

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

July 30, 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 7:32 p.m. to set the agenda for the August 13th Town Board Meeting.

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

APPROVAL OF ABSTRACT

A motion was made by Councilman Verola and seconded by Councilman Gardner to accept the General Fund claim numbers 524 - 578 as set forth in Abstract #114 in the amount of \$32,824.09, and General Fund Claim #34 as set forth in Abstract 1207 in the amount of \$22.53.

Vote: All Ayes, No Nays, 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 July 9, 2012.

Vote: 4 Ayes, 1 Abstained (Lippiello), No Nays. CARRIED

DISCUSSION

Supervisor Grattidge gave the Board a copy of "Monthly Report of Supervisor dated 7/30/12 with balances as of 6/30/12. A copy of the report is attached to the original meeting minutes.

The quarterly Sales Tax adjustment received was \$136,426 which is up compared to \$106,453 received last year. The Mortgage Tax received was \$7,044.

The Town Board discussed the sound problem in the Meeting Room. Councilman Verola said that she is aware that there is a problem hearing from the audience and she feels that the Town Board should revisit the problem and look into solutions. Suggestions were made for acoustical tiles and fabrics to be hung. Councilman Lippiello will ask Jim Leupold of the Technology Committee for his suggestions for the problem.

The Supervisor mentioned that the Town Clerk has a substantial number of boxes of records that are past the retention requirements and are ready to be disposed of. Some of the records are confidential so they need to be shredded confidentially. The Town Clerk said that before the records can be destroyed, she needs to make an inventory of the records and get the approval of the Records Advisory Board. The Supervisor said that because the volume is bigger than our smaller shredders, one option would be to buy a bigger shredder and keep it in the vault. Councilman Verola checked with 3N Documents about having them come with a large shredder and shred the documents on the premises. Supervisor Grattidge said that he thought that this is a service that could be offered to our residents as well. Councilman Verola said that the cost is \$150 for 2 hours and they would bring a large shredding truck to our parking lot and shred them on sight. A certificate will be issued to say that everything was shredded. Further discussion was held and the Board decided that it would be a nice service to offer to the residents as well. A date in the fall will be chosen so that residents can be notified by the Fall newsletter. Councilman Verola will check with a few other companies to see if this is the best price. Supervisor Grattidge said that the bill for the Bulk Item Pickup this spring was less than budgeted, so there is enough money in the budget to cover the expense.

Constable Tom Parks said that he has observed residents on Route 67 crossing the road to get to their mailboxes. He feels that this is very dangerous because of the amount and speed of the traffic on the road and he suggested to the Board that they request that mailboxes be put on the same side of the roads as the houses.

Constable Tom Parks informed the Board that the 2005 Ford police car has 95,000 miles on it, and it is in need of a catalytic converter repair for a cost of \$1000.00 and the air conditioner needs to be repaired at a cost of \$450.00. He has looked into purchasing a new 2014 Dodge police car for a cost of \$24,997. The cars will not be available for 90 days. He suggested that a new light bar and control box be purchased as well which would bring the total cost of the new car to \$28,500. Supervisor Grattidge suggested that one idea would be to order the car in October and request delivery on January so that it could be handled by next year's budget. Councilman Gardner asked if the age of the car is accelerating the problem. Mr. Parks said that the catalytic converter should not need to be replaced, and he is very concerned about the brakes. They have had recurring problems with the brakes. The problems seem to be with the Ford cars as they had the similar problems with the previous Ford and they have not had these problems with the Dodge Car. Supervisor Grattidge asked Mr. Parks to get more information and the Board will consider the request.

Supervisor Grattidge said that the air conditioning unit at the State Police building is not functioning. Proulx Mechanical does not feel that it can be repaired. The current unit is 8000 BTU and wall mounted. Mike Emerich said that the Highway Department had to cut the wall to get the old unit to fit, so he would like to get a unit the same size so that the wall does not have to be built out. He received prices from \$598 from Fastenal and \$634 and \$699 from Granger for a new 10,000 BTU unit the same size that would fit the wall.

A **motion** was made by Councilman Verola and seconded by Councilman Gardner to authorize the Highway Superintendent to purchase a new \$10,000 BTU wall air conditioner unit with a price not to exceed \$650.00.

Vote: All Ayes, No Nays. CARRIED

Supervisor Grattidge said that there are several maintenance needs at the Town Hall, including weather stripping, painting, ants etc he would like the Board to consider hiring an hourly maintenance worker. Councilman Verola said she supports having someone to do routine maintenance. The Board will look into getting prices for a maintenance position. Councilman Gardner thought that the person could change light bulbs, sweep sidewalks, do painting, remove cobwebs from the outside of the building, etc. Councilman Lippiello said that he would hope that the person could also handle maintenance at the Community Center.

Supervisor Grattidge has verified that the Town received 2 FEMA payments totaling \$74,678.90 from the storm last year. The money has been designated to go into the Highway budget. The Town expected to receive \$50,000 but the State has covered the Town's 12.5% expense and the Town received 100% of the claim

Supervisor Grattidge said that while doing a final walk thru with the Architect, they noticed that front steps joints were deteriorating. He called the company that installed the steps and they gave an estimate of \$950 to re-point the steps and replace the mortar in the joints. Councilman Gardner said that he is surprised that since the steps were just installed 3 years ago, that the company didn't offer to just fix the steps. Supervisor Grattidge said that their warranty was just for one year. Councilman Gardner said that he thinks that we should find another way to fix them, as \$900 is a lot of money and the company does not stand behind their work. Paul St. John suggested that another type of filler be used that would allow for expansion. He does not think that mortar should be used. Councilman Gardner said that he thinks that caulking might be a better way to repair the steps. The Board decided to wait and possibly have the maintenance person fix the steps.

Supervisor Grattidge said that this year's Equalization Rate is 70.

Supervisor Grattidge said that a few people have been suggested for an opening on the ZBA, and he asked the Board to plan on doing interviews in the near future.

Supervisor Grattidge said that he received the report and plan for the Crooked Street water extension. He asked the Board to review it and discuss it with the Town Engineer if they have any questions. Otherwise, the Board can wait until they get the report from EDP and then start the process of moving forward.

Councilman Verola asked for a date to be set for Newsletter articles to be due. The Board set September 7th as the deadline for the articles. The target date to have the newsletters in homes is October 10th. The Board asked the Clerk to notify the Department heads of the due dates.

Councilman Verola reported that the Dog Control Officer is on vacation this week.

Councilman Salisbury gave the Board his recommendations of changes to the way that grant moneys, park fees, donations etc. be accounted for. He said that according to page 16 of the Accounting and Reporting Manual, the grant monies should be put in CD Funds and other monies such as Park Fees and Fireworks donations should be in C Funds. This way the Town Board will know how much money is available in parks fees, fireworks, grants etc. He also asked that the monies be put in separate money market funds at the bank. Supervisor Grattidge said that he will do some research on this issue.

Councilman Salisbury said that he has asked for payroll reports and he is still waiting for them.

Councilman Salisbury said he was wondering where we stand with the audit. Supervisor Grattidge said he has received a couple of dates from the Auditor to come out to do field work. Councilman Salisbury asked if they were sent all the information that they has requested. The Supervisor said that they have received all the information that they requested with the exception of something that was requested from the Court Clerk. Councilman Salisbury said that Councilman Verola checked with the Auditors on July 12th, and they said that they had only received 4 items at that point. Supervisor Grattidge said that they had received the rest of the items after the 12th and well more than 4 items prior to the 12th. Councilman Verola said that she spoke with Ken and he said he had received 2 AUDs, the 2011 budget and the Employee Handbook. Councilman Salisbury said on February 27th a letter was sent requesting all of this information. Supervisor Grattidge said that the information was sent 2 weeks ago, the bookkeeper was on vacation, he sent them the information from the Town Clerk, the Zoning office, the Tax Collector. He asked Ken the dates that they would like to come to do the field work and Ken gave a couple of dates in September. Councilman Salisbury asked why this information is just getting to them now, since it was requested in February. The Supervisor said that there has been a lot of things going on including learning and using the new Accounting software. Councilman Salisbury said that he has a copy of the memos that went back and forth. He read the July 6th email which stated " I'm very concerned about the level of assistance we need to properly perform the audit. In the past few years auditing standards have changed drastically and place a heavy reliance on systems understanding and risk assessment in the audit planning process. In 4 months time your staff has given us virtually nothing. It would lead us to believe that if we start fieldwork we'd see much of the same. I don't think our requests for information are out of line with standard practice. If you do then maybe we should withdraw for the engagement. Unfortunately I'll be in Syracuse all day Monday so cannot make your proposed meeting. I am also at another Town Tuesday and Wednesday so you can e-mail or call and leave a message and I'll call you back. Thanks, Ken Clafin". Councilman Salisbury said that there are emails back to May, and he also asked that what he just read be put in the minutes. Councilman Gardner said that the Supervisor has said that he sent the stuff down, it's either there or it's not there, and if it's not, we will find out. The next step is for them to come in and start their work. He said that one thing that would help is that the communication be with all of the Board and not just the Supervisor and the Auditor.

MOTIONS, RESOLUTIONS, PROCLAMATIONS AND AUTHORIZATIONS

A motion was made by Councilman Lippiello and seconded by Councilman Verola that **Resolution No. 88** – A RESOLUTION AUTHORIZING AN INCREASE IN THE HOURS OF SERVICE TO BE PROVIDED TO THE TOWN OF CHARLTON BY THE ZONING ADMINISTRATIVE OFFICER AND BUILDING INSPECTOR be approved.

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

A motion was made by Councilman Lippiello and seconded by Councilman Verola that **Resolution No. 89** – A RESOLUTION TO ESTABLISH STANDARD WORK DAYS FOR ELECTED AND APPOINTED TOWN OFFICIALS be approved.

Discussion: Councilmen Gardner, Salisbury, and Verola said that they have not seen the worksheets that the employees submitted that the resolution was based on. They will require a form to be filled out at the next election cycle where the details of work activities are filled out. Councilman Gardner asked that for the record, it be noted that the Town Clerk verified with the NYS Retirement Office, that the maximum credit that a full-time employee receives is 20 days per 4 work week month, and 25 days for a 5 work week month.

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

A motion was made by Councilman Verola and seconded by Councilman Gardner that **Resolution No.90** – A RESOLUTION TO ESTABLISH STANDARD WORK DAYS FOR ELECTED AND APPOINTED TOWN OFFICIALS FOR THE NYS RETIREMENT SYSTEM be approved.

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

A motion was made by Councilman Verola and seconded by Councilman Gardner that **Resolution No.91** – A RESOLUTION TO AMEND THE 2012 BUDGET TO APPROPRIATE UNUSED 2011 CHIPS FUNDS be approved.

Discussion: Councilman Salisbury asked that the resolution include the that the expense line DA-5112.2 be increased as well.

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

The meeting adjourned at: 9:06 p.m.

Respectfully submitted,

Brenda Mills
Town Clerk

TOWN OF CHARLTON
COUNTY OF SARATOGA
STATE OF NEW YORK

RESOLUTION NO. 88

July 30, 2012

A RESOLUTION AUTHORIZING AN INCREASE IN THE
HOURS OF SERVICE TO BE PROVIDED TO THE TOWN OF CHARLTON BY THE ZONING
ADMINISTRATIVE OFFICER AND BUILDING INSPECTOR

WHEREAS, the Town Board did approve at its January 3, 2012 Organizational Meeting, Resolution #26 entitled Resolution Appointing a Zoning Administrative Officer and Zoning Clerk and Resolution #31 entitled Resolution to Appoint Building Inspector Services, a copy of which resolutions are attached hereto and made a part hereof as if more fully set forth in this resolution, and

WHEREAS, it has come to the attention of the Town Board that Robert H. Gizzi, as such appointed Zoning Administrative Officer and Building Inspector has been required to provide services to the Town of Charlton in excess of the authorized eight (8) hours per week as originally agreed upon between Mr. Gizzi and the Town Board, and

WHEREAS, Mr. Gizzi and the Town Board have come to agreement that an additional four (4) hours per week, for a total of 12 hours per week are required in order to provide adequate and required services to the residents of the Town of Charlton in Mr. Gizzi's capacity as Zoning Administrative Officer and Building Inspector, and

WHEREAS, the additional hours required as stated above began on July 9, 2012 and will be continued through the end of calendar year 2012, at which point Mr. Gizzi and the Town Board will meet to determine what appropriate hours and compensation will be required for the 2013 budget.

NOW BE IT RESOLVED, that the Town Board hereby authorizes Mr. Gizzi to provide to the Town of Charlton and its residents 12 hours per week in order to fulfill his duties and responsibilities as Zoning Administrative Officer and Building Inspector and to be paid at the rate of \$22.00 per hour as originally set forth in Resolution Nos. 26 and 31 as attached to this document.

Moved by	Councilman Lippiello	Voting:	Councilman Gardner	Aye
			Councilman Lippiello	Aye
Seconded by	Councilman Verola		Councilman Salisbury	Aye
			Councilman Verola	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: July 30, 2012

Brenda Mills, Town Clerk

Attachment to res #88

**2012 ORGANIZATIONAL RESOLUTION
TOWN BOARD
TOWN OF CHARLTON**

January 3, 2012

RESOLUTION NO.26

Resolution Appointing a Zoning Administrative Officer and Zoning Clerk

BE IT RESOLVED that BOB GIZZI hereby is re-appointed as Zoning Administrative Officer to serve at the pleasure of the Town Board at a rate of compensation of \$22.00 per hour and LAURIE KRUPPENBACHER is re-appointed as Zoning Clerk at the rate of compensation of \$12.25 per hour.

Moved by	Councilman Lippiello	Voting:	Councilman Gardner	Aye
			Councilman Lippiello	Aye
Seconded by	Councilman Verola		Councilman Salisbury	Aye
			Councilman Verola	Aye
			Supervisor Grattidge	Aye

RESOLUTION NO. 31

Resolution to appoint for Building Inspector Services

BE IT RESOLVED that Bob Gizzi be re- appointed part-time as the Charlton Building Inspector at the rate of \$22.00 per hour for the enforcement of the Uniform Fire Prevention and Building Code of the State of New York to serve at the pleasure of the Town Board.

Moved by	Councilman Lippiello	Voting:	Councilman Gardner	Aye
			Councilman Lippiello	Aye
Seconded by	Councilman Verola		Councilman Salisbury	Aye
			Councilman Verola	Aye
			Supervisor Grattidge	Aye

I certify that these are true and exact copies of the original as passed by the Town Board of the Town of Charlton on January 3, 2012.

Brenda Mills, Town Clerk

TOWN OF CHARLTON
COUNTY OF SARATOGA
STATE OF NEW YORK

RESOLUTION NO. 89

July 30, 2012

A RESOLUTION TO ESTABLISH STANDARD WORK DAYS
FOR ELECTED AND APPOINTED TOWN OFFICIALS

WHEREAS, through NYCRR 315.4, the Office of the New York State Comptroller requires municipalities to establish a standard work day for each elected or appointed official who participates in the New York State and Local Employees Retirement System, and

WHEREAS, the Town Board of the Town of Charlton is dedicated to open government and fiscal responsibility in order to ensure that Town Funds are utilized in an efficient and effective manner, and

WHEREAS, elected and appointed officials work for the residents of the Town of Charlton and are accountable to those same residents, and

WHEREAS, the aforementioned regulation of the New York State Comptroller's Office requires that the Town Board of the Town of Charlton reestablish standard work days for elected and appointed officials, and

WHEREAS, attached to this resolution is a document entitled "Standard Work Day and Reporting Resolution No. 90" which is in the form requested from and required by the New York State Employees Retirement System Examiner V, Pension Integrity Bureau and which document now sets forth six Town of Charlton employee titles, names, standard work days, terms and other required data which needs to be approved by the Town Board and resubmitted to the Employees Retirement System Examiner V, Pension Integrity Bureau.

NOW BE IT RESOLVED, that Town Board of the Town of Charlton hereby establishes the attached standard work day for the required officials and in the format requested by the New York State Employees Retirement System Examiner V, Pension Integrity Bureau, and

IT IS FURTHER RESOLVED, that a copy of the attached document entitled "Standard Work Day and Reporting Resolution No. 90" dated July 30, 2012 shall be posted on the Town of Charlton website for a minimum of 30 calendar days, and

IT IS FURTHER RESOLVED, that a copy of the attached resolution be submitted online by way of the New York State Comptroller's Office Elected & Appointed Officials Reporting (EAOR) Program, which eliminates the need for submitting a hard copy of the resolution and affidavit.

Moved by Councilman Lippiello

Seconded by Councilman Verola

Voting: Councilman Gardner Aye
Councilman Lippiello Aye
Councilman Salisbury Aye
Councilman Verola 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: July 30, 2012

Brenda Mills, Town Clerk

Attachment to Res#89

Standard Work Day and Reporting Resolution # 90

BE IT RESOLVED, that the Town of Charlton hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these officials to the clerk of this body:

Title	Name	Social Security Number (Last 4 digits)	Registration Number	Standard Work Day (Hrs/day)	Term Begins/Ends	Participates in Employer's Time Keeping System (Y/N)	Days/Month (based on Record of Activities)
Elected Officials							
Tax Collector	LaRue, Linda			6/5	1/1/12-12/31/13	N	2.38
Town Clerk	Mills, Brenda			6/5	1/1/12 -12/31/13	N	22.88
Supervisor	Grattidge, Alan			6/5	1/1/12 -12/31/13	N	14.5
Assessor	Holbrook, Rachael			6/5	1/1/10 – 12/31/13	N	3.12
Highway Supt.	Emerich, Michael			6/5	1/1/12-12/31/13	N	32
Appointed Officials							
Court Clerk	Pashley, Beverley			6/5		Y	

On this 30th day of July, 2012

_____ Date enacted: July 30, 2012
(Signature of clerk)

I, Brenda L. Mills, clerk of the governing board of the Town of Charlton, of
(Name of Employer)
the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board, at a legally convened meeting held on the 30th day of July, 2012 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

I further certify that the full board consists of 5 members, and that 5 of such members were present at such meeting and that 5 of such members voted in favor of the above resolution.

IN WITNESS WHEREOF, I have hereunto
Set my hand and the seal of the

Town of Charlton
(Name of Employer)



(seal)

Standard Work Day and Reporting Resolution # 90

BE IT RESOLVED, that the Town of Charlton hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these officials to the clerk of this body:

Title	Name	Social Security Number (Last 4 digits)	Registration Number	Standard Work Day (Hrs/day)	Term Begins/Ends	Participates in Employer's Time Keeping System (Y/N)	Days/Month (based on Record of Activities)
Elected Officials							
Tax Collector	LaRue, Linda			6/5	1/1/12-12/31/13	N	2.38
Town Clerk	Mills, Brenda			6/5	1/1/12 -12/31/13	N	22.88
Supervisor	Grattidge, Alan			6/5	1/1/12 -12/31/13	N	14.5
Assessor	Holbrook, Rachael			6/5	1/1/10 – 12/31/13	N	3.12
Highway Supt.	Emerich, Michael			6/5	1/1/12-12/31/13	N	32
Appointed Officials							
Court Clerk	Pashley, Beverley			6/5		Y	

On this 30th day of July, 2012

(Signature of clerk)

Date enacted: July 30, 2012

I, Brenda L. Mills, clerk of the governing board of the Town of Charlton, of
(Name of Employer)

the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board, at a legally convened meeting held on the 30th day of July, 2012 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

I further certify that the full board consists of 5 members, and that 5 of such members were present at such meeting and that 5 of such members voted in favor of the above resolution.

IN WITNESS WHEREOF, I have hereunto
Set my hand and the seal of the

Town of Charlton
(Name of Employer)



(seal)

7/30/12

Resolution # 91

Amendment

Be it resolved that the Supervisor is authorized to make the following budget amendments:

For Budget Year 2012

Appropriate 2011 rollover of unused CHIPS (Consolidated Highway Improvement Program) revenue in the amount of \$4735.36 to account DA-3501-Consolidated Highway Aid and expense account DA5112.2

Moved by	Councilman Verola	Voting:	Councilman Gardner	Aye
			Councilman Lippiello	Aye
Seconded by	Councilman Gardner		Councilman Salisbury	Aye
			Councilman Verola	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: July 30, 2012

Brenda Mills, Town Clerk