

## **Regular Board Meeting of the Town of Poland Board May 10, 2016**

Town Supervisor Snow called the Regular Board Meeting to order at 7:03 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, Code Officer Alan Gustafson, and Zoning Officer George Gustafson, and town residents Chuck Richard, Frank Walker, Cindy Woodin and Post-Journal stringer Rose Mary Carver.

Supervisor Snow asked if there were any corrections or additions to the minutes from the April 12<sup>th</sup> Regular Town Board Meeting. There being none, *Councilwoman Stanton made a motion, seconded by Councilman Gustafson to accept the minutes from last month's meeting as written.*

*Ayes: Snow, Stanton, Hatfield, Gustafson, Walker*

### **PRESENTATION - HONORING RETIREES**

Supervisor Snow presented Frank Walker with a plaque in appreciation of the many years of service on the Board of Assessment Review. Mr. Walker has volunteered 42+ years on the BAR and another 2 year (prior to that) as one of the Town's Assessors. Supervisor Snow thanked Mr. Walker for all he has done for the Town of Poland.

Supervisor Snow then presented Cindy Woodin with a plaque in appreciation of the many years of service as Town Clerk & Deputy Town Clerk. Supervisor Snow also thanked Mrs. Woodin for volunteering her time to the town by playing the organ at the Methodist Church and participating in the Memorial Day Parade & Ceremony every year.

**\*\*First Privilege of Floor\*\*** - Court Grant Renovation Update - Judge Shields presented the board regarding the renovations in the courtroom. The town was granted \$1500 from the JCAP grant to renovate three of the four walls in the courtroom. Erik Stornes reported that the paneling that is on the walls was glued to the concrete walls, which is impossible to screw drywall to. Judge Shields asked the board for an extra \$500 to remove the old paneling and to drywall the three walls.

*Councilman Walker made a motion, seconded by Councilwoman Stanton to authorize to spend \$500.00 extra on the Courtroom renovations.*

*Ayes: Snow, Stanton, Hatfield, Gustafson, Walker*

### **LEGAL**

1) Time Warner Cable Franchise Agreement - no updates to report. The town received the fee of \$8,072.08 in March from Time Warner Cable.

2) Procurement Policy - Town Clerk Wallace prepared and distributed the new policy prior to the meeting. After the board reviewed the policy, *Supervisor Snow made a motion, seconded by Councilman Walker to accept the new Town of Poland Procurement Policy presented by Town Clerk Wallace at tonight's board meeting.*

*Ayes: Snow, Stanton, Hatfield, Gustafson, Walker*

3) DEC brush dump - The DEC is cracking down on all brush dumps, so the Town of Carroll, Town of Ellicott, Village of Falconer and the Town of Poland would like to go into a multi-municipal agreement to purchase a 1995 Maxi Grind (Tub Grinder). The used Tub Grinder will mulch wood, brush, and leaves. The unit may be placed in the Town of Poland

and the other townships will be authorized to use it. The town would ask JMI permission to place the grinder on their property (located on Route 62 in Kennedy). After each town/village approves their portion of the purchase, Attorney Webb will draw up a shared service agreement. Supervisor Snow will look into grants available for shared services. After a brief discussion on the price and terms of an agreement, the board decided to vote on this agreement at the end of the meeting.

### **OLD BUSINESS**

- 1) *Library* - Good fundraiser in April (gift certificate for Randolph Retail). May fundraiser will be a punched tin lantern raffle donated by Sue Abbey. Tickets are \$2 each or 3 for \$5. Book & Bake Sale will be Saturday May 21<sup>st</sup> from 10 am to 3 pm. New Library bags are in and will be sold for \$5 each. They feature the award winning artwork of Amelia Lindquist. Story hour ends May 25<sup>th</sup> and restarts in October. Carpets were just cleaned; asking patrons make sure footwear is clean prior to entry. Visiting the library is a privilege; foul language, fighting, bullying or other nonsense will not be tolerated. The board gave the library permission to borrow tables to use for the Book & Bake sale.
- 2) *Town Hall* - Town Clerk Wallace will ask Erik Stornes to place a lock on the other side of the door that was dry walled over and also to move the Judge's signs to the other door.
- 3) *Memorial Day Committee* - Steve Swanson will be the announcer for the parade. Councilman Walker contacted the Boy & Girl State that will read Logan's Orders & the Gettysburg Address. It was decided to invite the other Boys & Girls State to conduct the Pledge of Allegiance at the Ceremony. Councilman Walker will contact them as well. The speaker for the ceremony will be Chautauqua County Veteran's Service Director Gary Chilcott. Councilman Walker will contact Mr. Chilcott to receive information to place in the Post-Journal. The invitation letter will be posted around town for advertising purposes. Councilman Stanton, Roland Swanson, and Supervisor Snow will have cars available if needed. Flags and markers (ordered new markers to replace the damaged ones) were ordered this year and due to the quantity of the order, we will exceed the budget for this year. Supervisor Snow recommended asking for an increase in the budget for next year.
- 4) *Accessibility Committee* - the town needs to purchase and display more handicap accessible directional signs. Town Clerk Wallace will check with Charlie Pillion, Program Director of the New York State Office of Community Renewal and Eileen Powers, Director of Housing Rehab Services to check on grant funding availability for this project.
- 5) *Comprehensive Plan* - Supervisor Snow emailed Don McCord in reference to not receiving the final draft of the Comprehensive Plan.
- 6) *Town Clock* - will get new batteries, reset and replace the clock for Memorial Day.
- 7) *CHRIC* - Supervisor Snow signed a check for draw #11 and the last draw should be ready soon.
- 8) *Kennedy Pride* - pavilion is built, concrete floor will be the next step. Next meeting will be Wednesday, May 18<sup>th</sup>. Flag Retirement Ceremony will be hold on Wednesday, June 15<sup>th</sup>.

## **NEW BUSINESS**

1) Liability Insurance - the liability insurance decreased from last year's total of \$22,787.60 to this year's at \$22,561.76. The town budgeted \$23,000.00 this year for the insurance.

## **ASSESSOR**

1) Production values for Gas Wells have decreased along with the rate.

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

## **SUPERVISOR SNOW**

1) Asked Code Officer Gustafson if there is a new regulation regarding every office containing a CO detector in a municipal building. Code Officer Gustafson will look into the regulation and contact the Highway Superintendent to install the detectors.

## **COUNCILWOMAN STANTON**

1) Attended the Grant Writing Training at Southern Tier West. Councilwoman Stanton discussed a few strategies for Grant writing at she learned at the training.

## **TOWN CLERK**

- 1) Received Certificate of Satisfaction for 2016 Tax Collection from the County.
- 2) Town Clerk, Deputy Town Clerk, Zoning Officer and Code Officer will be attending the Government Conference in Houghton, NY tomorrow.

## **HIGHWAY SUPERINTENDENT**

- 1) Preparing for oiling and stoning (starting on May 23<sup>rd</sup>)
- 2) Black top patching
- 3) Will be getting flags up for Memorial Day
- 4) Clean-up day went well

## **ZONING OFFICER**

1) Noticed violations while driving around town, will be investigating them.

## **CODE OFFICER**

- 1) Permit amounts are up
- 2) Will be focusing on inspecting property maintenance in the Hamlet of Kennedy
- 3) Meeting with the Health Department concerning issues in Pine Bluff Trailer Park
- 4) A bus company will be opening on the Lyndon development property on Falconer-Frewsburg Road.

## **CORRESPONDENCE**

1) Received a letter from Roland Swanson to make aware to the board of his move out of town and to thank the board for all they did for him when he was a town resident.

## **MONTHLY & ANNUAL REPORTS**

JUSTICE JUDITH SHIELDS - reported 40 Vehicle & Traffic, 2 Criminal, and 1 DEC disbursed with \$4,305.00 forwarded to Supervisor.

CEMETERY CARETAKER ALAN SHORT- April 12<sup>th</sup>-May 10<sup>th</sup>: Keeping up with mowing; and all is well.

DOG CONTROL BRIAN KING - no report

PLANNING BOARD - met 5/3

ZONING BOARD - no report

RECREATION (ANN BLOOMQUIST/JONI THOMAS) - no report

HISTORIAN - REBECCA LINDQUIST - no report

TOWN CLERK BONNITA WALLACE reported \$1,444.02 paid to Supervisor with \$1,576.15 total disbursed.

ZONING OFFICER GEORGE GUSTAFSON - (BUILDING & ZONING CODE REPORT) reported \$260.00 in fees forwarded to Town Clerk. Three (3) Complaints received; two (2) Notices of Violation issued; eight (8) Inspections Performed; and five (5) 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 Monthly Supervisor's Report.

Supervisor Snow asked if there were any questions on the bills.

*Councilman Walker made a motion, seconded by Councilman Gustafson to enter into the shared agreement with the Town of Carroll, Town of Ellicott, and Village of Falconer to purchase the 1995 Maxi Grind (Tub Grinder) in pursuant to the listed towns passing the agreement, not to exceed \$18,750.00.*

*Ayes: Snow, Stanton, Hatfield, Gustafson, Walker*

*Councilman Hatfield made a motion, seconded by Councilwoman Stanton to pay General Vouchers (166-209) totaling \$40,283.77, Highway Vouchers (97-121) totaling \$34,775.01, Light District #1 Voucher (5) in the amount of \$751.42, Light District #2 Voucher (5) in the amount of \$204.80 and Justice Court Voucher (4-5) in the amount of \$4,717.00.*

*Ayes: Snow, Stanton, Hatfield, Gustafson, Walker*

Superintendent Mee will hold the check for the Town of Poland's portion of the tub Grinder until the other towns pass and sign the shared agreement.

**The next Board Meeting will be June 14, 2016 at 7:00 p.m. in the Town Hall.**

Other meetings: May 18<sup>th</sup> - Kennedy Pride Meeting; May 30<sup>th</sup> - Memorial Day Parade line-up at 11:00 and step off is at 11:45; and June 15<sup>th</sup> - Flag Retirement Ceremony.

*At 8:50 p.m. Supervisor Snow made a motion, seconded by Councilman Hatfield to adjourn the meeting.*

*Ayes: Snow, Stanton, Hatfield, Gustafson, Walker*

Respectfully submitted,

Bonnita R Wallace  
Town Clerk