

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

November 23, 2020

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 7:30 p.m. to set the agenda for the December 14th meeting.

Present: Councilman Glavin, Councilman Grasso, Councilman Robbins, Supervisor Grattidge, Town Clerk Brenda Mills, Attorney Jim Craig.

Excused: Councilman Ranaletto

**RESOLUTION # 157**

**Approval of Minutes**

Motion by Councilman Grasso

Seconded by Supervisor Grattidge

BE IT RESOLVED that the Town Board hereby approves the minutes from the regular Town Board Meeting on November 9, 2020.

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

**ANNOUNCEMENTS**

The Town Offices will be closed for the Thanksgiving holiday on November 26<sup>th</sup> and 27<sup>th</sup>.

**DISCUSSION**

The Sales Tax received this month was \$113,845.00 and overall is down approximately 5.5% for the year. The Mortgage Tax received was \$16,632.30. The six month distribution amount of Mortgage Tax was \$112,019.69.

The Board has received a notice of resignation from the Account Clerk informing them that her final day will be January 8<sup>th</sup>. The Town Board will post the position and try to find someone in December so that there can be a transition period. The Board has decided to change the position back to part time, 10 to 20 hours per week with an hourly rate of \$23 to \$26 per hour depending on experience. The County has put together the job description for an Account Clerk typist part-time and has posted it with a due date for resumes by December 2<sup>nd</sup>. The position would be a Town Board appointment and would not be a civil service position. There is a possibility of interest from an Account Clerk in a neighboring town.

Councilman Grasso said that the Burnt Hills Ballston Lake Business and Professional Association will be holding their Annual Talk of the Town Meeting and has invited a representative from the Supervisors office to speak. It will be a virtual meeting on-line on January 6<sup>th</sup> at 9 a.m. The Supervisors of the Towns of Ballston, Charlton, Clifton Park and Glenville are asked to speak about the state of their Towns.

Councilman Robbins said he is working with the Seniors to plan the tree lighting ceremony on December 6<sup>th</sup>. Supervisor Grattidge said that with Covid rates rising, he would suggest that the event not be held this year. Councilman Grasso agreed that the event should be cancelled.

Councilman Grasso said that the Town had previously solicited bids from Odorless Sanitary Cleaners, Charlton Septic and Nichol Septic for the Community Center septic system. The only company that submitted a bid was Odorless. The bid was for just under \$25,000 and included a \$7,500 deduct alternate to change the design of

the tank and the rail system. The Councilman has discussed this with the Town Engineer and they feel confident that the Town should take the deduct alternate and go with the cheaper system because of the low volume of usage at the Community Center and because money is tight right now and this is an unplanned expense. Councilman Grasso would like to have a resolution at the next meeting to award the construction of the new septic system to Odorless Sanitary Cleaners for just under \$17,500 and also include \$2,500 for any incidentals as well as the electrical service. He said that he would like to have a dedicated electric service to our pump panel and alarm, etc. He will work with the Town Attorney on getting the resolution done. He has not heard from the Fire Department as to when the work needs to be done, but they will need to coordinate the work with them.

Councilman Robbins said that he and Jay Wilkinson have looking into options to improve the acoustics in the Town Hall Meeting Room. The quotes are quite pricey to do the whole room, so they are looking into doing the work in phases and see how that improves the sound.

## **MOTIONS, AUTHORIZATIONS AND RESOLUTIONS**

### **RESOLUTION #158**

#### **Budget Transfer Resolution – General Fund**

Motion by Councilman Grasso

Seconded by Councilman Glavin

Roll Call: Councilman Glavin: Aye, Councilman Grasso: Aye, Councilman Ranaletto: Absent, Councilman Robbins: Aye, Supervisor Grattidge: Aye. **CARRIED.**

**11/23/2020**

### **Resolution # 158**

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

To cover the cost of additional engineering expense, highway garage expense, and park costs (to be offset by a trail grant):

#### **For Budget Year 2020, General Fund,**

Increase expenditure account, A1440.4, Engineer Contractual, by \$1,625.00

Increase expenditure account, A5132.4, Garage-Contractual, by \$663.60

Increase expenditure account, A7110.411, Parks-Other, by \$8,863.79

Decrease account, A1990.4, Contingent-Contractual, by \$11,152.39

Moved by Councilman Grasso

Voting: Councilman Glavin Aye

Councilman Grasso Aye

Seconded by Councilman Glavin

Councilman Ranaletto Absent

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: November 23, 2020

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Brenda Mills, Town Clerk

**RESOLUTION #159**

**A Resolution to authorize the Highway Superintendent to purchase a 2003 Econoline Trailer**

Motion by Councilman Grasso

Seconded by Councilman Robbins

Discussion: Supervisor Grattidge said that the Highway Superintendent received authorization to purchase a trailer earlier in the year, but the purchase did not take place. This resolution is for a different trailer but the money is still in the budget.

Roll Call: Councilman Glavin: Aye, Councilman Grasso: Aye, Councilman Ranaletto: Absent, Councilman Robbins: Aye, Supervisor Grattidge: Aye. **CARRIED.**

**11/23/2020**

**Resolution # 159**

**Authorize the Highway Superintendent to Purchase 2003 Econoline Trailer**

BE IT RESOLVED that the Town Board hereby authorizes the Highway Superintendent to purchase one, 2003 Econoline Trailer, at a total price of **\$5,006.00**, from Upstate Auto Sales, Inc. Cost of trailer, will be paid out of the 2020, machinery-equipment budget line.

Moved by Councilman Grasso

Voting: Councilman Glavin Aye

Councilman Grasso Aye

Seconded by Councilman Robbins

Councilman Ranaletto Absent

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

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Brenda Mills, Town Clerk

A resolution was discussed to authorize the Highway Superintendent to order a 2021 HV613 International Dump truck that the Town would take possession of in the end of 2021, but a decision was made to get more information so the Town Attorney can draft a formal resolution for the next meeting. They anticipate that the truck will be paid for with a 5 year bond.

**RESOLUTION #160**

**Abstract of Claims**

Motion by Councilman Grasso

Seconded by Councilman Robbins

Discussion: Councilman Grasso said that there was a couple of discrepancies on the Engineering Escrow Account vouchers and he would like that clarified and corrected prior to paying the invoices.

BE IT RESOLVED that the Town Board has approved the payment of bills as presented in Abstract #120, voucher numbers 739- 768 in the amount of \$102,484.03. .

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

**PRIVILEGE OF THE FLOOR**

No one chose to speak.

**RESOLUTION #161**

**Adjournment of Meeting**

Motion by Councilman Grasso

Seconded by Councilman Robbins

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

The meeting adjourned at 7:54 p.m.

Respectfully submitted,

Brenda Mills  
Town Clerk