

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

February 8, 2016

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 7:32 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.

APPROVAL OF MINUTES

RESOLUTION #59

Approval of Minutes

Motion by Councilman Grasso

Seconded by Councilman Hodgkins

Discussion: Councilman Grasso thanked the Town Clerk for getting the minutes done so quickly.

BE IT RESOLVED that the Town Board has approved the minutes of the Town Board Agenda Meeting on January 25, 2016.

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

RESOLUTION #60

Approval of Minutes

Motion by Councilman Gay

Seconded by Councilman Grasso

Discussion: Supervisor Grattidge said that he appreciates the great job that the Town Clerk did capturing the points that were brought out that night.

BE IT RESOLVED that the Town Board has approved the minutes of the Open Meeting on January 25, 2016.

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

PRIVILEGE OF THE FLOOR FOR AGENDA ITEMS

No one chose to speak.

ABSTRACT OF CLAIMS

RESOLUTION #61

Approval of Abstract of Claims

Motion by Councilman Heritage

Seconded by Councilman Gay

Discussion: Supervisor Grattidge said for clarification, there were 2 bills for brake work on the police car. He has verified that one bill was for rear brakes and one was for front brakes, both on the older car.

BE IT RESOLVED that the Town Board has approved the payment of bills as presented in Abstract No. 103, voucher numbers 63 – 96 in the amount of \$68,417.56.

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

TOWN CLERK'S REPORT

Brenda Mills reported that the Town Clerk's office took in \$816.50 for the month of January. \$680.94 was paid to the Supervisor's Office as revenue, and \$135.56 was paid to other Governmental agencies.

RESOLUTION #62

Acceptance of the Town Clerk's Report

Motion by Councilman Hodgkins

Seconded by Councilman Grasso

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

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

SUPERVISORS REPORT

For the month of January, I attended 6 Town meetings and 8 County meetings. Some of the highlights of the month:

- Attended normal Town and County meetings
- Attending the County and Town swearing in ceremonies
- Held the Town Organizational Meeting
- Met with the Regional Traffic Study Group
- Worked on the Verizon Cell Service Project
- Attended the Saratoga County Planning Conference

Supervisor Grattidge confirmed that the Board had received the Financial Reports for the month. He said that the Board has been closely watching the fund balance and it has stabilized.

(see financial report on next page)

02/02/2016 14:14:41

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 January, 2016:

DATED: February 2, 2016

SUPERVISOR

	Balance 12/31/2015	Increases	Decreases	Balance 01/31/2016
A GENERAL FUND - TOWNWIDE				
CASH - CHECKING	11,181.20	50,234.13	50,232.18	11,183.15
CASH - SAVING	669,032.12	79,575.02	50,232.18	698,374.96
PETTY CASH	500.00	100.00	0.00	600.00
Park Fees Reserve	60,348.32	4.96	0.00	60,353.28
TOTAL	741,061.64	129,914.11	100,464.36	770,511.39
DA HIGHWAY FUND				
CASH - CHECKING	0.00	62,881.13	62,881.13	0.00
CASH - SAVINGS	20,796.85	64,974.50	62,881.13	22,890.22
CASH, SPECIAL RESERVE	15,473.29	0.00	0.00	15,473.29
TOTAL	36,270.14	127,855.63	125,762.26	38,363.51
F WATER #1 FUND				
CASH - CHECKING	0.00	54,231.48	54,231.48	0.00
CASH - SAVINGS	210,190.88	158,891.54	54,231.48	314,850.94
WATER SERIAL BOND	34,298.18	1.45	0.00	34,299.63
CASH, SPECIAL RESERVES	121,246.85	5.13	0.00	121,251.98
TOTAL	365,735.91	213,129.60	108,462.96	470,402.55
SW WATER #2 FUND				
CASH - CHECKING	0.00	126.18	126.18	0.00
CASH - SAVINGS	25,473.07	2,057.48	126.18	27,404.37
TOTAL	25,473.07	2,183.66	252.36	27,404.37
TA TRUST & AGENCY				
CASH - CHECKING	7,333.95	526,798.49	528,032.24	6,100.20
TOTAL	7,333.95	526,798.49	528,032.24	6,100.20
H CAPITAL PROJECTS				
	0.00	0.00	0.00	0.00
TOTAL	0.00	0.00	0.00	0.00
TOTAL ALL FUNDS	1,175,874.71	999,881.49	862,974.18	1,312,782.02

ANNOUNCEMENTS & COMMUNICATIONS

The Town offices will be closed Monday, February 15th in observance of Presidents Day.

The January Sales Tax received was \$108,233.00.

Supervisor Grattidge confirmed that he has signed the annual agreements with the Charlton Seniors and the Town of Ballston Library.

Supervisor Grattidge said that Wiring Concepts quoted \$2,000.00 to do the re-wiring and to replace the circulating pump in the water tower. The work was completed last week.

The Defensive Driving class for employees is scheduled for February 24th at the Town Hall with a snow date of March 2nd. All Town employees that drive Town vehicles are required to take the class.

The Board received a letter from the Historic District Commission stating their disappointment that Dorothy Mitchell was not reappointed to the Committee. Supervisor Grattidge said that there was a misunderstanding of the communication with her family. He thought that health problems would prohibit her from being on the committee, but evidently the Commission is able to have phone communications with her for the meetings.

RESOLUTION #63

Amend the 2016 Organizational Resolution #8 to add Dorothy Mitchell to the Historic District Commission to complete the term ending December 31, 2016.

Motion by Supervisor Grattidge

Seconded by Councilman Hodgkins

BE IT RESOLVED that the 2016 Organizational Resolution No. 8 be amended to add Dorothy Mitchell as a member of the Historic District Commission to complete the term that expires December 31, 2016.

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

DEPARTMENT & COMMITTEE REPORTS

Zoning – In January there were 6 Building Permits issued with revenue of \$1,240.12 and 14 CO/CUs were issued with a total value of \$265,356.00. The Annual Zoning Report is on file in the Clerk’s Office.

Highway – **General Operations**

Installing New Street Signs, Patch Pot Holes, Trim Trees and Brush on Cook Rd., Repair Shoulders around Town, Plow, Sand and Salt Roads

Equipment Repair

Replace fuel line truck #11, Replace tires on Backhoe #6, Replace misc. light bulbs on trucks.

Miscellaneous Items

Repainting Historic Markers around town. Build a Salt Brine System for Pre-Treating roads

The bids for the new truck are due on February 22nd at noon, and will be opened at that time. The Town Clerk will prepare a report of the bid results and have it ready for the evening’s Agenda Meeting. Councilman Hodgkins asked if the new truck was already built. Mr. Emerich said that all 2016 trucks have been built already.

Water - Councilman Gay said that Wiring Concepts has removed the non-working circulating pump in the water tower and has installed the new pump and wiring. The new pump has electrical controls to be able to set the predetermined times for the pump to function.

Town of Ballston Library - Councilman Gay said he has spoken with Karen DeAngelo, Librarian, to set a date for a meeting to find out what services are being provided to the residents of the Town of Charlton. He would like to find out how many Charlton residents have a library card there, and reminded the Board that the Town donates \$39,100 annually to the Library.

Town Audits – Councilman Gay and Councilman Grasso volunteered to conduct the Town Audits of the 2015 Department records. They will contact the Departments to set up the schedules. Supervisor Grattidge said that the AUD report process is underway.

ZBA – Councilman Gay said that he has discussed the Zoning Administrator’s responsibility regarding ZBA matters with Mr. Gizzi. Councilman Gay and/or Attorney Van Vranken will attend the ZBA meetings.

Constables – In January, there were 25 patrols, 14 complaints, 6 911 calls and 2 accidents and 1 EID call responded to, 1,568 miles traveled, and 25 tickets issued. Supervisor Grattidge gave a follow-up to the recent home robbery on Cook Road. He said that this was not a random event, and the suspects have been found and arrested. He reminded people that even in Charlton, they need to lock their doors and be safe.

ECC – Marv Schorr said that the Committee met in January. They are looking for a person to fill a vacancy on the Committee.

Historical Society – Mr. Schorr informed the Board that significant capital improvements have been made to the museum and the schoolhouse, and both buildings have been repainted. A new weathervane support was built on the museum because the previous support was destroyed by carpenter bees.

Charlton Seniors – Marv Schorr said that the Seniors have signed their annual agreement with the Town. He thanked the Board for their support of the Seniors and the use of the Community Center.

MOTIONS, RESOLUTIONS, AND AUTHORIZATIONS

RESOLUTION #64

Resolution authorizing the Town Clerk to publish a Notice to Bidders regarding the purchase by the Town of Charlton of a 2016 Ford Super Duty F-550 DRW 4WD Reg. Cab 141” WB, Cab and Chassis

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.**

TOWN OF CHARLTON
COUNTY OF SARATOGA
STATE OF NEW YORK

RESOLUTION NO. 64

February 8, 2016

**A RESOLUTION AUTHORIZING THE TOWN CLERK TO PUBLISH
A NOTICE TO BIDDERS REGARDING THE PURCHASE BY
THE TOWN OF CHARLTON OF A 2016 FORD SUPER DUTY F-550
DRW 4WD REG. CAB 141” WB, CAB AND CHASSIS**

(or comparable brand or model which meets the Town specifications)

WHEREAS, the Highway Superintendent of the Town of Charlton has advised the Town Board that the Town Highway Department is in need of a new vehicle in order to provide services necessary to maintain Highway Department obligations to the residents of the Town of Charlton, and

WHEREAS, the Highway Superintendent has prepared a draft Instruction to Bidders and Bid Proposal form outlining the specifications and requirements for such bid, a copy of which documentation is attached to this resolution as if more fully set forth herein.

NOW, THEREFORE, BE IT RESOLVED, that the Town Clerk is hereby authorized to publish a Notice to Bidders in the Daily Gazette, the Town of Charlton designated newspaper, requesting bids for a 2016 Ford Super Duty F-550 DRW 4WD Reg. Cab 141” WB, Cab and Chassis (or comparable brand or model which meets the Town specifications), which notice will include a deadline date to submit bids by Monday, February 22, 2016 at 12:00 p.m. at the Town Hall, at which time the Town Board will open any and all bids received by that time and date and for purposes of considering such bids at its February 22, 2016 agenda meeting scheduled to convene at 7:30 p.m.

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: February 8, 2016

Brenda Mills, Town Clerk

COUNCILMAN REPORTS

Councilman Grasso said that he and Supervisor Grattidge met with the representatives from Airosmith Development, the company serving as the applicants for the cell antennas on the water Tower. They met to review with them the notes taken from the Public Information Meeting. They are preparing additional information for the Town Board to review. He believes that that will include information on the RF (radio frequency) study and the levels of power generation coming out of the antennas, and also look into investigating the viability of alternative sites, both Town owned property and private property that could satisfy their coverage requirements. They are also going to reach out to other carriers to see if they are likely to be interested in applying at the same time, so that the Board could take a more comprehensive review.

Supervisor Grattidge said that he met with the Town Attorney to discuss the Special Usage Permit by Charlton Oil. He gave the Town Attorney the background file of the property, and the Town Attorney concluded the meeting by saying that he will provide the Town Board with a summary of the history of how the uses have evolved through the years. He contacted the Zoning Administrator to get a status of the report of the current usage and feels that the Board will then have a more complete view of what is going on there. Attorney Van Vranken said that he will make a summary of the history of the property uses and what was permitted. Most importantly, he would like the Zoning Administrator to give the Board a verbal picture of what is going on at the site now. He said that will be critical as the Board may need to have discussions about the changing of current uses.

Councilman Hodgkins said that he met with Mike Emerich about a month ago at the Historical Society ditch. They were able to take some shots of the ditch lines as they exist and the relationship of the water flow to the schoolhouse. He has the information and will provide the information to the Board. He will prepare a response to Mr. Crottie and share that with the Board as well. The picture does not show a real migration of water from the Town ditches onto the school property or causing any great problems. He said that there probably is water, but he thinks that everybody in Town has water on their property at one time of another.

Councilman Hodgkins said the Party in the Park committee met January 26th. One of the first things that they have done is to secure a band for the event. They are waiting to get past event information from Bob Lippiello. Their next meeting is February 23rd. Supervisor Grattidge said that he has reserved the fireworks company for the June 4th event.

Councilman Hodgkins said that he has confirmed with Integry's, the Town's electric supplier, that the supply rates are locked in for two years, which ends December 2016.

Councilman Heritage said that Tom Parks informed him that the Constables need to replace a light bar on one of the police cars. Mr. Parks thinks that the cost will be about \$600.00. Supervisor Grattidge said that he should get a quote and have the Board authorize it.

Councilman Heritage asked what the protocol and procedures are for the Building Inspector when he does inspections and for returning phone calls. He asked if stickers were left when inspections were done, and if files are documented after inspections. Supervisor Grattidge said that he tries to schedule inspections around his office hours on Tuesday and Thursdays, but has been given permission by the Board to accommodate people other days. Attorney Van Vranken said that his experience last year with a court case where a zoning file was needed, was that the Zoning file documentation was complete and spot on.

Councilman Grasso said that he has read through the Town's insurance documents, and if the Board is interested in increasing the umbrella coverage, he would like the Board to meet with Dave Meager, the insurance representative to make sure that it is appropriate to spend the extra money.

Councilman Grasso said that he has reviewed the Water Department manual and he feels that it is a very useful document and he thanked John Morgan for taking the time to put it together.

PRIVILEGE OF THE FLOOR

No one chose to speak.

The meeting adjourned at 8:30 p.m.

Respectfully submitted,

Brenda Mills
Town Clerk