

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

**January 08, 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, Councilman Heritage, Councilman Hodgkins, Councilman Ranaletto, Supervisor Grattidge, Town Clerk Brenda Mills, Attorney Van Vranken.

**APPROVAL OF MINUTES**

**RESOLUTION #45**

**Approval of Minutes**

Motion by Councilman Grasso

Seconded by Councilman Heritage

BE IT RESOLVED that the Town Board has approved the minutes of the Town Board Agenda Meeting on December 27, 2017.

Vote: All Ayes, No Nays. CARRIED

**PRIVILEGE OF THE FLOOR FOR AGENDA ITEMS**

No one chose to speak.

**ABSTRACT OF CLAIMS**

**RESOLUTION #46**

**Approval of Abstract of Claims**

Motion by Councilman Ranaletto

Seconded by Councilman Heritage

BE IT RESOLVED that the Town Board has approved the payment of bills as presented in Abstract No. 101, voucher numbers 1 – 39 in the amount of \$68,400.67.

Vote: All Ayes, No Nays. CARRIED

**TOWN CLERK'S REPORT**

Brenda Mills reported that the Town Clerk's office took in \$534.25 for the month of December. \$459.58 was paid to the Supervisor's Office, and \$74.67 was paid to other Governmental agencies.

Town Clerk's Annual Report: The Town Clerk's Office took in \$10,969.59 in 2017, of which \$6,237.10 was paid to the Supervisor's Office. \$3,670.99 was paid to DEC for 144 Hunting and Fishing licenses. \$679.00 was paid to NYS Animal Control Population Fund for 604 dog licenses, and \$382.50 was paid to NYS Dept of Health for 17 marriage licenses. The Town Clerk's office also issued 120 Handicap parking tags, 34 Certificates of Residency, 137 certified copies of Vital Records, 12 Death Certificates and 12 Burial Permits.

**RESOLUTION #47**

**Acceptance of the Town Clerk's Report & Annual Report**

Motion by Councilman Grasso

Seconded by Councilman Hodgkins

Discussion: Councilman Grasso asked the Town Clerk if she needed any assistance or support from the Town Board for any functions in her office. The Clerk said that in the past the Dog Control Officer had inquired about doing a dog enumeration. The Board had no objection to pursuing this with the Dog Control Officer.

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 December, I attended 2 Town meetings and 3 County meetings. Some of the highlights of the month:

- Attended normal Town and County meetings
- Worked on the 2018 Organizational Resolutions
- Worked with the Highway Department after the resignation of Mike Emerich

The Supervisor confirmed that the Board has received the monthly financial reports and the Key Bank Custodial statement.

Supervisor Grattidge said that he plans to attend the annual Association of Towns Business Meetings in February, and would like to be appointed as the delegate for the Town of Charlton for voting purposes.

**RESOLUTION #46**

**Authorize the Supervisor to attend the Association of Towns Annual Meeting and appoint as delegate**

Motion by Councilman Heritage

Seconded by Councilman Grasso

BE IT RESOLVED that the Town Board hereby authorizes Alan Grattidge, Town Supervisor to attend the annual Association of Towns Meeting in February and also hereby appoints Alan Grattidge as the voting delegate for the Town of Charlton.

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

(see financial report on next page)

01/02/2018 13:22:19

### 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 December, 2017:

DATED: January 2, 2018

\_\_\_\_\_  
SUPERVISOR

	Balance 11/30/2017	Increases	Decreases	Balance 12/31/2017
<b>A GENERAL FUND - TOWNWIDE</b>				
CASH - CHECKING	12,058.28	80,110.99	80,109.48	12,059.79
CASH - SAVING	497,155.65	127,328.41	80,109.48	544,374.58
PETTY CASH	500.00	100.00	0.00	600.00
Park Fees Reserve	41,470.98	3.24	0.00	41,474.22
<b>TOTAL</b>	551,184.91	207,542.64	160,218.96	598,508.59
<b>DA HIGHWAY FUND</b>				
CASH - CHECKING	0.00	57,106.97	57,106.97	0.00
CASH - SAVINGS	-146,650.82	165,419.03	57,106.97	-38,338.76
CASH, SPECIAL RESERVE	15,486.82	1.95	0.00	15,488.77
<b>TOTAL</b>	-131,164.00	222,527.95	114,213.94	-22,849.99
<b>F WATER #1 FUND</b>				
CASH - CHECKING	0.00	5,802.62	5,802.62	0.00
CASH - SAVINGS	276,981.58	21.39	5,802.62	271,200.35
WATER SERIAL BOND	34,337.37	2.92	0.00	34,340.29
CASH, SPECIAL RESERVES	121,363.01	5.15	0.00	121,368.16
<b>TOTAL</b>	432,681.96	5,832.08	11,605.24	426,908.80
<b>SW WATER #2 FUND</b>				
CASH - CHECKING	0.00	114.58	114.58	0.00
CASH - SAVINGS	26,275.98	1.94	114.58	26,163.34
<b>TOTAL</b>	26,275.98	116.52	229.16	26,163.34
<b>TA TRUST &amp; AGENCY</b>				
CASH - CHECKING	9,597.46	31,589.21	32,039.21	9,147.46
<b>TOTAL</b>	9,597.46	31,589.21	32,039.21	9,147.46
<b>H CAPITAL PROJECTS</b>				
	0.00	0.00	0.00	0.00
<b>TOTAL</b>	0.00	0.00	0.00	0.00
<b>TOTAL ALL FUNDS</b>	888,576.31	467,608.40	318,306.51	1,037,878.20

## **ANNOUNCEMENTS & COMMUNICATIONS**

The Town offices will be closed Monday, January 15<sup>th</sup> in observance of Martin Luther King Day.

There is currently a vacancy in the Town for the Highway Superintendent position. Supervisor Grattidge said that the Board is accepting application from Town residents for the position and the Board hopes to start the interview process within the next few weeks.

Supervisor Grattidge said that the NYS Unified Court System has requested a copy of the Town's annual audit of the Court financial records. He gave this to the Town Clerk to handle.

## **DEPARTMENT & COMMITTEE REPORTS**

Highway – Councilman Hodgkins received the following report from Foreman Dave Armitage: In December, the Department was busy keeping an eye on heating systems, mixing and receiving salt and sand, plowing and sanding roads, plowing and sanding town buildings and property, cold patch roads, repairing and maintaining trucks, holiday tree pick up.

Emergency Planning – Councilman Hodgkins said that the Red Cross is holding a training course for the public regarding opening and running an emergency shelter. The course is being held January 20<sup>th</sup> from 8 a.m. to 1 p.m.

Library – There will be an Open House at the library on January 27<sup>th</sup> from 11am to 1pm to introduce the new librarian.

Zoning – In December, the fees collected were 430.00, and the permit value was \$191,200.00. The software vendor, SCA, is working on the installation of the new building and zoning software.

Dog Control – In December, there were 4 complaints and 5 expired licenses followed up on.

Constables – In December, there were 30 patrols, 19 complaints, 9 911 calls and 3 accidents & 1 EMT calls responded to. 2,413 miles were traveled, and 43 tickets issued of which 12 were issued on Route 67. For the year 2017, there were 346 patrols, 340 complaints, 164 911 calls, 17 EID calls, 45 Fire/EMT calls, and 46 accidents responded to. 27,847 miles were traveled, and 740 tickets were issued.

Charlton Seniors – Marv Schorr said that Assemblywoman Marybeth Walsh will speak at Wednesday's meeting.

Councilman Grasso said that he accepted an appointment by the Saratoga County Board of Supervisors as a local representative on the Capital District Regional Planning Commission, replacing Fred Acunto. He looks forward to serving in this capacity, as it is similar to his line of work, and he will have the ability to report back to the Board what the services are that the Commission provides to our region and things that affect our Town.

Planning Board - In January, they have 3 applications that they are considering, including a lot line adjustment/subdivision on Vines Road, a 2 parcel subdivision on Peaceable Street, and a 2 lot subdivision on Sweetman Road.

The BHBL Business Professionals Association had their annual State of the Towns Meeting last week. Councilman Grasso said that he spoke at the meeting regarding what the Town has been working on and plans to work on in 2018.

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

### **RESOLUTION #49**

#### **Resolution for Budget Adjustment/Transfer of Funds**

Motion by Councilman Grasso

Seconded by Councilman Heritage

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

**01/08/18**

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

**Resolution # 49**

Be it resolved that the Supervisor is authorized to make the following transfers:

**For Budget Year 2017, General Fund,**

- Increase expenditure account, A1420.4, Law-Contractual, by \$4,000.79
- Increase expenditure account, A4540.4, Ambulance-Contractual, by \$5,610.00
- Increase expenditure account, A5010.10, Hwy Admin, by \$169.36
- Increase expenditure account, A7550.4, Celebrations-Contractual, by \$499.00
- Increase expenditure account, A8160.4, Refuse & Garbage, by \$375.15
- Increase expenditure account, A8820.4, CHS-Contractual, by \$750.00
- Increase expenditure account, A9030.8, Social Security, by \$1,511.44
- Increase expenditure account, A9060.8, Medical Ins, by \$3,263.94
- Decrease expenditure account, A1990.4, Contingency, by \$16,179.68

**For Budget Year 2017, Highway Fund,**

- Increase expenditure account, DA5110.414, Maint. of Roads, by \$7,731.77
- Decrease expenditure account, DA5110.406, Maint. of Roads, by \$7,731.77
- Increase expenditure account, DA5130.4, Machinery, by \$5,848.09
- Increase expenditure account, DA5140.4, Drug Testing, by \$105.00
- Decrease expenditure account, DA5130.2, Machinery-Equip., by \$5,953.09
- Increase expenditure account, DA5142.1, Snow Removal, by \$8,214.37
- Decrease expenditure account, DA5142.406, Snow Rem Gas, by \$8,214.37
- Increase expenditure account, DA9060.8, Medical Ins, by \$3,553.35
- Decrease expenditure account, DA9055.8, Disability by \$106.97
- Decrease expenditure account, DA9050.8, Unem. Ins., by \$1,050.58
- Decrease expenditure account, DA9030.8, Social Security, by \$43.10
- Decrease expenditure account, DA5142.406, Snow Rem. Gas, by \$2,254.61
- Decrease expenditure account, DA5130.2, Machinery, by \$98.09

**For Budget Year 2017, Water #1 Fund,**

- Increase expenditure account, F8310.411, Water Admin., by \$14.99
- Decrease expenditure account, F8320.2, Supply Power Equip., by \$14.99
- Increase expenditure account, F9030.8, Social Security, by \$225.71
- Decrease expenditure account, F8340.418, Equip. Maint., by \$225.71

Moved by	Councilman Grasso	Voting:	Councilman Grasso	Aye
			Councilman Heritage	Aye
			Councilman Hodgkins	Aye
Seconded by	Councilman Heritage		Councilman Ranaletto	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: January 8, 2018

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

Supervisor Grattidge asked the Board to approve a \$200 biweekly stipend for David Armitage, Highway Department Foreman, for the time that he is filling in to cover the vacancy of the Highway Superintendent position.

**RESOLUTION #50**

**Authorize temporary stipend to Highway Department Foreman**

Motion by Councilman Ranaletto

Seconded by Councilman Hodgkins

BE IT RESOLVED that the Town Board hereby authorizes a temporary stipend of \$200 to be paid bi-weekly to David Armitage, Highway Department Foreman, while he assumes the duties of Highway Superintendent.

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

**PRIVILEGE OF THE FLOOR**

Suzanne Voigt, resident asked if the Town had financial responsibilities to the former Highway Superintendent. Supervisor Grattidge confirmed that Mr. Emerich resigned from his position, and his pay and benefits ended upon his resignation. Because he held an elected position, there is no sick time or accrued benefits.

Supervisor Grattidge also stated that the Highway Department is short one full-time employee, but has been able to get by because there are 2 part-time employees to fill in and help man the trucks for plowing.

Supervisor Grattidge said that the Board needed to go into Executive Session to discuss a personnel issue.

**RESOLUTION #51**

**Motion to go into Executive Session**

Motion by Councilman Heritage

Seconded by Councilman Hodgkins

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

The meeting adjourned at 7:57 p.m. The Board went into Executive Session to discuss a personnel issue and came out of Executive Session at 9:00 p.m. No action was taken.

Respectfully submitted,

Brenda Mills  
Town Clerk