

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

**September 13, 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 7:30 p.m.

Town Clerk Mills led the pledge of allegiance.

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

Present: Town Clerk Brenda Mills, Attorney Craig.

**APPROVAL OF MINUTES**

**MOTION #135**

**Approval of Minutes**

Motion by Councilman Ranaletto

Seconded by Councilman Glavin

By motion the Town Board approved the minutes of the Town Board Meeting on August 23, 2021.

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

**PRIVILEGE OF THE FLOOR FOR AGENDA ITEMS**

No one chose to speak.

**SUPERVISORS REPORT**

Supervisor Grasso said that the Board has received the July financial reports. He has been working on the Town budget and thanked Bookkeeper, Tammy Pudney for her assistance in putting together the 2022 budget documents. He has been attending the County budget preparation meetings and learning some things that he can apply to help the Town budgeting processes. He has attended several county meetings.

The Supervisor has talked to the Saratoga County Department of Public Works about a comprehensive speed reduction request for some of the roads in Town that are currently unposted and revert back to a 55 mph speed limit. He expects at a future Town Board meeting that the Board will be considering reductions in speed limits on some of our roads.

The Supervisor said that the County DPW gave some information regarding a flashing speed warning sign for Charlton Road, which is something that some residents asked for a couple of years ago. He will distribute this information to the Board and would like to get the information to some of the residents. The cost is \$3,000 to \$3,500 and he recalls that some of the residents had offered to share in the cost.

Supervisor Grasso said that the total Town account balances went from \$1,154,477.91 at the end of June, to \$1,933,389.85 at the end of July. This is in part because the Town has received the first part of the ARPA funding of \$213,000 and also some reimbursement from NYS for the bridge project, as well as some water payments that were received.

## **ANNOUNCEMENTS**

The Charlton Historical Society is hosting the Charlton 5k Run on September 25<sup>th</sup>.

There will be a free fall Concert at Gideon Hawley Park following the Charlton 5k Run on September 25<sup>th</sup>, starting at 1:00 p.m. The music will be provided by ALPENGLUHEN, a German Brass Band consisting of active and retired music educators, artisans, tradesman, and music performance enthusiasts.

## **COMMUNICATIONS**

Supervisor Grasso said that most of the communications that he received this month were budget requests from outside entities that the Town contributes money to.

## **DEPARTMENT, COMMITTEE & COUNCILMAN REPORTS**

Town Clerk – Clerk Mills said her office took in \$2,627.50 for the month of August. \$545.63 was paid to the Supervisor's office as revenue, and \$2081.87 was paid to other Governmental agencies. The Town Clerk said that her office has been busy selling many hunting licenses. Supervisor Grasso said that DEC has a few changes this year. Hunters are required to wear blaze orange or blaze pink. Also, hunting hours have been extended to include the ½ hour before sunrise and the ½ after sunset.

Highway – Superintendent Marshall Heritage gave the following report:

1. Changed two cross culverts on Cook Road
2. Cutting tree limbs on upper Cook Road upper Division Street
3. Hauling gravel
4. Helped the town of Providence ,Greenfield
5. Mowing the parks and town lawns
6. Paved upper Cook and upper Division
7. Thanks to the towns of Greenfield, Galway, Ballston, the County DPW helping with our paving
8. Maintenance on the Gradall and truck 12
9. Repaired the light at Elmer Smith Park and trimmed dead branches hanging over the walking bridge.
10. Checking over the snow plows
11. Changed mower blades on the zero turn and push mower
12. Had two trucks inspected
13. Mowing roads back with the arm mower
14. Ditching on middle Division Street
15. Dig safe locations: 22

Superintendent Heritage confirmed that he has not received the new mower yet. He is not expecting to take possession of the new highway truck until at least mid October. He has 30 days after receipt of the truck to pay for it. Supervisor Grasso said that he has signed the bond forms, will give them to the Town Clerk to complete and certify, and they will be delivered to the bank tomorrow.

Councilman Robbins said that the free fall Concert at Gideon Hawley Park will be following the Charlton 5k Run on September 25<sup>th</sup>, starting at 1:00 p.m. The music will be provided by the Band, Alpengluhen. There is a possibility that some German food will be available.

Councilman Robbins said that he spoke to the County about the Heroes Act Declaration.

Parks – The Eagle Scout working on Mill Pond Park has completed his portion of the bridge replacement project. The Highway Department will fill stone in some holes and drill holes for the bench installation. Councilman Robbins will send pictures to the Town Clerk for the website.

Constables – In August, there were 4,026 miles traveled, 34 patrols, 32 complaints, 22 911 calls and 2 accident calls were responded to, and 30 tickets were issued (8 on Route 67).

Dog Control – In August, there were 10 calls received, 2 regarding other animals, and 4 expired licenses were followed up on.

BHBL Library – Tom Shaginaw said that 610 kids participated in their summer reading program. They ran a successful outdoor program at Elmer Smith Park. They are applying for a grant for LED lighting.

Zoning – For the month of August, there were 6 building permits, and 11 CC's issued and \$702.56 was collected in fees.

Planning Board – The Board did not meet in August. On September 20<sup>th</sup>, the Board will meet and continue hearing on the Ward and Heflin subdivision applications.

ZBA – The Board recently approved the Fogg application for a height variance. They will meet on September 14<sup>th</sup> to review an application from the Davidsons.

Technology Committee Chairperson Tassè provided the following update:

- Town Hall Server has been installed. They are waiting on a couple of software vendors to migrate over to new server.
- MS 365 email- Should be completed by the end of the month. The Town Clerk said that Enable has plans to convert the email this week.
- Broadband Committee: They held their first meeting, and are focusing on building coverage maps.
- Timeclock – There is a timeclock solution that will work off of MS365 once that is installed. Mr. Tasse will check into the recurring cost of using this solution. Councilman Glavin said that the Highway Department's timeclock system has gone beyond their servicing ability and this makes the urgency of getting a new system more urgent. He asked the Tech Committee to give the Board their recommendation for a new system. Councilman Robbins said that it is called iCloud. Supervisor Grasso asked for a written proposal of all of the costs involved.

The Town Clerk said that she has sent the Board quotes for 2 copiers through NYS contract pricing. The scanning ability on the current copier will not work with the new server and MS365. The copier is 10 years old. The only way to continue to use the scanner is to keep the old server running. The quotes were for a Konica and a Xerox copier. The Xerox is \$2,000.00 more than the Konica, but prints more pages per minute and has many more apps included that would be useful now and in the future. The current monthly maintenance cost which includes all service and supplies for our current copier is \$89 per month. That will drop to \$31 per month on either of the new copiers. The Xerox machine would not need a designated phone line for faxing, so that would be additional monthly savings. Supervisor Grasso said that the copier on the 2<sup>nd</sup> floor is dead, so the plan would be to move the current copier to the 2<sup>nd</sup> floor copier room so that it could be used as a back-up network printer. Councilman Robbins asked about leasing the copier. Ms. Mills said that in the past the Town has purchased the copiers because we keep them for a long time and wear them to death. She could check into leases pricing if the Board wanted that. An authorization is needed by the Board in order to move forward with the copier.

Water - Councilman Glavin said that the subcontractor working on the installation of the disinfection system at the pump house should be done with their work by the end of the month.

## **MOTIONS, RESOLUTIONS AND PROCLAMATIONS**

### **RESOLUTION #136**

#### **A RESOLUTION ACCEPTING AND ACKNOWLEDGING RECEIPT OF THE AMERICAN RESCUE PLAN ACT (ARPA) FUNDS FOR 2021**

Motion by Councilwoman Smith

Seconded by Councilman Robbins

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. 136**

**September 13, 2021**

**RESOLUTION ACCEPTING AND ACKNOWLEDGING RECEIPT OF THE AMERICAN  
RESCUE PLAN ACT (ARPA) FUNDS FOR 2021**

**WHEREAS**, The American Rescue Plan Act (“ARPA”) was created to address continuing pandemic related crisis and fund recovery efforts to local government, agencies and school districts; and

**WHEREAS**, the Town of Charlton has been granted an allocation of \$428,511.52 under the Plan, with the first installment in the amount of \$213,384.57 having been received on July 23, 2021, with an additional adjustment of \$871.20 received on August 30, 2021, and the remaining allocation in the approximate amount of \$214,255.75 expected to be received in the summer of 2022; and

**WHEREAS**, pursuant to the guidance of New York State Comptroller, the above received funds are to be officially accepted by resolution of the Board, held and recorded in the Town’s General Fund.

**NOW BE IT RESOLVED**, that the Town Board of the Town of Charlton does hereby acknowledge the receipt of and accept the total sum received of \$214,255.77, which said sum has been duly deposited and recorded in the Town’s General Fund.

MOTION BY: Councilwoman Smith	Voting: Councilman Glavin	Aye
	Councilman Ranaletto	Aye
SECONDED BY: Councilman Robbins	Councilman Robbins	Aye
	Councilwoman Smith	Aye
	Supervisor Grasso	Aye

The resolution was duly adopted on September 13, 2021.

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Brenda Mills, Town Clerk

**RESOLUTION #137**

**A RESOLUTION FOR BUDGET ADJUSTMENTS/TRANSFER OF FUNDS**

Motion by Councilman Robbins

Seconded by Councilman Ranaletto

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

**09/13/2021**

**Resolution # 137**

**Resolution for Budget Adjustments/Transfer of Funds**

To pay back the short term loan of 100,000.00 from Highway Dept fund balance to DA201.

**For Budget Year 2021, A Fund**

Decrease account, A200 Cash – Checking, by \$100,000.00

Increase account, A630 Due to other funds, by \$100,000.00

**For Budget Year 2021, DA Fund,**

Decrease account, DA391 Due to other, by \$100,000.00

Increase account, DA201, Cash - Checking, by \$100,000.00

Moved by	Councilman Robbins	Voting: Councilman Glavin	Aye
		Councilman Ranaletto	Aye
Seconded by	Councilman Ranaletto	Councilman Robbins	Aye
		Councilwoman Smith	Aye
		Supervisor Grasso	Aye

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

Dated: September 13, 2021

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Brenda Mills, Town Clerk

**ABSTRACT OF CLAIMS**

**MOTION #138**

**Approval of Abstract of Claims**

Motion by Councilwoman Smith

Seconded by Councilman Glavin

By motion the Town Board approved the processing of Abstract #116, voucher numbers 489 - 527 in the amount of \$254,716.26 which was audited by Town Board members.

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

**PRIVILEGE OF THE FLOOR**

Torben Aabo, resident, said that he has supplied the Town Board with a proposal for a structural inspection of the Community Center. He has talked to several companies. One engineer that he spoke with said that because of the cost of the inspection, it would be better for the Town, to take a couple of boards off to be able to look at the damage. Mr. Aabo reminded the Board that there are experienced volunteers willing to remove the siding. He hopes that all of the quotes will be in by the next meeting, so that some direction can be decided this fall.

Don Schermerhorn, resident, said he has sent a letter to Jim Poirier, Chairman of the Charlton Historic District Commission to get their input on the Community Center renovations. He and Mr. Aabo have worked on getting

proposals. A good inspection will require the removal of things obstructing view, and the owner's expense. He said that he and Mr. Aabo went into the attic at the Center, and it looks structurally sound. There is a bunch of blown in insulation and rolled insulation.

Supervisor Grasso said that he is also meeting with another structural engineer to look at the Community Center. He feels that we should have more than one estimate for the structural inspection.

**MOTION #139**

**Motion to adjourn the meeting**

Motion by Councilman Glavin

Seconded by Councilman Robbins

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

The meeting adjourned at 8:29 p.m.

Respectfully submitted,

Brenda Mills  
Town Clerk