

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

May 10, 2021

The Regular Meeting of the Town Board of the Town of Charlton, Saratoga County, New York was held at the Charlton Town Hall, 758 Charlton Rd, Charlton, NY and called to order by Supervisor Grasso at 7:30 p.m.

Councilman Dave Robbins led the pledge of allegiance.

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

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

APPROVAL OF MINUTES

MOTION #101

Approval of Minutes

Motion by Councilman Robbins

Seconded by Councilman Ranaletto

By motion the Town Board approved the minutes of the Town Board Meeting on April 26, 2021.

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

PRIVILEGE OF THE FLOOR FOR AGENDA ITEMS

Don Schermerhorn, resident, spoke to the Town Board about properties in Charlton that have junk or unmaintained structures in Charlton. He referenced the Town's Local Laws that address these conditions and requested that the Town Board follow up with the Building and Zoning office to have these laws enforced. Mr. Schermerhorn gave the Town Board pictures of properties in violation. Councilwoman Smith stated that she will follow up with the Code Enforcement Officer.

SUPERVISORS REPORT

Supervisor Grasso read the following report:

During month of April, I attended various County meetings including meetings. I received a couple of communications from various residents. One was regarding a request to continue with virtual options for Town Board meetings. Unfortunately, that option is not available due to the lack of facilities and technology in the Town Hall and the funding needed to accommodate that. Another communication was from a resident with questions about our franchise fees from Charter Communications. Also, another communication was received from a resident concerning property conditions and compliance with our Zoning Ordinance regarding property upkeep.

ANNOUNCEMENTS

The Board has received information from the Saratoga County Prosperity Partnership about another grant opportunity for 2021. It is similar to the grant received for 2020 for \$7,100.00 which the Town plans to use for broadband initiative purposes. The Supervisor asked the Town Board to consider what they feel would be a good opportunity/ use to apply for this year.

There will be a Memorial Day Ceremony at the Gideon Hawley Park on May 31st at 2pm. The event will be hosted by the Charlton Historical Society.

Water meter reading cards are due back to the Water Department by May 25th.

Grievance Day is May 24th from 2-4 pm and 6-8pm at the Town Hall.

COMMUNICATIONS

Supervisor Grasso acknowledged that the Town Board has received a Special Use Permit Application from Conrad Bernard for the reopening of the Route 67 Café. The Board will review the application and a resolution will be done at the next meeting to accept the application, and at a later meeting the Board will determine jurisdiction of the application.

The Town has received comments from the NYS Dept of Transportation on the draft copy of the Town's BridgeNY grant application. The response to those comments will be addressed in the final copy of the application. The Highway Superintendent as well as the Town's Consultant will be reviewing the final application.

DEPARTMENT, COMMITTEE & COUNCILMAN REPORTS

Town Clerk – Clerk Mills said her office took in \$1,225.00 for the month of April. \$827.08 was paid to the Supervisor's office as revenue, and \$397.92 was paid to other Governmental agencies.

Highway – Superintendent Marshall Heritage gave the following report:

1. Sweeping roads
2. Cutting brush on West Line road and Waite road
3. Truck # 4 replaced the turbo (bucket truck)
4. Removed all plows and sanders from trucks
5. Filling pot holes
6. Rebuilt the brushes on the sweeper
7. Serviced all trucks
8. Helped Galway haul gravel
9. Cleaned up all culvert pipes and hauled to the scrap yard
10. Picked up garbage bags from road side clean up
11. Replaced the starter on the chipper
12. We did our brush pickup week
13. Paved on Peaceable Street
14. Dig Safe locations were 47
15. I attended the highway superintendents luncheon
16. Thanks to Galway and County DPW for helping with paving

Historian – Councilman Robbins said that the annual flag decorating of the veteran's graves in Charlton was completed again this year by Mr. Livingston and a group of middle school students. Many thanks go to Gadsden and Culpepper for donating the flags again this year.

Dog Control – In April there were 7 calls received and 4 expired licenses were followed up on.

Constables – In April, there were 3,400 miles traveled and 4 EMT/1 accident responded to, and 39 tickets were issued (20 on Route 67). There had been complaints about a truck in the area which the Constables followed up on. The Constables also contacted the State Police to find out why there were helicopters circling over West Charlton for a few days, and were told that it was for training purposes.

Councilman Robbins said that COVID protocols will be observed at the Memorial Day Ceremony.

Building/Zoning: Councilwoman Smith said that she is working with the Zoning Officer on an enforcement issue on a property on Division Street. No monthly report has been issued yet for April. In March, 13 Building permits were issued, and \$2,537.00 was received in revenue.

Planning Board: Councilwoman Smith said that the Planning Board continues to be very busy. At their last meeting they had several Public Hearings. The Womer subdivision application was approved for a 2 lot subdivision and the Hvizdak subdivision was approved for a 2 lot subdivision. The Ward/Gauthier lot line adjustment was approved and the Gavin/VanGuilder lot line adjustment was approved. The new business was a new application from Finkle regarding a 3 lot subdivision with 2 building lots. The Planning Board continues to keep the public hearing open on the proposed Heflin subdivision on Cook Road. The Heflin engineer is working on responses to the letter from the Planning Board. The wetlands are being confirmed by the Army Corp and DEC. Comments from the public are being accepted until the next Planning Board meeting.

ZBA – the Board will hold a Public Hearing on May 11th to hear on the Davidson application regarding road frontage. They will also consider the Fogg application for a height variance on an accessory building.

BHBL Library – Alyssa Harvey is the new head of the Youth Library. They will have their summer reading challenge and hold outdoor activities this summer. They are holding zoom workshops to obtain community input. Information is available on their website.

Technology Committee – Chris Tasse said that Enable is processing the new server components and hopes to complete the install in the next week or two. They are working on getting the email accounts set up for MS365. The Committee will work on time clock standardization after the server install has been completed. They are seeking volunteers for the broadband committee. They are especially looking for underserved broadband residents to serve on the committee.

Water - Councilman Glavin said that letters should be going out soon to the 20 residents that will be part of the Town's water sampling /testing plan. This will satisfy the NYSDOH water testing requirements.

Community Center – Supervisor Grasso said that he and the Board have discussed the need for painting and board replacement on the exterior of the building. They will get some prices with the possibility of doing the work later this summer. Councilwoman Smith is checking to see if there is any grant money available to help cover the cost. The grading and seeding has been completed which was the final part of the septic system replacement project.

MOTIONS, RESOLUTIONS, AND AUTHORIZATIONS

RESOLUTION #102

A RESOLUTION APPROVING THE PUBLIC EMPLOYER HEALTH EMERGENCY PLAN FOR THE TOWN OF CHARLTON

Motion by Councilman Robbins

Seconded by Councilwoman Smith

Discussion: Councilman Glavin asked if all of the Board's comments were adjudicated. Councilman Robbins said that they were and he thanked Councilwoman Smith for offering her legal expertise to the document.

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. 102

May 10, 2021

**RESOLUTION APPROVING THE PUBLIC EMPLOYER
HEALTH EMERGENCY PLAN FOR THE TOWN OF CHARLTON**

WHEREAS, as a result of the recent COVID-19 Pandemic, and to better prepare for future such events in which there is declared a public health emergency involving a communicable disease or diseases, and as is required by the New York State Labor Law Section 27-c and the New York State Education law Section 2801-a, as amended, the Town Board of the Town of Charlton has prepared a Public Employer Health Emergency Plan which requires a policy be in place for Town operations in the event of a declared public health emergency involving a communicable disease, and which plan includes the identification of essential positions, facilitation of remote work for non-essential positions, provision of personal protective equipment, and protocols for support contact tracing; and

WHEREAS, said plan has been drafted, reviewed and revised, and in its' current state, is a Public Employer Health Emergency Plan compliant with current State regulations and requirements that accomplishes the foregoing objectives and meets the requirements currently imposed by law, and is a Town document intended to be adopted as Town policy.

NOW, THEREFORE, BE IT RESOLVED, this 10th day of May, 2021, that the attached document be adopted as and shall be official Town Policy known as the "Town of Charlton Public Employer Health Emergency Plan", effective May 11th, 2021; and

BE IT FURTHER RESOLVED, that the Town of Charlton Public Employer Health Emergency Plan shall be distributed, with signed acknowledgment, to all Town officials and employees, and posted accordingly, and may be amended from time to time by Town Board resolution.

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 May 10, 2021.

Brenda Mills, Town Clerk

RESOLUTION #103

**A RESOLUTION AUTHORIZING THE APPOINTMENT OF A TEMPORARY HIGHWAY EMPLOYEE FOR
THE TOWN OF CHARLTON HIGHWAY DEPARTMENT**

Motion by Councilman Glavin

Seconded by Councilman Ranaletto

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. 103

May 10, 2021

A RESOLUTION AUTHORIZING THE APPOINTMENT OF
A TEMPORARY HIGHWAY EMPLOYEE FOR THE
TOWN OF CHARLTON HIGHWAY DEPARTMENT

WHEREAS, Highway Superintendent Marshall Heritage has requested that he be authorized to appoint a temporary employee in order to effectively provide the services required to the residents of the Town of Charlton by the Town's Highway Department.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board hereby authorizes the Highway Superintendent, Marshall Heritage, to make the appointment of Richard Snyder as a temporary highway employee for 2021, in order to provide necessary Town services and which temporary appointment shall be paid at the rate of \$19.00 per hour and which temporary appointment shall provide no other benefits to the temporary employee.

BE IT FURTHER RESOLVED, that this temporary appointment shall include no vested rights to this position.

Moved by Councilman Glavin

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

Seconded by Councilman Ranaletto

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: May 10, 2021

Brenda Mills, Town Clerk

ABSTRACT OF CLAIMS

MOTION #104

Approval of Abstract of Claims

Motion by Councilman Glavin

Seconded by Councilwoman Smith

By motion the Town Board approved the processing of Abstract #109, voucher numbers 280 - 310 in the amount of \$53,186.78 which was audited by Town Board members.

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

PRIVILEGE OF THE FLOOR

Dawn Szurek, resident, said that she was concerned with the helicopters that were circling over West Charlton for a few days last week. She was frightened and concerned for the effects on farm animals. She would like residents to be forewarned if the State Police are training here again. Councilman Robbins said that unfortunately the local State troopers were not informed ahead of time, but he understands her concern.

Josie Jackson, resident, asked which end of West Line Road the Highway Department will be paving because she wants to put in a driveway culvert. She asked what are the requirements to serve on the broadband committee. A: Just a willingness to serve. She also asked if there are specific dates and time for Town Board meetings.

Suzanne Voigt said that there is a group that would like to have a community wide garage sale in Charlton and asked if there are restrictions. A: no.

MOTION #105

Motion to adjourn the meeting

Motion by Councilman Glavin

Seconded by Councilman Robbins

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

The meeting adjourned at 8:14 p.m.

Respectfully submitted,

Brenda Mills
Town Clerk