

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

April 12, 2021

The Regular Meeting of the Town Board of the Town of Charlton, Saratoga County, New York was held on Zoom and called to order by Supervisor Grasso at 7:30 p.m.

Roll Call: Councilman Glavin, Councilman Ranaletto, Councilman Robbins, Councilwoman Smith, Supervisor Grasso.

Also in attendance: Town Clerk Brenda Mills, Attorney Craig.

The Supervisor said that with the rise in COVID cases in the County, he recommends that zoom is still the best way to meet for the Town Board meetings.

APPROVAL OF MINUTES

MOTION #89

Approval of Minutes

Motion by Councilman Ranaletto

Seconded by Councilman Robbins

By motion the Town Board approved the minutes of the Town Board Meeting on March 22, 2021.

Roll Call: Councilman Glavin: Aye, Councilman Ranaletto: Aye, Councilman Robbins: Aye, Councilwoman Smith: Aye, Supervisor Grasso: Aye. **CARRIED**

PRIVILEGE OF THE FLOOR FOR AGENDA ITEMS

No one chose to speak.

SUPERVISORS REPORT

Supervisor Grasso read the following report:

During month of March I attended various County meetings including meetings of the Board of Supervisors and committee meetings including Health and Human Services Committee where the focus is on providing resources necessary to administer the County's vaccination efforts, Economic Development Committee, Government Review and Efficiency Committee where we are looking at ways to improve the structure of County government, and Technology Committee where we are looking at ways to make our County laws available on-line and improve the County's recordkeeping systems. He also attended various Town meetings and had meetings with Department staff.

The March Financial reports have not been completed yet, as the Account Clerk is working on closing out the month. The Supervisor said that the reports should be given to the Board soon.

The Mortgage Tax amount for March was \$18,832.00 which is higher than anticipated, and will help offset the shortfall in the Sales Tax revenue due to Covid.

Supervisor Grasso stated that last fall the Town was notified by the State Comptroller's office that they would be doing an audit of the Town records. The audit began in person last week and is being done in two parts

which are a planning phase and a field investigation phase. The audit will be ongoing for a couple of months, and will end with a series of recommendations to improve the financial and organizational processes of the Town.

The BridgeNY program will be accepting applications again this year. Marshall Heritage and Supervisor Grasso looked at the culverts in Town to determine which one might be a good candidate for this grant. They determined that Maple Avenue, south of Route 67 would be the best candidate based on complexity and cost of reconstruction. It would be harder for the Town to take on this project without State or Federal assistance. The grant is for up to one million dollars and covers design and construction. Over the past months, the Town did go out for RFP from consulting firms. So far we have received interest from one firm, MJ Engineering. The applications are due later this year and awards would come out at the end of this year or beginning of next year. It would take about a year of planning and design. The work would not be done until 2022 or 2023.

The Town has submitted a reimbursement request to NYSDOT for \$83,000 for the BridgeNY project from the Peaceable Street culvert. The next reimbursement request will be for about \$260,000 for money that was paid to Keller last month.

The Town is expected to receive \$458,928 as part of the American Rescue Plan. The Town is expecting to receive 50% of the funds around June 11, 2021 and the remaining 50% about a year later. The funding could be used to make up for the decreased revenue that the Town experienced due to Covid. It can also be used for infrastructure projects. We are not sure if it can be used for road improvements.

The Town has received the 2020 MS4 Storm Water Management report. It was prepared by the Town Engineer, EDP. About 1/3 of Charlton is included in MS4, basically the area of Town south of Charlton Road. The report is available on the Town's website.

ANNOUNCEMENTS

There will be a Town sponsored Roadside Clean-up Day on April 24th from 8 a.m. until noon. Councilwoman Smith is organizing the event and is the contact for more information.

Spring brush pick-up will begin April 26th through the 29th. Please have your brush curbside by April 25th. Put cut end facing toward the road.

COMMUNICATIONS

The Town's Spring Newsletter was delivered to residents last week and contains important dates and information for residents. The Supervisor thanked the Town Clerk for doing a nice job on the newsletter.

Assemblywoman Mary Beth Walsh sent a flyer with 3 events available to the public. A drug take-back event will be held on April 17th, a shredding event on May 1st and an Electronic Recycling event on May 15th. The Town Clerk has posted the flyer with more information on the Town's website.

Parks Committee Chairman Dave Pohl has notified the Board that the tennis/pickleball and volleyball nets have been put in Elmer Smith Park.

The Board has received a letter of resignation from Rick Snyder from his position as summer help in the Highway Department. Mr. Snyder is a teacher who is retiring and needs a break in service in order to retire from the NYS Retirement System. He will be hired back by the Town but will not be part of the retirement system.

The Board has received a letter of resignation from Chuck Latham from the Veterans Memorial Committee. The Supervisor thanked Mr. Latham for all of his volunteer efforts over the years for the Town and his service to our Country. .

DEPARTMENT, COMMITTEE & COUNCILMAN REPORTS

The Town Clerk's office took in \$706.25 for the month of March. \$581.63 was paid to the Supervisor's office as revenue, and \$124.62 was paid to other Governmental agencies.

Highway – Superintendent Marshall Heritage gave the following report:

1. Put up the four ton signs
2. Truck # 14 changed fuel injectors
3. Cold patching pot holes
4. Did a road sign assessment around town
5. Zoom meeting with Blue Neils MS4
6. Repairs on the bull dozer
7. Getting the mowing equipment ready
8. Maintenance on the loader
9. The road broom, replaced the hydraulic motor
10. Truck 12, replaced the back brakes
11. Cutting brush on Jersey hill road and West line road South and Waite road
12. Started sweeping roads
13. Dig safe locations were 21
14. Dig safe refresher meeting zoom

Roadside Clean-up Day: Councilwoman Smith gave the following report:

In light of ongoing concerns surrounding Covid-19, the Town Board will be facilitating this year's roadside cleanup, which is normally sponsored by the ECC. The event will be held on Saturday, April 24 from 8-12. Residents may meet at the Town Highway Garage, where vests, garbage bags, and gloves will be distributed along with light refreshments. In addition, residents may arrange to obtain these materials ahead of time and forego meeting at the Highway Dept. Interested residents are encouraged to sign up in advance, and may do so by contacting Councilwoman Jenna Smith at councilwomansmith@townofcharlton.org or by leaving a message with the Town Clerk's office.

Planning Board: The Planning Board continues to be very busy. Last month, the PB switched to meeting via zoom and will continue to meet on zoom at their upcoming meeting on April 19. There are several proposed subdivisions or lot line changes under the board's current review. Mr. Wilkinson provided an update of these: Of particular note is the proposed Heflin subdivision on Cook Road, just south of Rt. 67. The PB continued to hold public hearing on the matter at its March 15 meeting and has extended this public hearing until its next meeting, which is next Monday, April 19. Of note, following the March 15 meeting, the Planning Board sent a letter to Mr. Heflin and Santos Associates requesting a wetlands delineation, hydrology study, as well as a traffic impact study. To date, they have not received a response. I am not sure if the public hearing will be extended beyond next Monday's Planning Board meeting, and encourage any interested town residents who wish to be heard on this issue to get their comments in to the Planning Board in advance of next Monday. They are also reviewing applications from Gauthier on Maple Avenue, Gavin on Sweetman Road, Finkle on Jockey Street, and working on the Hvizdak/Waite Road application which was for a 3 lot subdivision and has now been changed to a 2 lot subdivision.

Building/Zoning: No report has been received for March. So far this month, they have issued 2 building permits.

Technology Committee – Chris Tasse gave the following report:

New Items:

Bookkeeper's Printer Failure. Dave Robbins brought the unit to ComputerSense and it was deemed unrepairable. A new printer was ordered and is expected to be delivered 4/6/21.

Tax Collector PC/Network Issues. Sue had trouble connecting to her needed resources, Chris was able to assist her remotely in troubleshooting and was able to resolve the issue. Issue appeared to be the patch cable and Chris brought 6 new CAT6a patch cables for use as needed at the TH.

Existing Initiatives:

1. New Core Infrastructure. eNable's quote was signed and returned to them. They've confirmed receipt and as of 4/2/21 had indicated most of the hardware and licensing had been ordered before the end of March. TC requested they provide a rough timeline for deployment by 4/9. eNable inquired on status of payment and TC seeks update on same from TB/Clerk.

2. New Workstations - of the 3 workstations eNable will provide to the Town of Charlton, one was already used to replace the deputy clerk's machine which had a failing HDD. A second will be used to replace the historian's workstation. The third is currently un-allocated and will be used at the earliest possibility to replace a machine in need.
3. Email Solution - Atypica has declined to provide a Microsoft 365 option. However, John Kelly is aware of the direction the Town of Charlton needs to head and is aware his involvement will be necessary to make the migration and has agreed to assist the town with this process. Pricing has been requested for up to 26 users from eNable, and once all costs are known will be presented to the TB for review.
4. CHD Pheonix Workstation - eNable provided a refurb workstation, OS was downgraded from Windows 10 to Windows7 to support Phoenix functionality, but that puts the OS out of support. Upgrade path from current software/controller has been obtained. TC is still exploring Phoenix use and will make further recommendations.
5. TH Meeting Room Virtual Meetings - TC is still reviewing the existing technologies capabilities.
6. Broadband Committee - TB and TC in agreement that a committee should be created. TB and TC members are in process of formal formation of the ad-hoc sub-committee and soliciting potential members.
7. Broadband Funds - TB and TC are in process of identifying available sources of funds and evaluating potential uses of the funds.

Technology Committee Recommendations:

1. The Technology Committee recommends that the Town of Charlton moves forward with a Microsoft 365 email solution. After a review of the current email solution and the needs of the Town's digital communications, it is the TC's belief that a Microsoft 365 solution will provide a uniform, cohesive and secure solution that is flexible and financially maintainable. The TC will obtain estimates for all costs associated with the migration and implementation of the new solution and present that information to the TB to review by 4/16 if not sooner.

Attorney Craig confirmed that a sub-committee for broadband would be set-up by the Supervisor and approved by the Town Board.

Water Department: Councilman Glavin gave the following report:

From the Water Clerk, Reminder – Water meter reading cards are going out end of this month. It is a two-part mailing with return postage. If you do not receive a card in the mail to read your meter, please call the Water Department at (518) 384-0152, extension 210 to request a card to be re-mailed. Water Bills are mailed end of June each year and payable until July 31st without penalty.

Fire Hydrant flushing can happen at anytime, anywhere in the district. Hydrant flushing will continue throughout the district until the weather changes and the hydrants have to be winterized. The start date for the flushing is not determined at this time as we are awaiting the report from the Town Engineering Firm.

Councilman Glavin stated that the NYSDOH Department of Health has approved the Town's water sampling / testing plan. Per the Water Superintendent, water testing per NYSDOH requirements for 20 volunteer residences within the Water System District for will commence between mid-May and early June. This is the first round of 2 required rounds in 2021. Water System Booster Pump House / System upgrades are proceeding. The back-up disinfection station equipment continues to be installed. The Water Superintendent is meeting with associated contractors and Town engineer this week regarding installation of the water sample feedback line that feeds the disinfection system control controller.

Councilman Robbins thanked residents that shoveled out around hydrants this past winter.

Dog Control – In March there were 8 calls received, 11 expired licenses were followed up on, and 1 dog bite case reported.

Constables – In March, there were 30 patrols, 23 complaints, 15 911 calls, and 0 EMT/accidents responded to, and 40 tickets were issued (18 on Route 67).

Emergency Plan – Councilman Robbins said that the Town's Public Employer Emergency Plan has been completed. He thanked Councilwoman Smith for her help with it..

Councilman Robbins thanked Chuck Latham for his service on the Veterans Memorial Committee.

MOTIONS, RESOLUTIONS, AND AUTHORIZATIONS

RESOLUTION #90

A RESOLUTION TO ACCEPT LETTER OF RESIGNATION FROM RICK SNYDER

Motion by Councilman Robbins

Seconded by Councilwoman Smith

Discussion: Supervisor Grasso said that Rick Snyder has a tremendous work ethic, and he is happy to see him rehired to help out the Town.

Roll Call: Councilman Glavin: Aye, Councilman Ranaletto: Aye, Councilman Robbins: Aye, Councilwoman Smith: Aye, Supervisor Grasso: Aye. **CARRIED**

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

RESOLUTION NO. 90

April 12, 2021

**A RESOLUTION TO ACCEPT LETTER OF RESIGNATION
FROM RICK SNYDER**

WHEREAS, the Town Board received a letter of resignation dated April 5, 2021, from Rick Snyder, effective April 21, 2021, whom has worked for the Town Highway Department on a part-time basis for the past several years; and

WHEREAS, Mr. Snyder will be completing a Transfer of Service Application to transfer any accumulated service credits to the New York State Teachers Retirement System, which requires a formal resolution from the Town Board acknowledging his resignation and retirement;

NOW, THEREFORE, BE IT RESOLVED, the Town Board hereby formally accepts, with regret, the letter of resignation from Rick Snyder, effective April 21, 2021, and thanks him for his service and dedication to the Town of Charlton.

Moved by Councilman Robbins

Seconded by Councilwoman Smith

Voting: Councilman Glavin	Aye
Councilman Ranaletto	Aye
Councilman Robbins	Aye
Councilwoman Smith	Aye
Supervisor Grasso	Aye

The resolution was duly adopted on April 12, 2021.

Brenda Mills, Town Clerk

MOTION # 91

A MOTION APPROVING SEASONAL USE OF BASEBALL FIELD FOR BH-BL JUNIOR BASEBALL

Motion by Councilman Ranaletto

Seconded by Councilwoman Smith

By motion the Town Board approved the use of the Elmer Smith baseball field by the BH-BL Junior Baseball League from April 13th until June 30th 2021 from 5pm to 8pm, Monday through Friday, and Saturdays from 10 a.m. until noon, subject to field conditions determined by the Town of Charlton Highway Department.

Roll Call: Councilman Glavin: Aye, Councilman Ranaletto: Aye, Councilman Robbins: Aye, Councilwoman Smith: Aye, Supervisor Grasso: Aye. **CARRIED**

RESOLUTION #92

A RESOLUTION TO ACCEPT THE TRAILS GRANT AWARDED FROM THE SARATOGA COUNTY 2020 TRAILS GRANT PROGRAM TO THE TOWN OF CHARLTON

Motion by Councilman Robbins
Seconded by Councilman Glavin

Discussion: Councilman Robbins said that this is the 3rd year that the Town is receiving this grant from the County. There is an Eagle Scout that will be working on the project at Mill Pond. A survey is needed to define the area of the park. The grant money will pay for the cost of the survey.

Roll Call: Councilman Glavin: Aye, Councilman Ranaletto: Aye, Councilman Robbins: Aye, Councilwoman Smith: Aye, Supervisor Grasso: Aye. **CARRIED**

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

RESOLUTION NO. 92

April 12, 2021

**A RESOLUTION TO ACCEPT THE TRAILS GRANT AWARDED FROM THE
SARATOGA COUNTY 2020 TRAILS GRANT PROGRAM TO THE
TOWN OF CHARLTON**

WHEREAS, the Town of Charlton applied for a trails grant through the Saratoga County Trails Grant Program; and

WHEREAS, the Saratoga County Board of Supervisors awarded to the Town of Charlton a \$10,000.00 trail grant to be used for construction/renovations to the existing trail on Crane Street that loops from the south side of the Alpaus Kill and the north side of Mill Pond.

NOW, THEREFORE, BE IT RESOLVED, pursuant to such award, the Town Supervisor is hereby authorized to enter into and sign the Agreement between the County of Saratoga and Town of Charlton formally accepting the grant, a copy of which Agreement is attached hereto; and it is further

RESOLVED, that pursuant to said Grant requirements the Town of Charlton shall perform in kind services in the minimum amount set forth in said agreement, and provide a minimum of \$510.00 towards the cost of materials needed to complete the renovations and/or construction of the above trails; and it is further

RESOLVED, that once the Town of Charlton provides a voucher with documentation of the Town's performance of in-kind services and the payment of funds towards the renovation and/or

construction of the above trails, the County of Saratoga is to provide the Town with a check for \$10,000.00 within 30 days thereafter; and it is further

RESOLVED, the Town Supervisor is hereby authorized to execute all necessary documentation and pay all amounts needed and required in order to effectuate same.

Moved by Councilman Robbins

Voting: Councilman Glavin Aye

Councilman Ranaletto Aye

Seconded by Councilman Glavin

Councilman Robbins Aye

Councilwoman Smith Aye

Supervisor Grasso Aye

The resolution was duly adopted on April 12, 2021.

Brenda Mills, Town Clerk

RESOLUTION #93

A RESOLUTION AUTHORIZING THE TRANSFER OF FUNDS NECESSARY TO PAY FOR THE HIGHWAY DEPARTMENT PURCHASE OF A NEW BACKHOE

Motion by Councilman Robbins

Seconded by Councilman Ranaletto

Discussion: Attorney Craig confirmed that this resolution is subject to a permissive referendum in which a resident has 30 days to bring a petition to the Town.

Roll Call: Councilman Glavin: Aye, Councilman Ranaletto: Aye, Councilman Robbins: Aye, Councilwoman Smith: Aye, Supervisor Grasso: Aye. **CARRIED**

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

RESOLUTION NO. 93

April 12, 2021

**RESOLUTION AUTHORIZING THE TRANSFER OF FUNDS
NECESSARY TO PAY FOR THE HIGHWAY DEPARTMENT PURCHASE OF
A NEW BACKHOE**

WHEREAS, the Town of Charlton Highway Department has current pending obligations, including but not limited to payment owed on the purchase of a needed backhoe for use by the Highway Department in its' daily work activities in maintaining the roadways and ditches throughout the Town; and

WHEREAS, in order to adequately provide the required funding to the Highway Department for purchases of large equipment, a Highway Reserve account was previously established in 1996 for the purposes of reserving funds for needed current or future equipment purchases and replacement; and

WHEREAS, it was previously determined that the Highway Department was in need of a new backhoe, and a contract was entered into for the purchase of a 2021 John Deere Backhoe; and

WHEREAS, in furtherance of payment on the new backhoe, the funds in the aforementioned Highway Reserve account need to be transferred and made available for such payment.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Charlton authorizes the Supervisor to close out and transfer the remaining balance in the sum of \$15,512.80 from the Town of Charlton Highway Equipment Reserve Account, to the DA2770 Highway Fund-Unclassified Revenues account, to be used towards the payment on the balance owed on the 2021 John Deere backhoe in the approximate amount of \$79,864.00; and it is further

RESOLVED, that the Supervisor is authorized, upon the passing of any time periods imposed by law, to pay said full amount out of the DA5130.2 Highway Fund-Equipment account, and finalize the purchase of the backhoe; and it is further

RESOLVED, said transfer is and shall be expressly **subject to the requirements of a permissive referendum**, including advertising of such, as required by law.

Moved by	Councilman Robbins	Voting: Councilman Glavin	Aye
		Councilman Ranaletto	Aye
Seconded by	Councilman Ranaletto	Councilman Robbins	Aye
		Councilwoman Smith	Aye
		Supervisor Grasso	Aye

The resolution was duly adopted on April 12, 2021.

Brenda Mills, Town Clerk

RESOLUTION #94

A RESOLUTION FOR BUDGET ADJUSTMENT/TRANSFER OF FUNDS

Motion by Councilman Robbins

Seconded by Councilman Ranaletto

Roll Call: Councilman Glavin: Aye, Councilman Ranaletto: Aye, Councilman Robbins: Aye, Councilwoman Smith: Aye, Supervisor Grasso: Aye. **CARRIED**

4/12/2021

Resolution # 94

Resolution for Budget Adjustments/Transfer of Funds

A resolution to repay the money spent for the in-kind services grant

For Budget Year 2021, General Fund,

Increase expenditure account, A7110-411 Culture & Recreation Parks-other, by \$9,820.00

Decrease account, A2770 Miscellaneous Local Sources by \$9,820.00

Moved by	Councilman Robbins	Voting: Councilman Glavin	Aye
		Councilman Ranaletto	Aye
Seconded by	Councilman Ranaletto	Councilman Robbins	Aye
		Councilwoman Smith	Aye
		Supervisor Grasso	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: April 12, 2021

Brenda Mills, Town Clerk

ABSTRACT OF CLAIMS

MOTION #95

Approval of Abstract of Claims

Motion by Councilman Glavin

Seconded by Councilwoman Smith

By motion the Town Board approved the processing of Abstract #107, voucher numbers 195 - 243 in the amount of \$ 141,404.20 which was audited by Town Board members.

Roll Call: Councilman Glavin: Aye, Councilman Ranaletto: Aye, Councilman Robbins: Aye, Councilwoman Smith: Aye, Supervisor Grasso: Aye. **CARRIED**

PRIVILEGE OF THE FLOOR

Suzanne Voigt asked for the dates and times of the Baseball League Park Application. She also noted that the bridge in Mill Pond Park is slippery when wet. Councilman Robbins said that the Eagle Scout will be replacing the bridge as part of his project.

Paul St. John, Jr. said that the hours for Mill Pond Park are not currently posted, and asked the Town Board to post signage stating the Park hours are sunrise to sunset. Councilman Robbins said that Dave Armitage is currently making a sign. Supervisor Grasso said that the Town is looking at better signage for Mill Pond Park and Elmer Smith Park.

MOTION #96

Motion to adjourn the meeting

Motion by Councilwoman Smith

Seconded by Councilman Glavin

Roll Call: Councilman Glavin: Aye, Councilman Ranaletto: Aye, Councilman Robbins: Aye, Councilwoman Smith: Aye, Supervisor Grasso: Aye. **CARRIED**

The meeting adjourned at 8:39 p.m.

Respectfully submitted,

Brenda Mills
Town Clerk