

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

**April 25, 2011**

The Agenda 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 7:30 p.m.

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

**APPROVAL OF ABSTRACT**

A motion was made by Councilman Verola and seconded by Councilman Gardner to accept General Fund claim numbers 260-290 as set forth in Abstract #108 in the amount of \$53,935.01, and General Fund claim numbers 922-934 as set forth in Abstract #9904 in the amount of \$3,338.93.

Vote: All Ayes, No Nays. *CARRIED*

**APPROVAL OF MINUTES**

A motion was made by Councilman Verola and seconded by Councilman Salisbury to accept the revised minutes of the Town Board Agenda meeting held on March 28, 2011.

VOTE: All Ayes, No Nays. *CARRIED*

A motion was made by Councilman Verola and seconded by Councilman Lippiello to accept the minutes of the Town Board meeting held on April 11, 2011.

VOTE: All Ayes, No Nays. *CARRIED*

**DISCUSSION**

The April Sales Tax distribution was \$108,994 and the March Mortgage tax was \$19,876.50.

The Supervisor stated that during the month, he provided the Board a copy of the March Revenue and Expense report that was unavailable at the previous meeting.

The 2010 Annual Financial Report has been filed with the Comptroller's Office and a copy has been filed with the Town Clerk.

The Town has received notice that the CHIPS allocation for the Highway Department for the 2011-2012 year will be the same level as this year, \$84,900.00.

Correspondence was received from the Historical Society. There was a notice of the Founder's Day parade and the timing for the line-up. A resolution is normally done in May, so the Board will need to do a resolution honoring the theme of the parade.

A letter was received from the Organizer of the 5k Run thanking the Town for their help with the event. They are asking for the Town's help again this year, which is usually signage by the Highway Department, and traffic and safety control from the Constables. The Board had no objection. The organizer also asked for someone from

the Town to do the opening remarks at the Run. Supervisor Grattidge, who will be absent from the event, asked that Deputy Supervisor Lippiello handle the request.

Supervisor Grattidge said that he anticipates being able to do a resolution for the final expenditures for Party in the Park.

Supervisor Grattidge said that he talked to the Comptroller's Office regarding having their office doing an assessment of the Town's financial record keeping. There will not be a written report when done, but they would meet with the Town Board to discuss any areas of concern. Councilman Verola said she felt an assessment is wise, it keeps people on track. Councilman Gardner said that he was in favor. He asked if a resolution was needed to do this. Supervisor Grattidge said that the Comptroller's Office said that an e-mail request was sufficient. Councilman Lippiello asked if this was Town wide. Supervisor Grattidge said that it is not a full audit. Councilman Verola said that the last time that it was done, all departments were looked at. She said that it is brief, an overview, they look at internal controls and areas of weakness. Councilman Salisbury said that he would like them to start with a copy of the 2010 report that he did regarding 2009. He had concerns listed in his report. Supervisor Grattidge said that would be fine. He will contact the Comptroller's Office to arrange the assessment.

Supervisor Grattidge said that normally a Town audit is done each year. In the past, the format used was from the Comptroller's Office to audit the 5 Town Departments that handle money. The Board will set up times to meet with the Departments to audit their records.

The Highway Superintendent has sent the Highway Agreement to the Board. He was going to add another road to the agreement. Councilman Gardner said that there is no miles listed. Councilman Gardner will contact Mr. Emerich to try to get the agreement finalized so that a resolution can be done.

Supervisor Grattidge said that there are two separate jobs concerning the water district. One is for valve work and hydrant placing which will be done through an RFP that will be done by an authorization resolution at the next meeting. The other project is the full bid package for repaint and refurbishing of the Water Tower.

### **Motions, Resolutions, Proclamations and Authorizations**

A motion was made by Councilman Verola and seconded by Councilman Lippiello that Resolution No. 85 – A RESOLUTION TO AUTHORIZE THE 2011 BUDGET TRANSFER FROM A-1990.4- CONTINGENCY TO A-1680.4-CENTRAL DATA PROCESSING-CONTRACTUAL IN THE AMOUNT OF \$2,000.00 FOR ADDITIONAL WORK BY ENABLE SERVICES be approved.

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

### **COUNCILMAN REQUESTS**

Councilman Verola said that the Historic District Commission would like to change the name of the form that they use for recommendations. It is currently called an Application for Opinion of Approval, and they would like to change it to Application for Recommendation of Appropriateness. Supervisor Grattidge said he wondered if there was a Town Ordinance that would limit this. Attorney Van Vranken said that he did not see a problem with the request. He agreed with Councilman Verola that the title might be softer and more direct. There is no real approval, it is a recommendation anyways. If a homeowner wants to make a change, it recommends what is appropriate to the Historic District. The Board had no objection to the change.

Also, Councilman Verola said that in the Comprehensive Plan, there was a recommendation that a Committee be formed to look at other historic properties outside of the Historic District, and work under the supervision of the Town Historian. The Commission has a group of people interested in getting involved with historic preservation and recommendations, and they would like to Town Board to consider setting up the Committee. It would be an Advisory Board type of Committee. Supervisor Grattidge said that he would like to see a scope of what their intentions are so that they know exactly what they are asking people to do.

Councilman Verola asked the Supervisor for a status of the direct deposit of employee's paychecks.

Councilman Verola asked the Board if they wanted to continue mailing agendas to residents. Supervisor Grattidge said that from a timing standpoint it does not make sense. Many times the agenda is not complete until the day of the meeting. The Town will continue to e-mail the agenda to those that are interested. The Board did not feel that postage expense should be used for this.

Councilman Verola said that the Board needs to create a Time Clock Policy for the new time clock.

Councilman Verola said that the outgoing mailbox at Town Hall is not sufficient for the Town's need. The mail gets wet, and the box is not large enough. Supervisor Grattidge said that he will ask the Highway Superintendent to check at the hardware store for a box with a door and a flag.

Councilman Gardner said that he would like the Town to obtain bids for the major ticket items such as heating oil, fuel, etc. Supervisor Grattidge asked the Councilman to make a list of the items that he would like to get bids on. Since some of the items are a timing issue, they can break down the list based on the time of year.

The Town Clerk asked Councilman Lippiello for clarification of the Park application from the Baseball League. He said that he approved the application because Mr. Durand said that he did not feel that they would be using the field as much as they had requested. He will speak with Mr. Durand and see if he can narrow down the request.

The meeting adjourned at 8:03 p.m.

Respectfully Submitted,

Brenda Mills  
Town Clerk