

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



The Town Board, Town of Charlotte held a regular Board Meeting on Wednesday, November 4th, 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, Jim & Jolene Swanson, Reed Cheney, John & Jenn Conway, 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.

Each board member had been given a copy of the minutes of the October 1st, 2020 board meeting. A motion was made by Harold North, seconded by Mark Abbey and with none opposed it carried to accept the minutes as presented.

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. 160 to No. 177 in the amount of \$26,065.56 which have been duly audited and to draw warrants on the proper funds in payment of General Fund Claims No. 250 to No. 270 in the amount of \$9,163.28 which have been duly audited.

Supervisor Chase opened the Public Meeting regarding the proposed Final Budget. No one spoke against the budget. The meeting was then closed.

A motion was made by Mark Abbey seconded by Mark Jaquith and with a roll call vote as follows: Harold North – YEA, Mark Jaquith – YEA, Darren Carlstrom – YEA, Mark Abbey – YEA and Allen Chase – YEA the motion carried to pass the preliminary budget to be the Final Budget of 2021.

Supervisor Chase opened the Public Meeting regarding the proposed Fire Contract. No one spoke against the budget. Town Justice and Volunteer Fireman Jeffrey Crossley spoke on the increased number of calls the Fire Company this year. The meeting was then closed.

A motion was made by Darren Carlstrom seconded by Harold North and with a roll call vote as follows: Harold North – YEA, Mark Jaquith – YEA, Darren Carlstrom – YEA, Mark

Abbey – YEA and Allen Chase – YEA the motion carried to pass the Fire Contract for the year 2021 in the amount of \$46,000.

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

A motion was made by Mark Jaquith, seconded by Mark Abbey and with none opposed it carried to authorize Allen Chase, Town Supervisor, to pay GHD invoice #80959 dated 9/26/20 in the amount of \$14,781.79 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 Harold North, seconded by Mark Abbey and with none opposed it carried to authorize Allen Chase, Town Supervisor, to pay GHD invoice #80928 dated 9/26/20 in the amount of \$775.00 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 Mark Abbey, seconded by Mark Jaquith and with none opposed it carried to authorize Allen Chase, Town Supervisor, to pay GHD invoice #81526 dated 10/24/20 in the amount of \$8,463.00 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 Mark Abbey, seconded by Harold North and with none opposed it carried to authorize Allen Chase, Town Supervisor, to pay GHD invoice #81527 dated 10/24/20 in the amount of \$465.00 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 Mark Jaquith, seconded by Mark Abbey and with none opposed it carried to allow Allen Chase, Town Supervisor, to sign a letter of credit in regards to the Cassadaga Wind Farm. The current letter of credit was signed with Lloyds. The new letter of credit will be coming from Landesbank Hessen-Thuringen Girozentrale, New York Branch. There will be no lapse in coverage of the letter of credit.

Discussion was heard on the following:

1. **JUSTICE REPORT:** Town Justice Jeffrey Crossley reported 25 new charges with 38 closed charges in the month of October. The moratorium for expired vehicle registrations, inspections and drivers' licenses has ended. A copy of the ticket matrix report was forwarded to Allen Chase, Town Supervisor for comparison to the Chautauqua County Sheriff's dates of enforcement in the Town. The following report was presented:

DISPENSING JUSTICE FOR ALL

		2020			
		NEW CHARGES			CLOSED CHARGES
JAN		33			35
FEB		48			39
MAR		37	COVID 19 STATE CLOSED TOWN COU		10
APR		47	COVID 19 STATE CLOSED TOWN COU		3
MAY		39	COVID 19 STATE CLOSED TOWN COU		3
JUNE		20	PHASE 1 & PHASE 2 REOPEN		6
JUL		52			7
AUG		55			9
SEPT		67			30
OCT		25			38
NOV					
DEC					
TOTAL OPENED CHARGES				TOTAL CLOSED	
		423		CHARGES	180
TOTAL CHARGES TO DATE FOR 2019					603
PETTY CASH FUND IS		\$250.00			
TRAINING COMPLETED		Judge's Mandatory OnLine Training 12 hours Court Clerk's Mandatory OnLine Training 6 hours Judge's Mandatory Additional Cyber Security Training			
We had to Close Court for Nov. 27, 2020 per 8th Judicial District and OCA directives					
We were allowed to resume Court work on Monday Nov. 1, 2020					

2. **HIGHWAY REPORT:**

1. Fixing shoulders on Charlotte Hill Rd and lower Hall Rd
2. Finished oil and stone on Cleland, Charlotte Hill, Lower Hall, Harper, Cassadaga, North Hill, Smith, Ames Bernard, and lower Boutwell Hill Rds.
3. Hauled in Ice Control Sand.
4. Replaced pipe on Hadly Rd.
5. Brush mowing with Excavator.
6. Helped Town of Ellington skid pave.
7. Helped Town of Stockton with Bucket truck.
8. Working on trucks, repairing tranny on Volvo and replacing clutch and engine mounts, new hubs on 2002 International, installing plow equipment.
9. Plowing and treating Roads on November 2nd.

3. **CLERK REPORT:** October scheduled hours were 37.5 with 47 hours actually worked leaving the total amount of 9.5 hours over the scheduled hours. Deputy Clerk Matthew Riggle is continuing adding information into the Laserfiche System as well as finishing up entering older birth & death information into an excel sheet for easier searching. Matthew is also doing research on a backup solid state drive to increase storage and efficiency for both our laptop's. We started going through the 18 boxes of Court records in the storage room left by the preceding Town Clerk to purge. Upon further inspection, they all appear to be the current Justice's files. The Court Clerk will assist in the purging of these boxes. The tax collection "backer" was presented. Due to COVID-19 restrictions of collection in 2021 the routine must be adjusted for the safety of the Town residents as well as the Town Offices. Therefore, there will be NO in office payments in 2021 unless the taxpayer is paying in cash with exact change. The taxpayer will need to make an appointment with the tax collector to ensure occupancy restrictions are adhered to, as well as only presenting exact change. A list of current employees that still need to take the NYS mandated annual sexual harassment prevention training by December 1st, 2020 was forwarded to Allen Chase, Town Supervisor.

The following report was presented:

11/02/2020

Town Clerk Monthly Report
October 01, 2020 - October 31, 2020

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Account#	Account Description	Fee Description	Qty	Local Share
A-1255	Certifed Copies	Certified Copies	8	80.00
			Sub-Total:	\$80.00
A2544	Dog Licensing	Female, Spayed	7	35.00
		Female, Unspayed	4	48.00
		Male, Neutered	10	80.00
		Male, Unneutered	2	24.00
	Senior Cititzen Discount	Senior Cititzen Discount	7	-18.00
			Sub-Total:	\$169.00
			Total Local Shares Remitted:	\$249.00
Amount paid to: NYS Ag. & Markets for spay/neuter program				41.00
Total State, County & Local Revenues:		\$290.00	Total Non-Local Revenues:	\$41.00

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

Progress to date:

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

IW has completed the grubbing/ stump removal for the collection line. IW is performing matting for the T-line work, this is about 80% complete. IW is also assisting with Environmental Controls on an as needed basis.

Collection Activities: Contractor- William Charles Electric (WCE)

WCE's boring contractor (LSI and Synergy) has been performing boring work throughout the collection route area, but primarily focused on Circuit's 4 and 5 which are in the NW Section of the project and they are working East, Scope Completion 79%. Trenching is happening throughout the project area, focused on circuits 4/5, Scope Completion 31%.

Turbine Manufacture Activities: Nordex and SGRE (Siemens Gamesa)

15 full Nordex turbines have been delivered and most minor components. We are averaging 3 turbine deliveries a week. Current order for first deliveries are- T21, T19, T20, T11, T53, T48, T4, T35, T57, T3, T33, T43, T38, T41 All Delivered. Next T15, T26, T34, T40, T31. After these we are awaiting civil work progress.

Erection Activities: Contractor- Global Wind Services (GWS)

Turbine erection activities- T21, T19, T20 Complete. T3, T11, T4, T53, T48, T35, T57, T38, T43, T33 Base/ Mid is set. We are working East towards Boutwell Hill.

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

POI Substation mostly completed, working on a few punch list items. Scope Completion 98%.

Collector Substation off Cleland Rd has most underground work complete, most structures installed, Breaker Pads installed, Control House installed. Scope Completion 65%.

T-Line work in progress, structure foundations are being installed, line pulls have started and are ongoing. Scope Completion 85%.

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

Activities in their scope are currently happening throughout the project. Turbine access roads have been completed. Turbine foundation pours completed in NW/SW, Central Section of project, moving to NE and SE section. Turn improvements at public intersections complete.

27 of 37 Complete Turbine Foundations Poured.

Activities Since Last Report:

- First full turbine installed.
- Additional Bore Crews added by Collection Contractor.
- Finished all access road work.
- Started installation of Pad Mount Transformer Foundations.

Activities Planned for Next Period:

- Finish foundations in SE section of project.
- Start deliveries of SGRE Turbines.
- Start installation of Pad Mount Transformers.
- Turn over of POI Switchyard to NG.

5. Discussion regarding Town Highway Superintendent Mark LeBaron continuing to research the purchase of an additional plow truck.

A motion to adjourn was made by Darren Carlstrom, seconded by Mark Abbey 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, December 9th, 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