

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

The Town Board, Town of Charlotte held its Organizational Meeting on Wednesday, January 10, 2018 at 7:00 p.m. in the David Vern Luce Community Building Allen Chase, Supervisor presiding. Board members present were: Henry Harper, Jr., Darren Carlstrom and Mark Abbey. Councilman Kenneth Smith was absent. Others present were: Mark LeBaron, Highway Superintendent, Mathea Ross, Jeff Crossley, Town Justice, Kristina Wiles, Larry Green, Earl & Joni Riggle, Teddy and Beverly LeBaron, Barbara Chase, Amanda Chase, James Kianos, Village Mayor, Dean Houser, Heather Carlstrom, Ann Carlstrom, Doug Walker, John Crossley, Jack Abbey, Janea Johnson, Nick Gage, Daniel Pavlock, Dean Houser, and Susan L. Peacock, Town Clerk. The meeting was called to order, prayer was offered by Henry Harper, Jr., followed by the Pledge of Allegiance.

All the Town Board members were given a copy of a list of board meeting dates, procurement policy, Code of Ethics and the fee schedule for Town Building Permits.

A motion was made by Darren Carlstrom, seconded by Mark Abbey and carried in a roll call vote as follows: Mark Abbey - YEA, Darren Carlstrom - YEA, Henry Harper Jr., - NAY, Allen Chase - YEA to enter into contract with Lundberg Price PC, Attorney at Law for the period of one year beginning January 1, 2018 and ending December 31, 2018 at a rate of \$180 per hour based on the Town's need for an Attorney.

A motion was made by Mark Abbey, seconded by Darren Carlstrom and carried in a roll call vote as follows: Mark Abbey - YEA, Darren Carlstrom - YEA, Henry Harper Jr., - NAY, Allen Chase - YEA appointing Larry Green as Building Code Enforcement Officer for a one year term beginning January 1, 2018 and ending December 31, 2018 at a pay rate of \$3,380.00.

A motion was made by Darren Carlstrom, seconded by Mark Abbey and carried in a roll call vote as follows: Mark Abbey - YEA, Darren Carlstrom - YEA, Henry Harper Jr., - NAY, Allen Chase - YEA appointing Larry Green as Zoning Officer for a term of one year beginning January 1, 2018 and ending December 31, 2018 at a pay rate of \$3,380.00.

A motion was made by Darren Carlstrom seconded by Mark Abbey and carried authorizing payment of \$240.00 a year for the Building/Zoning Officers cell phone.

A motion was made by Henry Harper, Jr., seconded by Darren Carlstrom and carried in a roll call vote as follows: Mark Abbey - YEA, Darren Carlstrom - YEA, Henry Harper Jr., -

YEA, Allen Chase - YEA appointing Kristine Wiles as Dog Control Officer beginning January 1, 2018 and ending December 31, 2018. Mileage rate is \$.54 1/2 per mile paying a yearly salary of \$3494.00.

The Town of Charlotte will continue to contract with the Chautauqua County Humane Society for kennel services. The contract we have with them does not have an end date.

A motion was made by Mark Abbey, seconded by Darren Carlstrom and carried to set a flat fee for the Dog Control Officer of \$18.00 for each dog taken to the SPCA and payment of \$240.00 yearly for the Dog Control Officer's cell phone.

A motion was made by Henry Harper, Jr., seconded by Darren Carlstrom and carried in a roll call vote as follows: Mark Abbey - YEA, Darren Carlstrom - YEA, Henry Harper Jr., - YEA, Allen Chase - YEA appointing Betty Jean Ridout as Historian for a period of one year beginning January 1, 2018 ending December 31, 2018 and compensation \$400.00 for the year.

The Honorable Jeffrey Crossley, Town Justice appointed Wanda Crossley to serve as Justice Court Clerk for 2018. Salary was set as \$11,007.00.

A motion was made by Darren Carlstrom, seconded by Henry Harper Jr., and carried in a roll call vote as follows: Mark Abbey - YEA, Darren Carlstrom - YEA, Henry Harper Jr., - YEA, Allen Chase - YEA appointing Allen Chase as Chief Financial Officer and Budget Officer.

The following resolution was offered by Mark Abbey, seconded by Darren Carlstrom and carried

**RESOLVE** that the Town Board, Town of Charlotte does hereby fix the salaries of the following town officials for the year beginning January 1, 2018 in the amounts respectively stated and that such salaries be payable as follows:

<u>OFFICER</u>	<u>YEARLY SALARY</u>	<u>PAYABLE</u>
ALLEN CHASE, SUPERVISOR	\$ 5,500.00	MONTHLY
MARK LEBARON, HIGHWAY SUPT.	\$46,800.00	BI-WEEKLY
SUSAN L. PEACOCK, TOWN CLERK	\$13,240.00	BI-WEEKLY
SUSAN L. PEACOCK , REGISTRAR	\$ 200.00	YEARLY
HENRY HAPRER, JR. COUNCILMAN	\$ 1,200.00	YEARLY
DARREN CARLSTROM, COUNCILMAN	\$ 1,200.00	YEARLY
KENNETH SMITH, COUNCILMAN	\$ 1,200.00	YEARLY
MARK ABBEY, COUNCILMAN	\$ 1,200.00	YEARLY

JEFFREY CROSSLEY, TOWN JUSTICE	\$ 9,493.00	MONTHLY
KEVIN OKERLUND, ASSESSOR	\$ 7,975.00	MONTHLY
LARRY GREEN, BUILDING CODE	\$ 3,380.00	MONTHLY
LARRY GREEN, ZONING OFFICER	\$ 3,380.00	MONTHLY
KRISTINA WILES, DOG CONTROL OFFICER	\$ 3,494.00	MONTHLY

The following resolution was offered by Darren Carlstrom, seconded by Mark Abbey and carried in a roll call vote as follows: Mark Abbey - YEA, Darren Carlstrom - YEA, Henry Harper Jr., - NAY, Allen Chase - YEA

RESOLVE, to move the Town of Charlotte's Clerk's office to the lower level in the David Vern Luce Building sharing space with the Town of Charlotte Court Clerk and to purchase a new laptop computer off the State/County bid in the amount of \$877.45 + software installation service of \$90 per hour and sharing the fax line and office supplies with the Court Clerk. The Town Clerk will establish the hours of Mondays 10:30am - 2pm, Wednesdays 3:30 - 6:30, and Fridays 9am - Noon except legal holidays.

A review of the Town's procurement policy was made by the Town Board as required by guideline 5 of the policy.

The following resolution was offered by Darren Carlstrom, seconded by Mark Abbey and carried in a roll call vote as follows: Mark Abbey - YEA, Darren Carlstrom - YEA, Henry Harper Jr., - YEA, Allen Chase - YEA amending the Town's procurement policy.

**RESOLVE** that Mark LeBaron, Highway Superintendent is hereby authorized to purchase items from the machinery fund without prior written approval by the Town Supervisor and Highway Committee up to an amount of \$2000.00 as an aggregate total including shipping and handling. Items less than \$3,000.00 but more than \$2,000.00, an oral or faxed quote request is required from at least 2 vendors for the price of the goods. Items less than \$20,000.00 but greater than \$3,000.00 shall require a written request for a proposal (RFP) from at least three vendors, and written or fax quotes from these vendors in accordance with the provision of the Town of Charlotte Procurement Policy pursuant to General Municipal Law Section 104-b

The following resolution was offered by Mark Abbey, seconded by Darren Carlstrom and carried in a roll call vote as follows: Mark Abbey - YEA, Darren Carlstrom - YEA, Henry Harper Jr., - YEA, Allen Chase - YEA.

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 \$283,500 on 44.92 miles of Town Highways.

Superintendent Allen Chase noted there was a error in the calculation of the 2017 Organizational Meeting total with other accounts added in that should not have been, as reported "\$425,094 on 44.92 miles of Town Highways".

A motion was made by Henry Harper, Jr., seconded by Darren Carlstrom and carried authorizing payment of \$240.00 a year for the Highway Superintendent cell phone.

A motion was made by Henry Harper, Jr., seconded by Mark Abbey and carried to renew the Shared Service Agreement with Chautauqua County.

A motion was made by Henry Harper, Jr., seconded by Darren Carlstrom and carried to enter into a one year contract with Langford Testing for the highway employee drug testing.

A motion was made by Henry Harper Jr., seconded by Mark Abbey and carried to appoint Darren Carlstrom as the contact person for Langford Testing.

The following resolution was offered by Darren Carlstrom, seconded by Henry Harper Jr. and carried.

**RESOLVE**, that the Highway Superintendent is hereby authorized to advertise for bids for Highway Building materials for the 2018 season or accept the County Bid.

The following amendment to the preceding resolution was offered by Darren Carlstrom, seconded by Mark Abbey and carried.

**RESOLVE**, that the Highway Superintendent is hereby authorized to advertise for bids for Highway Building materials for the 2018 season **AND/or** accept the County Bid.

The following resolution was offered by Henry Harper Jr. seconded by Darren Carlstrom. and carried.

**RESOLVE**, that Community Bank, and M & T Bank be designated as official depositories of the Town of Charlotte.

The following resolution was offered by Darren Carlstrom, seconded by Mark Abbey. and carried.

**RESOLVE** 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 Henry Harper, Jr., seconded by Darren Carlstrom and carried to enter into a contract with Baghat, Laurito-Baghat for bookkeeping services with the yearly cost of \$9,000.00

A motion was made by Mark Abbey, seconded by Darren Carlstrom and carried setting the Town Board meetings for the 2<sup>nd</sup> Wednesday of each month, except in October it will be held on the 1<sup>st</sup> Wednesday and in November the meeting will be held on the 1<sup>st</sup> Wednesday after election. The time for all meetings was set at 7:00 p.m. in the David Vern Luce Community Building.

A motion was made by Darren Carlstrom, seconded by Mark Abbey and carried setting the mileage rate for the use of private vehicles by Town Officials when traveling on official business at \$.54 1/2 per mile.

A motion was made by Henry Harper, Jr., seconded by Darren Carlstrom and carried authorizing Allen Chase, Supervisor to enter into agreements with the Sinclairville Free Library for \$10,500.00, Valley Historical Society for \$1,000.00, the Program for the Aging 76ers) \$4,800.00, and appropriate \$200.00 to the David Vern Luce Legion for Patriotic Observances, and appropriate \$950.00 to the Village of Sinclairville for youth recreation, and appropriate \$400.00 to the Village of Sinclairville for band concerts.

The following resolution was offered by Darren Carlstrom seconded by Mark Abbey and carried.

RESOLVE, that utility bills received after Town Board meetings and the purchase of postage be added to the General Fund Warrant.

A motion was made by Mark Abbey, seconded by Darren Carlstrom and carried authorizing Town Officials to attend training for their respective offices when required or available.

A motion was made by Darren Carlstrom, seconded by Henry Harper and carried to not set a license renewal fee at this time regarding Section 13 of Local Law #1 of 1993 dealing with licensing of landfills of any type requires the Town. No licenses were issued and no license fees have been set.

A motion was made by Henry Harper Jr., seconded by Darren Carlstrom and carried to approve the following committee appointments made by Allen Chase, Supervisor:

Assessment & Judicial  
Highway & Public Safety

Henry Harper Jr, - Mark Abbey  
Kenneth Smith - Darren Carlstrom

Recreation  
Audit Committee  
Cemetery Committee

Darren Carlstrom  
Henry Harper, Jr. – Mark Abbey  
Kenneth Smith

The following resolution was offered by Darren Carlstrom, seconded by Mark Abbey and carried in a roll call vote as follows: Mark Abbey - YEA, Darren Carlstrom - YEA, Henry Harper Jr., - YEA, Allen Chase - YEA authorizing the payment of employee health insurance benefit premiums.

RESOLVE, that the Town Highway Superintendent's insurance in the amount of \$5693.16 for 2018 to be paid bi-weekly as an insurance buyout to Mark LeBaron, \$1416.00 for 2018 to be paid bi-weekly as an insurance buyout to Andrew Abbey and \$1416.00 for 2018 to be paid bi-weekly as an insurance buyout to Tim Cobb.

A motion was made by Darren Carlstrom, seconded by Mark Abbey to set the hourly rate at \$10.40 per hour for the Deputy Clerk position. Note no Deputy Clerk was named at this time.

A motion was made by Darren Carlstrom seconded by Mark Abbey and carried authorizing Town Officials to attend the Association of Towns meeting in New York City.

A motion was made by Henry Harper, Jr., seconded by Mark Abbey and carried that the board reviewed the building/zoning fees and made no changes.

A motion was made by Darren Carlstrom, seconded by Mark Abbey and carried naming Susan L. Peacock Registrar for the Town of Charlotte.

A motion was made by Henry Harper Jr., seconded by Darren Carlstrom and carried to appoint Sue Oaks, Amanda Chase and Ron Pavlock to the Assessment Board of Reviews.

Each board member had previously been given a copy of the minutes of the December 27, 2017 board meeting. A motion was made by Henry Harper Jr., seconded by Darren Carlstrom and carried to accept the minutes as submitted.

A motion was made by Henry Harper Jr., seconded by Darren Carlstrom and carried to draw warrants on the proper funds in payment of Highway Claims No. 1 to No. 7 in the amount of \$7120.43, which have been duly audited and to draw warrants on the proper funds in payment of General Fund Claims No. 1 to No. 15 in the amount of \$17269.74, which have been duly audited.

A motion was made by Darren Carlstrom, seconded by Mark Abbey, opposed by Henry Harper Jr., and carried to allow Supervisor Allen Chase and Town Clerk Susan L. Peacock access to the online banking option at Community Bank, NA.

A motion was made by Darren Carlstrom, seconded by Henry Harper Jr. and carried to approve the Town of Charlotte's website be expanded at the cost of \$300 per year.

A motion was made by Darren Carlstrom, seconded by Henry Harper Jr. and carried to allow Supervisor Allen Chase to reach out to the Chautauqua County Sherriff and New York State Troopers to request more speed control patrol.

Discussion was heard on the following:

1. Residents voiced concerns over the Cassadaga Wind Project
2. Highway Report
3. 2017 yearly clerk report
4. Town of Charlotte Court report and they are prepared for the annual audit.
5. Written Assessor's report
6. Pickets Corners Cemetery - History on latest sale of plots
7. Complaints on the snow removal. (NOTE it has been an exceptionally snowy winter thus far)
8. Cassadaga Wind Farm application meeting is 1/17/18.
9. Everpower has sold and is now Innogy Renewables US.
10. Additional information is needed to review the Town Clerk's Health Insurance.

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

Respectfully submitted  
Susan Peacock  
1/12/18