

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

**December 11, 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 7:30 p.m.

Supervisor Grattidge led the pledge of Allegiance.

Roll Call: Councilman Grasso, Councilman Heritage, Councilman Hodgkins, Councilman Ranaletto, Supervisor Grattidge, Attorney Van Vranken, Town Clerk Brenda Mills.

**APPROVAL OF MINUTES**

**RESOLUTION # 189**

**Approval of Minutes**

Motion by Councilman Grasso

Seconded by Councilman Ranaletto

Discussion: Councilman Grasso asked that the Town Clerk insert a statement in the minutes regarding the water testing to clarify that is was for storm water management and not related to drinking water.

BE IT RESOLVED that the Town Board has approved the minutes of the Town Board Agenda Meeting on November 27, 2017.

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

**PRIVILEGE OF THE FLOOR FOR AGENDA ITEMS**

No one chose to speak.

**ABSTRACT OF CLAIMS**

**RESOLUTION #190**

**Approval of Abstract of Claims**

Motion by Councilman Hodgkins

Seconded by Councilman Heritage

BE IT RESOLVED that the Town Board has approved the payment of bills as presented in Abstract #123, voucher numbers 582 – 610 in the amount of \$32,203.09 and Abstract #20, voucher number 2001 in the amount of \$6,499.29

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

**TOWN CLERK'S REPORT**

Clerk Brenda Mills reported that the Town Clerk's office took in \$772.34 for the month of November. \$461.43 was paid to the Supervisor's Office as revenue, and \$310.19 was paid to other Governmental agencies.

**RESOLUTION # 191**

**Acceptance of the Town Clerk's Report**

Motion by Councilman Ranaletto

Seconded by Councilman Grasso

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

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

**SUPERVISOR'S REPORT**

For the month of November, I attended 2 Town meetings and 6 County meetings.  
Some of the highlights of the month:

- Attended normal Town and County meetings
- Passed the 2018 town Budget
- Worked on the 2018 County Budget

Supervisor Grattidge confirmed that the Town has received the 2<sup>nd</sup> semi-annual mortgage tax distribution in the amount of \$63,004.26.

(see financial report on next page)

**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 November, 2017:

DATED: December 4, 2017

\_\_\_\_\_  
SUPERVISOR

	Balance 10/31/2017	Increases	Decreases	Balance 11/30/2017
<b>A GENERAL FUND - TOWNWIDE</b>				
CASH - CHECKING	12,080.98	74,220.05	74,242.75	12,058.28
CASH - SAVING	441,262.45	130,110.95	74,217.75	497,155.65
PETTY CASH	500.00	0.00	0.00	500.00
Park Fees Reserve	41,467.75	3.23	0.00	41,470.98
<b>TOTAL</b>	<b>495,311.18</b>	<b>204,334.23</b>	<b>148,460.50</b>	<b>551,184.91</b>
<b>DA HIGHWAY FUND</b>				
CASH - CHECKING	0.00	87,333.20	87,333.20	0.00
CASH - SAVINGS	-116,618.12	57,300.50	87,333.20	-146,650.82
CASH, SPECIAL RESERVE	15,486.82	0.00	0.00	15,486.82
<b>TOTAL</b>	<b>-101,131.30</b>	<b>144,633.70</b>	<b>174,666.40</b>	<b>-131,164.00</b>
<b>F WATER #1 FUND</b>				
CASH - CHECKING	0.00	7,328.41	7,328.41	0.00
CASH - SAVINGS	283,798.91	511.08	7,328.41	276,981.58
WATER SERIAL BOND	34,334.55	2.82	0.00	34,337.37
CASH, SPECIAL RESERVES	121,358.02	4.99	0.00	121,363.01
<b>TOTAL</b>	<b>439,491.48</b>	<b>7,847.30</b>	<b>14,656.82</b>	<b>432,681.96</b>
<b>SW WATER #2 FUND</b>				
CASH - CHECKING	0.00	307.08	307.08	0.00
CASH - SAVINGS	26,580.91	2.15	307.08	26,275.98
<b>TOTAL</b>	<b>26,580.91</b>	<b>309.23</b>	<b>614.16</b>	<b>26,275.98</b>
<b>TA TRUST &amp; AGENCY</b>				
CASH - CHECKING	9,597.46	31,347.29	31,347.29	9,597.46
<b>TOTAL</b>	<b>9,597.46</b>	<b>31,347.29</b>	<b>31,347.29</b>	<b>9,597.46</b>
<b>H CAPITAL PROJECTS</b>				
	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL ALL FUNDS</b>	<b>869,849.73</b>	<b>388,471.75</b>	<b>369,745.17</b>	<b>888,576.31</b>

## **ANNOUNCEMENTS**

The Town Clerk's office has announced that the Town employees and volunteers luncheon will be held on December 19<sup>th</sup> at 12:30 p.m.

Town Offices will be closed December 25<sup>th</sup> and 26<sup>th</sup> for the Christmas Holiday. The December Agenda Meeting will be held on Wednesday, December 27<sup>th</sup>.

The Glenville Hills Garden Club will hold a "Wreaths to honor Veterans" ceremony on Saturday December 16<sup>th</sup> at the Veterans Board at the Gideon Hawley Park.

## **COMMUNICATIONS**

Supervisor Grattidge read a letter from the West Charlton Presbyterian Church that thanked the Town Board and the Planning Board for taking the church's concerns into consideration and thus requiring changes to the new Stewarts Shop location which addressed their concerns.

## **DEPARTMENT & COMMITTEE REPORTS**

### Highway – **General Operations**

Spot pave roads for winter.

Sand and Salt Roads

Clean shop, wash floors.

Clean and salt sidewalks at town hall

Work on trucks and equipment for winter.

Grade dirt roads.

### **Equipment Repair**

NYSI on Trucks

Replace misc. light bulbs on trucks.

Replacing cutting edges on plows and wings

Zoning – For the month of November, 5 building permits were issued and one variance application was received. \$730.00 was collected in fees, and the total permit value was \$87,500.00.

ZBA – There will be a meeting on December 12<sup>th</sup> to consider a variance for a 2 lot subdivision on Vines Road.

Dog Control – In November, there were 6 complaint calls received, 8 expired licenses followed up on, and 2 dogs seized and returned to owners.

Constables – In November, there were 29 patrols, 39 complaints, 14 911 calls, 10 accidents, 8 EMT/fire calls responded to and 2,605 miles driven. 62 tickets were issued of which 15 were issued on Route 67. Tom Parks said that they will take the speed wagon in for repair.

Town of Ballston Library – The Library's new director, Colleen Smith introduced herself to the Board.

Planning Board - The Board acted on a lot line adjustment on Cook Road. Stewarts met with the Board regarding their plans to expand the dumpster enclosure and install another light to the enclosure area. The Board also discussed with them the need for some additional landscaping behind the dumpster and some additional screening needed to screen views and light impact to the neighboring property. The Board mentioned to Stewarts that there are some concerns about the curb cut on Route 67. They have discussed some additional striping along the edge of the curb cut. Stewarts was going to discuss this with NYSDOT. The Planning Board is looking to act on the site plan amendment at their upcoming January meeting.

**MOTIONS, RESOLUTIONS AND AUTHORIZATIONS**

**RESOLUTION # 192**

**A RESOLUTION AUTHORIZING A FURTHER REDUCTION IN THE LETTER OF CREDIT PROVIDED TO THE TOWN OF CHARLTON BY HEFLIN-DURST FOR INFRASTRUCTURE COSTS RELATED TO PINE HOLLOW DRIVE**

Motion by Councilman Grasso

Seconded by Councilman Ranaletto

Discussion: Supervisor Grattidge said that the Financial Institutions issuing the Letter of Credit may be changing. Attorney Van Vranken said that the original letter was issued by Key Bank but the builder is looking to get a new letter from BSNB.

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

TOWN OF CHARLTON  
COUNTY OF SARATOGA  
STATE OF NEW YORK

RESOLUTION NO. 192

December 11, 2017

**A RESOLUTION AUTHORIZING A FURTHER REDUCTION IN THE LETTER OF CREDIT PROVIDED TO THE TOWN OF CHARLTON BY HEFLIN-DURST FOR INFRASTRUCTURE COSTS RELATED TO PINE HOLLOW DRIVE**

WHEREAS, on November 28, 2016, the Town Board approved a resolution regarding a reduction in the letter of credit required to be provided to the Town of Charlton by Heflin-Durst for infrastructure costs related to Pine Hollow Drive, a copy of which resolution is attached to this resolution, and

WHEREAS, the Town Engineer has received a cost estimate prepared by Lansing Engineering, P.C., engineers for Heflin-Durst, estimating the cost for the remaining work to be completed on Pine Hollow Drive, and

WHEREAS, attached to this document is the Lansing Engineering, P.C. determination establishing that the estimated total construction cost will be \$127,411.30 for such completion, and

WHEREAS, Town Engineer Michael S. McNamara, P.E. has submitted a letter to the Town Supervisor, a copy of which is attached, setting forth the Town Engineer’s opinion that the letter of credit for this project can be reduced to the amount set forth on the Lansing Engineering, P.C. document.

NOW BE IT RESOLVED, that the Town Board hereby accepts the recommendation and opinion of the Town Engineer regarding the request to reduce the letter of credit filed by Heflin-Durst with the Town Board from the sum of \$264,437.50 to \$127,411.30 based on items completed by Heflin-Durst and with respect to Pine Hollow Drive Subdivision.

Moved by Councilman Grasso

Voting: Councilman Grasso Aye  
Councilman Heritage Aye

Seconded by Councilman Ranaletto

Councilman Hodgkins 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: December 11, 2017

\_\_\_\_\_  
Brenda Mills, Town Clerk

**RESOLUTION # 193**

**A RESOLUTION AUTHORIZING THE PURCHASE OF NEW SBA SOFTWARE FOR THE ZONING OFFICE**

Motion by Councilman Ranaletto  
Seconded by Councilman Heritage

BE IT RESOLVED that the Town Board hereby approves the purchase of new software from SBA for the Building and Zoning office at a price of \$8,200 and also approves the ongoing annual maintenance cost of the software of \$700 per year. .

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

**RESOLUTION # 194**

**A RESOLUTION APPROVING THE RENEWAL OF AN AGREEMENT BETWEEN THE TOWN OF CHARLTON TOWN BOARD AND THE CHARLTON SNOWMOBILE CLUB, INC. FOR 2017-2018**

Motion by Councilman Hodgkins  
Seconded by Councilman Grasso

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

TOWN OF CHARLTON  
COUNTY OF SARATOGA  
STATE OF NEW YORK

RESOLUTION NO. 194

December 11, 2017

**A RESOLUTION APPROVING THE RENEWAL OF AN AGREEMENT  
BETWEEN THE TOWN OF CHARLTON TOWN BOARD  
AND THE CHARLTON SNOWMOBILE CLUB, INC. FOR 2017-2018**

WHEREAS, the Charlton Snowmobile Club, Inc. has requested a renewal of its current agreement with the Town of Charlton Town Board and regarding use and access permission for members of the Snowmobile Club in order to enter onto local snowmobile trails, Town of Charlton Town Hall property and Town of Charlton Town roads, and

WHEREAS, attached to this resolution is a copy of the revised Agreement between the Town

Board and the Town of Charlton and the Charlton Snowmobile Club, Inc. for the period December 1, 2017 – November 30, 2018, and

WHEREAS, this agreement contains a request by the Snowmobile Club to use approximately 1,500 feet from 1453 Division Street to 1461 Division Street and on both sides of the Town highway as shown on an attached aerial photograph made part of the aforementioned agreement.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board hereby approves this renewal Agreement with the Charlton Snowmobile Club, Inc. and authorizes the Supervisor to execute such Agreement.

Moved by Councilman Hodgkins

Voting: Councilman Grasso Aye

Councilman Heritage Aye

Seconded by Councilman Grasso

Councilman Hodgkins 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: December 11, 2017

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Brenda Mills, Town Clerk

### **COUNCILMAN REPORTS**

Councilman Grasso confirmed that the Board has filed the grant application for a \$100,000.00 grant for the purchase of a new truck for the Highway Department. Supervisor Grattidge said that the State has responded and requested additional information from the Town which includes current quotes for the truck and equipment and also for the Town to show verification of where the money will come from for the Town's portion of the truck purchase. Councilman Grasso asked the Board if they thought that this information could go on the website under Councilman's Corner. The Board had no objection.

Councilman Grasso said that the Board had heard concerns from residents about the speed limit on Charlton Road near Division Street. In response, Councilman Grasso and Highway Department staff did a site distance test. They found that if you are heading north on Crane Street and planning to turn right, looking left the site distance was 462 feet, and the ASHTO recommendation is 530 feet. If you are heading south on Division Street and planning to turn left, looking to the right the site distance is 520 feet and the ASHTO recommendation is 610 feet. These are the ASHTO recommendations for passenger vehicles going 55 mph. They do not publish recommendations for trucks but obviously it would be higher recommendations. The current site distance would be appropriate for a 45 mph speed limit. Based on these conditions, the Councilman felt that they should recommend a reduced speed limit of 45 mph in this section to approximately 2700 feet past Division Street heading west.

Councilman Hodgkins asked how many residents asked for this, and said that he is not aware of any accidents there. Councilman Grasso said that Fred Acunto had asked a few times and he thinks that a couple of other residents asked about it also. The Board was not aware of any accidents there.

Supervisor Grattidge said that in order to move this forward, the Board would need to do a formal request to the County along with a resolution. The County would in turn make a request to New York State. Supervisor Grattidge asked Councilman Grasso to draft a letter with his findings and the Board agreed to have Attorney

Van Vranken prepare a resolution for the next meeting.

Councilman Grasso said that he reached out to Attorney Dave Brennan who was handling the cell tower application for Verizon Wireless, for a status of the cell tower. Mr. Brennan said that he had no update on the application. Mr. Brennan said that he would contact Aerosmith Development and Verizon and see if he can get an update.

Councilman Heritage said that the Charlton Seniors hosted the caroling and tree lighting ceremony at the gazebo. It was a very successful event with over 70 people in attendance.

Councilman Hodgkins asked for a status on the furnace at the Community Center. Supervisor Grattidge said that the HVAC contractor found that the heat exchanger was broken. The new heat exchanger is under warranty with Carrier, but not the labor to replace it. The new exchanger is being shipped from Texas and is now supposed to arrive on Tuesday, and the contractor plans to work on it the same day. Supervisor Grattidge said that he turned off the water at the Community Center and put a couple of small heaters in the building to keep the pipes from freezing. He will notify the Seniors as soon as the furnace is working.

### **PRIVILEGE OF THE FLOOR**

No one chose to speak.

The meeting adjourned at 8:15 p.m.

Respectfully submitted,

Brenda Mills  
Town Clerk