

Regular Board Meeting of the Town of Poland Board June 9, 2020

Town Supervisor Snow called the Regular Board Meeting to order at 7:05 p.m. with the pledge to the flag. In attendance were Town Council members Corey Swanson, Stevan Hatfield, Norm Gustafson, Terry Walker and Highway Superintendent Larry Mee. Due to the Covid-19 pandemic, the meeting was closed to the public but interested residents could call in to a conference call to attend the meeting.

Supervisor Snow asked if there were any corrections or additions to the minutes from the May 12th Regular Town Board Meeting. *Councilman Hatfield made a motion, seconded by Councilman Swanson to accept the minutes as written.*

Ayes: Snow, Swanson, Hatfield, Gustafson, Walker

Motion carried.

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

OLD BUSINESS

- 1) Flags for the Town - Cemetery flags that were ordered back in April are still on back order due to the distributing company on shutdown for COVID-19. Hopefully they will be in by July 4th. The flags ordered this year for the street also did not come in and Superintendent Mee will check on their status.
- 2) Spring Clean-up - postponed until further notice
- 3) Memorial Day - Supervisor Snow thanked Post-journal Singer Rosemary Carver for the article she wrote for Robert Swanson's 49th year of carrying the wreath to the cemetery in honor of the veterans.
- 4) Town Hall - Miller Well Drilling had to replace the pressure switch on the well.
- 5) Access Chautauqua County TV - on hold
- 6) Celebrate CHQ Grant opportunity - on hold
- 7) NY Street Lighting LED Project - on hold

NEW BUSINESS

1) The Town of Poland's Offices will be open to the public starting Monday, June 15th. Masks and social distancing will be requirements to enter the building. Supervisor Snow ordered 40 masks to keep in the Town Clerk's office if needed. The Zoning, Code Enforcement and Assessor's Office will be off limits to the public. Instead, a meeting room will be provided for the Officers to meet with the public on a one-by-one appointment basis. A sign in sheet will be presented for all visits in the clerk's office upon entry. Signage will be placed outside of offices and restroom for employee use only and throughout the rest of the building for social distancing.

2) Read a letter from the court:

"Please be advised that the Town of Poland Court is still closed to in person appearances at this time but can receive guilty pleas by the mail or accept them from the drop box. Fine notices can be sent out but this only applies to traffic infractions and not to traffic misdemeanors.

The March report reported to the State was for funds collected before the pause went into effect. Fine payments were sent in or dropped off during the month of April but the Court was instructed to put all monies in the safe until notified. The May report

represents fines collected during the month of May."

Judge Judy Shields

SUPERVISOR

- 1) Received a letter from Sandra Peterson regarding the base (foundation) of her parents' grave stone in Riverside Cemetery. Mrs. Peterson stated that the condition of the foundation is badly damaged and has been that way for 5 years. Cemetery Caretaker Al Short has patched the foundation but it did not fix the problem. Mrs. Peterson is asking the town to help with this issue. After board discussion, it was decided that the foundations of the grave stones are not the town's responsibility for upkeep, so if Mrs. Peterson would like to purchase a new foundation, the town will be willing to replace it. Supervisor Snow will write Mrs. Peterson a letter explaining the matter fully.
- 2) Cemetery Caretaker Alan Short would like to have a meeting with the cemetery committee/Town Board members to discuss the procedures of the cemetery.
- 3) Cemetery Caretaker Alan Short would like to hire someone during the summer for part-time help. The board agrees to look into this at budget time for next year.
- 4) Sent Attorney Paul Webb an email regarding an update on the Dollar General litigation and adding laws to the Town Law requiring property owners to maintain the upkeep (mowing and taking care of garbage) of their property. Attorney Webb reported there has been no update from the Appellate Division regarding the Dollar General Litigation. In regards to the garbage issue, the town could adopt a local law requiring residents to properly store their garbage in containers so as to not create a nuisance. In the event that the town decides to proceed with this, Attorney Webb would need the area of the town that this law would apply to and also guidelines on what garbage storage the board would require. Before this action is taken, it was recommended to refer these issues to the Planning Board first, to get their thoughts and input. The Planning Board can then decide the best alternatives to storing the garbage and fixing the situation. This Board can also make recommendations on the cutting of grass if that is a problem. That way the town can draft a Local Law that at least covers the issues in question and the method in which they would like to have the homeowner's use to correct these problems. Attorney Webb did recommend that a courtesy be sent to the problem properties first to give the homeowners a chance to remedy problems before action is taken. The Code Enforcement Officer is already in the process of sending letters out.

TOWN CLERK

- 1) A town resident would like to rent the park for a graduation party. Town Clerk Wallace wanted the Board's opinion on this matter. Supervisor Snow will contact the County Executive in regards to this issue.
- 2) The board decided after a brief discussion to not order the port-a-johns for this year due to the Covid-19 pandemic.

ASSESSOR

- 1) Grievance Day took place on Tuesday, June 2. There was one phone hearing, and two mail in reviews for the Board of Assessment Review to consider for reduction.
- 2) The 2020 Assessment Roll is now FINAL and will be filed with the Chautauqua County Real Property Tax Office, and the NYS Office of Real Property Tax Services by July 1.
- 3) Notification has been received from the state that we obtained a 100% equalization

rate for 2020. The Reassessment project was a complete success!!!!

4) The summer will be filled with filing projects, and sales verifications will begin in August.

HIGHWAY

- 1) Finished oiling and stoning; completed ten and a half miles of road, which equaled \$105,000.00. The roads that were done were: Ellington Street, Dailey Hill, Wheelock Road, Mee Road, Stone Road, Quaint Road (from Stone Road to Falconer-Frewsburg Road) and Pine Hill Road.
- 2) Started the first round of mowing
- 3) Started to cut the dead Ash trees located next to the roads, all over town.
- 4) The State is reporting that the CHIPS Funds are still available.

LEGISLATOR (sent report)

As we continue to deal with the Covid pandemic, I will be engaging in many meetings and conversations regarding safe reopening as well as dealing with the financial effects of the economic toll this has taken on Chautauqua County and other areas. As always, feel free to contact me at any time if you have any questions.

CORRESPONDENCE

Received a letter from Mr. Panteli, the manager of the Chautauqua County Landfill regarding the proposed solid waste flow control law for Chautauqua County.

MONTHLY REPORTS

JUSTICE JUDITH SHIELDS - MARCH: reported 55 Vehicle & Traffic, 4 Ag & Markets and 1 Criminal with \$6,003.00 forwarded to Supervisor. APRIL: reported 0 cases with \$0 forwarded to the Supervisor. May: reported 20 Vehicle & Traffic with \$2,360.00 forwarded to the Supervisor.

CEMETERY- ALAN SHORT- 5/13/20-6/9/20: Cemetery work going as usual and mowing & trimming Riverside Cemetery & Tucker Burial Ground.

DOG CONTROL Rebecca Capitano - May Report - Stray dog running loose, found the owner and dog went home. Checked on a call where a dog was running loose, no dog. Complaint on Ellington Street.

LIBRARY - Happy Tuesday all. It's so good to start getting back into the swing of life again.

As you know, I shut the library down on March 17th. All libraries were ordered to do so. But, since I work alone and would not be putting anyone else's health in danger, I continued to come into the library to work. (This was allowed under state guidelines even though we were not essential.)

During the shutdown I have been working on the libraries inventory and data in the operating system. I attempted to use the tools available in Koha (the operating system used throughout CCLS). Unfortunately, if the data is entered into the system wrong these tools are ineffective in finding and correcting how the materials are entered. SO - I have been physically taking the books off the shelves, scanning each book and then correcting every item that was entered improperly. At the same time, I have been removing any item that has not been checked-out for over 8 years. I have the entire conference table full of books that have been removed from our inventory.

To date: I have scanned all the books in these sections: Children's, Juveniles, young Adults, Romance, Christian fiction and Adult fiction. The books I have left to correct are all the holiday books, what we have in the basement and all the books that were checked out before March 17th. The checked-out materials I fix as they come back. On June 6th, we were given the ok to start curbside service. Patrons can contact me by telephone, e-mail or Facebook and I will gather the materials they are requesting, check them out and have them ready for the person when they arrive at the library to pick them up. When I see the person have arrived, I put their request on the chair I have placed on the porch and they can pick them up without having to enter the building. So far it is working well and I have received request via all three mediums. I have safety protocols in place regarding materials that are being returned at this time. All materials should be returned in the drop-box on the porch. Each day before I leave, I empty the drop-box and then quarantine the materials for 72 hours to ensure the virus is dead. After the 3 days, I check the materials back into the system, clean their jackets and reshelv them. This is standard protocol though-out CCLS.

When we do open our doors to the public, I will have our safety protocols written up and will be requesting people respect what we are doing to ensure the safety of all of our patrons, especially the older, more vulnerable members of our community.

PLANNING BOARD - no report

ZONING BOARD - no report

RECREATION (REBECCA LINDQUIST) - no report

HISTORIAN - REBECCA LINDQUIST- no report

TOWN CLERK BONNITA WALLACE reported \$663.46 paid to Supervisor with \$746.77 total disbursed.

ZONING OFFICER GEORGE GUSTAFSON - (ZONING REPORT) reported four (4) Complaints received and two (2) Notices of Violation issued.

CODE ENFORCEMENT OFFICER ERIC YAGER - (BUILDING CODE REPORT) zero (0) Inspections Performed, and thirteen (13) Certificates of Occupancy were reported with \$285.00 in fees forwarded to Town Clerk.

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 Walker made a motion, seconded by Councilman Gustafson to pay General Vouchers (188-226) totaling \$18,445.51, Highway Vouchers (78-86) totaling \$113,857.57, Light District #1 Voucher (6) in the amount of \$714.23, Light District #2 Voucher (6) in the amount of \$197.33 and Justice Court Voucher (4) in the amount of \$4,169.00.*

Ayes: Snow, Swanson, Hatfield, Gustafson, Walker

Motion carried.

The next Board Meeting will be Tuesday, July 14, 2020 at 7:00 p.m. in the Town Hall.

Other meetings: None

At 8:12 p.m. Supervisor Snow made a motion, seconded by Councilman Hatfield to adjourn the meeting.

Ayes: Snow, Swanson, Hatfield, Gustafson, Walker

Motion Carried.

Respectfully submitted,

Bonita R Wallace

Town Clerk