

Regular Board Meeting of the Town of Poland Board January 12, 2021

Town Supervisor Snow called the Regular Board Meeting to order at 6:48 p.m. with the pledge to the flag. In attendance were Town Council members Corey Swanson, Norman Gustafson and Terry Walker. Absent was Councilman Stevan Hatfield. Also present were Justice Judith Shields and Highway Superintendent Larry Mee.

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

Ayes: Snow, Swanson, Gustafson, Walker

Motion carried.

OLD BUSINESS

- 1) Town Hall - Closed down the Town Hall to the public as of January 5th, due to the current Covid-19 outbreak. We are hoping to reopen in February. All employees will still be working in the building and appointments can be made for the public to come in and pay taxes, dog licenses, building permits and other town business. A doorbell was installed by the main entrance and the drop box will also be used for the convenience of the town residents.
- 2) Court Update - The Court Systems have shut down as of December 9th and will last for at least sixty days. During this shut down the courts are allowed to accept payments by drop box or mail only. No evictions can be processed until May 1st and there will be no suspensions for failure to pay. There will also be no in-person arraignments held.
- 3) EOP - will sent a date at the February Town Board meeting for the next EOP meeting.
- 4) Access Chautauqua County TV - on hold
- 5) Celebrate CHQ Grant opportunity - on hold
- 6) NY Street Lighting LED Project - Supervisor Snow reached out to National Grid for information on a promotion they are offering to help replace the town's street lights with LED lights. National Grid will be assigning a representative to the town for this project.

SUPERVISOR

- 1) Alan Short requested the town look into the possibility of work being done on the cemetery shed. Erik Stornes will be asked to do the repairs to the shed in the spring.
- 2) The Planning Board attended two work sessions with Don McCord over the last two months. These training sessions were well perceived by the board members. Councilman Gustafson suggested that when the town is ready to work on changing the zoning, they should consider hiring Don McCord to assist with the project.

TOWN CLERK

- 1) Tax Collection is going well.
- 2) Reminder to appointed officers to stop to the Clerk's Office to sign your Oath of Office for the year.
- 3) Association of Towns - 2021 Training School and Annual Meeting of the Association will be held VIRTUALLY, February 14-17, 2021.
- 4) STW - Due to Houghton being unsure of whether they can host the 2021 Local Government Conference in June, STW is proposing to hold Webinars in February, March,

April and May. The Webinars would be Scheduled for every Wednesday at 2:00pm. If there is any possibility that Houghton can host the Conference in August 2021, we still have time to put it together.

ASSESSOR

- 1) The exemption renewal phase of the year is still active until March 1.
- 2) The annual inspection of all active building permits will take place through March as weather permits.

HIGHWAY SUPERINTENDENT

- 1) Brush hogging
- 2) All stocked up for winter with salt & sand
- 3) The State never received the CHIPS application from the town that was mail on October 11th. The town never received the CHIPS payment due to this issue. After speaking with Mr. Rutkowski from the State Department of Transportation, the state decided to process a special run for the town and payment should be received by the end of January. Due to the decrease in funds through the year, the payment will only be \$7,390.

SUPERVISOR

Distributed an end of the year spread sheet to the Board Members

MONTHLY & ANNUAL REPORTS

JUSTICE JUDITH SHIELDS - reported 37 Vehicle & Traffic and 2 Criminal with \$6,023.00 forwarded to Supervisor.

JUSTICE JUDITH SHIELDS ANNUAL REPORT - reported 479 total cases disposed, with \$47,836.00 forwarded to Supervisor.

CEMETERY- ALAN SHORT- 12/9/20-1/12/21: The dead Ash tree is starting to come down in pieces near the edge of the creek; the 345 tractor is going in for service soon; there are vehicle tire tracks leading into the Cemetery but no damage was done; and one of the Memorial Benches is refurbished and there is one more to be done. I will need to buy another quart of paint for it.

DOG CONTROL BRIAN KING - December Report - no report

LIBRARY - January 12, 2021. We have received our first bill regarding the drawings the structural engineer is working on for us. They are $\frac{1}{4}$ done. We will be scheduling the contractors as soon as possible to start demo and framing for the handicapped accessibility project.

Attendance (312) and circulation (965) remained steady. Descent numbers considering we were closed for the last week and a half of December. With the numbers of Covid cases rising at an alarming pace, all libraries are reporting low numbers of attendance, so we are not alone in seeing reduced numbers. All these facts will be considered when the annual reports are submitted. The virtual Director's meetings, set up by CCLS, are extremely helpful in sharing what is going on with other libraries in our area. I, personally, hope these meeting continue after we get back to normal. One hour on-line beats the 2-hour driving and 1 hour in the meeting.

There have been a few more libraries within the CCLS system that have had to shut-down dur to contact/possible exposure to Covid-19. The reduction of attendance, along with our protocols, seem to be working to keep our community safe form contact exposure.

We continue to remain open as well as offering curbside service to anyone wanting library materials.

Our website has moved from iPage to Wordpress. We are no longer paying for our website domain. We have joined most other libraries through CCLS in this regard. All our links remain the same and any updating of new materials to the site happens automatically through the Koha data system. This saves time as well as money.

The Library will be closed Monday, January 18th for Martin Luther King Jr. Day.

Diane Carey, Kennedy Free Library

PLANNING BOARD - no report

ZONING BOARD - no report

RECREATION (REBECCA LINDQUIST) - no report

HISTORIAN - REBECCA LINDQUIST- no report

TOWN CLERK BONNITA WALLACE reported \$458.31 paid to Supervisor with \$540.77 total disbursed.

TOWN CLERK BONNITA WALLACE ANNUAL REPORT- reported \$8,980.42 paid to Supervisor with \$15,327.14 Total Receipt & \$15,327.14 Total Disbursements.

ZONING OFFICER GEORGE GUSTAFSON - (ZONING REPORT) reported zero (0) Complaints received, two (2) Notices of Violation issued and \$199.20 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.

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 Swanson to pay General Vouchers (1-32) totaling \$18,811.83, Highway Vouchers (1-21) totaling \$38,317.95, Light District #1 Voucher (1) in the amount of \$1,003.12, Light District #2 Voucher (1) in the amount of \$273.39 and Justice Court Voucher (1) in the amount of \$4,495.00.*

Ayes: Snow, Swanson, Gustafson, Walker

Motion carried.

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

Other meetings: January 26th - Annual Audit at 6:30 p.m.

At 8:08 p.m. Supervisor Snow made a motion, seconded by Councilman Walker to adjourn the meeting.

Ayes: Snow, Swanson, Gustafson, Walker

Motion Carried.

Respectfully submitted,

Bonnita R Wallace
Town Clerk