

## Regular Board Meeting of the Town of Poland Board February 9, 2021

Deputy Supervisor Terry Walker called the Regular Board Meeting to order at 6:58 p.m. with the pledge to the flag. In attendance were Town Council members Corey Swanson, Stevan Hatfield, and Norman Gustafson. Absent was Supervisor Kelly Snow. Also present were Highway Superintendent Larry Mee, Zoning Officer George Gustafson and Code Officer Eric Yager.

Deputy Supervisor Walker asked if there were any corrections or additions to the minutes from the January 12<sup>th</sup> Organizational Meeting. There being none, *Councilman Swanson made a motion, seconded by Councilman Gustafson to accept the minutes as written.*

*Ayes: Swanson, Hatfield, Gustafson, Walker*

**Motion carried.**

Deputy Supervisor Walker asked if there were any corrections or additions to the minutes from the January 12<sup>th</sup> Regular Board Meeting. There being none, *Councilman Swanson made a motion, seconded by Deputy Supervisor Walker to accept the minutes as written.*

*Ayes: Swanson, Hatfield, Gustafson, Walker*

**Motion carried.**

### **OLD BUSINESS**

- 1) Town Hall - Town offices are still closed down to the public until further notice, due to the current Covid-19 outbreak.
- 2) Court Update - no update at this time.
- 3) Memorial Day - Town Clerk Wallace will contact the state for approval of applying for the permit needed for the parade.
- 4) EOP - will set a date with Supervisor Snow for the next EOP meeting.
- 5) Access Chautauqua County TV - on hold
- 6) Celebrate CHQ Grant opportunity - on hold
- 7) NY Street Lighting LED Project - Supervisor Snow has been in touch with Mr. Meyer from Southern Tier West on this topic.

### **NEW BUSINESS**

- 1) The 2020 Town Audit was done on January 26<sup>th</sup> and the completed audits are filed in the Town Clerk's Office.

#### **Supervisor Snow's books for 2020**

*Cash Receipts:*

Last Recorded Deposit: Dated 12/31/2020 Amount \$40.00

*Cash Disbursements:*

Last Recorded Check: #4648 Date 12/31/2020 Amount \$1,154.38

*Cash Reconciliations:*

<u>Bank Account</u>	<u>Date Performed</u>	<u>Month Ending</u>
---------------------	-----------------------	---------------------

General	12/31	Dec.
---------	-------	------

CDBG	12/31	Dec.
------	-------	------

Highway	12/31	Dec.
---------	-------	------

Everything is as should be.

Audited by Councilman Stevan Hatfield, 1/26/2021.

#### **Tax Collector Wallace's books for 2020**

*Bank Accounts:*

Is the bank account reconciled after bank statement are received? YES

Last Bank Reconciliation for each Bank Account:

Date Performed 4/16/2020      Month Ending March

No problems or issues found.

Records are complete and very neat.

Audited by Councilman Norman Gustafson, 1/26/2021

### **Town Clerk Wallace's books for 2020**

*Cash Receipts:*

Are deposits made timely (no later than the third business day after \$250 has been collected) and recorded up-to-date? YES

Last Recorded Deposit: Date 12/29/2020      Amount \$73.80

*Cash Disbursements:*

Are checks recorded up-to-date? YES

Last Recorded Check: # 1834      Date 1/4/2021      Amount \$22.50

*Cash Reconciliations:*

Last bank reconciliation for bank account

Bank Account M&T Bank      Date Performed 1/4/2021      Month Ending Dec. 2020

Bank Statements, cash Book Transactions and check book compared & verified for January 2020 and December 2020.

All found to be in order and in agreement. Records were maintained in a consistent and easy to understand manner.

Audited by Councilman Corey Swanson, 1/26/2021

### **Court Justice Shield's books for 2020**

*Cash Receipts:*

Are receipts recorded up-to-date? YES

Last Recorded Receipt: #JMS34518      Date 12/22/2020      Amount \$400.00

Are deposits made timely (within 72 hours of collection) and recorded up-to-date? YES

Last Recorded Deposit: Date 12/23/2020      Amount \$ 775.00

*Cash Disbursements:*

Are Checks recorded up-to-date? YES

Last Recorded Check: #1074 Date 12/11/2020 Amount \$5,165.00

*Cash Reconciliations:*

Is the bank account reconciled after bank statements are received? YES

Last Bank Reconciliation for Each Bank Account:

Date Performed 1/3/2021      Month Ending Dec. 2020

*Accountability:*

Do liabilities (as recorded in the court's records) agree with net bank balances (as evidenced on monthly bank reconciliations) plus any cash on hand as of a specified date? YES

Last Determination of Accountability:

Date Performed 1/3/2021      Month Ending Dec. 2020

*Reports to Justice Court Funds:*

Last Report Submitted

Month Ending Dec. 2020      Date 1/3/2021      Amount \$7,292.00

Everything is very neat and easily followed.

Audited by Councilman Terry Walker, 1/26/2021

### **CEO/Zoning books for 2020**

*Cash Reconciliations:*

Are bank accounts reconciled? YES

By whom? Bookkeeper      How Often? Monthly

Who Reviews/Verifies Them? Supervisor

We have a general receipt book with duplicate copies along with the monthly reports submitted to the Supervisor and read at each meeting.

Audited by Supervisor Kelly Snow, 1/26/2021

### **Flower Fund books for 2020**

Flower fund is kept in a journal – all transactions are recorded immediately.

Audited by Supervisor Kelly Snow, 1/26/2021

### **Petty Cash books for 2020**

Petty cash has only a journal that keeps track of incoming or outgoing monies.

Audited by Supervisor Kelly Snow, 1/26/2021

*Councilman Hatfield made a motion, seconded by Councilman Gustafson to accept the 2020 Town Audit.*

*Ayes: Swanson, Hatfield, Gustafson, Walker*

**Motion carried.**

2) Bookkeeper Rowley and Supervisor Snow will be working on the AUD Report and will

update the board on the progress at the next board meeting.

3) Sale Tax Update - received an update from Todd Button, Deputy Director of Chautauqua County Finance, regarding the NYS Sales Tax Diversion for Fiscally Distressed Health Care Facilities.

4) Falconer Community Fund Grant - The Chautauqua Region Community Foundation is offering an annual grant application to provide financial assistance to nonprofits, churches, municipalities and the school district for various charitable activity projects. After a brief discussion, the board decided to apply for the grant for the purpose of bringing back the "Music in the Park".

5) Supervisor Snow gave the Highway Department a preliminary EOP (Emergency Operation Plan).

### **COUNCILMAN HATFIELD**

Councilman Hatfield announced to the board that he would not be running for office this year.

### **HIGHWAY SUPERINTENDENT**

1) 3 of the 5 Highway employees have already had Covid-19.

2) Plowing as usual

### **ZONING OFFICER**

1) Permits have slowed down

2) Land Pro is adding an addition to their showroom

3) Would like to change and update the zoning fee schedule.

### **LEGISLATOR**

1) Spoke with the Legislature about the Sales Tax Information that Supervisor Snow questioned me about. Essentially the letter was correct in that the governor decided to pull Sales Tax monies from the towns and county to fund hospitals and nursing homes. The exact dollar amount was unknown as of our meeting, but the towns and county will be notified of the exact dollar amount by the comptroller.

2) I was asked about my interest in serving as county legislator again in the next term and I am planning to seek that position once again.

### **MONTHLY REPORTS**

JUSTICE JUDITH SHIELDS - reported 36 Vehicle & Traffic with \$3,180.00 forwarded to Supervisor.

CEMETERY- ALAN SHORT- 1/13/21-2/9/21: All is well at this time.

DOG CONTROL BRIAN KING - January Report - no report

LIBRARY - February 9, 2021. We have received word that the drawings for the construction project are finished. I'm hoping to receive them this week.

Attendance (312) and circulation (800-which is not a complete number because we are missing a count from CCLS on our e-books) are average. I will be working on the libraries annual report in the coming weeks. Due to Covid, there have been some changes in what we are reporting and what we are counting. Thankfully, there was a virtual training session set-up to address all the changes we will be reporting for the 2020 year. We have been assured that the State will be considering all the closures, programs

cancellations, and reduced hours etc.... in this year's reports.

There are a few more libraries within the CCLS system that have had to shut-down due to contact/possible exposure to CV-19. The reduction of attendance, along with our protocols, seem to be working to keep our library community safe from contact exposure. We continue to remain open as well as offering curbside service to anyone wanting library materials.

We are hoping that with the start of vaccinations we will be able to start story time for children up soon. If not as soon as March, then we will definitely be able to start back up in the spring when they can be held outside on the grass. I'm hoping that paint nights can be held the same way - outside - in the grass - like all paint nights should be.

The Library will be closed Monday, February 15<sup>th</sup> for President's Day.

Diane Carey, Kennedy Free Library

PLANNING BOARD - no report

ZONING BOARD - Will meet 2/16

RECREATION (REBECCA LINDQUIST) - no report

HISTORIAN - REBECCA LINDQUIST- no report

TOWN CLERK BONNITA WALLACE reported \$616.03 paid to Supervisor with \$629.03 total disbursed.

ZONING OFFICER GEORGE GUSTAFSON - (ZONING REPORT) reported one (1) Complaint received, three (3) Notices of Violation issued and \$175.00 in fees forwarded to Town Clerk.

CODE ENFORCEMENT OFFICER ERIC YAGER - (BUILDING CODE REPORT) zero (0) Inspections Performed, and zero (0) Certificates of Occupancy were reported.

DEPUTY SUPERVISOR TERRY WALKER 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.

Deputy Supervisor Walker asked if there were any questions on the bills. *Councilman Hatfield made a motion, seconded by Councilman Swanson to pay General Vouchers (33-68) totaling \$101,466.62, Highway Vouchers (22-37) totaling \$52,751.14, Light District #1 Voucher (2) in the amount of \$1,093.62, Light District #2 Voucher (2) in the amount of \$298.12, Justice Court Voucher (2) in the amount of \$1,515.00 and Special District Voucher (1) in the amount of \$118,377.00.*

*Ayes: Swanson, Hatfield, Gustafson, Walker*

**Motion carried.**

**The next Board Meeting will be Tuesday, March 9, 2021 at 7:00 p.m. in the Town Hall.**

**Other meetings:** none

*At 7:31 p.m. Councilman Swanson made a motion, seconded by Councilman Hatfield to adjourn the meeting.*

*Ayes: Swanson, Hatfield, Gustafson, Walker*

**Motion Carried.**

Respectfully submitted,

Bonnita R Wallace, Town Clerk