

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



The Town Board, Town of Charlotte held a regular Board Meeting on Wednesday, July 8<sup>th</sup>, 2020 at 7:00 p.m. in the Town Highway Department Garage as well as a teleconference call, Mr. Allen Chase, Supervisor presiding. Board members present were: Darren Carlstrom, Harold North, Mark Jaquith, and Mark Abbey. Others present were: Mark LeBaron, Highway Superintendent, Jeffrey Crossley, Town Justice, Wanda Crossley, Town Court Clerk, Sandy Sayyeau, GHD, Sherman Sweeney, Earl Riggle and Susan L. Peacock, Town Clerk. No one was Present via live teleconference.

The meeting was called to order.

Prayer was offered by Mark Abbey followed by the Pledge of Allegiance. An American Flag was donated by Warren Draggett and Gay-Mark Tire & Wheel.

Each board member had been given a copy of the minutes of the June 10<sup>th</sup>, 2020 board meeting. A correction was made by Susan L. Peacock, Town Clerk regarding the numbers on the Highway Warrants. They should read "Highway claims No. 87 to No. 102". A motion was made by Mark Abbey, seconded by Harold North and with none opposed it carried to accept the minutes as corrected.

A motion was made by Mark Jaquith, seconded by Darren Carlstrom and with none opposed it carried to draw warrants on the proper funds in payment of Highway Claims No. 103 to No. 116 in the amount of \$34,521.59 which have been duly audited and to draw warrants on the proper funds in payment of General Fund Claims No. 181 to No. 199 in the amount of \$6758.08 which have been duly audited.

A motion was made by Darren Carlstrom, seconded by Mark Abbey and with none opposed it carried to accept the June 2020 Financial Report prepared for the Town of Charlotte by Bahgat Laurito & Bahgat,

A motion was made by Mark Jaquith, seconded by Harold North and with none opposed it carried to approve the following budget transfers:

Town of Charlotte  
Budget Transfers  
7/8/20

**General Fund Townwide**

\$	600	FROM	A1990.4	Contingent Account
		TO	A1910.1	Special Items Unallocated Insurance
\$	100	FROM	A1990.4	Contingent Account
		TO	A6410.4	Publicity Contractual
\$	1,200	FROM	A1990.4	Contingent Account
		TO	A7540.4	Museum Contractual

*Support for History Fair*

A motion was made by Mark Abbey, seconded by Harold North and with none opposed it carried to authorize Allen Chase, Town Supervisor, to pay GHD invoice #79236 dated 5/30/20 in the amount of \$4,745.00 out of the escrow account funded entirely by Innogy. This is at no cost to the Town in any way.

A motion was made by Darren Carlstrom, seconded by Mark Abbey and with none opposed it carried to approve the sale of the Freightliner with no plow equipment through Teitsworth Auctions in the amount of \$30,000.00.

Discussion was heard on the following:

1. **JUSTICE REPORT:** Town Justice Jeffrey Crossley reported that several grants are available to cover all COVID-19 supply costs, one up to \$1000. This will cover the cost of the barrier on the Judge's bench in addition to face masks, sanitizer and disinfecting wipes. Updated computers will be needed for the Judge as well as the Court Clerk to accommodate video conferencing. The Court Clerk's training has been rescheduled for October 16<sup>th</sup>, 2020.

## 2. **HIGHWAY REPORT:**

1. Oil and stoned 1.6 miles on Barnum Rd.
2. Gernatt's screened our milling pile in preparation for plugging and paving Town road surfaces.
3. Town employees were on vacation from June 26<sup>th</sup> to July 5<sup>th</sup>.
4. Suit-Kote paved Johnson Rd July 7<sup>th</sup> and 8<sup>th</sup>. Received help from Sheridan, Ellery, Pomfret, Cherry Creek, Ellington and Gerry
5. Shortly after receiving the Freightliner, the purchaser broke down. There was a problem with some stripped out bolts that was a manufacturer failure. We may pick up 1/2 the repair bill. Mark is in negotiations with the purchaser and Teitsworth Auctions as to the Town's responsibility on this repair.

3. **CLERK REPORT:** June scheduled hours were 41.5 with 50.5 hours actually worked leaving the total amount of 9 hours over the scheduled hours. Sarah Phearsdorf from Southern Tier West is coming into the Clerk's Office Monday, July 20<sup>th</sup>, 2020 to help with records storage and retention of records at the cost of \$200 per day. Hopefully only 1 day will be needed. Deputy Clerk Matthew Riggle continues to add information into the Laserfiche System. All Zoning laws have been downloaded and now working on Charlotte Laws. This will make searching these documents much easier. As of June 17<sup>th</sup>, Phase III, we have been staffing the office for our normal working hours. However, residents are asked to make an appointment to keep social distancing restraints. Sign in sheets for tracking customers and visitors are in place as well as employee tracking sheets. The safety plan and affirmation have been finished at the forward.ny.gov website and the Clerk's Office safety plan is on file in the Clerk's office. A NYS Teamsters Comp audit is scheduled for Friday, July 10<sup>th</sup> in the Clerk's office. The new DEC printer has arrived. We now have to wait for the DEC to contact the Clerk's office for training and set up. No licenses can be processed until this has been completed. If the Town adds a holiday (Juneteenth June 19<sup>th</sup>) it must be stated at the Organizational meeting in January, added to the CBA and employee handbook. Larry Barmore incurred an injury, so we are waiting for an update on the History Fair this September. Sales Tax distribution has seen a decrease of 12.75% as of June 30<sup>th</sup>, 2020. Mortgage Tax Distribution for the period 10/1/19-4/30/20 was \$13,208.12. The Village of Sinclairville Clerk reported that the summer recreation program for 2020 has been cancelled. The money budgeted for the recreation program stays in the Town's budget. However, the Town paid

\$1200 to the Village for the recreation program in May 2020. This was for the Village recreation program in 2019 as the Village fiscal year begins June 1<sup>st</sup>. It was also reported that there is an organization called Family Services of the Chautauqua Region (FSCR) which is a local non-profit organization that provides employers with EAP (Employee Assistance Program) services at a nominal cost based on the number of employees they have. For example, the Village of Westfield pays around \$300 per quarter-year for this service. With that signed agreement each employee is provided with 5 free visits for Counseling services which can be extended through the employee's regular medical insurance if needed. They also provide Debt Management and Legal consultation services under the EAP arrangement for employees. Their website: [www.fscrmentalhealth.com](http://www.fscrmentalhealth.com) for more information.

The following report was presented:

07/01/2020

Town Clerk Monthly Report  
June 01, 2020 - June 30, 2020

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Account#	Account Description	Fee Description	Qty	Local Share
	Building fees	Additions & Alterations	2	275.00
			<b>Sub-Total:</b>	<b>\$275.00</b>
A1255	Conservation	Conservation	1	1.38
	Marriage License	Marriage Fee	2	35.00
			<b>Sub-Total:</b>	<b>\$36.38</b>
A2544	Dog Licensing	Female, Spayed	6	30.00
		Female, Unspayed	4	48.00
		Male, Neutered	11	55.00
		Male, Unneutered	3	36.00
	Senior Citizen Discount	Senior Citizen Discount	3	-6.00
			<b>Sub-Total:</b>	<b>\$163.00</b>
			<b>Total Local Shares Remitted:</b>	<b>\$474.38</b>
Amount paid to:	NYS Ag. & Markets for spay/neuter program			38.00
Amount paid to:	NYS Environmental Conservation			23.62
Amount paid to:	State Health Dept.			45.00
<b>Total State, County &amp; Local Revenues:</b>	<b>\$581.00</b>	<b>Total Non-Local Revenues:</b>		<b>\$106.62</b>

4. **WRITTEN ASSESSOR'S REPORT:**

Assessors Report

July 2020

The final roll was filed with the County and State July 1, 2020. The appropriate legal notice was published in the Post Journal.

All Assessor reports required by the State have been filed.

I've updated the computer to create a 2021 file to begin working on next year's assessment roll.

Thank you.

5. **WIND UPDATE:** Via email from Randy Buntjer:

Please find the current state of affairs for the Cassadaga Project. I'm assuming township still trying to minimize personnel gatherings so unless you would like me to be present, here is my update-

Couple high level items-

Innogy is now officially RWE Renewables. The merger has been in process for some time, it's now official as of 07/01/2020. It's still business as usual, but emails and company name will be RWE Renewables.

Please share with the public we do have full time security onsite (have had for about 4 months now), the companies name is Southern Tier Security so they will and should have been seeing their vehicles around. They will question anyone seen onsite around equipment or materials related to the project.

Schedule currently still shows to be COD by 12/31/2020

RWE continues to follow state guidelines for COVID 19 rules and regulations.

Also to note for public - Zoladz being the local company they are, does perform work for other companies and projects. Some residents have seen their trucks on Non-Wind

Farm haul route roads. We are trying to work with their corporate office on a solution for this, but all must be aware they do work on other projects and have a division that hauls material and equipment for other companies and trucking firms. Please also note that their trucks are equipped with GPS so when complaints are received, validation at their corporate office is being made.

And finally, we, meaning RWE and all our project personnel, appreciate all the positive support we receive from the community. From local businesses that we frequent to land owners, both participating and non-participating. It really feels like a welcoming community and I wanted to share that feedback from the site. I would like to say we wish the person that has the sign up on the corner of Bard Rd and South Hill Rd stating "Wind Turbine Workers take Your Germs and Go Home" should understand we are all concerned about the COVID 19 situation, most laborers on this project are from Western NY and we are all concerned about our health, the health of our families, and the health of the community.

#### Tree Clearing/ Collection Line Grubbing/ Matting for T-Line: Contractor- IW/ Terry Tree

All trees are cut, IW continues to process cut trees, work finishing up in NW/ SW areas this week, moving to areas of East Rd (T41) and off Boutwell Hill Rd. IW will do the grubbing/ stump removal for the collection line, work starting today off Cleland Rd working north up to Rood Rd. IW also performing matting for the T-line work, currently working SW area.

#### Collection Activities: Contractor- William Charles Electric (WCE)

Currently receiving deliveries of cable and equipment. WCE has been doing some soil sampling and survey work throughout the project along the collection route. Scheduled to begin boring and trenching mid next week. Will start with home runs from Cleland Sub and work North.

#### Erection Activities: Contractor- Global Wind Services (GWS)

No current activities but within a few weeks contractor will be mobilizing to site. Receiving and Erection activities to begin in Aug. Contractor is working with local unions for support on the project. We need local skilled and unskilled labor to make this project successful.

#### High Voltage: Contractor- O'Connell Electric (OCE)

POI Substation structure mostly completed, testing in progress and will be ongoing for some time.

Collector Substation off Cleland Rd has dirt work underway, Main Power Transformer Pad installation in progress. MPT scheduled to be delivered first part of Aug.

T-Line work in progress, structure foundations are installed starting in Western section, up to a little past Harper Rd.

**Civil Work: Contractor- JBS (Zoladz is main sub-contractor to JBS)**

Activities in their scope are currently happening throughout the project. Turbine access roads are being completed this week up in the NW/ SW section of the project, moving to Central and SE section next. Grubbing and stump removal in SE sections. Will start turbine foundation work next week in NW section. Cement stabilization work on roads completed in NW/ SW sections, will begin in SE section in a few weeks. Turn improvements at public intersections are 50% complete, should be wrapped up in the next few weeks.

2 complaints regarding the construction vehicles were received by the Town Clerk and the Town Supervisor. There were forwarded to Randy Buntjer.

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

Due to the NYS Executive Order regarding the COVID-19 crisis the next regular Town Board Meeting is scheduled for Wednesday, August 12<sup>th</sup>, 2020 at the Charlotte Highway Department, 7059 Rood Rd., 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 Peacock  
Town Clerk/Tax Collector/Registrar