

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

**December 10, 2018**

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 Van Vranken.

**APPROVAL OF MINUTES**

**RESOLUTION #185**

**Approval of Minutes**

Motion by Councilman Ranaletto

Seconded by Councilwoman Heritage

BE IT RESOLVED that the Town Board has approved the minutes of the Public Hearing regarding St. Mary's Exceptional Use Application on November 26, 2018.

Vote: All Ayes, No Nays. CARRIED

**RESOLUTION #186**

**Approval of Minutes**

Motion by Councilman Robbins

Seconded by Councilman Grasso

BE IT RESOLVED that the Town Board has approved the minutes of the Town Board Agenda Meeting Minutes on November 26, 2018.

Vote: All Ayes, No Nays. CARRIED

**PRIVILEGE OF THE FLOOR FOR AGENDA ITEMS**

No one chose to speak.

**ABSTRACT OF CLAIMS**

**RESOLUTION #187**

**Approval of Abstract of Claims**

Motion by Councilman Grasso

Seconded by Councilman Ranaletto

BE IT RESOLVED that the Town Board has approved the payment of bills as presented in Abstract No. 123, voucher numbers 717 - 761 in the amount of \$129,088.30.

Vote: All Ayes, No Nays. CARRIED

## **TOWN CLERK'S REPORT**

The Town Clerk's office took in \$523.00 for the month of November. \$337.56 was paid to the Supervisor's office as revenue, and \$185.44 was paid to other Governmental agencies.

### **RESOLUTION #188**

#### **Acceptance of the Town Clerk's Report**

Motion by Councilwoman Heritage

Seconded by Councilman Robbins

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

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

## **SUPERVISORS REPORT**

For the month of November, I attended 4 Town meetings and 6 County meetings.  
Some of the highlights of the month:

- Attended normal Town and County meetings
- Worked on the Town and County Budgets for 2019
- Attended the dedication of a Historical Plaque at Pine Grove Cemetery

The Supervisor thanked Maureen O'Connor and the Board of the Pine Grove Cemetery for the very nice job that they do caring for the cemetery.

Supervisor Grattidge confirmed that the Board received the bank reconciliation and financial reports.

(see financial report on next page)

12/09/2018 16:13:20

**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 November, 2018:

DATED: December 9, 2018

\_\_\_\_\_  
SUPERVISOR

	Balance 10/31/2018	Increases	Decreases	Balance 11/30/2018
<b>A GENERAL FUND - TOWNWIDE</b>				
CASH - CHECKING	14,832.36	42,268.22	42,267.07	14,833.51
CASH - SAVING	285,298.24	135,102.57	42,267.07	378,133.74
PETTY CASH	500.00	0.00	0.00	500.00
Park Fees Reserve	41,507.74	3.31	0.00	41,511.05
<b>TOTAL</b>	<b>342,138.34</b>	<b>177,374.10</b>	<b>84,534.14</b>	<b>434,978.30</b>
<b>DA HIGHWAY FUND</b>				
CASH - CHECKING	197.25	51,201.95	51,201.95	197.25
CASH - SAVINGS	30,802.10	69,986.47	51,201.95	49,586.62
CASH, SPECIAL RESERVE	15,494.56	0.00	0.00	15,494.56
<b>TOTAL</b>	<b>46,493.91</b>	<b>121,188.42</b>	<b>102,403.90</b>	<b>65,278.43</b>
<b>F WATER #1 FUND</b>				
CASH - CHECKING	33.54	6,050.83	6,050.83	33.54
CASH - SAVINGS	391,044.66	6,709.22	6,050.83	391,703.05
WATER SERIAL BOND	34,368.38	2.82	0.00	34,371.20
CASH, SPECIAL RESERVES	121,418.72	4.99	0.00	121,423.71
<b>TOTAL</b>	<b>546,865.30</b>	<b>12,767.86</b>	<b>12,101.66</b>	<b>547,531.50</b>
<b>SW WATER #2 FUND</b>				
CASH - CHECKING	0.00	117.42	117.42	0.00
CASH - SAVINGS	26,985.95	1.98	117.42	26,870.51
<b>TOTAL</b>	<b>26,985.95</b>	<b>119.40</b>	<b>234.84</b>	<b>26,870.51</b>
<b>TA TRUST &amp; AGENCY</b>				
CASH - CHECKING	10,827.46	37,039.52	35,739.52	12,127.46
<b>TOTAL</b>	<b>10,827.46</b>	<b>37,039.52</b>	<b>35,739.52</b>	<b>12,127.46</b>
<b>H CAPITAL PROJECTS</b>				
	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL ALL FUNDS</b>	<b>973,310.96</b>	<b>348,489.30</b>	<b>235,014.06</b>	<b>1,086,786.20</b>

## **ANNOUNCEMENTS**

The Town offices will be closed December 24 and December 25 for the Christmas holiday.

The Town Board's December Agenda Meeting will be held December 26<sup>th</sup>.

## **COMMUNICATIONS**

Supervisor Grattidge said that the NYS Dept. of Transportation wants to meet with the Board to begin discussions of the bridge replacement on Peaceable Street. The Town has been awarded a \$998,060.00 grant from the NYS Bridge NY program for the Peaceable Street over Tributary of the Mourning Kill replacement. The planning will begin in 2019 and the actual work is planned for the summer of 2020.

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

Highway – report read by Marshall Heritage, Superintendent:

1. Continue to ditch on Old Route 67
2. Dave Robbins and I attended the Emergency Management Certification Training Tier 3 Course
3. Cleared up downed trees
4. Continue to cleared culverts from beaver build up
5. Truck maintenance
6. Filling pot holes on Rocky Ridge and Featherbed Lane
7. Cutting brush and tree limbs on Rocky Ridge and lower Sweetman Road
8. Installed risers on 2 catch basins on Oak Lane
9. Plowed Route 67 and 147 (11/9/18) Per Police
10. Plowed and sanded roads multiple times
11. Our intern has left, worked six weeks
12. Mixing of salt sand
13. Shoveling and salting walks
14. Jenkins Road looking into quality problems with material
15. Marking road cross culverts for winter plowing

Emergency Preparedness – Councilman Robbins said that he and Marshall Heritage attended the Hazard Mitigation training in September and will attend the 2<sup>nd</sup> part this week. He also attended the Tier 3 Emergency management training.

Zoning – For the month of October, there were 12 Building Permits issued, 1 search completed, \$1,820 in fees collected and the permit value was \$96,500.00.

Town of Ballston Library – Colleen Smith reported: The annual holiday tree lighting was a big success with about 250 people attending. This great community event is made possible due to collaboration with the BH-BL Rotary, BH-BL BPA, BH Fire Department, and the Friends of the Library. The library's new outdoor drive-up book return is open at the rear of the building! This new service was made possible by a grant from the Southern Adirondack Library System and Bullet Aid received from the New York State Senate. Winter session programs are scheduled for December through February. Visit the library's website or pick up a flyer at the library to see all the great opportunities. The library will be closed on December 24 and 25 and January 1. The library will close early at 2:00 pm on December 31.

Zoning – In November, there were 4 Building Permits, 4 CCs and 1 CO issued, 1 search was conducted, and \$810 in fees was collected. The permit value was \$625,300.00.

Constables – In November, there were 37 patrols, 24 complaints, 15 911 calls, 11 accidents & 4 EMT calls responded to. 3,018 miles were traveled, and 35 tickets were issued (25 issued on Route 67).

Dog Control – In November, there were 9 calls (2 relating to other animals), 9 expired licenses followed up on, 6 dogs returned to owner, and 2 dogs taken to the Animal Shelter.

Councilwoman Heritage said that she attended a 100<sup>th</sup> birthday party for Jean Brinkman, who lived much of her life in Charlton. She gave Mrs. Brinkman a congratulatory card and letter from the Town Board .

Councilwoman Heritage said that the Town Board will host “Coffee with the Council” on Saturday morning January 5<sup>th</sup> from 9:30am to 11am at the Town Hall. Any and all residents that would like to discuss concerns or ask questions of the Board are invited to come and chat with the Councilman.

Planning Board – In November, the Board approved the Rossdeutscher subdivision on Vines Road. Councilman Grasso said that the Planning Board has spent the past six months working on a list of recommended changes for the Zoning Ordinance and Subdivision Regulations. Paul Borisenko has also compiled a list of minor wording changes. Possible changes will be done in 2019.

Cell Tower/Antenna – Councilman Grasso said that he spoke with the Attorney for Verizon to find what Verizon’s intentions are. The Attorney said that the application for a cell tower on Charlton Road is currently inactive. Verizon has let the application go dormant. Verizon may move forward with application for the Charlton Road site in 2019. If they do, the tower would not be built until 2020. Councilman Grasso encouraged residents to write letters to Verizon to request the cell tower. He will get information as to whom the letters should be addressed to.

Historian - Marv Livingston introduced Daniel Wolczyn, the Eagle Scout that cleaned up the Degraff Road Cemetery as his Eagle Scout project. Daniel said that the cemetery was a real mess when he first started. Daniel cut weeds and cleaned out brush, removed an old fence, dug holes and installed a new split rail fence. Mr. Livingston said that the cemetery looks great now. It is an old Revolutionary War cemetery and has 5 – 10 headstones in it. The Town Board thanked Daniel for his hard work and the good job that he did.

## **MOTIONS, RESOLUTIONS, AND AUTHORIZATIONS**

### **RESOLUTION #189**

#### **A RESOLUTION BY THE TOWN BOARD OF THE TOWN OF CHARLTON, AS LEAD AGENCY WITH RESPECT TO THE STATE ENVIRONMENTAL QUALITY REVIEW ACT REVIEW AND APPROVAL PROCEDURES RELATED TO THE APPLICATION FROM THE FOUNDATION OF ST. MARY’S HEALTHCARE, INC. FOR AN EXCEPTIONAL USE PERMIT**

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. 189

December 10, 2018

#### **A RESOLUTION BY THE TOWN BOARD OF THE TOWN OF CHARLTON, AS LEAD AGENCY WITH RESPECT TO THE STATE ENVIRONMENTAL QUALITY REVIEW ACT REVIEW AND APPROVAL PROCEDURES RELATED TO THE APPLICATION FROM THE FOUNDATION OF ST. MARY'S HEALTHCARE, INC. FOR AN EXCEPTIONAL USE PERMIT**

WHEREAS, the Town Board of the Town of Charlton declared itself lead agency with respect to the application from The Foundation of St. Mary's Healthcare, Inc. for an exceptional use permit for an Urgent Care Facility under Section O, Professional Buildings, and as described in Article VII

of the Zoning Ordinance of the Town of Charlton, which action was taken by resolution approved at its October 9, 2018 agenda meeting, and

WHEREAS, The Foundation of St. Mary's Healthcare, Inc. has submitted as part of its application for an exceptional use permit Form 617.20, Appendix C, State Environmental Quality Review, Short Form Environmental Assessment Form for Unlisted Actions dated November 20, 2018 with respect to such application, and

WHEREAS, the Town Board has reviewed such application and has consulted with the attorney for the Town regarding the form and content of such Short Form Environmental Assessment Form for Unlisted Actions, and

WHEREAS, in consideration of the information provided in the Short Form Environmental Assessment Form for Unlisted Actions, it is reasonable to conclude that the application of The Foundation of St. Mary's Healthcare, Inc. for an exceptional use permit for an Urgent Care Facility will not have a significant effect on the environment and that no further documentation will need to be provided to the Town Board by The Foundation of St. Mary's Healthcare, Inc. with respect to SEQRA review, and

WHEREAS, the Town Board has carefully considered all aspects of the assessment form and placed such review considerations into the minutes of its meeting of November 26, 2018.

NOW BE IT RESOLVED, that the Town Board of the Town of Charlton, as SEQRA lead agency, hereby determines that the activities and improvements set forth with respect to the application of The Foundation of St. Mary's Healthcare, Inc. as referenced in this resolution, will not have a significant effect on the environment, that the SEQRA status is Unlisted, and that the Town Board hereby declares a negative declaration with respect to the said The Foundation of St. Mary's Healthcare, Inc. project, and

IT IS FURTHER RESOLVED, that the Supervisor of the Town Board is hereby authorized and directed to sign the attached Short Form Environmental Assessment Form for Unlisted Actions, and

IT IS FURTHER RESOLVED, that the Clerk of the Town of Charlton is hereby directed to establish and maintain a file readily accessible to the public containing the SEQRA documents referred to herein and including the resolutions of the Town Board pertaining to the SEQRA aspects of the referenced project.

Moved by	Councilman Ranaletto	Voting: Councilman Grasso	Aye
		Councilwoman Heritage	Aye
Seconded by	Councilwoman 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: December 10, 2018

\_\_\_\_\_  
Brenda Mills, Town Clerk

**RESOLUTION #190**

**A RESOLUTION GRANTING AN EXCEPTIONAL USE PERMIT TO THE FOUNDATION OF ST. MARY'S HEALTHCARE INC. FOR AN URGENT CARE FACILITY TO BE LOCATED AT 2370 ROUTE 67, TOWN OF CHARLTON, SARATOGA COUNTY, STATE OF NEW YORK**

Motion by Councilman Grasso

Seconded by Councilwoman Heritage

Discussion: Councilman Grasso gave a follow-up to his 11/26/18 meeting comments regarding the Site Plans of this application. All of these items have been addressed on the plans: adding the proposed hours of operation, pavement seal coated/line striped, excess pavement removed, added new pole mounted parking lot lights, lights will be photo self controlled and parking lot lights will be off between the hours of 10 p.m. and 7 a.m. (not including security lights), adding monument sign similar to style of Welcome to Charlton sign at Stewarts, added vinyl fencing around dumpster enclosure, added landscaping around monument sign, bollards around light poles have been removed, and language has been added regarding notification to the Town Board if this site should become inactive. Councilman Grasso thanked Joe Bianchini from ABD Engineers for addressing the issues posed to them. Councilman Grasso has gone through the updated Site Plan and is comfortable that all of the requested items have been addressed.

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. 190

December 10, 2018

**A RESOLUTION GRANTING AN EXCEPTIONAL USE PERMIT TO THE FOUNDATION OF ST. MARY'S HEALTHCARE INC. FOR AN URGENT CARE FACILITY TO BE LOCATED AT 2370 ROUTE 67, TOWN OF CHARLTON, SARATOGA COUNTY, STATE OF NEW YORK**

WHEREAS, the Town Board did at its October 9, 2018 agenda meeting, approve a resolution entitled "A Resolution Acknowledging Receipt of a Special Exception Permit Application from The Foundation of St. Mary's Healthcare, Inc. requesting approval for an Urgent Care Facility, and Acceptance by the Town Board of primary jurisdiction of such application pursuant to the Zoning Ordinance for the Town of Charlton", and

WHEREAS, the above-referenced resolution included identification and receipt of an application from The Foundation of St. Mary's Healthcare Inc., said application dated October 3, 2018, applying for an exceptional use permit authorized by Article VII of the Town of Charlton Zoning Ordinance, and

WHEREAS, the Town Board has also received a site plan dated August 16, 2018 prepared by ABD Engineers, LLP; an owners list of neighboring properties to the subject parcel which are located within 1500 feet of the proposed site; a narrative of the exceptional use permit proposal; a Short Environmental Assessment Form, Part I; and a photo of a current St. Mary's Urgent Care facility for reference purposes, and

WHEREAS, the Town Board noted that at its October 9, 2018 meeting the Town Board considered this application with the applicant, consulted with the Town of Charlton Zoning

Enforcement Officer, consulted with the Town Attorney regarding issues required to be considered in processing this application according to Article VII of the Town of Charlton Zoning Ordinance, and

WHEREAS, the Town Board voted to retain primary jurisdiction of this application as authorized by Article VII, Section 3(A) of the Town of Charlton Zoning Ordinance, and

WHEREAS, the Town Board further declared itself as lead agency with respect to all matters involving the requirements of the State Environmental Quality Review Act (SEQRA) with respect to this application, and

WHEREAS, the Town Board did authorize the Town Clerk to submit for publication a legal notice for a public hearing, to be held on November 26, 2018, which notice was published in the Daily Gazette on November 15, 2018, a copy of which legal notice is attached to this resolution and made a part hereof, and

WHEREAS, the Town Board held a public hearing on Monday, November 26, 2018 at 6:30 p.m. regarding the application for an exceptional use permit, and

WHEREAS, during the public hearing the applicant made a detailed presentation as to the proposed site plan for 2370 Route 67, and

WHEREAS, members of the public in attendance and members of the Town Board were able to ask questions of the applicant's representatives regarding the proposed site plan, and

WHEREAS, the Town Board has considered all of the documentation submitted to it with respect to the requested exceptional use permit, which documentation includes but is not limited to an updated site plan titled "Site Plan St. Mary's Charlton Urgent Care", prepared by ABD Engineers, LLP, originally dated August 16, 2018 and last revised November 15, 2018; original application dated October 3, 2018 which included a list of owners of real properties located within 1500 feet of the proposed urgent care facility; a detailed project narrative; a SEQRA Short Environmental Assessment form dated August 17, 2018, revised November 20, 2018; a building rendering; opinion letter from the Charlton Environmental Conservation Commission dated November 13, 2018; letter from the Saratoga County Planning Board dated November 19, 2018; advisory opinion from the Town of Charlton Planning Board dated November 24, 2018; opinion letter from Town Engineer Michael McNamara of Environmental Design Partnership, LLP dated November 1, 2018; Zoning Board of Appeals draft minutes from the October 30, 2018 meeting; and a complete SEQRA application prepared by councilman Joseph Grasso dated November 26, 2018, and

WHEREAS, acting in its capacity as lead agency for the SEQRA review, the Town Board has determined that this exceptional use permit application is properly classified as an unlisted action, that the Town Board did make a negative declaration relative to the environmental significance of the proposed land use subject of the application, and a copy of the resolution is attached to this resolution and made a part hereof, and

WHEREAS, Article VII, Section 1 of the Charlton Zoning Ordinance sets forth six criteria to be considered by the Town Board in determining whether or not the requested exceptional use permit should be granted, and

WHEREAS, the Town Board hereby determines that the granting of the requested exceptional use permit will not substantially endanger the health, safety, morals or general welfare of the neighborhood, nor adversely affect the environment (reference SEQRA review), and

WHEREAS, this project is appropriately located with respect to transportation facilities, water supply, fire and police protection, waste disposal and similar facilities, and

WHEREAS, the neighborhood character and surrounding property values are not substantially endangered by the issuance of the requested exceptional use permit, and

WHEREAS, the exceptional use proposed for the site will not cause undue traffic congestion or cause a traffic hazard, and

WHEREAS, the Town Board hereby determines that pursuant to Article VII, Section 6 entitled "Consideration of Effect on Neighboring Properties", the applicant has complied with such requirements and notified all property owners within 1,500 feet of the proposed urgent care facility site as required for professional buildings, and

WHEREAS, the Town Board hereby affirms that the 6 criteria set forth in Article VII, Section 1, General Regulations, are hereby in compliance; and

WHEREAS, the Town Board hereby requires the applicant to formally advise the Town Board in the event the urgent care facility is or will be closed for a period of exceeding one (1) year, and to cooperate with the Town Board in determining any future use of the subject property.

NOW BE IT RESOLVED, that the Town Board hereby grants the application of St. Mary's Hospital also known as the Foundation of St. Mary's Healthcare, Inc. for an exceptional use permit subject to the conditions as shown on the site plan as last revised, which is subject to all of the conditions and requirements as shown or described on the site plan as approved, subject to the determinations by the Zoning and Building Officers of the Town of Charlton with respect to compliance with the New York State Building Code.

Moved by	Councilman Grasso	Voting: Councilman Grasso	Aye
		Councilwoman Heritage	Aye
		Councilman Ranaletto	Aye
Seconded by	Councilwoman Heritage	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: December 10, 2018

\_\_\_\_\_  
Brenda Mills, Town Clerk

(Attachment to Res No. 190)

**TOWN OF CHARLTON  
TOWN BOARD**

## **LEGAL NOTICE**

PLEASE TAKE NOTICE, that on October 9, 2018, the Town Board of the Town of Charlton accepted primary jurisdiction with respect to a Special Exception Use application from the Foundation of St. Mary's Healthcare Inc. pursuant to the zoning ordinance for the Town of Charlton. The Town Board will conduct a public hearing with respect to this application for property located at 2370 Route 67, Town of Charlton, Saratoga County, New York and for purposes of operating an urgent care facility on said parcel.

The Town Board has requested that the Town of Charlton Zoning Board of Appeals and Planning Board review the application and submit an opinion to the Town Board whether such Exceptional Use Permit shall be granted.

The Town Board will be considering the information provided at a public hearing to be held on **Monday, November 26, 2018** at 6:30 p.m. at the Charlton Town Hall, 758 Charlton Road, Charlton, New York.

Dated: November 13, 2018  
Brenda Mills  
Town Clerk

### **RESOLUTION #191**

#### **A RESOLUTION APPROVING THE RENEWAL OF AN AGREEMENT BETWEEN THE TOWN OF CHARLTON TOWN BOARD AND THE CHARLTON SNOWMOBILE, INC. FOR 2018-2019**

Motion by Councilman Ranaletto  
Seconded by Councilman Grasso

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. 191

December 10, 2018

**A RESOLUTION APPROVING THE RENEWAL OF AN AGREEMENT  
BETWEEN THE TOWN OF CHARLTON TOWN BOARD  
AND THE CHARLTON SNOWMOBILE CLUB, INC. FOR 2018-2019**

WHEREAS, the Charlton Snowmobile Club, Inc. has requested a renewal of its current agreement with the Town of Charlton Town Board and regarding use and access permission for members of the Snowmobile Club in order to enter onto local snowmobile trails, Town of Charlton Town Hall property and Town of Charlton Town roads, and

WHEREAS, attached to this resolution is a copy of the revised Agreement between the Town Board and the Town of Charlton and the Charlton Snowmobile Club, Inc. for the period December 1, 2018 – November 30, 2019, and

WHEREAS, this agreement contains a request by the Snowmobile Club to use approximately 1,500 feet from 1453 Division Street to 1461 Division Street and on both sides of the Town highway as shown on an attached aerial photograph made part of the aforementioned agreement.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board hereby approves this renewal Agreement with the Charlton Snowmobile Club, Inc. and authorizes the Supervisor to execute such Agreement.

Moved by	Councilman Ranaletto	Voting:	Councilman Grasso	Aye
			Councilwoman Heritage	Aye
			Councilman Ranaletto	Aye
Seconded by	Councilman Grasso		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: December 10, 2018

\_\_\_\_\_  
Brenda Mills, Town Clerk

**RESOLUTION #192**  
**A STANDARD WORK DAY AND REPORTING RESOLUTION FOR ELECTED AND APPOINTED OFFICIALS DATED DECEMBER 10, 2018**

Motion by Councilman Ranaletto  
Seconded by Councilman Grasso

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



Office of the New York State Comptroller  
 New York State and Local Retirement System  
 Employees' Retirement System  
 Police and Fire Retirement System  
 110 State Street, Albany, New York 12244-0001

Town of Charlton Town Board Resolution # 192

## Standard Work Day and Reporting Resolution for Elected and Appointed Officials

**RS 2417-A**  
 (Rev. 8/15)

BE IT RESOLVED, that the Town of Charlton / 30596 hereby establishes the following standard work days for these titles and (Name of Employer) (Location Code)

will report the officials to the New York State and Local Retirement System based on their record of activities:

Title	Standard Work Day (Hrs/day) Min. 6 hrs Max. 8 hrs	Name (First and Last)	Social Security Number (Last 4 digits)	Registration Number	Tier 1 (Check only if member is in Tier 1)	Current Term Begin & End Dates (mm/dd/yy-mm/dd/yy)	Record of Activities Result*	Not Submitted (Check only if official did not submit their Record of Activities)
<b>Elected Officials</b>								
Town Councilman	6/5	Herzaga, Penelope			<input checked="" type="checkbox"/>	04/01/18-12/31/19	4.81	<input checked="" type="checkbox"/>
Town Councilman	6/5	Robbins, David			<input checked="" type="checkbox"/>	5/15/18-12/31/19	8.81	<input checked="" type="checkbox"/>
<b>Appointed Officials</b>								
					<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
					<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
					<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>

**SEE INSTRUCTIONS FOR COMPLETING FORM ON REVERSE SIDE**

I, Brenda L. Mills secretary/clerk of the governing board of the Town of Charlton of the State of New York, (Name of secretary or clerk) (Name of Employer)

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 10th day of December, 2018 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

**IN WITNESS WHEREOF**, I have hereunto set my hand and the seal of the Town of Charlton on this 10 day of December, 2018.  
Brenda L. Mills (Signature of the secretary or clerk) (Name of Employer)

**Affidavit of Posting:** I, Brenda L. Mills being duly sworn, deposes and says that the posting of the (Name of secretary or clerk)

Resolution began on 12/10/18 and continued for at least 30 days. That the Resolution was available to the public on the (Date)

Employer's website at townofcharlton.org

Official sign board at Charlton Town Hall

Main entrance secretary or clerk's office at \_\_\_\_\_

(seal)

**PRIVILEGE OF THE FLOOR**

No one from the audience chose to speak.

Supervisor Grattidge announced that this is the last meeting for Bob Van Vranken as he is stepping down as the Town Attorney for Charlton after 20 years of service. The Supervisor reflected on memories of working with Attorney Van Vranken, and thanked him for all of the help that he has been to the Town over the years. He said that Attorney Van Vranken has always said that a resolution should tell a story, and the resolutions read tonight are proof of that. He will miss working with Attorney Van Vranken and miss him as a friend as well. Each of the Board members individually thanked the Attorney Van Vranken for his guidance, bluntness and sound counsel in making sound decisions. Councilman Grasso added that Attorney Van Vranken is a unique orator – he knows how to deliver a message.

Attorney Van Vranken said that Charles Mc Loughlin was instrumental in getting him to begin as Town Attorney back in 1998. He is thrilled that Attorney Jim Craig will be replacing him. Jim is also the Attorney for the Town of Milton, and has years of experience.

The Board and the audience applauded Attorney Van Vranken for his service to Charlton.

The meeting adjourned at 8:30 p.m.

Respectfully submitted,

Brenda Mills  
Town Clerk