

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



The Town Board, Town of Charlotte held its Organizational Meeting on Wednesday, January 11, 2023 at 7:00 p.m. in the Sinclairville Volunteer Fire Department Hall, Allen Chase, Supervisor presiding. Board members present were: Frank Lauricella, Harold North, Mark Abbey and Mark Jaquith. Others present were: Mark LeBaron; Highway Superintendent, Jeff Crossley; Town Justice, Joe McKenna; Sinclairville Volunteer Fire Department Chief, John Conway and Susan L. Peacock; Town Clerk. The meeting was called to order, prayer was offered by Frank Lauricella followed by the Pledge of Allegiance.

All the Town Board members were given a copy of the Town's procurement policy, Code of Ethics, a NYS mandated Sexual Harassment Prevention status report for 2022, DCO Protocol, and a copy of the fee schedule for Town Building Permits.

The following resolution was offered by Mark Abbey, seconded by Frank Lauricella and with none opposed it 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, 2023 in the amounts respectively stated in the current 2023 budget and that such salaries be payable as follows:

FIX TOWN OFFICIALS SALARIES		PAY CYCLE
SUPERVISOR	\$ 6,500.00	MONTHLY
TOWN JUSTICE	11,250.00	BI-WEEKLY
COUNCILMEN (4 @ \$1500 ea)	6,000.00	YEARLY
HIGHWAY SUPT.	53,500.00	BI-WEEKLY
TOWN CLERK	16,600.00	BI-WEEKLY
ASSESSOR	9,250.00	MONTHLY
BLDG. CODE OFFICER	4,500.00	MONTHLY
ZONING OFFICER	4,500.00	MONTHLY
DOG CONTROL OFFICER	4,500.00	MONTHLY
COURT CLERK	13,000.00	MONTHLY
TOWN HISTORIAN	500.00	YEARLY

A motion was made by Mark Jaquith, seconded by Harold North and with none opposed it carried to appoint Building Code Enforcement Officer Toby Hammond 1/1 – 12/31/2023.

A motion was made by Mark Abbey, seconded by Frank Lauricella and with none opposed it carried to appoint Zoning Officer Toby Hammond 1/1– 12/31/2023.

The Town Board reviewed the Zoning Fee Schedule for Building Permits. A motion was made by Mark Abbey, seconded by Harold North, and with none opposed it carried to keep the fees as listed on the schedule.

A motion was made by Frank Lauricella, seconded by Mark Jaquith and with none opposed, it carried to appoint Carla Harman as the Dog Control Officer 1/1 – 12/31/2023.

The DCO Protocol was reviewed. A motion was made by Mark Abbey, seconded by Harold North, and with none opposed it carried to change the milage rate to the 2023 rate of \$.65.5 per mile and change the date at the bottom of the protocol to today's date.

A motion was made by Harold North, seconded by Mark Abbey, and with none opposed it carried to appoint Town Historian Amy Jaquith 1/1 – 12/31/2023.

A motion was made by Mark Jaquith, seconded by Frank Lauricella and with none opposed it carried to appoint Registrar Susan L. Peacock 1/1 – 12/31/2023.

Registrar Susan L. Peacock appointed Matthew Riggle as Deputy Registrar 1/1 – 12/31/2023.

A motion was made by Harold North, seconded by Mark Jaquith and with none opposed it carried to set the salary for the Deputy Clerk at \$15 per hour.

A motion was made by Mark Abbey, seconded by Harold North and with none opposed it carried to assign the following:

COMMITTEE APPOINTMENTS:

ASSESSMENT & JUDICIAL (MARK JAQUITH, HAROLD NORTH)
HIGHWAY & PUBLIC SAFETY (FRANK LAURICELLA, MARK ABBEY)
RECREATION (FRANK LAURICELLA)
AUDIT COMMITTEE (HAROLD NORTH, MARK JAQUITH)
CEMETERY COMMITTEE (MARK ABBEY)

An audit of the Justice Department will be held on Tuesday, January 24th, 2023 at 6pm by the Town Audit Committee. Frank Lauricella is also joining the audit for training purposes.

Town Justice Jeffrey Crossley appointed Wanda Crossley as the Court Clerk 1/1 – 12/31/2023. A motion was made by Harold North, seconded by Frank Lauricella and with none opposed it carried to approve the appointment.

Town Justice Jeffrey Crossley appointed Thomas Atwell as the Court Watchkeeper 1/1 - 12-31-2023 at the salary of \$15 per hour. A motion was made by Harold North, seconded by Mark Abbey and with none opposed it carried to approve the appointment

A motion was made by Mark Abbey, seconded by Frank Lauricella, and with none opposed it carried to appoint the Chief Fiscal and Budget Officer Town Supervisor Allen Chase 1/1 – 12-31-2023.

A motion was made by Harold North, seconded by Frank Lauricella, and with none opposed it carried to appoint Mark Abbey as the Deputy Town Supervisor 1/1 – 12/31/2023.

A motion was made by Mark Jaquith, seconded by Mark Abbey, and with none opposed it carried to appoint Sue Oakes, Amanda Chase and Ron Pavlock to the Board of Assessment Review 1/1 – 12/31/2023.

The following resolution was offered by Frank Lauricella, seconded by Mark Jaquith and with none opposed it 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 \$2,140,000 on 44.92 miles of Town Highways. This amount is combined lines DB5110.4, DB5110.4.1, AND DB5112.2 of the 2023 Town Budget.

A motion was made by Harold North seconded by Mark Abbey and with none opposed it carried that utility bills received after Town Board meetings and the purchase of postage may be paid before being approved by the next month's warrant.

A motion was made by Harold North, seconded by Mark Jaquith, and with none opposed it carried to set the stipend for cell phone at 260.00 yearly for each:

TOWN CLERK

HIGHWAY SUPERINTENDENT
ZONING/BUILDING OFFICER
DOG CONTROL OFFICER
TOWN SUPERVISOR

Town Board members reviewed the Town's Procurement Policy as required by guideline 5 of the policy. A motion was made by Mark Abbey, seconded by Harold North, and with none opposed it carried to accept the Procurement Policy as presented.

A motion was made by Mark Jaquith, seconded by Mark Abbey, and with none opposed it carried to authorize Town Officers to attend any training needed for their positions when required or available.

A motion was made by Harold North, seconded by Mark Jaquith, and with none opposed it carried to authorize Town Officers to attend the annual Association of Towns meeting in New York City.

Town Highway Superintendent Mark LeBaron appointed Tim Cobb as the Deputy Highway Superintendent 1/1 – 12/31/2023. A motion was made by Frank Lauricella, seconded by Mark Abbey, and with none opposed it carried to accept the appointment.

A motion was made by Harold North, seconded by Frank Lauricella, and with none opposed it carried to authorize payment of health insurance for Mark LeBaron, Michael Rizzo and Glen Fisher.

A motion was made by Frank Lauricella, seconded by Harold North, and with none opposed it carried to authorize payment of a health insurance stipend for the Town Clerk in the amount of \$2500 for 2023.

A motion was made by Mark Jaquith seconded by Mark Abbey and with none opposed it carried to renew the Shared Service Agreement with Chautauqua County
The following resolution was offered by Mark Abbey, seconded by Harold North and with none opposed it carried.

RESOLVE, that the Highway Superintendent is hereby authorized to advertise for bids for Highway building materials for the 2023 season and/or accept the County Bid.

A motion was made by Mark Jaquith seconded by Mark Abbey and with none opposed it carried to set Hae Jude Signs in Silver Creek, NY as the store for high visibility clothing for the Highway workers.

A motion was made by Harold North seconded by Mark Abbey and with none opposed it carried to authorize Community Bank N.A. and M&T Bank as official depositories of the Town.

A motion was made by Mark Abbey seconded by Frank Lauricella and with none opposed it carried to allow the Town Clerk and Town Supervisor to continue using the online banking option with Community Bank N.A.

A motion was made by Mark Abbey seconded by Harold North. and with none opposed it carried 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 Mark Jaquith, seconded by Harold North. And with none opposed it carried 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 Harold North seconded by Mark Abbey, and with none opposed it carried to set the Town Board Meetings as follows:

7:00 P.M. 2ND WED. OF MONTH EXCEPT OCTOBER (BEFORE 5TH) & NOVEMBER 1ST WEDNESDAY (2/8, 3/8, 4/12, 5/10, 6/14, 7/12, 8/9, 9/13, 10/4, 11/1, 12/13/2023) WITH FEBRUARY, MARCH, NOVEMBER AND DECEMBER MEETINGS AT THE SINCLAIRVILLE VOLUNTEER FIRE DEPARTMENT AND APRIL THRU OCTOBER MEETINGS AT THE TOWN HIGHWAY DEPARTMENT.

A motion was made by Mark Abbey, seconded by Frank Lauricella and with none opposed it carried setting the mileage rate for the use of private vehicles by Town Officials when traveling on official business at the 2023 Federal minimum rate of \$.65.5 per mile.

A motion was made by Mark Jaquith, seconded by Harold North and with none opposed it carried to approve the Town of Charlotte continue the website <http://www.charlotteny.org> & website maintenance with Weebly & Southern Tier West at the cost of \$425 for the year.

A motion was made by Mark Abbey, seconded by Frank Lauricella and with none opposed it carried authorizing Allen Chase, Supervisor to enter into agreements with the following:

Attorney Lundberg Price PC @ \$190 per hour

Bookkeeping Services Bahgat & Laurito Bahgat \$10,750.00

C&C Boarding (Carla Hartman) \$700 for the year 2023 + \$10 for each dog picked up, + \$10 per day board up to 5 days & \$2 per day for up to 5 days for feeding plus mileage.

Sinclairville Free Library for \$12,000.00 under B7410.4

Valley Historical Society for \$1,200.00 under A7540.4

The Program for the Aging (76ers) up to \$6,000.00 under B6772.4

Chautauqua County Sheriff's Paid Patrol \$9,000

Appropriate \$1,300.00 to the Village of Sinclairville for youth recreation under B7310.4

Appropriate \$400.00 to the Village of Sinclairville for band concerts under A7270.4

Langford Testing for Highway employees

A couple corrections were made to the minutes from the December 26th, 2022 meeting. Both are simple date typo's. The first is to correct the year of the organizational meeting motion. The second is to correct the actual day of the meeting in the next meeting announcement at the end of the minutes. After the corrections were made, A motion was made by Harold North, seconded by Mark Jaquith and with none opposed it carried to accept the minutes as corrected.

A motion was made by Harold North, seconded by Mark Abbey and with none opposed it carried to draw warrants on the proper funds in payment of Highway Claims No. 1 to No. 12 in the amount of \$13,223.30 which have been duly audited and to draw warrants on the proper funds in payment of General Fund Claims No. 1 to No. 33 in the amount of \$35,460.72 which have been duly audited.

A motion was made by Harold North, seconded by Mark Jaquith and with none opposed it carried to allow the Town Highway Superintendent to purchase a Hydraulic Truck Conveyor from HTC Enterprises, LC in the amount of \$11,754.09.

A motion was made by Mark Abbey, seconded by Frank Lauricella and with none opposed it carried to allow the Town Highway Superintendent to purchase a Woods model BW10.61 10.5 ft. Heavy duty single-wing rotary cutter from Larry Romance & Son at the cost of \$23,250.00.

A motion was made by Mark Abbey, seconded by Frank Lauricella and with none opposed it carried to accept the December 31, 2022 Financial Report prepared for the Town of Charlotte by Bahgat & Laurito - Bahgat.

Discussion was heard on the following:

1. **HIGHWAY REPORT:**

1. Plowing and sanding Roads.
2. Repairs on #2 suspension, exhaust and strut.
3. Hauling ice control sand.
4. Replacing springs and brakes on Osh-kosh.

2. **CLERK REPORT:** December scheduled hours were 37.5 with 43 hours actually worked leaving the total amount of 5.5 hours over the scheduled hours. The following report was presented:

01/06/2023

Town Clerk Monthly Report
December 01, 2022 - December 31, 2022

Page 1

Account#	Account Description	Fee Description	Qty	Local Share
	Building fees	Additions & Alterations	1	50.00
		Sub-Total:		\$50.00
A-1255	Certified Copies	Certified Copies	3	30.00
		Sub-Total:		\$30.00
A2544	Dog Licensing	Female, Spayed	4	20.00
		Female, Unspayed	1	36.00
		Male, Neutered	7	35.00
		Male, Unneutered	1	12.00
	Senior Citizen Discount	Senior Citizen Discount	1	-6.00
		Sub-Total:		\$97.00
Total Local Shares Remitted:				\$177.00
Amount paid to: NYS Ag. & Markets for spay/neuter program				23.00
Total State, County & Local Revenues:			\$200.00	
Total Non-Local Revenues:				\$23.00

An following annual 2023 yearly Town Clerk Report was also presented, with reporting total hours scheduled for 2023 was 419.5 and total hours worked was 513.25 showing an overage of 93.75 hours worked to scheduled.

01/06/2023

**Town Clerk Monthly Report
January 01, 2022 - December 31, 2022**

Page 1

Account#	Account Description	Fee Description	Qty	Local Share
	Building fees	Additions & Alterations	12	695.00
		Barns/Garages/Sheds	8	415.00
		Decks & Porches	1	50.00
		New Residential	7	750.00
		Sub-Total:		\$1,910.00
A1255	Conservation	Conservation	8	23.92
	Marriage License	Marriage Fee	5	87.50
		Sub-Total:		\$111.42
A-1255	Certified Copies	Certified Copies	37	490.00
		Sub-Total:		\$490.00
A-1550	Dog Fees	Impoundment Fee	3	654.48
		Sub-Total:		\$654.48
A2544	Dog Licensing	Female, Spayed	77	430.00
		Female, Unspayed	29	372.00
		Male, Neutered	81	475.00
		Male, Unneutered	21	300.00
		Replacement Tags	3	9.00
	Senior Citizen Discount	Senior Citizen Discount	39	-94.00
		Sub-Total:		\$1,492.00
		Total Local Shares Remitted:		\$4,657.90
Amount paid to:	NYS Ag. & Markets for spay/neuter program			349.00
Amount paid to:	NYS Environmental Conservation			410.08
Amount paid to:	State Health Dept.			112.50
Total State, County & Local Revenues:	\$5,529.48	Total Non-Local Revenues:		\$871.58

The following report were received from the Sinclairville Fire Department:

	1/1/22 thru 12/31/22	Arkwright	Cassadaga	Charlotte	Cherry Creek	Ellery	Ellicott	Ellington	Gerry	Jamestown	Poland	Sheridan	Sinclairville	Stockton	Villanova
95	EMS ALS	0	0	29	1	2	0	2	35	0	0	0	25	1	0
87	EMS BLS Priority	0	0	18	0	8	0	1	30	0	0	0	29	1	0
61	EMS BLS Standard	0	3	8	0	7	0	1	25	0	0	0	15	2	0
25	MVA PI ALS	0	0	6	0	2	0	0	14	0	0	0	0	3	0
12	MVA PI BLS Priority	0	0	3	0	2	0	0	6	0	0	0	1	0	0
23	MISC RESPONSE	0	0	4	0	5	0	0	7	0	0	0	6	1	0
35	STRUCTURE FIRE	0	1	6	1	5	0	1	9	1	1	1	5	3	1
338		0	4	74	2	31	0	5	126	1	1	1	81	11	1

	12/1/22 thru 12/31/22	Arkwright	Cassadaga	Charlotte	Cherry Creek	Ellery	Ellicott	Ellington	Gerry	Jamestown	Poland	Sheridan	Sinclairville	Stockton	Villanova
10	EMS ALS			4					2				4		
4	EMS BLS Priority			3									1		
3	EMS BLS Standard			1				1					1		
0	MVA PI ALS														
2	MVA PI BLS Priority			1					1						
3	MISC RESPONSE			1		1							1		
0	STRUCTURE FIRE														
22		0	0	10	0	1	0	1	3	0	0	0	7	0	0

3. **TAX COLLECTOR REPORT:** The County prepared our tax bills. There is a typo on the tax bill. The Town Tax amount should read \$531,761 and the percentage should read .03. However, the tax amounts on the bills are correct. Tax payments have started to filter in.

4. **JUSTICE REPORT:** Justice Jeffrey Crossley reported that all training for 2022 was completed by the Justice and the Court Clerk and all certificates have been given to the Town Clerk for filing. A matrix of 2022 tickets is forthcoming. The following report was presented:

DISPENSING JUSTICE FOR ALL

			2022		
		NEW CHARGES		CLOSED CHARGES	
JAN			20		40
FEB			46		29
MAR			34		50
APR			57		74
MAY			35		33
JUNE			49		25
JUL			44		37
AUG			55		43
SEPT			71		32
OCT			82		47
NOV			22		29
DEC			19		43
TOTAL OPENED CHARGES				TOTAL CLOSED CHARGES	
			534		482
TOTAL CHARGES TO DATE FOR 2022					1016
PETTY CASH FUND IS \$250.00					
TRAINING COMPLETED					
Judge has completed 12 of the 12 mandatory training courses.					
Judge has completed all new security course for 2022					
Certificate has been turned in Town Clerk					
Court Clerk has completed 6 new security course for 2022					
Court Clerk has completed 6 of 6 mandatory training courses					
Certificate has been held up by technical difficulties at OCA					

5. **DCO REPORT:** Went to court for dog tickets, defendant didn't show up and tickets were dismissed. Answered a call for dogs running loose, owner was found and took care of dogs, will check with the Town Clerk to see if they are licensed. If not, tickets will be issued.

5. **ASSESSOR'S REPORT:**

Assessors Report

January 2023

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

Those Property owners who are currently on the Basic Star program and are turning 65 by 12/31/2023 can apply directly with the Assessor's office by March 1, 2023.

All property owners who are on the senior exemption program must reapply with their Assessor by March 1, 2023. Renewal applications have been mailed out and will be followed up with 2nd notices around the first of February. NYS just passed new legislation requiring that 2nd notices are mailed to all seniors who may possibly qualify for the exemption. The State has supplied the list and those notices will be mailed out around February 1st.

The Senior Exemption income limits are as follows:

Town – 15,000

County – 22,000

School – 20,000.

Thank you.

6. A discussion was held regarding the Officials and employees that do not complete the yearly NYS Mandated Sexual Harassment Prevention training. No action was taken at this time. A request to schedule the training sooner in the year was given.
7. Sinclairville Volunteer Fire Department Chief Joe McKenna reported frozen lines occurred at the Fire Department during the Christmas storm hindering water to the building. This was quickly rectified and no damage was reported.

The next regular Town Board Meeting is scheduled for Wednesday, February 8th, 2023 at the Sinclairville Volunteer Fire Department, 30 Main St., 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 L. Peacock