

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

March 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 7:35 p.m. to set the agenda for the April 9th Town Board Meeting.

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

APPROVAL OF ABSTRACT

A motion was made by Councilman Verola and seconded by Councilman Gardner to accept the General Fund claim numbers 194 - 219 as set forth in Abstract #106 in the amount of \$34,794.96, and General Fund claim numbers 13 - 21 as set forth in Abstract #1203 in the amount of \$2,205.58.

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

APPROVAL OF MINUTES

A motion was made by Councilman Verola and seconded by Councilman Gardner to accept the meeting minutes from the Town Board Meeting on March 12, 2012.

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

ANNOUNCEMENTS

The Town has received the schedule for the Saratoga County 2012 Rabies Clinics. The Clerk will post the information to the website and put it on the bulletin board at Town Hall.

DISCUSSION

The Sales Tax for the month was \$81,567 and the mortgage tax for February was \$9,738.50.

The Supervisor provided the January Revenue and Expense Report:

	<u>REVENUE</u>	<u>EXPENSES</u>
<u>General</u>	7,134.31	96,866.53
<u>Highway</u>	50,729.70	34,632.39
<u>Water Dist. 1</u>	135,346.35	4,841.33
<u>Water Dist. 2</u>	2407.63	140.56
<u>Town Hall Project:</u>		
H-Fund	.73	.00

The Board received a service agreement from Dave Kenyon regarding the cleaning of the Community Center. The Board felt that he was doing a nice job of cleaning at the Center.

A **motion** was made by Councilman Lippiello and seconded by Councilman Verola to authorize the Supervisor to sign the service agreement with Dave Kenyon for cleaning of the Community Center.

Vote: All Ayes, No Nays, *CARRIED*

The Board also received an agreement from Dave Kenyon for the landscaping and weeding service to the Town Hall for 2012.

A **motion** was made by Councilman Verola and seconded by Councilman Lippiello to authorize the Supervisor to sign the service agreement with Dave Kenyon for landscaping and weeding at the Town Hall for 2012.

Vote: All Ayes, No Nays, *CARRIED*

The Board discussed a proposal from Dave Kenyon to paint the flower planter at the Community Center and do some landscaping at the Community Center. No decision was made at this time.

Linda LaRue, Tax Collector, presented the Board with quotes from SCA and BAS for new software for her office. She said that she is currently using SCA software, but with a change in ownership of the company and required upgrade to her software, the new software would cost \$3,900 with an annual maintenance cost of \$1,000. She has spoken with Tax Collectors in Warrensburg, Plattsburg, Corinth and Ballston who all use BAS software and recommend it. The cost would be \$2,640, with an annual maintenance cost of \$800. Mrs. LaRue said that she has not been happy with the service from SCA this year because the current owner is the only person that can fix problems that she has with her older version of software. She asked the Board for approval of the BAS software and said that the quote that she has expires on April 27th. Councilman Salisbury asked the Tax Collector why she did not get 3 quotes. She stated that she was going to get a quote from Williamson, but was told by another Tax Collector that they were very unhappy with Williamson. Councilman Salisbury said that he thinks that they should have 3 quotes. The Board would like to review the information and possibly look for a 3rd quote.

The Board discussed changes to Resolution 86 of 1995, which provided for overages collected by the Tax Collector. Mrs. LaRue stated that she recently had 3 duplicate tax bills that should have had a \$2 charge added to them. A software glitch only added \$1 to each bill, so when payment was received for the amounts on the bills, she did not feel it was appropriate to charge for the \$1 shortage on each of the 3 bills. She would like the ability to have an over and under account that would allow money to be taken out of petty cash to cover such errors. The Board asked Attorney Van Vranken to provide a resolution at the next meeting addressing this.

The Board discussed questions about the current fee schedule used by the Zoning Office. The following issues were discussed:

1) It was explained by Councilman Verola that once a Building permit is applied for, the applicant has 12 months to start the project. If the project is not started in the first 12 months, the permit expires. If the project is started, but not finished the permit can be renewed. If 2 years goes by and the project is still not done, the applicant must pay a \$90 renewal fee.

Supervisor Grattidge said that the Zoning Administrator wanted to change the limit on a building permit to one year. The Supervisor said that this Board has tried to be sensitive to residents that are doing the work themselves on their projects. Councilman Verola said that she would not support changing to one year.

2) The fireplace fee was discussed. The Supervisor said that the way he understands it that when there is new construction or an addition it would be charged under the \$14 per square foot. If they are doing just a chimney and want to have the building inspector inspect it, it would be a \$90 building permit fee. Councilman Gardner said that he thinks that the question arose because the Zoning Administrator has had the situation arise where this is new construction and then shortly after the fireplace is added. Is that part of the \$14 per square foot? The Supervisor said that if it was on the original plan, it would be \$14 per square foot, but if it is an add on later it would be \$90.

3) Councilman Gardner said that the Zoning Administrator is wondering why the Town is charging \$90 for percolation tests since the State requires an Engineer inspection as well. The Supervisor said that there was a time when a number of new homes were built where the Engineer passed the septic and shortly after moving in the septic systems failed. At that time, it was written in to Zoning that the Building Inspector must be there. This is kind of an insurance policy for the Town to make sure that contractors are doing the job that they are supposed to. The Board discussed the fee, and it was pointed out by Councilman Gardner that since the Building Inspector has to go to the site, we have to pay for his time and mileage so the fee should remain.

- 4) Councilman Gardner said that the Zoning Administrator had asked if he could handle lot line adjustments. Attorney Van Vranken said that most Towns have their Planning Boards handle this, and he feels that it should stay with the Planning Board. The Board agreed.
- 5) Councilman Gardner asked what the Service Fee was for. The Supervisor said that he thought it might have been because when there is a fire, the Building Inspector is called out to certify. Councilman Salisbury asked what the Miscellaneous Fee was for. The Supervisor said that back in 2006, Mr. LaFountain and Mr. Moon asked that these fees be used, but they are not longer here to say what they are for.
- 6) Councilman Gardner asked about the ZBA interpretation fee. The Supervisor said that this is useful for people that want to get an opinion of their issue prior to the appeals process.
- 7) Councilman Gardner asked why there is a temporary certificate of use or occupancy. He said that Mr. Gizzi has reservations about issuing temporary certificate of occupancy. Attorney Van Vranken said that the temporary certificate of occupancy can be issued with a condition. These are popular with new construction when the home is 95% done and the certificate is needed for a mortgage closing. A temporary certificate of use could be issued in the case where a house has burned down or there is storm damage and a mobile home is brought in temporarily while the repairs are being done.

Community Human Services sent the Board a letter and information regarding Care Links which is a program that they are working with other Town on. They would like to know if the Town of Charlton would be interested in participating in. They are looking for a donation of \$2,500 if Charlton is interested. The program would offer volunteer services to assists residents over the age of 60. Attorney Van Vranken disclosed that his wife is the Chairman of the Board of the Community Human Services. His personal opinion is that this program is one of the best programs that they offer. The Board will invite John Irving, CHS Director to attend a Board meeting to give more information about the program.

Supervisor Grattidge said that he has received an official signed letter from the Charlton Fire District #1 informing the Town of a change in their mailing address to a Post Office Box number.

The Zoning Ordinance Review Committee (ZORC) has submitted recommendations for changes to the Ordinance to the Town Attorney for legal review. Attorney Van Vranken said that there are 24 pages of proposed changes with over 400 recommendations. He asked the Board if they wanted him to address 3 or 4 specific items or if they wanted him to weigh in on what he agrees or disagrees with. The Board and the Attorney felt that it might be most productive to get the easy and less controversial changes done first, and then handle the more time consuming changes afterwards. Councilman Gardner suggested and everyone agreed that it would be much easier to review the proposed changes if they were combined with the current document with the proposed changes highlighted in red. The Board is going to see if the document is in an electronic format and if not they will look into getting that done.

MOTIONS, RESOLUTIONS, PROCLAMATIONS AND AUTHORIZATIONS

A motion was made by Councilman Verola and seconded by Councilman Gardner that **Resolution No. 60** – A BUDGET TRANSFER FOR THE YEAR 2012 FROM A-1990.4 CONTINGENCY TO A-1010.11 – TOWN BOARD-PERSONAL SERVICES FOR STENO SERVICES FOR QUARTERLY TOWN BOARD WATER/BUDGET MEETING IN THE AMOUNT OF \$150.00 be approved.

Discussion: Councilman Lippiello said that he does not agree with verbatim minutes for a meeting with the Superintendent of the Water District. Councilman Salisbury said that he thinks that it is important that people have a record of what he says. Councilman Lippiello said that having a more detail and verbatim minutes are two totally different things. Councilman Gardner said that if the Board decides to have verbatim minutes, the Board should discuss it and vote on it. Councilman Lippiello said he thinks it is a waste of money to pay someone to do verbatim minutes.

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

TOWN BOARD DISCUSSION

Councilman Verola said that the Planning Board would like to send four of their members to a 3-day State training conference in Saratoga in April. The cost would be \$636 total for the four members and there is only \$95 left in their budget. Councilman Gardner said that he supports the training and since the Town Board is not

going to be spending their budgeted money, that it could be used for the Planning Board. Councilman Lippiello said that he supports this and in the future he feels that each department should have a separate budget for training.

A **motion** was made by Councilman Verola and seconded by Councilman Lippiello to authorize the Planning Board to send four members to the State training conference for a cost of \$636.00.

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

Councilman Lippiello said that the Water Superintendent has had problems with the Cummins generator and the company has suggested that the generator be run for longer periods. A new transfer switch is needed in order to do that. The control board transfer switch costs \$317 plus shipping and handling and installation.

A **motion** was made by Councilman Lippiello and seconded by Councilman Verola to authorize the Water Superintendent to order the control board transfer switch for \$317.

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

Councilman Lippiello said that a transfer switch between the pump house and the water tower malfunctioned and there are no replacement parts available. The switch was repaired, but it is only temporary. The signal is sent through a dedicated telephone line which Verizon said that they will no longer be maintaining. The possible solution may be to replace it with a radio signal. John Morgan is checking into the feasibility and will report the information back to the Board.

Councilman Lippiello said that Catherine Caine, the current Chairman of the Veterans Board will be moving and therefore will be resigning her position on the Board. A new person will be needed for the Board.

Councilman Lippiello said that a resolution will need to be done to transfer money to cover expenses for Party in the Park. The Board will review & update the donation letter and give it to the Supervisor for disbursing.

Councilman Salisbury asked for a status of the Williamson Accounting Software installation. He said he has a memo dated March 26th from Williamson stating that they are ready to do the install and they will be downloading all of the current years data so that the Town will not have to do any data entry. Supervisor Grattidge said that he previously gave Kathy Hanley the directive to get it installed. As of today, it is not installed.

The Supervisor reported that the Spring Newsletter has been sent to the printer. Councilman Verola said that the printer will do the layout and then she and Councilman Lippiello will review and make necessary edits.

Supervisor Grattidge said that the FEMA claims have been submitted. The total is around \$75,000. The Federal Government will pay 75% and the State will pay 12.5%.

The Supervisor said that the Highway Superintendent has money for scrap metal sales, but has not turned in the money yet. Councilman Verola will follow up on it.

The Supervisor said that Wiring Concepts has completed installing the radio antenna and repairing the parking lot lights.

Councilman Lippiello reported that the Parks Committee said there is a need for a new volleyball net at Elmer Smith Park.

The meeting adjourned at 9:33 p.m.

Respectfully submitted,

Brenda Mills
Town Clerk