


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

The Town Board, Town of Charlotte held a regular meeting on Wednesday, May 9th, 2018 at 7:00 pm in the David Vern Luce Community Building. Allen Chase, Supervisor presiding. Board members present were: Henry Harper Jr. Darren Carlstrom, Mark Abbey and Kenneth Smith. Others present were: Jeffrey Crossley, Town Justice, Mark LeBaron, Highway Superintendent, Kris Wiles, Dog Control Officer, Earl & Joni Riggle, John & Jennifer Conway and Susan L. Peacock, Town Clerk. 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 April 11, 2018 board meeting. A motion was made by Mark Abbey seconded by Darren Carlstrom and carried to accept the minutes as submitted.

A motion was made by Henry Harper Jr. seconded by Kenneth Smith and carried to draw warrants on the proper funds in payment of Highway Claims No. 51 to No. 66 in the amount of \$11,708.15 which have been duly audited and to draw warrants on the proper funds in payment of General Fund Claims No. 100 to No. 121 in the amount of \$5961.11, which have been duly audited.

A motion was made by Darren Carlstrom, seconded by Kenneth Smith, and carried to accept the pipe bid from Southern Tier Supply Company to the Town of Arkwright as follows:



**SOUTHERN TIER  
MUNICIPAL & CONSTRUCTION  
SUPPLY CO.**

1801 Washington Street • P.O. Box 6892 • Jamestown, NY 14601  
Phone: 716/462-0166 Fax: 716/463-0723

JANUARY 29, 2018  
TOWN OF ARKRIGHT  
9531 CENTER ROAD  
FREDONIA, NY 14063

GENTLEMEN:

WE PROPOSE TO FURNISH YOU AS PER YOUR REQUEST, PLASTIC CORRUGATED SMOOTH INTERIOR PIPE, ALUMINIZED TYPE 2 PIPE, GALVANIZED PIPE, 4" AND 6" COIL DRAIN PIPE FOR THE 2018 SEASON.

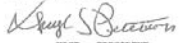
DIAMETER	GUAGE	ALUMINIZED TYPE 2	GALVANIZED
12"	16	\$10.56	\$9.84
15"	16	\$13.14	\$12.25
18"	16	\$15.76	\$14.70
21"	16	\$18.61	\$17.39
24"	16	\$21.07	\$19.67
30"	14	\$32.47	\$30.46
36"	14	\$39.19	\$36.78
42"	12	\$62.22	\$58.27
48"	12	\$70.46	\$65.95
60"	10	\$113.53	\$100.98
72"	10	\$144.96	\$129.94
84"	10	\$185.05	\$173.11
96"	10	\$208.85	\$195.22
108"	10	\$232.64	\$217.38
120"	10	\$256.45	\$239.46

NOTE: THE 84" AND 96" ARE QUOTED IN 5X1 CORRUGATION.

CHP HANGS:  
12" WIDE = 1 FOOT OF PIPE  
24" WIDE = 2 FEET OF PIPE

COIL:  
4" X 100' - \$.39 L/F      6" X 100' - \$.96 L/F  
4" X 250' - \$.39 L/F

CORRUGATED SMOOTH INTERIOR PIPE BELLED END			
6"	\$1.98	24"	\$15.85
8"	\$3.05	30"	\$23.31
10"	\$4.35	36"	\$30.63
12"	\$4.86	42"	\$41.44
15"	\$6.50	48"	\$50.34
18"	\$9.53		

RESPECTFULLY SUBMITTED  
SOUTHERN TIER MUNICIPAL &  
CONSTRUCTION SUPPLY CO., INC.  
DOUGLAS S. PETERSON  
  
VICE - PRESIDENT

A motion was made by Mark Abbey, seconded by Darren Carlstrom and carried to accept the Financial Report prepared for the Town of Charlotte by Bahgat Laurito & Bahgat,

A motion was made by Henry Harper Jr., seconded by Kenneth Smith, and carried to approve the following budget transfer:

GENERAL FUND TOWNWIDE

\$200 FROM A1410.4 Town Clerk Contractual  
TO A1660.4 Central Storeroom Contractual

A motion was made by Kenneth Smith, seconded by Mark Abbey, and carried to approve the following budget transfer:

GENERAL FUND TOWNWIDE

\$200 FROM A1990.4 Contingent Account  
TO A6410.4 Publicity Contractual

A motion was made by Darren Carlstrom, seconded by Mark Abbey, and carried to approve the following budget transfer:

HIGHWAY FUND TOWNWIDE

\$3000 FROM DA9901.9 Transfer – Capital Projects  
TO DA5130.2 Machinery Equipment

The following resolution was offered by Mark Abbey, seconded by Kenneth Smith and carried

**Adoption Of The State of New York Deferred Compensation Plan**

**WHEREAS**, the Town of Charlotte wishes to adopt the Deferred Compensation Plan for Employees of the State of New York and Other Participating Public Jurisdictions (the “Plan”) for voluntary participation of all eligible employees; and

**WHEREAS**, the Town of Charlotte is a local public employer eligible to adopt the Plan pursuant to Section 5 of the State Finance Law\* and

**WHEREAS**, the Town of Charlotte has reviewed the Plan established in accordance with Section 457 of the Internal Revenue Code and Section 5 of the State Finance Law of the State of New York; and

**WHEREAS**, the purpose of the Plan is to encourage employees to make and continue careers with the Town of Charlotte by providing eligible employees with a convenient and tax-favored method of saving on a regular and long-term basis and thereby provide for their retirement;

**NOW, THEREFORE**, it is hereby:

**RESOLVED**, that the Town of Charlotte hereby adopts the Plan for the voluntary participation of all eligible employees; and it is further

**RESOLVED**, that the appropriate officials of the Town of Charlotte are hereby authorized to take such actions and enter such agreements as are required or necessary for the adoption, implementation, and maintenance of the Plan; and it is further

**RESOLVED**, that the Administrative Services Agency is hereby authorized to file copies of these resolutions and other required documents with the President of the State of New York Civil Service Commission.

A motion was made by Darren Carlstrom, seconded by Kenneth Smith and carried to purchase a Road Widening/Shoulder Milling Machine from the Town of Sullivan for \$2764.50 **amended to \$2667.50** through Auctions International. This will be a shared machine with the Town of Cherry Creek who will reimburse the Town of Charlotte half of the purchase price, \$1382.25 **amended to \$1333.75**

A motion was made by Henry Harper Jr, seconded by Darren Carlstrom. and carried to receive sealed bid requests for the Town Highway building roof repairs with a deadline of June 8, 2018 with the following specifications:

The Town of Charlotte is looking for sealed bids in regard to a new roof that is needed on 1/2 of our highway building located in Charlotte Center NY.

The highway building consists of an original building and a newer pole building that was added extending the overall length. this newer addition is NOT in need of roof repair at this time. Originally built with a flat roof, the Town later installed an open gable truss roof with shingles and this is the roof in need of repair. Contractors can gain access to the trusses and visually inspect the underside of the substrate for possible water damage. The Town Board has determined the specifications required to repair the roof and are as follows:

- \*Remove All singles and nails down to bare substrate and discard.
- \*inspect and replace all damaged substrate material with same.
- \*remove and replace the first 4' of substrate along the eve's on both the east and west side of building regardless of condition.
- \*remove all fascia and soffit material and discard.
- \*replace all fascia board with a Pressure Treated dimensional 2"x6"
- \*trim back truss tails to compensate for the thicker fascia board.
- \*repair any truss tails that MAY need repaired. (at the discretion of contractor)
- \*Ice and water ENTIRE roof substrate. including the seam between repaired roof and the new edition roof (approximately 6" difference in height between both roofs and this was not sealed before and

caused water damage.)

\*Install new drip edge all 3 sides of roof

\*install new soffit with white vented style.

\* Install new White fascia made from coil stock and bent per dimension of this roof.

\*Flash new roof to the existing new edition roof with both Ice and water and painted coil stock.

\*install new ridge vent (Running entire length of roof line)

\*install new roof material (see the following note)

### Note

The Town Board wants to have the cost of the roof repair in two separate bid amounts, one with an architectural shingle and one bid amount with a painted metal roof. The metal roof would also require snow stops on both east and west eve's, running the full length of both eve's.

\*shingle color would be whatever is available that is similar to the new edition roof.

\* the metal color would also be a similar color to the shingled new edition roof.

\*contractor must provide workers comp insurance on all employees and sub-contractors

as well as sufficient liability Insurance, the Town will require written documentation.

**\*\*Completion date for roof repairs will be September 28th 2018**

\*The town board would like to change the 4 small horizontal heater exhausts to vertical thru the roof exhausts as we have an ongoing problem with the wind blowing into these exhausts and causing damage to the heaters. It makes sense to do this change during a roof repair so contractors should expect to have these exhausts to work around.

**Sealed bids are due at the Town Clerk's office no later than June 8th 2018 12pm.**

**Bids can be mailed to the Town Clerk or hand delivered. mailing address is:**

**P.O. Box 482**

**Sinclairville, NY 14782**

**Bids can be dropped off to the Town of Charlotte Town clerk in the lower level of the municipal office located at 8 Lester Street Sinclairville , NY 14782**

**\*\*\* The town Board will review the bids at the June 13 2018 Board meeting.\*\*\***

**The town Board recommends all interested contractors to call ahead to the highway superintendent**

**to schedule an onsite inspection of the roof repair. Mark LeBaron (716) 665-8506 cell or shop (716) 962-4501**

**If any other question call Town Supervisor Allen Chase (716)640-1472**

Discussion was heard on the following:

1. **Clerk Report**: April 2018 Revenue Collected: \$418.00  
Hours scheduled/Hours worked: 41.5/59.5 (+18 hours)
2. **Tax Collector Report**: April 2018 Collections: \$50,001.88  
Total Collected for season: \$1,124,467.26  
Report given to all Board Members as follows:

## BREAKDOWN OF PROPERTY TAXES COLLECTED FOR 2018

TOWN WARRANT:	\$602,425.00
COUNTY WARRANT:	\$741,850.41
<b>TOTAL WARRANT:</b>	<b>\$1,344,275.41</b>
TOTAL DEPOSITS	\$1,057,289.78
TOTAL UNPAID TAX	\$222,826.64
\$ COLLECTED AT COUNTY	\$64,158.99
<b>TOTAL</b>	<b>\$1,344,275.41</b>
TOTAL PAID TO A. CHASE - WARRANTS	\$602,425.00
TOTAL PAID TO A. CHASE - PENALTY	\$3,018.49
TOTAL PAID TO CHAUTAUQUA COUNTY	\$454,864.78
<b>TOTAL PAID OUT</b>	<b>\$1,060,308.27</b>
TOTAL DEPOSITS	\$1,057,336.09
TOTAL PENALTY	\$2,972.18
<b>TOTAL DEPOSITED</b>	<b>\$1,060,308.27</b>

3. **Justice Report:** for April had 41 new cases and 64 closed, for the year = 148 open cases and 163 closed cases. Security Assessment was completed and suggestions will be forthcoming. The Court Clerk submitted a letter requesting additional air conditioning for the Town Clerk/Court Clerk office.

4. **Written Assessors Report.** Tentative Roll was filed May 1, 2018. Change of assessment notices were mailed out Monday May 7<sup>th</sup>. The Board of Assessment Review will be held Wednesday, May 23, 2018 at 8 Lester St., Sinclairville, from 4 – 8pm.

5. **Written Building/Zoning Report.**

### **CODE ENFORCEMENT OFFICER MONTHLY REPORT MAY 2018**

To Members of the Town Board, below is a summary of activity since the previous Board Meeting on April 11, 2018:

- A building permit was issued to Ken Morley for the construction of a single-family house at 7370 North Hill Road.
- Several inspections were performed on existing construction projects.
- Emailed building permit applications to 4 potential applicants.
- Fielded 2 calls regarding cellular communications tower upgrades at 3160 Charlotte Center Road.
- Received 3 requests for zoning district information from real estate appraisers.
- Traveled throughout town to identify potential property maintenance & zoning issues.
- Continued communication with Seth Wilmore from Everpower regarding the proposed MET tower project on North Hill.
- Continuing to review and update permit application forms and informational handouts. This will be completed by June 1. Electronic copies will be submitted to Town Clerk for inclusion on town website.

• Today (3/9), I attended the 2018 Annual Local Government Conference in Houghton, NY, sponsored by Southern Tier West. 4 continuing education credits were obtained. Registration fee and mileage covered by the Town of Poland.

Training topics included:

Zoning/Planning Regulations for Solar Projects, Article 78 Proceedings & Planning & Zoning Board Decisions Code Enforcement, & Meat & Potatoes: The Main Course. Various building code related topics.

6. **Highway Report:** Installed drainage pipes and stone in Highway Building parking lot, ordered new pipe for Roberts Road due to wash out of existing cement, cleaned up Cemeteries of debris, back blading and sweeping on Town roads, New projects to include: Scrape and seal tennis courts, need a new push mower to cut cemeteries and hiring new employees to take the place of Andrea Gierlinger (temporary part time) & Morris Chase (permanent full time).

7. **Dog Control Officer Report:** Needs new kennel to replace the broken one she uses in her vehicle, Request to end the "shared jurisdiction contract" with Gerry as their Dog Control Officer resigned March 2, 2018 and who has not been replaced. This leaves Kris Wiles picking up *all* Gerry dog issues with no compensation from the Town of Gerry.

8. **Update on wind farm.** We are in the middle of surveying and staking out all proposed sites. Review & formal meeting scheduled for May 15, 2018.

9. **Update on consolidation.**

10. Procedure to permanently close Town Cemeteries has been initiated. Public meeting on the issue is set for Wednesday, June 13th, 2018 with the proper legal notices in the Dunkirk Observer and Jamestown Post Journal.

11. Residents voiced concerns over the Cassadaga Wind Project - unexpected road problems with the Arkwright project are not being addressed, speed & weight limits on roads sufficient for wind turbine truck traffic.

13. Supervisor Allen Chase to follow up on the excess gas bills recently received from Universal Resource Holdings regarding more reasonable timing of bills and usage is excessive.

14. Town clean up day set for Saturday, May 12, 2018, 8am - 4pm. Details on website.

A motion to adjourn was made by Henry Harper Jr., seconded by Kenneth Smith and carried.

The next meeting will be held on Wednesday, June 13<sup>th</sup>, 2018 at 7:00 pm in the David Vern Luce Community Building.

Respectfully submitted

Susan L. Peacock

Town Clerk

5-11-18