

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

March 25, 2019

The Agenda 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. to set the agenda for the April 8th meeting.

Present: Councilman Grasso, Councilwoman Heritage, Councilman Ranaletto, Supervisor Grattidge, Town Clerk Brenda Mills, Attorney Craig.

Excused: Councilman Robbins

RESOLUTION #82

Abstract of Claims

Motion by Councilman Grasso

Seconded by Councilman Ranaletto

Discussion: This abstract includes payment for a \$161,000 truck for the Highway Department for which the Town is receiving a \$100,000 grant.

BE IT RESOLVED that the Town Board has approved the payment of bills as presented in Abstract #106, voucher numbers 176 – 217 in the amount of \$201,981.30.

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

RESOLUTION #83

Approval of Minutes

Motion by Councilman Ranaletto

Seconded by Councilwoman Heritage

BE IT RESOLVED that the Town Board has approved the minutes from the Town Board Meeting on March 11, 2019.

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

ANNOUNCEMENTS

The Town Clerk is accepting items for Yellow Ribbon Day which is on April 9th, 2019. Collected donations for "Freedom Boxes" will be sent to deployed troops. Items may be dropped off at the Town Clerk's office until April 6th. A suggested list of items will be available on the Town's website and at the Clerk's office.

The Town is accepting donations for Party in the Park and the Fireworks show being held June 1st.

Spring brush pick-up will be held the week of April 29th through May 2nd.

ECC has scheduled roadside clean-up for April 27th from 8 a.m. until noon. Volunteers are needed, and should sign up with the Highway Superintendent. The free tree seedling give away will be immediately following the clean-up from noon until 1p.m.

Saratoga County Soil and Water Conservation District is sponsoring a Tire Recycling Program for all Saratoga County residents on May 14th from 4 – 6 pm at the Milton Town Hall at 503 Geyser Road, Ballston Spa. The cost is \$2 per tire or \$3 per tire with rim. Pre-registration is required and information will be posted on the Town's website.

COMMUNICATIONS

Charlton Fire District #1 is holding a vote on March 26th from noon to 9 p.m. to vote on a 30 year bond for a new firehouse.

Supervisor Grattidge said that the Dept of Health has always monitored the levels of residual chlorine in the Town water lines. The levels are okay and tend to be higher near the pump house and lessen as it gets to the north end of Town. They have asked the Town to consider having the Town Engineer design a system to add chlorine.

Saratoga Plan has received a \$50,000 grant from the Dept of Ag & Markets Land Trust Grant Program to be used for land appraisals for farmers that want to conserve their land. There are 10 farms that the grant will be used for, and at least one farm is in Charlton.

Dennis Russell who works part-time in Charlton's Water Department is retiring from his full-time position with the Town of Glenville and the NYS retirement system. He has to resign from Charlton and Charlton has to discontinue paying into the retirement system for him for a period of 24 hours and then Charlton can rehire him.

RESOLUTION #84

Accepting the resignation of Water Dept. employee Dennis Russell

Motion by Councilman Grasso

Seconded by Councilwoman Heritage

BE IT RESOLVED that the Town Board has received and accepts the resignation of Dennis Russell as a part-time worker in the Water Department, letter dated 2/26/19 and effective 3/30/19.

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

DISCUSSION

The Sales Tax received this month was \$98,192.00 and the Mortgage Tax was \$5,282.00.

Supervisor Grattidge said that when the Water District put in the Water District #2 extension going up Main Street in 1995, a bank account was set up and the tax money collected in the extension was put into the account and the 20 year bond was paid from it. The bond was retired last year. There is a balance left in this reserve fund that should be used for water improvements in the future. He recommends closing the account and moving the money into the Water District Repair Reserve Fund. That fund needs to be built back up, as the painting of the water tower depleted the fund. There is approximately \$34,379 in the extension #2 account, and \$141,000 in the Reserve Fund currently. Supervisor Grattidge said that he would like to move some money from the Water Fund balance and put it into the Reserve Fund to bring the balance up to \$200,000.00. Councilman Grasso asked if there are any restrictions on the account for Water District #2. Supervisor Grattidge said he did not see any, and he has sent the Board and Attorney copies of the establishment of the Water District Reserve Fund in 1995 and a copy of a resolution from 2003 where they transferred money into it. He would like to do a similar transfer at the next meeting. Money can be put in by resolution but there must be a resolution and permissive referendum to take money out. Supervisor Grattidge said that if the Town had to purchase a chlorination system, there is probably enough funds in the Water Fund balance. The Water Superintendent has mentioned a future project of power washing the tank to remove mildew.

The Supervisor said that the Town Highway Department has a small Highway Reserve account with a balance of 14 or 15 thousand dollars that could be used if there are needs for new equipment this year.

Supervisor Grattidge said that there are 4 elected positions remaining in Charlton that have 2 year terms; the Town Clerk, Tax Collector, Supervisor and Highway Superintendent. There has been discussion over the years of making them all 4 year terms. Attorney Craig said that there are 2 ways to handle this. The first way is resolution subject to mandatory referendum, and the 4 year term would not start until after the next term. The other way is by Local Law subject to permissive referendum, and the term would start January 1. There are strict time constraints for getting this on the ballot for this year. The Board had no objection to the 4 year term limits. It was suggested that this year, we do a Local Law for the Tax Collector and one for the Town Clerk, and then in two years, do a Local Law for the Highway Superintendent and one for the Supervisor's term. The Board and the Attorney will continue to research the process.

Supervisor Grattidge asked the Board if they were interested in going to one Board meeting per month during July and August. Councilman Grasso likes having 2 meeting per month and the remainder of the Board was in favor of just one meeting. Attorney Craig confirmed that the change could be made by resolution.

Councilman Ranaletto said that he hopes to have a Zoning trending report for the next meeting.

Councilwoman Heritage said that there will be a Party in the Park meeting on March 26th.

Councilman Grasso reminded everyone of the DEC burning ban from March 16th until May 14th.

The Board has set-up mandatory employee training for April 11th which would include the required sexual harassment training and work place violence training. Town offices will be closed from 9am until 11am.

MOTIONS, AUTHORIZATIONS AND RESOLUTIONS

RESOLUTION #85

RESOLUTION AUTHORIZING PART-TIME EMPLOYMENT FOR THE TOWN WATER DISTRICTS

Motion by Councilman Grasso

Seconded by Councilwoman Heritage

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

TOWN OF CHARLTON COUNTY OF SARATOGA STATE OF NEW YORK

RESOLUTION NO. 85 March 25, 2019

RESOLUTION AUTHORIZING PART-TIME EMPLOYMENT FOR THE TOWN WATER DISTRICTS

WHEREAS, the Town of Charlton is in need of a part-time employee for the Town Water Districts, due in part to a recent retirement, and

WHEREAS, Dennis Russell has extensive experience in all aspects of water district operation and maintenance, stemming from his many years in the Town of Glenville and Town of Charlton, and has further shown interest in working part-time for the Town of Charlton.

NOW THEREFORE, BE IT RESOLVED, the Town of Charlton shall hire Dennis Russell to work in the water department under the Water District Superintendent, effective April 1, 2019, on a part-time basis; and

BE IT FURTHER RESOLVED, his responsibilities shall include the performance of maintenance duties for both Town Water Districts, the water pumping station and water distribution system, on a 24 hour, 7 days a week basis, as more fully described in the attached job description; and

BE IT FURTHER RESOLVED, that Dennis Russell shall be hired on a part-time basis, at the salary of \$10,320.00 per year, to be prorated for 2019 as of April 1, 2019, with no benefits provided to him whatsoever, of any kind, including but not limited to health care, paid leaves, vacation pay, or retirement benefits.

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

The resolution was duly adopted on March 25, 2019.

Brenda Mills, Town Clerk

RESOLUTION #86
RESOLUTION ADOPTING THE UPDATED EMPLOYEE HANDBOOK

Motion by Councilman Ranaletto
Seconded by Councilwoman Heritage

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

TOWN OF CHARLTON
COUNTY OF SARATOGA
STATE OF NEW YORK

RESOLUTION NO. 86

March 25, 2019

RESOLUTION ADOPTING THE UPDATED EMPLOYEE HANDBOOK

WHEREAS, the Town Board of the Town of Charlton is desirous of maintaining an up-to-date Employee Handbook which details current and accurate personnel policies and procedures, employee benefits, compliance policies, and other pertinent information governing employment related matters; and

WHEREAS, the Town Board has retained Public Sector HR Consultants LLC to prepare a revised and updated version of the Town’s Employee Handbook that accomplishes the foregoing objectives; and

WHEREAS, the Town Board has reviewed draft versions of said updated Employee Handbook and has made changes and determinations as to appropriate content;

NOW, THEREFORE, BE IT RESOLVED, this 25th day of March, 2019, that the attached document be adopted as and shall be the official Employee Handbook of the Town of Charlton effective April 1, 2019; and

BE IT FURTHER RESOLVED, that the newly updated and revised Town of Charlton Employee Handbook shall be distributed, with signed acknowledgment, to all Town officials and employees.

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

The resolution was duly adopted on March 25, 2019.

Brenda Mills, Town Clerk

The meeting adjourned at 8:03 p.m.

Respectfully submitted,

Brenda Mills
Town Clerk