

Seconded by Councilman Gardner

Councilman Salisbury	Aye
Councilman Verola	Aye
Supervisor Grattidge	Aye

RESOLUTION 2

Resolution adopting the proceedings of the Town Board

BE IT RESOLVED that the following rules shall govern the proceedings of the Town Board, Town of Charlton, County of Saratoga, State of New York.

Rule 1

The order of business shall be as follows:

1. Salute to the flag
2. Roll call
3. Approve minutes: Previous Town Board, Public Hearings, Agenda Meeting
4. Abstract of Claims
5. Town Clerk's Report
6. Supervisor's Report (Financial, County, Town, Communications, Announcements)
7. Department & Committee Reports: All department and committee reports will be filed with the Town Clerk and attached to the minutes.
8. Motions & Resolutions
9. Councilman Reports
10. Privilege of the Floor (Speaker limited to 5 minutes)

Rule 2

The Board shall be called to order by the Supervisor and a roll called taken. In the absence of the Supervisor, the Deputy Supervisor shall preside.

Rule 3

Any board member who enters the room after the roll call shall be recognized by the Supervisor and his presence noted in the minutes. Likewise, board members wishing to leave the meeting before adjournment must first be excused by the Supervisor and their time of departure note in the minutes.

Rule 4

No person except the members of the Board shall have the privilege of the floor without the unanimous consent of the Board members present and recognition by the chair.

Rule 5

Resolutions will be proposed and discussed at the regularly scheduled Agenda Meetings with action to be taken at the Town Board Meetings. Resolutions will be presented to Board members in proper form at least 48 hour prior to the meeting. With unanimous consent of the Board members present, the rule requiring 48 hour notice may be waived. Budget transfers can be voted at either meeting with the proper 48 hour notice.

Rule 6

Procedure not governed by these rules shall be governed by Roberts Rules of Order (Revised).

Rule 7

Video and audio recording only. Only one video camera and/or audio recording device is allowed, excluding the one used by Town Government, in only one location at the rear of the hall or behind the audience in a still position. No additional lighting is allowed. Town Government is to be provided with an unedited copy of the audio and video tapes within five (5) days of the meeting.

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

RESOLUTION NO.3

Resolution Naming the Daily Gazette as the Official Newspaper for the Town of Charlton

BE IT RESOLVED that The Daily Gazette be hereby named as the official newspaper for the Town of Charlton.

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

Committee and Board Appointments

RESOLUTION NO.4

Resolution to Appoint Members to the Assessment Review Board

BE IT RESOLVED that SHELLEY SMITH is re-appointed as a member of the Charlton Assessment Review Board for a period commencing October 1, 2010 and terminating September 30, 2015.

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

In compliance with State requirements, expiration date of terms of office will be adjusted from December 31 to September 30 each year. Terms of other members of the Assessment Review Board are:

Eva Butler	Expiring 9/30/11
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Robert Smialek	Expiring 9/30/12
John Mazur	Expiring 9/30/13
Dawn Szurek	Expiring 9/30/14

RESOLUTION NO.5

Resolution to Appoint Members of the Agricultural Task Force Committee

BE IT RESOLVED that BRUCE HODGKINS, JAMES LEUPOLD, RICHARD SMITH, DAVID WOOD, CHIP ELLMS, JOE ANDERSON, JOE GRASSO, AND DAWN SZUREK are appointed members of the Agricultural Task Force Committee to serve at the pleasure of the Town Board, and

BE IT RESOLVED that DAVID WOOD be re-appointed as Chairman of the Agricultural Task Force Committee to serve at the pleasure of the Town Board

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

RESOLUTION NO. 6

Resolution to Appoint Members of the Electronic Government and Technology Committee

BE RESOLVED that JOHN KELLEY, TORBEN AABO, AND JIM LEUPOLD, and GEORGE EGGLESTON and TERRY OSTRANDER are appointed members of the Electronic Government Board and Technology Board for a period commencing January 1, 2011 and terminating December 31, 2011.

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

RESOLUTION NO. 7

Resolution to Appoint Members of the Town of Charlton Environmental Conservation Commission

BE IT RESOLVED that MARVIN SCHORR, THEODORA SMITH, ASILDA DUBE, ROBERT KILLEEN, JR., DOUGLAS RANALETTO AND LANE JASTREBSKI are hereby appointed as members of the Charlton Environmental Conservation Commission for a period commencing January 1, 2011 and terminating December 31, 2011 and

BE IT RESOLVED that MARVIN SCHORR hereby is re-appointed Chairman of the Town of Charlton Environmental Conservation Commission for a period commencing January 1, 2011 and terminating December 31, 2011.

Moved by	Councilman Verola	Voting:	Councilman Gardner	Aye
			Councilman Lippiello	Aye

Seconded by	Councilman Gardner	Councilman Salisbury	Aye
		Councilman Verola	Aye
		Supervisor Grattidge	Aye

RESOLUTION NO. 8

Resolution to Appoint Members to the Board of Ethics

BE IT RESOLVED, that the Town Board of the Town of Charlton hereby appoints JOHN SENNETT, CHARLES MCLOUGHLIN, JOHN PENNOCK, DON SCHERMERHORN and CLARENCE LINDER to serve as members of the Charlton Board of Ethics for the period January 1, 2011 and terminating December 31, 2011.

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

RESOLUTION NO. 9

Resolution to appoint a Financial Advisory Committee

BE IT RESOLVED that DONALD SCHERMERHORN, KEITH FITZGERALD, JOEL LANDIS AND CLARENCE LINDER are appointed as members to a Financial Advisory Committee to serve at the pleasure of the Town Board for a period commencing January 1, 2011 and terminating December 31, 2011.

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

RESOLUTION NO.10

Resolution to Appoint Members of the Town of Charlton Historic District Commission with SUCH POWERS AND DUTIES AS PRESCRIBED UNDER LOCAL LAW #2 OF THE YEAR 1973

BE IT RESOLVED that JAMES POIRIER and DOROTHY MITCHELL are appointed as members of the Town of Charlton Historic District Commission for a period commencing January 1, 2011 and terminating December 31, 2012, and

BE IT RESOLVED that JAMES POIRIER hereby is re-appointed as Chairman of the Town of Charlton Historic District Commission for a period commencing January 1, 2011 and terminating December 31, 2011.

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

Supervisor Grattidge Aye

Terms of other Historic District Commission members:

Chris Widay	Expires 12/31/11
Richard Battenhausen	Expires 12/31/11
Julia Hayden	Expires 12/31/11

RESOLUTION NO.11

Resolution Appointing Members and a Chairman of the Park Committee

BE IT RESOLVED that GEORGE EGGLESTON, ELINOR GEORGE, DAVID POHL and STACY CLARK are re-appointed to the Park Committee, to work as an advisory committee to the Town Board with special interest in the development and use of parklands in the Town of Charlton for the period commencing January 1, 2011 and terminating December 31, 2011 and

BE IT RESOLVED that GEORGE EGGLESTON is re-appointed as Chairman of the Park Committee.

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

RESOLUTION NO.12

Resolution to appoint a Member and Two Alternate Members to the Charlton Planning Board.

BE IT RESOLVED that JAY WILKINSON is appointed as Chairman of the Charlton Planning Board for the period commencing January 1, 2011 and terminating December 31, 2011, and

BE IT RESOLVED that MICHAEL ARMER be re-appointed as a member of the Charlton Planning Board for the period commencing January 1, 2011 and terminating December 31, 2017, and

BE IT RESOLVED that MARILYN PHILLIPS be appointed as alternate member of the Charlton Planning Board for the period commencing January 1, 2011 and terminating December 31, 2011, and

BE IT RESOLVED that RAY BLACK be appointed as an alternate member of the Charlton Planning Board for the term commencing January 1, 2011 and terminating December 31, 2011.

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

Terms of other members of the Planning Board:

Mark Hodgkins	Expiring 12/31/11
Jay Wilkinson	Expiring 12/31/12
Dawn Szurek	Expiring 12/31/13
Connie Wood	Expiring 12/31/14

BE IT RESOLVED that DON SCHERMERHORN be appointed as Chairman of the Charlton Zoning Board of Appeals for a period commencing January 1, 2011 and terminating December 31, 2011.

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

Terms of the other members of the Zoning Board of Appeals are:

Don Schermerhorn	Expiring 12/31/11
Audrey Ketchum	Expiring 12/31/12
Mark Chotkowski	Expiring 12/31/13
Edmund Malis	Expiring 12/31/14

RESOLUTION NO. 16

Resolution to Appoint members of the Zoning Ordinance Review Committee

BE IT RESOLVED that MARVIN SCHORR, AND ROBERT VAN VRANKEN (ex-officio) are re-appointed members of the Zoning Ordinance Review Committee and BOB GIZZI, JAMES POIRIER, ADAM TODD, DON SCHERMERHORN, CARLTON ELMS III, MARK HODGKINS, DAVID ADAMS and JAMES LEUPOLD are appointed members of the Zoning Ordinance Review Committee for a period commencing January 1, 2011 and terminating December 31, 2011, and

BE IT RESOLVED that MARVIN SCHORR is re-appointed as Chairman of the Zoning Ordinance Review Committee to serve at the pleasure of the Town Board.

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

Department Appointments

RESOLUTION NO. 17

Resolution Appointing a Deputy Supervisor

BE IT RESOLVED that the Supervisor is hereby authorized to appoint a Deputy Supervisor to serve at the pleasure of the Supervisor.

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

RESOLUTION NO. 18

Resolution appointing a full-time Secretary to the Supervisor

Be it resolved that the Supervisor is hereby authorized to appoint a Secretary to the Supervisor at the rate of compensation of \$41,888.00 dollars per a year to serve at the pleasure of the Supervisor.

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

RESOLUTION NO. 19

Resolution to appoint a Town Historian and a Deputy Town Historian

BE IT RESOLVED that the Supervisor is authorized to appoint a part-time Town Historian at a rate of compensation of \$1,166.00 dollars per a year to serve at the pleasure of the Supervisor and,

BE IT RESOLVED that the Supervisor is authorized to appoint a part-time Deputy Town Historian at a rate of compensation of \$530.00 per a year to serve at the pleasure of the Supervisor.

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

RESOLUTION NO. 20

Resolution Appointing a part-time Deputy Town Clerk

BE IT RESOLVED that the Town Clerk is authorized to appoint not more than three (3) part-time deputies at a rate of compensation of \$10.00 to \$14.25 per an hour per deputy to serve at the pleasure of the Town Clerk.

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

RESOLUTION NO.21

Resolution to Appoint a Registrar of Vital Statistics

BE IT RESOLVED that BRENDA MILLS is hereby appointed Registrar of Vital Statistics for a period commencing January 1, 2011 and terminating December 31, 2011 at a rate of compensation of \$881.00 per a year.

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

RESOLUTION NO.22

Resolution to appoint a Deputy Registrar and Sub-Registrar of Vital Statistics

BE IT RESOLVED that PENNY HERITAGE is hereby appointed Deputy Registrar of Vital Statistics and for a period commencing January 1, 2011 to December 31, 2011.

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

RESOLUTION NO.23

Resolution to Appoint Freedom of Information Officer

BE IT RESOLVED that BRENDA MILLS is hereby appointed as Freedom of Information Officer for a period commencing January 1, 2011 and terminating December 31, 2011.

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

RESOLUTION NO. 24

Resolution to Appoint a Chairman of the Board of Assessors

BE IT RESOLVED that LEWIS MORRIS is hereby appointed as Chairman of the Charlton Board of Assessor's for a period commencing January 1, 2011 and terminating December 31, 2011.

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

RESOLUTION NO. 25

A Resolution appointing a part-time Clerk to the Assessors

BE IT RESOLVED that the Chairman of the Assessors is authorized to appoint not more than two part-time clerks at a rate of compensation up to \$12.25 per hour to serve at the pleasure of the Chairman of the Assessors.

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

RESOLUTION NO. 26

Resolution to Appoint a Water Superintendent and Assistant Water Superintendent

BE IT RESOLVED that JOHN P. MORGAN, JR. hereby is appointed Water Superintendent, Charlton Water District No. 1, Extensions 2, & 3 and Water District #2 to serve at the pleasure of the Town Board at a rate of compensation of \$23,021.00 per a year and,

BE IT RESOLVED that DENNIS RUSSELL hereby is appointed Assistant Water Superintendent to serve at the pleasure of the Town Board at a rate of compensation of \$7,147.00 per a year.

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

RESOLUTION NO.27

Resolution Appointing a Zoning Administrative Officer and Zoning Clerk

BE IT RESOLVED that BOB GIZZI hereby is 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 appointed as Zoning Clerk at the rate of compensation of \$12.25 per hour.

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

RESOLUTION NO. 28

Resolution to Appoint Deputy Tax Collector

BE IT RESOLVED that the Tax Collector is authorized to appoint one (1) part-time Deputy Tax Collector to serve at the pleasure of the Tax Collector to serve at a rate of compensation of \$1,882.00 dollars per a year, and one back-up clerk at the rate of \$12.25 per hour.

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

RESOLUTION NO. 29

Resolution to Appoint Constables/Peace Officers

BE IT RESOLVED that THOMAS PARKS be appointed as Senior Constable/Peace Officer to serve at the pleasure of the Town Board at a rate of compensation of \$10,462.00 per year and,

BE IT RESOLVED that THOMAS SCHMIDT, GARY PARKS AND KENNETH ALMY are hereby appointed Constable/Peace Officer for the Town of Charlton to serve at the pleasure of the Town Board at a rate of compensation per an officer of \$8,978.00 per a year, and

BE IT RESOLVED that RANDALL ANGEROSA be appointed as a Back-Up Constable and Court Night Security Officer to serve at the pleasure of the Town Board at a rate of compensation of \$567.00 per year and \$25.00 per Court Night.

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

RESOLUTION NO.30

Resolution to Appoint Dog Control Officer

BE IT RESOLVED that the TOWN OF GLENVILLE will handle dog control duties with a shared service agreement, to serve at the pleasure of the Town Board at a rate of compensation of \$6, 453.00 per a year.

Moved by: Councilman Verola and seconded by: Councilman Gardner

Discussion: Councilman Gardner asked if anything needed to be amended for mileage compensation to the Town of Glenville, since it was not included in the budget. Supervisor Grattidge said that the contract with Glenville agrees to mileage so no amendment is needed.

Voting:	Councilman Gardner	Aye
	Councilman Lippiello	Aye
	Councilman Salisbury	Aye
	Councilman Verola	Aye
	Supervisor Grattidge	Aye

RESOLUTION NO.31

A Resolution to Appoint a Member to the Burnt Hills Youth Recreation Commission

BE IT RESOLVED that DOUGLAS SALISBURY be hereby appointed at the pleasure of the Town Board to serve as the Town of Charlton representative to the Burnt Hills Youth Recreation Commission.

BE IT RESOLVED that the KIMBERLY CARON be appointed to provide Clerical services to the Town of Charlton’s Planning Board and the Zoning Board of Appeals and upon request of the Town Board to serve at the pleasure of the Town Board at a rate of compensation of \$12.25 per an hour.

BE IT RESOLVED that LAURIE KRUPPENBACHER be appointed to provide Clerical services to the Town of Charlton’s Assessment Review Board to serve at the pleasure of the Town Board at a rate of compensation of \$12.25 per an hour.

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

Appointment of Contracts

RESOLUTION NO.36

Resolution Appointing a Town Attorney and a Planning Board Attorney

BE IT RESOLVED that ROBERT VANVRANKEN be re-appointed as Attorney for the Town and WILLIAM KENIRY be re-appointed Attorney for the Planning Board to serve at the pleasure of the Town Board, upon final approved annual agreement.

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

RESOLUTION NO.37

Resolution to contract for Library Services

BE IT RESOLVED that the Supervisor be and hereby is empowered to contract for library services with the Town of Ballston Community Library for services during the Year 2011 at a fee not to exceed \$46,000.00 Dollars, the Ballston Spa Village Library for services during the Year 2011 at a fee not to exceed \$2,250.00 Dollars.

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

RESOLUTION NO.38

Resolution to Contract for Ambulance Service

BE IT RESOLVED that the supervisor be and hereby is empowered to contract for Ambulance services with the Galway Ambulance Corp. for services during the Year 2011 at a fee not

to exceed \$16,885.00 Dollars and the Ballston Lake Ambulance Corp. for services during the Year 2011 at a fee not to exceed \$16,638.00 Dollars.

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

RESOLUTION NO. 39

Resolution to Appoint Town Health Officer

BE IT RESOLVED that DR. KRISTEN MARTIN be and hereby is re-appointed Town Health Officer to serve at the pleasure of the Board at a fee of \$150.00 per year.

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

RESOLUTION NO. 40

A Resolution Appointing a Town Engineer and a Water District Engineer

BE IT RESOLVED that Environmental Design Partnership be appointed the Town and Water District Engineer to serve at the pleasure of the Town Board.

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

RESOLUTION NO. 41

A Resolution for contracted services with the Charlton Food Pantry and Galway Senior Trip Fund and Charlton Senior Citizens, Youth Programs and Meals on Wheels

BE IT RESOLVED that the Town of Charlton will contract for services, \$2,550.00 Dollars to the Charlton Food Pantry, \$150.00 Dollars to the Galway Senior Citizen Trip Fund, \$2,121.00 to the Charlton Senior Citizens, up to \$3000 to the Burnt Hills Ballston Lake Summer Recreation program, up to \$1,000 to the Galway Summer Recreation program, and \$834 for Meals on Wheels.

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

Banking

RESOLUTION NO. 42

Resolution Designating Certain Banks as Depositories for Town Funds - Year 2011

BE IT RESOLVED that the Ballston Spa National Bank, having a principal office in Ballston Spa, Saratoga County, New York, is designated as the official depository for the following Town of Charlton accounts:

1. All Town checking accounts.
2. All General Reserve accounts of the Town Supervisor.
3. The Tax Collector account.
4. The Town Justice Rodriguez account.
5. The Town Justice Ketchum account.
6. The Charlton Water District #1 general account and repair reserve account.
7. The Charlton Water District #2 general account.

BE IT FURTHER RESOLVED that NBT Bank, having an office in Saratoga Springs, Saratoga County, New York is a depository bank for the purpose of Time Deposits, and

BE IT FURTHER RESOLVED that First Niagara Bank, having an office in the Town of Glenville, Schenectady County, New York is hereby designated as the official depository for any or all accounts of the Town Clerk of the Town of Charlton, and

BE IT FURTHER RESOLVED that all Departments that receive moneys or checks will process these funds within 2 business days. The Supervisors office will deposit all funds and receipts at least once a week.

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

RESOLUTION NO.43

Resolution Authorizing Time Deposits

BE IT RESOLVED that the Supervisor of the Town of Charlton, as Chief Fiscal Officer for the Town, is hereby authorized to deposit certain Town funds in time deposit accounts during calendar year 2011. The following guidelines and authorities are also approved:

The maximum amount authorized for such time deposits is Two Million Five Hundred Thousand Dollars (\$2,500,000.00). Funds which the Supervisor may place in such time deposits shall include, but not be limited to, general Town of Charlton funds, Charlton Highway Department funds and Water District #1 funds. The Supervisor shall have discretion to combine funds in time deposits for the purpose of obtaining the highest interest rate yields on such accounts. The Supervisor shall maintain a record of all such time deposits, including the amount of such deposits and the interest earned, investment date and maturity date. The Supervisor will provide a listing of such accounts to

the Town Board on a monthly basis, which information shall include the deposit amounts, interest rate, banking institution and interest earned and date of investment and maturity.

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

RESOLUTION NO.44

Resolution Establishing a Cash Management and Investment Policy

The objectives of the Investment Policy of the Town of Charlton are to minimize risk; to insure that investments mature when cash is required to finance operations; and to insure a competitive rate of return. In accordance with this policy, the supervisor is hereby authorized to invest all funds including proceeds of obligations and reserve funds in:

(a) Certificate of deposit issued by a commercial bank or trust company authorized to do business in New York State;

(b) Time Deposit Accounts in a commercial bank or trust company authorized to do business in New York State;

All other local government officials receiving money in their official capacity must deposit such funds in negotiable order of withdrawal accounts.

All investments made pursuant to this policy shall comply with the following conditions:

1. Collateral

Certificates of deposit shall be fully secured by insurance of FDIC or by obligations of New York State, or obligations of the United States, or obligations of Federal Agencies, the principal interest of which are guaranteed by the U.S. or obligations of New York State local government. Collateral shall be delivered to the Town of Charlton or a custodial bank to the account of the Town of Charlton or to a Federal Reserve Bank. The market value of collateral supplied by any bank shall at all times equal or exceed the total principal amount of certificates of deposit and time savings deposits held by the bank less applicable FDIC coverage. The bank selling the investment shall provide a list of collateral with the Town of Charlton and report all changes in that list.

2. Written contracts shall be required for the purchase of all certificates of deposits.

The supervisor shall review the annual reports of all banks holding town funds to determine satisfactory financial strength.

The supervisor shall authorize investments on behalf of the Town of Charlton. All investment agreements shall be confirmed in writing.

The supervisor may make a quarterly survey of CD rates in at least two area banks.

The supervisor's annual financial report shall include an annual investment report.

This guideline shall be reviewed annually by the Town Board at its organizational meeting or as soon thereafter as is reasonably practicable.

The town board acknowledges the granting of a single user originator and approver for ACH, EFTPS and Wire Transfers through Ballston Spa National Bank Cash Management product. The town supervisor will review and sign ACH, EFTPS, and transfer sheets prior to performing transfers and a copy of completed transfer will be printed from Cash Management and attached to signed authorization.

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

RESOLUTION NO.45

Resolution to establish a Petty Cash Fund for Certain Town Officials - Year 2011

BE IT RESOLVED that the Tax Collector be authorized a Petty Cash Fund in the sum of One Hundred (\$100.00) Dollars to be utilized by her as provided by law in the performance of the duties of the Office of Collector and to be returned to the Supervisor prior to making her returns of unpaid taxes to the County Treasurer, and

BE IT FURTHER RESOLVED that the Town Clerk be authorized a Petty Cash Fund in the sum of Six Hundred (\$600.00) Dollars (\$500.00) as a cushion to checking account & \$100.00 petty cash at Town Hall, to be utilized by her as provided by law in the performance of the duties of Town Clerk.

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

RESOLUTION NO. 46

Resolution Accepting the Bonds of Various Town Officials

BE IT RESOLVED that the Town Board of the Town of Charlton approve and accept the undertakings of the below listed Town Officials and employees in the indicated sums and that a copy thereof is filed in the Saratoga County Clerk’s Office:

Supervisor	\$ 300,000.00
Secretary to the Supervisor	\$ 300,000.00
Town Clerk	\$ 90,000.00
Tax Collector	\$ 300,000.00
All other Town Employees Blanket @	\$10,000.00

Moved by	Councilman Verola	Voting:	Councilman Gardner	Aye
			Councilman Lippiello	Aye

Seconded by	Councilman Gardner	Councilman Salisbury	Aye
		Councilman Verola	Aye
		Supervisor Grattidge	Aye

RESOLUTION NO.47

Resolution Establishing Town Holiday for benefit eligible employees for 2011

Holidays – Benefit eligible employees receive the following paid holidays:

News Year’s Day – Jan. 1 (observed 12/31/10)	Columbus Day – Oct. 10
Martin Luther King – Jan. 17	Election Day – Nov. 1
President’s Day – Feb. 21	Veterans Day – Nov. 11
Good Friday – April 22	Thanksgiving Day – Nov. 24
Memorial Day – May 30	Day after Thanksgiving – Nov. 25
Independence Day – July 4	Christmas Eve – Dec. 23
Labor Day – Sept. 5	Day after Christmas – Dec. 26

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

RESOLUTION NO. 48

Resolution Establishing Salaries for Appointive and Elective Officials for Year 2011

Elective Officials

Supervisor	\$10,000.00 year
Budget Officer-Supervisor	\$ 1,456.00 year
Councilman (4)	\$5,000.00 year
Highway Superintendent	\$50,894.00 year
Justice Rodriguez	\$8,500.00 year
Justice Ketchum	\$9,500.00 year
Town Clerk	\$33,868.00 year
Registrar of Vital Statistics	\$881.00 year
Registrar of Dogs	\$375.00 year
Tax Collector	\$5,102.00 year
Senior Assessor (1)	\$6,500.00 year
Assessor (2)	\$5,400.00 year

Appointive

Assessor Clerk	\$12.25 hour
Secretary to Supervisor	\$41,888.00 year
Court Clerk	\$12.00 to \$14.25 hour
Deputy Town Clerk	\$10.00 - \$14.25 hour
Health Officer	\$150.00 year
Highway Employees	\$10.00 - \$19.16 hour
Constable – T. Parks	\$10,462.00 year

Constables – Almy, G. Parks, Schmidt	\$8,978.00 year
Constables – Angerosa	\$567.00 year
	Court Night \$25.00
Control of Dogs	\$6,453.00 year
Historian	\$1,166.00 year
Deputy Historian	\$530.00 year
Zoning Administrator	\$22.00
	hour
Deputy Tax Collector	\$1,882.00 year
Water Superintendent – Water District #1	\$21,715.00 year
Water Superintendent – Water District #2	\$906.00 year
Asst Water Superintendent –District #1	\$6,707.00 year
Asst Water Superintendent – Water District #2	\$240.00 year
Cleaner – Town Hall	\$65.00
	week
Cleaner – Community Center	\$25.00
	week
Zoning Clerk	\$12.25 hour
Communication/Website Clerk	\$2,500.00 year
Assessment Review Board Clerk	\$12.25 hour
Planning Board Clerk	\$12.25 hour
ZBA Clerk	\$12.25 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.49

Resolution Establishing Purchase and Receipt of Goods, Materials and Services

It shall be the policy of the Town to purchase goods, materials and services from reliable vendors at the lowest cost to the town.

All Departments, Boards, and Commissions budgeted to purchase goods, materials, and services will adhere to the following procedures in connection with the purchase and receipt of goods and services:

1. Major Purchases and Contracting

Except where waived by the General Municipal Law, all contracts for the purchase of materials, supplies and equipment involving expenditures of \$10,000.00 or more; contracts for the accomplishment of public works for more than \$20,000.00 shall be let through advertised sealed bids in accordance with the General Municipal Law.

2. Purchase of other Materials, Goods, Equipment and Services

(a) Purchase of goods and materials involving expenditures of less than \$300.00 which are proper Town charges and covered by appropriations may be authorized by the heads of

Departments, Boards, and Commissions having budget appropriations assigned to them. Claims will be processed through normal channels and audited by the Town Board. When the balances in contractual and/or equipment are reduced to \$500.00 or less the effected department will be notified and no purchases can be made without prior approval of the budget officer.

- (b) Quotations from at least two and preferably three vendors must be obtained for all Purchases over \$300.00 for material, supplies and equipment not purchased on State, County or Town contracts or bids. Quotations may be obtained in writing or by telephone. In the latter case the purchaser will enter the quotations listing: (i) Date of Quote, (ii) Items Quoted, (iii) Vendor Name, (iv) Address and Phone number, (v) Prices Quoted, and (vi) Successful vendor. The Purchase Order will be subject to regular and periodic audit. Written quotes will be kept on file.
- (c) All purchases of greater than \$300.00 in value except, as noted below must be approved in advance by the Town Board. Exceptions are purchases of bulk operating material routinely delivered, such as fuel and heating Fuel, bulk materials for highway projects, or repair parts.
- (d) Qualified Town of Charlton vendors or goods, services, or materials purchased by the Town must be given the opportunity to quote. This is not intended to eliminate vendors outside Town boundaries.
- (e) Except when directed by the Town Board, no solicitation of written proposals or quotations shall be required under the following circumstances:
- 1) Acquisitions of professional services
 - 2) Emergencies
 - 3) Sole source situations
 - 4) Goods purchased from agencies for the blind or severely handicapped
 - 5) Goods purchased from correctional facilities
 - 6) Goods purchased from another governmental agency
 - 7) Goods purchased at auction
 - 8) Goods purchased for less than \$300.00
 - 9) Public works contracts for less than \$500.00
- (f) Price quotations must be F.O.B. Town Hall, Highway Department or Town job site. In those cases where the Town must provide pickup services, these costs will be added to the price for evaluation purposes using the following formula:
- $$\text{Pickup Truck} = \text{Total mileage} \times \$.50/\text{mile plus driver/helper hourly rates} \times \text{trip time}$$
- $$\text{Large Truck} = \text{Total mileage} \times \$1.50/\text{mile plus personnel time as above}$$
- (g) Selection of vendor will be made on the basis of lowest delivered price assuming the vendor meets delivery and specification requirements.
- (h) Qualified Town of Charlton vendors will be awarded the order or contract in those cases where delivered prices are equal and delivery dates are satisfactory on a competitive basis.

(i) Spare or renewal parts quotations should be obtained from the original equipment manufacturer/dealer and from “after market” vendors of like parts in order to obtain the lowest price.

(j) Vouchers submitted to the supervisor for payment must be accompanied by the vendor’s invoice where one exists. The voucher will list each detailed item received and will be signed in the “Department Approval” block by the employee of the Town physically receiving the goods or services to verify that the goods or services appearing on the invoice were in fact received. Alternately, the person actually receiving the goods may sign off on the invoice or shipping document furnished by the vendor. This must be attached to the voucher. The voucher will further be countersigned by the head of the responsible Department or Board involved to confirm receipt.

(k) The Supervisor may in the case of any emergency situation and upon request of the department or agency head involved waive all or part of Paragraph 2 of this policy to authorize purchases necessary to protect the safety, health or general welfare of the Town or residents. Each emergency case must be documented and reported to the Town Board by the Department at the next regular meeting of the Board.

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

RESOLUTION NO. 50

Resolution to Establish a Mileage Compensation Schedule

BE IT RESOLVED that for the Year 2011 the IRS mileage rate of \$.51 will be used as mileage compensation for all Town and Water District officials to be paid to them upon submission of a warrant therefore when it becomes necessary for them to utilize their own conveyances in the performance of their duties.

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

RESOLUTION NO. 51

Resolution To Establish Quarterly Meetings of the Town Board For Consideration of Public Water District Matters

BE IT RESOLVED that the Town Board shall meet on the first Monday in March, June, September and December of each calendar year for purposes of considering any and all matters related to the Town of Charlton public water system, including maintenance, repairs, quality of the infrastructure, continuity of service and financial resources sufficient to meet the obligations of the Town Board acting in the capacity of Public Water District Commissioners.

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

RESOLUTION NO. 52

Resolution for the Supervisor to utilize option coding

WHEREAS, The Supervisor and the Town Board have determined that there is a need for greater detail within the Town's financial accounting and reporting systems, and that said detail will enable the Town Board to make more informed management decisions.

IT IS THEREFOR RESOLVED that the Town Supervisor shall, for internal management purposes, utilize option coding to achieve this purpose and that the Supervisor shall administratively authorize transfers, as needed and issue memo of said transfer, within this detail so long as the total for the basic object of expenditure, as approved by the Board, is not exceeded.

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

ADDITIONAL RESOLUTIONS PRESENTED:

A motion was made by Councilman Verola and seconded by Councilman Gardner that Resolution No. 53 – A RESOLUTION TRANSFERRING FUNDS FOR BUDGET YEAR 2010 FROM A8160.4 TO A-9060.8 FOR \$494.00 FOR MEDICARE REIMBURSEMENTS FOR JOHN & SHIRLEY MORGAN be approved.

Roll call vote: Councilman Gardner: Aye, Councilman Lippiello: Aye, Councilman Salisbury: Aye, Councilman Verola: Aye, Supervisor Grattidge: Aye *Approved*

A motion was made by Councilman Lippiello and seconded by Councilman Salisbury that Resolution No. 54 – A RESOLUTION TRANSFERRING FUNDS FOR BUDGET YEAR 2010 FROM A1430.4 TO A-1440.4 FOR \$1,039.00 FOR ADDITIONAL ENGINEERING SERVICES be approved.

Roll call vote: Councilman Gardner: Aye, Councilman Lippiello: Aye, Councilman Salisbury: Aye, Councilman Verola: Aye, Supervisor Grattidge: Aye *Approved*

A motion was made by Councilman Verola and seconded by Councilman Gardner that Resolution No. 55 – A RESOLUTION TRANSFERRING FUNDS FOR BUDGET YEAR 2010 FROM A1990.4 TO A-1420.4 FOR \$319.00 FOR ADDITIONAL LEGAL SERVICES be approved.

Roll call vote: Councilman Gardner: Aye, Councilman Lippiello: Aye, Councilman Salisbury: Aye, Councilman Verola: Aye, Supervisor Grattidge: Aye *Approved*

1-3-11 TB Organizational Meeting minutes approved 1/10/11

The meeting adjourned at 7:30pm.

Respectfully Submitted,

Brenda Mills
Town Clerk

APPOINTMENTS

(Attachments to 1/3/11 minutes)

Deputy Supervisor
Robert Lippiello

Deputy Town Clerk
Penny Heritage
Margo Jones
Laurie Kruppenbacher

Secretary to the Supervisor
Kathy Hanley

Clerk to the Assessors
Mary Beth Frewin

Deputy Tax Collector
Lynn Christie

Town Historian
Laura Linder

Deputy Town Historian
Dorothy Mitchell

Clerk to the Planning Board
Susan York

Secretary to the Zoning Board of Appeals
Kimberly Caron

Secretary to the Zoning Ordinance Review Committee
Kimberly Caron

Secretary to the Planning Board
Kimberly Caron

Court Clerk
Beverley Pashley

Clerk to Zoning
Laurie Kruppenbacher

1-3-11 TB Organizational Meeting minutes approved 1/10/11

Clerk to Assessment Board of Review

Laurie Kruppenbacher

Clerk to the Town Board for Communications/Website

Penny Heritage

TOWN SUPERVISOR'S COMMITTEE APPOINTMENTS 2011

Pursuant to Section 63 of Town Law, the Supervisor appoints the following committee:

SUPERVISOR GRATTIDGE:

Government: Local, County, State, Federal
Agricultural Task Force

COUNCILMAN GARDNER:

Assessors
Assessor Board of Review
Zoning & ZBA
Highway
Emergency Planning
911
Constables
Zoning Ordinance Review Committee
Town Audit

COUNCILMAN LIPPIELLO:

Communications/Newsletter
Library
Water Districts
Parks/Veterans Board
Electronic Government and Technology Advisory Board
Party in the Park
Town Audit

COUNCILMAN SALISBURY:

Town Audits
ECC
Youth
Tax Collector
Financial Advisory Committee

COUNCILMAN VEROLA:

Planning Board
Town Clerk
Records Advisory Board
Dog Control
Justices
Historic District
Historian
Party in the Park
Town Audit
Communications/Newsletter

*** Supervisor Ex-Officio on all committees