

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

**February 25, 2019**

The Agenda 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. to set the agenda for the March 11th meeting.

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

**RESOLUTION #68**

**Abstract of Claims**

Motion by Councilman Robbins

Seconded by Councilman Grasso

BE IT RESOLVED that the Town Board has approved the payment of bills as presented in Abstract #104, voucher numbers 98 – 138 in the amount of \$86,386.26.

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

**RESOLUTION #69**

**Approval of Minutes**

Motion by Councilman Ranaletto

Seconded by Councilwoman Heritage

BE IT RESOLVED that the Town Board has approved the minutes from the Town Board Meeting on February 11, 2019. .

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

**COMMUNICATIONS**

Congressman Tonko sent information to the Town about the USDA Rural Development's ReConnect Program which seeks to connect rural areas that currently have insufficient broadband service. Councilwoman Heritage will look into the program and see if Spectrum is a participant in the program and whether or not Charlton would qualify.

The Sales Tax received this month was \$102,365.00 and the Mortgage Tax was \$13,973.50.

The Supervisor said that he would like authorization tonight to sign an agreement with CivicCMS to begin work on changes to the website. CivicCMS, the company that hosts our website is changing the platform and the old website format will no longer be supported. The new website will be ADA compliant and more mobile friendly. The cost for redoing the website is \$3,000.00. The company has agreed to let the Town pay 3 annual installments of \$1,000 beginning in 2020. They have also locked in the annual maintenance fee for 3 years.

Councilman Grasso said that the Planning Board has reviewed the process of accessing Planning Board forms and information on the Town's website and found that improvements can be made to find information easier. He would like Departments to give input for the new website.

Supervisor Grattidge said that he would like authorization tonight to sign an agreement with Sanders Fire and Safety. The 62 ion smoke detectors in the Town Hall have become obsolete and are not longer made or supported. The industry has changed to photo detection. Code also requires carbon monoxide detectors in the Town Hall. Sanders has given the Town of a quote of \$8,689.00 including labor, to replace the 62 smoke detectors and install 6 carbon monoxide detectors. Supervisor Grattidge said that the Board had budgeted \$10,000 for 2019 to replace the Server at Town Hall, but our IT Company said that in their opinion, the Server replacement could wait until 2020. The Supervisor said that the Server money could be reallocated to the smoke detector project without negatively affecting the budget this year.

Councilman Grasso said that the Planning Board has finished their recommended changes to the Subdivision Regulations Guide for property owners. The Councilman is still reviewing the changes and then he will share it with the Board and Legal Counsel. They can decide if they want to approve it by resolution before making it available to applicants.

Councilman Grasso said that he was received 16 names of residents interested in serving on the Cell advisory Committee. He is going to reach out to each person to discuss their interest and availability. He hopes to set a meeting within the next 2 or 3 weeks, and decide whether or not they want have one large committee broken up into working groups or just pull a smaller group from this list to work on the cell service issue.

Councilman Robbins is working on getting information together for the Ambulance Advisory Committee. He will email information to the Committee members.

The Supervisor asked the Town Attorney to prepare a resolution for the next meeting to accept the Local Law.

The Board is waiting to receive the 2<sup>nd</sup> draft of the new Employee Handbook. If the Board approves it, the Supervisor would like to vote to approve it at the March 25<sup>th</sup> Board Meeting, and have it go into effect April 1<sup>st</sup>. He has tentatively set-up mandatory employee training for April 4<sup>th</sup> which would include the required sexual harassment training and work place violence training.

## **MOTIONS, AUTHORIZATIONS AND RESOLUTIONS**

### **RESOLUTION #70**

#### **RESOLUTION APPROVING THE ANNUAL ACCOUNTING BY TOWN OFFICERS AND EMPLOYEES**

Motion by Councilman Ranaletto

Seconded by Councilman Robbins

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. 70**

**February 25, 2019**

#### **RESOLUTION APPROVING THE ANNUAL ACCOUNTING BY TOWN OFFICERS AND EMPLOYEES**

**WHEREAS**, pursuant to Section 123 of the New York State Town Law, each person who as a Town officer or employee received or disbursed any monies in the previous fiscal year, shall account to the Town Board for such monies and shall produce all supporting books, records, receipts, warrants, vouchers and cancelled checks or check images as authorized by Section 99-b of the General Municipal Law, and

**WHEREAS**, following a review by the members of the Town Board, it was determined that the information provided regarding the financial records for the Town of Charlton for the year 2018 are in proper order.

**NOW BE IT RESOLVED**, that the Town Board of the Town of Charlton hereby does accept and approve the audit information for fiscal year 2018.

Moved by	Councilman Ranaletto	Voting:	Councilman Grasso	Aye
			Councilwoman Heritage	Aye
Seconded by	Councilman Robbins		Councilman Ranaletto	Aye
			Councilman Robbins	Aye
			Supervisor Grattidge	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: February 25, 2019

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Brenda Mills, Town Clerk

**RESOLUTION #71**

**RESOLUTION AUTHORIZING AGREEMENT WITH CIVICCMS TO UPDATE WEBSITE**

Motion by Councilwoman Heritage

Seconded by Councilman Robbins

BE IT RESOLVED that the Town Board authorizes the Supervisor to enter into an agreement with CivicCMS to update the Town of Charlton website at a cost of \$3,000.00, of which will be paid in 3 installments of \$1,000 beginning in 2020.

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

**RESOLUTION #72**

**RESOLUTION AUTHORIZING AGREEMENT WITH SANDERS FIRE AND SAFETY FOR NEW SMOKE AND CARBON MONOXIDE DETECTORS IN THE TOWN HALL**

Motion by Councilman Grasso

Seconded by Councilman Ranaletto

BE IT RESOLVED that the Town Board authorizes the Supervisor to enter into an agreement with Sanders Fire and Safety to replace the 62 ion smoke detectors with 62 photo smoke detectors and install 6 carbon monoxide detectors in the Charlton Town Hall at a cost of \$8,689.00 including labor.

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

**RESOLUTION #73**

**MOTION TO ADJOURN**

Motion by Councilman Ranaletto  
Seconded by Councilman Robbins

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

The meeting adjourned at 7:50 p.m.

Respectfully submitted,

Brenda Mills  
Town Clerk