

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

**July 9, 2012**

The Regular meeting of the Town Board of Charlton, Saratoga County, New York was held at the Charlton Town Hall and called to order by Supervisor Grattidge at 7:31pm.

Supervisor Grattidge lead the pledge of Allegiance.

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

Excused: Councilman Lippiello

**APPROVAL OF MINUTES**

A motion was made by Councilman Verola and seconded by Councilman Gardner to accept the minutes of the Town Board Agenda Meeting held on June 25, 2012.

Vote: All Ayes, No Nays. CARRIED

**PRIVILEGE OF THE FLOOR FOR AGENDA ITEMS**

No one spoke.

**APPROVAL OF ABSTRACT**

A motion was made by Councilman Verola and seconded by Councilman Gardner to accept General Fund claim numbers 484 – 523 in Abstract #113 in the amount of \$92,211.74.

Vote: All Ayes, No Nays. CARRIED

**TOWN CLERKS REPORT**

The Town Clerk reported taking in \$625.76 for the month of June. \$486.39 was paid to the Supervisor and \$140.37 was paid to other Governmental agencies.

Ms. Mills attended the Saratoga County Town Clerk's quarterly meeting in June and accepted the office of Vice President of the Association.

A motion was made by Councilman Verola and seconded by Councilman Gardner to accept the Town Clerk's report as read.

Vote: All Ayes, No Nays. CARRIED

**SUPERVISOR'S REPORT & ANNOUNCEMENTS**

For the month of June I attended 5 Town meetings and 14 County meetings.  
Some of the highlights of the month:

- Attended normal Town and County meetings
- Attended and participated in the 5-K Run, Party in the Park and the Founders Day Parade on Founders Day Weekend
- Held the 2<sup>nd</sup> Public Forum at Town Hall
- Helped organize and participated in Sundae on the Farm at the Woods Farm
- Met with the Architect for a final inspection of the stainless steel railings

The Supervisor gave the Board a copy of the Revenue and Expense Report but was not able to verbally summarize the report because of the length of the new report.

The Supervisor asked the Board for an agreeable time for a workshop to review the Employee Manual and asked the Town Attorney for his input at the workshop. The Workshop is scheduled for July 24<sup>th</sup> at 4 p.m.

Supervisor Grattidge said that the Town's cell phone service is with the Nextel Sprint network. They are changing to Sprint and are making changes in their technology so new cell phones will be needed. Sprint is offering replacement phones for 99 cents. He also said that the Highway Superintendent asked for texting ability so that he can text his foreman. The cost would be \$2 per month for 300 texts.

### **COMMUNICATIONS**

Kim Caron, Assessor Chair, submitted a request for Assessor Rachael Holbrook to be reimbursed \$97 per night for her hotel, \$8 for breakfast, and her dinner costs for a class that she is taking for 4 days in July.

A ***motion*** was made by Councilman Gardner and seconded by Councilman Verola to authorize the reimbursement of Rachael Holbrook for hotel and meal expenses for her July class.

Vote: All Ayes, No Nays. CARRIED

A letter was received from J. Paul Vosburgh, Architect regarding the stainless steel railings on the Town Hall. Mr. Vosburgh informed the Board that he has reviewed the railings one month after the cleaning in early May and found the railings to be free of rust stains. It is his recommendation that the Board accept the railing installation and closeout Bennett Contracting's Project for Site Work and Interior Fit-Up.

### **DEPARTMENT REPORTS**

Planning Board – Councilman Verola said that the Board met on June 18<sup>th</sup> and held a Public Hearing, deliberated on 1 subdivision application and reviewed 1 site plan.

Dog Control – Councilman Verola said that there were 2 complaints calls and 1 court appearance ticket was issued.

Mrs. Verola said that resident Dawn Szurek donated pictures taken at Founder's Day. Mrs. Verola would like to accept them, and would like to put them in a photo album for residents to look at. She gave the Town Clerk the photos.

Zoning – Councilman Gardner said that 9 Building Permits were issued for \$1,266.40 and 4 CO's were issued. The Councilman said that he received a call from the Zoning Administrator and would like to discuss the issue during Executive Session.

ECC – Supervisor Grattidge said that he received a phone message from Regional Computer Recycling offering to allow people to bring computers to Town Hall (at no cost to the Town) and they will pick them up for recycling. The Supervisor will check with the company to get more details and to see if they will also accept televisions.

### **MOTIONS, RESOLUTIONS, PROCLAMATION AND AUTHORIZATIONS**

A motion was made by Supervisor Grattidge and seconded by Councilman Gardner that Resolution No. 82 – A RESOLUTION ESTABLISHING THE FOLLOWING AS STANDARD WORK DAYS FOR ELECTED AND

APPOINTED OFFICIALS FOR THE NEW YORK STATE AND LOCAL EMPLOYEES" RETIREMENT SYSTEM be approved.

Discussion: After discussing the contents of the resolution, it was determined that an additional resolution needs to accompany this resolution. The resolution was **tabled**.

A motion was made by Councilman Verola and seconded by Councilman Salisbury that Resolution No. 83 - A BUDGET AMENDMENT FOR BUDGET YEAR 2012 TO TRANSFER FROM GENERAL UNAPPROPRIATED FUND BALANCE TO CAPITAL PROJECTS FUND-NEW TOWN HALL FOR FINAL PAYMENT TO BENNETT CONTRACTING, INC. IN THE AMOUNT OF \$2,500 be approved.

Roll Call: 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 that Resolution No. 84 – A RESOLUTION TRANSFERRING FUNDS FOR BUDGET YEAR 2012 FROM A1990.4 – CONTINGENCY TO A3120.411 – CONSTABLES-OTHER IN THE AMOUNT OF \$400.00 FOR AMMUNITION be approved.

Roll Call: 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 that Resolution No. 85 – A BUDGET AMENDMENT FOR BUDGET YEAR 2012 TO APPROPRIATE ESCROW PAYMENT RECEIVED FROM HEFLIN/DURST SUBDIVISION ON 5/25/12 FOR \$3,000.00 TO REVENUE ACCOUNT A-2115 PLANNING BOARD FEES TO EXPENDITURE ACCOUNT A-1440.4-ENGINEERS IN ORDER TO PAY ENGINEERING FEES be approved.

Discussion: Councilman Salisbury said that this could be cleaned up by putting the Revenue account balance and increasing it from this point to this point because there is no way to tell how much is in this fund with the way that this looks. Supervisor Grattidge said that normally there is a print out of the escrow accounts with them.

Roll Call: 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 that Resolution No. 86 – A RESOLUTION TRANSFERRING FUNDS FOR BUDGET YEAR 2012 FROM A-1680.2 CENTRAL DATA PROCESSING-EQUIPMENT TO A-1680.4- CENTRAL DATA PROCESSING-OTHER IN THE AMOUNT OF \$1,500.00 FOR TAX COLLECTOR SOFTWARE be approved.

Roll Call: 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 that Resolution No. 87 – A RESOLUTION TRANSFERRING FUNDS FOR BUDGET YEAR 2012 FROM A3120.413 – CONSTABLES – VEHICLE MAINTENANCE TO A-3120.2 – CONSTABLES – EQUIPMENT IN THE AMOUNT OF \$21.00 FOR ANTENNAS FOR PORTABLE RADIOS be approved.

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

### **COUNCILMAN REPORTS**

Councilman Gardner said he attended an Emergency Coordinator Meeting at the County and received an interesting report from the Coordinator in Clifton Park regarding volunteers and training. He will make a copy for the Board if they would like to read it.

Attorney Van Vranken said that there is a joint Zoning and Planning Board Public Hearing on July 16<sup>th</sup> for the Wasserman application.

Supervisor Grattidge said that they are still looking to fill a vacancy on the Zoning Board of Appeals.

Councilman Salisbury asked for a status on the information for the audit. Supervisor Grattidge said that he has sent the company the first batch of information that was ready and he has asked other money receiving departments for information for the auditors.

**PRIVILEGE OF THE FLOOR**

No one spoke.

A motion was made by Councilman Verola and seconded by Councilman Gardner to go into Executive Session to discuss a personnel issue.

VOTE: All Ayes, No Nays. CARRIED

The meeting adjourned at 8:10 p.m. and the Board went into Executive Session. The Board came out of Executive Session at 9:15 p.m. No action was taken.

Respectfully submitted,

Brenda Mills  
Town Clerk

**7/9/12**

**Resolution # 83**

**Amendment**

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

For Budget Year 2012

Transfer from General Fund unappropriated fund balance to Capital Projects Fund-New Town Hall for final payment to Bennett Contracting Inc.

\$2,500

A-9950.9 – Transfer to Capital Project Fund –New Town Hall

To:

H-5031-Interfund Transfers-Capital Project-New Town Hall

Moved by	Councilman Verola	Voting:	Councilman Gardner	Aye
			Councilman Lippiello	Absent
Seconded by	Councilman Salisbury		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 9, 2012

---

Brenda Mills, Town Clerk

**7/9/12**

**Resolution# 84**

**Resolution transferring funds**

Be it resolved that the Supervisor is authorized to make the following transfer

For Budget Year 2012:

A-1990.4-Contingency

To

A-3120.411-Constables-Other

\$400

For: Ammunition

Moved by	Councilman Verola	Voting:	Councilman Gardner	Aye
			Councilman Lippiello	Absent
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 9, 2012

---

Brenda Mills, Town Clerk

**7/9/12**

**Resolution # 85**

**Amendment**

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

For Budget Year 2012

Appropriate escrow payment received from Heflin/Durst Subdivision on 5/25/12 for \$3,000.00 to revenue account A-2115 Planning Board Fees to expenditure account A-1440.4-Engineers in order to pay engineering fees

Moved by	Councilman Verola	Voting:	Councilman Gardner	Aye
			Councilman Lippiello	Absent
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 9, 2012

---

Brenda Mills, Town Clerk

**7/9/12**

**Resolution # 86**

**Resolution transferring funds**

Be it resolved that the Supervisor is authorized to make the following transfer

For Budget Year 2012:

A-1680.2 –Central Data Processing-Equipment

to

A-1680.4-Central Data Processing-Other

\$1,500.00

Tax collector software

Moved by	Councilman Verola	Voting:	Councilman Gardner	Aye
			Councilman Lippiello	Absent
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 9, 2012

\_\_\_\_\_  
Brenda Mills, Town Clerk

**7/9/12**

**Resolution # 87**

**Resolution transferring funds**

Be it resolved that the Supervisor is authorized to make the following transfer

For Budget Year 2012:

A-3120.413-Constables-vehicle maintenance

to

A-3120.2 – Constable-equipment

\$21.00

antennas for portable radios

Moved by	Councilman Verola	Voting:	Councilman Gardner	Aye
			Councilman Lippiello	Absent
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 9, 2012

---

Brenda Mills, Town Clerk

