

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

September 28, 2015

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 October 13th Meeting.

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

RESOLUTION #155

Abstract of Claims

Motion by Councilman Lippiello

Seconded by Councilman Hodgkins

BE IT RESOLVED that the Town Board has approved the payment of bills as presented in Abstract #116, voucher numbers 512 – 531, in the amount of \$29,156.98.

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

RESOLUTION #156

Approval of Minutes

Motion by Councilman Grasso

Seconded by Councilman Gay

BE IT RESOLVED that the Town Board has approved the Town Board Meeting Minutes from September 14, 2015.

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

ANNOUNCEMENTS

Town offices will be closed October 12th in observance of Columbus Day. The October Town Board Meeting will be held Tuesday, October 13th.

DISCUSSION

The Sales Tax for the month was \$114,924.00 and the Mortgage Tax was \$13,364.50.

Supervisor Grattidge said he has given the Board a copy of the 2016 Tentative Budget. He said that the good news is that the General Fund spending is actually \$21,000 less for 2016 than 2015 partially because the interest payments and retirement contributions are reduced for next year, and one Constable position was eliminated. He has put money back in the budget for 2 newsletters, Bulk-Item Pick-Up, free tree distribution, and a couple other items. He kept the Town Board and Supervisor salaries the same as last year, as well as the Attorneys fees. He put in a 2% increase for the two ambulance corps, and for employee increases. He kept the charitable contributions that same as last year. The Highway budget is actually \$78,538.00 higher than last year. The main drivers of the increase are the request for more money for road construction, asking for additional purchases of equipment. Last year we bonded the big truck, and this year they are asking for replacement of the dual wheel one ton and the mower. Mr. Emerich may have been able to get a mower from Government surplus, which may save some money. He added in money for the Cornell Road Review worker

for a 3-month position. Part of the bad news is the Town will need to use money from Fund Balance, since the forecast from the County Treasurer is that revenue is going to be flat next year. This year we used \$99,000 from General Fund Fund Balance and next year we will need to use \$210,000. This year we used \$59,000 for Highway and next year he is proposing using \$46,000. The \$46,000 is based on the fact that we did not have to start bonding the truck until next year, so the money that was set aside for bonding this year, will go into Fund balance for next year. The Bookkeeper's records are showing around \$600,000 in Fund Balance. Using \$210,000 is a big chunk. He is preparing people for the 2017 Budget, because we will not be able to use that amount of Fund Balance. We can continue with the no Town tax for this year. Unless an unexpected source of revenue comes in, next year we may have to look for another source of revenue instead of using the Fund Balance for the Highway Fund. Supervisor Grattidge set up a Budget Workshop for Monday, October 5th for Town Departments, Galway Library, Galway Ambulance and other outside agencies to come in and talk to the Board. He said that if three or more Board members settle on a number, that will be the number they go with.

Supervisor Grattidge said that regarding cash flow, in the past, the first six months of Sales Tax Revenue went into the Highway Fund, which means that the General Fund needs to have a big enough balance to pay the bills until the second half of the year. Next year, he is planning to have the money going into the Highway Fund split into 12 months, with money going in each month.

Supervisor Grattidge said that the Board received a memo from Attorney Bill Keniry. Attorney Van Vranken said in summary, he and Attorney Keniry are prepared to fill the need for Town Prosecutors. If the Court has a need, they can contact Attorney Van Vranken and he will handle it, or ask Attorney Keniry to handle. They will bill for the service at the rate of \$150 per hour. Judge Ketchum said that he is uncomfortable with the Town not having a Prosecutor. A defendant can make a motion for dismissal due to lack of prosecutor. Trials would be scheduled so that the prosecutor is notified in advance. Supervisor Grattidge said that a transfer of funds from Contingency to Attorneys would be made if needed.

RESOLUTION #157

A resolution authorizing Attorney Van Vranken to act as the initial Prosecutor for matters that come before the Town Court

Motion by Councilman Grasso

Seconded by Councilman Lippiello

BE IT RESOLVED that the Town Board has authorized Attorney Robert Van Vranken to act as the initial Town Prosecutor for matters of the Town Court, at a rate of \$150.00 per hour.

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

Supervisor Grattidge reiterated to Judge Ketchum that the Town Board was in support of the Court grant application. He asked the Judge to get information to the Town Attorney so that a resolution of support can be done. Councilman Grasso said that his only concern would be residual or hidden costs to the Town, and that would commit the Board to spending money in the future. Councilman Hodgkins asked how good the parking lot cameras would be in the dark. Judge Ketchum: Inaudible.

Supervisor Grattidge said that he received the annual Municipal Shelter Report from Ag & Markets rating the County Shelter as satisfactory.

Supervisor Grattidge said that he has received notification from the Comptroller's Office that the Town is going to be receiving the annual Aid to Municipalities in the amount of \$32,695, which is the same amount received last year. The money is part of a State Aid Revenue Share program. He said that the Comptroller's Office is doing fiscal stress monitoring, where they are reviewing AUD reports annually, and the Town had no designation of being in distress.

Supervisor Grattidge said that the Board received an e-mail from the Highway Superintendent requesting the purchase of a screen for screening out road sand and top soil, and also an arm mower. The cost of each is \$700, and they are located in Maryland.

RESOLUTION #158

A resolution authorizing the Highway Superintendent to purchase a screen for sand and topsoil, and an arm mower for a total cost of \$1400 plus travel expense

Motion by Councilman Hodgkins
Seconded by Councilman Lippiello

BE IT RESOLVED that the Town Board has authorized the Highway Superintendent to purchase a screen for sand and topsoil, and an arm mower from the Government Surplus Program, for \$700 each, with a total cost of \$1,400 plus travel expenses.

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

Supervisor Grattidge has received notice that NYMIR is putting on a Safety during Snow Removal Operations seminar on November 6th. It is open for the Highway Superintendent and Highway crew to attend.

Supervisor Grattidge thanked Torben Aabo and his team for spearheading the Gazebo Dedication Ceremony. It was a nice event with live music and numerous organizations donated refreshments. The Town received a citation presented by Assemblyman Jim Tedisco.

Councilman Lippiello said that he has spoken with Jim Leupold about the company that will be working on improving the sound at the dais in the Meeting room. He suggested that the company come to a Board Meeting and preferably a Planning Board Meeting, since it was the Planning Board that is having a problem hearing.

The Board discussed the current maintenance of the website. Councilman Hodgkins said that he felt that the annual maintenance fee of \$2,500 is excessive for the website hosting. He is aware of companies that charge less. Councilman Lippiello said that the company that is hosting the website is the same company that developed the website. The initial cost was somewhat reduced to spread out the cost over several years. Supervisor Grattidge said that he thought that the payments were higher for the first 3 years and then \$2,500 for 3 years, and he thinks we are getting close to the end of the second 3 years. The Board will look into the current contract with Virtual Town Hall, and possibly try to renegotiate a lower fee.

Councilman Hodgkins noted that the Town Hall parking lot lines are faded, but feels that the lot should be sealed before lines are repainted. The Board decided that the lot should be sealed next summer and then repaint the lines. They will ask Mr. Emerich to get prices this month, so that the Board can put it in the budget for next year.

Councilman Gay said he was charged with looking into the intersection at Stage and Charlton Roads. He feels that making a left hand turn is dangerous. He noted that the house in front of the intersection gets headlights shining on it even with the current Y-intersection. He asked Supervisor Grattidge to try to get a copy of the Taking Map from the County. The Supervisor said he was hoping to get input from the Historic District Commission. The Board decided to get public input on the subject, and set an Open Meeting for Tuesday October 13th at 7:00 p.m.

Supervisor Grattidge said that he received a text from our HVAC contractor for the glycol system for the Town Hall in the amount of \$6,800. He asked for a more detailed quote. The Supervisor asked the Board if they know of any other contractors that the Town could get quotes from. Councilman Hodgkins will get another quote.

MOTIONS, RESOLUTIONS, PROCLAMATIONS AND AUTHORIZATIONS

RESOLUTION #159

A Resolution authorizing a reduction in the Letter of Credit provided to the Town of Charlton by Bordeau Builders, Inc. as approved on May 11, 2015 by the Town of Charlton Town Board

Motion by Councilman Hodgkins
Seconded by Councilman Gay

Discussion: Councilman Hodgkins said that he drove that section of road, and quite a bit of road is in.

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

TOWN OF CHARLTON
COUNTY OF SARATOGA
STATE OF NEW YORK

RESOLUTION NO. 159

September 28, 2015

A RESOLUTION AUTHORIZING A REDUCTION IN THE
LETTER OF CREDIT PROVIDED TO THE TOWN OF CHARLTON
BY BORDEAU BUILDERS, INC. AS APPROVED ON MAY 11, 2015
BY THE TOWN OF CHARLTON TOWN BOARD

WHEREAS, on May 11, 2015, the Town Board approved a resolution which, among other matters, established the requirement of an irrevocable standby letter of credit to be provided by Bordeau Builders, Inc., naming the Town of Charlton as beneficiary and which letter of credit was in the amount of \$335,238.00, and

WHEREAS, the Town Engineer has received a request from Ingalls & Associates, LLP, engineers for Bordeau Builders, Inc., by letter of September 18, 2015 requesting an adjustment to the letter of credit from \$335,238.00 to \$249,238.00, and

WHEREAS, the Town Engineer, Michael McNamara of The Environmental Design Partnership, has advised the Supervisor and Town Board by letter of September 18, 2015 (copy attached) that he has reviewed the request from Ingalls & Associates, LLP on behalf of Bordeau Builders, Inc. and has presented his opinion that the existing letter of credit amount can be reduced to \$249,238.00, subject to the completion of all requirements with respect to Phase III of the Deer Run Subdivision.

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 issued by Ballston Spa National Bank to the Town Board on April 24, 2015, from the sum of \$335,238.00 to the sum of \$249,238.00 based on items completed by Bordeau Builders, Inc. with respect to Phase III of the Deer Run Subdivision.

Moved by	Councilman Hodgkins	Voting:	Councilman Gay	Aye
			Councilman Grasso	Aye
Seconded by	Councilman Gay		Councilman Hodgkins	Aye
			Councilman Lippiello	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: September 28, 2015

Brenda Mills, Town Clerk

RESOLUTION #160

Motion to adjourn meeting.

Motion by Councilman Lippiello

Seconded by Councilman Hodgkins

BE IT RESOLVED that the Town Board be adjourned.

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

The meeting adjourned at 8:32 p.m.

Respectfully submitted,

Brenda Mills
Town Clerk