

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



The Town Board, Town of Charlotte held its Organizational Meeting on Wednesday, January 8, 2020 at 7:00 p.m. in the David Vern Luce Community Building Allen Chase, Supervisor presiding. Board members present were: Darren Carlstrom, Harold North, Mark Abbey and Mark Jaquith. Others present were: Mark LeBaron, Highway Superintendent, Jeff Crossley, Town Justice, Kristina Wiles, Dog Control Officer, Alan Gustafson, Code Enforcement Officer, Roy & Karen Harvey, Chautauqua Access, Randy Buntjer, Innogy, Krisine Buntjer, Sherman Sweeney, Marshall Greenstein, Heidi Williams, Earl Riggle, John & Jen Conway 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.

A motion was made by Mark Abbey, seconded by Darren Carlstrom and carried to enter into contract with Lundberg Price PC, Attorney at Law for the period of one year beginning January 1, 2020 and ending December 31, 2020 at a rate of \$180 per hour based on the Town's need for an Attorney.

A motion was made by Harold North, seconded by Mark Jaquith and carried appointing Alan Gustafson as Building Code Enforcement Officer and Zoning Officer for a one year term beginning January 1, 2020 and ending December 31, 2020.

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

A motion was made by Mark Jaquith seconded by Harold North and carried appointing Kristine Wiles as Dog Control Officer beginning January 1, 2020 and ending December 31, 2020.

A motion was made by Mark Abbey seconded by Mark Jaquith 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 as well as payment of \$18 for each dog taken to the Humane Society.

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, 2020 ending December 31, 2020.

The Honorable Jeffrey Crossley, Town Justice appointed Wanda Crossley to serve as Justice Court Clerk for 2020.

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

The following resolution was offered by Mark Abbey, seconded by Harold North 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, 2020 in the amounts respectively stated in the current 2020 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	\$ 10,073.00	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	\$ 49,168.00	BI-WEEKLY
SUSAN L. PEACOCK, TOWN CLERK	\$ 13,910.00	BI-WEEKLY
SUSAN L. PEACOCK , REGISTRAR	\$ 250.00	YEARLY
SUSAN L. PEACOCK , TAX COLLECTOR	\$ 250.00	YEARLY
KEVIN OKERLUND, ASSESSOR	\$ 8,378.00	MONTHLY
ALAN GUSTAFSON, BUILDING CODE ENFORCEMENT	\$ 3,551.00	MONTHLY
ALAN GUSTAFSON, ZONING OFFICER	\$ 3,551.00	MONTHLY
KRISTINA WILES, DOG CONTROL OFFICER	\$ 3,671.00	MONTHLY
WANDA CROSSLEY, COURT CLERK	\$ 11,846.00	MONTHLY
BETTY JEAN RIDOUT, HISTORIAN	\$ 400.00	YEARLY

A motion was made by Mark Jaquith, seconded by Darren Carlstrom 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. A motion was made by Darren Carlstrom, seconded by Harold North and carried to accept the procurement policy as written for 2020 with no changes.

The following resolution was offered by Mark Abbey, seconded by Mark Jaquith 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 \$227,500 on 44.92 miles of Town Highways. This amount is combined lines DB5110.4, DB5110.4.1, AND DB5112.2 of the 2020 Town Budget.

Mark LeBaron, Town Highway Superintendent, appointed Tim Cobb to serve as Deputy Highway Superintendent for 2020.

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

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

A motion was made by Mark Jaquith, 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 Mark Abbey and carried.

RESOLVE, that the Highway Superintendent is hereby authorized to advertise for bids for Highway building materials for the 2020 season and/or accept the County Bid.

The following resolution was offered by Harold North seconded by Mark Jaquith. 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 Mark Jaquith, 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 Darren Carlstrom, seconded by Mark Abbey and carried to enter into a contract with Baghat, Laurito-Baghat for Bookkeeping services with the yearly cost of \$9,300.00

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 Thursday 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 Mark Jaquith, seconded by Mark Abbey 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 \$.57 ½ per mile.

A motion was made by Mark Abbey, seconded by Darren Carlstrom and carried authorizing Allen Chase, Supervisor to enter into agreements with the Sinclairville Free Library for \$11,000.00 under B7410.4, Valley Historical Society for \$1,200.00 under A7540.4, the Program for the Aging (76ers) \$5,200.00 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 Darren Carlstrom seconded by Mark Abbey 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 Harold North, seconded by Mark Abbey 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	Harold North - Mark Abbey
Highway & Public Safety	Mark Jaquith - Darren Carlstrom
Recreation	Darren Carlstrom
Audit Committee	Mark Jaquith – Mark Abbey
Cemetery Committee	Harold North

The following resolution was offered by Mark Jaquith seconded by Harold North 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 19% of the cost.

A motion was made by Mark Abbey, seconded by Darren Carlstrom to set the hourly rate at \$12.00 per hour for the Deputy Clerk Matthew Riggle.

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

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

A motion was made by Darren Carlstrom, seconded by Mark Jaquith 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 2020.

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 Review.

A motion was made by Mark Jaquith seconded by Mark Abbey 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 27, 2019 board meeting. A motion was made by Harold North, seconded by Mark Jaquith 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. 13 in the amount of \$49,076.01 which have been duly audited and to draw warrants on the proper funds in payment of General Fund Claims No. 1 to No. 27 in the amount of \$32,615.43, which have been duly audited.

A motion was made by Mark Abbey, seconded by Darren Carlstrom 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 Harold North, seconded by Mark Abbey 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, to continue having a Town Mastercard credit card through Community Bank N.A. Any and all purchases would be made by designated Town Officials, Town Clerk, Highway Superintendent and Town Supervisor. All purchases will be in accordance with the Town procurement policy. The Town Supervisor will hold the card and ensure monthly statements are sent and tax-exempt forms are submitted for all transactions.

A motion was made by Harold North, seconded by Mark Jaquith 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 Harold North, seconded by Mark Jaquith and carried to purchase a new Highway shop heater from Circle Mechanical in the amount of \$2,590.00, and forwarding a partial payment of \$1300 immediately.

A motion was made by Mark Abbey, seconded by Darren Carlstrom and carried to allow Supervisor Allen Chase to enter into a contract with Chautauqua County Sherriff Paid Patrol in the amount of \$4500 for the year 2020.

Discussion was heard on the following:

1. Highway Report:

1. Plowed snow on News Years Day, broke a hub on #6 and #3, had both trucks repaired following day.

2. Received a phone call today that #4 Freightliner is finished at Ryder. Will have to wait to go to auction the beginning of February.

3. Sander should be in by end of this week or beginning of next, Ready to install on #75, which has been delivered and serviced.

4. Installed insulation in New Addition along with pearling's.

5. Purchased white liner tin and trim and hardware from Eastern States Metal, which was delivered yesterday, will install as time allows.

6. Received two quotes for electric service to new addition. Picked up new welder and plasma cutter from Strate Welders Supply.

2. Justice Report: December new charges: 24 and closed charges: 25 bringing the total for 2019 for 384 new charges and 386 closed charges. New training will continue in 2020 for both the Justice and Court Clerk. The Justice audit will be performed by the end of January. The Judicial Committee members will contact the Court Clerk to make an appointment for the audit.

DISPENSING JUSTICE FOR ALL			
2019			
	NEW CHARGES		CLOSED CHARGES
JAN		36	59
FEB		32	38
MAR		34	32
APR		51	32
MAY		34	29
JUNE		29	32
JUL		11	30
AUG		39	16
SEPT		30	31
OCT		34	35
NOV		30	27
DEC		24	25
TOTAL OPENED CHARGES			TOTAL CLOSED CHARGES
		384	386
TOTAL CHARGES TO DATE FOR 2019			770
PETTY CASH FUND IS		\$250.00	
TRAINING COMPLETED	Additional Mandatory Judicial Training on New Laws, 3HoursCreditFor4.5HourClass Judge Crossley and Wanda Crossley		
	Mandatory Court Clerk Training at JCC on New Laws November 22, 2019 Judge Crossley and Wanda Crossley		
	Additional Bail Training for Judges, Court Clerks, Lawyers, Law Enforcement, Probation Judge Crossley and Wanda Crossley		

3. Clerk Report: December scheduled hours: 38.5, actually worked: 50 hours, equals 11.5 hours over scheduled hours. December revenue: \$116 with \$96 going to the Town. The 2016 History Report was received from Town Historian Betty Jean Ridout. Ms.

Ridout stated in an email she needs another binder for the second copy of the 2016 History Report. She is also still compiling the 2017 & 2018 History Reports into binders. The 2019 clippings need to be copied. She has all the information for each of the years (2017-2019 and will get them to the Town as soon as they are complete. A yearly report was filed as follows:

01/06/2020		Town Clerk Annual Report January 01, 2019 - December 31, 2019		Page 1	
Account#	Account Description	Fee Description	Qty	Local Share	
	Building fees	Additions & Alterations	8	350.00	
		Barns/Garages/Sheds	11	440.00	
		Decks & Porches	1	25.00	
		New Residential	2	250.00	
		Swimming Pools	1	25.00	
		Zoning Hearing Fees	1	150.00	
			Sub-Total:		\$1,240.00
A1255	Conservation	Conservation	6	19.89	
	Marriage License	Marriage Fee	2	35.00	
		Sub-Total:		\$54.89	
A-1255	Certified Copies	Certified Copies	32	394.00	
		Sub-Total:		\$394.00	
A-1550	Dog Fees	Impoundment Fee	1	22.00	
		Sub-Total:		\$22.00	
A2544	Dog Licensing	Female, Spayed	117	585.00	
		Female, Unspayed	36	432.00	
		Male, Neutered	101	505.00	
		Male, Unneutered	35	420.00	
		Replacement Tags	3	9.00	
		Senior Citizen Discount	Senior Citizen Discount	55	-110.00
		Sub-Total:		\$1,841.00	
			Total Local Shares Remitted:	\$3,551.89	
Amount paid to: NYS Ag. & Markets for spay/neuter program				431.00	
Amount paid to: NYS Environmental Conservation				341.11	
Amount paid to: State Health Dept.				45.00	
Total State, County & Local Revenues:			\$4,369.00	Total Non-Local Revenues: \$817.11	

To the Supervisor:
Pursuant to Section 27, Sub 1. of the Town Law, I hereby certify that the foregoing is a full and true statement of all fees and monies received by me, Susan Peacock, Town Clerk, Town of Charlotte during the period stated above, in connection with my office, excepting only such fees and monies, the application of which are otherwise provided for by law.

Supervisor	Date	Town Clerk	Date

Clerk sched: 464. hours
 Clerk worked: 586.75 hours
 122.75 hours over hours worked Scheduled.

4. Tax Collector Report: All County tax bills were mailed out by January 3rd, 2020. Notice was sent out from the Chautauqua County Municipal Clerk's Association that a counterfeit \$100 bill was detected in the County and used to pay a property tax bill. The Tax Collector's office ordered a counterfeit detection pen and will be using it on all \$100 bills used for payment.

5. Written Assessor Report:

TOWN OF CHARLOTTE
ASSESSORS REPORT
January 2020

All property owners on the Enhanced STAR program do not have to reapply with their local Assessor this year. The State will be verifying incomes and will notify me of those property owners who qualify. If I receive notification that a property owner does not qualify I will contact the owner to verify.

Those property owners who are currently on the Basic Star program and are turning 65 by 12/31/2020 can apply directly with the Assessor's office by March 1, 2020.

Those property owners who are on the senior exemption must reapply with their Assessor by March 1, 2020. Renewal applications have been mailed out and will be followed up with 2nd notices around the first of February.

The senior exemption income limits are as follows:

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

Thank you.

Kevin Okerlund
Assessor

6. Written Code Enforcement Report:

Supervisor
Allen Chase

Town Clerk / Registrar
Susan Peacock

Highway Superintendent
Mark Lebaron

Attorney
Dana Lundberg

TOWN OF CHARLOTTE

8 Lester Street, P.O. Box 482
Sinclairville, New York 14782
Phone (716) 962-6047 Fax (716) 962-3843

CODE ENFORCEMENT OFFICE

Alan Gustafson, Code Enforcement Officer
Cellular/Text: (716) 450-3032
E-Mail: townofcharlotteceo@outlook.com

Councilmen
Mark Abbey
Darren Carlstrom
Henry Harper, Jr.
Harry North

Assessor
Kevin Okerlund

Justice
Jeffery Crossley

CODE ENFORCEMENT OFFICER MONTHLY REPORT OCTOBER - DECEMBER 2019

To Members of the Town Board, below is a summary of activity for August - September 2019:

Building Permits Issued:	3
• 19-035, 2560 East Road, Rich Wills, Enclosed Porch	
• 19-036, 7273 Hall Road, JP Morgan Chase, Demolition, Single-Family Dwelling	
• 19-037, North Hill Road, Cassadaga Wind LLC, Permanent Wind Measurement Tower	
Building Permit Fees:	\$2,465
Building Inspections Performed:	11
Certificates of Occupancy:	0
Certificates of Compliance:	3
Phone Calls/Personal Contact/Email:	32
Complaints/Violations/Actions Taken:	6

Respectfully Submitted,



Alan Gustafson
Code Enforcement Officer

7. Dog Control Report: The DCO has been getting animal abuse complaint calls from the Chautauqua County Sheriff. These need to be directed to the New York State Troopers, as the Town DCO has no jurisdiction for animal abuse cases.

8. Wind Farm Update: - Wetlands permit received from the Army Corps of Engineers in December 2019. This was the last major permit required and a significant milestone for the project.

- Tree clearing is continuing in Cherry Creek off of Plank Road and along the transmission line corridor in Charlotte. Overall, it is going well and the team is making progress.

- The civil contractor, JBS, is on site and has started work on the laydown yard.

- The high voltage electrical contractor, O'Connell Electric, has commenced work on the driveway at the Point of Interconnect location in Stockton off of Route 60.

9. Marshall Greenstein, Town Resident, raised questions regarding the debris left in the County and Town roads after a private residence has plowed their driveway and what kind of liability that resident could incur.

A motion to adjourn was made by Harold North, seconded by Darren Carlstrom and carried.

Respectfully submitted
Susan L. Peacock