

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

June 14, 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.

Councilman Doug Ranaletto led the pledge of allegiance.

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

Also in attendance: Town Clerk Brenda Mills, Attorney Craig.

APPROVAL OF MINUTES

MOTION #109

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 May 24, 2021.

Vote: 4 Ayes, Grasso abstained, No Nays. **CARRIED.**

PRIVILEGE OF THE FLOOR FOR AGENDA ITEMS

No one chose to speak.

SUPERVISORS REPORT

Supervisor Grasso read the following report:

May continued to be a very busy month. I attended various County meetings in May, including four separate County committees, plus SCSWCD, CDRPC.

Financial Report for April: In April, the Supervisor's office received \$66,034.58 and disbursed \$182,335.10.

We received Mortgage Tax Report from the County for last six months for receipts from 10/1/20-3/31/21 for \$121,264.37. This was distributed to the Town in May. This was slightly more than the previous 6 months which was \$112,019.69, and much more than the same period a year ago which was \$68,345.94.

May sales tax report from the County shows disbursements to the Town in May (from sales tax generated in March) was \$122,579, which was 47% more than the \$83,471 received from the County for the same period last year. Year to date sales tax receipts are 22% higher than they were for same year to date period as last year. This continues to be great news and signs that we are coming out of COVID pandemic economically strong.

In May we submitted two reimbursement requests to DOT for re-payment of invoices paid to the contractor on Peaceable Street Bridge culvert project. One was for \$83K and one was for \$260K. DOT has indicated that the first one has been approved for payment and second one is under review. Reimbursements are critical for us to make payments to the contractor and engineer.

Last week we received Glenville's water bill from 5/30/20-5/30/21 of \$117,095.85 for 49,841,000 gallons, or 136,370 gallons per day (gpd). This is the meter measure at the pump house. The Supervisor asked Councilman Glavin if he would compare this to the last few years so we can evaluate trends in water demands. The Town is approved for 150,000 gpd.

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MONTHLY REPORT OF SUPERVISOR

TO THE TOWN BOARD OF THE TOWN OF CHARLTON:

Pursuant to Section 125 of the Town Law, I hereby render the following detailed statement of all moneys received and disbursed by me during the month of May, 2021:

DATED: June 11, 2021

 SUPERVISOR

	Balance 04/30/2021	Increases	Decreases	Balance 05/31/2021
A GENERAL FUND - TOWNWIDE				
CASH - CHECKING	123,534.89	107,939.71	76,670.04	154,804.56
CASH - SAVING	89,782.79	243,865.07	76,670.04	256,977.82
PETTY CASH	700.00	0.00	0.00	700.00
Park Fees Reserve	49,151.33	0.00	0.00	49,151.33
TOTAL	263,169.01	351,804.78	153,340.08	461,633.71
DA HIGHWAY FUND				
CASH - CHECKING	9,972.27	117,006.00	111,559.11	15,419.16
CASH - SAVINGS	-45,309.59	10,204.91	111,559.11	-146,663.79
CASH, SPECIAL RESERVE	15,515.98	0.00	0.00	15,515.98
TOTAL	-19,821.34	127,210.91	223,118.22	-115,728.65
F WATER #1 FUND				
CASH - CHECKING	-1,871.82	5,331.38	5,331.38	-1,871.82
CASH - SAVINGS	384,666.35	0.00	5,331.38	379,334.97
CASH, SPECIAL RESERVES	202,325.82	0.26	0.00	202,326.08
TOTAL	585,120.35	5,331.64	10,662.76	579,789.23
H CAPITAL PROJECTS				
CASH - CHECKING	278,302.00	0.00	0.00	278,302.00
SAVINGS	-262,112.30	0.00	0.00	-262,112.30
TOTAL	16,189.70	0.00	0.00	16,189.70
SW WATER #2 FUND				
CASH - CHECKING	-60.32	120.64	120.64	-60.32
CASH - SAVINGS	29,437.64	0.00	120.64	29,317.00
TOTAL	29,377.32	120.64	241.28	29,256.68
TA TRUST & AGENCY				
CASH - CHECKING	587,188.80	55,098.59	54,919.82	587,367.57
TOTAL	587,188.80	55,098.59	54,919.82	587,367.57
TOTAL ALL FUNDS	1,461,223.84	539,566.56	442,282.16	1,558,508.24

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ANNOUNCEMENTS

The Saratoga County Fair is going to be held July 23rd to the 25th this year.

There is an Economic Development Program called that "Save our Locals \$20.21" which encourages residents to support local business, and weekly prizes are awarded each week.

COMMUNICATIONS

Supervisor Grasso said that he has received complaints regarding speeding in Town, unregistered vehicle storage being allowed, general concerns about zoning compliance and property conditions, fireworks and proper permits for them, and our noise ordinance. The Supervisor asked the Clerk to research what the Town's ordinances are regarding fireworks and noise, and post the information on the Town's website.

The Supervisor said that he received some concerns of a dead falling tree in Gideon Hawley Park. He said that he has also heard concerns about the lack of bulk item pickup. He asked the Clerk to put a note on the Town website that the next Bulk Item drop-off will be October 2022.

The Town has been notified that our Equalization Rate is remaining the same at 68%.

The Town has been notified by Advantage Disposal that there will be a 15% rate increase in July to help cover the rise in labor, gas and landfill increases.

DEPARTMENT, COMMITTEE & COUNCILMAN REPORTS

Town Clerk – Clerk Mills said her office took in \$883.50 for the month of May. \$523.04 was paid to the Supervisor's office as revenue, and \$360.46 was paid to other Governmental agencies.

Councilwoman Smith read the following reports:

- Planning Board – at the May meeting they continued the public hearing on the proposed Heflin subdivision. The applicant is continuing its wetlands investigation. No action was taken. Regarding a proposed subdivision on the Finkle property, the Planning Board scheduled a public hearing for the next meeting. The Planning Board's next meeting will take place in person at the Town Hall on June 21.
- ZBA - met last week on June 8. They also met in May to review a variance application for a proposed subdivision on the Davidson property. The applicant was going to revise the proposed location of the house and resubmit their application. The ZBA also set the Fogg application for a height variance for a public hearing.
- Building Department - issued 14 building permits for the month of May, the majority of which were issued for pools and septic systems, for a total intake of \$1,565.88.

Technology Committee – Chris Tasse said that the new server has been delivered and Enable hopes to migrate the data from the old server this week. They need to finalize the list of email accounts and the method of monthly payments. They plan to submit to the Town Board a list of residents interested in serving on the Broadband Committee. The Committee is also looking into time clock systems for the Town. Councilman Glavin said that a good training and implementation plan for employees will need to be done for a new time clock system.

Water – Councilman Glavin said that the Department has completed the DOH required lead sampling of 20 locations and corrosion sampling of 3 locations. The Water Superintendent has requested 3 bids for the horizontal boring for the water disinfection back-up system. One bid was thought to be too high, so they felt it was prudent to obtain 2 more bids.

BHBL Library – Rebecca Darling read the following report:

- The Town of Ballston Community Library is pleased to announce that we will soon have four Electrical Vehicle Charging stations. Made possible by grants from NYSERDA and National Grid, the new charging stations will be another service provided by the Library for our patrons and community. The addition of these new chargers is a continuation of our ongoing sustainability efforts which include upgrading the Library light fixtures to LED in Fall 2021 through a NYS Construction Grant.
- Starting June 21, the Library will resume full-service hours and will be open to the public 51 hours per week. We are excited to welcome patrons into the building to browse, read, use the computers or WIFI and enjoy the air conditioning. For the safety of all our patrons we are asking everyone to continue social distancing and wear masks inside the building. The Library will continue to also offer Curbside Pickup as an option for all patrons.
- The Town of Ballston Community Library and Burnt Hills-Ballston Lake Central Schools are participating in "Tails and Tales" as part of the 2021 Summer Reading at New York Libraries Program. Starting June 1, participants may enroll in our Summer Reading Program by visiting <https://toblibrary.beanstack.org> or in person at the Library. You can earn prizes by logging the time you spent reading and completing challenges. The Library will be giving away books, gift certificates, and raffle prizes this summer. The Library will also offer free virtual programming and outdoor programs, including at Elmer Smith Park.

Highway – Superintendent Marshall Heritage gave the following report:

1. Cleaning road ditches on West Line road and Waite road
2. Hauling gravel
3. I went to the Superintendents luncheon
4. Started mowing road sides
5. Mowing of town lawns around town
6. Continue to fill pot holes
7. Cleaned up garbage on Featherbed LN
8. Picking up limbs and town trees from wind and rain storms
9. Getting ready for paving
10. Helped the Town of Providence pave
11. Helped the town of Greenfield pave
12. Maintenance / repairs on the road mowers
13. Working with the town of Amsterdam highway ditching on Waite road
14. Dig safe locations were 27

Superintendent Heritage thanked the Constables for helping to slow traffic while the Highway Department was paving near Route 67. He said his department took down the falling tree in Gideon Hawley Park and will dispose of it at a later time. The Highway Department has completed paving of Jersey Hill Road, 500 feet of Rocky Ridge, the south end of West Line Road, Waite Road, and 100 feet of the north end of West Line Road. He will wait to see how the CHIPS money comes in this year before deciding if any additional paving will be done. The dirt piles in Elmer Smith Park have been smoothed and hydro-seeded.

Parks – David Pohl thanked the Highway Department for their work in the parks.

Constables – In May, there were 3,427 miles traveled, 28 patrols, 21 complaints, 18 911 calls and 7 EMT calls were responded to, and 39 tickets were issued (17 on Route 67).

Dog Control – In May, there were 7 calls received (2 regarding cats and 1 cow in the road) and 3 expired licenses were followed up on.

Councilman Robbins said that they are checking in to lighting for the Veterans Memorial Board. They plan to use grant money (\$2,500) available from the County and maybe some Town money to pay for it..

Supervisor Grasso said that the Memorial Day Ceremony was a great event and he thanked Peter Parker for his efforts in putting the program together. Peter Parker said that he was happy to participate. It was the Charlton Historical Society's event and they should be thanked for the program.

Historian – Marv Livingston said that on May 1st, he and about 30 BHBL Middle School students decorating the Charlton Veteran's graves with new flags in 3 of the Town cemeteries. He thanked Gadsden and Culpepper for donating the flags. Mr. Livingston replaced the flags in 2 other Town cemeteries.

MOTIONS, RESOLUTIONS, AND AUTHORIZATIONS

Supervisor Grasso said that Conrad Bernard, III has submitted a Exceptional Use Permit application to the Town to re-open the Route 67 Café. Mr. Bernard's daughter Mackenzie was present and said that she plans to run the Café. Their plan is to re-open similar to the previous business, less the alcohol. The applicants provided and confirmed the following:

- Mr. Conrad will own both the house and the business. Business will be family run.
- No changes are planned to the footprint of the business. No site plan changes.
- Water supply – water runs from the house through filtration system and on to Café.
- Septic system is shared between house and business.
- He plans to store a trailer, roll-off and skidster on the property.
- Outdoor dining? Only picnic tables if permitted by the Town.
- Hours? 7 days a week from 6am to 3pm.
- Gas sales? No plans for gas sales. Tanks removed and soil has been cleaned.

Supervisor Grasso asked if the Town Board would be welcome for a site visit? Mr. Bernard said he has no issue with that. Supervisor Grasso welcomed the Bernards and said that he feels that this use will be a good fit for the Town. As far as procedures, Supervisor Grasso said that other Boards will be involved in the approval process and will offer their opinions. Attorney Craig told the applicant that they need to become very familiar with Article 7 of the Town Building Code for Special Exception Permits. All the Boards involved will be looking for information that is required in this Article. The septic and water sections are very important to the process.

RESOLUTION #110

A RESOLUTION ACKNOWLEDGING RECEIPT OF THE EXCEPTIONAL USE PERMIT APPLICATION OF CONRAD P. BERNARD, III, TO RE-OPEN THE RT. 67 CAFÉ, AND THE ACCEPTANCE BY THE TOWN BOARD OF PRIMARY JURISDICTION OF SUCH APPLICATION PURSUANT TO THE ZONING ORDINANCE OF THE TOWN OF CHARLTON

Motion by Councilman Robbins

Seconded by Councilwoman Smith

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. 110

June 14, 2021

RESOLUTION ACKNOWLEDGING RECEIPT OF THE EXCEPTIONAL USE PERMIT APPLICATION OF CONRAD P. BERNARD, III, TO RE-OPEN THE RT. 67 CAFÉ, AND THE ACCEPTANCE BY THE TOWN BOARD OF PRIMARY JURISDICTION OF SUCH APPLICATION PURSUANT TO THE ZONING ORDINANCE OF THE TOWN OF CHARLTON

WHEREAS, the Town Board has received an application from Conrad P. Bernard, III, of 1402 Peaceable Street, applying for an exceptional use permit to reopen the Rt. 67 Cafe located at 1958 Amsterdam Road, Town of Charlton, as required by Article VII, Special Exceptions to Designated Land Uses of the Zoning Ordinances for the Town of Charlton, and as adopted September 14, 2015; and

WHEREAS, the Town Board members have each been provided a copy of such application, and will have the opportunity to consult with the Town of Charlton Zoning Enforcement Officer and

the Attorney for the Town regarding issues which need to be considered in processing such application and as set forth in the aforementioned Town of Charlton Zoning Ordinance; and

WHEREAS, the applicant has this night made a presentation to the Town Board, providing an overview and plans for such project, and has requested it to move forward as soon as practicable according to the required terms and procedures of the aforementioned legislation.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Charlton hereby formally accepts the Exceptional Use Permit application of Conrad P. Bernard, III, to re-establish a Café in the building of the former Rt. 67 Café, at 1958 Amsterdam Road, subject to the Applicant providing all documents and further information requested by the Board, a copy of which application is attached to this resolution and made a part hereof; and it is further

RESOLVED, that the Town Board desires to and will retain primary jurisdiction of this application as authorized and set forth in Article VII, Section 3(A) of the Zoning Ordinance of the Town of Charlton; and it is further

RESOLVED, that the Town Board will review the application and make a determination as to whether the application constitutes an Unlisted or Type I Action under the State Environmental Quality Review Act (SEQRA); and it is further

RESOLVED, that the Town Board declares itself to be and shall act as Lead Agency for the purposes of the State Environmental Quality Review Act (SEQRA), subject to the rights of any other involved or interested agencies, if any; and it is further

RESOLVED, that the Town Board will refer said application to the Charlton Planning Board, the Charlton Zoning Board of Appeals, the Charlton Environmental Conservation Committee, the Charlton Historical Review Commission, and the Town Engineer, and request an advisory opinion from each due by July 16, 2021, for the Town Board's consideration as set forth in Section 3(g)(iii) of the aforementioned Local Law No. 1 of 2015; and it is further

RESOLVED, that said application will also be referred to the Saratoga County Planning Board and the Charlton Code Enforcement Officer for comment, as well as to any other Board, Committee or Agency as the Town Board in its' sole discretion so chooses or deems necessary, and shall further be filed in the Office of the Town Clerk.

Moved by Councilman Robbins

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 June 14, 2021.

Brenda Mills, Town Clerk

RESOLUTION #111**A RESOLUTION ESTABLISHING THE STANDARD WORK DAY FOR ALL TOWN EMPLOYEES**

Motion by Councilman Glavin

Seconded by Councilman Ranaletto

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

Office of the New York State Comptroller

 New York State and Local Retirement System
 110 State Street, Albany, New York 12244-0001

Please type or print clearly
 in blue or black ink

Employer Location Code

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Received Date

Standard Work Day Resolution for Employees*

Town of Charlton Resolution #111
 Page 1 of 3

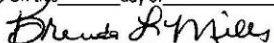
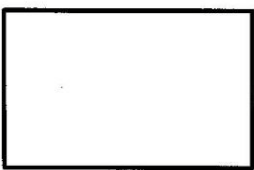
See Instructions for completing form on reverse side

RS 2418

(Rev.12/19)

BE IT RESOLVED, that the Town of Charlton, Location code 30596, hereby establishes the following as standard work days for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body:

Title	Standard Work Day (Hrs/day)
Account Clerk/Bookkeeper	7/5
Assessor	7/5
Assessor Clerk	7/5
Assessment Review Board Clerk	7/5
Assistant Water Superintendent	7/5
Assistant Zoning/Code Enforcement Officer	7/5
Constable	7/5
Deputy Tax Collector	7/5

On this 14 day of June, 2021

 (Signature of Clerk) Date enacted: 6/14/21
 I, Brenda L. Mills, clerk of the governing board of the Town of Charlton
 (Name of Employer)
 of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board, at a legally convened meeting held on the 14 day of June, 2021 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.
 I further certify that the full board, consists of 5 members, and that 5 of such members were present at such meeting and that 5 of such members voted in favor of the above resolution.
 IN WITNESS WHEREOF, I hereunto
 Set my hand and the seal of the
Town of Charlton
 (Name of Employer)

 (seal)
 *To be used for all employees. Please list Elected and Appointed Officials on the form Standard Workday and Reporting Resolution for Elected and Appointed Officials (RS2417-A).

For important information and instructions – See Back Page



Office of the New York State Comptroller
 **NYSLRS**
 New York State and Local Retirement System
 110 State Street, Albany, New York 12244-0001

Please type or print clearly
 in blue or black ink

Employer Location Code

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Received Date

Standard Work Day Resolution for Employees*

Town of Charlton Resolution #111
 Page 2 of 3

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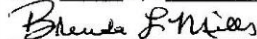
RS 2418

(Rev. 12/19)

BE IT RESOLVED, that the Town of Charlton, Location code 30596, hereby establishes the following as standard work days for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body:

Title	Standard Work Day (Hrs/day)
Deputy Town Clerk	7/5
Dog Control Officer	7/5
Highway Department Employee	8/5
Historian	7/5
Justice Clerk	7/5
Maintenance Worker	7/5
Planning Board Clerk	7/5
Water Clerk	7/5

On this 14 day of June, 2021


 (Signature of Clerk)

Date enacted: 6/14/21

I, Brenda L. Mills, clerk of the governing board of the Town of Charlton
 (Name of Employer)

of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board, at a legally convened meeting held on the 14 day of June, 2021 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

I further certify that the full board, consists of 5 members, and that 5 of such members were present at such meeting and that 5 of such members voted in favor of the above resolution.

IN WITNESS WHEREOF, I hereunto
 Set my hand and the seal of the

Town of Charlton

(Name of Employer)



(seal)

*To be used for all employees. Please list Elected and Appointed Officials on the form Standard Workday and Reporting Resolution for Elected and Appointed Officials (RS2417-A).

For important information and instructions – See Back Page



Office of the New York State Comptroller
 **NYSLRS**
 New York State and Local Retirement System
 110 State Street, Albany, New York 12244-0001

Please type or print clearly
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Employer Location Code

3 0 5 9 6

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Standard Work Day Resolution for Employees*

Town of Charlton Resolution #111
 Page 3 of 3

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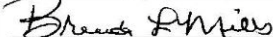
RS 2418

(Rev. 12/19)

BE IT RESOLVED, that the Town of Charlton, Location code 30596, hereby establishes the following as standard work days for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body:

Title	Standard Work Day (Hrs/day)
Water Superintendent	7/5
Zoning Clerk	7/5
ZBA Clerk	7/5
Zoning Officer/Code Enforcement/Bldg Inspector	7/5
Elected Officials:	6/5
(Supervisor, Town Clerk, Highway Superintendent, Tax Collector, Judges, Councilman)	6/5

On this 14 day of June, 2021


 (Signature of Clerk)

Date enacted: 6/14/21

I, Brenda L. Mills, clerk of the governing board of the Town of Charlton
 (Name of Employer)

of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board, at a legally convened meeting held on the 14 day of June, 2021, on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

I further certify that the full board, consists of 5 members, and that 5 of such members were present at such meeting and that 5 of such members voted in favor of the above resolution.

IN WITNESS WHEREOF, I hereunto
 Set my hand and the seal of the

Town of Charlton

(Name of Employer)



(seal)

*To be used for all employees. Please list Elected and Appointed Officials on the form Standard Workday and Reporting Resolution for Elected and Appointed Officials (RS2417-A).

For important information and instructions – See Back Page

RS 2418 (Rev. 12/19) Page 1 of 2



MOTION #112

Approval of Abstract of Claims

Motion by Councilman Glavin

Seconded by Councilwoman Smith

By motion the Town Board approved the processing of Abstract #111, voucher numbers 340 - 370 in the amount of \$268,464.29 which was audited by Town Board members.

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

PRIVILEGE OF THE FLOOR

Torben Aabo, resident, said it is good news that the tree has been taken down in Hawley Park. He has spoken with people interested in improving the area around the Veterans Memorial Board in Gideon Hawley Park. There are still trees to be taken down and a water run-off ditch that needs to be cleaned out. He would like the Town to pay for park improvements from the Parks Repair Reserve Fund. Supervisor Grasso said that Torben has always been an active participant and attendee of events in Town and has regularly recommended improvements in Town. The Supervisor said that a list of improvements should be put together with the Parks Committee and submitted to the Board for approval.

Stacey Fenton, resident, said that she is a member of the Charlton Garden Club and the Charlton Historical Society. She has worked on the flower beds in Town for many years. She really enjoys it and encouraged anyone that might be interested to join the Garden Club. She said that the Board needs to think about what kinds of trees and shrubs they are planting. Not all trees are wanted and shrubs can become too big. The purpose of the Gideon Hawley Park was a grassy area. There is an invasive weed under the Veterans Board that needs to be eradicated. She has concerns about putting lights on the Veterans Board as with lights come bugs and a more frequent need to clean the board. The lights can also be a nuisance to the neighbors. Mrs. Fenton said that she and the Garden Club would love to assist in choosing the plantings and help with the actual planting.

Dennis Pokrzywka encouraged the Board to put together a plan, clear path and decision making for the Gideon Hawley Park. He agrees that we need to get rid of invasive species. He said there may be grant money for work in the park.

MOTION #113

Motion to adjourn the meeting and enter into Executive Session to discuss an employment status

Motion by Councilman Robbins

Seconded by Councilman Ranaletto

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

The meeting adjourned at 8:55 p.m. The Board entered into Executive Session at 9:00 p.m. and came out of Executive Session at 9:45 p.m. No action was taken.

Respectfully submitted,

Brenda Mills
Town Clerk