

## **Organizational Meeting of the Town Board January 3, 2017**

Supervisor Snow called the meeting to order with the pledge to the flag at 7:09 P.M. Present were Councilwoman Kathleen Stanton, Councilman Stevan Hatfield, Councilman Norman Gustafson and Councilman Terry Walker. Also present was Highway Superintendent Larry Mee.

Supervisor Snow made a motion to **appoint Kathleen Stanton Deputy Town Supervisor with a term to expire December 31, 2017**, seconded by Councilman Hatfield.

Ayes: Snow, Stanton, Hatfield, Gustafson, Walker

Councilwoman Stanton made a motion to **authorize Supervisor Snow to sign the Library Contract**, seconded by Councilman Hatfield.

Ayes: Snow, Stanton, Hatfield, Gustafson, Walker

Councilman Hatfield made a motion to **set the regular meeting for the Town of Poland to be held the 2<sup>nd</sup> Tuesday of each month at 7:00 p.m. in the Town Hall**, seconded by Councilman Gustafson.

Ayes: Snow, Stanton, Hatfield, Gustafson, Walker

Councilman Gustafson made a motion to **designate the Jamestown Post-Journal as the official newspaper**, seconded by Councilman Walker.

Ayes: Snow, Stanton, Hatfield, Gustafson, Walker

Councilman Walker made a motion to **authorize all officers to attend the Association of Towns meeting in New York City at Town expense if qualified and incorporated in the 2017 budget**, seconded by Supervisor Snow.

Ayes: Snow, Stanton, Hatfield, Gustafson, Walker

Supervisor Snow made a motion to **designate M&T Bank, Community Bank, N.A., Key Bank and ACS Mellon as official banks**, seconded by Councilwoman Stanton.

Ayes: Snow, Stanton, Hatfield, Gustafson, Walker

Councilwoman Stanton made a motion to **authorize the Town Justice to attend Justice Schools in 2017 at Town expense**, seconded by Councilman Hatfield.

Ayes: Snow, Stanton, Hatfield, Gustafson, Walker

Councilman Hatfield made a motion to **set the mileage rate at \$.535 (fifty-three and a half cent) per mile for the use of private vehicles when used for Town business**, seconded by Councilman Gustafson.

Ayes: Snow, Stanton, Hatfield, Gustafson, Walker

Councilman Gustafson made a motion to **maintain Public Employee Dishonesty Insurance coverage of \$95,000**, seconded by Councilman Walker.

Ayes: Snow, Stanton, Hatfield, Gustafson, Walker

Councilman Walker made a motion to **appoint Paul V. Webb, Jr. Town**

**Attorney with a term to expire December 31, 2017**, seconded by Supervisor Snow.  
Ayes: Snow, Stanton, Hatfield, Gustafson, Walker

Supervisor Snow made a motion to **appoint Alan Gustafson Code Enforcement Officer with a term to expire December 31, 2017**, seconded by Councilwoman Stanton.

Ayes: Snow, Stanton, Hatfield, Gustafson, Walker

Councilwoman Stanton made a motion to **appoint George Gustafson Zoning Officer with a term to expire December 31, 2017**, seconded by Councilman Hatfield.

Ayes: Snow, Stanton, Hatfield, Gustafson, Walker

Councilman Hatfield made a motion to **appoint Deputy Town Clerk Secretary of Assessing/Zoning/and Code Enforcement with a term to expire December 31, 2017**, seconded by Councilman Gustafson.

Ayes: Snow, Stanton, Hatfield, Gustafson, Walker

Councilman Gustafson made a motion to **appoint Deputy Town Clerk Secretary to the Planning and Zoning Boards with a term to expire December 31, 2017**, seconded by Councilman Walker.

Ayes: Snow, Stanton, Hatfield, Gustafson, Walker

Councilman Walker made a motion to **appoint Darla Rissel as Deputy Town Clerk / Tax Collector with a term to expire December 31, 2017**, seconded by Supervisor Snow.

Ayes: Snow, Stanton, Hatfield, Gustafson, Walker

Supervisor Snow made a motion to **appoint Stacy Curtis as Deputy Town Clerk / Tax Collector with a term to expire December 31, 2017**, seconded by Councilwoman Stanton.

Ayes: Snow, Stanton, Hatfield, Gustafson, Walker

At the recommendation of the Town Justice, Councilwoman Stanton made a motion to **appoint Carolyn Shields Court Clerk with a term to expire December 31, 2017**, seconded by Councilman Hatfield.

Ayes: Snow, Stanton, Hatfield, Gustafson, Walker

Councilman Hatfield made a motion to **appoint James Carter and Brian King Court Officers with a term to expire December 31, 2017**, seconded by Councilman Gustafson.

Ayes: Snow, Stanton, Hatfield, Gustafson, Walker

Councilman Gustafson made a motion to **appoint Rebecca Lindquist Historian with a term to expire December 31, 2017**, seconded by Councilman Walker.

Ayes: Snow, Stanton, Hatfield, Gustafson, Walker

Councilman Walker made a motion to **appoint Brian King Dog Control Officer with a term to expire December 31, 2017**, seconded by Supervisor Snow.

Ayes: Snow, Stanton, Hatfield, Gustafson, Walker

Supervisor Snow made a motion to **appoint Paul Willis Dog Control Officer with a term to expire December 31, 2017**, seconded by Councilwoman Stanton.

Ayes: Snow, Stanton, Hatfield, Gustafson, Walker

Councilwoman Stanton made a motion to **appoint Darla Rissel Assistant Dog Control Officer with a term to expire December 31, 2017**, seconded by Councilman Hatfield.

Ayes: Snow, Stanton, Hatfield, Gustafson, Walker

Councilman Hatfield made a motion to **appoint Doug Brandow to the Planning Board with a term to expire December 31, 2023**, seconded by Councilman Gustafson.

Ayes: Snow, Stanton, Hatfield, Gustafson, Walker

Councilman Gustafson made a motion to **appoint Darrin Carlson to the Zoning Board of Appeals with a term to expire December 31, 2021**, seconded by Councilman Walker.

Ayes: Snow, Stanton, Hatfield, Gustafson, Walker

Councilman Walker made a motion to **appoint Supervisor Snow and Kennedy Fire Chief Keith Bean Civil Defense Directors with a term to expire December 31, 2017**, seconded by Councilman Hatfield.

Ayes: Snow, Stanton, Hatfield, Gustafson, Walker

Councilwoman Stanton made a motion to **appoint Supervisor Snow Social Services Officer with a term to expire December 31, 2017**, seconded by Councilman Hatfield.

Ayes: Snow, Stanton, Hatfield, Gustafson, Walker

Supervisor Snow made a motion to **appoint Bonnita Wallace Vital Registrar of Statistics with a term to expire December 31, 2017**, seconded by Councilwoman Stanton.

Ayes: Snow, Stanton, Hatfield, Gustafson, Walker

Councilman Hatfield made a motion to **appoint Darla Rissel Vital Registrar of Statistics with a term to expire December 31, 2017**, seconded by Councilman Gustafson.

Ayes: Snow, Stanton, Hatfield, Gustafson, Walker

Councilman Gustafson made a motion to **appoint Bonnita Wallace Records Management Officer with a term to expire December 31, 2017**, seconded by Councilman Walker.

Ayes: Snow, Stanton, Hatfield, Gustafson, Walker

Councilman Walker made a motion to **appoint Bonnita Wallace Records Access Officer with a term to expire December 31, 2017**, seconded by Supervisor Snow.

Ayes: Snow, Stanton, Hatfield, Gustafson, Walker

Councilwoman Stanton made a motion to **authorize the Supervisor to pay gas, light, telephone, cellular phone, stamps, salt bills, Town Clerk, Highway Superintendent and Assessor salaries prior to audit as well as Health Insurance and Retirement premiums for Town employees**, seconded by Councilman Hatfield.  
Ayes: Snow, Stanton, Hatfield, Gustafson, Walker

Councilman Hatfield made a motion to **set the salary of the Court Officer at \$50.00 (fifty dollars) per night for calendar call and \$9.70 (nine dollars seventy cents) per hour when needed and \$.535 (fifty-three and a half cent) per mile for use of private vehicles when used for Town business**, seconded by Councilman Gustafson.

Ayes: Snow, Stanton, Hatfield, Gustafson, Walker

Councilman Gustafson made a motion **the Town Board will sponsor the Memorial Day Parade and all Committee members will report to the Town Board**, seconded by Councilman Walker.

Ayes: Snow, Stanton, Hatfield, Gustafson, Walker

Councilman Walker made a motion to **authorize the Highway Superintendent to advertise piggy back on the County and State for bids of the following products: pipe, diesel fuel, gasoline, tires, bituminous products, gravel, sand, slag and stone**, seconded by Supervisor Snow.

Ayes: Snow, Stanton, Hatfield, Gustafson, Walker

Supervisor Snow read Resolution #1 - 2017.

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STATE OF NEW YORK  
COUNTY OF CHAUTAUQUA  
TOWN OF POLAND  
**2017 - RESOLUTION #1**

MUNICIPALITIES HAVE THE POWER AND AUTHORITY TO  
CONTRACT WITH OTHER MUNICIPALITIES THROUGH  
SHARED HIGHWAY SERVICES

WHEREAS, PURSUANT TO Section 119-o of the General Municipal Law, all municipalities have the power and authority to contract with other municipalities for the performance of certain functions including, but not limited to, Shared Highway Services and;

WHEREAS, it is hereby determined that the Town of Poland and other municipalities have machinery and equipment which is not used during certain periods and;

WHEREAS, it is determined that the Town of Poland and other municipalities often have materials and supplies on hand which are not immediately needed and;

WHEREAS, it is hereby determined that by renting, borrowing, exchanging, leasing or maintaining highway machinery and equipment and the borrowing or lending of materials and supplies, the Town of Poland and other municipalities may avoid the necessity of purchasing certain needed highway machinery and equipment and the purchasing of or storing a large inventory of certain extra materials and supplies, thereby saving the taxpayers money and;

WHEREAS, it is the intent of the Town of Poland to give the head of the highway department the authority to enter into arrangements with the persons serving in similar capacities in other municipalities without the necessity of obtaining approval of the Town governing board prior to the making each of these individual arrangements and;

WHEREAS, a standard contract has been prepared which is expected to be adopted and placed into effect in other municipalities, and will grant the person holding the position comparable to that of the head of the highway department, authority to make similar arrangements and;

WHEREAS, it is hereby determined that it will be in the best interests of the Town of Poland to be a party to such shared service arrangements; NOW, THEREFORE be it:

RESOLVED, that the chief executive officer of the Town of Poland is hereby authorized to execute a contract to participate in the Shared Highway Services with other municipalities in Chautauqua County; and be it further

RESOLVED, that the Highway Superintendent is authorized to request from participating municipalities and approve requests from participating municipalities, Shared Highway Services pursuant to the Shared Highway Services Contract.

Dated: January 3, 2017

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Councilwoman Stanton made a motion to **accept and execute by Resolution the County Shared Services Agreement**, seconded by Councilman Hatfield.

Ayes: Snow, Stanton, Hatfield, Gustafson, Walker

The 2017 Agreement shall be expended as *General Repairs* for the sum of \$213,317.67 upon 46.42 miles of town highways including sluices, culverts and bridges having a span of less than five feet and boardwalks or the renewals thereof.

Councilman Hatfield made a motion to **approve signing of the annual Agreement to Spend Town Highway Funds pursuant to the Provisions of Section 284 of the Highway Law**, seconded by Councilman Gustafson.

Ayes: Snow, Stanton, Hatfield, Gustafson, Walker

Supervisor Snow **appointed the following committees: (2017)**

*Supervisor Kelly Snow to participate on all committees as schedule permits.*

<b>Planning Board</b>	K. Stanton
<b>Zoning Board of Appeals</b>	S. Hatfield, N. Gustafson
<b>Legislative &amp; Budget</b>	T. Walker, K. Stanton, S. Hatfield, N. Gustafson
<b>Conservation</b>	N. Gustafson, K. Stanton, L. Mee
<b>Highway</b>	T. Walker, K. Stanton, S. Hatfield, N. Gustafson Meet Semi-Annually (spring, fall)
<b>Insurance</b>	T. Walker, K. Stanton
<b>Library</b>	T. Walker
<b>Recreation</b>	T. Walker, N. Gustafson
<b>Light District (s)</b>	K. Stanton, T. Walker

<b>Memorial Day Chairman</b>	T. Walker
<b>Memorial Day</b>	T. Walker, K. Stanton, S. Hatfield, N. Gustafson L. Mee, B. Wallace and volunteers
<b>Building</b>	L. Mee Appointed Chairman
<b>Cemetery</b>	T. Walker, K. Stanton, S. Hatfield, N. Gustafson L. Mee, B. Wallace, A. Short, B. Czerniak Meet Annually
<b>Accessibility</b>	K. Stanton, L. Mee, A. Gustafson

Procurement Policy is acceptable to New York State Audit.

Investment Policy is in compliance with the Financial Management Guide of the Office of the State Comptroller.

Councilman Gustafson made a motion, seconded by Councilman Walker to **accept the following pay schedules:**

Ayes: Snow, Stanton, Hatfield, Gustafson, Walker

<u>Position</u>	<u>Per Year</u>	<u>Pay Period</u>
Supervisor Snow	\$ 5,300.00	monthly
Councilwoman Stanton	\$ 1,300.00	quarterly
Councilman Hatfield	\$ 1,300.00	quarterly
Councilman Gustafson, N	\$ 1,300.00	quarterly
Councilman Walker	\$ 1,300.00	quarterly
Attorney Webb, Jr.	\$ 5,000.00	quarterly
Budget Officer Snow	\$ 550.00	monthly
Justice Shields	\$ 12,000.00	monthly
Assessor Stornes	\$ 15,644.00	bi-weekly
Code Officer Gustafson, A	\$ 6,990.00	monthly
Zoning Officer Gustafson	\$ 3,428.00	monthly
Town Clerk Wallace	\$24,255.00	bi-weekly
Hwy. Superintendent Mee	\$59,807.14	bi-weekly
Cemetery Caretaker Short	\$ 6,266.00	monthly
Court Clerk Shields	\$ 4,750.00	monthly
Bkkpr./Sec. to Supv. - Rowley	\$ 4,500.00	monthly
Historian Lindquist	\$ 700.00	monthly
Sec. - Cemetery - Czerniak	\$ 724.00	annual

<u>Position</u>	<u>Per Hour 2017</u>
Deputy Town Clerks	\$ 12.00
Secretary to Assessor	\$ 12.00
Dog Control Officer King	\$ 15.00
Dog Control Officer Willis	\$ 15.00

Dog Control Officer Rissel	\$	15.00
Court Officers King/Carter	\$50.00 per calendar call (2 <sup>nd</sup> Thursday every month)	
	and \$ 9.70 (hourly if called in for a trial)	
Secretary to Appointed Boards	\$	12.00
Custodian King	\$	10.00
Maintenance Stornes	\$	12.00

**The 2017 audits are scheduled for Wednesday, January 18, at 6:30 p.m. for the Town Supervisor, Town Clerk, Justice and Zoning/CEO books.**

The next Regular Meeting of the Town of Poland Board is January 10, 2017 at 7:00 p.m. in the Town Hall.

Supervisor Snow made a motion to adjourn the meeting at 7:30 p.m., seconded by Councilwoman Stanton.

Ayes: Snow, Stanton, Hatfield, Gustafson, Walker

Respectfully submitted,

Bonita R. Wallace  
Town Clerk