

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

November 26, 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 December 10th Town Board Meeting.

Present: Councilman Gardner, Councilman Lippiello, Councilman Salisbury, Councilman Verola, Supervisor Grattidge, Deputy Clerk Laurie Kruppenbacher, Attorney Van Vranken.

APPROVAL OF ABSTRACT

A motion was made by Councilman Verola and seconded by Councilman Lippiello to accept the General Fund claim numbers 782 - 814 as set forth in Abstract 122 in the amount of \$98,167.02, and General Fund Claim numbers 63 - 68 as set forth in Abstract 12-011 in the amount of \$9,479.32 and General Fund Claim numbers 69 – 72 as set forth in Abstract 12-012 in the amount of \$3,114.79

Discussion: Councilman Verola said that one of the vouchers was for the rental of a car and she thinks that employees need to get prior approval before renting a car. Supervisor Grattidge said the car was rented by the Town Historian. Councilman Gardner agreed with Councilman Verola and said that there should be a firm policy going forward. Councilman Verola asked Attorney Van Vranken what the Town's liability would be. Attorney Van Vranken said that the rental car company would handle the liability and the Town would be secondary. The Board will work on establishing a policy for employees to rent cars and attend conferences.

Vote: All Ayes, No Nays. CARRIED

APPROVAL OF MINUTES

A motion was made by Councilman Verola and seconded by Councilman Lippiello to accept the meeting minutes from the Town Board Meeting on November 13th, 2012.

Vote: 4 Ayes, Councilman Salisbury Abstained, No Nays. CARRIED

DISCUSSION

The Sales Tax amount for the month was \$95,200. The Mortgage Tax was \$15,229. The semi-annual mortgage tax distribution will be \$72,869.89. The total for this year is \$161, 118.37 which is more than what was budgeted.

The Board set a date of December 5th at 7:00 pm to hold a workshop to discuss the Organizational Resolution for 2013. Councilman Gardner also requested that the Board start working on the recommendations on the recent audit.

The Board has received the final Audit report from Cusack and Company. A copy of the audit is on file in the Town Clerk's office and also attached to Resolution number of 107.

The Supervisor said that he has received a proposal from the Auditor to help close the 2012 books and make the adjustments needed to go to an accrual system, and to help the Bookkeeper with the AUD. The Board budgeted \$2,400 for the AUD and money for an audit. Councilman Verola said she would like to have the Auditors teach the Bookkeeper how to do the AUD. Councilman Salisbury said that he has a list from the Auditors of adjusting entries that need to be made, but they do not want to overload the Bookkeeper. This is part of the proposal from Cusack. Councilman Verola said that the Supervisor should contact Cusack early in

order to get on the calendar for January or February. The Board will discuss this further at the workshop. Councilman Salisbury asked if the Supervisor had received anything from NYS Retirement on how they calculate the annual retirement. The Supervisor said he did not recall it, but they have put a lot of information on their website now

There will be a Planning/Zoning Conference on January 30th. Anyone interested can sign up.

The new police car has been received. Constable Tom Parks and Tom Schmidt drove to New Jersey to pick it up which saved the delivery charge of about \$300.00. The Town has received a bill for the car that is due in 30 days. The Supervisor recommended amending the 2012 budget and bringing in the money that was budgeted for 2013. There would be charges for the base car, the light package and a few other accessories. Two bills totaled \$27,394.10. The Board will vote on the amendment at the next meeting. Tom Parks said that the County approved a radar system at no charge, which he will get in 2013 for the new car.

Councilman Verola said that the Court is now able to accept credit card payments. She also had a conversation with one of the Judges who said that he is not having a problem determining fines for dog violations. He uses the Ag & Market determined fines.

Councilman Gardner said that he forwarded an email to Marv Schorr/ZORC about a letter he received from Bob Gizzi. ZORC will need to continue to meet in 2013.

Bob Lippiello said that Austin Clark is being honored at an event on Sunday and the Councilman has been asked to attend and read the recent Town Board Resolution honoring Austin.

Councilman Salisbury said that he had been in contact with Brian Bold regarding the Summer Rec program and requested financial reports and a list of participants. Mr. Bold has not yet sent the information. The Councilman suggested that we hold off on paying the \$3,000 voucher until the information is received. The Supervisor said that we need a formal bill from the Town of Ballston and the back-up paperwork. He said that the program and buses did run and the kids were picked up. The Town of Ballston pays for the program and then applies to the State for money back. Charlton was supposed to get money back for 2011 but because the Town of Ballston changed bookkeepers last year and they have not completed the paperwork. The Supervisor said that we need the paperwork that tells what kids were served, that the program ran, and that it was a duly authorized program. We should get a formal bill from the Town of Ballston. He will ask the Ballston Supervisor to generate the paperwork. He does not want to have to make 2 payments next year.

MOTIONS, RESOLUTIONS, PROCLAMATIONS AND AUTHORIZATIONS

A motion was made by Councilman Salisbury and seconded by Councilman Lippiello that Resolution No. 107 – A RESOLUTION ACCEPTING SUBMISSION BY ALL NECESSARY PARTIES TO COMPLY WITH TOWN LAW SECTION 123 REGARDING THE ANNUAL ACCOUNTING BY TOWN OFFICERS AND EMPLOYEES be approved.

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

Supervisor Grattidge said that the audit is available at the Town Clerk's office and it will be put on the Town Website.

ADDITIONAL DISCUSSION

Mike Emerich, Highway Superintendent, addressed the Board to ask for authorization to purchase new radios. The State has changed the bandwidth requirements and new radios are needed to be comply with the requirements. His supplier can get him a discount of 27% for a price of \$390.55 per radio. He will be using one of the radios in the truck as a mobile unit and will not need to replace the base unit.

A motion was made by Councilman Verola and seconded by Councilman Lippiello to authorize the Highway Superintendent to purchase radios out of the Highway Equipment fund at a price not to exceed \$1,686.20.

All Ayes, No Nays. CARRIED

John Morgan, Water Superintendent said that the water tower work has been completed to his satisfaction and is 100% complete. Supervisor Grattidge said that a portion of the bid was held as a retainer for one year from the date of the completion of the work on the tower. Supervisor Grattidge asked Mr. Morgan to confirm that the work was done to his satisfaction. He confirmed he is completely satisfied so the remainder of the bid can be paid. Councilman Gardner said that there was a question in the audit about the bid. Supervisor Grattidge said that he gave the Auditor the paperwork necessary to address the issue and it is all taken care of. Councilman Gardner asked how the new Water Clerk is doing. Mr. Morgan said she has begun working and reading through paperwork. He has additional work to give her. He also noted that the Water Dept. van recently had repairs that totaled \$1,000.00. Mr. Morgan said that the Water District has 2 National Grid bills, one for the Tower and the other is for heat and lights for the pump house.

The meeting adjourned at: 8:14 p.m.

Respectfully submitted,

Laurie Kruppenbacher
Deputy Clerk