

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



The Town Board, Town of Charlotte held a regular Board Meeting on Wednesday, June 10th, 2020 at 7:00 p.m. in the Town Highway Department Garage as well as a teleconference call. All information on the change in venue was published in a legal notice. Mr. Allen Chase, Supervisor presiding. Board members present were: Darren Carlstrom, Harold North, Mark Jaquith, and Mark Abbey. Others present were: Mark LeBaron, Highway Superintendent, Jeffrey Crossley, Town Justice, Sandy Sayyeau, GHD Sherman Sweeney and Susan L. Peacock, Town Clerk. No one was Present via live teleconference.

The meeting was called to order.

Prayer was offered by Mark Abbey followed by the Pledge of Allegiance. An American Flag was donated by Warren Draggett and Gay-Mark Tire & Wheel.

Each board member had been given a copy of the minutes of the May 13th, 2020 board meeting. A motion was made by Harold North, seconded by Darren Carlstrom and with none opposed it carried to accept the minutes as submitted.

A motion was made by Mark Jaquith, seconded by Mark Abbey and with none opposed it carried to draw warrants on the proper funds in payment of Highway Claims No. 87 to No. 103 ***corrected at the 7/10/20 meeting: No. 102** in the amount of \$49,923.97 which have been duly audited and to draw warrants on the proper funds in payment of General Fund Claims No. 153 to No. 180 in the amount of \$8790.14 which have been duly audited.

A motion was made by Darren Carlstrom, seconded by Harold North and with none opposed it carried to accept the May 2020 Financial Report prepared for the Town of Charlotte by Bahgat Laurito & Bahgat,

A motion was made by Mark Jaquith, seconded by Harold North and with none opposed it carried to accept a quote by Live Wire Electric, Cassadaga, NY, in the amount of \$837.10 to install (2) GFCI protected 20 amp outlets and an underground 240 volt, 30 amp power supply to the Town Park concession stand building's electrical sub-panel. 1/2 will be paid in advance and the other 1/2 to be paid upon completion of the project.

Discussion was heard on the following:

- JUSTICE REPORT:** The Court Clerk has now been able to download tickets from the system. Justice's are allowed to dismiss any equipment violations at this time. No suspension of drivers licenses are being allowed. Small Claims, Civil and Dangerous Dogs are the only hearing allowed at this time. The Court system will be going to more video calls. The Judge will need a new computer to facilitate this request. Hopefully this can be procured via a grant. The following reports were presented:

DISPENSING JUSTICE FOR ALL

		2020			
		NEW CHARGES			CLOSED CHARGES
JAN		33			35
FEB		48			39
MAR		37	COVID 19 STATE CLOSED TOWN COU		10
APR		47	COVID 19 STATE CLOSED TOWN COU		3
MAY		39	COVID 19 STATE CLOSED TOWN COU		3
JUNE			PHASE 1 & PHASE 2 REOPEN		
JUL					
AUG					
SEPT					
OCT					
NOV					
DEC					
TOTAL OPENED CHARGES				TOTAL CLOSED	
		204		CHARGES	90
TOTAL CHARGES TO DATE FOR 2019					294
PETTY CASH FUND IS		\$250.00			
TRAINING COMPLETED		Judge's Mandatory OnLine Training 12 hours			

PETTY CASH		\$250.00	06/09/20		
CASH ON HAND					\$250.00
CHANGE TO COME BACK FROM DEPOSIT					
CHANGE IN POSTAGE ENVELOPE					
REIMBURSEMENT DUE FROM TOWN BOARD					
NEW PETTY CASH RECEIPTS (will be claimed next mo)					
NEW POSTAGE RECEIPTS (will be claimed next mo)					
ChautauquaCountyMagistratesAssociationReimbursement					
TOTAL					\$250.00

2. HIGHWAY REPORT:

1. Replaced cross pipe on Mill Creek Rd and excavated drainage ditch through A Frame property to Mill Creek.
2. Received confirmation we will be getting our CHIPS funding this year, confirmation with amount being mailed out
3. Hauled screened gravel to Johnson Rd and placed a lift of gravel on sections north and south of the Tire Project in anticipation of paving soon.
4. Hauled gravel back to the shop for stockpiling for shoulders after paving
5. Approximate date for paving upper Johnson Rd is after the 6th of July
6. Scheduled to Oil and Stone Barnum Rd on the 19th, weather pending.
7. We have 4 trucks working in Cherry Creek this week on RT 83 on a state milling job.
8. Ditched Mill Creek Rd in front of a new house being constructed.
9. We will start mowing shoulders this Thursday or Friday, as parts just came in today for the mower.
10. Fabricated 3 new chip bars for our trucks and made repairs to the two aluminum truck boxes.
11. 2012 Freightliner is currently in Tietsworth Net Auction, bidding ending June 16th. If it does not meet the reserve, I recommend we try Auctions International.

3. **CLERK REPORT:** May scheduled hours were 37.5 with 46 hours actually worked leaving the total amount of 8.5 hours over the scheduled hours. I, as well as Matthew Riggle, Deputy Town Clerk, continue to work several hours from home with scheduled appointments occurring at the Clerk's office. I have made up a sign-in sheet for the Clerk's office as well as the Court's office to track residents who have come into the building's lower entrance, per Chautauqua County Executive PJ Wendell's recommendation. NYS DEC cancelled the Town as an agent siting the sales of under 15 licenses in the last 3 years. I sent a letter opposing the decision and the decision was reversed. The new printer was received June 10, 2020 and residents are encouraged to use the Clerk's office to get their DEC permits. The port-o-let was ordered June 8th due to a reservation at the Town Park. The toilet will remain throughout the summer season. All future Town meetings have been changed to the Town Highway Department via legal notice. All Town Board members were given a printout of an email received from the Sinclairville Free Library regarding new email addresses and information. The following report was presented:

06/08/2020

Town Clerk Monthly Report
May 01, 2020 - May 31, 2020

Page 1

Account#	Account Description	Fee Description	Qty	Local Share	
	Building fees	Additions & Alterations	2	125.00	
		Barns/Garages/Sheds	1	20.00	
		Zoning Hearing Fees	1	75.00	
		Sub-Total:		\$220.00	
A1255	Marriage License	Marriage Fee	1	17.50	
			Sub-Total:	\$17.50	
A2544	Dog Licensing	Female, Spayed	7	35.00	
		Female, Unspayed	1	12.00	
		Male, Neutered	6	30.00	
		Male, Unneutered	1	12.00	
		Senior Citizen Discount	Senior Citizen Discount	3	-6.00
		Sub-Total:		\$83.00	
				Total Local Shares Remitted:	\$320.50
Amount paid to: NYS Ag. & Markets for spay/neuter program					19.00
Amount paid to: State Health Dept.					22.50
Total State, County & Local Revenues:		\$362.00	Total Non-Local Revenues:		\$41.50

4 **WRITTEN ASSESSOR'S REPORTS:**

Town of Charlotte

Assessors Report

June 2020

Board of Assessment Review hearings were held Wednesday May 27, 2020 from 4-8pm. A quiet night with only 3 hearings. Many thanks to Amanda, Sue, and Ron for their willingness to serve.

The tentative Equalization Rate has been established at 88.6%.. The equalization rate is the ratio of assessed value to market value across 4 classifications...residential, commercial, farms and vacant, and utilities. This figure, determined yearly, demonstrates what percentage of market value a municipality is assessing properties at.

The final roll will be filed with the County and State July 1, 2020. The appropriate legal notice will be published in the Post Journal.

Thank you.

5. **ZONING/CODE ENFORCEMENT REPORT:** Several new builds and permits have been issued. The Zoning Board has asked to review the Zoning Laws and will be submitting requested changes and amendments in the near future.

6. **WIND UPDATE:** An updated Transport map was received from Sandy Sayyeau, GHD. This map will be uploaded onto the website. Board members also advised that the "NO WINDTRAFFIC" signs need to be moved about 100 yards on Harper Rd. and Charlotte Center Rd. Randy Buntjer from Innogy reported via email as you may have heard, the state gave us the ok to resume work a few weeks ago.

Tree clearing is back in full operation, all trees are cut, now operations are focused on removal.

Our civil contractor has started their re-mobilization to site and will fully resume work this week.

Of course all this time we have been continuing work at the POI Substation and that work is right on schedule.

Our Collection contractor started mobilizing to site last week which was right on schedule and they are taking deliveries at are laydown yard on Hwy 60.

We will begin T-Line work (starting off Andrews Rd) next week and some preliminary layout work has been done on the collection substation, dirt work to begin 6/15.

Currently we are still planning to meet the end of year COD even though the Federal Government has extended the PTC.

The only affect so far the COVID 19 shutdown has caused is a delay in civil work which will cause a delay for deliveries and erection activities, but we feel confident we can make up the schedule if necessary.

We are following state COVID guidelines, part of the guidelines include wearing masks if personnel cannot stay 6' apart. Innogy has made it a site rule all personnel must have a mask on their persons and available for use if within 6' of another person.

We are discussing all the basic site rules and standard public relations to personnel that are re-deploying since it has been a few months since some personnel have been onsite.

Everyone is excited to get back to full swing and get back to work, we appreciate the support we have received from the community. Please let me know if you have any questions.

A motion to adjourn was made by Mark Abbey, seconded by Darren Carlstrom and with none opposed it carried.

Due to the NYS Executive Order regarding the COVID-19 crisis the next regular Town Board Meeting is scheduled for Wednesday, July 8th, 2020 at the Charlotte Highway Department, 7059 Rood Rd., Sinclairville, NY. Anyone interested is welcome to attend either in person or the preferred method at this time is a teleconference call taking place during the Board meeting. Anyone who wishes to listen to the Town Board meeting can access the teleconference call by simply dialing: (978) 990-5164. Use access code: 389923 to join the meeting. Anyone calling in will be able to address the Town Supervisor and the Board once the meeting is opened to the Floor.

Respectfully submitted

Susan Peacock

Town Clerk/Tax Collector/Registrar