

Regular Board Meeting of the Town of Poland Board January 13, 2015

Town Supervisor Snow called the Regular Board Meeting to order at 7:10 p.m. with the pledge to the flag. In attendance were Town Council members Kathleen Stanton, Stevan Hatfield, Norman Gustafson and Terry Walker. Also present were Attorney Paul Webb, Jr., Highway Superintendent Larry Mee, Assessor Dennis Stornes, Zoning Officer George Gustafson, Dog Control Officer Brian King, town residents Roland Swanson, Shirley Leyman, Rick and Joan Swanson, Steve Stanton, Legislator Ron Lemon and Post-Journal stringer Rose Mary Carver.

Supervisor Snow asked if there were any corrections or additions to the minutes from the December 9th Regular Town Board Meeting. There being none, *Councilwoman Stanton made a motion, seconded by Councilman Gustafson to accept the minutes as written.*
Ayes: Snow, Stanton, Hatfield, Gustafson, Walker

****First Privilege of Floor**-**

LEGISLATOR LEMON-

- 1) Distributed a handout - The Quickie Report, Insider Insights into Social Services (the December 30, 2014 edition).
- 2) Chautauqua County Charter Commission and Chautauqua County Code Committee are meeting to discuss terms for Legislator, 2 or 4 years. They are also discussing salaries for County Executive, County Sherriff, County Clerk, and County District Attorney. Contact Legislator Lemon with opinions on these matters.
- 3) NYS Department of Environmental Conversation, Fish Advisory Board advises any ice fisher to make sure the ice is at least 4 inches thick before ice fishing.
- 4) Commends the Town of Poland Highway workers on a job well done on making the roads clean and safe for the public.

Supervisor Snow thanked Legislator Lemon for always keeping the Town of Poland informed with the County information.

LEGAL

- 1) Parking enforcement - Superintendent Mee asked Attorney Webb the steps that should be taken to enforce the parking ordinance. Attorney Webb, JR advised the town to look into purchasing parking violation tickets to distribute.
- 2) Dog Control - DCO King questioned Attorney Webb regarding ticket writing for town Ordinances. If a ticket is distributed for a town ordinance and not referring to NYS Ag & Market's Law, how should the ticket be written. Attorney Webb stated to cross out the Ag & Market section and replace it with the town ordinance the ticket is referring to.

OLD BUSINESS

- 1) Library - the move is complete. The new Library's Open House was on January 8th and was a success.
- 2) Town Hall - good start on the project. The contractors found burnt insulation laying on top of the lights in the drop ceiling. The contractors removed the issue in the area of the construction and recommended the town check and revamp the ceilings insulation in the rest of the building.

3) Kennedy Pride - meeting next Wednesday, 1/21/15. A fundraiser is planned for March. Assessor Stornes found a survey of the town park property for Kennedy Pride to review.

4) Accessibility Committee - the contractors found tiles assumed to contain asbestos. The tiles were tested and no trace of asbestos was found. The cost of the asbestos test will be subtracted from the contingency account. Councilwoman Stanton showed the board members color samples of the brick (exterior of the building), walls, tile, paint and stair tread. The completion date for the project is still on schedule for April.

5) Comprehensive Plan - Steering Committee meet last night, 1/12/15, to review the results of the Comprehensive Plan Open House. Next meeting will be held on 2/23/15 at 7 pm.

NEW BUSINESS

1) Honoring Retiree - Councilman Walker presented Roland Swanson with a plaque in honor of the many years of service he donated to the Town of Poland. Mr. Swanson has been very instrumental in the Memorial Day Observance since 1984, when Evelyn Crandell asked Mr. Swanson to be a speaker for the Memorial Service. Roland Swanson has also been a member of the Board of Ethics and Chairman of the Flag Retirement Services. Councilman Walker read a poem that his wife wrote for Mr. Swanson. Thank you Roland Swanson for the many years you dedicated to the Town of Poland.

2) Property Tax Freeze Credit Guidance - a copy of a guide for the Property Tax Freeze Credit was distributed. Superintendent Mee has attendant three meetings in Mayville regarding this issue, and he will keep the board informed with future information.

3) Standard Work Day - Supervisor Snow handed out three month calendars to employees participating in the Retirement System. Please fill out the calendars and return them to the Town Clerk's office. After all information is complete the board will vote on the Standard Work Day Resolution.

4) Annual Audit of Books - Town Audits were turned in and filed in the Town Clerk's Office on January 13, 2015. A brief outline of the audit's to follow.

Supervisor Snow's Books for 2014

Councilman Hatfield reviewed Town of Poland General Checking and Cash Flow (Financial Reports) for November 2014 and found no discrepancies.

Town Clerk's Books for 2014

Councilwoman Stanton reviewed the Town Clerk check book for February 2014 and October 2014. The bank statement reconciled to the check register. Clerk's accounts were found to be in good order.

Also reviewed the Tax Collection Books for March 2015 and no discrepancies were found.

Town Clerk's Petty Cash & Flower Fund Audit for 2014

Councilman Gustafson reviewed the petty cash reports and found the petty cash was used only for postal stamps in 2014. Everything appeared in order. A recommendation was made to use a ledger page for the petty cash.

Councilman Gustafson reviewed the flower fund and reported everything appeared to be in order.

Receipt Books for Code & Zoning

Supervisor Snow reviewed and verified receipts from the beginning of 2014 through

December 2014. All receipts were in order and justified.

Justice Court Records

Councilman Walker reviewed Town of Poland Justice records and followed an annual checklist supplied by the county, and found no discrepancies.

Full reports of the Town of Poland Annual Audit for 2014 are located in the Town Clerk's office.

*****Second Privilege of Floor**** - No response

TOWN CLERK

- 1) Legal notice of Receipt of Tax Roll and Warrant was published on January 6th & 9th, 2015.
- 2) Received accounts payable invoice report from C.C. Director of Finance.
- 3) The 2015 Training School and Annual Meeting of the Association of Towns will be held at the Hilton New York Midtown, New York City, Feb. 15th- 18th, 2015. A brief outline of events was read to the board members.

HIGHWAY SUPERINTENDENT

- 1) Having a few issues with the trucks.
- 2) Total usage for sand and salt are lower than last year

ZONING OFFICER

- 1) Building permits have slowed down.
- 2) Zoning Board of Appeals has been busy with variances.
- 3) Planning Board is working with Attorney Webb to change some of the Town's ordinances.

MONTHLY & ANNUAL REPORTS

JUSTICE JUDITH SHIELDS - reported 31 Vehicle & Traffic, 2 Criminal, 1 Civil, 29 AGM, 1 PHL with \$3,025.00 forwarded to Supervisor.

JUSTICE JUDITH SHIELDS ANNUAL REPORT- reported 690 total cases disposed, with \$52,666.00 forwarded to Supervisor.

CEMETERY- ALAN SHORT- no report

DOG CONTROL BRIAN KING - 12/9/14 - 1/12/15: Three (3) complaint calls for Pine Bluff; one (1) complaint call for dog feces on lawn; one (1) missing dog, sadly found dead; one hundred ten (110) tickets written for no license & rabies.

PLANNING BOARD - no Planning Board meeting in February, Steering Committee meeting February 23rd.

ZONING BOARD - met 1/6/15.

RECREATION (ANN BLOOMQUIST/JONI THOMAS) - no report

HISTORIAN - REBECCA LINDQUIST - no report

TOWN CLERK BONNITA WALLACE reported \$1,416.77 paid to Supervisor with \$1,491.94 total disbursed.

TOWN CLERK BONNITA WALLACE ANNUAL REPORT- reported \$20,307.48 paid to Supervisor with \$30,900.71 Total Receipt & \$30,900.71 Total Disbursements.

ZONING OFFICER GEORGE GUSTAFSON - (BUILDING & ZONING CODE REPORT)

reported \$30.00 in fees forwarded to Town Clerk. One (1) complaint received, one (1) notice of violations issued, seven (7) inspections performed, and eight (8) 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. Also distributed was the Year End Budget Transfer for General & Highway.

Supervisor Snow asked if there were any questions on the bills. *Councilman Walker made a motion, seconded by Councilman Hatfield to pay General Vouchers (1-41) totaling \$50,234.70, Highway Vouchers (1-23) totaling \$47,935.40, Light District #1 Voucher (1) in the amount of \$861.91, Light District #2 Voucher (1) in the amount of \$240.81 and Justice Court Voucher (1) in the amount of \$1,096.00.*

Ayes: Snow, Stanton, Hatfield, Gustafson, Walker

Dog Control Officer Brian King asked the board's approval to research grants available for purchasing a Dog Control vehicle. After a brief discussion, approval was given to research grants to bring in front of the board.

The next Board Meeting will be February 10, 2015 at 7:00 p.m. in the Town Hall.

Other meetings: Kennedy Pride- 1/21/15, Comprehensive Plan Steering Committee Meeting - 2/23/15.

At 8:00 p.m. Supervisor Snow made a motion, seconded by Councilman Walker to adjourn the meeting.

Ayes: Snow, Stanton, Hatfield, Gustafson, Walker

Respectfully submitted,

Bonnita R Wallace
Town Clerk