

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



The Town Board, Town of Charlotte held a regular Board Meeting on Wednesday, April 13th, 2022 at 7:00 p.m. in the Town Highway Building, Allen Chase, Supervisor presiding. Board members present were: Harold North, Mark Abbey, and Mark Jaquith. Darren Carlstrom was absent. Other's present were: Jeffrey Crossley; Town Justice, Mark LeBaron; Highway Superintendent, Alan Gustafson; Town Code Enforcement, Joe McKenna; Sinclairville VFD Chief, John & Jenifer Conway and Susan L. Peacock; Town Clerk. No one was present on the teleconference call.

The meeting was called to order.

Prayer was offered by Mark Abbey followed by the Pledge of Allegiance.

Each board member had been given a copy of the minutes of the March 9th, 2022, board meeting. A motion was made by Harold North seconded by Mark Jaquith and with none opposed it carried to accept the minutes as presented.

A motion was made by Mark Abbey, seconded by Harold North and with none opposed it carried to draw warrants on the proper funds in payment of Highway Claims No. 44 to No. 69 in the amount of \$ \$89,985.76 which have been duly audited and to draw warrants on the proper funds in payment of General Fund Claims No. 70 to No. 88 in the amount of \$7079.25 which have been duly audited.

A motion was made by Mark Jaquith, seconded by Harold North and with none opposed it carried to accept the March 2022 Financial Report prepared for the Town of Charlotte by Bahgat Laurito & Bahgat.

A motion was made by Mark Abbey, seconded by Mark Jaquith and with none opposed it carried to allow the use of ARPA Funds to pay the GHD bills due that the GHD funds do not cover, in the amount of \$5260. The Town of Cherry Creek will reimburse the Town of Charlotte for half of the bill which will reimburse the Town's ARPA Funds. This is a cost incurred to the Town by the Wind Turbine project.

A motion was made by Mark Jaquith, seconded by Harold North and with none opposed it carried to pay GHD Invoice #337-0001679 in the amount of \$2432.50 and GHD invoice #337-0002287 in the amount of \$2827.50 in full for a total of \$5260 out of the Town's ARPA Funds.

Three quotes were presented to the Town Board for an 8 camera surveillance system for the Highway Department by Highway Superintendent Mark LeBaron as follows:

FSC Systems, LLC	\$ 9,218.00
Allied Alarm	\$12,495.00
DFT Security Services	\$13,867.76

A motion was made by Mark Jaquith, seconded by Mark Abbey and with a roll call vote: Mark Jaquith, yea, Mark Abbey, yea, Allen Chase, yea, and Harold North, refrained from voting due to conflict of interest, it carried to accept the FSC Systems, LLC bid.

Discussion was heard on the following:

1. **HIGHWAY REPORT:**

1. Plowing and sanding Roads
2. Fixing leaking cylinders on grader
3. Fixing hi-lo on transmission for #73
4. Hauling 1A stone
5. Fixing plowing damage around Town
6. Sweeping Roads
7. Cutting trees on Swanson Rd.
8. Rebuilding plow on #4
9. Getting park ready for softball

2. **CLERK REPORT:** March scheduled hours were 41 with 48.5 hours actually worked leaving the total amount of 7.5 hours over the scheduled hours. Posters have been made and are being posted around Town, the website and the facebook page for the annual Clean Up Day May 14th. The portable toilet has been ordered for the summer for the ball field. A gross of American Flags has been ordered for the cemeteries for Memorial Day. Thank you notes were received from the Cassadaga Valley Historical Society and the Sinclairville Free Library for the Town's support. The following report was presented:

Account#	Account Description	Fee Description	Qty	Local Share	
	Building fees	Additions & Alterations	2	150.00	
		Barns/Garages/Sheds	1	50.00	
		Sub-Total:		\$200.00	
A1255	Conservation	Conservation	1	2.76	
		Sub-Total:		\$2.76	
A-1255	Certified Copies	Certified Copies	1	10.00	
		Sub-Total:		\$10.00	
A2544	Dog Licensing	Female, Spayed	4	25.00	
		Male, Neutered	3	25.00	
		Male, Unneutered	1	12.00	
	Senior Cititzen Discount	Senior Cititzen Discount	1	-2.00	
		Sub-Total:		\$60.00	
			Total Local Shares Remitted:	\$272.76	
Amount paid to: NYS Ag. & Markets for spay/neuter program				13.00	
Amount paid to: NYS Environmental Conservation				47.24	
Total State, County & Local Revenues:		\$333.00	Total Non-Local Revenues:		\$60.24

The following report was received from Chris Roll, Sinclairville Volunteer Fire Department:

1/1/22 thru 3/31/22		Cassadaga	Charlotte	Ellery	Ellington	Gerry	Sinclairville
15	EMS ALS		3			8	4
20	EMS BLS Priority		7	3		7	3
12	EMS BLS Standard		2			8	2
7	MVA PI ALS		3	1		3	
1	MVA PI BLS Priority					1	
4	MISC RESPONSE		1			1	2
10	STRUCTURE FIRE	1	1	1	1	2	4
69		1	17	5	1	30	15
69 TOTAL CALLS							
414 TOTAL PERSON RESPONSES							
621 ESTIMATED MAN-HOURS (X 1.5)							
6.0 AVERAGE RESPONSES PER CALL							

3. **TAX COLLECTOR REPORT:** \$64,640.05 was collected in March for 57 parcels and a grand total of \$1,138,084.05 from January 6th to March 31st has been collected. 1133 of 2700 parcels have been paid in full.

4. **ASSESSOR'S REPORT:** Via Email:

Assessors Report

April 2022

I am in the process of finishing up valuation on all new building construction, demolitions, and owner requests for review.

Gas well reports are not all in from the companies as of yet.

State land valuation is complete. I'm still waiting on final Special Franchise and Telecommunications values.

The tentative roll will be filed May 1, 2022 and the appropriate legal notice will be posted in the paper.

Thank you.

5. **CODE ENFORCEMENT:** Alan Gustafson is working on several resident's complaints and violations. The following report was presented:

Highway Superintendent
Mark Lebaron

Attorney
Dana Lundberg

CODE ENFORCEMENT OFFICE

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

Assessor
Kevin Okerlund

Justice
Jeffery Crossley

CODE ENFORCEMENT OFFICER MONTHLY REPORT MARCH 2022

To Members of the Town Board, below is a summary of activity for March, 2022:

Building Permits Issued:

- 22-005, 7962 Barnum Road, Florence Frost, Garage
- 22-006, 6955 Charlotte Center Road, Cathy Newton Deck
- 22-007, 6960 Cleland Road, James Jarnot, House
- 22-008, 2139 East Road, Charles Brown, House
- 22-009, 6697 Charlotte Center Road, Randy Roeseler, Garage Addition

Building Permit Fees: \$ 400

Permits Pending: 3

Building Inspections Performed: 9

Certificates of Compliance/Occupancy: 2

New/Pending Complaints:

- 6465 Charlotte Center Road – Dilapidated garage
- 6497 Charlotte Center Road – Vacant, dilapidated house – needs to be demolished
- 6563 Charlotte Center Road – Unlicensed vehicles
- Charlotte Center Road (234.00-1-19) – Dilapidated barn – needs to be demolished
- 6697 Charlotte Center Road 2696 East Road – Installation of a shipping container without a permit
- 6735 Charlotte Center Road – Installation of a shipping container without a permit
- 6810 Charlotte Center Road – Dilapidate front porch
- 2211 East Road – Vacant, dilapidated structures, unlicensed vehicles, rubbish and debris
- 2447 East Road – Vacant, dilapidated double-wide house
- 2560 East Road – Construction of an addition without a permit
- 2562 East Road – Travel trailer installed as permanent house
- 2126 Edson Road – Vacant house, dilapidated garage
- 2881 Hooker Road – Vacant, dilapidated house
- 3077 Hooker Road – Unlicensed vehicles, rubbish & debris
- 319 Nelson Road – Vacant, dilapidated house
- 6893 Nelson Road – Construction of a porch without a permit
- 6897 Nelson Road – Unlicensed vehicles, rubbish & debris
- 6954 Nelson Road – Unlicensed vehicles
- 7104 Rood Road – Dilapidated barn
- 7220 Nelson Road – Installation of a shipping container without a permit, unlicensed vehicles

- 7325 Rood Road – Construction of a cabin without a permit
- 1992 Thornton Road - 2378 Thornton Road – Unlicensed vehicles, rubbish and debris
- 2103 Thornton Road – Construction of shed addition without a permit, semi-trailer

I have completed a partial assessment of Town properties that have property maintenance issues, i.e. vacant & dilapidated buildings, junk cars and excessive garbage and debris. The above listing contains the initial properties that are being addressed so far. I have begun sending letters to the property owners to advise them of the specific issues and a timeline for compliance.

Department Highlights –

- Completed the NYS Uniform Code Administration and Enforcement Report for 2021 and submitted to the NYS Department of State, Division of Building Standards & Codes.
- Completed the Report of Building or Zoning Permits Issued for New Privately-Owned Housing Units Report for 2021 and submitted to the U.S. Census Bureau.

Respectfully Submitted,



Alan Gustafson
Code Enforcement Officer

6. **JUSTICE REPORT:** March brought 34 new charges and 50 closed charges. Mandatory training is continuing for both the Justice as well as the Court Clerk. A quote to fix the security system was received from FSC Systems, LLC. Hopefully a grant will cover the charges. Masks are still mandatory in the Courtroom area and COVID limitations are still in place restricting it to 5 people in the Courtroom at once. The following report was presented:

DISPENSING JUSTICE FOR ALL							
				2022			
		NEW CHARGES				CLOSED CHARGES	
JAN			20				40
FEB			46				29
MAR			34				50
APR							
MAY							
JUNE							
JUL							
AUG							
SEPT							
OCT							
NOV							
DEC							
TOTAL OPENED CHARGES					TOTAL CLOSED		
						CHARGES	
			100				119
TOTAL CHARGES TO DATE FOR 2022							219

A motion to adjourn was made by Harold North, seconded by Mark Jaquith and with none opposed it carried.

The next regular Town Board Meeting is scheduled for Wednesday, May 11th, 2022 at the Town Highway Garage, 7059 Rood Rd., Sinclairville, NY. Anyone interested is welcome to attend either in person or 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