

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

September 24, 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 October 9th Town Board Meeting.

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

Excused: Councilman Salisbury

APPROVAL OF ABSTRACT

A motion was made by Councilman Verola and seconded by Councilman Gardner to accept the General Fund claim numbers 671 - 694 as set forth in Abstract 118 in the amount of \$27,735.00, and General Fund Claim numbers 45 - 50 as set forth in Abstract 1209 in the amount of \$1,526.68.

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 September 10th, 2012.

Vote: All Ayes, No Nays. CARRIED

ANNOUNCEMENTS

The Town Clerk has received the proposed budgets from the Charlton Fire District and the Harmony Corners Fire District and will post them on the Town Hall bulletin board.

DISCUSSION

The monthly sales tax was \$98,429.00 and the mortgage tax was \$17,161.00.

The Town Board has two possible candidates for the ZBA vacancy. They will try to set up interviews on September 26th at 7:30 p.m.

Councilman Lippiello has gathered information about Austin Clark and will forward it to Attorney Van Vranken so that a resolution can be done to honor him for his work on the Veterans Board.

The Town Board set budget workshop dates of October 1st, 3rd and 4th from 7 p.m. to 9 p.m. They have tentatively scheduled October 9th at 6 p.m. and October 10th at 7 p.m. if additional discussion is necessary.

The Supervisor said that the Board will need to prepare a resolution for a public hearing for the budget in October. Another resolution will need to be done for the Town Board's approval of the shredding of the obsolete documents recommended by the Records Management Officer.

The Water Superintendent has requested a Water Clerk to help with the clerical work and the billing and meter cards. Councilman Lippiello said that he has spoken with Kim Caron and she has indicated that she is interested in the position. Councilman Lippiello said that he thinks that Kim would be a good fit, and he suggested that the position be set up on an hourly basis. Councilman Verola said that they need to determine

the number of hours that the position would require. Councilman Gardner asked that a small committee be formed to look at the job description, the number of hours needed, what the responsibilities are, etc. The Supervisor assigned Councilmen Gardner and Lippiello to meet with John Morgan to set the parameters of the Water Clerk position. Councilman Gardner also wanted to note that there was a public comment made after the last meeting about not publicizing the positions and soliciting candidates. He does not want to hold up the position but wonders if they should solicit other candidates for the job. Supervisor Grattidge said that he felt that it would make a lot of sense to have Kim do the job because she already has a computer at the Town Hall and there is not a set-up for a standalone Water Clerk. There is work that needs to be done and he does not want things to slip through the cracks by delaying the appointment.

The meeting adjourned at 7:49 p.m.

Respectfully submitted,

Brenda Mills
Town Clerk