

**TOWN OF CHARLOTTE
COUNTY OF CHAUTAUQUA
STATE OF NEW YORK**



The Town Board, Town of Charlotte held its Organizational Meeting on Wednesday, January 9, 2019 at 7:00 p.m. in the David Vern Luce Community Building Allen Chase, Supervisor presiding. Board members present were: Darren Carlstrom, Harold North and Mark Abbey. Councilman Henry Harper Jr. was absent. Others present were: Mark LeBaron, Highway Superintendent, Jeff Crossley, Town Justice, Wanda Crossley, Court Clerk, Kristina Wiles, Dog Control Officer, Amanda Chase, Board of Assessment Review, Randy Graham, Mayville Tremaine Insurance, Sara Fredrick, Brandon Walker, Vicki Williams, Adam Tarbell, Kevin Tarbell, Nicholas Hess, Morgan Tarbell, Cervonte Thomas, Joy Russo, and Susan L. Peacock, Town Clerk. The meeting was called to order, prayer was offered by Mark Abbey followed by the Pledge of Allegiance.

All the Town Board members were given a copy of the Town's procurement policy and Code of Ethics. A copy of the fee schedule for Town Building Permits was made available.

The meeting began by congratulating 2 Cassadaga Valley Central School students who each created an impressive Town Logo for the Town of Charlotte. Last year Susan L. Peacock, Town Clerk, asked the Town Board for permission to pursue a design of a Town Logo - by creating a contest for the CVCS High School Students. The students were asked create Logo's and then present them to the Town Board who would then vote and choose one. All the students who took the challenge created wonderful examples of what they thought represented the Town of Charlotte and with *great difficulty* the Town Board chose 3 logo's. The following month's Town Board Meeting they chose the winning designs: Adam Tarbell (as seen on the top of these minutes) and the runner up Cervonte Thomas (as seen below):



Awards donated from Sinclairville Superette, Town Supervisor Allen Chase and the CVCS School were presented as well as "Certificate's of Achievement" for creating the Logo's.

The winning Logo is now present on all Official Town of Charlotte Letterhead and paperwork as well as the website: <http://www.charlotteny.org>

A motion was made by Darren Carlstrom, seconded by Mark Abbey and carried to enter into contract with Lundberg Price PC, Attorney at Law for the period of one year beginning January 1, 2019 and ending December 31, 2019 at a rate of \$180 per hour based on the Town's need for an Attorney.

A motion was made by Mark Abbey, seconded by Harold North and carried appointing Alan Gustafson as Building Code Enforcement Officer and Zoning Officer for a one year term beginning January 1, 2019 and ending December 31, 2019.

A motion was made by Harold North seconded by Darren Carlstrom and carried authorizing payment of \$240.00 a year for the Building/Zoning Officers cell phone.

A motion was made by Darren Carlstrom seconded by Mark Abbey and carried appointing Kristine Wiles as Dog Control Officer beginning January 1, 2019 and ending December 31, 2019.

A motion was made by Harold North seconded by Darren Carlstrom and carried to continue to contract with the Chautauqua County Humane Society for kennel services. The contract we have with them does not have an end date.

A motion was made by Darren Carlstrom, seconded by Harold North and carried authorizing payment of \$240.00 a year for the Dog Control's cell phone.

A motion was made by Mark Abbey, seconded by Darren Carlstrom and carried appointing Betty Jean Ridout as Historian for a period of one year beginning January 1, 2019 ending December 31, 2019.

The Honorable Jeffrey Crossley, Town Justice appointed Wanda Crossley to serve as Justice Court Clerk for 2019.

A motion was made by Mark Abbey, seconded by Darren Carlstrom, and carried appointing Allen Chase as Chief Financial Officer and Budget Officer.

The following resolution was offered by Harold North, seconded by Darren Carlstrom and carried.

RESOLVE that the Town Board, Town of Charlotte does hereby fix the salaries of the following town officials and appointments for the year beginning January 1, 2019 in the

amounts respectively stated in the current 2019 budget and that such salaries be payable as follows:

<u>OFFICER</u>	<u>YEARLY SALARY</u>	<u>PAYABLE</u>
ALLEN CHASE, SUPERVISOR	\$ 5,500.00	MONTHLY
JEFFREY CROSSLEY, TOWN JUSTICE	\$ 9,778.00	MONTHLY
HAROLD NORTH, COUNCILMAN	\$ 1,200.00	YEARLY
HENRY HAPRER, JR. COUNCILMAN	\$ 1,200.00	YEARLY
MARK ABBEY, COUNCILMAN	\$ 1,200.00	YEARLY
DARREN CARLSTROM, COUNCILMAN	\$ 1,200.00	YEARLY
MARK LEBARON, HIGHWAY SUPERINTENDANT	\$ 48,204.00	BI-WEEKLY
SUSAN L. PEACOCK, TOWN CLERK	\$ 13,637.00	BI-WEEKLY
SUSAN L. PEACOCK , REGISTRAR	\$ 200.00	YEARLY
SUSAN L. PEACOCK , TAX COLLECTOR	\$ 200.00	YEARLY
KEVIN OKERLUND, ASSESSOR	\$ 8,214.00	MONTHLY
ALAN GUSTAFSON, BUILDING CODE ENFORCEMENT	\$ 3,481.00	MONTHLY
ALAN GUSTAFSON, ZONING OFFICER	\$ 3,481.00	MONTHLY
KRISTINA WILES, DOG CONTROL OFFICER	\$ 3,599.00	MONTHLY
WANDA CROSSLEY, COURT CLERK	\$ 11,337.00	MONTHLY
BETTY JEAN RIDOUT, HISTORIAN	\$ 400.00	YEARLY

A motion was made by Darren Carlstrom, seconded by Mark Abbey and carried authorizing payment of \$240.00 a year for the Town Clerk's cell phone.

A review of the Town's procurement policy was made by the Town Board as required by guideline 5 of the policy.

The following resolution was offered by Darren Carlstrom, seconded by Harold North and carried amending the Town's procurement policy.

RESOLVE that under Guideline 2, All estimated purchases of:

(a) Less than \$20,000 but greater than \$5000 shall require a written request for a proposal (RFP) from at least three vendors, and written or fax quotes from these vendors.

(b) Less than \$5000 but greater than \$2500 shall require an oral request for the price of the goods, and oral or fax quotes from at least two vendors.

(c) Less than \$2500 are left to the discretion of the Purchaser.

The following resolution was offered by Mark Abbey, seconded by Darren Carlstrom and carried.

RESOLVE, that pursuant to Section 284 of the Highway Law an agreement be entered into between Mark LeBaron, Highway Superintendent of the Town of Charlotte and the Town Board for the expenditure of Highway money for General Repairs and Improvements in the amount of \$304,779 on 44.92 miles of Town Highways. This amount is combined lines DB5110.4, DB5110.4.1, AND DB5112.2 of the 2019 Town Budget.

Mark LeBaron, Town Highway Superintendent, appointed Tim Cobb to serve as Deputy Highway Superintendant for 2019.

A motion was made by Harry North seconded by Darren Carlstrom and carried authorizing payment of \$240.00 a year for the Highway Superintendents cell phone.

A motion was made by Darren Carlstrom seconded by Mark Abbey and carried to renew the Shared Service Agreement with Chautauqua County.

A motion was made by Mark Abbey, seconded by Harold North and carried to enter into a one year contract with Langford Testing for the highway employee drug testing.

The following resolution was offered by Darren Carlstrom, seconded by Harold North and carried.

RESOLVE, that the Highway Superintendent is hereby authorized to advertise for bids for Highway building materials for the 2019 season and/or accept the County Bid.

The following resolution was offered by Mark Abbey seconded by Darren Carlstrom. and carried.

RESOLVE, that Community Bank, and M&T Bank be designated as official depositories of the Town of Charlotte.

The following resolution was offered by Harold North, seconded by Mark Abbey. and carried.

RESOLVE that the Jamestown Post Journal be designated as the Official newspaper for the publication of official notices, proceedings and reports provided by law to be published.

A motion was made by Mark Abbey, seconded by Darren Carlstrom and carried to enter into a contract with Baghat, Laurito-Baghat for Bookkeeping services with the yearly cost of \$9,000.00

A motion was made by Darren Carlstrom, seconded by Harold North and carried setting the Town Board meetings for the 2nd Wednesday of each month, except in October it will be held on the 1st Wednesday and in November the meeting will be held on the 1st Wednesday after election (due to NYS budget laws). The time for all meetings was set at 7:00 p.m. in the David Vern Luce Community Building, 8 Lester St. in Sinclairville.

A motion was made by Harold North, seconded by Darren Carlstrom and carried setting the mileage rate for the use of private vehicles by Town Officials when traveling on official business at the Federal minimum rate of \$.58 per mile.

A motion was made by Darren Carlstrom, seconded by Mark Abbey and carried authorizing Allen Chase, Supervisor to enter into agreements with the Sinclairville Free Library for \$10,750.00 under B7410.4, Valley Historical Society for \$1,200.00 under A7540.4, the Program for the Aging (76ers) \$5,000.00 under B6772.4, and appropriate \$1,200.00 to the Village of Sinclairville for youth recreation under B7310.4, and appropriate \$400.00 to the Village of Sinclairville for band concerts under A7270.4.

The following resolution was offered by Harold North seconded by Darren Carlstrom and carried.

RESOLVE, that utility bills received after Town Board meetings and the purchase of postage be added to the General Fund Warrant.

A motion was made by Mark Abbey, seconded by Darren Carlstrom and carried authorizing Town Officials to attend training for their respective offices when required or available.

A license renewal fee was not set at this time regarding Section 13 of Local Law #1 of 1993 dealing with licensing of landfills of any type requires the Town. No licenses were issued and no license fees have been set. No other action is required at this time.

The following committee appointments were made by Allen Chase, Supervisor:

Assessment & Judicial	Henry Harper Jr. - Mark Abbey
Highway & Public Safety	Harold North - Darren Carlstrom
Recreation	Darren Carlstrom
Audit Committee	Henry Harper, Jr. – Mark Abbey
Cemetery Committee	Harold North

The following resolution was offered by Harold North seconded by Darren Carlstrom and carried.

RESOLVE, authorizing payment of the Town Highway Superintendent, Mark LeBaron's Health Insurance Single plan through the Teamsters as a non bargaining member. Mark will be contributing 18% of the cost.

A motion was made by Harold North, seconded by Mark Abbey to set the hourly rate at \$11.10 per hour for the Deputy Clerk Matthew Riggle.

A motion was made by Darren Carlstrom seconded by Mark Abbey and carried authorizing Town Officials to attend the Association of Towns meeting in New York City.

A motion was made by Harold North seconded by Darren Carlstrom and carried that the board reviewed the building/zoning fees and made no changes at this time.

A motion was made by Mark Abbey, seconded by Darren Carlstrom and carried naming Susan L. Peacock Registrar for the Town of Charlotte.

Susan L. Peacock, Town Clerk appointed Mathew Riggle to serve as Deputy Registrar for 2019.

A motion was made by Darren Carlstrom, seconded by Mark Abbey and carried to re-appoint Sue Oaks, Amanda Chase and Ron Pavlock to the Assessment Board of Reviews.

A motion was made by Harry North seconded by Darren Carlstrom and carried authorizing payment of \$240.00 a year for the Town Supervisors cell phone.

Each board member had previously been given a copy of the minutes of the December 26, 2018 board meeting. A motion was made by Mark Abbey, seconded by Darren Carlstrom and carried to accept the minutes as submitted.

A motion was made by Darren Carlstrom, seconded by Mark Abbey and carried to draw warrants on the proper funds in payment of Highway Claims No. 1 to No. 8 in the amount of \$3413.16 which have been duly audited and to draw warrants on the proper funds in payment of General Fund Claims No. 1 to No. 22 in the amount of \$25,911.16, which have been duly audited.

A motion was made by Mark Abbey, seconded by Darren Carlstrom and carried to appoint Amanda Chase and Vicki Williams to fill two vacancies on the Town Zoning Board starting January 1, 2019 and ending December 31, 2021.

A motion was made by Darren Carlstrom, seconded by Mark Abbey and carried to allow Supervisor Allen Chase and Town Clerk Susan L. Peacock continue access to the online banking option at Community Bank, NA.

A motion was made by Mark Abbey, seconded by Harold North and carried to approve the Town of Charlotte continue the website <http://www.charlotteny.org> & website maintenance with Southern Tier West at the cost of \$300 for the year.

The following resolution was offered by Mark Abbey seconded by Darren Carlstrom. and carried.

RESOLVE, that a new checking account be opened at Community Bank N.A. with a Town debit/credit card. This account would be funded initially from the General Fund in the amount of \$2,500.00 and any and ALL purchases would be made by designated Town Officials: Susan L. Peacock, Town Clerk, Mark LeBaron, Town Highway Superintendent, and Allen Chase Town Supervisor. All purchases would be in accordance with the Town's Procurement Policy. Monies would be transferred into the new account from the appropriate fund. The Town Supervisor would hold the 1 card for the account and ensure monthly statements are sent and tax exempt forms are submitted for all transactions. This account will have no overdraft protection.

A motion was made by Darren Carlstrom, seconded by Harold North and carried to set Hae Jude Signs in Silver Creek, NY as the store for high vis clothing purchases made by the Highway Employees in accordance with the CBA.

A motion was made by Darren Carlstrom, seconded by Harold North and carried to purchase a dump truck for \$10,000 from the Town of Lockport from budget line DA5130.2.

A motion was made by Mark Abbey, seconded by Darren Carlstrom and carried to allow Mark LeBaron, Highway Superintendent to sell the 1985 GMC Maintenance Truck on an online auction of his choice with a minimum bid of \$600.

Discussion was heard on the following:

1. Highway Report: The Highway Department has been keeping up with plowing, sanding and shop upkeep. A request to go out to bid for a Maintenance Truck

with the approximate cost of \$20,000 - \$28,000 prefer a F350-F450 with a dump body and crew cab. A quote was submitted for replacement of the furnace.

2. Justice Report: December new charges: 64 and closed charges: 50 bringing the total for 2018 for 457 new charges and 456 closed charges. 111 speeding tickets were issued in the Town, 49 were ticketed in the Village. Training in April for the Justice and Court Clerk. CAPS is now active with positive feedback from the Chautauqua County Judges and Court Clerks.

3. Clerk Report: December revenue: \$134 with \$113 going to the Town. No response has been received from Mr. Ken Bochmann regarding the letter requested by the Town Board that was generated and mailed December 17, 2018. The new wind farm maps have been received (3) and are posted at the David Vern Luce Building, 8 Lester St., Sinclairville, the Highway Building, 7059 Rood Rd., and the Sinclairville Free Library on Main St. There was a small change and new larger maps are on the way. The corrected maps were also received in digital form. They are on the Town's website as well as the Sinclairville Free Library's website. This map is also available to any Town resident via email. A letter regarding the creation of "Kennel Dog Licenses" from a Town Resident was distributed to the Town Board Members. A yearly report was filed as follows:

**Town Clerk Monthly Report
January 01, 2018 - December 31, 2018**

<u>Account#</u>	<u>Account Description</u>	<u>Fee Description</u>	<u>Qty</u>	<u>Local Share</u>
	Building fees	Additions & Alterations	16	545.00
		Barns/Garages/Sheds	4	170.00
		Decks & Porches	2	50.00
		Miscellaneous	5	888.00
		New Residential	4	450.00
		Swimming Pools	4	100.00
		Sub-Total:		\$2,203.00
A1255	Conservation	Conservation	10	24.81
	Marriage License	Marriage Fee	7	122.50
		Sub-Total:		\$147.31
A-1255	Certified Copies	Certified Copies	23	688.00
		Sub-Total:		\$688.00
A2544	Dog Licensing	Female, Spayed	117	585.00
		Female, Unspayed	44	528.00
		Male, Neutered	124	620.00
		Male, Unneutered	48	576.00
		Replacement Tags	1	3.00
	Senior Citizen Discount	Senior Citizen Discount	53	-106.00
		Sub-Total:		\$2,206.00
		Total Local Shares Remitted:		\$5,244.31
	Amount paid to: NYS Ag. & Markets for spay/neuter program			517.00
	Amount paid to: NYS Environmental Conservation			425.19
	Amount paid to: State Health Dept.			157.50
Total State, County & Local Revenues:		\$6,344.00	Total Non-Local Revenues:	\$1,099.69

4. Tax Collector Report: County tax bills were late getting to the Town Clerks due to a personnel change at the County level. The bills received from the County on December 31st by the Tax Collector were confirmed to be 2019 and then mailed out by January 4th, 2019.

5. Written Assessor Report:

TOWN OF CHARLOTTE
ASSESSORS REPORT
January 2019

The renewal deadline for all exemptions is March 1st. The income limit for the STAR exemption is \$86,300. Although the State is processing all new STAR applications any property owner that has been on our system prior to 3/15 should continue to reapply with our office.

The Senior exemption income limits are as follows:

Town - \$14,000
County - \$22,000
School - \$20,000

Second notices will be mailed as a reminder the 2nd week of February.

Thank you.

Kevin Okerlund
Assessor

6. Written Code Enforcement Report:

CODE ENFORCEMENT OFFICER MONTHLY REPORT NOVEMBER - DECEMBER 2018

To Members of the Town Board, below is a summary of activity since the previous Board Meeting on November 14, 2018:

	THIS MONTH	YEAR TO DATE
Building Permits Issued (see attached report):	3	40
Building Permit Fees Collected:	\$145	\$4,464.00
Building Inspections Performed:	9	68
Certificates of Occupancy:	1	1
Certificates of Compliance:	10	34
Phone Calls/Personal Contact/Email:	12	184
Complaints/Violations/Actions Taken:	0	49

Respectfully Submitted.



Alan Gustafson
Code Enforcement Officer

7. Dog Control Report: A request to revisit the Ag & Markets Laws at the February meeting was given. "Kennel Dog License" issue was discussed in depth.

8. Randy Graham, Mayville Tremaine Insurance, answered all questions from the Town Board regarding the current insurance policy as well as the cyber coverage included in the policy.

9. Village Dissolution: Allen Chase, Town Supervisor stated "Kent Gardner, NYS Consolidations, has been given any and all information he has requested from the Town in a timely manner so he can complete his comparison reports for the Village Residents".

A motion to adjourn was made by Darren Carlstrom, seconded by Mark Abbey and carried.

Respectfully submitted

Susan Peacock

1/12/19