

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

February 22, 2016

The Agenda Meeting of the Town Board of the Town of Charlton, Saratoga County, New York was held at the Charlton Town Hall, 758 Charlton Rd, Charlton, NY and called to order by Supervisor Grattidge at 7:31 p.m. to set the agenda for the March 14th Meeting.

Present: Councilman Gay, Councilman Grasso, Councilman Heritage, Councilman Hodgkins, Supervisor Grattidge, Town Clerk Brenda Mills, Attorney Van Vranken.

RESOLUTION #65

Abstract of Claims

Motion by Councilman Gay

Seconded by Councilman Hodgkins

BE IT RESOLVED that the Town Board has approved the payment of bills as presented in Abstract #104, voucher numbers 97 – 115, in the amount of \$10,251.18.

Vote: All Ayes, No Nays. **CARRIED.**

RESOLUTION #66

Approval of Minutes

Motion by Councilman Gay

Seconded by Councilman Hodgkins

BE IT RESOLVED that the Town Board has approved the Town Board Meeting Minutes from February 8, 2016.

Vote: All Ayes, No Nays. **CARRIED.**

DISCUSSION

The Sales Tax report for the month has not yet been received. The Mortgage Tax was \$16,558.00. Supervisor Grattidge confirmed that the Board has received a letter from Saratoga County listing the total of monies disbursed to the Town for 2015 for Sales Tax, Mortgage Tax and Shelter fees.

Supervisor Grattidge reported that the January Dog Control report has been received, and there were 7 dog calls responded to in January.

Supervisor Grattidge confirmed that one bid was received for the Ford F550 pick-up truck, and the Highway Superintendent has reviewed the bid.

The Highway Superintendent had given the Board quotes for a new dump body for the new Ford 550 pick-up truck that he would like to purchase. Mike Emerich verified that the dump body comes primed, and will need to be painted. He also confirmed that the plow equipment will be used from the old truck, and that he will be installing a tank to the new truck for the salt brine.

The Board discussed the Spring newsletter and decided that the article submission deadline should be March 18th with hopes of getting the newsletter in homes in the beginning of April. Brush pick-up was discussed and Mike Emerich decided to do the pick-up during the week of April 18th to April 22nd. Supervisor Grattidge said that he will contact County Waste about bulk item pick-up and see if they can schedule the pick-up for the week of May 9 to May 13th. Supervisor Grattidge asked the Town Clerk to check on the mailing list for the newsletter and about adding current resident to the address line.

Supervisor Grattidge said that Charlton and the Town of Ballston have agreed to have their Building Inspectors be back-up for each other to cover time off. If either Town incurs expenses such as mileage, they will bill each other by voucher. Attorney Van Vranken will work on a written Shared Service Agreement.

Supervisor Grattidge reported that during a State inspection of the furnace, a slight leak was found in an exhaust pipe. The HVAC contractor found a leak in a glue joint that was in a chase in a restroom. It appears that when the pipe was originally installed, it was not completely glued. The pipe was re-glued and is no longer leaking. The State also asked that braces be built as under-supports for the exhaust pipes in the basement. Don Smith is working on this project. The HVAC contractor also tested the glycol in the system, and it tested at 33%, which is the same as the specs for the system. Since bleeder valves were changed on the air handlers in the attic, the system has not lost any fluid. Supervisor Grattidge said that he would suggest that the Board hold off on putting in the glycol injector system which costs around \$6,000.00. He said that the Town would have to regularly check the glycol levels. Supervisor Grattidge said that the intake valve for fresh water is in the off position, so if a coil breaks again it would be a minimum amount of water loss. The Supervisor said that he checked the temperature of the attic space on a 10 degree day and the temperature was 45-50 degrees, so he feels that the insulation that was installed is working.

Supervisor Grattidge said that the 2015 AUD (Annual Audit Report) has been completed and submitted to the State, and will be posted to the website. The report includes a breakdown of the Fund Balance, and will be useful in preparing next year's budget.

Supervisor Grattidge said that in January, the Board amended the Organizational Resolution to add a 6th member to the Historic District Commission. Since the amendment, that Board has found that a 1973 Local Law says that the Commission may only consist of 5 members. Attorney Van Vranken will create a new resolution to re-amend the Organizational Resolution.

The Supervisor said that Marv Schorr will take photos of the Town Board for the website at the March 14th meeting.

Supervisor Grattidge attended the Association of Towns annual meeting where he took some training classes from Dr. Orr from Cornell regarding highway/roadways. He said that the handouts were useful and interesting, so he will make copies for the Board and Highway Superintendent.

Supervisor Grattidge said that the Board will go into Executive Session after tonight's meeting to discuss a personnel issue.

MOTIONS, RESOLUTIONS AND AUTHORIZATIONS

RESOLUTION #67

A resolution awarding a contract to Morris Ford, Inc. for the purchase of a 2016 Ford Super Duty F-550 DRW 4WD reg. cab 141"wb, cab and chassis.

Motion by Councilman Hodgkins

Seconded by Councilman Gay

Roll Call: Councilman Gay: Aye; Councilman Grasso: Aye; Councilman Heritage: Aye; Councilman Hodgkins: Aye; Supervisor Grattidge: Aye. **CARRIED**

TOWN OF CHARLTON
COUNTY OF SARATOGA
STATE OF NEW YORK

RESOLUTION NO. 67

February 22, 2016

A RESOLUTION AWARDING A CONTRACT TO MORRIS FORD, INC. FOR THE PURCHASE OF A 2016 FORD SUPER DUTY F-550 DRW 4WD REG. CAB 141" WB, CAB AND CHASSIS

WHEREAS, the Town Board did on February 8, 2016 approve a resolution authorizing the Supervisor to publish a Notice to Bidders regarding the purchase by the Town of Charlton of a 2016 Ford Super Duty F-550 DRW 4WD Reg. Cab 141” WB, Cab and Chassis, and

WHEREAS, a notice was published in the Daily Gazette, the Town of Charlton official newspaper, requesting sealed bids for such purchase and which notice was published on February 11, 2016, and

WHEREAS, the Town of Charlton received one bid prior to the 12:00 p.m. February 22, 2016 deadline date, and at which time said bid was opened and the bid read and reviewed by representatives of the Town, and

WHEREAS, the Town Board and the Town Highway Superintendent have reviewed the bid document received and the Town Clerk, together with the Town Highway Superintendent have prepared and submitted a detailed analysis of such bid to the Town Board, a copy of which document is attached to this resolution and made a part hereof as if more fully set forth herein, and

WHEREAS, following discussions with the Town Highway Superintendent regarding the factors related to the bid received by the Town, the Town Highway Superintendent has recommended that the Town accept the bid of Morris Ford, Inc. for the purchase of the 2016 Ford Super Duty F-550 DRW 4WD Reg. Cab 141” WB, Cab and Chassis.

NOW BE IT RESOLVED, that the Town Board awards the contract for the 2016 Ford Super Duty F-550 DRW 4WD Reg. Cab 141” WB, Cab and Chassis to Morris Ford, Inc., according to the recommendation of the Town Highway Superintendent for the price of \$47,913.00 and hereby directs the Supervisor and the Town Highway Superintendent to take whatever steps are necessary to execute an agreement between the Town of Charlton and Morris Ford, Inc. for the purchase of said vehicle.

Moved by	Councilman Hodgkins	Voting:	Councilman Gay	Aye
			Councilman Grasso	Aye
Seconded by	Councilman Gay		Councilman Heritage	Aye
			Councilman Hodgkins	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: February 22, 2016

Brenda Mills, Town Clerk

RESOLUTION #68

A resolution to order posted roads in the Town of Charlton with a four ton gross weight limit on a temporary basis

Motion by Councilman Grasso
Seconded by Councilman Heritage

Roll Call: Councilman Gay: Aye; Councilman Grasso: Aye; Councilman Heritage: Aye; Councilman Hodgkins: Aye; Supervisor Grattidge: Aye. **CARRIED**

TOWN OF CHARLTON
COUNTY OF SARATOGA
STATE OF NEW YORK

RESOLUTION NO. 68

February 22, 2016

A RESOLUTION TO ORDER POSTED ROADS IN THE
TOWN OF CHARLTON WITH A FOUR TON GROSS WEIGHT LIMIT
ON A TEMPORARY BASIS

WHEREAS, the Town Board has been advised by the Charlton Superintendent of Highways that he intends to post certain roads with a four ton limitation, effective immediately, and

WHEREAS, the Town Board desires to assist the Highway Superintendent in the enforcement of this posting limitation and as authorized by New York State Vehicle and Traffic Law §1660, subd. 11.

NOW BE IT RESOLVED, that the Town Board hereby affirms and authorizes, pursuant to §1660(11) of the New York State Vehicle and Traffic Law the direction and order of the Superintendent of Highways of the Town of Charlton that all Town roads as posted will be temporarily limited to any and all vehicles having no more than a gross weight of four tons, and

BE IT FURTHER RESOLVED, that this restriction and limitation shall take effect as of the date of this resolution and such restriction shall become effective upon posting of such highways by the Superintendent of Highways or his designee, and

BE IT FURTHER RESOLVED, that such limitation shall continue in effect until such time as conditions permit the withdrawing of the order, and

BE IT FURTHER RESOLVED, that notice is hereby given that any person or persons violating this order shall be subject to enforcement as provided in §1800 of the New York State Vehicle and Traffic Law.

Moved by	Councilman Grasso	Voting:	Councilman Gay	Aye
			Councilman Grasso	Aye
Seconded by	Councilman Heritage		Councilman Heritage	Aye
			Councilman Hodgkins	Aye
			Supervisor Grattidge	Aye

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Dated: February 22, 2016

Brenda Mills, Town Clerk

The Highway Superintendent gave the Board two quotes for 9 foot dump body for the new Ford truck. Arrowhead quoted \$6,240.00 and T&T Body King, Inc. quoted \$4,877.00.

RESOLUTION #69

A resolution authorizing the Highway Superintendent to purchase a 9 foot dump body from T&T Bodyking, Inc.

Motion by Councilman Hodgkins
Seconded by Councilman Gay

BE IT RESOLVED that the Town Board hereby authorizes the Highway Superintendent to purchase a 9 foot dump body from T&T Body King, Inc. at a price of \$4,877.00.

Roll Call: Councilman Gay: Aye; Councilman Grasso: Aye; Councilman Heritage: Aye; Councilman Hodgkins: Aye; Supervisor Grattidge: Aye. **CARRIED**

The Highway Superintendent sent the Board information about a 1989 Caterpillar roller with a 64" drum. It is listed on GSA (government surplus) for \$2,500.00

RESOLUTION #70

Authorize the Highway Superintendent to purchase a 1989 Caterpillar roller from GSA at a price of \$2,500 plus expenses to transport

Motion by Councilman Hodgkins
Seconded by Councilman Heritage

BE IT RESOLVED that the Town Board hereby authorizes the Highway Superintendent to purchase a 1989 Caterpillar Roller from GSA at a price of \$2,500, and authorizes the expense to transport the roller.

Roll Call: Councilman Gay: Aye; Councilman Grasso: Aye; Councilman Heritage: Aye; Councilman Hodgkins: Aye; Supervisor Grattidge: Aye. **CARRIED**

RESOLUTION #71

A resolution to amend the 2016 Organization Resolution #8 to have Dorothy Mitchell complete the remainder of her term and to remove Marvin Livingston as member of the Historic District Commission.

Motion by Councilman Grasso
Seconded by Councilman Hodgkins

Roll Call: Councilman Gay: Aye; Councilman Grasso: Aye; Councilman Heritage: Aye; Councilman Hodgkins: Aye; Supervisor Grattidge: Aye. **CARRIED**

TOWN OF CHARLTON
COUNTY OF SARATOGA
STATE OF NEW YORK

RESOLUTION NO. 71

February 22, 2016

A RESOLUTION TO AMEND THE 2016 ORGANIZATIONAL RESOLUTION #8 TO HAVE DOROTHY MITCHELL COMPLETE THE REMAINDER OF HER TERM AND TO REMOVE MARVIN LIVINGSTON AS MEMBER OF THE HISTORIC DISTRICT COMMISSION.

The Town Board wishes to amend two previous resolutions with respect to membership on the Town of Charlton Historic District Commission, the first being the appointment of Marvin Livingston, as a member of said Commission, which appointment was made because the Board believed that Dorothy Mitchell's term as a member of the Commission had expired, and

WHEREAS, a subsequent resolution appointed Dorothy Mitchell as a 6th member of the Commission, because the Board believed that she had one year to continue in respect to her term, and

NOW THEREFORE, the Board wishes to ratify that Dorothy Mitchell will be continued as a member of the Historic District Commission for the remaining one year of her term, and Marvin Livingston will be removed as a member of the Commission until such time as another opening has occurred.

Moved by	Councilman Grasso	Voting:	Councilman Gay	Aye
			Councilman Grasso	Aye
Seconded by	Councilman Hodgkins		Councilman Heritage	Aye
			Councilman Hodgkins	Aye
			Supervisor Grattidge	Aye

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Dated: February 22, 2016

Brenda Mills, Town Clerk

COUNCILMAN REPORTS

Councilman Grasso asked if the Board knew how long it had been since the Town fees (such as Building and Zoning, and Dog fees) were updated. Supervisor Grattidge said that all fees were updated in the last 10 years. Councilman Grasso suggested that the Board take a look at the fees. The Supervisor asked the Clerk to send the Board copies of the fee schedules.

RESOLUTION #72

Motion to enter into Executive Session to discuss a personnel issue

Motion by Councilman Gay
Seconded by Councilman Hodgkins

Vote: All Ayes, No Nays. **CARRIED.**

The Board entered into Executive Session at 8:12 p.m.

The Board came out of Executive Session at 8:45. No action was taken.

The Meeting adjourned at 8:45 p.m.

Respectfully submitted,

Brenda Mills
Town Clerk