** the Town Board adjourned the meeting at 8:35 p.m.

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

Respectfully submitted,

Brenda Mills  
Town Clerk