

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



The Town Board, Town of Charlotte held a regular Board Meeting on Wednesday, March 9th, 2022 at 7:00 p.m. in the Sinclairville Fire Department, Allen Chase, Supervisor presiding. Board members present were: Harold North, Mark Abbey, Darren Carlstrom and Mark Jaquith. Other's present were: Jeffrey Crossley; Town Justice, Mark LeBaron; Highway Superintendent, John 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 February 9th, 2022, board meeting. A motion was made by Mark Jaquith seconded by Mark Abbey and with none opposed it carried to accept the minutes as presented.

A motion was made by Darren Carlstrom, seconded by Harold North and with none opposed it carried to draw warrants on the proper funds in payment of Highway Claims No. 29 to No. 43 in the amount of \$ \$9,865.45 which have been duly audited and to draw warrants on the proper funds in payment of General Fund Claims No. 42 to No. 69 in the amount of \$73,125.57 which have been duly audited.

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

A motion was made by Darren Carlstrom, seconded by Mark Jaquith and with none opposed it carried to allow the Town Clerk to destroy records from 2015 as follows:

Records Destruction Authorization

Record Series	Dates of Records	Schedule Item	Retention
2015 Dog licenses	2015		6 yrs
2015-16 Insurance policies	2015-16		6 yrs
2015 Charlotte Taxes	2015		6 yrs
2015 Town Clerk Bank statements	2015		6 yrs
4/18/2012-4/22/15 Tax Account	2012-		6
Register	2015		years
'09-'2015 Monthly Marriage Reports	'09-'15		6 years
'11-'25 Monthly Dog Lic Reports	'11-'15		6 years
Destruction authorized by Records Management Officer Susan Peacock Date 3/9/2022 Department Head Susan Peacock Date 3/9/2022 Destruction certified by Witness The Shred Center Date			

A motion was made by Harold North, seconded by Mark Abbey and with none opposed it carried to set the Town of Charlotte 2022 Clean Up Day for Saturday, May 14th, 2022 from 8am to 4pm at the Town Highway Department.

A motion was made by Mark Jaquith, seconded by Mark Abbey and with none opposed it carried to adopt the Chautauqua County Multi-Jurisdictional Hazard Mitigation Plan.

ADOPTION RESOLUTION

(Name of Jurisdiction) Town of Charlotte
(Governing Body) City Council
(Address) 8 Lester Street
Sinclairville, NY 14782

RESOLUTION

WHEREAS, Town of Charlotte, with the assistance from Ecology and Environment, Inc., has gathered information and prepared the Chautauqua County Multi-Jurisdictional Hazard Mitigation Plan; and

WHEREAS, the Chautauqua County Multi-Jurisdictional Hazard Mitigation Plan has been prepared in accordance with the Disaster Mitigation Act of 2000; and

WHEREAS, Town of Charlotte is a local unit of government that has afforded the citizens an opportunity to comment and provide input in the Plan and the actions in the Plan; and

WHEREAS, the Town of Charlotte has reviewed the Plan and affirms that the Plan will be updated no less than every five years;

NOW THEREFORE, BE IT RESOLVED by City Council that Town of Charlotte adopts the Chautauqua County Multi-Jurisdictional Hazard Mitigation Plan as this jurisdiction's Natural Hazard Mitigation Plan, and resolves to execute the actions in the Plan.

ADOPTED this March 9, 2022 [DATE] at the meeting of the City Council.

Allen W. Chase
(Supervisor)

Susan D. Fearcock
(Clerk)

A motion was made by Darren Carlstrom, seconded by Harold North and with none opposed it carried to allow the Town's Highway Superintendent to purchase a used 2015 Brush Bandit Chipper with winch, model #1590XP, VIN ending in #003349 in the amount of \$65,000.00 from Pell Tree Company, Audubon, PA.

Discussion was heard on the following:

1. **HIGHWAY REPORT:**

1. Plowing and sanding Roads
2. Posted Roads for March 7th
3. Hauling Ice control sand
4. Hauling 1A stone
5. Fixing shoulder washouts

2. **CLERK REPORT:** February scheduled hours were 34.5 with 57 hours actually worked leaving the total amount of 22.5 hours over the scheduled hours. The Judge's Audit will now be filed since the minutes were approved. The 2021 AUD Report has been completed and filed and the notice has been put in the paper. There is a copy on file at the Clerk's office as well as the website. The following report was presented:

03/02/2022

Town Clerk Monthly Report
February 01, 2022 - February 28, 2022

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Account#	Account Description	Fee Description	Qty	Local Share
A2544	Building fees	Additions & Alterations	1	50.00
		New Residential	1	150.00
		Sub-Total:		\$200.00
	Dog Licensing	Female, Spayed	3	15.00
		Female, Unspayed	1	12.00
		Male, Neutered	6	40.00
	Senior Citizen Discount	Senior Citizen Discount	1	-2.00
Sub-Total:				\$65.00
Total Local Shares Remitted:				\$265.00
Amount paid to: NYS Ag. & Markets for spay/neuter program				14.00
Total State, County & Local Revenues:		\$279.00		Total Non-Local Revenues:
				\$14.00

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

1/1/22 thru 2/28/22		Arkwright	Cassadaga	Charlotte	Cherry Creek	Elery	Ellicott	Ellington	Gerry	Sheridan	Sinclairville	Stockton	Villenova
10	EMS ALS			2					6		2		
13	EMS BLS Priority			4		2			4		3		
8	EMS BLS Standard			1					5		2		
4	MVA PI ALS			2					2				
1	MVA PI BLS Priority								1				
2	MISC RESPONSE										2		
6	STRUCTURE FIRE			1		1		1	1		2		
44				10		3		1	19		11		
TOTAL CALLS		44											
TOTAL PERSON RESPONSES		267											
ESTIMATED MAN-HOURS (X 1.5)		401											
AVERAGE RESPONSES PER CALL		6.1											

3. **TAX COLLECTOR REPORT:** \$401,459.26 was collected in February. 1076 of 2700 parcels have been paid in full.

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

Assessors Report

March 2022

Legal Notices were filed starting March 1st for two consecutive weeks in the Post Journal as required by the State regarding assessment inventory.

NYS Taxation and Finance has changed the methodology by which Wind Turbines and Solar Farms are valued. Assessors will have to use the discounted cash flow analysis which is a valuation method using future estimated cash flows to estimate current value. The analysis projects how much money the turbines or solar farm will generate in the future and then discounts that cash flow to arrive at the current value. This now has to be completed yearly.

I have requested the information from the Chaut. County IDA to perform the analysis.

I will be starting field work within the next couple of weeks to finish up by May 1, 2022.

Thank you.

5. **CODE ENFORCEMENT:** Via Email:

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
Mark Jaquith
Harry North

Assessor
Kevin Okerlund

Justice
Jeffery Crossley

CODE ENFORCEMENT OFFICER MONTHLY REPORT FEBRUARY 2022

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

Building Permits Issued: 4

- 22-001, 2377 East Road, Pete Gierlinger, Barn Addition
- 22-002, 7839, Barnum Road, Steve Lehnen, House
- 22-003, 7197 Hall Road, Jay Hough, Jr., Solar PV System
- 22-004, 7197 Hall Road, Jay Hough, Jr., Electrical

Building Permit Fees: \$ 200

Permits Pending: 1

Building Inspections Performed: 6

Certificates of Compliance/Occupancy: 2

Department Highlights – New/Pending Complaints:

- I'm currently working to close out as many permits as possible from last year so the Assessor has accurate information for updating the Assessment Roll.
- I completed the annual Building Permits Survey for 2021 requested by the U.S. Census Bureau.
- I completed the 2022 Boundary and Annexation Survey requested from the U.S. Census Bureau.
- I completed the 2021 Annual Report of Code Enforcement Activities that is required by the New York Department of State, Division of Building Standards and Codes.
- Now that Spring is around the corner, I will be working on property maintenance issues. Throughout the winter I have been making lists of various properties that need to work on cleaning up. Primary target properties will be those with multiple unlicensed vehicles, excessive debris, dilapidated vacant structures, etc.

My apologies for not attending tonight's meeting as I was planning since I have more details to share with you. An urgent situation has arisen in the Town of Carroll, and I have been asked to attend their Board Meeting this evening. I will make every effort to attend the April meeting and bring you up to speed on my activities.

Respectfully Submitted,



Alan Gustafson
Code Enforcement Officer

6. **JUSTICE REPORT:** January and February brought 66 new charges and 69 closed charges. Mandatory training is continuing for both the Justice as well as the Court Clerk. 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							
APR							
MAY							
JUNE							
JUL							
AUG							
SEPT							
OCT							
NOV							
DEC							
TOTAL OPENED CHARGES					TOTAL CLOSED		
			66		CHARGES		69
TOTAL CHARGES TO DATE FOR 2022							135
PETTY CASH FUND IS			\$250.00				
TRAINING COMPLETED							
Judge has completed 8 of the 12 mandatory training courses.							
Judge has completed 1 new security course for 2022							

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, April 13th, 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