

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

September 27, 2021

The Regular Meeting of the Town Board of the Town of Charlton, Saratoga County, New York was held at the Charlton Town Hall, 758 Charlton Rd, Charlton, NY and called to order by Supervisor Grasso at 7:35 p.m.

Attorney Craig led the pledge of allegiance.

Roll Call: Councilman Glavin, Councilman Ranaletto, Councilman Robbins, Councilwoman Smith, Supervisor Grasso.

Also present: Town Clerk Brenda Mills, Attorney Craig.

Supervisor Grasso said that we have Audio Specialist, Bob Legere with us at the meeting tonight. Bob is very knowledgeable with sound systems, and has volunteered to try to help the Town with the feedback noise that occurs with our sound system.

APPROVAL OF MINUTES

MOTION #140

Approval of Minutes

Motion by Councilman Ranaletto

Seconded by Councilwoman Smith

By motion the Town Board approved the minutes of the Town Board Meeting on September 13, 2021.

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

PRIVILEGE OF THE FLOOR FOR AGENDA ITEMS

Judge Ketchum presented the Board with paperwork that detailed the items in the JCAP grant application that he is asking the Board to support by resolution tonight. The Court is in need of 4 attorney tables and one commercial shredder. Judge Ketchum said that the Court had applied for these same items last year, but because of COVID, the available grant money was used by the State for PPE expenses. He expects to hear whether or not the Town has been awarded the grant in January 2022. He will not be purchasing these items until the grant is approved. The total dollar amount of the items in the grant application is \$5,839.66 and this would be 100% funding from the State with no cost to the Town.

ANNOUNCEMENTS

Supervisor Grasso said that there will be a celebration of life on October 2nd at the Charlton Carriage House for Fred Acunto. Fred was a former Charlton Town Supervisor, longtime volunteer, Educator at Charlton Heights Elementary school, and a man of tremendous integrity. Our thoughts and prayers go out to Nina and family.

Supervisor Grasso also acknowledged the passing of former Charlton resident, David Schweizer, who passed away recently. He also was a longtime volunteer in the Town, served on the Board of Assessment Review, Republican Committee and was a volunteer fireman for West Charlton for 61 years. Condolences go out to Carol and family.

The Charlton 5k Race was held last weekend and was a great event. Many thanks to the Charlton Highway Department which helped with the event put on by the Charlton Historical Society. Many thanks to Bill Herkenham and T. J. Lyons for all of their work on the event. Alex Capos from the Charlton Girls School was the Master of Ceremonies and it was nice to hear what he had to share about the work they are doing at the school.

The Fall Concert last Saturday was a nice event and the Alpengluhen Band led by Chris Alsdorf did a great job. Attendance was less than anticipated

The Town offices will be closed Monday, October 11th in observance of Columbus Day. The Town Board meeting will be held on Tuesday October 12th.

Fall Brush pick-up will be occurring the week of October 25 – 29th. Please have your brush curbside by October 24th, as there will only be one passby.

Bagged Leaf pick-up will be November 15 – 19th. Please have your bags curbside by November 14th as there will only be one passby.

Budget workshops will be held September 29th and October 4th at 7pm in the multipurpose room for any Department heads or organizations that want to discuss their budget requests with the Town Board. The Supervisor has presented the Tentative Budget to the Town Board and the Town Clerk. The Supervisor said that it is another year of a balanced budget and that the budget that he is proposing does not include any Town Tax or Highway Tax. He has done some financial projections and those are included in the Board's budget packets. He is projecting 1.55 million dollars in Sales Tax Revenue for 2022. He has taken a fresh look at the salary schedule of the staff, and he has made some adjustments to keep our salaries in line as well as including a cost of living increase. We are continuing our investment in our Highway Capital Plan which this year is \$130,000. We are not looking at any increase in our water tax. We may be able to use some of the restricted ARPA funding for water projects. Two of the ambulance companies have asked for a 12% increase however, the Supervisor has proposed a 2% increase. Galway Ambulance did not ask for any increase, so none is included.

COMMUNICATIONS

The Town has received the 2021-2022 Home Energy Assistance Program qualifications guidelines from Saratoga County. The Town Clerk has put them on the website and the bulletin board.

Code Enforcement Officer Terry Anthony has sent the Town Board information regarding fireworks and the need for fireworks permits. He wants to ensure that residents are compliant.

MOTIONS, RESOLUTIONS AND PROCLAMATIONS

RESOLUTION #141

A RESOLUTION SUPPORTING AN APPLICATION BY THE TOWN OF CHARLTON TOWN JUSTICES TO THE JUSTICE COURT ASSISTANCE PROGRAM REGARDING A GRANT FOR THE REPLACEMENT OF COURTROOM TABLES, INSTALLATION COSTS, AND A COMMERCIAL GRADE SHREDDER IN THE COURT OFFICE AREA

Motion by Councilman Robbins
Seconded by Councilman Glavin

Discussion: Supervisor Grasso thanked Judge Ketchum for being proactive to keep the furnishings for the court up to date and for putting the grant application together.

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

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

RESOLUTION NO. 141

September 27, 2021

RESOLUTION SUPPORTING AN APPLICATION BY THE TOWN OF CHARLTON TOWN JUSTICES TO THE JUSTICE COURT ASSISTANCE PROGRAM REGARDING A GRANT FOR THE REPLACEMENT OF COURTROOM TABLES, INSTALLATION COSTS, AND A COMMERCIAL GRADE SHREDDER IN THE COURT OFFICE AREA

WHEREAS, the Town Board has been provided documentation by the Town of Charlton Town Justice Court, Judge Vernon L. Ketchum, regarding the availability and processing of a grant from the Justice Court Assistance Program (JCAP) for approximately \$5,839.96, for the replacement of three (3) attorney legal style tables, a court table that is to be positioned in front of the Court bench, a commercial type shredder, and the installation charges for these items to be located in the Court office area, and

WHEREAS, the documentation has been reviewed by the Town Board and the Justices have responded to any questions from the Board members regarding the replacement items and installation, and

WHEREAS, the grant program requires the Justices obtain authorization from the Town Board to file an application with the Justice Court Assistance Program (JCAP) for funding to be made available from the 2021-2022 JCAP Grant Program, with the limit of the award to be in the amount of \$5,839.96, and

WHEREAS, the Town Court documentation sets forth six (6) grant items, including three (3) attorney legal style tables, a similar such table to be positioned in front of the Court bench, a commercial type shredder, and the installation charges for these items, which all together would require grant funds in the sum of \$5,839.96

NOW THEREFORE BE IT RESOLVED, that the Town Board of the Town of Charlton hereby authorizes the Town of Charlton Town Justices to process the referenced application with the Justice Court Assistance Program in accordance with the information provided to the Town Board and in the amount equal to the sum of \$5,839.96, and

BE IT FURTHER RESOLVED, that the Town Supervisor is authorized to sign any and all documentation needed and required by JCAP, the Court, and the Town as part of this application.

Moved by Councilman Robbins

Seconded by Councilman Glavin

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

The resolution was duly adopted on September 27, 2021.

Brenda Mills, Town Clerk

A RESOLUTION AUTHORIZING THE PURCHASE OF A NEW KONICA COPIER

Motion by Councilman Ranaletto

Seconded by Councilwoman Smith

Discussion: Town Clerk Mills said that the current copier is over 10 years old, and the scanning function is not compatible with our new server. The very old copier in the 2nd floor copy room is completely nonfunctional, so with the purchase of the new copier, our current copier will be moved to the 2nd floor copy room. The quotes received were \$5,256.50 for a new Xerox Copier which is a little faster and has more features. The price for the Konica Minolta was \$3,075.08 and has less features but would be fine to fit our needs. The maintenance costs will drop from our current \$89 per month to \$31 per month.

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

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

**RESOLUTION NO. 142
September 27, 2021**

**RESOLUTION AUTHORIZING THE PURCHASE OF
A NEW KONICA COPIER**

WHEREAS, the Town is in need of a new photocopier for Town Hall to replace the current outdated and failing copier and the Town Board has determined it to be in the best interests of the Town to purchase a new photocopier to assure uninterrupted operations at Town Hall; and

WHEREAS, the Town, pursuant to its' Procurement Policy, solicited bids and proposals for such equipment; and

WHEREAS, the Town has received several quotes from Eastern Copier, and more specifically, one for a Konica Minolta Bizhub 227, in the amount of \$3,075.08, which meets all of the Town's needs, criteria and specifications for a copier, and which said company has previously been used by the Town with positive results.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board does hereby authorize the purchase of a Konica Minolta Bizhub 227 copier from Eastern Copier, of 8 Access Road, Albany, New York, 12205, in the amount of \$3,075.08, along with the yearly maintenance costs, and the appropriation of the required funds needed and necessary to purchase such; and it is further

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

Moved by Councilman Ranaletto

Seconded by Councilwoman Smith

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

The resolution was duly adopted on September 27, 2021.

Brenda Mills, Town Clerk

COUNCILMAN REPORTS

Councilman Robbins said that he has added two stones to the steps at the bridge in Mill Pond Park and feels it is safer to walk on.

The proposals for the timeclock system to the Technology Committee and the Town Board. Councilman Glavin will follow-up to make sure that it meets State and security requirements. Supervisor Grasso said that he would like a complete proposal with all of the costs included.

Councilwoman Smith said that the Planning Board met last week and continued the Public Hearing on the Heflin subdivision application. The Public Hearing has been kept open, with several citizens speaking at each hearing. They also continued the Public Hearing on the Ward subdivision. The project was conditionally approved, with the applicant needing to meet a few requirements that the Planning Board has. That public hearing was also left open.

Councilman Glavin said that the email conversion was done to MS365 last week.

Water – Councilman Glavin said that of the \$139,000 of water billing this year, we have received \$121,842 and have \$17,353 outstanding. The Town needs to be aware of billing allowances due to COVID. The Board felt that the Town should be proactive and send reminders for the outstanding bills.

Community Center –

Supervisor Grasso said that we received 2 proposals/quotes for the lead and asbestos Investigation. One quote was from Alpine Environmental Services for \$3,700 which includes the testing costs, and the other quote was from Ambient Environmental Services for \$1,450 but does not include the testing costs. He assumes that the testing costs would be less than \$1000.00. Both companies mentioned the testing of the roof, which is not included in these quotes. Supervisor Grasso said that the structural engineer said that the roof is in great shape. The Supervisor does not want to touch the roof, so that would not be part of the scope of the project. The Supervisor recommends that the Town move forward with Ambient Environmental. The cost is under the spending limit needing a resolution, so he would like to move forward as long as no one has objection. Councilman Glavin asked how many samples Ambient might be doing, as the cost could rise quickly if they did several. Supervisor Grasso said that he would like the company to be more specific with the amount of testing. The Board had no objection with moving forward with Ambient Environmental.

Supervisor Grasso said that the Town also received 2 proposals for the structural evaluation. One was from DeGennaro Engineering for \$1,800.00 and the other was from Harding Engineering for \$4,295.00. The scope of the work they will be doing was comparable and both are reputable companies. The Supervisor recommended that the Town move forward with DeGennaro Engineering. The cost would be paid out of the Contingency Fund. The Board had no objection.

Supervisor Grasso suggested that the lead and asbestos investigation be done first so the Board can get the results and find out if there are any crucial items. Then they can proceed with the structural inspection. There is a crawl space that possibly can be accessed through a hatch in the building and this may eliminate the need to remove any of the siding for the inspection. Councilman Glavin asked if a resolution was needed to approve the quotes. The Supervisor said that the work is within the spending limits of the Town's purchasing policy so no resolution is needed.

ABSTRACT OF CLAIMS

MOTION #143

Approval of Abstract of Claims

Motion by Councilman Ranaletto

Seconded by Councilwoman Smith

By motion the Town Board approved the processing of Abstract #117, voucher numbers 528-561 in the amount of \$51,156.64 which was audited by Town Board members.

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

PRIVILEGE OF THE FLOOR

Jim Poirier, Historic District Commission Chairman, said that he attended the meeting because he is always interested in historical preservation. He likes what the neighboring property of the Community Center did with their siding, and he is anxious to see what is done with the Center. Supervisor Grasso said that his concern is that the Town has to have the money to keep up the building, and we want to do it correctly.

Torben Aabo, resident, said that he noticed his neighbor's property for sale for 1.3 million dollars and an assessed value of \$299,000. His house is smaller and is assessed at \$325,000.00. He urged the Board to consider doing a revaluation.

MOTION #144

Motion to adjourn the meeting

Motion by Councilman Robbins

Seconded by Councilman Ranaletto

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

The meeting adjourned at 8:47 p.m.

Respectfully submitted,

Brenda Mills
Town Clerk