

Regular Board Meeting of the Town of Poland Board February 12, 2019

Town Supervisor Snow called the Regular Board Meeting to order at 6:56 p.m. with the pledge to the flag. In attendance were Town Council members Corey Swanson, Stevan Hatfield, and Norman Gustafson. Absent was Councilman Terry Walker. Also present were Highway Superintendent Larry Mee, Code Officer Alan Gustafson, and town residents Don Holt and Post-Journal stringer Rose Mary Carver.

Supervisor Snow asked if there were any corrections or additions to the minutes from the January 8th Organizational Meeting. There being none, *Councilman Hatfield made a motion, seconded by Councilman Swanson to accept the minutes as written.*

Ayes: Snow, Swanson, Hatfield, Gustafson

Motion carried.

Supervisor Snow asked if there were any corrections or additions to the minutes from the January 8th regular Board Meeting. There being none, *Councilman Hatfield made a motion, seconded by Councilman Gustafson to accept the minutes as written.*

Ayes: Snow, Swanson, Hatfield, Gustafson

Motion carried.

****First Privilege of Floor****- no response

OLD BUSINESS

1) Town Hall - Ridout was called for a service call due to the boiler unit not working properly. When the remodeling took place, the lines added to heat the new offices were joined to the unit lower than the air bleeder. Air has been building up in the system until it air locked. The Ridout worker perched and drained the system to get it circulating again. After the winter weather breaks, Town Clerk Wallace will call Ridout to have them fix the initial problem. Supervisor Snow reported Ahlstrom Schaeffer will charge the Town \$2,200 to place the charging units the town purchased in compliance to the Clean Energy Grant that was received. *Councilman Hatfield made a motion, seconded by Councilman Swanson to spend \$2,200 to have Ahlstrom Schaeffer install two charging stations, one at the Town Hall and one at the Highway Barn.*

Ayes: Snow, Swanson, Hatfield, Gustafson

Motion carried.

2) LED Lights - Supervisor Snow will be working on another grant for the LED Street Lights.

3) Memorial Day - nothing new to report

4) Employee Training - April 11th will be the training for Violence in the workplace, sexual harassment, and hazardous materials for all employees.

5) Cemetery Rates - Due to Lawson Landscaping increasing the rates for burials on the weekend, the Board has agreed to raise the weekend rates to compensate for the increase. A list of the new rates will be voted on at the next meeting.

6) Asset/Tag List - nothing new to report

7) Railroad Crossing Reconstruction - nothing new to report

8) Waterboro Bridge - The state will be going out for bid for the Waterboro Bridge project for the 2020 construction season. The posted detour will be Schoolhouse Road

and I86. The secondary detour will be County-Line Road and Grubb Hill Road.

NEWBUSINESS

1) Employee Handbook - The revised handbook has been distributed to all employees. After you read the handbook, please come to the Town Clerk's Office to sign the sheet. Changes made to the Handbook are: No health insurance will be offered for any part-time position, a credit card policy was added, and a cell phone policy was revised.

2) Annual Audit - Supervisor Snow made motion, seconded by Councilman Hatfield to report that the Town of Poland conducted the audits for 2018 books on January 29th, 2019.

Ayes: Snow, Swanson, Hatfield, Gustafson

Motion carried.

****Second Privilege of Floor**** - no response

TOWN CLERK

1) Tax Collection is going well.

ASSESSOR

1) Most of the exemption renewal applications have been returned and approved.

2) The field review process for the Reassessment is also nearly complete. The desk review of new assessments is the final step, and will take place through mid-March.

3) The Assessor's new hours will be posted on the door and on the town's website.

HIGHWAY SUPERINTENDENT

1) Superintendent Mee would like permission from the Board to enter into a Municipal Purchase Agreement with Falconer/Carroll/Ellicott to purchase a Patch Paver. Councilman Hatfield made a motion, seconded by Councilman Swanson to enter into the Municipal Purchase Agreement to purchase the Patch Paver.

Ayes: Snow, Swanson, Hatfield, Gustafson

Motion carried.

2) Plowing & salting

CODE OFFICER

1) The Zoning Officer has been catching up on the portable sign renewals

2) Updated the board on the ongoing violations

3) Planning Board is starting to go through the Zoning Law and Zoning Map. Mr. McCord from the county will be present for that meeting.

4) Community Amish Cemetery is a new cemetery on Route 62 in the Town of Poland.

LEGISLATOR - Supervisor Snow read report

1) To follow up from last month's meeting, I felt that I should do a tax rate comparison so the taxpayers in the Town of Poland would have a better understanding of why the tax forms for the residents look as they do. As suspected, the valuation in the town is what is causing the numbers to appear differently than they do in other towns. The valuation percentage determines the rates on the taxes for each town.

2) County Executive Borrello is planning to attend at least one board meeting from each town in Chautauqua County this year. I reached out to his assistant Mr. Daniel Heitzenrater regarding the day and time for the Town of Poland meetings. Mr.

Heitzenrater will be reaching out to you to schedule a time for the Executive to come.

EXECUTIVE SESSION - Supervisor Snow call an Executive Session to review personnel matters.

Executive Session is closed.

MONTHLY & ANNUAL REPORTS

JUSTICE JUDITH SHIELDS - reported 50 Vehicle & Traffic and 1 Environmental Cons. Law with \$5,648.00 forwarded to Supervisor.

CEMETERY- ALAN SHORT- 1/8/19-2/11/19: Nothing new to report.

DOG CONTROL BRIAN KING - 1/8/19-2/11/19: two (2) dogs chasing animals and one (1) dog running loose in Kennedy.

LIBRARY - February 12, 2019. I will finally be attending training so that I can enter our new books into the Koha System. It has been a 2 month wait but with this training I will no longer have to wait for Prendergast to enter any of the books we purchase.

The Brodart ordering system has smoothed out so we are also getting our popular authors again.

It was confirmed that the circulation numbers that were being generated through the "new" reports tab in Koha were indeed wrong. I have also gone through all the entries that Prendergast suggested were entered wrong, and have fixed them all. Hopefully this will generate the numbers as they should.

January's attendance was average with story hour really taking off. Last week's story hour was fantastic with an attendance in the teens for the children (total chaos - what a blast).

Valentine's for Vets was held on Saturday the 9th. I'd like to say thank you to the ladies that helped make our veterans Valentine's Day cards: Rose Mary, Sue Abbey, Sheila Hoene, Connie, Sandy & Bonnie Heath.

I'd also like to say thank you to the Highway Department for plowing the libraries parking lot. Thank you so much for making it safer for our patrons and myself.

The library will be closed for President's Day on Monday, February 18th.

Diane Carey, Kennedy Free Library

PLANNING BOARD - no report

ZONING BOARD - no report

RECREATION (REBECCA LINDQUIST) - Family Bowling for Town of Poland residents will be Thursday February 21st at Frewsburg Lanes from 1-3pm.

HISTORIAN - REBECCA LINDQUIST- no report

TOWN CLERK BONNITA WALLACE reported \$1993.70 paid to Supervisor with \$2086.70 total disbursed.

ZONING OFFICER GEORGE GUSTAFSON - (ZONING REPORT) reported zero (0) Complaints received, four (4) Notices of Violation issued and \$55.00 in fees forwarded to Town Clerk.

CODE ENFORCEMENT OFFICER ALAN GUSTAFSON - (BUILDING CODE REPORT) ten (10) Inspections Performed, and ten (10) Certificates of Occupancy were reported.

SUPERVISOR KELLY SNOW distributed prior to the meeting the Agenda and Monthly Supervisor's Reports for General Fund, Highway Fund, Payroll Fund, Money Market

accounts and General & Highway Budget Reports.

Supervisor Snow asked if there were any questions on the bills. *Councilman Hatfield made a motion, seconded by Councilman Swanson to pay General Vouchers (37-74) totaling \$99,380.24, Highway Vouchers (20-31) totaling \$44,380.86, Light District #1 Voucher (2) in the amount of \$1,028.66, Light District #2 Voucher (2) in the amount of \$280.72, Justice Court Voucher (2) in the amount of \$3,266.00 and Special District Voucher (1) in the amount of \$102,300.00.*

Ayes: Snow, Swanson, Hatfield, Gustafson

Motion carried.

The next Board Meeting will be Tuesday, March 12, 2019 at 7:00 p.m. in the Town Hall.

Other meetings: none scheduled

At 8:28 p.m. Supervisor Snow made a motion, seconded by Councilman Hatfield to adjourn the meeting.

Ayes: Snow, Swanson, Hatfield, Gustafson

Motion Carried.

Respectfully submitted,

Bonnita R Wallace

Town Clerk