

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

January 09, 2017

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 8:05 p.m.

Supervisor Grattidge led the pledge of Allegiance.

Present: Councilman Gay, Councilman Grasso, Councilman Heritage, Councilman Hodgkins, Supervisor Grattidge, Town Clerk Brenda Mills, Attorney Van Vranken.

ORGANIZATIONAL RESOLUTIONS

Supervisor Grattidge said that the Board had the opportunity to review the Resolutions numbered one through forty-five, and asked the Board if they had any questions, concerns or changes regarding the resolutions. There were no questions or requested changes to the draft.

RESOLUTIONS No. 1 - 45

Approval of Organizational Resolutions #1-45

Motion by Councilman Gay

Seconded by Councilman Hodgkins

BE IT RESOLVED that the Town Board has approved Resolutions # 1 – 45 for the 2017 Organizational Resolutions.

Roll Call: Councilman Gay: Aye, Councilman Grasso: Aye, Councilman Heritage: Aye, Councilman Hodgkins: Aye, Supervisor Grattidge: Aye. **CARRIED.**

APPROVAL OF MINUTES

RESOLUTION #46

Approval of Minutes

Motion by Councilman Heritage

Seconded by Councilman Grasso

BE IT RESOLVED that the Town Board has approved the minutes of the Town Board Agenda Meeting on December 27, 2016.

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

PRIVILEGE OF THE FLOOR FOR AGENDA ITEMS

No one chose to speak.

ABSTRACT OF CLAIMS

RESOLUTION #47

Approval of Abstract of Claims

Motion by Councilman Gay

Seconded by Councilman Hodgkins

Discussion: Councilman Grasso noted that there were some vouchers for 2016 quarterly contributions that were paid in tonight's 2017 abstract and he asked if they should be paid in the same year as budgeted. Supervisor Grattidge said that he would check with the Bookkeeper to see if the money needs to be transferred and suggested that when we notify the entities of the amount we are contributing, we should mention in the letter that the final voucher should be submitted by December 15th each year.

BE IT RESOLVED that the Town Board has approved the payment of bills as presented in Abstract No. 101, voucher numbers 1 – 25 in the amount of \$65,254.24.

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

TOWN CLERK'S REPORT

Brenda Mills reported that the Town Clerk's office took in \$426.50 for the month of December. \$345.54 was paid to the Supervisor's Office, and \$80.96 was paid to other Governmental agencies.

Town Clerk's Annual Report: The Town Clerk's Office took in \$12,809.00 in 2016, of which \$7,033.86 was paid to the Supervisor's Office. \$4,623.14 was paid to DEC for 140 Hunting and Fishing licenses. \$702.00 was paid to NYS Animal Control Population Fund for 610 dog licenses, and \$450.00 was paid to NYS Dept of Health for 20 marriage licenses. The Town Clerk's office also issued 102 Handicap parking tags, 38 Certificates of Residency, 211 certified copies of Vital Records, 23 Death Certificates and 23 Burial Permits and 98 copies were made for the public with revenue of \$24.50.

RESOLUTION #48

Acceptance of the Town Clerk's Report & Annual Report

Motion by Councilman Grasso

Seconded by Councilman Gay

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

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

SUPERVISORS REPORT

For the month of December, I attended 3 Town meetings and 6 County meetings.
Some of the highlights of the month:

- Attended normal Town and County meetings
- Worked on the 2017 Saratoga County Budget
- Worked on the Town Organizational Resolutions for 2017

The Supervisor confirmed that the Board has received the monthly financial reports and the Key Bank Custodial statement has been received.

(see financial 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 December, 2016:

DATED: January 9, 2017

SUPERVISOR

	Balance 11/30/2016	Increases	Decreases	Balance 12/31/2016
A GENERAL FUND - TOWNWIDE				
CASH - CHECKING	11,314.17	63,465.23	63,464.02	11,315.38
CASH - SAVING	503,273.86	124,579.96	63,464.02	564,389.80
PETTY CASH	500.00	0.00	0.00	500.00
Park Fees Reserve	60,408.32	5.18	0.00	60,413.50
TOTAL	575,496.35	188,050.37	126,928.04	636,618.68
DA HIGHWAY FUND				
CASH - CHECKING	0.00	59,795.96	59,795.96	0.00
CASH - SAVINGS	-5,897.87	55,138.13	59,795.96	-10,555.70
CASH, SPECIAL RESERVE	15,479.08	1.95	0.00	15,481.03
TOTAL	9,581.21	114,936.04	119,591.92	4,925.33
F WATER #1 FUND				
CASH - CHECKING	0.00	5,276.44	5,276.44	0.00
CASH - SAVINGS	256,642.53	1,122.19	5,276.44	252,488.28
WATER SERIAL BOND	34,314.47	1.45	0.00	34,315.92
CASH, SPECIAL RESERVES	121,302.36	5.14	0.00	121,307.50
TOTAL	412,259.36	6,405.22	10,552.88	408,111.70
SW WATER #2 FUND				
CASH - CHECKING	0.00	126.33	126.33	0.00
CASH - SAVINGS	25,871.41	2.96	126.33	25,748.04
TOTAL	25,871.41	129.29	252.66	25,748.04
TA TRUST & AGENCY				
CASH - CHECKING	7,250.72	49,234.61	40,041.62	16,443.71
TOTAL	7,250.72	49,234.61	40,041.62	16,443.71
H CAPITAL PROJECTS				
	0.00	0.00	0.00	0.00
TOTAL	0.00	0.00	0.00	0.00
TOTAL ALL FUNDS	1,030,459.05	358,755.53	297,367.12	1,091,847.46

Page 1 of 1

ANNOUNCEMENTS & COMMUNICATIONS

The Town offices will be closed Monday, January 16th in observance of Martin Luther King Day.

There will be a Public Hearing on January 23rd at 6:30 p.m. regarding an Exceptional Use Permit Application submitted by Stewart's Shop.

The Board set a tentative time of January 13th at 8 a.m. to have a workshop with the Water Department to review water rates.

COMMUNICATIONS

Supervisor Grattidge said that he received a letter from Rodney Patrick at SBA Communications regarding the service that he received from the Town Clerk and said that he feels that she is an exemplary employee.

DEPARTMENT & COMMITTEE REPORTS

Highway – Councilman Hodgkins said the PESH division of the NYS Labor Department performed an audit last week at the Highway Garage and several items were noted that need to be addressed. Mike Emerich gave the following report:

General Operations

- Chip brush around town
- Clean around out catch basins
- Push back drifts
- Plow Snow, Sand and Salt Roads
- Patch holes dirt and paved roads
- Arm mower cutting brush back

Equipment Repair

- Misc. Repairs to trucks

Water – Doug Flynn reported that his paperwork has been submitted for his final certifications. He also said that the Department of Health wants to have the Town make changes to our water testing procedure. They suggested having the northern section of the water lines tested every 2 weeks. Councilman Grasso suggested running the changes by the Town Engineer.

Zoning – In December, 6 Building Permits and 1 C/O were issued with a total value of \$1,059,452.00, and the fees collected were \$794.40. The Annual Report listed that 100 permits were issued with a value of \$6,390,365.00. Building permit fees collected were \$17,855.11 and \$1,550.00 for Zoning fees.

Constables – In December, there were 26 patrols, 35 complaints, 10 911 calls and 4 accidents & 2 EMT calls responded to. 1,722 miles were traveled, and 25 tickets issued of which 7 were issued on Route 67. For the year 2016, there were 338 patrols, 308 complaints, 126 911 calls, 7 EID calls, 22 Fire/EMT calls, and 43 accidents responded to. 23,661 miles were traveled, and 463 tickets were issued.

ZBA – The Board will hold a Public Hearing on January 10th regarding a solar installation.

Charlton Seniors – Marv Schorr said that the Seniors want to thank the Town Board for their continued support.

Historian – Marv Livingston reported that the Hungry for History series went well and included history of the Charlton Tavern. He worked with 3 members of the Brown family from Michigan to help them with genealogy and they were very appreciative. The new Charlton Book is progressing. He has confirmed that a boy scout is interested in a project at Pine Grove Cemetery for his Eagle Scout Project. The Cemetery Association is very happy about the project. Marv said that Dr. Spring has some old medical equipment and has offered to have it displayed in the Town Hall display cases on the second floor. The Board had no objection.

Dog Control – In December, there were 6 complaints and 2 expired licenses followed up on, 3 licensed dog seized and returned to owners and 2 Court appearance tickets issued.

MOTIONS, RESOLUTIONS, AND AUTHORIZATIONS

RESOLUTION #49

Resolution authorizing adoption by the Town Board of a revised Fee Schedule effective January 1, 2017 for Building Permits, Application Fees, Planning Board Fees, Zoning Board of Appeals Fees and Miscellaneous Fees

Motion by Councilman Gay

Seconded by Councilman Heritage

Discussion: Councilman Grasso said that the Board does not take fee increases lightly. The last fee increase was in 2002. The Board is just trying to stay in line with surrounding Town's fees.

Roll Call: Councilman Gay: Aye, Councilman Grasso: Aye, Councilman Heritage: Aye, Councilman Hodgkins: Aye, Supervisor Grattidge: Aye. **CARRIED.**

TOWN OF CHARLTON COUNTY OF SARATOGA STATE OF NEW YORK

RESOLUTION NO. 49

January 9, 2017

A RESOLUTION AUTHORIZING ADOPTION BY THE TOWN BOARD OF A REVISED FEE SCHEDULE EFFECTIVE JANUARY 1, 2017 FOR BUILDING PERMITS, APPLICATION FEES, PLANNING BOARD FEES, ZONING BOARD OF APPEALS FEES AND MISCELLANEOUS FEES

WHEREAS, the Town Board has determined that it is in the best interests of the Town of Charlton to update the Town of Charlton fee schedule, last revised April 1, 2012, and with respect to building permits, zoning administrator fees, Planning Board fees, Zoning Board of Appeals fees and miscellaneous fees, and

WHEREAS, the Town Board requires escrow accounts for the purpose of payment for consultant fees necessary to effect the purposes of the activities related to the Town of Charlton fee schedule, and

WHEREAS, the Town Board has completed a thorough review of its existing fee schedule, has revised the existing fee schedule to reflect current needs and conditions and has also clarified the requirements for the establishment of escrow accounts necessary to meet the needs of the residents of the Town of Charlton with respect to the activities of the Town, Zoning and Planning Boards, and

WHEREAS, attached to this resolution is a full and complete copy of the revised, proposed Town of Charlton fee schedule for the above described activities.

NOW BE IT RESOLVED, that the Town Board of the Town of Charlton hereby adopts the attached document entitled "Town of Charlton Fee Schedule, Effective Date January 1, 2017", and which document shall become effective January 1, 2017.

Moved by	Councilman Gay	Voting:	Councilman Gay	Aye
			Councilman Grasso	Aye
Seconded by	Councilman Heritage		Councilman Heritage	Aye
			Councilman Hodgkins	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: January 9, 2017

Brenda Mills, Town Clerk

TOWN OF CHARLTON
Saratoga County
FEE SCHEDULE
(EFFECTIVE DATE JAN 1, 2017)

The Town Board, Zoning Board of Appeals or Planning Board may refer an application to its private consultants for review. Such consultants may include an engineer, planning consultant or other specialist necessary for the Board(s) to make an informed decision. Expenses incurred by the Town of Charlton for this purpose shall be fair, reasonable and shall be reimbursed to the Town by the applicant in the amount of the actual expense incurred.

Each Board may require the establishment of an escrow account at the commencement of an application for the purpose of reimbursing the expenses referenced above. In the event the escrow is depleted prior to any final approval or issuance of a required permit, additional monies must be deposited before the processing of the application will continue.

Applicants are required to pay all fees, charges and escrow requirements in full prior to the issuance of any permits or the signing of any final subdivision map mylars.

BUILDING PERMIT FEES

1 & 2 Family Dwellings	\$ 16.00 per 100 square feet (\$100.00 min.)
Multiple Dwellings	\$ 16.00 per 100 square feet (\$100.00 min.)
Additions	\$ 16.00 per 100 square feet (\$100.00 min.)
Porches & Decks	\$ 16.00 per 100 square feet (\$100.00 min.)
Storage	\$ 16.00 per 100 square feet (\$100.00 min.)
Detached Garages	\$ 16.00 per 100 square feet (\$100.00 min.)
Accessory Buildings	\$ 16.00 per 100 square feet (\$100.00 min.)
Commercial Buildings	\$ 20.00 per 100 square feet (\$200.00 min.)
Agricultural Buildings	No Charge (with documented AG Exemption)
Solid/Liquid Fuel Burning	

Devices: With/Without Chimney \$ 90.00

Solar Panels 0.5% of the total cost (\$100.00 min.)

Permit Renewal after 1 year 50% of original fee

Swimming Pools \$ 90.00

Miscellaneous \$ 90.00

Certificates No charge

Electrical Inspections Third Party Cost

Title Search \$ 50.00

Zoning Violation Search \$ 50.00

MISCELLANEOUS FEES

Percolation Tests \$ 90.00

Septic: New/Repair \$ 50.00

Engineering fee extra

Signs \$ 90.00

Curb Cut, Town Roads \$ 50.00

Copy of Zoning Ordinance \$ 20.00

Copy of Subdivision Ordinance \$ 15.00

APPLICATION FEES

PLANNING BOARD

Subdivisions

Exempt – Minor \$300.00 per lot (Nonrefundable)

Major Subdivisions \$300.00 per lot (Nonrefundable)

Site Plan Review \$300.00 (Nonrefundable)

Lot Line Adjustments \$500.00 or the Planning Board may waive application fee

Park Fee \$1200.00 per lot (Payable prior to signing of Mylar)

ZONING BOARD OF APPEALS

Variance \$300.00

Interpretation \$100.00

Exceptional Use Permit \$500.00

Amendment to Exceptional Use permit \$300.00

Temporary Certificate of Use/Occupancy \$300.00

Other \$300.00

RESOLUTION #50

Resolution for 2016 Budget Amendment

Motion by Councilman Hodgkins

Seconded by Councilman Gay

Roll Call: Councilman Gay: Aye, Councilman Grasso: Aye, Councilman Heritage: Aye, Councilman Hodgkins: Aye, Supervisor Grattidge: Aye. **CARRIED.**

1/9/17

Resolution # 50

Amendment

Be it resolved that the Supervisor is authorized to make the following budget amendment:

For Budget Year 2016

Transfer from General Fund Contingent-Contractual fund balance to Highway Department, Hospital/Medical Insurance account.

Total \$15,159.52

A1990.4 – General Fund, Contingent-Contractual to Highway Dept.

To:

DA9060.8 Highway Dept. Hospital/Medical Insurance account

Moved by	Councilman Hodgkins	Voting:	Councilman Gay	Aye
			Councilman Grasso	Aye
Seconded by	Councilman Gay		Councilman Heritage	Aye
			Councilman Hodgkins	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: January 9, 2017

Brenda Mills, Town Clerk

RESOLUTION #51

Resolution for 2016 Budget Transfers

Motion by Councilman Grasso

Seconded by Councilman Hodgkins

Roll Call: Councilman Gay: Aye, Councilman Grasso: Aye, Councilman Heritage: Aye, Councilman Hodgkins: Aye, Supervisor Grattidge: Aye. **CARRIED.**

1/9/17

Resolution # 51

Resolution for Budget Transfer of Funds

Be it resolved that the Supervisor is authorized to make the following transfers:

For Budget Year 2016, General Fund, transfers totaling \$51,201.28 as detailed by the attached spreadsheet.

For Budget Year 2016, Highway Fund,
transfers totaling \$52,543.28 as detailed by the attached spreadsheet.

For Budget Year 2016, Water #1 Fund,
transfers totaling \$7,396.36 as detailed by the attached spreadsheet.

Moved by	Councilman Grasso	Voting:	Councilman Gay	Aye
			Councilman Grasso	Aye
Seconded by	Councilman Hodgkins		Councilman Heritage	Aye
			Councilman Hodgkins	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: January 9, 2017

Brenda Mills, Town Clerk

2016 Year End Transfers

General Fund

	<u>To:</u>	<u>Amount:</u>	<u>From:</u>	
Tax Collection-Staff	A1330.11	\$3,241.00	A1330.10	Tax Collection-Dept Head
Engineer - Contractual	A1440.4	\$1,163.75	A1620.1	Buildings-Personal Svcs.
Central Serv Admin Postage	A1610.401	\$13.23	A1610.403	Central Serv Admin Legal Notices
Buildings - Other	A1620.411	\$9,669.77	A1620.420	Buildings-Heat/Electricity
Central Storeroom Contractual	A1660.4	\$136.32	A1680.4	Central Data Processing-Contractual
Unallocated Ins-Pers. Services	A1910.1	\$144.54	A1680.4	Central Data Processing-Contractual
Police-Other	A3120.411	\$643.36	A3120.406	Police-Gas Diesel
Police-Vehicle Maint.	A3120.413	\$1,327.19	A3120.406	Police-Gas Diesel
		\$1,750.23	A1990.4	Contingency
Traffic Control-Equipment	A3310.2	\$187.63	A3310.4	Traffic Control-Contractual
		\$161.47	A1990.4	Contingency
Control of Dogs-Staff	A3510.11	\$6,120.00	A3510.10	Control of Dogs-Dept Head
Parks-Other	A7110.411	\$1,106.92	A1990.4	Contingency
Parks-Maintenance	A7110.416	\$1,606.42	A1990.4	Contingency
Celebrations-Contractual	A7550.4	\$250.00	A7520.4	Historical Property-Contractual
		\$166.00	A7110.407	Parks-Electric
Refuse & Garbage-Contractual	A8160.4	\$898.40	A8540.4	Drainage-Contractual
Hospital/Medical Ins	A9060.8	\$3,208.94	A9030.8	Social Security
Debt Services-Prin. 715,000	A9710.601	\$5,000.00	A1990.4	Contingency
Debt Services-Interest 270,000	A9710.703	\$37.50	A9710.704	Bond Interest \$1,170,000
	Total:	\$51,201.28		

Highway Fund

	<u>To:</u>	<u>Amount:</u>	<u>From:</u>	
Maint. of Roads-Rd Construct.	DA5110.414	\$2,545.06	DA5110.406	Maint. of Roads-Gas & Diesel
Road Const. -Equipment	DA5112.2	\$15,579.41	DA5110.1	Maint. of Roads-Personal Svcs.

Machinery-Contractual	DA5130.4	\$278.09	DA5130.2	Machinery-Equipment
		\$227.50	DA5140.4	Misc.-Drug Testing
		\$2,162.08	DA5142.410	Snow Removal-Road Materials
		\$4,921.70	DA5142.406	Snow Removal-Gas & Diesel
		\$2,427.03	DA9010.8	State Retirement
Snow Removal-Personal Services	DA5142.1	\$9,210.30	DA5142.406	Snow Removal-Gas & Diesel
Unemployment Ins	DA9050.8	\$32.59	DA9010.8	State Retirement
Hospital/Med Ins	DA9060.8	\$15,159.52	A1990.4	Contingency - GENERAL FUND
	Total:	\$52,543.28		

Water #1 Fund	To:	Amount:	From:	
Supply/Power/Pump-Other	F8320.411	\$107.89	F8310.411	Water Admin - Other
Transmis/Distrib-Other	F8340.411	\$5,815.13	F8340.419	Transmis/Distrib-Pumphouse
Transmis/Distrib-Engineering	F8340.417	\$217.50	F8340.408	Transmis/Distrib-Telephone
State Retirement	F9010.8	\$618.27	F8340.418	Tansmis/Distrib-Equip Maint.
Social Security	F9030.8	\$511.00	F8340.418	Transmis/Distrib-Equip Maint.
Unemployment Ins.	F9050.8	\$126.57	F8340.418	Transmis/Distrib-Equip Maint.
	Total:	\$7,396.36		

RESOLUTION #52

Resolution authorizing the Supervisor to sign annual agreements with organizations receiving budgeted moneys from the Town.

Motion by Councilman Grasso
 Seconded by Councilman Gay

BE IT RESOLVED that the Supervisor is authorized to sign the 2017 annual agreements with organizations and businesses that receive money from the Town of Charlton based on the Town budget.

Roll Call: Councilman Gay: Aye, Councilman Grasso: Aye, Councilman Heritage: Aye, Councilman Hodgkins: Aye, Supervisor Grattidge: Aye. **CARRIED.**

PRIVILEGE OF THE FLOOR

Dawn Szurek, resident, noted that in the Farmland Protection Plan, Right to Farm signs were recommended and she asked the status of those. Councilman Grasso said that a few years ago, the Board looked into redoing the Welcome to Charlton signs and adding the Right to Farm to those signs. It was found to be quite expensive, so the project was put on hold until there is money available.

Marv Schorr said that there are grants available for defibrillators and asked if the Board was interested. Councilman Grasso said that the Board would need more information about the training requirements and costs.

Highway Superintendent Emerich gave an update of Jeremy Almy's progress and said he may be returning to work in March.

RESOLUTION #53

Resolution to adjourn the meeting.

Motion by Councilman Gay

Seconded by Councilman Heritage

BE IT RESOLVED that the Town Board meeting be adjourned.

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

The meeting adjourned at 8:50 p.m.

Respectfully submitted,

Brenda Mills
Town Clerk