

**2013 ORGANIZATIONAL MEETING
TOWN BOARD
TOWN OF CHARLTON**

January 2, 2013

The Organizational meeting of the Town Board of Charlton, Saratoga County, New York was held at the Charlton Town Hall and commenced at 7:00 p.m.

Present: Councilman Gardner, Councilman Lippiello, Supervisor Grattidge, Town Clerk Brenda Mills.

Excused: Councilmen Salisbury and Verola.

The Board reviewed Resolutions 1 – 49 of the 2013 Organizational Resolution. A few minor grammatical changes were made.

In addition, the Board decided to add the word part-time to all part-time employee appointments for future clarity.

The Board discussed Resolution 19 and whether or not the powers to fix the duties of the Deputy Clerks should be that of the Town Clerk or the Town Board. The Board all agreed that it should be the Town Clerk's decision as to the designation of duties of the Deputies, and added this for clarification to Resolution 19.

Councilman Gardner noted that a job description is needed for the Zoning Clerk position.

Supervisor Grattidge said that the Auditor suggested that a copy of the resolutions for the quarterly payments should be attached to the payee's vouchers.

The Board changed the wording in Resolution No. 42 and added the names of the following three banks: BSNB, 1st National Bank of Scotia and Adirondack Trust.

Councilman Gardner made a **motion** which was seconded by Councilman Lippiello that the Organizational Resolutions 1 – 49 be approved with all the changes discussed.

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

The meeting adjourned at 7:45 p.m.

Respectfully submitted,

Brenda Mills
Town Clerk