

## **Regular Board Meeting of the Town of Poland Board January 10, 2017**

Town Supervisor Snow called the Regular Board Meeting to order at 7:02 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 Highway Superintendent Larry Mee, Town Attorney Paul Webb, Jr., Assessor Dennis Stornes, Code Officer Alan Gustafson, Zoning Officer George Gustafson, Deputy Town Clerk Stacy Curtis, town resident Chuck Richards and Post-Journal stringer Rose Mary Carver.

Supervisor Snow asked if there were any corrections or additions to the minutes from the December 13<sup>th</sup> Regular Town Board Meeting. There being none, *Councilman Hatfield made a motion, seconded by Councilman Gustafson to accept the minutes as written.*

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

Supervisor Snow asked if there were any corrections or additions to the minutes from the January 3<sup>rd</sup> Organizational Meeting. There being none, *Councilwoman Stanton made a motion, seconded by Councilman Hatfield to accept the minutes as written.*

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

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

### **LEGAL**

- 1) Time Warner Cable Franchise Agreement - the Public Hearing will be held on Tuesday, February 14<sup>th</sup> at 6:45 p.m., prior to the Town of Poland Regular Board meeting.
- 2) Attorney Webb was asked questions on site zoning. After a brief discussion, the board decided to ask the Planning Board to review the Town's Zoning and coordinate it with the comprehensive plan.

### **OLD BUSINESS**

- 1) Town Hall - new lights were installed in the vault.
- 2) Kennedy Pride - next meeting will be next Wednesday, January 18<sup>th</sup> at 6:30 p.m. in the Library.
- 3) Personnel Handbook - Supervisor Snow and Town Clerk Wallace are still working on the handbook.
- 4) Accessibility Committee - Councilwoman Stanton will schedule a quarterly meeting after she converses with the Code Officer on a few topics. Judge Shields received notification of approval for the 2016-17 JCAP Grant. Approval was given

to renovate the upstairs restroom (\$3,800) and purchase a new typewriter (\$100).  
5) Comprehensive Plan - Don McCord will be sending the final copy of the Comprehensive Plan soon. The Chautauqua County Planning Board will be holding a training class for the Town of Poland Planning Board (tentatively) on February 7<sup>th</sup> at 6:30 p.m. Town Clerk Wallace will call all members of the Planning Board (and Zoning Board) with a confirmation on the date when finalized.

### **NEW BUSINESS**

1) Supervisor Snow read the Standard Work Day Resolution #2 - 2017. *Councilman Walker made a motion to **accept and execute by resolution the Standard Work Day and Reporting**, seconded by Councilwoman Stanton.*

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

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STATE OF NEW YORK  
COUNTY OF CHAUTAUQUA  
TOWN OF POLAND

**2017 - RESOLUTION #2 (see attached)**

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2) 2017 Justice Grant (JCAP) - Supervisor Snow asked Code Officer Gustafson if the restroom upstairs had to handicap accessible. Code Officer Gustafson stated that one handicap accessible restroom in the building was sufficient. Code Officer Gustafson will prepare a list for the Accessibility Committee, of signs and changes needed made to the handicap accessible restroom downstairs.

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

### **TOWN CLERK**

1) First day of 2017 Property Tax Collection was Monday, January 9<sup>th</sup>.

### **HIGHWAY SUPERINTENDENT**

1) Plowing snow

### **ZONING OFFICER**

- 1) Violations were sent out by certified mail
- 2) Had a Zoning Board Meeting for the Cell Tower variance

### **CODE OFFICER**

- 1) Working on closing out permits
- 2) Next Tuesday the Zoning Board will meet. The Slaughter Operation is on the docket for a request of an interpretation of the Code Enforcement Officer Gustafson decision to shut down the operation. The meeting will start at 6:30 p.m.

### **LEGISLATOR**

- 1) As far as a report on the state of affairs at the County level, everything seems to be going fine.
- 2) We did pass the resolution to agree to a 5 year contract with the Sherriff's. This avoided it being sent to arbitration and quite possible saved the taxpayers valuable dollars.
- 3) Other than that, it has been a little quiet due to the holidays. Anyone with questions can feel free to contact me at their convenience at 716-499-8549 or by e-mail!

### **MONTHLY & ANNUAL REPORTS**

JUSTICE JUDITH SHIELDS - reported 32 Vehicle & Traffic, and 7 Criminal with \$2,340.00 forwarded to Supervisor.

JUSTICE JUDITH SHIELDS ANNUAL REPORT - reported 558 total cases disposed, with \$45,711.00 forwarded to Supervisor.

CEMETERY- ALAN SHORT- All is well; no report.

DOG CONTROL BRIAN KING - 12/13/16 - 1/9/17: none.

LIBRARY - The Kennedy Free Library Board of Trustees has interviewed for a library assistant position. The appointment will be made within this week. The winner of December raffle was Heidi Adams who won a quilted throw donated by Nancy Arrance. The Library will be working in conjunction with the Falconer and Frewsburg Libraries to develop cooperative reading initiatives among the three facilities. Look for further information on this in the next several weeks. On Saturday, February 11<sup>th</sup> the Library will host a Valentines for Vets card making party from 10 am - 12:30 pm. All supplies and light refreshments will be provided. Anyone can come and create valentines which will be mailed to our local veterans. If you know someone who would like a Valentine, please email their name and address to [KennedyFreeLibrary@gmail.com](mailto:KennedyFreeLibrary@gmail.com) or call us at (716)267-4265 by that date.

PLANNING BOARD - met 12/20

ZONING BOARD - met 12/20, next meeting 1/17

RECREATION (ANN BLOOMQUIST/JONI THOMAS) - no report

HISTORIAN - REBECCA LINDQUIST- no report

TOWN CLERK BONNITA WALLACE reported \$665.23 paid to Supervisor with \$689.40 total disbursed.

TOWN CLERK BONNITA WALLACE ANNUAL REPORT- reported \$14,940.13 paid to Supervisor with \$21,006.15 Total Receipt & \$21,006.15 Total Disbursements.

ZONING OFFICER GEORGE GUSTAFSON - (BUILDING & ZONING CODE REPORT) reported \$187.00 in fees forwarded to Town Clerk. Three (3) Notices of Violations Issued, twenty-one (21) Inspections Performed, and twenty-seven (27)

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.

Councilwoman Stanton inquired about the BAN payment and which account it was drawn from. Highway Superintendent Mee questioned about the end of the year total in the Highway report.

Supervisor Snow asked if there were any questions on the bills. *Councilman Walker made a motion, seconded by Councilman Gustafson to pay General Vouchers (1-39) totaling \$19,639.43, Highway Vouchers (1-19) totaling \$44,858.00, Light District #1 Voucher (1) in the amount of \$951.56, and Light District #2 Voucher (1) in the amount of \$259.93.*

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

**The next Board Meeting will be Tuesday, February 14, 2017 at 7:00 p.m. in the Town Hall.**

**Other meetings:** Jan. 18<sup>th</sup>- Kennedy Pride in the Library at 6:30 p.m.; Jan. 18<sup>th</sup>- Town Audit at 6:30 p.m.; Jan. 17<sup>th</sup>- Zoning Board Meeting at 6:30 p.m. and Feb.14<sup>th</sup>- Public Hearing on Time Warner Cable Franchise Agreement at 6:45 p.m.

*At 8:09 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