

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

The Town Board, Town of Charlotte held a regular meeting on Wednesday, August 8th, 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, Larry Barmore, County Clerk, Ken Bochmann (partial attendance) 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 July 11th, 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. 96 to No. 109 in the amount of \$167,725.87 which have been duly audited and to draw warrants on the proper funds in payment of General Fund Claims No.168 to No. 183 in the amount of \$3231.57, which have been duly audited.

A motion was made by Kenneth Smith, seconded by Henry Harper Jr., and carried to accept the bid from Active Fence Company for new fencing for dugouts in the amount of \$2200.00 and to fix the fence and poles around the basketball court in the amount of \$650.00. A quote for an awning to be purchased to cover the dug out fencing next spring from Jamestown Awning will be requested.

A motion was made by Mark Abbey, seconded by Darren Carlstrom and carried to accept the July 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 enter into an agreement to replace the indoor and outdoor light fixtures and lights at the Town Highway Building with high efficiency LED lights with National Grid Energy Savings Plan for a cost of \$3304.77. This project includes an estimated National Grid Contribution of \$5257.32, with an estimated annual savings of 20,550.08 KWH with a savings of \$2285.17 to the Town. This includes a 10% savings with a “lump sum” payment being made to the project from the Town.

A motion was made by Darren Carlstrom, seconded by Kenneth Smith. and carried to have the Town Clerk, Susan L. Peacock, contact the Cassadaga Central High School regarding a contest to create an official logo for the Town of Charlotte.

A motion was made by Darren Carlstrom, seconded by Kenneth Smith and carried for the termination the Dog Control Officer shared service agreement between the Town of

Gerry and the Town of Charlotte. Since both Towns are in favor of waiving the 30-day notice, this is in effect immediately.

Discussion was heard on the following:

1. **Clerk Report:** JULY 2018 Revenue Collected: \$345.88  
Hours scheduled/Hours worked: 38.5/47.5 (+9 hours)

All paperwork is up to date.

The Clerk's office is scheduled to go live with the New York State Electronic Death Registration System August 23, 2018. EDRS System training was completed Monday August 6, 2018. Laserfiche training was completed July 23, 2018. The Laserfiche program will be used on line for record keeping in the near future. 2019 Budget forms were distributed to all Board Members and Town Officials.

2. **Tax Collector Report:** "Certificate of Satisfaction" was received by James Caflisch, Tax Enforcing Officer of Chautauqua County, certifying the full satisfaction of the 2018 Tax Warrant issued to the Town. Two Certified follow up letters were sent out to tax payers who overpaid their taxes that have not cashed their refunds yet. Recipients were given until September 30, 2018 to cash the checks. Any uncashed funds would then be turned back over to the Town Supervisor, Allen Chase, as "Unclaimed Funds". As of July 31, 2018 one of the checks has cleared the bank.

3. **Justice Report:** for July had 31 new cases and 56 closed, for the year = 234 open cases and 279 closed cases. "Central Arraignments" are scheduled to start in Chautauqua County soon. DFT Security is appointed to make some proposals for the security assessment that was done. They are meeting with Justice Crossley this month. A jury has been ordered for a trial August 28<sup>th</sup>. Justice Crossley is also adding a portable air conditioner to the Court Room

4. **Written Assessors Report.**

Town of Charlotte  
Assessors Report  
July 2018

The Final Roll was filed July 1, 2018 with the County and the State of NY. Also, the appropriate legal notice was posted in the Post Journal.

In addition, a link to the 2018 final roll is required by the State to be on our website and this will be completed upon receipt of the link from the County.

Assessors' reports required by the State of NY have been filed with the Office of Real Property Services in Albany.

With the 2018 roll filed I have updated the RPS software program to create the 2019 file and we are beginning work on next year's assessment roll.

Thank you.

5. **Highway Report:** Finished round 2 of oil & stone with county shared service and round 2 of mowing shoulders. "Micro milled" North Hill Rd. with Suit-Kote with paving scheduled this week. Highway Employee position interviews will begin next week with 5 applications received. Highway Re-Roofing project can be done by the Highway employees with no problems or additional insurance. A check with OSHA will be done before any construction begins. A quote for materials for the roofing project was

received and distributed to the board with consensus on beginning this project in spring/early summer 2019 - perhaps with a shared service with other municipalities and their equipment or purchasing a bucket truck from the City of Jamestown. Supervisor Allen Chase also volunteered to work on the project and would be covered under the current insurance policy.

6. **Update on Wind Farm:** Seth Myers has responded that the process of pre-construction road surveys is ongoing and a tentative "Information Only" meeting is being set up this month by GHD our on-site monitor. Supervisor Allen Chase will notify Board Members when the meeting is set.

7. Town Supervisor, Allen Chase, has confirmed 2 of the cemeteries in the Town were never incorporated and are private. Therefore, the Town cannot close them for future burials, and must maintain them if the private owner ceases maintenance. In addition, these private cemeteries can not charge for burial plots.

8. Town Supervisor, Allen Chase confirmed the New York State consolidation project between the Town of Gerry and the Town of Charlotte the county lost its bid for the 20 million dollar New York State grant. This consolidation project was one of about 12 projects looking to be funded from the New York State Grant.

A motion to adjourn was made by Henry Harper Jr., seconded by Darren Carlstrom and carried.

The next meeting will be held on Wednesday, September 12th, 2018 at 7:00 pm in the David Vern Luce Community Building.

Respectfully submitted  
Susan L. Peacock  
Town Clerk