

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



The Town Board, Town of Charlotte held its Organizational Meeting on Wednesday, January 12, 2022 at 7:00 p.m. in the Sinclairville Volunteer Fire Department Hall, 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, Jeff Crossley; Town Justice, Joe McKenna; President Sinclairville Volunteer Fire Dept., Randy Graham; Mayville Tremaine, John Conway, Angelo Graziano, and Susan L. Peacock, Town Clerk.

The meeting was called to order and a prayer was offered by Mark Abbey followed by the Pledge of Allegiance.

A motion was made by Darren Carlstrom, seconded by Mark Abbey and with none opposed it carried to enter into contract with Lundberg Price PC, Attorney at Law for the period of one year beginning January 1, 2022 and ending December 31, 2022 at a rate of \$180 per hour based on the Town's need for an Attorney.

A motion was made by Harold North, seconded by Mark Jaquith and with none opposed it carried appointing Alan Gustafson as Building Code Enforcement Officer for a one-year term beginning January 1, 2022 and ending December 31, 2022.

A motion was made by Mark Abbey, seconded by Darren Carlstrom and with none opposed it carried appointing Alan Gustafson as Zoning Officer for a one-year term beginning January 1, 2022 and ending December 31, 2022.

A motion was made by Mark Jaquith seconded by Harold North and with none opposed it carried authorizing payment of \$250.00 a year for the Building/Zoning Officers cell phone.

A motion was made by Mark Abbey seconded by Darren Carlstrom and with none opposed it carried appointing Carla Hartman as Dog Control Officer beginning January 1, 2022 and ending December 31, 2022, authorizing payment of \$250 a year for the DCO's cell phone and to enter into a contract with C&C Boarding (Carla Hartman) \$700 for the year 2022 + \$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.

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A motion was made by Harold North, seconded by Darren Carlstrom and with none opposed it carried appointing Amy Jaquith as Historian for a period of one year beginning January 1, 2022 ending December 31, 2022.

A motion was made by Harold North, seconded by Mark Abbey and with none opposed it carried to approve the Honorable Jeffrey Crossley, Town Justice appointment of Wanda Crossley to serve as Justice Court Clerk for 2022.

A motion was made by Mark Jaquith, seconded by Darren Carlstrom, and with none opposed it carried appointing Allen Chase as Chief Financial Officer and Budget Officer beginning January 1, 2022 ending December 31, 2022.

The following resolution was offered by Darren Carlstrom, seconded by Mark Abbey 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, 2022 in the amounts respectively stated in the current 2022 budget and that such salaries be payable as follows:

<u>OFFICER</u>	<u>YEARLY SALARY</u>	<u>PAYABLE</u>
ALLEN CHASE, SUPERVISOR	\$ 6,000.00	MONTHLY
JEFFREY CROSSLEY, TOWN JUSTICE	\$ 10,750.00	MONTHLY
MARK JAQUITH, COUNCILMAN	\$ 1,500.00	YEARLY
HAROLD NORTH, COUNCILMAN	\$ 1,500.00	YEARLY
MARK ABBEY, COUNCILMAN	\$ 1,500.00	YEARLY
DARREN CARLSTROM, COUNCILMAN	\$ 1,500.00	YEARLY
MARK LEBARON, HIGHWAY SUPERINTENDANT	\$ 52,162.00	BI-WEEKLY
SUSAN L. PEACOCK, TOWN CLERK	\$ 14,800.00	BI-WEEKLY
SUSAN L. PEACOCK , TAX COLLECTOR	\$ 275.00	YEARLY
KEVIN OKERLUND, ASSESSOR	\$ 8,900.00	MONTHLY
ALAN GUSTAFSON, BUILDING CODE ENFORCEMENT	\$ 4,000.00	MONTHLY
ALAN GUSTAFSON, ZONING OFFICER	\$ 4,000.00	MONTHLY
CARLA HARTMAN, DOG CONTROL OFFICER	\$ 4,000.00	MONTHLY
WANDA CROSSLEY, COURT CLERK	\$ 12,600.00	MONTHLY
AMY JAQUITH, HISTORIAN	\$ 450.00	YEARLY

A motion was made by Harold North, seconded by Mark Abbey and with none opposed it carried authorizing payment of \$250.00 a year for the Town Clerk's cell phone.

The following resolution was offered by Mark Jaquith, seconded by Harold North 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 \$247,500 on 44.92 miles of Town Highways. This amount is combined lines DB5110.4, DB5110.4.1, AND DB5112.2 of the 2022 Town Budget.

A motion was made by Darren Carlstrom, seconded by Harold North and with none opposed it carried to approve Mark LeBaron, Town Highway Superintendent, appointment of Tim Cobb to serve as Deputy Highway Superintendent for 2022.

A motion was made by Mark Jaquith seconded by Mark Abbey and with none opposed it carried authorizing payment of \$250.00 a year for the Highway Superintendents cell phone.

A motion was made by Mark Abbey seconded by Darren Carlstrom and with none opposed it carried to renew the Shared Service Agreement with Chautauqua County.

A motion was made by Harold North, seconded by Mark Abbey and with none opposed it carried to enter into a one-year contract with Langford Testing for the highway employee drug testing.

The following resolution was offered by Harold North, seconded by Darren Carlstrom and with none opposed it carried.

RESOLVE, that the Highway Superintendent is hereby authorized to advertise for bids for Highway building materials for the 2022 season and/or accept the County Bid.

A motion was made by Mark Abbey seconded by Mark Jaquith. and with none opposed it carried that Community Bank, and M&T Bank be designated as official depositories of the Town of Charlotte.

A motion was made by Darren Carlstrom, 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 Mark Jaquith, seconded by Darren Carlstrom and with none opposed it carried to enter into a contract with Baghat, Laurito-Baghat for Bookkeeping services with the yearly cost of \$10,100.00

A motion was made by Harold North, seconded by Mark Jaquith and with none opposed it carried setting the Town Board meetings for the 2nd Wednesday of each month, except in October it will be held on the 1st Monday and in November the meeting will be held on the 1st Wednesday after election (due to NYS budget laws). The time for all meetings was set at 7:00 p.m. in the Sinclairville Volunteer Fire Department Hall, 30 Main St. in Sinclairville for meetings 2/9, 3/9, 11/2, and 12/14/2022.

A motion was made by Darren Carlstrom, seconded by Mark Jaquith and with none opposed it carried setting the Town Board meetings for the 2nd Wednesday of each month, except in October it will be held on the 1st Monday and in November the meeting will be held on the 1st Wednesday after election (due to NYS budget laws). The following meetings will be held at 7:00 p.m. in the Town of Charlotte Highway Department Garage, 7059 Rood Rd., Sinclairville: 4/13, 5/11, 6/8, 7/13, 8/10, 9/14 & 10/3 (Monday).

A motion was made by Mark Abbey, seconded by Darren Carlstrom 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 2022 Federal minimum rate of \$.58.5 per mile.

A motion was made by Darren Carlstrom, seconded by Mark Jaquith and with none opposed it carried authorizing Allen Chase, Supervisor to enter into agreements with the Sinclairville Free Library for \$11,500.00 under B7410.4, Valley Historical Society for \$1,200.00 under A7540.4, the Program for the Aging (76ers) \$5,700.00 under B6772.4, and appropriate \$1,300.00 to the Village of Sinclairville for youth recreation under B7310.4, and appropriate \$400.00 to the Village of Sinclairville for band concerts under A7270.4.

A motion was made by Harold North, 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 purchases made by the Highway Employees in accordance with the CBA.

A motion was made by Mark Abbey seconded by Darren Carlstrom 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 Abbey and with none opposed it carried authorizing Town Officials to attend training for their respective offices when required or available.

A license renewal fee was not set at this time regarding Section 13 of Local Law #1 of 1993 dealing with licensing of landfills of any type. No licenses were issued, and no license fees have been set. No other action is required at this time.

A motion was made by Darren Carlstrom, seconded by Harold North and carried to approve the following committee appointments that were made by Allen Chase, Supervisor:

Assessment & Judicial	Harold North - Mark Jaquith
Highway & Public Safety	Mark Abbey - Darren Carlstrom
Recreation	Darren Carlstrom
Audit Committee	Mark Jaquith – Harold North
Cemetery Committee	Mark Abbey

A motion was made by Mark Jaquith seconded by Harold North and with none opposed it carried to authorize payment of a percentage of the Town Highway Superintendent, Mark LeBaron, & Town Highway Employees Michael Rizzo and Glen Fisher's Health Insurance plans through the Teamsters.

A motion was made by Darren Carlstrom, seconded by Harold North and with none opposed it carried to set the hourly rate at \$14.00 per hour for the Deputy Clerk Matthew Riggle, who was re-appointed by the Town Clerk, Susan L. Peacock.

A motion was made by Mark Abbey seconded by Mark Jaquith and with none opposed it carried authorizing Town Officials to attend the Association of Towns meeting in New York City.

A motion was made by Darren Carlstrom seconded by Mark Abbey and with none opposed it carried that the board discussed the building/zoning fees and made no changes at this time.

A motion was made by Mark Jaquith, seconded by Mark Abbey and with none opposed it carried naming Susan L. Peacock Registrar for the Town of Charlotte.

Susan L. Peacock, Town Clerk appointed Mathew Riggle to serve as Deputy Registrar for 2022.

A motion was made by Darren Carlstrom, seconded by Harold North and with none opposed it carried to re-appoint Sue Oaks, Amanda Chase and Ron Pavlock to the Assessment Board of Review.

A motion was made by Mark Abbey seconded by Darren Carlstrom and with none opposed it carried authorizing payment of \$250.00 a year for the Town Supervisors cell phone.

Each board member had previously been given a copy of the minutes of the December 8 and December 29th, 2021 Town Board meetings. A motion was made by Mark Abbey, seconded by Harold North and with none opposed it carried to accept the minutes as submitted.

A motion was made by Harold North, seconded by Mark Jaquith and with none opposed it carried to draw warrants on the proper funds in payment of Highway Claims No. 1 to No. 13 in the amount of \$16,896.14 which have been duly audited and to draw warrants on the proper funds in payment of General Fund Claims No. 1 to No. 17 in the amount of \$25,908.92, which have been duly audited.

A motion was made by Darren Carlstrom, seconded by Harold North and with none opposed it carried to allow Supervisor Allen Chase and Town Clerk Susan L. Peacock continue access to the online banking option at Community Bank, NA.

A motion was made by Mark Abbey, seconded by Mark Jaquith and with none opposed it carried to approve the Town of Charlotte continue the website <http://www.charlotteny.org> & website maintenance with Southern Tier West at the cost of \$210 for the year.

A motion was made by Darren Carlstrom, seconded by Mark Jaquith and with none opposed carried to allow Supervisor Allen Chase to enter into a contract with Chautauqua County Sherriff Paid Patrol in the amount of \$4500 for the year 2022.

A motion was made by Mark Jaquith, seconded by Mark Abbey and with none opposed it carried to allow Bahgat & Laurito Bahgat to electronically sign the Town Supervisor, Allen Chase's signature to payroll and related checks if the Town Supervisor under the discretion of the Town Supervisor.

A motion was made by Harold North seconded by Darren Carlstrom. 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 to approve the December 2021 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. Hauled 1A stone
3. Hauling Ice control sand
4. Brush chopping with Wheeled Excavator
5. The Highway Department is looking into purchasing a woodchipper

2. Justice Report: December new charges: 40 and closed charges: 36 bringing the total for 2021 to 484 new charges and 410 closed charges. New training will continue in 2022 for both the Justice and Court Clerk. The Justice audit will be performed by the end of January. The Judicial Committee members will contact the Court Clerk to make an appointment for the audit. A copy of the matrix of tickets for 2021 broken down by regulation and dates was given to Allen Chase, Town Supervisor. The new computer is working excellent. Some old printer toner and drums were found in storage that go with the printer that was donated to the Sinclairville Volunteer Fire Department at the last meeting. These will also be donated, as the current printers do not use this form of toner or drum. Court is still under constantly changing mandates due to COVID-19. The following 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			40				36
TOTAL OPENED CHARGES					TOTAL CLOSED		
						CHARGES	
			484				411
TOTAL CHARGES TO DATE FOR 2021							895

3. Clerk Report: December 2021 scheduled hours: 34.5, actually worked: 57.25 hours, equals 22.75 hours over scheduled hours despite having a medical issue. The Deputy Clerk and I are beginning our annual purge of the previous year's information into well labeled storage boxes. A "Thank You" note was received from the Sinclairville Volunteer Fire Department for the donation of the Justice's old computer and printer. A completed report of employee's status of the NYS mandated sexual harassment prevention training was given to all Town Board Members as well as the Town Supervisor. A December 2021 report was filed as follows:

01/03/2022

**Town Clerk Monthly Report
December 01, 2021 - December 31, 2021**

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Account#	Account Description	Fee Description	Qty	Local Share
A-1255	Certified Copies	Certified Copies	8	80.00
Sub-Total:				\$80.00
A2544	Dog Licensing	Female, Spayed	3	15.00
		Female, Unspayed	5	132.00
		Male, Neutered	5	25.00
		Male, Unneutered	3	36.00
	Senior Citizen Discount	Senior Citizen Discount	3	-14.00
Sub-Total:				\$194.00
Total Local Shares Remitted:				\$274.00
Amount paid to: NYS Ag. & Markets for spay/neuter program				50.00
Total State, County & Local Revenues:		\$324.00		Total Non-Local Revenues: \$50.00

01/19/2022 Town Clerk Monthly Report Page 1
 January 01, 2021 - December 31, 2021

A report for the Sinclairville Volunteer Fire Department from January 1st to November 30th, 2021 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										

4. Tax Collector Report: All County tax bills were mailed out on January 3rd, 2022. CCMCA Candy Bars from Niagara Chocolate are now available for purchase at the Clerk's office and Town Board Meetings. The proceeds from these candy bars fund a scholarship given away by the CCMCA (Chautauqua County Municipal Clerk's Association). Thank you for your support, I sold out of candy bars at the meeting!

5. Assessor's Report: Via email as follows:

Assessors Report

January 2022

All property owners on the Enhanced STAR do not have to reapply with their local Assessor this year. 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 12/31/2022 can apply directly with the Assessor's office by March 1, 2022.

All property owners who are on the senior exemption program must reapply with their Assessor by March 1, 2022. Renewal applications have been mailed out and will be followed up with 2nd notices around the first of February.

The Senior Exemption income limits are as follows:

Town – 15,000

County – 22,000

School – 20,000.

Thank you.

6. Dog Control Officer Update: A new "chip reader" was received to use to find micro chips in dogs. This was given to the current DCO, Carla Hartman. The following protocol was issued under the guidance and recommendations of the Town Board, Town Clerk, Town Supervisor and Town DCO:

DCO PROTOCOL

When a resident's dog is picked up by the DCO, the DCO takes it to C&C Boarding and Grooming.

C&C Boarding and Grooming will charge the Town:

\$10 for each dog picked up

\$10 per day/per dog for board up to 5 days

\$2 per day/per dog for feeding

Milage 2022 Rate: \$.58.5/mile

The Town Clerk will collect from the resident:

\$25 Impound fee

\$10 for each dog picked up

\$10 per day/per dog for board up to 5 days

\$2 per day/per dog for feeding

Licensing fee(s)

Unlicensed Dog Ticket

At Large Ticket

The resident must supply the paid receipts for said fees and the renewed license before the dog will be released to the resident.

IF the dog needs a rabies shot to complete the license process, the resident shall be given a grace period of 30 days to get the rabies shot and the dog licensed.

If the resident does not get the dog licensed within 30 days, a second Unlicensed Dog Ticket will be issued by the DCO.

By order of the Town Board

Organizational Meeting

January 12th, 2022

Susan L. Peacock

Town Clerk

This protocol will be given to any resident who may have their dog picked up by the DCO and will be made available on our website in the Notice section.

7. Wind Farm Update: Sound monitoring continues. RSG has changed the batteries in the sound recording equipment and left the equipment in the field for continued monitoring of sound decibels produced by the wind farm turbines.

8. The Town Attorney continues to work on the contract between the Town and the Cassadaga Wind LLC regarding plowing access to the T4 turbine which will include a road bond (amount to be determined) for any repairs that will be needed in the spring.

9. No new information regarding the Pickets Corners stop sign study has been received.

10. Randy Graham from Mayville Tremaine Insurance Company representing NYMIR answered all the Town Board's questions regarding the Town's insurance policy and coverage language for 2022 with NYMIR.

11. A Town Resident's complaint is being addressed and rectified.

A motion to adjourn was made by Mark Jaquith, seconded by Darren Carlstrom and carried.

Due to the ongoing restrictions regarding the COVID-19 pandemic the next regular Town Board Meeting is scheduled for Wednesday, February 9th, 2022 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