

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



The Town Board, Town of Charlotte held a regular Board Meeting on Wednesday, December 8<sup>th</sup>, 2021 at 7:00 p.m. in the Sinclairville Fire Department, Allen Chase, Supervisor presiding. Board members present were: Darren Carlstrom, Harold North, Mark Abbey and Mark Jaquith. Other's present were: 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 November 3<sup>rd</sup>, 2021, board meeting. A motion was made by Mark Jaquith seconded by Darren Carlstrom and with none opposed it carried to accept the minutes as presented.

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. 159 to No. 180 in the amount of \$23,856.40 which have been duly audited and to draw warrants on the proper funds in payment of General Fund Claims No. 244 to No. 266 in the amount of \$7,698.76 which have been duly audited.

A motion was made by Darren Carlstrom, seconded by Mark Jaquith and with none opposed it carried to accept the October 2021 Financial Report prepared for the Town of Charlotte by Bahgat Laurito & Bahgat.

A motion was made by Mark Abbey, seconded by Harold North and with none opposed it carried to accept the November 2021 Financial Report prepared for the Town of Charlotte by Bahgat Laurito & Bahgat.

A motion was made by Harold North, seconded by Mark Jaquith and with none opposed it carried to make the following budget transfer out of the General Fund Townwide:

**General Fund Townwide**

Budget Transfers

\$	500	FROM TO	A1990.4 A1355.4	Contingent Account Assessor Contractual
\$	500	FROM TO	A1990.4 A3310.4	Contingent Account Traffic Control Contractual
\$	2,000	FROM TO	A1990.4 A5132.4	Contingent Account Garage Contractual
\$	260	FROM TO	A1990.4 A7510.4	Contingent Account Historian Contractual

A motion was made by Darren Carlstrom, seconded by Mark Abbey and with none opposed it carried to make the following budget modification:

**Highway Fund Outside Village**

Budget Modification

Modify 2021 adopted budget by increasing Revenue Line DB3501 CHIPS Safer Road Program by \$148,841 and Increasing Expenditure Line DB5112.2 Improvements Capital Outlay by \$148,841

*To reflect actual 2021 allocation for CHIPS, Pave NY, & EWR funding*

A motion was made by Darren Carlstrom, seconded by Mark Abbey and with none opposed it carried to allow Allen Chase, Town Supervisor, to enter into a contract drafted by the Town Attorney, with Cassadaga Wind LLC authorizing Cassadaga Wind LLC to plow and otherwise make accessible specific roadways in the Town designated as "seasonal" roads provided such agreement includes provisions by which Cassadaga Wind LLC will indemnify and save the Town harmless from any claim(s) related to said plowing and use of the seasonal road(s). Contract also to include a \$20,000 cash bond to cover any damage to the seasonal road(s).

A motion was made by Harold North, seconded by Mark Jaquith and with none opposed it carried to set the end of year meeting date for Wednesday, December 29<sup>th</sup>, 2021 at 7pm.

A motion was made by Darren Carlstrom, seconded by Mark Jaquith and with none opposed it carried to appoint John Conway to the Zoning Board of Appeals, replacing Sherman Sweeney who passed away September 6, 2021. This is a 6 year term.

Discussion was heard on the following:

1. **HIGHWAY REPORT:**

1. Placed shoulders on Mill Creek Rd.
2. Hauling Ice control sand.
3. Rebuilding Henderson V sander and rebuilding Henderson plow with new bushings and pins.
4. Fixing and installing signs throughout the Town.
5. Plowing and sanding roads.

2. **CLERK REPORT:** November scheduled hours were 32.5 with 41 hours actually worked leaving the total amount of 8.5 hours over the scheduled hours. 18 out of 26 Town Employees have completed the mandatory sexual harassment prevention training. 15 Town Sexual Harassment Prevention Policy acknowledgements have been received. A detailed report regarding the sexual harassment prevention policy and training was given to all Town Board members as well as the Town Supervisor. As of December 1<sup>st</sup>, the Town Clerk's office is now open by appointment only due to COVID-19 guidelines. Local Law #1-2021 has been filed with NYS as well as the OCM as per their guidelines. NYMIR Insurance policy for 2022 was reviewed by the Town Highway Superintendent as well as the Town Board. Matthew Riggle, Deputy Clerk, has been downloading Death files and into an index that was not kept current. The following report was presented:

Account#	Account Description	Fee Description	Qty	Local Share	
	Building fees	Barns/Garages/Sheds	2	75.00	
		Zoning Hearing Fees	1	75.00	
		Sub-Total:		\$150.00	
A1255	Conservation	Conservation	1	1.21	
		Sub-Total:		\$1.21	
A2544	Dog Licensing	Female, Spayed	1	5.00	
		Female, Unspayed	1	12.00	
		Male, Neutered	6	40.00	
		Male, Unneutered	1	12.00	
		Sub-Total:		\$69.00	
Total Local Shares Remitted:				\$220.21	
Amount paid to:	NYS Ag. & Markets for spay/neuter program			15.00	
Amount paid to:	NYS Environmental Conservation			20.79	
Total State, County & Local Revenues:		\$256.00	Total Non-Local Revenues:		\$35.79

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

	1/1/21 thru 11/30/21	Arkwright	Cassadaga	Charlotte	Cherry Creek	Ellery	Ellicott	Ellington	Gerry	Sheridan	Sinclairville	Stockton
89	EMS ALS			31		6		2	20		28	2
57	EMS BLS Priority	1	1	14	1	2		1	20	1	15	1
63	EMS BLS Standard	1		14		5			25		17	1
11	MVA PI ALS			4		2			3			2
5	MVA PI BLS Priority			1		1			2		1	
25	MISC RESPONSE	1		14	2	3			3		1	1
23	STRUCTURE FIRE	1		5		4	1		7		4	1
273		4	1	83	3	23	1	3	80	1	66	8
TOTAL CALLS		273										

3. The following Justice Report was presented:

DISPENSING JUSTICE FOR ALL							
				2021			
NEW CHARGES				CLOSED CHARGES			
JAN			27				11
FEB			35				15
MAR			58				23
APR			6				15
MAY			59				27
JUNE			41				63
JUL			23				54
AUG			47				47
SEPT			84				49
OCT			20				63
NOV			44				8
DEC							
TOTAL OPENED CHARGES				TOTAL CLOSED			
			444			CHARGES	375
TOTAL CHARGES TO DATE FOR 2021							819
PETTY CASH FUND IS \$250.00							
TRAINING COMPLETED							
NEW MANDATORY training not included in the Mandatory Hours per year. This NEW MANDATORY training is Cyber Security							
Judge has completed 4 of the 5 Mandatory Cyber Security Classes							
Clerk has completed 4 of the 5 Mandatory Cyber Security Classes							
USUAL MANDATORY TRAINING FOR JUDGES & COURT CLERKS							
Judge has completed 16 of the 16 Mandatory Judicial Classes							
Clerk has completed 3 of the 6 Mandatory Clerical Classes							
SEXUAL HARASSMENT MANDATORY TRAINING							
Judge has completed 1 of the 1 Mandatory Classes							
Clerk has completed 1 of the 1 Mandatory Classes							

4. The following Assessors Report was presented:

Assessors Report

November 2021

The deadline for assessment rolls to be at the County for January tax bills is November 15<sup>th</sup> so I have been spending a lot of time processing deeds and updating the computer system.

Monthly sales processing is complete and all required reports have been sent to the State of NY.

Senior Citizen and Agricultural Land renewals will be mailed out by January 1, 2022.

Have a great Thanksgiving.

Thank you.

Assessors Report

December 2021

All Aged and Agricultural renewal apps will be mailed out by the first week of January.

All files have been sent to the County for the January tax bills.

Sales reports have been sent to NY State.

Have a Merry Christmas and Happy New Year.

Thank you.

5. The following Code Enforcement Report was presented:

*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 AUGUST - DECEMBER 2021

To Members of the Town Board, below is a summary of activity for August - December, 2021:

<b>Building Permits Issued:</b>	12	34 YTD
<ul style="list-style-type: none"><li>21-023, 7101 N. Hill Road, Oliver Berman, Double-Wide Home</li><li>21-024, 6935 Route 60, Justin Devereaux, Barn to Single-Family Conversion</li><li>21-025, 6617 Swanson Road, Barry Lindquist, Pole Barn</li><li>21-026, 6985 Cleland Road, Leslie Hoover, Storage Shed</li><li>21-027, 6061, Johnson Road, Timothy Olson, Generator</li><li>21-028, 6061 Johnson Road, Timothy Olson, Transfer Switch</li><li>21-029, 3360 Route 60, Lot #8, Elaine Gugino, Relocation of Existing Shed</li><li>21-030, 7447 N. Hill Road, Brad Holzhauer, Single-Family Dwelling</li><li>21-031, 7839 Barnum Road, Steve Lehnen, Pole Barn,</li><li>21-032, 7273 Hall Road, Anthony Galardo, Storage Shed</li><li>21-033, 7441 Rood Road, Peter Snyder, Storage Shed</li><li>21-034, 6905 Hall Road, Dennis Nopper, Pole Barn</li></ul>		

<b>Building Permit Fees:</b>	\$ 580	\$1,905
<b>Permits Pending:</b>	4	
<b>Building Inspections Performed:</b>	31	
<b>Certificates of Compliance/Occupancy:</b>	10	

#### Department Highlights – New/Pending Complaints:

- The Cassadaga Wind operations and maintenance building on Cleland Road was completed.
- The Zoning Board of Appeals met on October 20<sup>th</sup> for three Special Use Permit requests.
- A house was demolished at 6810 Charlotte Center Road without a demolition permit. Since an asbestos survey was not completed and it was demolished by a non-licensed contractor, the NY DEC was alerted. I spoke to officer Jerry Kinney who is investigating.
- 6563 - 6565 Charlotte Center Road – Unlicensed vehicles, debris and camper inhabitation.
- 6723 Charlotte Center Road – Installation of a shipping container without a permit
- 7176 N. Hill Road – Dilapidated mobile home, garbage & debris.
- On September 15-17, I attended the Western Southern Tier Building Officials Association conference in Celoron, NY, and obtained my required 24 hours of continuing education credits.
- 7926 Barnum Road (Gugino) – Construction of an agricultural building without a permit. No response to violation notice. Appearance ticket to be issued.
- 6707 Route 60 (Strong) - Property maintenance, unlicensed vehicles, rubbish & debris. No response to violation notice. Appearance ticket to be issued.
- 7314 Rood Road – Construction of a roof structure without a building permit.

Respectfully Submitted,



Alan Gustafson, Code Enforcement Officer

6. The following Dog Control Officer Report was presented:

Issued a ticket as per the Judges instructions for an unlicensed dog. Answered a call about dogs running loose. I called and left a message for the dog owner. Talked to the people who complained about another dog running loose. Decided not to pursue the case because the dog owner will just deny it anyway.

7. Mark LeBaron will follow up with the County in regards to the Pickets Corners stop sign study.

8. Sound equipment has been put in place for the Cassadaga Wind LLC "leaf off" sound testing.

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

The next regular Town Board Meeting is scheduled for Wednesday, December 29<sup>th</sup>, 2021 at the Sinclairville Volunteer Fire Department, 30 Main St, 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