

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

April 8, 2019

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 Grattidge at 7:30 p.m.

Supervisor Grattidge led the pledge of Allegiance.

Present: Councilman Grasso, Councilwoman Heritage, Councilman Ranaletto, Councilman Robbins, Supervisor Grattidge, Town Clerk Brenda Mills, Attorney Craig.

APPROVAL OF MINUTES

RESOLUTION #87

Approval of Minutes

Motion by Councilman Ranaletto

Seconded by Councilwoman Heritage

BE IT RESOLVED that the Town Board has approved the minutes of the Town Board Agenda Meeting Minutes on March 25, 2019.

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

PRIVILEGE OF THE FLOOR FOR AGENDA ITEMS

No one chose to speak.

ABSTRACT OF CLAIMS

RESOLUTION #88

Approval of Abstract of Claims

Motion by Councilman Grasso

Seconded by Councilman Ranaletto

BE IT RESOLVED that the Town Board audited **Abstract #107**, voucher numbers 218 - 246 in the amount of \$250,699.58 and **Abstract #8**, voucher number 8001 in the amount of \$945.60 and **Abstract #9**, voucher number 9001 in the amount of \$7,831.96.

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

TOWN CLERK'S REPORT

The Town Clerk's office took in \$536.25 for the month of March. \$449.63 was paid to the Supervisor, and \$86.62 was paid to other Governmental agencies.

RESOLUTION #89

Acceptance of the Town Clerk's Report

Motion by Councilman Grasso

Seconded by Councilwoman Heritage

BE IT RESOLVED that the Town Board has accepted the Town Clerk's report as read.

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

The Town Clerk received an email from Scott Molyneaux, the Logistics Planner for the Capital Region Tour De Cure under the American Diabetes Association (ADA). Their annual charity bike tour is the second weekend of June, on Sunday the 9th. They are interested in using the Charlton Town Hall parking lot as one of the rest stops for the riders. There will be hundreds of rider participants passing through the Village of Charlton that day between the hours of 7:30 am & 11:00 am heading west towards their turn off to Division St. They plan to have volunteers manning the rest stop location and all other duties that go along with that responsibility. They are also seeking traffic and pedestrian control for all the riders passing through the Village.

RESOLUTION #90

A Resolution authorizing the Tour De Cure to use the Town Hall Parking Lot on June 9th

Motion by Councilman Grasso

Seconded by Councilwoman Heritage

BE IT RESOLVED that the Town Board hereby authorizes the American Diabetes Association Tour De Cure to use the Town Hall parking lot on June 9th for the purpose of a rest stop for their bike tour and acknowledges that the Tour will be passing through Charlton.

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

SUPERVISORS REPORT

For the month of March, I attended 4 Town meetings and 7 County meetings.

Some of the highlights of the month:

- Attended normal Town and County meetings
- Worked on updating the Town of Charlton Employee Manual
- Held a meeting with the new Ambulance District Commissioners
- Attending a meeting of the Cell Service Committee
- Attended the Charlton Senior's March meeting
- Attended our Annual MS4 meeting with EDP

Supervisor Grattidge said that back in 2006, the State Department of Transportation installed a battery box for a generator at the intersection of Routes 147 and 67 to keep the traffic light functioning during power outages. DOT came out and tested the batteries and discovered that the batteries are no longer functioning. New batteries are on order by the DOT. Supervisor Grattidge said he brought this up as a refresher and education for Board members.

Supervisor Grattidge confirmed that the Board received the financial reports and Key Bank custodial statement.

(see financial report on next page)

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 March, 2019:

DATED: April 1, 2019

SUPERVISOR

	Balance 02/28/2019	Increases	Decreases	Balance 03/31/2019
A GENERAL FUND - TOWNWIDE				
CASH - CHECKING	28,177.08	64,679.45	77,162.61	15,693.92
CASH - SAVING	316,173.75	15,453.60	64,675.17	266,952.18
PETTY CASH	600.00	0.00	0.00	600.00
Park Fees Reserve	41,524.11	14.80	0.00	41,538.91
TOTAL	386,474.94	80,147.85	141,837.78	324,785.01
DA HIGHWAY FUND				
CASH - CHECKING	14,717.21	214,645.43	229,165.39	197.25
CASH - SAVINGS	68,317.12	99,740.39	214,645.43	-46,587.92
CASH, SPECIAL RESERVE	15,496.51	1.91	0.00	15,498.42
TOTAL	98,530.84	314,387.73	443,810.82	-30,892.25
F WATER #1 FUND				
CASH - CHECKING	1,926.11	11,920.53	13,813.10	33.54
CASH - SAVINGS	447,450.93	148.00	11,920.53	435,678.40
WATER SERIAL BOND	34,379.68	2.92	0.00	34,382.60
CASH, SPECIAL RESERVES	121,444.68	25.79	0.00	121,470.47
TOTAL	605,201.40	12,097.24	25,733.63	591,565.01
SW WATER #2 FUND				
CASH - CHECKING	59.87	119.74	179.61	0.00
CASH - SAVINGS	28,383.52	5.92	119.74	28,269.70
TOTAL	28,443.39	125.66	299.35	28,269.70
TA TRUST & AGENCY				
CASH - CHECKING	10,538.72	61,373.21	60,998.34	10,913.59
TOTAL	10,538.72	61,373.21	60,998.34	10,913.59
H CAPITAL PROJECTS				
	0.00	0.00	0.00	0.00
TOTAL	0.00	0.00	0.00	0.00
TOTAL ALL FUNDS	1,129,189.29	468,131.69	672,679.92	924,641.06

ANNOUNCEMENTS

There will be mandatory training for Town employees on April 11th at 9 a.m. to cover the State required Sexual Harassment Training and Workplace Violence Training.

The 2018 MS4 Storm Water Report is done. It is available to the public at the Town Clerk's Office and on the Town website.

The Town is accepting donations for Party in the Park. The estimated cost of the event is \$8,000.00.

Spring Brush pick up is April 29th until May 2nd. Brush should be curbside by April 28th.

The Town Justices has notified the Board of a change to the Court hours/schedule. Beginning May 2nd, District Attorney hours will begin at 4pm until 6pm with Judge Rodriguez, and continue on at 6pm with Judge Ketchum. There will no be Court held on the third Thursday of each month.

The Assessor's office will be closed on April 25th and 27th. The Water Department will be closed from April 19th until May 2nd.

Fish Stocking order forms will be available at the Town Clerk's office.

COMMUNICATIONS

The Board received a copy of a letter from EDP (Town Engineer) to the NYS Health Department regarding the chlorine booster station. The letter was written on the Town's behalf to ask if the State if they would approve the Town working on the design of the booster system this year, and go to bid and put in service in 2020. The Water Superintendents are looking at the systems in surrounding Towns to start formulating Charlton's needs.

On April 17th, the Charlton Garden Club is hosting a speaker and the topic is butterflies. The public is welcome.

The Account Clerk submitted the following report dated April 8, 2019:

- I would like to include some updates for you from the accounting office as relates to the month of March 2019, the end of the 1st quarter, and ongoing items as well.
- For the quarter ending March 31, 2019, the town has reached 16% of the Mortgage Tax budgeted amount. The town has received 22% of budgeted Sales Tax revenue from the county.
- A new highway truck costing \$160,806.00 was paid for in March. Reimbursement paperwork requesting \$100,000.00 from DASNY towards the new highway truck, is now being completed.
- In April 2019, the Town will make its last and final payment towards the Settlement Bond which was originally \$1,170,000.00 The final, bond payment amount is \$239,513.43

Other Tasks completed;

- AUD submitted to the NYS Comptroller's Office
- \$5,000 Grant for Police Car submitted and was received by the Town
- Worked at the Highway Dept getting bookkeeping organized and employee files up to date
- Helped with the Employee Handbook and training material
- Worked with the Supervisor on new paperwork with BSNB and researched MM and CD rates
- Worked on the BridgeNY Grant program
- Bi weekly payroll and abstract work and month end reports

DEPARTMENT, COMMITTEE & COUNCILMAN REPORTS

Highway – Report given by Marshall Heritage:

1. Repair of the loader center pin
2. Plowing and sanding roads
3. Mike Sullivan updated the computer
4. Continue filling pot holes
5. Serviced the roadside mowing equipment

6. Updated the equipment list for the insurance
7. Put up the four ton road signs
8. We went to mandatory dig safe excavator training class
9. Picking up sod
10. Sweeping roads
11. Continue ditch and cutting shoulders
12. Greasing and cleaning trucks
13. 811 dig locations 21
14. Attended a MS4 meeting with Mike McNamara, Town Engineer

The Highway Superintendent submitted a list of old Highway Department equipment that is no longer being used, and he would like authorization to sell them items on the online auction. Attorney Craig said that before selling the items, there should be a value of each item on file. He also said that a minimum bid should be established.

RESOLUTION #91

A Resolution authorizing the Highway Superintendent to sell equipment on the online auction

Motion by Councilman Grasso

Seconded by Councilman Robbins

WHEREAS, the Highway Superintendent has submitted a list of items which are the property of the Town of Charlton Highway Department and are no longer used or needed, and he wishes to sell at auction, and

BE IT RESOLVED that the Town Board hereby declares the following items to be old and obsolete and no longer needed for Town purposes:

Ford 4630 Tractor
Grader
F-800 Ford dump truck
Backhoe bucket
2004 Ford F350 Pickup truck
Toro wheel horse riding mower
Broom attachment
Tailgate for F350 pickup and back bumper
1991 Dodge bucket truck

BE IT FURTHER RESOLVED that the Town Board authorizes the Highway Superintendent to list the old and obsolete equipment herein identified on the online auction site, Govdeals.com.

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

Historian – Marv Livingston attended a seminar at Brookside Museum in which the speaker talked about a letter that was written during the Battle of Saratoga and was sold on Ebay in 2016. The letter refuted many history books. Marv also shared some history of the 1913-1914 booklet which was a study done for a Charlton Reservoir. The idea was to flood much of Charlton and build a 26 mile pipeline to feed water to Cohoes, Waterford and Green Island.

Parks –The Committee is meeting with contractors and landscapers regarding the walkway project at the gazebo.

BHBL Community Library – Colleen Smith gave the following report:

1. The library's carpet damaged by the flood in January has now been replaced. We are all happy to have the reading room back for use.
2. The Burnt Hills-Ballston Lake School Art Reception takes place this Saturday, April 13 from 11:00 am-1:00 pm. The art is now on display in the Community Room and remains up through April 27.
3. The indoor book drop (in the vestibule) has now been removed. Library materials can be returned inside the library during all open hours or at the drive-up book return in the rear of the library building 24/7.

4. Three of the library's roof top HVAC units will be replaced on April 17. The rear library parking lot exit will be closed while the crane removes and installs units, so all library materials should be brought inside the library while this work takes place.
5. Save the Date! The library will celebrate the beginning of Summer Reading 2019 with a Kickoff Party in Jenkins Park on June 24. Music, fun, snacks, and other activities will be offered. Stay tuned for more details in the coming weeks.

Zoning – For the month of February, there were 5 Building Permits issued, \$1,302.00 in fees collected, and the permit value was \$112,680.00. The Department is working on a 5 year trend report.

ECC – Teddi Smith said that there will be the free tree distribution this year at the Highway Garage on April 27th from noon to 1 p.m. The roadside clean-up will be from 8am until noon.

Constables – In March, there were 39 patrols, 22 complaints received, 16 911 calls, 7 accidents & 2 EMT/Fire calls responded to. 3,701 miles were traveled, and 61 tickets were issued (31 issued on Route 67).

Dog Control – In March, there were 12 calls received; 4 pertaining to other animals, 7 expired licenses followed up on, and 4 dogs returned to owners.

Party in the Park – The committee met on February 26th, and there will be another planning meeting at the Town Hall on March 26th at 7pm. Anyone interested in participating or volunteering is welcome.

Zoning – For the month of February, there were 5 Building Permits issued, \$1,302.00 in fees collected, and the permit value was \$112,680.00.

Councilwoman Heritage said that she attended the Cell Advisory Meeting. There will be a planning meeting for Party in the Park on April 23rd and anyone interested in helping may attend.

On April 25th from 3pm to 7pm, the Saratoga County Animal Shelter will host Steve Caporizzo and Pet Connection. The public is invited to attend. Supervisor Grattidge said that he attended a meeting recently at the Animal Shelter and experts from Cornell were there to do a review of the shelter to look for ways to improve conditions at the shelter.

Planning Board – Councilman Grasso said that the Planning Board has no cases to review this month, so there is no April meeting planned.

Cell Advisory Committee – Councilman Grasso said that the next meeting is April 13th. He has invited Joe Tassone from the Town of Ballston, as Joe has expertise in cell site development. Councilman Grasso said that he and Supervisor Grattidge met with Verizon today and Verizon said that they would still like to develop a cell site in Charlton. They would like to come back in front of the Town Board, possibly May, to move forward with their application on Charlton Road. They would look to advance their application in 2019 and look to go to construction in 2020.

Congressman Tonko will hold a mobile office at the Charlton Community Center on April 16th from 4pm to 6pm. Residents should make an appointment.

Seniors - The Burnt Hills Ballston Lake Senior Class is holding a prom for Senior Citizens. Torben Aabo thanked the Town Board for speaking at a recent Seniors meeting.

MOTIONS, RESOLUTIONS, AND AUTHORIZATIONS

RESOLUTION #92

RESOLUTION APPROVING TOWN BOARD MEETINGS ONCE A MONTH DURING THE MONTHS OF JULY AND AUGUST 2019

Motion by Councilman Ranaletto
Seconded by Councilwoman Heritage

Roll Call: Councilman Grasso: Aye, Councilwoman Heritage: Aye, Councilman Ranaletto: Aye, Councilman Robbins: Aye, Supervisor Grattidge: Aye. **CARRIED**

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

**RESOLUTION NO. 92
April 8, 2019**

**RESOLUTION APPROVING TOWN BOARD MEETINGS ONCE A MONTH
DURING THE MONTHS OF JULY AND AUGUST, 2019**

WHEREAS, the Town Board meetings have historically been slow and had very little on the Agenda during the summer months of July and August; and

WHEREAS, many people, including Board members, are often traveling, on vacation, or otherwise away or unavailable during portions of July and August, and unable to attend Board meetings; and

WHEREAS, the Board feels that during the months of July and August, one meeting a month will suffice for all Town business purposes.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board will have Board meetings once a month in July and August of 2019, and it is further

RESOLVED, that the July meeting will be on July 8th, 2019, and the August meeting will be on August 12th, 2019.

Moved by	Councilman Ranaletto	Voting:	Councilman Grasso	Aye
			Councilwoman Heritage	Aye
Seconded by	Councilwoman Heritage		Councilman Ranaletto	Aye
			Councilman Robbins	Aye
			Supervisor Grattidge	Aye

The resolution was duly adopted on April 8, 2019.

Brenda Mills, Town Clerk

RESOLUTION #93

RESOLUTION APPROVING TRANSFER OF FUNDS SUBJECT TO A PERMISSIVE REFERENDUM

Motion by Councilman Grasso

Seconded by Councilwoman Heritage

Discussion: Supervisor Grattidge confirmed that this money will only be used for future capital expenditures. Any money taken out of the reserve fund must be done by permissive referendum.

Roll Call: Councilman Grasso: Aye, Councilwoman Heritage: Aye, Councilman Ranaletto: Aye, Councilman Robbins: Aye, Supervisor Grattidge: Aye. **CARRIED**

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

**RESOLUTION NO. 93
April 8, 2019**

**RESOLUTION APPROVING TRANSFER OF FUNDS
SUBJECT TO A PERMISSIVE REFERENDUM**

WHEREAS, the Town Board of the Town of Charlton desires to transfer funds between certain water fund accounts; and

WHEREAS, the Charlton Water Serial Bond account has money left over in it after having paid in full the Serial Bond it was establish for, and the left over balance needs to be moved to the Water Reserve Fund and the Serial Bond account closed; and

WHEREAS, the Water 1 Fund also has funds that should be moved over to the Water Reserve Fund.

NOW, THEREFORE, BE IT RESOLVED, the Supervisor is authorized to make the following transfers:

1.)Transfer \$34,382.60 to closeout Charlton Water Serial Bond account #407101999 at Ballston Spa National Bank (BSNB), to the Water Reserve Fund, account #407101630 at Ballston Spa National Bank

2.)Transfer \$44,146.93 from fund balance in Water 1 Fund, carried in BSNB account #107030727, to the Water Reserve Fund, account #407101630, at BSNB, and

BE IT FURTHER RESOLVED, this Resolution is subject to a permissive referendum, as required by law, and the passage of the permissive referendum period without a petition for a permissive referendum having been brought.

Moved by	Councilman Grasso	Voting:	Councilman Grasso	Aye
			Councilwoman Heritage	Aye
Seconded by	Councilwoman Heritage		Councilman Ranaletto	Aye
			Councilman Robbins	Aye
			Supervisor Grattidge	Aye

The resolution was duly adopted on April 8, 2019.

Brenda Mills, Town Clerk

RESOLUTION #94

AUTHORIZING THE SUPERVISOR TO SIGN AGREEMENT WITH MJ ENGINEERING

Motion by Councilman Grasso

Seconded by Councilman Ranaletto

BE IT RESOLVED, that the Supervisor is authorized to sign the contract with MJ Engineering regarding the BridgeNY project on Peaceable Street for the design and construction of the bridge over the Mourning Kill tributary.

Roll Call: Councilman Grasso: Aye, Councilwoman Heritage: Aye, Councilman Ranaletto: Aye, Councilman Robbins: Aye, Supervisor Grattidge: Aye. **CARRIED.**

PRIVILEGE OF THE FLOOR

Richard Malaczynski, Gideon Trace, asked what the location of the cell tower application was. The Board said that there is an inactive application by Verizon for a location at 764 Charlton Road.

RESOLUTION #95

Motion to adjourn the meeting

Motion by Councilman Grasso

Seconded by Councilwoman Heritage

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

The meeting adjourned at 8:33 p.m.

Respectfully submitted,

Brenda Mills
Town Clerk