

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

**March 14, 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 7:30 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 #73**

**Approval of Minutes**

Motion by Councilman Gay

Seconded by Councilman Heritage

BE IT RESOLVED that the Town Board has approved the minutes of the Town Board Agenda Meeting on February 22, 2016.

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

**PRIVILEGE OF THE FLOOR FOR AGENDA ITEMS**

No one chose to speak.

**ABSTRACT OF CLAIMS**

**RESOLUTION #74**

**Approval of Abstract of Claims**

Motion by Councilman Grasso

Seconded by Councilman Hodgkins

BE IT RESOLVED that the Town Board has approved the payment of bills as presented in Abstract No. 105, voucher numbers 116-162 in the amount of \$75,440.98, and in Abstract No. 3, voucher numbers 301- 303 in the amount of \$8,300.17.

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

**TOWN CLERK'S REPORT**

Town Clerk Brenda Mills reported that the Clerk's office took in \$561.50 for the month of February. \$474.38 was paid to the Supervisor's Office as revenue, and \$87.12 was paid to other Governmental agencies.

**RESOLUTION #75**

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

Motion by Councilman Hodgkins

Seconded by Councilman Gay

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 February, I attended 4 Town meetings and 6 County meetings.  
Some of the highlights of the month:

- Attended normal Town and County meetings
- Worked on the Verizon Cell Service Project
- Attended the NYSAC Conference in Albany
- Attended the NYS Association of Towns Meeting in NYC

The Sales Tax for the month of February was \$96,073.00.

Supervisor Grattidge confirmed that the Board had received the Financial Reports for the month.

(see Supervisor's 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 February, 2016:

DATED: March 1, 2016

\_\_\_\_\_  
SUPERVISOR

	Balance 01/31/2016	Increases	Decreases	Balance 02/29/2016
<b>A GENERAL FUND - TOWNWIDE</b>				
CASH - CHECKING	11,183.15	86,742.75	86,666.64	11,259.26
CASH - SAVING	698,374.96	39,752.05	86,741.64	651,385.37
PETTY CASH	600.00	0.00	0.00	600.00
Park Fees Reserve	60,353.28	7.40	0.00	60,360.68
<b>TOTAL</b>	<b>770,511.39</b>	<b>126,502.20</b>	<b>173,408.28</b>	<b>723,605.31</b>
<b>DA HIGHWAY FUND</b>				
CASH - CHECKING	0.00	73,618.77	73,618.77	0.00
CASH - SAVINGS	22,890.22	65,032.81	73,618.77	14,304.26
CASH, SPECIAL RESERVE	15,473.29	0.00	0.00	15,473.29
<b>TOTAL</b>	<b>38,363.51</b>	<b>138,651.58</b>	<b>147,237.54</b>	<b>29,777.55</b>
<b>F WATER #1 FUND</b>				
CASH - CHECKING	0.00	7,990.41	7,923.91	66.50
CASH - SAVINGS	314,850.94	36.99	7,990.41	306,897.52
WATER SERIAL BOND	34,299.63	1.36	0.00	34,300.99
CASH, SPECIAL RESERVES	121,251.98	4.80	0.00	121,256.78
<b>TOTAL</b>	<b>470,402.55</b>	<b>8,033.56</b>	<b>15,914.32</b>	<b>462,521.79</b>
<b>SW WATER #2 FUND</b>				
CASH - CHECKING	0.00	126.18	126.18	0.00
CASH - SAVINGS	27,404.37	3.70	126.18	27,281.89
<b>TOTAL</b>	<b>27,404.37</b>	<b>129.88</b>	<b>252.36</b>	<b>27,281.89</b>
<b>TA TRUST &amp; AGENCY</b>				
CASH - CHECKING	6,100.20	35,673.71	35,774.96	5,998.95
<b>TOTAL</b>	<b>6,100.20</b>	<b>35,673.71</b>	<b>35,774.96</b>	<b>5,998.95</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>1,312,782.02</b>	<b>308,990.93</b>	<b>372,587.46</b>	<b>1,249,185.49</b>

## **ANNOUNCEMENTS & COMMUNICATIONS**

The Town offices will be closed Friday, March 25th in observance of Good Friday.

Brush Pick-Up will begin the week of April 17<sup>th</sup>. Brush should be put curbside with limb ends facing the road. One pass through will be made through Town so all brush should be put out by the 17<sup>th</sup>. This pick-up is intended for removal of trimmings and storm related brush, and is not intended for tree removal.

A public presentation by Saratoga Plan and Saratoga County Planning Board will be held at the Charlton Town Hall on March 31<sup>st</sup> at 6:30 p.m. to present "Farmland Conservation Options for Landowners".

Yellow Ribbon Day is April 8<sup>th</sup>. Sally Ellms has requested a drop box at the Town Hall for donations that will be given to help Veterans. She has agreed to pick-up and deliver the donations that are collected.

Saratoga County Public Works has informed the Town that they intend to continue the paving project on Swaggertown Road this summer. The section being paved is from Newman Road south to the county line.

Supervisor Grattidge said that the Town received a solicitation from American Water Resources for insurance for homeowners to cover leaks in the water line between the road and house. He said that leaks do not usually occur between the house and the road. He believes that this is a scam, and encouraged residents not to purchase it.

Supervisor Grattidge said that he has been in contact with County Waste regarding Bulk Item Pick-up, and the dates that the Town had requested are not available. They have offered the week of May 16<sup>th</sup> or the 23<sup>rd</sup> and said that they will confirm with the Town which week it will be, by the end of this week so that the information can go in the Town newsletter. The Waste Company informed the Supervisor that they are limiting the amount of waste that they will collect from each home. The pile is not to exceed 4x8 feet. They will be sending inspectors out, and if there is excess waste, they will inform the homeowner of the cost of removing the excess if they chose to have them take it.

Supervisor Grattidge said that he has spoken with the organizers of the Charlton 5K race and they have mentioned that they would like to work with the Town and the Historical Society to have new banners made which would include the 5k race, Party in the Park and Founder's Day.

## **DEPARTMENT & COMMITTEE REPORTS**

Zoning – In February there were 0 Building Permits issued and 13 CO/CUs were issued with a total value of \$162,189.86.

Court – Judge Ketchum gave the Board information about the security equipment that he will be purchasing with the \$14,900 grant money that he received from the JCAP program. There will be a surveillance system, metal detector and a fire proof secure safe. He asked the Board to approve an additional \$1,175.00 in spending to cover \$500 for electrical work and \$675 to purchase an extra monitor for the Constable's office. He said that the cameras are infrared for darkness, the resolution is better than average, and distance is not great. Supervisor Grattidge said that there is an extra fireproof file cabinet in the basement that could be used in lieu of purchasing a safe. Judge Ketchum said that he will let the Court Clerk decide if that will work for her or not. The Board asked if the one monitor that comes with the system could be installed in the Constable's Office. Judge Ketchum said that the monitor is for use by the Court Clerk so that she can see if there is any activity in the hallway. The Board decided to wait to the end of the meeting for an authorization.

Highway – Mike Emerich said that he has received the new grader that was purchased for \$2,700 from the government surplus program. He had bid on a roller, but it was not awarded to Charlton. He said he plans to sell the old roller and possibly use the money to replace a truck.

Building – Councilman Gay said that he and Councilman Heritage met with Bob Gizzi and Laurie Kruppenbacher from the Building Department and discussed ways to indicate to homeowners and contractors that inspections were done. He believes that they have a solution and said that Bob and Laurie are very cooperative.

Audit – Councilman Gay said that during the audits, it came to his attention that some departments do not have trained back-ups. If an employee was out for an extended amount of time, no one would know how to do their job. He suggested that the Deputy Town Clerks be trained in other departments.

Water - Councilman Gay said that he spent time familiarizing himself with the location of hydrants, etc. He said that most breakdowns are frost related, so the weather this year was in our favor.

Constables – In February, there were 25 patrols, 24 complaints, 9 911 calls, 4 accidents, 2 EMT/Fire calls and 1 EID call responded to, 1,795 miles traveled and 28 tickets issued.

ECC – Marv Schorr thanked the Town Board for supporting the tree seedling give away.

Historian – Marv Livingston said that he is in the process of getting quotes for the dedication plaque for the gazebo and believes that the cost will be about \$1,000.00. He said that the Highway Department has been restoring the Town's existing historical markers, and they look great. Mike Emerich said that he believes that there are about 15 markers and they have 8 completed. Mr. Livingston said that he and the Historical Society are producing a book on Charlton, and they have found that it is a very long process. He has been doing a lot of work on obituaries, is up to 1997, and has 7 binders of information. He is looking for volunteers to assist with the restoration of Charlton cemeteries.

Mike Emerich suggested that the Town look at the GEOpal software program for use in the Water Department. He said it is a GPS program that can be used to locate hydrants, valves, etc. He also said that he is waiting to hear from Cornell regarding an intern for the Cornell Road Program that the Town will be implementing.

## **MOTIONS, RESOLUTIONS, AND AUTHORIZATIONS**

### **RESOLUTION #76**

#### **A resolution for authorization of the Community Center Rental**

Motion by Councilman Gay

Seconded by Councilman Grasso

BE IT RESOLVED that the Town Board has authorized the April 3<sup>rd</sup> rental of the Charlton Community Center by Kelly Mango for a bridal shower.

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

### **RESOLUTION #77**

#### **A resolution to authorize the seasonal use of the Town's volleyball courts**

Motion by Councilman Grasso

Seconded by Councilman Heritage

BE IT RESOLVED that the Town Board has authorized the use of the volleyball courts in Elmer Smith Park by the Tuesday Try-Athletes on Tuesday evenings from May 3<sup>rd</sup> to September 13<sup>th</sup>, and the Old Timers on Thursday evenings from May 5<sup>th</sup> through September 8<sup>th</sup>.

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

### **RESOLUTION #78**

#### **A resolution for authorization of Inter-municipal Agreement with Town of Ballston**

Motion by Councilman Gay

Seconded by Councilman Hodgkins

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. 78

March 14, 2016

**WHEREAS** New York law permits Towns to contract with other municipalities for shared services; and

**WHEREAS** the Town Board finds that the Town of Charlton is in need of support services with respect to issues related to the duties and responsibilities of the Town of Charlton Building Inspector; and

**WHEREAS** it has been determined that the adjoining Saratoga County Town of Ballston currently has a Building Inspector and an Assistant Building Inspector who would be available to enter into a shared service agreement, in which the Building Inspectors in the Town of Ballston and the Building Inspector in the Town of Charlton would be available to assist the Towns of Charlton and Ballston in maintaining sufficient service to the residents of the two Towns on an as needed basis; and

**WHEREAS** it is hereby determined that it will be in the best interests of the Town of Charlton to be a party to such shared services agreement.

Now therefore, be it

**RESOLVED** that the Town Supervisor of the Town of Charlton is hereby authorized to sign on behalf of the Town of Charlton a contract, in the form annexed hereto, to permit the Charlton Building Inspector to share services with the Building Inspectors of the Town of Ballston on an as needed basis and according to the terms and conditions to the attached contract for shared Building Inspector services.

Moved by	Councilman Gay	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: March 14, 2016

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

(attachment)

TOWN OF CHARLTON  
COUNTY OF SARATOGA  
STATE OF NEW YORK

**CONTRACT FOR SHARED BUILDING INSPECTOR SERVICES**

A. For purposes of this contract, the following terms shall be defined as follows:

1. "Municipality" shall mean any city, county, town or village which has agreed to be bound by a contract for shared Building Inspector services.

2. "Contract" shall mean the text of this agreement which is similar in terms and effect with comparable agreements, notwithstanding that each such contract is signed only by the chief executive officer of each participating municipality filing the same, and upon such filing each filing municipality accepts the terms of the contract to the same degree and effect as if each chief executive officer had signed each individual contract.

3. "Shared Service" shall mean any service provided by one municipality for another municipality that is consistent with the purposes and intent of this contract and shall include but not be limited to Building Inspector Services for the Town of Ballston and the Town of Charlton and as described on the attached job descriptions for the two municipalities subject of this agreement;

4. The undersigned municipality has caused this agreement to be executed and to bind itself to the terms of this contract and it will consider this contract to be applicable to any municipality which has approved a similar contract and filed such contract with the clerk of the undersigned municipality, provided that the Town Board of the Town of Charlton has by resolution agreed that the Town of Charlton shall be so bound to that filing municipality. The Town of Charlton may, by resolution, terminate this contractual relationship with any municipality at any time.

5. The Supervisor of either the Town of Ballston or Charlton and/or the Building Inspectors of either Town shall execute the terms of this shared service agreement. It is the intention of this agreement to maintain the required level of Building Inspector services to the residents of both Towns. Payment for the services provided by one Town's Building Inspector to another Town shall be based on the following:

6. Copies of this contract shall be sent to the clerk and the Superintendent of each municipality with which the superintendent anticipates engaging in shared services. No shared services shall be conducted by the superintendent except with the Superintendent of a municipality that has completed a shared services contract and has sent a copy thereof to the clerk of his or her municipality and the superintendent.

IN WITNESS WHEREOF, the said Town of Charlton has by order of the Town Board, caused these presents to be subscribed by the Supervisor, and the seal of the Town to be affixed and attested by the Clerk thereof, this 14th day of March, 2016.

By: \_\_\_\_\_  
Town of Charlton Supervisor

\_\_\_\_\_  
Town Clerk

The Town Clerk is authorized and directed to file a copy of the contract set forth in this resolution with

the chief executive officer of the following municipalities: Town of Ballston.

This resolution shall take effect immediately.

The vote having been taken upon such resolution the result was as follows:

Board Members:	Yes	No	Absent
Joe Grasso	x		
John Gay	x		
Mark Hodgkins	x		
Marshall Heritage	x		
Alan Grattidge	x		

There being a majority of the Town Board voting to approve the resolution, the resolution was declared by the Supervisor to have been adopted.

I, Clerk of the Town of Charlton hereby certify that the above is a correct text of the resolution adopted by the Town Board of the Town of Charlton on the 14th day of March, 2016, and that the above is the complete and whole text of such resolution.

(Seal)

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

**RESOLUTION #79**

**A resolution amending resolution No. 166 approved on October 13, 2015 supporting an application to the Justice Court Assistance Program regarding video surveillance and related items**

Motion by Councilman Hodgkins  
Seconded by Councilman Heritage

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. 79

March 14, 2016

**A RESOLUTION AMENDING RESOLUTION NO. 166  
APPROVED ON OCTOBER 13, 2015 SUPPORTING AN APPLICATION  
TO THE JUSTICE COURT ASSISTANCE PROGRAM REGARDING  
VIDEO SURVEILLANCE AND RELATED ITEMS**

WHEREAS, on October 13, 2015, the Town Board of the Town of Charlton approved a resolution authorizing the Town of Charlton Town Justices to process an application with the Justice Court Assistance Program regarding a video surveillance system, walk through metal detector and related items, and



WHEREAS, on March 14, 2016, Town Justice Ketchum reported to the Town Board regarding such application, including the fact that the Town of Charlton Justice Court was one of 353 courts selected to receive a Justice Court Assistance Program grant award for 2016, and

WHEREAS, Town Justice Ketchum reviewed with the Town Board the items secured by such award and the cost related to such items, and

WHEREAS, Justice Ketchum recommended that the Town Board approve a request for an additional sum of up to \$1,175.00 for electrical work and an optional monitor necessary to complete the installation of the grant award equipment and purchase an additional optional monitor, if available, in order to provide appropriate video equipment to enhance the security system of the Town of Charlton Town Hall.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Charlton hereby approves the requested additional funds of \$1,175.00 to complete the appropriate installation of and to enhance the video surveillance system as referenced in Resolution No. 166 and dated October 13, 2015, and

BE IT FURTHER RESOLVED, that this resolution will be considered an amendment to Resolution No. 166.

Moved by Councilman Hodgkins

Voting:

Councilman Grasso - Aye  
Councilman Hodgkins - Aye  
Councilman Gay - Aye  
Councilman Heritage - Aye  
Supervisor Grattidge - Aye

Seconded by Councilman Heritage

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: March 14, 2016

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Brenda Mills, Town Clerk

### **COUNCILMAN REPORTS**

Supervisor Grattidge expressed the Board's condolences to the Wood family and the Green family for the loss of their family members. He said it was a very sad week for Charlton.

Councilman Gay said that the Town Audits of cash receiving departments are complete, and that he together with each of the Councilmen had an opportunity to conduct the audits. He said that they found excellent record keeping in all departments.

Councilman Gay said that he attended the Town of Ballston Library's Dedication Open House. He said that the inside of the Library is exceptional, more easy to get around and pleasant to work in. He feels that our money is well spent. He had gotten a report of the number of library card carriers of Ballston and Charlton residents, and said that Ballston carries the brunt of supporting the Library.

Councilman Hodgkins gave the Board copies of the Party in the Park minutes. He said that they plan to send out the donation request letters in the beginning of April.

Councilman Hodgkins said that he noticed that some of the Town Hall parking lot lights are out. Supervisor Grattidge said that a bucket truck is needed to change them, so we will need to have Wiring Concepts come and take care of them.

Mike Emerich gave the Board a copy of the annual Highway Agreement. Supervisor Grattidge said that if the Board was okay with the agreement, he would have Attorney Van Vranken prepare a resolution accepting it for the next meeting. The Board had no objection. Councilman Grasso said that there were two different mileage rates listed, and confirmed with Mr. Emerich that 46.7 is the correct one.

**PRIVILEGE OF THE FLOOR**

Judge Ketchum thanked the Board for supporting their new security system purchase.

The meeting adjourned at 8:36 p.m.

Respectfully submitted,

Brenda Mills  
Town Clerk