

**Town of Charlton
Saratoga County
Organizational Resolutions, Public Hearing on Jeremy Jordan SUP application and
Town Board Meeting**

January 8, 2024

The 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 Grasso at 7:30 p.m.

Present: Supervisor Grasso, Councilman Glavin, Councilman Robbins, Councilman St. John, Councilman Tasse.

Also present: Town Clerk Brenda Mills, Attorney Craig.

ORGANIZATIONAL RESOLUTIONS

Supervisor Grasso said that the Board has had ample time to review the resolutions. He read the titles of each resolution and noted any changes. The Board discussed the resolutions and no objection was made to voting on resolutions 1-56 in entirety.

RESOLUTIONS #1-56

Approval of 2024 Organizational Resolutions

Motion by Councilman Robbins

Seconded by Councilman Glavin

Roll Call: Councilman Glavin: Aye, Supervisor Grasso: Aye, Councilman Robbins: Aye, Councilman St. John: Aye, Councilman Tasse: Aye. **CARRIED**

(A complete copy of the resolutions is attached at the end of the minutes)

7:46p.m. Councilman Glavin was excused from the meeting.

PUBLIC HEARING REGARDING THE JEREMY JORDAN SPECIAL USE PERMIT APPLICATION

The Town Clerk read the following Legal Notice and confirmed that it was published in the official newspaper, The Daily Gazette on December 22, 2023:

NOTICE OF PUBLIC HEARING

**TOWN BOARD
TOWN OF CHARLTON**

PLEASE TAKE NOTICE that the Town Board of the Town of Charlton will hold a Public Hearing on January 8, 2024 at 7:30 p.m., at the Charlton Town Hall, 758 Charlton Road, Charlton, New York, County of Saratoga, for the purpose of hearing all persons regarding the special exception permit application of Jeremy Jordan, regarding property located at 1922 Route 67 for approval of commercial use for a lawn and landscaping maintenance business with equipment parking and storage.

The application for this special exception permit is open to inspection and review at the Town of Charlton, Town Hall, 758 Charlton Road, during regular business hours. All persons wishing to appear at said hearing and be heard may do so in person or by other representation.

Communications in writing in relation thereto may be filed with the Board prior to, or at such hearing.

DATED: December 21, 2023
Brenda Mills
Town Clerk

Supervisor Grasso opened the floor for public comments.

Councilman St. John said that he received communication from Bob Killeen, resident. Mr. Killeen asked where the waste will go? Mr. Killeen is concerned with the amount of property behind the building, noting that there is only about 100 feet before wetlands. He noticed a propane tank and wants to know if there is heat in the building. Are they doing truck maintenance? He is not in favor of approving the permit.

Teddi Smith, resident, asked if there is a water system in the building? Supervisor Grasso said that there is not water in the building. She said that she cannot believe that they would be doing maintenance if there is no water.

Mr. Jordan said that there is no water, septic, gasoline or salt storage on the property. There is a small heater in the building that uses propane. He does not plan to install water or septic.

No more public comments were made.

Supervisor Grasso said that the Board solicited opinions from other Land Use Committees and will share their comments with Mr. Jordan. The Board will review all of comments and discuss at a later meeting. No decision will be made on the application tonight.

MOTION #57

Motion to close the public hearing

Motion by Councilman Robbins

Seconded by Councilman Tasse

Roll Call: Councilman Glavin: Absent, Supervisor Grasso: Aye, Councilman Robbins: Aye, Councilman St. John: Aye, Councilman Tasse: Aye. **CARRIED**

The Board proceeded with the regular Town Board meeting.

APPROVAL OF MINUTES

MOTION #58

Approval of Minutes

Motion by Councilman Robbins

Seconded by Councilman Tasse

BY MOTION the Town Board approved the minutes of the Town Board Meeting on December 27, 2023.

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

PRIVILEGE OF THE FLOOR FOR AGENDA ITEMS

Larry Bascom, resident at 1289 Eastern Avenue spoke regarding the Erik Nixon Exceptional Use Permit (EUP) application. He said that he is totally opposed to it. He said when he applied for a beauty shop EUP years ago, he had to notify neighbors within a mile radius, but on the Nixon application he has heard nothing. He said that Mr. Nixon has about 19 vehicles stored on a postage-stamp sized lot. He said that a building is being

built out of what was once a tent. He said that he and neighboring properties have lost \$50,00 in property value because of the Nixon property. It should not have been allowed to get this far.

Kim Basom, resident at 1289 Eastern Avenue spoke regarding the Nixon EUP application. She said that the property is disgusting, her property and neighboring properties have declined in value. She said that the business was supposed to be a traveling ag repair business, but she sees combines and other heavy equipment trying to get through his driveway. There are trees growing through his building. She is very ashamed of the Town. She finds the hole thing unacceptable. There is junk and a tank sitting behind the property. She is ashamed that this was allowed to happen.

Supervisor Grasso said that the Town has just received the application for a farm equipment repair business. Nothing has been done with the application as the process is just starting. The Board has a resolution tonight to acknowledge receipt of the application and also assign the Town Board jurisdiction to be the deciding Board on the application. There will be a public hearing at a later date and the public will be notified.

TOWN CLERK'S REPORT

Town Clerk – Clerk Mills said for the month of December, her office took in \$397.50. \$327.83 was paid to the Supervisor as revenue, and \$69.67 was paid to other Governmental agencies.

Town Clerk's Annual Report: The Town Clerk's Office took in \$12,070.27 in 2023, of which \$7,196.92 was paid to the Supervisor's Office as revenue. \$3,946.35 was paid to DEC for 149 Hunting and Fishing licenses. \$567.00 was paid to NYS Animal Control Population Fund for 490 dog licenses, and \$360.00 was paid to NYS Dept of Health for 16 marriage licenses. The Town Clerk's office also issued 95 Handicap parking tags, 30 Certificates of Residency, 223 certified copies of Vital Records, 5 Marriage Officiant Licenses, 1 Birth Certificate, 22 Death Certificates and 22 Burial Permits .

SUPERVISORS REPORT

Announcements:

The Town offices will be closed January 15th in observance of Martin Luther King Day.
The Planning Board will meet on January 15th.

Town Updates:

The Court fines for November were \$9,521.00. Remittance to New York State was \$4,561.00 and the Town retained \$4,935.00.

County Updates:

Phil Barrett, Supervisor of the Town of Clifton Park was named as Chairman of the Saratoga County Board of Supervisors. Supervisor Grasso has been appointed to the Trail& Open Space Committee, Public Works, Health and Human Services, and Law and Finance Committee.

Financial Updates:

Supervisor Grasso said that par was 100%. The cash account balance has increased \$249,344.03 bringing the cash account balance to \$1,973,194.92. The General Fund is at 113% of revenues and 106% of expenses, against the budget. The Highway Fund is at 102% of revenues and 101% of expenses, against the budget. CHIPS money was received in December.

DEPARTMENT, COMMITTEE & COUNCILMAN REPORTS

Councilman Tasse, Liaison:

Ballston Community Public Library – Rebecca Verhayden read the following report:

The Library has several upcoming programs including Getting Started with Canva - Senior Planet Computer Class on Monday, January 29 at 10:00 AM and Paint with Patrice, an adult painting class, on Monday, February 5 at 6:00 PM. • The Friends of the Library Mini Golf Fundraiser will be held February 23 and 24. Golfers of all ages are invited to participate for \$5 to pay 18 holes of indoor mini golf throughout the Library! • The Library is hiring! We have an opening for a part-time bookkeeper for 15 hours per week starting in February. More information is available at bcpl.sals.edu or by emailing the Director at rverhayden@sals.edu.

Technology Committee – Councilman Tassè said that he is reviewing insurance information for cyber security. He has a meeting set up this week to explore a possible IT provider option. He plans to reach out to the Committee members and schedule a meeting.

Councilman Robbins: The Councilman wanted to publicly thank Jay Wilkinson for his many years of service as the Chairman of the Charlton Planning Board. He also thanked Marshall Heritage, Highway Superintendent for doing a nice job staying within the 2023 Highway budget.

Councilman St. John, Liaison:

Constables – In December, there were 2,401 miles traveled, 29 patrols, 12 complaints, 8 911 calls and 2 accidents/10 EMT Fire calls were responded to, and 31 tickets were issued (6 on Route 67). 2023 Annual Report: 366 patrols, 204 complaints answered, 135 911 calls, 19 EID and 65 EMT/fire calls responded to. 474 tickets were issued, of which 137 were issued on Route 67.

Supervisor Grasso thanked Tom Parks for his 58 years of service to the Town as a Constable.

Dog Control – In December, there were 5 calls received, 4 Court Appearance tickets were issued and 1 dog bite case was reported.

Planning Board – the Board did not meet in December.

MOTIONS, RESOLUTIONS AND PROCLAMATIONS

RESOLUTION #59

Resolution acknowledging receipt of the Exceptional Use Permit Application of Erik C. Nixon to use his property at 1291 Eastern Avenue for an Agriculture and Farm Equipment Repair Business and the acceptance by the Town Board of primary jurisdiction of such application pursuant to the Zoning Ordinance of the Town of Charlton

Motion by Councilman St. John

Seconded by Councilman Robbins

Roll Call: Councilman Glavin: Absent, Councilman Robbins: Aye, Councilman St. John: Aye, Councilman Tasse: Aye, Supervisor Grasso: Aye. **CARRIED**

**TOWN OF CHARLTON
COUNTY OF SARATOGA
STATE OF NEW YORK**

**RESOLUTION NO. 59
JANUARY 8, 2024**

**RESOLUTION ACKNOWLEDGING RECEIPT OF THE EXCEPTIONAL USE
PERMIT APPLICATION OF ERIK C. NIXON TO USE HIS PROPERTY AT 1291
EASTERN AVENUE FOR AN AGRICULTURE AND FARM EQUIPMENT REPAIR
BUSINESS AND THE ACCEPTANCE BY THE TOWN BOARD OF PRIMARY
JURISDICTION OF SUCH APPLICATION PURSUANT TO THE ZONING ORDINANCE
OF THE TOWN OF CHARLTON**

WHEREAS, the Town Board has received an application from Erik C. Nixon applying for an exceptional use permit to use his property located at 1291 Eastern Avenue, in the Town of Charlton, for the purpose of conducting and carrying on an agricultural and farm equipment repair business, as required by Article VII, Special Exceptions to Designated Land Uses of the Zoning Ordinances for the Town of Charlton, adopted September 14, 2015; and

WHEREAS, the Town Board members have each been provided a copy of such application, and will have the opportunity to consult with the Town of Charlton Zoning Enforcement Officer and the Attorney for the Town regarding issues which need to be considered in processing such application and as set forth in the aforementioned Town of Charlton Zoning Ordinance.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Charlton hereby formally accepts the Exceptional Use Permit application of Erik C. Nixon, to use his property located at 1291 Eastern Avenue for an agricultural and farm equipment repair business, subject to the Applicant providing all documents and further information requested by the Board, a copy of which application is attached to this resolution and made a part hereof; and it is further

RESOLVED, that the Town Board desires to and will retain primary jurisdiction of this application as authorized and set forth in Article VII, Section 3(A) of the Zoning Ordinance of the Town of Charlton; and it is further

RESOLVED, that the Town Board will review the application and make a determination as to whether the application constitutes an Unlisted or Type I Action under the State Environmental Quality Review Act (SEQRA); and it is further

RESOLVED, that the Town Board declares itself to be and shall act as Lead Agency for the purposes of the State Environmental Quality Review Act (SEQRA), subject to the rights of any other involved or interested agencies, if any; and it is further

RESOLVED, that the Town Board will refer said application to the Charlton Planning Board, the Charlton Zoning Board of Appeals, the Charlton Environmental Conservation Commission, and the Town Engineer, as it deems required, and may request an advisory opinion from each due by February 9, 2024, for the Town Board's consideration as set forth in Section 3(g)(iii) of the aforementioned Local Law No. 1 of 2015; and it is further

RESOLVED, that said application will also be referred to the Saratoga County Planning Board and the Charlton Code Enforcement Officer for comment, as well as to any other Board, Committee or Agency as the Town Board in its' sole discretion so chooses or deems necessary, and shall further be filed in the Office of the Town Clerk.

Moved by Councilman St. John

Seconded by Councilman Robbins

Voting: Councilman Glavin	Absent
Councilman Robbins	Aye
Councilman St. John	Aye
Councilman Tasse	Aye
Supervisor Grasso	Aye

The resolution was duly adopted on January 8, 2024.

Brenda Mills, Town Clerk

ABSTRACT OF CLAIMS

MOTION #60

Approval of Abstract of Claims

Motion by Councilman Tasse

Seconded by Councilman Robbins

BY MOTION, the Town Board approved the processing of Abstract 1, voucher numbers 1-21 in the amount of \$24,018.78 which was audited by Town Board members.

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

PRIVILEGE OF THE FLOOR

Larry Bascom, resident, asked if the budget for the Water Department has ever been audited and if loses of water are accounted for. Supervisor Grasso said that an extensive New York State audit was done 2 years ago, and also annually, an AUD report (Annual Update Document) is filed with NYS.

MOTION #61

Motion to adjourn the meeting

Motion by Councilman Tasse

Seconded by Councilman Robbins

BY MOTION the Town Board adjourned the meeting at 8:24 p.m.

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

Respectfully submitted,

Brenda Mills
Town Clerk

**2024 ORGANIZATIONAL RESOLUTION
TOWN BOARD
TOWN OF CHARLTON**

January 8, 2024

RESOLUTIONS No. 1 – 56

Town Resolutions

RESOLUTION NO. 1

Resolution setting meeting dates of the Town Board

The Board shall convene at 7:30 PM o'clock in the evening for Town Board meetings on the second and fourth Monday of every month, except holidays in which case the following day or as designated by the Board. Dates are to be as follows, location to be the Town Hall.

January 8, 2024	July 8, 2024
January 22, 2024	July 22, 2024
February 12, 2024	August 12, 2024
February 26, 2024	August 26, 2024
March 11, 2024	September 9, 2024
March 25, 2024	September 23, 2024
April 8, 2024	October 15, 2024 (Tues)
April 22, 2024	October 28, 2024
May 13, 2024	November 12, 2024 (Tues)
May 28, 2024 (Tues)	November 25, 2024
June 10, 2024	December 9, 2024
June 24, 2024	December 23, 2024

Special meetings of the Board shall be called in accordance with applicable provisions as provided in Town Law, with public notice in newspaper and posted at Town Hall.

Moved by	Councilman Robbins	Voting: Councilman Glavin	Aye
		Councilman Robbins	Aye
Seconded by	Councilman Glavin	Councilman St. John	Aye
		Councilman Tasse	Aye
		Supervisor Grasso	Aye

RESOLUTION NO. 2

Resolution adopting the proceedings of the Town Board

BE IT RESOLVED that the following rules shall govern the proceedings of the Town Board meetings, Town of Charlton, County of Saratoga, State of New York.

Rule 1

The order of business shall be as follows:

1. Salute to the flag

2. Roll call
3. Approve minutes: Previous Town Board, Public Hearings, etc.
4. Privilege of the floor for stated agenda items (each speaker limited to 5 minutes)
5. Town Clerk's Report (first meeting of the month only)
6. Supervisor's Report (Announcements, Communications, Town, Financial, County)
7. Councilman Reports
8. Motions & Resolutions
9. Abstract of Claims
10. Privilege of the Floor (each speaker limited to 5 minutes)

Rule 2

The Board shall be called to order by the Supervisor and a roll call taken. In the absence of the Supervisor, the Deputy Supervisor shall preside. In the event neither the Supervisor nor Deputy Supervisor is present then those Board members in attendance shall appoint the chair of the meeting.

Rule 3

Any Board member who enters the room after the roll call shall be recognized by the Supervisor and his presence noted in the minutes. Likewise, Board members wishing to leave the meeting before adjournment must first be excused by the Supervisor and their time of departure noted in the minutes.

Rule 4

No person except the members of the Board shall have the privilege of the floor without the unanimous consent of the Board members present and recognition by the chair.

Rule 5

Resolutions will be proposed and discussed with action to be taken at the Town Board meetings. Majority Board member consent can expand actions to be taken at meetings not otherwise authorized by this provision.

Rule 6

Procedures not governed by these rules shall be governed by Roberts Rules of Order (Revised), or as determined by a majority of the Board members in attendance.

Rule 7

Video and audio recording only. The Town Clerk is to be provided with an unedited copy of the audio or video tapes or media within five (5) calendar days of the meeting.

Moved by Councilman Robbins

Voting: Councilman Glavin Aye

Councilman Robbins Aye

Seconded by Councilman Glavin

Councilman St. John Aye

Councilman Tasse Aye

Supervisor Grasso Aye

RESOLUTION NO. 3

Resolution naming the Daily Gazette as the Official Newspaper for the Town of Charlton

BE IT RESOLVED that The Daily Gazette is hereby named as the official newspaper for the Town of Charlton.

Moved by Councilman Robbins

Voting: Councilman Glavin Aye
Councilman Robbins Aye
Councilman St. John Aye
Councilman Tasse Aye
Supervisor Grasso Aye

Seconded by Councilman Glavin

Committee and Board Appointments

RESOLUTION NO. 4

Resolution to appoint members to the Assessment Review Board

BE IT RESOLVED that ERIN MILLER is appointed as a member of the Charlton Assessment Review Board for a term commencing October 1, 2023 and terminating September 30, 2028.

Moved by Councilman Robbins

Voting: Councilman Glavin Aye
Councilman Robbins Aye
Councilman St. John Aye
Councilman Tasse Aye
Supervisor Grasso Aye

Seconded by Councilman Glavin

In compliance with State requirements, expiration date of terms of office will be adjusted from December 31 to September 30 each year. Expiration dates of other member terms of the Assessment Review Board are:

Dawn Szurek	Expiring 9/30/24
Shelley Smith	Expiring 9/30/25
Andrew Haluska	Expiring 9/30/26
Don Schermerhorn	Expiring 9/30/27

RESOLUTION NO. 5

Resolution to appoint Members of the Technology Committee

BE IT RESOLVED that JAMES LEUPOLD, CHRIS TASSE, GEORGE EGGLESTON and JC QUIRIN are appointed members of the Charlton Technology Committee for a term commencing January 1, 2024 and terminating December 31, 2024,

BE IT RESOLVED that CHRIS TASSE is appointed as Chairman of the Charlton Technology Committee for a term ending December 31, 2024.

Moved by Councilman Robbins

Voting: Councilman Glavin Aye
Councilman Robbins Aye
Councilman St. John Aye
Councilman Tasse Aye
Supervisor Grasso Aye

Seconded by Councilman Glavin

RESOLUTION NO. 6

Resolution to appoint members to the Environmental Conservation Commission

BE IT RESOLVED that THEODORA SMITH, ASILDA DUBE, ROBERT KILLEEN, JR., AND LANE JASTREBSKI are hereby appointed as members of the Charlton Environmental

Conservation Commission for a term commencing January 1, 2024 and terminating December 31, 2024; and

BE IT RESOLVED that ROBERT KILLEEN, JR. is hereby appointed Chairman of the Charlton Environmental Conservation Commission for a term commencing January 1, 2024 and terminating December 31, 2024.

Moved by	Councilman Robbins	Voting: Councilman Glavin	Aye
		Councilman Robbins	Aye
Seconded by	Councilman Glavin	Councilman St. John	Aye
		Councilman Tasse	Aye
		Supervisor Grasso	Aye

RESOLUTION NO. 7

Resolution to appoint members to the Board of Ethics

BE IT RESOLVED that GARY VANDERHORST and DON SCHERMERHORN are hereby appointed as members of the Charlton Board of Ethics for the term January 1, 2024 and terminating December 31, 2024.

Moved by	Councilman Robbins	Voting: Councilman Glavin	Aye
		Councilman Robbins	Aye
Seconded by	Councilman Glavin	Councilman St. John	Aye
		Councilman Tasse	Aye
		Supervisor Grasso	Aye

RESOLUTION NO. 8

Resolution to appoint members to the Town of Charlton Historic District Commission with such powers and duties as prescribed under Local Law #2 of the year 1973

BE IT RESOLVED that RICHARD BATTENHAUSEN, MARV LIVINGSTON and DAVE TAPLIN are hereby re-appointed as members of the Charlton Historic District Commission for a term commencing January 1, 2024 and terminating December 31, 2025; and

BE IT RESOLVED that JAMES POIRIER is hereby appointed as Chairman of the Charlton Historic District Commission for a term commencing January 1, 2024 and terminating December 31, 2024.

Moved by	Councilman Robbins	Voting: Councilman Glavin	Aye
		Councilman Robbins	Aye
Seconded by	Councilman Glavin	Councilman St. John	Aye
		Councilman Tasse	Aye
		Supervisor Grasso	Aye

Terms of other Historic District Commission members are as follows:

Jim Poirer	Expires 12/31/2024
Joe Volpe	Expires 12/31/2024

RESOLUTION NO. 9

Resolution appointing members to the Park Committee

BE IT RESOLVED that PETER MARR, GEORGE EGGLESTON, RYAN ALVERSON and DAVE ROBBINS are appointed as members of the Charlton Park Committee, to work as an advisory committee to the Town Board with special interest in the development and use of parklands in the Town of Charlton for the term commencing January 1, 2024 and terminating December 31, 2024; and

BE IT RESOLVED that DAVE ROBBINS is appointed as Chairman of the Charlton Park Committee for a term commencing January 1, 2024 and terminating December 31, 2024.

Moved by	Councilman Robbins	Voting:	Councilman Glavin	Aye
			Councilman Robbins	Aye
Seconded by	Councilman Glavin		Councilman St. John	Aye
			Councilman Tasse	Aye
			Supervisor Grasso	Aye

RESOLUTION NO. 10

Resolution to appoint Commissioners to the Ambulance Advisory Board

BE IT RESOLVED that the Town Board is authorized to appoint three (3) Commissioners to the Charlton Ambulance Advisory Board formed in 2019. JOHN FLEURY, JAMES LEUPOLD and TRACEY LYONS are appointed as Commissioners, to work as an advisory board to the Town Board with special interest in the budgeting and financial oversight of the three ambulance companies serving Charlton, for a term commencing January 1, 2024 and terminating December 31, 2024.

Moved by	Councilman Robbins	Voting:	Councilman Glavin	Aye
			Councilman Robbins	Aye
Seconded by	Councilman Glavin		Councilman St. John	Aye
			Councilman Tasse	Aye
			Supervisor Grasso	Aye

RESOLUTION NO.11

Resolution to appoint members and a Chairperson to the Planning Board

BE IT RESOLVED that RICK POTTS be appointed as a member of the Charlton Planning Board for the position vacated by JAY WILKINSON, with said term ending December 31, 2026, and

BE IT RESOLVED that ROBIN SEVINSKY be appointed as a member of the Charlton Planning Board for the term commencing January 1, 2024 and terminating December 31, 2030, and

BE IT RESOLVED that RICK POTTS be appointed as Chairman of the Charlton Planning Board for the term commencing January 1, 2024 and terminating on December 31, 2024.

Moved by	Councilman Robbins	Voting:	Councilman Glavin	Aye
			Councilman Robbins	Aye
Seconded by	Councilman Glavin		Councilman St. John	Aye
			Councilman Tasse	Aye
			Supervisor Grasso	Aye

Terms of other members of the Planning Board are as follows:

Jonathan Riedinger	Expiring 12/31/24
Greg Stevens	Expiring 12/31/25
Dawn Szurek	Expiring 12/31/27
Connie Wood	Expiring 12/31/28
Chris Mitchell	Expiring 12/31/29

RESOLUTION NO.12

Resolution appointing members to the Veterans Memorial Board Committee

BE IT RESOLVED that PETER PARKER, JAMIE SHEPPARD, AND GEORGE EGGLESTON are appointed members of the Charlton Veterans Memorial Board Committee for a term commencing January 1, 2024 and terminating December 31, 2024, and

BE IT RESOLVED that PETER PARKER is hereby appointed as Chairman of the Charlton Veterans Recognition Board in Gideon Hawley Park to serve at the pleasure of the Town Board for a term commencing January 1, 2024 and terminating December 31, 2024.

Moved by	Councilman Robbins	Voting: Councilman Glavin	Aye
		Councilman Robbins	Aye
Seconded by	Councilman Glavin	Councilman St. John	Aye
		Councilman Tasse	Aye
		Supervisor Grasso	Aye

RESOLUTION NO.13

Resolution to appoint members to the Zoning Board of Appeals

BE IT RESOLVED that DAVID TAPLIN is hereby appointed as member of the Charlton Zoning Board of Appeals for a term commencing January 1, 2024 and ending December 31, 2028, and

BE IT RESOLVED that LINDSEY STEVENS is hereby appointed as member of the Charlton Zoning Board of Appeals for the position vacated by RICK POTTS, with said term ending December 31, 2026, and

BE IT RESOLVED that JAMES LEUPOLD is hereby appointed as Chairman of the Charlton Zoning Board of Appeals for a term commencing January 1, 2024 and ending December 31, 2024.

Moved by	Councilman Robbins	Voting: Councilman Glavin	Aye
		Councilman Robbins	Aye
Seconded by	Councilman Glavin	Councilman St. John	Aye
		Councilman Tasse	Aye
		Supervisor Grasso	Aye

Terms of the other members of the Zoning Board of Appeals are as follows:

James Leupold	Expiring 12/31/24
Nate Keenan	Expiring 12/31/25
Carlton Ellms	Expiring 12/31/27

RESOLUTION NO. 14

Resolution to appoint members to the Land Use Review Committee

BE IT RESOLVED that JIM SEVINSKY, DAWN SZUREK, DAVE WOOD, MARGO JONES, BOB KILLEEN, LINDSEY STEVENS, MIKE HOTALING, LAURIE KRUPPENBACHER, MARNA POSLUSZNY, PAUL SAGER, BILL VARCASIO, MIKE BRUN, DAN MARTIN, JENNA SMITH, KEN GOLD, DON SCHERMERHORN, EDWARD PLOG AND JEREMY DOUGLAS are hereby appointed as members of the Land Use Review Committee to work as an advisory board to the Town Board with special interest in the areas of land use, for a term commencing January 1, 2024 and terminating December 31, 2024, and

BE IT RESOLVED that JIM SEVINSKY is hereby appointed as Chairman of the Charlton Land Use Review Committee for a term commencing January 1, 2024 and ending December 31, 2024.

Moved by	Councilman Robbins	Voting: Councilman Glavin	Aye
		Councilman Robbins	Aye

Seconded by Councilman Glavin

Councilman St. John Aye
Councilman Tasse Aye
Supervisor Grasso Aye

Town Department Appointments

RESOLUTION NO. 15

Resolution appointing a Deputy Supervisor

BE IT RESOLVED that the Supervisor is hereby authorized to appoint a Deputy Supervisor to serve at the pleasure of the Supervisor.

Moved by Councilman Robbins

Voting: Councilman Glavin Aye
Councilman Robbins Aye
Councilman St. John Aye
Councilman Tasse Aye
Supervisor Grasso Aye

Seconded by Councilman Glavin

RESOLUTION NO. 16

Resolution appointing a Clerk to the Supervisor

BE IT RESOLVED that the Supervisor is hereby authorized to appoint a part-time Clerk to the Supervisor to serve at the pleasure of the Supervisor. Up to two Clerks to the Supervisor may be appointed at one time on a temporary basis for appropriate transition of job duties.

Moved by Councilman Robbins

Voting: Councilman Glavin Aye
Councilman Robbins Aye
Councilman St. John Aye
Councilman Tasse Aye
Supervisor Grasso Aye

Seconded by Councilman Glavin

RESOLUTION NO. 17

Resolution appointing a Bookkeeper to the Supervisor

BE IT RESOLVED that the Town Board is hereby authorized to appoint a part-time Bookkeeper to the Supervisor to serve at the pleasure of the Supervisor. Up to two Bookkeepers may be appointed at one time on a temporary basis for appropriate transition of job duties.

Moved by Councilman Robbins

Voting: Councilman Glavin Aye
Councilman Robbins Aye
Councilman St. John Aye
Councilman Tasse Aye
Supervisor Grasso Aye

Seconded by Councilman Glavin

RESOLUTION NO. 18

Resolution to appoint a Town Historian

BE IT RESOLVED that Marvin Livingston is hereby appointed as part-time Charlton Town Historian for a term commencing January 1, 2024 and terminating December 31, 2024.

Moved by Councilman Robbins

Voting: Councilman Glavin Aye

Seconded by Councilman Glavin

Councilman Robbins Aye
Councilman St. John Aye
Councilman Tasse Aye
Supervisor Grasso Aye

RESOLUTION NO. 19

Resolution Appointing part-time Deputy Town Clerks

BE IT RESOLVED that the Town Clerk is authorized to appoint up to three (3) part-time deputies to serve at the pleasure of the Town Clerk. The Town Clerk shall notify the Town Board of all such appointments. The Town Board authorizes the Town Clerk to fix the duties of any deputy or deputies, which may be the full power and duties of the Town Clerk.

Moved by Councilman Robbins

Voting: Councilman Glavin Aye
Councilman Robbins Aye
Councilman St. John Aye
Councilman Tasse Aye
Supervisor Grasso Aye

Seconded by Councilman Glavin

RESOLUTION NO. 20

Resolution to Appoint a Registrar of Vital Statistics

BE IT RESOLVED that BRENDA MILLS is hereby appointed Registrar of Vital Statistics for a term commencing January 1, 2024 and terminating December 31, 2024.

Moved by Councilman Robbins

Voting: Councilman Glavin Aye
Councilman Robbins Aye
Councilman St. John Aye
Councilman Tasse Aye
Supervisor Grasso Aye

Seconded by Councilman Glavin

RESOLUTION NO. 21

Resolution to Appoint a Deputy Registrar of Vital Statistics

BE IT RESOLVED that LAURIE KRUPPENBACHER is hereby appointed Deputy Registrar of Vital Statistics and for a term commencing January 1, 2024 to December 31, 2024.

Moved by Councilman Robbins

Voting: Councilman Glavin Aye
Councilman Robbins Aye
Councilman St. John Aye
Councilman Tasse Aye
Supervisor Grasso Aye

Seconded by Councilman Glavin

RESOLUTION NO. 22

Resolution to appoint a Freedom of Information Officer

BE IT RESOLVED that BRENDA MILLS is hereby appointed as Freedom of Information Officer for a term commencing January 1, 2024 and terminating December 31, 2024.

Moved by Councilman Robbins

Voting: Councilman Glavin Aye
Councilman Robbins Aye
Councilman St. John Aye
Councilman Tasse Aye

Seconded by Councilman Glavin

Supervisor Grasso Aye

RESOLUTION NO. 23

Resolution to appoint an Assessor

BE IT RESOLVED that KIM CARON is hereby appointed as Assessor for a term commencing January 1, 2024 and terminating December 31, 2024 (6-year term ends 12/31/24).

Moved by	Councilman Robbins	Voting:	Councilman Glavin	Aye
			Councilman Robbins	Aye
Seconded by	Councilman Glavin		Councilman St. John	Aye
			Councilman Tasse	Aye
			Supervisor Grasso	Aye

RESOLUTION NO. 24

A Resolution to appoint a part-time Clerk to the Assessor

BE IT RESOLVED that the Assessor is authorized to appoint up to two (2) part-time Clerks to serve at the pleasure of the Assessor.

Moved by	Councilman Robbins	Voting:	Councilman Glavin	Aye
			Councilman Robbins	Aye
Seconded by	Councilman Glavin		Councilman St. John	Aye
			Councilman Tasse	Aye
			Supervisor Grasso	Aye

RESOLUTION NO. 25

Resolution to appoint a Water Superintendent and Assistant Water Superintendent

BE IT RESOLVED that DOUGLAS FLYNN is hereby appointed as part-time Water Superintendent, of Charlton Water District No. 1 and any associated Extension, and Water District #2 and any associated Extension, to serve at the pleasure of the Town Board; and

BE IT RESOLVED that DENNIS RUSSELL is hereby appointed as part-time Assistant Water Superintendent to serve at the pleasure of the Town Board; and

BE IT RESOLVED that KIM CARON is hereby appointed as part-time Water Clerk, to serve at the pleasure of the Town Board.

Moved by	Councilman Robbins	Voting:	Councilman Glavin	Aye
			Councilman Robbins	Aye
Seconded by	Councilman Glavin		Councilman St. John	Aye
			Councilman Tasse	Aye
			Supervisor Grasso	Aye

RESOLUTION NO. 26

Resolution to appoint a Code Enforcement Officer/Zoning Administrator/Building Inspector, a Assistant Code Enforcement Officer and a Zoning Clerk

BE IT RESOLVED that TERRY ANTHONY is hereby appointed as part-time Charlton Code Enforcement Officer/Zoning Administrator/Building Inspector, to serve at the pleasure of the Town Board; and

BE IT RESOLVED that DOUG RANALETTO is hereby appointed as part-time Charlton Assistant Code Enforcement Officer, to serve at the pleasure of the Town Board, and

BE IT RESOLVED that LAURIE KRUPPENBACHER is hereby appointed as part-time Zoning Clerk.

Moved by Councilman Robbins

Voting: Councilman Glavin Aye

Councilman Robbins Aye

Seconded by Councilman Glavin

Councilman St. John Aye

Councilman Tasse Aye

Supervisor Grasso Aye

RESOLUTION NO. 27

Resolution to appoint a Deputy Tax Collector

BE IT RESOLVED that the Charlton Tax Collector is authorized to appoint one (1) part-time Deputy Tax Collector to serve at the pleasure of the Tax Collector.

Moved by Councilman Robbins

Voting: Councilman Glavin Aye

Councilman Robbins Aye

Seconded by Councilman Glavin

Councilman St. John Aye

Councilman Tasse Aye

Supervisor Grasso Aye

RESOLUTION NO. 28

Resolution to appoint Constables/Peace Officers

BE IT RESOLVED that THOMAS PARKS be appointed as part-time Senior Constable/Peace Officer to serve at the pleasure of the Town Board; and

BE IT RESOLVED that GARY PARKS is hereby appointed as full-time Constable/Peace Officer to serve at the pleasure of the Town Board; and

BE IT RESOLVED that GREG PARKS is hereby appointed as a part-time Constable/Peace Officer to serve at the pleasure of the Town Board; and

BE IT RESOLVED that RANDY ANGEROSA is hereby appointed as part-time Constable/Peace Officer and Court Security Officer to serve at the pleasure of the Town Board.

Moved by Councilman Robbins

Voting: Councilman Glavin Aye

Councilman Robbins Aye

Seconded by Councilman Glavin

Councilman St. John Aye

Councilman Tasse Aye

Supervisor Grasso Aye

RESOLUTION NO. 29

Resolution to appoint a Dog Control Officer

BE IT RESOLVED that GARY PARKS is hereby appointed as Charlton Dog Control Officer to serve at the pleasure of the Town Board.

Moved by Councilman Robbins

Voting: Councilman Glavin Aye

Councilman Robbins Aye

Seconded by Councilman Glavin

Councilman St. John Aye

Councilman Tasse Aye

Supervisor Grasso Aye

RESOLUTION NO. 30

A Resolution to appoint a Court Clerk

BE IT RESOLVED that BEVERLEY PASHLEY is hereby appointed as part-time Court Clerk to serve at the pleasure of the Town Board and the Town Justices.

Moved by	Councilman Robbins	Voting:	Councilman Glavin	Aye
			Councilman Robbins	Aye
Seconded by	Councilman Glavin		Councilman St. John	Aye
			Councilman Tasse	Aye
			Supervisor Grasso	Aye

RESOLUTION NO. 31

Resolution to appoint Clerical Workers to Certain Boards, Committees and Departments

BE IT RESOLVED that KIMBERLY CARON is hereby appointed as part-time Secretary to the Town of Charlton Planning Board and Zoning Board of Appeals, to serve at the pleasure of the Town Board; and

BE IT RESOLVED that SUSAN YORK is hereby appointed part-time Clerk to the Town of Charlton Planning Board, to serve at the pleasure of the Town Board; and

BE IT RESOLVED that LAURIE KRUPPENBACHER is hereby appointed as Secretary to the Charlton Assessment Review Board and the Land Use Review Committee, to serve at the pleasure of the Town Board.

Moved by	Councilman Robbins	Voting:	Councilman Glavin	Aye
			Councilman Robbins	Aye
Seconded by	Councilman Glavin		Councilman St. John	Aye
			Councilman Tasse	Aye
			Supervisor Grasso	Aye

Appointment of Contracts

RESOLUTION NO. 32

Resolution to appoint a Town Attorney and a Planning Board Attorney

BE IT RESOLVED that JAMES CRAIG be appointed as General Counsel for the Town and Attorney for the Zoning Board of Appeals, and WILLIAM KENIRY be appointed as Attorney for the Planning Board to serve at the pleasure of the Town Board, upon approved annual agreement with the Town Board.

Moved by	Councilman Robbins	Voting:	Councilman Glavin	Aye
			Councilman Robbins	Aye
Seconded by	Councilman Glavin		Councilman St. John	Aye
			Councilman Tasse	Aye
			Supervisor Grasso	Aye

RESOLUTION NO. 33

Resolution to contract for Library Services

BE IT RESOLVED that the Supervisor is hereby empowered to contract for library services with the Town of Ballston Community Library during the Year 2024, at a fee not to exceed \$48,800.00 Dollars, upon contract approval by the Town Board.

Moved by Councilman Robbins

Voting: Councilman Glavin Aye
Councilman Robbins Aye
Councilman St. John Aye
Councilman Tasse Aye
Supervisor Grasso Aye

Seconded by Councilman Glavin

RESOLUTION NO. 34

Resolution to contract for Emergency Medical Services

BE IT RESOLVED that the Supervisor is hereby empowered to contract for emergency medical services with the Ballston Lake Emergency Squad at a fee not to exceed \$41,076, Galway Ambulance Corps at a fee not to exceed \$52,386, and Community Emergency Corps at a fee not to exceed \$2,760 for services to be provided beginning January 1, 2024 and terminating December 31, 2024, at a combined cost not to exceed \$96,222, upon contract approval by the Town Board.

Moved by Councilman Robbins

Voting: Councilman Glavin Aye
Councilman Robbins Aye
Councilman St. John Aye
Councilman Tasse Aye
Supervisor Grasso Aye

Seconded by Councilman Glavin

RESOLUTION NO. 35

Resolution appointing a Town Engineer and a Water District Engineer

BE IT RESOLVED that the Environmental Design Partnership is hereby appointed as the Town and Water District Engineer, to serve at the pleasure of the Town Board.

Moved by Councilman Robbins

Voting: Councilman Glavin Aye
Councilman Robbins Aye
Councilman St. John Aye
Councilman Tasse Aye
Supervisor Grasso Aye

Seconded by Councilman Glavin

RESOLUTION NO. 36

Resolution for contracted services with the Galway Food Pantry, Charlton Seniors, Meals on Wheels, Charlton Historical Society, Captain/Community Human Services, BH/BL Summer Recreation Program and Galway Summer Recreation Program.

BE IT RESOLVED that the Town of Charlton will pay for the following 2024 contracted services: \$500.00 to the Galway Food Pantry (Program for the Aging), \$2,000.00 to the Charlton Seniors (Program for the Aging), \$1,100 for Meals on Wheels (Program for the Aging), \$2,000.00 to the Charlton Historical Society, \$4,000.00 to Captain/Community Human Services, \$2,000.00 to BH/BL Summer Recreation Program (Joint Youth Program), and \$600 to Galway Summer Recreation Program (Joint Youth Program), upon contract approval by the Town Board.

Moved by Councilman Robbins

Voting: Councilman Glavin Aye
Councilman Robbins Aye
Councilman St. John Aye
Councilman Tasse Aye
Supervisor Grasso Aye

Seconded by Councilman Glavin

RESOLUTION NO. 37

Resolution to appoint a Town Health Officer

BE IT RESOLVED that DR. KRISTEN MARTIN is hereby appointed Town Health Officer, to serve at the pleasure of the Town Board.

Moved by Councilman Robbins

Voting: Councilman Glavin Aye
Councilman Robbins Aye
Councilman St. John Aye
Councilman Tasse Aye
Supervisor Grasso Aye

Seconded by Councilman Glavin

RESOLUTION NO. 38

Resolution Designating Certain Banks as Depositories for Town Funds - Year 2024

BE IT RESOLVED that the Ballston Spa National Bank, having a principal office in Ballston Spa, Saratoga County, New York, is hereby designated as the official depository for the following Town of Charlton accounts:

1. All Town checking accounts.
2. All General Reserve accounts of the Town Supervisor.
3. The Town Clerk account.
4. The Tax Collector account.
5. The Town Justice Hart account.
6. The Town Justice Piasecki account.
7. The Charlton Water District #1 general account and repair reserve account.
8. The Charlton Water District #2 general account.

BE IT FURTHER RESOLVED that all Departments that receive moneys or checks will process these funds within 5 business days. The Supervisors office will deposit all funds and receipts within 5 business days, or more often if required to do so by the Town Board.

Moved by Councilman Robbins

Voting: Councilman Glavin Aye
Councilman Robbins Aye
Councilman St. John Aye
Councilman Tasse Aye
Supervisor Grasso Aye

Seconded by Councilman Glavin

RESOLUTION NO. 39

Resolution Authorizing Time Deposits

BE IT RESOLVED that the Supervisor of the Town of Charlton, as Chief Fiscal Officer for the Town, is hereby authorized to deposit certain Town funds in time deposit accounts during calendar year 2024. The following guidelines and authorities are also approved:

The maximum amount authorized for such time deposits is Two Million Five Hundred Thousand Dollars (\$2,500,000.00). Funds which the Supervisor may place in such time deposits shall include, but not be limited to, general Town of Charlton funds, Charlton Highway Department funds and Water District #1 funds. The Supervisor shall have discretion to combine funds in time deposits for the purpose of obtaining the highest interest rate yields on such accounts. The Supervisor shall maintain a record of all such time deposits, including the amount of such deposits and the interest earned, investment date and maturity date. The Supervisor will provide a listing of such accounts to the Town Board on a monthly basis, which information shall include the deposit amounts, interest rate, banking institution, interest earned, date of investment and maturity.

Moved by Councilman Robbins

Voting: Councilman Glavin Aye
Councilman Robbins Aye
Councilman St. John Aye
Councilman Tasse Aye

Seconded by Councilman Glavin

RESOLUTION NO. 40

Resolution Establishing a Cash Management and Investment Policy

The objectives of the Investment Policy of the Town of Charlton are to minimize risk, to ensure that investments mature when cash is required to finance operations, and to insure a competitive rate of return. In accordance with this policy, the Supervisor is hereby authorized to invest all funds, including proceeds of obligations and reserve funds as follows:

(a) Certificate of deposit issued by a commercial bank or trust company authorized to do business in New York State;

(b) Time Deposit Accounts in a commercial bank or trust company authorized to do business in New York State;

All other local government officials receiving money in their official capacity must deposit such funds in a commercial bank or trust company authorized to do business in New York State.

All investments made pursuant to this policy shall comply with the following conditions:

1. Collateral

Certificates of deposit shall be fully secured by insurance of FDIC or by obligations of New York State, or obligations of the United States, or obligations of Federal Agencies, the principal interest of which are guaranteed by the U.S. or obligations of New York State local government. Collateral shall be delivered to the Town of Charlton or a custodial bank to the account of the Town of Charlton or to a Federal Reserve Bank. The market value of collateral supplied by any bank shall at all times equal or exceed the total principal amount of certificates of deposit and time savings deposits held by the bank less applicable FDIC coverage. The bank selling the investment shall provide a list of collateral with the Town of Charlton and report all changes in that list.

2. Written contracts shall be required for the purchase of all certificates of deposits.

The Supervisor shall review the annual reports of all banks holding town funds, to determine satisfactory financial strength.

The Supervisor shall authorize investments on behalf of the Town of Charlton. All investment agreements shall be confirmed in writing.

The Supervisor may make a quarterly survey of CD rates with the following three banks: BSNB, 1st National Bank of Scotia, and Adirondack Trust.

The Supervisor's annual financial report shall include a report on all investments.

This guideline shall be reviewed annually by the Town Board at its organizational meeting or as soon thereafter as is reasonably practicable.

The Town Board acknowledges the granting of a single user originator and approver for ACH, EFTPS and Wire Transfers through Ballston Spa National Bank Cash Management product. The Supervisor will review and sign ACH, EFTPS, Bank statements, Collateral Reports, and transfer sheets prior to performing transfers. A copy of completed transfer will be printed from Cash Management and attached to a signed authorization.

Moved by Councilman Robbins

Voting: Councilman Glavin Aye
Councilman Robbins Aye

Seconded by Councilman Glavin

Councilman St. John Aye
Councilman Tasse Aye
Supervisor Grasso Aye

RESOLUTION NO. 41

Resolution Establishing an Unreserved Fund Balance Policy for the General Fund (A Fund)

The objectives of the Unreserved Fund Balance Policy of the General Fund of the Town of Charlton are to minimize financial risk and to ensure that sufficient liquid cash capital is available to fund unforeseen expenses that have not been accounted for in the Town Budget. In accordance with this policy, the Budget Officer/Town Supervisor is hereby directed to manage finances and the Town Budget to set aside unreserved cash assets in accordance with the amounts below. The actual dollar amounts held in unreserved fund balance is expected to vary based on the anticipated fluidity of unforeseen expenses and revenues but shall serve as a general guide. When the targeted fund balance is exceeded, the Budget Officer/Town Supervisor shall adjust revenues, appropriations or establish reserve accounts to bring fund balances in line with targeted values.

Targeted General Fund (A Fund) Unreserved Fund Balance: An amount no less than the larger of \$250,000 or 25% of the current year's General Fund budget, and no greater than the larger of \$1,000,000 or 100% of the current year's General Fund budget.

The Budget Officer/Supervisor shall report to the Town Board on current fund balances no less than quarterly.

Moved by Councilman Robbins

Voting: Councilman Glavin Aye
Councilman Robbins Aye
Councilman St. John Aye
Councilman Tasse Aye
Supervisor Grasso Aye

Seconded by Councilman Glavin

RESOLUTION NO. 42

Resolution Establishing an Unreserved Fund Balance Policy for the Highway Fund (DA Fund)

The objectives of the Unreserved Fund Balance Policy of the Highway Fund of the Town of Charlton are to minimize financial risk and to ensure that sufficient liquid cash capital is available to fund unforeseen expenses that have not been accounted for in the Town Budget. In accordance with this policy, the Budget Officer/Town Supervisor is hereby directed to manage finances and the Town Budget to set aside unreserved cash assets in accordance with the amounts below. The actual dollar amounts held in unreserved fund balance is expected to vary based on the anticipated fluidity of unforeseen expenses and revenues but shall serve as a general guide. When the targeted fund balance is exceeded, the Budget Officer/Town Supervisor shall adjust revenues, appropriations or establish reserve accounts to bring fund balances in line with targeted values.

Targeted Highway Fund (DA Fund) Unreserved Fund Balance: An amount no less than the larger of \$100,000 or 10% of the current year's Highway Fund budget, and no greater than the larger of \$500,000 or 50% of the current year's Highway Fund budget.

The Budget Officer/Supervisor shall report to the Town Board and Highway Superintendent on current fund balances no less than quarterly.

Moved by Councilman Robbins

Voting: Councilman Glavin Aye
Councilman Robbins Aye

Seconded by Councilman Glavin

Councilman St. John Aye
Councilman Tasse Aye
Supervisor Grasso Aye

RESOLUTION NO. 43

Resolution Establishing an Unreserved Fund Balance Policy for the Water Fund #1 (F Fund)

The objectives of the Unreserved Fund Balance Policy of the Water Fund #1 of the Town of Charlton are to minimize financial risk and to ensure that sufficient liquid cash capital is available to fund unforeseen expenses that have not been accounted for in the Town Budget. In accordance with this policy, the Budget Officer/Town Supervisor is hereby directed to manage finances and the Town Budget to set aside unreserved cash assets in accordance with the amounts below. The actual dollar amounts held in unreserved fund balance is expected to vary based on the anticipated fluidity of unforeseen expenses and revenues but shall serve as a general guide. When the targeted fund balance is exceeded, the Budget Officer/Town Supervisor shall adjust revenues, appropriations or establish reserve accounts to bring fund balances in line with targeted values.

Targeted Water Fund #1(F Fund) Unreserved Fund Balance: An amount no less than the larger of \$100,000 or 50% of the current year's Water Fund #1 budget, and no greater than the larger of \$500,000 or 200% of the current year's Water Fund #1 budget.

The Budget Officer/Supervisor shall report to the Town Board and Water Superintendent on current fund balances no less than quarterly.

Moved by Councilman Robbins

Voting: Councilman Glavin Aye
Councilman Robbins Aye
Councilman St. John Aye
Councilman Tasse Aye
Supervisor Grasso Aye

Seconded by Councilman Glavin

RESOLUTION NO. 44

Resolution to establish a Petty Cash Fund for Certain Town Officials - Year 2024

BE IT RESOLVED that the Tax Collector be authorized to establish a Petty Cash Fund in the sum of Two Hundred (\$200.00) Dollars to be utilized as provided by law in the performance of the duties of the Office of Tax Collector, which shall be returned to the Supervisor prior to making returns of unpaid taxes to the County Treasurer, and

BE IT FURTHER RESOLVED that the Town Clerk be authorized to establish a Petty Cash Fund in the sum of One Thousand (\$1,000.00) Dollars; Five Hundred (\$500.00) Dollars of which shall serve as a cushion to the checking account, and Five Hundred (\$500.00) Dollars petty cash at Town Hall, to be utilized as provided by law in the performance of the duties of Town Clerk.

Moved by Councilman Robbins

Voting: Councilman Glavin Aye
Councilman Robbins Aye
Councilman St. John Aye
Councilman Tasse Aye
Supervisor Grasso Aye

Seconded by Councilman Glavin

RESOLUTION NO. 45

Resolution to establish Credit Card policy

BE IT RESOLVED that the Board authorizes that BRENDA MILLS, MARSHALL HERITAGE, and JOE GRASSO be authorized users of the Town of Charlton visa credit cards issued by TCM/BSNB with a cumulative limit of \$10,000.00, that MARSHALL HERITAGE and DAVID ARMITAGE be authorized users on Lowes credit account with a cumulative limit of \$4,000.00, and that MARSHALL HERITAGE be an authorized user on a Tractor Supply Company credit card with a credit limit of \$7,500.00. The Town Board permits the use of Town credit card by certain town employees named above to pay for actual and necessary expenses incurred for the Town. All credit cards will be in the name of the Town. Credit cards may only be used for legitimate Town business and are not intended to circumvent the Town's policy on purchasing. Purchases that are unauthorized, illegal, represent a conflict of interest, are personal in nature or violate the intent of this policy may result in credit card revocation and discipline of the employee. The Supervisor shall periodically but not less than yearly monitor the use of each credit card and report any problems or discrepancies to the Town Board.

Moved by Councilman Robbins

Voting: Councilman Glavin Aye
Councilman Robbins Aye
Councilman St. John Aye
Councilman Tasse Aye
Supervisor Grasso Aye

Seconded by Councilman Glavin

RESOLUTION NO. 46

Resolution Accepting the Bonds of Various Town Officials

BE IT RESOLVED that the Town Board of the Town of Charlton approve and accept the undertakings of the below listed Town Officials and employees in the indicated sums and that a copy thereof is filed in the Saratoga County Clerk's Office:

Supervisor	\$ 300,000.00
Principal Account Clerk	\$ 300,000.00
Town Clerk	\$ 90,000.00
Tax Collector	\$ 300,000.00
All other Town Employees Blanket @	\$10,000.00

Moved by Councilman Robbins

Voting: Councilman Glavin Aye
Councilman Robbins Aye
Councilman St. John Aye
Councilman Tasse Aye
Supervisor Grasso Aye

Seconded by Councilman Glavin

RESOLUTION NO. 47

Resolution Establishing Town Holidays for benefit eligible employees for 2024

Holidays – Benefit eligible employees shall receive the following paid holidays:

New Year's Day – Jan. 1	Columbus Day – Oct. 14
Martin Luther King – Jan. 15	Election Day – Nov. 5
President's Day – Feb. 19	Veterans Day – Nov. 11
Good Friday – Mar. 29	Thanksgiving Day – Nov. 28
Memorial Day – May 27	Day after Thanksgiving – Nov. 29
Independence Day – July 4	Christmas – Dec. 25
Labor Day – Sept. 2	Day after Christmas – Dec. 26

Moved by Councilman Robbins

Voting: Councilman Glavin Aye
Councilman Robbins Aye
Councilman St. John Aye

Seconded by Councilman Glavin

Councilman Tasse Aye
Supervisor Grasso Aye

RESOLUTION NO. 48

Resolution to establish Compensatory Time for the Highway Department

BE IT RESOLVED that the Town Board hereby authorizes that each full-time Highway employee shall be allowed to accumulate the first, 20 overtime hours earned as compensatory time each year and that it may be used as three, ten-hour days, regular time, the week of the July 4th holiday. It shall be used within the same calendar year that the time is earned. All full-time, highway employees may agree to participate in this compensatory time program. Any employee who leaves employment prior to the July 4th holiday week, will be paid the earned and accumulated 20 hours of over-time, compensatory time, in their last paycheck. Any new, full-time highway employee, beginning work after January 1st of the year, will not be able to participate in the compensatory time program for that calendar year.

Moved by	Councilman Robbins	Voting:	Councilman Glavin	Aye
			Councilman Robbins	Aye
Seconded by	Councilman Glavin		Councilman St. John	Aye
			Councilman Tasse	Aye
			Supervisor Grasso	Aye

RESOLUTION NO. 49

Resolution to establish a Safety Gear Allowance for the Highway Department

BE IT RESOLVED that the Town Board hereby authorizes that any, full-time Highway employee with more than one year's continuous service shall receive an annual personal safety gear allowance for the purchase of work safety boots, gloves, etc. related to employment, as directed by the Highway Superintendent. Each full-time, Highway employee shall be allowed to purchase, up to \$200.00/year towards a pair of personal safety gear per calendar year.

Moved by	Councilman Robbins	Voting:	Councilman Glavin	Aye
			Councilman Robbins	Aye
Seconded by	Councilman Glavin		Councilman St. John	Aye
			Councilman Tasse	Aye
			Supervisor Grasso	Aye

RESOLUTION NO. 50

Resolution to establish a Dental Insurance Option for Town Employees

BE IT RESOLVED that the Town Board hereby authorizes that any Town employee may agree to purchase dental insurance through the Town's broker and Delta Dental of New York. Request for dental coverage shall be in writing in accordance with forms as prescribed by the Town Supervisor. The premium cost of an employee's dental insurance option will be divided equally by pay period and will be deducted each pay period or may be paid in advance by each employee. The Town will not contribute towards any dental insurance premiums, but will only act to collect the premium costs from participating employees and send payment monthly for the Town's participants.

Moved by	Councilman Robbins	Voting:	Councilman Glavin	Aye
			Councilman Robbins	Aye
Seconded by	Councilman Glavin		Councilman St. John	Aye
			Councilman Tasse	Aye
			Supervisor Grasso	Aye

RESOLUTION NO. 51

Resolution to establish Health Insurance Options for Town Employees

BE IT RESOLVED that the Town Board hereby authorizes that any Town employee may agree to purchase health insurance through the Town's broker and either Highmark Blue Shield or CDPHP, as approved by the Town Board. Request for health insurance coverage shall be in writing in accordance with forms as prescribed by the Town Supervisor. The premium cost of an employee's health insurance shall be paid for in accordance with the Town of Charlton Employee Handbook. The employee's share of health insurance premiums (if applicable) will be divided equally by pay period and will be deducted each pay period or may be paid monthly in advance by each employee.

Moved by Councilman Robbins

Voting: Councilman Glavin Aye

Councilman Robbins Aye

Seconded by Councilman Glavin

Councilman St. John Aye

Councilman Tasse Aye

Supervisor Grasso Aye

RESOLUTION NO. 52

Resolution Establishing Salaries for Appointive and Elective Officials for Year 2024

Elective Officials

Supervisor	\$22,500.00/year
Budget Officer-Supervisor	\$5,000.00/year
Councilman (4)	\$7,500.00/year
Highway Superintendent	\$75,000.00/year
Justice Hart	\$15,000.00/year
Justice Piasecki	\$15,000.00/year
Town Clerk	\$47,150.00/year
Tax Collector	\$6,750.00/year

Appointive

Deputy Supervisor	\$2,000.00/year
Assessor (K. Caron)	\$19,800.00/year
Clerk to the Supervisor (L. Grasso)	\$32.20/ hour
Bookkeeper (T. Pudney)	\$27.52/hour
Court Clerk (B. Pashley)	\$22.84/hour
Deputy Town Clerk 1 (T. Hart)	\$19.20/hour
Deputy Town Clerk 2 (L. Kruppenbacher)	\$18.68/hour
Deputy Town Clerk 3 (M. Jones)	\$18.68/hour
Highway Working Supervisor (D. Armitage)	\$32.50/hour
Highway MEO (N. Chase)	\$27.49/hour
Highway MEO (D. Palmateer)	\$24.83/hour
Highway MEO (J. Almy)	\$24.83/hour
Highway MEO (W. Sisler)	\$24.20/hour
Highway MEO (R. Snyder)	\$19.76/hour
Senior Constable (T. Parks)	\$15,600.00/year
Constable (Gary Parks)	\$55,500.00/year
Constable (Greg Parks)	\$32.00/hour
Constable (R. Angerosa)	\$1,100.00/year + \$60.00/Court Night
Dog Control Officer (Gary Parks)	\$8,500.00/year

Historian (Marvin Livingston)	\$1,750.00/year
Code Enforcement Officer/Zoning Administrator/Building Inspector (T. Anthony)	\$15,000.00/year
Zoning Clerk (L. Kruppenbacher)	\$18.68/hour
Registrar of Vital Statistics (B. Mills)	\$1,300.00/year
Registrar of Dogs (B. Mills)	\$650.00/year
Deputy Tax Collector (T. Hart)	\$19.20/hour
Water Superintendent – Water District #1(D. Flynn)	\$37,500.00/year
Water Superintendent – Water District #2 (D. Flynn)	\$2,200.00/year
Asst. Water Superintendent –District #1 (D. Russell)	\$11,800.00/year
Asst. Water Superintendent –District #2 (D. Russell)	\$550.00/year
Cleaner – Town Hall (B. Mills)	\$200.00/week
Water Clerk (K. Caron)	\$6,850.00/year
Zoning Clerk (L. Kruppenbacher)	\$18.68/hour
Assessment Review Board Clerk (L. Kruppenbacher)	\$18.68/hour
Secretary to the Planning Board (K. Caron)	\$1,100.00/year
Secretary to the Zoning Board of Appeals	\$860.00/year
Assessor Clerk (M. Frewin)	\$18.68/hour
Asst. Code Enforcement Officer (D. Ranaletto)	\$30.00/hour

Moved by	Councilman Robbins	Voting:	Councilman Glavin	Aye
			Councilman Robbins	Aye
Seconded by	Councilman Glavin		Councilman St. John	Aye
			Councilman Tasse	Aye
			Supervisor Grasso	Aye

RESOLUTION NO. 53

Resolution Establishing Purchase and Receipt of Goods, Materials and Services

It shall be the policy of the Town to purchase goods, materials and services from reliable vendors at the lowest cost to the town.

All Departments, Boards, and Commissions budgeted to purchase goods, materials, and services will adhere to the following procedures in connection with the purchase and receipt of goods and services:

1. Major Purchases and Contracting

Except where allowed by Section 103 of by the General Municipal Law, all contracts for the purchase of materials, supplies and equipment involving expenditures of \$20,000.00 or more, and contracts for the accomplishment of public works for more than \$35,000.00 shall be let through advertised sealed bids in accordance with the General Municipal Law.

2. Purchase of other Materials, Goods, Equipment and Services

- (a) Purchase of goods and materials involving expenditures of less than \$3,000.00 (\$5,000.00 for Highway Department) which are proper Town charges and covered by appropriations may be authorized by the heads of Departments, Boards, and Commissions having budget appropriations assigned to them. Claims will be processed through normal channels and audited by the Town Board. When the balances in contractual and/or equipment are reduced to \$100.00 or less the effected department will be notified and no purchases can be made without prior approval of the budget officer.

- (b) Quotations from at least two and preferably three vendors shall be obtained for all purchases over \$3,000.00 (\$5,000.00 for Highway Department) for material, supplies and equipment not purchased on State, County or Town contracts or bids. Quotations may be obtained in writing or by telephone. In the latter case the purchaser will enter the quotations listing: (i) Date of Quote, (ii) Items Quoted, (iii) Vendor Name, (iv) Address and Phone number, (v) Prices Quoted, and (vi) Successful vendor. The Purchase Order will be subject to regular and periodic audit. Quotes will be kept on file with the final purchase order. If purchased on State, County or Town contracts, the contract number must be listed on the purchase order.
- (c) All purchases of greater than \$3,000.00 (\$5,000.00 for Highway Department) in value except, as noted below must be approved in advance by the Town Board. Exceptions are purchases of bulk operating material routinely delivered, such as fuel and heating fuel, bulk materials for highway projects, or repair parts and repair services.
- (d) Qualified Town of Charlton vendors of goods, services, or materials purchased by the Town should be given the opportunity to quote. This is not intended to eliminate vendors outside Town boundaries.
- (e) Except when directed by the Town Board, no solicitation of written proposals or quotations shall be required under the following circumstances, all subject to Town Supervisor approval:
 - 1) Acquisition of professional services
 - 2) Emergencies
 - 3) Sole source situations
 - 4) Goods purchased from agencies for the blind or severely handicapped
 - 5) Goods purchased from correctional facilities
 - 6) Goods purchased from another governmental agency
 - 7) Goods purchased at auction (*supporting documentation should be attached such as blue book pricing or comparable items pricing to support purchase)
 - 8) Goods purchased for less than \$3,000.00 (\$5,000.00 for Highway Department)
 - 9) Public works contracts for less than \$5,000.00
- (f) Price quotations must be F.O.B. Town Hall, Highway Department or Town job site. In those cases where the Town must provide pickup services, these costs will be added to the price for evaluation purposes using the following formula:
 - Pickup Truck = Total mileage x \$1.00/mile plus driver/helper
hourly rates x trip time
 - Large Truck = Total mileage x \$2.00/mile plus personnel time as above
- (g) Selection of vendor will be made on the basis of lowest delivered price or best value assuming the vendor meets delivery and specification requirements.
- (h) Qualified Town of Charlton vendors will be awarded the order or contract in those cases where delivered prices are approximately equal and delivery dates are satisfactory on a competitive basis.
- (j) Vouchers submitted to the Town Supervisor for payment must be accompanied by the vendor's invoice. The voucher will list each detailed item received and will be signed in the "Department Approval" block by the employee of the Town physically receiving the goods or services, to verify that the goods or services appearing on the invoice were in fact received. Alternately, the person actually receiving the goods may sign off on the invoice or shipping document furnished by the vendor. This must be attached to the voucher. The voucher will

further be countersigned by the head of the responsible Department or Board involved, to confirm receipt. The department head authorizing the purchase may NOT also sign as receiving the goods.

(k) The Town Supervisor may in the case of any emergency situation and upon request of the department or agency head involved waive all or part of Paragraph 2 of this policy to authorize purchases necessary to protect the safety, health or general welfare of the Town or residents. Each emergency case must be documented and reported to the Town Board by the department head or Town Supervisor at the next regular meeting of the Board.

Moved by Councilman Robbins

Voting: Councilman Glavin Aye

Councilman Robbins Aye

Seconded by Councilman Glavin

Councilman St. John Aye

Councilman Tasse Aye

Supervisor Grasso Aye

RESOLUTION NO. 54

Resolution to Establish a Travel & Conference Expense Schedule

BE IT RESOLVED that for the Year 2024 the Federal Mileage Rate will be used as mileage compensation for all Town and Water District officials to be paid to them upon submission of a warrant therefore when it becomes necessary for them to utilize their own vehicles in the performance of their duties. Pre-authorization must be obtained from the Town Supervisor for expenses for travel, meals and lodging for conferences or workshops required for town business. There will be no reimbursement for alcoholic beverages, entertainment or other expenses of a personal nature. Hotel reimbursement shall not exceed the Federal reimbursement rate and meal reimbursement shall not exceed \$75 per day. Original receipts must be submitted with a vendor claim and copy of prior approval to obtain reimbursement. Requested reimbursement shall not exceed the prior authorized expense limits.

Moved by Councilman Robbins

Voting: Councilman Glavin Aye

Councilman Robbins Aye

Seconded by Councilman Glavin

Councilman St. John Aye

Councilman Tasse Aye

Supervisor Grasso Aye

RESOLUTION NO. 55

Resolution to establish computer use policy

BE IT RESOLVED that the Town Board shall review an Information Technology Disaster Recovery Plan and adopt regularly. Each employee should use complex passwords and change passwords regularly. Computers or laptops should only be used for Town business and should be signed off during periods of inactivity and shut down nightly prior to leaving.

Moved by Councilman Robbins

Voting: Councilman Glavin Aye

Councilman Robbins Aye

Seconded by Councilman Glavin

Councilman St. John Aye

Councilman Tasse Aye

Supervisor Grasso Aye

RESOLUTION NO. 56

Resolution to establish annual Appointments

BE IT RESOLVED that the Town Board and or Supervisor, as may be applicable, makes the following appointments for the year 2024.

Moved by Councilman Robbins

Voting: Councilman Glavin Aye

Councilman Robbins Aye

Seconded by Councilman Glavin

Councilman St. John Aye

Councilman Tasse Aye

Supervisor Grasso Aye

APPOINTMENTS

Deputy Supervisor

David Robbins

Deputy Town Clerks

Teresa Hart

Margo Jones

Laurie Kruppenbacher

Registrar of Vital Statistics

Brenda Mills

Bookkeeper

Tammy Pudney

Clerk to the Supervisor

Lisa Grasso

Clerk to the Assessor

Mary Beth Frewin

Deputy Tax Collector

Teresa Hart

Town Historian

Marvin Livingston

Clerk to the Planning Board

Susan York

Secretary to the Zoning Board of Appeals

Kimberly Caron

Secretary to the Planning Board

Kimberly Caron

Court Clerk

Beverley Pashley

Zoning Clerk

Laurie Kruppenbacher

Clerk to Assessment Board of Review

Laurie Kruppenbacher

Control of Dogs

Gary Parks

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 January 8, 2024.

Brenda Mills, Town Clerk

TOWN SUPERVISOR'S 2024 COMMITTEE AND LIAISON APPOINTMENTS

Pursuant to Section 63 of Town Law, the Supervisor appoints the following committee and liaison assignments:

SUPERVISOR GRASSO:

Government

Local

County

State

Federal

Municipal Support

Legal

Finance

Audits

Insurance

Engineering

Town Departments and Boards

Clerk's Office

Assessor's Office

Tax Collector
Court
Board of Assessment Review
Board of Ethics

Human Resources

Employee Handbook
Benefits
Ethics

COUNCILMAN ROBBINS:

Building and Grounds (with exception of facility engineered systems below)

Maintenance/Repair/Investment
Town Hall
Community Center
Highway Garage

Highway Department

Roads
Drainage
Traffic Control
Highway Equipment

Parks, Recreation and Celebrations

Parks
Trails
Veterans (including Veterans Memorial Board)
Party in the Park
Parades
Town Sponsored Community Events

COUNCILMAN ST. JOHN:

Emergency Services

Police
Fire
EMS (including Ambulance Advisory Board)
Dog Control
Emergency Response/Disaster Preparedness

Land Use

Building Department
Zoning Board
Planning Board
Land Use Regulations
ECC
Historic District Commission

COUNCILMAN GLAVIN:

Water

Department
Districts
System Infrastructure/Equipment

Electric Transmission

Costs

Utility Provider Interface

System Infrastructure Equipment (Back-up Generators)

Town Facilities Engineered Systems Maintenance

Heating and Cooling

Elevators

Lighting

Fire Protection

COUNCILMAN TASSE:

Community Services

Seniors

Library

Youth

Historian

Cemeteries

Technology

Website

Information Technology

Security

Distributed Broadband/Cable/Wireless Communications