

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

October 9, 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.

Supervisor Grattidge asked for a moment of silence to remember those lost in the tragic limousine accident in Schoharie last weekend.

APPROVAL OF MINUTES

RESOLUTION #161

Approval of Minutes

Motion by Councilman Ranaletto
Seconded by Councilman Grasso

BE IT RESOLVED that the Town Board has approved the minutes of the Town Board Agenda Meeting Minutes on September 24, 2018.

Vote: All Ayes, No Nays. CARRIED

PRIVILEGE OF THE FLOOR FOR AGENDA ITEMS

No one chose to speak.

PRESENTATION BY ST. MARY'S

Charles Dumas, Attorney for St. Mary's Hospital, and Scott Bruce, Vice President of Operations for St. Mary's were present to address the Board about the recently submitted Exceptional Use Permit application for an Urgent Care Facility at the former Stewarts Shop location at the corner of Routes 147 and 67. Mr. Dumas said that the Stewarts donated the property to St. Mary's. There will be no changes to the footprint of the building. They will make upgrades to the building's exterior, lighting, landscaping and signage. The last time they addressed the Board, the exterior design was not in keeping with the Town's rural architecture. They have revised the planned exterior by adding clapboard siding and columns. He believes it to be a type 2 SEQR action. They have had environmental analysis done by Precision Environmental of the property and the well and well water. They were given a clean bill of health. Stewarts had had a previous oil spill there that they had cleaned up. The analysis found no problem with that. The Urgent Care Facility will offer urgent care, x-ray, blood draw, and lab services. It will be open 365 days a year from 9 a.m. to 7 p.m. and be staffed by a Physician's Assistant, and or Registered Nurse Practitioner.

Councilman Grasso said that he appreciates St. Mary's taking the Board's initial comments and requests into consideration and for revising the plans to keep the aesthetics of the building in line with the character of Charlton.

Councilwoman Heritage asked about the outside lighting plan for the building. It will be down lighting in the parking lot.

ABSTRACT OF CLAIMS

RESOLUTION #162

Approval of Abstract of Claims

Motion by Councilwoman Heritage

Seconded by Councilman Robbins

BE IT RESOLVED that the Town Board has approved the payment of bills as presented in Abstract No. 119, voucher numbers 598 –619 in the amount of \$49,804.98.

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

TOWN CLERK'S REPORT

The Town Clerk's office took in \$1,638.00 for the month of September. \$504.14 was paid to the Supervisor's office as revenue, and \$1,133.86 was paid to other Governmental agencies.

SUPERVISORS REPORT

For the month of September, I attended 3 Town meetings and 5 County meetings. Some of the highlights of the month:

- Attended normal Town and County meetings
- Worked on Pump House Repair with our Insurance Company and Contractors
- Attended a 3 day training conference with NYSAC in Rochester

Supervisor Grattidge said that the Town has received the renewal notice for the Town retirees CDPHP Medicare insurance. The premium has increased \$12 for 2019.

RESOLUTION #163

Authorization to renew Retiree CDPHP Medicare insurance

Motion by Councilman Ranaletto

Seconded by Councilman Robbins

BE IT RESOLVED that the Town Board has authorized the renewal of the CDPHP Medicare Advantage Plan for the Charlton retirees for 2019.

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

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

(see financial report on next page)

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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 September, 2018:

DATED: October 8, 2018

SUPERVISOR

	Balance 08/31/2018	Increases	Decreases	Balance 09/30/2018
A GENERAL FUND - TOWNWIDE				
CASH - CHECKING	14,827.10	177,082.07	177,079.66	14,829.51
CASH - SAVING	338,397.32	90,585.51	177,079.66	251,903.17
PETTY CASH	500.00	0.00	0.00	500.00
Park Fees Reserve	41,501.28	3.03	0.00	41,504.31
TOTAL	395,225.70	267,670.61	354,159.32	308,736.99
DA HIGHWAY FUND				
CASH - CHECKING	197.25	51,759.92	51,759.92	197.25
CASH - SAVINGS	96,472.88	68,639.76	51,759.92	113,352.72
CASH, SPECIAL RESERVE	15,492.61	1.95	0.00	15,494.56
TOTAL	112,162.74	120,401.63	103,519.84	129,044.53
F WATER #1 FUND				
CASH - CHECKING	33.54	6,442.04	6,442.04	33.54
CASH - SAVINGS	422,161.40	854.85	6,442.04	416,574.21
WATER SERIAL BOND	34,362.64	2.82	0.00	34,365.46
CASH, SPECIAL RESERVES	121,408.57	4.99	0.00	121,413.56
TOTAL	577,966.15	7,304.70	12,884.08	572,386.77
SW WATER #2 FUND				
CASH - CHECKING	0.00	117.42	117.42	0.00
CASH - SAVINGS	27,216.45	2.27	117.42	27,101.30
TOTAL	27,216.45	119.69	234.84	27,101.30
TA TRUST & AGENCY				
CASH - CHECKING	9,932.46	32,992.96	33,177.96	9,747.46
TOTAL	9,932.46	32,992.96	33,177.96	9,747.46
H CAPITAL PROJECTS				
	0.00	0.00	0.00	0.00
TOTAL	0.00	0.00	0.00	0.00
TOTAL ALL FUNDS	1,122,503.50	428,489.59	503,976.04	1,047,017.05

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ANNOUNCEMENTS

The Town will be holding a Bulk-Item Drop Off at the Town Highway Garage the week of October 15th through October 20 from 8 a.m. to 3 p.m. Information is available on the Town website and at the Town Clerk's office.

The Highway Department will do Fall Brush Pick-Up the week of October 22nd through October 26th. Brush should be curbside by October 21st.

The Highway Department will start a new program this year to pick up bagged leaves the week of October 29th through November 2nd. The leaves must be in biodegradable bags. Leaves should be curbside by October 28th.

COMMUNICATIONS

An email was received from a resident complimenting the Highway Department for the nice paving job that was done on Jenkins Road.

A letter was received from a resident on the corner of Stage Road and Hawley Drive. He is concerned with speeders on that stretch of road. He would like to see a speed limit reduction on the road to 30 mph, more police patrols and the speed wagon placed there. Supervisor Grattidge said that in the past we have not had success with the State with a speed reduction on that stretch of road. Councilman Grasso said that the last speed survey there showed that average traffic was actually slower than the speed limit. He does believe that the Town should do periodic reviews of the roads. The Board will ask the Constables to put the speed wagon on Stage Road and do extra speed patrols.

Supervisor Grattidge said that there was a comment in the Gazette about fireworks going off in Charlton recently. He reminded everyone that a permit and an insurance certificate is needed for a fireworks show.

National Grid has begun work on the substation on Lasher Road in the Town of Ballston near the Charlton Town line. The project will probably take all winter.

DEPARTMENT, COMMITTEE & COUNCILMAN REPORTS

Highway – report by Marshall Heritage

1. Paved Acorn drive and Jenkins Road
2. Started shimming Sweetman/widening the road
3. Shoulder Acorn drive and Jenkins Roads
4. Patching spots on Meadowbrook Ln and Crawford Drive
5. Finished ditching on Sweetman road
6. Picked up brush
7. Truck maintenance
8. Changed the culvert pipe at the storage facility
9. Finished up road side mowing
10. Started cutting shoulders on Oak and Crawford
11. Filled pot holes on Featherbed lane
12. Moved extra stone from the shop to the storage facility
13. Ditch digging on Komar and replaced two driveway culverts
14. Started ditching on old Route 67
15. Finished up brush hogging at the storage facility
16. Sharing services we had Greenfield , Town of Ballston , Saratoga County ,Galway, Halfmoon and Providence trucks helping pave
17. Greenfield dropped off their shoulder machine for us to use
18. Mowing the parks and the lawns
19. Saratoga county dropped off the dumpsters for bulk drop off

Emergency Preparedness – Councilman Robbins said that he participated in the Town of Milton’s evacuation drill. He said it was very impressive and something that possibly we could do in the future.

BHBL Summer Rec – Director Andy Haluska reported on the 2018 summer program. There were a total of 115 campers registered for the 4 week program. 25 campers were from Charlton, which is 22% of the total. Their budget was successful this year. The program was revamped, top notch counselors were hired, and the feedback from parents was positive.

Zoning – For the month of August there were 13 Building Permits issued, \$3,900 in fees collected, 4 CC’s issued, and the permit value was \$74,000.00.

Town of Ballston Library – Steve Burchett, Board of Trustees reported that 2018 was a banner year for the Library. There was an increase in program participation and the Summer Reading program saw a 40% increase. Their budget for 2019 is \$630,900 which includes a 4% increase. He thanked the Town Board for the 2% increase in funding for 2019. The library will be holding a raffle for a beautiful quilt donated by a member of the library community. The quilt is on display behind the circulation desk, and raffle tickets will be sold beginning on Wednesday, October 10. The winner will be drawn at the Christmas Tree Lighting at the library on December 4.

ECC – Marv Schorr reported that the Committee has been busy helping to review subdivision applications and variance applications for the Planning Board and the ZBA.

Seniors- Marv Schorr said that the Seniors are sponsoring a Meet the Candidate event at the Community Center on October 17th at 10 a.m. and everyone is invited to attend.

Constables – In September, there were 25 patrols, 22 complaints, 10 911 calls, 2 accidents & 5 EMT calls responded to. 2,000+ miles were traveled, and 44 tickets were issued (23 issued on Route 67).

Dog Control – In September, there were 6 calls, 4 expired licenses followed up on, 4 dogs returned to owner, and one dog bite case reported.

Councilwoman Heritage thanked the Town Clerk for the nice job that she did in putting the Fall Newsletter together.

Water – Councilman Grasso said that most the pump house repairs are completed. The generator is expected in November.

Town Finance – Councilman Grasso said that the Comptroller’s Office issues a fiscal stress report annually and he has the report for the Town for 2017. The report issues a score which indicates whether or not the Town is indicated to be under fiscal stress. There are 2 scoring criteria; fiscal stress and environmental stress.

- Fiscal stress includes financing, budgeting, debts, cash flow and employee benefits. A score between 0-45 = no fiscal stress, 45-55 = susceptible fiscal stress, 55 – 65 = moderate, 65 -100 = significant. Our Town’s score is 11.7, which puts us way down in the no fiscal stress range. The Town continues to score very well. The score has gone up slightly each year since 2015, but is still low. He feels a large part of that is in large part because of the constraints in budgeting and working down debt.
- Environmental stress level includes demographics, unemployment in Town, poverty levels, and federal and state aid that we rely on. The scoring is: 0-30 = no stress, 30-40 = moderate, 40-50 = moderate, 50-100 = significant. Our score was 20, which indicates no environmental stress designation.

Councilman Grasso said that he feels that we are going to score very well again for 2018. It is something that the Board is mindful of and is a reflection of how they operate the Town from a financial standpoint.

Historian – Marv Livingston reported that the Eagle Scout project at the Swartz Cemetery has been approved and is in the beginning stage. There are 8 headstones to be repaired. The cemetery is on a farm that once belonged to Captain John Patterson, a Revolutionary War hero. The Boy Scouts plan to put a post and rail fence around the cemetery. Curtis Lumber is donating the materials.

MOTIONS, RESOLUTIONS, AND AUTHORIZATIONS

RESOLUTION #164

A RESOLUTION SETTING ESTABLISHING OCTOBER 22, 2018 AS THE DATE FOR A PUBLIC HEARING CONCERNING THE TOWN OF CHARLTON ANNUAL BUDGET FOR 2019

Motion by Councilman Grasso

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. 164

October 9, 2018

**A RESOLUTION ESTABLISHING OCTOBER 22, 2018
AS THE DATE FOR A PUBLIC HEARING CONCERNING
THE TOWN OF CHARLTON ANNUAL BUDGET FOR 2019**

WHEREAS, under provisions of the New York State Town Law, the Town Board of the Town of Charlton is required to conduct a public hearing with respect to the consideration of the Town’s annual budget, and

WHEREAS, the Town Board hereby determines that the annual budget public hearing for the year 2019 shall be held at the Town Hall on Monday, October 22, 2018.

NOW BE IT RESOLVED, that the Town Board will meet at the Town Hall on October 22, 2018 at 7:00 p.m., at which time and place it shall consider comments from residents of the Town of Charlton concerning proposals with respect to the annual Town budget for the year 2019, and

BE IT FURTHER RESOLVED, that the Town Clerk is hereby directed to prepare, post and publish the appropriate notices for such public hearing in accordance with Town Law.

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: October 9, 2018

Brenda Mills, Town Clerk

RESOLUTION #165

A RESOLUTION TO AMEND CERTAIN PROVISIONS OF THE TOWN OF CHARLTON EMPLOYEE HANDBOOK

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. 165

October 9, 2018

A RESOLUTION TO AMEND CERTAIN PROVISIONS OF THE TOWN OF CHARLTON EMPLOYEE HANDBOOK

WHEREAS, the Town of Charlton Employee Handbook was adopted by resolution of the Town Board on November 13, 2006 with an effective date of January 1, 2007, and

WHEREAS, the Town Board has been advised that certain sections of said Employee Handbook should be amended in order to comply with updated rules, regulations and statutory changes affecting equal employment opportunity, diversity and fair treatment and sexual harassment as currently set forth in the aforementioned Town of Charlton Employee Handbook, and

WHEREAS, the Town of Charlton has been provided with updated provisions for the Employee Handbook and regarding non-discrimination and harassment and a complaint form for use in documenting any complaint of alleged discrimination and/or harassment, including sexual harassment, as outlined in the referenced policy as identified in this resolution.

NOW BE IT RESOLVED, that the Town Board hereby authorizes and directs that the proposed changes as set forth in a document entitled "Non-Discrimination and Harassment (including Sexual Harassment) in the Workplace shall become a part of the Town of Charlton Employee Handbook effective the date of this resolution, which amendments shall apply to current Sections 901, 903 and 904 of said Employee Handbook.

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: October 9, 2018

Brenda Mills, Town Clerk

RESOLUTION #166

A RESOLUTION ACKNOWLEDGING RECEIPT OF A SPECIAL EXCEPTION PERMIT APPLICATION FROM ST. MARY'S HOSPITAL REQUESTING APPROVAL FOR AN UERGENT CARE FACILITY AND ACCEPTANCE BY THE TOWN BOARD OF PROMARY JURISDICTION OF SUCH APPLICATION PURSUANT TO THE ZONING ORDINANCE FOR THE TOWN OF CHARLTON

Motion by Councilman Grasso

Seconded by Councilwoman Heritage

Discussion: Councilman Grasso clarified for the record, the this application will be referred to the Planning Board, ECC and the ZBA for an opinion. Each of these Boards and Committees will be invited to the Public Hearing. The Town Board would like their advisory reports prior to the Hearing. The Town Board discussed that Planning Boards participation and decided that no pre-meeting is needed for the Planning Board alone, they will attend the Public Hearing.

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. 166

October 9, 2018

A RESOLUTION ACKNOWLEDGING RECEIPT OF A SPECIAL EXCEPTION PERMIT APPLICATION FROM ST. MARY'S HOSPITAL 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

WHEREAS, the Town Board has received an application on October 3, 2018 from St. Mary's Hospital dated October 3, 2018, applying for a special exception permit for an Urgent Care Facility under Section O, Professional Buildings, and as described in Article VII of the Zoning Ordinance for the Town of Charlton, and

WHEREAS, the Town Board has also received a site plan dated August 16, 2018 prepared by ABD Engineers, LLP, a neighboring property owners list for parcels located within 1500 feet of the proposed site, an applicant's narrative of the subject proposal, a Short Environmental Assessment Form Part I and a rendering of the proposed St. Mary's Urgent Care facility, and

WHEREAS, the Town Board has reviewed such application, consulted with the Town of Charlton Zoning Enforcement Officer and the Attorney for the Town regarding issues which need to be considered in processing this application and as set forth in the aforementioned Article VII of the Town of Charlton Zoning Ordinance.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Charlton hereby formally accepts the special exception permit application of St. Mary's Hospital dated October 3, 2018, and

IT IS FURTHER RESOLVED, that the Town Board will retain primary jurisdiction of this application as authorized and set forth in Article VII, Section 3(A) of the Zoning Ordinance for the Town of Charlton, and

IT IS FURTHER RESOLVED, that the Town Board hereby declares itself as lead agency with respect to all matters involving the requirements of the State Environmental Quality Review Act (SEQRA).

Moved by	Councilman Grasso	Voting:	Councilman Grasso	Aye
			Councilwoman Heritage	Aye
Seconded by	Councilwoman Heritage		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: October 9, 2018

Brenda Mills, Town Clerk

PRIVILEGE OF THE FLOOR

Richard Malaczynski, Deer Run, suggested that a sample of the well water from the old Stewarts location be sent to the Department of Health. Attorney Van Vranken said that this has already be taken care of. Richard also suggested that radon testing be done in the building, as his home in Deer Run tested very high for radon. Attorney Dumas said that the environmental testing that was done addressed this and gave a clean bill of health. Richard asked if there was a paving schedule for Deer Run, as he would like to see it postponed. Superintendent Heritage confirmed that there is no paving schedule.

Marv Schorr, resident and Chairman of the ECC said that the ECC did a survey less than 10 years ago regarding the hot spots of radon in Charlton. Areas were identified, but the ECC was not aware of Deer Run having high radon. He would like to make sure that the ECC gets notified when things like this are found out.

Marv Schorr, resident said that he would like to say how much he appreciates our volunteer firemen in Charlton. He had an incident recently where his lawn tractor caught on fire, and a Harmony Corners fireman and Charlton Fire Chief DeCaprio showed up within 5 minutes of the call.

Suzanne Voigt, resident said that there will be an event at Harmony Hall on October 18th with music by the Hot Club Saratoga. The proceeds will benefit the building repair fund for the Hall.

RESOLUTION #167

MOTION TO ADJOURN MEETING

Motion by Councilman Grasso

Seconded by Councilwoman Heritage

Vote: All Ayes, No Nays. CARRIED

The meeting adjourned at 8:53 p.m.

Respectfully submitted,

Brenda Mills
Town Clerk