

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



The Town Board, Town of Charlotte held a regular Board Meeting on Wednesday, December 9th, 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: Harold North, Mark Jaquith, and Mark Abbey. Darren Carlstrom was absent. Others present were: Mark LeBaron, Highway Superintendent, Wanda Crossley, Town Court Clerk, Kris Wiles, Town Dog Control Officer, Alan Gustafson, Town Code Enforcement Officer, Sherman Sweeney, 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 November 4th, 2020 board meeting. A motion was made by Mark Abbey, seconded by Harold North and with none opposed it carried to accept the minutes as presented.

A motion was made by Mark Jaquith, seconded by Harold North and with none opposed it carried to draw warrants on the proper funds in payment of Highway Claims No. 178 to No. 192 in the amount of \$82,579.50 which have been duly audited and to draw warrants on the proper funds in payment of General Fund Claims No. 271 to No. 294 in the amount of \$9433.20 which have been duly audited.

A motion was made by Harold North, seconded by Mark Abbey and with none opposed it carried to accept the November 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 payment of invoice #70893 from Auctions International for the purchase of a 2011 International Pay Star Dump Truck with plow and wing, last 4 digits of Vin#9497 in the amount of \$77,220.00.

A motion was made by Mark Abbey, seconded by Harold North and with none opposed it carried to move the Town's 1/3 shared interest in the 1949 Osh Kosh Snowblower Truck (registered to the Town of Gerry) to "surplus" and allow the Town of Gerry to send to auction or receive bids and sell as they see fit.

A motion was made by Mark Jaquith, seconded by Harold North and with none opposed it carried to move the end of year meeting to the Sinclairville Volunteer Fire Department, 30 Main St., Sinclairville, NY. A letter will be drafted by Town Clerk Susan L. Peacock and forwarded to the Sinclairville Volunteer Fire Department.

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 30th, 2020 at 7pm.

Discussion was heard on the following:

1. **JUSTICE REPORT:** Town Justice Jeffrey Crossley written report had 28 new charges with 30 closed charges in the month of November. Judge's mandatory 12 hours of online training was completed as well as the Court Clerk's mandatory 6 hours of online training. Judge's mandatory additional cyber security training was also completed. Court was closed November 27th, 2020 per 8th Judicial District and OCA directives. Court was allowed to resume on Monday November 1st. Court Clerk Wanda Crossley reported the amount of postage required due to COVID-19 mandates has increased exponentially. 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		28			30
DEC					
TOTAL OPENED CHARGES				TOTAL CLOSED CHARGES	
		451			210
TOTAL CHARGES TO DATE FOR 2019					661
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. Purchased a 2011 International Paystar Ten Wheel Plow Truck with plow, wing and sander from the Town of Gorham for \$72,220.00. Picking it up this week.
2. Ditch bank the mowing the dirt roads.

3. Undercoating trucks and trailer.
4. Plowing and treating roads.

3. **CLERK REPORT:** November scheduled hours were 35.5 with 36 hours actually worked leaving the total amount of .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. A list of current employees that still need to take the NYS mandated annual sexual harassment prevention training by December 31st, 2020, as well as information regarding the mandatory training in regard to what happens when it is not taken by the Town Employee as per our Town Attorney was forwarded to Allen Chase, Town Supervisor as well as all Town Board Members. Another ticket was received by New York City automatically generated by a mis-read license plate, as we were assured our Town Truck was NOT in NY City by Town Highway Superintendent Mark LeBaron. A letter of dismissal was sent out to the proper authorities. Town Clerk and Deputy Town Clerk computers were upgraded to accept more memory and increase speed. The Village of Sinclairville clerk is somehow connecting with the Town's printer. Once again, about 1 ream of paper was found printed on in our office. Matthew has tried another "fix". The printer will now be turned off when the Clerk's office is closed. A new law that was signed into legislation on Labor Day regarding Public Health Emergency Mandates was bookmarked for Allen Chase as well as all the Town Board members in the current "Talk of the Towns & Topics" magazine (from the AOT). With Town payments going out slow, an option for Bahgat & Laurito-Bahgat to electronically sign Allen Chase's name to checks was presented.

The following report was presented:

Account#	Account Description	Fee Description	Qty	Local Share
	Building fees	Additions & Alterations	2	200.00
		New Residential	1	50.00
		Sub-Total:		\$250.00
A1255	Conservation	Conservation	1	1.21
	Marriage License	Marriage Fee	1	17.50
		Sub-Total:		\$18.71
A-1255	Certified Copies	Certified Copies	6	60.00
		Sub-Total:		\$60.00
A2544	Dog Licensing	Female, Unspayed	1	12.00
		Male, Neutered	5	25.00
		Male, Unneutered	1	12.00
	Senior Citizen Discount	Senior Citizen Discount	1	-2.00
		Sub-Total:		\$47.00
Total Local Shares Remitted:				\$375.71
Amount paid to:	NYS Ag. & Markets for spay/neuter program			11.00
Amount paid to:	NYS Environmental Conservation			20.79
Amount paid to:	State Health Dept.			22.50
Total State, County & Local Revenues:		\$430.00	Total Non-Local Revenues: \$54.29	

4. **CODE ENFORCEMENT OFFICER REPORT:** Alan Gustafson reported 10 building permits were issued from August to date. \$515 in building permit fees have been received. 23 Building inspections were performed, 5 certificates of occupancy were issued and 3 certificates of compliance we also issued. 12 Complaints and/or violations were acted upon. 3 Special Use Permits were granted.

5. **Written Assessors Report:**

Assessors Report

November 2020

The deadline for assessment rolls to be at the County for January tax bills is November 15th 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 December 1, 2020.

Have a great Thanksgiving.

Thank you.

6. **DOG CONTROL OFFICER REPORT:** The following letter was read by Kristina Wiles, DCO:

Kristina Wiles
6602 Hall Rd
Sinclairville, NY 14782

12-09-2020

Allan Chase
Town Supervisor
Town Of Charlotte
8 Lester St
Sinclairville, NY 14782

Dear Allan, & Town Board Members:

I am writing to inform you, with a heavy heart, of my decision to resign from my position as Dog Control Officer for the Town of Charlotte effective January 1st 2021.

Please let me know what I can do to assist with the transfer of my responsibilities to the new D.C.O.. I will be more than happy to assist the individual fulfilling my position in any way I can if needed.

In conclusion, please know that it has been an honor working for the Town of Charlotte and it's residence. The experiences I've had and the knowledge I've gained over the years doing this job is priceless to me and will never be forgotten.

Thank you all very much!

Sincerely,
Kristina Wiles

Kristina's work as the DCO was recognized and her resignation was received with the up most respect. Ms. Wiles was thanked for her years of excellent service.

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

Please note Jeff Puterbaugh is no longer with RWE, Ryan Kennedy is the PM for the Cassadaga Project.

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 work is about 98% complete and mats are now being removed. 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 and is about 64% complete. Trenching is happening throughout the project area, focused on circuits 4/5, Scope Completion 42%. Pad Mount foundations are installed on circuit 5.

Turbine Manufacture Activities: Nordex and SGRE (Siemens Gamesa)

16 full Nordex turbines have been delivered and most minor components. 3 full SGRE 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, T15, T26, T34, T40, T31 All Delivered. Next deliveries are starting in the NE Section at T49, T55, T51, T10, T30, T25, T16.

Erection Activities: Contractor- Global Wind Services (GWS)

Turbine erection activities- T21, T19, T20, T3, T4, T11, T53, T48, T33, T57, and T38 are fully erected. T21, T19, T20, T3, T11, T4, T53, T48, T35, T57, T38, T43, T33, T41, T15, T26, T34, T40, T31, T55 Base/ Mid is set.

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

POI Substation is completed and turned over to National Grid.

Collector Substation off Cleland Rd has most underground work complete, most structures installed, Breaker Pads installed, Control House installed. Scope Completion 80%.

T-Line work in progress, structure foundations are installed, line pulls are about complete. Scope Completion 95%.

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, but will have ongoing maintenance work through the winter. 35 of 37 Complete Turbine Foundations Poured.

Activities Since Last Report:

- First SGRE unit delivered.
- First walkdown completed

Activities Planned for Next Period:

- Finish last 2 foundations.
- Finish installation of turbines and pad mount transformers on Circuit 5.
- Finish installation and testing of Circuit 5.
- Energize POI, T-Line, Substation, and Circuit 5.

8. Allen Chase reported excess water flowing across Town residence's property, as well as Wind Farm large equipment on non-approved roads. This has been continually addressed with Sandy Sayyeau, GHD.

A motion to adjourn was made by Mark Abbey, seconded by Harold North 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 30th, 2020 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 Peacock
Town Clerk/Tax Collector/Registrar