

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

April 13, 2020

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

Roll Call: Councilman Grasso, Councilwoman Heritage, Councilman Ranaletto, Councilman Robbins, Supervisor Grattidge.

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

APPROVAL OF MINUTES

RESOLUTION #87

Approval of Minutes

Motion by Councilman Grasso

Seconded by Councilman Ranaletto

BE IT RESOLVED that the Town Board has approved the minutes of the Town Board Agenda Meeting on March 23, 2020.

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

TOWN CLERK'S REPORT

The Town Clerk's office took in \$439.00 for the month of March. \$408.00 was paid to the Supervisor's Office as revenue, and \$31.00 to other Governmental agencies.

RESOLUTION #88

Acceptance of the Town Clerk's Report

Motion by Councilman Grasso

Seconded by Councilwoman Heritage

BE IT RESOLVED that the Town Board has accepted the Town Clerk's report as read.

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

SUPERVISORS REPORT

Supervisor Grattidge said that the Board has received the financial reports for the month and the Key Bank Custodial Statement. There is concern from a financial aspect because of the effect of the pandemic on the economy and the Board is anticipating reduced sales tax revenue. The Town will cut back on non-essential purchasing, and will look at planned spending that may need to be postponed until next year, such as the painting of the Town Hall. The new loader has been received, and we are supposed to be getting a grant from Assemblywoman Walsh for a skid steer, but will wait until we have the grant money before ordering it. The County is doing a video meeting and will discuss spending cuts.

See monthly report on next page)

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MONTHLY REPORT OF SUPERVISOR

TO THE TOWN BOARD OF THE TOWN OF CHARLTON :

Pursuant to Section 125 of the Town Law, I hereby render the following detailed statement of all moneys received and disbursed by me during the month of March, 2020:

DATED: April 9, 2020

SUPERVISOR

	Balance 02/29/2020	Increases	Decreases	Balance 03/31/2020
A GENERAL FUND - TOWNWIDE				
CASH - CHECKING	28,644.78	65,634.95	65,633.46	28,646.27
CASH - SAVING	223,389.45	31,530.50	65,633.46	189,286.49
PETTY CASH	600.00	0.00	0.00	600.00
Park Fees Reserve	43,097.06	6.86	0.00	43,103.92
TOTAL	295,731.29	97,172.31	131,266.92	261,636.68
DA HIGHWAY FUND				
CASH - CHECKING	301.40	58,393.86	58,393.86	301.40
CASH - SAVINGS	111,411.70	82,588.13	58,393.86	135,605.97
CASH, SPECIAL RESERVE	15,504.25	1.93	0.00	15,506.18
TOTAL	127,217.35	140,983.92	116,787.72	151,413.55
F WATER #1 FUND				
CASH - CHECKING	33.54	7,656.92	7,656.92	33.54
CASH - SAVINGS	387,576.88	67.13	7,656.92	379,987.09
CASH, SPECIAL RESERVES	202,319.81	1.31	0.00	202,321.12
TOTAL	589,930.23	7,725.36	15,313.84	582,341.75
SW WATER #2 FUND				
CASH - CHECKING	0.00	122.82	122.82	0.00
CASH - SAVINGS	28,973.73	5.48	122.82	28,856.39
TOTAL	28,973.73	128.30	245.64	28,856.39
TA TRUST & AGENCY				
CASH - CHECKING	9,582.49	40,332.80	40,332.80	9,582.49
TOTAL	9,582.49	40,332.80	40,332.80	9,582.49
H CAPITAL PROJECTS				
CASH - CHECKING	106,923.00	25,336.00	0.00	132,259.00
SAVINGS	-82,259.00	0.00	0.00	-82,259.00
TOTAL	24,664.00	25,336.00	0.00	50,000.00
TOTAL ALL FUNDS	1,076,099.09	311,678.69	303,946.92	1,083,830.86

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Supervisor Grattidge said that the CHIPS money for road construction is still scheduled for this year, but the Governor does have the authority to change that. The Supervisor said that he will be checking to see if there is any federal funds to help the Town financially.

Supervisor Grattidge said that the Saratoga County Offices of Public Health and the Emergency Services is having a live facebook video meeting that the public may join and ask questions. The meeting is tomorrow at 11 a.m. Councilman Robbins will notify Torben Aabo on behalf of the Charlton Seniors.

Supervisor Grattidge said that there are currently 224 confirmed cases of corona virus in the County with 12 people hospitalized. He said that the CDC is recommending that everyone wear masks in public. The public does not need to wear the N95 masks as those should be reserved for the frontline healthcare workers. There is information on the CPC webpage on how to make your own mask. They are still recommending physical distancing and if you are exposed to the virus, please self-quarantine for 2 full weeks. If you think you may have been exposed to the virus, they recommend that you wait at least a few days to be tested, as the test could give a false negative if tested too early.

ANNOUNCEMENTS

The ECC has cancelled the annual Roadside Clean-Up, however if there are people interested in cleaning a roadside, they can contact the Highway Superintendent. The Highway Department will supply bags, gloves and vests for participants.

The free tree seedling give away has been cancelled for this year.

Spring Brush pick-up has been rescheduled for the week of May 11th through the 14th. Please have your brush curbside by May 10th.

All Founder's Day weekend activities, including Party in the Park, have been cancelled for this year.

The spring newsletter is being printed and is expected to be received by residents by April 30th.

Verizon Wireless has applied and received a building permit from the Town of Charlton. As far as the Board has been informed, they are anticipating moving forward with the new cell tower this year.

DEPARTMENT, COMMITTEE & COUNCILMAN REPORTS

Highway – Superintendent Heritage gave the following report for the month of March:

- 1 Patching pot holes
- 2 Equipment maintenance
- 3 Picking up sod from snow plowing
- 4 Removal of plows and sanders
- 5 Hauling gravel
- 6 Snow plowing
- 7 811 locations 22
- 8 Garage closed per Coronavirus
- 9 Stay safe

Superintendent Heritage said that to avoid missing the brush pick up, residents should have their brush curbside by May 10th as there is only one pass through intended for each street. Also, if there is a resident that has a large amount of brush, he is willing to leave a truck for the resident to load and his department will haul the brush away. Councilman Robbins asked about the availability of masks for the Highway Department employees, and whether or not the County has a vendor to purchase them from. Supervisor Grattidge said that it is very hard to get the N95 masks, and that employees can wear handmade masks or bandanas. The Highway Department employees will return to work on April 14th and practice distancing and other safety measures.

Councilman Robbins said that he received a list from the County of persons in Charlton that may be at risk of need. The list was small and he reviewed it. A couple of people on the list were dead, and the rest seem to be taken care of. He noted that there is information on the Town website about the services that Captain/CHS offer to our seniors.

Parks – Councilman Robbins said that the Town has been notified that we were awarded a grant for a trail way at Elmer Smith Park.

(The Town Clerk interrupted the meeting to recommend that the Board proceed to resolutions and approval of the Abstract of Claims as the zoom meeting time limit was approaching. The Board began to discuss the resolutions when the zoom meeting ended at 8:02 p.m. An additional zoom meeting was set up and the information posted to the town website as well as email blasted to residents. The meeting resumed at approximately 8:15pm.)

Town of Ballston Library – The Library is temporarily closed. Borrowed items should be held until the Library reopens, with not late fees.

Zoning – For the month of March, there were 2 Building Permits issued, \$162 in fees collected, and 21 Certificates of Compliance issued. The permit value was \$646,561.00.

Tax – The Tax Collector has finished receiving taxes this year. She has turned in her roll book and reports to the County Treasurers office. She will be in the office occasionally to check phone messages.

Councilwoman Heritage said that the 5k race normally held Founder's weekend is being rescheduled to September.

Constables – In March, there were 30 patrols, 17 complaints, 13 911 calls, 3 accidents & 4 EMT calls responded to. 2,900 miles were traveled, and 25 tickets were issued (15 issued on Route 67).

Dog Control – In March, there were 7 calls received, one pertaining to other animals, 4 expired licenses followed up on and 1 dog returned to owner.

Court - The Court is currently closed until May.

Planning Board – Councilman Grasso said that the Planning Board did not meet in March and is planning to hold a meeting on zoom on April 20th. They have a lot line adjustment for the Ball and Richardson subdivision on Charlton Road, as well as the application for an 8 lot subdivision on Cook Road owned by Heflin which would create 7 building lots near the corner of Cook Road and Route 67.

Councilman Grasso thanked the Town staff and Town Clerk that have been working through this crisis to conduct Town business and keep things running.

MOTIONS, RESOLUTIONS, AND AUTHORIZATIONS

RESOLUTION #89

A MOTION TO WAIVE THE READING IN ENTIRETY OF RESOLUTION NUMBER 90

Motion by Councilwoman Heritage

Seconded by Councilman Grasso

RESOLUTION #90

A RESOLUTION AUTHORIZING THE SUPERVISOR TO PUBLISH A NOTICE TO BIDDERS REGARDING THE REPAIR AND REPLACEMENT OF A BRIDGE ON PEACEABLE STREET

Motion by Councilman Grasso

Seconded by Councilman Ranaletto

Discussion: Supervisor Grattidge said this basically allows the Town to put out the bid for the bridge replacement. Bids are due by May 4th at noon, and the bid is expected to be awarded on May 11th.

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

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

**RESOLUTION NO. 90
April 13th, 2020**

**A RESOLUTION AUTHORIZING THE SUPERVISOR TO PUBLISH
A NOTICE TO BIDDERS REGARDING THE REPAIR AND REPLACEMENT OF A
BRIDGE ON PEACEABLE STREET**

WHEREAS, the bridge over the Mourning Kill tributary, located on Peaceable Street, in the Town of Charlton, is in need of replacement as previously determined and an essential project for the safety of the public; and

WHEREAS, the project known as the “ BRIDGE NY Culvert, Peaceable Street over a Tributary of the Mourning Kill, Town of Charlton, Saratoga County, P.I.N. 1761.13” (the “Project”) is eligible for funding under Title 23 U.S. Code, as amended, and

WHEREAS, the Town Board had requested that the Town Engineer, prepare a Request for Proposals (RFP) outlining the removal, construction, replacement, and all other issues which need attention for the project, and requesting bids from qualified companies for the services to be provided, a copy of such RFP has been fully reviewed by the Town Board and approved by State DOT, and is attached to this resolution and made a part hereof as if more fully set forth herein.

NOW, THEREFORE, BE IT RESOLVED, that the Town Supervisor is hereby authorized to publish a Notice to Bidders in the Daily Gazette, the Town of Charlton designated newspaper, requesting bids for the construction of the BRIDGE NY Culvert, Peaceable Street over Tributary of Mourning Kill, Town of Charlton, Saratoga County, P.I.N. 1761.13, which bids must be received by the Town Clerk by no later than 12:00 noon on May 4, 2020, at which time the Town Board will open any and all bids received by that time and date and for purposes of considering such bids at its May 11th, 2020 meeting scheduled to convene at 7:30 p.m., at which time it is expected that the bid award will be made by the Town Board.

Moved by Councilman Grasso

Seconded by Councilman Ranaletto

Voting: Councilman Grasso	Aye
Councilwoman Heritage	Aye
Councilman Robbins	Aye
Councilman Ranaletto	Aye
Supervisor Grattidge	Aye

The resolution was duly adopted on April 13th, 2020.

Brenda Mills, Town Clerk

RESOLUTION #91

A MOTION TO EXTEND THE STATE OF EMERGENCY DECLARATION FOR AN ADDITIONAL 30 DAYS

Motion by Councilman Grasso

Seconded by Councilwoman Heritage

The Town Board hereby authorizes the extension of the State of Emergency Declaration which went in to effect on March 16th for the Town of Charlton, and set to expire on April 15, 2020, to be extended for an additional 30 days.

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

TOWN OF CHARLTON
EXTENSION OF STATE OF EMERGENCY DECLARATION

A **State of Emergency** had previously been declared in the Town of Charlton effective March 16th, 2020, and set to expire on April 15, 2020, which pursuant hereto, shall be extended for another 30 days.

This State of Emergency has been declared for the entire Town of Charlton due to the following:

1. Outbreak and spread of COVID-19 virus, accelerating at an alarming pace, with reports of cases in the County of Saratoga increasing each day. In order to protect the Town residents, employees, and the public health and safety, emergency action is necessary to help slow and arrest the rapid spread of this virus, including reducing the opportunity for instances in which individuals come in close contact with one another.

These situations threaten the public safety.

This State of Emergency will remain in effect for thirty (30) days from the date hereof, or until rescinded, modified or extended by a subsequent order or resolution.

As the Town Supervisor of the Town of Charlton, I, ALAN GRATTIDGE, exercise the authority given me under Section 24 of the New York State Executive Law, to preserve the public safety and hereby render all required and available assistance vital to the security, well-being, and health of the citizens of this Municipality.

I hereby direct all departments and agencies of the Town of Charlton to take whatever steps necessary to protect life and property, the public infrastructure, and provide such emergency assistance deemed necessary and proper by the Town Board and Town Supervisor.

This declaration may be modified, supplemented, and changed by subsequent orders, declarations and Resolutions.

Dated: April 13, 2020

Alan Grattidge, Town Supervisor
Town of Charlton

RESOLUTION #92

A MOTION TO AUTHORIZE THE CLEANING OF CARPETS IN TOWN HALL

Motion by Councilman Grasso

Seconded by Councilwoman Heritage

The Town Board hereby authorizes the expenditure of \$475 for the cleaning/shampooing of the hallway carpets and the main meeting room carpet, with job to be completed by the end of April.

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

ABSTRACT OF CLAIMS

RESOLUTION #93

Approval of Abstract of Claims

Motion by Councilman Grasso

Seconded by Councilman Ranaletto

The Town Board members audited Abstract #107, voucher numbers 215 – 244 in the amount of \$54,284.02, and Abstract #9, voucher numbers 9001-9002 in the amount of \$1,315.92 and Abstract #10, voucher number 1001 in the amount of \$8,162.97.

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

PRIVILEGE OF THE FLOOR (submitted by email)

The Town Clerk said that Torben Aabo sent an email asking about the issuance of the Verizon building permit. A: the building permit was issued April 9, 2020.

Mr. Aabo asked if the Board had had any further discussion with Time Warner about extending broadband in the Town. A: Supervisor Grattidge passed information on to Kevin Egan at Charter Communications about various programs that Jim Glavin had pointed out. We are awaiting a response from Mr. Egan.

Mr. Aabo asked for a copy of the State of Emergency declaration. Supervisor Grattidge forwarded it to him.

Councilman Grasso said that there is a flushing problem with several of the toilets at Town Hall. He has ordered parts and will continue to troubleshoot the problem.

RESOLUTION #94

Motion to adjourn the meeting

Motion by Councilwoman Heritage

Seconded by Councilman Grasso

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

The meeting adjourned at 8:28 p.m.

Respectfully submitted,

Brenda Mills
Town Clerk