

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

**January 23, 2012**

The Agenda meeting of the Town Board of the Town of Charlton, Saratoga County, New York was held at the Charlton Town Hall and called to order by Supervisor Grattidge at 7:30 p.m. to set the agenda for the February 13th Town Board Meeting.

Present: Councilman Gardner, Councilman Salisbury, Councilman Verola, Supervisor Grattidge, Town Clerk Brenda Mills, Attorney Van Vranken

Excused: Councilman Lippiello

**APPROVAL OF ABSTRACT**

A motion was made by Councilman Verola and seconded by Councilman Gardner to discuss the General Fund claim numbers 22-58 as set forth in Abstract #102 in the amount of \$41,274.97.

Discussion: Councilman Verola asked why there was a voucher for \$1,100 for the 2012 Maintenance Contract for the MAPS software since the Town is supposed to be using the Williamson Accounting Software. Supervisor Grattidge said that because the Town doesn't have the Williamson software installed yet, we are using the MAPS software and need to pay for maintenance. Councilman Gardner asked if the Town could get a price for 6 months of maintenance instead of a whole year. The Board agreed to remove voucher #34 for \$1,100 from Abstract 102.

A motion was made by Councilman Verola and seconded by Councilman Gardner to amend Abstract 102 to remove voucher #34 in the amount of \$1,100.00

Roll Call Vote: Councilman Gardner: Aye, Councilman Lippiello: Absent, Councilman Salisbury: Aye, Councilman Verola: Aye, Supervisor Grattidge: Aye CARRIED

A motion was made by Councilman Verola and seconded by Councilman Gardner to accept amended Abstract #102 and accept General Fund claim numbers 22-33 and 35-58 in the amount of \$40,174.97.

Roll Call Vote: Councilman Gardner: Aye, Councilman Lippiello: Absent, Councilman Salisbury: Aye, Councilman Verola: Aye, Supervisor Grattidge: Aye CARRIED

The Town Clerk noted that the correct total of Abstract #101 was reduced to \$4,349.99 because two vouchers had been previously listed twice due to a change in the accounting software.

**APPROVAL OF MINUTES**

A motion was made by Councilman Verola and seconded by Councilman Gardner to accept the amended meeting minutes from the Town Board Agenda Meeting on December 27, 2011.

Discussion: A discussion ensued regarding the conversation after the approval of the abstract on the 27th. The Town Clerk agreed to listen to the recording again for possible changes. The motion was tabled.

A motion was made by Councilman Verola and seconded by Councilman Salisbury to accept the minutes from the Organizational Meeting on January 3, 2012.

Roll Call Vote: Councilman Gardner: Aye, Councilman Lippiello: Absent, Councilman Salisbury: Aye, Councilman Verola: Aye, Supervisor Grattidge: Aye CARRIED

A motion was made by Councilman Verola and seconded by Councilman Gardner to accept the meeting minutes from the Town Board Meeting on January 9th, 2012.

Roll Call Vote: Councilman Gardner: Aye, Councilman Lippiello: Absent, Councilman Salisbury: Aye, Councilman Verola: Aye, Supervisor Grattidge: Aye CARRIED

## **DISCUSSION**

The mortgage tax for the month of December was 14,910.00.

Constable Tom Parks addressed the Board to discuss the need for new radios. The FCC is requiring by the end of 2012 that the Town switch to narrowband, which will mean that the Town needs to purchase new radios for the Constables. The Board had budgeted \$5,500 for the project, however, the cost of the radios is over \$5,900 and the labor costs will be additional. The Board asked Mr. Parks to get an estimate for the cost of the labor, and they will decide whether or not to transfer the money from the Contingency Account.

Supervisor Grattidge said that he is in the process of getting quotes for the 2012 Town Audit. He will get quotes for a financial statement audit and also a more in-depth audit which will also look at internal controls.

The Town Board received an e-mail from Architect Paul Vosburgh which included the final application for payment #6 and #7 from Bennett Contracting. Application #6 is for \$28,405, and #7 is for \$39,360.19. The Total to pay and finalize the work from Bennett Contracting is \$67,765.19. A budget amendment will need to be done at the next meeting.

A ***motion*** was made by Councilman Verola and seconded by Councilman Gardner to authorize Paul Vosburgh to move forward with Payment Application #6 and #7 for a total of \$67,765.19.

Roll Call Vote: Councilman Gardner: Aye, Councilman Lippiello: Absent, Councilman Salisbury: Aye, Councilman Verola: Aye, Supervisor Grattidge: Aye CARRIED

A report was given by the Ballston Spa Public Library gave a report of their services, however, the Board felt that a contact should be done with entities that the Town is donating money to. The Board asked Attorney Van Vranken to provide them with a contact template draft.

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

A motion was made by Councilman Verola and seconded by Councilman Gardner to approve the Annual Agreements with Attorney Van Vranken and Attorney Keniry.

Roll Call Vote: Councilman Gardner: Aye, Councilman Lippiello: Absent, Councilman Salisbury: Aye, Councilman Verola: Aye, Supervisor Grattidge: Aye CARRIED

## **COUNCILMEN ITEMS**

Councilman Gardner said he would like the Supervisor's Office to send out a reminder of the Procurement Policy. The Board decided to have this information put in the mailboxes of all Department Heads.

Councilman Gardner asked Attorney Van Vranken if he received any answers regarding the insurance issues and the Charlton Snowmobile Club's parking request. Attorney Van Vranken said that Dave Meagher has seen the final contract and had the Club change the insurance certificate.

Councilman Verola asked what the policy is regarding unsigned anonymous communications. The Highway Superintendent received an anonymous letter from a resident. Supervisor Grattidge said the anonymous letters are not usually entered into the record. Councilman Verola said it was about farm waste falling off of trucks. She said that the Highway Superintendent said that the farmers do clean it up. Councilman Verola asked that it be entered into the record that the farmers are aware that the waste is falling off the trucks and they are coming back to clean it up.

The meeting adjourned at 8:21 p. m.

Respectfully submitted,

Brenda Mills  
Town Clerk