

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

May 11, 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 #100

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 April 27, 2020.

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

TOWN CLERK'S REPORT

The Town Clerk's office took in \$565.00 for the month of April. \$466.61 was paid to the Supervisor's Office as revenue, and \$98.39 to other Governmental agencies.

RESOLUTION #101

Acceptance of the Town Clerk's Report

Motion by Councilman Grasso

Seconded by Councilman Ranaletto

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

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

SUPERVISORS REPORT

Supervisor Grattidge said that the Town Hall remains closed to the public. Two monthly meetings have been held by zoom. The Board has received the financial reports for the month and the Key Bank Custodial Statement. The County has supplied the Town with face masks for employees and enough masks to offer some to Town residents. The Board thanked the Town Clerk for getting the masks to the residents that requested them.

The County has issued an economic forecast which showed a decrease of 9% to 24% in sales tax revenues to the Towns. The Town will cut back on non-essential spending and delay capital projects. The challenge will be forecasting at the end of this year.

The Charlton Seniors held a very successful food drive at the end of April. Two vehicles full of food was delivered to the Galway Food Pantry which serves about 85 families. The Pantry was very appreciative. The Supervisor thanked Torben Aabo, Peter Parker and the seniors for their efforts.

The bid opening for the Peaceable Street bridge replacement project was held on May 6th. Four companies bid on the project. The low bidder was William J. Keller and Sons from Castleton, New York. Their bid was for \$573,375.00. The Town Engineer is reviewing and processing the bid documents. Councilman Grasso said that the low bid was 20% higher than the engineers expected the project would cost, but even with this cost and the engineer's fees, we are within the grant amount from the State. He said that he is comfortable moving forward. If reviews are completed by the next Board meeting, the Board would like to vote on accepting the bid.

Supervisor Grattidge said that there was a big event on Vines Road last week, as resident Mr. Dietz turned 100 years old. A parade of police fire and other vehicles drove by his house to honor him.

(See monthly report on next page)

ANNOUNCEMENTS

Spring Brush pick-up has begun this week and will conclude on Thursday May 14th

Grievance Day is May 26th from 2 -4 pm and 6 -8 pm, by appointment only. The Town Assessor is available to review assessments in person prior to May 26th, by appointment only. A resolution of procedures is being voted on tonight.

05/04/2020 14:54:56

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 April, 2020:

DATED: May 4, 2020

SUPERVISOR

	Balance 03/31/2020	Increases	Decreases	Balance 04/30/2020
A GENERAL FUND - TOWNWIDE				
CASH - CHECKING	28,646.27	56,516.28	56,513.93	28,648.62
CASH - SAVING	189,286.49	54,178.07	56,513.93	186,950.63
PETTY CASH	600.00	0.00	0.00	600.00
Park Fees Reserve	43,103.92	3.97	0.00	43,107.89
TOTAL	261,636.68	110,698.32	113,027.86	259,307.14
DA HIGHWAY FUND				
CASH - CHECKING	301.40	187,093.77	187,093.77	301.40
CASH - SAVINGS	135,605.97	89,490.08	187,093.77	29,002.28
CASH, SPECIAL RESERVE	15,506.18	0.00	0.00	15,506.18
TOTAL	151,413.55	267,583.85	374,187.54	44,809.86
F WATER #1 FUND				
CASH - CHECKING	33.54	8,640.28	8,640.28	33.54
CASH - SAVINGS	379,987.09	32.40	8,640.28	371,379.21
CASH, SPECIAL RESERVES	302,321.12	0.41	0.00	302,321.53
TOTAL	582,341.75	8,673.09	17,280.56	573,734.28
GW WATER #2 FUND				
CASH - CHECKING	0.00	122.82	122.82	0.00
CASH - SAVINGS	28,856.39	2.64	122.82	28,736.21
TOTAL	28,856.39	125.46	245.64	28,736.21
TA TRUST & AGENCY				
CASH - CHECKING	9,582.49	39,415.78	39,415.78	9,582.49
TOTAL	9,582.49	39,415.78	39,415.78	9,582.49
H CAPITAL PROJECTS				
CASH - CHECKING	132,259.00	23,930.00	23,930.00	132,259.00
SAVINGS	-92,259.00	0.00	23,930.00	-104,189.00
TOTAL	50,000.00	23,930.00	47,860.00	26,079.00
TOTAL ALL FUNDS	1,083,830.86	450,426.50	592,017.38	942,239.98

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DEPARTMENT, COMMITTEE & COUNCILMAN REPORTS

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

1. At the Town Hall, started landscape clean up
2. Septic tanks were pumped at the Highway garage, Community Center, and Town Hall.
3. Removed all plow and sander equipment
4. Filled pot holes
5. Smoothed up both dirt roads
6. Thanks to Galway for moving our roller to the dirt roads
7. Took down the four ton signs
8. Town Hall hallway carpets were cleaned
9. Sweep roads
10. Started trimming trees, brush on Featherbed Lane
11. Thanks to Emergency services Mike Stanley and Carl Zeilman for donated face masks
12. Installed two driveway culverts
13. There was 47 911 locations
14. Continued ditching on lower Cook Rd.
15. Serviced all trucks for spring

Town of Ballston Library – Councilman Ranaletto said that Director Colleen Smith's last day at the Library is May 22nd. Jen Richards will be the Interim Director. The Board expressed that they are sad to hear that Colleen is leaving.

Historian – Marv Livingston will still place flags on Veterans graves in Charlton this year, however due to the pandemic, no students will be participating.

BHBL Summer Rec Program – Director Andy Haluska has notified the Town Board that he is hoping to be able to run the program this summer.

Constables – In April, there were 26 patrols, 20 complaints, 11 911 calls, and 1 accidents responded to. 2,500 miles were traveled, and 3 tickets were issued (1 issued on Route 67).

Dog Control – In April, there were 10 calls received, 3 expired licenses followed up on and 4 dogs returned to owners.

Rabies Clinic – Councilwoman Heritage said that the Clinic is not being held on May 19th.

Planning Board – Councilman Grasso said that the Planning Board held a successful zoom meeting in April and is planning to hold a meeting on May 18th.

MOTIONS, RESOLUTIONS, AND AUTHORIZATIONS

RESOLUTION #102

A BUDGET TRANSFER/AMENDMENT RESOLUTION

Motion by Councilman Grasso

Seconded by Councilwoman Heritage

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

5/11/2020

Resolution # 102

Budget Amendment

Budget Year 2020, General Fund

Transfer back to Park Fees Reserve

In order to pay Pro-Cut Landscape Services, Inc., \$12,000 for the construction of a handicap accessible sidewalk from the Town Hall to the Gazebo at the Gideon Hawley Park, and to complete the seeding and landscaping around the new sidewalk, a Transfer from Park Fees Reserve was made in October, 2019, totaling \$13,000.00. Since that time, a total of only \$12,000.00 was expended by the Town for the sidewalk and Saratoga County Trail Grant monies were received, totaling \$5,000.00.

BE IT RESOLVED that the Supervisor is authorized to make the following transfer back to:

A-230 Park Fees Reserve, to be transferred from
A3089 Other Aid, in the amount of \$5,000.00 and
A-7110.411 Parks-Other, in the amount of \$1,000.00.

Moved by Councilman Grasso

Voting: Councilman Grasso

Aye

Councilwoman Heritage

Aye

Seconded by Councilwoman Heritage

Councilman Robbins

Aye

Councilman Ranaletto

Aye

Supervisor Grattidge

Aye

I certify that this is a true and exact copy of this original as passed by the Town Board of the Town of Charlton on

Dated: May 11, 2020

Brenda Mills, Town Clerk

RESOLUTION #103

A RESOLUTION TO ESTABLISH 2020 GRIEVANCE DAY PROCEDURES

Motion by Councilman Ranaletto

Seconded by Councilman Grasso

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. 103

May 11, 2020

A RESOLUTION TO ESTABLISH 2020 GRIEVANCE DAY PROCEDURES

WHEREAS, as a result of the COVID-19 pandemic and the Governor's Executive Orders, tax grievance and grievance day matters must and have to be altered somewhat to accommodate social distancing requirements and to protect the health and safety of the public and Town employees.

NOW, THEREFORE, BE IT RESOLVED, all tax grievance matters will be handled as follows:

1. All tax grievance hearings will be by **appointment only**.
2. The Board of Assessment Review shall hold hearings on May 26, 2020, between the hours of 2:00 PM-4:00 PM, and 6:00 PM-8:00 PM, by **APPOINTMENT ONLY**.
3. Prior to that, the Assessor will meet and sit with the tax roll and be available to go over it at Town Hall by **appointment only** as well.
4. The tentative assessment roll shall be left with the Town Clerk, where it may be viewed and examined by any interested party until the 4th Tuesday in May (May 26th, 2020), by **appointment only**.
5. Masks will be required **at all times** in Town Hall, and social distancing practices **strictly** adhered to.
6. Should circumstances require, tax grievance day may be held remotely via Zoom or other similar platform.
7. The Assessment roll may be placed on-line to meet the formal requirements of publishing.

Moved by	Councilman Ranaletto	Voting: Councilman Grasso	Aye
		Councilwoman Heritage	Aye
Seconded by	Councilman Grasso	Councilman Robbins	Aye
		Councilman Ranaletto	Aye
		Supervisor Grattidge	Aye

The resolution was duly adopted on May 11, 2020.

Brenda Mills, Town Clerk

ABSTRACT OF CLAIMS

RESOLUTION #104

Approval of Abstract of Claims

Motion by Councilwoman Heritage

Seconded by Councilman Grasso

The Town Board members audited Abstract #109, voucher numbers 275 – 310 in the amount of \$15,823.37, and Abstract #11, voucher number 1101 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)

No emails for comment were received.

Councilman Grasso said that there are still some plumbing problems at Town hall. He will have the lines snaked and see if that resolves the problem.

The Board discussed the reopening of the Town Hall. Supervisor Grattidge said that unfortunately, Saratoga County does not meet all of Governor Cuomo's criteria to reopen on May 15th. The Town Board Agenda Meeting on Tuesday, May 26th will need to be done by zoom.

The Town Clerk said that although her office is not open to the public, they are handling resident's needs for fishing licenses, marriage licenses and other items. Residents can leave a message or send an email and they are answered daily.

RESOLUTION #105

Motion to adjourn the meeting

Motion by Councilman Robbins

Seconded by Councilwoman Heritage

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

The meeting adjourned at 8:00 p.m.

Respectfully submitted,

Brenda Mills
Town Clerk