

**2016 ORGANIZATIONAL RESOLUTION  
TOWN BOARD  
TOWN OF CHARLTON**

**January 4, 2016**

**RESOLUTIONS No. 1 – 45**

**Town Resolutions**

**RESOLUTION NO.1**

**Resolution setting meeting dates of the Town Board**

The Board shall convene at 7:30 PM o'clock in the evening for the regular Town Board Meeting on the second Monday of every month and for the Town Board Agenda Meeting on the fourth Monday of every month, except holidays in which case the following day or as designated by the Board. Dates are to be as follows, location to be the Town Hall.

**Town Board Meetings Dates:**

January 11	Town Hall	July 11	Town Hall
February 8	Town Hall	August 8	Town Hall
March 14	Town Hall	September 12	Town Hall
April 11	Town Hall	October 11 (Tuesday)	Town Hall
May 9	Town Hall	November 14	Town Hall
June 13	Town Hall	December 12	Town Hall

**Town Board Agenda Meeting Dates:**

January 25	Town Hall	July 25	Town Hall
February 22	Town Hall	August 29	Town Hall
March 28	Town Hall	September 26	Town Hall
April 25	Town Hall	October 24	Town Hall
May 23	Town Hall	November 28	Town Hall
June 27	Town Hall	December 27 (Tuesday)	Town Hall

Special meetings of the Board shall be called in accordance with applicable provisions as provided in Town Law, with public notice in newspaper and posted at Town Hall.

Moved by	Councilman Hodgkins	Voting:	Councilman Gay	Aye
			Councilman Grasso	Absent
Seconded by	Councilman Gay		Councilman Heritage	Aye
			Councilman Hodgkins	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 monthly Town Board meetings, 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. Privilege of the floor for stated agenda items (speaker limited to 3 minutes)
5. Abstract of Claims
6. Town Clerk's Report
7. Supervisor's Report (Financial, County, Town, Communications, Announcements)
8. Department & Committee Reports: All department and committee reports will be filed with the Town Clerk and attached to the minutes.
9. Motions & Resolutions
10. Councilman Reports
11. 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. In the event neither the Supervisor nor Deputy Supervisor is present then those Board members in attendance shall appoint the chair of the meeting.

**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 noted 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. Majority Board member consent can expand actions to be taken at meetings not otherwise authorized by this provision.

**Rule 6**

Procedure not governed by these rules shall be governed by Roberts Rules of Order (Revised), or as determined by a majority of the Board members in attendance.

**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 set position. No additional lighting is allowed. Town Government is to be provided with an unedited copy of the audio or video tapes within five (5) calendar days of the meeting.

Moved by	Councilman Hodgkins	Voting:	Councilman Gay	Aye
			Councilman Grasso	Absent
Seconded by	Councilman Gay		Councilman Heritage	Aye
			Councilman Hodgkins	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 is hereby named as the official newspaper for the Town of Charlton.

Moved by	Councilman Hodgkins	Voting:	Councilman Gay	Aye
			Councilman Grasso	Absent
Seconded by	Councilman Gay		Councilman Heritage	Aye
			Councilman Hodgkins	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 term commencing October 1, 2015 and terminating September 30, 2020.

Moved by	Councilman Hodgkins	Voting:	Councilman Gay	Aye
			Councilman Grasso	Absent
Seconded by	Councilman Gay		Councilman Heritage	Aye
			Councilman Hodgkins	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. Expiration dates of other member terms of the Assessment Review Board are:

David Schweizer	Expiring 9/30/16
Robert Smialek	Expiring 9/30/17
Bruce Gardner	Expiring 9/30/18
Dawn Szurek	Expiring 9/30/19

**RESOLUTION NO. 5**

Resolution to Appoint Members of the Technology Committee

BE IT RESOLVED that JAMES LEUPOLD, GEORGE EGGLESTON and TERRANCE OSTRANDER are appointed members of the Technology Committee for a term commencing January 1, 2016 and terminating December 31, 2016.

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

**RESOLUTION NO. 6**

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., AND LANE JASTREBSKI are hereby appointed as members of the Charlton Environmental Conservation Commission for a term commencing January 1, 2016 and terminating December 31, 2016 and

BE IT RESOLVED that MARVIN SCHORR hereby is appointed Chairman of the Town of Charlton Environmental Conservation Commission for a term commencing January 1, 2016 and terminating December 31, 2016.

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

**RESOLUTION NO. 7**

Resolution to Appoint Members to the Board of Ethics

BE IT RESOLVED, that the Town Board of the Town of Charlton hereby appoints ROBERT LIPPIELLO, GARY VANDERHORST and DON SCHERMERHORN to serve as members of the Charlton Board of Ethics for the term January 1, 2016 and terminating December 31, 2016.

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

**RESOLUTION NO. 8**

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 MARVIN LIVINGSTON be appointed to fill a term expiring December 31, 2016, and CHRIS WIDAY, RICHARD BATTENHAUSEN and JULIA HAYDEN are re-appointed as members of the Town of Charlton Historic District Commission for a term commencing January 1, 2016 and terminating December 31, 2017, and

BE IT RESOLVED that JAMES POIRIER hereby is appointed as Chairman of the Town of Charlton Historic District Commission for a term commencing January 1, 2016 and terminating December 31, 2016.

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

Terms of other Historic District Commission members expire as follows:  
James Poirer Expires 12/31/2016

**RESOLUTION NO. 9**

Resolution Appointing Members and a Chairman of the Park Committee

BE IT RESOLVED that ELINOR GEORGE, DAVID POHL, GEORGE EGGLESTON and THOMAS BONNER 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 term commencing January 1, 2016 and terminating December 31, 2016 and

BE IT RESOLVED that DAVID POHL is re- appointed as Chairman of the Park Committee.

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

**RESOLUTION NO.10**

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 term commencing January 1, 2016 and terminating December 31, 2016, and

BE IT RESOLVED that CHRIS MITCHELL be re-appointed as a member of the Charlton Planning Board for the term commencing January 1, 2016 and terminating December 31, 2022, and

BE IT RESOLVED that BRYAN SELL be appointed as an alternate member of the Charlton Planning Board for the term commencing January 1, 2016 and terminating December 31, 2016.

BE IT RESOLVED that JONATHAN RIEDINGER be appointed as an alternate member of the Charlton Planning Board for the term commencing January 1, 2016 and terminating December 31, 2016.

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

Terms of other members of the Planning Board expire as follows:

John Kadlecek	Expiring 12/31/16
Bruce Gardner	Expiring 12/31/17
Marilyn Phillips	Expiring 12/31/18
Jay Wilkinson	Expiring 12/31/19
Dawn Szurek	Expiring 12/31/20
Connie Wood	Expiring 12/31/21

**RESOLUTION NO.11**

Resolution appointing custodian and members to the Veterans Memorial Board Committee

BE IT RESOLVED, that CHARLES LATHAM is hereby re-appointed as custodian of the Veterans Recognition Board in Gideon Hawley Park to serve at the pleasure of the Town Board for a term commencing January 1, 2016 and terminating December 31, 2016, and

BE IT RESOLVED that CHARLES LATHAM, PETER PARKER AND GEORGE EGGLESTON are appointed members of the Veterans Memorial Board Committee for a term commencing January 1, 2016 and terminating December 31, 2016.

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

**RESOLUTION NO.12**

Resolution to Appoint Members to the Zoning Board of Appeals

BE IT RESOLVED that RICHARD POTTS is appointed as a member of the Charlton Zoning Board of Appeals to fill a term expiring December 31, 2016, and

BE IT RESOLVED that DOUGLAS RANALETTO is appointed as a member of the Charlton Zoning Board of Appeals to fill a term expiring December 31, 2019, and

BE IT RESOLVED that JOE MARCHESIELLO is re-appointed as a member of the Charlton Zoning Board of Appeals for a term commencing January 1, 2016 and terminating December 31, 2020, and

BE IT RESOLVED that CARLTON ELLMS be re-appointed as alternate member of the Charlton Zoning Board of Appeals for a term commencing January 1, 2016 and terminating December 31, 2016, and

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

Terms of the other members of the Zoning Board of Appeals expire as follows:

Albert Smith	Expiring 12/31/17
Mark Chotkowski	Expiring 12/31/18

**RESOLUTION NO. 13**

Resolution to Appoint members of the Zoning Ordinance Review Committee

BE IT RESOLVED that MARVIN SCHORR, ROBERT GIZZI, JAMES POIRIER, DON SCHERMERHORN, CARLTON ELMS III, DAVID ADAMS and JAMES LEUPOLD are appointed members of the Zoning Ordinance Review Committee for a term commencing January 1, 2016 and terminating December 31, 2016, and

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

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

**Department Appointments**

**RESOLUTION NO. 14**

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

**RESOLUTION NO. 15**

Resolution appointing a part-time Account Clerk

BE IT RESOLVED that the Town Board is hereby authorized to appoint a part-time Account Clerk as defined in the Town of Charlton Personnel Policies, at the rate of compensation of \$22.25 dollars per hour to serve at the pleasure of the Town Board.

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

**RESOLUTION NO. 16**

Resolution to appoint a Town Historian

BE IT RESOLVED that the Supervisor is authorized to appoint a part-time Town Historian at a rate of compensation of \$1,224.00 dollars per a year to serve at the pleasure of the Supervisor.

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

**RESOLUTION NO. 17**

Resolution Appointing part-time Deputy Town Clerks

BE IT RESOLVED that the Town Clerk is authorized to appoint not more than three (3) part-time deputies at a rate of compensation from \$10.00 to \$14.50 per hour, per deputy, to serve at the pleasure of the Town Clerk. The Town Clerk shall notify the Town Board of all such appointments. The Town Board authorizes the Town Clerk to fix the duties of any deputy or deputies, which may be the full power and duties of the Town Clerk.

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

**RESOLUTION NO. 18**

Resolution to Appoint a Registrar of Vital Statistics

BE IT RESOLVED that BRENDA MILLS is hereby appointed Registrar of Vital Statistics for a term commencing January 1, 2016 and terminating December 31, 2016 at a rate of compensation of \$958.00 per a year.

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

**RESOLUTION NO. 19**

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

BE IT RESOLVED that LAURIE KRUPPENBACHER is hereby appointed Deputy Registrar of Vital Statistics and for a term commencing January 1, 2016 to December 31, 2016.

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

**RESOLUTION NO.20**

Resolution to Appoint Freedom of Information Officer

BE IT RESOLVED that BRENDA MILLS is hereby appointed as Freedom of Information Officer for a term commencing January 1, 2016 and terminating December 31, 2016.

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

**RESOLUTION NO. 21**

Resolution to Appoint a Chairman of the Board of Assessors

BE IT RESOLVED that KIM CARON is hereby appointed as Chairman of the Charlton Board of Assessors for a term commencing January 1, 2016 and terminating December 31, 2016.

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

**RESOLUTION NO. 22**

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 \$13.20 per hour to serve at the pleasure of the Chairman of the Assessors.

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

**RESOLUTION NO. 23**

Resolution to Appoint a Water Superintendent and 2 Assistant Water Superintendents

BE IT RESOLVED that JOHN P. MORGAN, JR. hereby is appointed part-time Water Superintendent, of 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 \$25,168.00 per a year, and

BE IT RESOLVED that DENNIS RUSSELL and DOUG FLYNN are hereby appointed part-time Assistant Water Superintendents to serve at the pleasure of the Town Board each at a rate of compensation of \$7,823.00 per a year, and

BE IT RESOLVED that KIMBERLY CARON hereby is appointed part-time Water Clerk, to serve at the pleasure of the Town Board at a rate of compensation of \$14.73 per hour.

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

**RESOLUTION NO.24**

Resolution Appointing a Code Enforcement Officer / Zoning Administrator and Zoning Clerk

BE IT RESOLVED that ROBERT GIZZI hereby is appointed as part-time Code Enforcement Officer/Zoning Administrator to serve at the pleasure of the Town Board at a rate of compensation of \$24.32 per hour, and

BE IT RESOLVED that LAURIE KRUPPENBACHER is appointed as part-time Zoning Clerk at the rate of compensation of \$13.20 per hour.

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

**RESOLUTION NO. 25**

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 \$2,277.00 per year.

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

**RESOLUTION NO. 26**

Resolution to Appoint Constables/Peace Officers

BE IT RESOLVED that THOMAS PARKS be appointed as part-time Senior Constable/Peace Officer to serve at the pleasure of the Town Board at a rate of compensation of \$11,337.00 per year and,

BE IT RESOLVED that THOMAS SCHMIDT and GARY PARKS are hereby appointed as part-time Constable/Peace Officers for the Town of Charlton to serve at the pleasure of the Town Board at a rate of compensation per officer of \$9,783.00 per a year, and

BE IT RESOLVED that KENNETH ALMY be appointed as a part-time Back-Up Constable at a rate of compensation of \$621.00 per year, and RANDALL ANGEROSA be appointed as a part-time Back-Up Constable and Justice Court Night Security Officer at a rate of compensation of \$621.00 per year and \$25.00 per Justice Court Night, to serve at the pleasure of the Town Board.

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

**RESOLUTION NO. 27**

Resolution to Appoint Dog Control Officer

BE IT RESOLVED that GARY PARKS will be responsible for dog control duties in the Town of Charlton, to serve at the pleasure of the Town Board, at a rate of compensation of \$6,120.00 per a year.

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

**RESOLUTION NO. 28**

Resolution to appoint Building Inspector

BE IT RESOLVED that ROBERT GIZZI be appointed part-time Charlton Building Inspector, at the rate of \$24.32 per hour for the enforcement of the Uniform Fire Prevention and Building Code of the State of New York, to serve at the pleasure of the Town Board.

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

**RESOLUTION NO. 29**

A Resolution Appointing a Court Clerk

BE IT RESOLVED that BEVERLEY PASHLEY is hereby re- appointed part-time Court Clerk to serve at the pleasure of the Town Board and the Town Justices, at a rate of compensation of \$16.72 per hour.

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

**RESOLUTION NO. 30**

Resolution to appoint Clerical Workers to Certain Boards and Committees

BE IT RESOLVED that KIMBERLY CARON be appointed to provide part-time Clerical services to the Town of Charlton Planning Board and Zoning Board of Appeals, to serve at the pleasure of the Town Board at a rate of compensation of \$13.20 per hour.

BE IT RESOLVED that SUSAN YORK be appointed part-time Clerk to the Town of Charlton Planning Board to serve at the pleasure of the Town Board at a rate of compensation of \$13.20 per hour.

BE IT RESOLVED that LAURIE KRUPPENBACHER be appointed to provide part-time Clerical services to the Town of Charlton Assessment Review Board, to serve at the pleasure of the Town Board, at a rate of compensation of \$13.20 per an hour.

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

**Appointment of Contracts**

**RESOLUTION NO.31**

Resolution Appointing a Town Attorney and a Planning Board Attorney

BE IT RESOLVED that ROBERT E. VAN VRANKEN 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 approved annual agreement with the Town Board.

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

**RESOLUTION NO.32**

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 during the Year 2016, at a fee not to exceed \$39,100.00 Dollars, upon contract approval by the Town Board.

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

**RESOLUTION NO.33**

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 2016, at a fee not to exceed \$18,360.00, and the Ballston Lake Ambulance Corp. for services during the Year 2016 at a fee not to exceed \$22,440.00, upon contract approval by the Town Board.

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

**RESOLUTION NO.34**

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

**RESOLUTION NO.35**

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

**RESOLUTION NO. 36**

A Resolution for contracted services with the Galway Food Pantry, Charlton Senior Citizens, Meals on Wheels, Charlton Historical Society and Community Human Services.

BE IT RESOLVED that the Town of Charlton will pay for the following 2016 contract services: \$500.00 Dollars to the Galway Food Pantry, \$2,000.00 to the Charlton Senior Citizens, and \$1,100 for Meals on Wheels, \$2,650.00 to the Charlton Historical Society, and \$3,000.00 to Community Human Services, upon contract approval by the Town Board.

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

**Banking**

**RESOLUTION NO. 37**

Resolution Designating Certain Banks as Depositories for Town Funds - Year 2016

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 Town Clerk account.
4. The Tax Collector account.
5. The Town Justice Rodriguez account.
6. The Town Justice Ketchum account.
7. The Charlton Water District #1 general account and repair reserve account.
8. The Charlton Water District #2 general account.

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 once a week, or more often if required to do so by the Town Board.

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

**RESOLUTION NO.38**

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 2016. 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, interest earned, date of investment and maturity.

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

**RESOLUTION NO.39**

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 as follows:

(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 a commercial bank or trust company authorized to do business in New York State.

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 with the following three banks: BSNB, 1<sup>st</sup> National Bank of Scotia, and Adirondack Trust.

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

**RESOLUTION NO.40**

Resolution to establish a Petty Cash Fund for Certain Town Officials - Year 2016

BE IT RESOLVED that the Tax Collector be authorized to establish 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 Tax Collector, which shall 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 to establish a Petty Cash Fund in the sum of Six Hundred (\$600.00) Dollars; (\$500.00) of which shall serve as a cushion to checking account, and \$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 Hodgkins	Voting:	Councilman Gay	Aye
			Councilman Grasso	Absent
Seconded by	Councilman Gay		Councilman Heritage	Aye
			Councilman Hodgkins	Aye
			Supervisor Grattidge	Aye

**RESOLUTION NO.41**

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
Part-time Account Clerk	\$ 300,000.00
Town Clerk	\$ 90,000.00
Tax Collector	\$ 300,000.00
All other Town Employees Blanket @	\$10,000.00

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

**RESOLUTION NO.42**

Resolution Establishing Town Holiday for benefit eligible employees for 2016

Holidays – Benefit eligible employees receive the following paid holidays:

New Year’s Day – Jan. 1	Columbus Day – Oct. 10
Martin Luther King – Jan. 18	Election Day – Nov. 8
President’s Day – Feb. 15	Veterans Day – Nov. 11
Good Friday – Mar. 25	Thanksgiving Day – Nov. 24
Memorial Day – May 30	Day after Thanksgiving – Nov. 25
Independence Day – July 4	Friday before Christmas – Dec. 23
Labor Day – Sept. 5	Day after Christmas – Dec. 26

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

**RESOLUTION NO. 43**

**Resolution Establishing Salaries for Appointive and Elective Officials for Year 2016**

**Elective Officials**

Supervisor	\$10,000.00 year
Budget Officer-Supervisor	\$ 2,000.00 year
Councilman (4)	\$4,800.00 year
Highway Superintendent	\$55,437.00 year
Justice Rodriguez	\$9,435.00 year
Justice Ketchum	\$10,455.00 year
Town Clerk	\$37,143.00 year
Registrar of Vital Statistics	958.00 year
Registrar of Dogs	\$418.00 year
Tax Collector	\$5,518.00 year
Senior Assessor (1)	\$7,533.00 year
Assessor (2)	\$6,367.00 year

**Appointive**

Assessor Clerk	\$13.20 hour
Account Clerk	\$22.25 hour
Court Clerk	\$16.77 hour
Deputy Town Clerk	\$10.00 to \$14.50 hour
Health Officer	\$150.00 year
Highway Employees	\$10.00 to \$20.34 hour
Constable – T. Parks	\$11,337.00 year
Constables – G. Parks, Schmidt	\$9,783.00 year
Constable – Angerosa, Almy	\$621.00 year
	Court Night \$25.00
Control of Dogs	\$6,120.00 year
Historian	\$1,224.00 year
Zoning Administrator	\$24.32 hour
Deputy Tax Collector	\$2,277.00 year
Water Superintendent – Water District #1	\$24,174.00 year
Water Superintendent – Water District #2	\$994.00 year
Asst Water Superintendent (2) –District #1	\$7,558.00 year
Asst Water Superintendent (2) –District #2	\$265.00 year
Water Clerk	\$14.73 hour
Cleaner – Town Hall	\$75.00 week
Cleaner – Community Center	\$14.85 hour
Zoning Clerk	\$13.20 hour
Assessment Review Board Clerk	\$13.20 hour
Planning Board Clerk	\$13.20 hour
ZBA Clerk	\$13.20 hour

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

**RESOLUTION NO.44**

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 allowed by Section 103 of by the General Municipal Law, all contracts for the purchase of materials, supplies and equipment involving expenditures of \$20,000.00 or more, and contracts for the accomplishment of public works for more than \$35,000.00 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:

Pickup Truck = Total mileage x \$.50/mile plus driver/helper hourly rates x trip time

Large Truck = Total mileage x \$1.50/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 Hodgkins	Voting:	Councilman Gay	Aye
			Councilman Grasso	Absent
Seconded by	Councilman Gay		Councilman Heritage	Aye
			Councilman Hodgkins	Aye
			Supervisor Grattidge	Aye

**RESOLUTION NO.45**  
Resolution to Establish a Mileage Compensation Schedule

BE IT RESOLVED that for the Year 2016 the mileage rate of \$.54 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 vehicles in the performance of their duties.

2016 Organizational Resolution approved 1/4/2016

Moved by	Councilman Hodgkins	Voting:	Councilman Gay	Aye
			Councilman Grasso	Absent
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 January 4, 2016.

---

Brenda Mills, Town Clerk

**APPOINTMENTS**

Deputy Supervisor

Joe Grasso

Deputy Town Clerk

Teresa Hart

Margo Jones

Laurie Kruppenbacher

Account Clerk

Cara Fantauzzi

Clerk to the Assessors

Mary Beth Frewin

Deputy Tax Collector

Linda LaRue

Town Historian

Marvin Livingston

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

Clerk to Assessment Board of Review

Laurie Kruppenbacher

**TOWN SUPERVISOR'S COMMITTEE APPOINTMENTS 2016**

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

**SUPERVISOR GRATTIDGE:**

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

**COUNCILMAN HODGKINS:**

Highway  
Historian  
Historic District  
Party in the Park  
Town Audit  
Emergency Planning  
911

**COUNCILMAN HERITAGE:**

Communications  
Constables  
Dog Control  
Justices  
Party in the Park  
Parks/Veterans Board  
Technology Committee  
Town Audit  
Town Clerk

**COUNCILMAN GRASSO:**

Assessors  
Assessment Board of Review  
ECC  
Party in the Park  
Planning Board  
Tax Collector  
Town Audit  
Youth  
ZORC

**COUNCILMAN GAY:**

Communications  
Library  
Party in the Park  
Town Audit  
Water  
ZBA & Zoning  
ZORC

\*\*\* Supervisor Ex-Officio on all committees