

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

August 10, 2020

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 Grattidge at 7:30 p.m.

Supervisor Grattidge led the pledge of Allegiance.

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

Excused: Councilman Ranaletto

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

APPROVAL OF MINUTES

RESOLUTION #120

Approval of Minutes

Motion by Councilman Grasso

Seconded by Councilwoman Heritage

BE IT RESOLVED that the Town Board has approved the minutes of the Town Board Meeting on July 13, 2020.

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

TOWN CLERK'S REPORT

The Town Clerk's office took in \$760.25 for the month of July. \$595.99 was paid to the Supervisor's Office as revenue which included a deduction of \$8.90 for the month of May which was paid to the Supervisor but should have been paid to DEC. \$155.36 was paid to other Governmental agencies.

RESOLUTION #121

Acceptance of the Town Clerk's Report

Motion by Councilman Grasso

Seconded by Councilman Robbins

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 reported that the Peaceable Street bridge replacement project is underway and scheduled for completion by September 30, 2020. There was a major problem with a water pump last month and the Town had to be put on water restriction.

The July Sales Tax received was \$159,508.00 and was higher than the July 2019 amount. This was due to the way that the County calculated the April revenue. The Mortgage Tax was \$31,526.00.

The Supervisor confirmed that the Board received the monthly financial reports and Key Bank Custodial report.

08/05/2020 11:56:01

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 July, 2020:

DATED: August 5, 2020

SUPERVISOR

	Balance 06/30/2020	Increases	Decreases	Balance 07/31/2020
A GENERAL FUND - TOWNWIDE				
CASH - CHECKING	27,653.35	52,522.22	52,519.51	27,656.06
CASH - SAVING	167,250.69	109,905.99	52,519.51	224,637.17
PETTY CASH	600.00	0.00	0.00	600.00
Park Fees Reserve	49,117.88	3.62	0.00	49,121.50
TOTAL	244,621.92	162,431.83	105,039.02	302,014.73
DA HIGHWAY FUND				
CASH - CHECKING	301.40	194,509.07	194,509.07	301.40
CASH - SAVINGS	98,192.74	103,304.71	194,509.07	6,988.38
CASH, SPECIAL RESERVE	15,508.11	0.00	0.00	15,508.11
TOTAL	114,002.25	297,813.78	389,018.14	22,797.89
F WATER #1 FUND				
CASH - CHECKING	33.54	9,090.52	9,090.52	33.54
CASH - SAVINGS	264,114.16	86,206.42	9,090.52	341,230.06
CASH, SPECIAL RESERVES	202,322.37	0.43	0.00	202,322.80
TOTAL	466,470.07	95,297.37	18,181.04	543,586.40
SW WATER #2 FUND				
CASH - CHECKING	0.00	184.23	184.23	0.00
CASH - SAVINGS	28,495.87	3.62	184.23	28,315.26
TOTAL	28,495.87	187.85	368.46	28,315.26
TA TRUST & AGENCY				
CASH - CHECKING	9,457.49	58,753.32	58,753.32	9,457.49
TOTAL	9,457.49	58,753.32	58,753.32	9,457.49
H CAPITAL PROJECTS				
CASH - CHECKING	132,259.00	23,930.00	7,241.00	148,948.00
SAVINGS	-106,189.00	0.00	0.00	-106,189.00
TOTAL	26,070.00	23,930.00	7,241.00	42,759.00
TOTAL ALL FUNDS	889,117.60	638,414.15	578,600.98	948,930.77

COMMUNICATIONS

A letter was received from the Health Department confirming the Town's plan for the pump house build out and chlorination system.

A letter was received from the NYS Comptroller's Office saying that the Town has been selected for audit this fall.

A letter was received from the Town of Glenville announcing that they have had to cancel their 200 Anniversary celebration that was planned for this year.

DEPARTMENT, COMMITTEE & COUNCILMAN REPORTS

Building & Zoning – In July, \$1,552 was collected in fees, and numerous permits and CO's were issued.

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

1. Mowing the road sides
2. Started the Elmer Smith Park path, installed drainage in the wet areas
3. Hauled gravel
4. Mowing the town lawns
5. Picking up down trees and limbs around town
6. We installed shoulders on Newman and Cook roads
7. Repaired two of the Welcome to Charlton signs
8. Patching pot holes
9. Repaired a leaking axle seal on truck 12 and new brakes
10. I attended Highway Superintendents luncheon
11. Ditching on DeGraff road
12. Three trucks inspected
13. Helped Galway and Greenfield pave
14. 811 locations were 41

Supervisor Grattidge said that Mr. Wheeler on Rocky Ridge Road called and was concerned over trees that we cut by the Highway Department. Superintendent Heritage will contact Mr. Wheeler.

Historian – Marv Livingston introduced Zach Scribner and his dad. Zach is a Boy Scout with Troop #65 and recently cleaned up the Isaac Smith Cemetery on Division Street to earn his merit badge. There was a downed tree across the cemetery that Zach cut up and removed as well as many leaves. During the cleanup they found 6 headstones that were buried. Mr. Livingston said that there are headstones for 60 adults and 7 children, as well as many graves of children that are unmarked. The first burial was for Esther Crane in January 1824. Isaac Smith was buried in 1824, and that last burial was for Mary Smith in 1925.

Parks - Councilman Robbins said that the Highway Department has begun cutting the trail in Elmer Smith Park which is partially being paid for by a County grant. They have cleared out behind the ball field.

Communications – Councilman Robbins encouraged residents to get signed up to receive Town e-mails by signing up on the Town website.

Constables – In July, there were 30 patrols, 26 complaints, 12 911 calls, and 2 accidents/2 EMT calls responded to. Over 2,800 miles were traveled, and 37 tickets were issued (16 issued on Route 67).

Dog Control – In July, there were 12 calls received, 3 expired licenses followed up on and 2 dogs returned to owner, and 1 dog bite case reported.

Councilwoman Heritage said that it is with sadness that she must announce her resignation from the Town Board effective August 31, 2020. She said it was a pleasure to serve with this Board because of their professionalism, depth of knowledge and care for this Town. She has been proud to be a member of this Town Board. Supervisor Grattidge thanked Mrs. Heritage for all of her years of service to the Town in various capacities.

Planning Board – There is a meeting August 17th. One item on the agenda is a 2 lot subdivision of the Ellms farm, creating one new lot that will have a single family home on it. The Board is also expected to take action on a lot line adjustment between the Ball property and the Stone property on Charlton Road. They will hear for the first time of a 2 lot subdivision to create one new lot on Eastern Avenue on the Gilmore property. There is another application that they may hear for the first time on the Aabo property.

The Planning Board has been working on changes to update the Subdivision Application Guide. Councilman Grasso has been working with the Planning Board for the past couple of years. It was sent to the Town Board a few months ago, and recently to the Town Attorney to prepare a resolution to approve it. It is not a document that changes zoning or the subdivision regulations, but it is basically a guide to help applicants to understand that process of doing a subdivision. The Councilman thanked the Town Attorney and the Town Board for reviewing it.

Cell Tower – Councilman Grasso said that the work has recently begun. They have installed the stabilized construction entrance, the erosion sediment controls, they have completed the access road to the tower site, and begun grading the tower yard area. They have worked on getting the Performance Bond, which is required for the removal of the tower if it is ever no longer in service. He thanked Attorney Craig for working on that and getting it approvable and fileable.

Town Hall Elevator - Councilman Grasso said that there have been issues with the elevator. They believe that it was caused by low voltage caused by National Grid. Our electrician put a called into National Grid, and they have installed a voltage regulator, which seems to have fixed the problem.

Water – Councilman Grasso said that one pump at the pump house went down over a week ago. It may have been caused by the same low voltage problem that caused it to overheat. The pump was removed which included cutting a hole in the roof, and sent to Lane Pumps in Syracuse for repair. They are targeting getting the repair done by the end of this week. We may be able to go back to odd/even watering next week. Currently there is a restriction calling for no outdoor watering. The expected repair cost for the pump repair would be \$15,000 to \$20,000 which would come from the water fund. The other pump was down over a month ago. In order to reduce the amount of time to have a pump down, we are going to get pricing to get a spare pump on hand. We have received approval from the NYS Dept of Health for the chlorination system and the pump house addition. Construction should start in a couple of weeks and be done by the end of September. The project was bid out and the low bidder was Relyea and Sons. It will probably take another month after that to have the chlorination system installed.

Councilman Grasso said that resident Fred Crudele has painted and repaired the sign to Elmer Smith Park. The sign looks great and he sent a big shout-out to Fred, and said that it is great to see people step up to help their community.

Councilman Grasso said that we were awarded \$10,000 from the County last year for the trail at Elmer Smith Park, which has to be matched by \$10,000 from the Town. They have announced a grant application for next year for trail projects but will not be a matching grant.

A letter was received from Charlton Fire saying that they are putting the old building up for sale. Since the firehouse and the Community Center share a septic system, they are going to put in a separate septic system for the firehouse. It will require some modifications to the Community Center septic system.

MOTIONS, RESOLUTIONS, AND AUTHORIZATIONS

RESOLUTION #122

A RESOLUTION APPROVING THE REVISED TOWN OF CHARLTON SUBDIVISION APPLICATION AND REVIEW GUIDE

Motion by Councilman Grasso

Seconded by Councilwoman Heritage

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

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

RESOLUTION NO. 122

August 10, 2020

**RESOLUTION APPROVING THE REVISED TOWN OF CHARLTON SUBDIVISION
APPLICATION AND REVIEW GUIDE**

WHEREAS, the Town of Charlton has in place for its' Planning Board and applicants a Subdivision Application and Review Guide for use by applicants filing an application for a subdivision; and

WHEREAS, the Town of Charlton Planning Board, along with Town Council, after reviewing said guidelines, have decided that the Subdivision Application and Review Guide needed to be amended and revised to better serve the public, applicants and the Planning Board through the process; and

WHEREAS, after full review and consideration, revisions were drafted and incorporated into the Guide, and were presented to the Town Board for approval.

NOW THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Charlton, after due consideration, does hereby accept and approve the revised Subdivision Application and Review Guide, a full copy of which is attached hereto, replacing the prior version with said revised guide as the Town's new official Subdivision Application and Review Guide, effective immediately, subject to, however, all mandates and requirements of Town Code and State Law regarding subdivisions and the subdivision process, and further subject to the revised Guide applying to applications received after the date hereof, and not applying to any currently pending applications before the Planning Board, which said pending applications shall remain subject to the terms of the Guide existing prior to these revisions.

Moved by Councilman Grasso

Seconded by Councilwoman Heritage

Voting: Councilman Grasso

Councilwoman Heritage

Councilman Robbins

Councilman Ranaletto

Supervisor Grattidge

Aye

Aye

Aye

Absent

Aye

The resolution was duly adopted on August 10, 2020.

Brenda Mills, Town Clerk

RESOLUTION #123

A RESOLUTION FOR BUDGET TRANSFER – H FUND

Motion by Councilman Grasso

Seconded by Councilman Robbins

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

08/10/2020

Resolution # 123

Resolution for Budget Adjustments/Transfer of Funds

In order to fund the Town of Charlton, Capital Projects Fund (the H Fund), a transfer will be made from the General Fund to the H Fund, to cover construction costs of the Peaceable Street over Tributary of Mourning Kill. The job related expenses which are then paid out of the H Fund, will be reimbursed to the H Fund by NYS DOT through grant monies from the 2018 BRIDGE NY program. At year end, all money that was transferred to the H Fund from the General Fund, will be transferred back into the General Fund. Be it resolved that the Supervisor is authorized to make the following transfers:

For Budget Year 2020, General Fund,

Increase account, A391, Due from Other Funds, by \$50,000.00

Decrease account, A201, Cash, by \$50,000.00

For Budget Year 2020, Capital Projects (H) Fund,

Increase account, H200, Cash by \$50,000.00

Decrease account, H630, Due to Other Funds, by \$50,000.00

Moved by	Councilman Grasso	Voting: Councilman Grasso	Aye
		Councilwoman Heritage	Aye
Seconded by	Councilman Robbins	Councilman Robbins	Aye
		Councilman Ranaletto	Absent
		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: August 10, 2020

Brenda Mills, Town Clerk

RESOLUTION #124

A RESOLUTION FOR BUDGET TRANSFER – HIGHWAY

Motion by Councilman Robbins

Seconded by Councilman Grasso

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

08/10/2020

Resolution # 124

Resolution for Budget Adjustments/Transfer of Funds

To account for increased paving costs and to properly distribute expenses across accounts:

For Budget Year 2020, Highway Fund,

Increase expenditure account, DA5112.2, Road Construction-CHIPS, by \$42,479.05

Decrease expenditure account, DA5110.414, Road Construction, by \$42,479.05

Moved by Councilman Robbins

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

Seconded by Councilman Grasso

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: August 10, 2020

Brenda Mills, Town Clerk

ABSTRACT OF CLAIMS

RESOLUTION #125

Approval of Abstract of Claims

Motion by Councilwoman Heritage

Seconded by Councilman Robbins

The Town Board members audited Abstract #114, voucher numbers 454 - 510 in the amount of \$33,207.46, and Abstract #15, voucher number 1501-1502 in the amount of \$15,403.97 and Abstract #16, voucher number 1601 - 1603 in the amount of \$1426.02, and Abstract #17, voucher #1701 in the amount of \$8162.97.

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

PRIVILEGE OF THE FLOOR

No one chose to speak.

RESOLUTION #126

Motion to adjourn the meeting

Motion by Councilwoman Heritage

Seconded by Councilman Grasso

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

The meeting adjourned at 8:12 p.m.

Respectfully submitted,

Brenda Mills
Town Clerk