

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

July 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. to set the agenda for the August 8th Town Board Meeting.

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 450 - 482 as set forth in Abstract #114 in the amount of \$30,811.91 and General Fund Claim numbers 958 – 970 as set forth in Abstract #9907 in the amount of \$2,544.32.

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

APPROVAL OF MINUTES

A motion was made by Councilman Verola and seconded by Councilman Gardner to accept the meeting minutes from regular Town Board meeting on July 11, 2011.

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

A motion was made by Councilman Verola and seconded by Councilman Gardner to accept the meeting minutes from Bid Opening on July 15, 2011.

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

DISCUSSION

The June Mortgage Tax was \$8,996.50.

A letter was received from the Assessment Board of Review regarding the 2011 Grievance Day. Eight grievances were heard and reductions were made. The Board once again recommended that the Town have a complete reassessment done.

Time Warner Cable sent notice that the Franchise Agreement with the Town expires on January 14, 2014. They will be contacting the Supervisor to begin discussing the renewal.

Supervisor Grattidge sent a letter to the West Charlton Fire Department informing them that the Town website will go live in September, and the Town will list the contact information for the Fire Department on the Town's website, and if the Fire Department gets their own website at any time in the future, the Town will also post a link to their website.

Councilman Gardner said that the Head Constable, Tom Parks, informed him that the Constable Department policy has a policy for wearing Body Armor. A suggestion was made to review the current policy and the model policy and possibly merge the two. Attorney Van Vranken will review the policies.

The Board discussed the need for a Time Clock policy, and will put a draft together so that a resolution can be passed. They acknowledged that flexibility will be needed for hourly paid transcriptionists that do their work from home. Councilman Gardner said that Resolution number 92 of 2010 states which employees will use the timecards.

The County has a new program for Veterans, called "Return the Favor". Veterans can sign up at the Saratoga County Clerk's Office to enroll in the program. Over 150 local businesses are participating currently, offering discounts to Veterans.

Supervisor Grattidge asked the Town Clerk to make copies for the Board of the report that he received from the Charlton Food Pantry.

Councilman Lippiello gave a copy of a draft plan for the new Veteran's Board in the park. Austin Clark will assist with the project as part of his Eagle Scout project. The price from Adirondack Sign Perfect is \$7,500 including the lettering. The Board had no objection to pursuing having a new sign done. It was suggested that the expense would be paid for from Park fees, of which there is approximately 40-50 thousand dollars. Once a more detailed drawing is received the Historic District Commission will be consulted.

Councilman Gardner said he felt that potential expenses should be listed on the trial balance in regards to the H-fund. Supervisor Grattidge said that the voucher for Schmidt and Schmidt is not listed because their contract stated if the Contractor defaulted on the contract, no payment was to be made. Councilman Gardner said he thinks it should be listed as a potential liability, and asked the Supervisor to check in to it.

Councilman Lippiello said that there is a need for a Chairman of the Veteran's Board.

Councilman Lippiello said that the Communications Committee sent the Board a letter with 4 items to address:

- 1) Who will have access to the 4 passwords for the new website? It was suggested that they be given to: Town Board & supervisor, Lovie Bourne & Penny Heritage, Town Clerk & Deputies, Sue York, Tech Advisory Board and the Historic District Commission.
- 2) A computer use policy needs to be established.
- 3) The Town Board has not submitted any information for the new Town website.
- 4) The Committee is asking that personal computers not be used for Town emails, but rather have Town email accounts used which can be backed up daily on the Town's server.

Councilman Lippiello said that the Town of Ballston Library recently received a Program of the Year award. The summer reading program is going well, and surveillance cameras were recently installed.

Councilman Verola said that a resolution was recently passed that waived the Park fee for farm owners in the AG district and she has learned that many farm owners are in the RA district. The Board had no objection to amending the resolution to include the AG and RA districts.

Councilman Verola thanked Supervisor Grattidge for providing the information that she requested at the last meeting.

The Town Clerk announced that she has appointed Frances Sinopoli as Deputy Clerk to begin on July 28th.

The Town Clerk said that Eva Butler from the Charlton Seniors has requested a key to the Community Center. Councilman Verola made a motion that was seconded by Councilman Lippiello to authorize the Town Clerk to have 3 additional keys made and to give a key to Eva Butler. Vote: All Ayes, No Nays CARRIED

Motions, Resolutions, Proclamations and Authorizations

A motion was made by Councilman Verola and seconded by Councilman Lippiello that Resolution No. 111 – A RESOLUTION TRANSFERRING \$1,000.00 FROM A-1990.4 – CONTINGENCY TO A-1620.411 – BUILDINGS - OTHER FOR LANDSCAPING, CLEANING, SUPPLIES be approved.

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

A motion was made by Councilman Lippiello and seconded by Councilman Verola that Resolution No. 112 – A RESOLUTION TRANSFERRING \$15.96 FROM A-1990.4 – CONTINGENCY TO A-8810.4 – CEMETERY - OTHER FOR ADDITIONAL COST OF CEMETERY FLAGS be approved.

Roll Call: Councilman Gardner: Aye, Councilman Lippiello: Aye, 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. 113 – A RESOLUTION TRANSFERRING \$535.00 FROM A-1990.4 – CONTINGENCY TO A-9050.8 – EMPLOYEE BENEFITS – UNEMPLOYMENT INSURANCE FOR UNANTICIPATED INTEREST ASSESSMENT AND UNEMPLOYMENT INSURANCE COST MORE THAN APPROPRIATED be approved.

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

A motion was made by Councilman Lippiello and seconded by Councilman Verola that Resolution No. 114 – A RESOLUTION TRANSFERRING \$20,003.00 FROM F-201-1 – WATER DISTRICT #1 - CASH TO SW-201-1 – WATER DISTRICT #2 – CASH FOR INTERFUND TRANSFER TO RETURN TO WATER DISTRICT #2 RESOLUTION #104 DATED 6/27/11 IN THE AMOUNT OF \$20,000.00 FOR AN INTERFUND LOAN PLUS \$3.00 INTEREST be approved.

Roll Call: Councilman Gardner: Aye, Councilman Lippiello: Aye, 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. 115 – A RESOLUTION AMENDING TOWN BOARD ORGANIZATIONAL RESOLUTION MEETING RESOLUTION NO. 22 TO APPOINT A DEPUTY REGISTRAR be approved.

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

A motion was made by Councilman Lippiello and seconded by Councilman Verola that Resolution No. 116 – A RESOLUTION AWARDED A CONTRACT TO AMSTAR OF WNY, INC. TO REPAINT THE CHARLTON WATER DISTRICT NO.1 POTABLE WATER STORAGE TANK be approved.

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

A motion was made by Councilman Verola and seconded by Councilman Lippiello that Resolution No. 117 – A RESOLUTION TO CONDUCT A PUBLIC HEARING FOR PURPOSES OF EXPENDING FUNDS FROM A REPAIR RESERVE FUND FOR THE CHARLTON WATER DISTRICT NO.1 be approved.

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

Respectfully submitted,

Brenda Mills
Town Clerk